TST-SoC Recognition and Onboarding Committee Operational Document

Updated 18 June, 2022

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Recognition and Onboarding Committee (hereinafter referred to as the committee or the ROC) with the name being written in proper sequence with no deviations. This name shall not be changed unless permission has first been obtained from the Society of Congregations (SOC) of The Satanic Temple (TST).

ARTICLE II. PURPOSE

The primary purpose of the committee is to manage both the recognition/onboarding process for candidate Congregations and to perform the functions necessary for recognizing new Congregation heads for existing Congregations . All programs are carried out in accordance with the policies and guidelines of TST and the Society of Congregations Pillar.

This committee shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other committee activity except in furtherance of the purposes stated above for which the committee is organized. The committee shall never engage in propaganda, attempt to influence legislation, or participate in any political campaign on behalf of any candidate for public office, nor shall any part of its property be devoted to such purpose.

ARTICLE III. OFFICERS

The officers of this committee shall be one or two Representatives for each Region. Officers may be referred to in official documents by their pseudonym. Pseudonyms shall be consistent and considered confidential. This Committee will have no Chair or Co-Chairs.

Section 1. Selection of Officers

Each Regional Committee (RC) will self-select up to two Representatives by the process the RC defines for itself. Each Region only gets one vote, regardless of the number of Representatives.

At minimum, sitting members are one person for each current SOC region.

ROC is empowered to add annual (1 year) term seats to enlarge the committee if additional seats are needed to fulfill function.

ROC seats are a 1 year term, if a Representative must step down before the term ends, the Regional Committee is empowered to decide if their new Representative is only in place until the original term ends, or if the new Representative will complete the extant term and then continue for the next full 1 year term. The Regional Committee must inform the ROC of the term length when the replacement Representative starts.

There are no term limits imposed by the ROC, but Regional Councils may choose to create term limits for their own representatives.

Section 2. Duties to Candidate Groups

ROC responsibilities for a Candidate Group

- Appraises the Petitioner.
- CROW creation.
- Fulfill the communication function of a CROW for a Candidate Group if no CROW is available.
- Provides documents as needed for the CROW to provide Candidate Groups.
- Interview with the Candidate for the Congregation Head role.
- Reviews the Candidate Group's Congregation Constitution and Member Handbook, and checks that all needed paperwork is submitted and in order.

The above duties will be performed as outlined in the New Congregation Recognition Policy.

Section 3. Duties to Congregation Head Candidates

Responsibilities for a new Congregation Head

- Notification and Information Gathering.
- Interviews of Congregation Heads.
- Notification to the Congregation of the evaluation.
- Onboarding the new Congregation Head.
- Notifying SatanOps, Administrative Committee, and relevant Regional Committee.

The above duties will be performed as outlined in the Congregation Leadership Policy.

Section 4. Duties to the Society of Congregations

Other ROC duties, in service to the Society of Congregations

- Maintain an up to date list of Official Congregations, who their active Congregation Heads are, and what Region they currently fall into.
  - ☒ Congregations Leadership and Regency Options.xlsx
- Upon vetting of a new Congregation, update the following groups:
  - Congregation Heads
  - Relevant Regional Committee
  - Administrative Committee
  - SatanOps
  - Suryan Council
  - Ordination Council
  - TST's "Find a Congregation" webpage
- Upon vetting of new Congregation Heads, update the following groups:
  - Congregation Heads
  - Relevant Regional Committee
  - Administrative Committee
  - SatanOps
  - Suryan Council
  - Ordination Council
  - TST's "Find a Congregation" webpage
- Maintain a list of volunteers to serve as members of CROWs.
  - Recorded in ☒ Transformation Candidate Groups Info.xlsx
- Maintain a list of volunteers to serve as Regent Congregation Heads.
  - Recorded in ☒ Congregations Leadership and Regency Options.xlsx

- Appoint Regent Congregation Heads as needed.

Section 5. Removal or Resignation of Officer

TST SOC may remove any officer or member of the Committee and elect a successor for the unexpired term for any reason outlined by SOC policies and guidelines. Membership on the Committee is not compulsory and may be resigned at any time. Committee officers are required to notify their Regional Committee and SatanOps of their resignation in writing by email or another electronic method.

Mechanism for removal of a sitting member of the ROC:

- Vote of no-confidence of ⅔ (66.6%) by fellow ROC sitting members (expulsion for the rest of the term, may return later if selected by Regional Council).
- Vote of removal for violation of ROC rules and/or Code of Conduct of ⅔ (66.6%) by fellow ROC sitting members (expulsion from ROC permanently).
- Recalled by their region and replaced (situational, may be temporary, able to return to ROC seat dependent on member situation).
- Removed by SurCo (expulsion from ROC permanently).
- Removed by Concerns (expulsion for an indicated period of time, up to permanently)
- Candidate Group / CROW request for investigation/review of the Representative.

ARTICLE V. MEMBERSHIP

Section 1. Eligibility for Membership

Any individual who supports the goals and purposes of this committee and is willing to abide by these bylaws is eligible for membership. Members should be TST Satanists in good standing with a congregation and will be required to achieve P2 Prerequisites: NDA, Code of Conduct, Ordination Program Graduate (incl. Background Check)

ROC Representative expected skill set:

- Congregation Head or Congregation Ambassador experience.
- This is an administrative position, so administrative and communication skills will be needed.
- Minister of Satan required.
- Team player.

ARTICLE VI: OPERATIONS

Section 1. Committee Meetings

1.1. Roberts Rules of Order

The Recognition Onboarding Committee adopts Robert's Rules of Order for basic meeting procedures; these shall be considered guidelines. Please see Appendix A for details. Policies and procedures voted into the Operational Document would supersede suggestions within these documents.

1.2. Quorum

Quorum for the ROC shall be 7 Representatives for separate Regions present. Items that require unanimous participation from the Committee shall have that indicated upon proposal. Each Region only gets one vote, regardless of the number of Representatives.

1.3. Recordings

By default, ROC meetings will be recorded.

1.4. Attendance Policy

Membership in the Committee is entirely voluntary. However, due to the time-sensitive nature of the Committee's work, dependability of members is crucial. All members are expected to attend all meetings to the best of their abilities.

If a member cannot attend a regularly scheduled meeting, they shall provide written notice to the Committee. Personal details are not expected or required in the notice, though a member may elect to include relevant details if they choose. Any details included in the notice may be treated as public record in the meeting notes, at the discretion of the Committee.

1.5. Absenteeism Removal

If a member misses more than 25% of regularly scheduled meetings per calendar quarter, that member will be automatically removed from the Committee.

Special or Emergency Session Meetings do not count toward the total missed, though attending such meetings shall contribute a benefit to a member's attendance ratio; e. g., below:
- A member who has attended 10 of the 12 regular meetings and 0 of 2 special session meetings has missed 16.7% of meetings.
- A member who has attended 10 of the 12 regular meetings and 2 of 2 special session meetings has missed 14.3% of meetings.

Meetings that are canceled by the Committee do not count against anyone's attendance.

The removal must be added to the Meeting Notes for the applicable date. A motion to retain the member, seconded, and a 66.6% vote of the remaining members is required to override this policy.

1.6. Voting *in absentia*

Committee Members desiring to vote *in absentia* can opt-in via email prior to a posted meeting to be considered part of a quorum for that meeting. Such opt-in indicates an agreement to review the meeting information and participate in voting on proposals. This does not count toward Member attendance [if attendance policies or expectations are put in place in the future] but allows ROC business to progress.

In order to be counted, *in absentia* votes must be received before the next regularly-scheduled, posted meeting, at which time the votes will be read, approved, and notes considered locked.

If a Member who agreed to vote *in absentia* fails to cast their vote prior to the next business meeting, the previous notes will be updated to include the vote as "Blank"; a Committee Member casting a Blank vote is treated as completely absent when calculating quorum, and their vote is subtracted from the total number of voters when determining majority.

Members choosing to abstain, whether present or *in absentia*, contribute to the quorum, and their vote is subtracted from the total number of voters when determining majority, e. g., if 8 votes are cast on an item that requires a simple majority, and the vote results are 4 Ayes, 3 Nays, and 1 Abstain, the majority goes to the Ayes and the motion passes.

Responses to Call for Votes:
Aye: A vote in support of a proposal
Nay: A vote in opposition to a proposal
Abstain: A statement of non-voting.
Blank: A Blank vote is a vote agreed to *in absentia* but not cast.

1.7.   Timekeeping

When scheduled meeting time reaches its end, a reading of the remaining items on the agenda will occur. A verbal vote specifying how long to extend the meeting time will be taken to determine if additional time is warranted. If the vote fails, all remaining items will be tabled and moved to the next meeting as Old Business.

1.8.   Documentation Procedure
1.8.1.   Note-taking

Meeting notes will be taken for all meetings. A Committee Member will take the role of Scribe at meetings; the position can be rotated. The Scribe is responsible for taking notes to include attendees, Discussion topics, and any Motions/Voting Items and their vote results.

Individual and Congregational names or clear identifying features will be automatically redacted from publicly-shared meeting notes unless the ROC votes specifically otherwise. Generic indicators, e. g., "a Congregation," "a Committee," or "a member", will be substituted. Every effort should be made to keep changes minimal.

In the case of confidential information that does not fall into the category of directly identifying a group or individual, which will be determined as such by the present Committee Members, sensitive information may be redacted. Any redactions should be accompanied by a description of the reasoning for redaction.

Meeting Notes will be held open for additional details, in absentia votes, redaction suggestions, etc. as needed, and be considered "locked" by the end of the following scheduled meeting, or after one week if meetings are not weekly.

1.9. Documentation Storage

Unredacted copies of Notes shall be stored in the "Recognition and Onboarding - Committee" Google Workspace shared Drive folder, available to all ROC members, in the following file path:

Recognition and Onboarding - Committee >
Meeting Notes >
CONFIDENTIAL >
Meeting Notes - CONFIDENTIAL

1.10. A redacted copy of the Notes should be created prior to the next Committee Meeting and be kept available for review by all ROC members until the end of the next Committee Meeting, via the following file path:

Recognition and Onboarding - Committee >
ROC Meetings >
Notes >

In the case of documents related to the notes or items having a deadline, once the deadline is passed and the relevant discussion is considered complete by the ROC, the related documents will be moved to a folder labelled "zzz Archived Business." If multiple documents are related to a single issue, a folder will be created to keep those items together, to be clearly labelled for convenient reference, if needed, in the future.

If the archived documents contain identifying features such as names of people or Congregations, they should have CONFIDENTIAL appended to their filename, and stored in the "CONFIDENTIAL Completed" subfolder. However, if documentation is related to an investigation of Concern, that documentation will be annotated with the related Case Number and archived in accordance with the Concerns handling process.

1.11. Notes Sharing

Notes shall be made available by posting in the "Recognition and Onboarding - Committee" Google Workspace shared Drive folder, available to all ROC members, within 48 hours after the meeting.

A copy of the redacted Notes shall be converted into a PDF format. The redacted Notes PDF shall be made available to all Society of Congregations approved Congregation Heads, as well as several Committees, via the following file path:

Congregation Heads >
[05 Committee, Alliance, Task Group, Campaign Documents](#) >
[Committee Notes and Documents](#) >
[ROC](#)

The locked, non-confidential notes will be made available to the Society of Congregations after the end of the following scheduled meeting, or one week after locking the notes, if meetings are not weekly.

Once the redacted notes PDF has been delivered to indicated subfolder in the Congregation Heads share, the editable version of the redacted notes shall be moved to the following file path:

Recognition and Onboarding - Committee >
ROC Meetings >
Notes Posted to CongHeads Share >

Section 2. Documentation Storage and Structure

2.1.   All pre-Transformation documents must be archived. Pre-Transformation Documentation should be removed from all venues previously shared, to avoid them being conflated with current documents. Documents functioning as templates should be renamed so the document name clearly indicates its Template status.

2.2.   The Operational Document will be located in the Congregation Heads share for transparency and review.
- Changes can be made to the internal operations per standard voting methods within the ROC, but the expectation is that the ROC is abiding by the guidelines detailed in the version in the share.
- No changes in policy may be considered active until the updated verbiage is posted in the Congregation Heads share.

2.3.   All relevant documents for Candidate Groups, new leaders, and this Committee, will be stored in the SatanOps-managed Shared workspace.
- Documents can be shared elsewhere for the benefit of Candidate Groups
- Documents shared in this fashion must be reviewed Quarterly at minimum to ensure all are accurate, up to date, and useful.

2.4.   SatanOps-managed email, Spaces, and chat should be the primary e-communication method for the ROC and CROW representatives
- While other e-communication and social media contact is acceptable, copies of direct communication with Candidate Groups should be stored in SatanOps-managed email or online document storage.
- This is to prevent knowledge loss when Committee staffing changes.

2.5.   SatanOps-managed email should be the primary e-communication method for a CROW representative to their Candidate groups.

2.6.   For transparency and to ensure timeliness and equity, the Regional ROC Representative and at least one other ROC Representative must also have access to CROW email groups and online storage, as well as other e-communication methods/platforms chosen.

Section 3: ROC-CG Town Hall Meetings

Town Hall Meetings for the ROC with the Candidate Groups will be scheduled for March, July, September, and December on the second Saturday of each month at 5:00pm Salem Time. Due to the timing of the release of this document, the first post-Transformation Town Hall will be held in April, 2022 rather than March.

A representative of the Recognition and Onboarding Committee shall convey this date to the Society of Congregations, as well as Ordination Council, Suryan Council, and the Campaigns with a call for

submitting questions and possible agenda points. Any Candidate Group Facilitators may submit a proposed question or agenda item up to one week prior to the Town Hall date.

Relevant Committees, Alliances, Task Forces, and Campaigns may wish to provide a representative, in order to answer questions in their areas.

Section 4. Candidate Group Tasks

- The ROC is the administrative body overseeing Candidate Groups. When there are no CROWs, it remains the ROC's responsibility to provide assistance to the Candidate Groups.
    - If the CROW has become unresponsive to the Candidate Group, The Candidate Facilitator will contact the ROC directly for assistance.
    - Sitting or prior members of the ROC may serve as members on a CROW if they so wish.

4.1. Contact

4.1.1. Petition

- ROC generates a webform for Petitioners to provide basic information.
- NONE of these questions will automatically reject someone's application. These questions are intended to help ascertain what level the petitioner is at, who to send them to for support, and, if they're open to working with another Petitioner, to help connect people who are close geographically if they're both trying to set up a new Congregation for the same area.

- **Assessment after Petition**
    - Put in contact with their local Congregation (if applicable)
    - Put in contact with other Petitioners in their area (if applicable)
    - Send the Petitioner the Candidate Group Guidelines Checklist outline of requirements for becoming a Congregation.
        - Need informal agreement to these requirements *before* they can move to the Communication Stage (*text, email, or via Zoom, etc. all acceptable*).
        - If necessary, decline Petition for formation
            - If declined for any reason, the Petitioner must be notified.
            - Possible reasons to decline Petition:
                - In an area too dangerous for a Satanic Congregation,
                - In an area with no protections for religious freedom
                - Other necessary causes, with reasoning provided by the ROC

- **Communication**
    - The Congregation Regional Onboarding Workgroup (CROW) is assigned by the ROC to function as a guide as the Candidate Group grows.
        - Refer to Section 6: CROWs
    - ROC Rep ensures contact information for CG organizers' group.

- **Collaboration**
    - ROC provides documents as needed for the CROW.
    - ROC hosts Candidate Group Town Halls; communicates details to CROWs so invitations can be provided to Candidate Facilitators and Proxy Facilitators.

- ○ ROC Rep ensures continued contact with CG organizers group, not just CF and Proxy.
- **Commitment**
  - ○ ROC provides documents as needed for the CROW.
  - ○ Near the end of this stage a member of the CROW submits a Letter of Recommendation to the ROC for the member of the Candidate Group who has been selected as the Candidate Congregation Head for the new Congregation.
  - ○ ROC Rep ensures continued contact with CG organizers group, not just CF and Proxy.
- **Community**
  - ○ ROC proceeds with the New Congregation Head protocols for the Congregation Head Candidate as described in the Congregation Leaders Policy Document.
  - ○ The ROC reviews the Candidate Group's Congregation Constitution and Member Handbook, and checks that all needed paperwork is submitted and in order.
  - ○ ROC reviews Candidate Group's Knowledge Share and Qualifying Event to ensure completion.
  - ○ A Candidate Group currently MUST have a public-facing communication platform under the administratorship of the Governing Body
  - ○ ROC Rep ensures continued contact with CG organizers group, not just CF and Proxy.
- **Congregation**
  - ○ The ROC sends required paperwork to the larger SOC for the newly formed Congregation.
  - ○ Final onboarding of the new Congregation
    - ■ Onboarding of the new Congregation Head, per the standard operating procedures for a new Congregation Head. (ROC)
      - ● Refer to Section 7: Leadership Vetting and Onboarding
    - ■ Approval of the Congregation Constitution/Operating Procedures Document (ROC)
    - ■ Approval of the Congregation Member Handbook (ROC)
    - ■ Signing of Non-Disclosure Agreement (SurCo)
    - ■ Signing of any other Compliance Requirements. (As needed)
    - ■ Approval of the Congregation Logo (for website use, SatanOps)
    - ■ Finalized agreed upon area of coverage (so people in their area can be sent to them if asked, not so that people are "stuck" with a Congregation).
  - ○ Upon vetting of a new Congregation, update the following groups:
    - ■ Congregation Heads
    - ■ Relevant Regional Committee
    - ■ Administrative Committee
    - ■ SatanOps
    - ■ Suryan Council
    - ■ Ordination Council
    - ■ TST's "Find a Congregation" webpage
  - ○ Update ⊠ Congregations Leadership and Regency Options.xlsx

Section 5: CG Documents

Ideally, documents are provided to the group as the need arises, to prevent information overload.

If any group is determined to be able to start at a more progressed stage, they need to get the retroactive forms, papers, and guidelines immediately, to ensure that nothing slips through the cracks.

No one should be missing the documents appropriate for the levels they have already surpassed, nor can they properly progress until they get, review, and understand the documents at their current stage. Refer to the 📄 ROC/CROW Service Level Guide for details on which documents and processes need to occur at a Candidate Group's given stage.

Policy Mandated or Recommended Documents

- Contact
    - Petition ([Google Form](#), [Text Version](#))
    - Outline of requirements for becoming a Congregation, per the
      W Candidate Group Guidelines Checklist
- Communication
    - [Code of Conduct](#)
    - 📄 Checklist of Progression Benchmarks (per section 2.1)
    - Needs Update: 📄 OLD FoG Logo Guidelines and Style Guide
    - W DRAFT TST Social Media Guidelines.docx
    - Guidelines for off-Facebook websites/social media (If relevant)
    - 📄 TST-Candidate Group Status Report
- Collaboration
    - W TST-Candidate Groups Event Proposal
        - 📄 TST-SoC Sexually-Positive Event Checklist r.20210701.pdf
        - 📄 TST-SoC Sexually-Positive Event Guidelines r.20210701.pdf
        - W DRAFT TST Photo Release Form.docx
    - Event Template Guidelines
- Commitment
    - W Constitution Template.docx
        - W Constitution Template 2.docx
    - Operating Procedures template
    - Membership Handbook template
- Community
    - Effectively a functional Congregation at this point; still learning and needing guidance, but well on their way to self-sufficiency.
    - At this point, they should have all non-full Congregation materials.
- Congregation
    - Completion of all Congregational documents and final onboarding steps as detailed below.

Documentation Hygiene Policy for Online Communication Venues

Candidate Group leadership are already navigating a complex process with new terminology and expectations, so it is imperative to ensure they have their best chance of success by giving them access to only the correct documents for their activities.

Dropbox

Refer to 📄 ROC Dropbox for details. Documents included in Workspace ROC folder .Docs to give CGs should be the versions that have been shared via Dropbox.

Link for viewing and downloading only, to be shared with Candidate Group Facilitators:
https://www.dropbox.com/sh/9rqvg28yowcnqlv/AACv2OASa2iEzX2XbvHRyS4Va?dl=0

Facebook

Archive all previous content to ROC Google share, as much as possible. Old documentation may be included inROC Dropbox, if at all useful. ROC Dropbox view-only link should be shared to CG Facebook group.

Slack

Discontinued.

Google Workspace

Currently unavailable to individuals not holding TheSatanicTemple.org email accounts. Documents included in Workspace ROC folder .Docs to give CGs should be the versions that have been shared via Dropbox.

Section 6: Assessment Criteria for Candidate Groups

1. Candidate Group Guidelines Checklist
   - At least 10 active members who regularly attend social functions
   - In regular monthly contact (at minimum) with their Society of Congregations Contact
   - A Candidate Facilitator that has led the Candidate Group through at least one social event and one educational event where at least 10 people attend each event.
   - At least one Candidate Facilitator, and one Proxy Candidate Facilitator for emergencies, such as if the Candidate Facilitator will miss a Town Hall.
   - The Candidate Facilitator team is active in the online Leadership Community Group for Candidate Groups, meaning attending Candidate Group Town Halls, and ideally, participating with the community at large.
   - The Candidate Group should know what expectations their Candidate Facilitator should have, including getting updates from the Candidate Group Town Halls.
   - Minimum of one group meetup per month, either in person or online, with attendance of at least 10 people per meeting.
   - Submit quarterly reports to their Society of Congregations Contact

- Creation of a Code of Conduct, a Congregation Operating Policies Document, and a Membership Handbook.
- A Candidate Group currently MUST have a public facing platform under the administratorship of the Governing Body
- At least one Candidate Facilitator who is enrolled in or has completed Ordination
- Candidate Facilitator in or through Ordination meets all other requirements of a Congregation Head
- Complete their Knowledge Share
- Host a Qualifying Event
- Design an approved logo

2. Knowledge Share

A committed effort originating within the Candidate Group to encourage education and engagement in their community with the ideals of Satanism. If a Candidate Group wants to propose a Knowledge Share not mentioned below, they should work with their CROW to establish the scope and timeline for completion.

Goals:
- Showing the community has some foundational knowledge of Satanism
- Include the local community in the work, not just leadership
- Complete a project, proposal to deliverable
- Demonstrate that they are capable of presenting if they are needed to do so
- Giving the community a presence in the Candidate Group process
- Manageable, small-scope project
   - Entry level for the Society of Congregations
- Maintaining focus on goal stated in Proposal
   - If scope changes or creeps, a new Proposal will be required
- The CROWs will ask for updates on the progress for these during, at minimum, during their monthly or every-other-month contact with the Candidate Group Facilitators.
- Once complete, the CROW reviews the Knowledge Share for completion before submitting it to the ROC.

2.1. Parameters for Assessing Knowledge Shares
- Educational in nature
   - History of Satanism, TST, the Candidate Group/Region
   - Presents things in deeper level than just a Handbook or Member Guide
   - Potentially a Satanic 101 Presentation for the local group
   - Group Satanic book of art, perspectives, meditations
- Collaborative
   - People from local community wrote it, not just leadership
   - A minimum of 50% of Candidate Group members participate (min 5)
   - The more participants, the better
- Unique to local community

- Scope stays in line with Proposal
- Sharable
  - Something the greater Satanic community can enjoy, even if specific to the local group
  - People can attend or interact with the product
- Not a ritual
- Not a Good Works Campaign

2.2. Rubric for Assessing Knowledge Shares:

- *Intent and persistence are more important than deliverables.*
- *Did they meet the parameters?*
- *The deliverable for the Knowledge Share is completion of the outlined Goal.*

2.3. Examples of possible Knowledge Shares:

Options and examples (not a comprehensive list):
- Community Satanic "scrapbook" (musical and non-graphic/text work also optional)
- Temple Topic Discourse
  - Viewing parties for several (for example, 6) Temple events (archives acceptable)
  - Analysis of the topic and how the local community responds to those ideas
    - Provide in writing. video, and/or slideshow format
    - Feedback from numerous members of the community
- If members are Ordained, running a panel discussion after Temple
  - Must contain the minimum number of participants as outlined in KS parameters
  - Should be recorded or transcribed (paraphrase is acceptable)
- Readers' Guide. The Community creates a Readers' Guide as a companion to one of the books from The Satanic Temple recommended reading list or a similar book applicable to TST or one of its Campaigns (i. e., a book discussing False Memory Syndrome that relates to Grey Faction's work).
  - CAN include
    - Guided reading questions
    - Section or chapter-by-chapter annotation, discussion points
    - Definitions of terms or explanations of references.
- Satanic Education Project: An educational project created by a Candidate Group that can be made available to the greater Congregational Body via online presentation (IE: video/pdf/etc.)
  - Satanic 101 guide or slideshow
  - Short series of videos lectures (from members, not other leaders)
- Religious Law Research
  - A research project to report on the local area's religious freedom laws, especially in an area where there are not yet any current Congregations.
  - How to become a recognized religion or church in your nation or region.

3. Qualifying Event

The Qualifying Event is intended to show that a Candidate Group can adapt to change and difficulties, and show they have the ability to judge what they're capable of, and then achieve it.

We are not a proselytizing religion, so attendance numbers of the general public shouldn't be the criteria.

3.1. Parameters for Assessing Qualifying Events

A Qualifying Event should have the following features:
- Audience includes people outside of the Candidate Group
  - If national religious climate would result in backlash, can be a more-limited audience
- Shows considerable planning in advance
  - Reasonable safety concerns should be addressed
  - Regardless of venue, all local laws must be obeyed
- A uniquely Satanic experience
  - Ritual is an option if led by an Ordained Minister
  - Rituals must follow approval processes as outlined by Ordination Council.
- Aligned with the Tenets
- Something that can be used to generate funds to progress the work of the group
  - Tax laws must be observed, re: Taxes on income, sales taxes on merchandise
  - No specific amount of money collection is required
- Can be in-person or online
  - Online components can be integrated into in-person events to expand reach

A Candidate Group should know their community, and be able to define what is an achievable success as far as the scope of their proposal. Biting off more than they can chew is something the CROW should be aware of, but it is on the Candidate Group to be able to judge their own abilities with the resources they have.

3.2. Rubric for Assessing Qualifying Events:
- Did they meet the parameters?
- The deliverable for the Qualifying Event is completion of the outlined goal.

Candidate Group Population Reporting

During the Candidacy Period, member numbers are self-reported by the Candidate Group in the Quarterly Report.
After Congregation Operating Procedures documentation and Handbook creation, Candidate Groups will follow the same submission process concerning member names & contact info as the Congregations in their nation/Region follow for their biannual report.

Section 7: Navigating Complications with Candidate Groups

Communication breakdowns
- CROW becomes unresponsive to Candidate Group(s)
  - Responsibility to ensure CGs know:
    - The Candidate Facilitator should contact the ROC directly for assistance.
    - If no response from the ROC within a 7 day period (one week), the Candidate Group can contact the Concerns Committee.
  - Process:

- - ■ Provide CGs both ROC and CC email addresses.
  - CROW Point-of-Contact cannot work with Candidate Group
    - The CROW point-of-contact member may find that they can not, for any reason, work with a particular Candidate Group. Some reasons may include:
      - ■ Needing personal time
      - ■ Unable to answer their questions
      - ■ Conflict of interests
    - Responsibility: The CROW member should contact the ROC for a replacement CROW contact to be arranged to support the Candidate Group.
    - Process: The ROC Rep for the region will arrange the new point of contact and alert the Candidate Group OR ask for another Rep to take point on that.
  - Candidate Facilitator(s) become(s) unresponsive to CROW
    - Responsibility: The CROW needs to bring the situation to the attention of the Candidate Group, clearly laying out the responsibilities and expectations for the Candidate Facilitators' role in the continuation of onboarding for the whole group.
    - Process: Communication with Candidate Groups, or reaching out to the region's ROC Representative for backup assistance. Candidate groups should be advised of the following:
    - **The Candidate Group is free to change their candidate Group Facilitator at any time.**

Conflict Mediation and Resolution

- Candidate Groups should practice conflict resolution internally, but the CROW should be able to offer advice or direction.
- Internally, if they can't come to an accord, then:
  - Refer conflict to the CROW; if they can't come to an accord, then:
  - Refer conflict to the ROC; if they can't come to an accord, then:
  - Refer conflict to the Concerns Committee.
  - Suryan Council, tf it is a Code of Conduct issue involving members of the Society of Congregations
- Responsibility: CROW will ensure that CGs are aware of this process and have contact details for all of the bodies mentioned in it.
- Process: Communication with Candidate Groups, or reaching out to the region's ROC Representative for backup assistance.

Concerns about Congregation Head Candidate

Available courses of action if the Congregation Head Candidate is determined to be unsuited to the position.

- The CROW needs to bring the situation to the attention of the Candidate Group *as early as possible*, clearly laying out the responsibilities and expectations for the Congregation Head role in the continuation of onboarding for the whole group.
  - The Candidate Group is free to change their Congregation Head Candidate at any time. It will be easiest to do so, though, prior to the commencement of the Ordination program.

- ○ The inelgible member should be informed in writing, and ideally also informed in person (or via teleconferencing, or face-to-face) and as to why they were not eligible at that time for the position of Congregation Head.
  - ■ Summarize concerns; provide a possible timeline for reapplication.
  - ■ Encourage reaching out to peers and fellow leaders for suggestions.
  - ■ Encourage self-examination of potential points of improvement.
    - ● Offer feedback on whatever items possible that would not compromise anonymity of reporting sources.
    - ● Feedback items need to be vetted by two ROC Representatives to ensure no compromises are present.
- ● If the Candidate Group's indicated Congregation Head Candidate is determined by the CROW or ROC to not be a good fit for the role, but refuses to step down, the CROW will contact the ROC with a red flag for the onboarding of the Candidate Group.
  - ○ At that point, the ROC can review and decide the course of action at their discretion.
  - ○ The removed member should be informed in writing, and ideally also informed in person (or via teleconferencing, or face-to-face) and as to why they were not eligible at that time for the position of Congregation Head.
    - ■ Summarize concerns; provide a possible timeline for reapplication.
    - ■ Encourage reaching out to peers and fellow leaders for suggestions.
    - ■ Encourage self-examination of potential points of improvement.
      - ● Offer feedback on whatever items possible that would not compromise anonymity of reporting sources.
      - ● Feedback items need to be vetted by two ROC Representatives to ensure no compromises are present.
- ● Being removed from Congregation Head Candidacy does not by itself necessarily remove the potential for the member later completing the Ordination program or from holding other leadership positions within the group or other institutions within TST, or from holding the position of Congregation Head at a later date.

Deliberate Misrepresentation of Progress

- ● Remove the Candidate Facilitator(s) responsible for deliberately inflating the numbers.
  - ○ Prior to this, CFs should have clarified what defines membership, and that definition should be verified by the CROW/ROC.
- ● The group status is adjusted to the stage appropriate for their member numbers.
  - ○ Virtual members count in this member count. We are not asking for only in-person headcounts.
- ● If the group can't get to 10 members even with a new Candidate Facilitator, it may be that the local community is saturated.
  - ○ At ROC discretion, it may be best to encourage them to merge with an existing Congregation nearby if one exists. However, there is no hard timeline that a group must meet population thresholds, so suggestions of ways to improve visibility and outreach should be provided by the CROW/ROC where possible.

Section 8: CROWs

- Formation and Expansion
    - Each region will have a Congregation Regional Onboarding Workgroup (CROW) to onboard Candidate Groups. The initial population of each CROW will be comprised of the Region's Regional Committee or proxies provided by the Regional Congregations. At least one member of a CROW must be a current sitting Congregation Head.
    - A CROW will have a minimum of 2 members. CROWs should select primary and second points-of-contact to assist each Candidate Group. It is strongly suggested that a CROW member be the primary point-of-contact for 2 Candidate Groups at most; i. e,:
        - A CROW of 2 people could handle 4 Candidate Groups.
        - A CROW of 3 people could handle 6 Candidate Groups.
        - A CROW of 4 people could handle 8 Candidate Groups.
    - The CROW may add members to its number in addition to the Regional Committee (RC) members.
        - Non-RC CROW members may be prior Congregation Heads, or other Congregation Ambassadors.
        - Sitting members of the ROC may serve as members on a CROW as a default expectation of the Representative role.
        - In the case of relevant needed skills (language skills, lived cultural experience, a relevant law degree, etc.), the ROC can select a vetted Congregation Member for a CROW at the recommendation of current Congregation Leadership.
        - That person would need to meet other CROW P-requirements.

- Candidate Group Support
    - To prevent conflicts of interest, for a Candidate Group which overlaps geographically with an existing Congregation, the CROW's primary point-of-contact supporting that Group will be from a different Congregation.
    - At the ROC's discretion if the ROC determines a CROW in another region is better suited to support a Candidate Group, this can be passed with a vote of 66.6% of the ROC members.
    - CROWs and the Candidate Groups themselves may also request to have Candidate Group supported by a different Region; this must pass with a vote of 66.6% of the CROW members, and a vote of 66.6% of the ROC members
- Ensuring Documentation Availability
    - SatanOps-managed email should be the primary e-communication method for a CROW representative to their Candidate groups.
    - While other e-communication and social media contact is acceptable, copies of direct communication with Candidate Groups should be stored in SatanOps-managed email or online document storage.
        - This is to prevent knowledge loss when CROW staffing changes.

- CROW Responsibilities during Candidate Group Progression
    - These responsibilities are outlined in the 📄 ROC/CROW Service Level Guide

- ○ Event Approval
- ○ Approve or disapprove Event proposals if they fall within the guidelines for best practices for Candidate Groups.
    - ■ Candidate Groups will use the standard Congregation Event Proposal form.
    - ■ These forms will be sent to the CROW by the ROC.
- ○ Conflict Mediation (as needed)
    - ■ Candidate Groups should practice conflict resolution internally, but the CROW should be able to offer advice or direction.
    - ■ Internally, if they can't come to an accord, then:
        - ● Refer conflict to the CROW; if they can't come to an accord, then:
        - ● Refer conflict to the ROC; if they can't come to an accord, then:
        - ● Refer conflict to the Concerns Committee.
        - ● Suryan Council, tf it is a Code of Conduct issue involving members of the Society of Congregations
- ○ Structural Guidance
    - ■ Help guide the structure of a Candidate Group for what a Congregation will need.
    - ■ Provide access to standardized documents
        - ● Template constitution
        - ● Code of conduct
        - ● Copies of existing Congregations' Constitutions that have opted-in to share
    - ■ Assist to customize documents to Candidate Groups' needs
    - ■ No NDA or sensitive, Congregation member only materials.
- ○ Regular Communication to Candidate Facilitator(s)
    - ■ At once a month, contact the Candidate Facilitator.
- ○ Receive Candidate Group Reports
    - ■ At least once a month, ensure that Candidate Groups give at least a verbal status update to the CROW with the Candidate Group's activities.
        - ● For regularly occurring events that do not require an event proposal (such as for coffee meet ups), these can be attached to an initial Event Proposal as a standardized form, such as a spreadsheet, with multiple dates and headcounts.
    - ■ This can be set up as a meeting of all the Region's CGs and CROWs.
- ○ Provide Candidate Group Quarterly Status Updates
    - ■ Once per quarter, the main contact of the CROW should do a Candidate Group Status Update with the Candidate Group members, which will
        - ● Give an option to introduce the group to the larger TST community,
        - ● Let the Candidate Group know what benchmarks they've met and
        - ● Let the Candidate Group know what their next stages are
        - ● Answer Group questions
        - ● Give a chance for the CROW member to get a rough headcount of active members.
- ○ Provide Milestone Reports to the ROC
    - ■ Once per quarter, compile Candidate Group milestone reports for the ROC

- Milestone Reports submitted for each Region's Candidate Groups should contain:
  - How many Socials, and their attendance.
  - How many Events, and their attendance.
  - How many active members.
  - How many Town Halls did the Candidate Facilitator attend?
  - How many Town Halls did a Proxy Facilitator attend?
  - What is their goal for the next quarter?
  - Other aspects of interest, as determined by the CROW.
- Knowledge Share and Qualifying Event Assistance and Tracking
  - Assist them in creating and facilitating a Knowledge Share and a Qualifying Event, or other milestones.
  - Candidate Group will submit their chosen Knowledge Share and plans for their Qualifying Event to the CROW.
    - Events are approved by the CROW per standard methods.
    - Knowledge Shares outlined for tracking.
  - CROW will track completion of the outlined Knowledge Share and report when it is finished.
  - The CROW can approve the Qualifying Event concept ahead of Knowledge Share completion at their discretion.
- Communicate Candidate Group Issues to ROC
  - Arrange meetings with the Recognition and Onboarding Committee in the case of red flags or issues with a Candidate Group as needed.
- Mentorship, but not Management
  - The CROW is there as a mentorship team, not a management team to form a Candidate Group in any specific way outside of meeting the minimum guidelines.

Section 9: Leadership Vetting and Onboarding

Satanic Resume

To formally start the process, candidates should send an email to the ROC email address, consisting of the information indicated in the T5 document.
- ROC Representative for the Region puts a copy of the Resume in the Regional folder under Resumes + Checklists - In-Progress Candidates
- Create a copy of the
  W Step 1: GroupName (CandidateName) Cong Leader Onboarding Checklist doc and add Candidate details; place copy in the Regional folder under Resumes + Checklists - In-Progress Candidates
- Begin tracking the Candidates' process per the outline in the Onboarding Checklist.

Survey of Concerns

Survey Template

Once the "Satanic Resume" is received, a "Survey of Concerns" for the Candidate should be generated. A template survey can be found at the following link. It can be duplicated and the relevant information for the particular candidate inserted.

https://docs.google.com/forms/d/1keMgKlNUnbrMKj2crIN6rZ6JjHTZNX5bIxwvvI0O-ZM/edit

Respondents will have the option to provide feedback on the Candidate regardless of their response.

Survey Distribution

The survey must be distributed to the various groups with which the candidate has worked in order to solicit feedback or any potential issues that may complicate their candidacy or preclude them from participating as a Congregation Head.

> Note that, since direct email contact with congregations is not yet established, other means are currently allowed to distribute the surveys.

The Survey of Concerns will also be emailed to the Ministry mailing list: ministry@thesatanictemple.org.

Example Email: Ministry

Subject: Survey of Concerns for Congregation Head Candidate

Ave, Ministers,

[BLANK] has been nominated as a potential Congregation Head for [GROUP].

The linked Survey is designed to verify that the Candidate has the necessary community support and general fitness to fulfill the role of Congregation Head in The Satanic Temple's Society of Congregations.

If you have worked closely enough with this person to have perspective on their leadership qualifications, please go to the following link and provide your feedback. If you have not worked directly with this person on efforts related to the operation of a group or TST project, please refrain from providing feedback.

This form is optional and anonymous, unless you opt to request personal contact with the Recognition and Onboarding Committee to discuss particulars of the Candidate's behavior or fitness for the role.

Thank you on behalf of the ROC.

Example Email: Candidate

Subject: Candidacy Next Steps

Thanks for submitting your Satanic Resume as part of your candidacy for congregation head! We are clear to move to the next step of the process.

The next step is the distribution of a Survey of Concerns. This survey gives those in the community with which you've previously worked the ability to make any concerns (or lack thereof) known to the ROC. Engagement with the survey is both optional and totally anonymous and concludes after two weeks.

The survey, which you may freely inspect and forward to any additional parties you wish, is linked here: [SHORTENED LINK].

The best email address for contacting your chapter is, so far, unknown. Is there an email to which a link to the form, along with a short, introductory note, can be sent?

Rating Negative Survey Replies

When a Candidate for Congregation Head receives 15% or more "No" results on their Survey of Concerns, the ROC Representative for that Region will create a copy of
⊞ A TEMPLATE: Survey of Concerns Scoring for the Candidate's Survey.

The Representative will fill in the feedback details from the Survey of Concerns into the "Responses" tab, then alert ROC members so they can score the Survey results as they deem appropriate.

For each "No" reply on the Survey of Concerns, one Representative from each Region will supply a score from 0 to 10 based on the estimated severity of the reported concern.

> 0: This should not apply; ex., have not directly worked with someone or does not actually apply to the Candidate themselves.
> 1: This is not severe.
> 10: This is very severe.

Any scores higher than 5 indicate that the concerns are serious enough to require voting to progress the Candidate. A 66.7% "aye" vote of the ROC is required to progress the Candidate.

Multiple scores higher than 8 indicate the concerns are too severe for progression to a Congregation Head. A vote to progress may still be called, in which case, a 66.7% "aye" vote of the ROC is required to progress the Candidate.

When providing feedback to declined Candidates, describe their results using the verbiage from "Impact on Leadership Qualifications" scale and referencing the category of feedback from "Results Categorizations", both found on the Rubric tab. Do not use the numerical results from the Scoring sheet for Candidate feedback; those are for internal ROC use only.

Candidate Evaluation

The ROC is required to make sure that the candidate is not under active SurCo or Concerns Committee investigation. Additionally, it is encouraged to watch out for "red flags" enumerated in the T5 document and to seriously consider any evidence of the candidate's performance of inappropriate behaviour towards other people such as unreciprocated sexual advances, bullying, etc.

Ideally, within a week of receiving the Survey of Concerns, the ROC should decide to either move the person forward on the process to schedule an interview, or notify the nominating congregation about the unsuitability of the candidate.

Candidate Interview

Assuming the candidate's survey indicated no issues, they should be invited to an interview. Using When2Meet is one potential way of figuring out scheduling.

Example Email

> Hello!
>
> We're pleased to invite you to the next, and last, step in Congregation Head candidacy, the interview stage. This interview will be with 2 sitting members of the ROC and is intended to confirm that the Candidate is knowledgeable of TST and can maintain open lines of communication between leadership and their community.
>
> Please let us know what times are convenient for you with this link:
> https://www.when2meet.com/?12950207-IHfE7
>
> Thanks and see you soon!

Congregation Head interviews may be recorded, with the consent of the candidate, but are not required to be recorded. The recording IS subject to local and national laws; please review GDPR information before recording. After the conclusion of the interview, the two interviewers should inform the rest of the ROC of the substance of the interview, any lingering questions or concerns, and, if possible, deliver their recommendation for whether the candidate should progress.

Interview Follow-up

On a positive recommendation from both interviewers, the candidate is considered immediately recognized, with no need for a full vote of the ROC.

On a negative recommendation from one or both interviewers, a full vote of the ROC is required to progress the candidate in spite of the negative recommendation, arrange re-interview, or arrange some other follow-up process (if information is required to substantiate or dismiss some important concern). Otherwise, the candidate is considered rejected and the nominating congregation must be informed ASAP.

New CH Recognition

When a candidate is recognized, they, their region, the AC, and SatanOps should be informed. A template message is below (this step is low stakes, though. Feel free to free-form it all you want. It's not like they'll be mad, you're sending them good news they've been waiting for for some time.)

Example Email

> Hello all!
>
> It's the ROC's pleasure to announce, subsequent to the interview on [DATE], the recognition of [NAME] ([EMAIL]), as a Congregation Head of TST [CONGREGATION] in the [REGION] region!

SatanOps email

ROC shall have a template for the different groups SatanOps should add members to; for example, cong-[congregation name], cl.cong-[congregation name], region-[region name],committee.rc-[region name] IF APPROPRIATE, Congregation Heads.

Onboarding

The ROC may send the newly approved CH all paperwork required for their NDA or other P2 requirements, make sure their identity/availability is communicated to those involved in media/communication training, etc.

Update ⬛ Congregations Leadership and Regency Options.xlsx

Upon vetting of new Congregation Heads, update the following groups:

- Congregation Heads
- Relevant Regional Committee
- Administrative Committee
- SatanOps
- Suryan Council
- Ordination Council
- TST's "Find a Congregation" webpage

ARTICLE VII: AMENDMENTS

The operational document may be amended with a 66.6% vote approval from the ROC. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given in advance for review prior to voting unless an urgent proposal is required.

ARTICLE VIII: DISSOLUTION

Section 1. Reasons for Dissolution

This Committee may only be dissolved by a Legislative change to the Policy Documents of the Society of Congregations. Its existence is mandated under current policy.

Section 2. Announcing Dissolution

All announcements concerning the dissolution of the committee will be made by the Administrative Committee of SOC, after verification of SOC vote results from the Legislative Committee. Such announcements should be provided in every possible manner to inform TST Membership and Leadership, including other Pillars.

APPENDIX A: Roberts Rules of Order Reference Documents (Reference Only, not Official Guidance)

- 📄 Roberts Rules Reference Chart.pdf
- 📄 Roberts Rules Short Format.pdf