

CHAPTER 4
AMENDMENTS TO THE METHODIST BOOK OF ORDER
(Laws and Discipline 12th Edition – revised 2016)

LAWS AND DISCIPLINE TABLE TO CONTENTS: *(Amended 2018)*

CHAPTER 9: THE FINANCE UNIT, *to read* The General Treasurer

MINISTRY OF WORD AND SACRAMENT

GENERAL

4.1. *to read:* Except where the context indicates otherwise, ‘Ministers’ shall include Ordained Ministers, Supernumeraries and Probationer ministers who have been collared. *(Amended 2017)*

4.7 A Candidate shall have the minimum credits as prescribed by EMMU from time to time and be a fully accredited Local Preacher. *(Amended 2018)*

4.1 Points 1-4 move from 4.1 to 4.25 (Amended 2017)

New Heading

4.54 TRANSFERS FROM CUC or WMC CHURCHES

An Ordained Minister from a CUC member church or a World Methodist Council member recognised by the MCSA who desires to enter the Methodist Ministry shall apply to the local Bishop or, if they are from outside the Connexion, the General Secretary.

Before the Connexional Executive accepts their application or otherwise, all such applicants shall:

4.54.1 Provide a letter of recommendation from their church.

4.54.2 Possess the basic education qualification (Grade 12) or equivalent and at least a theological Diploma equivalent to that which was offered by the Joint Board until 2005, or a Diploma or degree in Theology from a Seminary or University recognised by EMMU.

4.54.3 Complete the relevant application forms provided by the General Secretary.

4.54.4 Be interviewed by a District Screening Committee chaired by the Bishop and including the Director of EMMU or the General Secretary or their representative.

4.54.5 The report of the screening Committee interview is presented to Synod (appointed by the General Secretary if the person is from beyond the Connexion) for deliberation and recommendation.

4.54.6 If recommended by Synod, the name and report of the person wishing to transfer is sent to the Connexional Executive for decision and stationing.

4.54.7 The person undergoes the same two years On Trial as all other Ministers transferring in.

A Minister seeking to transfer from any other church goes through the process as described in the Laws and Discipline. (4.53) (Amended 2016)

4.68 Delete the whole paragraph referring to Ministers without appointment being deemed to have resigned after two years. *(Amended 2017)*

4.69 Ministers ‘Without Appointment (Marriage)’

Delete the Sentence: “If so classified, the Minister’s category is to be changed to that of “Non Itinerant and Non Stipendiary.” *(Amended 2018)*

LEAVE OF ABSENCE

4.110 A Minister may apply for Leave of Absence for vocational and personal reasons annually, up to a maximum of 3 years. No Minister shall be without an appointment or be absent from the Circuit, other than on leave provided for by the Connexional Executive, without being granted Leave of Absence by the Connexional Executive or....” (Amended 2018)

4.121 In the Holy Scriptures in Mark 10 verse 5ff Jesus responds to the Pharisees saying “it was because your hearts were hard that Moses wrote you this Law” that permitted a man to divorce his wife. Then Jesus teaches against divorce as he goes on to refer to the book of Genesis 2 verse 24.

The Church, in realising the realities that certain marriages that are painful and complex, recognize that marriages do fail, when that happens the Church should approach this reality pastorally in responding to the Ministers and their families who are going through divorce.

While exercising this ministry of caring, the Church’s position is clear that divorce shall not be viewed as normative. The Church shall strengthen its pastoral and counselling ministry in respect of family life, with particular attention to the Minister, his or her Spouse and Children. However, in seeking to deal pastorally with Ministers who divorce, the Church shall not surrender to the idea that divorce should ever be an easy option.

It is therefore permissible in principle, subject to careful scrutiny and safeguards, to admit persons who are divorced, or divorced and remarried, as Ministers in Connexion with The Methodist Church of Southern Africa.

A Minister who considers the option of Divorce is strongly counselled to make this known to the Bishop in order for the Bishop to offer counselling and guidance or to refer the matter for counselling or guidance. (Amended 2016)

4.124 The District Bishop in consultation with the ex-offio members of the District Executive shall appoint a District standing committee on Divorce and Remarriage consisting of no less than three (3) and not more than five (5) persons who are skilled, knowledgeable and experienced in marriage counselling and divorce. The Committee shall serve for a three (3) year term eligible for re-appointment for two (2) more, three (3) year consecutive terms. The Bishop shall also appoint a Convener of this Committee. (Amended 2016)

4.125 The District Standing Committee shall interview the parties involved in and or affected by, the proceedings, to investigate and make an assessment within twenty one (21) days of the suspension of the Minister. (Amended 2016)

The functions and duties of the District Standing Pastoral Committee on Divorce and Remarriage shall include:

4.125.1 To meet with the divorcing Minister within twenty one (21) days of suspension, individually or jointly with the spouse, to determine the cause of divorce or explore any possibility of reconciliation and professional assistance.

4.125.2 To investigate if there was any act of misconduct by the Minister. If the Committee concludes there was alleged misconduct then the Committee shall recommend to the Presiding Bishop that disciplinary procedures be followed.

4.125.3 To determine what pastoral assistance is needed especially towards the children (if there are any), to minimise the negative impact of the divorce.

4.125.4 To determine the state of negotiations with regard to a divorce settlement with special attention to the Church Pension Fund and Medical Aid as it affects the children and the vulnerable Partner in the marriage, and how fair this settlement is for the whole family.

4.125.5 If the divorce is inevitable, what are the implications on the calling and stationing of the Minister, and the state of the two individuals’ readiness especially in relation to the future welfare of the children, and their future as individuals.

4.125.6 the impact the divorce may have on the congregation and what remedial measures are necessary.

4.125.7 The advisability of forfeiture of emoluments to be made by the Presiding Bishop.

4.126 The District Standing Committee on Divorce and Remarriage is also to consider cases of re-marriage in the following instances:

- a. An application for reinstatement of a former Minister who has been divorced,
- b. An application to marry by any Minister who has been divorced,

- c. An application by any Minister to marry a person who has been divorced,
- d. The candidature of any person who has been divorced or who is married to a divorced person.

4.127 The Standing Committee on Divorce and Remarriage makes recommendations to the Connexional Executive and /or the Presiding Bishop as to the readiness of the couple to re-marry and to recommend permission to be granted or otherwise. Re-marriage shall normally only be considered after two (2) years have passed since divorce. *(Amended 2016)*

4.128 In the case of a. and d. above, the Standing Committee shall report to the Bishop, for reporting to Synod.

4.129 In the case of b. and c. above, the Standing Committee shall report to the Presiding Bishop who may approve any application in regard to remarriage, reinstatement, candidature of a divorced person, subject to ratification by the Connexional Executive. *(Amended 2016)*

REGULATIONS FOR FULL TIME NON-ITINERANT ORDAINED MINISTERS

4.132 Delete clause relating to selection of non-itinerant ministers. *(Amended 2017)*

4.137 a) Delete clause relating to procedure of appointment of nonItinerant ministers *(Amended 2017)*

5.5 MEMBERSHIP OF CONFERENCE

5.5.30 Add to the membership: "Chair of Connexional Trust Properties Committee" *(Amended 2018)*

5.5.16 MEMBERSHIP OF CONFERENCE

Amend to read: The Lay General Treasurer and the Senior Accountant of the Finance Unit; *(Amended 2018)*

5.7.1 THE PRESIDING BISHOP

5.7.1.6 Add point AFTER 5.7.1.5:

"A Minister may be suspended when the Presiding Bishop is satisfied that the Minister is instigating dissention or strife in the Society/Circuit or District, or the Minister is bringing the Church into disrepute". *(Amended 2017)*

5.10 THE GENERAL SECRETARY

5.10.4.2 *to read* To be the custodian of Connexional documents including property deeds in conjunction with the General Treasurer (ref 9.11) *(Amended 2018)*

5.11.8 CONNEXIONAL EXECUTIVE

Membership: Delete: Finance Unit Director *(Amended 2017)*

5.12 *The functions and duties of the Connexional Executive include:*

Add clause: *..*"receiving the report on all Ministers Beyond the Connexion and their answering of the Discipline questions through the Office of the General Secretary; together with a statement of where they are stationed, as well as a report from their Conference /Synod annually." *(Amended 2017)*

5.13.1 THE CONNEXIONAL REGISTRAR

Amend to read:

5.13.1 The Conference shall appoint a Registrar in the office of the Presiding Bishop who shall be a member in good standing with knowledge of both Church polity, Alternative Dispute Resolution (ADR) & Law who shall:

5.13.1.1 assist the Church in legal proceedings;

5.13.1.2 work in conjunction with the Presiding Bishop and General Secretary to ensure that appropriate and proper instruction takes place in legal, ADR and disciplinary matters;

5.13.1.3 be the point of reference for procedural matters relating to church discipline and alternative dispute resolution;

5.13.1.4 prepare and maintain manuals of procedure for disciplinary hearings and training. *(Amended 2017)*

6.4.2 Add: "The District Lay Leader" (after 6.4.1) *(Amended 2016)*

6.4.9. MEMBERSHIP : (SYNOD)

Add after current 6.4.9: "District Secretary." *(Amended 2017)*

6.11.3 ELECTION AND APPOINTMENT OF BISHOPS

6.11.3 The District Secretary shall invite all Circuit Quarterly Meetings within the District to nominate any Minister(s) in full Connexion, whether in the District concerned or not, at the January Quarterly meeting. These nominations are to be submitted to the General Secretary by 31st March. *(Amended 2017)*

6.23 Election and Appointment of District Lay Leader

The District Lay Leader shall be nominated, with motivation, at District Synod for election and appointment for a 3 (three) year term, and may be re-elected for a further term. The District Lay Leader is ex-officio a member of Synod and of all District Mission Groups and committees. *(Amended 2016)*

6.24 Role and Functions of a Lay Leader

Within the broad parameters of the following, each District shall determine the nature and functions of this role within its own context. *(Amended 2016)* The Lay Leader shall operate under the direction of the District Bishop. *(Amended 2018)*

6.28.6 to submit to the General Treasurer before 31st March a District Finance Report in the prescribed format; *(Amended 2018)*

6.28.9 to report any matter of concern pertaining to finance and administration to the General Treasurer of the Methodist Church of Southern Africa. *(Amended 2018)*

Stationing of Ministers

7.15.1.14 A District Stationing Committee consisting of the District officials as well as five Synod-elected lay people and five Synod-elected clergy shall meet at least once before the annual Synod. The District Supervisor of Studies shall be invited where necessary. *(Amended 2017)*

7.15.1.15 Amend to read:

"A Standing Commission called by the General Secretary shall investigate each case in which a Minister is left without a station for the ensuing year. The Standing Committee shall include representatives from EMMU and HR. The report shall be submitted, including proposals for any remedial action, to the General Secretary within 28 days of the rising of Conference for the consideration of the Presiding Bishop. *(Amended 2018)*

7.15.1.16 Connexional Stationing is the work of Conference as delegated to the Preliminary Stationing Meeting by Bishops and the Connexional Executive, and the final affirmation of stations shall take place at Conference. *(Amended 2018)*

7.25 No Circuit, Society or organisation shall overdraw any account of the Church or enter into a hire-purchase agreement in the name of the Church without the permission of the General Treasurer. *(Amended 2018)*

7.46 MEMBERSHIP OF SOCIETY LEADERS MEETING:

Add after 7.46.4 further members: "Secretary of the Leaders' meeting, the Treasurer, and the Trust Committee Convener; when applicable". *(Amended 2017)*

8.10 METHODIST CHILDREN AND YOUTH UNIT

8.10.1 Replace 8.10 entirely, with: **CE 2018**

CHILDREN AND YOUTH UNIT IN THE MCSA

8.10 **Methodist Children and Youth Unit**

- 8.10.1 Conference establishes the Methodist Children and Youth Unit and allots its Mission work on Youth and Children's Ministry to the Unit. The Youth and Children's Ministry shall operate at Connexional, District, Circuit and Society levels and its control shall be through Conference, Synod, Circuit and Society.
- 8.10.2 Conference notes the distinctive nature of this Unit, in that it has entities within it and thus allows it to operate in accordance with the Appendix 6A
- 8.10.3 An annual Connexional Youth Conference shall be held, under the general direction of the Conference.
- 8.10.4 Conference or Connexional Executive shall appoint a Connexional Coordinator / Director as nominated by the Connexional Youth Conference to the Unit on a Full time or Part time basis to hold Office for a three (3) year term, renewable for one final term.
- 8.10.5 Connexional Youth Conference shall elect a Connexional Youth Committee to oversee and manage the work of the Unit as directed by the Connexional Executive and Conference.
- 8.10.6 The Children and Youth Unit shall be represented at Connexional Executive by the Connexional Co-ordinator / Director. At Conference the Unit shall be represented by the Coordinator/ Director and the General Secretary.
- 8.10.7 The Presiding Bishop or Bishop deputed by him or her shall be the Chairperson of the Connexional Youth Conference, and the Connexional Youth Committee shall be responsible for all secretariat and administrative work of the Unit. The Unit may have part time or full time Staff to assist the Unit in executing its duties.
- 8.10.8 In each District an annual Youth Synod shall be held under the general direction of the District Synod.
- 8.10.9 The Youth Synod shall be the decision making body within the District to formulate resolutions and recommendations regarding Youth and Children's work in the District. All matters affecting policy and strategy shall be sent to the Connexional Youth Conference and matters that have been referred by Conference to the Unit.

8.10.10 Scope and Responsibilities of the Unit

The Children and Youth Unit shall comprise of the following Ministries:

8.10.10.1 Youth Ministry

Youth Ministry shall be responsible for the following:

- a) All Youth work as informed by the doctrine and ethos of Methodism.
- b) Co-ordination of all Youth Entities recognized by the Church from time to time.
- c) The scope of the said Youth work shall be determined by the Connexional Youth Conference and approved by Conference or Connexional Executive from time to time.
- d) To ensure that all the Youth Entities shall operate in accordance with the MYU Appendix as approved by Conference from time to time.

8.10.10.2 Children's Ministry

- a) Conference appoints the Children and Youth Unit to be responsible for all Children's Ministry in accordance with the Methodist doctrines and ethos.
- b) In executing this responsibility Conference directs the Children and Youth Unit to coordinate all forms of Children's Ministry in the Church and to consult the Mission Unit in regard to internal and external legal protection of Children's rights, Children's policies and Children's homes
- c) The Children and Youth Unit is responsible for providing ongoing training of Children in Christian faith through dedicated Sunday Schools or Children's Church or any other recognised formations that provide Children's programmes.
- d) To develop forms of worship conducive and relevant to "All Age Worship" in all the contexts of the Connexion.
- e) To encourage all parents, Congregations and Ministers to be involved in the Ministry of Children.
- f) To establish robust Child care programmes that promote just treatment and welfare for children.
- g) To encourage the Church at all levels to provide all the necessary resources for the success and effectiveness of Children's Ministry in the Church.

8.10.10.3 Appointment of Children's Ministry Leaders

- a) Conference directs the Children and Youth Unit in consultation with the Mission Unit to be responsible for the appointment of all Leaders who shall handle Children's Ministry in all its forms.
- b) All those who evidence a call to the Children's Ministry shall be appointed through the Children and Youth Unit in the various relevant Structures of the Church, they shall be screened and trained to determine their fitness in working with Children.
- c) At all levels of Youth Leadership the Statutory requirements regarding vetting and child safety regulations, of all member countries, must be observed.
- d) Such Leaders shall be Full Members of the MCSA in good standing, and they shall demonstrate reasonable knowledge and experience of working with Children, have skills, passion and giftedness in working with Children.
- e) Such Leaders shall possess qualities of personal commitment to the Lord Jesus Christ, regular attendance to worship and participation in the services of the means of Grace.

8.10.10.4 Youth Training

Any Christian education activities of the Youth and Youth Leadership training are done in conjunction with the lay training office of the EMMU. . *(Amended 2018)*

9.2 THE FINANCE UNIT : ADMINISTRATION

To read: "The affairs of the Unit shall be administered by a Finance Unit Executive Committee appointed by Conference, who shall also appoint a General Treasurer who shall act under the direction of the Finance Unit Executive Committee." . *(Amended 2018)*

9.4 FINANCE UNIT EXECUTIVE

The Finance Unit Executive Committee consists of the Presiding Bishop, the Lay President, the Bishop of the District in which Finance Unit is located, the General Secretary and the General Treasurer, the Ministerial and the Lay General Officers of the Supernumerary Fund, the Finance Unit Senior Accountant, Human Resource Director, Connexional Trust Property Chairperson and 4 (four) Ministers and eight (8) Lay Members nominated by Synods and appointed by Connexional Executive for a three (3) year term, renewable twice. *(Amended 2017 and 2018)*

9.6. In every case replace General Treasurers with General Treasurer. *(Amended 2018)*

9.7 THE GENERAL TREASURER:

Amend the second paragraph: "The Lay General Treasurer is appointed by the Connexional Executive after a proper search and interview process has taken place and shall hold office for a five (5) year term, renewable. The Lay General Treasurer is a member of Conference and of the Connexional Executive. *(Amended 2018)*

THE GENERAL TREASURER

9.7 To read: "There shall be a General Treasurer who shall become the accounting officer of all financial matters of the Church". *(Amended 2018)*

The duties of the General Treasurers are, inter alia, to:

Amend to read: "The duties of the General Treasurer are, inter alia,

9.8 All Mortgage Bonds or other Deeds or Documents of security for monies lent or invested by the Office or for any other cause of debt to it shall be passed in favour of 'the General Treasurer for the time being of the Methodist Connexional Office', who Amend to read: "All Mortgage Bonds or other Deeds or Documents of security for monies lent or invested by the Office or for any other cause of debt to it shall be passed in

favour of the General Treasurer and the General Secretary for the time being of the Methodist Connexional Office', who (Amended 2018)

9.9 The General Treasurer shall carry out the directions of the Connexional Executive in respect of the Funds the Office administers, but decisions in discretion shall be with the Executive Committee and shall be reported to the following Connexional Executive. (Amended 2018)

9.11 Amend to read: "The Office of the General Secretary is the Custodian of Deeds (para. 10.12) in conjunction with the office of the General Treasurer and has charge"... (Amended 2018)

9.20 & 9.81 **to be merged:**

CONNEXIONAL REMOVALS to read: (Amended 2018)

9.20 "The Unit shall meet the claims of Ministers (including Supernumeraries and Probationers) as well as Deacons, and their families, for expenses incurred in moving to new appointments, subject to the conditions determined by Conference;

- Removals of Ministers shall normally be arranged by the Joint Removal Scheme; where this does not apply, the arrangements and quotation for the removal must be approved by the Bishop of the District to which the Minister is moving, and this approval must be obtained before the removal takes place, failing which any excess costs shall be borne by the Minister.
- One grant is made for the removal expenses of a Minister who becomes a Supernumerary, or of the surviving spouse of a deceased Minister, provided the removal is within the Connexion and within a 3 year period of superannuation;
- Candidates attending the Seminary: 9.22.1 as a rule are not part of the MJR scheme. Furnished accommodation is provided at the Seminary and a minimal amount of personal belongings are allowed. Only in exceptional cases, approved by the Finance Unit, will seminarian moves be considered. These moves require approval from the Finance Unit by the 10th October annually, through the District MJR Coordinator. No reimbursement will be considered without supporting vouchers.
- Removal expenses incurred by a Supernumerary sent by the Presiding Bishop as a Supply to a Circuit are a charge on the Removals Account.
- The Finance Unit shall not pay removal costs of Ministers taking official positions outside the Church. This includes, inter alia: Chaplaincies, Leave of Absence, Study Leave, Secondment, Resigned or Discontinued, Ministers Beyond the Connexion or Transfers Out.
- If any item is disallowed by the Bishop or by the General Treasurer the claimant may appeal to the Finance Unit Executive Committee.
- When a Circuit invites a Minister for a period of 5 (five) years and the Minister removes prematurely, due to a subsequent invitation, the Circuit making such invitation is responsible for the removal costs;
- The costs of All Risks in Transit Insurance cover shall not be included in the claim but the General Treasurers shall arrange a Group Removals Policy. In the event of damage or loss of goods, such claims should be submitted to the Finance Unit;
- Removal claims must be submitted by no later than 1 (one) month after the date of removal;
- The value of reimbursement for privately arranged transport is recorded in the Yearbook;
- When a Minister who is a citizen of the Republic of South Africa one country of the Connexion is sent to serve in another country within our Connexion the cost of the required work permit and its renewal shall be borne by the Finance Unit.

Add clause: 9.81.7: "the removal fund does not cover Ministers who take official positions outside of the church. This also excludes, inter alia: Chaplaincies, Ministers Without Appointment, Leave of Absence, Study Leave, Secondment, Resigned or Discontinued, Ministers Beyond the Connexion or Transfers Out."

9.40 The General Treasurer is authorised to insure or reinsure any Trust Property and to arrange any type of insurance which may be required. (Amended 2018)

9.43 The Finance Unit may distribute to Connexional Funds, on the recommendation of the General Treasurer, any surplus that may accrue from insurance. (Amended 2018)

9.49 *Grant-aided Circuits and Entities*

Units, Institutions and grant-aided Circuits that wish to increase stipends above the minimum rates shall first consult the General Treasurer and General Secretary. *(Amended 2018)*

9.54.1 Priority must be given to the settlement of arrears. If a Circuit is unable to pay all arrears as well as the current month's assessments at once, it shall, in consultation with the General Treasurer, *(Amended 2018)*

9.55.2 Where a Circuit falls more than 2 (two) months in arrears with assessments, and does not make arrangements with the Finance Unit to bring such arrears up to date, the General Treasurer and General Secretary shall request the Bishop to... *(Amended 2018)*

(b) provide a written report to the Presiding Bishop within 60 days of being advised by the General Treasurer and General Secretary.... *(Amended 2018)*

(d) provide, as at the target date, a written report to the Presiding Bishop and General Secretary and General Treasurer, confirming specifically what action was taken and how the arrears are being eliminated. *(Amended 2018)*

(Add number) The General Treasurer and General Secretary are authorised, after consultation with the Presiding Bishop, the District Bishop, District Treasurer/s and any other persons, *(Amended 2018)*

9.61 LONG LEAVE

9.61.1 "The first long leave for a Minister is granted after 6 (six) years of contributing to the fund. Thereafter long leave is granted after every 6 (six) years of service;" *(Amended 2017)*

9.61.2. Years on Secondment, Leave of Absence or Study Leave or any other non-remunerative service do not count as service for Leave. *(Amended 2017)*

9.61.6. The Long Leave Grant is 10% (ten percent) of the annual Stipend Assessment. *(Amended 2017)*

Accommodation for Ministers

9.68 In addition to the payment of minimum stipends, Circuits shall provide Ordained Ministers and Probationers with suitable free furnished accommodation. When a Circuit rents a home for a Minister's manse, the Circuit is responsible for the full amount of the rental. *(Amended 2018)*

9.71 Allowances for Ministers Without Appointment

Where the Connexional Executive decides to leave a Minister without an appointment, if the Minister has not found alternative employment, and subject to any disciplinary or other circumstance, the Presiding Bishop in his sole discretion may decide that an ex-gratia allowance be paid to the Minister for a period of 3 (three) months from 1 January of the year immediately following. The amount of the allowance shall be revised annually by the General Treasurer. An application for the allowance must be channelled through the Bishop to the General Secretary by no later than 31 March of that year. *(Amended 2018)*

9.73 Funeral Grants

Amend to read: For Ministers and their spouses who are members of the Supernumerary Fund, The Funeral grant will be determined by the Finance Unit Executive from time to time. *(Amended 2017)*

9.78.2 The General Treasurer is authorised to utilise the Fund at their discretion, in consultation with the Bishops where necessary. *(Amended 2018)*

9.79.5 The minimum sum insured on any manse is recorded in the Yearbook. The General Treasurer is authorised to vary the levies by no more than twenty percent (20%) *(Amended 2018)*

9.79.6 Other insurance cover is available from this Fund. Detailed information is circulated to Circuits and can be obtained from the General Treasurer. *(Amended 2018)*

9.82.3 Outside Loans

The General Treasurer is authorised to borrow in terms of Laws & Discipline, paras 9.6.6. and 10.7 as necessary and on terms and conditions to be approved by him or her. *(Amended 2018)*

Banking accounts

- 9.84.1 The General Treasurer, the Senior Accountant and the Administrative Officer of the Methodist Connexional Office or Deputy. The name of the account is: "The Methodist Church of Southern Africa Methodist Connexional Office".
- 9.84.2 The account in the name: Methodist Connexional Office – Secretary’s Account, is reaffirmed for which the signatories be any two of:
- 9.84.3 The General Treasurer, the Senior Accountant and the Administrative Officer as per the decision of the Finance Unit Executive. (*Amended 2018*)
- 9.87.5 the Superintendent Minister shall be relieved of her/his Superintendency until confirmation from the Finance Unit that the Form 4C Schedules have been satisfactorily received, whereupon the Bishop, with the consent of the General Secretary and General Treasurer, shall decide whether to reinstate such Superintendency or not (*Amended 2018*)
- 9.89 The Presiding Bishop is authorised, after consultation with the Bishop/s, General Treasurer and General Secretary and any other persons, to re-organise, amalgamate or disband the Circuit and remove or station the Minister elsewhere, if: (*Amended 2018*)

10.6 REGISTRATION OF TITLES AND FORM OF TRANSFER

All immovable property belonging to, or which may at any time be acquired by the Church for the benefit of The Methodist Church of Southern Africa shall in accordance with the provisions of Section 8 of Act 111 of 1978 be registered in the name of the Presiding Bishop for the time being. (*Amended 2017*)

BORROWING OF MONEY

10.7 Conference represented by the General Treasurer and General Secretary may raise or borrow money by way of mortgage, bank overdraft, or in any other way, upon the security of any property belonging to the Church or otherwise. (*Amended 2017*)

CONNEXIONAL TRUST PROPERTIES COMMITTEE

Membership:

Delete current 10.13 & Replace with:

10.13 The Connexional Trust Properties Chair who is a Minister appointed by the Connexional Executive, chairs the Committee, serves on the Finance Unit Executive and is a member of Conference. The Chair is appointed for three (3) years at a time, and is eligible for reappointment. (*Amended 2017*)

The Committee shall consist of: (Amended 2017)

- The Presiding Bishop
- Lay President
- Lay General Treasurer
- Ministerial General Treasurer
- Connexional Trust Property Chair
- Two (2) people with legal background
- Two (2) people with property background
- One (1) person with business background
- The Property Officer
- Four DTP Secretaries, serving for three (3) years at a time on rotational basis (one being replaced annually)

The functions and duties of the Connexional Committee are: (Amended 2017)

- To develop Connexional Property Strategies in terms of the missional use of buildings,
- To develop Connexional strategies for underutilised property for income generation for Connexion, District, and Circuit
- To oversee properties that are used by the Connexion (e.g. MCO building, Connexional manses, properties owned the Connexion for income generation etc.)

- To call meetings and facilitate training for District Trust Properties committees,
- To keep the Property chapter in the Laws and Discipline current,
- To employ Church insurers,
- To develop and oversee the implementation of policies and procedures for:
- To development of manuals
- To develop and maintain safety guidelines
- To developing processes for Heritage buildings and cooperate with Heritage committee and national Heritage structures
- To consider unused or underutilised buildings, land, and glebes
- To consider business developments; Commercial properties and cooperative developments
- To deal with Land claims
- To facilitate environmental impact issues and energy efficiency
- To audit accessibility of buildings
- To consider partnerships with NGO's, government departments, etc.
- To consider to country-specific regulations

Property Officer (Amended 2017)

- 10.14** Amend to "The Connexional Executive shall appoint a Property Officer upon recommendation from the Finance Unit who shall report to the Lay General Treasurer.
- 10.15** The Property Officer conducts the correspondence and business of the Committee subject to its directions.

District Trust Properties Committees

Membership:

- 10.16** Each Synod shall annually appoint a District Trust Properties Committee consisting of the Official Trustee - the Presiding Bishop, Bishop, the Vice-Chairperson, the District Secretary, the Statistical Secretary, three Ministers and five (5) Lay Members. The Committee shall elect its own Recording Secretary. The committee may include at least one (1) person with a property/building background, and one (1) person with a legal background. *(Amended 2017)*

Secretary

Insert below heading: The DTP Sec is annually appointed by Synod. (Ref App 5: 6.39) (Amended 2017)

- 10.18** *The duties of the Secretary of the District Trust Properties Committee are inter alia:*

LOCAL TRUST PROPERTIES COMMITTEES

- 10.19** The immediate oversight and administration of local Church property shall be undertaken by a local Trust Properties Committee on behalf of the Official Trustee who is the Presiding Bishop. *(Amended 2017)*

Membership:

- 10.21** The members of a local Trust Properties Committee shall not be fewer than five or more than fifteen, including the Official Trustee - the Presiding Bishop, the Superintendent, the Minister(s) serving the Society, and the Circuit Stewards. *(Amended 2017)*
- 10.23** The Annual Society Meeting shall appoint a member of the local Trust Properties Committee to chair its meetings. *(Amended 2017)*
- 10.24** The person who chairs the Committee is a member of the Circuit Quarterly Meeting. *(Amended 2017)*

The functions and duties of the Local Properties Committee are inter alia:

- 10.26.8** *Insert new point: "To ensure compliance with all relevant safety regulations" (Amended 2017)*

- 10.31 All members of Local Trust Property committees shall declare any conflict of interest that may exist in relation to all property matters. A register of Conflicts of Interest having been declared shall be kept and submitted to the District Trust Property Secretary and the General Secretary . *(Amended 2018)*
- 10.46.3 loans from Connexional Funds shall be repaid in monthly instalments which include repayments of capital, and interest at the rate determined by the General Treasurer; *(Amended 2018)*

CHAPTER 11 DISCIPLINE OF MEMBERS AND MINISTERS

[In all cases replace “accused” with “defendant” and “accuser” with “complainant”.]

- 11.3** *To read:* “ Ministers who have an accusation against them in respect of character, doctrinal beliefs, fitness for the work of the ministry, or observance of Methodist Laws and Discipline may have a complaint laid against them by a member with the District Discipline Registrar. This shall be in writing. *(Amended 2018)*
- 11.4.1** *Amend to read:* Whether there is a breach of the Laws and Discipline. *(Amended 2017)*
- 11.4.4** *Insert new clause:*
“The DDR may request the person against whom the complaint is made to make written submission if they so wish, in reply to the DDR before it is determined whether a charge be laid, and within 5 (five) calendar days of receiving such communication from the DDR.” *(Amended 2017)*
- 11.6** If the District Discipline Registrar decides that the complaint does not demand a charge and hearing the District Discipline Registrar shall inform the accuser accordingly within Fourteen (14) days and may refer it to another appropriate forum of the Church. The Complainant may appeal to the Presiding Bishop in writing, against the decision, who will refer the complaint to another DDR. The decision of the referred-to DDR shall be final. If the DDR decides the complaint warrants a charge and a hearing, he/she refers the matter to the original DDR for processing in the normal manner. *(Amended 2018)*
- 11.16a** *Add point :* In the event of harassment cases the complainant may appoint a member to be present without participation (refer to the Harassment Policy L&D App 15: 6.5.1) Although not required, the parties to the complaint are welcome to bring a personal supporter of their own choosing to any interview proceedings to provide emotional support and act as an observer. *(Amended 2018)*
- 11.6.1** *Insert new clause:* Where the complaint has been referred to another appropriate forum of the church and the complainant is not satisfied with the outcome thereof, the provisions of Appendix 14 of the L&D shall apply. *(Amended 2017)*
- 11.7.1** *If a charge is laid:*
In the case of a member, if the Superintendent considers the charge to be sufficiently serious and it is in the best interests of the Church, the said Superintendent shall instruct the Member in writing to cease to exercise the functions and privileges of membership and any official position pending the finalisation of the hearing of the District Disciplinary Committee and review by the Connexional Disciplinary Committee, which shall be concluded as soon as possible. The Superintendent shall forthwith inform the Bishop of the decision to suspend the member. If the period of suspension is to exceed one month the written approval of the Bishop is required. *(Amended 2017)*
- 11.7.2** In the case of a Minister, the Bishop shall inform the Presiding Bishop of the charge. If, after consultation with the Bishop, it is deemed to be in the interests of the Church, the Presiding Bishop may direct that the Minister who is charged must cease to exercise any ministerial functions until the verdict has been reached. Such direction of the Presiding Bishop shall be delivered to the defendant in writing. The Presiding Bishop shall not give the said Minister a prior hearing. *(Amended 2017)*
- 11.7.4** *Insert new clause: (after 11.7.1)*

“In the case of an Evangelist or Bible Woman, the Superintendent shall inform the Bishop of the charge. If, after consultation with the Superintendent, it is deemed to be in the interests of the Church, the Bishop may direct that the Evangelist or Bible Woman who is charged must cease to exercise any functions of their role until the verdict has been reached. Such direction of the Bishop shall be delivered to the defendant in writing and be copied the Warden of the Order.” (Amended 2017)

District Disciplinary Committee:

- 11.8** Amend to read: Each Synod shall appoint a District Disciplinary Committee of 7 (seven) persons as per recommendations of District Executive, having considered qualifications and required competency. The committee comprises three ordained Ministers and four Lay Members. The term of office for members serving on the District Disciplinary Committee shall be three years for up to three (3) consecutive three year terms. Synod shall appoint a Convener from among the members of the committee. A quorum shall comprise 3 (three) members of which at least one shall be an ordained minister and at least one shall be a lay person. Furthermore, at least one of the quorum shall have the applicable qualifications referred to in paragraph 11.41. (Amended 2017)
- 11.9** The Committee shall meet within 21 days of receiving a charge and conclude in a reasonable period of time. If it does not meet within 21 days of receiving the charge, the charge lapses unless the delay is caused by circumstances beyond anyone’s control. This will not preclude the District Discipline Registrar from forwarding the charge a second time to the District Disciplinary Committee provided that the District Disciplinary Committee shall meet within 10 (ten) days of such an event. If it does not meet within this period, the charge lapses permanently. (Amended 2017)

Appointment and qualifications of the District Disciplinary Committee, the District Discipline Registrar and Connexional Disciplinary Committee

- 11.10** The District Discipline Registrar who serves as the Chair of the District Discipline Registry, and at least one member of a District Disciplinary Committee and one member of the Connexional Disciplinary Committee shall be persons who have the equivalent of at least five (5) years High Court experience as an attorney or advocate or five (5) years of commensurate litigation experience. The same person can be appointed as the District Discipline Registrar for more than one District. (Amended 2017)
- 11.11** (from 11.42) Insert and Amend to read: Synod shall appoint the District Discipline Registry as per recommendation of District Executive, having considered qualifications and required competency. The Office of the District Discipline Registry shall consist of three persons, a person with the appropriate legal background as stipulated in 11.10, one Minister and one lay person. The DDR shall operate from the office of the Minister on the team, and shall consider all cases together under the chair of the legally qualified member. The term of office for the District Discipline Registry shall be 3 (three) years and is eligible for re-appointment. (Amended 2017)
- 11.10.** hear all charges referred to it by the District Discipline Registrar and, in the event of a conviction, to impose whatever sentence it deems appropriate, which shall include the suspension or termination of the membership of the defendant, or discontinuance of a Minister; (Amended 2017)
- 11.11.1** The DDR shall notify the accused in writing of the terms of the charge and of the date, place and time of the meeting of the District Disciplinary Committee that will hear the charge. The charge shall be sent by Registered Post or by e-mail to the last known address of the defendant, in which case the defendant shall be deemed to have received the charge 10 days after posting or e-mail, or, in the presence of at least one competent witness, handed to the defendant or delivered to the last known residential address of the accused, leaving it in the letter box or affixing it to the front door or putting it under the front door or handing it to a person apparently over the age of 16 who resides at the said premises. (Amended 2017)
- 11.11.2** The District Discipline Registrar shall within 21 days inform the Bishop and Superintendent(s) of the Circuit(s) in which both the complainant and the defendant reside, of the charges that have been laid. The

Bishop and Superintendent shall treat the matter as strictly confidential and shall not interfere with the process; *(Amended 2017)*

11.14 *Amend to read:* The District Discipline Registry shall appoint a member of the MCSA in good standing to present the case against the accused at the hearing. Such person shall have no interest in the matter. *(Amended 2017)*

11.17 *Add new clause: before current 11.17*

No legal representation shall be allowed in the District Disciplinary Committee hearing. *(Amended 2017)*

11.17 **DISTRICT DISCIPLINARY COMMITTEE PROCEDURE** *(Amended 2017)*

11.23 The verdict and the sentence shall be in writing and the finding shall be delivered as soon as possible within reasonable time to the defendant and the complainant as provided for in para.11.13.1 or 11.14.

Commencement of Sentence:

11.25 No sentence shall take effect until the Connexional Disciplinary Committee has reviewed the matter. The General Secretary shall communicate the sentence to the accused, the Bishop and Superintendent (when relevant) and the DDR and DDC Convener. The District Discipline Structure shall correspond with the complainant. *(Amended 2017)*

11.35.2 in the absence of an appeal, review every record of District Disciplinary Committees within 30 days of receipt of the record of the District Disciplinary Committee's decision; *(Amended 2017)*

11.35.5 *Delete the clause:* prepare and maintain manuals of procedure for disciplinary hearings; *(Amended 2017)*

11.35.10 *Insert new point:* (After 11.35.9) "be empowered to condone late submissions from DDC's;" *(Amended 2017)*

11.35.11 *Insert new point:* The decision of the CDC on a verdict is final. Only matters of procedure on disciplinary cases may be referred to the Arbitrator. *(Amended 2017)*

Appeals:

11.36 Any appeal must be lodged in writing with the Convener of the Connexional Disciplinary Committee within twenty one (21) days of the date on which the decision appealed against is conveyed to the person entitled to appeal, and shall set out the grounds of appeal. The Connexional Disciplinary Committee must endeavour to finalise the appeal within 30 (thirty) days of the appeal being lodged, unless good cause is shown. Either the accused or the person presenting the case against the accused may appeal against the decision of a DDC. *(Amended 2017)*

11.39 All appeals shall be decided on the written record of the proceedings before the District Disciplinary Committee and on hearing such argument by the accused and the person presenting the case against the accused as the Connexional Disciplinary Committee shall permit. No new evidence shall be heard on appeal unless the Committee decides to call for such evidence. The CDC may call for written submissions from anyone. *(Amended 2017)*

12.2 **District Local Preachers' Committee**

Amend: Synod shall elect a Local Preachers Committee for a period of 3 years *(Amended 2018)*

12.9 *Amend to:* Only fully accredited local preachers may Candidate for Ministry. *(Amended 2018)*

13.1 NON-ITINERANT CATEGORY OF THE ORDER OF DEACONS:

Insert:

13.1.1 Deacons belong to an Itinerant order of ordained ministry of the Methodist Church of Southern Africa. *(Amended 2017)*

13.32 Leave of Absence

Add new point: "A Deacon on leave of absence may continue to be a member of the MCSA pension and medical aid schemes, subject to the rules of the fund. *(Amended 2017)*

14.4.6 CANDIDATING INTO THE OF ORDER OF EVANGELISM

Have a grade 10 or equivalent educational level. *(Amended 2017)*

Chapter 14 ORDER OF EVANGELISM

Delete the clause & replace with: "The Order of Evangelism is a lay ministry that includes Biblewomen and Evangelists called into the service of God and the Church to assist in evangelisation, church planting/growth and pastoral care. The Order shall operate subject to the Laws and Discipline and all other policies, decisions, practices and usages of the Church. *(Amended 2018)*

14.1 All affairs of the Order are administered by the General Committee consisting of a Chairman, who shall be one of the District Bishops appointed by Conference, the Warden, the Secretary who shall be a **Ordained** minister ... *(Amended 2017)*

Add new **APPENDIX: 3A** *(Amended 2018)*

PRINCIPLES GUIDING THE PRESBYTERS' CONDUCT IN THE MCSA

THE PREAMBLE:

The Methodist Church understands ministry as the task of the whole Church because all believers are baptised into Christ as His followers and servants. All Christ's followers are called to minister, to be fishers of people (Mark 1:17), to be witnesses of Christ (Acts 1:8) and to be where Christ is as servants (John 12:26). They are also a community of priests (1 Peter 2:9). They represent the priesthood of Jesus Christ in their lives as they serve people and the world on behalf of God.

Whilst all who follow Christ must exercise ministry and priesthood, the Church sets apart Presbyters who are called by God, by the act of ordination.

Whilst the ordained share the same commission to minister, ordination places them in a relationship with Christ and with the church that is different. The Presbyters in particular, are set apart to serve as pastors and overseers of the flock of Christ and for the ministry of Word and Sacrament. They are given authority to care, to teach, to lead and to equip the people of God for ministry and mission. They have spiritual oversight of the congregations and are to preach Christ in word and in deed, and model themselves on Him who is the good Shepherd. It is therefore incumbent upon them and expected that they be exemplary in:

- actively living as disciples of Christ ,
- exhibiting exemplary moral and religious character,
- modelling of humility and servant leadership,
- modelling Methodist discipline, doctrine and Wesleyan spirituality.

The following Principles are reaffirmed as the traditional hallmark of the Methodist experience and understanding of discipleship which is "watching over each other in love". These principles also help Circuit Superintendents, Bishops and all those involved in the task of guiding and holding the Ordained and Probationer Presbyters in the MCSA, to account.

THE PRINCIPLES:

1. As Members of the Christian Community, the MCSA presbyters are guided in their behaviour and conduct by the law of Christ, "the law of Love". (Methodist ethos) (Mark 12:30-31)
2. As Members of the Methodist Movement, the MCSA presbyters are guided in their conduct by the Rule of Life drawn by John and Charles Wesley in 1743, that of ;
 - "Doing no harm, avoiding evil of every kind, especially that which is more generally practiced"
 - "Doing good by being merciful after one's own power, doing good of every possible sort to the bodies of people as well as their souls, as far as possible to all".
 - "Attending upon all the ordinances of God". (L&D, 12th edition Revised, 3.5)
3. As Preachers in the Methodist Movement, the MCSA presbyters are guided in their conduct by the Twelve Rules of a Helper outlined by John Wesley for Methodist Preachers in 1744 :
 - Be diligent Never be unemployed. Never be triflingly employed. Never while away time, or spend more time at any place than is strictly necessary.
 - Be serious. Let your motto be "Holiness to the Lord". Avoid all lightness, jesting and foolish talking.
 - Be guarded in your conversation and friendships lest you be led into temptation.
 - Take no steps towards marriage without solemn prayer to God, and consulting your colleagues.
 - Believe evil of no one unless fully proved; take heed how you credit it. Put the best construction you can on everything. You know the judge is always supposed to be on the prisoner's side.
 - Speak evil of no one. Keep your thoughts to yourself till you come to the person concerned.
 - Tell everyone what you think wrong in them, lovingly and plainly and as soon as may be else it will fester in your own heart.
 - Do not pretend to be of high station. A preacher of the Gospel is the servant of all.
 - Be ashamed of nothing but sin. Regard nothing as beneath you.
 - Be punctual. Do everything exactly at the time. And do not mend our rules but keep them, and that for conscience' sake.
 - You have nothing to do but to save souls. Therefore spend and be spent in this work. And go always not to those who want you but to those who want you most.
 - Act in all things not according to your own will but as a child in the Gospel and in union with your colleagues. (L&D, 12th edition Revised, Appendix 3)
4. We must meet them at least an hour every week; talk with them whenever we see any of them at home; pray in earnest for them; diligently instruct and vehemently exhort all parents at their own houses. Some will say, "I have no gift for this." Gift or no gift, you are to do this, or else you are not called to be a Methodist Preacher. Do it as you can, till you can do it as you would. Pray earnestly for the gift, and use every help God hath put into your way, in order to attain it. Preach expressly on the education once a year.
5. As the Ones who have received the Divine call to set examples of Christ-like life for believers (1 Timothy 3 : 1-7) and as ones set aside and authorised by the church to act in its name, the MCSA presbyters are guided in their conduct by the Methodist discipline obligations of :
 - Exemplary Moral and Religious character.
 - Believing and teaching sound Christian doctrine as held by the Methodist church.
 - Observing and enforcing Methodist discipline
 - Having competent abilities for the work of a minister. (L&D, 12th edition Revised. App. 5, 5.4)
6. As the Ones Ordained to the office and work of the Ministry of Word and Sacraments, the MCSA presbyters are guided in their conduct by their ordination vows i.e.
 - Being faithful in personal prayer, meditation and study of Holy Scriptures.
 - Submitting to the discipline of the church.

- Providing an example to all God's people, of one in whose life the fruit of the Spirit is seen to be growing.
- Caring for one's own family as a sacred trust and duty.

7. As the Ones in a Covenantal relationship with the Conference / Connexion, sharing a fellowship of each other, enjoying the care and protection of the Conference, the MCSA presbyters are guided in their conduct by the undertakings they make when they are received into Full Connexion – that of ;
- Adhering to the Laws and Discipline and all other policies, decisions, practices and usages of the church.
 - Accepting and obeying the discipline and decisions of Conference and the Connexional Executive
 - Going to whichever circuit or station they are appointed.
 - Not maligning the MCSA, its ministers, doctrines and practices.
 - Not conducting another ministry in the area to which they are appointed when they leave the MCSA ministry.
 - Not encouraging members to follow them when they leave the MCSA
 - Accepting the decision of CE or of the Presiding Bishop governing the termination of service and occupancy of church property when they leave the MCSA. (L&D, 12th edition Revised 4.46)

APPENDIX 5

- 5.4 Delete the entire clause on Is there any objection to any Minister or Probationer?
Insert this in its entirety in Order of Business for Convocation Appendix 5A: 1 (*Amended 2018*)
- 5.4.6 Delete entire point (*Amended 2018*)

7 Elections

- 7.3** *Amend:* Whom do we appoint as District Secretary? (*Amended 2017*)

MISCELLANEOUS

- 8.4 *Amend to read:* What new legislation, adopted by Conference is now submitted to Synods for noting? (*Amended 2018*)

Add new Appendix 5A ORDER OF BUSINESS FOR THE PRESBYTERS' CONVOCATION

Devotions
Calling of the Roll

Annually appoint a Secretary of the Convocation, if the District Secretary is a Lay person. (*Amended 2018*)

Insert (From Appendix 5 point 5):

- 1.1 Is there any objection to any Minister or Probationer?
- 1.1.1 Is there any objection to their moral and religious character?
 - 1.1.2 Do you believe and teach sound Christian Doctrine as held by the Methodist Church?
 - 1.1.3 Do you duly observe and enforce our discipline?
 - 1.1.4 Have they competent abilities for our work?
- 1.2 Before any objection may be raised against the name of a minister in terms of para 5.4 the following shall apply:
- (a) the objector has informed the minister before-hand in the presence of a witness of the nature of the objection;
 - (b) the objector has appraised the Bishop before-hand of the intention and nature of the objection;
 - (c) At no stage may these questions be used to humiliate any minister of the Church. Any person who misuses this procedure in a manner which vilifies any other person may be charged.
2. What is the conversation on the clergy Vocation and virtues of the Ordained?

3. What is the report of the Convocation having heard the Ordinands' Oral Examination concerning each Candidate for Ordination? (set by EMMU- led by the Bishop- assessed by a committee appointed by the District Supervisor of Studies and the Bishop) Relevant questions from the floor of Convocation are allowed. (A report to be given to Synod)
4. What is the Report on Continuing Ministerial Formation?
5. What is the Report on the Engagement with the doctrinal/ ethical/ theological/ contemporary issues affecting the church? (A report is presented to Synod)
6. Presbyters' undertaking:
All Presbyters shall make a renewal of Ordination vows and repeat annually at the Convocation, the undertakings made at Candidature and Ordination as per L&D 4.17.
 - i. I will adhere to the Laws and Discipline and all other policies, decisions, practices and usages of the Church;
 - ii. I will accept and obey the discipline and decisions of Conference and the Connexional Executive;
 - iii. I will go to whichever Circuit or Station I am appointed;
 - iv. will not malign this Church, its Ministers, doctrines or practices;
 - v. Should I leave the Ministry of this Church for any reason, I will not conduct another Ministry in the Circuit or area to which I was appointed;
 - vi. Should I leave this Church, I will not encourage any member or adherent of the Church to follow me;
 - vii. Should I leave this Church I will accept the decision of the Connexional Executive or of the Presiding Bishop governing the termination of my service and my occupancy of Church property.
7. Is there any other business for Synod?

Closing Ceremonies
Hymn
Prayer
Benediction

Add new Appendix (Amended CE 2018)

APPENDIX 6A METHODIST CHILDREN AND YOUTH UNIT

1. FOREWORD

- 1.1 God ordained and established the Church to call people into communication with Godself and with one another according to the eternal purpose in Jesus Christ, the only begotten Son, our Lord.
- 1.2 Conference establishes the Methodist Children and Youth Unit and allots its Mission work on Youth and Children's Ministry to the Unit. The Youth and Children's Ministry shall operate at Connexional, District, Circuit and Society levels and its control shall be through Conference, Synod, Circuit and Society (L&D paragraph 8.1)
- 1.3 Conference notes the distinctive nature of this Unit, in that it has entities within it and thus allows it to operate in accordance with "the Laws & Discipline of the MCSA.
- 1.4 The following abbreviations as contained the Appendix shall mean

MY	Methodist Children and Youth Unit
CYE	Connexional Youth Executive
CYC	Connexional Youth Conference
DYU	District Children and Youth Unit
DYE	District Youth Executive
CYU	Circuit Children and Youth Unit
CYUE	Circuit Children and Youth Unit Executive

2 **NAME OF THE UNIT**

The name of the unit shall be the **METHODIST CHILDREN AND YOUTH UNIT** (hereinafter referred to as the "M.Y.U") and shall incorporate youth groups, Children's Ministry and any other entities engaged in youth ministry within the Methodist Church of Southern Africa (MCSA).

3 **AIMS AND OBJECTIVES**

- 3.1 To promote discipleship in Christ amongst young people and children inside and outside the Church, in particular those within the Children and Youth Unit, through practical implementation of credible youth programmes as employed within the diverse youth groupings.
- 3.2 To encourage young people and children to play a vital role in the growth and development of their church undergirded by receiving and exercising the Grace of Christ.
- 3.3 To help acquaint young people and children with biblical knowledge and to encourage them to actively participate in Christian Evangelistic programmes that foster a Christ-like lifestyle.
- 3.4 To promote enthusiasm and loyalty for the work of God as exercised through the Church in particular.

4 **DIVISIONS OF WORK:**

The work of the MYU is focused on the following groupings:

- (a) Children's Ministries
- (b) Youth Associations/fellowships, and related ministries.
- (c) Methodist Student Societies (i.e. Student-based groups mostly in tertiary institutions, functioning with a Methodist ethos)
- (d) Senior Guild/Senior Youth Fellowships/Young Adults Groups, and related ministries.
- (e) Wesley Guild
- (f) Girls' and Boys' Brigades within the MCSA.
- (g) any other organisations engaged in youth ministry within the Methodist Church of Southern Africa.

5 **MEMBERSHIP OF THE ENTITIES:**

- 5.1 Membership shall be open to all members of the Methodist Church of Southern Africa, subject to the Constitution of the various entities.
- 5.2 All members and prospective members shall comply with the membership requirements of the respective entity as stipulated in the Constitutions from time to time.

6 **DISCIPLINE MATTERS:**

In seeking to win souls rather than a punitive process, the Children and Youth Unit shall observe the provisions of Chapter 11 of the Laws & Discipline, in the event that a member contravenes or fails to adhere to the discipline of any of the entities pertained in the relevant constitution or any rule of the MCSA as provided.

7 **UNIT STRUCTURES:**

- A. The Methodist Children and Youth Unit consists of the following organs for operational purposes;
 1. The Connexional Youth Conference, which nominates the Connexional Youth Executive for appointment by Conference.
 2. The District Youth Synods, which nominate District Youth Executives for appointment by District Synods.
 3. The Circuit Y Children and outh Unit. Annual General Meetings elect the Circuit Youth & Children's Ministries Executive for appointment by Quarterly Meetings.
 4. The Society Children and Youth Unit Annual General Meetings which elect the Society Youth & Children's Ministries Executive for appointment by Leaders' Meetings.
- B.
 1. Circuits may be grouped together into Regions where appropriate or necessary for purposes of effective management, fellowship, communication and mission work.

2. Societies and individual entities are encouraged to use or adapt these structures in line with their contextual demands, so long as they continue to maintain the basic concepts, such as the 4 C's of Christ or any other programmes as approved from time to time.
3. It is recognised that Youth Ministry and Children's Ministries are separate entities, with different needs and focuses. With this in mind, the two can either be run separately or as a single unit, but every effort should be made to ensure that the needs of all children and youth are met.

8 THE CONNEXIONAL YOUTH CONFERENCE (CYC)

8.1 Composition of CYC

- 8.1.1 An annual Connexional Youth Conference shall be held, under the general direction of the Conference. The Presiding Bishop or his/her designated deputy, shall preside over the Youth Conference.
- 8.1.2 Each District shall be represented by ten (10) delegates who must be representative of all existing entities chosen at the District Youth Synod. The District Co-ordinator and District Children and Youth Unit Secretary and Treasurer, as members of CYE, are de-facto members of CYC in representing their Districts. Districts are to ensure equity in the representation of all entities in the CYC delegation.
- 8.1.3 The annual Conference of the MCSA shall be the supreme ruling body of the Methodist Children and Youth Unit

8.2 *Functions and Duties of the Connexional Youth Conference:*

- 8.2.1 To nominate, for appointment by Conference, the Connexional Youth Executive comprising of the following officers: The Connexional Youth Co-ordinator (who may be designated as Unit Director); The Connexional General Secretary; The Connexional General Treasurer.
- 8.2.2 To receive, discuss and/or formulate resolutions and reports for submission to Conference or Connexional Executive.
- 8.2.3 To appoint Task Teams or ad-hoc committees for specific tasks to be undertaken within clearly defined time frames and terms of reference.
- 8.2.4 To receive and deliberate upon reports and or recommendations emanating from the meeting or extra-ordinary consultations of the Connexional Youth Executive, entities or any other duly recognised structure or committee of the Church.
- 8.2.5 Envisioning, strategising and planning.

9 THE CONNEXIONAL YOUTH EXECUTIVE (CYE):

9.1 Membership and convening of Connexional Youth Executive

- 9.1.1 The Connexional Youth Executive shall consist of the Connexional Co-ordinator / Director, Connexional General Secretary, Connexional General Treasurer, the District Co-ordinators, the District Children and Youth Unit Secretaries and Treasurers.
- 9.1.2 The Connexional Co-ordinator shall be the Chairperson of the Connexional Youth Executive, the Presiding Bishop, or his/her designated deputy shall provide an oversight and shall be an ex-officio member.
- 9.1.3 The Connexional Youth Executive shall be convened annually sitting immediately prior to CYC. A special CYE may be convened as and when necessary.

9.2 *Functions and Duties and of Connexional Youth Executive*

- 9.2.1 Receive reports from Districts regarding past events and future plans
- 9.2.2 Receive proposals and recommendations regarding Youth and children's work within the Connexion.
- 9.2.3 Receive and discuss matters referred to the MYU by Conference.
- 9.2.4 Encourage inter-District communication, liaison or joint ventures in matters of national urgency, Connexional coherence and development capacity along shared visions and focus.
- 9.2.5 Facilitate and engage the youth and children in the international issues and ecumenical matters.
- 9.2.6 Promote Connexional unity, cross-cultural interaction and further developments for youth and children's ministries.

10 DISTRICT YOUTH SYNOD

- 10.1 In each District an annual Youth Synod shall be held under the general direction of the District Synod. Functions and duties of the Youth Synod shall follow the Order of Business for Youth Synod as per the Laws & Discipline of the MCSA (Methodist Book of Order Appendix 6).
- 10.2 Youth Synod shall be the decision making body within the District to formulate resolutions and recommendations regarding Youth and children's work in the District, however all matters affecting Unit policy and strategy shall be sent to CYC and matters that have been referred by Conference to the Unit.
- 10.3 Representation at Youth Synod shall be ten (10) delegates per circuit consisting of the Circuit Y.U. Convener, Secretary, and eight (8) additional members who shall be representatives of all the different entities within the Circuit.
- 10.4 The District Youth Executive shall consist of:
 - 10.4.1 The District Bishop, District Co-ordinator, and the District Children and Youth Unit Secretary and Treasurer who shall be elected from amongst the members of the District Youth Synod.
 - 10.4.2 Seven (7) additional members, consisting of five (5) lay Members representing the various entities of the DYU and two (2) Ministers.
- 10.5 The District Co-ordinator shall be elected by the District Youth Synod and shall either be an ordained Minister or a lay person of the DYU for endorsement by the District Synod.
- 10.6 The District may constitute a District Youth Council where necessary, where such Council shall meet twice a year for purposes of effective management, fellowship, communication and subject to the direction of Youth Synod.
- 10.7 The District Youth Executive shall meet as and when necessary.

11 CIRCUIT CHILDREN AND YOUTH UNIT

- 11.1 Each Circuit Children and Youth Unit shall constitute an Executive consisting of:
 - 11.1.1 At least one (1) Minister within the Circuit shall be designated by the Circuit Executive.
 - 11.1.2 Circuit Youth Co-ordinator and Secretary or their designated alternatives, shall represent the CYU at the Circuit Quarterly Meeting.
 - 11.1.3 At least five (5) additional members who are representative of the various divisions of work within the Circuit, who shall be not less than eighteen (18) years of age.
 - 11.1.4 The functions of the Circuit Y.U. Executive, which shall meet at least once a quarter, shall be (inter alia):
- 11.2 *Functions and Duties:*
 - 11.2.1 To co-ordinate, assess and develop youth work within the Circuit and prepare reports for the relevant structures.
 - 11.2.2 To keep the DYU Executive informed about the existing, revival or establishment of any youth and children's work for action and pastoral guidance.
 - 11.2.3 To ensure the election of representatives to Youth Synods and other church structure events as may be required.
 - 11.2.4 To convene a Circuit YU General Meeting which shall be the decision making body within the Circuit to formulate resolutions and recommendations regarding Youth and children's work in the Circuit for ratification by the Circuit Quarterly Meeting. Elections for the above Office Bearers shall be held at the Annual General Meeting for recommendation to the Circuit Quarterly Meeting.
 - 11.2.5 To organise events and programmes for the Circuit and Societies.
- 11.3 The Circuit Y.U. Executive shall be directly accountable to Circuit Superintendent

12 SOCIETY

- 12.1 The Society Children and Youth Unit shall practically and actively implement the youth and children's programmes as set by the Quarterly Meeting and Circuit Youth Unit.
- 12.2 Society Children and Youth Unit shall actively participate in church activities and be supportive of the growth and life of the church.

13 DUTIES OF THE OFFICE BEARERS

All duties as outlined below shall be the same at District level.

13.1 The CONNEXIONAL CO-ORDINATOR shall:

- 13.1.1 Be the Executive Officer of the Methodist Children and Youth Unit.
- 13.1.2 Monitor the growth and extent of youth work within the Connexion.
- 13.1.3 See to the various structures and systems of operation of the Connexional Unit function effectively, and assist where necessary.
- 13.1.4 Chair all Connexional Youth Committee meetings as per directive of the Presiding Bishop.
- 13.1.5 Attend Connexional Youth Forums, and District Synods when available, Connexional Executive and Conference.
- 13.1.6 Together with the Committee, co-ordinate inter-District and ecumenical events.
- 13.1.7 Oversee the work of the District/Connexional youth committee.
- 13.1.8 Together with the General Treasurer and General Secretary, be bank Signatories, with the General Treasurer being a compulsory signatory.
- 13.1.9 Be the official representative and liaison officer of the Methodist Children and Youth Unit. To also be the chief communicator, working with the Office of the Presiding Bishop and Communication's Director.
- 13.1.10 Be the originator and implementer of the Vision and Mission of the Methodist Youth Unit. as approved by the CYC.

13.2 The General Secretary shall:

- 13.2.1 Be the Chief Administrative officer of the M.Y.U.
- 13.2.2 Be responsible for recording and taking minutes of all structural meetings; where necessary a Recording Secretary may be appointed.
- 13.2.3 See that the various structures and systems of operation of the Connexional/District unit function effectively, and assist where necessary.
- 13.2.4 Attend and report to all Connexional Youth Forums, and other relevant bodies
- 13.2.5 Together with the Committee, co-ordinate inter-District and ecumenical events
- 13.2.6 Oversee the work of the Connexional Youth Committee

13.3 The Children and Youth Unit General Treasurer shall:

- 13.3.1 Be the financial accounting officer of the MYU and be responsible for its financial management.
- 13.3.2 Be responsible for initiating and executing plans for fundraising, preparing annual budgets, and dealing with other financial matters related to the operations of the MYU.
- 13.3.3 Be the custodian on behalf of the Presiding Bishop, of all property of the MYU subject to provisions contained in the L&D on church property.
- 13.3.4 Prepare and present annual audited financial statements of the MYU.

- 13.4 If/when ADDITIONAL MEMBERS are elected, for the attainment of the Mission goals of the MYU, they shall perform all such duties as delegated to them by either the executive or the MYU.

14 ELECTIONS:

- 14.1 Only full Members of the Methodist Church of Southern Africa shall be eligible to vote on any matter.
- 14.2 Elections shall be chaired by the Presiding Bishop/District Bishop/Superintendent or his/her appointed deputy within the respective electing structure as the case may be.

15 TERMS OF OFFICE:

- 15.1 The term of office for the Connexional Youth Executive shall be three (3) years, with the possibility of re-election for one final term. All office bearers at Connexional level shall be elected at CYC for ratification by Conference.

- 15.2 A committee member may, with valid reasons, be suspended or withdrawn from the executive committee by the relevant structure in consultation with the Bishop/Superintendent and the Executive Committee.
- 15.3 The Executive Committee, in consultation with the Bishop/Superintendent and Executive Committee, has the power to co-opt a replacement for the suspended/withdrawn member for the remaining term of office, pending ratification by the Youth Synod/CYC.
- 15.4 If for any reason the Co-ordinator is incapacitated or cannot fulfil his/her responsibilities, the Presiding/District Bishop, in consultation with the Executive Committee has the power to appoint an interim Co-ordinator until the next Youth Synod/CYC.
- 15.5 Any review of the Executive Committee may only be done by the Connexional Youth Conference (at Connexional level), or by the Youth Synod (at District level), or Circuit Quarterly Meeting (at Circuit level), Leaders meeting (at society level) through a resolution by a two-thirds majority of eligible voters.
- 15.6 Any decision taken by the Youth Synod/CYC during such a review shall be ratified by the immediate next District Synod/Conference or Connexional Executive.

16 QUORUM:

- 16.1 Quorum at Youth Synods and Connexional Youth Conference shall be at least 51% of circuits and districts present.
- 16.2 Quorum at Circuit level shall be at least 51% of the Circuit record of active full members present. The Chairperson shall adjourn the meeting in the event of lack of quorum. After adequate notice has been given, a rescheduled meeting post the no- quorum adjournment shall sit regardless of whether a quorum is reached or not.

Appendix 8

Add question:

- 9. Trust Properties affairs.
- 9.1 *Add point to read: Whom does the Circuit appoint as the Circuit Trust Property Co-ordinator?. (Amended 2017)*

Appendix 11

Amend point 2: The District Secretary shall invite all Circuit Quarterly Meetings within the District to nominate any Minister(s) in Full Connexion, whether or not in the District concerned, at the January Quarterly Meeting. *(Amended 2017)*

- 11.7 *Add bullet: The Required Majority is having 50% PLUS 1, irrespective of how many candidates stand. (50% plus 1 of those Present and voting). Simple Majority is when there are ONLY 2 candidates, and the 1 has more votes than the other) (Amended 2017)*

Appendix 12

PROCEDURE FOR ELECTING THE LAY PRESIDENT

- 2. Circuits should nominate Candidates by 31 March to the District Secretary.
Delete: "Such candidates shall be interviewed by a Committee appointed by the District Executive. A report on each nominee shall be made at Synod" *(Amended 2017)*
- 4. **Delete entire clause:** "The Interviewing Committee shall brief Synod on each person nominated and answer any questions for clarification." *(Amended 2017)*

Appendix 14

1. Mediation

1.1 Connexional Panel

(iv) amend to: all disbursements of the panellists in the exercise of their mediatory service shall be borne by the Connexion at the rates determined by the General Treasurer from time to time. *(Amended 2018)*

2. Arbitration

2.1 Panel

(iii) *amend to*: all disbursements of the panellists in the exercise of their arbitration services shall be borne by the Connexion at the rates determined by the General Treasurers from time to time. *(Amended 2018)*

MEDIATION AND ARBITRATION PROCESSES

Add new point:

14.2.2. (x) : that only matters of procedure on disciplinary cases may be heard by the Arbitrator. *(Amended 2017)*

Add New Appendix 16: *(Amended 2016)*

Order of Business for Connexional Executive

Order of Opening:

Devotions

Calling of the Roll

Constitution of CE

Appointment of CE officials

Appointment of the Hours of Session

Adoption of the Agenda

1. Do we adopt the Minutes of the Previous Meeting?
2. What are the Matters arising from the previous meeting?
3. What business of Conference is referred to the Connexional Executive?
4. What report do we receive from the Finance Unit?
5. What reports do we receive from Connexional Discipline, Arbitration and Mediation Committees?
6. What report is received from the Education for Ministry and Mission Unit regarding Candidates, Probationers and Ordinands?
7. What Resolutions, Notices of Motion and Memorials are before the Connexional Executive?
8. What amendments to the Laws and Discipline are proposed by the Revision Committee and what amendments are proposed to constitutions of Organisations?
9. What matters are referred to Districts, Units, and Circuits from the Connexional Executive?
10. What matters are before the Connexional Executive relating to Supernumeraries?
11. Who is appointed (when the term of office comes to an end) as Lay General Treasurer?
12. Who is appointed (when the term of office comes to an end) as Wardens of the Orders?
13. Whom do we appoint as Connexional Registrar?
14. Whom do we appoint as Connexional Marriage Registrar?
15. Whom do we propose to the Conference for appointment as Bishops and Unit Leaders?
16. Whom do we appoint to the Finance Unit Executive?
17. Whom do we appoint as trustees of the Pension Funds?
18. Whom do we appoint to Connexional Discipline, Mediation and Arbitration committees?
19. Whom do we appoint to Connexional Committees?
20. What District and Circuit Boundary changes are accepted?
21. What changes are received of Clergy personnel status regarding:
 - a. Deaths
 - b. Applications to superannuate
 - c. Applications for Secondment
 - d. Leave of Absence
 - e. Resignations/Discontinuances
 - f. Ministers who will be deemed to have resigned if not stationed
 - g. Reinstatements or Transfers in
 - h. Change of Category
 - i. Study Leave
 - j. Transfers out and Ministers beyond the Connexion
 - k. Permission to Explore
 - l. Applications for remarriage
 - m. Divorce proceedings
 - n. Local Preachers' status
 - o. Ministers without Appointment: Marriage
 - p. Ministers Beyond the Connexion
22. What is the final Draft of Stations to be presented to Conference?
23. What administrative matters are before the Connexional Executive?

Add New Appendix 17: (Amended 2016)

Order of Business for Conference

Calling of the Roll

Constitution of Conference

Appointment of Conference Committees and officials

Appointment of the Hours of Session

Reception of Conference Reports, Resolutions

The Address of the Presiding Bishop and Conversation on the Work of God

1. What is the report of the Lay President?
2. What is the report of the Lay General Treasurer?
3. What is the report of the General Secretary?
4. What are the reports of the Districts, Units, Committees, Orders, Seminary and Organisations?
5. Whom do we receive as Ecumenical Guests to Conference?
6. Whom do we appoint to Connexional Committees?
7. Whom do we appoint as Unit Directors?
8. Are there any Units to be closed?
9. Are there any Units to be established?
10. What is the report of the Connexional Boundaries Committee as to District boundaries?
11. Whom do we appoint as our Bishops?
12. Whom do we elect as the General Secretary (in years this is to be held)?
13. Whom do we elect as the Lay President (with nominations from Synod, in years that this should be done)?
14. Who is proposed by each Organisation as the General President Elect? (Amended 2017)
15. Which ministers who have died since last Conference are remembered at the Memorial Service?
16. Who are the Ordinands approved to be Ordained and Received into Full Connexion at this Conference?
As per Laws and Discipline, each Ordinand shall be required to give the following undertakings:
4.46.1 I will adhere to the Laws and Discipline and all other policies, decisions, practices and usages of the Church;
4.46.2 I will accept and obey the discipline and decisions of Conference and the Connexional Executive;
4.46.3 I will go to whichever Circuit or Station I am appointed;
4.46.4 I will not malign this Church, its Ministers, doctrines or practices;
4.46.5 Should I leave the Ministry of this Church for any reason, I will not conduct another Ministry in the Circuit or area to which I was appointed;
4.46.6 Should I leave this Church, I will not encourage any member or adherent of the Church to follow me;
4.46.7 Should I leave this Church I will accept the decision of the Connexional Executive or of the Presiding Bishop governing the termination of my service and my occupancy of Church property.
17. What is the Statistical report of the Connexion?
18. What is the final draft of Stations?
19. What are the resolutions of Conference?
20. When and where will the next Conference be held?
21. What are the decisions relating to all reports and discussion papers?
22. What is the Message to the Methodist People?
23. Closing Ceremonies