**Preface**

This document’s intent and purpose is to outline how the weekly Joy of the Lord meeting operates. It defines how the weekly meetings, special events, and the general ‘governance’ is run. These guidelines and this document are meant to be fluid, and easily changeable. The IGCD can be changed by a simple majority vote of the steering committee members and interested meeting attenders at the monthly business meeting held on the first Monday of each month at 6:30pm in Kirkish Hall. There can be simple items (service position adds for example) voted on during our regular Monday night meetings during announcement times. If much discussion is needed it is best to table these discussions until the next business meeting. Neither hurry, nor worry are of God.

**History**

Joy of the Lord Ministries (JOTL) first meeting was on the second Monday night in February of 1991. The group was formed from members of Alcoholics Anonymous (in particular the Saturday Nite Live group which at the time was meeting in the Campbell Community Center, Room 47) who were Christians and wanted a place to share Jesus Christ as their Higher Power and talk about recovery. Liz C., Don Z. (Zonic) and Vic C. were the charter members. The first meeting was held in Don’s home at 3074 Arroba Way in San Jose. Those in attendance opened the book of John in the Bible and had a very animated discussion about how a loving God could send people to hell. The ministry was born! The God of evidence had just shown Don the need for a Christ-centered recovery fellowship that could present to those in recovery the simple truth that God loved them, no matter what they thought. In 1997 the group relocated to the Abundant Life Assembly of God (ALAG) church and mostly has met in Kirkish Hall on the ALAG campus. God has been faithful to bring men and women from the anonymous rooms of recovery to meet in the name of Jesus on a weekly basis as a compliment to their recovery. Hence, the primary purpose of JOTL has been to be a two-way bridge from the rooms of recovery to Jesus Christ, and from the church community to the great and anonymous works that God is doing in both Christ-centered and secular recovery.

**Meeting at Abundant Life Assembly of God**

JOTL has me at Abundant Life Assembly of God (ALAG**)** since 1997.There was a major remodel done to the ALAG campus in 2008. Upon completion of the project the sanctuary, fellowship hall (Kirkish Hall, aka K. Hall), and the educational wing were alarmed to protect the assets inside the building(s). This complicates access as the church has decided to restrict alarm code access to a select few, mostly members or regular attenders of ALAG. This information has a high priority assigned to it because if the alarm is tripped the Sheriff will respond and a cost may be associated with it if the response is deemed to be a ‘user’s error’. Key holder and code access information are available from ministry leadership. The preschool (Village Little Preschool, aka VLP) meets in Kirkish Hall every weekday except national holidays. Agreement has been made with the VLP staff to not alarm K Hall at the end of the shift on the Mondays when school is in session, so the alarm will not be activated. JOTL set up people with key access and without the code must wait for somebody with the code before entering the building on a holiday. Also, no access is allowed into K. Hall before 6:00PM without VLP permission. It is a preschool law to protect all concerned parties.

**The global pandemic of 2020**

JOTL’s last on-site meeting was in March of 2020 due to Santa Clara County’s closing of all corporate gatherings. As of this writing in December of ’20, JOTL continues to meet via Zoom. It is anticipated that whenever we resume in person meetings that ‘hybrid’ meetings will be the new type of JOTL meeting. This will allow meeting attenders not in the area to join with the in person meeting through video conferencing. The logistics of how this will precisely work out has yet to be determined. The media equipment in K. Hall may be able to help, but our hybrid format could be as simple as a laptop on the podium to carry the meeting to our off site attendees.

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3. Elders, JOTL Finance Committee, ALAG oversight (not included)
4. Meeting service philosophy and Steering Committee positions

**JOTL Steering Committee Positions**

**(Positions are elected on January 1 and July 1)**

* Group Chairperson 1 year of sobriety, 1 year commitment, key and code access
* Meeting Coordinator 1 year of sobriety, 1 year commitment, key and code access
* Speaker Seeker 1 year of sobriety,
* Treasurer 1 year of sobriety, 1 year commitment
* Meeting Secretary 30 days of sobriety, 6 month commitment
* Zoom co-host 30 days of sobriety, 6 month commitment
* Gratitude Coordinator 30 days of sobriety, 1 year commitment
* Media/Sound Person 30 days sobriety,
* Music/Worship
* Snack Set-up/Clean-up Coordinator 30 days of sobriety, 6 month commitment
* Community Night Meal Coordinator
* Birthday Coordinator 1 year sobriety, 1 year commitment
* Business Meeting Coordinator 1 year sobriety, 1 year commitment
* Seasonal and as needed

**Group Chairperson**

**One year commit 12 months sobriety**

**(key/code access required)**

The GC should be a jack of all trades. As Christ modeled, He came to serve and not be served. A 12-step recovery participant and lover of Jesus are the prerequisites. An ever-increasing familiarity with the things of JOTL Ministries and meeting philosophy is critical to the success of the meetings. Oversight of all aspects of the group and events fall in this position’s spec. ALAG coordination, financial, meeting oversight, and a grace visionary (decisions about pre-meeting studies, truth teachings, IGCD changes, benevolence needs, accountability sessions, etc.) are a short description of these duties. In summary, overall involvement and oversight. This position will share cash handling and budget oversight with the Meeting Coordinator and Treasurer.

**Meeting Coordinator**

**One year commit 12 months sobriety**

**(key/code access required)**

The meeting coordinator will be the primary contact with all of the service positions for the JOTL meeting. This person will probably (but it is not mandatory) need to be a member or attender of ALAG because of the security code. Familiarity with the facility, and the IGCD will be necessary, and overseeing elections for the group.

In the event of an absence of any of the other service positions, this person will be contacted by the person who will be absent as soon as possible so the vacancy can be filled. They are the basic go to person for Monday night. Also responsible for seasonal and periodic special event coordination/oversight. This position will share cash handling and budget oversight with the Group Chairperson. This position could also include Speaker Seeker responsibilities as needed.

**Speaker Seeker**

**(term depends on secretaries connections)**

In the event that a meeting secretary is not familiar with Christians in 12 step recovery, the Speaker Seeker will get chairpeople that love the Lord and are step takers, which is the requirement to chair a meeting at JOTL. See Meeting Coordinator spec.

**Treasurer**

**(One year commit)**

The treasurer is charged with the possession and oversite of the groups petty cash. The treasure is to make an accounting (treasures report) of group funds at the monthly business meeting. The treasurer’s report is to include an accounting of all incoming and out going funds as well as the current balance. The treasure is to coordinate fund management with the group chairperson and meeting coordinator.

**Meeting Secretary**

**(Six month commit)**

The meeting secretary will run the meeting and have oversight duties of the Welcome table (name tags, prayer box, donation can, business cards on display, etc.) and the literature racks. Since we have had the preschool in K. Hall the chairs have had to be set up (and taken down) and the room needs to be in the way that it was found so as not to inconvenience the next day’s school session. This position is in charge of getting speakers (exclusively Christians in recovery), and handling the book sales and giving any more than $10 in the donation can to the Group Chairperson or the Meeting Coordinator at meeting’s end. Informing the speaker of the format, keeping track of the 5 minute limit for those called on to share, and ending the meeting on time are other important aspects of this position. Being born again, and a minimum 30 days of sobriety are mandatory; the position is a 6 month term.

A Zoom consideration is to meet with the chairperson 10 minutes before the meeting for prayer in a breakout room.

**Zoom co-host**

**(six month commit)**

This pandemic necessary position will help to ensure the Zoom meetings run smoothly. This person will work closely with the Meeting Secretary. Fills in for the meeting secretary in their absence, watches for meeting hackers, allows entry for those in virtual waiting rooms. Helps with breakout rooms for prayer before and after meetings.

**Gratitude Coordinator**

**(one year commit)**

JOTL has blessed weekly chair people with a gift of gratitude (small grace-based book) for the last couple of years. This position works with the Meeting Coordinator to get addresses of the chair people and to mail them these tokens of our appreciation.

**Media/Sound Person**

**(service time varies)**

Mark F. recently moved to Florida) did a fabulous job in training Chris K. as the primary Media/Sound person of the set up in K. Hall. Chris will actively be seeking a helper and has trained a few group members on the skills required for amplified worship, overhead projection and recording certain meetings.

This is a technical position that requires computer skills and the trainee must be willing to learn how to use the shared system with the other users in K. Hall. This position also will require website coordination (currently Aloha Ed) to get the monthly Truth Teachings on the JOTL website.

 **Music/Worship Lead**

**(as available)**

It is a good thing to have multiple, talented musicians who want to sing to Jesus. The lead position will create and maintain a rotation of these talented ones on the JOTL calendar. The product is 15 minutes of musical praise to the Lord. As a seeker friendly ministry we want to have an environment that is welcoming to first time visitors who may not know what the musical aspects of corporate worship are about. Coordination with the Sound Person ahead of time with lyrics and other information is desirable.

**Snack Set up/Clean up**

**One year commit (rotating every 6 months)**

JOTL likes to have fresh, healthy and appealing snacks for those that God brings to the meeting. We share the kitchen with the preschool that cooks each day for the kids. We need to be as clean as possible as the kitchen is subject to County and State Health Board inspections. Non-compliance with health standards would cause a close down of the kitchen. We will leave it cleaner than when we got there.

Our refrigerator is the one on the left when you walk into the kitchen from the meeting room. We have 2 drawers for our perishable items in the refrigerator. Our storage areas are on the shelf on top of the refrigerators, in one of the cabinets below the coffee area and the top corner shelf in the cabinet by the range/sink. The bottled water is stored outside in the library cabinet.

This position is usually a meeting ‘regular’ that can make coffee and prep the snack area. We almost always have help at the end of the meeting to help put things away.

**Celebration Night Meal Coordinator**

**One year commit (once a month with oversight and prep)**

This is a critical position for the group. This service position will prepare the annual menu and the actual meal on the last Monday of each month. The timetable is that the meal will be ready to serve at 7:00 on the last Monday of the month.

Simple is best as menu choices, and we may even order pizza or Panda (budget permitting).

This position only requires monthly participation (at the least) and communication with the Hospitality Lead will help things to run smoothly. The VLP (preschool) staff is very sharing with their pots, pans and utensils. Extra attention is needed in cleaning and returning things to their original place.

**Birthday Night Coordinator**

**One year commit (once a month with oversight and prep)**

This position will be responsible to monitor the birthday board on the Welcome table, keep the appropriate amount of chips in the box and hand the chips out on birthday night (the last Monday of the month). It is unrealistic to expect that someone who did not sign up on the birthday board can get an annual ‘heavy metal‘ chip, so to receive one, there must be a sign up at least one week in advance. Reimbursement as necessary; JOTL members are encouraged to donate their used chips to the group.

**Business Meeting Coordinator**

**One year commit (once a month with oversight and prep)**

This position is primarily to oversee the monthly business meetings. This position also would record the minutes, and keep track of old and new business. Responsible for the group’s annual calendar, upcoming elections, a monthly email reminder one week in advance to Steering Committee members before each business meeting, and any general JOTL email reminders necessary fall in here. This is the go to person to keep the business meeting running. Will b ether editor of the Informed Group Conscience Document (IGCD).

The business meeting is not intended to be a full on 30 minutes of activity, but the primary purpose is to come together to figure out how to make JOTL a better place, and to evaluate how we are doing as the Lord’s meeting for the addicted.

**Seasonal and as needed lead service opportunities**

Baptisms, fundraisers are examples of ‘as needed’ lead positions to oversee the activity. It has been best practice to have an event lead for the annual CHRISTmas party/celebration to handle oversight of the various parts of this activity.

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Most of all family, this document is not to be taken so seriously that JOTL becomes its own denomination! This is a breathing, easy to change document that is akin to a church’s bylaws for their members (and remember that membership changes).

As we use this more as the reference it is meant to be, the value hoped for in the long run will be evident. God has blessed the entity of JOTL with many resources over the course of the history of this meeting, and we want to be good stewards of them by keeping the doors open for this Christ-centered recovery meeting.

Succession is a powerful word and is a foundational principle of why this IGCD exists. The complexion of heaven hangs in the balance. An eternal perspective should be in the forefront whenever the steering committee meets. Be driven by eternity… because of Jesus!