

## **Procedure Manual – Troth - Work of the High Steward**

by Birgit Knorr

### 1. Election and Term.

Bylaws § 4.4.1 “The High Steward shall be elected by the Regional Stewards for a three-year term at the time of the regular Troth election, and may be reelected.”

By April 15, all High Steward candidate statements should be received by the Election Officer. Ballots will be created and mailed to all Stewards for their vote. The new High Steward will then be sworn in at Trothmoot.

### 2. Serving on the High Rede.

Bylaws § 4.4.1 “... The High Steward shall be an ex officio member of the High Rede.” The High Steward is a member of the High Rede, and shall serve as any other High Rede member, taking part in all discussions and votes.

### 3. Supervising Steward Activities.

Bylaws § 4.4.1 “... The High Steward shall be responsible for supervising, promoting and facilitating the activities of Regional Stewards...”

By means of the steward list and personal emails, the High Steward supervises, promotes and facilitates the activities of the Stewards. This includes praise and encouragement, responding to issues and reports, and encouraging discussions of current issues.

### 4. Representing the Stewards to the High Rede.

Bylaws § 4.4.1 “... and reporting on their activities to the High Rede, ...”

The High Steward brings the issues raised by the Stewards and their work to the High Rede, and represents their interest in the Rede.

### 5. Writing a Quarterly Report.

At the end of each quarter (3-31, 6-30, 9-30 and 12-31), the High Steward shall write a report summarizing all changes during that period. 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.

### 6. Holding a Steward Thing at Trothmoot.

Bylaws § 4.4.1 “... and for convening a Steward Thing at Trothmoot.”

The High Steward needs to attend Trothmoot each year, and hold a Steward Thing at Trothmoot. Around April, s/he reminds the program coordinator to schedule a time for the meeting. The meeting is announced on the steward list, and the Stewards 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.

Bylaws § 4.4.2 “Regional Stewards shall be proposed by the High Steward and confirmed by the High Rede.”

The High Steward will try to find new stewards for all states that do not have one. S/he 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.

8. Screening New Stewards.

Bylaws § 4.4.2 "... To permit comments by Members, proposed Regional Stewards shall be listed in Idunna for one issue prior to confirmation. Full Members in an area may elect their Regional Steward if there is more than one candidate or a dispute."

See Attachments A for a checklist I have developed over the last two years, plus Attachment B and C for two standard letters of the approval process.

10. Printing of Steward Cards.

The High Steward will email the information for new confirmed Stewards to Laz Chernik. Laz will print the cards and send them to the High Steward. S/he will sign, laminate and mail the cards to each new confirmed Steward.

11. Tracking Changes for Idunna and Steward Locator.

The High Steward keeps a list of all updates of steward information for about three months. S/he sends the list now and then to the Steward Locator administrator for website updates. This list has address changes, resignations, and additions of new proposed and confirmed Stewards. The Shoppe advises when the deadline for the next Idunna approaches, and the list is sent at that time. Attachment D is a sample of the Idunna changes list.

After the High Steward receives the new Idunna, s/he compares the information and adds any corrections to next issue's list. Also, s/he encourages the Stewards to check their information both in Idunna and on the website for accuracy, and advise of any changes.

12. Tracking Steward Terms.

Bylaws § 4.4.2 "... Regional Stewards shall serve for a term of two years, which may be renewed."

The High Steward keeps a list of all Stewards and the issue number of their Idunna confirmation (see Attachment E). In January before their term expires, the Stewards are reminded of the expiration, and asked if they are willing to run again as Stewards or not. If they want to run again, they are proposed in the spring Idunna issue. If they do not, they are encouraged to look for replacements in their area.

13. Tracking Steward Reports.

Bylaws § 4.4.2 "... Regional Stewards shall promote and facilitate Troth activities in their regions according to standards established by the High Steward, and shall report on their activities to the High Steward."

All Stewards are obligated to send a report of their activities for each quarter. At the end of each quarter, the High Steward will remind them to do so on the steward list. The

reports are to be sent to the steward list to share them with the other Stewards. Eventually, they are also to be placed on the members only section of the Troth website. Some Stewards choose to also publish their report on the member list- this is their free choice. 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 might have to step down from his office.

The High Steward collects all reports and saves them in a file in alphabetical state order. A copy of this document is sent to the High Rede when most of the reports are in. A copy is also sent to new proposed Stewards (see next to last line of Attachment A). Once a members only section is established, all Steward reports since the beginning of my term can be placed on the website.

Attachment A

**Steward Checklist - Proposed Steward**

State: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of first contact: \_\_\_\_\_

- ask applicant to describe herself (Stewards – 1).
- Send: The Work of a Troth Steward.
- member for one year?
- receive description, ask applicant to have others send opinion.
- receive one opinion \_\_\_\_\_
- receive second opinion \_\_\_\_\_
- notify Rede, steward, clergy and member list and ask for comments.
- respond to applicant, thanks, describe steward list, ask how listed in Idunna and on website, to contact Ben re access to member addresses. cc Patty for list, Ben for Project Yggdrasil and Steward Locator (Stewards – 2).
- change my address list.
- change my next Idunna changes list.
- change my email list.
- email last steward report summary to applicant.
- put on steward card list.

## **Attachment B**

Stewards – 1:

Hail [Name],

I am glad you are willing to serve as steward for [State]. The first question is: have you been a Troth member for more than one year? That is one of the requirements in the Bylaws for becoming a steward.

Next, please send me a description of yourself, describing the qualities that make you well-suited for this work.

The following step is that you ask a few people (preferably Troth members) to write a recommendation for you, describing your character and person, and what special qualifications you have for being a steward.

Once a few people have sent me their recommendations, your name would then be placed on some of the Troth lists, as well as in the next Idunna as a proposed steward. This will give the membership an opportunity to voice their opinions. If there is no reasonable opposition, you will then be confirmed as steward with the following Idunna.

Stewards serve a term of two years, which ends at the Trothmoot after the two years are up. Terms can be renewed if the members in the region agree. If there is more than one candidate or a dispute, the members can hold an election for their steward.

I look forward to hearing from you.

Wassail,  
Birgit

## Attachment C

Steward 2 – cc: walkyrja@nerdalfheim.org, heathen@cyberback.com

Next Stewarding Steps

Hail [Name],

I have received the recommendations from XXX and YYY, and they have many good things to say about you. 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.

Please send me the exact way you would like your address listed in Idunna and in the steward section of the website. What I have now is:

[Name]  
[email]  
[Address]

Some people prefer PO Boxes, some are fine with having their street address published. This is up to you. I need to advise Diana by [Date] with all the Idunna updates for the next issue.

As you are a proposed steward, Patty can now sign you up for the steward email list. The volume 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 get in touch with Ben Waggoner, and he will help you to get set up in Project Yggdrasil, to be able to get current information on the membership in your state of [State].

I am also copying Ben so that he can add you to the steward locator on the Troth website.

In a separate email, I will send you all the steward reports for the last quarter ([Month – Month]) that have come in so far, so that you have some idea of the type of work different stewards do.

On the Troth website at <http://www.thetroth.org/memsvc/stewards/flyers/>, there is a special section with steward flyers, many of them composed by Ben Waggoner. Please take a look and see what is useful to you.

With warm regards,  
Birgit

## Attachment D

### Idunna 64 - Steward Updates

emailed \_\_\_\_\_, 2005 to:

greyhavn@earthlink.net, heathen@cyberback.com, walkyrja@nerdalfheim.org

**High Steward:** Birgit Knorr  
(birgit001@aol.com)  
1624 Cypress Avenue, No. 7B  
San Diego, CA 92103  
[change street address and zip code]

**Alaska:** Danielle Gollihugh  
(akheathen@yahoo.com)  
PO Box 241401  
Anchorage, AK 99524-1401  
[change address]

**Arizona:** Karter Neal  
([asavet@aol.com](mailto:asavet@aol.com))  
225 West Spring Valley Drive  
Oro Valley, AZ 85737  
[change address]

**California (South):** Chuck Gadda  
(cgadda@earthlink.net)  
1838 Harper Avenue  
Redondo Beach, CA 90278  
[add bold on \*California (South)\*; add street address; remove italics as confirmed steward]

**Connecticut:** Nichole Brunk  
(nichole@tworavenskindred.org)  
[change email]

**Florida:** Alexander Garrote  
(vitalrek@yahoo.com)  
744 Pondella Road, #218  
North Fort Myers, FL 33903  
[change address]

**Georgia:** Sara Tholl  
(sara.j.tholl@sas02.usace.army.mil)  
PO Box 506  
Claxton, GA 30417  
[add bold for \*Georgia\*; add address; \*keep\* in italics as proposed steward]

**Illinois:** Carolyn Reyes  
[add note: proposed for another two-year term]

**Indiana:** Molly Welch  
(mag@evansville.net)  
5040 Seven Hills Road  
Evansville, IN 47725  
[add her name in italics as proposed, to take over in June 2005 from John]

**Nevada:** Chad Hooper  
(chooper@775.net)  
PO Box 60705  
Reno, NV 89506  
[replace street address with PO Box No.]

**New England:** Patricia Lafayllve  
[add note: proposed for another two-year term]

**North Carolina:** Boden Njordsson  
(bodengodhi@yahoo.com)  
[change email]

**Pennsylvania:** Laure Washington  
(wodandis@yahoo.com)  
Philadelphia, PA 19124  
[needs PO Box]

**Utah:** Dale Overman  
(ulfracfen@yahoo.com)  
3027 Roxbury Park, West  
Valley City, UT 84119  
[add in italics as new proposed]

**Canada (East):** Anthony Terpstra  
[add note: proposed for another two-year term]

**Canada (West):** Fred Sontheim  
(fsontheim@interbaun.com)  
[change email address]

**CANADA (British Columbia):** Jaysun O'Scalleigh

(jaynmags@telus.net)

480 Upper Ganges Road

Salt Spring Island, BC

V8K 1R8, Canada

[add bold on \*CANADA (British Columbia)\*; remove italics as confirmed steward; add street address]

**EUROPE:** Birgit Knorr

(birgit001@aol.com)

1624 Cypress Ave #7B

San Diego, CA 92103

[add in italics as new proposed steward]

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### **Troth Affiliated Groups**

Kindred of the Northern Hammer (a Garth), c/o Liz Ashmead, 1624 Cypress Avenue, No. 7B, San Diego, CA 92103 (<http://www.geocities.com/northernhammer/> or [ashowl@aol.com](mailto:ashowl@aol.com))

[change kindred name, street address and zip code]

**Attachment E**

**Troth Stewards List Members**

<b><u>Email</u></b>	<b><u>Name</u></b>	<b><u>Region</u></b>	<b><u>(Confirmed Idunna)</u></b>
birgit001@aol.com	Birgit Knorr	High Steward	(49)
akheathen@yahoo.com	Danielle Gollihugh	Alaska	(59)
asavet@aol.com	Karter Neal	Arizona	(60)
heathen@cyberback.com	Ben Waggoner	Arkansas, Louisiana, Mississippi	(56)
norse_guy@juno.com	David Carlson	California (North)	(53)
cgadda@earthlink.net	Charles Gadda (Chuck)	California (South)	(64)
thorolf@yahoo.com	Fred Loucks-Schultz	Colorado	(61)
nichole@tworavenskindred.org	Nichole Brunk	Connecticut	(62)
vitralrek@yahoo.com	Alexander Garrote	Florida	(62)
sara.j.tholl@sas02.usace.army.mil	Sara Tholl	Georgia	(65)
juniperdune_hearth@ameritech.net	Carolyn Reyes	Illinois	(52)
JASERGE@aol.com	John Sergesketter	Indiana	(55)
mag@evansville.net	Molly Welch	Indiana	(65)
scrane14@yahoo.com	Su "Ratatask" Eaves	Maryland, Virginia, West Virginia	(62)
hjbe@tm.net	Hester Butler-Ehle	Michigan	(56)
arnd0054@umn.edu	Tony Arndt	Minnesota, Iowa	(54)
chooper@775.net	Chad Hooper	Nevada	(62)
walkyrja@nerdalfheim.org	Patricia Lafayllve (Patty)	New England + Administrator	(52)
victorria@victorria.com	Victorria Wytcherley	New York	(53)
dacruci68@hotmail.com	Denise Cruci	New York City	(59)
bodengodhi@yahoo.com	Boden Njordsson	North Carolina	(62)
ragnvald@nerdalfheim.org	Ron White	Ohio	(62)
melnierwn@yahoo.com	Melanie Rowand	Ohio	(62)
llyfyryon@cox.net	Patrick Dryz	Oklahoma	(62)
thorsstead@dswebnet.com	Jane Ruck	Oregon	(62)

wodandis@yahoo.com	Laure Washington	Pennsylvania	(60)
cliff@cookeville.com	Cliff Raeder	Tennessee	(56)
ferrrr@msn.com	Jennifer Culver	Texas	(60)
ulfracfen@yahoo.com	Dale Overman	Utah	(68)
marshall.freeman@comcast.net	Marshall Freeman	Washington	(58)
alseeger@hotmail.com	Al Seeger	Wisconsin	(62)

**International:**

anthonyterpstra@rogers.com	Anthony Terpstra	Canada (East)	(54)
fsontheim@interbaun.com	Fred Sontheim	Canada (Western)	(59)
jaynmags@telus.net	Jaysun O’Scaleigh	Canada (British Columbia)	(64)
bjorgulf@eldaring.de	Alex Jahnke	Germany	
jenny.blain@freeuk.com	Jenny Blain	United Kingdom	
twotew@yahoo.com	Laurel Owen	Incarcerated Heathens	(57)

**Notes:**

Canada - Anthony Terpstra: Tel. 416-763-4804

Canada: Jaysun O’Scaleigh takes British Columbia  
 Fred Sontheim keeps Prairie: Alberta, Manitoba, Saskatchewan and Yukon

Australia Contact: Aislinn auConnolly, aislinn@pacific.net.au  
 PO Box 117, Enmore, NSW 2042 Australia (+61 2)95572173 64 (one year member 8-1-2005)

**Idunna:**

	Month	2002	2003	2004	2005
Winter	Jan	50	54	58	62
Spring	April	51	55	59	63
Summer	Aug	52	56	60	64
Fall	Nov	53	57	61	65

Confirmed in Idunna 52-55 expires Trothmoot 2005  
Confirmed in Idunna 56-59 expires Trothmoot 2006  
Confirmed in Idunna 60-64 expires Trothmoot 2007  
Confirmed in Idunna 65-68 expires Trothmoot 2008

My term is three years and expires Trothmoot 2005