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Foreword

In accordance with the Laws and Discipline paragraph 8.2 “ Conference may allot part of the work of the Mission of the Church at Connexional, District and Circuit level to certain Organizations established for this purpose, directing and controlling their work through Conference, the Synods or the Circuits.”

Accordingly, the Organizations recognised by the Methodist Church of Southern Africa operate in terms of their constitutions which shall always be subject to the Laws & Discipline and all other policies, decisions, practices and usages of the Methodist Church of Southern Africa.

Noting that the last amendments of the Constitutions of the Organizations were presented and approved at the 2008 Conference in Bloemfontein, as directed by the 2015 Conference, the Revision Committee embarked on the process of amending these Constitutions and consulted all the relevant Organizations.

The Revision Committee consulted with the Organizations with regard to amending their Constitutions for presentation to the 2017 Conference, and these Constitutions were approved by the Connexional Executive on behalf of Conference. Hence, these Constitutions of the Organisations in this publication are promulgated as of 1 January 2018.

The Laws and Discipline 12th Edition (Revised) spells out the relationship between the Constitutions and the Laws and Discipline:

8.2.1 These Organisations shall operate in terms of their constitutions, but such constitutions shall be subject to the Laws and Discipline and all other policies, decisions, practices and usages of the Methodist Church of Southern Africa. In case of conflict of interpretation, the Laws and Discipline takes precedence.

When Constitutions are translated into other languages of this Connexion, when a discrepancy in understanding of the meaning of a point in a Constitution, the English version is always the point of reference.

All matters relating to general church membership and discipline shall be dealt with in terms of Laws and Discipline Chapter 11.

The intention of these constitutions is that “all things should be done decently and in order” (1 Corinthians 14:40) The Constitutions therefore are to be used to enhance the mission of God and enhance the witness of the Church.

Bishop Ziphozihle D Siwa
Presiding Bishop
October 2017

Chapter 2

Local Preachers Association

1 INTRODUCTION:

The Local Preachers Association (hereinafter referred to as LPA) is an Organisation of Methodist Preachers who have accepted the calling of Jesus Christ to proclaim His Gospel within the holistic Mission of the Church. This Organisation shall always promote the fellowship of all Local Preachers of the Methodist Church of Southern Africa (hereinafter referred to as MCSA) within the context of her progressive unfolding Vision and Mission.

2 PREAMBLE

From the earliest days of Methodism it has been recognised that the office of Local Preacher is one of great importance in the life and system of the Church. The labours of Local Preachers are of great value, and in our Circuits they assist a great deal in the work of saving souls. The LPA together with its members is subject to the authority and discipline of the MCSA. Its main activities shall include, but not be limited to, evangelism, devotion, education, fellowship and promotion of consecration traditions within the MCSA. The LPA shall always operate in terms of this Constitution as amended and approved by Conference and Connexional Executive from time to time. The Laws and Discipline shall always take precedence over this Constitution.

3 AIMS AND OBJECTIVES:

- 3.1 To encourage all Local Preachers and Ministers to observe the Vision and Mission of the MCSA and to enhance its purpose.
- 3.2 To give fresh and relevant impetus to the preaching ministry of lay persons.
- 3.3 To encourage and assist Local Preachers and Ministers to empower themselves through study and reading widely in order to enhance their preaching potential.
- 3.4 To promote fellowship amongst all Local Preachers and Ministers in the MCSA.
- 3.5 To utilise this Association as a forum to promote fellowship, inspiration and empowerment, and to share issues of common concern amongst members of the Local Preachers' Association.
- 3.6 To find creative ways of embracing each other within and among all Local Preachers and Ministers in the Connexion in a manner that is sensitive and uniting.

4 JURISDICTION

The LPA shall operate at Connexional, District, Circuit and Society levels insofar as such levels shall promote the abovementioned aims and objectives. The LPA shall observe and be guided by the generality of provisions of paragraphs 12.1- 12.13 in the Laws and Discipline (12th Edition) known as the Methodist Book of Order, as this promotes closer relationships with the church`s transformational prescripts. From the lowest level, each level shall affiliate to the next respectively with the next one up, determining the affiliation/subscription fee of the individual member/level.

5 MEMBERSHIP

- 5.1 Only Fully Accredited Local Preachers of the MCSA shall be eligible for membership of the LPA with voting powers. Local Preachers on trial may be eligible for membership with no voting powers. However, as soon as they are fully accredited they may submit their accreditation status to the Secretary of the Society/ Branch Committee for recognition as voting members.
- 5.2 Application for membership shall be submitted to the Branch/Society Committee. The Committee shall then satisfy itself that the prospective member has fulfilled all requirements which include, but may not be limited to, MCSA full membership, status as a local preacher and any other consideration. Once the Branch/Society Committee is satisfied accordingly it shall admit the member and determine his/her membership status, which shall also comply with the requirements of the Circuit Local Preachers Quarterly Meeting.
- 5.3 Every member of the LPA shall pay a subscription fee to be determined by the Circuit Executive Committee from time to time. Every member shall also be expected to participate fully at all the activities of the LPA including, but not limited to, regular attendance to all its meetings.
- 5.4 A member removing from one District to another shall conform to the usages of the District to which he/ she has gone to reside, provided that such rules and usages are not contrary to the general provisions of this Constitution.
- 5.5 A member who for a period of more than three (3) months, without adequate reasons, and having been visited by the local/Society Committee during the above period, fails to attend meetings or absents him/herself from the activities of the LPA as directed by the Branch/ Society Committee, shall have his/her name removed from the roll. A member whose name has for any cause been removed from either the Circuit Plan or the roll shall be required to return his/her badge and membership card (see paragraph 11 below) to the Chairperson of the Branch/Society Committee, and subject to the condition of these items, some compensation could be considered.

5.6 All disciplinary matters affecting character and MCSA discipline of a member shall be dealt with in accordance with the provisions of the Laws and Discipline known as the Methodist Book of Order paragraphs 12.9.8 – 12.9.9. Aggrieved Local Preachers shall use paragraphs 12.9.5 – 12.9.7 of the Laws and Discipline known as the Methodist Book of Order (12th Edition).

6 UNIFORM

6.1 *The uniform of members who are MEN shall be:*

- Black Trousers
- Black Preacher's Manel
- White Shirt
- Black Waistcoat [Optional]
- Plain Black Tie
- For Men Ministers, a Black Clerical Shirt, or a White Shirt and a plain Black Tie.
- Black Socks
- Black Shoes
- A Membership Badge

6.2 *The uniform of the members who are WOMEN shall observe the Colours Black and White and it shall consist of the following items:*

- Black Skirt with a pleat at the back (**not a slit**).
- Black Beret
- Plain Black Tie
- Plain black Pantyhose
- White shirt (**and not a white blouse**)
- Black Preacher's Manel
- Black Waistcoat (**optional**)
- Black pair of shoes
- A Membership Badge
- Earrings are not to be worn
- Dresses are not to be worn
- For Women Ministers the uniform will be the one stated for members who are WOMEN mentioned above, but alternatively they can wear a black Clerical shirt and a collar in place of a white shirt and a black plain tie.

6.3 The General Executive Committee shall always be the custodian of the uniform and it shall administer its procurement, distribution and general administration in close co-operation with the District Executive Committees who shall in turn liaise and co-ordinate the distribution and selling of the uniform items with the Circuit Executive Committees.

7. FINANCIAL ADMINISTRATION

- 7.1 All the funds of the LPA from the Connexional, District, Circuit and Society/Branch levels shall always be subject to the general financial management policy of the MCSA and shall be kept in a recognised Commercial Bank.
- 7.2 A Current/Cheque Account shall be opened by each one of the above-mentioned levels in the name of “The Methodist Church of Southern Africa (MCSA) Local Preachers Association” followed by the name of either the level or the name of the District, Circuit or Society/ Branch.
- 7.3 The Signatories in the above-mentioned Bank Account shall be the Treasurer being the compulsory signatory, with either the President/Chairman or the Secretary being the alternative signatories.
- 7.4 Funds of the LPA at all levels shall be raised by means of subscriptions, collections, donations and special collections/functions. It should always be noted that all Circuit FUNDRAISING efforts shall be approved by the Circuit Superintendent Minister before it happens.

8 CONNEXIONAL LEVEL

- 8.1 A Connexional Convention hereinafter referred to as the Triennial Convention shall be held after every three (3) years consisting of:
- 8.1.1 The General Executive Committee who are
- The General President
 - The Ex-General President
 - The General Vice-President
 - The General Secretary
 - The Assistant General Secretary
 - The General Treasurer
 - Three Additional Members who shall be Fully Accredited Local Preachers in good standing
 - The Presiding Bishop and the General Secretary shall be Ex-Officio members of the General Executive Committee.

- 8.1.2 The Outgoing General Executive Committee shall be members of the Triennial Convention in session until it rises.
- 8.1.3 Two (ordained and active) Ministers, and three fully accredited Local Preachers. All five representatives shall be elected at the District Convention.
- 8.1.4 The Triennial Convention shall be held in any District of the Connexion as determined by the Triennial Convention from time to time through whatever system has been agreed upon, including, but not limited to a roster system.
- 8.1.5 The General Executive Committee shall consult the Bishop of the District due to host the Triennial Convention a reasonable time before it begins.
- 8.2 The Triennial Convention shall elect any Ordained Minister in Full Connexion in active Service, or a Fully Accredited Local Preacher in good standing, as the General President at the Triennial Convention with a simple majority of 50% + 1. He/she shall serve for a three (3) year term and may be eligible for re-election for a second and last term of a further three (3) years. The Ex-General President shall preside over these elections. If not available, the most recent Past General President present at the Triennial Convention shall preside.
- 8.3 The General President-Elect shall be inducted at the beginning of the next Triennial Convention following the one that elected him/her, by the Presiding Bishop in a Public Service which is open to all.
- 8.4 The General President-Elect may nominate other General Executive Committee Members from amongst any Full Members of the LPA in good standing. However, for purposes of cost effectiveness and efficiency in running the Triennial Convention/Organisation, he/she may nominate from the District or Districts nearest to his/her residence.
- 8.5 The nominated General Executive Committee shall be presented to the Triennial Convention to be duly elected by the Triennial Convention. They shall also be duly inducted in the same Public Service where the General President is inducted. The General Executive Committee shall serve for a three (3) year term, and any one of the Office Bearers may be eligible for re-election for a second and last term of another three (3) years only.
- 8.6 The outgoing General Executive Committee Members shall hand over all the Connexional LPA property to the in-coming General Executive Committee during the said Induction Service. Signatures on the Bank Account shall be changed before the Triennial Convention sits.
- 8.7 If the General President-Elect is unable to take office at the next Triennial Convention, the current General President shall convene the General Executive Committee plus all District Executive Committees to elect a General President-Elect whose election shall be ratified at the beginning of the ensuing Triennial Convention and be duly inducted also at the beginning of the said ensuing Triennial Convention.

Before the end of the Triennial Convention a General President-Elect shall be elected to be inducted at the next Triennial Convention.

- 8.8 If the General President is transferred or moves away from the District or Districts where the General Executive Committee resides, the Triennial Convention shall empower the General Executive Committee to pay for his/her official expenses in attending meetings of the General Executive Committee until the end of his/her term of office.
- 8.9 The General President and the General Secretary shall represent the LPA at Conference (subject to approval by the MCSA), and they shall prepare and present a report on the work of the Connexional LPA and an Annual Audited Financial Statement.
- 8.10 The General Executive Committee of the LPA, consisting of the General Executive Office Bearers, three (3) Connexional Additional Members and all District Executive Committee members shall meet annually to consider major matters for reporting to the District, the Conference of the MCSA, and the LPA Triennial Convention. At this meeting the General Executive Committee shall present a report on the work of the Connexional LPA and also table the Annual Audited Financial Statement for discussion and approval.
- 8.11 If a vacancy occurs in any other office of the General Executive Committee except that of the General President between the Triennial Conventions, the General Executive Committee may either call on the previous incumbent of that office to resume the duties of the vacant office until the next Triennial Convention, or it may appoint a new person who is a member in good standing of the LPA to serve in such a position until the next Triennial Convention.
- 8.12 Each District shall bear all the expenses of its official representatives to the District and Triennial events including expenses of the Executive Committee members. Other expenses of the Triennial Convention may be met by an annual levy on the Districts as decided by the Triennial Convention from time to time.
- 8.13 Every member of the LPA shall pay an annual fee as determined by the Triennial Convention from time to time. Each District shall collect, administer and remit to the Connexional General Treasurer all the funds as determined by the Triennial Convention.

9 DISTRICT LEVEL

- 9.1 A District Convention shall be held annually in every District to further the aims and objectives of the LPA and to transact the business of the Association in the District.
- 9.2 The District Convention shall consist of
- The District President
 - The Ex-District President

- The District Vice-President
- The District Secretary
- The District Assistant Secretary
- The District Treasurer
- Three (3) Additional Members
- The District Bishop is an Ex-Office member of the District Executive Committee.
- The Circuit Presidents, Circuit Office Bearers, elected delegates/representatives. Circuits shall be represented in accordance with their Circuit numbers as they appear in the current Yearbook.
- All Ministers including Probationers and Supernumerary Ministers in the District.
- Each Circuit shall be entitled to one representative for any number up to 25 Circuit LPA members with a maximum of six (6) delegates/representatives from any one Circuit. Such representatives shall be elected in a Circuit General Meeting prior to the District Convention.

9.3 Circuits are encouraged not to send the same people every year to the District Conventions, but to rotate them proportionally for purposes of continuity and learning.

9.4 **DISTRICT ELECTIONS**

9.4.1 Elections of all District officials shall be by means of a ballot process at the District Convention.

9.4.2 The District Bishop shall conduct the elections.

9.4.3 Successful candidates shall be decided by a simple majority of 50%+1.

9.5 **EXTENDED DISTRICT EXECUTIVE COMMITTEE**

Each District Convention may have an extended District Executive Committee consisting of:

- The District President, Ex-District President and Vice-President
- The District Secretary and Assistant Secretary
- The District Treasurer
- The three (3) Additional Members
- All Ministers in the District in accordance with Clause 9.2 above
- All members of the Circuit Executive Committees

9.6 The District Convention shall elect any Ordained Minister in Full Connexion who is in active Service, or any Fully Accredited Local Preacher in good standing, as the District President for a three (3) year term. This must be reported to the District

Synod. The District President is eligible for re-election for one further three (3) year term only, thereafter he/she shall not be eligible for re-election.

- 9.7 The District Convention shall also elect other members of the District Executive Committee consisting of the Vice President, Secretary, Assistant Secretary, Treasurer, plus three (3) additional members for a three (3) year term, any one of whom may be eligible for re-election for one further three (3) year term only, and thereafter shall not be eligible for re-election.
- 9.8 The District President-Elect and the newly elected District Executive Committee shall take office at the next District Convention following their election, where they will be duly inducted on the first day of the Convention by the District Bishop. The outgoing District Executive shall hand over all District Properties to the incoming District Executive during the Public Induction Service.
- 9.9 If the District President elect is unable to take office at the Convention where he/she was to be inducted, the current District President shall convene the District General Committee to elect a new District President elect who shall be ratified at the beginning of the ensuing District Convention.
- 9.10 If any District Office Bearer is unable to function for any reason, the former District incumbent in good standing of the office may be invited by the District Executive Committee to take up the office until the next District Convention. If that is not possible, the District Executive Committee may appoint any LPA full member in good standing, in the District, to fill the vacancy until the next District Convention. Such appointed person will serve concurrently with the elected Executive until the end of its term of office.
- 9.11 The District Executive Committee shall collectively prepare an Annual Financial Statement which shall be audited, and present it to Synod and to the Annual District Convention.
- 9.12 The District LPA shall be represented by two (2) District Officials or their alternates at the District Synod in accordance with the approval of the MCSA.
- 9.13 The District as defined by the MCSA may be divided into a number of Regions by the District Convention for purposes of fellowship, communication and mission work. When that happens it should be noted that such an arrangement shall not interfere with the general administration of a Circuit and its governance. Each Region may elect either a Minister or a Fully Accredited Local Preacher in good standing as a Regional Co-ordinator to co-ordinate the above stated purposes and activities.

- 9.14 All Circuits within the said Regions are urged to cooperate closely with the Region in good faith and as reasonably as possible.
- 9.15 Each District shall bear all the expenses of its District Executive Committee Members and delegates/representatives for all official engagements or events.

10 CIRCUIT ORGANISATION

- 10.1 For the sake of furthering the aims and objectives of the LPA as provided in paragraph 3 above, there shall be a Circuit General Meeting of the LPA consisting of all the members as provided for in paragraph 5 above, which shall meet at least four (4) times a year with one such meetings being the Annual General Meeting.
- 10.2 The Annual Circuit General Meeting among other things shall elect the Circuit Executive Committee which shall consist of the following Office Bearers:
- The Circuit President
 - The Circuit Vice-President
 - The Circuit Secretary
 - The Circuit Assistant Secretary
 - The Circuit Treasurer
 - Three (3) Additional Members
- 10.3 The Circuit President may be either one of the Fully Accredited Local Preachers in good standing or one of the Ministers labouring in the Circuit. The term of the Circuit Executive shall be three (3) years and any one Office Bearer may be re-elected for one further three (3) year term only and shall not thereafter be eligible for re-election.
- 10.4 The Circuit Supervisor of Studies shall be appointed in accordance with paragraph 12.5.12 of the Laws & Discipline known as the Methodist Book of Order (12th Edition). Any of the LPA General Meetings may nominate one of the Fully Accredited Local Preachers or an Ordained Minister labouring in the Circuit to be appointed by the Circuit Local Preachers Quarterly Meeting.
- 10.5 The representation of the work of the Local Preachers in the Circuit shall be in accordance with paragraph 12.5.2 of the Laws & Discipline known as the Methodist Book of Order (12th Edition).
- 10.6 The Circuit Executive Committee COLLECTIVELY shall submit a report on the work of the LPA in the Circuit and the Annual Audited Financial Statement to one of the Circuit Quarterly Meetings at least once a year through the representatives as provided in paragraph 10.6 above.
- 10.7 Circuits are encouraged to observe the Local Preachers` Sunday as agreed to by the Triennial Convention.

11 BRANCH LEVEL

- 11.1 The Branch shall refer to not less than six (6) LPA members meeting in a Society. The Branch shall have not less than four (4) General Meetings in a year, one of which shall be the Annual General Meeting in which a Branch Executive Committee shall be elected.
- 11.2 The Branch shall be managed by a Branch Executive Committee consisting of the Chairperson, Secretary, Assistant Secretary (if necessary), the Treasurer and two Additional Members who shall be elected for a term of three (3) years, any one of whom may be eligible for re-election for one more three (3) year term only.
- 11.3 All the Ministers worshipping in the Society are ex-officio members of the Branch Executive Committee. The Chairperson of the Branch shall be one of the Fully Accredited Local Preachers in good standing worshipping in the society or a Minister labouring in the Circuit.
- 11.4 All the funds of the Branch shall be operated and administered in accordance with paragraph 7 above, and each Branch Executive Committee COLLECTIVELY shall be required to report to the Circuit Executive at least once in a year on the work of the LPA, and to submit an Annual Audited Financial Statement.
- 11.5 The representation of the work of the Local Preachers in the Society shall be in uniformity with the provisions made for the Circuit in accordance with paragraph 12.5.10 of the Laws and Discipline (12th Edition) known as the Methodist Book of Order.
- 11.6 The LPA members are encouraged to observe the Local Preacher`s Discipline in accordance with Paragraph 12.9 of the Laws and Discipline (12th Edition) known as the Methodist Book of Order.

12 TRANSLATIONS

This whole Constitution may be translated into any of the official languages spoken in the Connexion.

13 TRAINING

13.1 Training of Preachers

The Section/Circuit Minister, together with the Supervisor of studies, is responsible for the training of Preachers on Trial and for ensuring that such studies are completed within three years.

13.2 Period of Training Preachers on trial must complete their studies within three years, failing which they will be required to start afresh.

14 UNIFORM FOR PREACHERS ON TRIAL

The uniform for Preachers on Trial will be as reflected in paragraphs 6.1 and 6.2, except that in place of the Preacher's Manel they will wear a black jacket without an LPA badge.

15 PARTICIPATION OF PREACHERS ON TRIAL IN MEETINGS

Preachers on Trial will attend all Society and Circuit LPA meetings. For purposes of their development they will be permitted to speak at such meetings **but will have no voting rights**.

16 CHANGES TO THE CONSTITUTION

Once every three years, in the year of the Triennial Convention, any proposed changes to the constitution that have been received from any of the Connexional Districts, will be tabled for discussion and adoption/rejection by the Triennial Convention. Changes to the Constitution can only be effected by the support of a two thirds majority

Chapter 3

Nzondelelo

1. The name of this movement is, and shall be, Nzondelelo. It was authorised by a resolution of the District meeting of 1878.
2. There shall be an Annual General Meeting of Nzondelelo which shall consist of two Representatives from each circuit known as “Obabili” and of Life Members. Ministers, active or retired, are ex-officio members. This meeting shall decide upon the time and place of Nzondelelo meeting for the ensuing year.
3. Nzondelelo originated for the initiation and support of work among the African population of Natal and Zululand in the field of Education, Evangelism, Social Welfare, Health and other services through its funds.
4. The principal officers of Nzondelelo shall be the President and Secretary, elected annually by the Annual General Meeting.
5. There shall be, among other Committees, a Nzondelelo Committee, which shall meet at, and in conjunction with the Annual District Synod. Its membership shall consist of the President, the Secretary, and eight (8) members elected by the Annual General Meeting, the Bishop, together with two (2) ministers appointed by the District Synod. The duties of this Committee shall be to consider business submitted to it by the Annual General Meeting of Nzondelelo.

6. Nzondelelo Funds

These funds shall to provide for the following:

- i. Financial aid to circuits with new or deserving work;
 - ii. Provisioning for Bursaries to indigent and/ or otherwise deserving cases of children whose parents are Methodist;
 - iii. Purchasing of land or sites for Church Buildings, or for any other purposes aiming at the extension of Mission and general development work among African Communities in Natal and Zululand.
7. All collections for Nzondelelo shall be reported and submitted to the Annual General Meeting of Nzondelelo for banking and /or investment with any recognised Banking institution as the General Meeting may decide from time to time.
 8. Application for the of a minister or Lay Agent to labour in any station in a circuit under the auspices of Nzondelelo appointment through the stationing processes of the MCSA as provided in L&D 5.15, shall be made through the Annual General Meeting of Nzondelelo, and from there to District Synod. Such minister or lay agent, whether supported in part or in whole by Nzondelelo funds shall be under the rules and regulations of the Conference of the Methodist Church of Southern Africa.

9. Suggested amendments to any clause or clauses in the Constitution of Nzondelelo shall be submitted to the Annual General Meeting in the form of a Notice of Motion which shall be considered by the Annual General Meeting in accordance with its resolutions.
10. The Accounts of Nzondelelo including Grants-in-Aid and general disbursements shall be operated in accordance with the resolution of the Annual General Meeting of Nzondelelo.
11. All monies for the support of the work of God at Nzondelelo stations or circuits, as well as the grants-in-aid shall be administered by the Superintendent of the circuit appointed by Conference of the Methodist Church.
12. Standing Orders in the Nzondelelo Minute Book shall be incorporated in the Book of Rules.
13. No change or deletion of any portion of the Constitution shall be recognised without a two-thirds majority vote of the members present.

Chapter 4

Methodist Men's League

1. The Men's League is a fellowship of men who are in sympathy with the aims of the League.
Men's League operates in terms of this constitution which is subject to the approval of the Connexional Executive of the MCSA, and in terms of the rules that have been laid down by the League.

2. The Objectives (aims)

- 2.1 To lead all men to acknowledge Jesus Christ as Lord and Saviour.
- 2.2 To develop the spirit of Christian fellowship among all men and to promote the extension of God's Kingdom.
- 2.3 To seek to follow Christ's will in the social, economic and moral issues affecting the community and to those things that will effect desired reform.
- 2.4 To foster goodwill among people of all races in accordance with the teaching of the Lord.

3. Connexional Organisation

3.1 Membership of the Connexional Executive Committee:

- 3.1.1 President
- 3.1.2 Immediate Past President
- 3.1.3 Vice President
- 3.1.4 Secretary
- 3.1.5 Statistical Secretary
- 3.1.6 Treasurer
- 3.1.7 Trustees (two)
- 3.1.8 Conveners:
 - 3.1.8.1 Justice and Service
 - 3.1.8.2 Mission and Evangelism
 - 3.1.8.3 Spirituality
 - 3.1.8.4 Economic Empowerment
 - 3.1.8.5 Education and Christian Formation.

All members of the Executive shall be members of the Methodist Church of Southern Africa.

3.2 Functions and Duties of the President and the Executive:

- 3.2.1 The Connexional President-Elect shall nominate in consultation with his constituency, the Executive from amongst his specific District.
- 3.2.2 The Connexional President is a Member of Conference if the Men's League has a registered membership of more than 2 000 and of the Synod of the District in which he is a member if the registered membership of the Organisation in the District exceeds 400.
- 3.2.3 The Connexional Executive shall hold office for a term of three (3) years and are eligible for another term of three (3) years.
- 3.2.4 In the event of death, resignation, incapacity of any Connexional Executive member, the Executive shall call an emergency meeting to fill the vacancy.

3.3 Finance

The financial documents will be audited by a registered auditor on an annual basis, prior to submitting it to the triennial Convention.

The Treasurer will compile an annual budget to be ratified by the Connexional Executive.

The following are members of the Connexional Convention:

- 3.3.1 The Connexional Executive;
- 3.3.2 The Immediate Past President
- 3.3.3 Ten (10) representatives from each District who have voting powers.
- 3.3.4 Other members of the Men's League may attend the Connexional Convention.
- 3.3.5 District Committee members of the District Men's League.

3.4 Duties of the Connexional Convention:

- A Connexional Convention shall be held triennially to conduct the Connexional business of the Men's League.
- The Connexional Convention shall decide the venue and date of the triennial Conventions, which shall meet as far as possible, in each District in turn.
- The Connexional Convention determines the annual affiliation fee to be paid by Districts. A District is disqualified to vote if in arrears with subscription.
- The Connexional Convention shall elect the Connexional President from amongst its members.
- 50% +1 of the affiliated Districts constitute a quorum.

4. The District Organisation

A District Council shall be formed in each District, each member shall be a member of the Methodist Church of Southern Africa.

An annual Convention shall be held in each District.

The Officers of the District will be elected by the Convention from among the members for a period of three (3) years.

4.1 The District Council comprises:

- 4.1.1 The President;
- 4.1.2 The Vice President;
- 4.1.3 The Secretary;
- 4.1.4 The Statistical Secretary;
- 4.1.5 The Assistant Secretary;
- 4.1.6 A Trustee;
- 4.1.7 Conveners of:
 - 4.1.7.1 Justice and Service;
 - 4.1.7.2 Mission and Evangelism;
 - 4.1.7.3 Spirituality;
 - 4.1.7.4 Economic empowerment;
 - 4.1.7.5 Education and Christian formation.

The District Council will be elected by the Convention comprising not less than twelve (12) and not more than twenty (20) members of the Methodist Church of Southern Africa.

Additional members may be co-opted by the President in consultation with the District Executive.

4.2 The Function of the District Council:

- To enable sound communication between the District and the branches.
- To enable new branches and to encourage existing branches.
- To collect and generate funds as are required for the furtherance of all its aims and objectives.
- To receive reports on activities and financial statements of the Leagues.
- To meet quarterly with branch members in the District for prayer, fellowship and to transact the business of the Organisation on financial and administrative matters.
- The President and the Secretary or their alternates are members of Synod if the registered membership of the Organisation in the District exceeds 400.

4.3 Area Councils (clusters):

- Clusters comprising Leagues located in widespread areas may be formed to streamline men's ministry (men's work);
- The Area Councils are advisory and only carry out functions delegated to them by the branches of the District Council.
- Area Councils shall elect a Chairperson, Vice- Chairperson, Secretary and Treasurer.
- Clusters will not be allowed to open their own banking accounts, but pay all moneys into the District Council's account.

4.4 Finance

The District Treasurer:

- 4.4.1 Will open a bank account or accounts as needed in the name of the Methodist Church of Southern Africa: District Men's League.
- 4.4.2 The District President, Treasurer, Secretary and Trustee will have signing powers.
- 4.4.3 The accounts will be audited by a registered auditor on an annual basis.
- 4.4.4 The Treasurer, will submit financial reports at quarterly Members' meetings for discussion and approval.
- 4.4.5 The Treasurer is responsible to propose projects to obtain funds for the furtherance and extension of God's Kingdom work.
- 4.4.6 The District will cover the expenses (transport) of The President and Secretary to Synod.
- 4.4.7 Branches:
 - 4.4.7.1 Branches may open the necessary banking accounts in the name of the Methodist Church of Southern Africa: Men's League.
 - 4.4.7.2 Branches will be levied with annual contributions to ensure sufficient income. This will be adopted at annual general meetings also known as Conventions.
 - 4.4.7.3 Branches may levy a monthly membership fee and may obtain sponsorship for equal scale levies as adopted by annual Conventions as well as for other approved purposes such as local outreach programmes and projects.

4.5 Branches

A branch should comprise a minimum of six (6) members.

The Superintendent Minister of the Circuit will be ex-officio President of the League.

4.5.1 Officials:

- 4.5.1.1 The President;
- 4.5.1.2 The Vice President;
- 4.5.1.3 The Secretary;
- 4.5.1.4 The Treasurer.

The Executive of the branch comprises the Branch Officials plus two (2) additional members elected at the AGM. The Executive may fill any vacancy during the year. The President or his adjunct is a member of the Circuit Quarterly Meeting as well as of the local Leaders' Meeting.

4.5.2 Reports: (The following should be tables at the under-mentioned meetings)

Annual Convention:

- Secretarial report
- Audited financial statement
- Justice and Service report
- Mission Report
- Chairman's overview.

Quarterly members' meetings:

- Correspondence
- Secretarial reports
- Finance statements
- Cluster reports
- Justice and Service reports
- Mission reports.

Cluster reports:

- Correspondence
- Secretarial reports
- Finance reports
- Branch reports

Circuit Quarterly Meetings and Leaders' meetings:

- General written report on conversation on the Work of God needs to be read.

4.5.3 Recess:

If any branch of the Men's League goes into recess, the Minute Book and the Financial statements should be submitted to the Superintendent Minister for safe keeping for three (3) consecutive years.

Should the Branch be revived within a three (3) year term, the money will be used to cover the affiliation fees for the past three (3) year term.

Otherwise the capital will become the property of the District Men's League.

5. The District Council Meeting

5.1 Constituting a District Council Meeting:

When a District Council meeting is compiled, the following words will be used:

“Notice has been served in accordance with the constitution that the annual District meeting of the Methodist Men’s League will be held at..... from.... Until....
The venue was decided upon in the presence of District Officials and branches.
I herewith declare this a properly compiled District meeting and call upon all delegates to voice their opinion and to cast their votes.”

5.2 Basic Responsibilities of the District Council

- 5.2.1 Determine the Organisation’s mission and purpose.
- 5.2.2 To ensure effective organisational planning.
- 5.2.3 Ensure adequate resourcing and training.
- 5.2.4 Determine and monitor the organisation’s projects and involvement.
- 5.2.5 Enhance the organisation’s public image.
- 5.2.6 Assess its performance on a regular basis.
- 5.2.7 Can co-opt a member when a vacancy occurs.

5.3 The role of a Committee member

- 5.3.1 Attend meetings punctually and make informed decisions
- 5.3.2 Partake actively;
- 5.3.3 Be positive, persuasive and persuadable at meetings;
- 5.3.4 Be active during strategic planning and monitoring its implementation;
- 5.3.5 Actively review, evaluate and approve the budget;
- 5.3.6 Actively plan and implement funding strategies;
- 5.3.7 Review and initiate major policy guidelines to strengthen the organisation;
- 5.3.8 Attend workshops offered for development and participate in fundraising efforts.
- 5.3.9 Have the Men’s League aims and objectives at heart: “Winning men for Christ”

5.4 Meetings

- 5.4.1 The District Executive meets quarterly, two (2) weeks prior to quarterly members’ meetings or as the need arises.
- 5.4.2 Notice of the Members’ meeting will be served at least seven (7) days prior to the scheduled meeting.
- 5.4.3 Meetings will commence at 14:00 on a Saturday and will conclude at 17:00.
- 5.4.4 50% of the membership plus 1 constitutes a quorum.
- 5.4.5 If a quorum is not present, a further meeting will be called within seven (7) days.
- 5.4.6 If it is still not quorate, the meeting will proceed and all decisions reached will be binding.

- 5.4.7 At all meetings of the Organisation or Executive Committee, the chairperson presiding at such meeting shall have a casting vote only.
- 5.4.8 Any member of the Executive Committee who fails to attend without a written or personal telephonic apology for three consecutive meetings shall cease to hold office.
- 5.4.9 The Executive Committee shall have the power to invite any person to the Council and/or Members' meeting on account of his or her expertise in specific fields to further the interest of the organisation.
- 5.4.10 The AMG also known as the Annual Convention will be held annually in the month of April.

6. Amendment of the Constitution

No part of the Constitution of the Men's League may be amended except at the Connexional Convention and with the approval of the Connexional Executive of the MCSA.

Notification of any amendments to the constitution must reach the Secretary in writing at least thirty (30) days prior to the scheduled meeting called for this purpose. A draft resolution is to be tabled at a District Meeting prior to the Convention.

No alteration or addition to any of the above mentioned rules shall be made except when approved by two thirds majority vote.

7. Dissolution of the District Council

This committee shall only be dissolved at an AGM or summons a meeting called for this purpose.

8. Dress Code (Standard)

- Navy blue blazer with badge depicting the cross.
- Navy blue tie with white emblem of the cross.
- Grey trousers.
- White shirt.
- Black shoes.
- Lapel badge issued by the District Council to the members.

9. The Banner

Every branch shall be in possession of a banner sporting the cross and wording:
The Methodist Men's League

Winning Men for Christ
....date established....

10. Our Motto

“Winning Men for Christ”

11. The Methodist Men’s League Prayer

Grant O God, that we, Thy sons may never be ashamed to confess
The faith of Christ crucified,
And manfully to fight under His banner against sin the world and the devil,
And to continue to be Christ’s servants unto life’s end.
Amen

Chapter 5 Music Association

1. PREAMBLE

- 1.1 Conference allots parts of the work of the Mission of the Church at Connexional, District, Circuit and Society level to the Music Association to provide music Ministry to the Church. Its work is controlled through Conference, Synods, Circuits and Society structures of the Church. (L&D paragraph 8.2).
- 1.2 The work of this Organisation in the Church shall be part of the mission of the Society and shall always be regarded as a Mission group (L&D 7.40)
- 1.3 The Connexional Music Association hereinafter referred to as the “Association” and its Members are subject to the discipline of the Methodist Church of Southern Africa hereinafter referred to as the “MCSA”.
- 1.4 The Association shall operate in accordance with this Constitution which is subject to the approval by Conference or the Connexional Executive from time to time. In case of conflict in interpreting this c Constitution, the Laws and Discipline shall always take precedence.
- 1.5 This Constitution shall also operate in accordance with the vision, strategic direction, policies, decisions, practices and usages of the MCSA and all the amendments of this Constitution shall not come into operation unless and until rectified by Conference (L&D Paragraphs 8.2.1 and 8.2.2).
- 1.6 This Constitution may be translated into any of the languages of the Connexion and it may also be produced in a CARD Format which may be used or referred to as the MEMBERSHIP CARD.

2. NAME

The name of this Association shall be **The Connexional Music Association** herein referred to as the Association.

3. AIMS AND OBJECTIVES

- 3.1 To provide and promote music Ministry in the Church and to deepen spirituality through music in Church services.
- 3.2 To lead worship in all services through liturgies, hymns and relevant songs.
- 3.3 To promote the establishment of Church Choirs within the Church and to promote fellowship and cooperation among Methodist People and other Choirs in the Communities.
- 3.4 To promote and develop high standard of music ministry in the Church and to encourage and enhance Youth participation in the Association’s ministry.
- 3.5 To always be available to lead worship especially on pastoral services such as, formal and informal Services, including funerals, unveiling of tombstones and other related

services that involve collective and individual Members of the Church, with diligence and dedication.

- 3.6 To initiate and facilitate workshops, seminars and other relevant development programmes, not limited to ministering through Church Music, Choir conducting pedagogy, voice technique, but also to include effective and efficient administration and management strategies relevant to Church Choirs and coordinating structures of the Association.
- 3.7 To facilitate and organize, whenever possible, Connexional choral music competitions and festivals exclusively for the Church Choirs of the Methodist Church of Southern Africa; and to collaborate with other identified credible Organizers of choral music events in Southern Africa.
- 3.8 To foster good interdenominational and intercontinental relations and cooperation with other Church Choirs and coordinating structures in the Southern Africa, Africa and worldwide.

4. MEMBERSHIP OF THE ASSOCIATION

- 4.1 Only Full Members of the MCSA in good standing shall be Members of the Association. Members on trial may be admitted into Membership but they may not hold any office at all levels of the Association.
- 4.2 Application for Membership shall be submitted to the Local Committee of a Society. A prospective new Member shall remain on trial for a period not less than six months after which his / her name shall be presented to the Society Executive Committee to determine readiness for full membership. The names of those who have been recommended by the Society Executive Committee shall be presented to the Local Leaders Meeting for endorsement and thereafter shall be eligible to be admitted into full Membership and be robed accordingly.
- 4.3 Members shall be robed in a public service conducted by the Superintendent or a deputised Minister laboring in the Circuit. At the robing service the new Member shall take a pledge which includes commitment to the aims and objectives of the Association, diligently attending to all activities of the Choir including Choir rehearsals and paying all the prescribed dues accordingly. At the service the Member may be robed in the regalia as approved by the Association from time to time and receive a copy of the Constitution.
- 4.5 Any Member who does not attend the activities, rehearsals and does not pay the prescribed dues without a report to the Society Executive Committee for a period of three (3) months, shall be visited by the representative (s) of the Society Executive

Committee to determine reasons of such absence or failure. If there are still no valid reasons for such absence or failure the Society Executive Committee shall report such a Member to the Leaders meeting to be deemed as have resigned from the Choir and the said Member shall be notified of that decision accordingly.

4.6 All matters affecting membership of the MCSA of any Member shall be dealt with in accordance with the relevant provisions of the Laws and Discipline.

5. UNIFORM OF THE ASSOCIATION

5.1 At all official worship services of the Church, which may include formal and informal services, memorial services and funerals , unveiling of tombstones and any other official service as determined by the Superintendent , District Bishops including services at District and Connexional level , Members shall wear the following uniform:

(a) Female members: The uniform shall include –

- (i) a plain black knee length skirt;
- (ii) a plain cotton white shirt, with a standard collar and long sleeves;
- (iii) plain black stockings;
- (iv) plain black shoes;
- (v) a plain black beret;
- (vi) a plain black jacket; and
- (vii) standard sized lapel pin of the Connexional Music Association .

(b) Male members –

- (i) plain black trousers;
- (ii) a plain white shirt, with long sleeves;
- (iii) a plain black tie;
- (iv) plain black shoes and socks;
- (v) a plain black jacket; and
- (viii) standard sized lapel pin of the Connexional Music Association.

5.2 Notwithstanding the above paragraph in relation to uniform, at any event organized by the Association at any of its levels, the Executive of such a level may determine any other uniform to be worn by the Members.

6. CONNEXIONAL ORGANISATION

6.1 A Connexional Convention of the Association shall be held every three years for policy formulation, strategic direction, Constitution amendments, planning and implementation of its aims and objectives, administrative functions, and to transact any other relevant business of the organization.

6.2 The Connexional Convention shall consist of the following:

- a) The General Executive Committee which shall be nominated and be elected by the Connexional Convention, such General Executive shall include the following Office Bearers;
 - General President
 - General Vice President
 - General Secretary
 - General Assistant Secretary
 - General Treasurer
 - General Music Coordinator
 - Three Committee Members
 - District Executive Committee Members.
- b) In addition, each District shall send up to a maximum of twelve (12) Delegates to the Connexional Convention.
- c) Any of the above stated Members of the Connexional Convention shall be voting Members and shall be eligible to be voted into any Connexional position of the Association.
- d) All Ordained and active Ministers in Full Connexion present at the Connexional Convention of the Association shall be ex-officio voting Members and are eligible to be elected as General President of the Association.
- e) Voting procedures for any Office Bearer shall be in accordance with the normal voting procedures of the MCSA, which include required majority (50% +1) and simple majority where there are only two nominees for any position in the third and final ballot of a vote being conducted.

6.3 Society Church Choir Members are encouraged to attend Connexional Conventions of the Association as non- voting attendees, the Presiding officer of the Convention may exercise his/her discretion to allow such Members to participate in the deliberations of the Convention, save when the Convention is in Committee.

- 6.4 The term of office into the Connexional Executive Committee shall be three years. Each Office-Bearer is eligible to be elected for a second and last term, after which such Office-Bearer shall not be eligible for an immediate consecutive term.
- 6.5 The elections of the Connexional Executive shall be conducted by the Presiding Bishop or a Bishop/Minister delegated by the Presiding Bishop. Voting for all respective portfolios of the Connexional Executive Committee shall strictly be through secret ballot.
- 6.6 The Presiding Bishop or his / her deputy shall induct the incoming Connexional Executive Committee of the Association in a Public Service of the Connexional Convention of the Association in the same District where elections were conducted.
- 6.7 The outgoing Connexional Executive Committee shall hand over all property of the Association at the induction service or not later than three months after the induction, including change of signatories in the Bank.

6.8 General Executive Committee Meetings of the Association

- (a) The Association shall establish a General Executive Committee consisting of General Office Bearers from Districts.
- (b) The General President shall convene the General Executive Meetings in terms of the Year Plan of the Association and as and when so required.
- (c) Each District may nominate up to five (5) delegates inclusive of all Ordained and Active Ministers responsible for the music ministry in the various Circuits.
- (d) The agenda of this meeting shall be determined by the General Executive Office Bearers.
- (e) The General President of the Association shall be a Member of Conference in accordance with paragraph 5.5 of the L&D as amended from time to time.

7. DUTIES OF THE CONNEXIONAL EXECUTIVE COMMITTEE

7.1 The General President

- (a) Shall chair at all the Connexional meetings of the Music Association. In his / her absence or as delegated by him / her, the General Vice President may take the chair;
- (b) shall establish and foster accountability, responsibility and cooperation among the members of the Connexional Executive Committee, other committees and members of the Music Association;
- (c) shall be responsible for the general welfare of the Connexional Music Association and its structures at all levels, and shall ensure that there is effective leadership, sound

operational, administrative and financial systems and processes for proper accountability at all levels of the Music Association;

(d) together with the General Secretary, shall ensure that all activities and events of the Connexional Music Association at the Connexional level are organised and coordinated properly and proficiently.

7.2 The General Vice President

- (a) shall assist the General President, deputise for the General President when necessary, and carry out whatever duties that may be entrusted to him / her by the General President and /or the Connexional Executive Committee of the Music Association;
- (b) shall, together with the General Recording / Assistant Secretary, organise and coordinate well-structured visits, on behalf of the Connexional Music Association, to Districts of the Methodist Church of Southern Africa, in order to entrench Methodist ethos through the Church Music Ministry.

7.3 General Secretary

- (a) shall oversee all the administrative duties of the Secretariat of the Connexional Executive Committee, and is the Head of administration of the Connexional Music Association;
- (b) shall be the convener of all meetings of the Connexional Executive Committee; and shall be the official correspondent and custodian of all articles and records of the Music Association and the Connexional Executive;
- (c) shall, together with the General President, ensure that all the activities and events of the Music Association are organized and coordinated properly and proficiently;
- (d) shall, together with the General President and the General Treasurer, be the bank signatories on behalf of the Music Association.

7.4 General Assistant Secretary

- (a) shall assist the General Secretary with administration, and carry out whatever duties that may be entrusted to him / her by the General Secretary and /or the Connexional Executive Committee of the Music Association;
- (b) shall, manage and maintain an up-to-date database of the membership of the Connexional Music Association and ensure records are kept accordingly.

7.5 General Treasurer

- (a) shall be responsible for financial administration of the Connexional Music Association, whose duties will include, but not limited to keeping proper financial records of the Music Association, accounting proficiently for all the financial transactions of his / her office, and adhering at all times to the General Financial Policy of the Methodist Church of Southern Africa;
- (b) shall manage all bank accounts of the Connexional Music Association. The account holder shall be the Methodist Church of Southern Africa, and the reference name shall then be the Connexional Music Association;
- (c) shall be the compulsory bank signatory on all bank accounts in the name of the Connexional Music Association;
- (d) shall be responsible for submitting an annual audited Financial Statement for the Music Association compiled by an Auditor;
- (e) shall present interim and annual financial reports of the Connexional Music Association at the relevant meetings of the Connexional Executive Committee of the Connexional Music Association.

7.6 General Music Coordinator

- (a) the Association shall establish a Connexional Music Committee, consisting of the respective District Music Coordinators which shall be convened by the General Music Coordinator.
- (b) to ensure that the Connexional Music Committee deals with choral music related matters of the Association, including –
 - (i) the mastery of the Hymnals of the MCSA in all languages used in the Connexion;
 - (ii) assisting District Music Coordinators to create choral music repertoires that are relevant to the different worship services of the MCSA;
 - (iii) the prescription of choral music for the identified categories of the Connexional Church Choir Competitions;
 - (iv) organising and facilitating capacity development workshops for Districts Church Choirs;
 - (v) mentoring District Music Coordinators to ensure quality music at society level;
 - (vi) creating and maintaining an up-to-date database of composers and adjudicators who may be willing to cooperate with the Connexional Music Association.

7.7 COMMITTEE MEMBERS

The three (3) elected committee members shall drive mission imperatives as determined by the executive

8. CONNEXIONAL CHURCH CHOIR COMPETITIONS AND FESTIVALS

- 8.1 The Connexional Choir Competitions organised and coordinated by the Association, shall be held triennially as per roster.
- 8.2 The respective District Executive Committees shall determine the levels of the Connexional Church Choir Competitions below the District level.
- 8.3 All Society Church Choirs and Youth Choirs are encouraged to take part in Connexional Church Choir Competitions.
- 8.4 Only the District Choir champions in the various categories of the Connexional Choir Competitions of the Association shall be invited to the Connexional championships of the Connexional Choir Competitions.
- 8.5 The Connexional Music Committee shall draft and / or amend the Participation Rules of the Connexional Choir Competitions as determined by the Connexional Executive Committee of the Association.
- 8.6 The participation rules and code of conduct are provided in Appendix A and B respectively.

9. DISTRICT ORGANISATION

- 9.1 A District Convention shall be held annually, for fellowship, policy formulation, strategic direction, planning and implementation of the decisions taken at the District and Connexional Conventions, administrative functions and to transact any other relevant business of the Organization.
- 9.2 The District Convention shall consist of the following:
- a) The District Executive Committee which shall be nominated in, and be elected by the District Convention, which shall include the following Office Bearers;
- District President
 - District Vice President
 - District Secretary
 - Assistant Secretary
 - District Treasurer
 - District Music Coordinator
 - Three Committee Members
- b) The Circuit Executive Committee
- 9.3 In addition each Circuit shall send up to a maximum of twelve (12) Delegates to the District Convention.

- 9.4 Any of the above stated Members of the District Convention shall be voting Members and eligible to be voted into any District positions of the Association. In the case of any vacancy occurring during the term of the committee, the District shall fill the vacancy until the next District Convention.
- 9.5 All Ordained and active Ministers in Full Connexion present at the District Convention of the Association shall be voting Members and eligible to be elected as President of the Association.
- 9.6 Voting procedures for any Office Bearer shall be in accordance with the normal voting procedures of the MCSA, which include required majority (50% +1) and simple majority where there are only two nominees for any position in the third and final ballot of the vote being conducted.
- 9.7 The term of office of any of the District Office Bearer shall be three years. Each Office-Bearer is eligible to be elected for a second and last term, after which such Office-Bearer shall not be eligible for an immediate consecutive term.
- 9.8 The elections of the District Executive shall be conducted by the Ex- District President, if not available the most recent Past District President present at the District Convention may preside over the elections and if none of the above the convention shall nominate the presiding officer. Voting for all respective portfolios of the District Office shall strictly be through secret ballot.
- 9.9 The District Bishop or his / her deputy shall induct the incoming District Executive Committee of the District Association in a public service specifically organised for such a purpose. The service shall take place preferably in the Circuit where the District Convention of the District Association is convened.
- 9.11 The outgoing District Executive Committee shall hand over all property of the District Association at the induction service or not later than three months after the induction including change of signatories in the Bank.
- 9.12 Society Church Choir members are encouraged to attend District Conventions of the District Association as non-voting Attendees. The Presiding Officer may use his/her

discretion to allow such attendees to participate in the deliberations of the Convention, save when the District Convention is in Committee

9.13 There shall be an Extended District Executive Committee Meetings of the Association

9.14 District Executive Committee Meetings of the Association

- (a) The District Music Association shall establish a District Executive Committee consisting of Office Bearers from Circuits.
- (b) The District President shall convene the District Executive Meetings in terms of the Year Plan of the Association and as and when so required.
- (c) Each Circuit may nominate up to five (5) delegates inclusive of all Ordained and Active Ministers responsible for the music ministry in the various Circuits.
- (d) The agenda of this meeting shall be determined by the District Executive Office Bearers.
- (e) The District President of the Association shall be a Member of Synod in accordance with the L&D as amended from time to time.

9.15 District Music Competitions

- (a) District Competitions shall be held annually at venues to be determined by the District Executive Committees.
- (b) During the year in which Connexional Choir Competitions are not organized and coordinated, the District Executive Committees may coordinate District Choir Festivals.

10. DUTIES OF THE DISTRICT EXECUTIVE COMMITTEE

10.1 The District President

- (a) Shall chair at all the meetings of the District Music Association. In his / her absence or as delegated by him / her, the District Vice President may take the chair;
- (b) shall establish and foster accountability, responsibility and cooperation among the members of the District Executive Committee, other committees and members of the District Music Association;
- (c) shall be responsible for the general welfare of the District Music Association and its structures at all levels, and shall ensure that there is effective leadership, sound

operational, administrative and financial systems and processes for proper accountability at all levels.

10.2 The District Vice President

- (a) shall assist the District President, deputise for the District President when called upon, and carry out whatever duties that may be entrusted to him / her by the District President and /or the District Executive Committee.

10.3 District Secretary

- (a) shall oversee all the administrative duties of the Secretariat of the District Executive Committee, and is the Head of administration of the Association.
- (b) shall be the convener of all meetings of the District Executive Committee; and shall be the official correspondent and custodian of all articles and records of the District Executive Committee and those of the Association;
- (c) shall, together with the District President, ensure that all the activities and events of the Association are organised and coordinated properly and proficiently;
- (d) shall, together with the District President and the District Treasurer, be the bank signatories on behalf of the Association;

10.4 District Assistant Secretary

- (a) shall assist the District Secretary with administration, and carry out whatever duties that may be entrusted to him / her by the District Secretary and /or the District Executive Committee of the Association;
- (b) shall, manage and maintain an up-to-date database of the membership of the District Music Association and ensure records are kept accordingly.

10.5 District Treasurer

- (a) shall be responsible for financial administration of the District Music Association, whose duties shall include, but not limited to keeping proper financial records of the Association, accounting proficiently for all the financial transactions of his / her office, and adhering at all times to the General Financial Policy of the MCSA;
- (b) shall manage all bank accounts of the District. The account shall be "The Methodist Church of Southern Africa", and the reference name shall be the District Music Association;
- (c) shall be the compulsory bank signatory on all bank accounts of the Association;

(d) shall be responsible for submitting an annual audited Financial Statement compiled by an Auditor.

10.6 District Music Coordinator

(a) shall be the convener of the District Music Committee consisting of all Circuit Music Coordinators.

(b) shall be a member of the Connexional Music Committee of the Association, and shall be the lead implementer at the District level of the decision of the Connexional Music Committee.

10.7 ZONES/REGIONAL STRUCTURES

Districts may establish coordinating zonal/regional structures befitting their nature.

11. CIRCUIT ORGANISATION

11.1 The Music Association in each Circuit shall be managed by the Circuit Executive, comprising the following Office Bearers, who shall be nominated and elected at the Circuit Annual General Meeting of the Circuit Association:

- Circuit Chairperson
- Circuit Vice Chairperson
- Circuit Secretary
- Circuit Assistant Secretary
- Circuit Treasurer
- Circuit Music Coordinator

11.2 The Superintendent Minister, his or her deputy, and the Minister (s) responsible for music ministry in the Circuit shall be ex-officio members of the Circuit Executive Committee.

11.3 The term of office of the Circuit Executive Committee shall be three (3) years. Office-bearers may be elected for a second consecutive and last term, after which such office-bearers shall not be eligible for an immediate consecutive term.

11.4 The Superintendent Minister, his or her deputy, shall induct the incoming Circuit Executive Committee of the Circuit Association in a public service specifically organized for such a purpose.

- 11.5 During the induction service of the newly-elected Circuit Executive Committee, the outgoing Circuit Executive Committee shall handover all the Circuit Association's property to the incoming Committee or not later than three months after the induction of the Circuit Executive Committee.
- 11.6 At least once a Quarter there shall be a Circuit gathering including a Circuit General Meeting.
- 11.7 All work of the Association in the Circuit is under the control of the Superintendent Minister or his /her deputy.
- 11.7 The Circuit Chairperson, together with the Circuit Secretary shall be members of the Circuit Quarterly Meeting.

12. SOCIETY CHURCH CHOIR

- 12.1 Society Church Choirs are located at the local Society and shall operate within a geographical boundary of the Circuit.
- 12.2 Society Church Choirs shall be managed by the local Committee, comprising the following Office Bearers, who shall be elected at the Society Church Choir Annual General Meeting:
- Chairperson
 - Vice Chairperson
 - Secretary
 - Assistant Secretary
 - Treasurer
 - Music Conductor
- 12.3 The Local Minister, Circuit Stewards and any Steward responsible for choirs shall be the ex-officio member of the Society Church Choir Committee.
- 12.4 Society Church Choirs shall participate in all the activities of the Church and those organised and coordinated under the auspices of the Association.
- 12.5 Society Church Choirs shall assemble not less than 15 minutes before the commencement of worship and/or any services, to receive the planned Ministers / Preacher(s).
- 12.6 Society Church Choirs shall receive during one of the days of the scheduled rehearsal, the list of Hymns chosen by the planned Minister / Preacher and prepare these for proper singing at the relevant service.

12.7 Society Church Choirs shall schedule rehearsal times and itineraries, to which every member shall adhere.

12.8 The Society Chairperson, together with the Secretary shall be members of the Society Leaders Meeting.

APPENDIX A: CODE OF CONDUCT FOR MEMBERS OF THE ASSOCIATION

- i. The Society Church Choir committees, conductors and members shall be full members in the Methodist Church of Southern Africa in good-standing.
- ii. The Chairpersons of the Society Church Choir committees and the conductors shall be members of the Society Leaders' Meeting of the Methodist Church of Southern Africa.
- iii. The Society Church Choir committees shall ensure that Society Church Choirs do participate in all the activities of the Connexional Music Association and the Church at all times.
- iv. The Chairpersons of the Society Church Choirs shall obtain a list of the Hymns to be sung from the planned Preachers / Ministers, and prepare these Hymns for proper singing during worship services.
- v. The Society Church Choir committee shall ensure that the Society Church Choirs assemble not less than 15 minutes before the commencement of worship services, to receive the planned Preachers / Ministers.
- vi. The Society Church Choir Committee shall negotiate and agree with members of the Society Church Choirs about the rehearsal itineraries, to which everyone must adhere. The Society Leaders' Meeting and the Property's Committees must be informed about the rehearsal schedules of the Society Church Choirs.
- vii. The Society Church Choir committee shall attend to the affairs of the Society Church Choirs, and ensure that the directives of the Society Leaders' Meetings are observed and complied with.
- viii. All the stipulations of Article 10 do apply to the structural and coordination tiers of the Connexional Music Association, whose leaders are expected to be congregants of exceptional character, integrity and discipline within the Methodist Church of Southern Africa.

- ix. All disciplinary processes and procedures adopted by the structural and coordination tiers of the Connexional Music Association shall be subordinate to the disciplinary processes, procedures and structures stipulated in the Laws and Discipline of the Methodist Church of Southern Africa (12th edition, 2016 as may be amended by the Connexional Conference from time to time).

Chapter 6 Wesley Guild

1. Preamble

The Constitution of the Wesley Guild is informed by the ethos and the life of the Methodist Church of Southern Africa, hereinafter referred to as the MCSA, as directed by the Methodist Youth Unit, hereinafter referred to as the MYU. The Constitution further endeavours to be in line with the provisions of Laws & Discipline paragraph 8.2 of the Methodist Book of Order. Therefore, all members of the Wesley Guild are to conduct their business under the discipline of the MCSA. The name of this movement shall be called:

“THE WESLEY GUILD”, hereinafter called “the GUILD”

2. Background

For many years young people in the Methodist Church have felt the need to band together to help one another to grow in Christian maturity, to have fun and to serve the needs of the society as they see it. From this need, in around 1932, came a movement which became known as the Wesley Guild. Its slogan, **“One way, One Heart”** signals the motivation force of Christian unity, the type of community it aspires to be and the fact that as young Christians we have only one way to live and work by, the one way that is Christ.

The Wesley Guild is an Organization within the MCSA as provided for in Laws & Discipline paragraph 8.2 of the Book of Order; and further identifies itself as a **“movement”** of young people in the MCSA that provide a particular means of learning and maturing in the Christian faith for young people. It is a formally recognized movement within the life of the MCSA and therefore operates under its Constitution as provided for in Laws & Discipline paragraph 8.2.1 and 8.2.2 of the Book of Order. Through The Wesley Guild, young people are afforded an opportunity to participate in the official decision making structures of the MCSA with full responsibilities, privileges and duties.

3. The Wesley Guild Movement

3.1 The Aims and Objectives of the Wesley Guild are:

- i. To enable a young person to have a relationship with Jesus as their personal Lord and Saviour;
- ii. To enable a young person to be able to relate to his/her peers in dignity, respect and love;

- iii. To enable a young person to develop their surroundings in the community they live in;
- iv. To enable a young person to use his/her gifts, talents and inheritance to enhance life for themselves and the community they live in.

3.2 Strategy to pursue the Aims & Objectives shall be encompassed in the 4C's for Christ Model

Consecration: learning to dedicate our lives to Christ and commit ourselves to His service.

Comradeship: creating a fellowship of young Methodists and other Christians in our society, country and world; and committing ourselves to one another and our spiritual growth.

Creativity: learning to understand ourselves in the world and to be creative in it

Community Development: Committing ourselves to the well-being of others at all levels of need.

Our programmes shall use these four elements (4C's) to balance us and lead us towards full Christian maturity within a community. These 4C's have a traditional part of our programming for young people; they must be fully understood and become the vehicle with which we reach our aims and objectives both within the Guild and the community.

3.3 The Guilder

- A Guilder is a person who shows enough love, passion, interest and active commitment to youth work and all its inherent ministries;
- A guilder is a person who strives to achieve a vital relationship with Jesus Christ as Lord and Savior, willing to grow in Christian character;
- A Guilder is a person who is willing and available to render effective and joyous service to the Church and to the world;
- A Guilder is a person who is committed to winning souls into the Kingdom of God;
- A Guilder is ultimately a person who is willing and available to promote Aims & Objectives of the Wesley Guild which are guided by the 4 C's for Christ model above.

3.4 The Guild

- Every Guild shall choose an appropriate name for its operation in the local area.
- Officially it will be known by the Methodist local Society to which it is linked.
- The way in which a Guild operates will be related to the situation in which it finds itself.
- Whichever way a Guild is organized, it should try to involve all Guilders in all its spheres of existence and operation through the gifts and talents of the members of the Guild.
- The minimum recommended number for a local society is 10 people and they are to meet regularly at least once a week.

- Although the Guild will adapt to its context it shall use the 4C's for Christ Model in planning and executing its programmes.

3.5 The Pledge

These words will form the pledge and oath to be taken by all the members of the Guild:

“I desire by the grace of God to live and lead a Christian life and to take an active part in promoting the aims and objectives of the Wesley Guild. One Heart. One Way.”

3.6 The Motto

- The “Motto” of the Wesley Guild will be: **‘One Heart – One way’ (Jeremiah 32:39)**
- The “Motto” shall be used in all official regalia, documents and any other form of communication or materials that hold the emblem of the Wesley Guild.

4. Operational Model: The 4C's for Christ

4.1 Consecration

Through Consecration, members are encouraged to have a living relationship with their Lord and Saviour, Jesus Christ. These activities seek to encourage prayer, bible reading and constant contact between a member and their Lord, Jesus Christ.

4.2 Comradeship

Maintaining the Guild is an important function. This will include an active program to introduce and incorporate (make part of the body – ‘Ubuntu’) new people. Building up trust and celebrating the togetherness of the Guild will be joined to programs which encourage individuals in personal growth. Comradeship also includes being part of the larger body of the Church. The creation of a fellowship of Christians across all barriers of race and creed, based on an understanding of young people created in the image of God is the basis of Comradeship to help establish a sign of the Kingdom of God in Southern Africa.

4.3 Creativity

The Guild is a place where truth is sought through the life and tradition and culture around us. Guilders are encouraged to question, to be creative, and to learn. By providing programs which help people to grow intellectually without losing touch with the cultural roots which provide such an exciting part of the world today, the Guild can be used in nation building. Extending young people's awareness of the world around them; the way in which it operates; structures of government, policy making, traditional authority, language and other institutions; all these will mingle with programs which enhance the lives of Guilders through acceptance of cultural traditions and changing lifestyles.

4.4 Community Development

No matter how active the Guild seems to be, it will only be when the members begin to function as servants to the community and the church that the Guild will act as a light to others. All the reflection and learning of the other elements now becomes action. As Christians engage in service which brings in the Kingdom of God, there will be many occasions when relief will be necessary. Droughts, disasters, and the daily grind of oppression make this necessary. At the same time Christian servants realize that love will attempt, where possible, to relieve permanently, such distress through community action and organizing. The Guild will seek to make changes as well as provide relief. At certain times Community Development will mean being prophetic, speaking truth to power, seeking to understand the underlying courses to poverty and alienation.

4C's for Christ Planning and Implementation

The 4 C's provide a framework which can be used in a number of ways. From the most formal use to the most informal, the 4 C's allow Guilders to build a programme which caters for the needs of the community and develop a Christian maturity.

- Here are some ways in which the 4 C's have been used and can be used:

1. One Meeting, One "C" Programs

A meeting of the Guild can focus on one particular emphasis, with the others receiving attention over the remainder of the month. For example an evening dealing with the need of young people for belonging can be developed with a specific emphasis of consecration. The program could include creative Bible studies on belonging to a community, sharing of fears of loneliness, praying for one another, a commitment to seeking the 'lost and the lonely'.

A further meeting with the need of belonging in mind will focus on comradeship, developing games of community building, team recreation, an 'invite a stranger' meeting, and so on. Remembering that the 4 C's point to the way in which a person develops a balanced Christian life, other meetings may focus on Cultural and Community Development activities.

2. All-in-one programs

A balanced meeting can be planned to include something from each of the 4 C's. So a meeting which tries to meet the need of young people for help in relationships between sexes might include a role play of socially acceptable ways of relating, a bible study, training in counselling and sharing of personal experiences.

3. The long term programs

A survey during your planning stage might surface a major need in your community amongst young people. One of these during the last few years has been for quality

education and / or skills development. Using the 4 C's to provide a guideline; the Guild can enter into an in-depth discovery, growth and action program in the area of education. You will ask yourselves some of the following questions.

Consecration:

- What does the Bible say about learning?
- What do Christians believe is the aim of education?
- Can Christians protest against bad education?

Comradeship:

- How can we work with people who have different education to us?
 - How can we learn more ourselves?
 - What do we want to learn?
 - How can education help us build a community?
- Asking and beginning to answer questions like this, you will design a program which uses discussion, research, field visits, invited speakers, planning action and all the exciting ideas you can think of to help Guilders become mature Christians in the area of their education and that of others. You will provide a Christian Service to the community at large which has been thought through carefully by Guild members.

Creativity:

- What is 'quality education' or skills development?
- Who has it, if anyone?
- Why are some people more privileged than others?
- How were our parents educated?
- Is formal school the only place to be educated?
- Who is a teacher?

Community Development:

- What can we do?
- How can we do it?
- Can we provide better facilities?
- What can we teach?

Conveners of committees focusing on a specific 'C' would co-ordinate closely, but could have specific areas of responsibility.

- Consecration: Bible study, Prayer, Worship, Music, Drama, Follow-up, Counselling, Liaison with the minister
- Comradeship: Public relations, Games, Celebrations, Music, Drama, Refreshments, counselling, Outings {holiday camps, winter clubs etc.}
- Creativity: Research, Vocations, Media {TV, Facebook, Twitter, internet, etc. Drama, Music, Field trips

Community Development: Evangelism, Research, Projects, Ministry/mission groups

6. Membership

- 6.1 Members of the Wesley Guild shall be young people who are full members of the Methodist Church of Southern Africa, including Ministers, who shall be received into full membership of the Wesley Guild. Every such member shall always observe the provisions of this Constitution.
- 6.2 Membership shall be processed through the Local Society committee. A prospective new member shall remain On-Trial for a period not less than six (6) months, after which his/her name shall be submitted by the Chairperson concerned to Circuit General Meeting with a recommendation about his/her readiness for full membership. This trial period *shall not* run concurrently with that of full membership of the Church.
- 6.3 Before a member On-Trial is admitted into full membership of the Wesley Guild he/she must fulfil all the requirements set by the Wesley Guild from time to time which include, but not limited, to diligent attendance of meetings, spiritual maturity, active participation in all the Wesley Guild activities, full membership of MCSA and paying all the prescribed dues. The local Committee of the Society shall ensure that all these requirements are met prior to presenting the name of the member on Trial for full membership.
- 6.4 Such members, On-Trial, can participate in discussions at the meetings of the Wesley Guild but they may vote, and they may not be delegated or be elected in any office.
- 6.5 A member On-Trial, having satisfied all the requirements for full membership, and having been accepted by the Circuit, shall be robed at a public, recognition service where he/she shall receive a membership card and full uniform as set out in paragraph Seven (7) of this Constitution.
- 6.6 Ministers who wish to belong to the Wesley Guild in accordance with paragraph (6.1) above shall join the Wesley Guild and make a pledge to be bound by the Provisions of this Constitution prior to being robed. Such Ministers may not be subjected to paragraph (6.2) to (6.5) above.
- 6.7 Every member of the Wesley Guild shall subscribe an amount to be decided by the District Event (Convention/ Consultation). The District Wesley Guild Executive or Convention/ Consultation shall decide how the portion remitted to it shall be administered.
- 6.8 A member transferring or removing from one District/Circuit to another shall ask for a removal/visiting note so that his/her status may be known in the new area, also he/she shall conform to the usages of the District/Circuit he/she has gone to reside provided that such usages are not contrary to the general provisions of this Constitution.

- 6.9 A member who fails to attend the meetings of the Wesley Guild, or who fails to meet the obligations of the Wesley Guild as provided in paragraph (6.3) above for three (3) consecutive months without adequate reason(s), and having been visited by the Executive Committee or delegated team, during the above-mentioned period, shall have his/her name removed from the Membership Roll. A letter signed by the Minister responsible for the society informing him/her of his/her removal shall be sent to his/her last known address by the Executive Committee. A member, who has been removed, will follow procedures of a Member On-Trial when wishing to return to the Guild.
- 6.10 All matters affecting character of a member, and Church discipline shall be dealt with in accordance with the Disciplinary Procedures as provided for in Chapter Eleven (11) of the Laws & Discipline; the verdict shall affect his/her status as a member of the Wesley Guild.
- 6.11 Ministers are to take full responsibility for their membership in the Wesley Guild in order to lead the Wesley Guild more effectively.
- 6.12 Elected officials should not be more than 35 years of age at the commencement of their term

7. Uniform

All members of the Wesley Guild shall wear this uniform:

7.1 Brothers (Full Member)

- White Shirt
- Royal Blue tie bearing a Wesley Guild emblem
- Royal Blue Blazer bearing a Wesley Guild emblem
- A pin Badge bearing the Letters "**W.G. - ONE HEART ONE WAY**" to be worn at the top left lap of the Blazer
- A pair of plain grey / black trousers
- A pair of plain black socks
- A pair of plain black shoes

7.1.2 Brothers (On-Trial Member)

- White Shirt
- Black tie
- Black Blazer
- A pair of grey / black trousers
- A pair of plain black socks
- A pair of plain black shoes

7.2 Sisters (Full Member)

- Royal blue beret
- White Shirt
- Royal Blue tie bearing a Wesley Guild emblem
- Royal Blue Blazer bearing a Wesley Guild emblem
- A pin Badge bearing the Letters “**W.G. - ONE HEART ONE WAY**” to be worn at the top left lap of the Blazer
- Royal blue skirt
- Black-mail stockings
- A pair of Closed Black Shoes (wearing of slippers or sandals is prohibited)

7.2.1 Sisters (On-trial member)

- Royal blue beret
- White shirt
- Royal blue skirt
- Black-mail stockings
- A pair of Closed Black Shoes (wearing of slippers or sandals is discouraged)

7.3 Ministers who are members of the Guild *shall wear*

- White clerical shirt
- Royal blue blazer bearing a Wesley Guild emblem
- A pin Badge bearing the Letters “**W.G. - ONE HEART ONE WAY**” to be worn at the top left of the blazer
- **Male Ministers:** Grey pants with black socks and black shoes
- **Female Ministers:** Royal blue skirt with blackmail stockings and closed black shoes

8. Officers of the Wesley Guild

8.1 The Officers of the Wesley Guild include the following Office Bearers:

- a. President, who shall be a Minister (*district/circuit/society*)
- b. Vice- Chairperson (*district/circuit/society*)
- c. Secretary (*district/circuit/society*)
- d. Recording Secretary (*district/circuit/society*)
- e. Treasurer (*district/circuit/society*)
- f. Four Conveners

8.2 Districts are encourage to divide the work of The Wesley Guild into Regions to be missional in their pursuit, and thus further encourage that these officers be appointed at the Regional level

9. Duties and responsibilities of the prescribed Officers.

9.1 President

A Minister, who shall be responsible for the general welfare of the Wesley Guild at District, Circuit and Society levels. At Society level this role shall be deputed to the Chairperson who will ensure that there is effective leadership, operation and sound administrative and financial systems and processes for proper accountability.

9.2 Vice- Chairperson

To deputise the President/ Chairperson and perform delegated responsibilities as assigned to him/her by the President/ Chairperson.

9.3 Secretary

He/she shall be responsible for the general administration of the Wesley Guild and effective Communication on all the affairs of the Organisation. The Recording Secretary shall operate under the direction of the Secretary and among other things; he/she shall be responsible for the minutes, membership roll and any other function as delegated by the Secretary from time to time.

9.4 Treasurer

The Treasurer shall be responsible for the general financial administration of the Wesley Guild including but not limited to the following:

- a. Financial Administration
- b. Banking of funds in a cheque account
- c. Be a compulsory signatory
- d. Financial Accounting of the Wesley Guild funds
- e. Fund Raising
- f. He/she shall also submit an audited Financial Statement compiled by a qualified Auditor once a year.

9.5 Conveners: 4C's for Christ

9.5.1 Consecration:

- a. Help to plan programs which encourage reflection on the meaning of life.
- b. Help Guilders in their relationship with Christ.
- c. Help the planning team to make time to reflect, learn and grow in Christian fellowship.
- d. Encourage people in this team to see their particular ministry as healing and encouraging relationships with God.
- e. Encourage Bible reading and prayer on the part of all members.

9.5.2 Comradeship

- a. Keeping a register of names and addresses.
- b. Encouraging openness and friendship.

- c. Making sure that newcomers are included.
- d. Providing opportunities for training of Guilders in group work and individual caring.
- e. Creating an environment and atmosphere in which Guilders can feel open and comfortable.

9.5.3 Creativity

- a. Help Guilders to understand and deal with the world.
- b. To be actively involved in reading and discovering the world.
- c. Encourage the planning team to see their ministry as finding out about the world and Southern Africa in particular.
- d. Help members to discover their potential as creative people.
- e. Encourage Guilders to become aware of the issues of the people in their society.
- f. Encourage the exploration of the things which people have made – art, music, customs, etc.

9.5.4 Community Development

- a. Look out for areas of need.
- b. Encourage the planning team to see their ministry as Christian action.
- c. Make contact with agencies and other helping bodies.
- d. Knowing your community intimately.
- e. Enabling Guilders to initiate and run projects under the auspices of the Wesley Guild.
- f. Being prophetic. Speaking truth to power, seeking to understand the underlying courses to poverty and alienation

At the Society level, the above-mentioned duties and responsibilities of the Chairperson and Vice- Chairperson respectively may be discharged by a Resident Minister or a Chairperson and the Vice- Chairperson accordingly who is a member of the Wesley Guild.

10. Financial Administration

- 10.1 All the funds of the Wesley Guild from the District, Circuit and Society levels shall always be subject to the general financial policy of the Church and shall be kept in a recognized Commercial Bank.
- 10.2 The Treasurer must submit annual/quarterly reports to the relevant structures consequently to District Youth Synod and Circuit Youth Council respectively.
- 10.3 A Cheque Account shall be opened at all the above levels in the name of ***“The Methodist Church of Southern Africa Wesley Guild”*** followed by the name of either the level or the name of the District, Circuit or the Society, and may also be held in the District Youth Unit bank account or Circuit Youth Unit account.

10.4 The signatories in the above-mentioned Bank Accounts shall always be the Treasurer as a compulsory signatory, with either the President or the Secretary being the optional signatories.

11 District Movement

A District Convention/ Consultation shall be held annually in every District for prayer, fellowship, and evangelization and to transact the business of the movement in the District.

11.1 The District leadership will consist of:

- a. The Wesley Guild President
- b. The District Youth Unit Coordinator (as ex-officio member)
- c. The District Vice Chairperson
- d. The District Secretary
- e. The District Recording Secretary
- f. The District Treasurer
- g. Four District Convenors

11.2 The Circuit Presidents, Office Bearers and elected delegates/representatives. Circuits may be represented by delegates to district event(s) who shall be elected at Circuit General Meeting. All Ministers in the District who are members of the Wesley Guild in accordance with paragraphs 1(a) and (b) above.

11.3 The District Convention/ Consultation may elect any Minister or lay person who is in active service in the District and who is member of the Wesley Guild as the District Chairperson for a three (3) year term to be endorsed by the District Youth Synod. The District Chairperson is eligible for re-election for one more term only. The nomination shall happen at the event for appointment by youth synod.

11.4 The District Movement may also elect the District Vice- chairperson, District Secretaries, Treasurer and the 4 Convenors for a three (3) year term who may also be eligible for re-election for a one more three (3) year term only.

11.5 The District Chairperson -Elect and the newly elected District Officials shall take office at the following District Convention/ Consultation after being inducted on the first day of the Event by the District Bishop or District Youth Coordinator. The outgoing District Executive shall hand over all District properties to the incoming District Executive during the public induction service.

11.6 If any District Office Bearer is unable to function because of any reason, the former District incumbent of the office shall be invited by the District Youth Executive to take his place until the next District Event, if that is not possible the

District Youth Executive may appoint any Wesley Guild member in the District to fill the vacancy until the next District event.

- 11.7 The District Wesley Guild Executive Committee shall collectively prepare, for presentation to the District Convention/ Consultation and Youth Synod, reports on the work of the Wesley Guild and an audited Annual Financial Statement (if separate from Youth Unit bank account).
- 11.8 The District Wesley Guild may be represented by the Chairperson in the District Youth Committee and Youth Synod respectively.
- 11.9 The District as demarcated by the Church may be divided into a number of Regions by the District Movement for purposes of Fellowship, Communication and Mission Work. When that happens, it should be noted that such an arrangement shall not interfere with the general administration of a Circuit and its governance. Each Region may elect a Minister who is a member of the Wesley Guild or one of their members as a President to co-ordinate the above stated purposes and activities.
- 11.10 Circuits within the said Regions are urged to co-operate closely with such an arrangement in good faith as reasonably as possible.

12. Circuit Organisation

- 12.1 The Wesley Guild in each Circuit may have not be less than twenty five (25) minimum members and shall be managed by the Circuit Executive consisting of:
- 12.2 The Circuit President who will be a Minister of the Circuit, delegated by superintendent provided that he/she is a member of the Wesley Guild in accordance with paragraph 1 (6) above.
- 12.3 In the event that the provisions of the above paragraph are not possible, the Circuit Ministerial Staff Meeting may request one of the Ministers in active service who resides in the Circuit but not necessarily labour in the Circuit, for an example, Seconded, Part-time or Chaplain Ministers who are members of the Wesley Guild to be appointed as the Circuit President.
- 12.4 If the above provisions fail, the Superintendent or Resident Minister *may* request any Minister who is a member of the Wesley Guild from the neighbouring Circuit to perform the functions of a Circuit President including the robing of the new Wesley Guild members.
- 12.5 The Vice President elected by the Circuit Annual General meeting of the Wesley Guild for a three (3) year term, eligible for re-election for one more term of three (3) years only. The Vice President shall not be a Minister but a lay member of the Wesley Guild.
- 12.6 The Circuit Secretary, Recording Secretary, Treasurer and Conveners being elected by the Circuit Annual General Meeting for a three (3) year term, who are eligible for re-election for a further one more three (3) year term only.

- 12.7 All other Ministers in the Circuit are ex-officio members of the Circuit Executive Committee meetings of the Wesley Guild.
- 12.8 At least once a Quarter there shall be a Circuit gathering including but not limited to a General Meeting.
- 12.9 The Circuit President and the Secretary or their alternates are members of the Circuit Quarterly Meeting and Society Leaders Meeting in accordance with Laws & Discipline paragraphs 7.8.13 and 14, and 7.46.10 of the Book of Order.
- 12.10 All the funds of the Wesley Guild may be raised by collecting the member's annual subscription fees and by other fund-raising efforts which are approved by the Circuit Wesley Guild meeting. All such funds shall be administered collectively by the Circuit Wesley Guild Executive with the Treasurer playing a prominent role.
- 12.11 The Circuit Wesley Guild Executive collectively shall submit a report on the work of the Circuit Wesley Guild and an Annual Audited Financial Statement at least once in a year to one of the Circuit youth council through their representatives.
- 12.12 A Circuit may be divided into one or more Sections for purposes of effective communication and mission. When such an arrangement is done, it shall not be seen to be undermining the governance of a Circuit as the Church recognizes Sections only for purposes of effective management but not a new structure or a new Circuit in a Circuit.
- 12.13 The Wesley Guild may have a Section functioning in a Circuit, the most senior active Minister residing and labouring in the Section who is a member of the Wesley Guild may be appointed by the Circuit Ministerial Staff Meeting to be the Convener of the Wesley Guild activities and to be accountable to the Circuit Executive.
- 12.14 The Sectional Convener of the Wesley Guild may have a Committee consisting of a Secretary, Recording Secretary, Treasurer and Conveners for purposes of assisting with general administration of the Section but also accountable to the Circuit Wesley Guild Executive.

13. Society Organisation

- 13.1 The Society shall refer to a weekly meeting of the Wesley Guild in a Society. If there are more than one weekly prayer meetings of the Wesley Guild in a Society, the second and more such prayer meetings shall be referred to as Sub-societies.
- 13.2 No Society or Sub-Society shall operate outside the geographical boundary of a Circuit.
- 13.3 Each Society or Sub-Society of the Wesley Guild shall be managed by a local committee consisting of:
- All Ministers worshipping in the Society being the ex-officio members of the Society or Sub-Society Executive Committee
 - The Chairperson who is a lay member

- The Secretary and the Recording Secretary
 - The Treasurer and 4 Conveners
- 13.4 All the above office bearers shall be elected by the Society or Sub-Society Annual General Meeting which shall be presided by a Minister for a three (3) year term, they may be re-elected for a further three (3) year term only.
- 13.5 All the above mentioned office bearers shall operate the Society or Sub-Society in accordance with the general provisions of paragraph eight (8) above as it relates to each stated position or its equivalent.
- 13.6 All the funds of the Society or Sub-Society shall be operated and administered in accordance with paragraph 9.
- 13.7 The Society or Sub-Society shall be required to report through the local leaders meeting to the Circuit Wesley Guild Executive at least once in a year on the work and finances of the Wesley Guild.
- 13.8 The Chairperson or a duly appointed representative of a Society or Sub-Society of the Wesley Guild is a member of the Society Leaders Meeting in accordance with Laws & Discipline paragraph 7.46.10 of the Book of Order.
14. The Wesley Guild Constitution should be translated into any of the official languages spoken in the Connexion and be reproduced in a booklet format which shall be referred to as the Wesley Guild Constitution.

Chapter 7

Women's Association

1. The Methodist Church of Southern Africa recognises the Women's Association as a **mission** organisation within the Methodist Church of Southern Africa. The Women's Association shall operate in terms of its Constitution, which shall be subject to the Laws and Discipline, and all other policies, decisions, practises and usage of the Methodist Church of Southern Africa.

1.1. The Constitution of the Women's Association or any amendments thereto, shall not come into operation, until ratified by Conference.

1.2. The Constitution may be amended only by the Connexional Executive of the Methodist Church or Conference. Districts shall forward notices of proposed amendments to the Constitution, having been adopted at District Meetings, to the General Secretary at least three months prior to the Biennial Convention.

2. The aims and objective of the Association are:

2.1.1. to organise and vitalise the Christian work of women in our Societies; deepening spiritual life through personal and family commitment, prayer and Bible Study;

2.1.2. to form a Branch or Branches in every Society and to provide a Pastoral Care ministry;

2.1.3. to encourage and support women of the Church to form branches of the Association for women of all ages at Society level under the auspices of the Women's Association Constitution, to promote women's issues in the Church;

2.1.4. spirituality, evangelism and spiritual growth;

2.1.5. justice, service and reconciliation;

2.1.6. development and economic growth for Church and secular leadership;

2.1.7. education and Christian formation.

3. The motto of the Association is:

By love serve one another

GENERAL ORGANISATION

4. A Biennial Convention shall be held to conduct the General business of the Association. The following are members of the Convention.

4.1.1. The General Executive Committee,

- 4.1.2. The immediate Past President,
- 4.1.3. The Convenor of Spirituality and Evangelism, Church Unity Committee and Women's World Day of Prayer
- 4.1.4. The General President-elect,
- 4.1.5. The General Ministry Convenors-elect,
- 4.1.6. The District Presidents
- 4.1.7. The District Secretaries,
- 4.1.8. Two representatives elected by each District,
- 4.1.9. Two incoming additional members of the General executive-elect.

Other members of the Association may attend the Convention as observers.

5. The General Executive Committee in consultation with the District Committee concerned shall provide the venue and date of the Biennial Convention which shall meet, as far as possible, in each District in turn.
6. The Convention shall determine the annual affiliation fee and sponsored funds payable by Branches.

GENERAL EXECUTIVE COMMITTEE

7. The General Executive Committee consists of:
 - 7.1.1. The General President
 - 7.1.2. The immediate Past General President
 - 7.1.3. The Secretary
 - 7.1.4. The Treasurer
 - 7.1.5. The ministry convenors for Evangelism and Spiritual growth, Justice, service and reconciliation, Pastoral care, Development and Economic Empowerment and Education and Christian formation.
 - 7.1.6. The President and the Secretary of the District in which the General Executive is domiciled
 - 7.1.7. Two additional members appointed by the General President,
 - 7.1.8. Any World Officer of Area President of the World Federation of Methodist and Uniting Church Women who resides in the Connexion is ex officio member of the Committee.

- All shall be members of the Methodist Church of Southern Africa. Eight members constitute a quorum.
8. The District Executive Committees shall take turns to elect the Connexional President from among the members in their District. The General President shall hold office for two years.
 9. The term of office of the General Executive shall be two years.
 10. In the event of death, resignation, transfer to another District, or incapacity of the General President the immediate Past General President shall assume the office with immediate effect. However, in the event of the Past General President not being able to attend Executive Meetings, the General Secretary shall facilitate a process whereby the General Executive of the Association shall appoint an interim chairperson from among its members until the next Biennial Convention.
 11. The General President is the Women's Association representative to Conference and is also a member of the Synod of the District in which she resides during her term of office. If she is unable to attend, the General Executive of the Association shall appoint an alternate.
 12. General officials shall receive reports prepared by respective District officials, immediately after adoption by the Annual District Meeting
 13. Past General Presidents and past officers of the International Methodist sisterhoods have a seat and a voice at Biennial Conventions, District and Branch Annual Meetings, without the right to vote. The President retains the privilege to call the Executive into Committee at her discretion.
 14. Rules of debate and procedure of the Biennial Convention will be made available to representatives at least 30 days before the Biennial Convention.
 15. The General President-elect will receive copies of all General Executive minutes.
 16. The General Secretary shall send the minutes of each Executive Committee meeting to the Past General Presidents and Districts. District Secretaries will distribute the General minutes to the District Executive as well as necessary information to branches.

17. The General Executive minutes can, on request be posted to members of the Women's Association on payment of a subscription fee, which will be decided at Biennial Convention.
18. National Women's Day to be observed to promote women's concerns, needs and issues; and as a means of encouraging unity among Methodist women.
 - 18.1 At their discretion, Branches are to arrange a WA Sunday Service, in consultation with their Circuit/Society Minister.
 - 18.2 Branches are to have one retiring collection annually towards W.A Funds.
 - 18.3 Districts are to forward this retiring collection on Schedule C to the General Treasurer.
 - 18.4 Allocation of the funds shall be decided at Biennial Convention.
19. The General Executive has the sole right to obtain, distribute and sell Women's Association membership badges, Order of Services Books and any other item/s that bears the Women's Associations emblem, at a cost to be determined by the General Executive Committee.
20. Biennial Convention minutes are to be forwarded to the Districts, in time for the following Annual District Meetings.
21. An inventory of General Property and assets, which will include gifts and all property received at Biennial Conventions, World Federation Area Seminars and Assemblies, World Methodist Conferences etc. will be compiled, reviewed and updated annually by the General Treasurer.
22. An inventory list of District, Circuit and branch properties will be compiled annually and handed over to the new incoming executives
23. All General Executive correspondence, reports, minutes may be mailed, faxed or electronically forwarded to Districts.
24. All levels of the Women's Association must be reminded to recognise the value of minutes which must be seen as tools for recording history, official decisions, resolutions, setting agendas for meetings, guidance to task bearers and recording policies and procedures. The practice of reading of the previous day's proceedings at Annual meetings and Biennial will continue.
25. In light of the transformation of MCSA Structures, the spectrum of involvement in these structures has become extensive for the WA. The selection of appropriate representatives to (these) relevant meetings should reflect the ministry portfolio of the WA, and not require only the WA President to attend. Where possible the General

President should liaise with the Presiding Bishop, the District President with the District Bishop, the Circuit President with the Circuit Superintendent Minister and the Branch President with the local congregation Minister. The General Executive has the authority to determine which of its ministry convenors should represent the W.A on committees of the organisation of the MCSA at General, District, Circuit and congregational levels respectively.

26. Future Biennial Conventions should provide a prayer forum for healing and pastoral ministry to the members of the Biennial Convention.
27. Biennial and District Meetings should provide a time on the programme for personal testimonies.
28. Recognising the challenges and impact of transformation in the MCSA, and structure, organisation and services of the Women's Association, strategic planning workshops must be engaged upon at each Biennial Convention to keep abreast with the changing needs of our members, women in the church and society, particularly with regard to young women and children.
29. The General President and General Secretary are ex officio members of every meeting of the District they resides in.
30. The General President-elect, with the approval of the Biennial Convention shall appoint the following General Officers: the secretary, the treasurer, the Ministry Convenors and two additional members, from among the members in her District. These Officers shall hold office for two years.
- 30.1. The General President shall fill any vacancy, which occurs in the General Executive Committee.

FINANCE

31. The General Executive Committee authorises and administers the funds of the Association and for this purpose shall operate the necessary Banking Accounts in the name of the "Methodist Church of Southern Africa, Women's Association", which shall be operated by any two of the following officials: Treasurer and President, or Treasurer and Secretary. The Treasurer shall be the compulsory signatory. The Treasurer manages the funds on behalf of the Executive Committee. A qualified auditor shall audit the account annually.
32. The General Treasurer shall submit a financial statement to the Biennial Convention, and a quarterly statement for inclusion in the General Executive Committee Minutes

- 32.1. Travel expenses to the Biennial Meetings of the General Officers-elect in the year they take office shall be paid for the General Purpose Fund.
- 32.2. Travel expenses of the General Officers-elect to the Biennial Convention, to be paid by the most cost effective form of transport.
- 32.3. Travel expenses incurred by any two of the following officials: General President or General Secretary, or their duly appointed representatives, when visiting Districts officially, attending Synod, or in connection with any other organisational business of the Women's Association, shall be met from the General Purpose Fund.
- 32.4. When the General President visits a District officially, attends meetings or conducts/addresses a workshop or Worship Service, a special offertory shall be taken and sent by the District Treasurer to the General Treasurer as a contribution to the General Purpose Fund.
33. The General Executive Committee should meet any immediate and unforeseen financial needs of the Executive Committee.
34. Delegates, who with the approval of the General Executive Committee, arrange private accommodation shall provide their own means and cost of travel to the Biennial Convention Venue. Cost will be met in particular circumstances, e.g. health reasons, with the approval of the General Executive Committee.

DISTRICT ORGANISATION

35. The Annual District Meeting shall be held during the first quarter of the year, where possible for worship, spiritual and mission direction, deepening spirituality, District business, empowerment of members and Christian fellowship. The meeting shall be constituted by the District Secretary and presided over by the District President. The Pledge shall be read.
- 35.1. The Annual District Meeting comprises:
All the members of the District Executive Committee
If the District President or Secretary is unable to attend, the District Executive shall appoint an alternate, who must be a member of the District Executive.
- 35.2. All Branch Presidents and Secretaries in the District or their duly elected alternates.
- 35.3. Delegates elected by each Branch, in the proportion of one delegate for every twenty-five members or part thereof. Branches may elect an alternate in the place of an ex officio member or elected delegate. When an authorised delegate is unable to attend, an alternate may substitute, provided the permitted ratio of representatives

for the Branch is maintained. At least one of the elected delegates must be present throughout the Meetings. Other members of the Women's Association may attend the Meetings as observers. The District President retains the prerogative to monitor contributions to discussions from observers.

DISTRICT EXECUTIVE COMMITTEE

36. The District Executive Committee comprises of the following District Officers:

- 36.1. The President elected for a two year term and is not eligible for a second term;
 - 36.2. The President-elect for one year, in the year preceding taking office, which shall have the privilege of choosing her own district secretary;
 - 36.3. The Past President for one year, in the year after leaving office;
 - 36.4. The District Secretary;
 - 36.5. The Treasurer;
 - 36.6. The ministry convenors for Evangelism and Spiritual growth, Justice, service and reconciliation, Pastoral care, Development and Economic Empowerment and Education and Christian formation. The term of office of the District Executive will be for two years;
 - 36.7. Two additional members elected by the Annual District Meetings;
 - 36.8. Any World Officer or Area President of the World Federation of Methodist and Uniting Church Women if resident in the District.
 - 36.9. The additional members are elected Biennially at District Meetings.
 - 36.10. Members of the District Executive Committee shall not serve in the same position for longer than two years. A Member shall not be elected again for a period of two years after leaving Office.
37. All members of the District Executive Committee shall be members of the Methodist Church of Southern Africa.
38. The immediate Past General President is a member of the Executive Committee of the District in which she resides for one year after completing her term of office.
39. The District President and the District Secretary or their authorised alternates are members of Synod.
40. The District Executive Committee may exercise their prerogative to nominate the District President-elect. The District Meeting elects by secret ballot the President and Executive Committee who shall take office immediately after District Meetings. The General Secretary shall be advised of the election results.

41. The District Secretary shall present and annual update of the history of the Women's Association in the District at the District Annual General meeting to be forwarded to the General Secretary after the District meeting.
42. District Presidents form part of a constitutional committee at each Biennial Convention in order to work on resolutions relating to constitutional matters, which have previously been discussed and adopted at respective District Meetings
43. When the programmes for District Annual Meetings and Biennial Conventions are drawn up, business of a sensitive nature should not be planned for when guests are present.
44. The human rights of all people should be respected and all women who seek membership in the Women's Association should be helped to sustain their Christian walk.
45. All District Executive correspondence, reports, minutes may be mailed, faxed or electronically forwarded to the General Secretary and Branches.

FINANCE

46. The District Executive Committee authorises and administers the funds of the Association and for this purpose shall operate the necessary Banking Accounts in the name of the "Methodist Church of Southern Africa, District Women's Association", which shall be operated by any of the two following officials: Treasurer and President, or Treasurer and Secretary. The Treasurer manages the funds on behalf of the Executive Committee and shall be the compulsory signatory. A qualified auditor shall audit the account annually.
47. The committee may receive funds from the Branches.
 - 47.1. The District Fund shall pay the travelling expenses of the District President and Secretary, or their alternates to the Annual District Meeting, to Synod and for visits essential to the execution of their work.
 - 47.2. The District Treasurer shall submit an audited financial statement, required Schedule 3 and a report to the Annual District Meeting. A copy of the statement and required Schedule shall be forwarded to the General Treasurer immediately thereafter.
 - 47.3. Branches are required to submit nominations for District President-Elect and the Executive Committee to the District Secretary no later than 30 days prior to the District Meeting. Nominations for the President-Elect and Executive Committee are to be proposed by one Branch and seconded by another Branch. Should branches fail to

comply, their nominations will not be accepted, but can participate in District Meetings.

- 47.4. In the event of the death, resignation, incapacity or transfer to another District of the District President, the immediate past President shall assume the position, failing which the District Executive shall fill the vacancy. The District Executive of the Association has the authority to fill any other vacancy which occurs in the Executive until the next Convention.
- 47.5. A District Executive member, who resigns from the Methodist Church, ceases to be a member of the District Executive.
- 47.6. The District President and Secretary are ex officio members of all Women's Association meetings in the District they reside in.
- 47.7. The District Secretary shall submit to Synod and the Secretary of the Joint Women's Committee (Women's Association, Women's Manyano, Women's Auxiliary, and Young Women's Manyano) an annual report of the work of the Women's Association in the District.
- 47.8. A District, which ceases to grow, is deemed to remain affiliated to the Women's Association for not more than two years.
- 47.9. If a District of the Women's Association ceases to grow, the minute books, financial records and other property shall be handed to the General Executive for safe keeping, until such time as the District is resuscitated. Funds held by the District are to be sent to the General Treasurer, from whom a receipt shall be obtained. These funds shall be held for two years. Should the District resume within this time the General Treasurer shall refund the money, less the affiliation fees for each year the District has receipted. Otherwise the funds become the property of the General Executive.

CIRCUIT ORGANISATION

- 48.A Circuit Organisation shall be formed in each Circuit, form all Branches and Churchwomen within the Circuit where possible
49. The objectives and work of Circuit organisation are:
- 49.1. To promote Spiritual upliftment programmes;
- 49.2. Planning, promoting, monitoring unity among all women;
- 49.3. Empower women for Church and secular leadership;
- 49.4. Administer the affairs to the Circuit.
50. Circuit meetings shall be held at such time and place as determined by the meeting.

51. The Circuit Executive consists of:

51.1. The Circuit President, the Secretary, the Treasurer, Evangelism and church growth Convener and Branch Presidents in the Circuit.

52. The Circuit Superintendent Minister shall preside at the Annual General Meeting.

53. Each Circuit shall hold its Annual General meeting during the last quarter of the year at which the annual reports and financial statement shall be submitted, and officers for the ensuing year elected.

54. The Circuit President shall be the representative to the District Executive meetings.

55. Circuit Executive members may not hold office for more than two years.

56. Powers and duties of the Circuit Executive are inter alia:

56.1. To arrange Circuit meetings of all branches within the Circuit.

56.2. To receive and consider reports of the Spiritual, numerical and financial condition of each branch.

56.3. To consider and recommend development and consolidation of objectives.

57. The Circuit Executive Committee authorises and administers the funds of the Association and for this purpose shall operate the necessary Banking Accounts in the name of the "Methodist Church of Southern Africa,Women's Association", which shall be operated by any of the two following officials: Treasurer and President, or Treasurer and Secretary. The Treasurer manages the funds on behalf of the Executive Committee and shall be the compulsory signatory. A qualified auditor shall audit the account annually.

58. The Circuit Secretary shall submit an annual report to the District Secretary, immediately after the Circuit Annual General meeting.

59. The Circuit President is to be the representative to the Circuit Quarterly Meeting and to submit an annual report of the work of the Women's Association in the Circuit.

BRANCH ORGANISATION

60. A Branch of the Association shall consist of not fewer than seven members including the Officers.

61. A member must be a full member of the Methodist Church of Southern Africa in good standing.

62. A member of the Women's Association may not belong to more than one Branch.

63. A member may not belong to another women's organisation within the Methodist Church.

64. A member who is absent from meetings for three (3) consecutive months without a written apology, ceased to be a member.
65. A prospective member shall remain on a trial basis for a period of one (1) year, after which she can be elected in a position.
66. The Superintendent of the Circuit or the local Minister shall be ex officio members of the Branch
67. The Officers of the Branch are:
 - 67.1. The President, elected for two years;
 - 67.2. The Secretary;
 - 67.3. The Treasurer;
 - 67.4. The President-elect for one year, in the year preceding taking office, which shall have the privilege of choosing her own district secretary;
 - 67.5. The Past-president for one year, in the year after leaving office;
 - 67.6. The ministry conveners for Evangelism and Spiritual growth, Justice, service and reconciliation, Pastoral care, Development and Economic Empowerment and Education and Christian formation.
68. The Branch Executive Committee consists of the Branch officers, and two additional members elected at the Annual General Meeting. The Executive Committee may fill any vacancy that occurs during the year.
69. The President of each Branch, or her alternate is a member of the Circuit Quarterly meeting. The Branch President is a member of the local Leaders Meeting.
70. The objectives of the Women's Association together with the Affirmation shall be read, and the Constitution and Rules of the Association shall be read and explained at the first meeting of the Branch.
71. Each Branch shall hold its Annual General meeting during the last quarter of the year at which the annual reports and financial statement shall be submitted, and officers for the ensuing year elected.
72. An annual report of the work of the Women's Association in the Circuit shall be presented to the Circuit Quarterly Meeting.
73. Only members of the Methodist Church of Southern Africa shall hold office in the Association.
 - 73.1. Before a Branch is recognised it is required to consult the District President and Executive. The Superintendent Minister of the Branch concerned shall be at the consultation.

- 73.2. A Branch which ceases to meet shall be deemed to remain affiliated to the Women's Association for not more than two years.
- 73.3. If a Branch of the Women's Association ceases to meet, the minute books, financial records and other property shall be handed to the District Executive for safe keeping, until such time as the Branch is resuscitated. Funds held by the Branch are to be sent to the District Treasurer from whom a receipt shall be obtained. These funds shall be held for two years. Should the Branch reopen within this time the District Treasurer shall refund the money, less affiliation fees for each year the Branch has received. Otherwise the funds become the property of the District.

FINANCE

74. A fee shall be paid by each member of the Branch to the Branch Treasurer. Funds may be raised by the Branch with a written approval of the Circuit Superintendent Minister.
75. The Branch Executive Committee authorises and administers the funds of the Association and for this purpose shall operate the necessary Banking Accounts in the name of the "Methodist Church of Southern Africa,Women's Association", which shall be operated by any of the two following officials: Treasurer and President, or Treasurer and Secretary. The Treasurer manages the funds on behalf of the Executive Committee and shall be the compulsory signatory. A qualified auditor shall audit the account annually.
76. Branch members shall be assessed by Districts, on the basis of a flat rate assessment in so far as the following funds are concerned:
- 76.1. General Purpose Fund
 - 76.2. World Federation of Methodist & Uniting Church Women
 - 76.3. Education for Ministry and Mission Unit
 - 76.4. Ministerial Students Fund
 - 76.5. Mission and Extension Fund
 - 76.6. Methodist Church of Southern Africa Children's Homes
77. Branch Treasurers shall report annually to the District Treasurer using the Schedule 3 provided for the purpose. Audited Branch financial statements, shall be signed by the Minister, Branch President and the Treasurer, after confirmation by the Annual General Meeting.
78. At the beginning of the financial year a list of funds supported by the Women's Association shall be supplied to all Branches by the District Treasurer in consultation

with the District Executive. Contributions should be solicited in order of need, including funds approved by the Biennial Convention or District Meetings.

79. All money, except local or District funds must be paid through the District Treasurer to the General Treasurer.
80. When the District President is invited to address a Women's Association meeting, an offertory will be taken and sent to the District Treasurer, to assist with travelling expenses.
81. Each Branch must contribute to the various Women's Association funds and to local Church needs. When a Branch decides to raise funds for outside organisations, or to divert its ordinary funds to such purposes, a written approval must be obtained from the Superintendent or Ministerial Deputy.

RULES OF THE WOMEN'S ASSOCIATION

82. The name of the organisation is: Women's Association of the Methodist Church of Southern Africa.
83. The Rules of the Women's Association are additional to the Constitution and apply to all Women's Association members. Only the Biennial Convention may amend rules.

GENERAL ORGANISATION

84. The General Secretary, Treasurer, Evangelism and Spiritual growth, Justice, service and reconciliation, Pastoral care, Development and Economic Empowerment Conveners shall submit annual reports to the Biennial Convention. Additional reports from and Education and Christian formation Ministry, Word Day of Prayer, Church Unity and any other relevant reports shall be also submitted.
85. The annual Report of the General Women's Association Shall be forwarded to the General Secretary of the Methodist Church of Southern Africa. Names, addresses, telephone, fax numbers and e-mail addresses of the General Executive Committee shall be forwarded to the General Secretary for inclusion in the official records.
86. Only the District secretary may submit items from the District to the General Secretary for inclusion on the agenda of the Biennial Convention.

GENERAL EXECUTIVE COMMITTEE

87. Districts take turn to form the General Executive Committee. Should a District be unable to form an Executive Committee in the prescribed rotation, it shall be invited to do so at the end of the next Biennial period

88. Following rotation, the District Executive Committee shall organise a nomination committee and follow the set procedure to nominate the General President-elect from among the Women's Associations members in the District.
89. The Immediate past General President remains a full member of the serving General Executive, but serves only in a consultative and advisory capacity.
90. In the event of death or resignation of the immediate Past President her immediate predecessor in office shall assume the position.
91. Names and addresses of representatives nominated or elected to a National/International body should be forwarded to the Methodist Connexional Office (MCO). Relevant reports shall be presented to Biennial Conventions.

DISTRICT ORGANISATION

92. The District Executive Committee may exercise their prerogative to nominate the District President-elect. The District Meeting elects by secret ballot the President and Executive Committee who shall take office immediately after District Meetings. The General Secretary shall be advised of the election results.
93. The District Secretary shall present an annual update of the history of the Women's Association in the District at the District Annual General meeting to be forwarded to the General Secretary after the District meeting.
94. District Presidents form part of a constitutional committee at each Biennial Convention in order to work on resolutions relating to constitutional matters, which have previously been discussed and adopted at respective District Meetings
95. When the programs for District Annual Meetings and Biennial Conventions are drawn up, business of a sensitive nature should not be planned for when guests are present.
96. The human rights of all people should be respected and all women who seek membership in the Women's Association should be helped to sustain their Christian walk.
97. All District Executive correspondence, reports, minutes may be mailed, faxed or electronically forwarded to the General Secretary and Branches.

BRANCH ORGANISATION

98. The Women's Association discourages gambling. Branches should not accept money raised by means that contradict the principles of the Methodist Church.

99. Newly elected Branch and Circuit officials take office immediately following the Annual General meetings and not wait for the induction services, which can only be held when the minister is available.

MINISTRIES

100. The General Evangelism & Church Growth, Justice, Service and Reconciliation, Pastoral Care and Development, Economic Empowerment and Education and Christian formation Convenors shall provide guidelines for all District Ministry Convenors, who in turn will service Branch Ministry Convenors.
101. General and District registers of Pastoral Care members shall be kept according to Districts and updated annually.
102. Districts shall furnish updated information annually of Pastoral care members on the Schedule provided to the General Pastoral care Ministry Convener.
103. All District Ministry Convenors shall send quarterly reports to the respective General Ministry Convenors.

GENERAL

104. The District in which the General Executive resides shall determine the need and feasibility of holding a Women's Association Conference.
105. Records of Resolutions, Rules, Book of Decisions and Minutes accepted by the Biennial Convention, shall be kept for at least ten years, and thereafter, forwarded to the Methodist Church Archives.
106. With the inventory register the most important financial records and signed transfer of bank account forms are to be handed over to the incoming Treasurer immediately after the Biennial/Annual Meetings.

WORLD FEDERATION OF METHODIST AND UNITING CHURCH WOMEN

107. The Representative to the WFM&UCW Assembly is to be a member of the Biennial Convention/s between World Assemblies.
108. The Women's Association representative to the World Federation Assembly shall be chosen at the Biennial Convention. An alternate representative shall also be chosen.
109. Each District shall at the District Meeting prior to the Biennial Convention nominate a member who would best represent the Women's Association at the World Federation Assembly. Such nominee may not necessarily be from her own District.

110. It shall be incumbent upon the General Executive to arrange for the General Presidents of the three Women's organisations to meet to nominate the Southern African delegate/s.

DUTIES AND RESPONSIBILITIES

111. The representative shall represent the Women's Association at the World Federation of Methodist and Uniting Church Women quinquennial World Assembly.
112. After the representative has been nominated, the General Executive shall place at her disposal such information on the five years preceding the World Federation Assembly, required for drafting the official report. Copies of this report shall be submitted to all Districts for comment and thereafter the General Executive shall approve the final draft.
113. The representative shall be the official Correspondent for the Women's Association for the quinquennium following the World Federation Assembly. She shall be the Women's Association link with the Area President and/or World Secretary on matters concerning the Women's Association. All decisions made by her shall require the approval of the General Executive.
114. It shall be the duty of the representative to ensure that during the period that she is the official Correspondent, she is in receipt of all District and General Executive minutes, reports, statistics and publications. This will ensure that she is completely conversant with the affairs of the Women's Association and will facilitate the drawing up of a report by her successor.

GENERAL

115. The Women's Association shall bear the cost of the fare and any other necessary accommodation of the representative to the World Federation Quinquennial Assembly.
116. In the event of the Women's Association representative not able to shoulder her responsibilities for the full five year term following her participation at the Assembly, she shall advise the General Executive in writing, setting out her reasons in full. The General Executive shall then appoint a member to fill this vacancy for the remaining period. The retiring correspondent shall return to the General Executive all documents in her possession.

117. If the Women's Association representative is also the Southern African Unit delegate, she shall obtain from the sister organisations, information necessary for the Southern African Unit Report. This report shall be unbiased in its treatment of each organisation and shall be submitted to all organisations for comment.

GUIDELINES FOR NOMINATIONS OF THE GENERAL PRESIDENT

There shall be a nominating Committee comprising District Officers and two additional members of the District Executive, which shall:

1. Organise itself.
2. Formulate criteria for the office of General President.
3. Circulate criteria to Branches through Circuit Representatives.
4. Receive nominations with biographical sketches from Branches. Circuits may exercise the option of nominating a candidate.
5. Each nomination must have a proposer and a seconder.
6. Any member of the Nominating Committee whose name is submitted for nomination as a candidate for the elected position shall withdraw from the nominating committee. The District President shall appoint a member of the District Executive Committee to serve in the nominating committee vacancy.
7. Persons nominated must indicate in writing her willingness to accept nomination
8. A slate of nominees with biographical sketch shall be presented to the full Executive Committee for voting at which meeting the District Bishop will preside.
9. Voting shall be by secret ballot.
10. Each Executive Committee member shall have one vote.
11. In the event of voting at an Annual District Meeting, each Branch shall be entitled to (1) one vote.
12. A two-thirds majority shall determine election.

THE WORLD FEDERATION PRAYER:

Creator God, rooted in Your loving care, Nurtured through Your Son Jesus, Challenged by Your Holy Spirit, We are in the world to bring Peace with Justice, Reconciliation in Love, and Hope for all people, May our lives extend as the Branches of our Tree of Life, Bearing fruits of Unity and Love. We offer Praise and Thanksgiving, Through our Lord and Saviour Jesus Christ. Amen.

THE WOMEN'S ASSOCIATION BADGE:

The shell represents the Coat of Arms of family crest of the Wesley Family and the emblem of the Methodist Church. The scallops signify a crusading family
Blue is the symbol of heavenliness...To know Christ
Gold speaks of salvation... To love Him and to make Him known.

Chapter 8

Women's Auxiliary

1. INTRODUCTION

- 1.1 The Women's Auxiliary is an organisation of Christian women forming part of the Methodist Church of Southern Africa.
- 1.2 The Women's Auxiliary operates in terms of this Constitution which contains the principles of the Auxiliary and is subject to approval by Conference or the Connexional Executive, and in terms of the Auxiliary's Policy which incorporates the needs of all Districts, and which is subject to the approval of the Connexional Meetings of the Auxiliary.
- 1.3 The Women's Auxiliary is open to **all** women.

2. THE AIM OF THE AUXILIARY IS:

TO KNOW CHRIST AND TO MAKE HIM KNOWN.

3. THE GOALS OF THE AUXILIARY INCLUDE THE EXTENSION OF THE KINGDOM OF GOD, THROUGH THE POWER OF THE HOLY SPIRIT BY:

- 3.1 building up and spiritually revitalising women in Societies;
- 3.2 engaging in and encouraging evangelical outreach;
- 3.3 being part of the ministry and mission of the Church;
- 3.4 keeping postal contact with women unable to attend regular Branch meetings;
- 3.5 encouraging involvement in District and Connexional joint projects.

4. BRANCH ORGANISATION

- 4.1 The Superintendent Minister of the Circuit **has Pastoral oversight over the Branch**, but may depute a local Minister.
- 4.2 The BRANCH EXECUTIVE consists of the following members:
 - 4.2.1 the Branch President
 - 4.2.2 the Branch Secretary
 - 4.2.3 the Branch Treasurer
 - 4.2.4 the Branch Social Concerns Secretary
 - 4.2.5 the Branch Country and Postal Secretary
 - 4.2.6 Where possible, the Branch Public Relations Co-Ordinator.
 - 4.2.7 Where membership allows, at least two additional members.

Three members constitute a quorum.

If a Branch cannot fill any of the above portfolios, it must consult with the District Executive.

(See Policy 1.3.2).

- 4.3 It is advisable that, where possible, changes should be made at regular intervals to the Branch Executive, (preferably every two to three years), in order to develop leadership skills amongst members and to encourage involvement of all members.
- 4.4 The President, or a duly appointed representative of every Branch is a member of the Circuit Quarterly Meeting (L&D Chapter 7 – The Circuit). The President or a duly authorized representative of the Branch is a member of the **Society Leaders' Meeting**. (L&D Chapter 7- The Society).
- 4.5 The Branch has the power to operate any necessary banking or savings accounts in the name OF "THE METHODIST CHURCH OF SOUTHERN AFRICA WOMEN'S AUXILIARY" which shall be operated by any two of the President, the Treasurer and one other approved signatory appointed by the Branch. Such accounts shall be certified annually by a suitably qualified person.
- 4.6 Before a Branch goes into recess, it is required to consult with the District President and Executive. The Superintendent Minister of the Branch concerned shall be at the consultation.
- 4.7 If a Branch of the Auxiliary goes into recess, the Minute Book and Books of Account shall be handed to the District Executive for safekeeping. Funds held by the Branch shall be sent to the District Treasurer from whom a receipt shall be obtained. These funds shall be held for three years. Should the branch re-open within this time, the District Treasurer shall refund the money, less affiliation fees for each year the branch has been in recess. Otherwise, the funds become the property of the District.
- 4.8 The annual reporting period for all branch portfolios is determined from 1st January to the 31st December. Each branch shall hold an Annual Meeting, not later than the 31st January, at which the Annual Reports, Financial Statement and Schedules shall be submitted and the Officers elected for the ensuing year.

5. DISTRICT ORGANISATION

- 5.1 The DISTRICT EXECUTIVE consists of the following office-bearers, all of whom must be active members of an Auxiliary Branch in the District:
 - 5.1.1 President
 - 5.1.2 Secretary
 - 5.1.3 Treasurer
 - 5.1.4 Social Concerns Secretary
 - 5.1.5 Country and Postal Branch Secretary
 - 5.1.6 Public Relations Co-ordinator
 - 5.1.7 at least two Additional Members, but not more than six.
Four members constitute a quorum.
 - 5.1.8 The District President-elect, the District Secretary-elect and the District Treasurer-elect may attend the District Executive as observers for three months

prior to taking office, if not already serving on such Executive, notwithstanding the provisions of Clause 5.2. (See Policy 2.1.1).

- 5.2 The term of office of any one portfolio is two years. Members may be asked to serve in another portfolio for another two years. The possibility of being nominated to serve as District President, will mean a further two year term. In extraordinary circumstances, or if District Meetings are not held that year, and with the approval of the General Executive, the term may be extended by one year.
- 5.3 The District President and District Secretary, or their alternates, are members of Synod.
(L&D Chapter 5 – Districts).
- 5.4 The District President is an ex-officio member of every Branch in the District.
- 5.5 In the event of the death, resignation, incapacity or transfer to another District, of the District President, the District Secretary shall immediately call a meeting of the District Executive and fill the vacancy.
- 5.6 In the event of the death, resignation, incapacity or transfer to another District, of any other District Executive office-bearer, the District President shall nominate a replacement.
- 5.7 The District Executive administers the funds of the District and may operate the necessary banking accounts, in the name of “THE METHODIST CHURCH OF SOUTHERN AFRICA.....DISTRICT WOMEN’S AUXILIARY”, which shall be operated by any two of the District President, the District Treasurer and one other signatory on the District Executive as recommended to District Meetings. The District Treasurer is required to present a monthly report/balance and a quarterly financial statement to the District Executive and to include them in the District Executive Minutes. Such accounts shall be audited annually by a qualified independent auditor. Electronic Banking for the transmission of funds may be used providing the rules and regulations, laid down by the Methodist Connexional Office (MCO) are adhered to.
 - 5.7.1 An accurate and realistic annual budget for all income, expenditure and capital expenditure must be compiled. The budget must be submitted by the end of February each year to the General Executive and to the District Bishop.
 - 5.7.2 An Annual Institutional Competency Assessment is to be completed by February each year and submitted to the General Executive and the Secretary of Synod.

5.8 District Meetings shall be held annually to conduct the business of the Auxiliary and are constituted as follows:

5.8.1 the District President and the District Executive;

5.8.2 the President and the Secretary of each Branch or their duly elected alternates;

5.8.3 representatives elected by each Branch, including the Country and Postal Branch, in proportion of one for each 25 branch members or part thereof;

5.8.4 in the year of their commissioning, the District President-elect and the District Executive-elect;

5.8.5 as provided for by Policy 2.2.3, the District Executive may apply to the General Executive to be allowed to increase or reduce the numbers representing each branch.

6. CONNEXIONAL ORGANISATION

6.1 CONNEXIONAL MEETINGS shall be held annually to conduct the Connexional business of the Auxiliary and are constituted as follows:

6.1.1 The General Executive (paragraph 6.4).

6.1.2 The District President and District Secretary of each District. If a District President or District Secretary is unable to attend, the District Executive shall appoint an alternate/s from the members of the District Executive.

6.1.3 One representative from each District Executive.

6.1.4 One additional representative from Districts with more than 1000 members. The District representatives shall be nominated by the District Executive and shall be confirmed by the Annual General Meetings.

6.1.5 The ex-General President.

6.1.6 The General President-elect and General Executive-elect in the year of their Commissioning.

6.2 The date and venue of the Connexional Meetings shall be determined by the General Executive, and be held in each District in turn.

6.3 The GENERAL COMMITTEE consists of the following office-bearers:

- the General Executive
- the District President of each District or duly appointed alternate
- the General President-elect and
- General Executive-elect in the year of their commissioning
- the ex-General President

6.3.1 The purpose of the General Committee is to handle/discuss problems or issues of Connexional importance and influence, or of an extremely sensitive or confidential nature.

6.3.2 The General Committee shall conduct its business by:

- (i) Convening physically between Connexional Meetings when called upon by the General President and General Executive, after consultation with District Executives and at the cost of the General Purpose Fund.
 - (ii) Convening at Connexional Meetings when required, or
 - (iii) Long-distance consultation using technology, e.g. telephone, mail, e-mail, facsimile, if physical assembly is not a necessity.
- 6.3.3 The General Committee shall have the authority to make decisions on behalf of the Women's Auxiliary only if all members are in agreement. Any issue on which consensus cannot be reached, must be referred to Connexional Meetings for consideration and decision.
- 6.4 The GENERAL EXECUTIVE consists of the following members, none of whom may hold office for more than two consecutive years:
- 6.4.1 General President
 - 6.4.2 General Secretary
 - 6.4.3 General Treasurer
 - 6.4.4 General Social Concerns Secretary
 - 6.4.5 General Country and Postal Secretary
 - 6.4.6 General Public Relations Co-ordinator
- Four members of the General Executive constitute a quorum.
- 6.5 Each District Executive in turn, following the roster set by the General Executive, shall appoint the General President from among the Auxiliary members in their District.
- 6.6 In the event of the death, resignation, incapacity or transfer to another District of the General President, the General Secretary shall immediately call a joint meeting of the General Executive and the local District Executive in order to fill the vacancy.
- 6.7 In the event of the death, resignation, incapacity or transfer to another District of any other General Office-bearer, the General President shall nominate a replacement.
- 6.8 The General President is a member of Conference (L&D Chapter 5) and of the Synod of the District in which she is an Auxiliary member (L&D Chapter 6). She represents the Auxiliary on every Connexional body of which she is a member and is an ex officio member of every meeting of the Auxiliary.
- 6.9 The General Executive administers the Connexional Funds of the Auxiliary and may operate the necessary banking accounts in the name of "THE METHODIST CHURCH OF SOUTHERN AFRICA CONNEXIONAL WOMEN'S AUXILIARY", which shall be operated by any two of the General President, the General Treasurer and one other signatory from the General Executive appointed by the Connexional Meetings. Such Accounts shall be audited by a qualified independent auditor.

The General Treasurer shall submit a financial statement to the Connexional Meetings, and present a monthly report/balance and a quarterly financial statement to the General Executive, for inclusion in the General Executive Minutes.

- 6.10 An accurate and realistic annual budget for all income, expenditure and capital expenditure must be compiled. The budget must be submitted by the end of February each year to the Executive Secretary of Conference.
- 6.11 An Annual Institutional Competency Assessment is to be completed by February each year and submitted to the Executive Secretary of Conference.

Women's Auxiliary "Policy"

This "policy" of the WA is a guide in addition to the constitution, and is applicable to all branches, Districts and General Executive.

The "policy" may be amended at District Meetings, according to the need and circumstances of each District. Such amendments to be ratified at Connexional Meetings.

1. Branch Organisation
 - 1.1 Membership:
 - 1.1.1 General
 - a) Membership of the Women's Auxiliary is open to all women irrespective of Church affiliation.
 - b) A non-Methodist member of a Women's Auxiliary Branch is eligible to hold any office on the Branch Executive with the consent of the Superintendent Minister and with the knowledge of the District President, but an alternate member from the Branch Executive, who is a member of the Methodist Church, should be appointed to attend Leaders Meetings or Circuit Quarterly Meetings.
 - c) Members of the Women's Auxiliary from a United of Uniting church may hold any office at Branch, District or Connexional level as well as being the representative on the local Leaders' Meeting Circuit Quarterly Meetings, Synod or Conference.
 - d) United and Uniting Church Women's Groups/ Fellowships should be encouraged to affiliate to one of the Women's Organisations in the Church Unity Commission.
 - 1.1.2 **Dual members:** A member who belongs to more than one Branch shall be known as a dual member. Membership fees must be paid to both Branches, but the member must ensure that her membership is included in only one Branch schedule. Dual members may serve as branch officials in either of both Branches.
 - 1.1.3 **Membership cards** shall be issued to all new members, once they have been briefed by the Branch Executive about the aim and goals of the Auxiliary.
 - 1.1.4 **Honorary life membership:**

- a) Is no longer bestowed on members. Recognition for exceptional service may be expressed in other ways.
- b) Honorary life membership previously bestowed remains unchanged.
- c) An existing life member may serve as an official of another Branch of which she is a full member.

1.2 Branch Finance:

1.2.1 The Financial year shall close on 31st December of each year. Branch Treasurers shall report annually to the District Treasurer, using the Schedules provided for this purpose. The Schedule shall be signed by the Superintendent of Local Minister, the Treasurer and by either the President or Secretary, after confirmation by the Annual meeting of the Branch.

1.2.2 General:

- a) Branch funds shall be derived from an annual membership fee determined by the Branch Executive from time to time.
- b) Each Branch may determine its own sphere or system of work.
- c) Because finances are a contributing factor in Branches closing there is a need to state that branches should guard against over-taxing their members, especially where members are predominantly Seniors or pensioners.
- d) Keep Branch membership fees (if collected) to a minimum.
- e) Budget for what is required. Take into account assessments to District funds and the General Purpose Fund.
- f) Fun(d) raising should be planned at the beginning of the year and kept to a minimum.
- g) When extra demands are made on members for whatever reason, the members should be reimbursed.
- h) From time to time local Church needs may take priority over other funds. Do remember, though, that WA supported funds are only supported by the Methodist people.
- i) Should a Branch wish to raise funds for an outside organisation, or to divert its ordinary funds to such purposes, the consent of the Superintendent or the Local Minister must be first obtained.

1.2.3 The Women's Auxiliary discourages any form of gambling.

1.2.4 Before a new Branch is included in the Women's Auxiliary Schedules, its affiliation fees must be fully paid. The District Executive may, at its discretion, waive such fees for one year only.

1.2.5 Branches are responsible for the expenses of the Branch President and Branch Secretary, or their alternates, as well as that of the other delegates to District Meetings and other official District functions. Travelling expenses are to be in line with that of the Methodist Connexional Office.

1.3 Further Branch Matters:

1.3.1 An Annual Report on the work of the Women's Auxiliary shall be presented to the Circuit Quarterly Meeting in October (L&D Appendix 8:20 and L&D 7.10.4)

1.3.2 Election of Office Bearers:

- a) Should a Branch experience difficulty in electing a President of any other office bearers, it should bear in mind that it can function very efficiently with the minimum of leadership.
- b) Where a Unit system is used a Branch Executive may comprise unit leaders in addition to whatever office bearers may have been elected. If a portfolio is not filled, the Branch Executive may effectively carry out the function and duty of that portfolio.
- c) The minimum requirement is: a capable person to serve as a general contact person with the District Executive; as well as someone with financial knowledge.
- d) The Branch Executive will plan meetings, and delegate someone, or a unit, to chair each meeting.
- e) Communication is vital within a Branch and with the District Executive.
- f) The responsibility of running the Branch is then carried by the whole Branch Executive.

1.3.3 The AIM and GOALS of the Women's Auxiliary, together with the **AFFIRMATION** shall be read at one meeting each year.

1.3.4 Annual Synchronising Service: Branches shall be encouraged to organize an Annual Synchronising Service to coincide with the Connexional Meetings Service of Consecration and Dedication. Such a service may be organized on a Branch, Circuit or Regional level at a date nearest to the Connexional Service. Offerings taken at this service are to be sent to the District Fund. Guidance for this service shall be provided by the General President at least one month prior to Connexional Meetings.

1.3.5 Annual Women's Auxiliary Service: A Women's Auxiliary service shall be observed each year, in consultation with the local Minister.

1.3.6 Policy: Suggestions and notices for proposed amendments to the Constitution or Policy of the Women's Auxiliary shall be submitted to the District Secretary at least two months prior to District Meetings.

1.3.7 The Annual Branch Report and Financial Schedule shall be submitted to the District Executive immediately after the Annual General Meeting, by the office bearers in the office at the time of the Annual Meeting.

1.3.8 Amalgamation with other Women's Organisations: Should a Branch choose to amalgamate with a Branch of any other Women's Organisation, they are free to do so. As an amalgamated Branch they must choose to which Organisation they will belong.

2 District Organisation

2.1 The District Executive:

2.1.1 The next District President shall be nominated by the District President in consultation with the District Executive, and elected at District Meetings one year prior to her taking office.

At these District Meetings, the District President-Elect shall nominate the District Secretary-Elect and the District Treasurer-Elect and these names shall then be submitted to the General Executive after they have been approved by the District Meetings. It is recommended wherever possible that the District President-Elect, District Secretary-Elect and the District Treasurer-Elect be members of their respective District Executives for the year prior to taking office.

It is recommended that the person nominated for District President should have held the office of Branch President. (Connexional Meetings 2008)

2.1.2 The respective office bearers shall be nominated by the Incoming District President and appointed by District Meetings in the year in which she takes office. The District President may take the prerogative to relieve any office bearer or Additional Member of her post should an untenable situation arise. The General Executive must be informed/ consulted prior to such actions being taken.

2.1.3 The District President, District Officers and Additional Members are elected for a two(2) year term of office at the District Meetings and the General Secretary shall be advised of the result of the election. Newly appointed members of the District Executive take office after District Meetings.

2.1.4 Nominations for Additional Members to the District Executive are to be called from all the Branches in the District. The consent of each nominee shall be obtained before the name is submitted to the District Secretary.

2.1.5 The retired District President shall not hold any office on the Incoming District Executive, but shall, in order to assist the Incoming Executive, attend not more than three (3) District Executive Meetings during the first six months of her retirement in an advisory capacity to facilitate the transition. The District shall be responsible for any travelling costs incurred.

2.1.6 Any officer who was appointed at least nine months before the Annual District Meetings, shall be deemed as having served for a whole year.

2.1.7 An annual report on the work of the Women's Auxiliary in the District shall be compiled by the District Secretary together with the District President, and be submitted to the District Synod by 15th February.

2.1.8 Annual reports by District Secretaries and other office bearers shall be submitted to the District Executive for approval, at least one month prior to the annual District Meetings. Copies shall be sent to the representative General Secretaries in order to reach them before mid-March.

2.2 Annual District Meetings:

- 2.2.1** The Annual district Meetings shall be held before the end of March for intercession and Christian Fellowship and for transacting District business. The Affirmation shall be read when the meetings are constituted.
- 2.2.2** Resolutions and recommendations from District Meetings shall be submitted to the General Secretary at least two (2) months prior to Connexional Meetings.
- 2.2.3** Where the constitution of District Meetings (Constitution clause 5.8.5) created problems, special dispensation may be applied for from the General Executive, for smaller or larger representation per Branch.
- 2.2.4** In the year of change, it is the responsibility of the outgoing District Executive to send District highlights and other information to the General Secretary. The outgoing District Executive is also responsible for compiling the District Meeting Minutes, but the copying and distribution is to be done by the District Executive in office.
- 2.3 District Finance:**
- 2.3.1** The District fund is derived from the Branch Affiliation Fees and the Annual Assessments per member as agreed to by District Meetings.
- 2.3.2** The District Treasurer shall submit an audited Financial Statement, Schedule 9a and Report to the Annual District Meetings, a copy of the Financial Statement and Schedule 9a being forwarded to the General Treasurer immediately afterwards.
- 2.3.3** The District Fund shall pay the travelling expenses of the District Executive Members to District Executive Meetings, Annual District Meetings and other official functions such as Synod.
- 2.3.4** The District Fund shall pay the expenses of the Country and Postal Branch delegates at District Meetings.
- 2.3.5**
- a) The District President shall visit each Branch in her District at least once during her term of office.
- b) Travelling expenses are to be met from District Funds, or assessment based on Branch membership. This will ensure that even the smallest and most remote Branches will have the benefit of a visit by the District President.
- c) Where possible, Branches will pay the travelling expenses for additional visits.
- 2.3.6** Each year, a list of funds supported by the Women's Auxiliary including Affiliation fees and Assessments approved by Connexional Meetings and the District Meetings shall be supplied to all Branches by the District Treasurer in consultation with the District Executive. These funds shall be arranged in order of priority.
- 2.3.7** Districts should encourage Branches to contribute R 100 (one hundred Rand) annually, where possible, to the Order of Deacons.
- 2.3.8** All expenses should be recorded including donations to reflect the true expenses for costing purposes.
- 2.4 The procedure for Branches of one District becoming a Sub-Division of another Branch:** (See Connexional Organisation, Clause 3.5)

3 Connexional Organisation

3.1 General Executive:

- 3.1.1** If a District is unable to form the General Executive in the prescribed order, it shall be invited to do so after two (2) years.
- 3.1.2** The General President shall be nominated by the District concerned. Branches in the District should be invited to make nominations for consideration by the District Executive. The nomination shall be presented to the District Meetings for approval, and her election shall be confirmed by the General Executive. The General President-Elect shall be presented to Connexional Meetings in the year prior to her Commissioning.
- 3.1.3** In the event of the death of the ex-General President, her immediate predecessor shall resume the position of Ex-General President.

3.2 Annual Connexional Meetings:

- 3.2.1** The Connexional Meetings, hosted by each District in turn, shall be held in August/September. The Affirmation shall be read when the Meetings are constituted.
- 3.2.2** Annual reports shall be submitted to the Connexional Meetings by the General Secretary, the General Treasurer, and all other office bearers.
- 3.2.3** The expenses of the General Executive, the ex-General President, the District Presidents and District Secretaries, or their alternates attending Connexional meetings, shall be paid from the General Purposes Fund. In the year that the General Executive-Elect take office, their travelling expenses to the Connexional Meetings shall be paid by the General Purposes Fund.
- 3.2.4** The travelling expenses of the General President-Elect to Connexional Meetings in the year prior to her Commissioning shall be paid from the General Purposes Fund.

3.3 Connexional Finance:

- 3.3.1** The General Treasurer shall submit a financial statement to the Connexional Meetings and a quarterly abridged statement for inclusion in the Minutes of the General Executive Meetings.
- 3.3.2** The General Purposes Fund is derived from Annual Assessments per member and Branch Affiliation fees as agreed to by the Connexional Meetings.
- 3.3.3** All travelling expenses incurred by the General President attending Synod or any other official Auxiliary business including to and from Districts on official visits, shall be met from the General Purposes Fund. The cost of travelling within a District shall be paid from the District Fund.
- 3.3.4** In order to ensure that all District Women's Auxiliary office bearers attend relevant Connexional Consultations, travelling cost should be divided among the Districts based on membership figures.
- 3.3.5** Travelling expenses shall be in line with the Methodist Connexional Office.

3.4 Further Connexional Matters:

- 3.4.1 A copy of the Minutes of every General Executive Meeting shall be sent by the General Secretary to each District President and each District Secretary. The General Secretary may circulate a copy of these Minutes to all other District officials via electronic technology, but the District Secretaries are to ensure that each member of their respective District Executives has a complete set of all General Executive Minutes.
- ON payment of an amount decided by Connexional Meetings, and member of the Women's Auxiliary may receive a copy of the Minutes of the General Executive Meetings.
- 3.4.2 A report compiled by the General Secretary together with the General President shall be submitted to the General Secretary of the Methodist Church of Southern Africa, for inclusion in the Agenda of the Connexional Executive. The General Secretary shall also forward the names of the officers-elect to be received by the Connexional Executive, immediately after Connexional Meetings. The names and addresses of these office bearers shall be published in the official records of the Church.
- 3.4.3 Where possible, the General President should visit each District and meet with the respective members of the District Executive as soon as possible, either before, or immediately after, they come into office. The General President should work out an itinerary for her entire term of office and inform District Presidents accordingly. These visits must be seen as part of the ongoing training at every level of the Connexion.
- 3.5 The Procedure for Branches of one District becoming a Sub-Division of another District.**
- 3.5.1 The Branches in a non-viable District (A) will become Branches of the most conveniently situated District (B).
- 3.5.2 The viability of District A will be reviewed annually before District Meetings. The arrangement of District A Branches being incorporated into District B will remain in force for as long as necessary.
- 3.5.3 The Constitution and Policy of the Women's Auxiliary will apply in all circumstances. Reports, Schedules and forms to be submitted to District B as stated in the Constitution and Policy.
- 3.5.4 The assessment for the General Purposes Fund, as decided at Connexional Meetings must be forwarded annually to the Treasurer of District B.
- 3.5.5 The Branches will have the same representation to District Meetings as District B Branches.
- 3.5.6 The Social Concerns project of District B may or may not be fully supported so that the Branches of District A can work to support the needs in their own communities with the permission of the Bishop/Local Minister.
- 3.5.7 The Country and Postal Members will be incorporated into District B and Branch members of District A will be assessed to help cover the costs. The Country and

Postal members of both District must be encouraged to make donations towards the costs as well.

- 3.5.8** District A's turn to elect the General President and to host Connexional Meetings, shall be postponed until the District is viable and functioning well. The roster for hosting Connexional Meetings and electing a General President, may have to be revised.
- 3.5.9** All District A's records, the District President's badge and bible will be in safe keeping of the General Secretary. A final financial statement will be sent to the General Treasurer. If District A should not become viable again within three (3) years, the records will be deposited in the Cory Library, Grahamstown. **The District President's Badge and Bible, and other related items , should be housed in the display cabinets at the MCO with relevant information.**
- 3.5.10** Any funds to be kept in trust by the District Treasurer for District B for a period of three (3) years. Should District A not become viable again within those three years, such funds will be incorporated with the funds of District B.

Affirmation

We, the Members of the Methodist Women's Auxiliary accept Christ as our personal Saviour and Lord, and, guided by the Holy Spirit, dedicate ourselves afresh to His service in the Church, in our homes and in our country.

We promise to support the work of our Church, and to be faithful in prayer, the study of Scripture, attendance at worship, the work of reconciliation and the building up of the Body of Christ.

We will endeavor to lead Christ-like lives, and, by personal example and self-discipline, to act responsibly against all social evils.

With God's help we will strive to extend His Kingdom on earth by promoting love and understanding among all people, seeking for justice, truth and righteousness, so that our country may be a land where He is honoured.

Chapter 9

METHODIST WOMEN'S PRAYER AND SERVICE UNION (WOMEN'S MANYANO)

1. THE ORGANISATION

1.1 The **Methodist Women's Prayer & Service Union**, (herein after referred to as the **Women's Manyano**) is an Organisation of women within the Methodist Church of Southern Africa; (hereinafter referred to as the MCSA);

1.2 The Women's Manyano is founded on Christian values, in particular;

1.2.1 Holiness of life;

1.2.2 Purity of speech;

1.2.3 Temperance; and

1.2.4 Service to the glory of God and for the extension of God's Kingdom.

1.3 Its members are subject to the discipline and authority of the MCSA as outlined in the Laws and Discipline (Book of Order) and any decisions taken by Conference from time to time.

1.4 The Women's Manyano operates in terms of this Constitution, which is subject to approval by Conference.

2. INTERPRETATION

2.1 In the event of conflict between this Constitution and the Laws and Discipline, the L&D shall prevail;

2.2 In the event of conflict between the English version and any of the other versions, the English version shall prevail.

3. OBJECTIVE

3.1 The aims and objectives of the Women's Manyano shall be to:

(a) Intercede in private and public prayer for a deepened spirituality, and be of service to the glory of God and the extension of God's Kingdom in the home, Church and Community;

(b) Make the mission of the MCSA a reality among its members first, and all people of God, in their daily lives, as follows:

3.2 Spirituality

- 3.2.1 To strengthen the encounter of members with the Lord Jesus Christ, which is brought about by the Holy Spirit;
- 3.2.2 To encourage members to participate in, and internalise spiritual disciplines like fasting, and other consecrational disciplines;
- 3.2.3 To build and manifest spiritual life, and in particular, to foster diligence in private prayer, in reading and studying the Bible and other related material that enhances deep knowledge of scriptural holiness;
- 3.2.4 To be faithful in attending the means of grace, including the Sacrament of Holy Communion; the Services of the MCSA; family prayer; and the reading of the Bible at home.
- 3.2.5 To protect the institution of marriage, promote family life and ensure a positive home environment, in accordance with Christian principles and values.

3.3 Evangelism

- 3.3.1 To seek the conversion of our people to believe in God;
- 3.3.2 To be the instruments of God for building the Church of Christ;

3.4 Justice and service

- 3.4.1 To encourage a missionary spirit among our people;
- 3.4.2 To visit and pray and with the sick and the bereaved;
- 3.4.3 To promote the improved well-being of society and the integrity of creation, both within the Church and in the wider community;
- 3.4.4 To take care of all, particularly the poor, the marginalised and the vulnerable;
- 3.4.5 To initiate and participate in programmes which promote gender justice;
- 3.4.6 To run programmes that would enable the members of the Women's Manyano to participate and have a voice in matters that affect them in the National discourse;
- 3.4.7 To raise funds for Mission work and for other authorised Local, Circuit, District and Connexional MCSA as well as community needs.
- 3.4.8 To promote social cohesion, peaceful coexistence and social justice.

3.5 Human Economic Development and Empowerment

- 3.5.1 To run programmes which seek to develop and empower women through the Christian Citizenship Secretary (CCS) office in terms of guidelines which will be reviewed and amended from time to time.

3.6 Education and Christian Formation

- 3.6.1 To educate members on the Ethos, Discipline and Doctrines of the MCSA.
- 3.6.2 To train members through CCS workshops and other means;

- 3.6.3 To train members to manage personal finances in a responsible way in order to avoid unnecessary debt;
- 3.6.4 To run and support educational programmes that support children;
- 3.6.5 To train children for the service of God, in purity of thought, word and deed, and in respect for their elders.

4. MEMBERSHIP

- 4.1 Only women who are full members of the MCSA, in good standing, are eligible to be received into membership of the Women's Manyano;
- 4.2 Application for membership shall be made to the local (Sub-branch) Committee;
- 4.3 In order to be admitted as a full member of the Women's Manyano, a prospective member shall meet the requirements set by the Women's Manyano from time to time, which may include, but not limited to:
 - (a) Having been on trial for no less than six (6) months. This period shall not run concurrently with that of the MSCA membership. No Trialist shall be examined for full membership of the Manyano, before completion of the six (6) months period on trial;
 - (b) Attending all gatherings and participating in all activities of the Women's Manyano while on Trial;
 - (c) Contributing all the prescribed dues; and
 - (d) Demonstrating spiritual maturity
- 4.4 The Local Committee shall satisfy itself that these requirements have been met before the name of the member on trial is put forward to the Circuit Committee meeting;
- 4.5 The Circuit Committee meeting shall do its own assessment of the state of readiness of such a member;
- 4.6 A member on trial, having satisfied the requirements for full membership, and having been accepted by the Circuit Committee meeting, shall be received into full membership of the Women's Manyano at a Public Recognition Service;
- 4.7 She shall be robed, take the pledge, receive a membership badge and card and her name shall be entered in the Roll of full members.

Women married to Ministers

- 4.8 A woman who is married to a Minister in full Connexion, who is not already a member of the Manyano, may join the Women's Manyano without following the steps outlined in paragraphs 4.2 to 4.6 above

- 4.9 The General President, in consultation with District Presidents, shall facilitate formal orientation and mentorship through special retreats for all the new Ministers' wives; and such orientation shall cover the doctrines of the Church, the Constitution of the Women's Manyano and any information which may be necessary to prepare the new Minister's wife for Circuit work;
- 4.10 The General President, in consultation with the District Presidents, shall develop means of monitoring the implementation of this requirement;
- 4.11 A woman who is married to a Minister in Full Connexion, who is already a member of the Manyano, shall be robed as a Minister's wife, where after she shall undergo the orientation referred to in paragraph 4.9;
- 4.12 A woman who is married to a Seminarian, who is not already a member of the Manyano, is encouraged to follow the steps outlined in paragraph 4.3 above, while her spouse is in training. She shall then be robed as a Minister's wife when the Seminarian is collared;
- 4.13 The new Minister's wife shall be received into full membership, take the pledge and be duly robed in a Public Recognition Service;
- 4.14 Such Recognition Service shall be conducted at Circuit level by the Circuit President;
- 4.15 The Connexional Executive, in consultation with District Presidents, shall develop a standard Order of Service for the Public Recognition Service of Ministers' wives.

5. PLEDGE

All Members of the Women's Manyano shall take the following pledge:

"I ...(name)... PLEDGE MYSELF, BY THE HELP OF GOD, TO BE OBEDIENT TO THE RULES AND DISCIPLINE OF THIS MANYANO"

6. TERMINATION, DISCIPLINE AND REINSTATEMENT

6.1 A member who, for a period of three (3) months, without adequate reason, and after having been visited by the local Committee at least three (3) times, or where a visit is not possible, has been written to by the committee and still fails to:

- (a) Attend the meetings of the Manyano; and/or
- (b) Fails to make the required contributions,

shall have her name removed from the roll of members.

Before the name of any member is removed from the roll, a letter shall be sent to the affected member to inform her of the intention to remove her name from the roll. If no response is received, or it is received without adequate explanation, then the name of that member shall be removed from the roll. A final letter shall be sent to the member informing her of the removal of her name from the roll.

6.3 The Local Committee shall report the removal of the member from the roll to the Society Leader's meeting.

6.4 All other matters of discipline affecting the character and membership of the MCSA shall be dealt with, by the Superintendent, in accordance with the Disciplinary procedures and processes of the Church as prescribed in Chapter 11 of the Laws and Discipline (Book of Order).

Noting that the true spirit of Methodist discipline requires that it be exercised in harmony with the grace of Christ, with tenderness, patience and fidelity, seeking rather to win members back to Christ, than to discontinue them.

6.5 Reinstatement

A woman whose name has been removed from the roll may apply to be reinstated. She shall follow the steps outlined in paragraph 4.2 to 4.5 above

7. UNIFORM

The Uniform of the Women's Manyano is intended to promote humility, simplicity, equality and uniformity among its members. For this reason, the material used shall be as plain as possible. Members are encouraged not to use bold patterns and shiny material.

7.1 The uniform of the Women's Manyano shall be:

- (a) A six panel plain white linen hat, with a brim;
- (b) A plain red blouse, with a round neck, two patch pockets and four (4) uncovered buttons;
- (c) A red belt with one uncovered button and no buckle;
- (d) A plain white collar over the blouse, which shall be fastened in front with the badge of the Women's Manyano;
- (e) The badge of Full members shall have the following inscription: **"M.W.P.&S.U."**;

- (f) Plain black skirt with a box pleat or knife pleat and with below the knee length-not ankle length;
- (g) Plain black stockings-no design; and
- (h) Plain black shoes.

No accessories of any kind, whether modern or traditional, shall be worn with the uniform.

7.2 The uniform of a Woman currently married to a Minister shall be:

- (a) A plain red cape, over of the uniform described in 7.1 above.
- (b) The General Executive, in consultation with District Presidents, shall, from time to time, determine the length, size and design of the different capes to be worn by Ministers' wives, District Presidents and General Presidents.

7.3 The uniform of a Trialist shall be:

- (a) Plain black head scarf (doek) or beret;
- (b) Plain white blouse of the same pattern as the red blouse;
- (c) White belt as described in 7.1 above
- (d) Plain black skirt as described in 7.1 above;
- (e) Plain black stockings; and
- (f) Plain black shoes

7.4 The uniform of the Women's Manyano shall be worn:

- (a) In all official meetings and services of the Women's Manyano;
- (b) When visiting the sick and the bereaved;
- (c) At the funeral service of a Member;
- (d) At Holy Communion or Sacramental Services; and
- (e) At any other service of importance in the life of the Church

8. RULES

All members of the Women's Manyano shall, in upholding the values described in Paragraph 1, pledge to submit to the following rules:

- 8.1 Abide by the rules of the Church as set out in the Laws and Disciplines, as well as the rules of the Women's Manyano;
- 8.2 Attend all gatherings, participate and contribute in all programmes of the Women's Manyano;

- 8.3 Contribute subscriptions as determined by the Circuit Committee from time to time. Such subscriptions shall include amounts decided by the District Convention. The District Executive shall decide how the portion remitted to it shall be administered.
- 8.4 Conduct themselves with dignity and avoid involvement in, or association with activities that may bring the Women's Manyano into disrepute, including, but not limited to violent and disruptive behaviour;
- 8.5 To recognise and respect Officers and structures of the Church;
- 8.6 To dress appropriately and in a dignified manner;
- 8.7 Not to use, sell or smoke any form of drugs, tobacco, or snuff;
- 8.8 Not to make (except for family customary ceremonies), drink, or sell intoxicating liquor of any kind. Members who participate in family customary ceremonies must still conduct themselves in a manner befitting their membership of the Women's Manyano;
- 8.9 Not to gamble or run gambling schemes;
- 8.10 Not to involve themselves in any relationship that undermines the sanctity of marriage.
- 8.11 Any member who contravenes any of these rules shall be subject to the disciplinary processes of the Women's Manyano, which shall be developed by the General Executive.

9. USAGES

- 9.1 Districts and Circuits may develop Usages to complement the Rules, provided that such Usages shall not be in conflict with the Laws and Discipline (Book of Order).
- 9.2 Usages shall only be binding if they are adopted and reduced to writing by:
- (a) The Convention, or Extended District Executive Committee, in the case of District Usages, or
 - (b) The Circuit Committee meeting, in the case of Circuit Usages.
- 9.3 A member moving from one Circuit and District to another shall conform to the Usages of the District to which she has moved.

10. FINANCES

- 10.1 All Funds of the Women's Manyano, at all levels, shall be subject to the General Financial Policy of the MCSA;
- 10.2 Funds shall be kept in a recognised Commercial Bank;
- 10.3 A Cheque/Current account shall be opened at all levels of the MCSA (namely, Society, Circuit, District and Connexion) in the name of:

“THE METHODIST CHURCH OF SOUTHERN AFRICA WOMEN'S MANYANO- Name of the District/Circuit or Local Branch”

as the case may be;

- 10.4 There shall be three Signatories to the above-mentioned account, namely:
- (a) The Treasurer;
 - (b) The President/Chairperson; and
 - (c) The Secretary

Any two signatories may sign provided that the Treasurer shall be a compulsory signatory in all transactions.

11. THE ORGANISATION AT CONNEXIONAL LEVEL

11.1 The Connexional Convention (Triennial Convention)

11.1.1 The Triennial Convention is the highest decision making body on all matters of the Women's Manyano, save for those decisions which have to be approved by Conference.

11.1.2 A Triennial Convention shall be held every three (3) years. The Triennial Convention shall be held in any District of the Connexion. The Triennial Convention shall develop a system of rotation for the holding of the Triennial Convention, which shall be agreed to, including, but not limited to a roster system.

11.1.3 The Delegates to the Triennial Convention shall be:

- (a) The General Executive Committee which includes the Ex-General President;
- (b) The Outgoing General Executive, which is a voting member only at the Triennial Convention where the new Committee is inducted;
- (c) All the District Executive Committees;

- (d) The General President of the Young Women's Manyano, if the General President is a member of the Women's Manyano-
- (e) Four additional delegates from each District, who shall be two (2) Circuit Presidents and two Members in good standing. The election of these delegates shall take place at the District Convention preceding the ensuing Triennial Convention.

11.1.4 Observers

- (a) Members of the Women's Manyano may attend the Triennial Convention, but shall have no voting rights (this includes Ministers' wives);
- (b) The General Executive of the Young Women's Manyano, may attend the Convention, but shall have no voting rights, except the General President, if she is a member of the Women's Manyano;

Functions of the Triennial Convention

The Triennial Convention shall have the following functions:

- (a) To approve amendments to the Constitution to be put forward to Conference;
- (b) To approve resolutions to be put forward to Conference;
- (c) To approve the position of the Manyano on matters to be discussed at Conference;
- (d) May delegate some functions to the General Executive;
- (e) Consider and approve Audited Financial statements
- (f) Consider and approve Reports to Conference

11.2 THE STRUCTURE AT CONNEXIONAL LEVEL

11.2.1 **The General Executive Committee** leads the Women's Manyano at Connexional level. The Committee consists of:

- The General President;
- The Ex-General President;
- The General Secretary;
- The Assistant General Secretary;
- The General Treasurer;
- The General Christian Citizenship Secretary (CCS);
- Four (4) Additional Members, who shall be Convenors of the mission objectives;
- Members who serve in structures of the Methodist Family beyond the Connexion are Ex-Officio members of the General Executive Committee.

11.2.2 Election of General Executive Committee

11.2.2.1 The General President

- (a) The Triennial Convention, shall, through an election process, nominate:
- (i) the wife of an ordained, active Minister in full Connexion, who is active and in good standing in the Manyano;
 - (j) The widow of a Minister, who shall be eligible up to the time when her late husband would have retired from active ministry. Where there is doubt about this situation, clarity may be sought from the Human Resources Unit; or the General Secretary of Conference.
 - (iii) An active Minister in full Connexion who is an active member of the Women's Manyano for endorsement by Conference as the General President;
- (b) Conference reserves the right to accept or veto the nomination;
- (c) A candidate is deemed elected when Conference endorses the nominee.
- (d) The uniform of a Minister who is elected shall be a medallion and a pin.

11.2.2.2 The Other Connexional Officials

- (a) The General President-Elect shall nominate the General Executive Committee from among any members of the Women's Manyano in good standing, in the Connexion;
- (b) The General President-Elect may present the officials she has nominated in terms of (a) above, to the ensuing Triennial Convention to be duly elected;
- (c) For purposes of convenience, cost and smooth running of the organisation, the General President-Elect may nominate officials from the District in which the General President-Elect resides, or close by.

11.2.3 The Election Process

- (a) The Ex-General President shall preside over the election of the General President-Elect;
- (b) In the event that the Ex-General President is not available, the most recent past General President present at the Triennial Convention shall preside;
- (c) If no Past General President is present, then the Triennial Convention shall decide who shall preside;

11.2.4 Induction and Handover

- (a) The General President shall be inducted by the Presiding Bishop in a Public Service at the Triennial Convention subsequent to her election and endorsement by Conference;
- (b) The duly elected General Executive Committee shall be inducted in the Public Service where the General President is inducted;
- (c) The outgoing General Executive Committee shall hand over all the Connexional property to the incoming General Executive Committee during the induction service.

11.2.5 Period of Service

Members of the General Executive Committee shall serve for a one (1) three (3) year term only and shall not thereafter, be eligible for re-election.

11.2.6 Functions of the General Executive Committee

- (a) To execute all the decisions of the Triennial Convention in matters of urgency may make decisions on behalf of the Women's Manyano to be rectified in the next Triennial Convention;
- (b) To convene the annual meetings of the Extended Connexional General Executive Committee and set the agenda for such meetings;
- (c) To convene the Connexional Manyano Consultation for purposes of education, fellowship and consultation and any matters affecting the life of the Women's Manyano, excluding amendments of the Constitution
- (d) To exercise such powers as may be delegated to it by the Triennial Convention.

11.2.7 Duties of the General President

- (a) The General President is the official representative of the Women's Manyano at Conference in accordance with paragraph 5.5.14 of the L&D;
- (b) The General President is the official representative of the Women's Manyano at the World Federation of the Methodist and Uniting Church Women.

11.2.8 Inability to continue

- (a) If the General President is unable to continue with her duties, the Ex- General President shall take over until the next **Triennial Convention**.
- (b) In the event that any of the other office Bearers is unable to continue with her duties, the General Executive Committee shall nominate a member to fill that vacancy. Such nominated member shall be confirmed at the next Extended General Committee.

11.2.9 The Extended General Executive Committee

The General Executive Committee shall convene a meeting of the Connexional Extended General Executive Committee annually, in the years between Triennial Conventions;

11.2.9.1 The delegates to the Extended General Executive Committee shall be:

- The General Executive Committee;
- The District Executive Committees of each District;
- The General President of the Young Women's Manyano, if she is a member of the Women's Manyano;

- Four additional delegates from each District who shall be two Circuit Presidents and two Members in good standing. The election of these delegates takes place at the District Convention preceding the ensuing Extended General Executive Committee.

11.2.9.2 Functions of the Extended General Executive Committee

The Extended General Executive Committee may:

- Finalise any outstanding business of the Triennial Convention which has been delegated to it;
- The decisions of the Extended General Executive Committee carry the same weight as the Triennial Convention on matters referred to it.

11.2.9.3 Observers

- Members of the Women's Manyano may attend the Extended General Executive Meeting, but shall have no voting rights (this includes Ministers' wives);
- The General Executive of the Young Women's Manyano, may attend the meeting, but shall have no voting rights, except the General President who is a member of the Manyano;

12. THE ORGANISATION AT DISTRICT LEVEL

12.1 District Convention

12.1.1 The District Convention is the highest decision making structure of the Women's Manyano at District level;

12.1.2 A District Convention shall be convened every year, for prayer, fellowship, evangelism and to transact the business of the Organisation in the District

12.1.3 The delegates to Convention shall be:

- The District Executive;
- Ex-District President, who remains a member of the incoming Executive for one term only;
- The outgoing members of the District Executive, who shall be voting members only at the Convention where they hand over to the new District Executive
- The Circuit Executives from all the Circuits in the District;
- All Ministers' wives (including Ministers' widows and wives of Supernumerary Ministers in the District, who are members of the Manyano);
- All women in the Ministry who are members of the Women's Manyano;
- Members of standing committees at Connexional and/or District level where applicable who are members of the Women's Manyano;
- Representatives from each Circuit who shall be elected as follows:

- (i) One (1) representative for every twenty five (25) members, or part thereof, in good standing, provided that the maximum number of delegates shall not exceed six (6) per Circuit;
- (ii) Such delegates shall be elected at Circuit General meetings prior to the District Convention;
- (iii) Circuits are encouraged not to send the same people to District Conventions, but to rotate them every three (3) years, in a way that allows a balance between continuity, and opening up participation.

12.1.4 Observers

- (a) Members of the Women's Manyano may attend the Convention, but shall have no voting rights;
- (b) Members of the District Executive of the Young Women's Manyano, who are not Ministers' wives may attend the Convention as observers;

12.1.5 Functions and duties of the District Convention

The District Convention shall have the following functions:

- (a) To approve the District report on the work of the Women's Manyano and the Annual Financial Statements to be presented at Synod;
- (b) To approve resolutions to be submitted to the Triennial Convention and the Extended General Executive meeting;
- (c) To approve the District position on matters to be discussed at the Triennial and the Extended General Executive meeting;
- (d) May delegate some functions to the District Executive Committee;
- (e) To divide the District as demarcated by the MCSA into a number of Regions for purposes of effective Management, Fellowship, Communication and Mission Work. Regions are not an official structure of the Church and should not interfere with the general Circuit Governance, administration and general activities. Each Region may elect one of their members as a Coordinator to co-ordinate the activities of the Region as stated above;
- (f) To deal with any other business of the Manyano in the District.

12.2 THE STRUCTURE AT DISTRICT LEVEL

12.2.1 District Executive/Office Bearers

The **District Executive Committee** leads the Women's Manyano at District level.

The Committee consists of:

- The District President;
- The Ex-District President for one term only;
- The District Secretary;

- The District Assistant Secretary;
- The District Treasurer;
- The District Christian Citizenship Secretary (CCS)
- Members of the Connexional Executive Committee who reside in that District are Ex-Officio members of the District Executive Committee

12.2.2 Election of the District Executive Committee

12.2.2.1 The District President

- (a) The District convention shall, through an election process, nominate either:
- (i) the wife of an active ordained Minister, in Full Connexion, who is active and in good standing in the Manyano in the District;
 - (ii) The widow of a Minister, who will be eligible up to the time when her late husband would have retired from active ministry. Where there is doubt about this situation, clarity may be sought from the Human Resources Unit; **or** The General Secretary of Conference.
 - (iii) An active ordained Minister in Full Connexion who is an active member of the Women's Manyano; for endorsement by Synod, as the District President of the Women's Manyano.
- (b) Synod reserves the right to accept or veto the nomination;
- (c) A candidate is deemed elected when Synod endorses the nominee.

12.2.2.2 The Other District Officials

- (a) The District Convention shall, through an election process elect the District Secretary, Assistant District Secretary, District Treasurer and District Christian Citizenship Secretary (CCS);
- (b) Any member of the Women's Manyano in the District who is in good standing, may be elected.

12.2.3 The Election Process

- (a) The Ex-District President shall preside over the election of the District Executive Committee;
- (b) In the event that the Ex-President is not available, the most recent Past District President who is present at the Convention, shall preside;
- (c) If no Past District President is present, then the District Convention shall decide who shall preside from among its members;

12.2.4 Induction and Handover

- (a) The District President and the District Executive shall be inducted by the District Bishop in a Public Service at the Convention following their election and endorsement by Synod.
- (b) The outgoing Executive Committee shall hand over all the District property to the incoming District Executive Committee during the induction service.

12.2.5 Period of Service

- (a) Members of the District Executive Committee shall serve for a term of three (3) years and any one member of the District Executive may be re-elected for a further and final term of three (3) years;
- (b) A member who has served for two consecutive terms, is not eligible to be elected to the District Executive again, until a period of three (3) years has elapsed.
- (c) In the case of the Ex-District President, she shall not be elected again for a period of three (3) years after she steps down from the District Executive.

12.2.6 Functions of the District Executive

The District Executive shall have the following functions:

- (a) To collectively draft and prepare the programme of the Women's Manyano in the District;
- (b) To prepare the report on the work of the Manyano in the District, for presentation at Synod;
- (c) To prepare the Audited Annual Financial Reports of the District Women's Manyano for presentation at Convention and Synod;
- (d) To appoint Auditors to audit the books of the organisation.
- (e) To convene the Annual District Convention and to develop the programme thereof;
- (f) To make decisions on matters of the organisation, between Conventions, which have been delegated to them by Convention;
- (g) To prepare a Convention Roster, in consultation with other organisations in the District.

12.2.7 Duties of District President and District Secretary

The District President and District Secretary, or their alternates, in their absence, shall represent the Manyano at District Synod [Please refer to paragraph 6.4.15 of the Laws & Disciplines]

12.2.8 Inability to Continue

- (a) If the District President is unable to continue with her duties, the Ex-District President shall take over, until the next Convention;

- (b) In the event that there is no Ex-District President, or Past District President in the District, then the Bishop shall convene a special Extended District Executive meeting to elect a new District President to complete the period of the other District President;
- (c) In the case of the other members of the District Executive, the District Executive shall invite the person who previously occupied that portfolio to fill the position until the next Convention.
- (d) If this is not possible, the District Executive Committee may elect any person who is a full member of the Women's Manyano in the District, who is in good standing, to fill the vacancy until the next District Convention;

12.2.9 Extended District Executive Committee

The District Executive Committee shall convene a meeting of the Extended District Executive Committee between Conventions.

12.2.9.1 Delegates to the Extended District Executive

The delegates to the Extended District Executive Committee meeting shall be:

- The District Executive Committee;
- The Circuit Executives Committees of each Circuit;
- Women in Ministry, who are members of the Women's Manyano;
- All Ministers' wives, who are members of the Manyano, in the District;
- Two members who were delegates/representatives at the last Convention;

12.2.9.2 Functions of the Extended District Executive Committee

The Extended District Executive Committee has the following functions:

- (i) Finalise any business of the District Convention referred to it by Convention;
- (ii) Deal with any organisational matter between District Conventions;
- (iii) Carry out any functions which may be delegated to it by the District Convention.

13. THE ORGANISATION AT CIRCUIT LEVEL

The Circuit Committee Meeting

13.1.1 The Circuit General Meeting is the highest decision making structure of the Women's Manyano at Circuit level;

13.1.2 A meeting of the Circuit General Meeting shall be convened once a quarter;

13.1.3 Members

The members of the Circuit General meeting shall be:

- (a) The Circuit Executive;
- (b) All Ministers' wives, who are members of the Manyano, in the Circuit;

- (c) The Society Executives from all Societies in the Circuit;
- (d) Five (5) additional members from each Society in the Circuit

13.1.4 Functions of the Circuit Committee

The Circuit General meeting shall have the following functions:

- (a) To generally plan, promote and monitor the affairs of the Women's Manyano in the Circuit;
- (b) To consider and approve the Circuit Financial Statements;
- (c) To approve the Circuit report to be submitted to the District Convention;
- (d) To approve matters to be submitted to the District Convention;
- (e) To approve Circuit input to be submitted to the District Convention

13.2 The Quarterly General Meeting

The Circuit Executive Committee shall convene a quarterly General meeting which shall be open to all members for purposes of education, fellowship and consulting on any matters pertaining to the life of the Manyano.

13.2.1 Functions of the Quarterly General Meeting

- (a) To receive financial reports;
- (b) To elect members of the Circuit Executive Committee;
- (c) To elect delegates to represent the Circuit at the ensuing District Convention;
- (d) To make decisions on any matter pertaining to the life of the Manyano in the Circuit.

13.3 The Structure at Circuit Level

13.3.1 The Circuit Executive Committee

The Circuit Executive Committee leads the Women's Manyano at Circuit level.

The Committee consists of:

- The Circuit President
- Wives of resident Ministers in the Circuit
- The Vice President
- The Secretary
- The Assistant Secretary
- The Treasurer
- The Christian Citizenship Secretary;
- Members of the District Executive Committee who reside in that Circuit are Ex-Officio members of the Circuit Executive Committee.

13.3.2 Election of the Circuit Executive Committee

13.3.2.1 The Circuit President

- (a) The wife of the Superintendent Minister shall be the Circuit President of the Women's Manyano, provided she is a member of the Women's Manyano;
- (b) If the wife of the Superintendent Minister is not a member of the Women's Manyano, then the wife of the most Senior Ordained Minister in active service, shall be the Circuit President;
- (c) If the Superintendent, or the most Senior Ordained Minister in active service is a member of the Women's Manyano, she may be the Circuit President;
- (d) In the absence of the above, the Superintendent may request the wife of **any** Ordained Minister in active service, who is a member of the Women's Manyano, and who resides in the Circuit to be the Circuit President.
- (e) this is not possible, then the Superintendent or Resident Minister may request the wife of a Supernumerary Minister or a Minister's Widow residing in the Circuit, or outside the Circuit, if the former is not possible, to fulfil this function.

13.3.2.2 The other Circuit Officials

- (a) The Circuit General meeting, shall, through an election process, elect the Circuit Vice President, Circuit Secretary, Circuit Assistant Secretary, Circuit Treasurer and Circuit Christian Citizenship Secretary;
- (b) The Vice President shall not be the wife of a Minister;
- (c) Any member of the Women's Manyano in the Circuit who is in good standing, may be elected to the other positions.

13.4 The Election Process

The Circuit President shall preside over the election of the Circuit Executive Committee;

13.5 Induction

The Circuit Executive Committee shall be inducted at a Public Circuit Service conducted by the Circuit Superintendent or his/her Deputy.

13.6 Period of Service

- (a) Members of the Circuit Executive Committee shall serve for a term of three (3) years and may be re-elected for a further and final term of three (3) years;

- (b) A member who has served for two consecutive terms, shall not be eligible to be elected to the Circuit Executive Committee again, until a period of three (3) years, after stepping down from office, has elapsed.

13.7 Duties and Powers of the Circuit Executive Committee

The Circuit Executive Committee shall have the following powers and duties:

- (a) To collectively draft and prepare a programme of the Women's Manyano in the Circuit;
- (b) To prepare a report on the work of the Women's Manyano in the Circuit, for presentation at Convention;
- (c) To convene the Circuit Committee meeting quarterly;
- (d) To convene Quarterly General Meetings of the members of the Manyano;
- (e) To prepare Quarterly Financial Reports and Audited Financial Statements for presentation at the Circuit Committee meeting, and the Circuit General meeting;
- (f) To make decisions on matters of the Organisation between the Circuit General meetings;
- (g) Circuit President and Circuit Secretary shall represent the Women's Manyano at the Circuit Quarterly meeting as provided in paragraph 7.8.9 of the Book of Order.

13.8 Inability to Continue

If any of the members of the Circuit Executive is unable to continue with her duties, the Circuit President in consultation with the Circuit Executive Committee (of the Women's Manyano), shall invite the person who previously occupied the portfolio to fill in the vacancy, until the next Circuit Committee meeting.

- 13.2 All funds raised by the Manyano in the Circuit through its various structures shall be reported to the Circuit Quarterly meeting;

- 13.3 No public fund-raising shall be organised without the written approval of the Superintendent, on the official letterheads with the original stamp of the Circuit.

14. THE ORGANISATION AT SOCIETY LEVEL

- (a) The Society refers to the structure at Society level;
- (b) A Society shall operate within the geographical boundary of the Circuit
- (c) A Society man have one or more branches, which meet weekly, either on Thursday, Saturday and/or Sunday;
- (d) Each Branch shall have its own Executive structure

14.1 The Structure at Society Level

14.1.1 The **Society Executive Committee** manages the Women's Manyano at Society level.

The Society Executive Committee consists of:

- (a) The Chairwoman, who may be the wife of the local Minister, who is a member of the Women's Manyano;
- (b) In the event that the Minister's wife is not a member of the Women's Manyano, the Circuit Executive Committee may appoint from the full members of the Branch, the Branch Chairwoman, in consultation with the Superintendent Minister of the Circuit;
- (c) In the event that the Minister's wife is a member but is not available, the Circuit Manyano Executive Committee may elect a Chairperson to fulfil the functions of the Minister's wife;
- (d) All the Ministers' wives who worship at the same Society, and are members of the Women's Manyano;
- (e) Members of the Executive Committees of the sub-branches;
- (f) Five (5) members, in good standing, elected by the Branches at their general meeting for a three (3) year term. Save for the wife of the Resident Minister, any of the other Office Bearers may be elected for a further and final term of three (3) years and shall not be eligible for re-election thereafter;
- (g) Members of the Circuit Executive Committee who worship at that Society are Ex-Officio members of the Branch Executive Committee

14.1.2 **Secretary of the Society**

The members of the Society Executive Committee shall elect from among its members, a Society Secretary.

14.1.3 **Functions of the Society Executive Committee**

- (a) The Society Executive Committee manages the affairs of the Women's Manyano at Society level;
- (b) The Secretary shall keep minutes of the meetings and the Roll of members.

14.2 **The Structure at Sub-branch level**

14.2.1 The **Sub-branch (Local) Committee** manages the Manyano at sub-branch level.

The Sub-branch (Local) Committee consists of:

- (a) The Chairwoman, who shall be the wife of the Resident Minister, who is a member of the Women's Manyano;
- (b) If this is not possible, then any full member of the Women's Manyano in good standing may be elected as the Chairwoman;
- (c) The Secretary;
- (d) The Assistant Secretary;
- (e) The Treasurer;
- (f) The Christian citizenship Secretary;
- (g) Five (5) members of the Manyano elected by the Sub-branch in its annual General meeting for a three (3) year term. Save for the wife of the Resident Minister, any of the other Office Bearers may be elected for a further and final term of three (3) years and shall not be eligible for re-election thereafter.

14.3 Finances

Each Sub-branch shall open a cheque account in the name of: ***“THE METHODIST CHURCH OF SOUTHERN AFRICA WOMEN'S MANYANO (THURSDAY/SATURDAY/SUNDAY SUB-BRANCH)”***

14.4 Functions of the Sub-branch Committee

- (a) All the Treasurers and Secretaries of Sub-branches shall be required to report on the work and finances of their Sub-branch to the Society Executive Committee meetings which shall sit Quarterly;
- (b) The Chairwoman and Secretary of the Society shall be members of the Society Leaders Meeting;
- (c) At least once a year, the Chairwoman and the Secretary shall submit a report on the work of the Women's Manyano, including the audited financial statements, to one of the Society Leaders' Meeting and to the Circuit Executive.

15. General Provisions

- 15.1** This whole Constitution may be translated into any of the official languages spoken in the Connexion;
- 15.2** This Constitution may be reproduced in a card format which shall be referred to as the Membership Card;
- 15.3** The Colours of the said card shall include black, white and red;

15.4 This Constitution may be amended from time to time by the Triennial Convention and/or the Extended Connexional Executive Committee;

15.5 No amendments shall come into effect until they have been approved by Conference.

Chapter 10

Young Women's Manyano

CONSTITUTION OF THE YOUNG WOMEN'S MANYANO

1. The Young Women's Manyano is the Methodist Young Women's Prayer and Service Union (MYWP&SU) which strives for the realisation of potential and promotes living as transformed disciples called to develop and attain holistic growth through skills development, talent promotion, provision of safe spaces and advocacy for healing and transformation.
2. The Young Women's Manyano (hereinafter referred to as YWM), and its members are subject to the discipline and authority of the Methodist Church of Southern Africa (hereinafter referred to as the MCSA). The YWM operates in terms of this Constitution which contains its principles and is subject to approval by Conference or the Connexional Executive of the MCSA from time to time. The Laws and Discipline of the MCSA shall always take precedence over this Constitution.

3. The aims of the Young Women's Manyano are:

3.1 Spirituality

- To create space and opportunities for people to live their spiritual gifts;
- To promote a missionary spirit and to support the MCSA;
- To strive to be pure in thought, word and deed ;
- To encourage members to pray and read the Bible daily;
- To promote discipleship.

3.2 Evangelism and Church Growth

- To raise funds for mission work and for other authorised MCSA local, Circuit, District, Connexional and Community needs;
- To spread the word of God to all corners of the world;
- To promote our societies to become places of healing and transformation.

3.3 Economic Empowerment and Development

- To encourage economic empowerment, education and awareness-raising programmes,
- To encourage members to put more emphasis on skills development and training.

3.4 Justice and Service

- To initiate and participate in programmes that promote gender justice;
- To restore dignity and faith to young women and the community;
- To embrace diversity amongst ourselves;
- To promote justice and respect to all members;

- To live a value based and environmentally friendly lifestyle (stewardship).

3.5 Education

- To promote education and training (including skills development);
- To promote values, encourage and motivate Junior Manyano.

4. RULES

All members of the YWM shall be pledged:

- 4.1 To give up all actions and conduct which is contrary to the conditions of membership of the MCSA, as provided in the **Laws and Discipline paragraphs 3.1 and 3.2** as amended from time to time.
- 4.2 Not to sell, use or smoke any form of drugs, tobacco or snuff.
- 4.3 Save for family customary ceremonies, not to make, drink and sell intoxicating liquor of any kind, and not to attend parties which are contrary to Christian conduct and values.
- 4.4 To be modest in dress and behaviour.
- 4.5 To try and manage personal finances so that there may be no unnecessary debt of any kind, which may bankrupt lives and homes. Gambling is strictly prohibited.
- 4.6 Members intending to get married are encouraged to ensure that their marriages are conducted according to Christian rites and usages.
- 4.7 To be faithful in attending the means of grace such as Holy Communion, the Class Meetings and the MCSA services.
- 4.8 A member who for a period of more than three (3) months, without adequate reasons, and having been visited by the local Committee during the above period, fails to attend the meetings of the YWM, shall have her name removed from the roll. A member whose name has for any cause been removed from the roll shall be notified in writing. The MCSA shall reserve the right to retrieve all its properties from such discontinued member.
- 4.9 All charges affecting character and MCSA discipline of a member shall be dealt with through the disciplinary procedures, processes and structures of the MCSA. (Disciplinary Matters Ch.11 Laws and Discipline).
- 4.10 Every member of the YWM shall subscribe an amount to be decided by the Circuit Committee, which shall include such amount as has been decided by the District Convention. The District Executive shall decide how the portion remitted to it shall be administered.
- 4.11 A member removing from one District / Circuit / Branch to another shall conform to the rules and usages of the District / Circuit / Branch to which she has removed, provided that such rules and usages are not contrary to the general provisions of this constitution.

5. MEMBERSHIP

- 5.1 Only Young Women who are Full Members of the MCSA and who have never been married shall be eligible for membership of the YWM, and every member shall keep the Rule of the YWM.
- 5.2 Application for membership shall be submitted to the local committee. A prospective new Member shall remain on Trial for a period not less than six months of attendance, after which her name shall be submitted by the Chairperson concerned to the Circuit YWM General Meeting with a report as to her readiness for full membership.
- 5.3 When a member has completed her probation and has been duly examined and fulfilled all requirements, she shall be received into full membership of the YWM at a Public Recognition Service. She shall be robed, take her pledge and be given a membership card, and her name shall be removed from the On Trial roll book and entered in the Roll of full Membership. The local YWM Executive Committee shall participate actively in the examinations.
- 5.4 The YWM shall promote and encourage the establishment of Junior Manyano of young boys and girls at a local level. Such Junior Manyano shall be under the pastoral care, development and guidance of the YWM as provided in the Junior Manyano guidelines.

6. UNIFORM

6.1 The uniform of the Junior Manyano shall be as follows:

GIRLS

- White blouse with Peter Pan collar
- Black skirt
- White hat with six panes
- Red Rosette with white button, 6.5cm wide after it has been sown,
- White socks and black school shoes

BOYS

- Long grey trousers
- White shirt
- Red tie
- Black shoes

6.2 The uniform of the YWM shall be: -

- 6.2.1 A white round neck blouse without a collar with 5 buttons, 4 in blouse and 1 in belt
- 6.2.2 A black skirt with box or knife pleat.
- 6.2.3 Plain black shoes without buckle and plain black stockings
- 6.2.4 A red collar
- 6.2.5 Six panel Manyano hat with brim
- 6.2.6 The badge of membership is white with gold trim, with the inscription MYWP & SU

6.3 Members on trial shall wear a black skirt, black stockings, black shoes, white YWM blouse and black beret

6.4 No jewellery should be worn with the uniform except for watches and medical bracelets

6.5 **President's Uniform**

6.5.1 Minister's wives shall wear the uniform as provided in the Women's Manyano Constitution including the capes. The District and General Presidents of the YWM shall wear the same type of capes as that of the Women's Manyano.

6.5.2 Presidents (Circuit, District and Connexion) who are members of the YWM shall wear the YWM uniform and a specially designed pin used Connexionally.

7. **PLEDGE**

All Members of the YWM shall take this pledge: -

"I..... Pledge myself, by the help of God, to be obedient to the rules and discipline of the Young Women's Manyano".

8. **LOCAL BRANCH ORGANIZATION**

8.1 The Branch shall refer to a Society prayer meeting with one or more Sub-branches meeting weekly, usually on Wednesdays, Saturdays and or Sundays, and shall be opened and closed with hymn, prayer and Bible reading whilst encouraging and promoting creativity align with the 5 Church Mission Pillars

8.2 The branch shall always operate within the geographic boundary of the circuit.

8.3 Each of the sub-Branches of the YWM shall be managed by the local committee consisting of:

- The Chairperson being a member of YWM
- The Secretary
- The Assistant Secretary
- The Treasurer
- The Christian Citizenship Service Secretary
- There shall be no additional members in a sub-branch
- The above Committee shall be elected by the Sub-branch Annual General Meeting for a term of three (3) years.

8.4 The Branch of the YWM shall be managed by a Branch Executive Committee consisting of: -

- Members of the Executive Committee of the Sub-Branches
- The wife of the local active Minister being a Member of the Women's Manyano who shall be the Chairperson of the Branch and the Branch Executive members. Members of the Circuit, District and the Connexional Executives who are Members of the YWM in that Branch, are ex-officio members of the Branch Executive.

8.4.1 Should there be no local Minister's wife, a YWM, the Branch Chairperson shall be nominated by the Circuit Executive. If not possible, the wife of an Evangelist may be

nominated, in consultation with the Superintendent of the Circuit and appointed by the Circuit Quarterly meeting.

- 8.4.2 The Branch Executive shall be nominated by the Circuit Executive in consultation with the Superintendent of the Circuit and appointed by the Circuit Quarterly Meeting.
- 8.5 The Secretaries of both the Branch and the Sub-Branch shall keep the minutes of the meetings and a Roll of members. The Committee of the Sub-Branch shall arrange weekly meetings.
- 8.6 All levels of the YWM –Sub Branch, Branch, Circuit, District and Connexion- shall open a Cheque Account in the name of “ The Methodist Church of Southern Africa Young Women’s Manyano” followed by either the name or the level of the YWM. The signatories shall be the Treasurer as a compulsory signatory, who shall keep all the financial records of the Sub-Branch, together with either the Chairperson and Secretary as alternative signatories.
- 8.7 All the Treasurers and Secretaries of the Sub-Branches shall be required to report on the work and finances of the Sub-Branch to the Branch Executive Committee Meetings which shall sit quarterly.
- 8.8 The Chairperson and the Secretary of the Branch shall be the members of the Society Leaders Meeting and at least once a year they shall submit report on the work of the YWM to the Society Leaders Meeting and the Circuit Executive Committee, including the presentation of the annual **audited** Financial Statement.

9. CIRCUIT ORGANISATION

- 9.1 The YWM in each Circuit shall be managed by the Circuit Executive Committee consisting of:
- 9.2 The Circuit President, who shall be the wife of one of the ordained and active Ministers labouring in the Circuit, being a member of the Women’s Manyano, or an ordained Woman Minister labouring in the Circuit who is a full member of the YWM or a Young Women’s Manyano member in good standing.
- 9.3 All Circuit executive members, including the Circuit President as provided in 9.2 above, shall be elected by the Circuit General Meeting which shall be chaired by the Superintendent Minister and be reported at the next Quarterly Meeting.
- 9.4 Should none of the above be possible, the widow of a Minister residing in the Circuit may be requested by the Superintendent or the Resident Minister to assume this office. The wife of an active Minister who does not labour but resides in the Circuit (this includes Ministers who are Chaplains, Seconded, Part-time and any other category of active Ministry as permitted by Conference), may also be requested by the Superintendent Minister to be the Circuit President provided that she is a member of the Women’s Manyano. Failing which the Superintendent may request any minister’s wife who is a member of the Women’s Manyano, an ordained Woman Minister who is a full member of the YWM and a Young Women’s Manyano member in good

standing from a neighboring Circuit to conduct the functions of a Circuit President, including the robing of YWM members.

- 9.5 The Circuit Vice President, Circuit YWM Secretary, the Assistant Secretary, Circuit Treasurer and the Circuit Christian Citizenship Secretary, all being elected by the Circuit YWM Annual General Meeting for a three (3) year term.
- 9.6 If any Circuit or Local Branch Office Bearer is unable to function for any reason, the former Circuit or Local Branch incumbent of the office shall take her place until the next Annual General Meeting. If that is not possible the Circuit Executive Committee in consultation with the Superintendent Minister may appoint any member in good standing in the Circuit or Local Branch who is a full member of the YWM to fill the vacant office until the next Annual General Meeting.
- 9.7 At least once a quarter there shall be a Circuit gathering, including the Circuit YWM General Meeting.
- 9.8 The Circuit President or duly appointed representative are the members of the Circuit Quarterly Meeting in accordance with **paragraph 7.8. 9 of Laws and Discipline,**
- 9.9 The Circuit Executive collectively shall, through their representatives, submit a report on the work of the Circuit YWM and an audited Financial Statement at least once in a year to one of the Circuit Quarterly Meetings.
- 9.10 All expenses of the official Circuit Representatives to the District Convention, including catering, shall be met by the Circuit YWM.
- 9.11 All the work of the YWM in the Circuit is under the control of the Superintendent Minister working with other Ministers in the Circuit in accordance with **paragraph 7.18 of The Laws and Discipline**
- 9.12 All funds raised by the YWM in the Circuit through its various structures shall be reported to the Circuit Quarterly Meeting through the Executive Committee. No public fund-raising shall be organized without the written approval of the Superintendent Minister.

10. DISTRICT ORGANISATION

- 10.1 A District Convention shall be held annually for the execution of the 5 mission pillars, and to transact the business of the YWM in the District.
- 10.2 The District Convention shall consist of:
- 10.2.1 The District Executive Committee, which comprises:
- The District President
 - The Ex-District President
 - The District Vice-President
 - The District Secretary
 - The District Assistant Secretary
 - The District Treasurer
 - The District Christian Citizenship Secretary, elected by the District Convention.

- 10.2.2 The ex-District President, Ex-Vice President, Secretary, assistance secretary, Treasurer and CCS shall be voting members of the District Convention in which they are handing over to the new District Executive Committee. The ex-District President shall remain a member of the new District Executive Committee and retire at the end of its term, thus becoming the immediate Past District President.
- 10.2.3 The District President, Secretary, Assistant Secretary, Treasurer and CCS of the Women's Manyano with no voting power, except for the Ministers' Wives in the Committee.
- 10.2.4 The President, minister's wives, widows, ministers who are members of YWM in good standing, Office Bearers, Circuit Executive Members, two elected delegates of the Circuit YWM, with voting powers. Circuits shall be as they appear per their number in the current year book. Connexional Executive Members who are members of the YWM are also voting members of the District Convention in which they reside.
- 10.2.5 Circuits are not to send the same people every year to the District Conventions, but to proportionally rotate them for purposes of continuity and learning.
- 10.3 Each District Convention may have an extended District Executive Committee which consists of: The District President, the Ex-District President, the Ex-Vice-President, the current Vice-President, Secretary, Assistant Secretary, Treasurer, CCS, ministers wife, ministers widows, Circuit Officials and two members elected by each Circuit YWM from among its members, the Connexional Executive Members in the district and the Ministers who are active members of YWM in the district.
- 10.4 The District Convention shall elect the wife of an Ordained Minister in Full Connexion and in active service in the District or a member of YWM in good standing in the District for endorsement by Synod as the President of the District YWM. An Ordained Active woman minister who is a member of YWM member in good standing is also eligible for election. A Minister's widow in the district is eligible for election, but only up to the time when her late husband would have retired .A person making such a nomination should enquire from the General Secretary of Conference prior to making the nomination in the District Convention. The District President shall hold office for a term of three (3) years and shall be eligible for re-election for one further term of three (3) years only, and shall not thereafter be eligible for re-election. The District Ex-President shall preside over the elections of the new District Executive Committee. If she is not available, the most recent Past District President present at the Convention shall preside.
- 10.5 The District Convention shall elect the District Vice-President, Secretary, Assistant Secretary, Treasurer and CCS. These Office Bearers shall hold office for a term of three (3) years. Any one or more of these Office Bearers may be re-elected for one further term of three (3) years, and shall not thereafter be eligible for re-election.

- 10.6 If any District Office Bearer is unable to function for any reason, the former District incumbent of the office shall take her place until the next District Convention. If that is not possible the District Executive Committee in consultation with the District Bishop may appoint any member in good standing in the District who is a full member of the YWM to fill the vacant office until the next District Convention.
- 10.7 The District President-Elect and newly elected officials shall take office at the following District Convention after being inducted by the District Bishop, unless the circumstances dictate otherwise. If there is to be any deviation from this the District Bishop shall be advised and he/she shall attend to the matter in consultation with the District Executive Committee. During this service the outgoing District Committee shall hand over all District property to the incoming District Executive Committee.
- 10.8 The District Executive Committee shall collectively prepare, for presentation to the District Convention and Synod, a report on the work of the YWM and an audited Financial Statement for the year.
- 10.9 The President and the Secretary of the District YWM, or their alternates, are members of Synod in accordance with **paragraph 6.4.15 of The Laws and Discipline**
- 10.10 The Circuit which hosts the District Convention shall be permitted to use any method of meeting the local expenses of the annual Convention as long as such methods do not contravene any part of the **Laws and Discipline**.
- 10.11 The District as demarcated by the Church may be divided into a number of Regions by the District Convention for purposes of effective Management, Fellowship, Communication and Mission Work. When that happens, it should be noted that such an arrangement should not interfere with the Circuit governance, administration and general activities. Each Region may elect one of their members as a Coordinator to co-ordinate the above stated purpose.
- 10.12 Circuits in the Regions are encouraged to co-operate with such an arrangement in good faith and as reasonably as possible.

11. CONNEXIONAL ORGANISATION

- 11.1 A Connexional Convention (hereinafter referred to as the Triennial Convention) shall be held every three years, consisting of:
- 11.1.1 The General Executive Committee, which comprises:
- The General President
 - The Ex-General President
 - The General Vice-President
 - The General Secretary
 - The General Assistant Secretary
 - The General Treasurer
 - The General Christian Citizenship Secretary

- 11.1.2 Ex-General Vice- President, Secretary, Assistant Secretary, Treasurer and CCS Secretary shall be voting members of the Convention in which they are handing over to the new General Executive Committee. The Ex-General President shall remain a voting member for the duration of the term of the new General Executive committee. The General President-Elect shall be a member of all Connexional YWM activities in the year prior the Triennial Convention.
- 11.1.3 The General President, Secretary, Assistant Secretary, Treasurer and Christian Citizenship Secretary of the Women's Manyano who shall have no voting powers, except for the Ministers' wives in the committee.
- 11.1.4 The President, Vice-President, Secretary, Assistant Secretary, Treasurer, Christian Citizenship Secretary of each District and Two delegates elected by the Convention of each District .
- 11.1.5 Minister's wives, widows and, ministers who are members of the YWM in the Connexion are Ex-officio members with no voting powers. (2014 Yearbook)
- 11.2 The Triennial Convention shall be held in any District of the Connexion as determined by the Triennial Convention through whatever system has been agreed upon from time to time, including, but not limited to the roster system.
- 11.3 The General President shall be a be the wife of an ordained Minister in Full Connexion and in active service, or an Ordained active woman Minister in the Connexion who is a member of YWM in good standing or a Young Women's Manyano Member in good standing, elected by, and at the Triennial Convention. She shall serve for a single term of three (3) years only and is not eligible for re-election. The Ex-General President shall preside over the elections of the new General Executive Committee. If she is not available, the most recent Past General President present at the Triennial Convention shall preside.
- 11.4 The General President shall be inducted during the Convention by the Presiding Bishop in a Public Service which is open to all.
- 11.5 The General President-Elect may nominate the General Executive Committee members from among any members of the YWM in the Connexion for election by the Triennial Convention. She may consider nominating such General Executive Committee members from the District or Districts closest to where she resides. When such nominations are made, she shall consult with the District Executive Committee members of the District(s) being considered. Such nominated General Office Bearers shall be duly elected by the ensuing Triennial Convention.
- 11.6 The nominated General Office Bearers must be presented to the Triennial Convention and duly elected on Thursday before Induction day.
- 11.7 The nominated General Executive Committee, having been duly elected by the Convention, shall be inducted in the same public service when the General President is inducted. During this service the outgoing General Executive Committee shall hand

over all the Connexional property of the YWM to the incoming General Executive Committee.

- 11.8 If the General President is unable to continue her duties, the Presiding Bishop shall convene the General Executive Committee and the District Executive Committee(s) in the Connexion for the purpose of appointing a successor.
- 11.9 If the General President is transferred to a District further from her General Executive Committee, the Triennial Convention shall empower the General Executive Committee to pay for all her official trips in attending meetings of the General Executive Committee until the end of her term. This arrangement seeks to avoid transferring the administration of the General Executive Committee from one to the other mid-stream; as such action could cause confusion and compromise principles of accountability especially on financial matters. It also avoids the situation of a new General President who has not been elected by the Triennial Convention.
- 11.10 If a District President cannot attend the Triennial Convention, any one of the District Office Bearers may represent the Presidency.
- 11.11 The General President is the official representative of the YWM at Conference in accordance with paragraph 5.5.14 of Laws and Discipline. If the General President is unable to attend, the General Vice President or General Secretary may attend in her place.
- 11.12 The General President is the official representative of the YWM at the World Federation of Methodist and Uniting Church Women. The Triennial Convention may appoint an alternate if she is unable to attend.
- 11.13 An extended Connexional General Committee consisting of the General Executive Committee, District Presidents, Ex-District President, District Vice-Presidents, District Secretaries, District Assistant Secretaries, District Treasurers, District Christian Citizenship Secretaries, active Ministers who are YWM Members, Ministers wives and two (2) delegates from each District, shall meet in the intervening years between the Triennial Connexional Convention. This extended General Executive Committee may propose amendments to the Constitution to be sent to Conference after being deliberated at the Triennial Convention, or directly to the Conference for final approval.
- 11.14 A Connexional YWM Consultation may be called by the General Executive Committee consisting of all District Executive Committees, ministers wives, active Ministers who are YWM Members, and two (2) District elected YWM delegates in any given year for purposes of education, fellowship and consulting on any matters pertaining to the life of the YWM, but with no mandate to make any constitutional changes.
- 11.15 This whole Constitution may be translated into all of the official languages spoken in the Connexion, and be reproduced in a Card format which shall be referred to as the Membership Card.

Guidelines for the Junior Manyano

Exodus 2:9-10

Pharaoh's daughter said to her, "Take this baby and nurse him for me, and I will pay you." So the woman took the baby and nursed him. When the child grew older, she took him to Pharaoh's daughter and he became her son. She named him Moses, saying, "I drew him out of the water."

PREAMBLE

The Junior Manyano as an organisation in the Methodist Church of Southern Africa (MCSA) is positioned to harness the principles of Methodism while nurturing the development of Christian values in the child so as to ensure that the church is at the centre of their life. This child is viewed as a seed in the Methodist church that while their Christianity is being established and reinforced through the teachings of Children's Ministry, the same child through the teachings of the Junior Manyano remains on par with their identity as a Methodist seed. This blended approach described at teaching the Methodist child starts them on a way that will ensure that a Methodist child is raised intentionally through the preservation of both Methodism and Christianity.

BACKGROUND

It was during the 2013 YWM Connexional Triennial in Port Elizabeth when the General President (GP) of the YWM identified this gap calling for the need of the formulation of guidelines, this to establish the accountability of the organization in the church and also to ground it in the existing MCSA structures.

With the history of the organisation and its evolution from early days, we have learnt that this Organisation was established with the intention to bring together children from different communities in the church to interact through participation in drama based on a theme selected from scripture. This would also involve singing (usually a hymn). The choice of scripture-based dramas and hymns was another way of teaching these children to be independent while simultaneously encouraging them to be informed Christians in the Methodist church. It is through its evolution that this organisation has afforded many children the freedom to express their religious conviction during their early years,

from these beginnings this was an entry point for a number of ministers into their journey into ministry (Madise, 2008).

The constitution of Young Women's Manyano (YWM) is silent about the description, aims and objectives of the Junior Manyano, although a clause in the YWM constitution alludes to the objective to "promote and encourage Junior Manyano", this is evidence of the existence of a gap as to HOW the children of this organization are to be nurtured in the church.

Districts were asked to collate ideas on their thoughts of establishing guidelines for the Junior Manyano. Draft documents were collated from all the contributing districts and during the Connexional Extended Meeting held March 2015 in Pretoria hosted by Limpopo district, Mrs Nkhumise was tasked to lead the development of a consolidated document for the guidelines of the Junior Manyano.

Below is a detailed outline as the Guidelines for the Junior Manyano:

NAME

The name is *Junior Manyano* which alludes to the ideology of it being an organization winning young souls in the Methodist Church for Jesus Christ (preserving Christianity and Methodism).

PRINCIPLES

To align itself with existing MCSA structures, the Junior Manyano will be guided fundamentally by the mission and objectives of the MCSA while carrying out the MCSA mission imperatives. It will not be a duplication of any existing organisations but be a strand in the Children's Ministry network focused primarily at preserving through teaching Methodism. The Methodist child between the ages of 7 – 16 years in the church will be taught Christian values in Children's Ministry and also once a month partake in Junior Manyano teachings. Through the child desk - this safe space will be negotiated for to ensure every child raised in the church will be protected and taught to lead a full Christian and Methodist lifestyle. The primary teachings in the JM will focus on

- Prayer; salvation and Methodism;
- Giving/offering;
- Methodist praise and worship (hymns and liturgy);
- Evangelism and Church growth;
- Education and Christian transformation; and
- Outreaches through CCS work (a collaborative activity through the YWM).

AIMS AND OBJECTIVES

- Winning the young souls for Jesus Christ;
- To meet the moral, spiritual and physical needs of young children in the church;
- Creating the preparatory pool where both young souls of our church will grow to know Jesus;
- To sustain our Methodism heritage e.g. liturgy, praise and worship and our Methodist Hymns;
- To promote evangelism and church growth; education and Christian transformation and justice and service.

Through shared responsibilities and collaborative efforts carried primarily by the Children's Ministry/ Children's desk; Young Women's Mayano and Young Men's Guild activities will be facilitated to nurture and also form to transform the young disciples of the Methodist Church of Southern Africa at all circuit and society levels.

LEADERSHIP STRUCTURE

The Junior Manyano leadership will be facilitated through an elected coordinator (YWM member – There should be a coordinator for each level, namely Society, Circuit & District) as well as a committee consisting of the following portfolios who will be full members of the Junior Manyano:

- Chairperson;
- Secretary; and
- Christian Citizenship Secretary (CCS).

There should be a space for collaboration with other organisations.

RECOMMENDED ACTIVITIES

ACTION	RESPONSIBILITY	STRATEGY	PERFORMANCE INDICATOR
Reading Skills	Circuit & Societies	To have small libraries in churches	Reading Improvement in School & Communities
Physical fitness clubs (eg. outdoor gym)	Circuit	Relationships with Sports & Recreation	Healthy Generation
Camping	Circuit	Organized Christian Camping	Strengthened relationships in church and encourage the spirit of ubuntu, ubuntu and oneness
Trips (i.e Christian excursions)	Circuit	Organized trips to Christian sites	Growing knowledge about church
Arts & Culture (music & drama)	Circuit & Society	To involve the Music Association	Love of worship & praise of God in an organized way
Methodist Heritage Celebration	Circuit & Society	An activity in church on the week of 24 May (John Wesley Day)	Knowledge of Methodist roots and what it means to be a methodist, Inculcation of Methodism
Health Education & Child Protection	Circuit and Society	To hold seminars/presentations Workshop about Child Protection Week	Reduction of the social ills in communities Child Protection Awareness of Children's rights
Orphan Vulnerable & child headed homes	Circuit & Societies	Engaging social workers and other stakeholders e.g.	Social Development and caring for each other
Sexuality & Inculcation of Gender Sensitivity	Circuit & Societies	Engaging Nursing health dep. and elderly people	Reduction of teenage pregnancy, Gender sensitivity & Self-esteem.
Outreach programmes	Circuit & Societies	To involve CCS, evangelists & Bible women	Young Ones understanding caring
Skills Developments	Circuit & Societies	Inviting all skilled people and empower each other	Human & community development & empowerment
Addressing Alcohol and drug abuse	Circuit & Societies	To have attractive campaigns against drug and alcohol abuse	The use of drugs will decline
Education & Career awareness	Circuit & Societies	To engage volunteers and retired teachers	Betterment of school results