

## Useful Names & Addresses

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# CHAPTER OFFICERS' GUIDE TO DUTIES

June 2020

## Welcome

On behalf of the Warden and myself, may I welcome you as a new Chapter Secretary / Treasurer. I look forward to working with you during your term of office.

*Michael Andrew*

## **Secretary General.**

## General

The Guild is organised into Chapters in order primarily, to facilitate the carrying out of devotional objects of the Guild and to promote good fellowship among the Servers at the various churches which are included in the Chapter.

The success of the Chapter will, very materially, if not wholly, depend upon the keenness and enthusiasm of the Chapter Officers and Committee.

While local conditions will necessarily determine the frequency and place of Chapter meetings, it is generally desirable to meet once a month and experience has proved that the best results are obtained by visiting the churches of the Chapter in turn.

As non-attending members are a source of weakness to the Chapter and Guild, every member should be encouraged to attend all meetings of the Chapter.

It should be clearly understood that members can only be admitted to and from the roll by the express directions of the Council through the Secretary General.

## Candidates for Ordination Fund

- A. Members should be frequently reminded of the Candidates for Ordination Fund and encouraged to support the fund financially.
- B. Members in training for Ordination are invited to apply to the Administrator of the Candidates for Ordination Fund for a grant during their training.

## General Items

- A. The Chapter Reference Number e.g.: LG xx/xx or PG xx/xx should be quoted in all correspondence.
- B. Members who transfer from one Chapter to another and also resignations from the Guild and any change of address should be notified to the Secretary General by the Chapter as soon as possible.
- C. Guild Medals remain the property of the Guild and should be returned to the Secretary General when a member resigns.
- D. Notice of the death of a member should be sent to the Secretary General by the Chapter Secretary, quoting the member's Roll Number and date of death.
- E. The Guild encourages Friends and Supporters to register as Support Members, application forms are available from the Secretary General or may be downloaded from the website.
- F. The Guild website is at [www.guild-of-servers-of-sanctuary-weebly.com](http://www.guild-of-servers-of-sanctuary-weebly.com). All members having access to the internet are encouraged to view the site regularly and to join the email mailing list.
- G. The Guild has a Facebook Page which members are encouraged to sign up to, just search Guild of Servants of the Sanctuary on Facebook.
- H. Details of Chapter Officers and Chapter Programmes / events should be sent to the webmaster via the Secretary General for publication on the website.

## Applications for Priest Associate

- A. A Priest wishing to become a Priest Associate of the Guild should complete an application form which may be downloaded for the Guild website or from the Secretary General.
- B. The Chapter Secretary should send the application form along with a cheque for £20 to the Secretary General. Cheques should be made payable to The Guild of Servants of the Sanctuary.
- C. The Secretary General will then issue a welcome pack to the Deacon / Priest along with copy of the Guild Manual.
- D. An “Authority to Admit” (blue form) along with a Guild Medal will then be sent to the Chapter Secretary. Arrangements can then be made to admit the Deacon / Priest as a member of the Guild
- E. Following the Deacon’s / Priest’s admission to the Guild the Chapter Secretary must return the completed “Authority to Admit” form to the Secretary General.
- F. The Secretary General will then update the National Guild Roll.

## Application for Supporter Membership

- A. A person wishing to become a supporter of the Guild should complete an application form which may be downloaded for the Guild website or from the Secretary General.
- B. The Chapter Secretary should send the application form along with a cheque for £20 to the Secretary General. Cheques should be made payable to The Guild of Servants of the Sanctuary.
- C. The Secretary General will then issue a welcome pack to the Supporter and update the National Guild Roll.

The Annual Meeting of the Chapter should be held before Easter for the election of all Officers, namely, Chaplain, Secretary and Treasurer, who are elected annually from their Chapter members.

## Committee

The success of many Chapters is attributed to the fact that the regular officers are supported by committees ideally consisting of one representative from each church in the Chapter. The committee members can frequently save considerable expense by receiving the notices and issuing them to their fellow-servers, and by making arrangements for the services and meetings when held at their church as well as collecting the annual subscriptions, although it is now encouraged for members to pay by Standing Order. It is essential that only those who realise their responsibilities, and intend to fulfil them should be elected as representatives. Please contact the Secretary General or Treasurer General for copies of the Standing Order form.

## Duties of the Chapter Secretary

- A. To call Chapter meetings regularly by arrangement with the Chaplain and Chapter Committee, giving not less than seven days notice to members and furnishing them with notice of any important business to be discussed.
- B. Record the proceedings and attendances of all members in a suitable minute book.
- C. Keep an up to date roll of Chapter members, promptly advising the Secretary General and Chapter Treasurer of all changes immediately they are known, especially when a member changes their address.
- D. Application for membership must be sent to the Secretary General who will process the application and return an “Authority to Admit” form, which must be completed and returned to the Secretary General as soon as possible following admission.

- E. It is essential that Chapter Secretaries and Treasurers should keep in close touch with one another and keep their respective rolls up to date. Where possible these should include contact telephone numbers and email address of Chapter Members. A Form C (Chapter Membership List) will be issued to all Chapter Secretaries in December each year).
- F. The Chapter Secretary shall make an inventory of all property held by the Chapter and where possible obtain a photograph of each item, also indicating where the items are kept. A copy of the Inventory must be sent to the Secretary General.
- G. The Chapter Secretary shall forward a copy of the minutes of the Annual General Meeting along with a copy of the Chapter Accounts to the Secretary General following the AGM.

### Duties of Chapter Treasurer

- A. In some cases it may be found more convenient for the Secretary to act as Treasurer but, where it is possible, it is strongly recommended that the offices be separated, both with a view to lightening the work and securing the active co-operation of two members.
- B. The expenses of the Chapter should be met by collections at meetings and receipts and expenditure accounted for by the Treasurer at the Annual General Meeting. The Chapter financial year should therefore run from 1st January to 31st December.
- C. A Bank or Building Society account should be opened in the Chapter's name. Chapter funds should **NOT** be passed through personal accounts.

- D. All accounts must have at least three signatories, of which any two of three persons should be required to make a withdrawal. Details of the account along with the names of signatories should be advised to the Secretary General.
- E. The accounts should be presented to the Annual General Meeting after being checked by an independent examiner.

### Application for Membership of the Guild

- A. A server wishing to join The Guild should complete an "Application Form" which is available to download from the Guild website or from the Secretary General (please check that you have the correct version). The application should be signed by the Incumbent, Chapter Chaplain or Chapter Secretary.
- B. The Chapter Secretary should send the completed form along with a cheque for £20 to the Secretary General for processing. Cheques should be made out to: The Guild of Servants of the Sanctuary.
- C. The Secretary General will then issue a welcome pack to the server along with copy of the Guild Manual.
- D. An "Authority to Admit" (blue form) along with a Guild Medal will then be sent to the Chapter Secretary. Arrangements can then be made to admit the server as a member of the Guild.
- E. Following the server's admission to the Guild the Chapter Secretary should return the completed "Authority to Admit" form to the Secretary General.
- F. The Secretary General will then update the National Guild Roll.