

Awakening Together Speaker's Policy and Procedures

Policy: Awakening Together shall have a policy that covers the purpose of speakers, how speakers are scheduled and oriented, guidelines for regularly scheduled speakers and a consistent procedure for maintaining quality programming.

All speakers who speak in the Sanctuary are simultaneously broadcast over internet radio. Any speaker who speaks in the Sanctuary may be recorded for future playback and the recording may be posted on Awakening Together's website. Inherent in the choice to speak is agreement with this policy/procedure.

Procedure I: Awakening Together members and friends may volunteer or be recruited to take a regular timeslot in our Sanctuary. (Friends are defined as anyone and everyone who is not an Awakening Together member.) The purpose of teaching/sharing in the online Sanctuary is to:

- A. Share the experience of one's own spiritual path in order to become clearer or more practiced with that path.
- B. Share clarity that has been realized in order to deepen that clarity within one's self and/or share that clarity with others for whom it may be helpful.
- C. Share one's current and ongoing study of a spiritual teaching.
- D. Demonstrate to one's self that he/she can trust his/her own inner wisdom and/or move through the fear of sharing it in a public forum.
- E. Work through a present situation in order to gain clarity regarding a belief, idea or grievance.
- F. Facilitate open discussions or study groups.

Procedure II: The Leadership Subcommittee has overall responsibility for scheduling speakers/programs in the Sanctuary. Whenever selecting or approving a speaker/program for the schedule, the subcommittee shall ensure the speaker's/program's purpose is in harmony with one or more of the purposes listed in Procedure I and with Awakening Together's Purpose and Core Values. The Leadership Subcommittee may delegate the authority to schedule speakers to the Sanctuary Director.

Procedure III: The Sanctuary Director is responsible to ensure all new speakers are provided with the following orientation:

- A. They shall be provided with a copy of this policy.
- B. They shall be given a link to Awakening Together's purpose, core values and Sanctuary Etiquette.
- C. They shall be notified that their sharing/teaching needs to be in harmony with the spirit and intent of this policy and Awakening Together's purpose and core values.
- D. They shall be provided with technical training regarding the operation of Zoom, as needed.

Procedure IV: Speakers shall conduct themselves in harmony with the Sanctuary Etiquette put forth in the Awakening Together Sanctuary Policy, Procedure IV, and shall comply with the following Speaker's Etiquette:

- A. The speaker shall not have a purpose of proselytizing or seeking agreement for a political opinion or cause.
- B. The speaker may not use the microphone for the purpose of blaming, complaining or ranting.
- C. A speaker may share/teach from and provide access information about a book, workshop, website, etc. The speaker may not utilize the Sanctuary for the primary purpose of selling any product or service.
- D. If a speaker is responding to something that has been typed on the comment board, it is best practice to read that comment or question into the microphone before responding.
- E. The speaker will stay on topic and will not attempt to regulate participants through comments about etiquette guidelines. The exception to this is when the speaker is also serving as the current AT Admin.
- F. Speakers will commit to a specific time-slot. If the speaker is unable to fulfill his/her time-slot, he/she will notify the Sanctuary Director at awakeningtogethersanctuary@gmail.com. If a speaker is absent without notifying the Sanctuary Director on a consistent basis, the Sanctuary Director will correspond with the speaker regarding their intention to continue in the designated time-slot. If there is no response within 5 days or if there is not a satisfactory solution, the Sanctuary Director may remove the speaker from the time slot.
- G. When a speaker agrees to a time-slot, he/she will provide their e-mail address and phone number to the Sanctuary Director.

Procedure V: All speakers are asked to adhere to Procedures I and IV. Speakers who do not adhere to these procedures, which have been developed in the interest of all and to maintain the purpose of this assembly, are subject to the following:

- A. Reminder to follow the guidelines for speakers posted on the Zoom chat board.
- B. Second posted reminder. Admin may choose to take microphone to deliver this second warning.
- C. It is the AT Admin's responsibility to return the Sanctuary to purpose as soon as possible. With this in mind, after two warnings the AT Admin may mute a speaker who remains noncompliant. The AT Admin retains discretion regarding how best to utilize the remainder of the time-slot, which may include but is not limited to:
 - a. Unmuting the speaker after additional warning and agreement on the speaker's part to adhere to this policy.
 - b. Retaining control of the microphone and playing music or a video for the remainder of the time slot.
 - c. Removing the speaker from the Sanctuary and playing music or a video for the remainder of the time slot.
- D. If the AT Admin has determined that the current speaker should not continue after being muted, the speaker will be immediately informed of that decision. Soon afterwards, the Sanctuary Director will contact the speaker to discuss the

- speaker's commitment to comply with Procedures I and IV of the Online Speaker's Policy and Procedures. This meeting shall also serve as a warning to the speaker to honor the terms of the agreement that attend the privilege of speaking in the Sanctuary. If the Sanctuary Director is unable to make contact, the speaker can be removed from the schedule.
- E. If a speaker violates this policy repeatedly, he/she may have his/her Sanctuary speaker privileges suspended for a period of time to be determined by the Leadership Subcommittee. It is the Sanctuary Director's discretion to recommend suspending speaker privileges based on repeated failure to adhere to this policy. The number of violations required before the Sanctuary Director recommends suspension is left to the discretion of the Sanctuary Director. The seriousness and/or repetitiveness of the violation shall be taken into account when making decisions regarding suspension.
 - F. A speaker has the right to appeal to the President-Minister at any time throughout this process