

HCO POLICY LETTER OF NOV. 24, 1958

OFFICE OF THE EXECUTIVE DIRECTOR

F.C. GROUP SECRETARY

The post of group secretary must be full time and must not be, repeat, must not be held by a sales personnel. The registrar may not be group secretary.

The group secretary must be:

1. A person interested in groups.
2. A person with skill in handling groups.
3. A person who can lecture to groups.
4. A person who can handle ARC breaks well.
5. A person who can audit engrams Scientology 1958 style.  
(An ACC graduate.)

The group secretary may have reasonable travel expenses out of town but not taxi fare.

G R O U P S

A group need not have a quota of pro or international members but may be composed only of a majority of Associate Members to have the right to use Scientology materials.

An unregistered group has no right to use Scientology materials as per HCO awarded franchise.

A group certificate may be awarded to any group of people if the group secretary is informed of 1) the name of the group, 2) its leader and 3) its address, but the group leader does not have to do more than say that his group contains five or more members. He need not give their names. He must certify there is a majority of Associate or Int members in his group. The Founding Church may not accept a list of his members. There is no fee, no cancellation save by "bad usage" which means to beat the drum for something else or to fight the F.C.

The group sec handles correspondence, group certificates, programs, lectures, information in general and heals group or individual group member ARC breaks.

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The group leader needs no certificate.

The group secretary must not try to sell groups anything. He can mention books and services when asked.

The group secretary personally may give lectures and engram running or auditing demonstrations but may not charge for them.

The Group Secretary's services are always free. He may accept housing and meals in fact but not cash for them. HE MAY NOT PROCESS PEOPLE FOR A FEE AT ANY TIME DURING HIS ACTIVITY AS GROUP SECRETARY ON PAIN OF CERTIFICATE CANCELLATION. ONLY THIS HAS HURT THE POST BEFORE. NOR MAY COLLECT A LIST OF FUTURE PROSPECTS FOR AUDITING WHILE GROUP SEC.

As his job grows he may be aided by an Asst. Group Secretary.

The Group Secretary belongs in the Dept. of Promotion and Registration.

All group troubles and difficulties are referred to him as well as all group promotion.

He may not have separate group files but can have the materials of CF on groups for his use.

He should make his first order of business the repair of the whole of the Dollar area group system and heal all ARC breaks.

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