

CHURCHES TOGETHER IN GREATER BRISTOL AKA TOGETHER FOR BRISTOL (CTGB/T4B)

STANDING ORDERS to accompany CTGB/T4B's Constitution

denotes *Paragraph*

1 Amendments/changes to Standing Orders

- 1.1 Amendments and changes to #1-5 (Amending Standing Orders, Membership of CTGB/T4B, Annual General Meetings, Trustees and Subscriptions) of the Standing Orders require at least 28 days' notice before a Special or Annual General Meeting and the subsequent approval of two-thirds of full members present and entitled to vote.
- 1.2 All other standing orders require the approval of a two-thirds vote by Trustees present and entitled to vote.

2 Membership of (CTGB/T4B)

- 2.1 Applications for all categories of membership must be supported by:
 - 2.1.1 A minute from a meeting of the applicant's governing body or co-ordinating body demonstrating assent and practical commitment to the Basis and Commitment of CTGB/T4B Constitution #3.
 - 2.1.2 Two written nominations from existing full members for the categories of Full Membership and Associate Membership (Other), signed by the denominational leader/senior office holder and containing a supporting statement with evidence of the applicant's commitment to the Basis of CTGB/T4B's Constitution (#3). For the category of Associate Membership (Church) two written nominations from local churches whose denomination is a full member of CTGB/T4B, signed by the local church leader/office holder and containing a supporting statement with evidence of the applicant's commitment to the Basis of CTGB/T4B's Constitution (#3).
- 2.2 Only full members may nominate for full membership.
- 2.3 Full members, Associate Members (churches) and Associate Members (other) will be committed to contributing financially to the ongoing work of CTGB/T4B through an agreed annual subscription according to the process outlined in standing orders #5.1 and #5.2.
- 2.4 Applications for all categories of membership, together with the supporting documentation, must be circulated to all members for their approval and require the approval of 75% of existing full members. Members must be given 28 days in which to respond. Failure to respond is taken as assent.
- 2.5 If over half of the full members do not support an application for membership, it must be referred to an annual or special meeting (c.f. #8 of the constitution) for discussion before being resubmitted to members.

3 Annual General Meetings

- 3.1 The role of an Annual General Meeting of the members of CTGB/T4B is outlined in #8 of the constitution.
- 3.2 In addition it will receive Annual Accounts and reports and agree amendments to Standing Orders #1-5.
- 3.3 #9. d of the constitution indicates that Trustees may agree to hold one of their meetings as an open meeting concurrently with all members as an Annual General Meeting of CTGB/T4B.

4 Trustees

- 4.1 Nominees for the position of trustee should be in good standing with the senior leadership of their denomination, possess the relevant skills for a Trustee of a small charity and not be disqualified from serving as a Trustee.
- 4.2 Trustees will normally receive an interim report from the Treasurer and any CTGB Projects at each of their meetings and will approve annual accounts and reports to be presented to members at an AGM.
- 4.3 Presidents are not Trustees but corporately represent the full membership of Churches Together in Greater Bristol. The following are to be Presidents:

Chair of Bristol Black Churches Council
Senior Regional Minister of West of England Baptist Association
Divisional Leader/s of The Salvation Army South Western Division
Chair of the Bristol Methodist District
Bishop of the Anglican Diocese of Bristol
Bishop of the Catholic Diocese of Clifton
Leader of the Celebration Network of Churches
Moderator of the South Western Synod of the United Reformed Church
- 4.4 A Trustee chosen by them from among their number will normally Chair the meetings of Trustees.
- 4.5 If Trustees are required to take decisions between scheduled meetings, resolutions can be circulated by email for majority approval on the proviso that they are ratified and recorded in the minutes of a subsequent meeting.

5 Subscriptions

- 5.1 Subscriptions for full membership will be determined by Trustees based on the ability to pay of each full member and the needs of the Charity to function and fulfil its aims.
- 5.2 Subscriptions for associate membership will be determined by Trustees and presented to an AGM for approval by members.

6 Enabling Group

6.1 Membership

- i) The Chair will be appointed by the Trustees for a fixed period of office of no more than three years and will be a Trustee by virtue of appointment. It is normally expected that the Chair will be a member of the Presidents' group. A chair may not serve more than 2 terms
- ii) A representative from each full member body
- iii) Treasurer of CTGB/T4B
- iv) The Group will be served by the Enabler for Mission and Unity or any other employee or volunteer as agreed by the Group.
- v) The Enabling Group may co-opt others, with a clear remit and term of office, should the need arise, and may set up working groups for particular tasks.
- vi) The Group may appoint a paid or a voluntary secretary who will not have voting rights and who will serve for not more than three years but shall be eligible for re-appointment for a further term.

6.2 Role of the Enabling Group

The Enabling Group will undertake the following tasks on behalf of Trustees:

- i) Prepare agendas for Trustees
- ii) Scrutinise annual accounts and budgets prior to Trustees' meetings
- iii) Provide general oversight to the CTGB activities on behalf of the Trustees
- iv) Provide a connection between the CTGB activities and Presidents
- v) Ensure that Trustees' decisions are implemented
- vi) Maintain oversight of policy and procedures
- vii) Any other work as requested by Trustees.
- vii) As contained in the Constitution #10. e, unless the Presidents establish a separate body, the Enabling Group will act as the Sponsoring Body for Local Ecumenical Partnerships in the Greater Bristol area.

7 Presidents' Group

7.1 The aim of the Group is to provide opportunity for denominational leaders/senior office holders of Churches to meet for fellowship and dialogue with the Presidents (or their appointed representative) regarding their work on the group's behalf and to develop work that contributes towards the aims and objectives of CTGB/T4B.

7.2 Membership: Denominational leaders and senior officer holders of Churches in Full Membership of CTGB/T4B up to a recommended maximum of 10. Attendance at meetings may be delegated to a deputy. Leaders of Churches who are not Full Members of CTGB/T4B may be invited to meetings either through corporate agreement or at the discretion of the Presidents (or their appointed representative).

7.3 The agenda of the Group will be informal, and meetings will be served by the Enabler for Mission and Unity or any other employee or volunteer as agreed by the Group.

8 CTGB/T4B Projects

8.1 The definition of a CTGB/T4B Project is as follows:

An area of work (Constitution 9.g) undertaken by CTGB/T4B or in partnership with others but in accordance with CTGB/T4B's charitable objectives. For example: dementia aware churches project.

8.2 CTGB/T4B projects will be accountable to the Enabling Group.

9 Sponsoring Body for Local Ecumenical Partnerships

9.1 Introduction

The work of the sponsoring body for Local Ecumenical Partnerships (LEPs) will be overseen by the Enabling Group and undertaken by a Team (or co-opted subgroup) of Denominational Ecumenical Officers who will meet regularly. The team will be served by the Enabler for Mission and Unity or any other employee or volunteer as agreed by the Enabling Group.

9.2 Membership

Denominational Ecumenical Officers (DEOs) may be appointed by the denominational leader/senior office holder of full members. If a denomination has not appointed an ecumenical officer, then the team of DEOs will work with appropriate leaders of that denomination. The team will liaise closely with all denominations that have entered into Local Ecumenical Partnership agreements and will report to their Church Leaders.

9.3 Role of CTGB/T4B

To provide oversight, and to facilitate and ensure that LEPs receive appropriate support through the team of Denominational Ecumenical Officers and to initiate reviews of LEPs as required.

9.4 Role of the team of Denominational Ecumenical Officers

To liaise with denominational leaders and ecumenical colleagues to:

- i) Monitor existing LEPs;
- ii) Facilitate the process of establishing new LEPs;
- iii) Coordinate the reviews of LEPs, and
- iv) Identify and facilitate appropriate support to enable the development of LEPs.

9.5 Role of Denominations

To assume legal and constitutional responsibility for Partnership agreements along with fulfilling ministerial and pastoral obligations appropriate to each LEP. Denominational leaders will liaise with DEOs to ensure denominations fulfil their responsibilities, including the regular review of LEPs.

Approved by