

THE TROTH



STEWARD PROGRAM MANUAL

Prepared by: Victoria L. Clare, High Steward

January 2009

Forward

The Steward Program is one of the most important assets of the Troth, and we are proud to offer Asatruar fellowship and community through service and participation in this program. This Manual has been created to help stewards and troth members understand how our Steward Program works. The manual is meant to be a living document, revised on a regular basis, to reflect the needs of our members and the heathen community in general.

If upon reading this manual the idea of becoming a Steward intrigues you, please contact me at snillgaupe@cox.net and we will discuss the next steps together.

Hail our Gods!
Victoria Clare, High Steward 2008-2011

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I. Job Descriptions

X. High Steward

Job Title: High Steward
Department: Steward Program
Reports To: Steer and Rede
FLSA Status: Volunteer
Approved By: Patricia Lafayllve
Approved Date:

SUMMARY: Organizes and administers the Steward Program for the non-profit organization The Troth.

SUPERVISORY RESPONSIBILITIES: May supervise the performance of any Assistant High Steward and all regional and special programs stewards (such as military steward)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the essential functions.

EDUCATION and/or EXPERIENCE: The High Steward must be a current full Troth member in good standing.

LANGUAGE SKILLS: Ability to read and interpret documents such as organizational By-laws, member correspondence, and candidate statements. Ability to write routine reports and correspond. Ability to speak effectively before groups of members and officers of organization.

MATHEMATICAL SKILLS: Ability to tabulate steward terms accurately and do basic mathematics.

COMPUTER SKILLS: Ability to read and answer multiple emails in a timely fashion. Able to maintain and organize basic database and tables.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The High Steward shall be responsible for supervising, promoting and facilitating the activities of Regional Stewards and reporting on their activities to the High Rede, and for convening a Steward Thing at Trothmoot.

Detailed Description:

1. Election and Term.

Ballots will be created by the Elections Officer and mailed to all Stewards for their vote. The new High Steward will then be sworn in at Trothmoot for a three year term, beginning at the then current or next scheduled Trothmoot if election occurs between Trothmoots.

2. Executive Officer

High Steward is an Executive Officer of the Troth and will attend all Executive Officer meetings as well as Rede meetings to give advice and opinion regarding program matters and other agenda items. The High Steward does not have voting privileges on the Rede, although their input and advice is required.

3. Supervising Steward Activities.

This includes praise and encouragement, responding to issues and reports and encouraging discussions of current issues. On occasion this may mean telephone conferences with stewards and communication with the Steersperson to advise of sensitive issues.

4. Representing the Stewards to the Troth.

High Steward will act on behalf of the Stewards and in the best interest of the Steward Program to the Rede, Officers and Troth members at large. S/he answers any questions concerning the steward program by members or officers.

5. Writing a Quarterly Report.

The report lists new proposed and confirmed Stewards, resignations, expiration of terms, and states without stewards. It also lists important issues, as well as ongoing projects and their progress. A compiled list of steward reports is attached as an addendum to the High Steward's report.

6. Holding a Steward Thing at Trothmoot.

Each April, s/he reminds the Trothmoot Program Coordinator to schedule a time for the Steward Thing. The meeting is announced on the steward list, and the Stewards are encouraged to attend Trothmoot. At Trothmoot the Steward Thing is open to all, but especially those who consider becoming a steward in the future. The Stewards introduce themselves and talk about their area. After that, current issues are discussed.

7. Finding New Stewards.

S/he can use the member list, to encourage stewards of neighboring states, etc. The High Steward will perform the steward duties for the uncovered areas, or enlist neighboring stewards to cover the area temporarily until a steward is found.

8. Screening New Stewards.

Proposed stewards are to be brought to the attention of the Rede and member lists by email. Any objections or comments are sought at that time. If there are objections this may be cause for further explanation by the steward or the High Steward's determination not to proceed further with the proposed steward. Proposed stewards will be asked for three references from the pagan/heathen community to vouch for their dependability and activity history. After receipt and review of these references the High Steward will make a determination and the proposed steward's candidacy will be reported to the Rede and the members via email. They will be listed in Idunna in italics for at least one issue but no longer than six months and will qualify to oath as full stewards at the next following Trothmoot.

9. Printing of Steward Cards.

The High Steward will print steward cards. S/he will sign, laminate and mail cards to each new confirmed Steward (see Sections VIII and IX for location of file).

10. Tracking Changes for Idunna and Steward Locator.

S/he sends any revisions to the Steward Contact List on a regular basis to the website administrator for website updates and to the editor of Idunna for magazine updates of the steward locator list. This list has address changes, resignations, and additions of new proposed and confirmed Stewards. It is the responsibility of the High Steward to keep on top of deadline dates for issues of Idunna. S/he encourages the Stewards to check their information both in Idunna and on the website for accuracy and advise of any changes.

11. Tracking Steward Terms.

The January before their term expires the Stewards are reminded of the expiration and asked if they wish to be reappointed. If so, their reappointment is proposed in the spring Idunna issue. If they do not wish to be reappointed, they are encouraged to look for replacements in their area.

12. Tracking Steward Reports.

Prior to the end of each quarter, the High Steward will remind stewards to file their reports on the steward list. The reports are to be sent to the steward list to share them with the other Stewards. The High Steward will publish the compiled

reports along with his/her report on the Members Only section of the Troth website and/or as an email to members and to the Rede. Some Stewards choose to also publish their report individually on the member lists- this is their free choice. If a sensitive matter is to be written up in a Steward's report the Steward should mark that matter "Confidential" and send a copy of same directly to the High Steward rather than posting to the general membership or steward list.

Two weeks after quarter end, the High Steward will send individual reminders to all Stewards who have not yet sent a report. Not sending a report for two quarters may indicate a serious problem, and the Steward may be asked to step down from his office unless they have previously been excused for a justifiable reason such as illness or other extenuating circumstances.

13. Continuing Education Program.

High Steward shall, from time to time, offer workshops and educational materials to Stewards to assist them to better perform their job description. Sample topics can be but are not limited to management issues, team building, conflict resolution, better communication, event planning, etc.

14. Miscellaneous.

The High Steward may do other reasonable duties as assigned by the Steer or Rede.

B. Stewards

Job Title: Steward
Department: Steward Program
Reports To: High Steward
FLSA Status: Volunteer
Prepared By: Victoria L. Clare
Prepared Date: July 8, 2008
Approved By:
Approved Date:

SUMMARY: Performs duties as Steward for the non-profit organization The Troth.

SUPERVISORY RESPONSIBILITIES: May supervise the performance of any Assistant Steward, if any.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the essential functions.

EUCATION and/or EXPERIENCE: Stewards must be a current full Troth member in good standing.

LANGUAGE SKILLS: Ability to read and interpret documents such as organizational By-laws, member correspondence, and candidate statements. Ability to write routine reports and correspond. Ability to speak effectively before groups of members and general community.

MATHEMATICAL SKILLS: Ability to do basic mathematics.

COMPUTER SKILLS: Ability to read and answer multiple emails in a timely fashion. Able to maintain and organize basic database and tables. Use of MS Word or other word processing software.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Categories of Stewards.

Stewards fall in the following categories:

a Regional Stewards – Stewards overseeing a particular state or portion of a state, or several contiguous states.

B Assistant Stewards – Stewards who assist another steward with their tasks. Particularly helpful in large metropolitan areas.

C Assistant High Stewards – Stewards who, in addition to overseeing a region or special interest area, assist the High Steward in his/her activities.

D International Stewards – Stewards who live in a foreign country and oversee that particular country or contiguous countries.

E Special Interest Stewards – Stewards who work with a particular interest group, such as Military, Veterans, Incarcerated Heathens and the Correctional System, and Social Networking Groups. It is possible for a steward to act in one or more of the foregoing capacities as long as they are able to perform their job description. Additional types of Special Interest Stewards may be created or discontinued from time to time as determined by the High Steward.

2. Term.

Stewards shall serve a three year term beginning at the first Trothmoot after they qualify as a steward. If they are reappointed, subsequent terms shall be three years beginning at the first Trothmoot after their renewal.

The January before a Steward's terms expire he/she is reminded of the expiration by the High Steward and asked if they wish to be reappointed. If so, their reappointment is proposed in the spring Idunna issue. If they do not wish to be reappointed, they are encouraged to look for replacements in their area.

3. Oaths.

Stewards shall attend the annual business meeting at Trothmoot and shall pledge or oath their status there. If a steward cannot attend Trothmoot they may oath in the hall of a Troth affiliated kindred. The oath is as follows:

I, (name), accept the position of Steward in the Troth, for the advancement of our Gods, our religion, and our Gods and Goddesses. I swear to fulfill my office to the best of my ability, in word and in deed. I will fulfill the responsibilities entrusted to me in a discreet, timely, and responsible manner. As a leader in this organization and in our religion, I will extend good will to all my fellow Board Members, Executive Officers, Officers, and Volunteer Staff and show due respect and consideration to all the members of the Troth. As my word is my bond, I will strengthen my good name and the good name of The Troth.

4. Officers.

Stewards are Officers of the Troth.

5. Supervising Steward Activities.

Stewards report to the High Steward, who will supervise their activities.

6. Quarterly Report.

Prior to the end of each quarter, Stewards should prepare their reports and file them on the steward e-list to share them with the other Stewards, or directly to the High Steward, indicating any confidential or sensitive material that should not be published. The reports list any and all activities of the steward for their particular area. It also lists important issues, as well as ongoing projects and their progress.

It is encouraged the reports be filed on the steward group list to share them with other stewards. They serve as a learning tool for less experienced stewards and build a feeling of unity amongst Stewards. Stewards may at their discretion copy their own reports to the member list, but the reports will also be compiled by the High Steward and posted to the member list as a whole in addition to being posted to the Rede. Non-filing stewards will be listed in this report.

Stewards who fail to file a report within two weeks after quarter end will be sent reminders by the High Steward. Failure to file a report for two consecutive quarters may indicate a serious problem, and the Steward may be asked to step down from his/her office unless he/she has previously been excused by the High Steward for a justifiable reason such as illness or other extenuating circumstances.

7. Steward Thing at Trothmoot.

Stewards are encouraged to attend Trothmoot. At Trothmoot the Steward Thing is open to all, but especially those who consider becoming a steward in the future. The Stewards introduce themselves and talk about their area. After that, current issues are discussed.

8. Finding our Community.

Stewards should be familiar with and use the member list, new member postings, local e-groups, Troth clergy persons, Troth affiliated kindreds and other appropriate means to communicate with heathens in their specific area. Setting up monthly coffee moots, pubmoots, chats, study groups or other events is highly encouraged. Actively seeking heathens from other large Asatru organizations is not in good form and is to be discouraged.

9. Steward Cards.

The High Steward will print steward cards. S/he will sign, laminate and mail cards to each new confirmed Steward. Stewards may download and print their own cards for distribution (see Section VIII. For location of file).

10. Idunna and Steward Website listings.

Stewards shall check their information both in Idunna and on the website for accuracy and advise the High Steward of any changes to be made.

III. Recruiting and Training Procedures

A. Finding/Recruiting New Stewards.

The High Steward can use the member list, steward list, rede list, encourage stewards of neighboring states, etc. The High Steward will perform the steward duties for the uncovered areas, or enlist neighboring stewards to cover the area temporarily until a steward is found.

B. Screening New Stewards.

Proposed stewards are to be brought to the attention of the Rede and member lists by email. Any objections or comments are sought at that time. If there are objections this may either be cause for further explanation by the steward or the High Steward's determination not to proceed further with the proposed steward. Proposed stewards will be asked for three references from the pagan/heathen community to vouch for their dependability and activity history. After receipt and review of these references the High Steward will make a determination and the proposed steward's candidacy will be reported to the Rede and the members via email. They will be listed in Idunna for a minimum of one issue as proposed and will qualify to oath as full stewards at the next following Trothmoot.

C. Training the High Steward.

The incoming High Steward will be trained by the outgoing High Steward, including the delivery of any program materials, manuals, and the High Steward Memory Stick.

D. Training New Stewards.

Proposed stewards will be supplied with the location of all files of fliers, such as the document "Work of a Troth Steward", and will be supervised closely by the High Steward. If necessary, telephone conferences may be scheduled with the steward to resolve any questions and concerns. Since day to day stewarding is fairly individual, it is up to the steward to decide where their best talents lie when it comes to their region or special interest area. They are encouraged to share their experiences with the steward email group and in discussions set up by the High Steward.

IV. Ongoing Activities and Expectations

Stewards shall provide assistance to Troth members in their regions or area of special interest, assisting in and/or organizing local meetings, religious gatherings, or special events, and serving as the point of contact between The Troth, its members, and the greater heathen community.

Stewards may find their area so large it is impossible to travel extensively and it may be necessary to work mainly with local heathen or pagan e-lists or websites to do their work. Stewards' activities may also be limited by their personal resources and financial ability to do outreach. A steward's performance is not to be judged by the amount of financial resources they are able to contribute to the position.

It is very important that Stewards report quarterly to the High Steward with a written report of their activities. This report should be filed as near to the end of the quarter as practicable. The Steward shall contact the High Steward with a reason any report is not filed prior to the end of the quarter. If the Steward fails to contact the High Steward, the High Steward will then contact the Steward and for the purposes of this manual, the report will be officially considered unfiled two weeks after the end of the quarter unless a justifiable reason for late filing is determined by the High Steward.

Should a sensitive issue should arise such as unfrithful, aggressive behavior or hate-mongering on the part of a heathen contact towards the steward or his/her region or special interest area, the Steward should immediately contact the High Steward to make them aware of the situation. The High Steward may intervene and involve the Steersperson or the Rede to assist the steward to frith-weave and resolve the situation.

Actively seeking heathens directly from lists of other national Asatru organizations is not in good form and is to be discouraged.

V. Accountability

The High Steward is accountable to the Steersperson, reports on a timely basis and is in touch via email.

Stewards are expected to report on a timely basis and to stay in touch with the High Steward and other stewards via email. Sensitive or emergency contact should be made via email or telephone to the High Steward. If the High Steward is unavailable in an emergency situation the Steersperson may be contacted.

VI. Training Manual

Stewards are expected to have a basic knowledge of the lore as set forth in the contents of Our Troth Vols. I and II. They are expected to have read and understand the contents of all of the fliers and other materials available on file for distribution. Please see Section 8 “Materials”.

Stewards will be given access to a copy of this Manual to study and for reference.

VII. Policy and Procedures

Stewards shall conduct themselves according to the By Laws and other pertinent sections of this Manual. Stewards are expected to be an example for the heathen community. Stewards shall abide by all federal and local laws whenever acting in their official capacity.

A. Recommendations Concerning Alcohol and Minors.

If there is a minor present it is best to err on the side of caution and serve apple juice unless parents are present in which case it can be at the parent's discretion. Verbal consent of absent parents is not recommended because hearsay evidence is not admissible in most courts.

Please be aware of our Federal Laws-

http://en.wikipedia.org/wiki/National_Minimum_Drinking_Age_Act_of_1984

The National Minimum Drinking Age Act of 1984 (Title 23 U.S.C. §158) was passed on July 17, 1984 by the United States Congress as a mechanism whereby all states would become thereafter required to legislate and enforce the age of 21 years as a minimum age for purchasing and publicly possessing alcoholic beverages. Under the Federal Aid Highway Act, a state not enforcing the minimum age would be subjected to a ten percent decrease in its annual federal highway apportionment.

While this act did not outlaw the consumption of alcoholic beverages by those under 21 years of age, some states extended its provisions into an outright ban. However, most states still permit "underage" consumption of alcohol in some circumstances. In some states, no restriction on private consumption is made, while in others, consumption is only allowed in specific locations, in the presence of consenting and supervising family members, and/or during religious occasions.

Please refer to your region in the State by State regulations-

<http://www.alcoholpolicy.niaaa.nih.gov/stateprofiles/>

Georgia for instance states-

Furnishing of Alcohol to Minors

Furnishing is prohibited with the following exception(s):

- parent/guardian's home and

- parent/guardian
- one or more specified religious, educational, or medical purposes

X. Recommendations Concerning Attendance of Minors at Steward Events.

When approached by a minor point out some reading materials and tell them if they wished to attend something being held in a public place (except a bar of course) that they could certainly attend but it is strongly recommended that there be a minimum of two adults present, one of them being a parent or legal guardian. This protects not just the Steward, but also the minor and his/her parent/guardian.

C. Special Funds Available For Outreach Purposes.

Prison Literature Fund

Prison ministry remains a touchy subject among heathens, with some arguing that we shouldn't be involved in it at all, and others being strong proponents of it. That being said, that doesn't mean we can't do something to assist the prison population. And given that racist "heathenry" is unfortunately common in the prison population, it may ultimately be beneficial if we provide a source of non-racist information on heathenry to prisoners and prison officials.

1. The Literature Outreach Fund is funded solely by donations and fundraisers; no money comes from the Troth's general fund.
2. Money donated to the Fund will be used to pay the expenses of producing and shipping copies of Troth publications to prison chaplains and prison libraries.
3. Individual prisoners themselves may not request donations of materials from the Troth. Prison chaplains and administrators may request that the Troth donate publications. Requests will be filled if sufficient money is available in the Prison Literature Fund. If funds are not available at the time of the request, the request will be put on hold until funds become available. A Steward may request materials be donated to a prison in his or her state upon receipt of a request for such or permission to distribute such from the chaplain or administration of the facility.
4. Requests will be filled by the person in charge of the Book-Hoard, who will be reimbursed as needed by the Reckoner.

X. Maintaining Personal Privacy.

The amount of contact information that a Steward wishes to provide for the members in their region is strictly a matter of personal choice. Some may want to a buffer between their life as Troth Steward and their personal life. This depends on how active a Steward is in his/her community, how much time she/he has to devote to promoting the Troth, past positive or negative experiences and many other reasons.

Full disclosure advocates wish to have as much contact info as possible available to members so representatives for each area may be summoned at a moment's notice for membership inquiries, interviews, events, etc.; to promote the Troth and Asatru/ Heathenry to the fullest; to make sure that all inquiries are answered/ responded to in a prompt manner with little lead time between questions and answer; to promote more communication between Stewards and area members and to build community.

Partial disclosure advocates wish to keep their personal lives and their extra curricular lives separate. This can be for many reasons: family life, personal needs, private time out of the public eye, to keep different aspects of their lives organized, personal/ family/ household safety, issues with strange/unlikable characters in the past, lifestyle, job status, spousal disapproval, roommates or other persons that have access to same phone line and budgetary limits regarding cell or land phone bills. Not everyone can or wants to have their number out there for all to see. We are volunteers here so we have the choice.

If a steward doesn't feel comfortable with a contact do not give out phone numbers or personal information.

Here are some options that a steward may like to consider:

1. P.O. Box

A P.O. Box is a nice way of saying, "I am dedicated to you, but if I don't know you I'd prefer that you did not know where I live." A P.O. Box functions as a more permanent mailing address for those who tend to move frequently, looks professional, helps one segregate personal mail and Troth business mail, is good to have if one travels frequently and there is no one to take the mail in from a street box and ensures confidentiality . Depending on location, P.O. Boxes generally run for about \$17.00 to \$40.00 a year. The major downfall to P.O. Boxes is that the steward may forget to check it on a regular basis. Try to set a schedule.

X. E-mail

Have a separate e-mail address for your Steward work. When personal or worksite e-mail has too high a volume keep things organized it is recommended to set up a separate e-mail account for Steward or Troth only mail. It's a nice way to keep your personal, professional and extracurricular lives separate.

Yahoo, Gmail and Hotmail are free and simple to set up. Just remember to check it frequently and store your password in a safe place.

X. Phone Numbers

It is up the individual's discretion if they would like to make any of their phone numbers public.

IX. Educational Materials

Troth fliers
Reading Lists
Calendar
Miscellaneous Materials

See trothstewards@yahogroups.com File Area for these documents and the High Steward Memory Stick. A few attachments follow:

Attachment A: Work of a Troth Steward

Work of a Troth Steward

Stewards work to build the Troth from the bottom up, starting by providing information to individuals who are interested in The Troth or in heathenry generally. They may also help heathens find each other, start kindreds if they wish, and create opportunities for local kindreds to get together with each other or organize regional meetings. The work of the Steward in this web is bringing together threads of individuals and kindreds. He or she must be familiar with the Troth members and kindreds in his or her area, and also must know the other heathen organizations that are willing to work with the Troth. Having strong ties to the broader heathen community local to the Steward is also highly recommended.

A listing of all the current and proposed stewards is inside the back cover of each *Idunna*. Please feel free to contact your regional Steward (if there is one for your area) about Asatru, the Troth, and/or heathens in your area. If you receive no reply, please email the High Steward as he or she can answer you as well.

All Stewards work together on a Steward Email list. We exchange information on what activities are useful and which do not work, regional differences and commonalities, and methods of working with new Asatruar, Troth members, and local area heathens who are not Troth members. All Stewards are required to post a report on their activities at the end of each quarter. Posting them to the Steward Email list forum helps us inspire one another and give us new ideas for activities. Stewards who live locally to one another are encouraged to share with one another as best suits their area needs, and all Stewards are encouraged to develop relationships with their fellow Stewards beyond the Steward email list if they wish to.

Stewards are encouraged to discuss issues relevant to Troth operations and provide ideas, proposals, questions and concerns that the High Steward can then take to the High Rede for discussion. Stewards are also encouraged to be the voices for their areas, and present the High Steward or the High Rede with matters concerning the Troth and its relationship with local groups. The High Steward, as a member of the High Rede, will carry Steward and member concerns to the Rede, as well as relevant Rede matters to the Stewards. The High Steward serves a term of three years, and is elected by the Stewards from within the Steward Program.

New contact information, for example from the Troth website or from the Troth-Contact email list, is forwarded to the closest Steward who picks up this information and contacts the person. We strive for a very quick response time.

When a new person joins the Troth or someone renews their membership, the information is forwarded to the Steward for that area. The Steward will then write to the person and provide information, material and contacts, as needed. This can be via email or “snail mail,” as required. Stewards should also be familiar with the Troth’s website

operations and be able to assist members who have issues with joining, renewing, or changing their information in the database. Stewards should have some familiarity with Troth operations as a whole, in order to answer more general questions when asked to.

The Steward Program members have been working on materials for new Troth members. At present, it is our consensus that the needs differ for areas and individuals, so it is up to the Steward to choose the material. The database upgrade The Troth has integrated will make requesting information easier for the individual members, and as the Troth's Members' Only Access website is integrated and content-completed, more members will be able to search and retrieve information themselves. Stewards should be familiar with these processes and able to answer simple questions about website information availability, and be able to send questions to the appropriate officers for the best possible response.

We also have a number of fliers available for use, many of them written by current and former Stewards, located on the Troth website at <http://www.thetroth.org/memsvc/stewards/flyers/>. As the Steward Program progresses with the Troth's website capabilities, more Steward-authored content should become available to the membership and non-members interested in the Troth or heathenry in general.

Stewards need to have good people skills, enjoy talking to new heathens, and collect and distribute information about heathens and kindreds in their area. They may also attend or even organize local and regional heathen gatherings to make the Troth more visible to all. Due to the often sensitive nature of information learned by Stewards, discretion is required for anyone entering the Steward Program. Stewards have a great deal of autonomy in their areas, and serve both as resources for their local community and as the literal "face" of The Troth in their areas. As such, Stewards should conduct themselves in a grithful and frithful manner in all public situations.

Stewards serve a three-year term, beginning at the first Trothmoot that occurs after their confirmation as Steward and ending three Trothmoots thereafter. As an example, a Steward confirmed in January 2007 would be in place as of that time, but would take their oath at Trothmoot 2007, in June. That person remains as Steward until Trothmoot 2010. During their terms, Stewards must remain active members of The Troth, and any Steward who fails to renew his or her membership within three months (one fiscal quarter) of the membership expiration date will be considered as having resigned his or her position. Stewards may resign at any time and for any reason. Additionally, Stewards may serve extra terms in their area if they and their local communities want them to continue in the role.

If you are interested in becoming a Steward, please contact me at snillgaupe@cox.net.

In frith and fellowship-
Victoria Clare

High Steward

Orig. Author: Birgit Knorr

Updated 5/23/07: Patricia Lafayllve

Updated 1/09: Victoria Clare

Attachment B: Procedure for Interested Steward Candidates

State:

Name:

Email:

(Physical) Address:

Date of first contact:

- 1) ask applicant to describe him/herself
- 2) Send: "Work of a Troth Steward" document.
- 3) Troth member for one year?
- 4) Receive description, ask applicant to have 3 others send opinion (a Steward should have local community members recommend him/her for the position)
- 5) notify Rede, steward, clergy and member list and ask for comments
- 6) receive one opinion _____
- 7) receive second opinion _____
- 8) receive third opinion _____
- 9) Respond to applicant, thanks, describe steward list, ask how listed in Idunna and on website, to contact appropriate internet volunteer re access to member addresses (Stewards: see Attachment C)
- 10) Change the High Steward address list
- 11) Change the Address List for Idunna
- 12) Change the High Steward email list
- 13) Email last steward report summary to applicant
- 14) Put applicant on steward card list,

Attachment C: Steward Application:

Application:

- 1. Legal Name _____
- 2. Name used in Asatru _____
- 3. Address: _____

How long have you lived there? _____
Phone: _____ E-mail: _____

4. Employment (what and where) _____

5. Troth member? _____ How long? _____
Local Asatru group or kindred? _____ How long? _____

X. Summarize relevant experience in professional or volunteer organizations:

(continue on back if needed)

7. Do you have a computer? ____ With what financial software are you familiar? _____

8. Persons in the community willing to serve as references:

a. Name: _____
Address: _____

Phone: _____ E-mail: _____

b. Name: _____
Address: _____

Phone: _____ E-mail: _____

c. Name: _____
Address: _____

Phone: _____ E-mail: _____

9. Other comments?

Attachment D: The Next Step in the Process-sample email

It sounds like you are a good person for this work.

We can now move to the next step of proposing you in Idunna and on the website as Steward for [State]. If there are no objections, you will then be confirmed as Steward in the following Idunna.

What I have now is:

This is up to you. I need to advise the Editor of Idunna Magazine by [Date] with all the updates for the next issue.

The volume on the Steward email list is usually not high, we try to keep it to steward-related subjects. Of course, you are free to post and ask questions, etc.

Please take a look and see what is useful to you.

IX. Access to Materials

Fliers and non sensitive files for distribution (such as reading lists) are currently to be found in the Files Section of the trothstewards@yahoogroups.com e-group and from the High Steward.

X. Appendix

A. Troth Vision Statement

The Troth strives to become an international resource organization for the polytheistic religion known as Northern European heathenry or Asatru. Its vision is to provide heathens across the world with access to educational materials, religious resources, and community-building opportunities at the local, national, and international levels. The Troth's aim is to build the connections vital to the reconstruction of our faith in order to provide for the future practices of Northern European Heathens or Asatruar.

B. Troth Mission Statement

The Troth's mission is to educate, train, provide resources for, and otherwise promote the polytheistic religion known as Northern European Heathenry or Asatru. Our religion contains many variations, names and practices, including Theodism, Irminism, Odinism, and Anglo-Saxon Heathenry, and the Troth seeks to place itself as an umbrella organization where all Asatruar may meet, worship, and learn from one another. We understand that what we all share is a defining personal loyalty to, or Troth with, the Gods and Goddesses of Northern Europe, our specific and tribal ancestors, and the landvaettir, or spirits of the earth around us.

Our Gods and Goddesses belong primarily to two tribes: the Aesir and the Vanir, and are known to use as Odin, Frigga, Thor, Sif, Njord, Frey, Freya, Tyr, Idunna, and many others.

We are deeply proud of our indigenous Northern European religious, cultural, and historical heritages. We welcome all people, whatever their religious, cultural, or ancestral background, gender or sexual orientation, who have developed or wish to develop a relationship with our Gods and Goddesses, and would like to know more about Asatru. Together our members practice the moral principles followed by our noble predecessors, including: Boldness, Truth, Honor, Troth, Self-Rule, Hospitality, Industry, Self-Reliance, Steadfastness, Equality, Strength, Wisdom, Generosity, and Family Responsibility.

The Troth provides excellence in its resources up to date research in Northern European Heathenry, and training programs for future scholars and/or Asatru Clergy. Its outreach program teaches people to be stewards for their local geographical areas both inside the United States and throughout the world. In everything it does, The Troth strives to embody the spirit of reciprocity and ethics provided for us by our religious, reconstructed cultural traditions.

C. Steward By-Laws

Effective June 2008

5.11 The Steward Program

5.11.1 The High Steward serves as the coordinator of the Steward Program. The High Steward shall be elected by current ~~Regional~~ Stewards for a three-year term at the time of the regular Troth election, and may be reelected. The High Steward ~~shall be an ex-officio member of the High Rede~~ IS AN EXECUTIVE OFFICER OF THE TROTH. The High Steward serves as an advisor and member of the High Rede without voting privileges.

As coordinator of the Steward Program, the High Steward shall be responsible for supervising, promoting and facilitating the activities of Regional, ~~National~~, SPECIAL INTEREST and International Stewards and reporting on their activities to the High Rede, and for convening a Steward Meeting at Trothmoot. The High Steward shall also work with the Clerk, Ombudsperson, and other officers to assist in any membership contact issues. The High Steward shall appoint assistants to take over aspects of the duties and to train future High Stewards.

5.11.2 Regional Stewards serve as regional contacts between The Troth, its members, and the greater heathen community. Stewards may be Regional, ~~National~~-SPECIAL INTEREST, ASSISTANTS, or International, and shall work with fellow Stewards in their areas. Stewards shall be proposed by the High Steward and confirmed by the High Rede. To permit comments by Members, proposed ~~Regional~~ Stewards shall be listed in *Idunna* for at least one issue prior to confirmation. STEWARDS SHALL MAINTAIN PROPOSED STATUS FOR NO LESS THAN SIX MONTHS. Full Members in an area may elect their ~~Regional~~ Steward if there is more than one candidate or a dispute. ~~Regional~~ Stewards shall serve for a term of three years BEGINNING WITH THE TROTHMOOT IMMEDIATELY AFTER THEIR PROPOSED STATUS ENDS and may be reappointed.

~~Regional~~ Stewards shall promote and facilitate Troth activities in their regions according to standards established by the High Steward, and shall report QUARTERLY on their activities to the High Steward. These duties shall include, but are not limited to, providing assistance to Troth members in their regions, assisting in and/or organizing local meetings, religious gatherings, or special events, and serving as the point of contact between The Troth, its members, and the greater heathen community.