



Sacred Well Congregation

An International Wiccan Church and Fellowship

PO 64, Butler, Missouri 64730

www.sacredwell.org



21 June 2010

SUBJECT: Initial Letter of Instruction for Distinctive Faith Group Leaders (DFGLs)

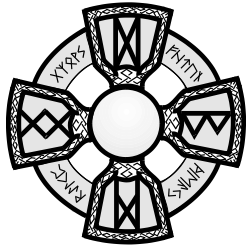
As the Denominational Sponsor and Endorser of the DFGLs of your group, the Sacred Well Congregation will:

1. Insure that initial, interim and annual certification documents are current.
2. Provide support through legal infrastructure and close liaison with supporting and command level chaplains.
3. Provide information and assistance to your supporting chaplain and commanders as needed/requested.
4. Provide direct support to you and your group thorough training, advice, assistance and other resources as may be available.
5. Provide an IRS 501c3 Subordinate Organization Tax Exemption Letter if required or requested by your group.
6. Not involve itself in the local activities of your group, ie, scheduling of classes, rituals, internal governance, etc. The Congregation will involve itself in local issues only when the issue cannot be satisfactorily resolved by the supporting chaplain in conjunction with the DFGL.
7. Provide such other support and assistance as required.

As the Distinctive Faith Group Leader and Officer of the Sacred Well Congregation, you will be expected to:

1. At all times to comply with policy and regulations, and maintain good order and discipline within your group.
2. Maintain close liaison with your supporting chaplain, and meet such administrative requirements as the chaplain's office may require.
3. Insure that your group is aware that the SWC is your Denominational Sponsor and is familiar with the Congregation and what we do.
4. Submit Monthly Activity Reports and other reports as necessary to the Congregation.
5. Advise the Congregation in a timely manner of any change in status of leadership of the group or supporting chaplain.
6. Work closely with the Congregational Director of Military Affairs (DMA) and the Congregational Support Officer (CSO) assigned to your group.

Rev. David L. Oringderff, PhD
Executive Agent
International Executive Council of Clerics
210-885-9912; Pilgrim3@ix.netcom.com



Sacred Well Congregation
An International Wiccan Church and Fellowship
PO Box 58, Converse, Texas 78109
www.sacredwell.org



1 January 2001

LOI 01-01

SUBJECT: General Letter of Instruction

1. Provisional Congregations and Open Circles operate under the authority of a Warrant, Patent or Certificate issued by the International Executive Council of the Council of Clerics of the Sacred Well Congregation. Provisional Congregations and Open Circles are entitled to the same rights, considerations and protection of any local church or other religious body organized for the purpose of conducting religious practice.
2. Provisional Congregations and Open Circles are autonomous to the extent that they are responsible for the dispatch of their own local business, both fiscal and administrative, and operate according to the statutes and requirements of the competent legal jurisdictions in which they are constituted. The Sacred Well Congregation assumes no pecuniary or other liability whatsoever for any cause or action brought against any of the several Provisional Congregations in any civil or criminal process or matter of law.
3. Provisional Congregations and Open Circles are required to conduct a minimum of four open and public worship celebrations each year at Rites of Midwinter, Spring, Midsummer, and Autumn. A report of these celebrations shall be forwarded to the Main Congregation not later than fifteen days after each event.
4. As representatives of the Sacred Well Congregation, Ordained Officers and Congregational Emissaries shall at all times conduct themselves with honor and integrity worthy of their respective offices. Willful or negligent violation of the Tenets, Constitution, By-Laws, or Covenants of the Congregation, or any criminal statute shall constitute grounds for immediate revocation of Warrant or Certificate and removal of status.
5. Provisional Congregations and Open Circles shall receive full recognition, assistance, and support from the International Executive Council that will enable them to further their local ministries in supporting the spiritual needs of their respective communities.

A handwritten signature in black ink, reading 'Rev. David L. Oringderff, PhD'. The signature is written in a cursive, flowing style.

Rev. David L. Oringderff, PhD
Executive Agent
International Executive Council of Clerics
210-885-9912; Pilgrim3@ix.netcom.com



Sacred Well Congregation

An International Wiccan Church and Fellowship

PO Box 58, Converse, Texas 78109

www.sacredwell.org



1 October 2002

LOI 02-01

SUBJECT: Letter of Instruction: Requirements specific to Military Groups

In order to insure uninterrupted Denominational Sponsorship for a supported military group, it is incumbent upon the leader of the group to meet the following requirements:

1. Maintain membership in the Sacred Well Congregation at the Supporting member level or above (annual contributions due 1 February of each year).
2. Insure that the Director of Military Affairs has current and complete contact information on your supporting chaplain, including telephone, fax, e-mail and physical mailing address.
3. Insure that the Director of Military Affairs has current and complete contact information on you and your alternates, including telephone, e-mail, physical address and fax (if one is available).
4. Insure that re-certification for the coming fiscal year is accomplished not later than 21 September of the current year.
5. Insure that quarterly reports (frequency subject to change) are submitted in a timely manner. Only one report is required per Circle or Study Group, regardless of the number of officers in or affiliated with that group.
6. Insure that you complete and encourage your alternates to complete, all required Congregational training in a timely manner.
7. Plan early-on for transition of leadership. When the certified leader leaves, sponsored groups have only a forty-five day grace period find another certified leader; otherwise, the military will withdraw accommodation.

A handwritten signature in black ink that reads 'Rev. David L. Oringderff, PhD'.

Rev. David L. Oringderff, PhD
Executive Agent
International Executive Council of Clerics
210-885-9912; Pilgrim3@ix.netcom.com



Sacred Well Congregation

An International Wiccan Church and Fellowship

PO Box 58, Converse, Texas 78109

www.sacredwell.org



25 September 2004

LOI 04-01

Policy Letter for Affiliated Study Groups, Open Circles and Provisional Congregations

1. Leaders of all Sacred Well Congregation Affiliated Study Groups, Open Circles and Provisional Congregations will display their Letter, Patent or Warrant at all SWC sponsored functions.
2. Open Circles and Provisional Congregations are open to the public, as are generic classes presented or sponsored by the Open Circle or Provisional Congregation. No unreasonable limits should be placed abridging the right of anyone to attend the function. Participants in these functions are not required to be formal members of the Sacred Well Congregation, but should be encouraged to affiliate with and support the Congregation because the Congregation is the Denominational Sponsor of the group.
3. Leaders will insure that all participants are aware that the group is under the Denominational Sponsorship of the Sacred Well Congregation, and that there are procedures in place for issues, concerns, complaints and grievances that cannot be satisfactorily resolved at the local level.
4. Leaders may delegate certain roles and functions to members of their group. However, any person who is formally delegated a position of leadership or responsibility in a local group must be a supporting member of the SWC.
5. Any time that a serious problem or potentially serious problem arises in any of our groups, the appropriate SWC Officer should be advised immediately. For Military Groups, the designated officer is the Director of Military Affairs (DMA); for community groups, it is the group's designated representative on the International Executive Council (IEC).
6. Military Groups have additional considerations. First and foremost, they are established for the benefit of military and DoD affiliated personnel. The DoD is not required to provide for the spiritual accommodation of non-DoD affiliated civilians in the local community. Civilians are permitted in sponsored military groups as guests and only guests. Civilians may not hold any position of responsibility or authority within a sponsored military group without the expressed written consent of the IEC. Additionally, sponsored military groups must adhere to accommodation policies and procedures of each service and installation. This includes the care and custody of property and the handling of funds and fiscal reporting requirements. Any questions on this should be directed to the DMA.

Rev. David L. Oringderff, PhD
Executive Agent
International Executive Council of Clerics
210-885-9912; Pilgrim3@ix.netcom.com

Sacred Well Congregation

COVENANT OF FIVE TENETS

1. We reverence the God and Goddess as the representations of the Divine Reality that is at once immanent and transcendent in and throughout all of the infinite creation. We celebrate the manifestations of the Divine Reality through Rites of Seasons and Rites of Passage.
2. We live in reverence and respect of the Natural world, recognizing the Sacred Cycles of ebb and flow, birth and death, creation and destruction. We acknowledge the sanctity and intrinsic worth of all life forms, and in dearth of cause, will never by word or deed willfully cause harm to befall any creature, manifest or unmanifest.
3. We affirm as inalienable the Right of every individual "either alone, or in community with others, in public or in private, to manifest his or her religion or belief in teaching, practice, worship and observation." (Article 18, Universal Declaration of Human Rights). We recognize the responsibility of every individual for his or her own spiritual development and transformation, and that every individual is his or her own ultimate authority in all matters of spirit and religion.
4. To the extent of available spiritual and material resources, we will: teach those who seek; aid those in need; comfort those who for reasons of religion, conscience, ethnicity, or sex suffer oppression; and resist tyranny in all forms.
5. We live in peace and tolerance with all of humanity, neither converting to, nor seeking to convert those of other faiths and practices.

Declared this Day of Midsummer 1994 c.e. at Hainin, Belgium

Sacred Well Congregation

COVENANT OF HIGH HOLY DAYS

The Clerics of The Sacred Well Congregation shall celebrate the High Holy Days in Kindred Rites in Convocation, or alone if attendance at Convocation is unfeasible due to circumstance or condition. There shall be four obligatory Kith and Public Rites, officiated by one or more Clerics. Other Kith and Public Rites may be declared open and celebrated at the discretion of the Council.

Approximate Dates (Gregorian)	Kith & Public Rites	Kindred Rites
13-26 December	Rite of Midwinter Christmas St. John the Evangelist	Mutternacht * Yule Mother Night Secret of the Unhewn Stone
1-2 February	Rite of Awakening Candlemas St. Brigit	Erweckung * Imbolc Stirrings
19-22 March	Rite of Spring Easter St. Edward	Sommerzukunfts * Vernal Equinox Summer Findings
31 April - 2 May	Rite of Exultation May Day St. Sophia	Walpurgisnacht * Beltane Lady Day
19-23 June	Rite of Midsummer St. John the Baptist	Sonnenwende * Litha Midsummer
30 July - 2 August	Rite of Thanksgiving First Harvest St. Oswald	Erntezeit * Lughnassadh Lammas
19-24 September	Rite of Autumn Harvest Home Michaelmas	Winterzukunfts * Mabon Winter Findings
31 October - 2 November	Rite of Remembrance All Hallows Eve All Saints Day	Urahnennacht * Samhain Ancestor Night
11 November	Martinmas	Einherjhrfest Feast of the Fallen Warriors

Shaded areas indicate obligatory public celebrations.

In Convocation
Yule, 1994
Hainin, Belgium

Sacred Well Congregation

COVENANT OF PROVISIONAL CONGREGATIONS

1. The Council of Clerics, through the office of the International Executive Council, shall establish Provisional Congregations in areas in which an exigency exists and there is no Local Congregation (Clan) reasonably available to provide spiritual sustenance. Provisional Congregations shall be established by Proclamation of Warrant.
2. For purposes of Lineage and Recognition by temporal authorities, powers and principalities, the International Executive Council of the Congregational Council of Clerics shall cause Warrants to issue by edict under the authority of the Sacred Well Congregation. The International Executive Council shall hear the petitions for Warrant, and grant such Warrants only to worthy and well qualified Ordained Clerics and Ordained Deacons of this Congregation to establish and lead a Provisional Congregation within a particular domain.
3. The Provisional Congregation shall function as an extension of the Main Congregation under the auspices of the International Executive Council and shall at all times abide by the Tenets, Constitution, and By-Laws of the Sacred Well Congregation in spirit and in fact. The Provisional Congregation shall generally manage its own temporal affairs and provide for the spiritual needs of the community in which it is established to the fullest extent possible. Should the statutory need for an Ordained Cleric arise, and there be none available within the Provisional Congregation, upon advisement, the Council of Clerics shall dispatch an Ordained Cleric to the Provisional Congregation to provide the required services.
4. The Warranted officer of the Provisional Congregation shall forward a report of activity to the Council of Clerics following each of the Cardinal High Holy Days. The report shall cite the dates, times, venues, and number of persons in attendance at all religious functions conducted by the Provisional Congregation, plus any offerings or contributions in support of the Sacred Well Congregation, and any other information the Warranted officer deems relevant.
5. The Warrant shall remain in force for a fixed period of time, or indefinitely at the discretion of the Council, until said warrant is surrendered by the Warranted officer, revoked by the Council, or superseded by a Charter.

In Convocation
Beltane, 1995
Hainin, Belgium

Sacred Well Congregation

COVENANT OF OPEN CIRCLES

1. The Council of Clerics, through the office of the International Executive Council, shall establish Open Circles of the Sacred Well Congregation (SWC) in areas in which an exigency exists and there is no Local Congregation (Clan) or Provisional Congregation reasonably available to provide spiritual sustenance. Open Circles (SWC) shall be established by Certification of Denominational Sponsorship issued by Executive Order.
2. For purposes of Lineage and Recognition by temporal authorities, powers and principalities, the International Executive Council of the Congregational Council of Clerics shall cause such Certificates to issue by edict under the authority of the Sacred Well Congregation. The International Executive Council grant such Certificates only to worthy and well-qualified Ordained Clerics, Ordained Deacons and Congregational Emissaries of this Congregation to establish and lead an Open Circle within a particular domain.
3. The Open Circle shall function as an extension of the Main Congregation under the auspices of the International Executive Council and shall at all times abide by the Tenets, Constitution, and By-Laws of the Sacred Well Congregation in spirit and in fact. The Open Circle shall generally manage its own temporal affairs and provide for the spiritual needs of the community in which it is established to the fullest extent possible. Should the statutory need for an Ordained Cleric arise, and there be none available within the Open Circle, upon advisement, the Council of Clerics shall dispatch an Ordained Cleric to the Provisional Congregation to provide the required services.
4. The Certificate holder of the Open Circle shall forward a report of activity to the Council of Clerics following each of the Cardinal High Holy Days. The report shall cite the dates, times, venues, and number of persons in attendance at all religious functions conducted by the Open Circle, plus any offerings or contributions in support of the Sacred Well Congregation, and any other information the Certificate Holder deems relevant.
- 5.. The Certificate shall remain in force for a fixed period of time, or indefinitely at the discretion of the Council, until said Certificate is surrendered by the Certificate Holder, revoked by the Council, or superseded by a Warrant or Charter.

In Convocation
Yule, 1996
Converse, Texas

Sacred Well Congregation

COVENANT OF AFFILIATED STUDY GROUPS

1. The Council of Clerics, through the office of the International Executive Council, shall establish Affiliated Study Groups of the Sacred Well Congregation (SWC) in areas in which an exigency exists and there is no Local Congregation (Clan), Provisional Congregation, or Open Circle reasonably available to provide spiritual sustenance. Affiliated Study Groups (SWC) shall be established by Certification of Denominational Support issued by Executive Order.
2. For purposes of Lineage and Recognition by temporal authorities, powers and principalities, the International Executive Council of the Congregational Council of Clerics shall cause such Certificates to issue by edict under the authority of the Sacred Well Congregation. The International Executive Council grant such Certificates only to worthy and well-qualified Ordained Clerics, Ordained Deacons and Congregational Emissaries of this Congregation to establish and lead an Affiliated Study Group (SWC) within a particular domain.
3. The Affiliated Study Group shall function as an extension of the Main Congregation under the auspices of the International Executive Council and shall at all times abide by the Tenets, Constitution, and By-Laws of the Sacred Well Congregation in spirit and in fact. The Affiliated Study Group shall generally manage its own temporal affairs. The Affiliated Study Group will be assigned a Preceptor from the IEC who will provide support, advice and assistance directly to the Group. While the Preceptor will not mandate prescribed curricula, it is assumed that the Group Leader and most or all of the Study Group will be engaged in the study of Traditional Craft Wicca and closely related subjects.
4. The Certificate holder of the Affiliated Study Group shall forward a report of activity to the Council of Clerics following each of the Cardinal High Holy Days. The report shall cite the dates, times, venues, and number of persons in attendance at all religious functions conducted by the Affiliated Study Group, plus any offerings or contributions in support of the Sacred Well Congregation, and any other information the Certificate Holder deems relevant.
5. The Certificate shall remain in force for a fixed period, or indefinitely at the discretion of the Council, until said Certificate is surrendered by the Certificate Holder, revoked by the Council, or superseded by a Warrant or Charter.

In Convocation
Beltane, 2000 c.e.
Hulst, Netherlands

Sacred Well Congregation

COVENANT OF APPOINTMENT OF EMISSARY

I. General.

The Sacred Well Congregation of Texas shall, as required for the furtherance of her ministry and secular affairs, appoint worthy and well qualified persons as Congregational Emissaries. Congregational Emissaries are appointed for specific periods of time and for specific purposes and serve at the pleasure of the International Executive Council (IEC). Congregational Emissaries may be appointed to lead Open Circles, represent the Congregation to a specific agency or event, or for any other purpose deemed necessary by the IEC. Any member of the Sacred Well Congregation of Texas, or any other person deemed qualified, may be appointed as a Congregational Emissary. Emissary Appointments will be tendered judiciously and will customarily be reserved for Deaconry Candidates-in-Training.

II. Procedures, Conditions and Terms.

- a. Emissary Appointments shall be tendered by the IEC only. If accepted by the person to whom the appointment is tendered, the person shall at all times act in the best interests of the Sacred Well Congregation, and shall adhere to her principles, Tenets, Constitution and By-Laws.
- b. The Congregational Emissary shall report to the IEC as required during the tenure of the appointment, and shall advise that body immediately upon any problem or difficulty encountered while acting as an Emissary of this Congregation.
- c. The Emissary Appointment shall expire on the date cited on the Certificate of Appointment, unless withdrawn earlier by action of the IEC. The Emissary shall remain a Supporting Member of the Congregation for the duration of the appointment.

**In Convocation
Yule, 1999
Converse, Texas**

Sacred Well Congregation

COVENANT OF PROTOCOLS FOR OFFICERS OF THE SACRED WELL

All Congregational Officers holding official certification and sponsorship from the Sacred Well Congregation will adhere to the following Protocols. Officers failing to comply with any of these Protocols are subject to relegation to the Inactive Officer Roster or having certification withdrawn or revoked at the discretion of the IEC.

1. Officers of the Sacred Well Congregation are defined as Clerics, Deacons, and Emissaries of the Congregation who have been issued Certificates of Appointment from or approved by the IEC.
2. All Officers of the Congregation must maintain a current annual membership in good standing at the Supporting Member level or above.
3. All Officers of the Congregation must maintain high standards of moral and ethical conduct, and represent the Congregation with personal integrity and in accordance with the Constitution, By-Laws and Covenants of the Congregation.
4. All Officers will file timely reports as directed by the IEC. Officers actively participating in sponsored groups will be included in the Group periodic report. Officers not participating in sponsored groups will file At-Large reports.

**In Convocation
Samhain 2003
Schertz, Texas**

Sacred Well Congregation

COVENANT OF PROTOCOLS FOR SACRED WELL SPONSORED GROUPS

All groups, military or civilian, deriving official sponsorship and support from the Sacred Well Congregation will adhere to the following Protocols. Groups disregarding violating any of these Protocols are subject to having sponsorship and support immediately withdrawn at the discretion of the IEC.

1. All Group Leaders must be Congregational Officers in good standing.
2. All Group Leaders will be responsible for all secular business and requirements specific to their own groups.
3. All Group Leaders will be familiar with the principles of the Greencraft™ Tradition of Wicca.
4. All Sacred Well Congregation sponsored groups will function with an emphasis within the broad parameters of Traditional Craft Wicca.
5. All Sacred Well Congregation sponsored groups will append the (SWC) designation to their respective names.
6. All events conducted by Sacred Well Congregation sponsored groups shall be open events.
7. Group Leaders will file timely reports as directed by the IEC.
8. Transfer of leadership of any sponsored group will be coordinated through and approved by the IEC. For military groups, this authority is delegated to the Director of Military Affairs with the concurrence of the IEC. For civilian groups this authority is granted to the Director of Community Affairs with the concurrence of the IEC.

**In Convocation
Samhain 2003
Schertz, Texas**

Sacred Well Congregation

COVENANT OF CONGREGATIONAL CHAPLAINCY

The International Executive Council (IEC) shall establish the office of Congregational Chaplaincy and shall appoint such Ordained Clergy to that office who are qualified to serve in the capacity of Congregational Chaplain. Congregational Chaplains shall serve at the pleasure of the IEC.

The role of the Congregational Chaplain shall be similar to the role of any institutional or organizational chaplain in an interfaith, pluralistic environment, that is, to provide spiritual guidance, support, condolence, pastoral care and comfort and such other assistance as appropriate to members and friends of the Congregation, the larger faith community, and the community at-Large in times of need and distress.

Qualifications for appointment to this office, as a minimum, shall be:

1. Ordained as Clergy by the Sacred Well Congregation.
2. Master's Degree or above from an institution of higher learning listed in the current American Council of Education (ACE) Accredited Institutions of Post- Secondary Education and with a substantial concentration of religious studies and a compatible field such as education, psychology, cultural anthropology, sociology or other similarly related discipline.
3. At least one year of field experience as an organizational, institutional or military chaplain, or two years functional experience in a similar capacity under the direct supervision of the IEC.

Nothing in this Covenant shall preclude a Congregational Chaplain from serving concurrently as a chaplain in another organization, institution or military service.

**In Convocation
Beltane 2007
Merkenveld, Belgium**