**The Heritage Coven**

* **Statement of Purpose:**
* We are a Pagan based and family oriented Coven.
* Our mission is to unite like minded people in a congregation of perfect balance; bringing together people who will aid and support each other through easy and hard times.
* Our goal is to provide a peaceful and positive place for Pagan families to come and socialize in a safe manner.
* To practice Pagan oriented rituals on Sabbats and other special occasions, in order to celebrate the seasons and seek self-discipline of our art. Working rituals of passage and honoring our belief systems.
* Honor our world and the creatures in it by protecting our environment and providing assistance to all, including Non-Coven members, in times of tragedy.
* To teach Pagan skills to members of our Coven, skills that can be applied in the world outside the Coven.
* To follow the Creed of The Heritage Coven.
* **Membership Policies:**
* Applicants:
* This coven will help all non-members to the best of our abilities; aside from that, all applicants who seek membership will be interviewed by the council.
* After interview the applicant may have a trial membership to see if they are a good fit for the coven.
* After a month trial period the applicant will become a Novice member.
* Under certain and special circumstance the applicant can be placed at a higher rank then Novice; this can only be done by consensus of the council.
* Just because an applicant applies to the coven, does not mean they will get accepted.
* The Heritage Coven does not discriminate against; race, sexual orientation, gender orientation, mental or physical disabilities and etc…
* Novice Members:
* A Novice member is not an official member of the Coven, but may attend events, rituals, and activities.
* A Novice Member will be required to obtain a ritual robe.
* The robe can be of any color, shape, and size; but cannot be: a “scream” robe or costume design robe. There will be no snuggies, trench coats, and can not have movie theme décor. (No Hogwarts patches!)
* They will then be required for advancement to attend classes in our up-to-date educational program over the rudimentary magick, ritual basics, and the Covens practice holidays. As well as classes over Alchemy, Divination, Energy work, and other traditional Pagan Practices.
* After spending a year and one day; the Novice will progress to Apprentice status.
* Apprentice Members:
* Apprentice Members will go through an Initiation Ritual; as they become full members of the Coven.
* They will be required for advancement to seek the mastery of a specific skill; which the Coven will provide a Master to teach the Apprentice or the Coven will use its resources to aid in the mastery of the specific skill.
* After spending two years and two days studying the specific skill or when the Master they study under gives the approval; the Apprentice will receive the status of Wizard/Wizardess.
* Wizard/Wizardess:
* Wizard/Wizardess Members will be allowed to carry a staff as a mark of their devotion to the Coven and their specific skill.
* At this time they now have a voice in the Coven and are allowed to attend Council meetings.Any lower ranked members can ask them to voice an opinion, but lower rank members are not allowed to attend.
* The goal now of the Wizard/Wizardess is to continue their training of their specific skill. As well as applying time and devotion to Coven events, activities, teaching of newer members, and upkeep of the Covens environment ( meaning cleaning, repairs, and yard work). By the judge of the Coven Council, if a member spends three years and three days as an active Wizard/Wizardess member of the Coven they will be awarded the status of Elder.
* Elder Members:
* Elder members are allowed to perform rituals in the Coven, except for Rites of Passage, and even run for Council Seats when they come available.
* They will also be allowed to wear a second robe over their base robe as a mark to the other members of the Elders status and devotion to the Pagan arts. This second robe will express the specific attributes of the member’s skill, style, and heritage.
* The goal at this stage will be to encompass their existence with their specific skill, seek to learn new skills, and seek enlightenment. They may also apply to the Council for Sage/Crone status.
* Sages/Crones:
* Sages/Crones are the equivalent of modern day Priest and are recognized as so. They will have the ability to perform Rituals of Passage such as Handfastings, Death Rites, and Paganings.
* They will be required to take a course on Sage/Crone level rites and legal rights of priest in modern day society.
* When complete they will attend a Saging ritual and receive a stole as a mark of their status. They may be chosen as successor to the Grand Sage.
* Meetings:
* Every Wednesday for dinner, socialization gatherings, and lessons.
* All eight Sabbats.
* All members are required to attend a minimum 50% of all events.
* **Council:**
* Laws of the Council:
* All Council members have an indefinite term, unless; they retire, are asked to step down by popular vote by all voiced members, or in the event of unfortunate circumstance.
* All Elder or higher members who wish to run for the Council will be interviewed by the Council.
* If more than two Elders or higher members are felt best fitted for the open position, the Coven in whole will vote for who they see fit (except in the case of Grand Sage as it is a successorship).
* In the event that a Council member is not able to perform their job, whether short term or long term, do to any circumstance their Sub-Council attendant will take up the position as acting Council member until the Council member can return or another is elected.
* The Council will determine the size of the Coven, whether a member is fit for the Coven, Sage applications, and maintain the Coven in all its dealings, activities, and educational programs in a Democratic fashion.
* There will be no misuse of Council authority in regard to power struggle. The Council is made up of five members. Each member has an outlined set of responsibilities to be performed in the manner specified by their position. Their power extends only to their responsibility, that’s all. Other than that, all decisions with in the Coven will be made in a democratic fashion. The Coven will present issues to the Council and the Council will discuss the issue and come to an understanding that the Council will vote on.
* Council Meetings:
* Council meeting are the first meeting of each month and Council members are required to attend 75% to 100% of all meetings.
* Council members are required to attend ten of the twelve monthly meetings.
* Council Seats:
* Grand Sage:
* The position of the Grand Sage is a successorship; the position of the Grand Sage will be given to a Sage level member chosen by the previous Grand Sage. Then the Sage chosen will take the sub-council position of the Herald.
* In the rare event that a Grand Sage has to step down for whatever reason and there is no Herald chosen; then the Coven will vote for the next Grand Sage from all the existing Sages.
* Grand Sage handles the leading of the Coven, rituals, and performs Rituals of Passage.
* Will maintain the up-to-date educational program.
* Will provide counseling to all members.
* Pursewarden:
* Handles all funds pertaining to the Coven.
* They work with the Guardian on fundraisers and with the Coven’s bank.
* Paladin:
* Handles public relations within the Coven and maintain peace.
* Enforces the bylaws of the Coven.
* The Guardian:
* Will be required to handle the planning and managing of all fundraisers, dinners, missions, vacations, trips, and events.
* They will give a quarterly inquiry on all Coven properties.
* Scribe:
* Will keep all records with in the coven this includes; dates of initiation, progression of each student, and maintain the Covens communication.
* Will help the Grand Sage in all educational matters including the development of the up-to-date educational program.
* Handle all legal documents.
* **Sub-Council:**
* Sub-Council Laws:
* Sub-Council attendants will be chosen by the Council members in accordance to their positions. The Council members cannot choose a Sub-Council member that is already a Council member.
* The Sub-Council member chosen can turn down the position at anytime if they so choose and another may be chosen to take their place.
* If the majority of the Council does not agree with the chosen Sub-Councilor, they may make a motion to vote for there to be a different Sub-Councilor chosen.
* Each Sub-Council attendant is to act as an assistant to each Council member. They have a set of responsibilities to maintain and provide help to their Council member.
* Sub-Council attendant must be of Wizard level or higher (except the Herald must be Sage level).
* Sub-Council Meetings:
* The Sub-Council will be required to attend 75% to 100% of all meetings.
* They are required to attend ten of the twelve council meetings.
* Sub-Council Attendants:
* The Herald:
* The Herald is the successor to the Grand Sage, when the Grand Sage steps down, as the chosen successor of the Grand Sage, the Herald would then take up the position.
* They will prepare all rituals and assist the Grand Sage in any rituals performed by the Grand Sage.
* They will shadow the Grand Sage in all the Grand Sage’s responsibility and assist the Grand Sage in any responsibilities the Grand Sage sees fit.
* If the Grand Sage can’t attend meetings the Herald will act as Grand Sage until the Grand Sage can return.
* The Coiner:
* The position of the Coiner will be chosen by the Pursewarden.
* They will help the Pursewarden in all financial matters and act as a second to the bank account.
* If the Pursewarden can’t attend meetings the Coiner will act as Pursewarden until the Pursewarden can return.
* The Keeper:
* The Keeper is chosen by the Guardian.
* They are required to maintain the Covens establishments and organize clean-up crews for events.
* They will help the Guardian in any responsibilities they need.
* If the Guardian can’t attend meetings the Keeper will act as Guardian until the Guardian can return.
* The Warden:
* The Warden will be chosen by the Paladin.
* They will be required to help maintain peace and all Coven public relations.
* They will also help enforce the Bylaws.
* If the Paladin can’t attend meetings the Warden will act as Paladin until the Paladin can return.
* The Archivist:
* The Archivist will be chosen by the Scribe.
* They will maintain the library and help the Scribe in all responsibilities.
* If the Scribe can’t attend meetings the Archivist will act as Scribe until the Scribe can return.
* **Code of Conduct:**
* This is a family oriented Coven and therefore no sky-clad of any kind is permitted. This also means robe-clad as well. (Only clad by a robe) Proper attire under your robe should be street worthy clothing.
* Respect the Coven’s establishment and furnishing. This includes cleaning of the establishments, whether rented or permanent, to be organized and properly taken care of.
* The Coven is a place of Zen; in that regard there will be no: Inappropriate music, language, drug, alcohol, fighting, disagreements, superior attitudes, stealing, lying, and weapons. (Note: there are acceptations to certain materials; as determined by the Council. For example; ritual tools and wine are appropriate and will be handle with care. There will be no excessive drinking!)
* No practicing of dark arts with in or around the Coven.
* Proper manners such as; no disruptions during meetings, being polite and courteous, treating others as equals (no power struggles), and manners of obvious moral everyday standing. This includes the care and watch of children. Each parent should be aware and watch their children vigorously during events and maintain the child’s manners.
* Sexual Harassment is an extreme issue and offenders will be brought before the Council for punishment. All issues of this nature that are brought before the Council will be investigated to its full extent.
* This is not a game to be played. This is a serious group of people seeking peace, harmony, and enlightenment through their group and individual study of their art. This is to be taken seriously.
* What happens in the Coven stays in the Coven, with respect to worldly law. If necessary the police will be notified.
* **Punishment:**
* There are three forms of punishments:
* Two verbal warnings
* Suspension
* Excommunication,
* In certain cases the police will be notified.
* This is a serious group and attendance is necessary, lack of attendance will result in punishment. The Coven asks that everyone put in 50% to 100% of their efforts into the Coven.
* **Finances:**
* Coven income shall include donations, profits from fundraising projects, and interest from banking accounts, if any, established by the Council.
* The budget shall be established and disbursement approved by the Council.
* The Coiner shall make a full quarterly report of income and expenses to the Council.
* All required forms and reports shall be filed with the state and federal governments as required to maintain the churches legal status.
* **Privacy of Members:**
* Each member is required to fill out profile document for safety concerns. Each document will contain medical conditions and emergency contacts.
* The names, address, telephones numbers, and all other information relating to individual members shall be considered confidential and may not be disclosed to non-members without the permission of the individual involved.
* Disclosure of confidential information may, at the discretion of the Council, be considered a violation of the Coven’s laws and will be grounds for excommunication.
* **Revising the By-laws:**
* Any part of these By-laws may be amended by consensus of the Covens Council.

 (Grand Sage)

 (Scribe)