



Sacred Order of Living Paganism

Creating a new Circle of the Order Checklist

To create a Circle of the Order in your area, you need to take the following steps:

Create an active Academy of the Order (which must include at least one teacher of first degree or higher);

Gather together several of the teachers and students who have become active in the Academy and determine if there is interest in starting a Circle;

Create a Council of Elders (or Elders Pro Tem) and elect temporary officers;

Create an informative web page about the Circle including its intention to join the Order;

Adopt the Order's Constitution, put a link on your website to the constitution, and print and sign your Circle's copy;

Create a set of By-Laws that describe how your Circle will operate including the following information. Add this information to your web page, then print and sign your Circle's copy of the Constitution;

The Name of the Circle (the ___ Circle of the Sacred Order of Living Paganism);

The Location of the Circle (city, state, country);

The history of the founding of the Circle;

A section announcing affiliation with the Order and its Principles and Precepts;

the purpose of the Circle;

the location, time, and dates of Academy classes;

the location and approximate dates of Elder meetings (i.e. every first Sunday at 7:00);

a statement concerning financial power and operations;

a process for making amendments to the By-Laws;

degree and ordination requirements (including the Order's Learning Requirements);

a statement about the effect of the possible dissolution of the Circle; and

signatures from the officers.

If you are in a state other than Massachusetts (U.S.A.), you will need to file for a Certificate of Authority which will grant your Circle status as a foreign (out of state) non-profit religious and educational corporation connected to the Order.

Contact another active and incorporated Circle or Minister of the Order and ask to be instated. Submit all materials listed above. That Circle or Minister will review the materials listed here to insure that they are in line with the overall concepts of the Order.

Once reviewed and accepted, the sponsoring Circle or Minister of the Order will journey to the applying Circle's location and enact a Ceremony of Instatement officially recognizing the new Circle.

The Circle to be instated must be willing to fund the costs of travel, room, and board. (Such funding can be negotiated with the Sponsor.)