

Awakening Together Retreat House Policy & Procedure

Policy: Awakening Together shall have a policy that addresses the purpose, function and management of the Awakening Together Retreat House.

Procedure I: The Awakening Together Retreat House shall support the mission of the Foundation for the Holy Spirit as well as the purpose and core values of Awakening Together by providing a place where members and non-members can go for self-guided retreats, supported solitude, retreat programs, supportive fellowship and spiritual communion. The Retreat House will provide an environment that supports guests in order to help them realize a deeper spiritual connection up to and including the direct experience of non-dual truth.

- A. The Retreat House will offer a variety of opportunities and programs in order to support people with different spiritual needs. For example, the Retreat House may offer a library, chapel, meditation garden and other environmental amenities that support the function of the Retreat House. Furthermore, the Retreat House schedule will be varied. For example, it may include designated silent retreats, partially silent retreats, structured teacher-led programs, and unstructured self-guided retreats.
- B. The Retreat House is intended as a haven that inspires spiritual devotion. It is a place where guests are supported as they go within to discover and/or take their next step with God. Member and non-member guests shall not use the Retreat House as a social gathering place or for personal vacations. The Board of Directors and the Member Board of Trustees may use the Retreat House for Awakening Together management meetings. In addition, if the Retreat House is not in use by Awakening Together, it may be temporarily rented to another religious organization or spiritual group for retreat purposes.
- C. The Retreat House is intended as a sacred place where all can come for spiritual retreat. The Retreat House will not accept long-term or indefinite-stay tenants, which would limit the number of guests that can come for retreat. Retreat House staff members may be designated as live-in staff for the duration of their period of service.
- D. Retreat House management will provide and enforce guidelines for guests, which shall be designed to support the purpose of the Retreat House, the current scheduled focus or program, and the need to maintain a reasonable operational budget. Guests who do not follow the guidelines may be asked to leave. Guests will not be refused or turned away solely because of their individual religious or spiritual beliefs, although not all religious or spiritual practices may fit with our purpose or be permitted by our guidelines.
- E. All guests will be asked to sign an agreement upon arrival in which they agree to the aforementioned guidelines, provide important medical and emergency contact information, and release Awakening Together of liability.

Procedure II: The Awakening Together Retreat House shall be managed by a subcommittee of 2-5 people. The subcommittee shall report to the Board of Directors. The subcommittee shall include at least one of the following: A member of the Board of Directors with spending authority, the President-Minister or the Vice President-Minister. The subcommittee shall also include primary stakeholders who are significantly involved in the operation of the Retreat House, such as a Retreat House Caretaker. Every person serving on the Retreat House subcommittee must be an Awakening Together member in good standing, committed to upholding the purpose of the Retreat House, and involved in the successful operation of the Retreat House. (Reference Procedure I.)

- A. The Retreat House subcommittee shall have the authority to design the program calendar and to determine and enforce guidelines for Retreat House guests. The Retreat House subcommittee shall confer with the Member Board of Trustees on these matters and be responsive to the spiritual needs of Awakening Together members.
- B. The Retreat House subcommittee shall oversee Retreat House staff and volunteers and develop and administer the Retreat House budget. The Retreat House budget must be approved by the Board of Directors annually at the fourth quarter meeting and whenever there is a significant change to the budget.
- C. The Retreat House subcommittee shall have the authority to make decisions pertaining to the Retreat House and to delegate appropriate decision-making authority to a responsible stakeholder, such as a Retreat House Caretaker. The Board of Directors retains authority regarding all decisions that require approval of the Board including, but not limited to, hiring staff, terminating staff, and any decision with a financial impact that requires Board approval. (Reference Procedure III.)
- D. The Retreat House Subcommittee shall have the spending authority necessary to operate the Retreat House and administer its programs. The limits of that spending authority shall be determined by the Board of Directors and may be adjusted as the Board sees fit.
- E. A checking account will be designated for the management of funds received as Retreat House income and used for Retreat House operating expenditures. This account will be the primary operating account for the Retreat House, shall be considered a primary organizational account, and may be accessed by two officers of the corporation, as designated by the Board of Directors. At least one of the officers must serve on the Retreat House subcommittee.
- F. The Retreat House Subcommittee may grant limited spending authority to a responsible stakeholder, such as a Retreat House Caretaker. The spending authority granted shall not exceed the needs of the stakeholder's role in relationship to the Retreat House and the budget approved by the Board of Directors. Delegates may not have access to primary organizational bank accounts. If access to a bank account is required, a different bank account will be set up and may be accessed by the delegate for the specific delegated

purpose. The Retreat House Subcommittee is responsible for oversight of any spending authority it delegates.

- G. The Retreat House subcommittee shall determine the process for awarding scholarships to members who apply for full or partial financial reprieve in order to stay at the Retreat House.
- H. The Retreat House Subcommittee shall have the authority to market the Awakening Together Retreat House on websites, in newspapers and magazines, via social media and in any other way that seems viable and within the marketing budget approved by the Board of Directors.
- I. Members of the Retreat House Subcommittee are subject to Awakening Together's Constitution, Bylaws and Leadership and Governance Policy.

Procedure III: Awakening Together may use volunteers, outside contractors, employees or any combination of the three to effectively operate the Retreat House. The Board of Directors is responsible to hire and terminate employees and contractor staff with the recommendation of the Retreat House Subcommittee. The Retreat House Subcommittee may hire maintenance contractors and may recruit and engage volunteers.

- A. The Retreat House Subcommittee shall develop job descriptions for positions that significantly affect the operation of the Retreat House, such as the position of Retreat House Caretaker. When developing job descriptions, the subcommittee must identify the impact the role could have on the function of the Retreat House and determine the minimum qualifications of a candidate. For example, a Retreat House Caretaker may need to be an active member of Awakening Together, whereas a contract Grounds Manager may not need to associate with Awakening Together.
- B. The Retreat House Subcommittee shall determine a responsible supervisor for each volunteer, contractor and employee who helps operate the Retreat House. Supervisors shall be responsible to ensure the ones under their supervision clearly understand their roles and responsibilities, effectively fulfill their roles and responsibilities and have the resources needed to perform their functions.
- C. Employees, volunteers and contractors who could affect the purpose of the Retreat House are subject to Awakening Together's Leadership and Governance Policy.