

**THE SOCIETY OF THE COMPANIONS  
OF THE HOLY CROSS**

**FORMATION HANDBOOK  
A RESOURCE FOR  
SPONSORS AND PROBATIONERS**

**LONG - RANGE PLANNING COMMITTEE  
TASK FORCE ON FORMATION**

**2006**



## TABLE OF CONTENTS

INTRODUCTION.....	1
OBJECT OF THE SOCIETY.....	3
STATEMENT OF VOCATION	
AIMS OF THE SOCIETY	
RESPONSIBILITIES OF A COMPANION.....	5
EXPECTATIONS AND RESPONSIBILITIES OF SPONSORS.....	7
EXPECTATIONS AND RESPONSIBILITIES OF PROBATIONERS.....	9
CORPORATE LIFE AND MINISTRY.....	11
A COMMUNITY OF PRAYER.....	13
SOCIAL ACTION.....	15
ADELYNROOD.....	17
VOLUNTEER OPPORTUNITIES AT ADELYNROOD FOR COMPANIONS AND PROBATIONERS.....	19
SCHOLARSHIP FUNDS.....	21
FINANCIAL RESPONSIBILITY.....	23
ORGANIZATION AND STAFF OF THE SOCIETY.....	25
ORGANIZATIONAL CHART.....	29
SCHC ANNUAL REPORT.....	31
VOWS AT THE TIME OF ADMISSION TO THE SOCIETY.....	33



## INTRODUCTION

The probationary period in The Society of the Companions of the Holy Cross (SCHC) is of primary importance in the formation of new Companions. During this time the candidate seeks through prayer, study, and participation, to discern whether she is being called by God into the community of Companions. Assistance from her Sponsors, chapter members and the many other Companions she will meet along the way is necessary to her discernment process.

In order for a Probationer to engage in this discernment process and make an informed decision, she will be given an accurate picture of the workings of the SCHC. She will be apprised of her responsibilities as a Companion and the many opportunities over time to offer her skills and participate in her local chapter, and the larger Society. She will learn the Society's tradition of ministry as lived out at Adelynrood. There are countless ways for a Companion to help carry on our long tradition of prayer and service.

The information presented in this resource handbook was prepared in response to a 2003 survey of Companions. It is offered as a guide for the probationary period, to be used by Sponsors, Probationers and chapter members as we, together, participate in the wonderful and rewarding process of the formation of new Companions. May God bless us in this endeavor.

The handbook was prepared by the Long-Range Planning Committee Task Force on Formation in consultation with the Manual Revision Committee and the Companion-in-Charge of Probationers.

### **Suggestions for Use**

Each new Probationer and each Sponsor should receive a copy of this handbook.

While it is certainly possible to read the contents of this handbook simply for the information found therein, the intent is that it be used as a tool to spark discussion about the Society between Sponsors and Probationers.

If a chapter has a number of Probationers, whole chapters may engage in such discussion. There may well be some new information even for seasoned Companions, especially given changes in organizational structure and revisions of the Manual that have taken place in recent years.

You will no doubt have your own thoughts for discussion. But, you might also want to consider:

1. As you are reading the material, identify and share ideas that resonate with your own thoughts and feelings.
2. What questions does the information raise for you?
3. In what ways do you see the Society contributing to your growth as a Christian?
4. What contributions do you see yourself making to the ongoing life and community of Companions?

## **OBJECT OF THE SOCIETY OF THE COMPANIONS OF THE HOLY CROSS**

“The object of this Society shall be to unite its members under a common rule of intercessory prayer and simplicity of life, to maintain a chapel or chapels in connection with a community house or houses for the aid and advancement of religious and charitable works, to own and maintain a community house or houses and also such charitable home or homes and mission houses as may be necessary to carry out the purposes of the Society, and, in general, to do any and all things which may be necessary and proper fully to carry out the purposes for which the Society is organized.”

*(Bylaws Article II, taken from our original Charter of Incorporation, 1906)*

## **STATEMENT OF VOCATION**

“We are a community of women, Christ’s disciples, called by God to a life of prayer, transformation, and reconciliation, within ourselves, within our Companionship, within our faith communities, and within the whole creation.”

*(adopted, Annual Meeting 1996)*

## **THE AIMS OF THE SOCIETY**

To bind together by thanksgiving, common intercession, and simple rule those who desire to follow more closely in the steps of our Lord’s most holy life.

To foster the spirit of thankfulness and Christian joy;

To encourage constant prayer for others; and to pray and work especially for Justice, for the Unity of all God’s People, and for the Mission of God in the World;

To practice peacemaking and nonviolence, acknowledging responsibility for the environment and for economic justice throughout the world;

To inspire and maintain an earnest effort for simplicity of life and for the patient joyous bearing of the Cross;

To deepen obedience to God in all aspects of life.

*(SCHC Manual, 2006)*



## RESPONSIBILITIES OF A COMPANION

God's call to Companionship is to enter into a commitment to a life-long vocation to "strive to keep the Way of the Cross" in the company of other women. Our participation as a Companion is a growth process, as we each continue to discern God's will in our lives and how we are called to serve Christ in the SCHC and in the world.

### **A Companion Vows To**

Serve God daily in thanksgiving, in the ministry of intercession, and in simplicity of life

Pray and work for social justice, the unity of all God's people, and the mission of God in the world

Practice peacemaking and nonviolence, acknowledging responsibility for the environment and for economic justice in the world

Seek to live in singleness of heart and mind so that her way of life bears witness to God's love

Lead a simple, disciplined life and be a faithful steward of all that God has given her

Support with her time, talent and treasure the corporate and chapter lives of the Society and the ministry of Adelynrood.

### **To Live Out These Vows, a Companion will**

Use the *SCHC Manual*, the monthly *Intercession Paper* and summer *Corporate Devotions* as a regular part of her prayer life

Keep informed of the work of the larger Society through reading the Annual Report and other information she receives at regular intervals

Participate in Society and Chapter life, taking on responsibilities as asked

Pay dues and make other monetary gifts to the SCHC and to the Chapter according to her means

Submit names of qualified Companions known to her for nomination to Society offices and committees, and vote in elections

Stand for election or appointment to chapter or national office, offering her skills for the good of the Society

Support in prayer those Companions in positions of trust in the Society and honor decisions made by our representatives

Support our ministry of hospitality, spiritual nurture and community life at Adelynrood

Sponsor and nurture Companions of the future, preparing them well for their vocation in the SCHC

Support and nurture one another, encouraging each person to find her particular ministry within the SCHC and in the world.

## EXPECTATIONS AND RESPONSIBILITIES OF SPONSORS

Two Sponsors in good standing will be appointed for each Probationer. One Sponsor must have at least three years' experience in the Society, the other Sponsor need have only one year. They will be active in their chapter and will be guided by the Aims of the Society.

Sponsors are expected to guide and sustain their Probationer through the process of becoming a Companion. They will pray daily for their Probationer. They will teach her about our commitment to intercession, thanksgiving, and simplicity of life. They will introduce her to the Society's prayers for the mission of God in the world, for the unity of all God's people, and for social justice and peace in the world.

Sponsors will guide their Probationer through the Basic Reading List and encourage discussion of the readings.

Sponsors will educate their Probationer in the history of the Society, the place of Adelynrood in our corporate life, and the privileges and obligations of life in the Society. They will emphasize the importance of volunteering in the Chapter, at Adelynrood and in the wider Society.

Sponsors will educate their Probationers about the budget of the Society and how we fund our not-for-profit organization. Outreach, mailings, programs, staff, maintenance of Adelynrood's buildings and grounds are all a part of our corporate responsibility. A percentage of the Society's annual budget comes from the earnings of our investment portfolio. A portion of our income is generated from Programs at Adelynrood, the rest is dependent upon Companions' dues and pledges to the Annual Appeal and bequests.

Other responsibilities of Sponsors include monitoring the paperwork and deadlines that Probationers and Sponsors must meet: six-month reports to the Companion-in-Charge of Probationers (C-in-C of P) and a request for the Questions. Sponsors share the cost of their Probationer's dues of \$120 their first year. No dues are required in the second year.

Sponsors will attempt to model for Probationers and prospective Inquirers the love and joy that comes in responding to God's call "to a life of prayer, transformation, and reconciliation within ourselves, within our Companionship, within our faith communities, and within the whole creation."

There are considerable responsibilities in sponsoring a Probationer. More and more Chapters are sharing the responsibility of nurturing and educating Probationers. Some have reading groups, open to both Companions and Probationers. Other Chapters have small prayer groups that gather regularly for prayers of praise, thanksgiving, and intercession. Some Chapters have developed one-to-two year programs of instruction for their Probationers and Sponsors, offered by teams of other Companions.

A Probationer is in a process of discerning God's call to her to become a Companion. The responsibility of her Sponsors is to insure she has all she needs to make an informed decision.

## Expectations and Responsibilities of Probationers

**“A Probationer is entering a process of discernment to a vocation of prayer and participation in the life and mission of the SCHC which fuses social concern with stern interior disciplines.”  
Companions undertake to transform, in “steadfastness for the secret work of healing, through intercession, the social disorders and religious dissensions which rend the human family.”**

*Vida D. Scudder, A Letter to Companions: The Responsibility of Sponsors, 1937*

A Probationer enters into the life of the Society by prayer, study and participation to discern whether she is being called by God into the Community of the Companions. The probationary process should be no less than one year or more than two years.

For the new Probationer, as for the Sponsors, this time of formation involves expectations and responsibilities. Probationers are expected to commit to learn and practice a Rule of Life involving a practice of daily prayer that includes thanksgiving, intercession for individual needs and intercession for justice and peace, the unity of all God’s people, and the mission of God in the world. During this period, a Probationer will seek to grow in simplicity of heart and life. She will study the Bible that it may become a transforming power. She will keep in sound health of mind and body as far as possible. She will seek to be a faithful steward of time and of material means with concern for ethical investments and just working conditions, and for the proper use of God’s creation. She will respect the confidentiality of the *Intercession Paper (IP)*, daily pray the *IP* and the Companion prayer, and when at Adelynrood, pray for 15 minutes in the chapel each day.

During the probationary period a Probationer will meet frequently with her Sponsors and be encouraged to ask questions about anything and everything. She is expected to read and discuss readings from the Probationer Reading List. She will be responsible for learning about SCHC organization and structure of governing, and about the budget and funding of the Society. She will learn about the history of the Society. She will pursue a clear understanding of our mission and ministry.

She will accept responsibility to read all the material sent out to her by the Society, keeping abreast of community life and work. She will enter into community life by attending and participating in chapter and versicle meetings. If possible she will visit Adelynrood and attend Annual Meeting and the Companion Conference.

During her probationary period, she is entitled to two free days at Adelynrood, plus travel expenses if needed. This offer is available through the Emile Hurd Fund. It is good for anytime except Companion Conference unless she is to be admitted at that time.

She will write six-month reports and discuss with her Sponsors her readiness to receive the Questions which ask her to reflect on her spiritual formation and growing awareness and appreciation of the intentions of the Society.

During the probationary period, a Probationer's dues will be paid by her Sponsors, but after her admission to the Society, the new Companion will assume this responsibility for herself.

The probationary process is meant to be an exciting, rewarding and transformative time for both Probationers and Sponsors. May you be richly blessed in your journey toward the Companionship.

# CORPORATE LIFE AND MINISTRY

## Corporate Life

Companions live out our corporate life in several settings – in our chapters, at Adelynrood, and as we plan and work together in our SCHC committees.

The opening phrase of our Vocation Statement reads, “We are a community of women...”. The SCHC began in Hartford, Connecticut when eight women gathered in companionship and prayer at the bedside of Adelyn Howard. From that humble beginning grew our corporate life as Companions. Indeed, with the publication of the first Manual, Emily Morgan was to write in her 1889 letter that the Manual gave us a more definite statement of organization, strengthening us in unity and making many of us feel that we belong to a corporate body. The following year the Boston Chapter was started. And so, we began to grow as clusters of women in different regions of the country, meeting and praying and being in community. Today, there are more than 30 Chapters in the United States, Canada and India.

Emily Morgan had a vision, however, of a place where Companions could gather for an extended period of time for prayer, friendship and sharing of ideas. In the early days we gathered in rented houses in the summer. Finally, with the acquisition of property in Byfield, Massachusetts, Adelynrood was built in 1914. Since that time Adelynrood has been our Companion home where Companions from all over the country/world live, however briefly, in community.

## Corporate Ministry

In an early letter (1887), Emily Morgan wrote, “Ours is a society whose main object is intercessions.” “Yet from the earliest times labor has always been associated with prayer.” “If we pray some temporal good for others it is only a natural sequence that our prayers should find their counterpart in helpful deeds; that we should rise from praying for them to sometimes working for others.”

Emily Morgan had a passion for helping others and carried that out herself by creating respite homes for women factory workers. Hence, Adelynrood, when it was built, was also to fulfill another dream of Emily Morgan, that of becoming a home not only where Companions gathered but where they could provide hospitality and outreach to others.

## **Suggestions for Discussion**

Share with each other your ideas on what it means to be a community of women.

Where have you experienced a true feeling of community? What contributes to that?

What are some of the challenges to being a community?

What creates community in a Chapter? At Adelynrood?

What are your thoughts on “labor (action) being associated with prayer?”

How might prayer and action work in a community of women, in a Chapter or at Adelynrood?

## A COMMUNITY OF PRAYER

Emily M. Morgan's vision of a praying community took root with a small group of women friends who shared her sense of vocation to prayer and gathered to pray on a regular basis. Over the years the Society has grown in numbers and changed in significant ways. Yet, giving thanks in all things and praying for others and our world remains constant, supporting both our individual and corporate ministries.

Today, Companions number approximately 800 and are scattered throughout the United States and the world. How do Companions stay connected with one another in prayer? How do we share in the needs and concerns of one another while separated by great distances? How do we pray with "one voice" for others and the world?

Each Companion develops her own routine of daily prayer. The following may aid her in her prayer life and keep her connected to the larger Society.

*The Intercession Paper*, known as the *IP*, is a publication received monthly by all Probationers and Companions. The July and August issues are combined. Companions and Probationers submit personal thanksgivings and prayer requests as well as prayers under the headings of Justice and Peace, the Unity of God's People, the Mission of God in the World, Peace and Reconciliation at Home and in the World and Growth in the Spiritual Life.

*The Intercession Paper* also lists chapter meeting dates and programs, address changes, new Probationers received, new Companions admitted, deaths of Companions and important notices. A Companion is appointed by the Companion-in-Charge (C-in-C) as editor for a four year term. Companions are expected to respect the confidentiality of the *IP*.

*Corporate Devotions* is a collection of prayers and scripture readings submitted by Companions for each day of the Adelynrood season, from May through September. A general theme is often suggested. Through praying with this publication, Probationers and Companions are united in support of our ministry of program and hospitality as lived out at Adelynrood. A Companion is appointed for a four-year term by the Companion-in-Charge to compile *Corporate Devotions*.

**The Companion Prayer Chain** is a Society-wide prayer connection usually reserved for emergency or critical situations calling for immediate prayer. Companions are notified of requests either by e-mail or telephone. A chairwoman of the Companion Prayer Chain is appointed for a four-year term by the Companion-in-Charge.

**Chapter Prayer Chains** provide a connection with Chapter Companions between meetings throughout the year, and is a vehicle for intercessory prayer for urgent and/or critical needs of body, mind or spirit. Companions send their prayer requests and thanksgivings to the chain coordinator who notifies all participating members by e-mail or telephone. A member of each Chapter is usually appointed as a facilitator for a three or four year term by the Associate Companion-in-Charge (AC-in-C).

**The Risley Round** Companion Florence Risley proposed that two Companions (and Probationers) from the Companion Directory (Blue Book), in sequence, be prayed for each day. Most Companions begin with their own birthdays and complete the list within a year. Some Companions send a note to those they have prayed for. In this way, we become familiar with all our Companions, many of whom we will never meet in person.

Probationers are asked to participate in all aspects of prayer in the SCHC, both by praying and contributing prayers to our publications and our prayer chains. Companions are expected to respect the confidentiality of all personal information in SCHC publications.

## SOCIAL ACTION

The Companions' Rule of Life, involves a practice of daily prayer that includes thanksgiving, intercession for individual needs and intercession for Social Justice, among other themes. But we don't only pray! Emily Morgan wrote in 1887 that while the main object of the society was intercessions, action has always been associated with our prayers. The Society's early corporate action was an extension of the developing community life at Adelynrood, offering hospitality by creating respite homes for women factory workers. Hospitality and outreach to others continue to be the major expressions of our corporate ministry.

### **Social Justice**

The community of Companions attending Companion Conferences, at least as early as 1907, set another trajectory of our corporate life into motion. Praying for the "reconciliation of the classes" (as concerns for social justice were first called), the conference voted to petition the General Convention to "take some action which shall bring the Church into fuller knowledge and closer touch with the industrial and social problems of the day...to the end of establishing some means that may enable the Church to work actively toward the reconciliation of the classes, which we know to be the will of Christ." "It was felt that our pledge to constant prayer for the reconciliation of the classes inevitably led to this step." (Secretary's report 1907).

A majority of the Companions at the Conference in 1916 again adopted a resolution for the General Convention. This time it was also sent to and passed by members not attending the conference. In a 1920 letter Ms. Morgan wrote: "As regards our future Conferences, it would seem to me we could not do better than to conduct them with the intent of studying how to live the Christian life, to meet the world's present need, taking up individual, social, even political issues and discussing them from a Christian basis with recognition of a possible fellowship of all classes and parties (page 29)." "It is not repeating of a platitude to say that the world-welter of today is the result of putting religion in one compartment and politics, economics and social ethics in another."

She also voiced some reservations about taking public corporate stands, being "concerned that taking a corporate stand would detract from Companions dedication to prayer by channeling energies into political activity, and she feared it would alienate the minority of Companions who disagreed." She felt providing a quiet place for prayer and refreshment was incompatible with taking direct public action. Reflecting the place of women in society at the time, others found "manifold dangers in what seemed to them as methods of self-advertisement."

So began a conversation regarding prayer and action that continues into the present. It became clear that in so large and diverse a Society as the Companions, of strong and opinionated women, there will always be differences. Honoring these differences, it is understood that no one Companion may speak for the Companionship on public issues, but only for herself.

Subsequent Companion Conferences on themes of social justice: child labor laws, women's representation in councils of the Church, fair wages and working conditions, money, the environment, war and peace, spirituality and politics. These often reflected surging political movements in society - the formation of labor unions, women's suffrage, the World Wars, the growing environmental crisis. Petitions from these conferences were often sent to General Conventions, Senators and the President.

Several attempts to create a policy regarding public corporate stands have been proposed. The current policy was adopted by the Annual Meeting in 1990. It states that the SCHC does not take public corporate stands, excepting by unanimous vote of a majority of the Society membership, taken according to the guidelines adopted by the Executive Council. However, the size and diversity of the Society make the likelihood of a consensus problematic.

Individual Companions are active in numerous ministries of service and witness: prison ministries, immigration issues, hurricane relief, civil rights, conscientious war tax resistance, as General Convention delegates, peace educators, in nonviolent antinuclear civil disobedience, victim advocates, environmental activists, women's representation in Church councils, housing and feeding the homeless, and many, many more. They serve both as volunteers and as professionals.

In our corporate life, the creative tension between prayer and action continues. As an ad hoc committee on corporate stands in 1970 recognized, "the concerns about which we pray may become so urgent that in the future, as the past, it will seem desirable to a group of members to propose an action."

## ADELYNROOD

At the turn of the 20th century, the earliest Companions, seeking a corporate expression of their Companionship, spent summer months at a rented farmhouse in Byfield, MA. There they held retreats and conferences for Companions and their invited guests. They named the farmhouse Adelynrood and, when in 1914 they built the present building nearby, they transferred the name, remembering Adelyn Howard and the Cross.

In early days the Companions studied many subjects, especially those related to social justice, church unity and Christian mission. Many of them were inspired to take action in these areas, becoming leaders in overseas missions, women's rights, world peace and more. Adelynrood was the place for a number of conferences and also a place of peace and of prayer, where many of those welcomed sought respite from the daily struggles of their lives.

In all this time, membership in the SCHC was a private matter, many women never disclosing their association as Companions to the world at large. In 1975 this was changed as, for one year, Companions studied and prayed and evaluated the future for Adelynrood. Companions now assume corporate responsibility for programs, for hospitality, for maintenance and for the worship that serves all those who come. In addition, we welcome visiting groups who seek meeting space in which to run their own programs. Also, through our outreach program we invite a variety of visitors, from caregivers for AIDS patients to groups of the homeless who come for a day or two as our guests.

Today we continue our dedication to the life of prayer and hospitality. Worship in the chapel, called the Holy Routine, includes daily Morning Prayer or Holy Eucharist, noonday service of Intercessions or Thanksgivings, and evening service of Compline. We aim to develop our programs in the light of our vocation statement. The ministry of Adelynrood is supported by Companions everywhere, especially by those who come as volunteers. The community we form offers hospitality to all who come and in doing so, we experience something of the joy of the Way we are seeking to travel.

Adelynrood, the building, is little changed from the way it was designed. There is simplicity and yet bits of beauty here and there, in art works and ever-fresh flowers. Adelynrood, the ministry, also is little changed from the earliest days although we reach out to many more people. The bond of prayer is strong as each Companion spends her 15 minutes daily in chapel prayer and as we all participate in leading services, singing hymns or reading Scripture. We experience the joy of community here and as we return to work and to our homes, we know a close relationship with one another and with Christ, transforming us as we rejoice and give thanks for this holy house of prayer.



## VOLUNTEER OPPORTUNITIES AT ADELYNROOD FOR COMPANIONS AND PROBATIONERS

CHAPEL volunteers are all under the supervision of the Director of Chapel.

**Sacristans** take care of the chapel, sacristy and oratory, the daily round of services including bell ringing and assignment of chalice bearers, acolytes and leaders of prayers. In addition to polishing, ironing, arranging flowers and setting up the altar for services, sacristans sweep inside and along the cloister walk, distribute papers and service orders as required by the leader and keep the intercession desks current and in order. These tasks are shared by two volunteers usually for one week.

**Musicians** are recruited and assigned by the Director of Chapel. Organists and other instrumentalists support the three daily services with music from the *Hymnal 1982*, or *Wonder, Love and Praise* or *Lift Every Voice and Sing* or other suitable source.

**Leaders of Services** lead Morning Prayer and Noonday Intercessions. Volunteers sign up on the weekly service schedule posted in the lobby bulletin board. Guidelines and other resources are available in the library and leaders may seek advice and guidance from the Director of Chapel or a Sacristan.

HOSTESSES fill a multitude of roles all aimed to offer hospitality, from original welcome to final departure of Companions, Probationers, visiting groups, guests and program participants. A hostess is at the lobby desk daily from 9 a.m. until after Compline. The task is shared by at least two volunteers who answer queries in person or by phone, arrange flowers throughout the house and dining room, launder napkins, support the office manager, set out refreshments for social hour and perform any number of other tasks which keep life moving smoothly through the week.

LIBRARIANS are assigned and supervised by the Chairwoman of the Library Committee. Her tasks may be in any one of the four Adelynrood Libraries or the used book sale but her time is spent mostly in the main library. She might be responsible for shelving returns, for setting up displays relating to a current program, for helping guests or for whatever is requested of her during the week she is on duty.

GARDENERS work in any of several locations helping with planting early in the season and keeping the beds trim and weed-free throughout the summer. These volunteers often come for a day or two and may be visiting in some other capacity, taking a few hours in the garden as a change.

EVENT COORDINATORS assist the Program Committee and staff in facilitating all events at Adelynrood. They welcome and register guests, attend to the needs of the leaders, orient newcomers, introduce the program, and provide supplies and copies where necessary. They keep records and assist other volunteers.

SOUND TECHNICIANS are important for both program and chapel. Volunteers are given training to provide for taping, for amplification, for devices for the hearing-impaired, for video and DVD presentations, etc.

OUTREACH VOLUNTEERS assist in greeting groups that come for a day or overnight as our guests. Our welcome may include accompanying someone to a chapel service, joining in a luncheon conversation, giving a gift from the used book sale or taking a tour in the golf cart.

LIVE-IN AND LIVE-OUT VOLUNTEERS help to open or close our summer home. By the day or, more likely several days, these volunteers work with vacuums, moth flakes, scrub brushes and ironing boards. There is much hard work and great joy and satisfaction when rest comes at the end of the day. A special community is created in the shared task of caring for our beloved Adelynrood.

## SCHOLARSHIP FUNDS

### THE EMILIE HURD MEMORIAL HOSPITALITY AND TRAVEL FUND

This fund was established to provide financial assistance to Companions and Probationers who otherwise would be unable to share in the life and program at Adelynrood. Room and board is extended for two days, although exceptions can be made if the need is great. For Companions the offer is open for any time during the season. For Probationers the offer is for any time except for Companion Conference, unless they are to be admitted to the Society. For Probationers' first visit to Adelynrood, transportation is offered, if needed. Sponsors are asked to make application for their Probationers. To utilize this fund contact the current Chairwoman listed in the back of the Annual Report. This fund does not cover costs for volunteers.

### THE FLORENCE RISLEY SCHOLARSHIP FUND

This fund was established in 1980 by a Companion. The income from this fund is to be used for the benefit of non-Companions who otherwise could not afford to attend conferences or retreats at Adelynrood. This fund may be used for room, board, and/or program fee but does not cover transportation. Companions are encouraged to recommend this assistance to non-Companions who would benefit from spending time at Adelynrood. To utilize this fund contact the current chairwoman listed in the back of the Annual Report.

### THE VIRGINIA SAPP SCHOLARSHIP FUND

This fund was established in 2003 by a guest at Adelynrood in order to pass along the gifts she received there. This fund is to provide financial aid in the form of room and board, travel and/or program fees to any Companion, Probationer or guest wishing to visit or attend a conference at Adelynrood. It is not based on financial need. A portion of this fund may also be used for transportation to Adelynrood for volunteers. This portion is based on financial need. To utilize this fund contact the current chairwoman listed in the back of the Annual Report.

*All of these funds welcome contributions from Companions to insure their availability into the future. (Annual Report 2004)*



## FINANCIAL RESPONSIBILITY

*"I will, by the Grace of God, support the corporate life of the Society with my time, talent and treasure." (Vows, 2006)*

One of the vows a Companion makes is to support the Society with her treasure, i.e., financially. The SCHC is a not-for-profit organization, chartered by the Commonwealth of Massachusetts, that depends entirely on the contributions of Companions. Historically, well-to-do women such as Emily Morgan were our main source of support. That is no longer the case. Through the generosity of Companions over the years, we have accumulated an investment portfolio. A percentage of the income we earn on our investments goes to support our annual budget. Income is also generated from Adelynrood program and guest fees. Our investment and Adelynrood income is not sufficient to support the Society. Beyond that, we rely entirely upon the contributions of present day Companions to maintain our corporate life.

This section of the *Formation Handbook* is intended as an opportunity for Companions to consider their financial responsibility to the Society. We are aware, however, that some Companions have more discretionary income than others. All Companions are entitled to full membership in the Society regardless of financial means.

### **Society Expenses**

There is no definitive figure for what it costs per Companion to maintain the Society. That depends upon how many Companions contribute, and how much. A review of the budget figures in the Annual Report can provide a close approximation. For example: According to 2004 financial figures, and based on expenses and number of Companions giving that year (502), the cost of running the Society was approximately \$380 per year per Companion. Adelynrood, the place where Companions gather in community and provide hospitality and outreach to others, costs about \$900 per Companion per year, for a total cost per Companion of \$1280. These figures include all expenses related to the Society – officers, committees, publications, staff, professional fees and services and outreach. Adelynrood expenses also include the cost of remission of room and board for Companions and Probationers who volunteer their time and talent for the staffing of Adelynrood, enjoying the life in community.

## **Ways Companions can Contribute**

Dues: \$250 per year. Dues notices go out in late fall for the year ahead. Dues may be paid in installments. For Companions unable to pay dues, a letter to the Treasurer indicating this is sufficient.

Probationer fees are paid by her Sponsors. Upon Admission Companions receive a pro-rated dues notice. Reminder notices are mailed periodically.

Annual Appeal: A Spring fund-raising appeal allows Companions to give money in addition to their dues. As in the case of dues, contributions may be paid in installments.

Special Funds: Emily Morgan Endowment and special purpose funds: Emilie Hurd, Florence Risley, Vida Scudder, Virginia Sapp, Adelynrood Fund. These funds are explained elsewhere in this handbook, and a full explanation of each is given in the back of the Annual Report.

Planned Giving: Companions are asked to consider a gift to the SCHC as part of their estate planning. See accompanying brochure.

In order to better understand income and expenses related to the Society, Sponsors and Probationers should review together all pages related to finances in the Annual Report, sharing their personal experience regarding money and stewardship.

## ORGANIZATION AND STAFF OF THE SOCIETY

*“During the last few years we have been working slowly toward a more perfect organization necessary to increasing membership. We have a General Advisor in one of the Bishops of the Church, our Chaplains and Associate Companions, together with three others appointed, form a Council. A Companion in charge of Probationers is a new office... Nearly every year, new Chapters are forming with their Associate Companions in Charge and chaplains and their own local methods of organization....”*  
(Emily Morgan letter 1904)

In the same letter Miss Morgan also mentioned the addition of committees to help with the running of Adelynrood and the Annual Conference and her dream of having a General Secretary to help with correspondence.

What was true in 1904 remains true today. Through the years the SCHC has been working toward a more perfect organization, responding to the needs of the Society as it has grown and times have changed. The most recent organizational restructuring occurred in 1997. The chart which accompanies this section of the resource handbook reflects the changes enacted then.

**Suggestions for Sponsor and Probationer:** With Organizational Chart, Bylaws, and most recent Annual Report in hand, spend some time getting acquainted with the workings of the Society. The chart gives you a quick overview of the Society, its officers and committees, and line of authority. The Bylaws, in addition to describing who we are as a legal entity, further explain the basic function of each position and committee. In the back of the Annual Report is a list of Companions who are currently in these positions, and for how long.

### ORGANIZATION

**Annual Meeting** is in essence a meeting of the “stockholders” and is open to all Companions. Annual Meeting takes place the last full weekend in June at Adelynrood.

Associate Companions-in-Charge and the Administrative Council constitute the **Assembly** which is the policy-making body of the Society. Assembly oversees the affairs of the Society, both spiritual and administrative. Assembly meets once a year, the first weekend in November. Responsibilities are described in the (*Bylaws Article IX*)

The officers of the Society, as named in the Organizational Chart, make up the **Administrative Council**. It carries out policies and procedures set by the Assembly and makes certain administrative decisions between, and pending, meetings of the Assembly. The Administrative Council is scheduled to meet twice a year. It may meet at other times as the need arises. Its duties are more fully described in Article X of the Bylaws.

These three meetings are chaired by the Companion-in-Charge. The Companion-in-Charge (C-in-C) serves a four-year term. She is, as the chart indicates, an ex-officio member of all committees except Nominating. All positions with an **A** next to them on the chart are appointed by the C-in-C. Those with an **E** are elected by ballot by all Companions.

**Elections:** Nominees for all elected positions, except Companion-in-Charge, are determined by the Nominating Committee, which receives names from Companions. Ballots are distributed to all Companions (Probationers are not eligible to vote), counted at Annual Meeting in June and results announced then. All terms, except that of the Companion-in-Charge, commence with the next meeting of the Administrative Council in September. The Secretary of the Society oversees the election for the Companion-in-Charge. She receives names from Companions and presents the names of those willing to serve to Assembly, which then selects two names. Ballots are mailed to Companions and are counted in January. The C-in-C elect is installed at the conclusion of the next Annual Meeting.

**Appointments:** The C-in-C is responsible for a number of appointments. (see the boxes on either side of her box on the chart). Some appointees have specific responsibilities, e.g., Archivist, Chairwoman of the Emilie Hurd Fund, and some are chairwomen of committees which have specific responsibilities, e.g., Worship Committee. The Annual Report may include reports from many of these appointees.

**Committees:** As indicated in the chart, the elected members of Administrative Council, except for Secretary and Treasurer, serve as chairwomen of committees with specific duties related to the running of the Society. Their functions and composition are described in the Bylaws. Since more than one Article in the Bylaws may include them, this is a good opportunity to use the Bylaws index. Please read their reports in the Annual Report.

**Budget:** There are two budget committees, one for the Society and one for Adelynrood. You will note in the Annual Report that the two budgets are prepared separately. Each body develops its own budget. The Society budget committee receives the Adelynrood budget and determines how much money can be made available to the Adelynrood Board for the running of Adelynrood based on anticipated income from all sources. The Adelynrood Board is responsible for adjusting its budget accordingly. The Society Budget Committee presents the entire budget to the fall Administrative Council meeting for its approval. That budget then goes to Assembly for vote.

## STAFFING

There are currently six year-round staff positions:

**General Manager** – oversees all staff; administers financial, legal, insurance, and personnel details; provides leadership in the implementation of program and operation of Adelynrood; monitors cash flow and oversees purchase of equipment.

**Office Manager** – maintains and updates data base; prepares and completes publications and mailings; maintains SCHC and Adelynrood records and computer systems; assists with Adelynrood registrations.

**Assistant Manager** – has particular oversight of Adelynrood, manages calendar, meeting reservations, housekeeping matters and staff, assists with registrations and maintains program files. She also facilitates hosting of guests at St. Clare year-round.

**Site Manager** – maintains Adelynrood's mechanical, electrical and plumbing systems; oversees the Adelynrood building and grounds.

**Assistant to the Site Manager** – assists the Site Manager.

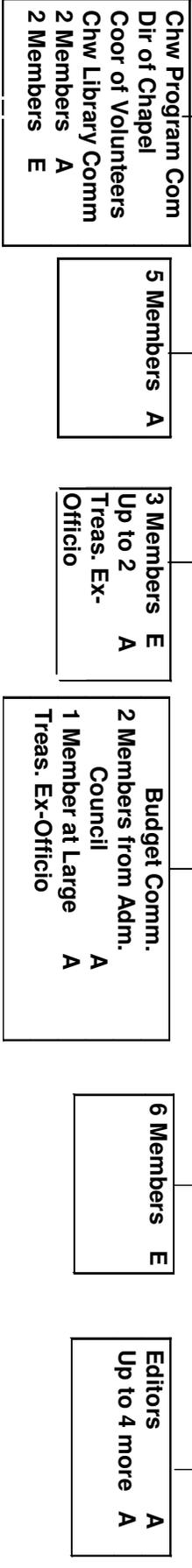
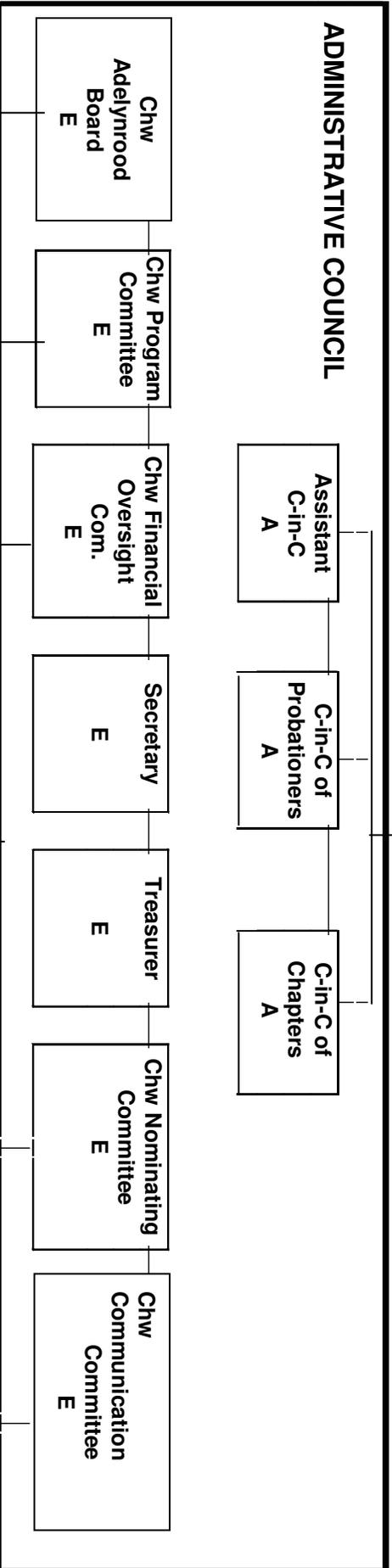
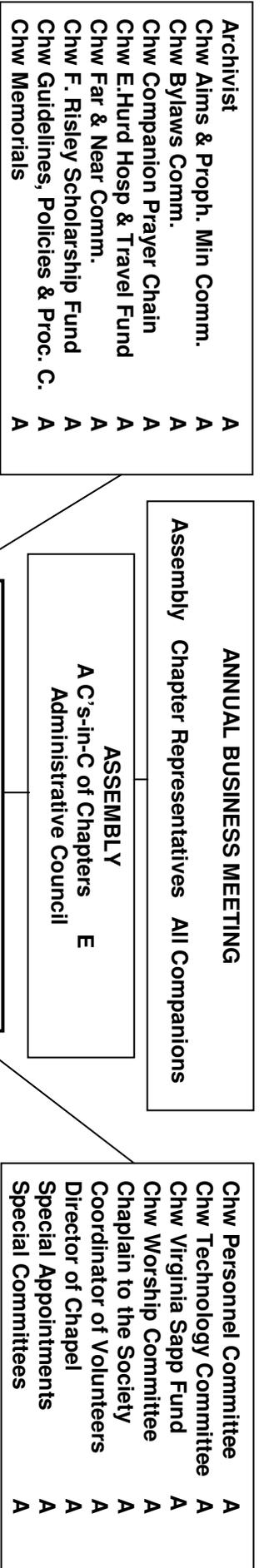
**Chef Manager** – oversees food operation including menu planning; food purchase, preparation and serving; supervises staff; manages Fall/Winter food service.

A **Contract Accountant** is in the office one day each week.



THE SOCIETY OF THE COMPANIONS OF THE HOLY CROSS

6/19/05



The Companion-in-Charge is Ex-Officio on all Committees Except the Nominating Committee

Key E - Elected  
A - Appointed



## THE SCHC ANNUAL REPORT

For many people, the idea of reading an annual report conjures up endless numbers and language not understood by the average recipient. Most organizations require an annual report as part of their legal obligation. The SCHC is under the same mandate. However, our report is a pleasure to read and is a resource used throughout the year. It is valued as one of the most important documents in our life together as Companions.

A Probationer receives a copy of the *Annual Report* along with other materials important to her discernment process. It contains a broad picture of a year in the life of the ministry and mission of the Society. It also informs us of the large number of Companions both near and far who are serving the larger Society at any given time. It is far from dull reading.

Each year, the *Annual Report* contains the opening paper given by the Companion-in-Charge at Companion Conference and a report by the chairwoman of the conference reflecting the theme under study. This is followed by a report of the annual business meeting of the Society presenting an update on the status of our organizational health and well-being. All is important reading, especially if one was not able to attend.

Reports of the various committees give a broad view of all of the opportunities for a Companion to participate in the larger Society according to her interest and abilities. Each one of these reports provides a glimpse of the gifts of time and talents offered by our members toward the ongoing ministry and mission of the SCHC and Adelynrood.

The treasurer's report gives us a clear view of our financial affairs such as investments and the status of the cash operating budget. We all must keep up-to-date on income and expenses.

The section of the report entitled "Memorials" is reason enough to explore the *Annual Report*. When our Companions meet their Lord in death, we envision them in the "Paradise Chapter." A memorial is written on the life of each Companion who has died in a given year and read in the chapel at Adelynrood during Annual Meeting. Reading about the lives of these wonderful Companions is inspiring and draws us closer to our history and to one another. You are in for a real treat.

Chapter life and participation are primary expectations of Probationers. Do you ever wonder what other chapters do in their meetings? Look no farther than your Annual Report where each of our chapters tell us who they are and what life is like as they meet together as Companions of the Holy Cross.

Near the end of the report is a directory of all the officers and committee chairwomen and members including their terms of office. As questions arise for you in a specific area of the Society, you are encouraged to contact the “person in charge” for up-to-date information.

Although the *SCHC Annual Report* is not specifically about prayer and spiritual growth, you can be assured that the decisions represented are made prayerfully and the prayers of Companions are supporting those in positions of responsibility.

May you be blessed in your reading!

## VOWS AT THE TIME OF ADMISSION TO THE SCHC

- Presider: Will you serve God day by day in thanksgiving, in the ministry of intercession, and in simplicity of life?
- Candidate(s): *I will, by the grace of God.*
- Presider: Will you pray and work for social justice, for the unity of all God's people, and for the mission of God in the world?
- Candidate(s): *I will, by the grace of God.*
- Presider: Will you practice peacemaking and nonviolence, Acknowledging responsibility for the environment and for economic justice throughout the world?
- Candidate(s): *I will, by the grace of God.*
- Presider: Will you live in singleness of heart and mind so that your way of life bears witness to God's love?
- Candidate(s): *I will, by the grace of God.*
- Presider: Will you lead a simple, disciplined life and be a faithful steward of all that God has given you?
- Candidate(s): *I will, by the grace of God.*
- Presider: Will you support the corporate life and ministries of the Society with your time, talent, and treasure?
- Candidate(s): *I will, by the grace of God.*

(SCHC Manual 2006)

