



Woman Within Eastern USA Circle Policy

Business Area of Responsibility: Director of Circles

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POLICY

The Woman Within Eastern USA (WWE) Board of Directors supports the building of local communities through the development of Woman Within Circles (Circles). The WWE Board of Directors retains responsibility for the content of the Circle Manual, Guided Circles Protocols and Guide Training Protocols. WWE Director of Circles maintains a list of qualified Apprentices, Guides, Guide trainers and Transition Circle leaders. The WWE Board of Directors functions as an advisor to Local Area Councils regarding the administration of Circles. For specifics regarding Virtual Circles, please refer to the WWE Virtual Circle Policy.

DEFINITIONS

A Circle is a group of WWE members who meet independently to continue personal transformation in a supportive environment. The purpose of Circles is to support women in their growth and healing and is not intended as therapy and as such has no leader.

A member is a woman who has completed the Women Within Weekend (WWW) and resides in:

One of the WWE territories as identified in the licensing agreement with Woman Within International (WWI);

Resides in and may be a member of another territory who elects to become a member of WWE by notifying WWE.

To support the growth of community and the creation of Circles, a woman who has not yet completed the WWW, and who resides in the WWE region, may join an Incubator Circle for a limited time as agreed to by the Local Area Council and the group norms determined by the members of that Circle. An Incubator Circle is a Circle that has one or more members who has not completed the Woman Within Weekend.

A Local Area within WWE is a local organization of women with voluntary affiliation to WWE. The geographic territory of a local area is determined by what works best for the women in maintaining a supportive community, including but not limited to Circles.

Outlying areas are those geographic areas within WWE territory that are not yet a part of

a local area.

The Circle Manual is a manual maintained by the WWE Board of Directors that includes a curriculum that may be used in the programs for Circles. The manual is available to women who have completed the Woman Within Weekend.

The WWE Board of Directors maintains the Guided Circles protocols.

Certification Guides are women who are certified by WWE in the curriculum for Guided Circle programs.

An Apprentice Guide is a woman working towards becoming a Certified Guide.

Transition Circle Leaders are women who have been trained and approved to lead Transition Circles.

Guide Trainers are those women who train Circle Guides, as determined by the WWE Board of Directors. Guide trainers are proficient in guiding circles using the most current Circle protocols.

A weekly Guided Circle is a program conducted over a ten-week period.

The Circle Training Workshop is a 2-day workshop designed to introduce women to the concept of sitting in Circles. It provides the skills to prepare women to use the Circle Manual without a Guide.

A Self-Guided Circle is a leaderless group that conducts a Guided Circle using the materials contained in the Circle Manual.

Guide, Apprentice and Guide Trainer Fee Schedule is a fee structure set by the WWE Board of Directors to provide a uniform payment structure for all Circle programs.

PROCEDURES

Local Areas

Local Areas are responsible for scheduling and conducting a Guided 10-week Circle and weekend Circle Training Workshop. The WWE Board of Directors recommends that each Local Area Council designates a Circle Coordinator.

Within two weeks of a Woman Within Weekend sponsored by WWE, the local Circle Coordinator should contact the Administrator for the roster to identify women residing in the local area who have completed the WWW.

A Local Area Council is financially responsible for the Guided Circles conducted in its territory. Financial responsibility includes, but is not limited to, setting participant fees at or above the Fee Schedule and payment of all expenses associated with the program. At a minimum the expenses will include:

1. Guide and Apprentice fees and expenses as set forth in the Fee Schedule set by the WWE Board of Directors;
2. Participant materials;
3. A Circle Manual;
4. All supplies required by the training protocols.

The Local Area Council retains all monies collected from participants that are in excess of the total cost of conducting the program. If the cost of the program exceeds the monies collected, the Local Area will be responsible for the deficit.

Fee & Expenses Payment Procedure:

Training fees are determined based on the WWE Fee Schedule. All fees will be collected prior to the training.

The Guide will communicate the fee calculation to the designee of the Local Area or to the Circle Coordinator responsible for collecting payment. The designee of the Local Area or outlying area responsible for issuing payment will forward a check to the WWE Bookkeeper made payable to Woman Within Eastern USA.

The Local Area Council or outlying area is responsible for the Guide(s)'s travel expenses and these are reimbursed directly to the Guide(s) or Guide trainer(s). Travel expenses for an Apprentice Guide are to be determined in advance of training by Apprentice's home area and are the responsibility of that Local Area Council.

Outlying Areas

Women residing in outlying areas not yet a part of a Local Area Council may conduct Guided Circles. The WWE Board of Directors recommends that the group requesting a Guided Circle select a point of contact. The group's contact should communicate with the WWE Director of Circles for assistance in identifying a Guide and obtaining the required supplies.

The outlying area will be financially responsible for the training program, including setting the participant fees and payment of all expenses associated with the program. At a minimum the expenses will include:

1. Guide and Apprentice fees and expenses as set forth in the Fee Schedule set by the WWE Board of Directors;
2. Participant materials;
3. A Circle Manual;
4. All supplies required by the training protocols.

If the cost of the program exceeds the monies collected, the outlying area will be responsible for the deficit. Any monies collected in excess are paid to WWE.

Fee & Expenses Payment Procedure: applies as above for Local Areas.

Self-Guided

A group of women may elect to Self-Guide using the most current WWE Circle Manual.

Self-Guiding groups may choose to contract for a Guide to be a phone coach. The Self-Guiding group may contact the Local Circle Coordinator or the WWE Director of Circles for assistance in identifying an available Guide. Fees for phone coaches are set forth in the Fee Schedule set by the WWE Board of Directors.

Circle Guide Training

Local Area Councils must hire a WWE approved Circle Guide Trainer to prepare local women to become Circle Guides. A list of qualified Guide trainers is available from the WWE Director of Circles.

To become a Certified Guide you must have attended the WWE Guide Training. See Guide Certification Protocol.

A Local Area Council is financially responsible for the Circle Guide training conducted in its area. Financial responsibility includes, but is not limited to, setting participant fees and payment of all expenses associated with the program. At a minimum the expenses will include:

1. Guide fees and expenses as established between the Guide trainer and the local area;
2. Participant materials;
3. Circle manuals as needed;
4. Any supplies required by the training protocols.

The Local Area Council retains all monies collected from the participants that are in excess of the total cost of conducting the program and paying the Guide trainer.

Fees & Expenses Payment Procedures:

Fees for Guide trainers are to be established between the Guide trainer contracted and the Local Area Council. For fee payment procedure see Fees & Expenses Payment Procedure as written above under Local Areas.

CIRCLE MANUAL

The WWE Board of Directors offers the Circle Manual to local areas and women who have completed the WWW for a fee set by the Board and is reflected in the Fee and Reimbursement Schedule.

On a periodic basis, the WWE Director of Circles will conduct a review of the Circle Manual and all Circle protocols. The review may be performed by the Director or delegated to an experienced Guide or team of Guides selected by the WWE Director of Circles. A summary of recommendations resulting from the review will be communicated to the WWE Board Directors. Any significant change in instructional format and/or materials must be approved by a majority of the WWE Board of Directors. A summary of the changes will be provided to the Local Area Council Directors, local Circle Coordinators and all active Guides.

The Circle Manual is not to be copied in its entirety. Handouts may be copied for each member of the circle.

Circles Guides, Apprentice Guides and Guide Trainers:

Fees for Guides hired for consultation will be established between the Local Area Council, outlying area, and the individual Circle.

The WWE Board of Directors recommends that the Local Area Council establish evaluation criteria in order to uphold most recent standards and best practices.

Circle Guides, Apprentices and Guide Trainers may not solicit business and will not market personal goods and services while conducting any WWE Circle Program, nor enter into a any new formal or informal commercial relationship with participants for a period of three (3) months following the completion of the WWE Circle Program, with the exception of offering other WWE workshops.

Furthermore, Guides, Apprentices and Guide Trainers may not initiate or participate in a new sexual relationship with a participant from any Circle Program for a period of one year.

SAFETY PARAMETERS FOR WORK IN CIRCLES

Due to the supportive and leaderless nature of Circles, the following parameters must be adhered to as a woman “works” her issues:

1. There will be no “birthing” processes, nor will there be anything offered that is regressive, that asks a woman to act younger. Childhood wounds are dealt with only as they affect the grown woman in the here and now. Role-playing is to be stopped if any woman goes out of her adult woman and behaves in a child-like manner (to be observed through body movements, voice and speech patterns.) If this occurs, the participant will

re-ground and continue only if she is able to remain in her adult woman. This kind of work is not emotionally safe to do in Circles and is not condoned by WWE for work therein.

2. There will be no physical process used or offered to a woman to “work” her issue in the Circle. Examples of physical processes are lift, trust falls, holding down or holding back, gauntlets, under sheet break-aways or break-aways of any kind. This type of work carries risk of physical injury and is not condoned by WWE for Circle work.

3. Circle Guides, whether guiding the ten-week or the Circle Training format, will not teach or Guide women to use physical or regressive processes. It is the responsibility of the Guide to inform the new Circles of these parameters when describing what type of “work” can be done in Circles.

4. The safety of women participating in Circles is the paramount concern of WWE and its local councils. WWE and its area councils take speech or activities regarding suicide with the utmost seriousness. Circles are not replacements for personal or group therapy. Women who state suicidal ideations may not participate in a Circle.

5. WWE does not assume liability if an individual Circle chooses to include a woman or women with suicidal ideations in their Circles.