

CREDENTIALING POLICIES AND PROCEDURES

The following policies and procedures are established by the Board of Directors, for individuals requesting Religious Science licensing through Global Religious Science Ministries/Alliance for Spiritual Understanding GRSM/AS-U. Currently, GRSM/AS-U credentials practitioners and ministers in the spiritual discipline of Religious Science.

This is a living document. (A living document is one that is not concrete but allows flexibility to make changes as requirements and circumstances of the organization change.)

Teachers/Instructors shall include a \$5.00 administrative fee per student for which they are requesting certification. Included with the fee should be the student's name, year of completion, teacher's name, and the date of graduation. This information and fee should be sent to the credentialing chairperson. The chairperson will send names of all students to the person making the certificates and will forward checks to the treasurer and contact information to the membership team.

All individuals requesting licensing through GRSM/AS-U must meet the standards set forth by the organization. Having completed the required class study requirements does not grant automatic licensing.

PRACTITIONER'S LICENSE (*Religious Science*)

A Religious Science Practitioner's License is a license verifying that the individual meets all requirements set forth by GRSM/AS-U and is considered qualified to practice Science of Mind principles in their practices with Spiritual Mind Treatment. After being granted this license, the Practitioner is also qualified to teach SOM I and II.

Licenses are renewable annually. (See page 11)

To be granted a license, the student will have successfully completed SOM I, II, and III and meet all other requirements in effect at the time the student entered the program. A returning student must meet all requirements in effect at the time he or she resumes coursework. The student shall complete at least 60 in-class hours for each course and shall complete all requirements the teacher has requested for all additional class hours that were not attended during the class year.

An enrollment application to enter Practitioner studies shall be completed and given to the teacher, who will forward to the Credentialing Committee. All students requesting acceptance into the Practitioner's program shall become Associate Members of GRSM/AS-U and will actively participate on one of the Organization's committees.

SOM I: An introduction to and study of Science of Mind/Religious Science Principles and background.

SOM II: Continuation of the study of Science of Mind and Religious Science principles plus exploring and studying the works of other new thought teachers and authors.

SOM III: At this point, the student should be living the SOM/Religious Science Principles and be demonstrating their understanding of the practices by actively using Spiritual Mind Treatment for themselves and others. (Treatments and results are to be documented case studies). The student continues to embody the understanding of cause and effect and explore modalities of healing. During this third year, the student planning to request licensing will begin a relationship with the Board and become an Associate Member of the organization. Active participation in a local ministry/center is encouraged at this point in the process.

PRACTITIONER LICENSE APPLICATION PROCESS (*Religious Science*)

1. The student receives instructions and guidelines from their teacher/instructor on how to apply.
2. The student submits five (5) case studies to the teacher/instructor to review. Case studies will be prepared in the following format designated by the Credentialing Committee.
 - a. Only two (2) of the case studies may be for self. At least three (3) of the case studies will be for other individuals or events and must be verified.
 - b. Case studies will provide the background history of the client
 - c. Case studies will identify and describe the root causes of the situation.
 - d. Case studies will include a detailed description of the treatment performed.
 - e. Case studies will include a brief, signed testimony stating the results.
 - f. Each case study requires the signature of the client. (When the case study is of self, the study must be signed by the individual's teacher/instructor to validate the case).
3. When the teacher/instructor agrees that the student is ready to proceed, an application package will be prepared and submitted to Rev. Lisa Gemmill Goldberg of the Credentialing Committee. Rev. Lisa G. will scan the complete package into a secure file with a password code and then forward the package to the Credentialing Team.
 - a. The package will contain the following information: One (1) copy of the selected five (5) case studies.
 - b. A letter from the teacher/instructor recommending that the candidate be granted a Practitioner's License. (Letter should state why the teacher/instructor believes the candidate is qualified).
 - c. A post-dated check for \$50.00. This is the licensing fee/membership fee to GRSM/AS-U for one (1) year. Membership fees are due January of each year and must be paid in order to remain in good standing with the organization. (Fees will be prorated for candidates. The check will be returned if there is a delay in licensing for the current session).
 - d. One (1) copy of the candidates' SOM I and SOM II certificates.
4. It is the responsibility of the student to retain one (1) copy of the package that is submitted for his/her records.
5. To be interviewed by the Spring panel, packages must be received by the Credentialing Committee between April 17th and May 1st. Packages received after May 1st will not be

accepted for the current year. A letter of explanation will be sent to the student and a copy forwarded to the teacher.

6. Once the Credentialing Committee receives the package:
 - a. A committee meeting will be arranged to review the package and to ensure the information meets GRSM/AS-U criteria.
 - b. If the committee finds that the requirements are not met, the package will be returned to the teacher/instructor detailing why it has been returned.
 - c. The teacher/instructor will go over the returned package with the candidate, the changes will be made, and the package resubmitted to the Credentialing Committee Chairperson.
 - d. If the teacher/instructor or candidate does not agree with the findings of the Credentialing Committee, they will notify the Chairperson of the committee and the Chairperson will then make arrangements for the Board to review the case and make a determination.
 - e. The Credentialing Committee will schedule a date, time and place to conduct the panel interviews.

MINISTERIAL LICENSE

An enrollment application to enter Religious Science Ministerial studies will be completed, given to the teacher, and the teacher will forward to the Credentialing Committee. All students requesting acceptance into a Ministerial program will maintain an active Membership in GRSM/AS-U and will actively participate on one of the organization's committees in order to be eligible to apply for a Minister's license.

All students enrolling in the ministerial program must meet the prerequisite requirement of the spiritual discipline under which they will be completing their ministerial studies. In the Religious Science discipline, it is necessary for the applicant to have a valid Religious Science Practitioner's License and be in good standing with the Organization. The Religious Science Ministerial course is a two (2) year program.

Completing the course does not automatically grant a ministerial license to the student. To be granted a license, the student will have successfully met all requirements in effect at the time the student entered the Ministerial program. A returning student must meet all requirements in effect at the time he or she resumes coursework.

Ministerial licenses are renewable annually. (See page 11)

MINISTERIAL COURSE PROGRAM (*Religious Science*):

By the end of the second year of the Ministerial course program (fifth year of study), the student shall have completed 150 hours of in-class ministerial study, be a practicing Religious Science Practitioner, and be a member in good standing with GRSM/AS-U. This program will cover:

1. A study of world religions.
2. A three (3) to five (5) page term paper on one of the religions studied.
3. A study of new thought leaders.
4. A three (3) to five (5) page term paper on one of the new thought leaders.
5. The student will begin keeping a log of pertinent information to be used in the development of an essay.
6. The student becomes familiar with spiritual counseling skills.
7. The student will complete and conduct practice ceremonies for a funeral, a christening, a wedding, and a house blessing.
8. The student will participate in public speaking opportunities.
9. The student will be actively involved in a local center/ministry through participation and volunteer work.
10. The student will expand his/her relationship with the GRSM/AS-U Board of Directors.
11. The student will complete an essay according to the GRSM/AS-U guidelines described below.
12. The student will actively explore the path his/her ministry may take.

ESSAY: The essay is a professional paper. It is to be prepared according to the American Psychological Association (APA) format. It will include 20 to 25 pages of text in the body, be typed in a 12-point font, be double-spaced, and have a minimum of five (5) research references. The theme of the essay will revolve around details of how the individual has used specific SOM principles in his/her life from the time he/she began classes to the present. Discussion will indicate how the individual knows the law works and provide evidence tied to reference work to convince the reader that it does. In addition, the essay must also include:

1. A title page
2. A table of contents
3. An introduction
4. Body of the essay
5. A summary that brings the essay to a conclusion
6. A list of references.

MINISTERIAL APPLICATION PROCESS (*Religious Science*)

1. The student presents the essay to the teacher/instructor.
2. The teacher/instructor reviews the essay to see if it is correctly done.
3. When the teacher/instructor feels the essay is correct, that the student has met all criteria and is ready to apply for a ministerial license, the student may proceed to prepare the application package.
4. The application package shall contain the following:
 - a. One (1) copy of the essay
 - b. One (1) copy of the two (2) term papers.
 - c. One (1) copy of the Practitioner License.
 - d. A postdated check for \$75 to cover licensing fee and one (1) year membership in GRSM/AS-U. (Dues are due in January each year. The fee will be prorated. The check will be returned to the applicant if for some reason the licensing is delayed for that session).
 - e. A letter from the teacher/instructor requesting that the applicant be considered for a Ministerial license and the reasons the teacher/instructor believes the candidate is ready.
 - f. A summary of SOM activities/functions the candidate has supported/participated in during the time enrolled in ministerial classes. Include a summary of the candidate's activities/results as a SOM Practitioner.
 - g. It is the responsibility of the student to keep one (1) copy of the package for his/her records.
 - h. The teacher/instructor will submit one (1) copy of the entire package to Rev. Lisa Gemmill Goldberg of the Credentialing Committee between April 17th and May 1st. Packages received after May 1st will not be accepted for the current year. A letter of explanation will be sent to the student and a copy forwarded to the teacher. Rev. Lisa G. will scan the complete package into a secure file with a password code and forward to the Credentialing Team.
 - i. Once the Credentialing Committee receives the package, the process will continue as in those described previously for the Practitioner's licensing procedure.

PANEL INTERVIEWS (*Religious Science*): Panel Interviews are "Rites of Passage" for individuals requesting Religious Science credentialing through GRSM/AS-U. The following guidelines are for the selection of the panel and the conducting of panel interviews.

1. The panel shall consist of at least three (3) ministers. Practitioners will be taken into consideration if for some reason there are not enough ministers available the day of the interview, and only one (1) practitioner per panel will be allowed.
2. There will be no pre-selection of panels. The Board will make every effort to ensure that membership attendance for that day is as high as possible.

3. It is recommended that the teacher/instructor of applicants be at the panel interviews. However, if for some reason the teacher/instructor is not available, the panel will proceed without them.
4. The Credentialing Chairperson will serve as spokesperson or select another individual on the panel to serve in that position.
5. The panel interview will be conducted in a relaxed, non-threatening, nonjudgmental, safe atmosphere that provides support to the applicant.
6. The spokesperson will draw one (1) of the names from those submitted.
7. Three (3) questions will be asked per panel member. A list of suggested questions will be supplied by the Credentialing Committee, but is not limited to the suggested question list.
8. The panel interview will be closed by the candidate giving an impromptu treatment. (Subject of treatment is assigned by the panel spokesperson.)
9. Graduation ceremonies are left to the discretion of the teacher/instructor. It is recommended that at least one Board member be present for remarks at the ceremonies when distance permits.

MINISTERIAL ORDINATION: *Requesting procedures for ordination as a Religious Science Ordained Minister* are the following:

1. The Minister requesting ordination must be a member in good standing with GRSM/AS-U. This means that the candidate has developed a relationship with the Board, dues are current, and the individual is encouraged to donate.
2. The individual requesting ordination is encouraged to actively serve on a GRSM/AS-U committee or the board.
3. The Minister must have been actively working at their ministry for at least two (2) years.
4. The Minister will submit a letter requesting ordination by GRSM/AS-U to the Chairperson of the Credentialing Committee.
5. Included with the letter will be an outline of how the Minister has proceeded with his/her ministry. The outline will include all activities the candidate has been involved in that are related to his/her ministry. A short explanation of the type of ministry the candidate is planning and what the candidate's vision is for the ministry and intent/ideas for implementing the plans.
6. The Credentialing Committee will review the request and the information provided and then make a recommendation to the Board.

7. The Board will make a decision, and the Credentialing Committee will notify the candidate of the decision.
8. The Credentialing Committee will forward to the candidate the Ordination Questionnaire asking for details of their ceremony.

THE ORDINATION CEREMONY: This is an important ceremony and reflects upon the character of GRSM/AS-U. Therefore, GRSM/AS-U sets the following standards for the Religious Science ministerial ordination ceremony:

1. The approved candidate will select the person from GRSM/AS-U that he/she wishes to conduct the ceremony.
2. A formal ceremony will be planned and conducted. The approved candidate is responsible for all financial expenses for the ceremony and reception.
3. The approved candidate will plan the ceremony in a manner that is professional and yet takes into consideration his/her desires.
4. At least two (2) GRSM/AS-U officials (this includes the one doing the ceremony) will attend the ceremony. If the distance is impractical for two (2) to attend then either the President or Vice President will attend.

PREVIOUS SCIENCE OF MIND STUDENTS CERTIFICATION/RECERTIFICATION THROUGH GLOBAL RELIGIOUS SCIENCE MINISTRIES:

The following procedures will be followed:

1. Send a letter of request to Credentialing Committee through a teacher/instructor of the candidate's choice. Must have verifiable credentials.
2. Credentialing Committee shall review request, verify credentials and take into consideration the length of time that has passed since prior completion of classes.
3. Credentialing Committee and teacher/instructor shall work together to determine the requirements that need to be met by the candidate and how to proceed.
4. It may be required that the individual take refresher courses. This should be considered on a "case by case" basis.
5. Questions about credentialing should be brought before the Credentialing Committee chairperson who will present them to the Credentialing Committee. If the individual is not satisfied with the findings of the Committee, then they may present their case before the GRSM/AS-U Board of Directors.

INDIVIDUALS OUTSIDE GRSM/AS-U REQUESTING CREDENTIALING: The following procedures

will be followed:

1. A professional, licensed minister of GRSM/AS-U that is a member in good standing will serve as a sponsor and mentor to the individual requesting credentialing.
2. The individual must provide verifiable credentials from other organizations and a letter of request to the Chairperson of the Credentialing Committee.
3. The individual must have been active within GRSM/AS-U for at least one (1) year.
4. The individual must be a member in good standing with GRSM/AS-U.
5. The individual will submit a detailed vision statement of how his/her ministry is being used.
6. The Credentialing Committee will review the application and information provided and make a recommendation to the Board. (Requirements will be set by the committee on a case by case basis).
7. The Credentialing Committee will review the recommendations and provide the individual a detailed development plan that outlines requirements for that individual to be credentialed through GRSM/AS-U.
8. When the individual clearly demonstrates that the individual/organization is in alignment with GRSM/AS-U standards, the process time can be advanced. The Board reserves the right to declare whether they approve or disapprove the request.
9. All individuals requesting ministerial or practitioner credentials will fulfill the requirements outlined previously in this document.

TRANSFERRING PROFESSIONAL MEMBERSHIP TO GRSM/AS-U The following policies and procedures apply to those individuals who request professional membership with GRSM/AS-U but have been ordained through another organization.

1. The individual will choose a sponsor from the GRSM/AS-U Board.
2. The sponsor will send a letter of request and verifiable copies of the individual's credentials to the chairperson of the Credentialing Committee.
3. The Credentialing Committee will review the package and develop an individualized plan based on the following:
 - a. The individual's knowledge of Science of Mind or other spiritual disciplines they will be ministering under.
 - b. The organization from which the individual received their credentials.
 - c. The actual curriculum that was covered.
 - d. The individual's relationship with GRSM/AS-U.
 - e. Whether the individual has supported GRSM/AS-U events.

4. Once the individual has met the established plan requirements, the sponsor will submit another letter of request to the Credentialing Committee chairperson.
5. The Credentialing Committee will review the request and make a suggestion to the Board.
6. The sponsor will be notified of the decision.
7. Accepted applicants will be recognized at the next graduation.
8. In cases where the individual does not have one or more of the key trainings of GRSM/AS-U's spiritual disciplines (e.g., SOM Practitioner's license*), the individual will be given one (1) year from the date of recognition to complete the key requirements (e.g., five (5) case studies for SOM Practitioner license).

***NOTE:** A Practitioner's license and membership in good standing are required in order for the individual to teach credentialed SOM I & II classes.

HONORARY DOCTORATE:

1. Individual must have served three (3) consecutive years on the board of directors or have been active on one of the organization's committees for the same amount of time.
2. Individual must have taught credentialed classes for five (5) consecutive years or held workshops, study groups, SOM practice or ministry.
3. Individual must maintain "member in good standing" status for three (3) years consecutively.
4. Individual must have made a significant contribution to the advancement of religious science principles or to the development of GRSM/AS-U.
5. A letter of nomination from a professional member of the organization must be forwarded to the chairperson of the Credentialing Committee detailing the above-listed accomplishments.
6. The nominating individual will be notified of the decision.
7. When the Credentialing Committee feels the requirements have not been met, the nominating individual will be notified of the decision and provide reasons why the nomination was denied.
8. The nominee will be notified by the chairperson(s) of the Credentialing Committee.
9. See Ordination of minister guidelines for details of how the ceremony will be held.

DOCTORATE OF DIVINITY:

1. A letter of request to enter the program will be forwarded to the chairperson of the Credentialing Committee.
2. A sponsor from the organization will be assigned to the individual.
3. Individual must have served three (3) consecutive years on the board of directors or on one of the organization's committees.
4. Individual must have taught credentialed classes for five (5) consecutive years or held workshops, study groups, SOM practice or ministry for the same period of time.
5. Individual must maintain "member in good standing" status for three (3) years consecutively.
6. Individual must have published a verifiable work on a new thought topic.
7. Individual must be a professional member of GRSM/AS-U.
8. Individual will select a specialized area of new thought/metaphysics. This can be done by teaching SOM, conducting workshops, seminars, lectures, hands-on application, or by developing expertise in their chosen specialty.
9. Individual must have actively pursued their personal ministry during the three (3) consecutive years.
10. Individual will do a dissertation according to the guidelines set forth in the requirements for ministerial licensing. The dissertation will be on the specialized area and will cover why the field was chosen, significant contributions, experiments and findings on the subject that has been established by the individual and how the individual has utilized the training in their own life.
11. After all criteria are met the individual will submit a package to the Credentialing Committee with a letter of recommendation from the sponsor to approve the individual as a Doctor of Divinity.
12. Credentialing Committee will review and make a recommendation to the board.
13. A graduation ceremony will be planned according to number 8 on the ordination guidelines.

ADDENDUM (Updated Oct. 2018)

Licensing Renewal: Professional licensing through Global Religious Science Ministries/Alliance for Spiritual Understanding (GRSM/AS-U) is renewable yearly in January.

We are a 501 (c) (3) (Non-profit organization), and the law requires that you are a member in good standing and that you be in frequent communion with the credentialing organization.

Please be sure that you are compliant with this requirement. During January of each year, be sure that you send in your renewal fee and a brief report containing the following information.

Name:

Address:

Phone #

A brief description of how you have used your credentials the previous year and how you plan to continue using your credentials during the current year.

*Anyone who has not renewed their professional licensing for more than three years, must contact the Credentialing Committee team leaders and request a committee review.

Failure to renew licensing while continuing to use said credentials to promote your practice or self as a minister or practitioner through the organization may result in legal action.

This organization is not responsible for the actions of individuals abusing their responsibilities as ministers or practitioners in their practices.

Any professional member reported to the Credentialing Committee as having abused their professional licensing in any way that reflects poorly on GRSM/AS-U will be required to attend a review scheduled by the Credentialing Committee. If found negligent, the member in question may be subject to having their license revoked.

AS-U YEARLY LICENSE RENEWAL REPORT FORM (Due Yearly in January)

Please fill out the following form and email or mail to the Credentialing Team leaders:

Rev. Dr. Chris Coates (SomRev101@aol.com)

8485 Will Loop

King George, VA 22485

Or

Rev. Linda Cannon (lindacannonrealestate@gmail.com)

5010 Thrush Ln.

Richmond, VA 23227

Forward your licensing fee to the treasurer:

Rev. Vickie Cantelmo, Treasurer

2701 Indale Rd.

Glen Allen, VA 23060

NAME:

ADDRESS:

TELEPHONE #:

EMAIL ADDRESS:

PRACTITIONER OR MINISTER?

BRIEF DESCRIPTION OF HOW YOU USED YOUR CREDENTIALS DURING THE CURRENT YEAR:

BRIEF DESCRIPTION OF YOUR MINISTRY OR PRACTITIONER PLANS FOR THE NEXT YEAR: