



The Responsibilities of an International Chapter of Contemplative Outreach

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Contemplative Outreach around the world

Contemplative Outreach currently has *chapters* in the following countries:

Bahamas	Philippines
Canada	South Africa
Ghana	UK
Iceland	US
Ireland	West Indies

as well as some countries in which the [Extension Contemplativa Internacional](#) is working (known as ECI, which serves Hispanic countries).

In addition to formal chapters, there are also *contact persons* currently serving in the following countries:

Australia	Malaysia	Thailand
Belgium	Netherlands	US Virgin Islands
China	New Zealand	
Denmark	Norway	
France	Pakistan	
Greece	Republic of Singapore	
Hungary	South Korea	
Sweden	Switzerland	
Taiwan	Tanzania	

Other countries in which there are Contemplative Outreach *resource persons* include Croatia, Finland, Germany, Israel, Italy, Japan and Romania.

To understand the various roles mentioned, please review the document “Definition of Terms”, found here ([insert hyperlink](#)).

The Formation of and Responsibilities of a Chapter

First, a coordinator must be selected by the local contacts in the international location. This person is then recommended by David Muyskens, International Coordinator, to the Contemplative Outreach Resource Center and the official appointment is made by the CO President, Gail Fitzpatrick-Hopler. Each chapter will have its own way of discerning who serves in a leadership role (a sample of a group discernment process is available on request). Once a coordinator is chosen and the new coordinator has received the official letter of appointment, the specified area may be considered a chapter.

With the formal organization of a chapter come certain privileges and responsibilities:

1. Liability insurance for all participants involved in the activities of the chapter. A “Certificate of Insurance” can be obtained online by the chapter coordinator if proof of insurance is required by a facility where a chapter event is hosted.
2. The coordinator of a chapter (and some contact persons) can obtain helpful information from the Resource Handbook (RHB) and resource materials from the website intranet. A password will be provided for access. Commissioned presenters of Centering Prayer, Lectio Divina and the Welcoming Prayer can access handbooks for their presentations.
3. Coordinators, or specially-appointed book persons, can receive discounted prices from the Contemplative Outreach online bookstore for selected books and videos. This provides the chapter the opportunity to resell the products locally and use the profits for chapter income.
4. Chapters are covered by the copyright of brochures, logos, newsletter articles and resources developed by Thomas Keating and Contemplative Outreach. Other organizations need to get copyright permission. However, everyone, including chapters, must obtain permission from the international office for use of large quotes or when publication is anticipated.
5. Income sharing is requested from chapters. Chapters are encouraged to support the vision of Contemplative Outreach by sharing 10% of the gross profit received from events hosted by the chapter. Documents entitled “Guidelines for Income Sharing,” “2010 Income Sharing,” and “Chapter Finance” are available on request.

A video discussing chapter development is now available online and can be found here. [Resources for Prayer Group and Chapters](#) page.

For more information, contact [Susan Komis](#) (U.S.) or [David Muyskens](#) (international).

