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CHANGING FOCUS, INC.

POLICY MANUAL

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INTRODUCTION

Changing Focus, Inc. is a tax-exempt, non-profit organization (tax id. 52-2041112), hosted by Prince of Peace Presbyterian Church of Crofton, Maryland; First Presbyterian Church, Columbia, Maryland; and Faith Lutheran Church, Cockeysville, Maryland. The Program operates under a Board of Directors.

STATEMENT OF PURPOSE

The mission of Changing Focus, Inc. is to provide concerned support to persons going through life crises and transitions. Programs offered are: 1) SINGLE AGAIN (SA), 2) HEALING JOURNEY (HJ), 3) MOVING ON TO HEALTHY RELATING (MOHR), and 4) EXPLORING A LOVING RELATIONSHIP (ELR). The Programs are managed by trained counselors. This support consists of instructive material presentation at group meetings, with members sharing their thoughts and feelings about input topics in facilitated small group sessions. The individual Program missions are as follows:

SINGLE AGAIN's mission is to provide support to persons who are experiencing separation and/or divorce. In peer support groups, participants learn to cope with their situations by talking with others who are at various stages of confronting this change. Weekly discussions focus on stages of transition, coping with anger, becoming whole again, etc.

HEALING JOURNEY'S mission is to provide support to widows and widowers to help them cope with the death of their spouses or partners. In peer support groups, issues like the stages of grief, coping with loss, and the individuality of the healing journey are explored and discussed.

MOVING ON to HEALTHY RELATING's mission is to provide a series of self-discovery and learning experiences that will help people evolve to new levels of understanding and functioning. This leads to relationships with greater commitment and a higher level of functional cohesiveness and balance.

EXPLORING A LOVING RELATIONSHIP's mission is to provide couples who are considering re-marriage or committed relationships, or are recently married, the opportunity to explore their relationships and face issues such as conflict resolution and communication skills in a safe and therapeutic setting.

This support is available to all who seek it regardless of race, color, creed, national origin, age or religious beliefs. This is not a religious organization, but space and support is provided by host churches as a function of their call to ministry within the community.

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POLICY I
MEMBERSHIP CRITERIA

A. PROGRAM ELIGIBILITY:

1. **SINGLE AGAIN:** Persons who are physically separated from their spouses or partners with whom they have cohabited for at least two years, and are living in separate domiciles. Estranged spouses/partners may not attend group meetings at the same SINGLE AGAIN location, but are not excluded from the Program at other locations. Conflicts concerning attendance at social functions must be resolved by the participants themselves. Individuals who have moved on to subsequent marriages shall be eligible for group participation with all rights and privileges pertaining thereto.
2. **HEALING JOURNEY:** Persons who have lost their spouse or partner through death. Individuals who have moved on to subsequent marriages shall be eligible for group participation with all rights and privileges pertaining there to.
3. **MOVING ON to HEALTHY RELATING:** Any Adult who meets the entrance criteria established by the MOHR Coordinator.
4. **EXPLORING a LOVING RELATIONSHIP:** Any couples who 1) have had monogamous relationships for a minimum of 4-6 months 2) attend the orientation meeting, and, 3) who are considering marriage or re-marriage or have recently married and express interest and are approved by the local ELR Coordinator.
4. All persons satisfying the above criteria as well as Alumni of Changing Focus, Inc. programs must be current in payment of their annual dues to be considered a "member" of the organization.

B. GENERAL PROVISIONS:

1. Participants are expected to attend group meetings on a regular basis and must demonstrate their willingness to work on their own personal issues by participating in the group process.
2. Participants are expected to be on time for group meetings, and are expected to contribute to the maintenance of the Programs with appropriate weekly donations, to participate in fundraisers, and to pay yearly membership dues. Recommended donations will be determined on a sliding scale. The amount of annual dues is established by the Board of Directors.
3. The Programs function on the basis of mutual support and trust between and among group members. Therefore, group participants are expected to keep confidential what is said and discussed in the groups. Participants are also expected to respect and protect the anonymity of persons that they meet in the group.
4. Program support is offered to persons undergoing the stresses of their individual situations. However, these programs are **not** intended to be counseling or psychotherapy groups. The professional staff has the option to refer an individual for counseling or psychotherapy, if they feel the situation is warranted. In this event, if the person has been a source of disruption, he or she may be denied participation in any or all group activities until satisfactory progress is documented by the counselor or therapist. If, in the judgment of the professional staff or Board of Directors, a person's behavior continues to be disruptive to the group process, that individual may be denied permission to continue in Changing Focus, Inc. programs.

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5. SINGLE AGAIN and HEALING JOURNEY are primarily support groups dealing with intensely emotional situations. Formal group activities are not a context for dating behaviors. Changing Focus, Inc. reserves the right to limit participation by people who are using the group solely for social purposes and do not participate in the work of their group.
6. Individuals who attempt to participate in group activities while under the influence of drugs or alcohol will be denied permission to participate in those activities. The Changing Focus, Inc. Alcoholic Beverage Policy is discussed under POLICY IV "SOCIAL ACTIVITIES".

POLICY II
ORGANIZATION AND OPERATION

SECTION 1
BOARD OF DIRECTORS AND ADVISORY COMMITTEES

- A. The Officers of the Board shall consist of a President, Vice President, Treasurer, and Secretary, and shall be chosen from among the elected or appointed members of the Board specified below.
- B. Voting members of the Board shall consist of:
 1. SUPPORT GROUP REPRESENTATIVES. Board of Director Representatives will be made up of a total of two (2) persons from Healing Journey and two (2) from each Single Again location, and two (2) persons from MOHR. Each location has one vote regardless of number of attendees at Board meetings. At least one person from each group is to attend each board meeting. To be eligible to serve on the Board in this capacity, group representatives must have been active participants for at least six (6) months prior to becoming Board Members, and must attend at least two (2) support group meetings per month for the duration of their term. Rotating personnel within specific positions will be allowed to accommodate those groups whose regular meetings conflict with the Board's, or when circumstances make regular attendance by one person difficult.
 2. ALUMNI REPRESENTATIVES. There may be one (1) Alumni representative for each Changing Focus, Inc. program. He or she will be a person who has completed the represented Changing Focus, Inc. program, and is no longer an active participant.
 3. HOST CHURCH REPRESENTATIVES. Every church that host a support group may appoint a representative to the Changing Focus Board of Directors. One (1) representative from each of the churches may be appointed by its governing body. The representative should be chosen for his or her own experience with separation, divorce or death, and/or his or her interest in and support of Changing Focus programs. If that representative attends Board of Directors' meetings, full voting privileges are granted.
- C. Non-Voting members of the Board shall consist of:
 1. EX-OFFICIO MEMBERS. The ex-officio members: the Pastor of the Corporation's Host Church (Prince of Peace) and the Changing Focus, Inc. Office Manager.

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2. MEMBERS AT LARGE. Advisor positions may be established for members from the community to meet the needs of Changing Focus Inc. or to fill otherwise vacant positions. It is recognized that people from the community possess unique capabilities and are able to assist this Board by offering their area of expertise. These areas may be, but not limited to, finance and/or fundraising.
- D. Each vote cast by a Voting Member of the Board shall have equal weight.
- E. Advisory Committees shall be determined by the Board, and shall consist of (but not be limited to):
1. Fundraising
 2. By-Laws and Policy
 3. Human Resources
 4. Finance
 5. Publicity and Advertising
 6. Programs
 7. Activities
 8. Promotion, Outreach & Marketing
- F. All members of the Board are expected to participate in the Advisory Committees. The committees are encouraged to obtain additional (non-voting) members as needed to accomplish the work of the organization.
- G. Any support group member is welcome to attend and address any Board meeting, or send correspondence addressed to the Board via the Changing Focus, Inc. office. Persons wishing to address the Board will be allowed five (5) minutes of unscheduled time during the New or Old Business agenda periods. Persons requiring more than five (5) minutes will notify the Changing Focus, Inc. office, so that they may be placed on the agenda.

SECTION II
SELECTION OF BOARD OF DIRECTORS AND ADVISORY COMMITTEES

- A. TERMS OF SERVICE:
1. The term of service for Elected Board and Advisory Committee Members will be two (2) years. With the approval of the Board, one-year extensions (year-by-year) are permitted if there is no replacement for an Officer or Board Member.
 2. Ex-officio Board Members may serve indefinitely.
 3. Elected (Support Group) Board Members should not serve more than two (2) consecutive terms (unless appointed to an alumni position by the Board) and must stand for re-election each term.
 4. Appointed Board Members (Church Representatives, Alumni, "At Large" members) shall serve a two (2) year term. Reappointment will be at the discretion of the appointing authority.
 5. Officers are elected annually to a one-year term by the voting members of the Board. Re-elected officers may serve consecutive terms without term limits.
- B. SUPPORT GROUP ELECTIONS:

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1. Support Group members shall be advised of all vacant positions available on the Board each October. An appropriate notice shall be placed in the October issue of the "Sharings" and announcements shall be made at individual group location meetings by the existing Board representative.
 2. Incumbent Board members from each support group location shall be responsible for taking nominations each October from each group, as necessary, and presenting this list to the Board. The election will be held at each support group location during the month of November, electing the number specified in SECTION 1, paragraph B.1. Efforts should be made to assure the maximum number of currently active members are polled. This can be accomplished by offering multiple election dates or write-in type polling.
 3. Both incoming and outgoing Board members will attend the December meeting.
- C. In the event that any support group does not fill its allotted positions for the Board, the Board can then take nominations for the vacant positions from the other support groups or the community. The Board is entitled to take such nominations if the positions are not filled by January 15th of each year.
- D. In the event that any church does not fill its allotted positions for the Board, that position will remain vacant.
- E. In the event that a position becomes prematurely vacant throughout the year, the Board will solicit the group losing representation for a replacement through that group's normal selection process. The Board is entitled to appoint a replacement if the position is not filled within 30 days.
- F. The Directors and Advisory Committees will take office at the January meeting and continue through the following December.
- G. At the December meeting, the Board will elect Officers and organize Advisory Committees with the previous year's President presiding during the portion of the meeting that involves the election of Officers. Members will volunteer for Committees based on their personal preference. Committee Chairs are appointed by the incoming President with the advice and consent of the Board.

SECTION III
RESPONSIBILITIES OF THE BOARD OF DIRECTORS AND ADVISORY COMMITTEE
MEMBERS

- A. The Board will have general charge of the affairs of the Changing Focus, Inc. programs.
1. The Board shall determine all policies and procedures included in but not limited to those addressed in the By-Laws.
 2. The Board will act on reports from the ad-hoc and Advisory Committees, authorize and approve expenditures by the Treasurer, act as trustee of all the funds and properties, and employ administrative and support staff as necessary.
 3. The Board will assume such other duties as designated in the By-Laws.
 4. Board members shall either chair or participate in a standing or ad-hoc committee as required.

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- B. Meetings of the Board will be held on the third Tuesday of each month.
1. A quorum of sitting Board members will be required to conduct business, and is defined as 50% of currently sitting members.
 2. At all meetings of the Board, a voting member unable to attend may vote by proxy. All proxy votes shall be in writing and specifically state the issue to be voted on and how the proxy is to be voted. Such proxy shall be filed with the Secretary of the Board no later than 12:00pm the day prior to the date of the Board meeting. The Secretary shall announce any and all proxy votes in effect at the beginning of the meeting.
 3. The President may call a special meeting of the Board and Advisory Committees at his/her discretion.
- C. The President will:
1. In cooperation with the Office Manager, provide administrative leadership and management of functions and operations.
 2. Assure that all policies, operations and functions are properly executed.
 3. Preside over meetings of the Board.
 4. Determine and plan the agenda of the Board meetings.
 5. Establish Advisory Committees, special committees, ad-hoc groups and task forces, as necessary.
 6. Be an ex officio member of committees, ad-hoc groups and task forces.
 7. Assist in preparing the budget.
 8. Have check signing authority.
 9. Have been an active voting Board member of Changing Focus, Inc. Programs for at least one year.
- D. The Vice President will:
1. In the absence of the President, determine the agenda and preside over meetings of the Board.
 2. Assume all duties of the President in his or her absence.
- E. The Treasurer will:
1. Compile and maintain the financial records of the organization.
 2. With the President, have check signing authority.
 3. Provide a written report of all income and expenditures on a monthly basis to the Board.
 4. Report to the President and the Board of Directors and the Finance Committee on financial matters in general.
 5. Maintain the Corporation's checking and savings accounts, paying all bills as required, and directing the Office Manager as to which account monies are to be deposited.
 6. Assure that payroll is coordinated, managed and in compliance with employee contractual agreements.
 7. At the President's direction, serve on committees, ad-hoc working groups, or task forces as needed.
 8. Chair the Finance Committee, which will also include at least the President and/or the Office Manager.
 9. Make any other investments of cash as directed by the Board.
- F. The Secretary will:

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1. Take minutes at the monthly meetings and within five (5) calendar days following the Board of Directors meeting send an unapproved copy to the Changing Focus office for President's review.
 2. Report the minutes of the previous month's Board of Directors' meeting, at the subsequent monthly meeting.
 3. One week before a regularly scheduled Board meeting, make available to all Board and Advisory Committee Members a copy of the unapproved minutes of the previous meeting.
 4. After minutes are approved by the Board of Directors, an approved copy will be made available to all members and coordinators of Changing Focus, Inc.
 5. At the President's direction, serve on committees, ad-hoc working groups, and task forces as needed.
- G. The Host Church Representatives will:
1. Coordinate information between their respective churches and the Changing Focus, Inc. programs.
 2. Provide guidance based on the church's policies and practices.
 3. Help with the administration and operation of the Changing Focus, Inc. programs.
- H. The Support Group Representatives will:
1. Coordinate information between the Board and support group participants.
 2. Provide help and guidance with the administration and operation of the Changing Focus, Inc. programs.
 3. Provide information to the Board on the growth of individual support groups and bring issues requiring action to the attention of the Board.
 4. Provide an alternate for Advisory Committee business when a representative will be absent.
 5. At the President's direction, serve on committees, ad-hoc working groups, and task forces as needed.
- I. The Alumni representatives will chair or participate on any committee or project as appointed by the President and approved by the Board.
- J. Advisory Committees
1. Advisory Committees meet at the discretion of the Committee Chair.
 2. Advisory Committee Chairs:
 - a. Are members of the Board and attend all scheduled Board meetings.
 - b. Furnish the Board with reports delineating all committee activity. Advisory Committee Chairs may send alternates in the event of an absence and if so, will verbally inform the alternate of the events the Board will address. The Chair must convey any required written materials (i.e., minutes, Directors' Report, budget report) to the alternate.
 - c. Prepare applicable budgets where indicated for Board Approval.
 - d. Assure adequate records are maintained to be passed on to subsequent Chairs.
 - e. Build committee membership, soliciting Subcommittee Chairs as required.
 - f. Provide guidance to the Subcommittee Chairs, monitoring and approving all expenditures.
 3. Subcommittee Chairs will:
 - a. Report all subcommittee activity to the Committee Chair.
 - b. Solicit and obtain adequate members to support Subcommittee activity.

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- c. Maintain adequate records, and turn same over to Committee Chair upon completion of their tenure or as requested by the Chair.
4. The Fundraising Committee will:
 - a. Be responsible for providing the framework and support for the accomplishment of all Board-approved fundraising activities, and shall be divided into subcommittees as required.
 - b. The Committee Chair will:
 - 1) Submit all fundraiser plans to the Board of Directors for approval.
 - 2) Verify amounts raised by individual fundraisers, and turn over to Office Manager or Board Treasurer for deposit in Changing Focus, Inc. accounts.
 - c. Subcommittee Chairs will:
 - 1) Submit all fundraiser implementation plans to the Chair for approval.
 - 2) Implement fundraisers in accordance with implementation plan and approved budget.
 - 3) Provide adequate accounting and security of funds raised until turned over to the Committee Chair for deposit in Changing Focus, Inc. accounts.
5. By-Laws and Policy Committee will:
 - a. Be responsible for overseeing and maintaining the administrative structure and operating policies of Changing Focus, Inc., ensuring administrative and management control documents are up to date, with a master copy of those records located in the Changing Focus, Inc. office.
 - b. Shall submit all proposed amendments, addendum, and appendices to the Board of Directors for approval.
6. The Human Resources Committee will:
 - a. Be responsible for overseeing the personnel administration processes of Changing Focus, Inc. programs.
 - b. Prepare a contract for each paid staff member as a guideline for the Board.
 - c. Work with the Board to review any contract adjustments.
 - d. Conduct an annual review of all paid staff members' contracts.
 - e. Conduct an annual review of the Office Manager's performance.
7. The Finance Committee will:
 - a. Establish a Budget Committee, chaired by the Changing Focus, Inc. Treasurer, to work with the Office Manager to develop the annual budget for presentation to the Board for approval.
 - b. Monitor the compliance with the budget during the year.
 - c. Cooperate with and assist the Fundraising Committee in its activities.
8. The Publicity and Advertising Committee will:
 - a. Advertise Program meetings in local publications
 - b. Promote fundraising efforts
 - c. Write publicity material and announcements to be distributed to local newspapers, local church bulletins, civic organizations, etc.
 - d. Review and update Brochure.
9. The Program Coordinators will:
 - a. Oversee and assist the Board or a Board designee in the creation of and revision of a standardized curriculum to be used for all programs (Healing Journey, Single Again, MOHR and any future programs) during large group presentation and small group discussions.
 - b. Assure that the material is reviewed, and if appropriate updated, annually to reflect current trends in the literature.

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- c. Assure the materials are in a curriculum format in accordance with the mission and values of Changing Focus, Inc.
- 10. The Activities Committee will:
 - a. Develop a social calendar of events for all groups (SA, HJ, MOHR).
 - b. Help get volunteers and members to attend all fundraising events.
- 11. The Promotion, Outreach and Marketing Committee will:
 - a. Promote and market each support group of Changing Focus, Inc. and target audiences of professionals who can refer people to Changing Focus, Inc. programs. These professionals can be defined as those who help others during transitional times in their lives, including therapists, therapy groups, hospice programs, senior centers, family & marriage counselors, insurance agents, psychiatrists, physicians, lawyers, funeral homes, the Clergy, social workers, pastoral counselors and any others which may be deemed acceptable.
 - b. Utilize a variety of promotion efforts including but not limited to direct mail, e-mail, personal contacts, website usage, membership networking, etc.

SECTION IV
PARLIAMENTARY PROCEDURE

The current Robert's Rules of Order shall be the guideline for governing parliamentary procedure in all applicable circumstances unless inconsistent with other provisions of the By-Laws and Policies. The President may appoint a parliamentarian from existing Board Members.

SECTION V
AMENDMENTS TO THE POLICIES

- A. Amendments to this document may be proposed by any Board Member, seconded by another Board Member.
- B. This document may be amended or suspended by a two-thirds affirmative vote of the current sitting members of the Board.

SECTION VI
APPEALS / GRIEVANCE PROCESS

- A. From time to time, conflicts may arise between SA, JH or MOHR participants, facilitators and/or Coordinators. Members should feel confident that concerns about, and conflicts with other individuals, will be addressed at a Changing Focus, Inc. Board level. All Members are welcome to attend and address any Board meeting (see Policy II, Section I-G) , call or send correspondence addressed to the Board via the Changing Focus, Inc. office. The Office Manager will contact the President with the grievance.
- B. Procedures:
 - 1. a. A participant may approach either the local Coordinator or a Board representative with his/her grievance or complaint.

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- b. The Coordinator or Board representative may offer mediation, or at the member's request, bring the matter to the attention of the Board as the member's Advocate.
2. a. The Board will address the complaint at the next regularly scheduled Board meeting. Serious matters that cannot wait will be coordinated by the President to obtain a speedy resolution through consensus of the Executive Committee of the Board.
- b. Confidential discussion will be held by the Board, which may attempt to obtain additional data as required. (Non-Board persons, who may be attending that particular meeting, will be excused during these discussions.)
3. a. Decisions may be rendered by the Board, and passed to the member either by letter or telephone call from the Advocate or the President.
- b. The Board may elect to appoint a mediator to attempt to resolve the conflict. If the mediator is unsuccessful, the Board will pass judgement at the following Board meeting.
- c. Decisions by the Board are decided by a two-thirds (*RROR 39*) vote, and are final once reached. However, the member shall be entitled to one personal appearance before the Board (if they have not yet appeared) before the matter is concluded.

SECTION VII
ACCOUNTING SYSTEM

- A. A checking account will be maintained in the name of Changing Focus, Inc. A minimum of two authorized signatures will be maintained on the account. Signatories will be the President and Treasurer or other Board member as determined by the Board of Directors.
- B. Cash Receipts: All monies received by Changing Focus, Inc. will be promptly recorded and deposited to the checking account. Dated bank deposit receipts will be used to document time and amount of receipts.
- C. Disbursements:
 1. All disbursements, except petty cash expenditures, will be made from the checking account and promptly recorded.
 2. All payments are to be authorized by the Board President, Vice-President or Treasurer. Expenditures not included in the annual budget must be approved by the Board.
 3. Proper documentation of amounts owed and paid, along with authorizations for payment will be maintained by the Office Manager with a master copy of those records located in the Changing Focus, Inc. office.
 4. The Treasurer and President (with the Vice President as an alternate) are authorized to sign checks.
- D. The cash receipts and disbursements journals will be posted to the general ledger monthly.
- E. A chart of accounts compatible with the budget will be used to ensure proper classification of income and expenses.
- F. An independent company providing Payroll Services will be retained by the Board. This Service will:
 1. Issue all payroll checks and Coordinator contract payments.
 2. Collect and pay all payroll taxes to the proper authority.

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3. Complete all Federal and state reporting requirements associated with the employees.
- G. The Treasurer and Office Manager will share fiscal responsibilities as prescribed by the Board of Directors.
- H. The Treasurer will prepare a monthly financial report for the Board of Directors.
- I. An audit of accounting records will be performed on an annual basis by March 31 by an impartial, competent authority.

**POLICY III
FACILITATORS**

- A. Persons to be considered as Changing Focus, Inc. facilitators must have met membership criteria listed in **POLICY 1**. This policy may be modified for married facilitators, as recommended by the Group Coordinator and approved by the Program Director.
- B. All prospective Facilitators must have been active in their respective Programs for a minimum of six months.
- C. Facilitator Characteristics:
 1. Have recovered enough from the emotional effects of his/her own separation, divorce or death of spouse or partner so that he/she does not need a high level of support from the group.
 2. Be of strong moral character and willing to accept Changing Focus facilitator responsibilities and principles listed herein.
 3. Respond to other members without needing to discuss his/her own emotions in depth.
 4. Have demonstrated strong interpersonal skills and the ability to interact and communicate with a group in a comfortable and confident way.
 5. Have the ability to be assertive (yet tactful) effectively leading the group discussion in a helpful manner, keeping the focus on the evening's topics/issues.
 6. Have the ability to respond supportively and provide a calming influence to members who may be emotionally upset and to deal with disruptive people when necessary.
 7. Be responsible and reliable. The facilitator will be willing to work as a team with the other facilitators and Group Coordinators and will be able to accept constructive feedback from the Coordinators and other facilitators.
 8. Promote an atmosphere that permits participation by all group members.
- D. Facilitator Responsibilities:
 1. Be able to make the necessary time commitment that is required: facilitate three, but at a minimum two, weeks per month for the first nine months. Extensions in service can be made by the Coordinator.
 2. Greet and facilitate the Newcomers Group once a month. Facilitators should make reasonable effort to contact each newcomer after the first three meetings to encouraging his/her return and feedback, until the Newcomer attains "Blue Badge" status.
 3. Attend facilitator training sessions for refresher techniques as deemed necessary by the Coordinator(s).
 4. Attend facilitator meetings as scheduled by the Coordinator(s).

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5. Arrive by 7:00 PM on scheduled meeting nights to:
 - a. Set up the meeting room.
 - b. Set up entrance table with appropriate materials.
 - c. Function as a greeter.
 - d. Encourage participants to move into the meeting room between 7:15 and 7:30 for input session for Single Again and Healing Journey.
 - e. Encourage participants to return quietly and promptly to meeting room for wrap up and announcements.
 6. Remain a few minutes after the meeting to:
 - a. Participate in debriefing with Coordinator.
 - b. Collect donation envelopes and turn in to Coordinator.
 - c. Return appropriate materials to the storage location and the meeting area / room to the condition required by the host Church.
- E. Facilitator Principles:
1. Due to the vulnerable nature of group participants, facilitators agree not to date individuals who have been participants of the program for less than one (1) year. Regardless of time within the organization, it is always considered inappropriate to openly participate in casual dating with group members. If a relationship does develop, discretion is encouraged, and the individuals should take steps to ensure small group participation is with a different facilitator.
 2. Facilitators being in a position of trust and responsibility, and confidentiality being a cornerstone of Changing Focus, Inc. policy, it is considered inappropriate for facilitators to discuss issues relating to individual small group participants with other individuals.
 3. The facilitator position is a respected one, viewed by participants and members as leaders and representatives of the Changing Focus, Inc. organization. Consequently, one's behavior at both sanctioned and non-sanctioned activities is expected to promote the Changing Focus, Inc. principles.
- F. The Group Coordinators, with the advice and consent of active facilitators, shall make the decision as to who will be selected to serve as a Group Facilitator and shall have the authority to remove any they deem to exhibit unsatisfactory performance.
- G. The Board shall have additional authority, with the advice of the Program Director, to remove any Facilitator that exhibits inappropriate or destructive behavior.
- H. Performance shall be evaluated based on the criteria set forth in this policy. Retention decisions are made by the Group Coordinator with extraordinary situations brought before the Board.
- I. Facilitators who feel they have been dealt with unfairly may avail themselves of the Grievance Process delineated in this document (see POLICY II, SECTION VI).
- J. Any facilitator who has previously resigned or has not facilitated for 4 consecutive months, must speak with the Group Coordinator before returning to facilitator activities. The facilitator will not be permitted to be scheduled until approval is obtained from the Group Coordinator or Program Director.

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**POLICY IV
SOCIAL ACTIVITIES**

- A. Only Board sanctioned activities will be announced at group meetings, or advertised in group or Program publications. It is recognized that group members may be privately advised, or made cognizant of, outside social activities that are not sponsored or sanctioned by Changing Focus, Inc.
- B. Sanctioned activities are intended to provide a relaxed, informal and un-pressured 'mixer' atmosphere, and are not intended as a forum for dating. Couples who have developed relationships are expected to be discretionary with displays of affection, as a courtesy to other members.
- C. Although Changing Focus, Inc. recognizes that alcoholic beverages are a part of the social life of many people, it does not recognize this as a realistic way of coping with life's problems.
- D. On the advice of legal and insurance counsel, Changing Focus, Inc. has adopted the following guidelines for use of alcoholic beverages at any sponsored function:
 - 1. Alcoholic beverages will be limited to wine punches, wine and beer.
 - 2. Persons hosting events in private homes may request that no alcoholic beverages be allowed.
 - 3. Changing Focus, Inc. may elect to provide non-alcoholic beverages at sponsored events.
 - 4. At Changing Focus, Inc. family functions, alcoholic beverages will not be served.
 - 5. Program leadership, or the person hosting the event, will discourage any person from driving away from a function in any condition that could be deemed unsafe.
 - 6. Alcoholic beverages are not to be consumed on the grounds or in the buildings of any church associated with Changing Focus, Inc.
- E. Alumni organizations may be formed as primarily social and fundraising groups. These are a vehicle for graduated and healed members to stay in touch with other alumni.

**POLICY V
GAMES OF CHANCE**

The Board does not sanction, nor wish to be connected with, any part of fundraising events that involve games of chance.

**POLICY VI
ANNUAL MEMBERSHIP DUES**

The common-anniversary annual membership dues for all members will be due on July 1st each year. Those members who paid dues six months prior, January 1st through June 30th, to the onset of the first campaign on July 1, 2006 will pay one-half the annual dues.