

Spirit Circle Contact Person Responsibilities:

Thank you for taking on the role of spirit circle contact person! Though it doesn't require a lot of time, there are some key things you should be aware of when performing this role. Should you have any questions, don't hesitate to reach out to the Spirit Circle Coordinator for your region.

- **Send the spirit circle check-in email.**
 - About 4 days before your next circle an email should be sent out to the circle including the date and time of the next circle and asking sisters to check in or out so you can be sure you have enough sisters to have circle (you need at least 3 sisters for circle).

Example email:

This is the Spirit Circle check in for this day/date from time in-person at location and/or on zoom. Prayerfully consider the work God is calling you to do at circle. Please check in with your feelings since we last met and check in or out for circle **by the evening before circle**, at the latest, so we know if we have enough women for Circle.

Here is the zoom link if you plan to join us: *(if applicable)*

Also, the Spirit Circle Resource binder and other circle documents have been put on the WWWC website. The hope is that circle members, especially circles that are on zoom, could have access to the important documents needed for women to participate fully in Spirit Circle. We are meant to share the responsibilities of facilitating circle and work, so feel free to access online or print docs that you need.

This page can be found in two ways: using this direct link <https://womenswalkwithchrist.org/spirit-circle-resources> or by logging into the Daily Walk area & clicking the link "Spirit Circle Resources" at the top of the page.

Add your feelings and check in or out here...

- **Cancel circle if there aren't enough sisters (you need at least 3).**
 - If there aren't enough sisters to hold circle you will need to send an email letting everyone know that circle has been canceled.
 - Sisters are responsible for emailing the circle again if their check-in has changed.
- **Adding a new sister to an existing circle.** *(It doesn't matter if the sister has never been in a circle before or if she has circle experience.)*
 - If a sister is interested in joining your circle you must first check with the circle to make sure everyone is open to adding a new person. This can be done in a non-checkin email to all members. Invite members to reply all with their yes or no, or they can reach out to you privately with any concerns.

- **If the circle agrees to adding a new member:** New circle members are NEVER added directly to the regular circle check-in until they have attended a circle atleast once. New circle members are sent a separate email letting them know the date and time of the next circle and asking them to check in or out as to whether they can attend or not.
 - When a new sister attends her first meeting, during the business round, someone in the circle must review the email etiquette and check-in process with them.
 - A new circle member who has attended circle atleast once and has agreed to the email etiquette and check-in process can be added to the regular check-in email for your next meeting.
- **Send yearly circle re-commitment email.**
 - Once a year, the circle should recommit to the circle. A separate email should be sent to the circle asking them to renew their commitment. A template email is available for you to use. (*see below*)
 - A woman can request a “sabbatical” from the circle for a defined period of time. She may stay on the check-in email as long as the rest of the circle is in agreement (feels safe). Once the defined sabbatical period is over she will need to recommit to the circle or step out.
 - Report any membership changes to the regional spirit circle coordinator.
- **Find a substitute if you are unable to send out the check-in email (like if you’re on vacation or something).** Remember, the circle belongs to all its members. Everyone in the circle is equal and should help out as needed.
 - The role of circle contact person is also transferable. If you are unable to fulfill this position you may ask the circle for someone who may volunteer to become the new circle contact. (*Let the regional spirit circle coordinator know if the contact person changes.*)
- **Communicate any “business” to the circle.** Some info may be given to the circle contact person to share with the circle as a whole. You will email or tell the circle members any business, as requested, in a timely manner.
- **Report to Spirit Circle Coordinator (for your region) any changes in membership of the group.** It is essential that we maintain accurate records. If someone steps out of the circle or no longer is attending regularly, that information needs to be shared. Every circle member receives an invitation to staff Weekends based on being in a circle. This info is recorded in our database, so please do your best to regularly share circle status with a circle or regional coordinator.
- If your circle is experiencing any issues (lack of commitment, not regularly meeting, interpersonal conflict, concerns about FRAPing, etc.) or you have questions about your role as circle contact or communication procedures, please reach out to your regional Spirit Circle Coordinator for assistance as soon as possible.

Spirit Circle Recommitment Letter (template):

It is recommended by the WWWC leadership that once a year we revisit what it means to be part of a Women's Walk With Christ ongoing Spirit Circle and offers the opportunity to recommit ourselves to this circle. This recommitment allows us to decide if we can continue to honor all that Spirit Circle entails. Please pray over these questions as you reflect.

Are you committed to continuing:

- to seek your own healing, bringing that to Spirit Circle, and doing regular work?
- to walk with your sisters as they seek their healing?
- to attend this Spirit Circle regularly (at least once a month depending on your commitment)?
- to respond to the SC check in email with feeling words and if you're in or out in a timely manner?
- to arrive on time for Spirit Circle (or let someone know if you will be delayed)?
- to keep the agreements to the best of your ability?

In the same way we take time in our Spirit Circle to contemplate our possible work actions, please take time to review, pray, and commit to whatever it is the Holy Spirit is specifically placing on your heart regarding your commitment to our Spirit Circle this year.

Recommitment can look a number of different ways for different women. Here are some examples:

*I'm committing to only one Spirit Circle gathering per month.

*I'm committing to both Spirit Circle gatherings per month, knowing that there is the flexibility and grace for in the event that a sister cannot attend.

*I need to leave Circle for a time, as a response to a full life season and the Holy Spirit's leading.

*Or maybe the Holy Spirit is guiding you to something different than what's listed?

Please **REPLY ALL** by _____, and specifically state your commitment, so we can help keep each other accountable and supported.

There are no judgments or criticisms of any Sister, no matter what she chooses, whether her commitment is greater or less than it has been in the past. We honor each woman's truth. The safety and integrity of our Spirit Circle is of the utmost importance in order for each Sister to feel secure, respected, and accepted.

