



Anglican Church of Southern Africa

THE CONSTITUTIONAL GUIDELINES OF THE

ORDER OF ST. BARNABAS,

Lay Ministers' Fellowship

DIOCESE OF GRAHAMSTOWN

1. PREAMBLE

Whereas:

Inspired by the Holy Spirit, the Lay Ministers of the Diocese of Grahamstown, **under the direction of the Bishop and under spiritual guidance**, freely associate to form a Layministers' Fellowship of The Order of St Barnabas;

And Whereas:

This Constitutional Guideline is a tool to **guide and direct the members** to walk in the footsteps of the Saints, Apostles, Prophets and Martyrs in spreading the teachings of Jesus Christ;

Now therefore:

The said members of the Order of St. Barnabas do agree to put forth in their own behalf and those they represent to establish the following Rules as the Constitutional Guideline of the Order of St. Barnabas in the Diocese of Grahamstown in the Anglican Church of Southern Africa.

2. THE NAME

The name of the organisation is: **"The Order of St. Barnabas, Diocese of Grahamstown"**, hereafter referred to as the "OSB".

3. VISION

The vision of the OSB is to share the message of Salvation from Jesus Christ, the Apostles and the Bible and carry out Christ's work of worship, love, peace and



reconciliation in the world. (Suggestion from Mr Madyibi: **To be a premier association in worshipping God, the Almighty Father, through His son Jesus Christ and the Holy Spirit in the next 5 years**)

4. MISSION

The Lay Ministers' Fellowship of the Order of St Barnabas is committed to sharing the Great Commission of Christ.

5. OBJECTIVES OF THE ORDER OF ST. BARNABAS

The objectives of The Order of St Barnabas are to:

- (1). promote Anglican traditions amongst all Lay Ministers;
- (2). provide for uniformity amongst all Lay Ministers within the Diocese;
- (3). provide for the training and development of all Lay Ministers;
- (4). ensure that all Lay Ministers abide by the Diocese Pastoral Standards;
- (5). provide a dress code for all Lay Ministers which is:
 - o Mattins and Evensong – black cassock and white surplice,
 - o Holy Eucharist – white Alb (not chalb), white Girdle (not cincture), Amice and Maniple;
- (6). Conduct outreach programmes
- (7). Promote Social upliftment

6. THE DUTIES OF THE ORDER OF ST. BARNABAS

The purpose of The Order of St Barnabas is to give effect to Canon 20, *Of Lay Ministers*, which reads:

- (1). Lay ministers shall be designated, appointed and admitted in accordance with regulations prescribed by each Diocesan Synod. The exercise of the office of a Lay Minister shall be by licence of the Bishop who may grant, revoke or renew such licence as he/she deems fit. The Bishop may delegate his authority to grant, revoke or renew a licence (or any one or more of these acts) to a Bishop Suffragan in the diocese, which delegation he/she may withdraw at any time.
- (2). The duties of licensed Lay Ministers shall be one or more of the following:
 - (a) instructing and preparing candidates for Holy Baptism and Confirmation;
 - (b) preaching;
 - (c) assisting in the administration of Holy Communion;
 - (d) performing such other pastoral duties, not reserved to the ordained ministry, as the Bishop may determine.



- (3). Any lay person may:
- (a) in an emergency, baptise;
 - (b) at the request of the incumbent or the Archdeacon, or in an emergency,
 - (i) conduct divine service,
 - (ii) bury the dead;
 - (c) in the service of Holy Communion, or in any other service, at the request of the Priest, read such scriptures and say such prayers as are not reserved to the ordained ministry.
 - (d) **For all intents and purposes, in the execution of their lay ministerial responsibilities and functions, all lay ministers will be subject to the authority, oversight and discipline of the local incumbent or parish priest.** (From Rev. P. Mtuze)
- (4). In addition to any declaration that a Lay Minister may be required to make in terms of the Rules of the Diocese, or by its Bishop or any Incumbent (as the case may be), the Declaration set out in Act VIII of Diocese Synod, shall be made by the Lay Minister concerned.

The Declaration set out in Act VIII of Diocese Synod, *Declaration to be made by Lay Officers*, reads:

I (full names) do hereby declare that I consent and submit to be bound in terms of Article XXI of the Constitution of the Anglican Church of Southern Africa, by the Rules and Regulations relating to my office which have heretofore been made or which from time to time may be made by the Diocesan Synod of the Diocese of Grahamstown or by the Diocese Synod of the Anglican Church of Southern Africa; and I declare that I will faithfully and truly execute the office of Lay Minister within the Diocese of Grahamstown to the best of my skill and knowledge.

Article XXI of the Constitution of the Anglican Church of Southern Africa reads:

No one shall be admitted to any office in the Church of this Province, or shall be entitled to receive any income, emolument, or benefit from or out of any property held under the authority of the Diocese Synod, unless he shall have signed a declaration, according to a form prescribed by the Diocese Synod, of submission to the Laws of the Church of this Province relating to such office.

7. MEMBERSHIP

- (1). The licensing of a Lay Minister bestows Membership of the Order of St Barnabas on a Lay Minister.
- (2). Members of The Order of St Barnabas, who have been so approved by the Bishop on the recommendation of the Order's Chaplain, are entitled to wear the Medallion of The Order of St Barnabas.



- (3). Members of the Order of St Barnabas will confirm their membership by paying an Annual Membership Fee of R150 payable as from January but not later than 31 March of each year.
- (4). The current members will pay their first membership fee of R150 covering both the remainder of 2016 and the whole of 2017 and this payment is due and payable as from 01 January 2017 but not later than 31 March 2017..
- (5). The membership fee will be utilised to defray the normal administrative expenses of running the affairs of the Order of St. Barnabas at Parish, Archdeaconry and Dicesan level as per prior approval by the Executive Committee.

8. GOVERNANCE OF THE ORDER OF ST BARNABAS

1. The Patron of The Order of St Barnabas (The Bishop of Grahamstown)
2. The Diocesan Executive Committee whose composition is as detailed in paragraph 15 below
3. The Diocesan Forum (The Diocesan Executive, Archdeaconry Convenors)
4. The Archdeaconry Forum (Archdeaconry Convenor, Archdeaconry Secretary, Parish Representatives)
5. The Parochial Forum (Parish Representatives, Lay Ministers)

9. CONDUCT OF THE ORDER OF ST BARNABAS

- (1). The business of The Order of St Barnabas shall be conducted in a manner consistent with the Acts of the Diocese; especially in respect of its structures the Diocesan Council and Chapter in particular.
- (2). Following its formal establishment, the functions of The Order of St Barnabas will be to give effect to its Objectives through the organisation and conduct of suitable Diocesan and regional (Archdeaconry) events, including conferences, retreats and training events.
- (3). All events of The Order of St Barnabas are to be self-funding.
- (4). All forums are open to attendance, as observers, by all members not otherwise formally attending.
- (5). The Forums of the Order of St Barnabas may develop procedures and policies which are subject to the ratification of the Patron and Chaplain.

10. THE TERMINATION OF MEMBERSHIP

Membership the Order of St. Barnabas shall be terminated by:

- (1). Resignation from the Diocese;
- (2). Transfer to another Diocese;
- (3). Failure to be a member in good standing within ACSA;
- (4). Due to a disciplinary proceedings outcome that has a sanction of termination of membership of the OSB or the Church;



- (5). Failure to attend three consecutive worship services, or activities without an apology.
- (6). Death.

11. FINANCES OF THE ORDER OF ST. BARNABAS

- (1). The **Financial Year** for the OSB shall be 1 January to 31 December.
- (2). The OSB shall be responsible for the management of its Finances.
- (3). The OSB shall have a **Bank Account** and all cash received shall be banked on the day received or the following day.
- (4). The **Treasurer and any other three members of the OSB as nominated by a resolution of the OSB or nominated by a resolution of the Executive Committee shall be signatories to the bank account** of the OSB and shall be responsible for the opening and management of the Bank Account.
- (5). The Financial resources of the OSB shall be disbursed according to and in line with the aims and objectives of the OSB.
- (6). The Financial reports shall be presented at all levels of the OSB and its Conferences/Annual general meetings.
- (7). The Audited Financial Statements shall be presented at Annual General Meeting/Conferences of the OSB at all levels with the exception being that at parish level the Financial Statements presented at the Parish Conference may not be audited.
- (8). At the Parish level, in compliance with Diocesan Rules where applicable, the OSB finances shall be reported as part of the Parochial Accounts presented at Vestry in terms of Canon 27.6 of ACSA.
- (9). The Financial reports shall also be presented at all levels of the Church and at Parish Vestry as per the Canons of the Church and rules of the applicable Diocese.
- (10). The Financial reports must also be presented at Diocese, Diocesan, and at Parish Executive Committee Meetings.
- (11). The following guidelines will be used **when procuring goods and services** for the Order of St. Barnabas:
 - (a) The procurement of goods and services above a total amount of R1,000 shall be done through a quotations method where the lowest of three quotations from established, reliable and functional suppliers will be accepted;
 - (b) The consideration and selection of the supplier shall be done by at least three members of the Finance Committee who must have no personal business interest in business of the selected supplier;
 - (c) Payment shall be made after goods and / or services are received in good order and shall be based on the received invoice which must not differ from the quotation.
 - (d) Cash payment for goods and / or services shall, as a principle, not be allowed unless the supplier demands cash payment.



- (e) Payments from R1,000 and below shall be made from Petty Cash which shall be limited to a total of R3,000 per month and shall be administered by the Treasurer.

12. THE SOURCES OF FUNDING

The Executive Committee of the Order of St. Barnabas may authorise the **raising of funds** in any one of the following manners:

- (1). Membership fees.
- (2). Donations.
- (3). Fees charged at the OSB's Functions.
- (4). Levies charged on members.
- (5). Fundraising events like raffles, special sales, imijikelo, etc.

13. THE POWERS AND AUTHORITY OF DIOCESE CONFERENCE OF THE OSB

- (1). It shall be the supreme decision making structure of the OSB.
- (2). It shall be convened by the Diocese Executive Committee annually at a place and venue decided upon by the Executive Committee.
- (3). It shall be authorised to elect the Diocese Executive Committee
- (4). It shall decide and determine from time to time the policy, program and the constitution of the OSB.
- (5). It shall determine its own procedures in accordance with democratic principles and consensus.
- (6). Voting and elections shall require a simple majority and shall be by show of hands.
- (7). It shall only be under exceptional circumstances that a secret ballot should be allowed.
- (8). The Diocese Conference shall be constituted by the Diocese Executive Committee and delegates from the Parishes of the Diocese of Grahamstown as submitted.
- (9). The Diocese Conference shall be constituted by at least two-thirds of the Diocese Executive Committee and at least fifty percent of the delegates from the Diocese Parishes.
- (10). The Diocese Executive Committee shall submit a Diocese Executive Committee report detailing the State of the OSB.
- (11). It shall consider motions submitted by Archdeaconry Committees, the Diocese Executive Committee, Diocese and delegates.
- (12). Such motions shall be submitted to the Diocese Secretary 2 months before the Conference.
- (13). It shall consider motions and matters submitted or referred by the Bishop.



- (14). The Diocese Executive Committee may call a Special Conference when required to do so. Such a Special Conference shall have the same authority and status as the ordinary OSB Conference.

14. THE DIOCESE OSB EXECUTIVE COMMITTEE

- (1). The Bishop shall be the Patron of the OSB.
- (2). The Diocese Executive Committee shall be the highest structure in between Diocese Conference Meetings.
- (3). It shall be elected at a Diocese Conference Meeting.
- (4). It shall carry out the decisions and instructions of the Diocese Conference Meetings.
- (5). It shall issue and send directives and instructions to and receive reports from Archdeaconries.
- (6). It shall supervise and direct the work of the OSB in all its structures at all levels.
- (7). It shall ensure that all structures at all levels function effectively.
- (8). It shall execute and carry out all other work delegated by the Diocese Conference.
- (9). The quorum for meetings of the Diocese Executive Committee shall be by simple majority of 50% plus one.
- (10). It shall meet at such times and venues as it shall determine.
- (11). It shall be accountable for the finances of the OSB to Diocese Conference.

15. THE COMPOSITION OF THE DIOCESE EXECUTIVE COMMITTEE

It shall be constituted as follows:

- (1). The President, who shall be a priest that is licensed and is in active service in the Church.
- (2). The Chairperson, who shall be a lay minister.
- (3). The Diocese Secretary, who shall be a lay minister.
- (4). The Deputy Diocese Secretary, who shall be a lay minister.
- (5). The Treasurer, who shall be a lay minister.
- (6). The Chaplain, who shall be a priest that is licensed and is in active service in the Church.
- (7). The Media & Communications Officer who shall be a lay minister
- (8). The Training and Development Officer who shall be a priest that is licensed and is in active service in the Church.
- (9). The Legal Advisor, who shall have legal expertise / experience.
- (10). **Additional Members composed of one representative per Archdeaconry.**

16. THE ELECTION OF THE DIOCESE EXECUTIVE COMMITTEE



- (1). The Diocese Executive committee shall be elected, by show of hands at the Diocese Conference and shall hold office for three years.
- (2). A person shall be a member in good standing to be eligible for nomination and election to the Diocese Executive Committee.
- (3). The delegates at the Diocese conference shall have the right to nominate any member in good standing for any position and in such an event, the Electoral Officer shall ask for seconders to the nomination. If such nomination is seconded, then such nomination must be regarded as having been duly seconded, in which event the name of such nominee shall compete with other names if any. However, if nomination fails to secure a seconder such nomination shall fall away.
- (4). Each delegate shall vote once for each position.
- (5). Members of the Executive shall be elected for a three-year term at a Diocese Conference and shall be eligible for re-election for no more than one (1) consecutive term in the Executive Committee. Thereafter such members shall not be eligible for re-election in the Executive Committee for two consecutive terms.
- (6). Each Archdeaconry shall be entitled to elect one representative to serve as an Additional Member on the Executive Committee

17. THE ROLES, DUTIES AND FUNCTIONS OF DIOCESE EXECUTIVE COMMITTEE MEMBERS

a) The President

- 1) Shall be the spiritual head and mentor of the OSB.
- 2) Shall be a member of the Executive Committee.
- 3) Shall together with the Chaplain and the Chairperson oversee discipline in the OSB.
- 4) Subject to Executive Committee directions, shall represent the OSB in ACSA structures, in compliance and as informed by Canon 1 section 2(b).

b) The Chairperson

- 1) Shall chair Conference meetings.
- 2) Shall chair meetings of the Executive Committee
- 3) Shall be the custodian of the policies adopted and decisions taken by the Diocese Conference subject to directives from the Executive Committee.
- 4) Shall oversee discipline together with the President.
- 5) Shall be responsible and accountable for the executive functions provided for in the Constitution.
- 6) He/she must develop and co-ordinate the executive for the exercise of its power and the performance of its duties, acting in accordance with the powers entrusted by the constitution.
- 7) Shall be responsible for signing of all OSB communication with other structures of the Diocese of Grahamstown and other organisations.
- 8) Shall nurture and build relations with other structures of the Church.



9) In the absence of the President shall assume the functions of the President.

c) The Diocese Secretary

- 1) The Diocese Secretary shall be the Chief Administrative Officer of the OSB.
- 2) Shall communicate all decisions of the OSB in regard to the Diocese Conference and the Diocese Executive Committee meetings.
- 3) Shall ensure the safe keeping of all records of Diocese Conference and Diocese Executive Committee.
- 4) Shall record the minutes of the meetings.
- 5) Shall prepare and present to Diocese Conference the Diocese Executive Committee report.

d) The Deputy Diocese Secretary.

- 1) The Deputy Diocese Secretary shall assist the Diocese Secretary;
- 2) Deputise for him/her when necessary
- 3) Carry out functions entrusted to him/her by the Diocese Secretary and or Executive Committee.

e) The Treasurer

- 1) Shall receive, make such payments as are required and bank money on behalf of the OSB.
- 2) Shall be the custodian of the funds and property of the OSB.
- 3) Shall ensure that all cash received is banked on the same day or the following business day.
- 4) Shall ensure that all cash receipts and payments are properly recorded immediately.
- 5) Shall operate a bank account together with other signatories appointed by the Diocesan Executive Committee.
- 6) Shall keep such books of account as may be necessary to record clearly the financial position of the OSB.
- 7) Shall submit to the Diocese Conference a report showing the income and expenditure account and balance sheet of the OSB for the period since previous Diocese Conference.
- 8) Shall submit periodic financial reports to the Executive Committee Meetings.
- 9) Shall prepare annual budget in consultation with the Executive Committee.
- 10) Shall see to the growth and stability of the financial positioning of the OSB.
- 11) Shall coordinate fund raising activities for the OSB.

f) The Chaplain

- 1) Is the spiritual leader of the OSB.
- 2) Shall guide and lead all members in prayer.



- 3) Shall be responsible for the spiritual training and development of all members.
- 4) Shall, in conjunction with the Training & Development Officer, be responsible for the development of capacity building programmes for the OSB.
- 5) Shall conduct theological research.
- 6) Shall in conjunction with the President and the Chairperson intervene and mediate when there is potential conflict within and amongst OSB members.
- 7) Shall serve as the head of the OSB in the absence of the President and the Chairperson.

g) The Media & Communications Officer

- 1) Shall coordinate communications, public relations, marketing & publicity as well as media functions of the OSB.
- 2) Shall conduct research for the OSB.
- 3) Shall be responsible for publications of the OSB in consultation with the Executive Committee.

h) The Training and Development Officer

- 1) Shall coordinate training, empowerment and capacity building programs of the OSB.
- 2) Shall, in conjunction with the Chaplain, be responsible for the development of capacity building programmes for the OSB.
- 3) Shall liaise with relevant institutions in the Church and broader Society to establish partnerships for the purposes of advancing the capacity of the OSB.

i) The Legal Advisor

- 1) Shall do legal research and advise the OSB on constitutional and legal matters affecting the OSB.
- 2) Shall ensure legal compliance and alignment of the OSB with the ACSA Constitution, Canons, Policies and Procedures as determined from time to time by the Diocese Synod and the Diocese Standing Committee or any other competent structures as established by the Bishop.
- 1) May discuss whatever issue or matter that in its view will bring growth to the OSB.
- 2) Shall serve as the consultative structure of the OSB.

18. THE AMENDMENTS

- 1) All amendments to the constitution must be approved by the Diocese Conference.
- 2) The bishop may suggest amendments to the constitution.
- 3) The Executive Committee may suggest amendments to the constitution.
- 4) The Constitution of the OSB shall be in compliance with the Constitution and Canons of ACSA and shall be subject to the approval of the Bishop.

19. CONFLICT OF LAWS



- 1) The Constitution of the OSB shall be the supreme law of the OSB and shall override any decisions of any lower level of the OSB.
- 2) Should any conflict exist between the Constitution of the OSB and the Constitution and Canons of the ACSA, the Constitution and Canons of the ACSA shall prevail in so far and to the extent of the conflict.

20. DISSOLUTION

In the event that the OSB is dissolved, all its funds and assets shall be distributed according to this procedure:

- 1) The **Anglican Church of Southern Africa, Diocese of Grahamstown shall inherit the funds and assets of the OSB.**
- 2) A **parish shall inherit the funds and assets of the Parish Structure of the OSB that originated from that parish and are still in possession of that parish.**

21. ADOPTION OF THIS CONSTITUTIONAL GUIDELINE DOCUMENT

At a Diocesan Conference/meeting of the Order of St. Barnabas held East London on the 11th to the 13th day of November in the year 2016, the Lay Ministers of the Diocese of Grahamstown, sitting as The Order of St Barnabas and having scrutinised the contents of this Constitutional Guideline document, have now duly adopted this document as the authentic Constitutional guidelines of The Order of St Barnabas, Diocese of Grahamstown.

President

Chaplain

Chairperson

