



THE EPISCOPAL CHURCH IN JERUSALEM AND THE MIDDLE EAST

THE DIOCESE OF CYPRUS AND THE GULF

Constitution for Christ Church, Jebel Ali

1. THE PARISH

The Parish shall be known as the Parish of Christ Church, Jebel Ali. This constitution is authorised by the Bishop of Cyprus and the Gulf and is subordinate to the Constitution of the Diocese of Cyprus and the Gulf.

2. MEMBERSHIP

2.1. The Parish shall have an Electoral Roll, to be kept by the Secretary, on which the names shall be entered of lay people who have applied to be enrolled and have signified in writing that:

2.1.1. They have been baptised;

2.1.2. They are full members of either:

2.1.2.1. A Church of the Anglican Communion;
or

2.1.2.2. A Church in communion with the Provinces of the Anglican Communion;
or

2.1.2.3. A Church which is a member of the World Council of Churches.

2.1.3. They are seventeen years of age or over.

2.1.4. Their names are not on, or will be removed from, any other Electoral Roll in The United Arab Emirates.

2.1.5. They accept the episcopal authority of the Bishop in Cyprus and the Gulf in matters of governance of the Church.

2.2. The provisions of Clause 2.1.2 notwithstanding, the name of a Christian may be entered on the Electoral Roll on the recommendation of the Parish Priest and with the approval of the Council.

2.3. Entry on the Electoral Roll shall be restricted to those whose primary place of residence within the Diocese of Cyprus and the Gulf is The United Arab Emirates.



2.4. The Electoral Roll shall be reviewed annually by the Council at least thirty days before the Annual General Meeting.

2.5. A new Electoral Roll shall be prepared every three years.

2.6. The names of those who apply for inclusion on the Electoral Roll within the thirty days immediately preceding the Annual Church Meeting shall not be added to the Roll until after that meeting.

3. CHURCHWARDENS

There shall be two Churchwardens.

The Wardens shall be elected by a Church Meeting (normally the Annual Church Meeting) to hold office until the next Annual Church Meeting with the possibility of re-election, save that the Parish Priest shall have the right to nominate one of the wardens, should he/she so wish.

4. CHURCH MEETINGS

4.1. At least 14 days' notice of Church Meetings shall be given by a notice displayed at the church and by an announcement at church services on at least the two preceding Fridays and Sundays.

4.2. Meetings shall be open to all who wish to attend but only those whose names are on the Electoral Roll may vote.

4.3. The Parish Priest, or in his absence a churchwarden, shall preside and shall have a casting vote.

4.4. Except as provided for in Clause 5, Church Meetings shall have no executive authority and any motion proposed at a Church Meeting shall take the form of a recommendation to the Church Council.

4.5. ANNUAL CHURCH MEETING

4.5.1. The Annual Church Meeting shall be held before 30th April in each year.

4.5.2. The quorum for the meeting shall be one fifth of the total number of names on the Electoral Roll. If such a quorum is not present within half an hour of the time appointed for the Annual General Meeting to begin, the meeting shall stand adjourned to the same time not less than seven (7) and not more than twenty-eight (28) days later, at which time the business of the Annual General Meeting shall be conducted by however many Voting Parish Members are then present, notice of which shall be given to the congregation by announcement at all regular publicized services and in all general Parish communications from the time of the adjournment until the time of the new date fixed for the Annual General Meeting.

4.6. EXTRAORDINARY MEETINGS

An Extraordinary Church Meeting shall be summoned by the Council or if at least 10% members of the congregation request this in writing. The notice calling the meeting shall specify the business to be conducted and only this business shall be transacted. The quorum for such meetings shall be 33% current Electors who are eligible to attend the previous AGM. Should such meeting fail for want of a quorum, the requisition for the meeting shall lapse and a further meeting shall not be convened for the same stated reasons until after the next AGM.



5. BUSINESS OF THE ANNUAL CHURCH MEETING

The Annual Church Meeting shall:

5.1. Receive and approve the Electoral Roll.

5.2. Receive reports from:

5.2.1. The Parish Priest;

5.2.2. The Treasurer;

5.2.3. The Churchwardens;

5.2.4. Subcommittees of the Council.

5.3. Consider, and if approved adopt, the audited accounts and the report and budget of the Treasurer.

5.4. Elect two Wardens.

5.5. Elect a Secretary, to the Church Council, who may or may not be a member of the Church Council, and a Treasurer. The Secretary and the Treasurer shall hold office until the next Annual Church Meeting with the possibility of re-election.

The Treasurer shall maintain the financial accounts of the church. Interim reports shall be submitted at council meetings. The treasurer shall be responsible for presenting the annual financial report and budget at the AGM.

The Secretary shall maintain the minutes of all committee meetings.

5.6. Elect representatives to be ordinary members of the Church Council.

5.7. Elect an Auditor, who shall not be a member of the Church Council.

5.8. Consider any matter concerning the well-being of the congregation and the fabric of the church buildings.

6. THE CHURCH COUNCIL

6.1. MEMBERSHIP

6.1.1. The Church Council shall consist of:

The Parish Priest, licensed by the Bishop, who shall normally be Chairman.

All Clerks in Holy Orders licensed to the Parish.

The Churchwardens, one of whom will be the chair in the absence of the Parish Priest.

The Treasurer.

No fewer than five and no more than nine ordinary members elected by the Annual Church Meeting.

6.1.2. Only those whose names are on the Electoral Roll shall be eligible for election to the Church Council.



6.1.3. Ordinary members shall serve for three years and shall retire in rotation, three each year. Retiring members shall not be eligible for re-election as ordinary members of the Council for one year, except that if any vacancies remain after the election of new members, retiring members shall be eligible to stand in a second election.

6.1.4. The Council may co-opt members to fill vacancies left by members who have left the congregation or resigned. Such vacancies shall be filled by election at the next Annual Church Meeting, the previously co-opted member being eligible for election. The term of office of a member elected to fill a vacancy shall end at the time when the term of office of the member whose resignation caused the vacancy would have ended.

6.2. DUTIES AND POWERS

6.2.1. The Council shall meet at least eight times a year at a time and place determined by the Chairman and notified at least seven days in advance by the Secretary. Members may participate electronically.

6.2.2. The Parish Priest or one of the Churchwardens and four other members (three of whom shall be ordinary members) shall constitute a quorum at any meeting.

6.2.3. The Council shall deal with matters of general concern and importance to the congregation.

6.2.4. At its first meeting after the Annual Church Meeting the Council shall elect one of its ordinary members to serve for one year on the Executive Committee.

6.2.5. The Council shall elect representatives to the Diocesan Synod in accordance with the constitutions of those bodies.

6.2.6. The Council shall consider any matters referred to it by the Diocesan Synod and shall report to the Synod in accordance with the requirements of the reference.

6.2.7. The Council shall have the right to call an Extraordinary Church Meeting to discuss any matter within its competence.

6.2.8. Matters shall be determined by a simple majority of those present, unless the Council decides otherwise. The Chairman shall have a casting vote.

6.2.9. The Council shall have the right to nominate any persons to form committees, detailing their duties and authority as far as these are within the competence of the Council.

6.2.10. Only the Council may accept gifts on behalf of the congregation.

6.2.11. The motion to remove, or co-opt, a Council Member shall be proposed and seconded at a Council meeting and require a two-third majority of votes of members in attendance at the meeting.

6.2.12. Councillors may only be removed if:

6.2.12.1. He/she has been absent for a minimum of 4 consecutive meetings.

6.2.12.2. He/she is not in good standing with the Church and its tenets.

6.2.12.3. He/she has not acted in a fitting and appropriate manner expected of a Church Council member.

6.2.12.4. In the case of an unresolved dispute, the matter shall be referred to the Bishop for an adjudication.



6.2.13. The Council Members shall not be personally liable for any act or omission, nor for any debt or other liability undertaken or assumed, on the part of, or on behalf of the Council, nor shall they be liable in this respect for the acts or omissions of any of the parish staff provided always that the Council Members have exercised their functions in good faith and with due diligence.

6.2.14. Two signatories as approved by the council are required for all financial transactions.

6.3. EXTRAORDINARY MEETINGS

An Extraordinary Meeting of the Council shall be summoned by the Secretary if at least five members of the Council request this in writing. At least fourteen days' notice shall be given of this meeting. The notice shall specify the business to be conducted at the meeting, and only this business shall be transacted.

6.4. ATTENDANCE AT MEETINGS

Licensed Readers, Diocesan Synod representatives and any church member who is a representative to the Provincial Synod shall have the right to attend Council meetings. Unless, however, they have been elected or appointed to membership of the Council they shall not have the right to speak unless invited to do so, nor to vote.

7. EXECUTIVE COMMITTEE

7.1. MEMBERSHIP

The Executive Committee shall consist of:

- The Parish Priest;
- The Churchwardens;
- The Treasurer;
- One other member of the council.

7.2. FUNCTIONS

The functions of the Executive Committee shall be:

7.2.1. To plan the business of the Church Council, to prepare the agenda for its meetings and to circulate to members information about matters for discussion.

7.2.2. To initiate proposals for action by the Council and to advise it on matters of policy which are placed before it.

7.2.3. Subject to the directions of the Council, to transact the business of the Council when it is not in session.



8. APPOINTMENT OF PARISH PRIEST

8.1. When the office of Parish Priest is vacant or is about to become vacant, the Secretary shall immediately consult the Bishop and Archdeacon and shall summon a meeting of the Church Council which shall draw up for the Bishop:

8.1.1. A statement of the needs of the Parish and the qualifications desirable in a new Parish Priest.

8.1.2. A statement of the financial position of the Parish.

8.1.3. A description of the Parish for the benefit of candidates for the office of Parish Priest.

The Council will request the Bishop to discuss the appropriate advertising for the vacancy.

8.2. The Council shall have the right to consider and to appoint three representatives to the interview and appointment process.

8.3. The Parish Priest is approved, appointed and licensed by the Bishop.

9. TERMINATION

Should the Parish at any time cease to exist, all the assets of the Parish shall be vested in the Diocese.

10. AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended, provided that:

10.1. Two thirds of the members of the Council vote in favour of each proposed amendment at two successive meetings and

10.2. The proposed amendments are approved by the Bishop, and

10.3. The amendments are considered at the Annual Church Meeting or at an Extraordinary Church Meeting convened for that purpose and each proposed amendment is approved by two thirds of those present and entitled to vote.

