

# ANGLICAN WOMEN'S FELLOWSHIP

## INFORMATION AND GUIDELINES HANDBOOK

Including the Provincial Constitution



*UNITED IN PRAYER, SERVICE AND LOVE*

EDITION 2: DECEMBER 2011

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# FOREWORD TO THE HANDBOOK

By the Liaison Bishop

To God be the glory.

In writing this foreword to this magnificent publication, I cannot help but give thanks to God for this very special organisation for the women of our Church. The Anglican Women's Fellowship has lived up to the expectations of the Founders nearly 50 years ago. It is my firm belief that AWF will continue to be a relevant and transformative force in our Church. For this we thank God.

In order for us to make a meaningful contribution in and through the AWF, and also to ensure that it will go from strength to strength and continue to make a difference in the Church and the lives of individual members, it is absolutely necessary for us to understand how our organisation works. This book is a marvellous resource to this end. I am pleased that it has achieved the main purpose of helping us understand the aims and objectives, the structures of AWF, and also providing other liturgical and spiritual resources for our growth.

A big thank you to all who worked hard in producing it. May it be that tool they intend it to be and may you be blessed and helped by this wonderful resource.

To God be the glory. So be it!

With love and best wishes

**+Oswald, Liaison Bishop**

# PREFACE

My Dear Sisters in Christ

It gives me great pleasure to present to you our second edition of the handbook. More than a 1000 copies of the 1st edition were distributed.

It is my wish that every single member of the AWF will purchase a copy, so that at all times they have this resource and information available to them.

The process has taken long, as broad consultation has taken place to ensure that this issue is fully inclusive and meets the fellowship and ACSA legal requirements. Many thanks to my fellow executive members who have laboured long and hard to ensure that this issue is finally completed.

Use it with pride to promote our motto and objectives.

Yours in Prayer, Service and Love

## **Pumla Titus**

Provincial President  
2010-2012

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1st Edition: October 2007  
2nd Edition: December 2011

***Special acknowledgement is made to Mrs Mary Hayward who compiled the first handbook for the Diocese of Johannesburg, from which our first edition was derived.***

# GLOSSARY

ACRONYM	FULL NAME
AWF	Anglican Women's Fellowship
AWFDC	Anglican Women's Fellowship Diocesan Council
AWFPC	Anglican Women's Fellowship Provincial Council
ACSA	Anglican Church of Southern Africa
APB	Anglican Prayer Book

## AIMS OF THE AWF

The aims are to promote:

- Prayer and Worship
- Mission and Witness
- Fellowship and Study
- Service and Stewardship

## MOTTO

“United in Prayer, Service and Love.”

## AWF PRAYER

God our Father, You have called us to worship and serve You in Your Church. We ask you to bless the members of the Anglican Women's Fellowship. Unite us in love, by the power of Your Holy Spirit and strengthen us to serve you in the world, through Jesus Christ, our Lord. AMEN

## THEMES

A Provincial Theme is proclaimed at each Provincial Council Meeting, which is held once every two years.

The recent themes have been:

- 1998 – 2000: Growth for Change  
2000 – 2002: Joyful Servants of God  
2002 – 2004: United in Christ to make a difference  
2004 – 2006: Building Family Life to make a Difference.  
2006 – 2008: AWF Arise and shine  
2008 – 2010: Walk in His light in faith  
2010 – 2012: Revive, Relate, Rejoice Women of God

# WHAT OUR BADGE SYMBOLISES

We need to remember that when one becomes a member of the AWF, it is not only to the organisation but also to the body of Christ and the Church, through the power of the Holy Spirit. Therefore, one can proudly wear the badge, which reflects our motto.

## 1. COLOURS

Our badge has the following colours:

a) WHITE: Symbolising PEACE

John 14:27 - "Peace I live with you, my peace I give you"

We will only be able to be peacemakers, if we ourselves are at PEACE with God and with one another.

b) BLUE: Symbolising LOYALTY

John 15:12 - "My command is this: Love one another as I have loved you."

This means that we have to be obedient to the teachings of our Lord. He has called each one of us to live faithful lives....lives of obedience, devotion, worship and service.

c) GOLD: Symbolising WEALTH (A great supply of resources or valuable material possessions) 1 Timothy 6:17 - "Command those who are rich in this present world not to be arrogant, nor to put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment."

God has provided us with a wealth of gifts and resources to be His servants in the work that we do through the AWF

## 2. CIRCLE

The circle symbolises the UNITY professed in our motto:

"United in Prayer, Service and Love"

## 4. CROSS

The cross symbolises our FAITH, which centres on the crucified and resurrected Christ

***Acknowledgement is given to Ms Nomazizi Nama of the Diocese of Grahamstown for sending this for inclusion in Contact Article No 85 of March 1997.***

## HOW THE AWF WAS FOUNDED

This is part of circular letter sent to all Diocese by the then Archbishop Robert Selby Taylor, inviting them to the inaugural meeting of the AWF which was to be held at St Benedict's House in Rosettenville, Johannesburg from the 30th March to the 2nd April 1965:

"It is suggested that the Province ought to have a comprehensive women's organisation, to which all Anglican women could belong. After consultation with the Bishops of the Province I have decided to convene a conference to consider this suggestion"

I wish to commend to all women of the church of the Province of South Africa the Anglican Women's Fellowship. A conference met in Johannesburg last March, to which each Diocesan Bishop sent four representatives. The conference unanimously requested the Bishops to agree to the formation of such a Fellowship. The Bishops warmly approved of this proposal. The Anglican Women's Fellowship will seek to develop and consolidate women's work. It will also create a fellowship of prayer and service among women throughout the province.

Its aims are:

- Prayer and Worship;
- Mission and Witness;
- Fellowship and Study;
- Service and Stewardship.

The Anglican Women's Fellowship will not supercede or replace any of the existing women's organizations. Indeed it has come into existence to a considerable extent as a result of a suggestion from the Mother's Union, which until now has been the only official society of our church. The Mother's Union is dedicated to the witness of Christian marriage. Many women, for one reason or another are not qualified for membership of the Mother's Union.

It is most desirable that there should be one Society, which will unite all women into a fellowship of prayer and services. Those who are already members of the Mother's Union, the Church Women's Society or the various parochial guilds, can continue their membership, but at the same time they will be members of the Anglican Women's Fellowship as will members of any new groups formed whose aims are in accordance with those of the Fellowship.

In establishing a comprehensive organization, linking all the existing branches of women's work in the Province, we are in line with general movement towards the co-ordination of such work in other parts of the Anglican Communion. I have an Intern Committee to assist me in the establishment of the Women's Fellowship, to attend to all the detailed work and planning which such an undertaking involves.

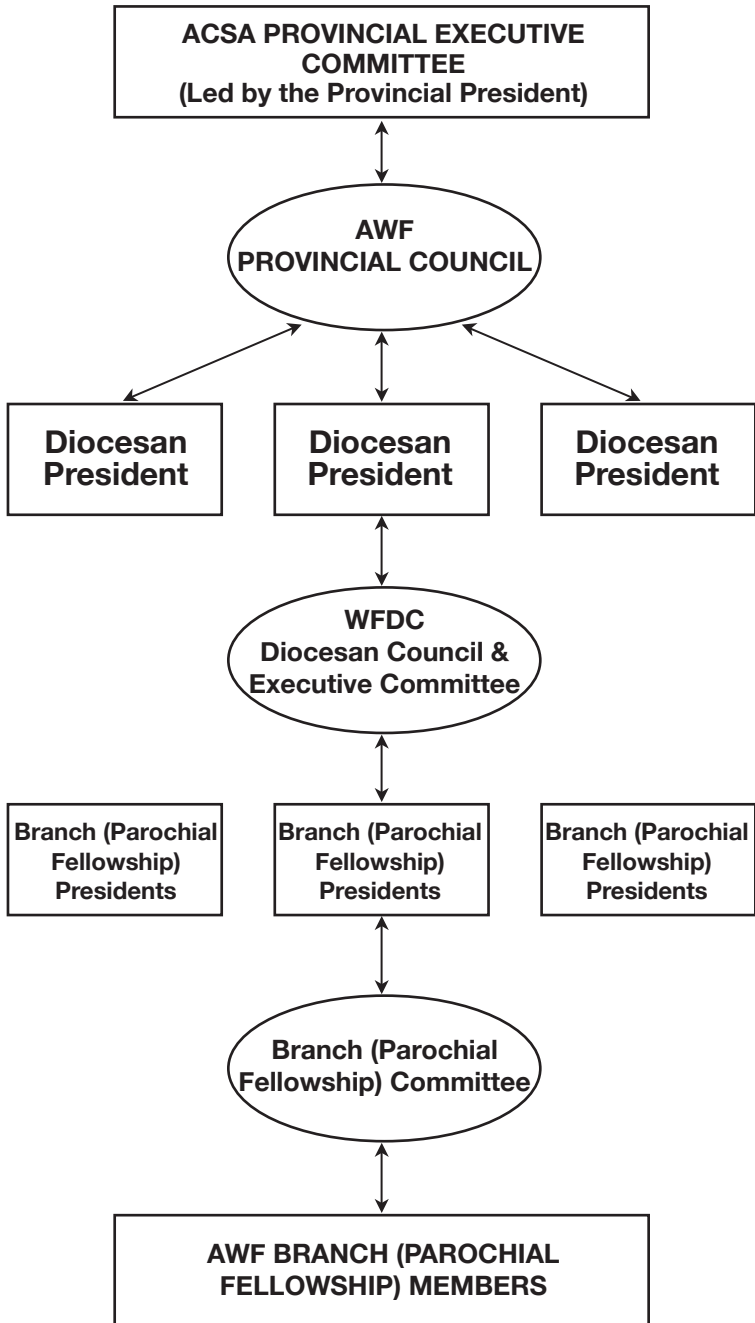


This Committee is already seeking information on existing women's work, both at diocesan and parochial levels, and I feel sure that I can count on your co-operation in helping to supply this information, which will provide the essential background for the organization of the Fellowship.

I commend the Anglican Women's Fellowship to the prayers and the support of the Province.

The first conference of the AWF was therefore held at St Benedict's from the 26 to the 28 January 1966 and Mrs K Barron was nominated as chairperson of the interim committee that was established to draw up a constitution for the AWF and prepare for the 1st Provincial Council Meeting.

The first Provincial Council Meeting was then held at St Benedict's from the 16 to 18 October 1968, where the 1st Provincial President, Mrs Doris Gregorowski of the Diocese of Cape Town was elected.



# A BIT OF HISTORY

## LIST OF PROVINCIAL PRESIDENTS

Since its inception the organisation has elected twelve presidents:

NO	NAME	PERIOD	DIOCESE
1	Kay Barron	1967 – 1968	George
2	Doris Gregorowski	1968 - 1972	Cape Town
3	Peggy Kirkwood	1972 – 1974	Johannesburg
4	Charmion Rogers	1974 – 1978	Natal
5	Elizabeth Moss	1978 – 1982	Johannesburg
6	Joyce Lockhart	1982 – 1986	Johannesburg
7	Pat Gorralla	1986 – 1990	Cape town
8	Jenny Frye	1990 - 1994	Cape Town
9	Liz Barnes	1994 – 1998	Johannesburg
10	Sylvia Adams	1998 – 2002	Cape Town
11	Lillian Daniels	2002 – 2006	Port Elizabeth
12	Rachel Overmeyer	2006 – 2010	Cape Town
13	Pumla Titus	2010 -	Mthatha

## THE AWF PROVINCIAL LIAISON BISHOPS

Archbishop Robert Selby Taylor

Bishop Patrick Barron	Diocese of George
Bishop William Manning	Diocese of George
Bishop Derek Damant	Diocese of George
Bishop Donald Harker	Diocese of George (for a few months)
Bishop Bethlehem Nopece	Diocese of Port Elizabeth 2000 – 2010
Bishop Oswald Swarts	Diocese of Kimberly and Kuruman 2010 -

## THE KAY BARRON MEMORIAL ADDRESS

When the Anglican Women's Fellowship was established by Archbishop Selby Taylor, he appointed Kay Barron, wife of the then Bishop of George, to be first Provincial President. He felt that she was the right person to guide the AWF in its early years.

She remained President until Doris Gregorowski was elected at the Provincial Council meeting held in 1967. Kay however remained on the executive as vice chairperson, so her knowledge and skills were still accessible. As a tribute for her work and commitment to the organization, the AWF decided to name the opening address of the Provincial Council Meetings in her honour.

## **THE DORIS GREGOROWSKI BURSARY FUND**

Each year, the AWF offers a bursary towards the study course for women who are studying Theology and intend offering themselves for full time ordained ministry. This bursary has been instituted in honour of Mrs D Gregorowski, who was the first elected Provincial President of the AWF.

## **PROVINCIAL AWF NEWSLETTER “CONTACT“**

The AWF organisation has its own Provincial Newsletter which is called “Contact”, and was started in December 1968 by Mrs Mandy Rogers, wife of Father Don Rogers. They were stationed in Simons Town, and she served on the Cape Town Diocesan Executive and also on the Provincial Executive.

Mrs Maureen Ferguson took over in August 1975 (she was the artist in the previous issues of Contact), and handed over to Mrs Charmion Rogers who took over in 1982 when Mrs Ferguson moved to Pietersburg to live with her son.

Mrs Charmion Rogers continued to do the editing until her death as she had edited up to the 100th copy of the newsletter. It is with great sadness that she could not see the 101st copy done by her successor the Rev Maggie Hamalainen.

One of Charmion’s gifts was singing, she wrote various prayers, which we sing as grace at Provincial Council Meetings. During her days she would lead the singing with her God-given musical talent.

We Praise God for Charmion Rogers’ life.

## **UMJIKELO**

This is one of our fun activities held during the Provincial Council Meetings. Although it is a fundraising activity, the ladies really enjoy it.

Most Dioceses contribute to this event and funds collected enable the organisation to be financially sustainable. This was introduced by Mrs Lillian Daniels at the 1998 Provincial Council. We are now proud to report that collections have grown exponentially.

Dioceses have other means of fundraising but we believe that the Mjikelo is also popular in the Dioceses.

## **RELATIONSHIP WITH MOTHERS UNION**

The AWF was never formed to compete with the MU, instead they complement one another. The Provincial MU President or her representative is always invited to attend AWF Provincial Council Meetings.

She gives MU reports and general assistance during Council Meetings. The AWF President does the same at MU meetings.

It is always encouraged that the two organisations support one another at Diocesan and Parish level. This must also be extended to any other women's group that exist in our churches.

***(Taken from the AWF 40th Anniversary book compiled by Mrs Thembeke Gwija)***

# PROVINCIAL CONSTITUTION

**United in Prayer, Service and Love.**

## 1. NAME

The name of the Fellowship shall be the Anglican Women's Fellowship (AWF) of the Anglican Church of Southern Africa.

## 2. DEFINITION

The AWF shall be a body open to all persons 18 years of age and over in the worship of the Anglican Church of Southern Africa and shall be bound by the Constitution and Canons of the Anglican Church of Southern Africa.

**PATRON:** shall be the Archbishop of the Anglican Church of Southern Africa and / or such other person who may be elected as such by the Provincial Standing Committee.

**PRESIDENT:** shall mean the duly elected President by the AWF Provincial Council.

**OFFICE BEARERS:** at Provincial, Diocesan and Branch level shall be communicant members of the Anglican Church of Southern Africa. All members elected to office shall undertake to attend all meetings and to serve with diligence during their term of office.

## 3. AIMS AND OBJECTIVES

Aims and Objectives of the Anglican Women's Fellowship shall be to:

- Promote and further the life of the Church in all spheres
- Participate as much as possible in ecumenical activities;
- Co-operate and maintain good relations with all welfare organisations with particular emphasis on the aims:
  - Prayer and Worship
  - Mission and Witness
  - Fellowship and Study
  - Service and Stewardship

The motto shall be "United in Prayer, Service and Love".

## 4. ORGANISATION

The Anglican Women's Fellowship shall consist of:

- a) AWF Provincial Council and its Executive Committee;
- b) AWF Diocesan Councils and their Executive Committees;
- c) AWF Branch Fellowships and their Executive Committees;

- d) Contact members (Contact membership shall be open to any fully subscribing person who is unable to attend AWF meetings).

## **5. AWF PROVINCIAL COUNCIL**

- 5.1** a) The AWF shall be governed by the AWF Provincial Council (AWFPC).
- b) AWF Provincial Council shall consist of the Executive Committee and two elected representatives from each Diocese within Anglican Church of Southern Africa.
- c) The Office Bearers shall be:
- Provincial President: elected by AWF Provincial Council (AWFPC) after nominations have been approved by the Patron. Nominations shall be submitted to the AWF Provincial Secretary three months before AWFPC meets.  
Nominees for AWF Provincial President shall be persons who have served for at least four years on the AWF Provincial Executive Committee. Nominations may only be made by AWF Provincial Executive members and Provincial Council Delegates after consultation with their respective Diocesan Councils.
  - Vice- President and Alternate: shall be elected by AWFPC. Nominees shall be persons who have served at least two (2) years on the Provincial Executive Committee. However, this two year period may be waived at the discretion of the Provincial President and the Provincial Executive Committee.
  - When an Office Bearer has served a full term of 4 years, she shall be eligible for nomination to another office.  
If a member has served full term she may step down for one term, then be re-elected for another executive position, if they attend the Provincial Council Meeting as a delegate.
  - Secretary elected by AWFPC
  - Treasurer elected by AWFPC
  - Editor of "Contact" – the official newsletter of AWFPC.  
However, the Secretary, Treasurer and Editor may be co-opted from AWF members who are not elected members of the AWFPC and they shall have no voting rights. These may be granted with approval of the AWFPC Executive Committee.

### **5.2 Executive Committee**

- a) The Executive Committee shall consist of Office bearers of AWFPC and six other voting members elected from and by AWFPC.
- b) Any casual vacancy shall be filled by AWFPC. In the case of the vacancy of the President, the approval of the Patron must be obtained.

- c) The office bearers shall serve for one two year period and may be re-elected for one further two-year period. (4 years in all). The member may then be eligible for nomination to another office.
- d) When a member of AWFPC is elected to the Executive Committee she ceases to be a Diocesan Representative and her AWFDC should elect another delegate in her place at Provincial Council Meetings.
- e) The AWF Executive Committee shall meet at least once a year.  
The quorum shall be 50% plus 1 of members, including 2 office- bearers.
- f) The Executive Committee shall have authority to appoint sub- committees with the power of co-option upon such terms as the Executive Committee may determine.
- g) All elections of office- bearers for Executive Committee shall be by secret ballot.
- h) Resolutions may be voted for by show of hands and carried by majority vote. In the case of an equal vote the President shall have a casting vote.
- i) The Executive Committee shall be responsible to the AWFPC for:
  - Carrying on the work of AWF between AWF Provincial Council meetings
  - Receiving and administering of funds for the work of AWF.

### **5.3 Powers of the AWF Provincial Council**

The AWFPC shall have the following powers:

- a) To appoint sub-committees from amongst its members to undertake duties which the AWFPC may determine.
- b) To co-opt and consult any person or body which in the AWFPC'S view may further the aims of the AWF subject to the proviso that no person so co-opted shall have voting powers.
- c) To open and operate banking and/ or savings accounts to administer its own financial affairs.
- d) To undertake projects to promote the aims of AWF.
- e) To elect members of the Provincial Executive Committee.
- f) To make, amend or rescind by-laws for the better management and promotion of the aims of AWF.



- g) To delegate to the Executive Committee powers to act between sessions of the AWFPC on such terms as may be determined from time to time and subject to any by-laws that may be framed.

#### **5.4 Proceedings of AWF Provincial Council**

**Meetings:** Not more than TWO years shall elapse between AWFPC meetings. Notice of meetings shall be given to all AWF Diocesan Presidents in writing six months prior to the date of the meeting.

Matters arising at council meetings shall be decided by a majority of votes. Each member is entitled to one vote.

The quorum for the transaction of business shall be by 50% plus 1 of the Provincial Executive Committee.

**Extraordinary Meetings:** Ten members of the AWFPC may at any time request the President/ Chairperson in writing to summon a meeting of the AWFPC providing that they state the nature of the business for which such a meeting is required. The President in consultation with the Executive Committee shall decide whether or not to call a special meeting. Should the Executive Committee decide against such a meeting, those who requested the meeting shall have the right to appeal to the Patron within 60 days of such refusal.

#### **6. AWF DIOCESAN COUNCILS (AWFDC)**

6.1 An AWFDC may be established with the approval of the Diocesan Bishop and/ or Diocesan Synod. The AWFDC shall consist of an Executive Committee and TWO elected members from each Branch. The nominees for Diocesan President shall be approved by the Diocesan Bishop and be elected at the AGM by Branch representatives.

The Bishop or his nominee (Chaplain) may be the Patron of the AWFDC.

#### **6.2 DUTIES OF THE AWFDC**

- a) The AWFDC shall draw up Rules and Regulations based on the AWF Provincial Constitution.
- b) Elect an Executive Committee from amongst its members.
- c) Appoint two members to represent the Diocese at the AWFPC – one of whom shall be the Diocesan President or her nominee.
- d) The work of the AWFDC shall be approved by the Bishop of the Diocese.

- e) An annual report and audited financial statement shall be presented to the Bishop of the Diocese and the AWFPC Executive Committee.
- f) The AWFDC shall pay an annual assessment to AWFPC and other financial contributions as determined by the Provincial Council but otherwise conduct its own financial affairs according to its Rules.

## **7. BRANCH FELLOWSHIPS**

- a) Branch fellowship may be formed in any parish subject to the consent of and under the authority of the Parish Council and shall function in terms of its AWFDC Rules.
- b) The Branch fellowship shall be the working unit of the AWF in the parish.
- c) The Branch fellowship shall meet at least once a month.
- d) Parish Groups other than those of AWF may be affiliated to the AWF.
- e) REGIONS/ ARCHDEACONRIES may be formed at the discretion of the AWFDC corresponding with those within the Diocese. Each shall be under the control of the regional/ archdeaconry council consisting of elected Branch representatives. Each one shall elect from its members a Chairperson, Vice-chairperson, Secretary and Treasurer.  
Such councils shall be considered sub-committees of the AWFDC and the Diocesan President shall be an ex-officio member of the council. A report of the activities must be presented at the AWFDC meeting. Secretarial expenses only will be met by the AWFDC from donations received from parishes to the AWFDC funds and proof of these expenses must be provided. Fundraising activities in the name of AWFDC may not be conducted by any regional/ archdeaconry council. They shall meet at least twice a year.

## **8. FINANCE**

- a) The financial year of all AWF bodies shall be from 01 January to 31 December each year.
- b) All income of the AWFPC / AWFDC and Branch Fellowships shall be used solely for the promotion of its aims and objects.
- c) The AWFPC shall assess each AWFDC for an annual contribution to its funds. In addition contributions towards the Travel Fund of the Executive Committee and Bursary Fund shall be made as approved at each Provincial Council Meeting. This money shall be paid to AWFPC Treasurer by 30 June each year.
- d) Branch Fellowships shall make suitable donations to the AWFDC from its funds

as may be decided at AWFDC meetings.

- e) Audited statements of AWFPC, AWFDC and AWF Branch Fellowships shall be available to members and forwarded annually to the AWFPC and AWFDC respectively by the end of April of every year. Auditors for these statements will be approved annually by the relevant AWF Executive Council.
- f) Subsistence and travelling expenses of members of the AWFPC to AWFPC meetings shall be met from the AWFPC Funds. This could be the cost of a rail, bus, air ticket, etc. whichever is more convenient or economical to the venue of the AWFPC meeting. The same applies to Diocesan Committee Members.
- g) The AWFPC Executive Committee shall be able to open banking and savings accounts and invest monies in the name of AWFPC. The President, Treasurer and two other members of the Executive Committee shall operate such accounts under the signature of any two members. All cheques issued in the name of AWF at any level must bear two signatures.
- h) Sub-committees of the AWFPC or AWFDC or Branch Fellowship must obtain Executive Committee approval for the relevant expenditure.

## **9. AMENDMENT**

This Constitution may be amended from time to time by the AWFPC, but no amendment shall be considered unless the proposed amendment of the Constitution has been received in writing by the AWF Provincial Secretary at least four months before the meeting of the AWFPC.

Proposed amendments if received later than four months before the AWFPC meeting shall not be considered. The Provincial Secretary of the AWFPC shall give three months notice of the proposed amendment(s) to all Secretaries of AWFDC.

## **10. UNIFORM**

There is no official uniform for members of AWF. However, if a uniform is deemed appropriate it should comprise a lilac/ mauve shirt / blouse worn with a black skirt.

Membership is recognized throughout the Anglican Church of Southern Africa by the wearing of only the official AWF badge.

## **11. MERIT CERTIFICATES**

Certificates of Merit may be awarded to members who have rendered commendable service on the AWFPC committee. A record will be kept of the awards. AWFDC may also adopt a similar idea-presentation of which will be made after consultation with the Diocesan Bishop.

## **12. BANNERS**

AWFPC, AWFDCs and branches may design their own banners. AWF logo in the official colours and the AWF motto must appear on the banner as well as the name of the Diocese/ Parish. The background and size of the banner is left to the discretion of the Diocese/ Branch concerned.

## **13. RESOLUTIONS**

- a) All resolutions shall be submitted to the AWFPC Secretary at least four months before the AWFPC meeting in order that they may be circulated to all the AWFDCs. Similarly, resolutions coming from the AWFPC Executive Committee must be circulated.
- b) Resolutions concerning amendments or additions to the AWFPC Constitution must be passed at the AWFPC meeting by a two-thirds majority of the members present and entitled to vote and must be approved by the Provincial Standing Committee of the Anglican Church of Southern Africa.
- c) Late resolutions, with the exception of amendments to the constitution, may be accepted with the consent of two-thirds of the members present and who are entitled to vote.
- d) Where political or controversial matters are concerned, no individual members, parish or AWFDC organization shall take action, make statements or sign papers on behalf of or in the name of AWF without consultation with the AWFDC President, who must consult the Bishop of the Diocese.

## **14. DISSOLUTION**

No meeting of the AWFPC shall be entitled to consider or vote upon a resolution for the dissolution of the AWF unless:

- The consent of the Patron has been obtained in writing
- At least six (6) months notice in writing of the intention to move such dissolution has been given to all members of the AWFPC and to all AWFDC Secretaries. The resolution providing for such dissolution shall be passed by a two-third majority of those present and entitled to vote at the meeting concerned.
- No such resolution shall take effect until it has been confirmed and approved by the Provincial Standing Committee.
- Any assets remaining after all debts and liabilities have been paid shall be given or transferred to institution(s) or organization(s) of the Anglican Church of Southern Africa subject to the approval of the Provincial Standing Committee.

For the purpose of carrying to its final end and determination any dissolution of the AWF, the persons constituting AWFPC at the time of dissolution of the AWF, the persons constituting AWFPC at the time of dissolution shall remain in office until

the business of dissolution has been completed. Any vacancies occurring in the AWFC in this period shall be filled by co-option.

## **15. INTERPRETATION**

In the event of any dispute arising as to the meaning and effect of any of the provisions of this Constitution, such dispute shall be referred to the Provincial Standing Committee for determination.

In so far as any provision in this constitution or any by-laws made by the AWFC may be in conflict with the Canons of the ANGLICAN CHURCH OF SOUTHERN AFRICA, such provisions shall be regarded as totally invalid and the provisions of the Constitution and Canons of the ANGLICAN CHURCH OF SOUTHERN AFRICA shall prevail, and in all respects this Constitution shall be read subject to the provision of such Constitution and Canons.

## **16. NATURE**

The AWF shall be a body corporate having perpetual succession and an existence independent of its individual members, able, subject to the provisions of this Constitution and the Constitution and Canons of the ANGLICAN CHURCH OF SOUTHERN AFRICA, and to sue or be sued in its own name.

The individual members of the Fellowship or their AWFDC shall not be liable to meet the debts, engagements or liabilities of the AWFC. The income and monies of the AWF from whatsoever sources derived, shall be applied solely towards the promotion of its objects and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit, to the members of the AWF or to any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith of out-of-pocket expenses incurred on the business of the AWF.

## **17. DISCIPLINARY HEARINGS**

All members shall be bound by the laws and rules as stipulated by the Code of Conduct of the Anglican Church of Southern Africa.

Approved at the 22nd Provincial Council Meeting  
October 2010

# **RESPONSIBILITIES OF EXECUTIVE MEMBERS**

## **THE CHAPLAIN**

The Chaplain is appointed by the Bishop of the Diocese and is therefore his representative at all meetings and gatherings of the AWF

The chaplain shall, but not limited to:

- Serve at least a four year term
  - Provide spiritual support, especially to the Diocesan President and Executive
  - Be present for guidance and spirituality at Council Meetings including AGM.
  - Act as a link between the Bishop and the Diocesan Executive
  - Help to promote the AWF in the Diocese
  - Help the Diocesan President and Vice and Alternate Vice President to solve challenges that arise.
  - Organise Thanksgiving and Mary and Martha Day services.
  - Organise and facilitate Retreats for the Executive and Council members.
  - Attend special events, whenever possible.
-

## WHAT EVERY BRANCH CHAIRPERSON SHOULD KNOW

1. Your election as Branch Chairperson confers an honour on you and the respect and attention of your local community. It gives you responsibility and the power to work for good in the church and the community. Your bearing will be reflected in your Branch and should enhance the prestige of the AWF
2. Read the aims and objectives of the Fellowship frequently and pray about them. Know your Constitution and by-laws and at all times seek the co-operation of your Parish Priest and make sure that you help him to do your utmost with plans for the well-being of your Parish.
3. Remember the importance of local matters within the framework of Diocesan and Provincial affairs and execute promptly all commissions from Diocesan or Provincial Council. Your Parish Branch is the working unit of the AWF
4. According to the by-laws your group must meet once a year. On a practical basis, once a month is far better and gives an excellent chance of keeping to our motto and aims.
5. You will have a Vice-Chairperson, Secretary, Treasurer and a limited number of elected members who will form the Executive Committee of your Branch. Remember this Committee “executes” what the membership decides. This committee is the administrator of the Branch affairs and usually meets prior to the Branch meeting to execute matters decided at the last meeting of the Branch and to arrange details as to venue, tea duties and other arrangements for the next meeting.
6. You will “chair” both these meetings and make sure that they are kept on a formal basis. Speakers must always address the chair and formal names should be used.
7. You will work with your Secretary closely and draw up an Agenda for each meeting. Make sure that your Vice-Chairperson knows exactly what has been planned so that she may take over at short notice, and unless there is a guest of honour, she should sit at your right hand, for that is what she should be. A good President always delegates tasks to be done so that interest in the work of the Branch is stimulated throughout the membership.
8. Make sure that you work with your Treasurer so that you know the financial state of your Branch. Ensure that you have appointed representatives to attend Diocesan Council meetings and encourage as many members as possible to attend AWF Diocesan functions.

9. Any resolutions submitted to a meeting must be written down and before voting takes place, ensure that two or three scrutinisers have been appointed to count the votes. Always see that voting numbers are recorded in the minutes.
10. Be particular in all matters pertaining to the conduct of your Branch and give everybody your individual attention, even if it is only for a few moments during a meeting. In the conducting of the meeting make sure that your Agenda is correct and that all papers needed for the meeting are at hand in the order set down on the Agenda. This helps in the smooth running of the meeting and in enabling the Secretary to keep good minutes.

***Always remember that, in accepting the office of Chairperson of the Branch or Presidency of your Diocese, you have offered yourself in service to God and your Parish or Diocese. Enjoy your term of office and execute it in your own special way and use it to find fulfilment in a job well done.***

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# WHAT EACH SECRETARY SHOULD KNOW

A good Secretary is the cornerstone of the branch/ Diocese/ Province and worth her weight in gold to the Chairperson or President. Her work reflects on the status of the fellowship.

The possession of a computer is very helpful to the Secretary, but is not essential. The Secretary's job is one of order and method, it entails keeping the branch/ Diocese / Province running smoothly.

When you take office these are the basics requirements that a Branch Secretary will need:

Stationary: Files; Paper; Stapler; etc.

Records

- Complete list of members' names, addresses and telephone numbers.
- List of Diocesan Office Bearers.
- List of Branch Office Bearers.
- Copy of constitution.
- Prayer Cards
- Service for Enrolment
- Handbook of AWF

Diary: This will be useful for you to record the following information so that you may be sure notices etc. are sent out in time:

INFORMATION: To be put in diary for reference:

- Dates of Executive and Branch meetings.
- Dates for posting (if done) of minutes of above meetings to members.
- Dates of posting of notices for meetings.
- Dates of Diocesan AWF functions (Dates for year are sent to branches in January)
- Dates for nominations for Office Bearers to be sent in.
- Dates for sending out notices of AGM. (six weeks before).
- Dates of members' birthdays.
- Dates of all special functions in your parish.
- Dates of Regional Meetings of AWF.
- Date of Conference, etc.

DUTIES: The duties of secretary are as follows:

- Send out notices for meetings and prepare Agenda
- Record the minutes of all meetings
- Distribute all copies of Contact and any Diocesan literature that is sent to the Branch.
- Answer all correspondence in terms of Branch and Executive Committee decision and accordance with President's wishes.

- Keep current branch records.
- Prepare material for Annual Report to assist the President.

## Expansion of Notes

### Agenda

- I. Keep notes during the month of items for Agenda.
- II. Prepare a draft Agenda from these notes, then consult your Chairperson and between you finalise the Agenda for the meeting.
- III. Certain items always appear on an Agenda (as below) and then other items are specifically added. Try to avoid such headings as “Correspondence” and rather itemise letters under headings, otherwise that heading becomes very cumbersome.

#### **NOTICE OF MEETING**

Notice is hereby given that the next Branch Executive meeting of St Alban’s AWF Branch will take place on:

**DATE:** 11 March 2006

**TIME:** 10h00 – 14h00

**VENUE:** St Alban’s Church Hall, Eagle Street, MTHATHA.

#### **AGENDA**

1. Opening Prayer & Message
2. Roll call & Apologies.
3. Minutes of last meeting held on 11 February 2006.
4. Matters arising from Minutes:
  - 4.1 Visit by Diocesan President
  - 4.2 Admission of New Members
  - 4.3 Fundraising
5. Financial Report
6. Discussions
  - b) Visiting sick
  - c) Street collections
  - d) \_\_\_\_\_
7. Announcements
8. Date of next meeting
9. Closing Prayer

### Minutes

The Secretary must take clear notes of all meetings in order to compile the

minutes. It is not necessary to record all the debate but only resolutions, decisions, votes, names of proposers and seconders.

Write the minutes so that at the end of the year a clear picture emerges of decisions taken, visits made and activities carried out.

Paste a copy of each set of minutes in your Minute Book and make sure that, they are signed by the Chairperson or Presiding member at the meeting at which they are passed. Make notes of any agreed amendments.

## **Branch Records**

Note that the records kept by you are the permanent records of your branch, and are valuable. See that they are placed in files in a safe place while in your care and then handed over to your successor. Records older than two years should be kept by your Branch Archivist or else sent to the Diocesan Archivist.

## **Annual Report**

This is the record of your work for the year and your draft to the Chairperson should contain the following information:

- a) List of Office Bearers
- b) Membership
- c) Record of meetings held
- d) Record of functions held and attended
- e) Record of activities for the year – e.g. fete, visiting, street collections, help in the Parish catering, help outside the Parish, etc...
- f) Record of Speakers or visitors to your branch.

## **Annual General Meeting**

The AGM of your branch is a very formal meeting and is designed to receive reports from the branch office bearers, elect a new Committee and hear an address by the outgoing Chairperson and/or a guest speaker.

### **The Agenda will be as follows:**

- a) Reading of notice convening the meeting.
- b) Reading the Aims and Motto of the AWF
- c) Confirmation of Minutes of last AGM
- d) Matters arising from minutes
- e) Presentation and adoption of Branch Report.
- f) Presentation and adoption of Treasurer's Report.
- g) Disbursements of funds (if necessary).
- h) Resolutions to amend bye-laws (if any).
- i) Elections of new Office Bearers.
- j) Address by Chairperson / Speaker.

- k) Vote of thanks to outgoing Office Bearers.
- l) Installation of New Office Bearers.

After your AGM submit a copy of your report, financial report and names of new office bearers and members to the AWF Diocesan Secretary.

***This is probably one of the most exciting positions of office, but it is one which is most informative, it teaches the most about the fellowship and consequently is most rewarding. Give it your best.***

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# WHAT EVERY BRANCH TREASURER SHOULD KNOW

The Branch Treasurer deals with all the financial activities of the branch. It is her duty to collect money and to pay out money on behalf of the Branch or Diocese.

To carry out her task she will need:

- 1) A Receipt Book in which to record all money received by the branch from:
  - Subscription;
  - Sales;
  - Fundraising;
  - Donations, etc.

This book must be numbered, have carbon paper and be inter-leaved so that duplicate receipts remain as record for auditing.

- 2) Note Book: To keep rough notes of financial transactions and requirements during meetings.
- 3) Cash Book: so that all transactions are recorded. Monies paid in are recorded on left-hand side (Income) and monies paid out on right-hand side (Expenditure). This book should be balanced at end of each meeting.
- 4) Bank Book / statements: Each branch should open a bank account with reputable banking institution (subject to Diocesan rules). All monies shall be counted and reconciled by the executive immediately after each service or fundraiser. No cash shall be kept by Treasurer for longer than 2 days.
- 5) Bank Reconciliation Form to be completed at the end of each month to ensure that the cash book and statements balance.

All withdrawals must be signed for by two out of three or four signatories; these to be President, Secretary, Treasurer and if necessary one other member of the Executive Committee.

The Treasurer must report on the financial position of the branch at each meeting. She will have charge of prayer cards, Constitution and membership badges, etc. which she has ordered from the Diocesan Treasurer and which she will sell to members.

She will organise a float and change for any functions organised by the branch and will pay for tea, milk and sugar for branch teas. She should also see to any charges made for hiring of halls or other expenses for branch functions. Before the AGM she must have the Cash Book in order and be able to present a certified statement at the meeting.

She should also keep a record of membership and subscriptions paid and

# ARCHIVIST

AWF is now in its fifth decade and there may come a time when the history of the organisation may need to be written. It is therefore necessary to appoint an Archivist in all branches and also at Provincial level. If no Diocesan Archivist has been appointed records can be sent to the Provincial Secretary.

Listed below are the minimum requirements of good record keeping; each archivist could add to these basic records.

## Basic Records

1. Minute books with complete sets of minutes, agendas and special notices sent to members.
2. Annual reports.
3. Diary of special functions
4. Press book – this comprising of articles published in the press, parish magazines, etc
5. Branch record book.

## Basic Needs

1. Cupboard or suitable storage space.
2. Scrap books.
3. Envelopes and files

## NOTE:

Records should be stored as safely as possible.

Different categories and records needed:

- Branch administration
  - Minute books
  - Annual reports.
  - List of Office Bearers (with curricula vitae)
  - List of members (with curricula vitae)
  - Book of memory (obituaries of members, with photograph, biography and signature)
  - List of resolution passed.
  - List of speakers, subjects and occasions.
  - Work undertaken by branch.
  - Special function arranged by branch. (Here a scrap book can be kept with all relevant details noted so that letters of individual invitation, thanks, arrangements etc may be destroyed.)
  - Invitations received by branch (scrap book here too is all that is necessary.)
  - Provincial / Diocesan conferences: Records of attendance at such

- conference to be kept with copies of agenda, minutes, photographs etc.
- Material sent out by Headquarters: i.e. Provincial or Diocesan (here too a book may be kept.)
  - Notes on history of Branch and its origins. Here photographs, cuttings, etc. will form an interesting record of activities and very often can be correlated with parish history.

Files play a very necessary part in the storing of records, as their contents are not firmly glued in a book and therefore the sequence can be rearranged as and when relevant papers are discovered and sent to archivist.

# AWF PATRONAL SAINTS

## MARY & MARTHA OF BETHANY

These two sisters stayed in Bethany with their brother Lazarus. There is no mention in the Bible of anyone of them having a partner. So we assume they were all single. Remember Jesus was single too. So, during his journeys, whenever Jesus passed through Bethany, He stayed at their home. Their home was warm and always welcoming to Jesus and anyone who wanted to come and hear his teachings.

Their stories are told in:

- Luke 10: 38-42 (At the home of Mary & Martha)
- John 11: 1-45 (The death and raising of Lazarus)
- Mathew 26: 6-13; Mark 14: 3-9 and John 12: 1-11 (Jesus anointed at Bethany)

In the Anglican Prayer Book (Page 304), these two ladies are remembered on 30 July and the following prayer is said:

*“Loving Father, Your Son blessed the home of Mary and Martha and brought back their bother from the grave. Make our homes your dwelling place and raise us in newness of life, through Jesus Christ our Lord” AMEN*

So it is clear from the above readings and prayers that the home of Mary & Martha was warm, hospitable, peaceful and happy. Although these two sisters had different characters, one a busy body and the other a quiet girl, maybe on the lazy side, who was not concerned about life’s problems, but was an intellectual who liked to sit and listen.

Let us look at the characters of these two ladies:

### MARTHA

She was the older sister, who always wished to please, serve and do the right thing. She was always worried about detail and as a result, she found it hard to relax and enjoy her guests (Luke 10: 38-42).

Her attention to detail sometimes kept her from seeing the whole picture. In the 1st reading she was complaining about her sister not assisting her. Again before Jesus rose her brother Lazarus from the dead, she spoke without thinking, pointing out that her brother’s body was well into decomposition. But Jesus was always patient with her. (John 11: 17-45)

In our last picture of Martha, she is again serving a meal to Jesus and his disciples. She has not stopped serving, but the Bible records her silence this time (John 12:1-11). She has begun to learn what her younger sister already knew – that worship begins with silence and listening.



## **MARY:**

For Mary, hospitality meant giving more attention to her guests than their physical needs. We first meet Mary when Jesus visits their home and she simply sat at his feet and listened. When Martha becomes irritated at her sister's lack of help, Jesus stated that Mary's choice to enjoy His fellowship was the most appropriate response at the time. Our last glimpse of Mary shows her to have become a woman of thoughtful and worshipful action. Again, she was at Jesus' feet, washing them with perfume and wiping them with her own hair. She seemed to understand, better even than the disciples, why Jesus was going to die. Jesus said her act of worship would be told everywhere, along with the gospel, as an example of costly service.

## **CONCLUSION**

So, what kind of hospitality is Jesus receiving in your life and in your home?

- Are you too busy planning and running your life that you neglect precious time with Him?
- Don't let your service become self-serving.

Or do you respond by listening to His word, then finding ways to worship Him with your life?

It is that kind of hospitality that he longs for from each one of us.

makes sure that the specified amount is paid to the Diocesan Treasurer to cover Provincial assessment and funds on a pro-rata basis for each branch.

***This position is of great importance. The Treasurer is rewarded by keeping accurate and neat books and knowing that the branch, Diocese or Province has flourished under her stewardship.***

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# SUGGESTED ACTIVITIES

## 1. Prayer and Worship

- Weekly Prayer Meetings with Bible Study Session;
- Praise and Worship by song or any other manner, which shows joy and love.
- Arrange Prayer Days; Quiet Days & Fasting Days.
- Praying for one another and supporting one another during times of hardship. (All of us are faced with problems in our lives, homes and work places, these daily problems require us to pray collectively and support one another).

## 2. Mission and Witness

- Testifying about the greatness & love of God.
- Visiting the sick, old, bereaved.
- Visit to other churches
- Being involved in community outreach programmes for HIV/AIDS and Poverty Eradication.

## 3. Fellowship and Study

- Promotion of Bible Study sessions.
- Studying guidelines and literature of the Anglican church.
- Praise and Worship services;
- Organising retreats;
- Any activity that will show unity of the fellowship, especially with other women's guilds.
- Organising Family Days, etc. to unite the family of God.

## 4. Service and Stewardship

- Being involved in ministry
- Ensuring that monthly AWF subscriptions are paid so that your Branch, Diocese and Province receive the contributions required to function.
- Being involved in organising and co-ordinating church activities.
- Being involved in cleaning of the church as well as co-ordinating catering for church functions.
- Organising fund-raising activities to enable the branch to fund special projects, either in the Parish, Diocese or outside world.

## UNIT COMMITTEES

Each AWF Diocese and Branch is encouraged to form Unit Committee, similar to those of the Mothers Union Guild. This will assist in forming closer working relation with the Mothers Union and other guilds. It will also ensure that the programmes and projects are implemented without exerting pressure on the executive members alone.

The five Unit Committees are as follows:

- **Prayer and Spirituality Committee:** Ensure that the AWF objectives of Prayer and Worship; Witness and Study are fulfilled.
- **Action Outreach and Social Issues Committee:** Ensures that the AWF promotes programmes on assisting the affected and infected by the HIV/ Aids epidemic, eradication of poverty, elimination of women and child abuse; promotion of basic human rights, etc.
- **Human Resources Committee:** Organisers Workshop to empower members with literacy; communication; handwork and other skills Development programmes.
- **Finance and Administration Committee:** Ensures that all members are empowered in Record Keeping; Conducting Meetings and Financial Management. This will also ensure that the members are also encouraged to practice good record keeping and financial management at home, i.e. how to save money, raise funds or make investments.
- **Marketing Committee:** The duties of this committee are to promote the Guild and ensure that it grows.

The additional members of the Provincial Executive hold these portfolios and can therefore be contact for assistance in forming the committees in the Diocese. The Mothers Union Diocesan Executive Members may also be contacted for assistance.

# SUGGESTED ANNUAL EVENTS

The following are suggested events to be celebrated by the Parishes.

## SHROVE TUESDAY ( Tuesday before Ash Wednesday)

### BACKGROUND

The word “Shrove” is the past tense of “Shrive”, meaning to present oneself to a priest for confession and absolution. It comes from the idea of going to sacramental confession and absolution before starting Lent.

The old custom began on Sunday before Lent and continued through to Tuesday. In modern times only the custom of eating pancakes (on what is popularly known as “Pancake Tuesday”) has generally survived.

Since the use of dairy products and fat were prohibited during Lent as it was a time of fasting, this was a time to use them up and one way of doing this was to make pancakes. It made a lot of sense as pancakes are made with egg, milk, butter and sugar.

***Shrovetide is therefore traditionally a time of feasting and merriment, before the rigor of Lenten fasting.***

### HOW IS THIS DAY CELEBRATED?

This custom of cooking pancakes has given rise in some communities to pancake races in which the contestants race down a course with a pancake in pan, flipping the pancake a number of times during the course of the race. It is a very light-hearted and long way from the original religious and penitential understanding of the Day. While in others after celebrating Holy Mass the Priest prepares and serves the pancakes to all congregants whilst still dressed.

Though this day has lost its original significance, most fellowships celebrate it by gathering for a fellowship and tea.

### **For AWF members it is therefore suggested that:**

Holy Mass is celebrated on Tuesday afternoon followed by the serving of tea with pancakes (may also include other cakes) and enjoyed by all present in fellowship. This can be achieved by all members contributing (bring and share) to the tea and cakes.

## **MORE INFORMATION**

The Internet has vast information on this day and how it is celebrated in many areas and denominations around the world.

## **MOTHERING SUNDAY** **(4th Sunday of Lent)**

The 4th Sunday of Lent is celebrated internationally and in many denominations as “Mothering Sunday”. This is a day when the church celebrates motherhood and honours all the mothers. This is different from the commercial Mothers Day, celebrated on the 2nd Sunday of May.

It is also called “Laetare” or Mid-Lent Sunday, it is a day when Christians can relax from self-imposed penitence and celebrate motherhood. (For the non-religious, it provides the perfect excuse to shower their Mothers with gifts, flowers and greeting cards).

In the old days, servants would be given time-off and worshippers would present offerings to their Mother-Church. It was an especially important day in the calendars of apprentices, farm labourers and girls in service, because it meant that they could return home and share a meal with their families.

The history of the day says:

On most Sundays in the year, churchgoers worship in their nearest parish or “daughter church”.

Centuries ago, it was considered important for people to return to their home or mother church once a year. So each year in the middle of Lent everyone would visit their “mother” church or the main church or Cathedral of the area.

Inevitably, the return to the “mother” church became an occasion for family reunions when children who were working away, returned home. As they walked along the country lanes, children would pick wild flowers or violets to take to church or give to their mothers as a small gift in thanksgiving for their love and care for the family.

Most churches now give them to all the ladies present, as “mothers” or “potential mothers” which is to be commended.

Originally both Old and New Testament lessons on Mid-Lent Sunday made a point of food. The Gospel of the day was traditionally taken from John 6:10-12, which tells the story of how Jesus fed five thousand people with only five loaves and two small fish.

Though expensive, the sharing of “Simnel cake” is an important teaching aid on family life. (Simnel cake is a fruit-cake with two layers of almond paste, one on top and the other in the middle, decorated with the five loaves of bread and the two fish). It is a very Anglican tradition, too often omitted.

There is a legend that a man called Simon and his wife called Nell argued over whether the cake for Mothering Sunday should be baked or boiled. As it happens, balance was lost and a fearful family quarrel erupted. Realising the division and unhappiness this was causing to their family, they prayed about it. Individually, Our Lord gave them a vision and solution, so both methods were used (the mixture was first boiled, then it was baked), so the cake was named SIM-NEL.

During Mothering Sunday Mass, the mothers receive their flower tokens of love. At the end, just before dismissal, the celebrant blesses the homes of the people and the Simnel Cake. The cake is cut across to show the people the unity achieved in Christ's Love. Carrying the cake (following the servers) the Celebrant leads the Parish Family to the Church Hall for a Parish Tea. There the Parishioners share the cake, symbolically sharing in the refreshment of "Christ's love".

Information has been taken from:

1. Travelling Along the Anglican Way – Understanding Anglicanism, by The Revd Father R Roy Snyman tssf, 2004 AD.
2. BBC – Religion & Ethics; through the internet
3. All Info – About English Culture; through the internet



## **MOTHER'S DAY (2nd Sunday of May)**

The idea of Mother's Day originated with Miss Anna Jarvis of Philadelphia in 1909, and Philadelphia City was the first to observe this day in May 10 1908.

Wishing to honour the memory of her mother, Anna conceived the idea of observing this day each year to honour mothers worldwide. In May, 1914, following the adoption of a resolution passed by Congress, President Wilson issued a proclamation declaring that the second Sunday in May should be observed as Mother's Day: "As a public expression of Love and reverence for all mothers of our Country". This idea spread to other countries from one end of the globe to the other.

### **This is the story:**

Mrs Jarvis was the wife of a religious minister and mother of 11 kids. She was the proud owner of a beautiful flower garden in grounds of their home in West Virginia.

She was known all over the town for her kindness. She found real joy in distributing flowers to those who had none, took them to the hospital and to the sick at home. It was because of this passion that her daughter, years later, chose one flower as a symbol of motherhood and have Mother's Day.

### **THE CARNATION FLOWER IS THE SYMBOL OF THE DAY**

She chose the white carnation because:

1. The whiteness of the flower represents the purity of motherhood.
2. The green calyx symbolises life, the caring nature of the mother.
3. The stem, also green: represents her means of unending communication with God, her continuous prayer, even as the stem of the flower is attached to the branches as a source of its food.
4. The petals: Note how they form themselves in a most orderly manner, all equal. This shows how in a mother's heart all her children are equally loved.
5. The fragrance: The smell from the carnation flower, reaching out to all those around you, rich and poor, sick and well, exemplifies the boundless charity of a mother's love.
6. The crowning touch of all: The carnation's habit of folding its faded petals to its heart and covering them with the calyx instead of dropping them, illustrates, as no other picture can, the undying quality of a mother's love.

### **MODIFICATION:**

To draw a distinction between those whose mothers are still alive and those whose mothers have been called to higher service:

- **White carnations** are worn by those whose mothers have passed on. They should also make it a point to go to their late mother's graves and place fresh flowers on this day, if it is possible.
- **Red carnations** are worn by those whose mothers are still alive and the children often have presents ready for their mothers.

In observing this second Sunday in May we are doing more than just showing our love for mothers. We are giving an expression to a feeling of respect and reverence for all mothers everywhere, those who are still living and those who have passed on to the higher service.

Many of them have blessed the world with sons and daughters who have made a great contribution to civilisation.

The great American leader President Abraham Lincoln once said "All that I am or hope to be, I owe to my angel Mother, blessings on her memory." Another writer said of her mother, "***My mother was the making of me. She was so true, so sure of me, and I felt I had someone to live for, someone I felt I had to do my best for, so as not to disappoint her***"

### **REMEMBER:**

We have an example we must never forget to mention on this day: Mary the Mother of Jesus, gentle and loving, pure yet so simple. She is a symbol of the sacredness of mother love through the ages.

A mother's love is something that no one can explain. Made of deep devotion and of sacrifice and pain.

- It is endless and unselfish, enduring come what may.
- It is patient and forgiving when all others are forsaking.
- It never fails or falters, even when the world around condemns.
- Nothing can destroy it or take that mother's love away.
- It is far beyond defining, it defies all explanation.
- It remains a secret like the mysteries of creation.
- And another wondrous evidence of God's tender guiding hand.

## **DORCAS DAY**

Dorcas translated from Thabita, was a Christian woman of Joppa who was a great friend and helper of the poor. The Apostle Peter raised her from the dead, an event that greatly accelerated the spread of the Christian message (Acts 9:36-42)

On this day, all AWF members are urged to organise an activity to show the kind of love Dorcas did to any group of people in need, i.e.

- Spend the day at the local hospital, helping to feed, clean the sick or reading and fellowshiping with them.
- Visit orphanages and taking gifts and clothes for the young ones;
- Visiting safe homes for the abused women to fellowship with them and give them hope. They may also take some clothes and small gifts such as toiletries or fruit if they can.
- Organise a talent day, where members may showcase their handwork and articles are then sold to raise funds for the AWF.

***This will therefore truly be a Martha Day.***

## **ANNUAL RETREAT AND OR QUIET DAY**

A branch should organise a day or weekend retreat led by the Chaplain or any other member of the Clergy, at least once every year. One of these days should be a Quiet Day, where members do nothing else but sit at the feet of Jesus (read their Bibles and listen to teachings or sermons).

***This will therefore be a true Mary Day.***

# GUIDELINES TO MARY & MARTHA DAY SERVICE

Remembered on the 30 July every year. See page 304 of the Anglican Prayer Book

Hymn: Praise my Soul (or similar hymn)

Priest: O worship the Lord in the Beauty of Holiness. Let the whole earth stand in awe of Him. All Thy works praise Thee O Lord and Thy saints give thanks to Thee.

Confession: (All kneeling):  
We confess O Lord that we have not always served you as we should.  
We ask you to forgive us. Help us to mend our ways and to live according to Your will.

Lord renew Your Church and begin with me.

Absolution: (Priest):

## The Lord's Prayer

Reading: (by member of the congregation): Luke 10:38-42

Hymn: Father, hear the prayer we offer (or similar hymn)

Prayer: (by a member of the congregation)  
Collect for Mary and Martha p.304 S.A. Prayer Book.  
“Loving Father, Your Son blessed with his presence the home of Mary and Martha and brought back their brother from the grave, make our homes your dwelling place and raise us to newness of life; through Jesus Christ our Lord”

A prayer for the service of all women of the Church:  
God, our Father, who came to us in the form of a Servant, teach us and all women everywhere, to offer ourselves in your service and in the service of all your people, so that, in our day and generation our works may speak of your goodness and glory. Through Jesus Christ, Amen”

## A Prayer for All in Need:

“We bring before You, Lord, the sorrows and the pains of the World. Heal and protect Your children from harm and power of evil. Deliver us all from weakness and apathy, and from hardness of heart.

Guide and guard your people Your people in all lands, and help us to endure to the

end, in the knowledge that Your loving care is with us always. Amen.”

AWF Prayer: (to be said by all).

Address / Sermon:

Hymn: Thine for ever, God of Love (or similar hymn)  
(During this hymn a collection may be taken for the AWF)

To be said by all (kneeling):

“As we go on our way, teach us good Lord:  
To look up and not down;  
To look forward and not back;  
To look out and not in.”

The Blessing.

# GUIDELINES TO CONDUCTING MEETINGS

The following guidelines may be used to conduct weekly / monthly fellowship meetings:

LEADER: Lord have mercy  
ALL: Christ have mercy  
LEADER: Lord have mercy

All Members say "The Lord's Prayer"

LEADER: Let us thank God for His goodness to us, for the help He gives to us, and for our fellowship in Him.  
Let us remember the Anglican Women's Fellowship in other places, and pray that God will bless both them and us as we seek ways of serving Him.  
Let us pray that we may be faithful in worship and witness.  
Lord in your mercy

**ALL: Hear our prayer**

LEADER: Almighty God, You call us to work for you in all things, Give us wisdom by your Holy Spirit to know and do Your will and strength to carry it out to Your praise and glory; through Jesus Christ our Lord

All members say the AWF Prayer : "God our Father, You have called us to worship and serve You in Your Church. We ask you to bless the members of the Anglican Women's Fellowship. Unite us in love, by the power of Your Holy Spirit and strengthen us to serve you in the world, through Jesus Christ, our Lord. AMEN"

- +/- 30 MINUTES OF BIBLE STUDY IS HELD
- +/- 15 MINUTES OF BUSINESS DISCUSSION & ANNOUNCEMENTS

**At the close of the meeting:**

The Leader says: "O Lord, accept what we have done and give us grace to go in faith and spend our lives in Your service day by day".

All members say: GRACE (together)

Then sing: Bind us together, Lord ....

# GUIDELINES TO ADMISSIONS

Before a new member can be admitted, they must attend fellowship meetings for at least three (3) months and participate in fellowship functions during this period.

In order to be elected as a member of the branch executive, one must be a member of good standing for at least a year.

In order to be elected as member of the Diocesan Executive, one must be a member of a branch executive for at least two years.

## ADMISSION OF A NEW BRANCH

Before a new branch can be formed, the Diocesan President or representative must introduce the AWF to the Parish congregation.

An opportunity must then be given for interested members to organise themselves into a group and elect their executive committee. The Diocesan President then admits the first group of members. Thereafter the Branch chairperson can organise any follow up admission services.

## ADMISSION OF EXECUTIVE MEMBERS

The members of the newly elected Committee shall stand in front of the Bishop / Chaplain or Priest who will say:

My dear sisters in Christ, you have been duly elected to serve on the AWF Committee of this Province / Diocese / Parish. This is an important task, which cannot be assumed for status or self importance. Rather, you have been elected to serve the Province / Diocese / Parish through this committee, by your humility, your turning to God, your prayer and your loving obedience to our Lord Jesus.

The committee has a responsibility to meet regularly, to take decisions for the building up of the AWF and in so doing, to glorify Christ. Your first task is to be at all meetings of the committee, and then to pray for wisdom and guidance under God to make the right decisions.

I ask you therefore:

Do you undertake to attend all meetings unless you are prevented by sickness or other urgent cause?

**Answer: I do, the Lord being my helper**

Clergy: Do you commit yourself to pray daily for wisdom, humility and love to fulfil your tasks?

**Answer: I do, in the strength of the Holy Spirit.**

Clergy: Do you accept this responsibility as one called to serve, so that the AWF will benefit from your service?

**Answer: I will, in the humility of Jesus the servant**

Clergy: Almighty God who has given you the will to do this work, create in you the strength to carry it out until it be thoroughly finished. Amen.

Clergy: By the authority given to me I admit you, my sisters, as a member of the Provincial / Diocesan / Parish Executive Committee in the name of the Father and the Son and the Holy Spirit. Amen

The Committee says together

***Heavenly Father, you have honoured us by calling us to this work for your glory in the world. Inspire us to work and witness for your church in service and in prayer so that through our obedient service, your Church may grow and you be honoured. We ask this in the name of Jesus our Lord. Amen.***

***The AWF Prayer is said by all the members of the AWF:***

***God our Father, You have called us to worship and serve You in Your Church. We ask you to bless the members of the Anglican Women's Fellowship. Unite us in love, by the power of Your Holy Spirit and strengthen us to serve you in the world, through Jesus Christ, our Lord. AMEN***

The Bishop or Priest pronounces the blessing



## ADMISSION OF NEW MEMBERS

(This may be used within the Holy Eucharist or at any other suitable service, at the offertory. The people who are to be admitted to the Fellowship shall stand at the alter rail or some other convenient place in front of the congregation. The priest shall stand facing them. The congregation shall stand)

Priest: Do you wish to share in the work of the Church as a member of the Anglican Women's Fellowship whose aims are:

- Prayer and worship
- Mission and Witness
- Fellowship and study
- Service and Stewardship

(The question following may be addressed to the prospective members individually, or if there is a large number, to the women together)

Q. N/M will you try to carry out the aims of the Anglican Women's Fellowship?

**A. I promise to do so, God being my helper.**

Q. Will you by your example, try to extend Christ's Kingdom wherever you may be?

**A. I promise to do so, God being my helper**

Q. Will you plan your daily life so that you are regular in prayer, Bible reading and in the worship of the Church?

**A. I promise to do so, God being my helper**

Q. Will you dedicate yourself, your time and talents to the service of God?

**A. I promise to do so, God being my helper**

(Then the priest shall give each one a token of membership, saying:)

N/M I admit you to membership of the AWF in the name Father the Son and of the Holy Spirit. Receive this badge as a token of your promise and may the Lord be with you.

Let us pray: (The congregation remain standing and the newly admitted members kneel)

V. The Lord be with you

**R. And with you**

Lord have mercy

Christ have mercy

Lord have mercy

All the members say the AWF Prayer together.

The Priest or an elected member may say a prayer to strengthen the newly elected members.

# **GUIDELINES TO CLUSTER CO-ORDINATORS**

## **INTRODUCTION**

In order for the Provincial Executive to share the load of co-ordinating and supporting the Dioceses, they will cluster them into small groups of 2 to 4 Dioceses and allocate a Provincial Executive Member to each cluster. This member will continuously liaise with the Diocese.

## **DUTIES**

The Cluster Co-ordinator will:

1. Support the Diocesan Executive
2. Ensure that the Dioceses are aware of the AWF rules, regulations and constitution.
3. Ensure that each Diocese submits the reports at the given timeframes.
4. Assist in the facilitation of workshops for the Dioceses
5. On invitation, represent the Provincial President when she is unable to attend Diocesan Events.
6. Attend the Annual General Meeting at which elections will take place.

The Diocese should therefore make sure that all reports and information submitted to the province is copied to their Cluster Co-ordinator, to ensure that the co-ordinator is informed and able to give the required support.

## **INVITATIONS**

Dioceses are also advised that they may invite the Provincial President and Cluster Co-ordinator to visit their Dioceses. The Provincial President may only visit a Diocese once during her term, i.e. one term of office. The Province will settle the travelling fare, but the Dioceses must ensure that all accommodation and meals are seen to by the Dioceses.

Should the Diocese want the Cluster Co-ordinator to visit them for a second time during one Provincial Cycle, they will then bear the costs for all their travel, accommodation and meals of the second visit.

## **GUIDELINES TO REPORT-WRITING**

The Dioceses are requested to produce at least two reports a year. All reports must be typed and faxed or preferably emailed to the Provincial Secretary at least a month before each Provincial Executive or Provincial Council Meeting.

Each report must be written on the Diocesan letterhead and must not be longer than two typed pages (single line spacing and font size 12). Photos, if any, must not be more than 2 additional pages to the report.

The format of the report will be as follows:

1. Report period
2. List of Office Bearers
3. Number of Diocesan Branches and Members
4. Diocesan plans for reporting period
5. Record of meetings and events held
6. Highlights of Diocesan events or Projects
7. Highlight of speakers; presenters and visitors to the Diocese
8. Challenges and possible solutions
9. Plans for the next period
10. Assistance required

### **PRESENTATION OF REPORTS AT PROVINCIAL COUNCIL MEETINGS**

Diocese may prepare power-point presentation with pictures to present at Provincial Council Meetings. Reports must not be longer than 10 minutes each.

# **GUIDELINES TO HOSTING OF PROVINCIAL EXECUTIVE MEETINGS**

## **INTRODUCTION**

The Provincial Executive Committee shall hold two meetings per year. These meetings shall be attended by all members of the Provincial Executive Committee as well as the Liaison Bishop (if available).

Diocese willing to host the Provincial Executive meetings volunteer during the Provincial Council Meetings and are recorded as such.

## **RESPONSIBILITIES OF THE PROVINCE**

1. The Provincial President shall liaise with the President of the hosting Diocese regarding the venue and requirements of the Province.
2. The Provincial Treasurer facilitates and pays for all the travel arrangements of the Provincial Executive Members as well as the Liaison Bishop.
3. The Provincial President shall prepare the notices and programme of the meeting.
4. The Provincial Secretary shall together with the Provincial President ensure that the meeting agenda book is prepared and ready for the meeting

## **REQUIREMENTS FROM THE HOST DIOCESE**

1. The host Diocese shall find a suitable venue to accommodate the members of the Executive as well as the Liaison Bishop, if he will be attending. This venue should also have an area / room big enough to hold a meeting for 12 – 15 people. The venue cost will be for the account of the host Diocese.
2. The host Diocese shall be responsible to transport the Executive Members from the nearest Airport / bus or train station to the venue, returning on Sunday.
3. The host Diocese shall also be responsible for all meals.
4. The host Diocese shall co-ordinate the welcome Eucharist Service on the evening of the first day, i.e. Thursday evening.
5. The host Diocese shall also arrange for the Diocesan AWF Chaplain or another Priest to be available for morning Eucharist Services on Friday and Saturday Mornings.
6. The Provincial Executive will be available for any activity / meeting with the

host Diocese on Saturday afternoon, i.e. 14h00 to 19h00. This will be left at the discretion of the host Diocese.

7. The Provincial Executive shall attend Sunday Mass at a venue organised by the Diocesan Executive, before departing to their various destinations.

# **GUIDELINES TO HOSTING OF PROVINCIAL COUNCIL MEETINGS**

## **INTRODUCTION**

The Provincial Council shall be held once every two years. The meetings are held either in September or October month. These meeting are attended by + 150 members consisting of:

- The Archbishop, Liaison Bishop and host Bishop as well as their spouses if available.
- Invited guests including Past Provincial Presidents;
- Members of the Provincial Executive;
- 4x Members from each Diocese, i.e. 2x delegates and 2x observers.
- Other visitors such as the Diocesan Chaplains.

The Diocese willing to host the Provincial Council Meeting volunteers at the Provincial Council Meeting.

The Provincial Executive shall arrive on the Monday preceding the meeting to prepare for the meeting and assist the host Diocese with final arrangements for the meeting. Council Members and guests shall start arriving on Wednesday noon.

## **RESPONSIBILITIES OF THE PROVINCE**

- i) The Provincial President shall liaise with the President of the hosting Diocese regarding the venue and requirements of the Province.
- ii) The Provincial Executive sets the conference costs once they have received quotations from the host Diocese and communicates this to the Diocese.
- iii) The Provincial President shall prepare the notice and programme of the meeting and send a copy to the Liaison Bishop for approval.
- iv) The Provincial Secretary shall together with the Provincial President ensure that the meeting agenda books are prepared and ready for the meeting.
- v) The Provincial Stock Controller shall ensure that promotional material and literature is available for sale during conference.
- vi) The Provincial Secretary shall ensure that all conference information reaches the Diocese four months before the Provincial Conference.

## **RESPONSIBILITIES OF THE HOST DIOCESE**

- a. The host Diocese shall find a suitable venue to accommodate and hold the Provincial Council Meeting. No travelling between venues is advisable.

- b. The host Diocese shall prepare a budget for the meeting (accommodation and meals) and send it to the Provincial President.
- c. The host Diocese shall facilitate transport within reasonable distance to and from the venue for all members upon arrival or departure travelling by air / bus or train.
- d. The host Diocese shall facilitate the welcome Eucharist Service on the evening of the first day, i.e. Wednesday evening.
- e. The host Diocese shall also arrange for the Diocesan AWF Chaplain or another Priest to be available for morning Eucharist Services on Thursday, Friday and Saturday Mornings.
- f. The Provincial Council Members will be available for any activity / outing with the host Diocese on Saturday afternoon, i.e. 14h00 to 19h00. This will be left at the discretion of the host Diocese. Transport for this activity if required shall be arranged by the host Diocese.
- g. The Provincial Council Members shall attend Sunday Mass at a church / venue organised by the host Diocese.
- h. The host Diocese shall organise conference bags and welcome gifts for all conference delegates, observers and invited guests.

## **RESPONSIBILITIES OF ATTENDING DIOCESE**

- 1. Each Diocese shall send in names of their delegates and observers as well travel details and special dietary requirements to the Provincial Secretary.
- 2. Each Diocese shall pay the required conference fees to the Provincial account and send confirmation details to the Treasurer at least a month before the conference. No refunds will be made for whatever reason.
- 3. Each Diocese shall ensure that they make travel arrangements to the nearest airport / bus or train station, for them to be collected.
- 4. Should the Diocesan Delegates request to arrive a day earlier or leave a day later, they must ensure the host Diocese is informed and be prepared to pay for the additional accommodation and meals.

**PLEASE NOTE:** NO Diocesan Fundraising of any kind is allowed during Provincial Council Meetings.



# ELECTION POLICY

## 1. INTRODUCTION

This Policy has been prepared in order to guide the Council during the election of Executive members before and during Provincial or Diocesan conferences.

## 2. BACKGROUND

This Policy should be read in conjunction with items 5.1 & 5.2 of the Anglican Women's Fellowship Provincial Constitution as amended in the last Provincial Council Meeting in October 2010:

Please note that there is no automatic progression or advancement of Provincial Executive Members from one position to the other.

## 3. THE VOTING PROCESS

The election of the executive members shall be conducted by the Presiding Officer, who is the Provincial Liaison Bishop.

### 3.1 Voters Roll

The voters roll shall comprise of the Conference "Delegate Members" only.

The Presiding Officer shall request that the conference delegates and observers be separated (e.g. observers to seat at the back of the hall) before the voting process takes place.

The Presiding officer will confirm the names and number of voting members before the voting process takes place.

### 3.2 Nominees

Only members present at conference may be nominated, unless in exceptional circumstances at the discretion of the Presiding Officer and Executive Committee.

### 3.3 The Process

The nomination notices shall be posted in the Conference notice board at least 24hours before elections take place. The nomination sheets shall be as follows:

- Sheet 1: Nominations for Provincial Vice President;
- Sheet 2: Nomination for Provincial Alternate Vice President;
- Sheet 3: Nomination for six (6) Additional Voting Executive members.

These lists shall then be removed and placed at the conference hall before the elections take place.

The Presiding Officer shall elect two outside / independent persons to assist him/her with the election process, to count the votes. This will be done at least 24hrs before the election takes place, so that these members are able to orientate themselves with the voting process.

All voting shall be conducted using the secret ballot on special provided ballot papers, i.e.

- **Pink slips** for Provincial President
- **Blue Slips** for Provincial Vice President
- **Yellow Slips** for the Provincial Alternate Vice President
- **Green Slips** for the 6x Additional Voting Members

## **4. ELECTIONS**

The election for the Provincial President shall be finalised first. See guideline process below. This will be followed by the election of the remaining Provincial Executive Members.

### **4.1 Election of the Provincial President**

The following procedure shall be followed for the election of the Provincial President:

#### **Before conference:**

- a) The current Provincial Secretary shall send all Diocese notices of the date of the Provincial Council Meeting at least 3 Months before each Meeting.
- b) The notice shall be accompanied by a Presidential election sheet, containing names of the eligible members of the Provincial Executive (It must though be noted that the names of Past Executive Members may be added to this list, if this member has availed her name to the said Diocese in writing).
- c) The eligible members shall send in brief profiles of themselves with information of their involvement in the AWF and the Church as a whole. These shall accompany the election sheets sent to Diocese
- d) Should the Diocese wish to nominate someone not on the provided list, they shall consult the eligible member, who shall then send the Diocese written confirmation of acceptance with her profile. The Diocese shall then return the form to the Provincial Secretary by the provided closing date.
- e) The Provincial Secretary shall post all the returned nomination forms to the Archbishop.

- f) The Archbishop shall then in consultation with the Liaison Bishop approve the nominees before the Provincial Conference. In the unlikely event that any of the candidates is found not to be suitable for election, they shall be contacted by the Liaison Bishop and requested to decline their nomination at conference.

**At conference:**

- g) Each Presidential candidate shall be requested to briefly introduce herself to the conference delegates.
- h) The conference delegates shall then vote for their preferred candidate on specially designated ballot papers.
- i) The ballot papers will then be collected and counted.

**4.2 Election for Vice and Alternate Vice President**

- The delegates will consult the eligible members and once consent has been received, they shall write down the name of the nominated candidate.
- The proposer and seconder shall then write their names next to their nominees name and the nominee will also sign as confirmation of their consent for nomination.
- The names of the nominees for each position shall be confirmed separately, with the members briefly introducing themselves.
- The ballot papers for the Vice President shall be distributed to all conference delegates.
- The delegates shall then vote for the Vice President.
- The ballot papers shall be collected and counted.
- The same process shall then be repeated for the election of the Alternate Vice President.

**It must be noted that:**

- The election of the Vice President shall be separate from that of the Alternate Vice President, i.e. no automatic progression of member from Vice Presidents list shall be made to the Alternate Vice President.
- The same candidate may appear on all 3x nomination sheets, so that if a member is not successful in one position they may be elected for the next position.

**4.3 Election of Additional Voting Members**

- The conference delegates shall consult the eligible members from present executive members as well as from amongst the delegates.
- Once consent has been received, they shall write the name of the nominated

- candidate on the nomination sheet;
- The proposer and seconder shall then write their names next to their nominated candidate's name, who shall also sign confirmation of their consent for nomination.
  - Once the Presiding Officer has confirmed the authenticity of the nominated persons, each conference delegate shall then using the provided ballot paper, vote for six (6) persons each from the list provided.

#### **4.4 Election or Co-option of Provincial Secretary, Treasurer, Editor of Contact and Stock Controller.**

- The election of these members shall be at the discretion of the Provincial President in consultation with the Presiding Officer.
- Should these members be elected from the council delegates, they shall be voting members of the Provincial Executive Committee.
- If they are not elected at the Council Meeting, they shall be co-opted with no voting rights of the Provincial Executive Committee.

### **5. TRANSPARENCY**

In order to ensure total transparency of the process, the election results shall be available to the Council delegates after the process has been completed.

### **6. PROHIBITED CONDUCT**

All members must conduct themselves in an orderly and respectful manner.

- No member shall delete another candidates name from the list.
- No insults or name-calling is allowed during the voting process.
- No noise or lobbying is allowed inside the voting room.
- No member shall be allowed to leave the voting station during the voting process.

### **7. OBJECTIONS**

Should any delegate wish to lodge an objection on any of the processes followed, they shall do so in writing to the Presiding Officer immediately. The Presiding Officer will then, before the announcement of the results, exercise his or her own discretion to address the objections.

If the member or members are not happy with the resolution taken by the Presiding Officer, they may further take up the matter by appealing to the Patron in writing for his intervention or ruling before the end of the Council Meeting.

## **8. CONCLUSION**

This policy has been drafted in order to ensure a smooth election process. All efforts have been made to ensure that the election process is transparent and has no flaws.

***Dioceses are advised to use the same policy and replace Provincial with Diocesan and Diocesan with Branch.***

# **EXECUTIVE HANDOVER POLICY**

## **PURPOSE**

The purpose of the handing over policy is:

- i) To ensure continuity of all AWF activities beyond the term of any executive committee;
- ii) To safeguard and protect AWF assets;
- iii) To orientate the newly elected office-bearers;
- iv) To create a user-friendly environment for the incoming executive members.

## **PERIOD**

A Provincial Executive Meeting shall be held at least three months after the Provincial Council Meeting to facilitate the handing over process. The outgoing Provincial President, Secretary and Treasurer must attend this meeting.

## **ITEMS TO BE HANDED OVER**

- i) Fellowship movable assets, i.e. computers, printers, cameras, etc. as well as the trading stocks and inventory records.
- ii) Financial records, i.e. all files, reports, statements and electronic records; Bank statements of all trading accounts.
- iii) Administrative records, i.e. constitution, policies, minute books, correspondence, project and archive files.

## **PROCESS**

- i) Write a formal handover and introductory letter to the Archbishop and Liaison Bishop.
- ii) Ensure that all documents to be handed over are available.
- iii) Make an appointment with the bank to change the signatories.

# EXTRA PRAYERS

## Prayer for guidance of the Holy Spirit

Almighty God, give us grace to do the work to which Thou hast called us, with reverence and godly fear: and do Thou direct all our thoughts, words and deeds, with the help of Thy Holy Spirit, that we may set Thy will ever before us, and give ourselves wholly unto Thee, to spend and be spent in Thy service as Thou shall see fit to call us. Through Jesus Christ Our Lord. AMEN

## Prayer for Africa

God, bless Africa  
Guard her children,  
Guide her leaders and give her peace:  
For Jesus Christ's sake. AMEN

## The Prayer of St Francis

Lord, make me an instrument of your peace;  
Where there is hatred, let me sow love;  
Where there is injury, pardon;

Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;

Where there is sadness, joy;  
O Divine Master, grant that I may not so much seek to be consoled, as to console;  
to be understood, as to understand;  
to be loved, as to love.

For it is in giving that we receive;  
it is in pardoning that we are pardoned,  
it is in dying that we are born to eternal life. AMEN.

## Prayer for Peace

Almighty God,  
From whom all thoughts of truth and peace proceed, kindle we pray Thee, in the hearts of all people, the true love of peace and guide with Thy Pure and peaceable wisdom those who take counsel for the nations of the earth that in tranquillity Thy Kingdom may go forward, till the earth is filled with the knowledge of Thy love,  
Through Christ Our Lord. AMEN.

# FELLOWSHIP HYMNS

## BIND US TOGETHER

Bind us together, Lord  
Bind us together, with cords that cannot be broken.

Bind us together, Lord  
Bind us together, Lord  
Bind us together with Love.

There is only one God.  
There is only one King  
There is only one Body  
That is why we sing. Together

Bind us together, Lord  
Bind us together, with cords that cannot be broken.

Bind us together, Lord  
Bind us together, Lord  
Bind us together with Love.



## THE AWF FELLOWSHIP HYMN

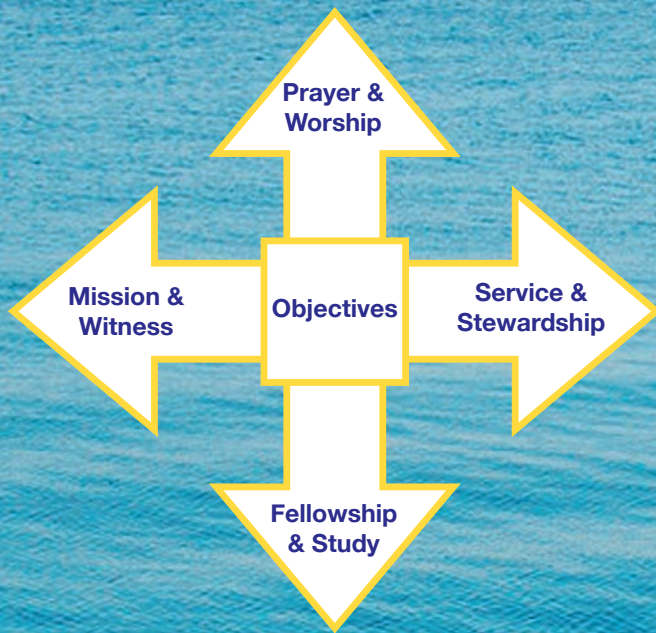
We assembled stand before thee,  
Offering thee in humble love  
All our Hopes; Aims and Ambitions;  
For thy blessing from above  
Praise Him, Praise Him.  
Praise Him, Praise Him.  
Saviour, Shepherd, King of Love.

Fellowship in Love United,  
Is our Motto and our aim.  
Only in thy strength, O Father,  
Can we hope success to claim.  
Praise Him, Praise Him, (2x)  
Pray we never bring him shame.

Worship, Prayer and Loving service,  
These enable us to grow.  
Through thy mercy and thy guidance,  
Will our work and witness flow.  
Praise Him, Praise Him, (2x)  
May we all His Blessings Know

In thy Word we daily find thee,  
Guide our thoughts to know thy will.  
Through thy stewardship and witness;  
We thy mission may fulfil.  
Praise Him, Praise Him (2x)  
May his Power our Spirits fill.

God the Father, you have called us.  
Bless our fellowship today.  
Through the power of Love Unite us,  
Holy Spirit, Guide our way.  
Praise Him, Praise Him (2x)  
May we never from Thee stray?



## **AWF PRAYER**

God our Father, You have called us to  
worship and serve You in Your Church.  
We ask you to bless the members of the  
Anglican Women's Fellowship.

Unite us in love, by the power of  
Your Holy Spirit and strengthen us to serve  
you in the world, through Jesus Christ, our Lord.

**AMEN**



*Anglican Church of South Africa*