

# Congregation Leadership

## Defined Terms

*Society of Congregations (SOC)* -- The Congregations Pillar of The Satanic Temple body.

*Recognition and Onboarding Committee (ROC)* -- the administrative committee for New Congregation Recognition, and onboarding new Congregation Heads

*Congregation Head (CH)* -- the person(s) accountable for running the Congregation. This position must be an Ordained Minister of Satan in the SOC.

*Congregation Ambassador* -- a member of a Congregation that represents the Congregation in an external way, such as serving as the Congregation Spokesperson, or sitting on a SOC committee.

*Congregation Spokesperson* -- a position in some Congregations that is a member who is trained to serve as a Spokesperson and/or media liaison for their Congregation.

## The 4 most common paths for the onboarding of a new Congregation Head

1. A Congregation Head decides that they are stepping down on their own, or a Congregation's defined term period ends (if applicable), and there will be a leadership position to fill in the near future. In an ideal scenario, the Congregation will notify the ROC of this change at least 2 months in advance.
2. A Congregation Head is removed from their position by the Governing Body or another group, and there is an immediate vacancy that needs to be filled.
  - a. Alternatively, the Congregation Head is unexpectedly unable to perform their duties; medical emergencies, under investigation for a code of conduct violation, or other unexpected reasons.
3. A Congregation puts forth a vote of No Confidence in their current Congregation Head, and wants a replacement for one currently in place. The specifics of how this happens may vary by Congregation.

4. A Congregation has expanded, and needs to add a Congregation Head. At no time may more than 20% of a Congregation's population serve as a Congregation Head for their Congregation.

## The ideal CH candidate will possess:

1. Strong knowledge of Satanism.
2. Strong knowledge of TST's history, mission, and values.
3. Strong knowledge of TST's structure and operations.
4. Proven history of leadership and administrative experience.
5. History of good personal conduct (*a consideration of red flags, no history of repeated complaints*).

## The Process

Nomination: Congregations will operate independently and have their own set of regulations for their groups and their own leadership structures, therefore, it is expected that congregations will nominate a candidate that meets the congregation's needs. The ROC takes no responsibility in determining if the candidate is the best fit for a specific congregation, only if the candidate meets the requirements to serve as a Congregation Head (CH) within the SOC. After the Congregation has selected the Candidate CH, the Congregation will notify the ROC by email. The Congregation must include the Candidate's name, contact information, and Satanic Resume for consideration.

The Satanic Resume must include:

- 1) This is a summary of their previous role(s) in the Congregation, as well as a chance to report on any involvement with other Congregations, Campaigns, Alliances, or Committees.
- 2) Applicants may include professional work history and experience if they feel it is relevant.
- 3) Ordination course file number and the surname listed for that file should be included on the Satanic Resume (if the Candidate has already completed the Ordination Course. If the candidate has not already completed this step, see more information later in the document).

Any candidate representing themselves as a person in an official leadership capacity **before** being vetted, informed of the evaluation results, and fully onboarded will be dismissed as a candidate. Saying that they're acting in an unofficial capacity until the position is filled is fine. Calling oneself the "new CH for Congregation X" before being informed of the evaluation is misrepresenting themselves and breaks the code of conduct.

Candidate Evaluation: Once the ROC has received notification of a new Candidate, they will start the information gathering stage. This occurs after the ROC has reviewed the documents sent and determined the Candidate meets all requirements to move forward (see Appendix 1 for timeline).

1) The ROC sends the “Survey of Concerns”. When a new CH Candidate is proposed, a survey will be sent out for feedback on the candidate. Survey should have an expiration date of 2 calendar weeks from the date it is sent out. The survey is *optional to complete for members, and anonymous*.

- i) Surveys will be sent to the members of the Congregation, and any members or groups that are listed on the Candidate's Satanic resume.
- ii) Survey of Concerns results shall be kept secure, and not be available to the public.
- iii) The Survey of Concerns: “[Candidate Name] has been nominated as a potential Congregation Head for [Place-and-Such Congregation].”
  - (1) I would approve of their becoming CH [checkbox].
  - (2) No opinion: [checkbox].
  - (3) I would object to their becoming CH because of reasons [textbox explanation required].
  - (4) Optional opt-in checkbox, preferred contact information and text box to request a follow up on a concern from a member of the Concerns Committee.
- b) Example, but not comprehensive, Red Flags for the ROC to consider:
  - i) “Rising star syndrome.” The candidate seems to have appeared out of nowhere and experienced a meteoric rise to popularity.
  - ii) History of internet histrionics, vaguebooking, or bullying
  - iii) History of threatening to quit, or having actually quit, TST or their Congregation to manipulate a situation.
  - iv) History of broadcasting or lending their TST credentials to people who spread malicious, libel or slander of TST and its membership.
  - v) Very new to Satanism and has only a superficial understanding of Satanism.
  - vi) Seems primarily interested in activism or cannot clearly articulate why TST engages in certain types of activism and not others.
  - vii) Noted inappropriate behaviour towards other people such as unreciprocated sexual advances.

2) The ROC confirms that the Candidate is not currently under investigation by the Concerns Committee or Suryan Council.

- a) This is just a yes/no question.

- i) A “Yes, under investigation” is an immediate hold on the interview process while the issue is pending. The next steps will be decided by the ROC, Concerns, Committee, and/or Suryan Council if “Yes” is the answer.
- 3) Within a week of receiving final results of Survey of Concerns and confirming investigation status with the Concerns Committee and/or Suryan Council, ROC decides to move the person forward or send feedback to the Congregation as to why they will need to pursue another candidate.
- 4) The ROC will contact the Ordination Council to confirm the Candidate is currently an Ordination Program Graduate or to initiate the Ordination process for the Candidate.
  - a) If the Candidate is not already an Ordination Program Graduate, the ROC notifies the Ordination Council that this person qualifies for a leadership position within SOC. The Ordination Council will email the candidate telling them that they MUST register for ordination to move forward, and they MAY use a discount code (provided in the email) to register for free.
  - b) The candidate has 1 month to complete ordination from receiving the email from Ordination Council. Once ordination is complete, they will move forward to the interview stage.

Interviews: Interview will be with 2 sitting members of the ROC. The interview will confirm that the Candidate is knowledgeable of TST and can maintain open lines of communication between leadership and their community.

- *Ideally* the interview will be done by people who don't know / aren't personally invested in the candidate becoming a CH, but we may have times where the language skills make that impossible. In the case of language barriers, the requirements for clear communication overrides the need for individuals that are not familiar with the candidate.
- The interview should be scheduled ASAP based on the schedules of all involved, but preferably no more than 1 week later.

At the conclusion of the interview stage, as long as no red flags are raised, the Candidate is officially designated as a new Congregation Head Elect.

Notification: The ROC will notify the Congregation email on file, cc'ing the personal email of the Candidate to inform them that they have been approved and to initiate Onboarding or that a new Candidate will need to be presented. This notification will occur within 1 week of the interview.

Onboarding: Onboarding occurs in 3 stages:

- 1) The ROC will send the newly approved CH all paperwork required for signature (P2 requirements outlined in the policies and guidelines of the SOC), assuming it has not already been completed. Preferably, this paperwork will be returned ASAP but no later than 1 calendar week after it is received.
- 2) The Committee responsible for Media/Communication training will reach out to the new CH to coordinate Media/Communication Training. All CH are required to attend Media/Communication training. The aforementioned Committee will define the required timeline for each CH.
- 3) After the previous two points are completed, the new CH is granted access to internet resources such as a standardized document of contacts and social media for their Congregation.

Removal: As Congregation Heads are servants of their congregation population, all Congregations must allow a vote of No Confidence within their Congregation. If the specifics of a No Confidence vote are not defined by the Congregation's Operating Document, the process for a vote of No Confidence vote requires one member to report this to the Concerns Committee and a following survey will have at least a 66.6% of congregation membership in support of the removal of the Congregation Head.

Congregations are expected to create their own internal leadership structures as needed. The ROC is not responsible for interviewing or vetting internal Congregation leadership, Congregation Ambassadors or Congregation Spokespeople.

## Congregation Regencies

If a Congregation, through no fault of their own, is unexpectedly without a Congregation Head and there are no suitable members that are Ordination Program Graduates within the Congregation ready to fill the role, the ROC will appoint a Regent Congregation Head to fill the gap until the Congregation can nominate their own CH who is approved by the ROC via the usual process.

This will be done at the ROCs discretion, with the aid of the local Regional Council, but candidates may include:

- Former Congregation Heads in good standing with SOC who have volunteered, and are currently Ordained.

- Current Congregation Heads who have volunteered.
- A sitting member of the local Regional Council, assuming they meet all other requirements for holding a Congregation Head position, such as being Ordained.

The Regency is first and foremost a partnership between the Regent and the Congregation Body. The Congregation should be able to function as a full Congregation, with the Regent acting to keep the community active and minimize disruptions to the group during the interim between Congregations Heads. Congregations in a Regency will operate under their own Constitution, not the one of the Regent's Congregation (if applicable).

During a Regency with a CH Candidate in progress, if the Congregation so chooses, the CH Candidate may serve in a leadership role of the Congregation as Acting Congregation Head in partnership with the Regent, except for duties that only the Regent can do until the CH Candidate is fully onboarded.

The Regent will fill in for all roles that require the certifications that the CH Candidate lacks, such as administrator access to online Congregation resources that are Congregation Head exclusive, and with the Regional Council, in cases where there is a CH Candidate in progress for the Congregations.

## Appendix

### 1. Congregation Head Onboarding Timeline

- 1) Receive the Congregation Head Candidate's application.
  - a) Ideally 2+ months in advance for predictable situations.
  - b) Review applicant's application within 2 weeks.
  - c) Review the Survey of Support, and confirm the applicant has completed or started the Ordination course status within 2 weeks.
- 2) Information gathering.
  - a) Survey of Concerns, give two calendar weeks for submissions.
  - b) Within a week of receiving the Survey of Concerns, decide to either move the person forward on the process to schedule an interview, or send back to the Congregation that they will need another candidate.
  - c) If the Candidate had not previously completed the Ordination Course prior to Application, schedule an interview after notification of the Ordination course completion.
- 3) Interviews.

- a) This timeline will be dependent on schedules, but interviews should be scheduled as soon as possible for all relevant groups.
- 4) Notification of the evaluation to the Congregation.
  - a) Within 1 calendar week.
- 5) Onboarding of the new Congregation Lead.
  - a) Signing of all paperwork/NDAS- ASAP.
    - i) 1 calendar week.
  - b) Media/Communication training (Responsible committee will define the required timeline for each CH.).
  - c) Congregation online account access (Responsible committee will define the required timeline for each CH.)