

# THE ANGLICAN CHAPLAINCY OF ST PAUL'S CHURCH

January 1994, revised March 2019

## CONSTITUTION AND RULES

(As Approved by St Paul's ESC extraordinary meeting of 6th December 1993  
& revised by St Paul's ACM of 31<sup>st</sup> March 2019, taking effect at ACM 2020)

### Background

- i) The Chaplaincy of St Paul's English-speaking Church had its origins in an initiative, conducted by Holy Trinity, Brussels to establish whether or not there would be a demand for church services in the English-speaking expatriate community resident in the area of Tervuren. The initiative took the form of a special Christmas service on Christmas Day 1988 in the medieval Roman Catholic church of Sint Paulus in Vossem. The building was packed and provided more than enough evidence of a substantial, unfulfilled need for an English-speaking church in the area. Accordingly, the decision was reached to offer regular Sunday morning services. Thanks to the generous and cooperative spirit of the local Catholic priest and with the agreement of the Bishop of Mechelen, these services continued to be held in Sint Paulus — hence adoption of the title “St Paul's English-speaking Church”.
- ii) Holy Trinity assigned responsibility for the new fellowship to their Associate Chaplain, the Reverend Stephen Seamer. Under his charge, St Paul's attracted a growing congregation, consisting mainly of families with young children. These children were soon to have their own Sunday Club in the nearby British Primary School, generously made available by the owner and headmistress. The fellowship continued to expand in numbers and maturity until, in 1993, the decision was taken that St Paul's should apply for independent chaplaincy status. This decision resulted in the establishment of the chaplaincy of St Paul's English-speaking Church, Vossem—Tervuren in 1994.
- iii) This document contains the formal Constitution of the chaplaincy of St Paul's English-speaking Church (hereinafter referred to as St Paul's ESC), together with Rules and Procedures associated therewith. In so far as the Constitution is expected to remain relatively stable as the chaplaincy evolves, whereas Rules and Procedures may require changes to accommodate future developments, this document is arranged in two parts. The first part incorporates the clauses of the Constitution and the second part contains Rules and Procedures pertaining to the clauses of the Constitution. Notwithstanding this, the Constitution includes clauses governing changes to the Constitution itself and to the associated Rules and Procedures.
- iv) The church is officially known as The Anglican Chaplaincy of St Paul's Church. (However, in this document we shall refer to St Paul's Tervuren, SPT).

# **PART ONE**

## **1. Statement of Mission**

Consistent with its motto “Making disciples of all nations”, (Matt. 28:19) and recognising the diversity of denominational and cultural backgrounds in the English-speaking expatriate community centred on Tervuren, the mission of SPT is:

- a) to offer varied opportunities for worship of the one true God, Father, Son and Holy Spirit;
- b) to preach the good news of salvation in God’s Son, Jesus Christ, so that individuals should come to a personal faith and trust in Him;
- c) to care for members of the church family;
- d) to encourage the exercise of lay ministries, in recognition of the priesthood of all believers and the gifts bestowed by the Holy Spirit;
- e) to respect & honour the Bible as the inspired Word of God and to provide Bible-based teaching & training, as needed to promote and sustain the spiritual growth of the congregation.

## **2. Affiliations**

SPT is established under the patronage of the Intercontinental Church Society (ICS) and is a member church of the Anglican Archdeaconry of North West Europe in the Diocese in Europe.

The Kerkfabriek Committee of St Paul’s, The Friends of St Paul’s Church VZW & the St Paul’s Church Trust are three legal entities which work independently of each other and have different functions. The Kerkfabriek Committee is the point of contact between the church and the Belgian authorities and is held accountable by them for the proper governance of the Church’s finances. The VZW manages the day-to-day operations and expenses of the church, including the employment of staff. The St Paul’s Church Trust is the legal entity for the ownership of church funds. The Trust implements the wishes of the Church Council, and provides an additional layer of independent governance, security, compliance and risk management for the Church’s funds, and guides the Council accordingly.

## **3. Church Council**

In the chaplaincy of SPT a Church Council (CC) shall be elected to administer the affairs of the church.

## **4. Electoral Roll**

4.1 An electoral roll shall be kept and only those whose names on the roll, herein called constituent members, shall be entitled to vote at an ACM or EM.

4.2. SPT follows the Church of England rules and procedures in relation to the keeping of the electoral roll, including in relation to the following matters:

- Formation of Roll
- Revision of Roll and Preparation of New Roll
- Procedural provisions relating to entry and removal of names, and
- Certification of Numbers and Rolls

4.3 The electoral roll shall be displayed on the church notice board for at least two consecutive Sundays prior to holding either an ACM or EM.

4.4 The electoral roll shall be reviewed annually by the electoral roll officer. The name of a constituent member shall be removed from the roll if:

- a) requested by the member in writing; or
- b) it is known that the member has not regularly attended worship in the church for the preceding 6 months; or
- c) it is known that the member is no longer resident in Belgium.

## **5. Calling Annual Church Meetings & Extraordinary Meetings**

5.1 The ACM shall be held as early as possible in each calendar, year and not later than 30<sup>th</sup> April. 30 days notice of an ACM and EM shall be advertised prominently.

5.2 The agenda will be displayed on the church notice board on a Sunday not less than 7 days nor more than 15 days preceding the ACM or EM.

5.3 An EM must be called by the CC on the written request of one of the following:

- a) the Chaplain;
- b) not less than one-third of the constituent members.

## **6. Setting the Agenda**

6.1 The agenda of the ACM shall be set by the CC. A constituent member may submit in writing (no less than 48 hours before a meeting) a matter for prior consideration by the CC for inclusion in the agenda. Such submissions shall be transmitted to the Chaplain, churchwardens or honorary secretary.

6.2 The item for consideration at an extraordinary meeting shall be detailed as part of the calling of notice of that meeting.

## **7. Competence of ACM**

The ACM shall be competent to:

- a) elect constituent members to form a CC;
- b) elect 2 churchwardens;
- c) elect representatives to the Archdeaconry Synod;

- d) review and approve the church's audited balance sheet and balance of accounts for the previous year;
- e) appoint auditors for the current year who will not be members of the CC;
- f) agree the church's recommended budget for the current year;
- g) transact any other business that has been agreed for discussion;
- h) amend or repeal the church's constitution in accordance with the procedures set out in this document.

## **8. Procedures at ACM**

8.1 The Chaplain shall preside at the ACM. If the Chaplain is not present, the vice-chair of the CC or, if they also are not present, a chair chosen by the ACM shall preside thereat.

8.2 A record of the meeting will be kept by the honorary secretary of the CC which will be available for reading in the church office within 2 weeks of the meeting and will be presented for formal approval at the next ACM.

8.3 Subject to there being a two-thirds majority of constituent members present in favour of waiving both the 30 day requirement and CC agreement a matter, other than amendment proposals to the constitution of SPT, may be introduced at the meeting.

8.4 Elections at church meetings will be by non-attributable ballot.

## **9. Procedures at Extraordinary Meetings**

9.1 The same procedures for chairing and recording an ACM shall be used at an EM.

9.2 Only the one item submitted for discussion shall be considered at the meeting.

## **10. Church Council**

10.1 The CC shall comprise:

- a) The Chaplain;
- b) All other clergy licensed to the Chaplaincy;
- c) Any Licensed Lay Minister/Reader licensed to the Chaplaincy
- d) the churchwardens;
- e) representative(s) to Archdeaconry Synod;
- f) elected constituent members of the congregation.
- g) all persons whose names are on the electoral roll of SPT and who are lay members of any deanery synod, diocesan synod or the General Synod;
- h) co-opted members, if the CC so decides, not exceeding in number one-fifth of the representatives of the laity elected or two persons whichever shall be the greater. The term of office of a co-opted member shall be until the conclusion of the next ACM; but without prejudice to their being co-opted on subsequent occasions for a similar term, subject to and in accordance with the provisions of these rules.

10.2 The Chaplain shall be chair of the CC. A lay member of the CC shall be elected as vice-chair. During a vacancy or when the chair is incapacitated by any cause or when the Chaplain invites her/him to do so, the vice-chair of the Council shall act as chair and have all the powers vested in the chair, for the purposes of that meeting.

10.3 At its first meeting after the ACM the CC shall appoint from its numbers an honorary secretary and an honorary treasurer. Should it not be possible to appoint an honorary treasurer from within the members of the CC then a constituent member may be co-opted to perform that role. Co-opted members have all the powers and duties of a full member of the Council. (A person may be invited to undertake the functions of secretary or treasurer without being co-opted to the Council.)

10.4 The CC may appoint a Standing Committee (SC).

10.5 The CC shall have the power to fill, if so desired, all vacancies that are caused by the resignation or premature departure of any of its members, pending the next ACM.

10.6 The chair may at any time convene a meeting of the CC. If the chair refuses or neglects to do so within 7 days after receiving a request signed by not less than one-third of the members of the Council, those members may forthwith convene a meeting.

10.7 The CC shall meet as frequently as required to fulfil its responsibilities subject to a minimum of 4 meetings each year.

10.8 Minutes of all CC meetings will be taken and circulated to all members prior to the next meeting at which time they will be subject to approval as a true record of the previous proceedings. Approved minutes will be available to constituent members on request.

## **11. Competence of Church Council**

The CC shall:

- a) promote the church's mission, in co-operation with the Chaplain;
- b) be involved in the appointment of the Chaplain: which is made by the Bishop on the nomination of the patron (Intercontinental Church Society) and in consultation with the CC.
- c) support the Chaplain in identification and appointment of lay persons to areas of ministry at SPT;
- d) consider and make known its views on matters concerning the Church of England or any other matters of religious or public interest;
- e) administer the financial affairs of the Chaplaincy including the collection and administration of all funds raised for purposes of the Chaplaincy;
- f) care for, maintain and preserve, the fabric and the goods of the church;
- g) offer advice to the Bishop's Council and Intercontinental Church Society;
- h) appoint a Standing Committee as appropriate to undertake specific tasks;
- i) deal generally with all matters referred to it.

## **12. Standing Committee**

12.1 If the CC appoints a SC it shall comprise:

- a) Chaplain;
- b) vice-chairman of the CC;
- c) churchwardens;
- d) honorary secretary;
- e) honorary treasurer.

12.2 The CC may appoint a further member to the SC, if desired.

12.3 Summary records of all SC meetings & actions will be circulated to members of the CC.

## **13. Competence of Standing Committee**

13.1 The SC shall be responsible to the CC and shall be competent to act within the scope of responsibility given by the CC to:

- a) conduct the business of the CC between meetings, subject to any directions given by the CC;
- b) undertake a specific task or action following a request by the CC;
- c) implement contingent action on behalf of the CC, including expending church funds where circumstances do not permit prior approval of the CC;

13.2 Without automatic referral to constituent members, the CC shall specify the limit of financial authority of the SC. This information shall be available to constituent members as requested.

## **14. Churchwardens**

14.1 The Chaplaincy shall have two churchwardens elected by the constituent members.

14.2 A nominee for the office of churchwarden must be a lay person who is:

- a) a constituent member of the church;
- b) 21 years or over.
- c) a communicant member of the church
- d) not disqualified (Churchwardens Measure 2001, s.1)

14.3 No person shall be appointed as churchwarden unless he/she has consented to serve.

14.4 The churchwardens shall be appointed at the ACM of the Chaplaincy.

14.5 A churchwarden may resign the office by giving written notice to the Diocesan Bishop. If the Bishop accepts, the resignation shall take immediate effect.

14.6 The casual vacancy created by a resignation in accordance with paragraph 14.5 must be filled by an election at an AGM or EM.

## **15. Responsibility of Churchwardens**

The churchwardens are jointly responsible for:

- a) upholding the constitution;
- b) representing, or ensuring representation of, the church in the selection of clergy licensed to the Chaplaincy;
- c) fostering the mission of SPT;
- d) assisting the Chaplain in her/his ministry to the church;
- e) the maintenance of order in the church;
- f) the continued ministry of SPT in the absence of a Chaplain and with the approval of the Bishop;
- g) the collection and safe custody of offerings;
- h) adequate and appropriate insurance cover;
- i) ensuring applicable rules on safeguarding are adhered to, under the direction and responsibility of the Chaplain.

## **16. Honorary Secretary**

The honorary secretary shall be responsible to the CC for:

- a) the recording of minutes of all formal church meetings and the maintenance of all documents relating to current business of the CC;
- b) recording all resolutions passed by the CC;
- c) the maintenance of the church's electoral roll (the ACM may choose to delegate this responsibility by appointing an electoral roll officer in which case the honorary secretary shall be absolved of this responsibility);
- d) ensuring that the rules and procedures for calling, advertising and conducting church meetings, including CC meetings, are observed;
- e) keeping the secretaries of the Diocesan and Archdeaconry synods informed as to her/his name & address.

## **17. Honorary Treasurer**

The honorary treasurer shall be responsible to the CC for:

- a) the proper accounting of church funds, including all offerings, revenue and donations to SPT;
- b) submitting the church's accounts for annual audit in a timely manner and advising the CC of the resultant findings;
- c) preparation and presentation to the ACM of the recommended church budget;
- d) advice on all matters pertaining to the ACM's fiscal responsibilities.

## **18. Amendment of Constitution**

18.1 The constitution of SPT may only be amended or repealed at an ACM provided that written notice of a proposed amendment or motion to repeal has been advertised in accordance with the rules, that is 30 days prior to the meeting.

18.2 An amendment may be proposed by either the CC or by at least 10 constituent members of the church.

18.3 All proposed amendments will be transmitted to the Chaplain or, in her/his absence, to one of the churchwardens. Moreover, they will be sent to the Bishop and the ICS and will only be put to an ACM with written consent of the Bishop.

18.4 An amendment to the constitution will become effective at the ACM following the ACM at which it was approved.

18.5 The Constitution of SPT may be amended or repealed at an ACM provided at least 2/3 of constituent members present vote in favour of the proposal.

18.6 The Rules and Procedures applying to the Constitution (PART TWO of this document) may be amended by the CC, subject to there being not less than a two-thirds majority of the Council in favour, and put into immediate effect.

## **19. Dissolution**

In the event of a decision taken by a two-thirds majority of the ACM to dissolve SPT, all assets of the church devolve on the Diocese in Europe or its successor.

## **PART TWO**

### **RULES & PROCEDURES PERTAINING TO THE CHURCH CONSTITUTION**

#### **Notice of Church Meetings**

20.1 Notice of intent to hold a church meeting shall be advertised on the church notice board, in a prominent place in the church office, in the weekly church notice sheet & on the church website. Constituent members will be reminded of their right to submit a matter for the ACM under paragraph 6.1 (which shall be submitted no less than 48 hours before the meeting).

20.2 Oral reminders will be given to the congregation on 2 consecutive Sunday services immediately prior to the meeting. Reference to the display of the current church electoral roll shall be made at the same time.

20.3 During the Sunday service immediately prior to the meeting, attention will be drawn to the agenda displayed on the church notice board & on the church website.

## **Time and Place**

21.1 Church meetings will be held at a time and place agreed by the CC.

## **Quorum for Church Meetings**

22.1 A quorum for an ACM or EM shall be not less than one-third of the electoral roll.

## **Voting at Meetings**

23.1 With the exception of amendments to the church's constitution (the voting procedure for which is set out in paragraph 18.5), normally, decisions will be taken at all church and CC meetings by a simple majority vote. On an exceptional basis, a meeting may agree to use an alternative voting criterion to reach decisions, eg via secret ballot.

23.2 Votes to amend the church's constitution may be cast by proxy by constituent members provided that a signed paper explicitly stating the proxy voter's wishes is presented at the meeting.

23.3 The chairman of church meetings and CC meetings shall have only one vote.

23.4 CC decisions shall be reached by voting, normally by show of hands. In selected circumstances, decisions may be reached by ballot, provided that a majority so agree.

## **Nominations**

24.1 Nominations for lay people to be considered for election as churchwarden, representatives to Archdeaconry Synod or to the CC shall be transmitted to either the Chaplain or a churchwarden. The names of candidates will be made known to the church on the Sunday before the ACM. Nominations shall be in writing and signed by 2 proposers and the nominee.

## **Tenure of Office**

25.1 Churchwardens are elected at the ACM for a term of one year. They may be re-elected annually at the ACM for a maximum of 5 further terms of office, after which they may not seek re-election until at least 2 years have elapsed since standing down.

25.2 The tenure of office of a Church Councillor shall be for 3 consecutive periods each of 2 years, subject to seeking re-election after each 2 year term. A retiring member of the CC may not seek re-election to the CC until at least one year has elapsed since standing down.

25.3 The tenure of office of church representatives to the Archdeaconry Synod shall normally be three years. Extension of office may be agreed following proposal and consent at an ACM.

## **Church Council and Meetings**

26.1 Normally the CC shall have 10 elected constituent members.

26.2 The honorary secretary shall be responsible for preparing the agenda of a meeting convened by the chairman and circulating it in good time to the members of the CC.

26.3 A quorum for a CC meeting shall be 9 members subject to there being a majority of elected members.

26.4 Substantive issues placed on the agenda will normally be addressed in a note or written report distributed to members of the CC. Such written information will normally be distributed with the agenda of the meeting at which the issue is to be considered.

26.5 A constituent member who is not a member of the CC may attend any CC meeting. They may be asked to leave the meeting when a confidential agenda item is under discussion. Such a person will not have the right to vote.

26.6 The normal means of making available information from CC meetings will be through the church notice sheet, church website and through announcements in church, although approved minutes of CC will be available in the church office during working hours (& will be distributed electronically on request).

## **Rules and Procedures for Standing Committee Meetings**

27.1 Standing Committee meetings may be called without written notice. Where, however, the purpose is to deliberate further on an issue referred to it by the CC, the honorary secretary shall ensure that the relevant CC minutes, notes and records are available to all SC members.

27.2 A quorum for a SC meeting shall be three members, one of whom shall be an elected member of the CC.

27.3 As at April 2020, the SC has authority to expend church funds up to Euro 2,000 per transaction, before seeking CC approval.

## **Church Budget**

28.1 The CC shall publish a draft church budget in January of the current year.

28.2 Comments from constituent members will be solicited at the time of publication of this draft and will be considered by the CC at least 30 days prior to the ACM. The honorary treasurer will inform relevant constituent members of the outcome of these considerations.