

## ***LREDA GOOD OFFICES APPLICATION***

### ***PROCESS FOR APPLYING:***

1. Applicant must submit an application, pp 2-3 below, to their Chapter indicating their interest and qualifications one month prior to the Chapter meeting at which the Chapter will take it up, or to the LREDA Board member holding the GO portfolio if no Chapter exists.
2. Chapter must vote on the applicant's appropriateness, and select them by a 90% margin.
3. Chapter fills out pp 4 below with three references from Chapter members on the applicant's behalf and submits the entire application to the LREDA Board member holding the Good Officer portfolio.
4. The LREDA Board votes on whether the application and qualifications contribute appropriately to our overall mission of providing a diversity of Good Officers.

**Please note:** Nominations and completed application forms for Good Officers should be sent to the LREDA Board member with the Good Officer portfolio by May 1<sup>st</sup> or September 1<sup>st</sup> for Board action at each Board meeting, and prior to the Good Officer Training the candidate would attend. In the event there are last minute vacancies, this timeline can be waived in consultation with the Board member with the Good Officer portfolio.

**APPLICATION TO SERVE LREDA AS A GOOD OFFICER**

**This application is to serve as a documented introduction to your Chapter and the LREDA board.**

**Please fill it in succinctly and attach a recent resume.**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Congregation currently serving \_\_\_\_\_

Please provide the names here, and attach written references from 3 colleagues in your chapter.

\_\_\_\_\_

**Briefly indicate how your experience and qualifications answer the following categories, on this page, or attach another page:**

1. Paid, congregational experience as a religious educator - 5 years or more.
2. Are you serving in your "home" congregation, or another, and have you served in more than one congregation?
3. Willingness and ability to attend at least one Good Offices training per year prior to LREDA Fall Conference or GA.
4. That you fulfill the qualifications in good standing for membership in LREDA: a. "active" or "honorary life" member b. serving Religious Education in a paid capacity c. in good standing in your own congregation d. active and visible in the District/Region in which you serve
5. Briefly tell us of any conflict management or mediation training you have undertaken.
6. Have you had Clinical Pastoral Education, or volunteer or job experience that provides you with assessment, intervention, and pastoral skills?

***Please discuss your ability to achieve the following:***

1. Become familiar with the Good Offices Program, the Code of Professional Practices, and other relevant documentation articulating the practices and standards to which we hold ourselves.
2. Present yourself and the function of Good Offices annually to your chapter, reviewing the handbook with any new religious educators.
3. Make annual individual face-to-face or telephone contact with LREDA members in your chapter, just to check in and make sure they know you. Coordinate and share such contact with other GOs in your chapter such that everyone receives at least one check-in.
4. **Attend at least one Good Offices training a year**, provided prior to General Assembly and/or prior to LREDA Fall Conference.
5. Report annually to the LREDA Board member with the Good Offices portfolio concerning the type and amount of Good Offices activity you have engaged in during the year.
6. Adhere to the distinction between Good Officer and legal counsel, and refrain from giving advice, such as legal or employment advice, that you are unqualified to give. If in doubt about this or any other situation, you will confer with the LREDA board member with the Good Officer portfolio on any matters that might have legal ramifications.
7. Maintain absolute confidentiality with colleagues about your work with any religious educator, while respectfully and transparently consulting as necessary with the Board Member with the Good Offices portfolio, and with District/Regional Staff as appropriate and necessary.
8. Submit reimbursement request for reasonable expenses in a timely manner to the LREDA Treasurer.

**CHAPTER LEADERSHIP SECTION TO BE FILLED OUT AND SUBMITTED TO LREDA BOARD**

The \_\_\_\_\_ Chapter gathered on \_\_\_\_\_ (date)  
and voted to submit \_\_\_\_\_ (name) to the LREDA Board for  
approval as a Good Officer.

Three references are attached

The applicant's original application is attached.

Comments:

Signed by member of the Chapter Executive Committee

\_\_\_\_\_

Date \_\_\_\_\_