

The Church of England
Guild of Vergers



NATIONAL CONSTITUTION

July 2009

Leading the way since 1932

Presidents: The Archbishops of Canterbury and York

Member's Name _____

Member's Church _____

Branch _____

Area _____

Diocese _____

Admitted at _____

On _____

Officiant _____

“In this Constitution reference to one gender includes both genders and references to the singular includes the plural, and vice versa.”

CONSTITUTION – ITEM 14.

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of the Church of England Guild of Vergers

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THE CHURCH OF ENGLAND GUILD OF VERGERS

Founded 1932

CONSTITUTION

I. THE GUILD

- I.1 The Church of England Guild of Vergers (“the Guild”) is a **Fellowship** in Christ within the Anglican Communion to which all who serve in the office of Verger may belong, whether salaried or not, full or part-time, honorary, voluntary or retired. The Guild also welcomes applications from all those who perform similar duties with another (or no) title, who give their services and talents in the ordering of worship and the care of church buildings.
- I.2 The Guild seeks to make effective the ministry of Vergers through the following key **objectives**, by :
 - I.2.1 Promoting the spiritual nature of the **Vergers’ Vocation** through Christian Fellowship and spiritual guidance for all its Members;
 - I.2.2 Encouraging the advancement of knowledge by **education**, through maintaining standards of good practice, and by equipping Members for Ministry as vergers in all its aspects, through the provision of advice, training, resources, and by organizing and promoting training courses and conferences;
 - I.2.3 Providing the means and opportunity for **communication** and discussion of ideas and proposals of common interest to Members;
 - I.2.4 Providing **support** and encouragement to the Membership in all aspects of their duties whatever they may be and wherever performed;
 - I.2.5 **advising**, upon request, and making recommendations as to terms of employment and welfare of any Member;
 - I.2.6 **recording** the gamut of work undertaken by Vergers; in addition noting each Member’s training, experience and qualifications.
- I.3 In order to achieve these objectives the Guild will:
 - I.3.1 raise by **subscription** from its Members the funds required to administer the Guild;

- 1.3.2 promote Funds of **Benevolence** for Guild Members, the funds to be financed from the contributions of its members;
- 1.3.3 engage such persons as required by the Guild, upon such terms and conditions as the Central Council may require, to **advise** on and further the work of the Guild.
- 1.4 The Archbishops of Canterbury and York, by virtue of office, are invited to be **Joint Presidents** of the Guild.
- 1.5 The Guild is not a Trade Union as defined by section 1 of the *Trade Union and Labour Relations (Consolidation) Act 1992*, (or any subsequent amendment or re-enactment thereof).

2. MEMBERSHIP OF THE GUILD

- 2.1.1 **Membership** of the Guild is open to all persons employed or occupied regularly, whether full or part-time, or as a voluntary verger, in
- a) churches in communion with the See of Canterbury and the Church of England
 - b) churches designated by the Archbishops of Canterbury and York under the Church of England's Ecumenical Canon B44
- Definitions of these groups are available from the General Secretary.

- 2.1.2 Any person who is at least 18 years of age, engaged in similar duties but with a different (or no) title, who regularly gives their time and talents in the ordering of worship and/or the care of church buildings in the above churches, may apply for membership.

2.2 Full Membership

- 2.2.1 Any salaried, full or part-time, voluntary or retired Verger who is at least 18 years of age may apply to be a **Full Member** of the Guild.

2.3 Associate Membership

- 2.3.1 Any person of any age who is not a Verger but supports the aims and objects of the Guild may apply to be an **Associate Member** of the Guild.
- 2.3.2 Application for membership from persons belonging to churches other than those described in clause 2.1 may be considered for Associate Membership at the discretion of the Central Council.

- 2.4 No person shall be allowed to apply for any class of Membership other than Full Membership or Associate Membership. Full Members shall only **belong to one Branch** of their choosing and pay subscriptions annually to that Branch. In addition, Full Members may apply for Associate membership of other Branches.
- 2.5 **Fellowship** of the Guild may be bestowed on any person who has significantly served the Guild or rendered exemplary service. Fellowship awards will be agreed by the Central Council. Fellows are encouraged to meet as a body from time to time. No subscriptions shall be due from any Fellow. Any Fellow may attend any meeting of the Central Council in a non-voting capacity. The number of Fellows at any one time shall be at the discretion of the Central Council.
- 2.6 Any Member may be appointed to **Life Membership** of the Guild by the Central Council. No subscriptions shall be due from any Life Member. A Life Member may attend any meeting of the Central Council in a non-voting capacity.
- 2.7 Any Branch (see clause 3.8.1) may honour any of its Full or Associate Members by appointing them as an **Honorary Full or Associate Member of that Branch**. Such appointments may be for life at the discretion of the Branch. The annual subscriptions due and payable by an Honorary Member shall be paid by the Branch making such appointment.
- 2.8 Only **Full Members** of the Guild shall be **entitled to vote** on any resolution proposed at any Annual General Meeting duly convened under the terms of this Constitution.
- 2.9 Only **Full Members** of the Guild shall be entitled to **stand for election** to any office of the Guild specified in clause 3.1, save that the offices of General Secretary and National Treasurer may be occupied by either a Full or Associate member of the Guild, and the National Chaplain need not be a member.

3. ORGANISATION OF THE GUILD

The Guild is organised on a national and a local level.

3.1 National Administration

The Guild is administered by a **Central Council** which shall comprise:

3.1.1 **The National Chairman** - who shall be nominated from amongst the Area Leaders by the Branches, for a period of three years. On election by the Central Council, the Chairman may choose to stand down as Area Leader and have another, nominated by the Area, take his place for the remainder of his term. In this situation the Area's vote passes to the new Area Leader, leaving 16 Area Leaders to vote, with the Chairman having a casting vote in the case of an equality of votes.

On completion of his three year term he may choose to stand for election for one further consecutive term of three years regardless of whether or not he is an Area Leader. If the National Chairman is unable to attend any meeting which he is required to attend and chair, the Central Council will, by majority vote, appoint another Officer of the Guild to act in his place.

3.1.2 **The General Secretary** - who shall be nominated by Branches and elected after interview by the Central Council. Such appointment shall be for a five year term which may be extended by the Central Council. There is no limit on the number of consecutive terms a person may serve as General Secretary. The General Secretary shall be a non-voting member of the Central Council (but see also 3.1.1.3) who shall carry out the decisions of the Central Council and submit a report thereon at the Annual General Meeting. The General Secretary may be either a Full or Associate Member of the Guild and shall be an ex-officio member of all committees established by the Guild.

Enquiries relating to the work of The Guild and requests from third parties should be directed to the General Secretary, who is authorised to provide such information as appropriate.

3.1.3 **The National Treasurer** - who shall be nominated by the Branches and elected after interview by the Central Council. Such appointment shall be for a five year term which may be extended by the Central Council. There is no limit on the number of consecutive terms a person may serve as National Treasurer. The National Treasurer shall be a non-voting member of the Central Council (but see also 3.1.1.3) who shall carry out the decisions of the Central Council and submit a report thereon at the Annual

General Meeting. The National Treasurer may be either a Full or Associate member of the Guild.

3.1.4 **The National Chaplain** - who shall be appointed by the Presidents upon a recommendation by the Central Council. Accordingly, the National Chaplain need not be a Member of the Guild. His term of office shall be for five years and renewable thereafter. He will:

- a) be concerned with the spiritual and pastoral needs of the Membership;
- b) be the Chairman of the Board of Assessors (see clause 4.2.4); and
- c) be a non-voting member of the Central Council and an ex-officio member of all Committees.

3.1.5 **The Training Officer** - who shall be concerned with the administration of the Guild Training Course referred to in Part I of Appendix C and be the Chairman of the Training Committee. The Training Officer will also oversee the organisation and administration of the Guild Training Conference, referred to in Part 2 of Appendix C.

3.1.6 **The Communications Officer** - who shall be responsible for all communications and publicity in relation to the Guild, including (but not limited to) the Guild magazine, any certificates awarded by the Guild, and the Guild website, and shall be Chairman of the Communications Committee.

The Communications Officer may choose to delegate certain functions to other competent persons following consultation with the Communications Committee and ratification by the Central Council.

3.1.7 **The Liaison Officer** - whose duty is to liaise with the General Synod, other Church committees, and other bodies to represent and promote the work of the Guild on behalf of the Central Council.

3.1.8 **The Overseas Liaison Officer** - who shall have responsibility for the recruitment of Members from outside the United Kingdom and for communications between the Guild and guilds of Vergers from other countries.

3.1.9 **The Welfare Officer** - who shall be responsible for advising Members on matters which affect the work and well-being of the Verger.

- 3.1.10 **The Conference Secretary** - whose duty is to make all the arrangements for the Guild Training Conference and to liaise with the staff at the Conference centre. Also to be responsible for the registration of all Members attending the Conference and to be responsible to the National Treasurer for all Conference fees.
- 3.1.11 **Area Leaders** - who shall be elected by the voting Members of each Branch, from amongst the Full members of that Branch, at a duly convened meeting of the Branch.
- 3.1.11.1 From amongst the Area Leaders, **one Representative from the Canterbury and one from the York Provinces** will be elected annually at the Spring Council Meeting, to serve on the standing committee.
- 3.1.11.2 **Area Leaders** shall be the only officers entitled to vote on any resolution proposed at any meeting of the Central Council.
- 3.1.11.3 Notwithstanding the fact that any officer of the Guild shall be a non-voting member of the Central Council, any Area Leader who is also elected as an officer of the Guild shall be entitled to vote on any resolution in his capacity as Area Leader.
- 3.1.11.4 Appendix A sets out the rules for the election of Area Leaders.
- 3.2 National **Elections** to Office
- 3.2.1 Unless otherwise stated above, all officers of the Guild shall be **nominated** for their appointment by the Branches of the Guild, and elected by the Central Council after interview, and shall hold office for a term of three years, whereupon such appointment is renewable indefinitely.
- 3.2.2 The General Secretary will give notice at the Autumn meeting of the Central Council of all officers and officials whose terms are due to expire, and make nomination papers available. **Elections** take place at the meeting of the Central Council held during the Training Conference, and post-holders will take up office following confirmation at the AGM. Post-holders and Area Leaders will be admitted to office at the Guild Congregation during the Training Conference.
- 3.3 The Central Council may appoint a suitably qualified person as **Legal Advisor** to the Central Council. Such person will hold office for a term of five years and be invited to attend all meetings of Central Council

and any other meeting that the Chairman requests to advise on matters legal or otherwise. The Legal Advisor to the Central Council is an ex-officio official of the Central Council and does not have any right to vote on any resolution proposed at any meeting that he attends.

3.4 The Central Council shall **meet** at least twice a year, one of those meetings being held during the Guild Training Conference and chaired by the National Chairman. It shall conduct the business set out in an agenda to be drafted and circulated by the General Secretary. Such agenda shall be sent to all members of the Central Council at least 4 weeks before the meeting.

3.4.1 The necessary **Quorum** for the Council to sit shall be two of the six members of Standing Committee (as defined in 4.1) of whom one must be the National Chairman or General Secretary, plus six of the sixteen voting Area Leaders or their nominated representatives.

3.5 If any officer of the Guild does not complete his **full term of office** by reason of retirement, illness, death or any other reason, an election shall be held to replace that officer for the remainder of the term. The procedure for such election shall be the procedure that is set out in this constitution for the usual election of such officer.

3.6 Any office holder shall hold office for the term as provided in this Constitution, unless **termination of their appointment** is approved by a majority of the members of the Central Council on three month's written notice.

3.7 Any office holder whose appointment is terminated shall have no redress in any competent court or industrial tribunal to any claim of unfair or wrongful dismissal.

3.8 **Local Administration**

Geographically, the United Kingdom is divided into a number of Areas where Branches can be established on the terms set out below.

3.8.1 **Branches**

Branches will be established in locations where Membership numbers enable an effective organisation to be maintained. Branches will be grouped into local geographical areas, each area being cared for by an Area Leader. Areas may be redefined by the Central Council.

3.8.2 Organisation

Each Branch will elect a Chairman, a Treasurer and a Secretary. The term of office shall be decided by each Branch, but shall not exceed three years; officers may be eligible for re-election for subsequent terms, subject to local Branch policy. No person shall hold more than two offices. Branches may elect other officers and form committees as necessary to further the objectives of the Guild and for the benefit of their Members.

Branches within areas will elect every three years an Area Leader to represent that area on the Central Council. The procedure to be followed for the election of Area Leaders is set out in Appendix A.

Except in the case of Branch Chairmen and the Area Leaders, (who shall be Full Members of the Guild), any Full or Associate Member of the Guild can stand for election as a Branch Officer.

3.8.3 Area Leader

It is a requirement of the Area Leader to attend the Annual General Meeting of any branch or branches in the geographical area assigned to him and to give a report of the decisions of the Central Council. It is the duty of the Area Leader to provide the link and voice between the Members of the branches and the Central Council.

An Area Leader is a member of the Central Council and has the vote of the Members of the branches within the area that he represents.

If an Area Leader cannot attend any meeting of the Central Council, he may appoint a deputy to attend and vote at such meeting, having previously informed the General Secretary in writing.

It is the duty of all elected Officers to maintain an open dialogue on all matters relating to the life of the Guild, and to communicate that through the Area Leader.

An Area Leader must reside in the Area that he represents.

3.8.4 Branch Chairman

It is a requirement of the Branch Chairman to Chair the meetings of the Branch. The Branch Chairman is required to liaise with the Area Leader on Branch and central Guild matters. If the Branch Chairman is unable to attend any meeting which he is required to attend and chair, the Branch will, by majority vote, appoint another Branch Officer to act in his place.

3.8.5 Branch Secretary

It is a requirement of the Branch Secretary to keep accurate Minutes of the Branch Annual General Meeting and in liaison with the Branch Treasurer to ensure that copies of the examined accounts are sent to the National Treasurer.

The Branch Secretary must provide a list of Members and their class of Membership of the Branch to the General Secretary in accordance with the Guild's licence under the Data Protection Act 1998 (or any subsequent amendment or re-enactment thereof) , by the last day of March each year. He is also required to provide any information as requested by the General Secretary.

3.8.6 Branch Treasurer

It is a requirement of the Branch Treasurer to collect all annual Guild subscriptions from the Members of the Branch and forward these to the National Treasurer. He must also keep accurate records of the moneys received and paid out by the Branch.

The Branch Treasurer must ensure that the accounts are examined by a competent person who is not a member of the Guild, and that copies of the signed accounts are sent to the National Treasurer by the last day of March each year.

3.8.7 Branch Chaplains

Each Branch may appoint, in consultation with the Diocesan Bishop, a Branch Chaplain who will be responsible for the spiritual welfare of the Membership of that Branch, and who will liaise with the National Chaplain on all matters which affect the Guild at large. A Branch Chaplain must either be an ordained Clergyman or a licensed Reader. As with other branch officers above, Branches may determine the term of office but each term must not exceed three years; Chaplains will be eligible for re-election for subsequent terms.

3.9 Resolutions of any Branch

All Resolutions passed by any Branch of the Guild must not be contrary to the National Constitution, and any significant Resolution must be notified to the General Secretary. If in doubt, advice should be sought from the National Chairman or General Secretary.

3.10 Dissolution of any Branch

If any Branch is dissolved all moneys and assets held by that Branch shall be delivered to the National Treasurer who will hold such moneys until such time as required. The National Treasurer

will deliver to the appropriate Guild officer any assets to hold for as long as is required.

4 GUILD COMMITTEES

The following Committees have been established by the Central Council:

4.1 **The Standing Committee** – which shall comprise

- a) the National Chairman (in the Chair);
- b) the General Secretary;
- c) the National Treasurer;
- d) The National Chaplain;
- e) An Area Leader from the Canterbury Province; and
- f) An Area Leader from the York Province.

4.1.1 Other Officers or officials may be invited to attend meetings of the Standing Committee at the invitation of the National Chairman, to report on their areas of responsibility, for example (but not limited to) Communications, Welfare, Liaison and Training.

4.1.2 The Area Leaders who are to sit on the Standing Committee shall be elected by the Central Council annually, but will cease to serve if not elected as an Area Leader.

4.1.3 The Standing Committee shall meet whenever the National Chairman requires to discuss any issue the National Chairman (or any other member of the Standing Committee) feels should be discussed by the Standing Committee.

4.1.4 The Standing Committee shall meet at least three times in any Calendar year, which would usually include a meeting during the Guild Training Conference notwithstanding that a meeting can be called at any time as provided in Clause 4.1.3.

4.1.5 The Standing Committee is empowered by the Central Council to act in an emergency and to deal with other matters as directed by the Central Council. All proceedings are to be reported to the next meeting of the Central Council.

4.2 **The Training Committee** – which shall comprise

- a) The Training Officer (in the Chair);
- b) The Training Registrar;
- c) The General Secretary;
- d) The National Chaplain; and
- e) Any two other persons as the Central Council (through the Training Officer) shall approve.

- 4.2.1 The Training Registrar shall be nominated by the Branches and elected by the Central Council after interview. Such appointment shall be for a three year term. There is no limit on the number of terms a person may hold the office of Training Registrar. The Training Registrar shall be concerned only with the Guild Training Course.
- 4.2.2 Those persons referred to in clause 4.2(e) need not be Members of the Guild but shall provide specialist expertise in relation to training.
- 4.2.3 The Training Committee shall meet at least once a year, at a time mutually agreed between members of the Committee.
- 4.2.4 A Board of Assessors shall comprise
- a) The National Chaplain (in the Chair);
 - b) 2 Independent Assessors appointed by the Central Council;
 - c) 3 outside Assessors appointed by the National Chaplain and the Training Officer.
- 4.2.4.1 The outside Assessors referred to in 4.2.4(c) shall have expertise in the following areas:
- i) History
 - ii) Pastoralia; and
 - iii) Administration
- in relation to the work of a Verger and the Guild Training Course.
- 4.2.5 All appointments of Assessors under clause 4.2.4 shall be ratified by a simple majority of the Central Council.
- 4.2.6 The Training Committee shall appoint accredited Tutors to assist in the furtherance of the Training Course, which tutors being initially recommended jointly by the National Chaplain and the Training Officer. In addition, candidates may nominate a local 'mentor' to provide support and advice during the preparation of the course.
- 4.3 **The Conference Committee** – which shall comprise
- a) The Training Officer (in the Chair);
 - b) The National Chaplain;
 - c) The General Secretary;
 - d) The Conference Secretary; and
 - e) Not more than two other persons as the Central Council shall approve.

4.3.1 Those persons referred to in 4.3(e) need not be members of the Central Council but shall provide specialist expertise relative to the organisation and administration of the Guild Training Conference.

4.3.2 The Conference Committee is responsible for the preparation and running of the Guild Training Conference and is directly responsible to the Central Council.

4.4 **The Communications Committee** – which shall comprise

- a) The Communications Officer (in the Chair);
- b) The General Secretary;
- c) The Liaison Officer;
- d) The Welfare Officer;
- e) The National Chaplain
- f) The Guild Chronicler who shall be appointed by Central Council for a period of three years, such period to be renewable without limit and who shall be responsible for keeping a record of Guild activities; and
- g) Any other persons as requested to attend for specific reason by the Communications Officer.

4.5 **Other Committees**

Any other committee may be established by the Central Council for any specific or general purpose.

4.6 **General**

4.6.1 Unless otherwise stated, all committees shall meet at least once every calendar year.

4.6.2 All committees shall be directly responsible and accountable to the Central Council, and a report shall be made of each committee's activities to the Annual General Meeting of the Guild.

4.6.3 All committees shall appoint a Minutes Secretary who shall record the business of each committee meeting and lodge them with the General Secretary as soon as possible after each meeting.

5 ANNUAL GENERAL MEETING

5.1 The Annual General Meeting of the Guild will be held at a convenient location usually immediately preceding the Annual Training Conference.

5.2 At the Annual General Meeting the Agenda shall include consideration and the adoption/receipt of:

- a) Central Council Reports;
- b) The examined accounts; and
- c) Reports from National Officers and Area Leaders (having been submitted to the General Secretary in writing upon request, for inclusion in the Annual General Meeting agenda).

The Annual General Meeting will also consider:

- d) Confirmation of Office holders;
- e) Confirmation of Committee membership; and
- f) Venues of National Festivals (usually one in each Province).

5.3 Items for inclusion on the Annual General Meeting agenda should be with the General Secretary not less than 28 days before the date of the meeting. There will not be an item of “Any other business” but provision will be made for an open forum which the National officers will attend.

5.4 In exceptional circumstances an **Extraordinary General Meeting** of the Guild membership may be called by the General Secretary upon resolution of the Standing Committee, giving all Areas 28 days notice.

6 EXAMINATION OF ACCOUNTS

The Annual General Meeting will appoint a suitably qualified Independent Examiner to scrutinise and comment on the Annual Accounts.

7 STATUTES

The Central Council may initiate Statutes to govern the operation of the Guild and the performance of its Officers. These must be ratified by the Annual General Meeting and will be binding on the Membership. Statutes are contained in Appendix B.

8 DISCONTINUANCE OF MEMBERSHIP

If any Member, due to their conduct or action, brings discredit on the Guild then that person’s Membership may be discontinued by the Central Council, usually following recommendation from the Member’s principal Branch via their Area Leader, such action being endorsed by the Annual General Meeting.

9 DISSOLUTION OF THE GUILD

In the event of dissolution being agreed by resolution at the Annual General Meeting or at an Extraordinary General Meeting, the assets of the Central Council shall be returned to the branches in equal shares for distribution to nominated charities.

10 AMENDMENT OF THE CONSTITUTION

This Constitution shall be effective from 1 July 2009. Alterations to any item may only be agreed at an Annual General Meeting, or an Extraordinary General Meeting called for that purpose, with prior notice having been given at least four months previously to all branches.

11 ASSETS OF THE GUILD

The assets of the Guild shall be held jointly by the National Chairman, the General Secretary, the National Treasurer and the National Chaplain who will list at the Annual General Meeting the assets they hold.

12 LIABILITIES AND LEGAL OBLIGATIONS

Central Council, through the National Treasurer, will insure the Guild's physical assets, and those risks covered by legislation, with an appropriate insurance provider, and insure appropriate Guild officers or officials against accident whilst on Guild business. The Treasurer will also ensure that appropriate public liability and other relevant insurance cover is provided during Guild events. He will also pay the appropriate fees to the regulatory bodies to cover relevant Data Protection and other Legislation. Central Council will endeavour to meet any other statutory regulations covering the work of the Guild.

13 THE GUILD SHOP

The Guild operates a shop from which Members can purchase Guild memorabilia. The shop is administered by a Guild Shop Manager who shall be appointed by the Central Council for a term of three years, such period to be renewable indefinitely, and who shall be responsible to the National Treasurer for the purchase and sale of Guild memorabilia.

14 INTERPRETATION

In this Constitution reference to one gender includes both genders and references to the singular includes the plural, and vice versa.

15 ANY OTHER MATTERS

Any matters not covered by the above mentioned rules shall be referred to the next meeting of the Standing Committee for a decision and such decision shall be final.

Appendix A

Election of Area Leaders

Area Leaders are to be elected every three years. The election of an Area Leader by the Membership shall be arranged by the appropriate Branch Secretary.

Each candidate shall provide to their Branch Secretary a résumé providing details of their suitability for the post of Area Leader, to be distributed by the Branch Secretary as follows:

- Where there is only one Branch in a given Area, that Branch shall arrange for nominations to be submitted, and résumés distributed to all voting members of the Branch, and an election held. The Branch Secretary will inform the General Secretary of the appointment as soon as reasonably practicable after the election.
- Where there are two or more Branches in an Area, those Branches will rotate in alphabetical order to nominate a candidate for Area Leader and all the Members in each Branch in that Area will, following receipt of résumés, vote on whom they would like to represent them as Area Leader.

If any Branch is unable to nominate a candidate or candidates it may waive its privilege in favour of the next Branch in alphabetical sequence.

To aid Members to fully understand this procedure, the following example should be referred to:

Assume an Area with three Branches, Branch A, Branch B and Branch C.

Year 0: Members of Branch A proposed for post of Area Leader. Nominations received by Branch A Secretary together with each candidate's résumé. Branch A Secretary distributes résumé(s) to all Branch A Members and to Branch B and Branch C Secretaries so that they can distribute to all Members in each Branch. All 3 Branches vote. Result notified to General Secretary.

Year 3: Members of Branch B proposed for post of Area Leader. Nominations received by Branch B Secretary together with each candidate's résumé. Branch B Secretary distributes résumé(s) to all Branch B Members and the Branch A and Branch C Secretaries so that they can distribute to all Members in each Branch. All 3 Branches vote. Result notified to General Secretary.

Year 6: Members of Branch C proposed for post of Area Leader. Nominations received by Branch C Secretary together with each candidate's résumé. Branch C Secretary distributes résumé(s) to all Branch C Members and the Branch A and Branch B Secretaries so that they can distribute to all Members in each Branch. All 3 Branches vote. Result notified to General Secretary.

Year 9: Procedure re-starts as in Year 0 above.

If, for example, Branch B received no nominations it can waive the privilege to provide a candidate and allow Branch C to do so.

Any Member who has questions in relation to this procedure should seek guidance from his Branch Officers. If the Branch Officers are unable to answer such question, it should be referred to the General Secretary who will provide guidance and explanation.

If there are any disputes concerning this procedure such dispute will be referred to a meeting of the Standing Committee whose decision will be final.

Appendix B

Statutes

1. The financial year will be 1 January to 31 December.
2. Annual subscriptions at a rate to be determined by the Central Council at their Autumn meeting will be due on the 1st January following. Dues should be paid to the National Treasurer by the 31st March and will include, if desired, a payment for publications. Branches may call for an additional payment for their own funds.
3. The National Treasurer will provide on request at meetings the account books and bank statements to verify his balances.
4. The National Treasurer may sign cheques to the value of £50 but on higher sums two signatures will be required from any of the Chairman, the General Secretary and/or the National Treasurer. All dispersals from Guild accounts shall be by cheque only.
5. No payment shall be made to any Guild Member other than for routine expenses without the approval of the Central Council. Standing Committee will issue from time to time guidelines for the level of routine expenses and who is responsible for their payment.
6. Each Branch shall submit examined accounts to the National Treasurer annually.
7. No individual Member shall enter into any contract on the Guild's behalf.
8. Prior notification of any intention to enter into an agreement involving the name of the Guild must be given to the General Secretary for the approval of Central Council.
9. Members invited to join Committees will serve initially for three years and be eligible for re-nomination.
10. The Chairman of a Committee will be responsible for the Membership of that Committee. He will notify the General Secretary (for information) of all Meetings and of any matter that may affect the Guild.
11. The Guild shall have a corporate image. The General Secretary is to be informed of any intended use of the Guild's name or logo.

Appendix C

Part 1 - The Guild Training Course

The Guild runs a Training Course as part of its commitment to the highest professional standards among its Members.

The course is normally available only to paid-up Full Members of the Guild. However, in some circumstances permission to undertake the course may be given to others at the discretion of the Training Committee.

Candidates study four units working under the supervision of local tutors:

- a) Foundation;
- b) Pastoral;
- c) Historian; and
- d) Administrator.

After successful completion of the units and a personal interview, the Guild Diploma (Dip.G.V.) may be awarded. However, after the successful completion of the Foundation Unit, a Foundation Certificate may be awarded to the candidate.

Part 2 - The Guild Training Conference

Every year the Guild hosts a Training Conference which every Member of the Guild is invited to attend.

The Conference allows Vergers from across the country and overseas an opportunity to meet and share in the many acts of worship that are organised, culminating in the Solemn Eucharist on the final day.

There are also a series of workshops organised on a variety of different subjects relevant to the work of a Verger, and often a visit to a place of interest.

During the Training Conference the Guild congregation meets to install new Officers, admit new Members and present diplomas and certificates.

Appendix D

Order of Admission to The Guild

The admission should take place during Divine Worship. The Candidate(s) in their robe(s) of office shall be presented to the National or Branch Chaplain (or other appointed priest) by a National or Branch Officer who will present the candidate(s) by name in an audible voice saying:

REVEREND Father in God, I present to you

.....

of(name of church) in the Diocese of to be admitted into Full / Associate Membership of the Church of England Guild of Vergers.

Chaplain: In the Name of the Father, Son and Holy Spirit. Amen.

Chaplain: Will you support the Aims and Objects of the Church of England Guild of Vergers ?

Candidate: I will

Chaplain: Will you care for the House of God, for the people who worship and the people who visit there ?

Candidate: I will.

Chaplain: Will you endeavour to follow the example of Christ in your daily life ?

Candidate: I will.

(Here the Chaplain may give each Candidate his Badge and Membership Book)

Chaplain (taking the candidate by the hand) continues:

N... I admit you as a Full / Associate Member of the Church of England Guild of Vergers; may the Lord bless your going out and coming in from this time forth and for evermore.

The Vergers' Prayer *(to be said by all Vergers present)*:

Almighty Father, from whom every family in Heaven and earth is named, who has called us into fellowship of your Church; grant, we pray, that in all our churches we may fulfil the duties and enjoy the privileges of our spiritual home. And on those who offer themselves for service as Vergers in the House of God bestow the fullness of Your Grace; that, united in love to You and to one another, we may show forth Your Glory and hasten the coming of Your Kingdom. Through Jesus Christ our Lord. Amen.

Appendix E

Prayers

The Millennium Prayer

O God, our Heavenly Father, as we celebrate 2000 years of Christianity, we give thanks to You for the gift of your Son, Jesus Christ.

We thank you for all the blessings the Guild of Vergers has received from You and ask Your pardon for our sins and failures in the past.

Send Your blessing upon us all in this new Century and give us Grace to serve You and the churches where we work with renewed dedication and commitment in the years that lie ahead.

We ask this in the name of Him who died and rose again for us, our Saviour, Jesus Christ.

Amen.

(Fr. Bill McLaren)

The Prayer of The Venerable Bede

I pray thee good Jesus that as You have given me the grace to drink in with joy the word that gives knowledge of You, so, in Your goodness, You will grant me to come at length to Yourself, the source of all wisdom, to stand before Your face for ever.

Morning

Thank you Father for the rest of the past night and the gift of the new day with all its opportunities for serving You to Your glory.

May we so pass its hours in the perfect freedom of that service so that when evening comes we may again give You praise and thanks, through Jesus Christ
our Lord.

Evening

Look down, Lord, from Your throne in heaven; let the light of Your presence dispel the shadows of the night, and from the children of light banish the deeds of darkness; through Jesus Christ our Lord.

Christ is the morning star, who, when the night of this world is past, brings to His Saints the promise of the light of life and opens everlasting day.

Summary of National Officers and Officials

National Chairman

General Secretary
Legal Advisor

National Treasurer
Shop Manager

National Chaplain

Area Leaders

Training Officer
Training Registrar
Conference Secretary

Communications Officer
Guild Chronicler
Magazine Editor
Website Manager

Liaison Officer

Overseas Liaison Officer

Welfare Officer

National Areas
(as established on the 1st January 2002)

Carlisle, Durham and Newcastle
York, Hull and West Yorkshire
Chester, Liverpool and Manchester
Lincoln and Southwell
Leicester and Peterborough
Birmingham, Lichfield and Coventry
Worcester, Hereford and Gloucester
East Anglia
Oxford and St. Albans
London and Southwark
Somerset and Avon
Salisbury
Devon and Cornwall
Winchester, Bournemouth and Channel Islands
Chichester, Guildford and Portsmouth
Kent and East Sussex

Notes