

Churches Together in Hitchin
Standing Orders
Approved at Annual General Meeting 15 November 2012

Note:

The Churches Together in Hitchin constitution states:

- a) The Council may make Standing Orders regulating its proceedings and governing the conduct of its business.
- b) Standing Orders may be varied by a majority decision of the Council at the Annual General Meeting.

The Standing Orders below, setting out the duties of the office-holders, were approved at the Annual General Meeting on 23 November 2005 [*date to be changed when revised Constitution approved*]

1. The duties of the **Chair** shall be

- to chair meetings of the Council and Executive Committee
- to enable objectives to be drawn up for the work of Churches Together in Hitchin
- to represent Churches Together on appropriate occasions
- to welcome new ministers to Hitchin
- to prepare the annual report of Churches Together in Hitchin to the participating churches

2. The duties of the **Vice-chair** shall be

- to chair meetings of the Council and Executive Committee in the absence of the Chair
- to represent Churches Together in Hitchin on appropriate occasions in the absence of the Chair
- to assist the Chair as required in enabling objectives to be drawn up for the work of Churches Together in Hitchin

3. The duties of the **Secretary** shall be

- to make arrangements for meetings of the Council and Executive Committee
- to make arrangements, including collating reports, for the Annual General Meeting
- to ensure that decisions taken by the Council and Executive Committee are followed up
- to make proposals to the Council and Executive Committee for the yearly programme of Churches Together in Hitchin and ensure they are planned and organised
- to ensure that arrangements are made for united prayer and worship in the Week of Prayer for Christian Unity and at other appropriate times and ensure they are planned and organised
- to ensure that arrangements are made for the Good Friday Walk of Witness
- to liaise with regional and national ecumenical bodies

4. The duties of the **Treasurer** shall be

- to keep proper accounts of the financial affairs of Churches Together in Hitchin
- to collect contributions to the expenses of Churches Together in Hitchin from participating churches
- to ensure that appropriate payments are made on behalf of Churches Together in Hitchin
- to present a report to the Annual General Meeting
- to arrange for the accounts to be independently examined annually

5. The duties of the **Faith and Learning Officer** shall be

- to promote activities within the aims that enable the participating churches to learn and train together
- to promote activities within the aims that enable the participating churches to understand each other
- to make arrangements for marking Lent ecumenically through study groups, meetings, lectures or other appropriate activities

6. The duties of the **Mission and Outreach Officer** shall be

- to promote activities within the aims that enable the participating churches to engage in mission and outreach together

7. The duties of the **Local Community Officer** shall be

- to promote activities within the aims that enable the participating churches to serve the locality together
- to promote activities within the aims that enable the participating churches to relate to the local authority together

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8. The duties of the **Justice and Peace Officer** shall be

- to promote activities within the aims that enable the participating churches to address justice, peace and environmental issues together
- to promote activities within the aims that enable the participating churches to develop international links together

9. The duties of the **Publicity Officer** shall be

- to make arrangements for publicising the activities of Churches Together in Hitchin within the churches and the community
- to develop relations with the local press and other media
- to ensure that cards are distributed in the community to mark Christian festivals, as requested by the Council
- to maintain and develop the Churches Together in Hitchin website
- to set up arrangements whereby activities within individual participating churches can be publicised in other churches

10. The duties of the **Minutes Secretary** shall be

- to take minutes of the meetings of the Council and Executive Committee
- to ensure that there is a full attendance record of those present at each meeting of the Council and Executive Committee

11. All office-holders shall

- draw upon the membership and resources of the participating churches to arrange appropriate activities
- keep the Council and Executive Committee informed of international and national developments that enable churches to work more effectively together
- undertake such other responsibilities as the Council and Executive Committee may direct

12. As far as possible there shall be a fair representation of the participating churches among the office-holders.