

Anglican and Free Church Chapel **Constitution**

February 2008 onwards

1. Name

The organisation will be known as "The Anglican and Free Church Chapel" or the "AFC Chapel". The organisation is part of the Lancaster University Chaplaincy Centre and is recognised as a Chapel and a place of Christian Worship.

2. Governance

The AFC Chapel is governed by the AFC committee which is appointed to oversee the running of the AFC Chapel.

2.1 Membership

The committee will be made up of the following:

Chair	1
Secretary	1
Treasurer	1
Music Group Leaders	up to 2
Vestry Stewards	up to 2
Head Steward	1
General Stewards	up to 4
Technical Steward	1
International Steward	1
First Year Steward	1
Chaplains	The Centre based Chaplains employed by the AFC denominations.

It is necessary for at least 1 general steward to be present at a meeting.

The committee will be elected at the Annual General Meeting each year for a one-term year of office. Apart from the First Year Steward and International Steward who are elected for the 2nd committee meeting of Michaelmas term for one year, or until the completion of their

course.

Members of the committee are voted onto the committee during the election, however if only the exact number of people stand for a position, hustings will not be necessary and a show of hands is sufficient rather than a secret ballot. However if a position is left vacant the committee has the authority to fill positions between the AGMs.

For a description of the job roles of each position see appendix 1. Any changes to the job roles can be agreed upon at a committee meeting by a simple majority vote.

2.2 Voting in meetings

All members of the committee present at a meeting can have a vote. A simple majority is needed for the vote to be passed. If a vote is tied, the chair has the casting vote.

If the Chair feels unable to make the casting vote then the chair should refuse the proposal and the issue should be raised at the next committee meeting.

2.3 Quorum

A quorum of at least 6 student members and 1 chaplain member of the committee is needed for a decision to be made in either a normal committee meeting or an extraordinary committee meeting. A simple majority is needed for a decision to be made.

2.4 Meeting

The committee will meet at least twice a term, normally in weeks 2 and 8. The AGM will be held in the Lent term of each year, prior to the week 8 meeting, which will be a joint meeting (handover) with both the old and new committee's.

2.5 Vacation decision making

During vacations committee members may be spread around the country or the world. Therefore, if it is necessary for a decision to be made, only the Chair, Treasurer and a chaplain need to be consulted. However it is recommended that other members of the committee connected with the decision should be contacted if possible.

3. Accounting

The committee will have a current account and any other accounts that the committee deem necessary.

The signatories on the bank account should be the Chaplaincy Centre based AFC chaplains. However the Chaplaincy Centre Administrator may be an alternative signatory if one of the

other Chaplains are unavailable due to unforeseen circumstances.

4. Constitution Revision

Changes to the constitution may only be made at the Annual General Meeting or an Extraordinary General Meeting. For a change to be made, a vote must take place and a 75% majority is needed.

Appendix 1

Anglican and Free Church Chapel Committee - Job Roles

Chair 1

Responsibilities:

- Calling and running twice termly committee meetings.
- To set the agenda with the Chaplains for the aforementioned committee meetings.
- Filling in for any jobs not getting done to ensure that Sundays run.
- Organising and leading termly Student Led Services.
- Communicating with Chaplains, passing on student concerns and arranging times and dates of services.
- Is invited to sit on the Chaplaincy Centre Management Committee.

Secretary 1

Responsibilities

- Taking minutes at committee meetings.
- Typing up and distributing the minutes of the committee meetings.
- Keeping the details of the committee members.

Treasurer 1

Responsibilities

- Counting & recording the collection money on a Sunday and locking it in the safe.
- Banking the collection money and donation funds.
- Paying expenses to committee members and speakers.
- Organising the accounts and detailing the information at committee meetings.
- Liaising with the Roman Catholic Community regarding collections at United Worship Services.

Music Group Leaders up to 2

Responsibilities

- Leading music on Sunday – rehearsals from 10:30am, and in the service.
- Leading music practice on Wednesday afternoons.
- Finding music in the music cupboard or from alternative sources.
- Advertising for new members from the congregation.
- Arrive at 10:15am to set up music stands and organise music on a Sunday before rehearsals to make sure practice starts punctually.
- Clear away music and music stands after the service.
- Up-date the music within the chapel.
- Liaise with the Chaplains about the music to be used in a service.
- Report any music related issues to the committee at committee meetings.

Vestry Stewards up to 2

Responsibilities

- Arrange items needed for communion and candles on a Sunday morning before the service.
- Help to pack away communion and blow out candles on a Sunday afternoon, after the service.
- Wash any used communion linen.
- To keep the vestry tidy and empty the bins.

Head Steward 1

Responsibilities

- Organise General Stewards onto a rota.
- Train General Stewards.
- Serve as a General Steward on the rota.
- Ensure that all General Stewards fulfil their job roles
- Report any Steward related issues to committee at committee meetings.

General Stewards up to 4

Responsibilities

- Putting hand outs on chairs before the service.
- Handing out sheets and welcoming people in concourse.
- Opening and closing the chapel doors.
- Greeting late comers to the service and directing them to empty seats.
- To carry out collections.
- To be friendly and provide assistance to any member of the congregation who may require it.

Technical Steward 1

Responsibilities

- Setting up and packing away computer, soundboard, audio amplification and video projection etc. when required.
- Organising the purchase of new equipment to replace any worn out / broken gear.
- To train others.

International Steward 1

Responsibilities

- As General Steward.
- Should be a non-British student.
- To bring to the committee any issues regarding International undergraduate or postgraduate students.

First Year Steward 1

Responsibilities

- As General Steward
- To bring to the committee any issues regarding 1st year undergraduate or postgraduate students.
- Responsible for organising a social for the following years 1st years early in their 1st term.