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# Mary Magdalene

Diocese of St. Mark

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A. **NAME**

The organization shall be known as St Mary Magdalene Guild.

B. **AIMS AND OBJECTIVES**

1. To bring together Christian women and to strengthen their faith and the love for God.
2. To become disciples of Jesus Christ.
3. To uphold Christian teachings and doctrines through constant reading of the Bible.
4. To support the growth of the church.
5. To conduct home visits, to pray and comfort those in need of prayer.
6. To support the sick, the poor and the marginalized.
7. To take care of young and old people

C. **RULES AND REGULATIONS**

1. To use the guild prayer every day.
2. To attend church regularly.
3. To attend guild meetings regularly.
4. To support the church financially and to be up to date with our pledge.

D. **MEMBERSHIP**

1. Open to all Anglican women who are in good standing.
2. A new member shall undergo six months probation by studying Rooted in Jesus Book 1.

E. **AFFILIATION**

1. All members shall contribute the prescribed affiliation fee by the end of February of each year.

F. **UNIFORM**

1. Purple five buttoned blouse.
2. Black rope.
3. Black straight cut skirt.
4. Brooch.
5. Black hat.
6. Black plain stockings.
7. Black full covering shoes.
8. Black / Purple Jacket / Jersey
9. Purple / White Skipper

G. **MOTTO**

1. Christ is risen

H. **COMPOSITION OF THE EXECUTIVE COMMITTEE**

1. President
2. Deputy President
3. Secretary
4. Deputy Secretary
5. Treasurer
6. Coordinator
7. Additional members comprising of chairperson or vice chairpersons at Parish level.

I. **DUTIES OF THE EXECUTIVE COMMITTEE**

1. **PRESIDENT**

- 1.1 Leader and spokesperson for the guild.
- 1.2 Shall preside at all meetings.
- 1.3 Shall be one of the three signatories of the guild's bank account.
- 1.4 Shall present a report at the guild's Annual General Meeting.
- 1.5 Shall represent the guild at gatherings where only one delegate is required but shall have the power to delegate a member to represent her / guild.
- 1.6 Responsible for the smooth running of the guild.

2. **DEPUTY PRESIDENT**

- 2.1 Shall perform the duties of the president in her absence.
- 2.2 Shall perform such other acts as assigned by the president.

3. **SECRETARY**

- 3.1 Shall draw up an agenda for meetings in consultation with the president.
- 3.2 Issue notice of all meetings.
- 3.3 Responsible for all correspondence.
- 3.4 Shall record and prepare minutes of all meetings.
- 3.5 Shall update and keep all records of the guild.
- 3.6 Shall be one of the three signatories of the guild's bank account.

4. **DEPUTY SECRETARY**

- 4.1 Shall perform the duties of the secretary in her absence.
- 4.2 Shall assist the secretary in the performance of her duties.

## **5. TREASURER**

- 5.1 Shall act in good faith in the best interest of the guild.
- 5.2 Shall supervise all financial transactions.
- 5.3 Shall present a financial report at the General Annual Meeting.
- 5.4 Shall be responsible for the safekeeping of all records of financial activities.
- 5.5 Shall be one of the three signatories of the guild's bank account.

## **6. COORDINATOR**

- 6.1 Shall be the events organizer of the guild in consultation with the president.
- 6.2 Shall be responsible for the publicity of the guild's events

## **J. MEETINGS**

1. On the second Sunday of each quarter / as shall be determined by the president Attire shall be skipper and black skirt.
2. Annual General Meeting. The attire as per items 1, 2, 3, 4, 5, 6, 7, 8 of paragraph F.

## **K. QUORUM**

1. Quorum of the executive committee meeting shall be two third of its members.
2. Quorum of the Annual General Meeting shall be two thirds of the guild's affiliated members.

## **L. TERM OF OFFICE**

1. Term of office of elected members shall be three consecutive years and limited to two terms.
2. Vacancies that occur within the first year shall be filled by by-elections and the by-elected member shall serve for the remaining period of her predecessor's term of office.
3. Vacancies that occur in the second or third year shall be filled by the executive co-opting a member. The co-opted member shall serve for the remaining period of her predecessor's term of office.

## **M. ELECTIONS**

1. Elections shall be conducted in the third year of the current office at the Annual General Meeting.
2. The Electoral officer shall be any member of the Anglican church who is not a member of the guild.
3. Parishes must conduct their elections two months before the Annual General Meeting.
4. Parishes shall forward members to stand for elections.
5. Voting may be by secret ballot or by showing of hands.
6. One vote shall be allowed for each member.
7. The President has a casting vote in the event of an equality of votes for and against.

**N. LAPSE OF MEMBERSHIP**

1. A member who does not participate in guild's events.
2. A member who does not attend church regularly.
3. A member who leaves the Anglican church.
4. If the member once again complies with Guild rules, her membership is re-instated.

**O. AMENDMENTS**

1. Amendments to the Constitution shall be effected if a two thirds majority of members present at the Annual Meeting votes in favour of such.
2. Notice of intention to propose amendments to the Constitution shall be forwarded to the Secretary at least three months before the date of the Annual General Meeting.
3. The notice of the amendment shall be signed by the proposer and the seconder and shall be accompanied by a motivation for the amendment.

**P. IMPORTANT EVENTS**

1. Revival – February
2. Conference – July

**Q. ADDENDUM**

**1. THE PROCEDURE PERTAINING TO PRAYERFUL SERVICES IN THE GUILD.**

1. Opening Hymn
2. Ex-tempore Prayer by Guild member
3. The Lord's prayer i.e. Our Father in Heaven. Outside of the Lent or Advent season the DOXOLOGY is sung i.e. Glory to the Father and the Son and The Holy Spirit as it was in the beginning is now shall be. AMEN
4. Thereafter, the worship leader then says.  
The Lord be with you.  
And also with you.
5. Then Guild members read a suitable passage from the Bible on which a homily or a sermon will be based.
6. Whoever will preach will come up here.
7. Other testimonies may then follow.
8. All pray together at the same time.
9. The celebrant or leader of the worship service may ask the collection (Money) to be taken.
10. Pray over the offerings
11. Then follow the Saint Mary Magdalene prayer.  
Merciful Lord, your Son restored your humble servant, St. Mary Magdalene and made her the first witness to see Jesus Christ, Our Lord, risen from dead, and told the Good News to His disciples, renew our hearts too so that we bring your Good news that saves and heals to others. Reclaim our lives and bless us to the effect that we very good fruits just as wine at the Wedding in Cana, to the end that through us, your Holy Name be praised and glorified, through Jesus Christ out Lord **AMEN.**

11. The Mary Magdalene Prayer or ( It is vice versa) Guild's Prayer.
12. God Almighty, whose blessed Son sanctified St. Mary Magdalene (Restored St. Magdalene to health of body and mind) and called her to be first witness of His resurrection: mercifully grant that by his grace, we may be healed from all our frailty and that through the power of His eternal life we always serve you lives and reigns with you and the Holy Spirit, one God, for ever and ever. **AMEN**

13. Then a Hymn follows
14. Notices to be noted
15. Question time. Counselling and suggestions for building up the Guild as well as the Diocese.
16. Closing Hymn
17. The grace is said by all people together at the same time.
18. The chorus is sung as people greet each other.
19. Then follow informal conversation and departure.

**Q 2 PROCEDURE FOR COMMITTEE MEETINGS**

1. The Chaplain or the President or the leader may open the service for starting the committee meeting. Thus, if desirable a hymn may be sung.
2. Any suitable Bible passage may be chosen.
3. Lord have mercy  
Christ have mercy  
Lord have mercy  
Our Father in Heaven .....

Let us pray:

Go before us, Lord in all our doings with your most gracious favour and encourage us with your continual help that in all our works begun, continued and ended in you we may glorify Your Holy Name and finally, by Your mercy obtain the fullness of internal life, through Jesus Christ our Lord. **AMEN.**

4. The Lord's Name be praised  
Thank be to God  
The meeting may now begin. **AMEN**
5. After discussions all members pray together at the same time.
6. A hymn is sung.
7. The St. Mary Magdalene prayer (Merciful Lord.....)  
the Guilds Prayer (God Almighty.....)
8. Everybody say the Grace.
9. A chorus follows  
After which the leaders says:  
The Lord de with you  
And also with you  
Let us depart in peace  
In the Name of the Lord. **AMEN**
10. Informal conversations
11. Departure