



ICSW Chapter Guidelines

1. Chapter Leader Responsibilities

Chapters are established when someone from a regional geographic area volunteers to become a Chapter Leader. Chapters are separate legal entities from The International Center for Spirit at Work, and are affiliated organizations. Chapter Leaders are expected to

- Hold regular chapter meetings that support members in the integration of their spirituality and their work.
- Keep The International Center for Spirit at Work informed on chapter activities.
- Contribute chapter information to the Spirit at Work newsletter and website.
- Encourage chapter members to become members of The International Center for Spirit at Work.
- Chapter Leaders must be a member of The International Center for Spirit at Work.

The International Center for Spirit at Work will support chapters through the creation and dissemination of a Chapter Handbook. This will include guidelines for Chapter Leaders on how to run meetings, suggestions for topics and activities, and other support material. The Association will also inform members about the existence of chapters and will forward inquiries about chapter membership to Chapter Leaders. In addition, we will provide mailing lists of members in a particular region to Chapter Leaders.

Chapters are not legally or financially connected with The International Center for Spirit at Work, but are affiliated organizations. Chapters will keep their own financial records and will not be required to pay anything to The International Center for Spirit at Work for the affiliation. However, the members of chapters may wish to become members of the Association, and that will be encouraged. And chapter leaders may wish to purchase resource materials that are developed for the chapters by The International Center for Spirit at Work.

2. Meeting Frequency

Chapter Leaders decide how often to hold Chapter meetings. Once a month is recommended, but it is up to the Chapter Leader. Ideally you want to hold it on the same night every month (Ex: The last Wednesday night of each month), but this is often difficult if you are trying to schedule speakers. If possible, try to schedule meeting dates for the next three meetings so that everyone can get them on their calendar.

3. Length of Meeting

Chapter meetings tend to vary between 2-4 hours.

4. Meeting Location

There are several possible locations to consider for holding your Chapter meeting:

In the Chapter Leader's home

In a church or synagogue meeting room

In a university meeting room

In a corporate meeting room

If you have to pay a fee for the room, make sure that you charge attendees enough to cover your costs and to provide a cushion for other expenses.

5. Refreshments

Refreshments provide a convivial atmosphere. Some chapters begin with a potluck supper with everyone bringing a dish to share. Other chapters have people bring a snack to share during the meeting. As the chapter leader, do whatever is simplest for you and will help you to feel centered and present during the meeting.

6. Speakers

You should decide whether or not you want to have speakers at your chapter meeting. Speakers tend to attract a larger audience, but tend to reduce the dialogue that occurs between chapter members. You can find speakers through your own network of business people who have a spiritual practice. Many ICSW members are speakers, so you may find members in your geographic area who will speak for free at your meeting. Book authors who are in your geographic area are also happy to speak at meetings. Also consider asking clergy, ministers, rabbis and other religious leaders to speak at your meetings.

If you decide to have speakers, we suggest that you limit their formal presentation to about 1/3rd of the meeting, so that there is plenty of time for the Chapter members to also be involved in the discussion.

7. Finding Chapter Members

Most Chapters begin through word of mouth and personal connections of the Chapter Leader. In addition, ICSW will provide a mailing list for your geographic area, and we will list your chapter meetings in our newsletter, on our website, and in our e-newsletters.

8. Finances

Each Chapter will set up its own financial system, which will be kept separate from the finances of ICSW. Chapter Leaders will collect and disburse money in an ethical and fair manner that best serves the local chapter. No money is to be paid from the Chapter to ICSW, unless it is for the purchase of specific materials or to make a donation to ICSW.

Chapter Leaders will probably want to open a separate checking account for chapter donations and fees that are collected. The money you collect can be used for room rental, refreshments, phone calls, handouts, and community projects. You are responsible for your own finances, and

we recommend that you spend everything that you bring in so that you don't have to pay taxes on the income.

9. Connections to Other Chapters

Chapter Leaders will automatically join the ICSW Chapter Leader listserv and are encouraged to exchange ideas and thoughts about Chapter leadership. Each chapter is a node in an energetic web that is being created around the world, and we hope that the Chapters will see and feel these connections. We celebrate the uniqueness of each Chapter, and the oneness of the worldwide spirituality in the workplace community.

10. Resources:

Spirit at Work Discussion Group Guidelines (includes some sample exercises for meetings)

http://www.spiritatwork.org/chapters/discussion_guide.htm

Basic Guidelines for Calling the Circle <http://www.peerspirit.com/htmlpages/circlebasics.html>

Spirituality at Work: A Handbook for Conversation Convenors and Facilitators

<http://www.spiritualityatwork.com/samplehandbook.htm>

For more information, please contact us at <http://www.spiritatwork.org>.