



The Rosicrucian Fellowship, Headquarters



Guidelines for Volunteering at Mt. Ecclesia

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Mt. Ecclesia the Beacon Light of True Spiritual Fellowship

1.) Guiding Principles

Loving, self-forgetting service to others is the shortest, the safest, and the most joyful road to God. The recognition of the fundamental unity of each with all, the fellowship of the spirit, is the realization of God. To reach that realization let us endeavor each day to forget the open unprepossessing exteriors of our sisters and brothers and seek to serve the divine essence hidden within, which is the basis of fellowship.

One coal will not make a fire, but where a number of coals are heaped together the heat which is latent in each may be kindled into a flame emitting light and warmth; and it is in obedience to this same law of nature that we have gathered here that by massing our spiritual aspirations we may light and keep ablaze the beacon light of true spiritual fellowship which is the balm of Gilead the only panacea for the world's woe.

2.) Roles and Responsibilities

Serving as a volunteer at Mt. Ecclesia is a privilege and carries with it certain responsibilities. The "Guidelines for Volunteering at Mt. Ecclesia" (Guidelines) will serve to outline those responsibilities.

In 2018 Mt. Ecclesia celebrated her 107th anniversary. Over the past 107 years the Fellowship has faced many tests. With the support of the Elder Brothers, Mt. Ecclesia has weathered two world wars, a great depression, and sadly many internal conflicts. But throughout all those years, despite the hardships, it has remained as a Beacon Light of Spiritual Fellowship.

I know we are all grateful that Mt. Ecclesia was here when we needed her; now Mt. Ecclesia needs our help. Throughout the years many individuals have contribute of their Time, Talent, and Financial Treasures to support Mt. Ecclesia.

As a Volunteer at Mount Ecclesia you will be in a position to help continue the legacy left to us by those who served these past 107 years; only by working together can we light and keep ablaze the Spiritual Light of Mt. Ecclesia so that it might continue to guide those seeking the Truth.

3.) Application Process

Volunteer are required to complete all the applicable paperwork prior to starting any volunteer work. Persons or members wanting to serve as a Volunteer (unpaid) must request and fill out the following documentation as applicable to the Human Resource Department:

Local and Foreign applicants need to present/provide the following information and/or documents as indicated:

- Volunteer Application
- 3 References in the US
- Emergency Contact and Medical Insurance Information
- Resume/Curriculum Vitae or Work History
- US Driver's License/State ID Cards if applicable
- US Social Security Card
- Or
- Alien Registration Permanent Residence Green Card
- Or
- Valid Passport
- Valid Immigration Visa in good standing
- Valid Work Permit
- Proof of legal proceedings of naturalization

(Items to be assigned by Administration/HR supervisor)

Foreign applicants coming on a Tourist Visa for up to 3 months must:

- Have legal Identification papers like Passport or Green Cards
- Obtain a valid Tourist Visa when required by law
- Show an Airfare Return Ticket to be able to return home
- When at airport or immigration office it is recommended that applicants state that they are only visiting Headquarters,
- Show proof of financial sustainability during their stay at Mount Ecclesia as a volunteer.

All information will remain part of the confidential records kept by the organization in relation to the above stated purpose.

4.) Housing at Mt. Ecclesia

Request for Housing will be processed with a separate application and will require additional review and approvals. It is subject to special rules regulating life at Mount Ecclesia

5.) Volunteer Opportunities

Volunteer opportunities will be posted in the Administration building. Some of the volunteer positions may be limited to Probationers. California law requires all food handlers in the state of California have a California Food Handler Card. Job needs will dictate the assignments and supersede the personal desire of the volunteers. It is the Administration who will assign the jobs and not the volunteers who will do what is needed not just what they wish to do, even though all efforts will be made to accommodate their preferences.

6.) Review and Approval of Application

Applications to volunteer at Mt. Ecclesia are to be submitted to the administration at ME during working business hours. Applications will be reviewed by the Administration for completeness and if complete they will schedule an interview with the volunteer applicant.

Once applications and interviews are completed, the request will be sent to the Councils for review and recommendation regarding either approval or denial of the application to be ratified by the President.

7.) Emergency Contact and Medical Information

All volunteers must provide the names of individuals to be contacted in case of an emergency. They will also need to provide evidence of medical insurance and if under the care of a physician then that information should also be provided.

8.) Security

Security issues are to be addressed to the proper authority and individuals are not to take security matters into their own hands. In cases of emergency the proper authorities, Fire and or Police must be contacted at either 911 for emergencies or 760-435 4900 for non emergencies.

9.) Support and Supervision

The Administration will assign a senior volunteer who will serve as a supervisor and mentor for an initial 30-day probationary period. This mentor will be the main point of contact for volunteer regarding assignments. Once the 30 day probationary period has been successfully completed the volunteer will receive a more permanent assignment to a specific department and/or function.

10.) Expenses

Expenses are not reimbursable without prior written approval from the President. Volunteers may not make purchase items on behalf of the Fellowship without prior written approval.

11.) Insurance

Volunteers are responsible for their own insurance coverage and must sign the “*Assumption of Risk and Waiver*” form as part of the application process.

12.) Confidentiality

All information regarding lessons, membership, esoteric records, healing work, financial records is strictly confidential. This covers any and all information the volunteer may have access to while volunteering at Mt. Ecclesia. No personal information can be shared under any circumstance with others outside the scope of the volunteer activity. The volunteer will be asked to sign a *confidentiality agreement* before starting to help in area where confidential information is being handled. Such information is considered sacred and require a high level of discretion, respect and self control to avoid leaking private personal information outside the office.

13.) Resolving Problems

Mt. Ecclesia seems to be a major testing ground for many members and volunteers. Our challenge is to learn to work together harmoniously for the *Greater Good* in the spirit of love and selfless service. There will be times when conflicts arise and in those cases it would be best for the individuals to resolve their problems between themselves without involving others not connected to the problem. We know how detrimental gossip, rumors, and hearsay can be to our spiritual growth.

The Fellowship will not involve itself with matter of personality conflict unless it impacts the peace and harmony on the grounds. In that case the issue will be raised to Administration and if not resolved

at that level will be taken to the Ecclesiastical Council. The Board of Trustees will be the final authority in all these matter.

14.) Assumption of Risk and Waiver

All volunteer are required to read and sign the Rosicrucian Fellowship Assumption of Risk and Waiver form, before working on any project.

15.) Guidelines and rules for volunteer & resident at Mount Ecclesia

All volunteers are required to read and sign “The Rosicrucian Fellowship Simplified Property Rules’ form. Violation of any of these rules will be grounds for cancelation of any previous agreement with consequences that includes immediate dismissal, and eviction from the property.

16.) Decision Appeal

Volunteers may appeal any decision made by Administration or any of the Councils by writing to the General Secretary within 30 days of receipt of notification the decision.

17.) Guidelines Review

The Guidelines are subject to review, revision and updates as needed by the Administration and ratification by the Board of Trustees.

18.) Where to Send your Applications

Send your request for *Volunteer Application Paperwork* in Writing to:
The Rosicrucian Fellowship
2222 Mission Avenue, Oceanside, CA 92058-USA
Attn: Volunteer Application