

HISTORICAL STATEMENT

“Not by might nor by power, but by my Spirit, said the Lord”, (Zech. 4:6) was the text of the first Methodist sermon in Singapore. Fifty years later Oldham said and indeed we all may say, “See what God has done”.

William F. Oldham was appointed by the South India Conference on 25th November 1884 as missionary to Singapore. James M. Thoburn and Oldham arrived in Singapore on 8th February 1885 after conducting a mission in Rangoon and raising funds for the Singapore mission. The next day in the Town Hall, the first Methodist English evangelistic meeting was conducted with Thoburn preaching the first sermon.

This statement confines itself to a bare recital of facts which are antecedent to the structural and affiliative developments prior to 1968. It need only be added that each one of the developments mentioned is supported by volumes of Conference journals and minutes. These tell the story of growth in numbers of church membership, churches, students, schools, youth movements, women's societies, evangelism, education, pastoral endeavours and the faithfulness of hosts of missionaries, ministers and laypersons.

“In 1886 and 1887 there was a Burmah District of magnificent distance and much more imagination than reality. Its appointments included names of four places. They were Penang (to be supplied), Rangoon, Singapore and Toungoo. The presiding elder was J. E. Robinson of Rangoon. W. F. Oldham was the young appointee at Singapore. J. M. Thoburn at Calcutta had inaugurated by evangelistic meetings the work in Rangoon and Singapore. In those days F. W. Warne and his little family came abroad to relieve Thoburn at Calcutta, and the General Conference of 1888 elected Thoburn as Missionary Bishop for the whole region, stretching from Karachi to Singapore. These men were men of spiritual power and broad horizons. All became missionary bishops, and two of them were general superintendents as well. As a familiar verse in Genesis says, ‘There were giants in those days.’ May we be worthy of our Methodist apostolic succession.”

In 1888, the Methodist work in “the Peninsula of Malacca, with the adjacent territory and islands in which the Malay language is spoken, became a Mission under the administration of the Missionary Society” and separated from the South India Conference.

The work of the Methodist Mission grew in several directions, linguistically in English, Tamil, Chinese and Malay, and geographically up the Peninsula.

In 1899, work was begun in the Philippines where in 1904 the Philippines Mission Conference was formed. It was later associated with the work in Malaya when Bishop Edwin F. Lee was presiding bishop of the Singapore-Manila area from 1928-1942.

Methodism came to Sarawak with the arrival of Methodists from Foochow in 1901.

In 1903, the first missionary went to Sarawak. Work began among the Ibans in 1937. All this work developed into the Sarawak Mission in 1947, the Sarawak Provisional Annual Conference in 1952 and the Sarawak Annual Conference in 1960. The Sarawak Iban Provisional Annual Conference was organised in 1962.

In 1905, work was begun in Java and Sumatra. The former was given up but the latter grew into the Sumatra Mission in 1922 which became an affiliated autonomous Methodist Church in 1964.

In 1936, the Malaysia Chinese Annual Conference consisting of the Chinese-speaking members of the Malaya Annual Conference was formed.

The Malaya Annual Conference, the Malaysia Chinese Annual Conference, the Sarawak Annual Conference, the Sumatra Annual Conference and the Burma Annual Conference, by common consent, became the Southeastern Asia Central Conference from 1950 to 1964 and elected Raymond L. Archer bishop for 1950-1956, and Hobart B. Amstutz bishop for 1956-1964.

Development from a mission station to a system in which considerable self-government could be practised led to the formation of the Central Conference during these years. Political circumstances in Sumatra and Burma made it necessary for them to become an affiliated autonomous Methodist Church in Sumatra in 1964, and an affiliated autonomous Methodist Church in Burma in 1965.

In 1964, the Malaysia Central Conference (formerly Southeastern Asia Central Conference) of The Methodist Church was convened in Kuala Lumpur. Bishop H.B. Amstutz presided. Bishop Roy H. Short and Bishop Shot K. Mondol, official representatives of the Council of Bishops, were present. The constituent Annual Conferences of the Malay-

sia Central Conference were the Malaya Annual Conference, the Malaysia Chinese Annual Conference, the Sarawak Annual Conference and the Sarawak Iban Provisional Annual Conference. Rev. Robert F. Lundy was elected Bishop for a term of four years. With Singapore becoming an independent Republic in 1965, the name *The Methodist Church in Malaysia and Singapore* came into common use.

At the 1964 Central Conference, it was decided that if each of the constituent Annual Conferences so decided, application would be made for an enabling act to form the affiliated autonomous Methodist Church in Malaysia and Singapore. In 1966, all the constituent Annual Conferences not only voted in favour of autonomy but also appointed committees to work together in 1967 to formulate a constitution and discipline for the consideration of the Annual Conferences before the General Conference of 1968. To that end, separate and joint committee meetings were held in Singapore and Malaysia.

In 1968, the General Conference of The United Methodist Church meeting at Dallas, Texas, United States of America, granted an Enabling Act for the Annual Conferences to constitute the affiliated autonomous Methodist Church in Malaysia and Singapore which will maintain its historic bonds with The United Methodist Church in the United States.

The Malaysia Central Conference of the United Methodist Church was dissolved and the Constituting Conference of The Methodist Church in Malaysia and Singapore was organised on 8th August, 1968. The Constituting Conference accepted the Constitution and Discipline of The Methodist Church in Malaysia and Singapore on 15th August, 1968, and on that date was dissolved.

The First General Conference of The Methodist Church in Malaysia and Singapore was organised by Bishop Robert F. Lundy assisted by Bishops Prince A. Taylor and Mangal Singh on 15th August, 1968 and officially constituted on August 18th, 1968.

Bishop Yap Kim Hao was elected and consecrated at Wesley Methodist Church, Singapore on 18th August, 1968, as the first bishop of the affiliated autonomous Methodist Church in Malaysia and Singapore.

In all this, there is the consciousness that the Church should determine its own life and participate in the ecumenical movement. There is the deep awareness that the people called Methodists in Malaysia and Singapore are summoned to the Mission of Christ and His Church.

It is the prayer of every Methodist that what we are led into is not by might nor by power but by the Spirit of the Lord.

On December 11, 1968, the Tamil Provisional Annual Conference consisting of the Tamil-speaking members of the Malaya Annual Conference was formed.

Bishop Yap Kim Hao was re-elected as Bishop for a second quadrennium on November 16, 1972, and installed to the office at Wesley Methodist Church, Singapore on November 19th, 1972 by Bishop D. Frederick Wertz during the Second Session of the General Conference which was held in Singapore from November 13 to 19, 1972.

In 1973, Bishop Yap Kim Hao accepted election as General Secretary of the Christian Conference of Asia. Consequently the Executive Council of The Methodist Church in Malaysia and Singapore called a special session of the General Conference to elect a bishop to take over his episcopal responsibilities for the rest of the quadrennium. The special session of the General Conference met on December 14-16, 1973 at Trinity College, Singapore. The Rev. Theodore R. Doraisamy was elected Bishop and was consecrated by Bishop Yap Kim Hao on December 16th, 1973 at Wesley Methodist Church, Singapore.

Since the 1972 General Conference, a Committee on Restructure was appointed to study and to present the appropriate restructure and legislation on the establishment of two national churches. In 1974 and the following year under the leadership of Bishop Doraisamy, the Restructure Committee sought the guidance of the Annual Conferences for a consensus.

In 1976, the General Conference met in Kuala Lumpur and granted an Enabling Act for the component Annual Conferences to constitute The Methodist Church in Malaysia and The Methodist Church in Singapore. By due process, The Methodist Church in Malaysia was constituted on December 4, 1976 in Kuala Lumpur and similarly, The Methodist Church in Singapore was constituted on December 8th, 1976 in Singapore.

The Rev. Fang Chung Nan was elected the first Bishop of The Methodist Church in Malaysia and was consecrated by Bishops T. R. Doraisamy and D. Frederick Wertz. Other officials elected were Mr. Tan Chi Kiong as Treasurer and Mr. D. R. Daniel as Secretary. The Rev. Kao Jih Chung was elected the first Bishop of The Methodist Church in Singapore and was consecrated by Bishops T. R. Doraisamy and D.

Frederick Wertz.

The Second Session of the General Conference of The Methodist Church in Malaysia was held in Kuala Lumpur in 1980. Also attending were Bishop H.E. Finger, Jr., (Council of Bishops United Methodist Church), Bishop H. Sitorus (Methodist Church in Indonesia), Bishop Kao Jin Chung (Methodist Church in Singapore), and Rev. Gordon Shaw (British Methodist Church). Bishop C.N. Fang was re-elected Bishop. Mr. Tan Chi Kiong and Mr. D.R. Daniel were re-elected Treasurer and Secretary respectively.

The Third Session of the General Conference of The Methodist Church in Malaysia was held in 1984 at Kuala Lumpur. The General Conference Session was also the celebration of the first Centenary of The Methodist Church in Malaysia. Attending the General Conference were Bishop William R. Cannon (United Methodist Church), Bishop T.R. Doraisamy (former Bishop of Methodist Church in Malaysia and Singapore), Bishop J. Woodrow Hearn (Board of Global Ministries, United Methodist Church), Bishop Emerita P. Nacpil (Council of Bishops), Bishop H. Sitorus (Methodist Church in Indonesia), and Dr. Robert F. Lundy (former Bishop of The Methodist Church in Malaysia and Singapore).

Bishop C.N. Fang was re-elected Bishop for a third term. At this session, enabling acts were given for the formation of the Sengoi Methodist Mission Conference and the Sabah Chinese Methodist Mission Conference. Mr. Tan Chi Kiong and Mr. D.R. Daniel were re-elected Treasurer and Secretary respectively.

The Fourth Session of the General Conference of The Methodist Church in Malaysia was held in 1988 at Kuala Lumpur. Rev. Dr. Denis C. Dutton was elected Bishop and was consecrated by Bishops C.N. Fang, Ernest T. Dixon Jr., H. Panggabean, Enoch Kuey, Ho Chee Sin and Rev. Li Ping Kwong.

Dr. Ng Wee Lam was elected the Treasurer of the General Conference and Mr. D.R. Daniel was re-elected the Secretary.

In 1992 the Fifth Session of the General Conference of The Methodist Church in Malaysia was held at Kuala Lumpur. Bishop Dutton was re-elected Bishop. Also present were Bishop Woodrow Hearn (United Methodist Church) and Bishop Ho Chee Sin (Methodist Church in Singapore). Mr. Tung Kam Seng was elected the General Conference Secretary, and Dr. Ng Wee Lam was re-elected the Treasurer.

In 1996 the Sixth Session of the General Conference of The Methodist Church in Malaysia was held in Kuala Lumpur. Rev. Dr Peter Chio Sing Ching, Elder of Sarawak Chinese Annual Conference, was elected Bishop. He was consecrated by Bishop Datuk Dr Denis C. Dutton, Bishop Ho Chee Sin (The Methodist Church in Singapore), Bishop Dr Daniel Arichea, Jr (Philippines Central Conference) and Mr Roger Walton (British Methodist Church). Mr Tung Kam Seng was re-elected the Secretary, and Dr Ng Wee Lam was re-elected the Treasurer of the General Conference.

The Seventh Session of the General Conference of The Methodist Church in Malaysia was held in 2000 at Kuching, Sarawak. Bishop Datuk Dr Peter Chio Sing Ching was re-elected Bishop for a second term. Attending the General Conference were Bishop Emeritus Datuk Dr Denis C. Dutton, Bishop William Morris (Council of Bishops of the United Methodist Church), Bishop Dr. H. Dolosaribu (Methodist Church in Indonesia), Bishop Philip Tseng (Methodist Church of the Republic of China), Bishop Wong Kiam Thau (The Methodist Church in Singapore) and Rev. Dr Yap Hao (former Bishop of The Methodist Church in Malaysia and Singapore). Mr Tung Kam Seng was re-elected the Secretary and Mr John Ling Tung Chuang was elected the Treasurer of the General Conference.

The Eighth Session of the General Conference of The Methodist Church in Malaysia was held in 2004 at Kuala Lumpur. Rev. Dr Hwa Yung, Elder of Trinity Annual Conference, was elected Bishop and was consecrated by Bishop Datuk Dr. Peter Chio Sing Ching and Dr Robert Solomon (The Methodist Church in Singapore). Also attending the General Conference were Bishop Dr Leo A. Soriano (Council of Bishops of the United Methodist Church and Philippines Central Conference) and Rev. Jim W. Jones (British Methodist Church). Mr Tung Kam Seng was re-elected the Secretary and Mr John Ting Sik Kang was elected the Treasurer of the General Conference.

At this Session, on petition by the sponsor, Sarawak Chinese Annual Conference, the General Conference granted an enabling act for the Sabah Conference to be constituted as the Sabah Provisional Annual Conference.

The Ninth Session of the General Conference of The Methodist Church in Malaysia was held in 2008 at Kota Kinabalu, Sabah. Bishop Dr Hwa Yung was re-elected Bishop for a second term. Bishop Dr Robert Solomon (The Methodist Church in Singapore), Bishop Amat

Tumino (The Methodist Church in Indonesia), Bishop Albert Chiew (The Chinese Methodist Church in Australia Annual Conference) and Bishop Roy I. Sano (United Methodist Church, USA) attended the General Conference. Dr William J. Abraham, Albert Cook Outler Professor of Wesley Studies and University Distinguished Professor at Southern Methodist University, Texas was the Conference speaker. Mr Anthony Row was elected the Secretary and Mr John Ting Sik Kang was re-elected the Treasurer of the Conference.

Delegates from the Sabah Provisional Annual Conference which was constituted on October 22nd, 2004 attended the 9th Session of the General Conference for the first time. The General Conference revised the Social Principles. Workshops were held on the following topics: Evangelism and Church Planting, Discipleship, Church and Society, and Missions.

A Special Session of the General Conference of the Methodist Church in Malaysia was held in 2011 at Port Dickson. At this Session, amendments to certain sections of *The Book of Discipline of the Methodist Church* as proposed by the Discipline Review Committee were presented for discussion and adoption.

The Tenth Session of the General Conference of the Methodist Church in Malaysia was held in September 2012 at Kuala Lumpur. It was attended by Bishop Emeritus Datuk Dr Peter Chio Sing Ching, Bishop Amat Tumino (The Methodist Church in Indonesia) Rev. Susan Keegan Von Allman (British Methodist Church), Bishop Dr. James Kwang (The Chinese Methodist Church in Australia), President Rev. Dr W. Jebanesan (The Methodist Church in Sri Lanka), Bishop Rodolfo Alfonso Juan (United Methodist Church), Bishop Dr Robert Solomon (The Methodist Church in Singapore). Dr Patrick Sookhdeo, Director of the Barnabas Fund, U.K., was the Conference speaker. At this Session, all the revised amendments from the Special Session of the General Conference were presented for discussion and adoption. Mr. Anthony Row was re-elected the Secretary and Mr. Tan Swee Ann was elected the Treasurer of the Conference.

As there was no successful conclusion to the episcopal election, the General Conference continued its Tenth Session in October at Kuala Lumpur. Rev. Dr Ong Hwai Teik, President of Trinity Annual Conference, was then elected Bishop and was consecrated by Bishop Dr Hwa Yung and Bishop Dr Robert Solomon (The Methodist Church in Singapore).

The Eleventh Session of the General Conference of the Methodist Church in Malaysia was held in September 2016 at Kingwood Hotel, Sibu, Sarawak. Bishop Dr Ong Hwai Teik was re-elected Bishop for a second term in the first ballot. The General Conference was attended by Bishop Dr. and Mrs. Wee Boon Hup (The Methodist Church in Singapore), Bishop Dr. and Mrs D. James Kwang (The Chinese Methodist Church in Australia), Bishop and Mrs. Sudarshana Devadhar (United Methodist Church) and Bishop Emeritus Dr. Hwa Yung. All the visiting Bishops participated in the re-dedication service of Bishop Dr Ong Hwai Teik. Rev Duleep Fernando (former President of the Methodist Church in Sri Lanka) was the Conference Speaker. Mr. Anthony Row and Mr Tan Swee Ann were re-elected by acclamation as the General Conference Secretary and the General Conference Treasurer respectively.

ENABLING LEGISLATION

Following the decision of the General Conference and its adoption by the respective Annual and Provisional Annual Conferences to form two national churches, the Sarawak Annual Conference, the Sarawak Iban Provisional Annual Conference, and the components of the Chinese Annual Conference, the Singapore Malaya Annual Conference, and the Tamil Provisional Annual Conference in Malaysia and Singapore become eight annual conferences. They are authorised to meet and transact Annual Conference business according to the *Discipline*, including the election of their respective Presidents and the election or confirmation of delegates to the Constituting and General Conferences of The Methodist Church in Malaysia and in Singapore.

The General Conference is dissolved upon completion of the enabling legislation to form two reconstituting General Conferences for Malaysia and for Singapore, and all unfinished business, assets, liabilities are transferred to the legal successors.

ENABLING ACTS

1. The Chinese Annual Conference in Singapore

This General Conference empowers the constitution and organisation of the Chinese Annual Conference in Singapore*, whose President shall take office with immediate effect upon election.

2. The Singapore Annual Conference

This General Conference empowers the constitution and organisation of the Singapore Annual Conference*, whose President shall take office with immediate effect upon election.

3. The Tamil Annual Conference in Singapore

This General Conference empowers the constitution and organisation of the Tamil Annual Conference in Singapore*, whose President shall take office with immediate effect upon election.

4. The Malaysia Annual Conference

This General Conference empowers the constitution and organisation of the Malaysia Annual Conference*, whose President shall take office with immediate effect upon election.

5. The Malaysia Chinese Annual Conference

This General Conference empowers the constitution and organisation of the Malaysia Chinese Annual Conference*, whose President shall take office with immediate effect upon election.

6. The Malaysia Tamil Annual Conference

This General Conference empowers the constitution and organisation of the Malaysia Tamil Annual Conference*, whose President shall take office with immediate effect upon election.

7. The Methodist Church in Singapore

This General Conference empowers the Chinese Annual Conference in Singapore*, the Singapore Annual Conference*, and the Tamil Annual Conference in Singapore* to constitute and organise The Methodist Church in Singapore, whose Bishop shall take office with immediate effect upon election.

8. The Methodist Church in Malaysia

This General Conference empowers the Malaysia Annual Conference*, the Malaysia Chinese Annual Conference*, the Malaysia Tamil Annual Conference, the Sarawak Chinese Annual Conference and the Sarawak Iban Annual Conference to constitute and organise The Methodist Church in Malaysia, whose Bishop shall take office with immediate effect.

*(Name subject to change)

CONSTITUTING OF THE METHODIST CHURCH IN MALAYSIA

“By the grace of God and in accordance with the Enabling Act passed by the General Conference of The Methodist Church in Malaysia and Singapore at its final session, the duly elected ministerial and lay delegates from the Chinese Annual Conference, the Tamil Annual Conference, the Trinity Annual Conference, the Sarawak Chinese Annual Conference and the Sarawak Iban Annual Conference resolve that THE METHODIST CHURCH IN MALAYSIA be duly constituted and organised in accordance with its Constitution and Discipline and as the legal successors in Malaysia of The Methodist Church in Malaysia and Singapore; that it maintains

an affiliated autonomous relationship with The United Methodist Church; and, further, that it maintains its close ties with The Methodist Church in Singapore.”

It is agreed that for the Constituting Conference and the first General Conference in 1976 of The Methodist Church in Malaysia there shall be equal representation from the Malaysian components of the Chinese Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference, and the Sarawak Annual Conference and the Sarawak Iban Provisional Annual Conference, provided that each annual conference has the requisite number of ministerial members in full connection to permit equal representation; otherwise, representation shall be based on the current number of ministerial members in full connection. The General Conference shall determine the ratio and basis of representation in subsequent quadrennia.

OTHER ENACTMENTS

The retiring Bishop be given until 31st December 1976 to complete all matters pertaining to his office.

The retiring General Conference Treasurer shall function until 31st March 1977.

The present Area Executive Council shall function as Continuation Committee to wind up affairs related to the Area Executive Committee by 31st December 1976. The Rev. Ong Chaik Ghee is Convenor.

The present Boards of Trustees shall continue to serve until the Secretaries of the new Boards of Trustees have been registered and can function. The deadline will be 31st March 1977.

All other officials shall complete their work by 31st December 1976 and not later than 31st March 1977.

PART I

THE CONSTITUTION

PREAMBLE

We, the members of the Committee on Restructure of the General Conference of The Methodist Church in Malaysia and Singapore, having received the mandate at the General Conference session in 1972, and having among its members representatives from the Chinese Annual Conference, the Sarawak Annual Conference, the Sarawak Iban Provisional Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference, do hereby propose and transmit to our respective Annual and Provisional Annual Conferences and the General Conference session in 1976 the following Constitution and recommend its adoption by the processes which they respectively require.

DIVISION ONE

†1. Article I. Declaration: By the grace of God and the will of the General Conference of The Methodist Church in Malaysia and Singapore, comprising the Chinese Annual Conference, the Sarawak Annual Conference, the Sarawak Iban Provisional Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference, legitimately represented by their respective delegates, THE METHODIST CHURCH IN MALAYSIA was constituted on December 4, 1976 by the union of the Malaysian components of the Chinese Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference, and the Sarawak Annual Conference and the Sarawak Iban Provisional Annual Conference. The Malaysian and Singapore components of the Chinese Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference of The Methodist Church in Malaysia and The Methodist Church in Singapore may maintain such ties as they so desire.

†2. Article II. Name: The name of the Church shall be THE METHODIST CHURCH IN MALAYSIA.

Article II (A) The Constitution together with (i) the Doctrinal Statement and the General Rules, (ii) Social Principles, (iii) Rules of Organisation and Administration, (iv) The General Services of the Church and (v) The Schedules thereto may hereafter be collectively cited as “The Methodist Discipline”.

†3. Article III. Articles of Religion: There shall be Articles of Religion for the Church.

†4. Article IV. Title to Properties: The title to all property and assets (both movable and immovable) of The Methodist Church in Semenanjung Malaysia shall be held in the name of the Secretary of the Council of Trustees of The Methodist Church in Semenanjung Malaysia. The title to all property and assets (both movable and immovable) of The Methodist Church in Sabah and Sarawak shall be held in the name of the Secretary of the Council of Trustees of The Methodist Church in Sarawak.

All title deeds of the other assets (including stocks and shares) of The Methodist Church in Malaysia within its own area shall, subject to the direction of the General Conference Executive Council or its duly appointed Councils/Committees, be held in the name of the Secretaries of the respective Councils of Trustees.

DIVISION TWO – ORGANISATION

Section I. Conferences

†5. Article I. There shall be a General Conference for the entire Church with such powers, duties and privileges as are hereinafter set forth.

†6. Article II. There shall be Annual Conferences as the fundamental bodies of the Church, and if necessary Provisional Annual Conferences, with such powers, duties, and privileges as are hereinafter set forth.

†7. Article III. There shall be District Conferences in an Annual Conference with such powers, duties and privileges as are hereinafter set forth.

†8. Article IV. There shall be a Local Conference for each church

or a number of congregations with such powers, duties and privileges as are hereinafter set forth.

Section II. General Conference

†9. Article I. The General Conference shall be composed of not less than fifty or more than ninety-eight delegates, one half of whom shall be ministers in full connection and one half lay members, who are to be elected by the Annual and Provisional Annual Conferences. The Bishop shall be a member of the General Conference with the right to a casting vote.

†10. Article II. The General Conference shall meet once in four years at such time and in such place as shall be determined by the General Conference or by its Executive Council.

A special session of General Conference, possessing the authority and exercising all the powers of the General Conference, may be called by the Executive Council or in such manner as the General Conference may from time to time prescribe to meet at such time and in such place as may be stated in the call. Such special session of the General Conference shall be composed of the delegates to the preceding General Conference or their lawful successors, except that when a particular Annual Conference shall prefer to have a new election of delegates it may do so. The purpose of such special session shall be stated in the call and only such business shall be transacted as is in harmony with the purpose stated in such call.

†11. Article III. The General Conference shall fix the ratio and basis of representation in the General Conference from the Annual Conferences and Provisional Annual Conferences.

†12. Article IV. The General Conference shall have full legislative power and authority over the following matters:

1. To define and fix the conditions, privileges and duties of church membership.
2. To define and fix the qualifications, powers and duties of elders, deacons, pastors and local preachers.
3. To define and fix the powers, duties and privileges of Annual Conferences, Provisional Annual Conferences, Missionary Conferences and Missions, District Conferences, Local Conferences and Congregational Meetings.
4. To provide for the organisation, promotion and administration of work of the Church outside its national boundaries.

5. To elect bishops and to determine the number and basis upon which the bishops are to be elected.

6. To define the qualifications, powers, duties, privileges and limitations of the episcopacy, and to provide for the discontinuance of a bishop because of impairment of health or inefficiency or unacceptability.

7. To define the qualifications, powers, duties, privileges and limitations of the President for each Annual or Provisional Annual Conference, to set the basis upon which presidents shall be elected, and to provide for the discontinuance of a president because of impairment of health or inefficiency or unacceptability.

8. To determine the basis for the establishment of an Annual Conference and to authorise its establishment with a minimum of twenty-five ministers in full connection.

9. To determine the basis for the establishment of a Provisional Annual Conference and to authorise its establishment with a minimum membership of ten ministers in full connection, provided that there shall be no Provisional Annual Conference with a membership of fewer than five ministers in full connection.

10. To regulate all matters relating to the form and mode of worship, subject to the limitations of the first Restrictive Rule.

11. To provide a judicial system and a method of judicial procedure for the Church, except as herein otherwise prescribed.

12. To initiate and to direct all connectional enterprises of the Church, and to provide councils for their promotion and administration.

13. To determine and provide for the raising and distribution of funds necessary to carry on the work of the Church, except as herein otherwise prescribed.

14. To establish such councils or bodies for the general work of the Church as may be deemed advisable.

15. To ensure fair and equitable representation from all groups at all levels of our church life, with special consideration for and in consultation with existing minority groups.

16. To enact such other legislation as may be necessary, subject to the limitations and restrictions of the Constitution of the Church.

†13. Article V. The General Conference shall form an Executive Council to execute the decisions of the General Conference and to co-ordinate the work of the Annual Conferences and Provisional Annual Conferences. The membership of the Executive Council shall comprise the Bishop, the President, one minister in full connection and two lay members from each Annual Conference or Provisional Annual Conference.

rence on nomination by the Annual Conference delegation. The General Conference Secretary, General Conference Treasurer and the General Conference Methodist Woman President shall be ex-officio members without vote. The Bishop shall preside at meetings of the Executive Council.

†14. Article VI. The General Conference shall form a Council of Presidents comprising the Presidents of each Annual Conference and Provisional Annual Conference. The Council of Presidents shall be a consultative and co-ordinating body and shall have no executive function. It shall counsel the Bishop and perform the duties herein prescribed. It shall meet at least once a year.

†15. Article VII. Restrictive Rules

1. The General Conference shall not revoke, alter or change our Articles of Religion or establish any new standards or rules of doctrine contrary to our present existing and established standards of doctrine.

2. The General Conference shall not change or alter any part or rule of our government so as to do away with the episcopacy or destroy the plan of our itinerant general superintendency.

3. The General Conference shall not do away with the privileges of our ministers and lay members of a right to inquiry by a panel and appeal.

4. The General Conference shall not revoke or change the General Rules of our United Societies.

Section III. Annual Conferences

†16. Article I.

1. The Annual Conference shall be composed of its President, all ministers in full connection with it, deacons, pastors with full-time appointment to churches, together with such lay members elected by each Local Conference as are hereinafter provided; the Conference Vice-President, the Conference Lay Leader, the Conference Secretary, and the Chairman of the Conference Board on Finance, the Conference President of the Methodist Women, the Conference President of the Methodist Adult/Young Adult Fellowship, the Conference Director of Youth Work, the Conference President of the Methodist Seniors Fellowship and the Conference President of the Methodist Youth Fellowship who shall be not less than twenty-one years old.

2. A local church shall be entitled to at least one lay delegate. However, where a local church has more than one minister in full connection it shall be entitled to one lay delegate for every minister in full con-

nection. Moreover, for every 200 members, or part thereof, in excess of the first 200 members it shall be entitled to one additional lay delegate. Nevertheless a local church may have a maximum of only three lay delegates on the basis of church membership, unless the church has more than three ministers in full connection.

3. The lay members other than those listed by office, shall be at least twenty-one years of age, and shall have been for the four years preceding their election, members in good standing of The Methodist Church in Malaysia.

†17. Article II. The Annual Conference is the fundamental body in the Church, and as such shall have the right to vote on all constitutional amendments, on the election of the ministerial and lay delegates to the General Conference, on all matters relating to the character and conference relations of its ministers in full connection, and on the ordination of ministers and such other rights as have not been delegated to the General Conference under the Constitution, with the exception that the lay members may not vote on matters of ordination, character and conference relations of ministers. It shall discharge such duties and exercise such powers as the General Conference under the Constitution may determine.

†18. Article III. The Annual Conference shall elect a president and adopt a plan for the support of the presidency.

†19. Article IV. The Annual Conference shall elect ministerial and lay delegates to the General Conference in the manner provided in Articles V and VI in this section. The persons first elected up to the number determined by the ratio for the representation in the General Conference shall be representatives in that body. Additional delegates shall in the order of their election be the reserve delegates to the General Conference.

†20. Article V. The ministerial delegates to the General Conference shall be elected by the members of the Annual Conference or Provisional Annual Conference, provided that such delegates shall have been itinerant ministers in The Methodist Church in Malaysia, for at least four years preceding their election and are in full connection with the Annual Conference or Provisional Annual Conference electing them when elected, and at the time of holding the General Conference.

†21. Article VI. The lay delegates to the General Conference shall be elected by the members of the Annual Conference or Provisional Annual Conference, provided that such delegates be at least

twenty-one (21) years of age and shall have been members of The Methodist Church in Malaysia, for at least four years next preceding their election, and are members thereof within the Annual Conference or Provisional Annual Conference electing them, and at the time of holding the General Conference.

†22. Article VII. The Annual Conference shall form an Executive Board comprising its President and an equal number of ministers in full connection and lay members with a total membership of not less than seven and not more than fifteen voting members. It shall include the President as Chairman, the Vice-President, the Conference Lay Leader, the Conference Secretary, the Chairman of the Conference Board of Finance, the Conference President of the Methodist Women, and ministers in full connection and lay members at large. District Superintendents who are not elected as members shall be ex-officio members without vote. It shall execute the decisions of the Annual Conference and co-ordinate the work of the boards and agencies.

Section IV. Bases and Boundaries.

†23. Article I. Changes in the number, names, bases and boundaries of the Annual Conferences shall be effected by the General Conference.

Section V. District Conferences

†24. Article I. There shall be organised in an Annual Conference, District Conferences composed of such persons and vested with such powers as the General Conference may determine.

Section VI. Local Conferences

†25. Article I. There shall be organised in each church or charge a Local Conference composed of such persons and vested with such powers as the General Conference shall provide.

†26. Article II. Election of Church Officers and Stewards: Unless the General Conference shall order otherwise, the officers and stewards of the church or churches constituting a charge shall be elected by the Local Conference or by the members of the said church or churches at a meeting called for that purpose, as may be arranged by the Local Conference.

DIVISION THREE - EPISCOPACY

†27. **Article I.** There shall be episcopacy in The Methodist Church in Malaysia, and the Bishop(s) shall be elected by the General Conference for such term(s) and shall have such powers, duties, privileges and limitations as are herein set forth.

†28. **Article II.** The Bishop(s) duly elected by the General Conference shall be consecrated in the historic manner at such time and place as may be fixed by the General Conference.

†29. **Article III.** The General Conference shall elect for the quadrennium a Council on Episcopacy, comprising one minister in full connection who is not retired and one lay member from each Annual Conference on nomination of the Annual Conference delegation, which shall review the work and administration of the Bishop, and present its report from time to time to the General Conference for such action as the General Conference Executive Council or the General Conference may deem appropriate within its constitutional warrant of power. The Bishop shall meet with the Council on Episcopacy at least once a year. The Chairman of the Council of Episcopacy shall be elected by the General Conference that is in session.

†30. **Article IV.** The Bishop presiding at the General Conference shall decide all questions of law coming before him in the regular business of a session; provided that such questions be presented in writing and that his decisions be recorded in the journal of the Conference.

Such an episcopal decision shall not be authoritative except for the pending case until it shall have been passed by the Judicial Council. Each bishop shall report in writing all his decisions of law, with a syllabus of the same to the Judicial Council, which shall affirm, modify, or reverse them.

DIVISION FOUR - PRESIDENCY

†31. **Article I.** There shall be term presidency for each Annual Conference with such powers, duties, privileges and limitations as the General Conference shall prescribe.

†32. **Article II.** The Presidents shall be elected by the respective Annual Conferences and installed at such time and place as the Annual Conferences shall determine.

†33. Article III. The Annual Conference shall elect for the quadrennium a Board of Presidency comprising two ministers in full connection who are not retired and two lay members which shall review the work and administration of the President and report to the Annual Conference as may deem appropriate within its constitutional warrant of power.

The Board of Presidency shall also take care of the spiritual and physical wellbeing of the President.

†34. Article IV. The President presiding at an Annual Conference shall decide all questions of law coming before him in the regular business of a session; provided that such questions be presented in writing and that his decision be recorded in the journal of the Conference.

Such a presidential decision shall not be authoritative except for the pending case until it shall have been passed by the Judicial Council. Each president shall report in writing annually all his decisions of law, with a syllabus of the same to the Judicial Council, which shall affirm modify or reverse them.

†35. Article V. The President shall preside at all sessions of his Annual Conference and whenever possible, the Bishop or a member of the Council of Presidents shall assist him.

†36. Article VI. The President of each Annual Conference shall appoint, after consultation with the Executive Board, one or more district superintendents, who shall have such responsibilities and term of office as the General Conference may determine.

†37. Article VII. The President of each Annual Conference shall appoint after consultation with the Board of Appointments composed of himself as Chairman, the Vice-President, District Superintendents, the Conference Lay Leader and the Chairman of the Conference Board of Finance, ministers to the charges or other Conference workers, and they shall have responsibilities and authority as the General Conference shall prescribe.

†38. Article VIII. A Vice-President may be elected in every Annual or Provisional Annual Conference.

DIVISION FIVE - THE JUDICIARY

†39. Article I. There shall be a Judicial Council. The General Conference shall determine the number and qualifications of its members,

their terms of office, and the method of election and the filling of vacancies.

†40. Article II. The Judicial Council shall have authority:

1. To determine the constitutionality of any act of the General Conference upon an appeal of the Bishop(s), or one-fifth of the members of the General Conference.

2. To hear and determine any appeal from a bishop's or president's decision on a question of law made in the Annual Conference when the said appeal has been made by one-fifth of that Conference present and voting.

3. To pass upon decisions of law made by the Bishop or Presidents in Annual Conference.

4. To hear and determine the legality of any action taken therein by any General Conference Council upon appeal by one-third of the members thereof, or upon request of the Bishop.

5. To have such other duties and powers as provided for in the Rules of Organisation and Administration or as may be conferred upon it by the General Conference.

†41. Article III. All decisions of the Judicial Council shall be final. When the Judicial Council shall declare unconstitutional any act of the General Conference then in session, that decision shall be reported back to the General Conference immediately.

†42. Article IV. The General Conference shall establish for the Church a judicial system which shall guarantee to our ministers and lay members a right to inquiry by a panel and appeal.

DIVISION SIX - AMENDMENTS

†43. Article I. Amendments to the Constitution shall be made upon a two-thirds majority of the General Conference present and voting and a two-thirds affirmative vote of the aggregate number of members of the several Annual Conferences present and voting in the session immediately following the General Conference, except in the case of the Restrictive Rules which shall require a three-fourths majority of all the members of the Annual Conferences present and voting. Any Annual Conference which fails to decide in the specified manner shall be deemed to have given a unanimous affirmative vote. The vote, after being completed, shall be canvassed by the Bishop, and the amendments voted upon shall become effective upon their announcement of its having received the required majority.

All legislation of the General Conference of The Methodist Church in Malaysia and amendments to the Rules of Organisation and Administration shall become effective January 1, following the session of the General Conference at which it is enacted unless otherwise specified.

†44. Article II. Amendments to the Constitution may originate in either the General Conference or the Annual Conferences.

PART II

DOCTRINAL STATEMENTS AND THE GENERAL RULES

†61. THE ARTICLES OF RELIGION OF THE METHODIST CHURCH

Article I. - Of Faith in the Holy Trinity

There is but one living and true God, everlasting, without body or parts, of infinite power, wisdom, and goodness; the maker and preserver of all things, visible and invisible. And in unity of this Godhead there are three persons, of one substance, power, and eternity - the Father, the Son, and the Holy Ghost.

Article II. - Of the Word, or Son of God, who was made very Man

The Son, who is the Word of the Father, the very and external God, of one substance with the Father, took man's nature in the womb of the blessed Virgin, so that two whole and perfect natures, that is to say, the Godhead and Manhood, were joined together in one person, never to be divided; whereof is one Christ, very God and very Man, who truly suffered, was crucified, dead, and buried, to reconcile his Father to us, and to be a sacrifice, not only for original guilt, but also for the actual sins of man.

Article III. - Of the Resurrection of Christ

Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfection of man's nature, wherewith He ascended into heaven, and there sitteth until He returns to judge all men at the last day.

Article IV. - Of the Holy Ghost

The Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty, and glory with the Father and the Son, very and eternal God.

Article V. - Of the Sufficiency of the Holy Scriptures for Salvation

The Holy Scriptures contain all things necessary to salvation; so that whatsoever is not read therein, nor may be proved thereby, is not to be required of any man that it should be believed as an article of faith, or be thought requisite or necessary to salvation. In the name of the Holy Scriptures we do understand those canonical books of the Old and New Testament of whose authority was never any doubt in the Church. The names of the canonical books are:

Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua, Judges, Ruth, The First Book of Samuel, The Second Book of Samuel, The First Book of Kings, The Second Book of Kings, The First Book of Chronicles, The Second Book of Chronicles, The Book of Ezra, The Book of Nehemiah, The Book of Esther, The Book of Job, The Psalms, The Proverbs, Ecclesiastes or the Preacher, Cantica or Song of Solomon, Four Prophets the Greater, Twelve Prophets the Less.

All the books of the New Testament, as they are commonly received, we do receive and account canonical.

Article VI. - Of the Old Testament

The Old Testament is not contrary to the New; for both in the Old and New Testament everlasting life is offered to mankind by Christ, who is the only Mediator between God and man, being both God and Man. Wherefore they are not to be heard who feign that the old fathers did look only for transitory promises. Although the law given from God by Moses as touching ceremonies and rites doth not bind Christians, nor ought the civil precepts thereof of necessity be received in any commonwealth; yet notwithstanding, no Christian whatsoever is free from the obedience of the commandments which are called moral.

Article VII. - Of Original or Birth Sin

Original sin standeth not in the following of Adam (as the Pelagians do vainly talk), but it is the corruption of the nature of every man, that naturally is engendered of the offspring of Adam, whereby man is very far gone from original righteousness, and of his own nature inclined to evil, and that continually.

Article VIII. - Of Free Will

The condition of man after the fall of Adam is such that he cannot turn and prepare himself, by his own natural strength and works, to faith, and calling upon God; wherefore we have no power to do good works, pleasant and acceptable to God, without the grace of God by Christ preventing us, that we may have a good will, and working with us, when we have that good will.

Article IX. - Of the Justification of Man

We are accounted righteous before God only for the merit of our Lord and Saviour Jesus Christ, by faith, and not for our own works or deservings. Wherefore, that we are justified by faith only is a most wholesome doctrine, and very full of comfort.

Article X. - Of Good Works

Although good works, which are the fruits of faith, and follow after justification, cannot put away our sins, and endure the severity of God's judgment; yet are they pleasing and acceptable to God in Christ, and spring out of a true and lively faith, insomuch that by them a lively faith may be as evidently known as a tree is discerned by its fruit.

Article XI. - Of Works of Supererogation

Voluntary works - besides, over and above God's commandments - which are called works of supererogation, cannot be taught without arrogancy and impiety. For by them men do declare that they do not only render unto God as much as they are bound to do, but that they do more for his sake than of bounden duty is required; whereas Christ saith plainly: When ye have done all that is commanded of you, say, We are unprofitable servants.

Article XII. - Of Sin after Justification

Not every sin willingly committed after justification is the sin against the Holy Spirit, and unpardonable. Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification: after we have received the Holy Spirit, we may depart from grace given, and fall into sin, and, by the grace of God, rise again and amend our lives. And therefore they are to be condemned who say they can no more sin as long as they live here; or deny the place of forgiveness to such as truly repent.

Article XIII. - Of the Church

The visible Church of Christ is a congregation of faithful men in which the pure Word of God is preached, and the Sacraments duly administered according to Christ's ordinance, in all those things that of necessity are requisite to the same.

Article XIV. - Of Purgatory

The Romish doctrine concerning purgatory, pardon, worshipping, and adoration, as well of images as of relics, and also invocation of saints, is a fond thing, vainly invented, and grounded upon no warrant of Scripture, but repugnant to the Word of God.

Article XV. - Of Speaking in the Congregation in such a Tongue as the People Understand

It is a thing plainly repugnant to the Word of God, and the custom of the primitive Church, to have public prayer in the Church, or to administer the Sacraments, in a tongue not understood by the people.

Article XVI. - Of the Sacraments

Sacraments ordained of Christ are not only badges or tokens of Christian men's profession, but rather they are certain signs of grace, and God's good will toward us, by which he doth work invisibly in us, and doth not only quicken, but also strengthen and confirm, our faith in him.

There are two Sacraments ordained of Christ our Lord in the Gospel; that is to say, Baptism and the Supper of the Lord.

Those five commonly called Sacraments, that is to say, confirmation, penance, orders, matrimony, and extreme unction, are not to be counted for Sacraments of the Gospel; being such as having partly grown out of the *corrupt* following of the apostles and partly are states of life allowed in the Scripture, but yet have not the like nature of Baptism and the Lord's Supper, because they have not any visible sign or ceremony ordained of God.

The Sacraments were not ordained of Christ to be gazed upon, or be carried about; but that we should duly use them. And in such only as worthily receive the same they have a wholesome effect or operation; but they that receive them unworthily, purchase to themselves condemnation, as St. Paul saith, I Cor. 11:29.

Article XVII. - Of Baptism

Baptism is not only a sign of profession and mark of difference whereby Christians are distinguished from others that are not baptised; but it is also a sign of regeneration or the new birth. The baptism of young children is to be retained in the church.

Article XVIII. - Of the Lord's Supper

The Supper of the Lord is not only a sign of the love that Christians ought to have among themselves one to another, but rather is a Sacrament of our redemption by Christ's death; insomuch that, to such as rightly, worthily, and with faith receive the same, the bread which we break is a partaking of the body of Christ; and likewise the cup of blessing is a partaking of the blood of Christ.

Transubstantiation, or the change of the substance of bread and wine in the Supper of our Lord, cannot be proved by Holy Writ, but is repugnant to the plain words of Scripture, overthroweth the nature of a Sacrament, and hath given occasion to many superstitions.

The body of Christ is given, taken, and eaten in the Supper, only after a heavenly and spiritual manner. And the means whereby the body

of Christ is received and eaten in the Supper is faith.

The Sacrament of the Lord's Supper was not by Christ's ordinance reserved, carried about, lifted up, or worshipped.

Article XIX. - Of Both Kinds

The cup of the Lord is not to be denied to the lay people; for both the parts of the Lord's Supper, by Christ's ordinance and commandment, ought to be administered to all Christians alike.

Article XX. - Of the One Oblation of Christ, finished upon the Cross

The offering of Christ, once made, is that perfect redemption, propitiation, and satisfaction for all the sins of the whole world, both original and actual; and there is none other satisfaction for sin but that alone. Wherefore the sacrifice of masses, in which it is commonly said that the priest doth offer Christ for the quick and the dead, to have remission of pain or guilt, is a blasphemous fable and dangerous deceit.

Article XXI. - Of the Marriage of Ministers

The ministers of Christ are not commanded by God's law either to vow the estate of single life, or to abstain from marriage; therefore it is lawful for them, as for all other Christians, to marry at their own discretion, as they shall judge the same to serve best to godliness.

Article XXII. - Of the Rites and Ceremonies of Churches

It is not necessary that rites and ceremonies should in all places be the same, or exactly alike; for they have been always different, and may be changed according to the diversity of countries, times, and men's manners, so that nothing be ordained against God's Word. Whosoever, through his private judgement, willingly and purposely doth openly break the rites and ceremonies of the church to which he belongeth, which are not repugnant to the Word of God, and are ordained and approved by common authority, ought to be rebuked openly (that others may fear to do the like), as one that offendeth against the common order of the church, and wounded the consciences of weak brethren.

Every particular church may ordain, change, or abolish rites and ceremonies, so that all things may be done to edification.

Article XXIII. - Of the Duty of Christians to the Civil Authority

It is the duty of all Christians, and especially of all Christian ministers, to observe and obey the laws and commands of the governing or supreme authority of the country of which they are citizens or subjects

or in which they reside, and to use all laudable means to encourage and enjoin obedience to the powers that be.

Article XXIV. - Of Christian Men's Goods

The riches and goods of Christians are not common, as touching the right, title, and possession of the same, as some do falsely boast. Notwithstanding, every man ought, of such things as he possesseth, liberally to give alms to the poor, according to his ability.

Article XXV. - Of a Christian Man's Oath

As we confess that vain and rash swearing is forbidden Christian men by our Lord Jesus Christ and James his apostle, so we judge that the Christian religion doth not prohibit, but that a man may swear when the magistrate requireth, in a cause of faith and charity, so it be done according to the prophet's teaching, in justice, judgement, and truth.

Of Sanctification¹

Sanctification is that renewal of our fallen nature by the Holy Ghost, received through faith in Jesus Christ, whose blood of atonement cleanseth from all sins; whereby we are not only delivered from the guilt of sin, but are washed from its pollution, saved from its power, and are enabled, through grace, to love God with all our hearts and to walk in his holy commandments blameless.

†71. THE GENERAL RULES OF THE METHODIST CHURCH

The Nature, Design, and General Rules of Our United Societies

In the latter end of the year 1739, eight to ten persons who appeared to be deeply convicted of sin, and earnestly groaning for redemption, came to Mr. Wesley in London. They desired, as did two or three more the next day, that he would spend some time with them in prayer, and advise them how to flee from the wrath to come, which they saw continually hanging over their heads. That he might have more time for this great work, he appointed a day when they might all come together, which from thenceforward they did every week, namely, on Thursday in the evening. To these, and as many more as desired to join with them (for their number increased daily), he gave those advices from time to time which he judged most needful for them, and they always concluded their meeting with prayers suited to their several necessities.

¹ The unnumbered article is placed here as a Methodist emphasis.

This was the rise of the **United Society**, first in Europe, and then in America. Such a society is no other than *“a company of men having the form and seeking the power of godliness, united in order to pray together, to receive the word of exhortation, and to watch over one another in love, that they may help each other to work out their salvation.”*

That it may the more easily be discerned whether they are indeed working out their own salvation, each society is divided into smaller companies, called classes, according to their respective places of abode. There are about twelve persons in a class, one of whom is styled the leader. It is his duty:

1. To see each person in his class once a week at least, in order: (1) to inquire how his soul prospers; (2) to advise, reprove, comfort, or exhort, as occasion may require; (3) to receive what he is willing to give toward the relief of the preachers, church, and poor.

2. To meet the ministers and the stewards of the society once a week, in order: (1) to inform the minister of any that are sick, or of any that walk disorderly and will not be reprov'd; (2) to pay the stewards what he has received of his class in the week preceding.

There is only one condition previously required of those who desire admission into these societies - “a desire to flee from the wrath to come, and to be saved from their sins.” But wherever this is really fixed in the soul it will be shown by its fruits.

It is therefore expected of all who continue therein that they shall continue to evidence their desire of salvation,

First: By doing no harm, by avoiding evil of every kind, especially that which is most generally practised, such as:

The taking of the name of God in vain.

The profaning the day of the Lord, either by doing ordinary work therein or by buying or selling.

Drunkenness, buying or selling spirituous liquors, or drinking them, unless in cases of extreme necessity.

Slaveholding; buying or selling slaves.

Fighting, quarrelling, brawling, brother going to law with brother; returning evil for evil, or railing for railing; the using of many words in buying or selling.

The buying or selling goods that have not paid the duty.

The giving or taking of things on usury - that is, unlawful interest.

Uncharitable or unprofitable conversation; particularly speaking evil of magistrates or ministers.

Doing to others as we would not they should do unto us.

Doing what we know is not for the glory of God, as:

The putting on of gold and costly apparel.

The taking of such diversions as cannot be used in the name of the Lord Jesus.

The singing those songs, or reading those books, which do not tend to the knowledge or love of God.

Softness and needless self-indulgence. Laying up treasure upon earth.

Borrowing without a probability of paying; or taking up goods without a probability of paying for them.

It is expected of all who continue in these societies that they shall continue to evidence their desire of salvation.

Second: By doing good; by being in every kind merciful after their power; as they have opportunity, doing good of every possible sort, and, as far as possible, to all men:

To their bodies, of the ability which God giveth, by giving food to the hungry, by clothing the naked, by visiting or helping them that are sick or in prison;

To their souls, by instructing, reproving, or exhorting all we have any intercourse with; trampling under foot that enthusiastic doctrine, that “we are not to do good unless *our hearts be free to it.*”

By doing good, especially to them that are of the household of faith or groaning so to be; employing them preferably to others; buying one of another; helping each other in business; and so much the more because the world will love its own and them *only*.

By all possible diligence and frugality, that the gospel be not blamed.

By running with patience the race which is set before them, denying themselves, and taking up their cross daily; submitting to bear the reproach of Christ, to be as the filth and off scouring of the world; and looking that men should say all manner of evil of them *falsely*, for the Lord's sake.

It is expected of all who desire to continue in these societies that they shall continue to evidence their desire of salvation.

Third: By attending upon all the ordinances of God; such as:

The public worship of God.

The ministry of the Word, either read or expounded.

The Supper of the Lord.

Family and private prayer.

Searching the Scriptures.

Fasting or abstinence.

These are the General Rules of our societies; all of which we are taught of God to observe, even in His written Word, which is the only rule, and the sufficient rule, both of our faith and practice. And all these we know his Spirit writes on truly awakened hearts. If there be any among us who observes them not, who habitually breaks any of them, let it be known unto them who watch over that soul as they who must give an account. We will admonish him of the error of his ways. We will bear with him for a season. But, if then he repent not, he hath no more place among us. We have delivered our own souls.

PART III

SOCIAL PRINCIPLES

†81. Our Heritage

The interest of The Methodist Church in social welfare springs from the gospel, and from the labours of John Wesley, who ministered to the physical, intellectual, and social needs of the people to whom he preached the gospel of personal redemption.

In our historic position we have sought to follow Christ in bringing the whole of life, with its activities, possessions, and relationships, into conformity with the will of God.

As Methodists we have an obligation to affirm our position on social, economic, political and environmental issues and challenges.

†82. Our Theological Basis

The Methodist Church must view the perplexing times and problems which we face today in the light of the life and teachings of Jesus. Jesus taught us to love our neighbours and seek justice for them as well as for ourselves. To be silent or passive in the face of need, injustice, and exploitation is to deny him.

We believe that God is Father of all peoples and races, that Jesus Christ is His Son, that all persons are created in the image of God and are of infinite worth.

We believe that “the earth is the Lord’s and the fullness thereof.” Our own capacities and all we possess are gifts of the Creator, and should be held and used in stewardship to him.

We believe that God in Christ is seeking to redeem all persons and society from the consequences of sin. This redemption is a continuing necessity.

We believe that the grace of God in Christ is available for redemption from individual and social sin as we seek in penitence and obedience to do His holy will.

We believe that all persons have supreme value in the sight of God, and ought to be so regarded by us. We test all institutions and practices by God’s standard as in the Holy Scripture by their effect upon persons.

Since Jesus died for the redemption of all humanity, we believe we should live to help save humanity from sin and from every harmful or destructive influence.

†83. Our Social Principles

The following Social Principles are formulated as a response of The Methodist Church in Malaysia to human issues in the contemporary world. They are based on a biblical and theological foundation enriched by our Methodist tradition. The Social Principles call on all members of The Methodist Church to a prayerful response of faith and practice. The categories of social principles are as follow:

- The Family and Marriage (†84)
- Christianity and The Economic Order (†85)
- Church and General Welfare (†86)
- Human Rights and Responsibilities (†87)
- Peace and World Order (†88)
- Political Life (†89)

†84. The Family and Marriage

We affirm the importance and sanctity of the family. We believe that the healthy family unit forms a basic social environment in which responsible teachings can be imparted, moral values disseminated, and where love is shared and the worth of each person is affirmed. We deplore and reject values and morals which undermine the sanctity of family life. We also understand the family as encompassing a wider range of options than that of the two-generational unit of parents and children, including the extended family, families with adopted children, single parents, stepfamilies, and couples without children.

1. Marriage and Divorce

- a. We affirm the sanctity of the marriage covenant which is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God's blessing rests upon such marriage, whether or not there are children of the union. We reject social norms that assume different standards in marriage. We support laws in civil society that define marriage as the union of one man and one woman, thus we do not support same sex marriage as it is against Christian teachings. We do not allow Christians to practice polygamous marriage.

- b. We affirm that matrimonial service in the Church should only be conducted for Christians. We do not permit non-believers taking the marriage covenant in the Church before God.
- c. We believe that God's plan is for lifelong, faithful marriages. The Church must be at the forefront of premarital and post-marital counselling in order to create and preserve strong marriages. We do not encourage divorce and always seek for reconciliation of both parties involved. However, when a married couple is estranged beyond reconciliation, even after thoughtful consideration and counsel and prayer, divorce is a regrettable alternative in the midst of brokenness.
- d. It is recommended that methods of mediation be used to minimise the adversarial nature and fault-finding that are often part of our current judicial processes. Although divorce publicly declares that a marriage no longer exists, other covenantal relationships resulting from the marriage remain, such as the nurture and support of children and extended family ties. We urge respectful negotiations in deciding the custody of minor children and support the consideration of either or both parents for this responsibility in that custody not be reduced to financial support, control, or manipulation and retaliation. The welfare of each child is the most important consideration. We encourage an intentional commitment of the Church and society to minister compassionately to those in the process of divorce, as well as members of divorced and remarried families, in a community of faith where God's grace is shared by all.

2. *Single Persons*

We affirm the integrity of single persons, and we reject all social practices that discriminate or social attitudes that are prejudicial against persons because they are single.

3. *Parent and Child Relationship*

- a. We believe the family to be the basic human community through which persons are nurtured and sustained in mutual love, responsibility, respect, and fidelity. We believe that the parental relationship is the primary relationship upon which children are welcome members to the family. We affirm the importance of both fathers and mothers for all children.

- b. We affirm the shared responsibility for parenting by fathers and mothers and encourage social, economic, and religious efforts to enhance and strengthen relationships within families in order that every member may be nurtured and assisted toward complete personhood.
- c. We recognise the burden of single parent families and their need for understanding, care and support from the community and the Church.
- d. We view with concern the diminishing time available for families to be together in our modern society. Families need to give priority to spending quality time together for family life enrichment, and in worship and recreation.
- e. We believe that children have a responsibility to love, honour, respect and care for their parents, especially in sickness and old age.

4. *God's Gift of Sex*

- a. We recognise that human sexuality is a gift of God. We believe that sexual intercourse is a sacred experience and constitutes a needed expression of affection only when it is accompanied by the love and fidelity of a holy matrimony between a man and a woman.
- b. We call all persons to the disciplined, responsible fulfilment of themselves, others, and society in the stewardship of this gift. We believe that sexual relationships outside the bonds of matrimony are contrary to the will of God.
- c. We deplore all forms of commercialisation and exploitation of sex with their consequent degradation of the human personhood. The distribution of pornographic and other sex-exploitative material should always be banned.
- d. We advocate thorough educational efforts in home, church, and school designed to elevate our whole understanding of the meaning of sexuality and sexual experience.
- e. We consider the practice of homosexuality to be incompatible with Christian teachings. However, we do recognise that homosexual persons are individuals of sacred worth. The Church is committed to provide counselling, healing and guidance as well as the spiritual and emotional support of a caring fellowship.

- f. We believe that individuals who are confused about their sexual identity need the healing and transforming power of God's grace rather than sex-change operations.

5. *Birth Control and Abortion*

- a. We believe that planned parenthood, practiced with respect for human life, fulfils rather than violates the will of God. It is the duty of each married couple to prayerfully and responsibly seek parenthood, avert it, or defer it in accordance with the best expression of their Christian love.
- b. We affirm that life begins at conception and that the human embryo is not simply a mass of tissue that has the potential. We therefore do not subscribe to abortion except on medical grounds under proper medical procedures. We call on all Christians to a searching and prayerful inquiry in situations in which abortion may be contemplated and to seek medical, pastoral, and other appropriate counselling.
- c. We cannot affirm abortion as an acceptable means of birth control, and we unconditionally reject it as a means of gender selection. Decision concerning abortion should be made only after thoughtful and prayerful consideration by the parties involved, with medical, pastoral, and other appropriate counsel.

6. *Infertility and Assisted Method of Reproduction*

- a. We affirm that every child is a gift from God and not a right to be demanded from God. Procreation is always by the grace of God and not simply a product of modern science even when assisted methods of human reproduction are used.
- b. We recognise that infertility may be cause of suffering for some married couples. We accept the procedures of assisted human reproduction which can be regarded as methods to assist natural reproduction as long as the egg or sperms of another person are not used. We do not accept surrogate parenthood.
- c. Married couples who are burdened with the problem of infertility should prayerfully examine their motives for wanting a child and consider and understand the medical, spiritual, moral and legal implications of assisted reproductive procedures.
- d. We are also concerned that assisted methods of human

reproduction may be used for sex selection or by single persons to have a child. We believe that this is not God's divine plan for the family.

7. Adoption

Children are a gift from God to be welcomed and received. We recognise that some circumstances of birth and childhood make the rearing of a child difficult. We affirm and support the birth parent(s) whose choice is to allow the child to be adopted. We recognise the agony, strength, and courage of the birth parent(s) who choose(s) in hope, love and prayer to offer the child for adoption. In addition, we also recognise the anxiety, strength, and courage of those who choose in hope, love and prayer to be able to care for a child. We affirm and support the use of proper legal procedures. When appropriate and possible, we encourage open adoption so that a child may know all information and people related to the child, both biologically and relationally. We affirm that the adopted children should be given the same legal and social benefits.

†85. Christianity and The Economic Order

With full acknowledgment of stewardship under God and accountability to him, we stand for the acquisition of property by moral processes and the right to private ownership thereof. We refuse to identify Christianity with any economic system. We are under obligation to test each aspect of every economic order by the commands of Christ and judge its practices by the Christian gospel. We believe that it is our duty not only to bring Christ to the individual, but also to bring the increasingly technological society within which we live more nearly into conformity with the teachings of Christ. We believe that a free democratic way of life, influenced by Christian principles, can bring to humankind a society in which liberty is preserved, justice established, and kindredship achieved.

We believe in the use of such opportunities of political action as are consistent with Christian principles. We urge Christians to view political responsibilities as opportunities for Christian witness and service.

1. Responsible Use of Power

The Christian point of view demands that concentrations of power in government, labour, business and religious organisations be used

responsibly. The task of the Church in this regard is to help people in positions of power and the organisations which they serve to achieve and exercise a high level of social responsibility.

2. *Corruption*

We are gravely concerned about the seriousness of problems and threats posed by corruption to the stability and security of societies, undermining the institutions and values of democracy, ethical values and justice and jeopardising sustainable development, the rule of law and the administration of justice. We are also seriously concerned that most of the time, the least privileged bear the highest cost of corruption when the state's financial resources are inefficiently allocated and wasted. The Church stands against all forms of corruption in her endeavour to be the salt of the earth and light of the world. The Church advocates and promotes integrity, accountability and proper management of public affairs and public property and to this end the Church rejects and will not participate in the giving and receiving of bribes. The Church supports all comprehensive and multi-disciplinary approach to prevent and combat corruption effectively.

3. *Property and Possessions*

We believe that ownership of property is a trusteeship under God and all our possessions are a trust from God to be managed responsibly. It is contrary to our Christian faith for any person or group of persons to have exclusive and arbitrary control of any part of the created universe.

4. *The Acquisition of Wealth*

We recognise the perils of prosperity. Our Lord has told us that we cannot serve God and mammon. As Christians we must examine earnestly before God our personal and business practice, lest we adopt the standards and assumptions of a materialistic society. Churches and their institutions, as well as individuals, own property, invest funds, and employ labour. In these areas, practices and relationships must conform to the highest Christian standards.

5. *Poverty and Unemployment*

We believe that the economic development which makes possible material plenty for all imposes upon us great moral responsibility, in that the physical and spiritual development of millions of persons

throughout the world is hindered by poverty. We therefore stand for the eradication of poverty everywhere.

We believe it is our Christian duty to provide opportunities for education and training for people to earn a living for themselves and their dependents, so that they may take advantage of new technology.

Lack of significant employment tends to destroy human self-respect. We believe that employable workers must be safeguarded from enforced unemployment.

6. *Working Conditions*

We oppose all forms of social, economic and moral waste. We urge the protection of the worker from dangerous and unsanitary working conditions and from occupational diseases.

We stand for reasonable hours of labour, for just wages, for a fair day's work, for a fair day's wages, for just working conditions, for periods of leisure, and for an equitable division of the product of industry.

We believe special protection should be provided for women and children, as well as migrant workers, domestic maids and others especially vulnerable to exploitation.

7. *Social Benefit for Workers*

We stand for public and private programmes of economic security for old age, for adequate insurance covering sickness and injury to the worker, and for increased protection against those preventable conditions which produce want.

8. *The Right to Organise Collective Bargaining*

We stand for the right of employees and employers alike to organise for collective bargaining, protection of both in the exercise of their right, the responsibility of both to bargain in good faith and the obligation of both to work for the public good.

9. *Simple Lifestyle and Consumerism*

We call on all Christians to adopt a simple lifestyle and to be ever conscious and vigilant against the influence of consumerism which thrives on pride and greed. The simple lifestyle is not necessarily a call to an ascetic life. It is a spiritual discipline which increases our awareness of God's presence and providence in our lives. A simple

lifestyle frees us to be more sensitive to the needs of the poor and the beauty of God's world.

10. Urban and Rural Life

We recognise the basic significance of urban and rural areas in relation to population supply, natural resources, community life and Christian culture. We believe farmers, other agricultural workers, and those displaced by mechanisation should have the opportunity to earn a fair income.

Methodism, because of its large urban and rural membership and worldwide impact, must lead in developing adequate Christian programme in rural areas everywhere. This should pertain to people in their relationship with God to the stewardship of the soil and the conservation of all natural resources, and to family, church and community welfare.

11. Urban Mission

We believe the inner city to be a mission field crying out for bold new creative way of witness. Here is emerging a pagan generation committed to values that run counter to those of the Christ. Therefore we call our urban congregation to a deeper involvement in neighbourhood life. We call the Church to come into the city for Christ's sake, there to touch all forgotten persons with his passion.

12. Christian Vocation

We believe that every employable person so far as possible should be engaged in some vocation productive of common good. Every such vocation should be viewed as a Christian calling by those who pursue it as well as by those who receive its benefits, and our daily work should be regarded a sphere of service to God. The creative use of leisure is also a major responsibility for the Christian.

†86. Church and General Welfare

The Church is called to be a redeeming community of discerning Christian love – a fellowship of those who confess their sin, who rejoice in the love of God freely given, and who commit themselves continually to spiritual excellence in every facet of life.

1. Alcohol Problems

We believe that the Christian principle of love for God and neighbour calls us to abstain from the use of alcoholic beverages and to minister to those victimised by their use. The use of alcoholic beverages imperils the abundant life to which Christ calls us. Individuals and families are destroyed by its use. We join with people of good conscience who seek to overcome the social, economic, and moral waste, which this indulgence has created. The Church must become a healing and redemptive fellowship for those who suffer because of alcoholism.

2. Crime and Rehabilitation

We stand for application of the redemptive principle in treating law offenders and for study and action directed toward the improvement of laws, correctional facilities and services, and court procedures in order to facilitate rehabilitation. For this reason we deplore capital punishment.

We do not believe an individual should be excused from his personal responsibility to society; but we recognise that crime, and in particular juvenile delinquency leading to crime, is often a result of family failure and bad social conditions. Christian citizens and churches have a special opportunity and responsibility for creating those conditions of family life and social surroundings, wholesome recreation, vocational training, personal counselling and social adjustment by which crime may be reduced and offenders rehabilitated and redeemed by God's grace.

3. Gambling

Gambling is a menace to society, deadly to the best interest of moral, social, economic, and spiritual life, and destructive of good government. As an act of faith and concern, Christians should abstain from gambling and should strive to minister to those victimised by the practice. Where gambling has become addictive, the Church will encourage such individuals to receive therapeutic assistance so that the individual's energies may be redirected into positive and constructive ends. The Church should promote standards and personal lifestyles that would make unnecessary and undesirable the resort to commercial gambling including public lotteries as a recreation, as an escape, or as a means of producing public revenue or funds for support of charities or government.

4. *Mental Health and Medical Care*

We stand for the provision of adequate medical care for all people, with special attention being given to the aging, the young, and minority and low income groups. We strongly favour the healing ministries of the Church and other private groups. We support our government, individuals and foundations in required research in public health; and we support legislation to meet these needs.

We believe that adequate facilities with professionally trained staff must be made available for the emotionally ill and the mentally retarded of every community. We also believe that churches may become spiritual centres of healing through worship, pastoral concern, and volunteer service for the emotionally ill.

5. *Drug Abuse*

We seek to overcome those social and psychological forces which lead so large a part of our society to unhealthy dependence upon tobacco, alcohol, and drugs. The illicit use of drugs cannot be tolerated. Society must provide through public and private facilities for the treatment, rehabilitation, and after-care of narcotic addicts and other victims of drugs abuse.

6. *Science and Technology*

We recognise science as a legitimate interpretation of God's natural world. We affirm the validity of the claims of science in describing the natural world, although we preclude science from making authoritative claims about theological issues. We recognise technology as a legitimate use of God's natural world when such use enhances human life and enables all of God's children to develop their God-given creative potential without violating our ethical convictions about the relationships of humanity to the natural world.

In acknowledging the important roles of science and technology, however, we also believe that theological understandings of human experience are crucial to a full understanding of the place of humanity in the universe. Science and theology are complementary rather than mutually incompatible. We therefore encourage dialogue between the scientific and theological communities and seek the kind of participation that will enable humanity to sustain life on earth and, by God's grace, increase the quality of our common lives together.

7. *Tobacco*

We affirm our historic tradition of high standards of personal discipline and social responsibility. In light of the over-whelming evidence that tobacco smoking is hazardous to the health of persons of all ages, we recommend total abstinence from the use of tobacco. We urge that our educational and communication resources be utilised to support and encourage such abstinence. Further, we recognise the harmful effects of passive smoking and support the restriction of smoking in public areas and workplaces.

8. *Medical Experimentation*

Physical and mental health has been greatly enhanced through discoveries by medical science. It is imperative, however, that governments and the medical profession carefully enforce the requirements of the prevailing medical research standard, maintaining rigid controls in testing new technologies and drugs utilising human beings. The standard requires that those engaged in research shall use human beings as research subjects only after obtaining full, rational, and informed consent.

9. *Genetic Technology*

The responsibility of humankind to God's creation challenges us to deal carefully with the possibilities of genetic research and technology. We welcome the use of genetic technology for meeting fundamental human needs for health, a safe environment, and an adequate food supply. We oppose the cloning of humans and the genetic manipulation of the gender of an unborn child. Because of the effects of genetic technologies on all life, we call for effective guidelines and public accountability to safeguard against any action that might lead to abuse of these technologies, including political or military ends. We recognise that cautious, well-intended use of genetic technologies may sometimes lead to unanticipated harmful consequences.

Human gene therapies that produce changes that cannot be passed to offspring (somatic therapy) should be limited to the alleviation of suffering caused by disease. Genetic therapies for eugenic choices or that produces waste embryos are deplored. Genetic data of individuals and their families should be kept secret and held in strict confidence unless confidentiality is waived by the individual or by his or her family, or unless the collection and use of genetic identifi-

cation data is supported by an appropriate court order. Because its long-term effects are uncertain, we oppose genetic therapy that result in changes that can be passed to offspring (germ-line therapy).

10. Information Communication Technology

Because effective personal communication is a key to being a responsible and empowered member of society, and because of the power afforded by information communication technologies to shape society and enable individuals to participate more fully, we believe that access to these technologies is a basic right.

Information communication technologies provide us with information, entertainment, and a voice in society. They can be used to enhance our quality of life and provide us with a means to interact with each other, our government, and people and cultures all over the world. Most information about world events comes to us by the broadcast, cable, print media, and the internet. Concentrating the control of media to large commercial interests limits our choices and often provides a distorted view of human values. Therefore, we support the regulation of media communication technologies to ensure a variety of independent information sources that provides for the public good.

Personal communication technologies such as the Internet allow persons to communicate with each other and access vast information resources that can have commercial, cultural, political and personal value. While the Internet can be used to nurture minds and spirits of children and adults, it is in danger of being overrun with commercial interests and is used by some to distribute inappropriate, immoral and illegal material. Therefore, the Internet must be managed responsibly in order to maximise its benefits while minimising its risks, especially for children.

Denying access in today's world to basic information communication technologies like the Internet due to their cost or availability, limits people's participation in their government and society. We support the goal of universal access to telephone and Internet services at an affordable price.

11. Suicide

We believe that suicide is not the way a human life should end. The Church, therefore, does not condone suicide. Nevertheless, suicide is often the result of untreated depression, or untreated pain and

suffering. The Church has an obligation to see that all persons have access to needed pastoral and medical care and therapy in those circumstances that lead to loss of self-worth, suicidal despair, and/or the desire to seek physician-assisted suicide. We encourage the Church to provide education to address the biblical, theological, social, and ethical issues related to death and dying, including suicide.

A Christian perspective on suicide begins with an affirmation of faith that nothing, including suicide, separates us from the love of God (Romans 8:38-39). Therefore, we deplore the condemnation of people who commit suicide, and we consider unjust the stigma that so often falls on surviving family and friends.

We encourage pastors and faith communities to address these issues through preaching and teaching. We urge pastors and faith communities to provide pastoral care to those at risk, survivors, and their families who have lost loved ones to suicide, seeking always to remove the oppressive stigma around suicide. The Church opposes assisted suicide and euthanasia.

12. Conservation of Natural Resources

We support and encourage policies aimed at conservation of our natural resources, the prevention of pollution of our air, water and soil, the protection of wild life and the humane treatment of animals.

This involves reducing, reusing and recycling of by-products so as to minimise consumption of raw material inputs that require energy from fossil fuels to mine, process, and transport and manufacture products. The overarching requirement is to reduce greenhouse gas emissions from direct use of fossil fuel and also the products derived from fossil fuels such as plastics, fertilisers and pesticides. Reducing greenhouse gas emissions will help in slowing down climate change, global warming and enhance sustainability of the environment and our planet. We encourage our members to reduce their carbon footprints in their daily activities.

†87. Human Rights and Responsibilities

1. Freedom from Discrimination

We stand for equal rights for all racial, cultural, and religious groups, and insist that the principles set forth herein apply to all alike. The

right to choose a home, enter a school, secure employment, promotion, vote, and have access to public accommodations should be guaranteed to all regardless of race, culture, national origin, social class, or religion. Neither should any person be denied equal political, economic, or legal rights or opportunities because of sex, race or religion.

That the Church should ever refuse access to worship or membership in its fellowship to any person because of race, colour, or national origin is contrary to our fundamental Christians convictions.

2. *Civil Liberties*

We stand for freedom of speech, assembly, press, broadcasting and all other forms of communications media. The fundamental responsibility in the use of these freedoms and the justification of their exercise is adherence to the truth.

We stand for the right of all individuals and groups to advocate any peaceful and constitutional method for the solution of the problems that confront society.

3. *Multi-Religious Understanding*

Malaysia is a multi-racial, multi-cultural and multi-religious society. We believe that everyone is equal in God's sight regardless of social status, creed, race, sex or age. We believe that it is healthy and necessary to engage in open and honest dialogue with persons of other faiths in a spirit of love, mutual respect and sensitivity. We believe in religious freedom for all, and for every adult individual to have the right to choose and practise the religion of his or her choice.

We affirm the right of religious groups to practise their faith as well as share their faith with others. We also affirm the right of religious groups to practise their faith without undue legal, political or financial encumbrances or any form of harassment or threat from any party.

4. *Multi-Racial Harmony*

We believe that the foundation of racial harmony is love, mutual respect and acceptance of our neighbours regardless of their race, culture, political persuasions or religious beliefs.

We recognise that racial as well as religious and cultural pride and prejudice when left unchecked is a potential source of inter-racial and inter-religious strife and conflict.

5. *Rights of Children*

We recognise that parents or guardians and society in general have special obligations to children. Children should not be deprived of education, food, shelter, clothing, health care, emotional wellbeing and religion. They must be protected from economic, physical, emotional, and sexual exploitation and abuse.

6. *Rights of Young People*

We recognise that generally young people are energetic, adventurous and creative. They need respect, acceptance, proper guidance and mentoring from the adults. Young people should neither be deprived of employment nor exploited because of their inexperience.

Christian parents and guardians and the Church have the responsibility to ensure that young people receive premarital counselling and education consistent with Christian morality, including faithfulness in marriage and abstinence in singleness.

7. *Rights of the Elderly*

We advocate social policies that integrate the seniors into the life of the total community, including sufficient incomes, increased and non-discriminatory employment opportunities, educational and service opportunities, and adequate medical care and housing within the existing communities. We recognise that children have the obligation to take proper care of their aged parents.

8. *Rights of Women*

We affirm women and men to be equal in every aspect of their common life. Women should therefore be given equal treatment in employment, promotion, remuneration, compensation and citizenship privileges. We recognise the importance of women in decision-making and leadership positions at all levels of life.

Women should be protected from all forms of violence, abuse and discrimination in any sector of society.

9. *Rights of Ethnic Minorities*

We affirm the rights of those who belong to ethnic minorities. They should be given equal treatment in employment, promotion, remuneration, compensation, education, voting, in positions of leadership and all other citizenship privileges, including freedom of religion. They should not be marginalised, intimidated or discriminated by any party in whatever way.

10. Rights of Persons with Disabilities

We recognise and affirm the full humanity and personhood of all individuals with mental, physical, developmental, neurological, and psychological conditions or disabilities. We affirm their rightful place in both the Church and society. We also affirm the responsibility of the Church and society to minister to their needs so as to enable them to participate fully in the community of faith and in the society at large.

11. Rights of Persons Living with Human Immune Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

We affirm that all individuals living with HIV/AIDS should be treated with dignity and respect. The Church and the society have the responsibility to minister to and with these individuals and their families regardless of how the disease was contracted. We support their right to employment, appropriate medical care, full participation in public education, and full participation in the Church.

We urge the Church to be actively involved in the prevention of the spread of AIDS by providing educational opportunities to the congregation and the community. The Church should be available to provide counselling to the affected individuals and their families.

12. Rights of Migrant Workers and Domestic Maids

We recognise the roles the migrant workers and domestic maids play in our country. We stand for reasonable hours of work, for fair wages and for just and proper working conditions. They should be treated with respect and dignity. They should not be discriminated and exploited in whatever way.

†88. Peace and World Order

We believe that Christianity cannot be nationalistic; it must be universal in its outlook and appeal. The influence of the church must always be on the side of every effort seeking to remove those conditions of heart and mind, of social, economic, and international injustice, and of ideological conflict in which wars begin.

We must actively and constantly create the conditions of peace. We stand for the promotion of understanding, reconciliation, and good will; the relief of suffering, the lifting of living standards around the world; concern for the freedom and welfare of dependent and subjected persons; the removal of racial tensions; the taking of steps towards disarmament; and the support of patient negotiations.

1. International Organisation

We believe that the United Nations, The Commonwealth of Nations and ASEAN are working centres of international co-operation which provide the most hopeful avenues leading to peace and world order. The United Nations, The Commonwealth of Nations and ASEAN, with their related agencies, should be strengthened through governmental co-operation and support. This effort deserves the support of all Christians. The Church itself, as a world fellowship, makes an important contribution to the development of world order.

2. The Christian and Military Service

The Methodist Church, true to the principles of the New Testament, teaches respect for properly constituted civil authority. It encourages both love of country and love of all men. Believing that government rests upon the support of its conscientious citizens, it holds within its fellowship those who sincerely differ as to the Christian's duty in regard to military service. We ask and claim exemption by legal processes from all forms of military preparation or service for all religious conscientious objectors and for those of the historic peace churches. We recognise the right of the individual to answer the call of his government according to the dictates of his Christian conscience. We also recognise that non-violent resistance can be a valid form of Christian witness. In all of these situations members of The Methodist Church have the authority and support of their church.

†89. Political Life

1. Basic Freedom and Human Rights

- a. We affirm our historic concern for the world as our parish and seek the welfare of all people.
- b. We hold governments responsible for the protection of the rights of the people to free and fair elections and to the freedom of speech, religion, assembly, communications media, and petition for redress of grievances without fear of reprisal; to the right to privacy; and to the guarantee of the rights to adequate food, clothing, shelter, education, and health care. The form and the leaders of all governments should be determined by exercise of the right to vote guaranteed to all adult citizens. We also strongly reject domestic surveillance and intimidation of political opponents by governments in power and all other misuses of

elective or appointive offices. The use of detention and imprisonment for the harassment and elimination of political opponents or other dissidents violates fundamental human rights. Furthermore, the mistreatment or torture of persons by governments for any purpose violates Christian teaching and must be condemned and/or opposed by Christians and churches wherever and whenever it occurs.

2. *Political Responsibility*

- a. We believe that all governments are under the sovereignty of God.
- b. We believe that the strength of a political system depends upon the full and willing participation of its citizens.
- c. We believe that all Christians should exercise and discharge their duty and power to register and vote and participate in the political process.

3. *Religion and State Relations*

- a. We believe in interaction between religious institution and State.
- b. The separation of religion and State means no organic union of the two, but it does permit interaction. The religious bodies should continually exert a strong moral influence upon the State, by supporting policies and programmes which are just and compassionate and opposing policies and programmes which are not.
- c. We will uplift all those in authority who serve the public in our prayers and we support their efforts to secure justice, benefits, and equal opportunities for all people.
- d. We believe that the State should not use its authority to promote a particular religious belief (including atheism), but it should leave citizens free to practise their own religious convictions.
- e. We believe that the State should not attempt to control religion, nor should religion seek to dominate the State. The rightful and vital separation of religion and state, which has served the cause of religious liberty, should not be misconstrued as the abolition of all religious expression from public life.

4. *Freedom of Information*

Citizens of all countries should have access to all essential informa-

tion regarding their government and its policies. Illegal and unconscionable activities directed against persons or groups by their own governments must not be justified or kept secret, even under the guise of national security.

5. *Education*

We believe that every person has the right to education. We also believe that the responsibility for education of the young rests with the family, faith communities, and the government. In society, this function can best be fulfilled through public policies that ensure access for all persons to free public elementary and secondary schools and to post-secondary schools. The Government should make available free education to the public throughout.

6. *Civil Obedience and Civil Disobedience*

- a. Governments and laws should be servants of God and of human beings. Citizens have a duty to abide by laws duly adopted by orderly and just process of government. But governments, no less than individuals, are subject to the judgment of God. Therefore, we recognise the right of individuals to dissent when acting under the constraint of conscience and, after having exhausted all legal recourse, to resist or disobey laws that they deem to be unjust and that are discriminately enforced. Even then, respect for law should be shown by refraining from violence and by being willing to accept the cost of disobedience. We do not encourage or condone, under any circumstances, any form of violent protest or action against anyone. We offer our prayers for those in rightful authority who serve the public, and we support their efforts to afford justice and equal opportunity for all people. We assert the duty of churches to support those who suffer because of their stand of conscience represented by non-violent beliefs or acts. We urge the government to ensure civil rights to persons in legal jeopardy because of those non-violent acts.
- b. We respect properly constituted civil authority and encourage both love of country and love of all people. We believe that the defence of the country is the responsibility of every able-bodied citizen.

7. *Criminal and Restorative Justice*

- a. We support governmental measures designed to reduce and eliminate crime that are consistent with respect for the basic

freedom of persons to protect all persons from encroachment upon their personal and property rights.

- b. We reject all misuse of these mechanisms, including their use for the purpose of revenge or for persecuting or intimidating those whose race, appearance, lifestyle, economic condition, or beliefs differ from those in authority. We support measures designed to remove the social conditions that lead to crime, and we encourage continued positive interaction between law enforcement officials and members of the community at large.
- c. In the love of Christ, who came to save those who are lost and vulnerable, we urge the creation of a genuinely new system for the care and restoration of victims, offenders, criminal justice officials, and the community as a whole. Restoration justice grows out of biblical authority, which emphasises a right relationship with God, self, and community. When such relationships are violated or broken through crime, opportunities are created to make things right.
- d. Most criminal justice systems around the world are retributive. These retributive justice systems profess to hold the offender accountable to the state and use punishment as the equalising tool for accountability. In contrast, restorative justice seeks to hold the offender accountable to the victimised person, and to the disrupted community. Through God's transforming power, restorative justice seeks to repair the damage, right the wrong, and bring healing to all involved, including the victim, the offender, the families, and the community.

†90. Our Social Creed

We believe in God, Creator of the World; and in Jesus Christ, the Redeemer of creation. We believe in the Holy Spirit, through whom we acknowledge God's gifts, and we repent of our sins in misusing these gifts to idolatrous ends.

We affirm the natural world as God's handiwork and dedicate ourselves to its preservation, enhancement, and faithful use by humankind.

We joyfully receive for ourselves and others the blessings of community, sexuality, marriage, and the family.

We commit ourselves to the rights of men, women, children, youth, young adults, the seniors, and people with disabilities; to improvement

of the quality of life; and to the rights and dignity of all persons.

We believe in the right and duty of persons to work for the glory of God and the good of themselves and others and in the protection of their welfare in so doing; in the rights to property as a trust from God, collective bargaining, and responsible consumption; and in the elimination of economic and social distress.

We dedicate ourselves to peace throughout the world, to the rule of justice and law among nations, and to individual freedom for all people of the world.

We believe in the present and final triumph of God's Word in human affairs and gladly accept our commission to manifest the life of the gospel in the world. Amen.

†91. Our Mandate: Read, Study, Apply

We recommend that this Social Creed be presented to our congregations orally or in printed form at least once a year, and that frequent references be made to it. Every local church shall encourage the study of the Social Creed and seek to apply its principles.

PART IV

RULES OF ORGANISATION AND ADMINISTRATION

CHAPTER ONE

THE LOCAL CHURCH

Section I. Definition of Local Church

†101. The Church is a community of all true believers under the Lordship of Christ. It is the redemptive fellowship in which the Word of God is preached by persons divinely called and the Sacraments are duly administered according to Christ's own appointment. Under the discipline of the Holy Spirit the Church exists for the maintenance of worship, the edification of believers, and the redemption of the world.

†102. The Church of Jesus Christ exists in and for the world. It is primarily at the level of the local church that the Church encounters the world. Located in nearly every community, the local church is a strategic base from which Christians move out to the structures of society.

†103. The local church is a connectional society of persons who have professed their faith in Christ, have been baptised and have been organised under and subject to the Discipline of The Methodist Church in order that they may hear the Word of God, receive the Sacraments, and carry forward the work which Christ has committed to His Church.

Such a society of believers, being within The Methodist Church, is also an inherent part of the Church Universal, which is composed of all those who accept Jesus Christ as Lord and Saviour, and which in the Apostles' Creed we declare to be the holy catholic church.

†104. In order that each local church may be an effective connectional unit in The Methodist Church, it shall be the duty of all district superintendents and pastors to organise and administer the churches committed to their care in accordance with the plan hereinafter set forth.

†105. Each local church shall have a definite membership and evangelistic responsibility. It shall be held accountable for its present members, wherever they live, and for persons who choose it as their church, wherever they live.

†106. 1. A Local Conference shall consist of one or more churches which are organised under, and subject to, the Discipline of The Methodist Church, and to which a minister is or may be duly appointed or appointable as pastor-in-charge.

2. A Local Conference of two or more churches is a circuit.

3. A parish shall be identified as an area of service with the membership and constituency of one or more local churches having a co-ordinated programme and organisation to fulfil a ministry directed at all the people of the area. It may include local churches of other denominations.

Section II. The Formation of a Local Methodist Church

†107. 1. A new local church shall be established only with the consent of the District Conference and the Annual Conference and provided (i) that there are thirty-five members and (ii) a pastor can be assigned. The sponsors may be a Local Conference or District Conference. If the sponsor is a Local Conference it shall recommend to the District and Annual Conference for approval. If it is a District Conference it shall recommend to the Annual Conference for approval.

2. The District Superintendent shall, at the written request in the prescribed form by not less than thirty-five persons above the age of twenty-one interested in the proposed church, call such persons to meet at an appointed time and place, or he may by written authorisation designate any minister in his district to call such a meeting.

3. The District Superintendent, or the minister holding authority from him, shall preside, and shall appoint a secretary to keep a record of the meeting. Following a period of worship, opportunity shall be given those in attendance to present themselves for membership by proper Certificate of Transfer.

4. Persons desiring to become members on profession of their faith in Christ shall also be given opportunity to present themselves for membership. When the presiding minister is satisfied as to the genuineness of their faith and purpose, they shall be received into the membership of the church.

5. A list shall be made of all the persons received into the membership of the proposed church, by transfer and on profession. Those persons in the membership twenty-one years of age and over shall be

members of the Constituting Church Conference, and each shall be entitled to vote.

6. The Constituting Church Conference shall then be called to order, and it shall proceed to choose the elective stewards of the church, on nomination of a committee on nominations. Such committee shall be appointed by the presiding minister or elected on nomination from the floor as the Constituting Church Conference may determine. In either case, the presiding minister shall be chairman. When the elective stewards have been chosen in proper number, the presiding minister shall declare the church properly constituted.

7. The presiding minister shall then adjourn the Constituting Church Conference and call to order the Local Conference. The membership of the Local Conference shall be the newly elected stewards and others entitled to membership. The Local Conference shall then elect such officers of the church as the Discipline requires and shall set up committees as provided in the Discipline. When such officers have been duly elected and the proper committee constituted, the church is duly organised, and from this point its work shall proceed as described in the Discipline; provided that when a newly organised church is attached to a circuit, the Local Conference shall not be held until such time as representatives from all the churches can be properly assembled for that purpose.

Section III. Church Membership

†108. The Methodist Church is a part of the Church Universal. Therefore all persons, without regard to race, colour, national origin or economic condition, shall be eligible to attend its worship services, to participate in its programmes, and, when they take the appropriate vows, to be admitted into its membership in any local church in the connection.

†109. The membership of a local Methodist church shall consist of all persons who have been received into its fellowship on profession of their faith, or by transfer from another church, and whose membership has not been terminated by death, transfer, withdrawal, expulsion, or action of the Local Conference.

†110. A member of any local Methodist church is a member of the total Methodist connection.

†111. All persons received into the fellowship of The Methodist

Church shall, by the grace of God, fulfil their membership vows through an active expression of their faith, bring their gifts and services into conformity with the redemptive will of God and witness for Jesus Christ in all areas of life.

Section IV. Duties of Members and Meaning of Membership

†112. When persons unite with a local Methodist church, they profess their faith in God, the Father Almighty, Maker of heaven and earth, and in Jesus Christ, His only Son, and in the Holy Spirit. They covenant together with God and with the members of the local church to keep the vows which are a part of the order of confirmation and reception into the church. Every member should be loyal to The Methodist Church, faithfully upholding the doctrine, policy, rules and regulations of the church as herein set forth. They should be faithful in attending the stated services of divine worship in the church, in celebrating the Sacrament of the Lord's Supper, in reading and meditating upon the Scriptures, in engaging in private prayer, and in participating in the public meetings for prayer and Christian fellowship. Heads of families should be diligent in conducting family worship, in providing Christian instruction and guidance for the household, and in setting a good example in all manner of Christian living. Every member who is serious about his personal salvation and his desire to follow Christ will give evidence of his sincerity by avoiding that which is forbidden in the Word of God and by endeavouring to do that which is enjoined therein. He will not only avoid the evils specifically forbidden in the Holy Scriptures but will also refrain from that which cannot be practised in the name of Christ. He will endeavour to love God with his whole heart and to serve Him with all his strength, faithfully discharging every duty belonging to the service of God.

†113. Faithful membership in the local church is essential for personal growth and for developing an increasing sensitivity to the will and grace of God. As a member involves himself in private and public prayer, worship, the Sacraments, study, Christian action, systematic giving and holy disciplines, he grows in his appreciation of Christ, his understanding of God at work in history and the natural order, and an understanding of himself.

†114. Faithful participation in the corporate life of the congregation is an obligation of the Christian to his fellow members of the Body of Christ. A member is bound in sacred covenant to shoulder the burdens,

share the risks and celebrate the joys of his fellow members. He is called to speak the truth in love, always ready to confront conflict in the spirit of forgiveness and reconciliation.

†115. A member of The Methodist Church is to be a servant of Christ on mission in the local and worldwide community. This servanthood is performed in his family life, daily work, recreation and social activities, responsible citizenship, the issues of his corporate life and all his attitudes towards his fellowmen. Participation in disciplined groups is an expected part of his mission involvement. He is called upon to be a witness for Christ in the world, a light and leaven in society, and a reconciler in a culture of conflict. He is to identify himself with the agony and suffering of the world and to radiate and exemplify the Christ.

†116. Should any member give evidence of a lack of commitment to the faith, it shall be the responsibility of the local church and the pastor-in-charge to minister to him to the end that he may reaffirm his commitment to the church and to the ministry of loving service.

†117. Every member of the church should study the principles of Christian stewardship and dedicate himself, his time, his talents, and his substance to God and the advancement of His kingdom. In recognition of God's ownership he should practise systematic and proportionate giving (Mal. 3:8-12; 1 Cor. 16:2). He should regard Christian liberality as a privilege and sacred duty, and freely give of his substance for the spread of the gospel at home and abroad, for the maintenance of the local church, and for the support of the agencies and enterprises of the general church.

†118. Dissension in the church, both in spirit and in practice, should be avoided. Members should ever be diligent to maintain the unity of the church, local and general. They should not speak disparagingly of one another, but pray earnestly for and in honour prefer one another and together labour "to maintain the unity of the Spirit in the bond of peace" (Eph. 4:3).

†119. The foregoing rules as taught in the Holy Scriptures and enjoined upon believers are herein set forth for the guidance of the members of the church and for the proper regulation of the church. Should any members violate or habitually neglect these rules, those who have been appointed to watch over them shall admonish them in love; but if, after repeated and prayerful admonition they do not reform, they shall be dealt with as those disobedient to the order and Discipline of the church.

Section V. Admission to the Church

†120. All persons seeking to be saved from their sins and sincerely desiring to be Christian in faith and practice are proper candidates for membership in The Methodist Church. When such persons offer themselves for membership, it shall be the duty of the Pastor-in-Charge, or of proper persons appointed by him, to instruct them in the meaning of the Christian faith and the history, organisation and teaching of The Methodist Church, using materials approved by The Methodist Church to explain to them the baptismal and membership vows, and to lead them to commit themselves to Jesus Christ as Lord and Saviour. When they shall have given proof of the genuineness of their faith in Christ and of their desire to assume the obligations and become faithful members of The Methodist Church, after the completion of a period of training not less than three months or twelve sessions, and after the rite of Baptism has been administered to those who have not been previously baptised, the Pastor-in-Charge shall bring them before the congregation, administer the vows and receive them into the fellowship of the church, and duly enrol them as members.

†121. A duly authorised minister of The Methodist Church while serving as chaplain of any organisation, institution, or military unit, or as a campus pastor, or while otherwise present where a local church is not available, may receive a person into the membership of The Methodist Church when such person shall have given proof of the genuineness of his faith in Christ and of his desire to assume the obligations and become a faithful member of the Methodist Church. After the vows of membership have been administered, such minister shall issue a statement of membership to the local church of the choice of the person concerned, and the Pastor-in-Charge thereof, on receiving such statement shall duly enrol him as a member.

†122. Any candidate for church membership, who for good reason is unable to appear before the congregation may, at the discretion of the Pastor-in-Charge, be received elsewhere in accordance with the Ritual of The Methodist Church. The name of such a person shall be placed on the church roll and announcement of his reception shall be made to the congregation.

†123. A person who is a member of The Methodist Church may have his membership transferred from one local church to another by a certificate of transfer.

†124. A member in good standing in any Christian denomination

who has been baptised and who desires to unite with The Methodist Church may be received into membership by a certificate of transfer from his former church, or by his own declaration of Christian faith, and upon affirming his willingness to be loyal to The Methodist Church, and after he and the members of the church have entered into solemn covenant with one another as provided in the Ritual.

Section VI. Affiliate and Associate Membership

†125. A member of The Methodist Church residing away from his usual residence for less than twelve months in a town or city may on his request be enrolled as an affiliate member of a local Methodist church located in the vicinity of his temporary residence. His home pastor shall be notified of his affiliate membership. Such membership shall entitle him to the fellowship of that church, to its pastoral care and supervision, and to participation in its activities, but he shall be counted and reported only as a member of his home church.

A member in good standing of another denomination may be enrolled as an associate member under the same conditions and privileges, except that he shall not hold any elective office in the Local Conference.

Section VII. Transfer and Termination of Membership

†126. Membership in a local church may be terminated by death, transfer, withdrawal, expulsion, or action of the Local Conference. It shall be the duty of the pastor-in-charge of the local church or of the membership secretary to keep an accurate record of all termination of membership and to report to each Local Conference, the names of all persons whose membership have been terminated since the Conference preceding, in each instance indicating the reason for such termination.

†127. If a member of a local Methodist church residing away from his usual residence for more than twelve months from his home church that he cannot participate regularly in its worship and activity, he shall be encouraged to transfer his membership to a Methodist church in the community of his newly established residence. As soon as his pastor is reliably informed of his change of residence, actual or contemplated, it shall be the pastor's duty and obligation to assist him to establish himself in the fellowship of a church in the community of his future home, and to send to a Methodist pastor in such community, or to the District

Superintendent, or (if neither is known) to the Board of Evangelism, a letter of notification, giving the latest known address of the person or persons concerned and requesting local pastoral care. The above procedure is based on the recognition that absentee membership is not good for the individual or the church, and that it is essential that we recognise that the care of souls and the building up of the whole church is more important than retaining membership in a particular congregation, whether for sentiment or other reasons.

†128. When a pastor discovers a member of The Methodist Church residing in his community whose membership is in a church so far removed from his place of residence and for more than twelve months that he cannot participate regularly in its worship and activity, it shall be his duty and obligation to give pastoral care to such a person and to persuade him, if possible, to transfer his membership to a local Methodist Church in the community where he resides.

†129. When a pastor-in-charge shall receive from the pastor of another Methodist church, or from the person concerned, a request for a Certificate of Transfer, he shall issue the same in the following form:

*This is to certify that A.B. who resides at
has been a member of the Methodist Church in
.....*

*On request, his (her) membership is hereby transferred to the
..... Methodist Church in
..... and he (she) is affectionately
commended to its care and fellowship. Notice of this certificate of
transfer has been sent to the person above named.*

..... Pastor
Date Address

The original certificate shall be accompanied by a blank for the acknowledgement of the same in the following form:

*The certificate of transfer of the membership of A.B. from the
..... Methodist Church in
to the Methodist Church is here-
by acknowledged. He (she) has been duly received into our fel-
lowship and recorded as a member in this church.*

..... Pastor
Date Address

Notice shall be sent to the person whose membership is thus being transferred in the following form:

This day I have issued a certificate of transfer of your membership to the Methodist Church in commending you to its care and fellowship. In your new relationship we bid you Godspeed.

.....Pastor
 Date..... Address

The Certificate of Transfer shall be sent directly to the pastor-in-charge of the Methodist church to which the certificate is issued, or to the District Superintendent if there is no pastor. On receipt of such Certificate of Transfer, the pastor-in-charge or the District Superintendent receiving the same shall record on the membership roll of the church the name of the person thus transferred, and the person shall be a member thereof; whereupon the pastor-in-charge or District Superintendent shall certify to the pastor issuing the certificate that the name appearing on said certificate has been duly entered on the membership roll of the receiving church. The sending pastor shall thereupon remove the name from his roll.

†130. A pastor-in-charge upon receiving a request from a member of his church to transfer to a church of another denomination, or upon receiving such request from a pastor or duly authorised official of another denomination, shall (with approval of the member) issue a Certificate of Transfer and shall properly record the transfer of such person on the membership roll of the local church; and his membership shall thereby be terminated. For the transfer of a member of The Methodist Church to a church of another denomination, forms similar to those just described shall be used, with the substitution of the name of the other denomination for the word, “Methodist”, in appropriate places in those forms.

†131. If the pastor-in-charge is informed that a member of his church has without notice united with a church of another denomination, he shall make diligent inquiry; and if the report is confirmed, he shall enter “withdrawal” after the person’s name on the membership roll, and shall report the same at the next Local Conference.

†132. If a member proposes to withdraw from The Methodist Church, he shall communicate his purpose in writing to the pastor-in-charge of the local church in which his membership is held. On

receiving such notice of withdrawal, the pastor shall properly record the fact of withdrawal on the membership roll. If requested, the pastor-in-charge shall give a statement of withdrawal to such member.

Section VIII. Children and the Church

†133. Because the redeeming love of God, revealed in Jesus Christ extends to all persons, and because Jesus explicitly included the children in His kingdom, the pastor-in-charge of each church shall earnestly exhort all Christian parents or guardians to present their children to the Lord in Baptism at an early age. Before Baptism is administered, he shall diligently instruct the parents or guardians regarding the meaning of this Sacrament and the vows which they assume. It is expected of parents or guardians who present their children for Baptism that they shall use all diligence in bringing them up in conformity to the Word of God and in the fellowship of the Church. It is required that at least one of the parents or guardians shall be members of a Christian church or that sponsors who are members shall assume the Baptismal vows. They shall be admonished of this obligation and earnestly exhorted to faithfulness therein. At the time of Baptism, they shall be informed that the church with its Church School programme will aid them in the Christian nurture of their children.

†134. The pastor-in-charge of the church shall, at the time of administering the Sacrament of Baptism, furnish the parents or guardians of the child who is baptised with a Certificate of Baptism, which shall also clearly state that the child is now enrolled as a preparatory member in The Methodist Church. He shall also admonish members of the congregation of their responsibility for the Christian nurture of the child.

†135. The pastor-in-charge shall keep and transmit to his successor an accurate register of the names of all baptised children in his charge, including both those who have been baptised there and those who have been baptised elsewhere. This shall constitute the preparatory membership roll of the church. It shall give the full name of the child, the date of birth, the date and place of Baptism, and the names of the parents or guardians and their place of residence.

†136. All baptised children under the care of a Methodist Church shall be retained as preparatory members in the church until this status is terminated by reception into full membership, after a proper course of training, both in the Church School and in the pastor's class; transfer with their families to another Methodist Church; transfer with their

families to a church of another evangelical denomination; death; withdrawal; or transfer to the constituency roll of the church at the age of sixteen. The preparatory membership roll shall be balanced each year by adding and subtracting the names received and removed during the year.

†137. It shall be the duty of the pastor-in-charge, the parents or guardians, and the officers and teachers of the Church Schools to lead the children of the church to an understanding of the Christian faith, to an appreciation of the privileges and obligations of church membership, and to a personal commitment to Jesus Christ as Lord and Saviour, and to guide them in the use of the means of grace in living the Christian life. The pastor-in-charge shall, at least annually, organise the children who have arrived at the age of decision into classes of instruction for church membership, using materials produced by The Methodist Church. Whenever children so trained in a course of study approved by The Methodist Church shall give evidence of their own Christian faith and purpose, and of understanding the privileges and obligations of church membership, they may be received into full membership in the church.

Section IX. Youth

†138. It is strongly recommended that each local church offer for youth who are members of the church, an advanced class of instruction in the meaning of the Christian life and church membership. It is further recommended that this course taught by the pastor emphasises the doctrines of The Methodist Church and the nature and mission of the Church, leading to continued growth in the knowledge, grace and service of our Lord Jesus Christ.

Section X. Care of Church Members

†139. The local church shall endeavour to enlist each member in activities for spiritual growth and in participation in the services of church and its organisations. It shall be the duty of the Pastor-in-Charge and of the Committee on Membership and Evangelism, by regular visitation, care, and spiritual supervision, to provide necessary activities and opportunities for spiritual growth through individual and family worship, and to aid continually the members to keep their vows to uphold the church by attendance, prayers, gifts, and service. The church has a moral and spiritual obligation to nurture its non-participating and indifferent members.

†140. While primary responsibility and initiative rest with each individual member faithfully to perform the vows of membership which he has solemnly assumed, if he should be neglected of that responsibility, these procedures shall be followed:

1. If a member residing in the community is negligent of his vows, or absents himself from the worship of the church, the Pastor-in-Charge and the membership secretary, if any, shall do all in its power to re-enlist him in the active fellowship of the church. It shall visit him and make clear to him that while his name is on the roll of his particular local church, he is a member of The Methodist Church as a whole, and that, since he is not attending the church where his name is enrolled, he is requested to do one of three things:

(a) renew his vows and become a regular worshipper in the church where his name is recorded;

(b) request transfer to another Methodist Church where he will be a regular worshipper; or

(c) arrange transfer to a particular local church of another denomination. If the member does not comply with any of the available alternatives over a period of twenty-four months, his name may be removed.

2. If a member whose address is known is residing outside the community and is not participating in the worship or activity of the church, he shall be encouraged to transfer his membership until he joins another church; provided, however, that if after twenty-four months the Pastor-in-Charge, or the membership secretary have not been able to relate him to the church at his new place of residence, his name may be removed by the procedures of clause 5 below.

3. If the address of a member is no longer known to the Pastor-in-Charge, the membership secretary, or the Committee on Membership and Evangelism, the Pastor-in-Charge shall make every effort to locate him, including listing his name in the church bulletin, circulating it throughout the parish, and reading it from the pulpit. If he can be located, the directives of either clause 1 or 2 above shall be followed; but if after twenty-four months of such efforts and his address is still unknown, his name may be removed from the membership roll by the procedures of clause 5 below.

4. The Pastor-in-Charge, the membership secretary and the Committee on Membership and Evangelism, shall review annually the membership rolls of the church and shall see that they are complete

and accurate. They shall report their findings to the Local Conference, including the names of the members whose addresses are unknown.

5. If the directives in clauses 1, 2 or 3 above have been followed for twenty-four months without success, the member's name may be removed from the membership roll by vote of the Local Conference on recommendation of the Pastor-in-Charge and the Committee on Membership and Evangelism, each name being considered individually. On the roll there shall be entered after his name: "Removed by order of the Local Conference"; and if the action is on the basis of clause 3, there shall be added: "Reason: address unknown." The membership of the person concerned shall thereby be terminated, and the record thereof shall be retained.

6. Recognising that the church has a continuing moral and spiritual obligation to nurture all persons, even those whose names have been removed from the membership roll, it is recommended that the names so removed be inscribed on a roll of names removed by Local Conference action. It shall then become the responsibility of the Pastor-in-Charge and/or the Committee on Membership and Evangelism to review this roll at least once a year. After the review has been made, it is recommended that the Pastor-in-Charge and/or the Committee contact those whose names remain, either in person or by other means, in the most effective and practical manner. The names and addresses of those who have moved outside the local church's area should be sent to local churches in their new communities, that those churches may visit and minister to them.

†141. If a local church is discontinued, the district superintendent shall select another Methodist Church and transfer their membership thereto, or to such other churches as they may select.

Section XI. Parish and Small Groups

†142. 1. Parish Groups: The membership of the local church may be arranged geographically in groups with a leader for each group designed to involve the membership of the church in its ministry to the community. These groups shall be of such size, usually not larger than eight or ten families, as to be convenient and effective for service. Such groups may be especially helpful in evangelistic outreach, by contacting newcomers and unreached persons, by visitation, by holding prayer meetings in the home, by distributing Christian literature and by other means. Non-resident members should constitute a special group

to be served by correspondence. The groups shall be formed and the leaders appointed by the Local Church Executive Committee, upon recommendation of the pastor-in-charge.

2. Small Groups: A structure for Small Groups, Small Group Leaders, and Small Group Meetings may be organised within the local church under the supervision of the pastor(s) with the following responsibilities and programmes:

(a) Small Groups may be organised to meet regularly for the purpose of Bible study and prayer; spiritual nurture; care and support of members; evangelistic outreach; involvement of new members; accountable discipleship in the community.

(b) Small Groups may be formed as regular groups of preferably not more than twelve to fourteen persons. Members of the local church are to be members of Small Groups which are organised by the Local Church Executive Committee and the pastor-in-charge.

(c) Where Small Groups are formed, Small Group leaders may be appointed by the Local Church Executive Committee under the direct supervision of the pastor(s) or a member of the professional staff of the church appointed by the pastor(s) and the Small Group Coordinator. Leaders must be responsible to the pastor(s).

(d) Where Small Group leaders are appointed, they may meet regularly with the pastor(s) and the lay leader of the local church.

3. A Small Group Committee may be formed with the Small Group Coordinator as chairman.

4. The Small Group Coordinator shall assist the pastor(s) in:

(a) the coordination of the Small Group programme and structure;

(b) the organisation of Small Group events including training of members and leaders;

(c) the promotion of Small Group ministry so that there may be maximum participation by members.

Section XII. Membership Records and Reports

†143. The Pastor-in-Charge shall report to each Local Conference the names of persons received into the membership of the church or churches since the Local Conference preceding, and the names of persons whose membership in the church or churches have

been terminated during the same period, indicating in the case of each how he was received or how his membership was terminated.

†144. Each local church shall accurately maintain the following membership rolls:

1. Full Membership Roll.
2. Preparatory Membership Roll, containing the names and pertinent information of baptised children and youth of the church sixteen years of age and under who are not full members.
3. Members Removed by Local Conference Action.
4. Constituency Roll, containing the names and addresses of such person as are not members of the church concerned, including unbaptised children, Church School members not yet members of the church, preparatory members who have reached the age of sixteen and who have not been received into full membership, and other non-members for whom the local church has pastoral responsibility.
5. Affiliate Membership Roll.
6. Associate Membership Roll.

†145. The Local Conference may elect a membership secretary, whose duty shall be, under the direction of the pastor-in-charge, to keep accurate records of all membership rolls, and to report to each meeting of the Local Church Executive Committee through the Committee on Membership and Evangelism.

Section XIII. The Local Church Executive Committee

†146. General Provisions: In every local church there shall be an administrative body called the Local Church Executive Committee, hereinafter designated as the Executive Committee; and it shall be the duty of the pastor-in-charge and the district superintendent to see that such organisation is set up in every local church as hereinafter set forth. The Executive Committee shall be responsible to the Local Conference, and shall report regularly to the sessions of the Local Conference as its work and the occasion may require, and as the Local Conference may request.

†147. The Executive Committee shall be constituted of the following:

1. The pastor-in-charge of the local church and duly appointed associate pastor or pastors, if any and assistant pastor or pastors, if any;
2. The **elected** stewards of the Local Church;
3. The ex-officio stewards of the Local Church.

†148. All lay members of the Executive Committee shall be members of the local Methodist Church, and in nominating and electing persons to such membership, the Committee on Nominations (refer †541) shall exercise the utmost care that only morally disciplined persons shall be so nominated for election. All nominees shall fulfil the duties of membership as stated in †112 - †119.

†149. 1. Stewards shall be persons of genuine Christian character who love the Lord and His Church and are competent to administer its affairs.

2. Stewards shall not be less than twenty-one years of age. They may be elected annually or biennially.

3. Steward must have been a member of the local church for at least two years before the date of election.

4. The restriction in para (3) above may be waived at the discretion of the District Superintendent and/or the President of the Annual Conference after considering the local needs.

5. Stewards-elect shall take office on January 1, following the session of the Local Conference at which they were elected; provided, that where a steward is elected to fill a vacancy in the Executive Committee he/she shall take office immediately after election. Vacancies may be filled by the Local Conference in a regular or special session. Under no circumstances shall stewards be elected by the Executive Committee.

6. Each local church shall elect not more than five elective stewards, exclusive of ex-officio stewards.

†150. The following officers, if members or affiliate members of the local church, shall be ex-officio stewards during their respective terms of office, and shall exercise all the rights and privileges which belong to a steward in The Methodist Church: the Church Lay Leader, the Lay Delegates of the Annual Conference, the Church Treasurer, the Church School Superintendent, Chairpersons of the Committee on Stewardship and Finance, Christian Education, Christian Social Concerns, Membership and Evangelism, Missions, Worship and Music,

Property Management, and the President of the Methodist Women, the President of the Methodist Seniors Fellowship, the President of Methodist Men, the President of the Methodist Youth Fellowship, the President of the Methodist Adult/Young Adult Fellowship, the Captain of the Boys' Brigade, the Captain of the Girls' Brigade and the Coordinator of Small Groups. These officers shall not be less than twenty-one years of age.

†151. The Local Conference shall establish a limit to the consecutive terms of office for any or all the elective or appointive officers of the local church, except where its membership is less than one hundred.

†152. In each local church, the Local Conference may make provision for the recognition of the faithful service of those stewards on the Executive Committee who have reached the age of seventy, or who may have become physically incapacitated, by electing them honorary stewards annually to the Local Conference. An honorary steward shall be entitled to all the privileges of a steward to the Local Conference, except the right to vote.

†153. It shall be the duty of the Executive Committee:

1. To administer the affairs of the local church, both spiritual and temporal, as hereinafter set forth subject to the authority of the Local Conference.

2. To promote and to have general supervision, under the direction of the pastor-in-charge, of the administration and programme of the local church.

3. After consultation with the Committee on Pastor-Parish Relations, to recommend to the Local Conference, at the session next preceding the Annual Conference, the allowances of the pastor-in-charge, and of the associate and/or assistant pastor or pastors, if any, and to make ample provision for the other financial needs of the local church.

4. To promote interest in all the agencies authorised by the General, Annual, District and Local Conferences.

5. Upon recommendation of the Programme Committee to study and approve the programme of the local church.

6. To discharge faithfully any and all duties and responsibilities committed to it by the Local Conference or by the law of the Church.

7. To develop in the members of the congregation a feeling of responsibility in the establishment of new churches and Church Schools; and, when specifically authorised by the District Superintendent, to organise and sponsor new churches and Church Schools needed in the community.

8. To make proper and adequate provision for the financial needs of the local church, including ministerial support at District, Annual and General conference levels, approved items of local expense, commitments and undertakings, budget and other items apportioned to the local church by the proper authorities, and all obligations assumed by the local church.

9. To keep the papers, files, registers, minutes of all meetings and local conferences, accounts, other relevant documents and artefacts (hereinafter collectively referred to as “records”) for such retention periods as may be prescribed by the General Conference Council on Archives and History from time to time.

10. To archive records except those records which have no legal, financial, operational or historical value.

11. To ensure records which are active or which have been archived shall –

(a) be stored;

(b) be arranged, classified and described to facilitate reference to them;

(c) where necessary, be repaired, restored, or otherwise preserved; and

(d) where necessary, be transferred to microfilm recordings, photographic copies, or any other forms of storage.

†154. The Executive Committee shall meet at least once in two months at a time determined by itself. Special meetings shall be convened at the request of the Chairman, or the Pastor-in-Charge or one half of the total **voting** membership of the Executive Committee.

†155. The Executive Committee shall not deny or take from any organisation in the local church a right or power granted it by the Discipline.

†156. 1. The Executive Committee, in co-operation with the Pastor-in-charge and the Church Lay Leader, shall be responsible for

the programme of lay activities in the local church as outlined under the direction of Annual Conference Board and District Commission of the Laity. In this programme, the Pastor-in-charge is, as in all the work of the local church, the preacher in charge, and is responsible for the total programme of the local church. Nothing in this plan is to be construed as interfering with his general authority and responsibility.

2. There shall be a Church Lay Leader in each local church, elected by the Local Conference, who shall take leadership in promoting, in co-operation with the Pastor-in-Charge and the Chairman of the Executive Committee, the programme of lay work of The Methodist Church. The Church Lay Leader shall be responsible to:

(a) become acquainted with the total programme of The Methodist Church in order that he may counsel and work with the pastor-in-charge in the execution of the programme,

(b) present the programme of lay activities to The Executive Committee, for the correlation of plans to carry on the programme,

(c) work with the pastor-in-charge in presenting all financial needs to the congregation,

(d) work with the pastor-in-charge in developing a programme of training for the Executive Committee.

(e) report to each regular session of the Executive Committee.

(f) participate in the Programme of the District Commission and the Annual Conference Board of Laity.

3. The Local Church Executive Committee Chairman shall have the following responsibilities:

(a) chairing the Executive Committee and leading it in fulfilling its responsibilities;

(b) preparing and communicating the agenda of the committee meetings, in consultation with the pastor(s), lay leader, and other appropriate persons;

(c) reviewing and assigning responsibility for the implementation of actions taken by the committee;

(d) communicating with members of the committee and others as appropriate to permit informed action at committee meetings;

(e) participating in leadership training programmes.

†157. Other Committees:

1. For the promoting of other interests and activities in the local church, the Executive Committee may create from its own membership

and from the membership of the local church such other committees as it may judge necessary, exercising care that these committees do not overlap or conflict with the committees of the Local Conference.

2. The Chairman of the Committee shall be appointed from the Elective Stewards of the Executive Committee. In the event that the Chairman cannot be elected from the Elective Stewards of the Executive Committee, the Chairman may be appointed from the members of the Committee so created. In such event, the Chairman may be a member of the Executive Committee without vote.

3. The Committee shall be responsible to the Executive Committee.

4. The Committee shall submit an annual report to the Local Conference.

†158. Recording Secretary

1. The recording secretary of the Executive Committee shall be elected in the local conference.

2. The Recording Secretary shall record the proceedings of the session.

Section XIV. Church Treasurer

†159. 1. The local church treasurer or treasurers shall receive and disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the Executive Committee may determine; or the Local Conference may elect a treasurer to receive and disburse funds and contributions for local church expense and a treasurer to receive and disburse funds towards the commitments and undertakings budget or contributions for similar causes, in every case under the supervision and direction of the Executive Committee. The treasurer shall remit each month to the Conference Treasurer all such Conference commitments then on hand.

2. A local church may appoint one or more treasurers in order to carry out its financial commitments. The treasurer shall:

(a) work with the Committee on Stewardship and Finance to ascertain the items for inclusion in the local church budget;

(b) receive and disburse all money contributed to the items represented in the local church budget and such other funds and contributions as the Local Conference or the Local Church Executive Committee may determine;

(c) keep a proper record of contributions, pledges, offerings, payments and other items;

(d) prepare accounts for annual audit by auditors appointed by the Local Conference.

Section XV. Local Church Programme Committee

†160. Authorisation: There may be a Local Church Programme Committee in each local church which shall correlate the programme proposals of the committees into a unified and comprehensive programme. The Programme Committee shall be amenable to the Executive Committee to which it shall report its plans for review and approval.

Upon approval of the programme by the Executive Committee, the Programme Committee shall see that the programme plans are implemented. It shall further be responsible for developing the recommended budget which will be needed to underwrite the proposed programme and submit the same to the Committee on Stewardship and Finance.

†161. Membership: The membership of the Local Church Programme Committee shall be composed of the pastor-in-charge and other staff persons who are engaged in programme work and the ex-officio stewards as in paragraph 150; the age level directors (if elected); one representative from each of the following: Methodist Women, Methodist Seniors Fellowship, Methodist Men, Methodist Adult/Young Adults Fellowship, Methodist Youth Fellowship, Boys' Brigade and Girls' Brigade; and such other persons as the Local Conference may elect upon nomination by the Committee on Nominations. It shall annually elect its own chairman, vice-chairman and secretary.

†162. Age Level Work: In order to expedite the work of the Local Church Programme Committee in adapting the programme to the needs of children, youth and adults, the Programme Committee may organise Age Level Work Subcommittees, a Children's Work Subcommittee, a Youth Work Subcommittee and an Adult Work Subcommittee. These shall serve as subcommittees of the Programme Committee. Their membership shall be elected by the Programme Committee. Each Age Level Work Subcommittee shall annually elect its own chairman, vice-chairman and secretary.

†163. Age Level Directors: The Local Conference may annually elect upon nomination by the Committee on Nominations a Director

of Children's Work, a Director of Youth Work and a Director of Adult Work. Each age level director, shall under the direction of the pastor-in-charge, study the needs of the age level for which he is responsible and assist in adapting the programme of the local church for persons of that age.

Section XVI. Committees in the Local Church

†164. The Executive Committee may organise such committees as are needed to effect a broad coverage of the manifold interests of the local church.

†165. 1. The LCEC may organise such committees **and/or task groups** as are needed to effect a broad coverage of the manifold interests of the local church.

2. In the matter of nascent groups where the full rigour of the Methodist Book of Discipline cannot be wholly applied for reasons of literacy level, governance skills, appropriateness and suitability of culture, and other extenuating circumstances, the Executive Committee may approve an abridged and simplified set of rules to be used in accordance with the Methodist Book of Discipline.

3. For the promoting of other interests and activities in the local church, the Executive Committee may create from its own members and from the members of the local church such other sub-committees as deemed necessary, exercising care that these sub-committees do not overlap or conflict with the committees of the Local Conference.

(a) The sub-committee shall be responsible to the Executive Committee.

(b) The Chairman of the sub-committee shall be appointed from the Elective Stewards of the Executive Committee. In the event that the Chairman cannot be elected from the elective stewards of the Executive Committee, he/she may be appointed from the members of the sub-committee thus created, in which event, he/she may be invited as needed to report to the Executive Committee.

†166. **The Committee on Christian Education:** In order that a local church may be so organised and administered as to provide effectively for the Christian education of its entire constituency, there may be a Committee on Christian Education in each local church under the direction of the Executive Committee. It shall be auxiliary to the Annual Conference Board of Christian Education.

†167. 1. The persons holding the following offices are members of the Committee on Christian Education: the Chairman, the Pastor-in-Charge, Associate Pastor or Pastors, Assistant Pastor or Pastors, the Church Lay Leader or Associate Lay Leader, the Church School Superintendent, Division Superintendent, Membership Cultivation Superintendent, Minister or Director of Christian Education, Minister or Director of Music, Church School Secretary, Literature Secretary, and Secretary of Stewardship. The Methodist Women, the Methodist Men, the Methodist Adults/Young Adults Fellowship, the Methodist Youth Fellowship, the Boys' Brigade, the Girls' Brigade, the Methodist Seniors Fellowship and the Board of Managers of the Kindergarten or Nursery School shall each elect one representative to the Committee. In addition there shall be no fewer than three and as many more members at large elected as the Local Conference shall determine, chosen for special competency in the educational work of the local church. The membership may be modified to suit small local churches.

2. At the beginning of each conference year, the Chairman shall call together the members for organisation. The Committee shall elect a vice-chairman, a secretary and such other officers and sub-committees as it may determine.

†168. The functions and duties of the Committee on Christian Education shall be as follows:

1. It shall determine the policies for the church school as a whole and its parts, and shall give general direction to all the educational work of the local church; provided that the educational programme of the local church shall be open to all persons.

2. It shall study the educational needs of the local church and shall provide for the organisation, guidance, supervision and, as needed, modification of the church school and of its three divisions with their departments, classes and groups.

3. It shall be responsible for counselling with officers and teachers regarding the curriculum materials used by the classes and departments of the church school, and shall see that they are proper and appropriate for each class and group, and that they are selected from the curriculum materials approved by the Conference Board of Christian Education and are ordered under the supervision of the Committee. It shall be responsible for supervising the selection and use of music and hymnbooks in the church school, in harmony with the standards of the Conference Board of Christian Education, and for the integration of children's and youth choirs into the Christian education programme

for children and youth. It shall also be responsible for supervising the selection and use of audio-visual materials in the church school and the training of officers, teachers and other workers in their use, and shall see that all audio-visual materials used in the church school are in harmony with the standards of the Conference Board of Christian Education.

4. In order that the statistical records of church schools in The Methodist Church may be reliable and uniform, it shall follow the standards of membership, attendance and maintenance of the rolls which are established by the Conference Board of Christian Education, and shall use the forms and record books prepared by it.

5. Along with other official bodies in the local church, it shall encourage and maintain opportunities for initiative and expression on the part of youth as well as opportunity for adult counsel.

6. It shall perform the following other duties:

(a) Enlist and train the necessary officers, counsellors, teachers and other leaders of organisation under its jurisdiction.

(b) Elect certain officers and teachers as required, fill vacancies in these positions, and, on the recommendation of the pastor-in-charge or the church school superintendent, remove any officer or teacher for unsatisfactory service, habitual neglect, or improper conduct; provided that any officer elected or confirmed by the Local Conference shall be removed from office only by the Local Conference on recommendation of the pastor-in-charge and the Committee on Christian Education.

(c) Plan the work of the church school by holding regular meetings of the Committee and of all church school workers, together and by divisions and departments, if necessary.

(d) Provide for the proper observance of the special days and occasions in the church year, giving particular attention to the special days that are authorised by the General Conference and by the Annual Conference.

(e) Provide study groups in marriage and Christian family life.

(f) Plan the financial programme of the church school (including the requesting of funds, if needed, through the Committee on Stewardship and Finance), budgeting all church school funds giving careful supervision to expenditures.

(g) Allocate space for departments and classes and control the equipment provided for the use of the church school.

(h) Provide for the full utilisation of the materials, interpreting and leading up to church membership which are part of the church school curriculum of The Methodist Church and when requested by the pastor-in-charge, assist in training classes for church membership.

(i) Provide guidance for local church programmes in camping.

(j) Be responsible for the guidance and supervision of all children and youth serving organisations meeting under the auspices of the local church.

(k) Co-operate in the development of the total church programme.

†169. 1. In each local church, there shall be a **Church School** for the purpose of discharging the church's responsibility for instructing and guiding its entire constituency in Christian faith and living. The Church School shall provide for education in the Holy Scriptures, the Christian religion, and the Church, leading to commitment to Christ and to church membership, through worship, fellowship, study, and service. Its programme shall include evangelism, stewardship, mission, social concerns, recreation and other activities.

2. The Committee on Christian Education shall organise and administer the church school in harmony with the provisions of the Discipline and in accordance with standards and procedures set forth by the Annual Conference Board of Christian Education.

†170. Great care shall be exercised in the selection of teachers, officers and other workers in the church school. They shall be elected annually in the following manner:

1. The Local Conference shall elect to serve from the beginning of the ensuing conference year: (a) the Church School Superintendent, (b) a Membership Cultivation Superintendent and three or four Division Superintendents, (c) a Director of Christian Education, if desired. Interim vacancies shall be filled by the Committee on Christian Education subject to the concurrence of the pastor-in-charge and the confirmation of the next Local Conference. The number and delegation of officers may be modified to suit small local churches.

2. Each class or group concerned shall elect preferably prior to the beginning of the conference year or as need may arise: (a) youth officers in the Youth Division, (b) officers in the Adult Division, and (c) the teachers of adult classes, which teacher shall be selected from a list of names submitted by the Committee on Christian Education, provided

that the number and designation of officers may be modified to suit small local churches.

3. The Committee on Christian Education shall elect preferably prior to the beginning of the conference year or as need may arise, all teachers, officers and workers not otherwise provided for, on nomination of the Church School Superintendent (or Superintendent-elect, if elected and not yet in office) with the approval of the Pastor-in-Charge, the Minister or Director of Christian Education, and the Divisional Superintendents (or Superintendents-elect, if elected and not yet in office).

†171. 1. On nomination of the Pastor-in-Charge and with the concurrence of the Committee on Christian Education, the Local Conference may request the President to appoint a Minister or Director of Christian Education, or with the approval of the President and the Conference Board of Appointments to employ a Minister or Director of Christian Education. The Local Conference shall be responsible for the salary and terms of service and shall have powers to terminate service. The Minister or Director of Christian Education shall, in co-operation with the Pastor-in-Charge of the local church and the Church School Superintendent, and under the supervision of the Committee on Christian Education, guide the educational programme of the local church in accordance with the standards of the Conference Board of Christian Education. He shall be administratively responsible to the Pastor-in-Charge. Provided he has the requisite qualifications in Christian Education, his title shall be Minister of Christian Education if he is an ordained ministerial member of an Annual Conference, or Director of Christian Education if he is a layman. In case he does not possess the requisite qualifications, his title shall be Educational Assistant. Two or more local churches may join in using the services of such a person.

2. On nomination of the Pastor-in-Charge and with the concurrence of the Committee on Christian Education, the Local Conference may request the President to appoint a Minister or Director of Music, or with the approval of the President and the Conference Board of Appointments employ a Minister or Director of Music. The Local Conference shall be responsible for the salary and terms of service and shall have power to terminate service. The Minister or Director of Music shall direct the total music programme of the local church in accordance with the standards of the Annual Conference Board of Christian Education and of the Annual Conference Board of Worship and Music, if any. He

shall be administratively responsible to the Pastor-in-Charge of the local church. His title shall be Minister of Music, if he is an ordained ministerial member of an Annual Conference, or Director of Music, if he is a layman.

†172. In the educational work of the local church the following relationships shall be observed:

1. The Christian education programme of the local Church School shall be the programme set up and authorised by the Annual Conference Board of Christian Education.

2. In the programme of work herein outlined, the Pastor-in-Charge is, as elsewhere in all the work of the local church, the preacher in charge, and is responsible for the local educational programme of the local church. Nothing in this plan is to be construed as interfering with his authority and responsibility.

3. The Church School Superintendent is the administrative officer of the Church School. It shall be his duty to co-operate with the Minister or Director of Christian Education, if any, to stimulate, encourage, and help the other officers and teachers and to plan with them the work of the church school as a whole and in all its parts. He shall carry out the policies of the Committee on Christian Education.

4. Under the direction of the Committee on Christian Education, the Church School shall engage in co-operative enterprises with other Methodist Church Schools in the same district, and with the church schools of other communions, looking toward community betterment and community service and other Christian activities.

†173. The Christian education of church school members calls for curricula which are graded and adapted to the needs of the pupils. The curricula shall be based on sound educational principles and the universal Gospel of the living Christ. Methodist connectionalism requires curricula which contain our traditions, purposes, programmes and movements. Each church school shall provide instruction in the curricula approved by the Conference Board of Christian Education. If non-Methodist literature is to be used by any local church or church school, the District Superintendent shall be consulted in the matter, and he shall seek the advice and approval of the Executive Board of the Annual Conference for action.

†174. In a community where there is need of a church school, one may be organised with the written consent of the District Superinten-

dent. The church school when organised shall be under the direction of the Committee on Christian Education organising it; or, if organised independent of a local church, it shall be under the direct supervision of the District Superintendent.

†175. 1. The Committee on Christian Education shall provide locally for promotion and support of the interest of higher education and campus ministry, in accordance with the policies of the Annual Conference Board of Christian Education. It shall initiate and supervise plans to implement the concerns of the congregation:

- (a) For its university, college, polytechnic and seminary students.
- (b) For contacts with and support of the colleges and seminaries of the Church.
- (c) For the observance of relevant special days and events.
- (d) For the participation of its students in approved campus Christian movements as these may be developed locally and within the boundaries of the Annual Conference.

2. The Committee may appoint a subcommittee on higher education and campus ministry to carry out the responsibilities described above.

†176. 1. **The Committee on Christian Social Concerns** may be constituted under the direction of the Executive Committee by the Local Conference. Its membership shall comprise four or more members elected by the Local Conference. In addition the Pastor-in-Charge, Associate Pastor or Pastors, Assistant Pastor or Pastors, the Church Lay Leader, or Associate Lay Leader, Secretary of Christian Social Concerns of the Methodist Women, a representative each from the Methodist Men, the Methodist Seniors Fellowship, the Methodist Adults/Young Adults Fellowship, the Boys' Brigade, the Girls' Brigade, and the Methodist Youth Fellowship shall be ex-officio members (preferably no one of those shall serve as chairman); provided, however, that in small local churches these provisions may be modified.

2. In addition to the chairman elected by the Local Conference, the Committee shall elect a vice-chairman, a secretary and such other officers as may be deemed necessary.

3. The Committee shall develop and promote programmes, studies and action projects in areas of Christian social concerns.

4. The Committee shall with the co-operation of the Programme Committee promote study and action in Christian social concerns in the local church, using such materials as are approved by the Annual Conference Board of Christian Social Concerns.

†177. 1. The Committee on Membership and Evangelism: In each local church there may be, under the direction of the Executive Committee, a Committee on Membership and Evangelism, which shall be auxiliary to the Annual Conference Board and District Commission on Evangelism. It shall be the duty of this Committee to seek out the unsaved and the unchurched in the community, and to exercise all diligence that they may be led into a saving knowledge of Jesus Christ and into the fellowship of the church. It shall also be the duty of the Committee to seek out the inactive and negligent members of the local church, and to use all laudable means to restore them to active participation in the church's life and fellowship.

2. The Committee on Membership and Evangelism shall be composed of the Chairman, the Pastor-in-Charge, Associate Pastor or Pastors, Assistant Pastor or Pastors, the Minister or Director of Evangelism, if any, the local church Lay Leader, the Membership Secretary, the Secretary of Spiritual Life of the Methodist Women, the Church School Superintendent, such members of the District Commission on Evangelism as have membership in the local church, a representative each from the Methodist Men, Methodist Seniors Fellowship, the Methodist Adults/Young Adults Fellowship, the Boys' Brigade, the Girls' Brigade, the Chairman of Christian Witness of the Methodist Youth Fellowship, not fewer than six and as many more members at large elected as the Local Conference shall determine; provided that in a small church these provisions may be modified; and provided further that all members of the Committee shall be members of The Methodist Church.

3. At the beginning of each conference year, the Chairman shall call together the members for organisation. The Committee shall elect a vice-chairman, secretary and such other officers and subcommittees as it may determine.

4. The Committee on Membership and Evangelism working with the Programme Committee shall promote the programme of evangelism in the local church, making use of the guidance materials and programme manuals developed by The Methodist Church.

5. If a Minister of Evangelism is desired, the Local Conference shall

request through the District Superintendent that the President appoint one and shall fix his salary.

6. If the employment of a layman as Director of Evangelism is desired, the Pastor-in-Charge with concurrence of the Committee shall recommend a proper person to the Local Church Executive Committee, which with the approval of the President and the Conference Board of Appointments shall have the power to employ him, fix his salary and conditions of service, and terminate his service.

7. The Minister or Director of Evangelism shall be administratively responsible to the Pastor-in-Charge of the local church, and in co-operation with the Pastor-in-Charge and the Chairman of the Committee on Membership and Evangelism, shall guide the evangelistic programme of the local church.

†178. 1. The Committee on Missions: There may be organised in each local church a Committee on Missions, under the direction of the Executive Committee, composed of not fewer than three and as many more members elected as the Local Conference may determine, and in addition, the following ex-officio members: Pastor-in-Charge, the Associate Pastor or Pastors, the Assistant Pastor or Pastors, the Church Lay Leader or Associate Lay Leader, the Church School Superintendent, a representative from the Methodist Men, the Methodist Seniors Fellowship, the Methodist Adults/Young Adults Fellowship, the Boys' Brigade, and the Girls' Brigade, two youth members, one of whom shall be the Chairman of Christian Outreach of the Methodist Youth Fellowship, the Secretary of Missions of the Methodist Women, and the representatives of other committees, provided that in small local churches these provisions may be modified. The Committee on Missions shall be auxiliary to the Annual Conference Board of Missions and shall co-operate with it in its plans and programmes for missionary education and cultivation. At the beginning of each conference year, the chairman shall call together the members for organisation.

2. The committee shall elect a vice-chairman, secretary and such officers and subcommittees as it may determine.

†179. It shall be the duty of the Committee on Missions as the central planning group for missionary education and cultivation:

1. To provide for the diffusion of missionary information, the distribution of missionary literature, and the use of missionary audio-visual materials in the local church.

2. To plan for a church-wide school of missions for children, youth and adults in co-operation with the Methodist Women, the other committees and agencies.

3. To co-operate through the Programme Committee with other agencies in the survey and study of the needs of the community, and to recommend plans whereby the local church may undertake mission projects in its own community.

4. To study the programme of the Conference Board of Missions and recommend to the Programme Committee approved projects - district, conference, area and world-wide - to be supported by the local church.

5. To inform the local church of the qualifications and current needs for missionary personnel and to present the challenge of missionary service to the people.

†180. The Committee on Missions shall, with the co-operation of Programme Committee, promote missionary education and cultivation in the local church, making use of the guidance materials and programme manuals of The Methodist Church.

†181. The Committee on Property Management: In each local church there may be a Committee on Property Management.

1. It shall consist of the Chairman, not fewer than three, nor more than ten members, provided that in a small church these provisions may be modified; and provided further that all members of the Committee shall be members of the local church.

2. Its members shall be elected at the Local Conference and any vacancy may be filled by the Local Church Executive Committee for the unexpired term.

3. It shall report to the Local Church Executive Committee.

4. The Committee shall be responsible for the managing, repairing and maintaining of any and all properties of The Methodist Church in which the local church is located, and which are assigned to its care by the General Conference Executive Council.

5. The Committee shall have supervision, oversight and care of all real property including the furniture and equipment therein, in which the local church is located, provided that the Committee shall not prevent or interfere with the appointed pastor-in-charge in the use of the said property for religious services or other proper church purposes.

6. The Committee may form a Property Co-ordinating Sub Committee whenever two or more Local Conferences share the same premises to:

(a) Co-ordinate the usage of premises and properties of the Local Church,

(b) Set its own budget and submit its annual accounts to the respective Local or Annual Conference represented.

†182. The Committee on Stewardship and Finance: There may be organised in each local church a Committee on Stewardship and Finance, which shall under the direction of the Executive Committee, promote and cultivate Christian Stewardship including the organisation and direction of an effective every-member visitation programme each year. It shall be auxiliary to the Annual Conference Board and District Commission of the Laity. The Committee shall receive from the Programme Committee recommendations for inclusion in the budget annually. The budget shall be submitted to the Executive Committee for review and final adoption.

The Committee shall make provision for an annual audit of the records of the financial officers of the local church and all its organisations, and shall report to the Local Conference.

†183. The Committee shall meet from time to time to plan and carry out its work which shall include:

(a) the promotion of Christian stewardship through a programme of education and visitation;

(b) the preparation of the local church annual budget, taking into consideration commitments and apportionments payable to the General and Annual Conference Treasurers, salaries and allowances for the pastor or pastors, office administration and church upkeep, recommendations on local church programming and outreach projects;

(c) the provision for an annual audit of its account and the accounts of all local church organisations; and

(d) the study of projects involving financial commitments as may be directed by the Local Church Executive Committee.

†184. The Committee shall be composed of the Chairman, the Pastor-in-Charge, the Chairman of the Executive Committee, the Church Lay Leader, the Church Business Manager, the Church Treasurer or Treasurers, Chairman of the Programme Committee, one re-

representative each from the Methodist Men, the Methodist Adult/Young Adults Fellowship, the Methodist Women, the Methodist Youth Fellowship, the Boys' Brigade, the Girls' Brigade, the Methodist Seniors Fellowship and not fewer than three and as many more members at large elected as the Local Conference shall determine, provided that in small local churches these provisions may be modified.

At the beginning of each conference year the chairman shall call together the members for organisation. The Committee may elect such officers as it may determine.

†185. The Committee shall, with the co-operation of the Programme Committee, promote the programme of stewardship in the local church using such materials as published by The Methodist Church.

†186. 1. **A Committee on Worship and Music** may be constituted in the local church by the Local Conference, which shall be auxiliary to the Annual Conference Board of Worship and Music. In such case, the work of the committee of the Local Conference and the Executive Committee concerned with any part of the worship services of the local church, such as the communion stewards, ushers, and others, shall be consolidated under the Committee on Worship and Music which shall work under the direction of the Executive Committee.

2. The Committee shall be composed of three or more members elected by the Local Conference who shall be persons by interests, training and competence to serve the local church in the field of worship, and in addition, the Pastor-in-Charge who may be chairman, and the Church Lay Leader, provided that in a small local church these provisions may be modified. The Chairman or representative of any committee whose work has direct relationship to the place and conduct of public worship may, by vote of the Executive Committee, be added as ex-officio members.

†187. The duties of the Committee on Worship and Music shall be:

1. To aid in interpreting the meaning, purpose and practice of worship, and to promote the highest standards for the conduct of worship, by encouraging: (a) the widest possible participation in the worship services of the church, (b) the study by individuals and groups of manuals and other helps in the art of worship, and (c) the use of hymnals approved by The Methodist Church for use in public worship, and devotional materials in the church and in the home.

2. To encourage the use of suitable music in public worship and at weddings, funerals, and all other occasions; to advise the Executive Committee in providing proper leadership in music and the fine arts, provided that if the responsibility of the music leader is to direct the total music programme of the local church, including youth and children's choirs, and assistance in the church school, the selection shall be as indicated in paragraph 170.2; and to provide for the maintenance and care of musical instruments, music libraries, and related equipment.

3. To arrange for the care of all furnishing and appointments for the conduct of worship, and, under the direction of the pastor-in-charge and the communion steward, to prepare the Lord's Table for Holy Communion.

4. To recruit a sufficient number of persons to serve as ushers, and to encourage the training of ushers, so that, in carrying out the function of this office, they will contribute to creating an appropriate setting for worship and to maintaining an atmosphere of reverence within the sanctuary.

5. To promote, in co-operation with the Executive Committee and others concerned, a policy regarding the securing of memorial gifts to the local church, and to supervise the placing of proper memorials within the church building; to provide a suitable book in which the names of donors, the ones memorialised and the memorial gifts may be recorded.

Section XVII. Task Groups

†188. Within the local church, there may be groups of members formed for the purpose of accomplishing specific and particular goals of the church's mission to the world. These groups shall be oriented to their immediate and specific tasks. They shall prepare for their tasks by the study of the Scriptures' mandates in the light of the community's immediate needs. They shall meet regularly for study and for planning their strategy in mission. They shall be disciplined to individual and corporate action. They shall be formed, and their leaders appointed, by the Local Conference upon recommendation of the pastor-in-charge. They shall be amenable to the Local Conference.

Section XVIII. Lay Activities in the Local Church

†189. The **Pastor-in-charge** of a circuit, with the consent of the **Local Conference** of the charge, may organise a Committee of the Laity.

†190. The Local Conference may organise such bodies as the Methodist Women, Methodist Youth Fellowship, Methodist Seniors Fellowship, Methodist Young Adults Fellowship, in accordance with the respective Schedules to the Methodist Discipline and any other bodies as may be approved by the General Conference.

Section XIX. Congregational Meeting

†191. With the concurrence of the district superintendent, a Congregational Meeting may be authorised by the Local Conference to review the work of the year and to receive the reports of officers, committees and organisations of the church. The Congregational Meeting may also, when such authority has been specifically granted it by the Local Conference, elect such officers of the local church as would otherwise be elected by the Local Conference. The district superintendent or his appointee shall be chairman of the Congregational Meeting. Voting members shall be full members who are twenty-one years of age and above. Notice shall be given as in Para. 537.5.

CHAPTER TWO

THE MINISTRY

INTRODUCTION

Section I. The Nature of Ministry

†301. 1. Ministry in the Christian Church is derived from the ministry of Jesus Christ, the ministry of the Father through the Incarnate Son by the Holy Spirit. It is a ministry bestowed upon and required of the Church. All Christians are called to ministry and theirs is a ministry of the people of God within the community of faith and in the world. Members of The Methodist Church receive this gift of ministry in company with all Christians and sincerely hope to continue and extend it in the world for which Christ lived, died and lives again. The Methodist Church believes that Baptism, confirmation and responsive membership in the Church are visible signs of this ministry.

2. The Methodist Church believes that some members are called and set apart by God to conduct worship, to preach the Word, and to administer the Sacraments through the local and itinerant ministries. It seeks obedience to and allows the Holy Spirit to lead us to new understanding and forms of ministry.

3. The Methodist Church believes that, in setting persons apart for ministry, self-avowed practicing LGBTQI (Lesbians, Gays, Bisexual, Trans-Sexual, Queers and Indeterminate) are not to be certified as candidates to serve at any level in the Methodist Church in Malaysia. Nonetheless, this does not prevent us from ministering to them with the love of Christ.

Section II. General Provisions

†302. Both men and women are included in all provisions of the Discipline which refer to the ministry.

†303. 1. The Local Ministry is the system of The Methodist Church by which local preachers and local deacons are appointed to fields of work in the local churches. If they are not appointed to a charge, they are answerable to the pastor over the charge and are expected to assist him in his pastoral oversight of the charge. If they are appointed to a charge as pastors and assistant pastors, they are expected to carry out their duties as defined in the Methodist Discipline.

2. The Itinerant Ministry is the system of The Methodist Church by which those who have freely chosen to covenant themselves to the ministry and mission of the Church can be appointed annually to fields of work anywhere within their respective Annual Conferences. All shall accept and abide by these appointments. In return, the Annual Conference is obligated to give them an annual appointment.

3. The steps by which a person enters fully into the itinerant ministry are: ministerial student, probationary member, deacon and then elder. Upon his election as an elder, he becomes a member of the Annual Conference.

(a) A ministerial student in The Methodist Church is a person who has formally declared his intent to enter the itinerant ministry and has been officially recognised as such by the Annual Conference. He is in the process of pursuing theological education, but is not yet a probationary member of the Annual Conference. However, a seminary student who has not been a ministerial student can apply to the Board of Ministry to enter the itinerant ministry during or at the end of his theological studies.

(b) When a ministerial student has completed his training and met all other prerequisites of his Annual Conference for acceptance on probation, as provided for in Para. 318, he becomes a probationary member. His status is similar to that of a local preacher.

(c) In the process of probation, he may be elected and ordained as a deacon. As a deacon, he continues as a probationary member.

(d) Upon satisfactory completion of his probationary period, a deacon is elected a full member of the Annual Conference and ordained an elder.

4. A minister in full connection refers to a person who is elected as a member of an Annual Conference and is ordained an elder.

5. A minister in the Methodist Church refers to a person who is involved in Christian ministry pursuant to a charge or an appointment given by his Annual Conference or the General Conference.

6. A charge is a local church to which an elder, or deacon, or local preacher, is duly appointed as pastor-in-charge.

7. An associate pastor is an elder who is appointed to a charge with another elder as pastor-in-charge.

8. An assistant pastor is a deacon or a local preacher who is appointed to a charge with an elder as pastor-in-charge.

9. The appointment to a charge is an annual appointment.

10. Where there is more than one pastor in a charge, all other pastors will work under the pastor-in-charge.

LOCAL MINISTRY

Section III. Lay Ministry Staff

†304. In order to intensify and make effective the ministry of the Methodist Church, persons may be employed as lay ministry staff in the areas of Christian education, music, youth work, children's work, adult work, women's work, seniors' work, social outreach, administration or other ministries at different levels of the Methodist Church. Such workers will be known as 'Director' in the respective areas of work at all levels of the Methodist Church.

†305. Each Annual Conference shall ensure that the terms of employment for their lay ministry staff are fair and adequate, including the hours of work and remuneration, continuing education, leave, medical and retirement benefits.

†306. Where an elder is desirous of serving in a local charge and work as lay ministry staff as laid down in Para. 304 above, he may apply to the Board of Ministry. If his application is approved, he is required to surrender his ministerial office and withdraw his membership from the Annual Conference. His credentials shall be filed with the official records of the Annual Conference of which he was a member, and his membership shall be in the local Methodist church where he resides.

Section IV. Local Preacher

†307. 1. **Local Preacher:** A local preacher is a lay member of The Methodist Church who has been granted a licence to preach by the Board of Ministry upon the recommendation of the Local Conference and the District Commission on the Ministry. The local preacher continues to be a lay member of a local church. He is permitted to exercise his ministry in any charge within the Annual Conference which authorises him to preach, on the invitation and under the supervision of the pastor-in-charge, or in the local church to which he is appointed as a pastor.

2. A local preacher who is of good standing and has completed at least two years of continuous service in the pastoral ministry may apply to the Board of Ministry to be ordained as a local deacon.

†308. Duties: 1. A local preacher has authority to preach and to conduct divine worship and funerals.

2. A local preacher not appointed to a charge may assist his pastor, at the request and under the supervision of the pastor, subject to the requirements of the Discipline.

3. A local preacher who is not appointed to a charge under a district superintendent shall be a member of, and amenable to, the Local Conference where he resides. However, when he changes his residence, he shall procure from his pastor or district superintendent, a certificate of his official standing and shall present it to the pastor of the charge to which he has moved. If he neglects to do this, he shall not be recognised or be allowed to use his office as a local preacher in the local church to which he has moved; and he shall continue to be amenable to the Local Conference from which he has moved.

4. A local preacher who is appointed to a charge under a district superintendent as pastor shall procure from his pastor or district superintendent a certificate of his official standing and shall present it to the Local Conference to which he is appointed at its next session. His church membership shall be in that church to which he is appointed; and he shall be a member of, and amenable to, its Local Conference.

5. Whenever a local preacher severs his relationship with The Methodist Church, the District Superintendent shall require his licence and credentials of him, and shall file them with the Registrar of the Board of Ministry.

6. A local preacher not appointed to a charge shall make to the Local Conference, an annual report of his work as follows:

- (a) number of sermons preached;
- (b) number of funerals conducted, with the names of the deceased;
- (c) evangelistic, education and missionary work done in co-operation with and under the direction of his pastor;
- (d) progress made in academic work or in the prescribed course of study;
- (e) other Methodist Church-related activities.

A copy of this report shall be filed with the Registrar of the Board of Ministry.

†309. Qualifications: A local preacher must possess a licence to preach. A licence may be granted to a member of The Methodist Church after he has qualified in the following ways:

1. He has been a member in good standing of The Methodist Church.

2. He has completed his secondary school education or equivalent, and attained the age of twenty-one.

3. (a) He has completed the course of study prescribed by the Board of Ministry of his Annual Conference for the licence to preach, including study of the Discipline.

(b) If he is not a student as defined in Para. 310.2 (a), he shall pursue the respective Annual Conference course of study prescribed by its Board of Ministry. Except as provided in the Discipline, the course of study must be completed within eight years from the date of his application for the licence to preach.

4. He has secured the recommendation of his Local Conference at its meeting where the Pastor-in-Charge, in the presence of the District Superintendent, announced his application for the licence to preach, and his ability and qualifications satisfied the requirements for such a licence. The recommendation must have a two-thirds majority vote by secret ballot of the members of the Local Conference present and voting at the Local Conference.

5. He has made an application in writing to the District Superintendent stating his age, health, education, Christian experience, with emphasis upon his experience in the Methodist Church, call to preach, purpose in seeking a licence to preach, together with a certified copy of his educational record and the certificate of his recommendation from his Local Conference. The application shall be presented to the District Commission on the Ministry for approval.

6. He has appeared before the District Commission or the Conference Board of Ministry, held himself amenable to any psychological and aptitude tests it may require and provide, and supplied such other information as it may require for determining his gifts, graces and potential usefulness.

7. He has agreed, for the sake of a disciplined example, to make a complete dedication of himself to the highest ideals of the Christian Ministry with respect to purity of life in body, in mind and in spirit, and to bear witness to that by abstinence from all indulgences, including alcoholic beverages and tobacco, which may injure his influence.

8. He has been examined publicly as indicated in Para. 310.1.

†310. 1. Examination for Licence to Preach: The candidate for a licence to preach shall be examined by the District Commission on the Ministry or the Board of Ministry. He shall be asked the following questions:

(a) Do you believe yourself to be divinely called to preach the Gospel?

(b) Have you obtained the pardon of your sins and found peace with God through faith in Jesus Christ; and is the Spirit of God bearing witness with your spirit that you are a child of God?

(c) Is it your sincere purpose to seek first the Kingdom of God and His righteousness?

(d) Are you acquainted with the Doctrines and Discipline of The Methodist Church?

(e) Do you understand the Doctrines and the Discipline of The Methodist Church, and will you defend and follow them?

2. Validation of Licence: A licence to preach shall be valid for one year. It may be renewed, as provided in the Discipline, on recommendation of the person's Local Conference, and on evidence that his gifts, graces and usefulness continue to be satisfactory, and that he is making regular progress in the required studies, as follows:

(a) A local preacher who is enrolled as a ministerial student in a seminary or university approved by The Methodist Church, in preparation for the itinerant ministry, shall present annually to the Board of Ministry a statement of his character and academic progress from the institution he is attending.

(b) A ministerial student studying in an approved seminary or university who is not a local preacher may be recommended to be a local preacher as per Para. 309.4 and Para. 309.5.

(c) A local preacher shall be required to complete further prescribed readings under the direction of the Board of Ministry. Satisfactory completion of this requirement should be stated at the time when the District Commission on the Ministry considers the renewal of his licence.

(d) When a licence to preach has lapsed, it may be reinstated only at the discretion of the Board of Ministry upon the recommendation of the Local Conference and the District Commission on the Ministry.

Section V. Appointment of Local Preachers and Local Deacons as Pastors

†311. A local preacher or local deacon, on the recommendation of the Board of Ministry and the approval of the Ministerial Session of the Annual Conference, is eligible for appointment as pastor of a charge or assistant pastor to a charge during the ensuing year. The approval shall be based on compliance with Para. 309-310 and Para. 312-314 and shall expire unless renewed on the same basis at the next regular Conference session. It does not guarantee an appointment, but merely certifies eligibility. An appointment made under that may be terminated at any time during the conference year by the President, in consultation with the Board of Appointments.

†312. 1. A local preacher, having complied with Para. 311 and desiring to continue as pastor, must have his character passed by the Ministerial Session of the Annual Conference, after reference to and recommendation by its Board of Ministry.

2. Between Annual Conference sessions, a local preacher may be appointed as pastor by the President after reference to and recommendation by its Board of Ministry. His continuance as pastor is subject to compliance with Para. 310.2 and Para 312.1.

†313. On recommendation of the Board of Ministry, the Ministerial Session of the Annual Conference may approve annually students of other denominations enrolled in a seminary accredited or approved by The Methodist Church to serve as pastors for the ensuing year under the supervision of a district superintendent.

†314. In recommending to the Ministerial Session of the Annual Conference those who have met the requirements to become pastors for the ensuing year, the Board of Ministry shall classify them in two categories. The categories shall be as follows:

1. Full-time Pastor: A local preacher who is designated a full-time pastor is one (a) who devotes his entire service to the Methodist Church to which he is appointed, and (b) whose salary per annum is based on the Annual Conference approved salary scheme for pastors.

2. Part-time Pastor: A part-time pastor is one (a) who does not devote his entire service to the charge to which he is appointed, and (b) who receives a pro-rated salary under the Annual Conference approved salary scheme for pastors.

†315. 1. A local preacher or local deacon, only while serving as a regularly appointed pastor of a charge, upon the recommendation of the Board of Ministry and approval by the President, may be authorised in writing by the Bishop to administer the Sacraments of Baptism and the Lord's Supper within the bounds of his charge. The President will write to the Bishop for his authorisation. In between Annual Conferences, the President shall consult with the Board of Ministry before writing to the Bishop to apply for such authorisation.

2. A local preacher or local deacon while serving as an assistant pastor, upon the recommendation of the President of his Annual Conference, may be authorised in writing by the Bishop to administer the Sacraments of Baptism and the Lord's Supper if there are multiple language congregations in the church where he serves, or if other extenuating circumstances apply.

3. (a) All local preachers and local deacons who have full-time or part-time appointments to a charge but not as pastor-in-charge shall attend sessions of the Annual Conference.

(b) A local preacher or local deacon appointed as a full-time pastor-in-charge shall have the right to vote in the Annual Conference on all matters except matters of ordination, character and Conference relations of elders. He may serve any board, commission or committee of the Annual and other Conferences, except the Board and Commission on the Ministry. He shall be eligible for election as a lay delegate to the General Conference.

ITINERANT MINISTRY

Section VI. Probationary Member

†316. An Annual Conference shall set the requirements in theological training necessary for the itinerant ministry and shall indicate what requirements a local preacher shall complete before he can be considered for admission as a probationary member.

†317. 1. **Probationary Member:** The first step to the itinerant ministry of The Methodist Church is admission into an Annual Conference as a probationary member. A probationary member is on probation as to his character, his preaching and his competency as a pastor. During this period, the Methodist Church determines whether he is worthy of becoming a full member of the Annual Conference.

2. A probationary member of the Annual Conference ceases to be a member of the local church and his name shall be removed from the record with the relevant notation.

3. A probationary member of an Annual Conference may request the discontinuation of this relationship, or it may be discontinued by the Annual Conference on recommendation of the Board of Ministry, without any reflection upon his character.

4. A probationary member whose probation is discontinued will have his membership reverted to the local Methodist church of his choice.

†318. A candidate for the itinerant ministry may be admitted on probation by vote of the Ministerial Session of an Annual Conference on recommendation by the Board of Ministry after meeting the following conditions:

1. He must have a licence to preach or have been an ordained local preacher.

2. He must have been recommended in writing on the basis of a three-fourths majority vote of the District Conference or the District Commission on the Ministry.

3. He must have met the educational requirements set by the Annual Conference.

4. He must present a certificate of good health from a physician approved by the Board of Ministry. The Annual Conference may require psychological tests to provide additional information on the candidate's fitness for the ministry.

5. He must file with the Board of Ministry satisfactory answers to such questions as the Board may ask concerning his age, family, religious and church experience, call to the ministry, educational record, and plans for service in the Church. The following questions shall be included:

(a) Are you convinced that you should enter the ministry of the Church?

(b) Are you willing to face any sacrifices that may be involved?

(c) Are you in debt so as to interfere with your ministry, or have you any obligations to others which will make it difficult to live on the salary you are to receive?

(d) If you are married, is your wife or husband in sympathy with your

ministerial calling and willing to share in the sacrifices of your vocation?

(e) Are you willing to make a complete dedication of yourself to the highest ideals of the Christian ministry with respect to the purity of life in body, in mind and in spirit, and to bear witness to that by abstinence from all indulgences including alcoholic beverages and tobacco which may injure your influence?

(f) Will you keep before you as the one great objective of your life the advancement of God's Kingdom?

†319. While a member is on probation, the Annual Conference alone has jurisdiction over his authority to preach. His continuance on probation shall be equivalent to the renewal of his licence to preach. If he discontinues, he becomes a local preacher.

†320. A probationary member who is regularly appointed to a charge without an ordained colleague is subject to the provisions of Para. 315.

†321. The maximum period for a probationary member to be ordained as a deacon is eight years, failing which he no longer remains in the itinerant ministry.

†322. A probationary member may be admitted into full connection in an Annual Conference in accordance with the requirements laid down in Para 327.

Section VII. Deacon

†323. 1. **Duties:** A deacon has authority to preach, to conduct divine worship, to perform the marriage ceremony, to administer Baptism and to bury the dead. He assists an elder in administering the Sacraments of the Lord's Supper. If he is serving as the pastor-in-charge, upon the recommendation of the Board of Ministry and approval of the President, he may be authorised by the Bishop to administer the Sacrament of the Lord's Supper and to receive persons into membership in the Methodist Church. However, he shall be authorised to exercise ministerial functions only in the charge to which he is appointed.

2. **Qualifications:** A probationary member may be elected to the office of deacon and certified as such, after he has qualified in the following ways:

(a) He must have a valid licence to preach.

(b) He must have: (i) graduated with at least a Bachelor of Theology, or Bachelor of Divinity, or Master of Divinity from a theological seminary approved by The Methodist Church, or an equivalent theological degree approved by the Ministerial Session of the Annual Conference; and (ii) served for two consecutive years as a pastor; or (iii) in the case of those with accredited university degrees or equivalent, and attained no less than thirty-five years of age, served as a part-time pastor for two years while undertaking theological studies in an approved seminary by the Methodist Church.

(c) He must have been examined by the Annual Conference in the manner set forth under Para. 318.5.

(d) He must have been recommended for the office of deacon on the basis of a three-fourths majority vote of the Board of Ministry.

(e) He must satisfy the Board of Ministry as to his physical, mental and emotional health and if necessary, he shall subject himself to such tests as may be required.

(f) He must file with the Board satisfactory written answers to such questions as the Board may ask concerning his age, family, religious and church experience, call to the ministry, educational record and plans for service in the Methodist Church.

†324. 1. A deacon in a special appointment shall be supervised by the District Superintendent in the area. The District Superintendent shall report annually on him to the Board of Ministry.

2. The maximum period a deacon may remain in this office is eight years. If the Annual Conference decides that he is still not ready to be elected into full connection after this period, or if he himself chooses not to be so elected, his status will be changed to that of a local deacon. He no longer remains in the itinerant ministry

Section VIII. The Ordained Ministry

†325. 1. The Methodist Church believes that ordination to the ministry of an itinerant minister is a gift of God to the Methodist Church. This ordination is fulfilled through the leadership of the people of God through the ministries of Worship, Word and Sacrament, Order, and Evangelistic and Social Witness.

2. Commitment to this ordained itinerant ministry is participation in

the ministry of Christ in sharing a royal priesthood which has apostolic roots in such scriptural passages as John 21:15-17; Acts 20:28; 1 Timothy 3:1-7; Titus 1:7-9; 1 Peter 2:9; and 1 Peter 5:2-3.

3. In order that we may try those persons who profess to be moved by the Holy Spirit to become itinerant ministers, let the following questions be asked:

(a) Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?

(b) Have they gifts, as well as grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?

(c) Have they fruit? Have any been truly convinced of sin and converted to God, and are believers edified by their preaching?

As long as these marks concur in anyone, we believe he is called of God to preach. These we receive as sufficient proof that he is moved by the Holy Spirit.

4. The Methodist Church seeks assurance in these matters, for only persons of genuine Christian experience and character, whose conduct before men is above reproach, and who are free from harmful practices that would mar their influence or compromise their witness, can receive the approval of The Methodist Church as ministers of Word and Sacraments.

Section IX. Elder

†326. 1. An itinerant minister in full connection with an Annual Conference by virtue of his election and ordination is bound in special covenant with all the itinerant ministers of his Annual Conference. In the keeping of this covenant, he performs the ministerial duties and maintains the ministerial standards established by those in the covenant. He offers himself without reserve to be appointed and to serve as his superiors in office may determine. He lives with his fellow ministers in mutual trust and concern, and seeks with them the sanctification of the fellowship.

2. Only ministers in full connection shall be called itinerant ministers and have the right to vote or hold office in the Annual Conference. Every itinerant minister who is in good standing in an Annual Conference shall receive an annual appointment by the President.

3. Should the credentials of any elder be destroyed or lost, the Bishop who ordained him, or the Bishop in whose territory he resides, upon ascertaining the facts, may issue duplicate credentials.

†327. Election into Full Connection: 1. No person shall be elected to the office of elder except such as are of unquestionable moral character and genuine piety, sound in the fundamental doctrine of Christianity and faithful in the discharge of their duties.

2. A deacon may be elected a minister in full connection with an Annual Conference and ordained an elder and certified as such, after he has qualified in the following ways:

(a) He must have met the educational requirements set by the Board of Ministry of the Annual Conference and at least four years of pastoral service under the supervision of the President and the District Superintendent.

(b) He must have passed satisfactorily an examination of his intention provided and administered by the Board of Ministry.

(c) He must have passed satisfactorily a doctrinal examination administered by the Board of Ministry which included the following questions:

- (i) What are your reasons for believing in one God, Father Almighty, Maker and Sustainer of all things visible and invisible?
- (ii) What reasons have you for belief that the Holy Bible reveals the Word of God so far as it is necessary for our salvation?
- (iii) What evidence do you give that man is in need of divine salvation? How do your own experiences verify such need?
- (iv) What do you believe concerning the person of Jesus Christ and the divine atonement through Him?
- (v) What is your conception of the office and work of the Holy Spirit?
- (vi) What is your conception of repentance, faith, justification, regeneration and sanctification?
- (vii) What is the nature and the function of the Church?
- (viii) What is the significance of the two Sacraments, Baptism and the Lord's Supper?

- (ix) What is your conception of man's immortality and future state?
- (x) What do you understand by 'evangelism'?
- (xi) What do you believe to be the place of Christian Social action in the programme of the Kingdom of God?
- (xii) What is your dominant motive as a Christian minister?

3. The Bishop as chief pastor shall engage those seeking to be admitted into full connection in serious self-searching and prayer to prepare them for their examination before the Annual Conference. At the time of the examination, he shall also explain to the Conference the historic nature of these questions and seek to interpret their spirit and intent. The questions are these and any others which may be thought necessary. (The questions that follow are those which every Methodist preacher from the beginning has been required to answer upon becoming a full member of an Annual Conference. These questions were formulated by John Wesley and have been little changed throughout the years.)

- (a) Have you faith in Christ?
- (b) Are you going on to perfection?
- (c) Do you expect to be made perfect in love in this life?
- (d) Are you earnestly striving after it?
- (e) Are you resolved to devote yourself wholly to God and His work?
- (f) Do you know the General Rules of our Church?
- (g) Will you keep them?
- (h) Have you studied the doctrines of The Methodist Church?
- (i) After full examination do you believe that our doctrines are in harmony with the Holy Scriptures?
- (j) Will you preach and maintain them?
- (k) Have you studied our form of church discipline and polity?
- (l) Do you approve our church government and polity?
- (m) Will you support and maintain them?
- (n) Will you diligently instruct the children in every place?
- (o) Will you visit from house to house?
- (p) Will you recommend fasting or abstinence, both by precept and example?

(q) Are you determined to employ all your time in the work of God?

(r) Are you in debt so as to embarrass you in your work?

(s) Will you observe the following directions?

(i) *Be diligent.* Never be unemployed. Never be triflingly employed. Never trifle away time; neither spend any more time at any one place than is strictly necessary.

(ii) *Be punctual.* Do everything exactly at the time. And do not amend our rules, but keep them; not for wrath, but for conscience's sake.

4. A candidate for admission into full connection must present a certificate of good health from a physician approved by the Board of Ministry. The Annual Conference may require psychological tests by an appropriate physician to provide additional information on the candidate's fitness for the ministry.

5. He must have been recommended for the office of elder on the basis of a three-fourths majority vote of the Board of Ministry of his Annual Conference.

6. He must have received a simple majority vote of the ministerial members of his Annual Conference admitting him to full connection and granting him the office of elder.

7. He must have received ordination by the laying of hands of a bishop and of such elders as the bishop may determine.

8. He must possess certification of his ordination.

†328. When a deacon has fulfilled the requirements of ordination as elder and has been elected to the office of elder, but fails to receive his ordination through the absence of the Bishop, his eligibility to the office of elders shall count from the time of his election to the office of elder.

†329. 1. Inter-Conference Transfer

(a) An elder seeking transfer to another Annual Conference of the Methodist Church in Malaysia may submit such a request to the President of his Annual Conference who will refer such a request to the Council of Presidents. The Council of Presidents shall act as a clearing house to facilitate such inter-Conference transfers.

(b) Such a request shall be submitted by the elder to the President of his Annual Conference three months prior to the date of the opening session of the Annual Conference.

(c) The transfer of the elder is effective upon the announcement by the Board of Ministry of the receiving Annual Conference at the regular session of the Annual Conference.

2. Appointments outside the elder's Annual Conference: subject to Para. 357, an elder may request for an appointment beyond the confines of his own Conference.

Section X. Duties of a Pastor-in-Charge

†330. The Pastor-in-Charge shall oversee the total ministry of the local Methodist Church in its nurturing ministries, and in fulfilling its mission of witness and service in the world by: giving pastoral support, guidance, and training to the lay leadership in the Methodist Church; equipping them to fulfil the ministry to which they are sent as servants under the Lordship of Christ; and providing ministry within the congregation and to the world. The pastor has the ministry of Worship, Word and Sacrament, Order, and Evangelistic and Social Witness. His duties are:

Worship

1. To oversee the prayer and worship life of the congregation.

Word and Sacrament

2. To preach the Word, read and teach the Scriptures, give special emphasis on discipleship, stewardship, vocation and outreach.

3. To give oversight to the total Christian educational programme of the local church.

4. To instruct candidates for membership in the doctrines, rules and regulations of the Methodist Church and to receive them into membership.

5. (a) To study and adequately prepare himself to instruct youths and adults in Christian ideals for marriage, parental life and family living.

- (b) To perform the marriage ceremony after due counsel with the parties involved according to the 'Rules Governing Marriage in the Methodist Church in Malaysia.'

- (c) To make his counsel available to all married couples to strengthen marriage life, and to those under threat of marital breakdown in order to explore every possibility of reconciliation.

6. (a) To administer the Sacraments of Baptism and the Lord's Supper.

(b) To prepare the parents and sponsors before baptising infants or children, and instruct them concerning the significance of Baptism and their responsibilities for the Christian training of the baptised child.

(c) To encourage reaffirmation of the baptismal vows at different stages of life.

(d) To encourage people baptised in infancy or early childhood to make their profession of faith, after instruction, so that they might become professing members of the Methodist Church.

(e) To explain the meaning of the Lord's Supper and to encourage regular participation as a means of grace to grow in faith and holiness.

(f) To select and train lay members to serve the consecrated communion elements.

Order

7. To administer all the provisions of the Discipline in his pastoral charge.

8. To see that the ordinances and regulations of the Methodist Church are duly observed and that the General Rules are read and explained once a year in each congregation.

9. To have oversight of and to assign duties to the preachers, lay ministry staff, Small Group leaders and ministry teams in his pastoral charge.

10. To organise and maintain church schools, prayer meetings and fellowships for all ages and gender.

11. To serve as Chairman of the Local Church Executive Committee if a chairman has not been elected by the Committee.

12. To furnish to every person uniting with the Methodist Church on profession of faith or from preparatory membership, a certificate of membership.

13. To receive and terminate members by a written notification and a public notice.

14. To keep a separate membership record for each local Methodist Church in his charge. In this record, the name with the time and manner of reception and disposal of every member of the Methodist Church, including the names of preparatory members in a separate list, shall be noted.

15. To enter in the permanent official records of the church accurate information concerning all baptisms and marriages.

16. To explain the meaning and importance of contributions to the Annual Conference and to urge their support by all the people of his charge.

17. To hold Local Conferences at the request of the District Superintendent.

18. To report to the Local Conference on the following items:

(a) The general state of the church under his charge; and this should include the prayer and worship life of the congregation, the development of fellowship, educational and missional programmes.

(b) The names of all who have been received into the church, with the method of reception indicated, and of all who have died, withdrawn, been removed or expelled during the preceding period.

(c) Contributions to Annual Conference.

(d) Plans for future work.

(e) Other items worthy of record.

19. To submit the required annual statistical report to the Annual Conference.

20. To keep and transmit to his successor two directories, one in which the residences of all the members shall be recorded; and the other, a constituency roll with updated information; and to leave his successor an audited account of the church.

21. To search out from among his membership and constituency men and women for pastoral ministries and other Methodist Church-related ministries, to help them interpret the meaning of the call of God, to advise and assist them when they commit themselves to it, to counsel them concerning the course of their preparation, and to keep a careful record of all such decisions.

Evangelistic and Social Witness

22. To preach on the subjects of evangelism and missions.

23. To visit from house to house in order to give pastoral guidance and oversight to the members of the Methodist Church and others in need of pastoral help.

24. To minister to bereaved families and conduct appropriate funeral and memorial services.

25. (a) To embody the teachings of Jesus in servant ministries and servant leadership.

(b) To give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world.

26. To promote social concerns, social justice, world peace, and care of the world according to the Methodist Social Principles.

†331. (a) A pastor may, with prior written consent from the District Superintendent, engage a speaker/preacher, a person who is not -

(i) a regular member of an Annual Conference;

(ii) a local preacher in good standing in The Methodist Church;

(iii) a preacher who is a member of the component members of the Council of Churches, Malaysia.

(b) No pastor shall discontinue a preaching place in the interval between sessions of the Annual Conference without the prior consent of the Local Conference and the District Superintendent.

LEAVE/RETIREMENT

Section XI. Leave for A Minister's Continuing Education

†332. A minister is encouraged to continue his education related to his ministry on approval of the Board of Ministry.

†333. Study Leave, Short Term Study Leave and Sabbatical Leave for the purposes of continuing education and for rest, shall be on the terms and conditions as set out in Part I of Schedule I to the Methodist Discipline.

Section XII. Sick Leave and Prolonged Sick Leave

†334. The terms and conditions for Sick Leave and Prolonged Sick Leave for ministers are set out in Part II of Schedule I to the Methodist Discipline.

Section XIII. Maternity Leave, Compassionate Leave and Annual Leave

†335. The terms and conditions for Maternity Leave, Compassionate Leave and Annual Leave for ministers are set out in Part III of Schedule I to the Methodist Discipline. The terms and conditions

relating to Annual Leave are guidelines and are subject to the prevailing practice in the Annual Conferences.

Section XIV. Leave under Special Circumstances

†336. The President of an Annual Conference may, under special circumstances, grant leave not exceeding ninety days to a pastor. The District Superintendent, the Board of Finance and the local Methodist Church will work out a suitable remuneration for the pastor.

Section XV. Itinerant Ministers on Retirement

†337. The age of retirement of an itinerant minister of an Annual Conference shall be sixty-five.

†338. Every itinerant minister of an Annual Conference whose sixty-fifth birthday precedes the first day of the regular session of his Annual Conference shall automatically be retired from the active ministry at the said Conference session.

†339. If an itinerant minister of an Annual Conference, who has attained age fifty-five or has completed twenty-five years of full-time approved service, gives three months' notice of optional retirement to the Board of Ministry prior to the date of the opening session of the Conference, the Annual Conference shall retire him from active ministry at the said Conference session. He is entitled to an annuity in accordance with the Ministerial Retirement Insurance Benefits Scheme if applicable, or the Employees Provident Fund Scheme. Full-time approved service includes the years of service as a probationary member.

†340. 1. A retired itinerant minister continues to be a member of the Annual Conference with all rights and privileges including the right to vote, subject to Para. 1106.1 governing retired itinerant ministers.

2. A retired itinerant minister who is not appointed as pastor of a Methodist church shall report to the Board of Ministry all marriages performed and baptisms administered. If he resides outside the bounds of the Annual Conference, he shall forward annually to his Annual Conference a certificate of his Christian and ministerial conduct, signed by the District Superintendent, together with an account of the number and circumstances of his family. Without this certificate, the Annual Conference may, after giving him thirty days' notice, locate him without his consent.

3. (a) A retired itinerant minister shall inform his Annual Conference before accepting a paid appointment in other denominations.

(b) He shall have no vote in his Annual Conference during the period of his appointment in that denomination.

(c) If he accepts a paid appointment in other denominations without informing his Annual Conference, he is deemed to have withdrawn his membership from his Annual Conference.

VOLUNTARY LOCATION/WITHDRAWAL

Section XVI. Voluntary Location

†341. 1. **Voluntary Location:** An Annual Conference may grant an itinerant minister a certificate of location at his own request; provided that it has first examined his character at the Annual Conference session when the request is made and found him in good standing; and provided that he has stated clearly his intention to discontinue regular ministerial or evangelistic work. This relation shall be certified by the President of the Annual Conference. Such minister shall report to the Board of Ministry all occasional work including sermons preached, marriages performed, baptisms administered and funerals conducted; and shall be held amenable for his conduct and the continuance of his ordination rights to the Annual Conference.

2. The following conditions shall apply for an itinerant minister on voluntary location:

(a) No stipend is provided during this period.

(b) His stipendiary increment and seniority are frozen.

†342. 1. An itinerant minister who has been on voluntary location may be readmitted by an Annual Conference, at its discretion, upon presentation of his certificate of location and the recommendation of his Board of Ministry and of the Annual Conference from which he located.

2. An itinerant minister who has been on voluntary location for four years from the date of approval of location shall, at the request of the Annual Conference or its authorised agency, return immediately his credentials to the Board of Ministry and cease from using the credentials or title. His status forthwith will be the same as that of an itinerant minister who has withdrawn in good standing.

Section XVII. Withdrawal of Membership

†343. Withdrawal at Conference Session: Any member of an Annual Conference in good standing who desires to surrender his ministerial office and withdraw from the Annual Conference may be allowed to do so by the Conference at its session; in which case his credentials shall be filed with the official records of the Annual Conference of which he was a member, and his membership in the Methodist Church shall be recorded in the Methodist church where he resides at the time of such surrender.

†344. Withdrawal between Sessions of Conference: When in the interval between sessions of an Annual Conference, a member of that Conference shall deposit with a bishop, or president, or with his district superintendent, a letter of withdrawal from the ministry, or his credentials, or both, the same shall be presented to the Annual Conference at its next session to take action on it.

†345. Withdrawal to Unite with Another Denomination: When an itinerant minister in good standing withdraws to unite with another denomination, his credentials should be surrendered to the Annual Conference, and if he shall desire it, they may be returned to him with the following inscription written plainly across their face, namely:

*A.B. has this day been honourably discharged by the
..... Annual Conference from the
ministry of The Methodist Church.*

..... *President*

Date *Chairman,*
Board of Ministry

DISCIPLINARY MANAGEMENT/TERMINATION

†346. Disciplinary Management: In the event of minor misconduct, the President and the Board of Ministry will reserve the right to apply disciplinary action on the minister. Disciplinary action may vary according to the gravity of the minor misconduct. The following official censures are allowable within the discretion of the President and the Board of Ministry:

- (a) Counselling

(b) Rebuke

(c) Emplacement under a senior minister and not having a charge of his own

(d) Any appropriate measures deemed necessary such as an enforced retreat under supervision

Section XVIII. Termination of Annual Conference Membership by Dismissal

†347. 1. Whenever it is determined by the Board of Ministry that a member of the Annual Conference has committed major misconduct relating to duty, discipline, morality or breach of fiduciary duty which may lead to the termination of service or dismissal of the member, the Board of Ministry shall notify him in writing and proceed with disciplinary action as laid down in Section II of Chapter Four on Judicial Administration.

2. Upon notification being given to the member by the Board of Ministry, the Board of Appointments may suspend him from the duties of his ministerial office from the date of notification, and he shall be allowed to receive only one-half of the basic salary of his office without any allowances.

SUPERINTENDENCY

Section XIX. The Episcopacy

†348. **General Provisions:** The general plan of episcopacy is set forth in the Constitution.

†349. The Bishop(s) shall be elected from among the eligible itinerant ministers of The Methodist Church in Malaysia at the General Conference by secret ballot with a two-thirds majority of the members present and voting.

†350. The term of the episcopacy shall be a quadrennium with two re-elections, provided that during the quadrennium for which a bishop is to be elected or re-elected his sixty-fifth birthday does not fall within it.

†351. The Bishop(s) to be elected shall be a citizen of Malaysia under the age of sixty-five years and shall have at least twelve years membership in full connection with his own Annual Conference or its

antecedent Annual Conference. The Bishop(s) shall be assigned to his area of jurisdiction and residence as determined by the General Conference.

†352. If a Bishop under the age of sixty-five is not re-elected, then at the expiry of the episcopal term, he shall be returned to membership as an itinerant minister in the Annual Conference (or its successor). His term of office shall expire at the close of the calendar year at which his successor is elected, and he shall therefore be entitled to participate as a Bishop in the consecration of his successor. Retiring Bishops who become retiring itinerant ministers by reason of age may have the title of 'Bishop Emeritus' conferred on them by action of the General Conference.

†353. The Bishop shall be consecrated at the session of the General Conference at which the election takes place, or at an adjourned session thereof, or at a time and place designated by the Conference. At the consecration service at least one Bishop within the Methodist tradition shall be present. The Bishop shall take office on January 1st of the following year.

†354. If a vacancy occurs in the episcopacy before the regular session of the General Conference, the Executive Council shall have power to call a special session of the General Conference to elect a Bishop. The years served by a Bishop elected to fill a vacancy shall not be counted against his eligibility to serve the full three terms as provided in Para. 350.

†355. If one-third or more of the members of the General Conference Executive Council have reason to believe that, because of health impairment, a bishop is no longer able to perform full work or render effective service, and the Bishop does not wish to resign, the Council shall convene to consider the matter. If by majority vote of those present and voting it is decided that it is in the best interests of the Church the Bishop resign, he shall be so informed. If the Bishop objects to this recommendation, he may request an examination by a panel of three doctors, not including his own physician, selected by the Council. If he declines to take an examination, or if the doctors, after such an examination recommend his resignation he shall be removed from office. The Bishop involved shall not be eligible to vote on any of the provisions in this paragraph.

†356. 1. The residence and office of the Bishop shall be fixed by the General Conference in consultation with the Bishop.

2. The General Conference shall adopt a salary plan for the episcopal office.

3. On the recommendation of the General Conference Executive Council or its duly appointed committee, the salary plan shall be reviewed every four years.

†357. **Duties, Powers and Limitations of the Bishop(s):** The duties of the Bishop(s) are:

1. (a) To oversee the spiritual and connectional affairs of the Methodist Church, and particularly to lead the Methodist Church in its mission of witness and service in the world.

(b) To guard, transmit, teach, and proclaim, corporately and individually, the apostolic faith as it is expressed in Scripture and tradition, and, as they are led and endowed by the Spirit, to interpret that faith evangelically and prophetically.

(c) To teach and uphold the theological traditions of The Methodist Church.

2. To preside at General Conference.

3. To serve as Chairman of the Executive Council, the Council of Presidents and as a member of General Conference agencies.

4. To organise such missions as shall have been authorised by General Conference.

5. To make connectional appointments and extra-Methodist Church appointments after consultation with the Council of Presidents and the concurrence of the President in which the appointee is a member.

6. (a) To consecrate bishops, to install presidents, to ordain elders and deacons and to see that the names of the persons ordained, and consecrated by him be entered in the journals of the Annual Conferences, and that proper credentials be furnished to these persons.

(b) In his absence, he may authorize his peers or a member of the Council of Presidents to ordain deacons and elders to meet the ministerial needs of Methodist mission fields in foreign lands outside Malaysia.

7. To travel throughout the connection at large, and, together with the respective Presidents, to advance the concerns of the Methodist Church.

8. To represent and speak on behalf of The Methodist Church in all matters related to other church bodies or government, in consultation with the Council of Presidents. However, the Bishop(s) may not commit the Methodist Church to any action, stand or policy contrary to the Constitution and Discipline of the Methodist Church.

9. To discharge such other duties as the Discipline may direct.

†358. The following provisions and limitations shall be observed when fixing appointments:

1. On the request in each case of an appropriate Methodist official, agency or institution, and after consultation with the Council of Presidents, he may make appointments for specified periods of time to positions in or through Methodist and Methodist-related agencies; provided that in such each case he has the concurrence of the President of the Annual Conference in which the appointee is a member.

2. On the request in each case of an appropriate official, agency, or institution, and after consultation with the Council of Presidents, he may make appointments for specified periods of time to positions in non-Methodist agencies, provided that in each case he has the concurrence of the President and the confirmation by two-thirds majority vote of the Annual Conference in which the appointee is a member, and further provided that in no such case shall The Methodist Church incur any financial responsibility.

Section XX. Council of Presidents

†359. 1. There shall be a Council of Presidents comprising the Bishop and the Presidents of all Annual Conferences. The Bishop shall be Chairman of the Council.

2. The Council shall elect a Deputy Chairman who shall deputise for the Bishop in his absence.

3. The Council of Presidents shall be a body for mutual consultation, coordination and the promotion of connectionalism, and shall supervise the work of Provisional Annual Conferences.

4. It shall counsel the Bishop(s) on all spiritual, connectional, ecumenical and government relations.

5. The Bishop(s) and Presidents are called to share in the superintendency and leadership of the Methodist Church through their respective roles in the General and Annual Conferences. The interdependence

of the offices calls for a collegiate style of leadership, which at the same time requires that the distinct role of each be respected by the other.

6. The Council of Presidents shall have no executive function.

7. The Council of Presidents shall meet at least once a year.

8. The Council of Presidents shall attend to any other matters as the Discipline may direct.

Section XXI. The Presidency

†360. The general plan for the presidency is set forth in the Constitution.

†361. The President of each Annual or Provisional Annual Conference shall be elected by secret ballot without nominations by the respective Annual or Provisional Annual Conference with a two-thirds majority of the members present and voting.

†362. The term of the presidency shall be one quadrennium with two re-elections provided always that during the quadrennium for which a president is elected or re-elected his sixty-fifth birthday does not fall within it. A person who has served as President for three terms shall thereafter be ineligible for the post of President of the Annual Conference.

†363. The President to be elected shall be a citizen of Malaysia and shall have at least twelve years membership in full connection with an Annual Conference. In the event that there are less than two persons with the requisite years of membership, the minimum number of years of membership shall be fixed by the Annual Conference to provide for at least two candidates for that particular election; however, the Annual Conference shall exercise caution not to reduce the number of years of membership to such an extent as to defeat the purpose of the membership provision.

†364. The President elected by the Annual or Provisional Annual Conference shall be installed at the session of the Conference at which the election took place, or at an adjourned session thereof, or at a time and place designated by the Conference. He shall be installed by the Bishop with the assistance of elders. The President shall take office on January 1st of the following year.

†365. If a vacancy occurs in the presidency before the expiration of the term, the Executive Board shall have the power to elect an acting President until the next session of the Annual Conference at which time the new President shall be elected.

The years served by a President elected to fill a vacancy shall not be counted against his eligibility to serve the full three terms as provided in Para. 362. In the event that no person is available in a Provisional Annual Conference for election as acting President, the Bishop and the Council of Presidents shall be responsible for its administration.

†366. If one third or more of the members of the Executive Board have reason to believe that because of health impairment, a president is no longer able to perform full work or render effective service, and the President does not wish to resign, the Board shall convene to consider the matter. If by majority vote of those present and voting, it decides that it is in the best interests of the Methodist Church the President resign, he shall be so informed. If the President objects to this recommendation, he may request an examination by a panel of three doctors, not including his own physician, selected by the Board. If he declines to take an examination, he shall be removed from office. The President involved shall not be eligible to vote on any of the provisions in this paragraph.

†367. The annual budget for the office of the presidency and the place of residence shall be fixed by the Annual or Provisional Annual Conference concerned.

†368. **Duties, Powers and Limitations of Presidents:** The duties of a President are:

1. To oversee the spiritual and temporal affairs of his Annual Conference.

2. To preside at his Annual Conference and to exercise executive authority over all affairs of his Conference.

3. To form the districts after consultation with the Executive Board and after the number of districts has been determined by vote of the Annual Conference.

4. To fix the appointments of the preachers and workers of the Annual Conference after consultation with the Board of Appointments and the pastors and to report in writing such appointments to the Bishop.

5. To fix the Local Conference membership of all ministers who are appointed to attend theological school.

6. To permit or authorise the transfer of a ministerial member or worker in his Annual Conference to another Conference when this has been agreed upon by all concerned.

7. To permit a ministerial member or worker in his Annual Conference to be appointed to a connectional responsibility in the General Conference.

8. To travel throughout his Annual Conference.

9. To serve on the Council of Presidents.

10. To discharge such other duties as the Discipline may direct.

11. To serve as ex-officio member in all boards and agencies of the Annual Conference.

†369. The following provisions and limitations shall be observed when fixing the appointments.

1. He shall appoint preachers to pastoral charges annually after consultation with the Board of Appointments, provided that before the official declaration of the assignment of preachers, he shall announce openly to the Board his appointments; and provided, further, that the District Superintendents shall consult the pastors concerning their specific appointments except when the pastors involved have left the seat of the Annual Conference without permission of the Annual Conference. The decision of the President shall be final.

2. He may make or change the appointments of preachers in the interval between sessions of the Annual Conference as necessity may require, after consultation with the Board of Appointments.

3. He shall appoint the District Superintendents annually after consultation with the Executive Board, but he shall not appoint any itinerant minister a District Superintendent for more than six years in any consecutive eight years.

4. He may appoint a minister, in consultation with the Board of Appointments upon the recommendation of the relevant board, to be a Conference Evangelist, campus minister, missionary, chaplain, or to other ministries which are approved by the Executive Board.

5. He may appoint a member of the Annual Conference who desires to attend school to any college or school of theology accredited or approved by The Methodist Church.

6. He shall not appoint any preacher who has been rejected as an applicant, or who has been discontinued or located, except at his own request, unless the Annual Conference, at the time of such rejection, discontinuance or location, shall give such liberty; and he shall not appoint as a pastor any preacher who has previously been expelled from the ministry or has surrendered his credentials to an Annual Conference unless the Conference to which he surrendered his credentials, or from which he was expelled, restores his credentials or recommends it.

7. Every itinerant minister, unless retired, unable to perform full work, on sabbatical leave, or under arrest of character, must receive an appointment.

8. When a President judges it necessary, he may, after consultation with the Executive Board, subdivide a circuit, station or mission and appoint the pastors to them; and he may unite two or more circuits or stations and appoint one pastor for the united congregations.

Section XXII. District Superintendent

†370. District Superintendents are to be chosen and appointed by the President after consultation with the Annual Conference Executive Board. The duties of a District Superintendent are:

1. To travel through his district in order to preach and to oversee the spiritual and temporal affairs of the church.

2. In the absence of a bishop or president, to have charge of all the itinerant ministers and local preachers in his district.

3. To change, receive or appoint preachers during the intervals between Conferences and in the absence of the Bishop or President, as the Discipline shall direct; provided that he shall not appoint any preacher who has been rejected as an applicant, or who has been discontinued or located, except at his own request, unless the Conference at the time of such rejection, discontinuance or location shall grant such authority; and he shall not appoint any preacher who has previously been expelled from the ministry, or has surrendered his credentials to an Annual Conference, unless the Conference to which he surrendered his credentials, or from which he was expelled, restores his credentials, or recommends him; and he shall not appoint any local preacher who is not listed as a pastor of a charge, except between sessions of the Annual Conference, and then only until its next session.

4. To issue and renew licences for local preachers in accordance with the action of the District Conference or Commission on the Ministry; and to furnish certified lists of the persons licensed and their addresses to the Conference Board of Ministry and to the Secretary of the Annual Conference for publication in the Conference journal.

5. To preside or designate any elder to preside at any Local Conference and to preside at District Conferences, provided that in the Local Conference where the District Superintendent is also the pastor-in-charge, he shall request the President or the District Superintendent of another District to preside at the Local Conference. In the event the President or a District Superintendent is not available, the President shall appoint an elder to preside at the Local Conference.

6. To take care that every part of the Discipline is observed in his district.

7. To see that all charters, deeds and other conveyances of church property in his district conform to the Discipline and to the laws, usages, and forms of the district, state, territory, or country within which such property is situated.

8. To counsel with the pastors in his district in regard to their pastoral responsibilities and other matters affecting their ministry including relationship with officials of the local church.

9. To advise and encourage local preachers, candidates for the ministry, and ministerial students and Conference candidates in their studies.

10. To report the names and addresses of the church lay leaders in his district to the Secretary of the Annual Conference for publication in the Conference journal; to report the names and addresses of all candidates for the ministry to the Conference Board of Ministry, and to report the names and addresses of commission and committee chairmen, church school superintendents and church lay leaders elected by each Local Conference in his district as may be requested by any agency supplying report forms therefor.

11. To prepare and deliver to his successor and to the Annual Conference Secretary, to be permanently recorded by him: (a) a list of all abandoned church properties and cemeteries within the bounds of his district; (b) a list of all church properties being permissively used by other religious organisations with the names of the local trustees thereof; (c) a list of all endowments, annuities, trust funds, investments and unpaid legacies of which he has knowledge, belonging to any pastoral

charge or organisation connected therewith in his district.

12. To report annually to the Annual Conference an accurate record of all financial transactions pertaining to abandoned properties.

13. To procure statistics from every church and report them to the Annual Conference, in case the pastor should fail to make report, and to have the records of his District Conference at the Annual Conference for examination.

14. To decide all questions of law which may arise in the business of the Local or District Conference, when submitted to him in writing, subject to appeal to the President at the next Annual Conference session.

15. To promote all the interests of the church within the bounds of his district in co-operation with the pastors and the Local Conference, giving particular attention to the following:

(a) The cultivation of personal religion and the sharing of spiritual experience.

(b) Evangelistic interest and activity among the churches and on behalf of the unevangelised.

(c) Establishment of new preaching places and organisation of new congregations wherever needed.

(d) Missionary and social services, interests and activities, including the Methodist Women, hospitals, homes and orphanages.

(e) Christian education, including Church School, Youth Fellowships, Adults/Young Adults Fellowships, Boys' Brigade, Girls' Brigade, church related schools, and all other educational institutions and work. It shall be the duty of the District Superintendent to bring the subject of Christian education before the Local Conference of each pastoral charge. At least once a year, he shall enquire into the character and effectiveness of the programme of Christian education of every charge within his district. He shall co-operate with the Conference Board of Christian Education and its Executive Secretary in promoting in all the churches of his district the plan of organisation, the standards and the literature provided or recommended by the Conference Board of Christian Education. He shall secure the names and addresses of the church school superintendent of each charge and transmit them to the Executive Secretary of the Conference Board of Christian Education.

(f) Christian literature, especially the circulation of our church periodicals and the distribution of literature and books.

(g) Lay activities, including personal evangelism, Christian stewardship, proper financial systems, temperance, social and economic justice, world peace, benevolences, Conference contributions and Christian life service.

(h) Administration of the Ordinances and Sacraments.

(i) Formation of group ministries, larger parishes or parish area plans to expedite the work of the church in larger areas.

16. To perform such other duties as the Discipline and the Annual Conference may direct.

17. A District Superintendent may, with prior written approval from his President, engage as a speaker/preacher, a person who is not -

(a) a regular member of an Annual conference;

(b) a local preacher in good standing in The Methodist Church;

(c) a preacher who is a member of the component members of the Council of Churches, Malaysia.

Section XXIII. Schools of Theology

†371. 1. The schools of theology to which The Methodist Church shall be officially related are the Methodist Theological School in Sibuluan, Seminari Theoloji Malaysia, Sabah Theological Seminary, Trinity Theological College in Singapore, Accredited Methodist Theological Schools, and such other theological schools as may be approved by the General Conference from time to time.

2. The Ministerial Session of an Annual Conference, upon the recommendation of the Board of Ministry, may accept a graduate from seminaries other than those approved by the Methodist Church as a candidate for the itinerant ministry, provided he completes satisfactorily the course of study administered by the Board of Ministry.

3. On recommendation of the Board of Ministry, the Ministerial Session of the Annual Conference may also approve annually ministers in good standing in other evangelical denominations to serve as pastors while retaining their denominational affiliations, provided that they shall agree in writing to support and maintain the doctrines and polity of The Methodist Church and to promote the programme of the Methodist Church while so serving. The ordination credentials may be recognised as valid in The Methodist Church while they are serving therein.

4. No school of theology shall be established without first submitting its proposed organisation to the Executive Council of the General Conference for prior approval, and without securing ratification of the General Conference.

†372. 1. Our schools of theology, in addition to preparing their students for effective service for Christ and the Church, shall provide in their curricula courses in Methodist history, polity and doctrine.

2. An overseas school of theology may be accepted by the General Conference as an approved school of theology for training for the itinerant ministry, provided the school is recognised by its own national Methodist Church, and provided further that our ministerial candidates receive training in Methodist history, polity and doctrine.

†373. The Methodist and Methodist-related schools of theology share with the Board of Ministry the responsibility for the selection and education of young people for admission to the Annual Conference.

1. It is recommended therefore that these schools, before admitting a candidate for the Methodist ministry as a theological student, shall (a) inquire into his personal character and promise of usefulness in the ministry, (b) require satisfactory evidence of his having been licensed to preach, and (c) require a letter of recommendation from the Board of Ministry of his Annual Conference.

2. It is further recommended that, when such a candidate has been admitted, the school shall give careful attention to his progress in studies and his personal and religious development to determine whether he should be continued in his preparation for the ministry. When a candidate's progress is adjudged to be unsatisfactory, he should not be permitted to continue. Notification of the termination of his relationship in the school shall be given by the school to the Registrar of the Board of Ministry of his Annual Conference.

Section XXIV. Ministers from Other Churches

†374. Ministers coming from other evangelical churches, provided they present suitable testimonials of good standing through the Board of Ministry, and give assurance of their faith, Christian experience and other qualifications, and give evidence of their agreement with us in doctrine and discipline, and present a certificate of good health from a physician approved by the Board of Ministry, and meet the educa-

tional requirements, may be received into our ministry in the following manner:

1. The District Conference or District Commission on the Ministry may receive them as local preachers or deacons not entitled to administer the Sacraments, pending the recognition of their ordination by the Annual Conference.

2. The Annual Conference may recognise their ordination as local deacons or elders, provided their qualifications meet the educational and other requirements of the Discipline, including knowledge of Methodist history, polity and doctrine.

3. On recommendation of the Board of Ministry, the Annual Conference may recognise their ordination and admit them into the membership of the Conference in full connection, provided their qualifications meet the educational and other requirements of the Discipline, including knowledge of Methodist history, polity and doctrine.

4. Ministers from other churches who can meet the educational standards required of Methodist ministers may apply through the Board of Ministry to the Annual Conference, which may recognise their credentials and receive them on probation or into full membership of the Conference; provided that candidates for admission under this or the preceding clause shall be required to answer satisfactorily the questions in Para. 310.1 or Para. 318.5, and provided further, that those from other than Methodist Churches must take upon themselves our ordination vows, without the reimposition of hands.

5. The Annual Conference, on recommendation of the Board of Ministry, may also receive in equal standing preachers who are on probation in the ministry of another Methodist church, using however, special care that before they are admitted to full membership, they shall meet all the educational and other requirements.

†375. The Board of Ministry of an Annual Conference is required to ascertain from a minister seeking admission into its membership on credentials from another denomination whether or not membership in the effective relation was previously held in an Annual Conference of The Methodist Church, or one of its legal predecessors, and if so, when and under what circumstances his connection with such Annual Conference was severed.

†376. A minister seeking admission into an Annual Conference on credentials from another denomination who has previously withdrawn

from membership in the effective relation in an Annual Conference of The Methodist Church, or one of its legal predecessors shall not be admitted or readmitted without the consent of the Annual Conference from which he withdrew, or its legal successor, or the Annual Conference of which the major portion of his former Conference is a part.

†377. Whenever the ordination of a minister is recognised according to the foregoing provisions, he shall be furnished with a certificate signed by the Bishop.

†378. When the orders of a minister of another church shall have been duly recognised, his certificate of ordination by the said church shall be returned to him with the following inscription written plainly across its face, namely:

*Accredited by the Annual Conference of
The Methodist Church, this day of
20..... as the basis of new credentials.*

*.....Chairman,
Board of Ministry*

Section XXV. Records of Pastors, District Superintendents, Presidents and Bishops

†379. Pastors, district superintendents, presidents and bishops (hereinafter collectively referred in this section as the 'said officers') shall during their terms of their office with the Annual Conference or General Conference, as the case may be, maintain records for such retention periods as may be prescribed by the General Conference Council on Archives and History from time to time.

†380. The said officers shall archive records which are no longer actively being used by them, except those records which have no legal, financial, operational or historical value.

†381. The said officers shall ensure records which are active or which have been archived shall

(a) be stored;

(b) be arranged, classified and described to facilitate reference to them;

(c) where necessary, be repaired, restored, or otherwise preserved;

(d) where necessary, be transferred to microfilm recordings, photographic copies, or any other forms of storage; and

(e) be handed on to their respective successors in office, or the archives of the local church, District, Annual or General Conference as the case may be, upon retirement, voluntary location, dismissal or resignation from office.

CHAPTER THREE

THE CONFERENCES

The Methodist Church is a connectional structure maintained through its chain of Conferences.

Section I. The General Conference

†501. The General Conference may become a body corporate under the laws of the country.

†502. **Composition and Representation:** The membership of the General Conference shall consist of an equal number of ministerial and lay delegates elected by the Annual Conferences and Provisional Annual Conferences. It is agreed that for the Constituting Conference and the first General Conference of The Methodist Church in Malaysia there be equal representation from the Malaysian components of the Chinese Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference, and the Sarawak Annual Conference and the Sarawak Iban Provisional Annual Conference, provided that they have the minimum requisite number of ministers in full connection to permit equal representation; otherwise representation shall be based on their current number of ministers in full connection. Thereafter, the General Conference shall determine the ratio and basis of representation.

†503. **Presiding Officers:** The Bishop shall be the presiding officer at the General Conference. He may, with the consent of the Conference, request any delegate or fraternal dignitary to assist in conducting any daily proceedings of the General Conference.

†504. **Secretary:** Each regular session of the General Conference shall elect from the ministerial or lay delegates to the General Conference, on nomination from the floor, a Secretary for the quadrennium. The election shall be by ballot if there be two or more nominees. The Secretary shall take office on January 1st of the following year. The General Conference shall elect, upon the nomination of the Secretary, such assistant secretaries from the ministerial or lay membership of The Methodist Church as it may deem wise. If in the interim of the quadrennial sessions of the General Conference, the office of Secretary or Assistant Secretary shall for any reason be vacated, the Bishop shall elect a successor to serve until the next regular session.

The duties of the General Conference secretary shall be:

1. To organise sessions of the General Conference.
2. To record the proceedings of the sessions and to publish the Journal of the General Conference.
3. To record the minutes of the General Conference Executive Council.
4. To keep General Conference records and to transfer the same to his successor or to the archives of The Methodist Church.
5. To attend to such other matters as the General Conference or the Executive Council may so order.

†505 1. Treasurer: Each regular session of the General Conference shall elect from the delegates to the General Conference, on nominations from the floor, a Treasurer, for the quadrennium. The election shall be by secret ballot in the event there are two or more nominees. The Treasurer shall take office on January 1st of the following year. If in the interim of the quadrennial sessions of the General Conference, the office of the Treasurer shall for any reason be vacated, the Bishop in consultation with the General Conference Executive Council shall appoint a successor to serve until the next regular session.

2. The duties of the General Conference Treasurer shall be:

(a) He shall inform the Bishop and the Chairman of the Board of Finance of each Annual Conference within three months of the close of the General Conference session, the apportionments to the Annual Conferences for the General Conference budget as may be determined by the General Conference.

(b) He shall keep accounts of all funds received from Annual Conference Treasurers, and keep each fund separate, none to be drawn on for the benefit of another fund.

(c) He shall disburse all funds received for the purpose they were remitted, and disburse all funds received for all causes to the Annual Conference Treasurers in accordance with the apportionments decided by the Executive Council.

(d) He shall report annually to the Executive Council and to the respective Conference Boards of Finance, and make to each quadrennial session of the General Conference, a full report of financial transactions of the Council for the preceding quadrennium.

(e) He shall present the books for annual audit by an auditor or auditors appointed by the Executive Council.

†506. The General Conference Secretary and General Conference Treasurer, if not delegates to the General Conference, shall have a seat in the General Conference without vote.

†507. **Rules of Order:** The General Conference shall adopt a Plan of Organisation and Rules of Order which may be altered or modified by action of the General Conference.

†508. **Quorum:** When the General Conference is in session, it shall require the presence of a majority of the whole number of delegates to the General Conference to constitute a quorum for the transaction of business; but a smaller number may take a recess or adjourn from day to day in order to secure a quorum, and at the final session may approve the journal, order the record of the roll call, and adjourn *sine die*.

†509. **Petitions to General Conference:** Any organisation, minister, or lay member of The Methodist Church may petition the General Conference by sending to the Secretary a signed petition addressed to the members of the General Conference stating the local church of which each petitioner is a member. Each petition shall meet the following requirements: (a) Three copies of it should be supplied to the General Conference Secretary in time to be received by him not later than sixty days before the opening day of the General Conference session, except that the sixty day rule shall not apply to the case of Annual Conferences which meet less than sixty days prior to the opening day of the General Conference. (b) It should deal with only one subject and should propose revisions within only one chapter of the Discipline. (c) If it is one of a series, each petition should be written on a separate sheet. (d) All petitions received in time shall be processed by the Secretary in order that they may be received by the appropriate legislative committees at their first meeting.

†510. **Voting by Orders:** The ministerial and lay members shall deliberate as one body and have equal rights. They shall vote as one body, but a separate vote shall be taken on any question when requested by one third of either order of delegates present and voting. In all cases of separate voting, it shall require the concurrence of a majority of each order to adopt a proposed measure. However, in the case of changes in the Constitution, a vote of two-thirds of the General Conference, as provided in the Constitution, shall be required.

†511. **Speaking for the Church:** 1. No person, no paper, no organisation has the authority to speak officially for The Methodist Church,

this right having been reserved exclusively to the General Conference under the Constitution.

2. Any individual member called to testify before a legislative body to represent The Methodist Church shall be allowed to do so only by reading, without elaboration, the resolutions and positions adopted by the General Conference of The Methodist Church.

†512. General Conference Executive Council: The General Conference shall form an Executive Council consisting of (a) the Bishop, (b) the President, (c) one minister in full connection and (d) two lay members, one of whom shall be a woman, from each Annual Conference/Provisional Annual Conference, on nomination of the Annual Conference/Provisional Annual Conference delegation. The General Conference Secretary, General Conference Treasurer and the General Conference Methodist Woman President shall be ex-officio members without vote. The Bishop shall preside at meetings of the Executive Council. There shall be alternates to the General Conference Executive Council, on nomination of the Annual Conference/Provisional Annual Conference delegation. The President and minister in full connection may be represented by an alternate minister, the layman by an alternate layman, the laywoman by an alternate laywoman. There shall be no alternate for the General Conference Secretary and General Conference Treasurer. In the absence of the General Conference Methodist Women President, the Vice-President shall deputise.

†513. The term of office shall be four years and vacancies shall be filled by the President on nomination of the Annual Conference concerned.

†514. The Executive Council shall execute the decisions of the General Conference and co-ordinate the work of the Annual Conferences.

†515. General Conference powers, and the restrictions thereon, are set forth in the Constitution.

†516. There may be organised at the General Conference Level such bodies as the Methodist Women, Methodist Men, Methodist Youth Fellowship, Methodist Seniors Fellowship, Methodist Young Adults Fellowship in accordance with the respective Schedules to the Methodist Discipline, and any other bodies as may be approved by the General Conference.

Section II. Affiliation and Ecumenical Participation

†517. The Malaysian and Singapore components of the former Chinese Annual Conference, the Singapore Malaya Annual Conference and the Tamil Provisional Annual Conference may maintain such ties as they mutually desire.

†518. 1. The Methodist Church in Malaysia may seek affiliation with other Methodist Churches throughout the world and seek membership in the World Methodist Council, the Council of Churches of Malaysia, the Christian Conference of Asia and World Council of Churches.

2. The Methodist Church in Malaysia shall establish an affiliated autonomous status with the United Methodist Church in the United States of America and enter into contractual agreements.

3. The contractual agreements between The Methodist Church in Malaysia and The United Methodist Church include the following provisions:

(a) Certificates of church membership given by ministers in one church shall be accepted by ministers in the other church.

(b) Ministers in full connection may be transferred between Annual and Provisional Annual Conferences of The Methodist Church and of the United Methodist Church and of affiliated autonomous Methodist Churches, with approval and consent of the Bishops or other appointive authorities involved.

(c) Each affiliated autonomous church shall be entitled to two delegates, a minister in full connection and a layman, to the General Conference of The United Methodist Church, with all the rights and privileges of delegates, including membership on committees, except the right to vote. Such a church having more than seventy thousand full members shall be entitled to two additional delegates, at least one of whom shall be a woman, with the same rights and privileges.

(d) An affiliated united church which is a member of the World Methodist Council shall be entitled to two delegates, a minister in full connection and a layman, to the General Conference of the United Methodist Church, with all the rights and privileges of delegates, including membership on committees, except the right to vote. Such a church having more than seventy thousand full members shall be entitled to additional delegates, at least one of whom shall be a woman, with the same rights and privileges.

(e) Each affiliated autonomous church and each affiliated united church which is a member of the World Methodist Council shall be entitled to send delegates as proposed in (c) and (d) respectively, to the World Methodist Council and to receive from the General Administration Fund the expense of travel and per diem allowances, providing that they shall elect to receive travel and per diem allowances for the meetings of the World Methodist Council instead of the General Conference of The United Methodist Church.

(f) The United Methodist Church may be represented at the General Conference of each affiliated autonomous Methodist Church by a member of the Council of Bishops. The delegate is entitled to all privileges except the right to vote.

Section III. Commitment to Renewal and a Wider Unity

†519. One of the spheres in which the uniting Spirit of God can be discerned in the world today is in the various moves for the visible reunion of Christ's body. There is great cause for gratitude to God where such moves are accompanied by the complete openness to the renewing and transforming presence of Christ's love in them. In seeking to witness to "one Lord, one faith, one baptism, one God and Father of all", the Church is starting to face fundamental questions about its own form and organisation. Methodism here as elsewhere acknowledges that denominationalism, whatever its justification in the past, falls short of Christ's call to unity. The healing of breaches and wholehearted combining in mission are basic to the history and the future of the faith we confess. The Church will make its greatest contribution to nation-building and the renewal of society when it allows its own life to be renewed in faith and obedience to its Lord.

†520. From its inception as an autonomous body, The Methodist Church in Malaysia commits itself to seeking that renewal and unity which God wills for it, and believes that this involves seeking a visible form of unity under the inspiration of Christ's prayer that all His people be one. The call is to inter-communion dialogue and joint action in mission, but more important, it is for the willingness of the Church to give its very life for the wider purpose of God. What these purposes may be, and when fulfilled, He alone knows at this time; the Church's responsibility is to listen and act in obedience.

Section IV. The Mission Conference

†521. Subject to the approval of the General Conference, a Mission Conference may be sponsored by an Annual Conference to work among a group of people.

†522. 1. Because of its limited membership, ministry, financial resources and property, it requires administrative guidance and financial support from the sponsoring Annual Conference through its Board of Missions.

2. That in the matter of nascent Annual Conferences and missionary groups where the full rigour of the Methodist Book of Discipline cannot be wholly applied for reasons of literacy levels, governance skills, appropriateness and suitability for the culture, circumstances and structures of such Conferences and missionary groups, the General Conference Executive Council is authorised to approve an abridged and simplified set of rules from time to time to be used instead, and in lieu, of the Methodist Book of Discipline, in such Annual Conferences and missionary groups.

†523. A Mission Conference shall be organised in the same manner and with similar rights and powers as an Annual Conference, but with the following exceptions:

1. The Executive Board of the sponsoring Annual Conference, with the co-operation of its Board of Missions shall select the Mission Conference Superintendent and the District Superintendents and workers, who shall be appointed by the President of the sponsoring Annual Conference for such term as the Executive Board and the President shall determine.

2. The Executive Board with the co-operation of the Board of Missions shall give close supervision and guidance in setting up the administration and the administrative and promotional budgets within the Mission Conference.

3. The Mission Conference shall be amenable to the sponsoring Annual Conference and shall provide such reports as shall be required by the sponsoring Annual Conference.

4. A Mission Conference shall not be entitled to elect delegates to General Conference or ordain local preachers.

5. (a) A Mission Conference may determine by majority vote whether it will establish the right of full ministerial membership.

(b) An ordained minister in full connection with an Annual Conference appointed to a Mission Conference that has decided to include full membership may choose any of the following:

(i) request the Superintendent of the Mission Conference to transfer his membership to the Mission Conference; or

(ii) retain his membership with his Annual Conference; or

(iii) accept an affiliate membership in the Mission Conference.

(c) Where an ordained minister accepts an affiliate membership in the Mission Conference he shall be entitled to all rights of membership in the Mission Conference but he shall not vote or hold office in his Annual Conference while retaining the affiliate membership.

(d) Any ordained minister in full connection with an Annual Conference appointed to a Mission Conference who has not acted under clause 5b(i) or (iii) shall be entitled to exercise his full rights and privileges in his Annual Conference.

†524. Only the General Conference can create a Mission Conference or change a Mission Conference to a Provisional Annual Conference or an Annual Conference. A petition to the General Conference for change in status from a Mission Conference shall set forth details of the history and status of the Conference and shall be accompanied by a report and recommendation of the sponsoring Annual Conference.

Section V. Provisional Annual Conference.

†525. Any Mission Conference or Mission or work among a particular group of people established under the provisions of the Discipline may be constituted as a Provisional Annual Conference by the General Conference; provided that no Provisional Annual Conference shall be organised with fewer than ten ministers in full connection nor shall a Provisional Annual Conference be continued with fewer than five ministers in full connection, provided further that this provision shall not apply to Provisional Annual Conferences that are founder members of The Methodist Church in Malaysia, and provided yet further that no Annual Conference may form or permit to be formed a Provisional Annual Conference or even an Annual Conference from within itself for work among the same group of people in Peninsular Malaysia and Sabah and Sarawak. There shall be no more than one Annual Conference or Provisional Annual Conference to carry out that work.

†526. A Provisional Annual Conference is authorised to exercise the powers of an Annual Conference subject to the approval of the General Conference.

Section VI. The Annual Conference

†527. **Composition and Character:** 1. The composition and character of the Annual Conference are set forth in the Constitution.

2. The following shall be seated in the Annual Conference and be given the privilege of the floor without vote: all probationary members, lay missionaries, both men and women, regularly appointed by the Board of Missions, the Conference Treasurer, the two Associate Conference Lay Leaders, District Lay Leaders, the Conference Director of Adult Work, and the Methodist representatives from the Boys' Brigade and Girls' Brigade. Executive Secretaries and Chairmen of Conference Boards may be seated without right to vote.

3. The lay member or alternate, whoever was last seated in the Annual Conference, shall be seated in a special session of the Annual Conference when convened; provided that no Local Conference shall be deprived of its lay member due to death, serious illness, or cessation of membership. Under such circumstances, another lay member may be elected by the Local Conference.

4. The lay members of the Annual Conference shall participate in all deliberations and vote upon all measures, except in the granting or validations of licence, ordination, reception into full Conference membership, or any question concerning the character and official conduct of ministers. Lay members shall serve on all boards except on ministerial relations.

5. When at any time a lay member is excused by the Annual Conference from further attendance during the session, the alternate lay member may be seated in his stead. The lay member, or alternate, whoever was last seated in the Annual Conference, shall be the lay member of the Annual Conference and it shall be his duty to report to the Local Conference actions of the Annual Conference. All ex-officio members of the Annual Conference unable to be seated may be replaced by alternates.

6. It is the duty of every member, and all probationary members and pastors of the Annual Conference to attend its sessions and fur-

nish such reports and in such form as the Discipline may require. Any such people unable to attend shall report by letter to the Annual Conference Secretary, setting forth the reason for his absence. Should any minister in full connection who is in active service absent himself from the session of the Annual Conference without a satisfactory reason for his absence, the matter shall be referred by the Conference Secretary to the Board of Ministry.

7. The President of the Conference Methodist Women shall be seated in the Annual Conference with the right to vote; if she is absent, the Vice-President shall take her place with the same right to vote.

8. The Conference Lay Leader shall be seated in the Annual Conference with the right to vote; if he is unable to be present, the Conference Associate Lay Leader shall take the seat with the same right to vote.

9. The Annual Conference may elect a Conference Vice-President who shall be a layman and a citizen and who shall be seated in the Annual Conference with the right to vote. He shall serve for two years and be eligible for two consecutive re-elections. To be eligible for election, a layman must have been a full member in good standing of The Methodist Church in Malaysia for at least twelve years and a member for at least four years of a congregation in an Annual Conference belonging to the Methodist Church in Malaysia. He is not eligible for re-election on reaching the age of sixty-five during the term for which he is to be considered. He shall assist the President in the performance of his administrative functions and in the absence of the President, shall deputise for him in the same administrative functions.

10. The President of the Conference Methodist Youth Fellowship shall be seated in the Annual Conference with the right to vote; if he be absent, the Vice-President shall take his place with the same right to vote.

†528. Organisation: 1. The President, in consultation with the Executive Board of his Annual Conference and with the Council of Presidents, shall appoint the time for the holding of his Annual Conference.

2. The Annual Conference or its Executive Board shall select the place for holding the Conference; but should it become necessary for any reason to change the place of meeting, a majority of the Executive Board together with the President may change the place.

3. A special session of the Annual Conference may be held at such time and in such place as shall be decided by the President and the Executive Board with a three-fourths vote of concurrence. A special session of Annual Conference shall have only such powers as are stated in the call.

4. The President shall preside over the Annual Conference or arrange for a member of the Council of Presidents to preside in case of his inability. In the absence of the President, the Bishop, or a member of the Council of Presidents, the Conference shall by ballot, without nomination or debate, elect a Chairman *pro tempore* from among the elders.

5. The Annual Conference, at the session preceding the General Conference, or if decided by the General Conference Executive Council or by a Special Session of the General Conference, at the first session following the General Conference, shall elect its President, Conference Secretary, Conference Treasurer and Conference Statistician to serve for the quadrennium. In the case of a vacancy in the office of Conference Secretary, Conference Treasurer or Conference Statistician in between sessions, the President, after consultation with the Executive Board, shall appoint a person to act until the next session of the Annual Conference.

†529. Powers and Duties: 1. The Annual Conference for its own government may adopt rules and regulations not in conflict with the Discipline of The Methodist Church.

2. An Annual Conference cannot financially obligate The Methodist Church or an organisational unit thereof except the Annual Conference itself.

3. The Annual Conference may admit into membership only those who have met all the Disciplinary requirements for membership and only in the manner prescribed in the Discipline.

4. The Annual Conference shall have power to make inquiry into the moral and official conduct of its ministerial members. Subject only to the provisions under Judicial Administration, the Annual Conference shall have power to hear complaints against its ministerial members and may try, reprove, suspend, deprive of ministerial office and credentials, expel, or acquit any against whom charges may have been preferred. The Annual Conference shall have power to locate a minister in full connection for unacceptability or inefficiency.

5. The status of a minister in full connection and of a probationary member, and the manner and conditions of a transfer of a minister in full connection from one Annual Conference to another are governed by the chapter on The Ministry.

6. Every transfer of an itinerant minister is conditional on the passing of his character by the Annual Conference to which he is amenable. The official announcement that an itinerant minister is transferred changes his membership so that his rights and responsibilities in the Annual Conference to which he goes begin from the date of his transfer. Such member of an Annual Conference shall not vote twice on the same constitutional question, nor be counted twice in the same year in the basis for election of delegates, nor vote twice in the same year for delegates to the General Conference.

7. Whenever a ministerial member whether on probation or in full connection, is transferred to another Annual Conference, either in connection with a transfer of the pastoral charge to which he is appointed or by reason of the dissolution or merger of his Annual Conference, he shall have the same rights and obligations as the other members of the Annual Conference to which he is transferred.

8. The Annual Conference shall have power to make inquiry into the financial status of the churches, and where there is a deficit of finances, may require the minister and the lay member to appear before the appropriate committee and make explanation.

9. The Annual Conference shall have power to request the Executive Council of the General Conference to make inquiry into the financial status in part or in whole, of the General Conference and where the financial status is unsatisfactory, may require that appropriate action be taken.

10. The Annual Conference shall have power to make inquiry into the membership status of local churches, and where no members have been received on confession of faith during the year, may require the pastor-in-charge and the lay member to appear before the Executive Board and make an explanation.

11. The Annual Conference shall give recognition to any new churches that had been organised during the year. A certificate of recognition, duly signed by the Bishop, the Conference President, the District Superintendent and the Secretary of the Annual Conference, shall be presented to the newly constituted local church.

†530. Business of the Conference: 1. The session shall open with a period of devotions, followed by a call of the roll, including the roll of local preachers with an appointment.

2. The Annual Conference, to expedite the transaction of its business, may adopt an agenda as a basis of its procedure. Such agenda shall be prepared by the President, the District Superintendents, and such others as the Annual Conference may name, and be submitted to the Conference for adoption.

3. Members of all Boards of the Annual Conference shall be elected in such manner as the Annual Conference may determine or as the Discipline may specifically require.

For the purpose of adjusting tenure, a certain number of members may be elected or appointed for particular terms. Members shall hold office until their successors are elected.

4. The business of the Annual Conference shall include the Presidential Address, and receiving and acting upon reports from the District Superintendents, the officers, the standing and special Boards and Societies, and also the making of such inquiries as the President shall recommend by the provision of a supplemental guide.

5. (a) There shall be a Ministerial Session of all ministers in full connection at every regular session of the Annual Conference chaired by the President; and at such other times as called by the majority of members of the Ministerial Session or by the President with the concurrence of the District Superintendents.

(b) The Ministerial Session at the regular session of the Annual Conference shall make inquiry into the moral and official conduct of its ministers.

(c) In response to the inquiry whether all ministerial members of the Conference are blameless in their life and official administration, the District Superintendents may answer for all the ministers in the district in one answer or the Board of Ministry may make inquiry of each District Superintendent about each minister in the district.

(i) In response to the report from the District Superintendent or the Board of Ministry, the Ministerial Session shall by a three-fourths majority vote pass the character of each minister.

(ii) In the event the character of a minister cannot be passed by the failure of securing the three-fourths, the persons who vote against

the minister shall state their objection in writing to the Chairman of the Ministerial Session.

(iii) The Ministerial Session will proceed with its business and recommend that the passing of the character of the minister in question is conditional and that he is subject to further investigation by the relevant body pending which the President and Board of Appointments may proceed with the giving of an annual appointment to the minister in question. The annual appointment is subject to the findings of the relevant body on the objection of the character of the minister.

(d) At the conclusion of the examination of the standing of the ministers in the Conference, or at such later times as the President may designate, the President may call to the bar of the Conference the class to be admitted into full connection, and receive them into Conference membership after the Bishop has examined them by asking questions to be found in *The Methodist Discipline*. This examination of the ministers, and passing of their characters, may be the business of one session.

(e) The Board of Ministry Chairman shall make a report on the conduct of its ministers to the Annual Conference in open session.

†531. Records and Archives: 1. The Annual Conference shall keep an exact record of its proceedings. If there be no archives of the Annual Conference, then the Secretary shall keep the bound copy or copies to be handed on to his successor in office.

2. Each Annual Conference shall send to the Secretary of the General Conference printed or written copies of its annual journal signed by its President and Secretary.

3. The Annual Conference Journal shall include the following divisions, preferably in the following order:

- I. Officers of Annual Conference.
- II. Boards, Rolls of Conference Members.
- III. Daily Proceedings.
- IV. Disciplinary Questions. (*See Schedule VIII*)
- V. Appointments.
- VI. Reports as ordered by the Annual Conference.
- VII. Memoirs as ordered by the Annual Conference.
- VIII. Rolls of Retired and Deceased Ministerial Members.

- IX. Historical.
- X. Miscellaneous.
- XI. Pastoral Record (including the records of accepted pastors in such manner as the Annual Conference may determine).
- XII. Statistics.
- XIII. Index.

4. An Annual Conference shall include in its journal a list of the deaconesses and missionaries, ministerial and lay, active and retired, who have gone from the Conference into the service of the Church in mission fields.

5. The registrar of the Board of Ministry of each Annual Conference shall keep a service record of all ministerial members of the Annual Conference, together with the date of marriage and the birth dates of the member, his or her spouse and children.

6. All records of secretaries, statisticians and treasurers shall be kept.

7. In each Annual Conference there shall be a Board of Archives and History to be appointed or elected in whatever manner the Conference may decide, whose duties it shall be to preserve the records of the Conference, gather all data referring to its organisation, its past history, its former members, and to collect all data of interest and to preserve these for future generations, together with a record of current items of importance, and to keep before the minds of our people the glorious deeds of the heroes of the past.

†532. Conference Agencies: 1. (a) The Annual Conference, at the session following the General Conference, or as decided by the General Conference Executive Council, or by a Special Session of the General Conference, shall elect or appoint at the first session following the General Conference, the following quadrennial boards:

- 1. Executive Board
- 2. Board of Appointments
- 3. Board of Christian Education
- 4. Board of Evangelism
- 5. Board of Finance (refer †1010 - †1028)
- 6. Board of Laity
- 7. Board of Ministry

8. Board of Missions
9. Board of Nominations
10. Board of Presidency (refer †33)
11. Board of Property (refer †921)
12. Board of Social Concerns

The *responsibilities* and duties of these agencies shall be prescribed by the Conference authorising them or as defined in the Discipline.

(b) The Annual Conference may appoint additional agencies for the purpose of promoting the work of The Methodist Church within the bounds of the said Annual Conference, and may prescribe their membership, *responsibilities* and duties.

(c) The Annual Conference may organize such bodies as the Methodist Women, Methodist Men, Methodist Youth Fellowship, Methodist Seniors' Fellowship, and Methodist Young Adults Fellowship in accordance with the respective schedules in the Methodist Discipline, and any other bodies as approved by the General Conference.

(d) The AC may sponsor or affiliate with such bodies such as the Girls' Brigade or Boys' Brigade.

(e) *The appointment or election of the Annual Conference boards shall comply with the provisions of the Discipline concerning membership requirements, each agency being of such size as needed by the work of the Annual Conference.* Local preachers serving as full-time pastors are eligible for election or appointment to such agencies, except those dealing with qualifications, orders and status of ministers.

(f) The Chairman of the respective District Commissions shall be a member of the corresponding Board of the Annual Conference.

†532.1.1 The **EXECUTIVE BOARD** shall execute the decisions of the Annual Conference and co-ordinate the work of **other** boards and agencies. The term of office shall be four years: in case of vacancies, the Annual Conference shall elect new members to make up the total number as decided by the Annual Conference.

1.2 The Executive Board shall consist of the President as Chairman and an equal number of ministerial and lay members with a total membership of not less than seven and not more than fifteen voting members, including the President, the Vice-President, the Conference Lay Leader, the Conference Secretary, the Chairman of the Board of Finance, the Conference President of the Methodist Women, and mi-

nisters in full connection and lay members at large. District Superintendents who are not elected as members shall be ex-officio members without vote.

1.3 There shall be alternates for the following members:- the Conference Lay Leader, the Conference President of the Methodist Women and the Chairman of the Board of Finance.

1.4 The Executive Board shall elect a Vice-Chairman and a Recording Secretary who shall keep a permanent record of its meetings and of any decisions reached. Certified copies of the minutes shall be filed with the Secretary of the Annual Conference and with the Board of Finance.

1.5 The Executive Board shall convene at least twice a year and at such other times necessary on call of the chairman or on written request of one fifth of the members. A majority of the members shall constitute a quorum. All decisions shall require a majority vote of the entire membership.

1.6 It may incur *necessary expense(s) to perform its function*, subject to such budgetary control as may be specified by the Annual Conference. Its annual expense shall be budgeted for by the Board of Finance.

†532.2 The Annual Conference shall have a **BOARD OF APPOINTMENTS** comprising the President as Chairman, the Vice-President, the District Superintendents, the Conference Lay Leader, and the Chairman of the Conference Board of Finance. The President shall consult the Board of Appointments when making appointments of ministers to charges and Conference workers to other fields.

†532.3.1 The **BOARD OF EVANGELISM** aims to bring **all persons** into living, active fellowship with God through Jesus Christ as divine Saviour and Lord and through the regenerating power of the Holy Spirit, gather them into the fellowship of the Church and lead them to express their Christian discipleship in daily living so that the kingdom of God may be realized.

3.2 Evangelism is the winning of the lost to Jesus Christ as Saviour and Lord through the agency of the Holy Spirit. It is an attitude, a spirit, and a living faith which find expression in the continuous co-operative effort of the Holy Spirit and man to bring the individual into vital relationship with God through faith in Jesus Christ. This results in

a definite personal experience of salvation and a progressive building of Christ-like character, seeking to bring man into complete harmony with the Will of God and into the fellowship of the Church. It helps him to grow spiritually through the means of grace and to serve God in daily living. Evangelism is the task of the whole Church. Every minister, agency, local church, and member of The Methodist Church is responsible for the accomplishment of this task.

3.3 The Board shall consist of a chairman and six other members who shall be elected by the Annual Conference, and the Chairpersons of the Commissions on Evangelism. The Board shall meet at such time and place as it may designate. It shall elect its own recording secretary. The retiring Board shall complete its business and make its report and recommendations to the Annual Conference.

3.4 The Chairman, who shall not be the Director of Evangelism, shall preside over all Board meetings and present the Board report to the Annual Conference, and support the evangelistic causes and programme of the Conference. In co-operation with the Director, he shall annually present the Board's budget to the Board of Finance.

3.5 The Board of Appointments may appoint, on recommendation by the Board of Evangelism, a Director of Evangelism who shall promote the policies and programme of the Board and lead in programme planning, implementation and execution of approved plans and programmes. The Board of Evangelism shall co-ordinate with the Council of Evangelism in its planning and promotion of the evangelism programme throughout the Conference.

3.6 The Board of Evangelism shall

(a) create an intelligent conception of, interest in, and passion for evangelism, and promote all types, phases, and methods of evangelism throughout the Conference.

(b) seek to enlist the cooperation of itinerant ministers and laymen throughout the Annual Conference in promoting the work of evangelism.

(c) develop and promote a Conference programme of evangelism, which shall include the training of itinerant ministers and laymen, the distribution of promotional literature, and the encouragement of local church participation.

(d) foster prayer, private devotions, and family worship, and encourage attendance upon and participation in the prayer and worship services of the local church.

(e) give guidance to the Commission on Evangelism and to the local church Committee on Membership and Evangelism in carrying out their purposes as outlined in the Discipline.

3.7 The Board shall administer the funds of the Board, faithfully adhering to its programme and financial policies.

3.8 Each district of the Annual Conference shall organise a Commission on Evangelism, to promote the programme of evangelism as outlined by the Board of Evangelism. The Commission shall include a Commission Chairman who is elected at the District Conference, and all the Chairpersons of the Committees on Evangelism and Membership within the district.

†532.4.1 The **BOARD OF LAITY** shall promote in all persons the awareness and growth in their understanding of God, especially God's redeeming love as revealed in Jesus Christ, to the end that they may:

- (a) know who they are and the meaning of their human situation;
- (b) identify themselves increasingly as children of God and members of the Christian community;
- (c) respond in faith and love, living in the spirit of God in every relationship;
- (d) fulfil their common discipleship in the world and abide in Christian hope.

4.2 The Membership of the Board of Laity shall comprise of the Conference Lay Leader as the Chairman, Associate Conference Lay Leader(s), District Lay Leaders, and Conference Presidents of the Methodist Seniors Fellowship, the Methodist Women, the Methodist Youth Fellowship, the Methodist Young Adults Fellowship, the Conference Director of programme activities and Directors of adult, youth and children's work, if any.

4.3 The Conference Lay Leader and the Associate Conference Lay Leader(s) shall be elected biennially by the Annual Conference on nominations by the Board of Laity and the Annual Conference in session. They shall be eligible for two successive re-elections.

4.4 The Board of Laity shall achieve its objectives in co-ordination and co-operation with all the other boards and agencies of the Annual Conference and also with the Council of Laity of the General Conference. In so doing, it shall:

(a) support all members of the Annual Conference as they seek to lead persons to accept Jesus Christ as Lord and Saviour.

(b) engage in research, consultation, and experimentation in the search to understand what it means to have Christian love for the world, identify with its needs and meet God at work in the world and to live in redemptive fellowship on mission in the world.

(c) develop opportunities for dialogue, interaction and partnership between the laity and the clergy in order to better understand the common ministry of all Christians, who are bound together in Christ and are committed to proclaim the Gospel in word and deed to the community;

(d) develop and provide resources for the lay ministry through field work, publication and programme resource materials.

(e) plan and organise for the education of the laity at Annual, District and Local Church levels in:

- i. lay mission, witness and service;
- ii. church leadership responsibilities; and
- iii. stewardship of God-given resources of time, talents, and wealth for effective church ministries.

4.5 The Conference Lay Leader shall meet regularly with the President to discuss the state of the Annual Conference, the Church, and the needs for ministry at local and national levels.

4.6 The President and the District Superintendents shall be ex-officio members.

†532.5.1 The **BOARD OF MINISTRY** shall consist of not less than six and not more than twelve ministers in full connection. The members shall be elected by the Annual Conference or Provisional Annual Conference to serve for the quadrennium on nomination by the President, who shall consult with the Chairman of the Board of Ministry of the previous quadrennium and the Executive Board in drawing up the nominations.

5.2 The President shall not be an elected member of the Board of Ministry. He shall consult with the Chairman of the Board of the previous quadrennium and with the Executive Board in drawing up the nominations which shall have twice the number required for election. District Superintendents not elected as members shall be members of the Board without voting rights. Vacancies may be filled by the President after consultation with the Chairman of the Board.

Where relevant and appropriate, the Board of Ministry may invite lay leaders of good standing to participate in its proceedings.

5.3 The Board shall organise itself by electing from its membership a Chairman, a Registrar and such other officers as deemed necessary.

5.4 The Board shall convene at the seat and time of the Annual Conference, preferably the day before the session opens, to review and complete the work of the past year and to plan for the future, and at such other times during the conference year as its work may require.

5.5 The Board shall elect for each District Commission on Ministry an official representative, who need not reside within the district, to serve as a member of the commission.

5.6 The duties of the Board of Ministry are to:

1. study problems of ministerial supply in the Annual Conference and co-operate with the District Superintendents and ministers of the Conference in every effort to enlist suitable persons for the Christian ministry, to list all persons who have declared their purpose to prepare for the Christian ministry as ministerial students, and to provide contact with and counsel for all ministerial students in their preparation for the ministry.

2. urge, encourage, *guide and counsel* in every practical way all ministerial students to attend theological schools of The Methodist Church, to complete the course leading to the Bachelor of Theology or equivalent degree.

3. receive annual reports on the progress of each ministerial student enrolled in a theological school and to record credit for work satisfactorily completed.

4. guide the ministerial candidate who is pursuing a course of theological study.

5. administer the programme of recruiting and training, and in maintaining the standards of the ministry.

6. examine all applicants (a) for employment as pastors and (b) for admission on probation for the ministry, and (c) shall make full inquiry as to the fitness of candidates for admission to full connection. This must include an examination as to character, habits of life, conversion, call to the ministry, Christian experience, evangelistic and missionary con-

cern, age, educational qualifications, domestic situation, co-operation with others, ability to lead a service of worship, and understanding of the church's mission. The answers to the examination questions may be submitted in writing.

7. examine each candidate to be advanced to membership in the Annual Conference and to orders, and each minister from another church seeking admission into our fellowship, according to the provisions of the Discipline, and report its recommendations to the Annual Conference.

8. co-operate with conference agencies in providing guidance in the continuing education of ministers.

9. study matters pertaining to the status and relationships of ministers to the Annual Conference and interpret the high ethical standards of the ministry set forth in the Discipline.

10. make recommendations to the Annual Conference concerning retirement; inability to take on a full workload; return to the effective relation from other relations; voluntary location; withdrawal; readmission of persons who have withdrawn; sabbatical leave, sick leave and prolonged sick leave; and appointment as a student; and to report to the Annual Conference all transfers into and out of the Conference, withdrawals and other changes in Conference relations.

11. make recommendations to the Annual Conference concerning all proposed changes in the Conference relation of elders in full connection, including: (a) retirement, inability to take on a full workload, sabbatical leave, appointment as a student, and location; (b) return to effective relation from another relation; and (c) readmission of those formerly located. The Board shall report to the Annual Conference transfers into or out of the Conference, withdrawal, and other changes in Conference relations.

12. report its recommendations concerning: (a) candidates for the offices of deacon; (b) candidates for ordination as elders; (c) those to be received from other churches; (d) those to be transferred into the Annual Conference; and (e) students, not yet elders in full connection, to be appointed to attend school and assigned to a Local Conference.

13. certify all information and recommendations concerning each candidate to the Annual Conference in duplicate, one copy of which is kept by the registrar of the Board.

14. file with the office of the President for permanent record a copy of the circumstances relating to all cases involving discontinuance of membership on probation or termination of pastor status.

15. urge all members on probation to attend schools of theology related to The Methodist Church, or accredited or approved by The Methodist Church, and shall encourage and assist them in every practicable way to complete the preparation recommended.

5.7 The **REGISTRAR** of the Board of Ministry shall keep a full personal record, including transcript of academic credit, for all ministerial candidates within the bounds of the Annual Conference.

(a) He shall keep a permanent record of the standing of the students in the course of study, and report to the Annual Conference when required. This record shall include the credits allowed students for work done in accredited schools of theology.

(b) The registrar or some other designated officer of the Board shall keep a record of the educational history and interests of each minister serving in the Annual Conference. This material shall be furnished to the Board by active ministers. Such records shall be carefully preserved by the Annual Conference.

5.8 The Board of Ministry shall be directly amenable to the Annual Conference for its **actions and in all matters** relating to the development and promotion of **its** programmes for local churches. It shall cooperate with the Executive Board **so** that its programme emphasis **is** integrated into the total unified programme of the Board. Field work plans which relate to the promotion of programme in the Annual Conference or the local church shall be cleared through the Executive Board.

5.9 There shall be a **DISTRICT COMMISSION OF MINISTRY** composed of the District Superintendent as Chairman, three other elders of the district nominated annually by him and approved by the Annual Conference, and one representative from and appointed by the Board of Ministry. Interim vacancies may be filled by the Chairman.

(a) The Commission on Ministry shall examine each person who applies in writing for a licence to preach, or for a renewal of such licence. Where there is evidence that his gifts, graces and usefulness warrant, and that he is qualified under Para. 310.2 on recommendation of his Local Conference (Para. 538.6), the DCM may recommend to the District Conference to issue or renew his licence to preach, he shall have agreed to the condition set forth in Para 309.7.

(b) The Commission shall recommend to the Board of Ministry suitable candidates for acceptance or continuance as pastors for admission on probation, and for restoration of credentials. The vote of the Commission in all such matters shall be by individual written ballot, and **a three-fourths majority vote** of the Commission shall be required for licences **to be approved**.

(c) The Commission shall report its work to the District Conference.

(d) The Chairman and another representative of the Commission shall meet annually with the Board of Ministry, on call of the Chairman of the Board, either separately or with representatives of all districts.

(e) The Commission shall designate an official spokesman, other than the Chairman, to confer with the Board, when so requested, about any candidate recommended to it by the Commission.

†532.6 BOARD OF MISSIONS

6.1 “Missions” shall be understood here as the proclamation of the Gospel of Jesus Christ through word and deeds in areas where there are no established Christian congregations **in order** that men and women may repent of their sins, be baptised by water and the Holy Spirit and become established in Christian maturity.

6.2 The Board shall consist of a Chairman and six other members who shall be elected quadrennially by the Annual Conference, and all Chairpersons of all Commissions on Missions. Vacancies in the Board may be filled by the Executive Board subject to ratification by vote at the next Annual Conference.

6.3 The Board shall elect its own recording secretary. The outgoing Board shall complete its business and make its report and recommendations to the Annual Conference.

6.4 It shall be the duty and responsibility of the Board of Missions to oversee missionary education, cultivation and all matters pertaining to the following:

(a) Missions Resources: to have available for distribution and on loan to local churches information, literature and audio-visual material.

(b) Missions Personnel: to contact with and make available suitable individuals well-versed in local or universal missionary needs to local churches to stimulate missions awareness.

(c) Missions Awareness: to keep abreast of current missionary needs in the Church world-wide and locally, in order to encourage and oversee church planting in pioneering situations. In this, the Board shall work together with other agencies for maximum co-operation.

(d) Missions Conference and Seminars: arrange, when needed, such conferences and seminars at the Local, District or Conference levels to cultivate mission awareness, resources and personnel.

(e) Development and Cultivation of Personnel: When the Board becomes aware of individuals who are interested in missions as a calling, it shall keep in touch with the person concerned to encourage and prepare the person for future work.

6.5 The Board of Appointments may appoint, on recommendation by the Board of Missions, a Director of Missions. He shall promote the policies, projects and programmes of the Board. It shall be his duty to lead in programme planning and to implement and execute plans and programmes adopted.

6.6 The Board of Missions shall co-ordinate with the Council of Missions in its planning and promotion of the missional programme throughout the Conference.

6.7 SELECTION OF MISSIONS PERSONNEL

(a) Ordained Ministers

In the event that an ordained minister applies to work in missions areas or another missionary agency, the Board shall act as a vetting body. Permission for the said minister to be seconded to such work is the prerogative of the Board of Ministry and Board of Appointments.

In situations where the Board **needs** an ordained person in a new “missions area” it shall make this need known to the Board of Ministry and Board of Appointments for such a person to be made available.

(b) Non-ordained Missionary

i. Due to the rigours and challenges of work in pioneering areas, the Board shall accept only such persons who have demonstrated the gifts for such work such as the ability to communicate the Gospel, effective follow-up of new believers and the ability to teach.

ii. For those going into cross-cultural situations, the missionary must demonstrate the willingness to be sensitive to varying cultural norms.

iii. Each missionary shall submit a personal statement of faith to the Board. Except for the academic requirements, he shall possess the same requirements as expected of the ordained ministry.

6.8 Commissioning: When the Board is satisfied that the prospective candidate is suitably prepared and qualified, the Board of Missions shall present the candidate to the Annual Conference. A commissioning service shall be carried out indicating the full support of the Annual Conference spiritually, morally and financially.

6.9 Finance and Other Commitments:

(1) Fully Self-Supported Missionaries

Where a **missionary** is fully self-supporting in a “tent-making” ministry, the Board shall have no financial obligations to the missionary.

In the event that the financial circumstances of the **missionary** changes, he shall duly inform the Board, which is morally responsible to help in every possible way.

(2) Partially Self-Supported Missionaries

Where a **missionary** is not receiving sufficient remuneration from his secondment or “tent-making” ministry to meet his financial needs, the Board shall be responsible to inform the Annual Conference and to raise the funds accordingly. However, such arrangements should be clearly spelt out before the candidate is sent.

In the event of changing circumstances, **the second part of (i) above** shall apply.

(3) Fully-Supported Missionaries

In the case of a mission worker starting in a pioneering situation without the support of any other agency, the Board shall be responsible to work with the Annual Conference to allocate the finances. The financial allocation in such cases shall be the equivalent for our ordained ministers.

6.10 DISCIPLINE OF MISSIONARIES:

In cases where a missionary is not performing to expectation, or where there are moral indiscretions, the Board shall make the necessary investigations.

If the evidence accrued **at the preliminary investigation** justifies

it, the Panel of Inquiry shall be formed and shall take over the case. The same procedures shall be followed as for ordained ministers.

†532.7. The **BOARD OF NOMINATIONS** shall be elected from the floor of the Annual or Provisional Annual Conference to serve a term of four years, and shall compose of a chairman and four or six **other** members with equal lay and ministerial representation. The Board shall:

a) nominate suitable persons once every four years to serve on various boards of the Annual Conference as provided for in the Discipline, and as required by the Conference.

b) nominate persons annually to fill such vacancies as may occur in any of the boards during the four year period.

The Board of Nominations shall submit its nominations for the boards to the Annual Conference, provided that nominations from the floor are not denied.

†533. **Transfer of Local Church:** A local church may be transferred from one Annual Conference to another because of closer affinity or for any other reason by a two-thirds majority vote of those present and voting in each of the following: (a) the Local Conference, (b) a Congregational Meeting of the local church, and (c) each of the two Annual Conferences involved. Upon announcements of the required majorities by the Presidents involved, the transfer shall be immediately effective. The move for transfer may originate in the local church or either of the Annual Conferences involved and shall be effective regardless of the order in which it is taken. In each case, a two-thirds majority vote of those present and voting shall remain effective unless and until rescinded prior to the completion of transfer by a majority of those present and voting.

Section VII. District Conference

†534. A District Conference may, if directed by the Annual Conference of which it is a part, be held upon the call of the District Superintendent, who shall specify the time and place.

†535. 1. A District Conference shall be composed of all the preachers, itinerant (including retired and those unable to take on a full workload) and lay, and local preachers appointed as pastors of a charge, the church lay leaders, church school superintendents, and a representative of the district organisation of Methodist Men, the District

President of the Methodist Adults/Young Adults Fellowship, the President of the Methodist Youth Fellowship, the President of the district Methodist Women, the district co-ordinator of the Methodist Seniors Fellowship, the district stewards, the district trustees, the district lay leader and associate district lay leaders, the district secretary, district treasurer and the district statistician, the lay members of the Annual Conference and the first reserve from each local church, a representative of the Boys' Brigade and the Girls' Brigade in the district, the district directors of children's, youth, adult and general church school work, and such other persons as the Annual Conference may determine.

2. The District Conference may choose its own order of business. The Secretary duly elected shall keep an accurate record of the proceedings and submit it to the Annual Conference for examination and adoption for the record. A District Treasurer may be elected to keep the financial account of the District Conference.

3. The District Conference shall vote on issuing or renewing licences to preach, on recommendation of the District Commission on the Ministry, and shall consider for approval the reports of its committees.

4. The District Conference shall be responsible to develop and adopt a plan and set goals for the next year's work.

5. The Chairmen of the District Commissions on Evangelism, Christian Education, Missions, and Christian Social Concerns shall be elected by the District Conference. The other members of these Commissions shall be respectively the chairman or the representative of each local church committee on Evangelism, Christian Education, Missions, and Christian Social Concerns.

6. All Officers of the District Conference shall be elected once in two years; they shall be eligible for re-election.

7. The District Lay Leaders and the Associate District Lay Leader(s) shall be eligible for two successive re-elections.

8. (i) The District Lay Leader is elected leader of the laity in the district. He shall work with the District Superintendent and all other lay leaders of the local churches to facilitate training and ministry of the laity within the District.

(ii) In the absence of the District Lay Leader, the Associate Lay Leader shall deputise.

9. (i) Each district within an Annual Conference may organise a

District Commission of Laity.

The membership of the Commission shall consist of the following:-

- District Superintendent
- District Lay Leader
- Associate District Lay Leader(s)
- Local Church Lay Leaders

(ii) The District Commission of Laity shall work with the Board of Laity to fulfil the goals of the said Board as provided for within Para 532.6.(ii) at the district level.

†536. There may be organised at the District Conference Level such bodies as the Methodist Women, Methodist Men, Methodist Youth Fellowship, Methodist Seniors Fellowship, Methodist Young Adults Fellowship in accordance with the respective schedules to the Methodist Discipline, and any other bodies as may be approved by the General Conference.

Section VIII. The Local Conference

†537. **General Provisions:** 1. The Local Conference is the basic body uniting it to connectional Methodism. The Local Conference shall therefore be organised as provided in the Constitution and provided that there are thirty-five full members who are not less than twenty-one years of age. In the event that the membership shall decline to less than fifteen members, it shall revert to the former sponsoring Local Conference or such other local church as may be assigned by the Annual Conference.

2. The membership of the Local Conference shall consist of the following:

- the pastor and associate or assistant pastor or pastors;
- retired itinerant ministers residing in that place who elect to hold membership therein;
- itinerant ministers who are assigned to special work and are amenable to the Local Conference;
- local preachers, ordained or unordained, provided always that a person may at any one time be a member of one Local Conference only;
- the church lay leader **and associate leaders, if any;**

- the lay delegates of the Annual Conference;
- the church treasurer;
- the church school superintendent;
- the chairman of Committees on Stewardship and Finance, Christian Education, Christian Social Concerns, Membership and Evangelism, Missions, Worship and Music, Property Management and Pastor-Parish Relations;

- the President of the Methodist Women;
- the President of the Methodist Men;
- the President of the Methodist Adult/Young Adults Fellowship;
- the President of the Methodist Youth Fellowship;
- the Captain of the Boys' Brigade;
- the Captain of the Girls' Brigade;
- the President of the Methodist Seniors Fellowship;
- the Co-ordinator of Small Groups;
- the honorary stewards;
- the five elective stewards.

3. (a) A Local Conference shall be convened at least once every conference year. In the event that **it is** convened twice a year, the first meeting should be within three months after the Annual Conference (hereinafter called the First Annual Local Conference) and the second meeting within three months before the next Annual Conference (hereinafter called the Second Annual Local Conference).

(b) Every Local Conference meeting other than the First and the Second Local Conference shall be called a Special Session of the Local Conference.

4. (a) A Special Session of the Local Conference shall be convened whenever a requisition in writing is made by any of the following to the Recording Secretary:

(i) the pastor-in-charge of the local church in consultation with the District Superintendent of that District; or

(ii) the District Superintendent of that District in consultation with the pastor-in-charge of that local church; or

(iii) a simple majority of the members of the Local Church Executive Committee;

5. (a) Ten clear days' notice shall be given of any Local Conference to be convened. The notice shall specify the place, day and hour of meeting, and in the case of a Special Session of the Local Conference the general nature of such business.

(b) The notice shall in each case be given

(i) orally by one prior pulpit announcement and

(ii) in written form via an appropriate media.

6. The District Superintendent or an elder appointed by him shall preside. However, if the District Superintendent is also the pastor-in-charge, Para. 370.5 shall apply.

7. The members present at any duly announced meeting shall constitute a quorum.

8. The Local Conference, after a period of worship, shall transact the business committed to it by the Discipline. The District Superintendent is required to keep his record of each Local Conference. It shall also be his duty to see that other Local Conferences and church records and reports are kept.

†538. The duties of the Local Conference are to:

1. elect a recording secretary who shall keep an accurate and permanent record of the proceedings and shall be the custodian of all records and reports, and who with the presiding officer shall sign the minutes.

2. have general oversight of the Local Church Executive Committee, which is the administrative body of the Local Conference in each local church.

3. receive reports from the pastor-in-charge, from church officers, and from the **chairpersons of the various** committees and societies of the church(es) as the Local Conference may require.

4. elect the officers of the church or churches constituting the Local Conference, unless otherwise provided, in harmony with the provisions of the Constitution of The Methodist Church, and to constitute the committees of each local church as may be determined by the Local Conference, designating the chairpersons of various Committees.

5. determine what course shall be taken in cases where the Discipline permits more than one course of action in the administration and work of a Local Conference.

6. recommend to the District Commission on Ministry on the proper candidate (whose membership is within the local church) who apply for issuance or renewal of a licence to preach, if such person's gifts, graces, and potential usefulness warrant such action. Such persons shall conform with all the provisions of the Discipline. The vote to recommend shall be taken by secret ballot as provided in ¶309.4.

7. make provision for the payment of the salary and other remuneration of the pastor(s) according to the Approved Annual Conference Salary Plan. This provision shall not include the travelling and moving or relocation expenses of a new appointee to the church. These expenses shall be classified as current expenses to be reimbursed by the Annual Conference.

8. determine the amount accepted annually by the church for all purposes by the following procedure: As soon as practicable after the session of the Annual Conference, each District Superintendent shall notify each Local Conference in his district what amounts have been apportioned to it by the Board of Finance. The Pastor-in-charge and the respective Church Lay Leader shall present to the Local Conference a statement of the apportionment for all purposes other than local expenses, explaining the causes supported by each of these funds, and their place in the total programme of the church.

[The Local Conference shall determine annually the amount accepted by the church for conference boards and agencies. Should the contributions for the year exceed the church's acceptance, the entire amount so contributed shall be remitted in regular order to the Annual Conference treasurer **in that** conference year. The District Superintendent shall also notify each Local Conference of all other amounts properly apportioned to it. The apportionments to the Local Conference for the General Conference Administration Fund, for the Annual Conference Episcopal Fund, for the District Superintendents, for conference claimants and ministerial pensions and for the salary fund are not subject to change or alteration by the Local Conference.]

9. recommend candidates for the ministry who have been members of the local church in good standing for at least one year, having satisfied the educational requirements and satisfactorily answered the Disciplinary Questions before the Local Conference as provided in the Discipline.

10. Commit to such other duties and responsibilities as instructed by the General and Annual Conferences.

†539. Elections: The Local Conference shall, on nomination of (a) the Committee on Nominations; or the Pastor-in-Charge if there is no such committee; and (b) the Local Conference floor, elect annually or biennially to serve from the 1st January of the following year, except as specified below, the following officers of the church:

1. The elective stewards of the church or churches of the Local Conference.

2. The Church Lay Leader, or leaders and associate church lay leader(s) as required.

3. The LCEC Chairman, vice-chairman and recording secretary.

4. The lay delegate(s) to the District Conference; provided that the Committee on Nominations or the Pastor-in-charge shall confer with the District Superintendent before making any nomination.

5. The lay delegate(s) to the Annual Conference and one or more alternate(s) who shall continue in these relationships until their successors are elected. The lay delegate(s) and reserve(s) so elected shall take office with immediate effect. If the Local Conference lay representative to the Annual Conference shall cease to be a member of the local church or shall for any reason fail to serve, a reserve delegate in the order of his election shall serve in his place.

6. Both the lay delegates and the alternates shall be at least twenty-one years of age, and shall have been members in good standing of The Methodist Church for at least four years, and of the local church from which they are elected for at least four years, excepting in a newly organised church which shall have the privilege of representation at the Annual Conference session.

7. The Church Treasurer(s).

8. Counsellors to the Methodist Intermediate Fellowship, Methodist Youth Fellowship, Methodist Young Adults Fellowship, Captains of the Boys' Brigade and Girls' Brigade.

9. Chairpersons of all committees of the LCEC.

10. Members of the Pastor-Parish Relations Committee.

11. Members of the Nominations Committee.

†540. Nothing in this section shall prohibit the Local Conference from electing the lay leader or the pastor-in-charge as the chairman of

the Local Church Executive Committee. Similarly, any Local Church Executive Committee member may be elected to hold more than one post in the Executive Committee.

†541. There shall be a **Committee on Nominations**, with the pastor-in-charge *as the chairman*, which shall nominate to the Local Conference such officers and members of the Local Conference committees as the law of the church requires, or as the Local Conference may determine as necessary to its work. **All elective** members of the Committee on Nominations shall be nominated from the floor; and to secure experience and stability, the membership may be divided into three classes, one of which shall be elected each year for a three-year term.

†542. 1. There shall be a **Committee on Pastor-Parish Relations** of not less than five and not more than seven lay members, who shall include the Lay Leader and the lay delegate to the Annual Conference. The members shall be nominated and elected annually by the Local Conference. The Pastor-in-charge may appoint one of the members. Where there is more than one congregation in a Local Conference, there shall be only one Pastor-Parish Relations Committee with at least one representative from each congregation. The Pastor-Parish Relations Committee shall be amenable to the Local Conference.

2. The Pastor-Parish Relations Committee shall assume office from 1st January following its election. The Pastor-in-charge shall convene the Committee to elect its chairman and secretary within ten days from 1st January. The PPRC shall meet periodically with the District Superintendent or with the Pastor-in-charge, at the request of either the Bishop, the President, the District Superintendent, the Pastor-in-Charge, or the PPRC Chairman.

3. Its primary function is to aid the pastor-in-charge in making his ministry effective by being available for counsel, keeping him advised concerning conditions within the congregation as they affect relations between pastor and people, and keeping the people informed concerning the nature and function of the pastoral office.

4. (a) It shall survey the Pastor-Parish Relations Committee, provide opportunities for counselling on matters pertaining to the pastor's relationship with the congregation including the supervision of pulpit supply, proposals for his salary, travel expense, entertainment allowance, vacation, refresher courses, housing and other matters related to

effectiveness, welfare of the pastor and his family. It may arrange with the Local Church Executive Committee or Committees for the necessary time and financial assistance for his attendance at such schools or institutions as may serve his intellectual and spiritual growth.

(b) Where an Annual Conference has a policy on the matters related in (a) above including fixed rate of payment where applicable, the Local Church Executive Committee will implement as advised by the Pastor-Parish Relations Committee. However, where discretion is given to the local church to give or pay above a fixed rate or where no fixed rate is applicable and such payment is at the discretion of the local church, the Pastor-Parish Relations Committee shall in each case obtain the approval from the Local Church Executive Committee before such support or payment is affected.

5. The Pastor-Parish Relations Committee is to be at all times sensitive to the relationship between the pastor and peoples. Should it become evident to the Committee that the best interests of the church and pastor will be served by a change of pastors, it shall confer with the pastor and furnish him with this information. It shall co-operate with the pastor, the District Superintendent, and the President in securing pastoral leadership, and its relationship to the District Superintendent and the President shall be advisory only.

6. After consultation with the pastor, the PPRC shall recommend to the LCEC personnel for other professional and lay staff positions created by the Executive Committee, but not subject to presidential appointment.

7. The Pastor-Parish Relations Committee shall meet only with the knowledge of the pastor and/or the District Superintendent. It may meet with the District Superintendent without the pastor being present, in which event, the pastor shall be informed of such meetings and later be brought into consultation either by the Committee or by the District Superintendent. In the event that only one congregation on a Local Conference comprising more than one church has concerns which it wishes to share, its representatives on the Pastor-Parish Relations Committee may meet separately with the pastor or the District Superintendent or both. It shall be a conferring and counselling Committee, and shall not assume responsibility as a nominating or legislative committee. It shall be amenable to the Local Conference. Its relationship to the President and the District Superintendent shall be advisory only.

†543. Disciplinary Questions: At the Local Conference, the District Superintendent or presiding officer shall ask the following questions:

1. How many persons have been received into the fellowship of the church on this pastoral charge during the past conference year?

2. In what way will the church minister to the particular spiritual needs of its area of work this conference year?

3. What programme has been adopted for assimilating new members into the life of the church, and training them in Christian living and activity?

4. What special donations have been assumed by the church or churches of this Local Conference and in what amount?

5. What amounts have been collected on them during this conference year, and what amounts have been remitted to the Annual Conference treasurer? And the following questions, the answers to which shall be transmitted to the executive secretary of the Annual Conference Board of Christian Education, or, if there is no executive secretary, to the chairman thereof:

6. Who are the young people now in colleges, universities and schools of nursing? What is being done by the local church to extend and maintain its ministry to them? Who of these are recruits for life service in a church vocation, and in what educational institutions are they enrolled?

7. What young people from this pastoral charge are in the armed services, and what is being done to extend and maintain the church's ministry to them?

Section IX. Miscellany

†544. Unless otherwise specified in the Discipline for a specific purpose, the term 'quadrennium' shall be deemed to be the period from the adjournment of a General Conference to the adjournment of the next regular quadrennial session of a General Conference.

†545. All councils, boards, commissions and committees established by a General, Annual or other Conference, shall assume office from 1st January of the year following the Conference in question. They shall then meet and organise themselves as promptly as feasible. Unless otherwise specified in the Discipline, every council, board,

commission and committee shall continue in responsibility until its successor council, board, commission, or committee is organised.

†546. The terms for agencies or other bodies used in this Discipline refer to the level of organisation as follows:

Council	-	General Conference
Board	-	Annual Conference
Commission	-	District Conference
Committee	-	Local Conference

†547. The guiding age range of the various organisations of the Methodist Church in Malaysia shall be as follows:

Methodist Intermediate/Junior Youth Fellowship	12-18 years
Methodist Youth Fellowship	15-30 years
Methodist Young Adults Fellowship	26-49 years
Methodist Adult Fellowship	35-60 years
Methodist Seniors Fellowship	>=50 years

CHAPTER FOUR

JUDICIAL ADMINISTRATION

Section I. The Judicial Council

†701. 1. The Judicial Council shall consist of nine members as follows:

(a) At least four members shall be ministers in full connection.

(b) At least four members shall be lay persons.

(c) Each Annual Conference shall be represented at least by one elected member.

2. Any person who has been a member of The Methodist Church in Malaysia for not less than ten years preceding election is eligible to be a member, provided that he is not less than thirty years of age.

3. (a) A member's term of office shall be eight years.

(b) A person who has been a member of the Judicial Council may serve a further term, provided there is a minimum interval of four years before re-election to the Council.

4. The first General Conference shall elect members of the Judicial Council and determine the length of term of each member. In the first quadrennium, five members shall be elected for eight years and four for four years. Thereafter, the General Conference shall elect replacements to fill vacancies of those whose term expires.

5. At the first General Conference, nomination to the Judicial Council shall be made by the Council on Nominations.

6. The procedures for electing members of the Judicial Council shall be made by the Council on Nominations.

(a) At each quadrennial session of the General Conference, the Executive Council shall nominate by majority vote two times the number of ministers in full connection and lay persons to be elected at such session of the General Conference. The number to be elected shall correspond to the number of members whose term expires at the conclusion of such session.

(b) Each Annual Conference shall be represented by at least one elected member.

(c) When the nominations referred to in (a) above are announced, further nominations from the floor may be made. The numbers nominated from the floor shall not exceed the numbers nominated by the Executive Council.

(d) From the nominations referred to in (a) and (c) above, the General Conference shall without discussion elect by secret ballot and by majority vote the necessary numbers of ministerial and lay members.

†702. 1. There shall be five alternates for the ministerial members and five alternates for the lay persons and their qualifications shall be the same as for membership on the Judicial Council.

2. Each Annual Conference shall be represented by at least one elected member.

3. The term of office shall be eight years.

4. The alternates shall be elected in the following manner: From the ministerial and lay nominees remaining on the ballot after the election of the necessary number of members of the Judicial Council to be elected at sessions of the General Conference, the General Conference shall by separate ballot, without discussion and by majority vote, elect the number of ministerial and lay alternates to be chosen at such sessions of the General Conference. An election shall be held at each session of the General Conference for only the number of ministerial and lay alternates whose terms expire at such session of the General Conference or to fill vacancies.

†703. 1. If a vacancy in the membership of the Judicial Council occurs at the conclusion of a General Conference because of a required retirement of a member due to his age, such vacancy shall be filled by General Conference election, to be held in the manner hereinbefore provided in this section, of a minister in full connection to fill a ministerial vacancy and a lay member to fill a lay vacancy; and the person so elected shall hold office during the unexpired term of the member whom he succeeds.

2. If a vacancy in the membership of the Council occurs during the interim between sessions of the General Conference, a ministerial vacancy shall be filled by the first elected ministerial alternate and a lay vacancy by the first elected lay alternate. The alternate filling such vacancy shall hold office as a member of the Judicial Council for the unexpired term of the member whom he succeeds. In the event of any vacancy, it shall be the duty of the Chairman and Secretary of the Judicial Council to notify the alternate entitled to fill it.

3. In the event of the enforced absence of one or more members of the Council at or during the session of the General Conference, such temporary vacancy may be filled for that session of the General Conference, or the remainder thereof, as provided in this article; provided, however, that nothing in this provision shall affect the validity of any action of the Council so long as a quorum is present.

4. Any permanent vacancy among the alternates shall be filled by election at the next quadrennial session of the General Conference of a minister in full connection to fill a ministerial vacancy and a lay member to fill a lay vacancy; and the person or persons so elected shall hold office during the unexpired term of the alternate whom each respectively succeeds.

5. If vacancies occur after exhaustion of the list of alternates, the Executive Council is authorised to fill such vacancies for the remainder of the quadrennium.

6. If a member of the Judicial Council, whether ministerial or lay, ceases to be a member of the Annual Conference from which he is elected, he shall cease automatically to be a member of the Judicial Council. He shall be replaced by the first alternate member from the Judicial Council ministerial or lay alternates of the Annual Conference of which he ceases to be a member.

7. A letter in writing by the Annual Conference President to the Chairman or Secretary of the Judicial Council stating that the ministerial or lay member has ceased to be a member of his Annual Conference shall be sufficient for the purpose of Para 703.6.

†704. The term of office of the members of the Council and of the alternates shall expire at the end of December after the adjournment of the General Conference. Their successors who are elected at the said General Conference shall take office from 1st January of the year following the said General Conference.

†705. During the consideration of any matter before the Judicial Council involving any General, Annual, District or Local Conference agency or any matter of administrative service, to which a member of the Council is related by virtue of the office he holds, that member shall not be eligible to serve on the Council while that matter is under consideration, but an alternate shall be asked to serve in his stead.

†706. 1. The Judicial Council shall provide its own method of organisation, rules of evidence and procedure, both in respect to hearings on

appeals and petitions for declaratory decisions. All rules of evidence and procedure adopted by the Council, or such amendments to such rules as may be made by the Council from time to time, shall be published in the General Conference Journal and in such other manner as may be determined by the Council. All parties are entitled to submit written arguments and produce such evidence under such rules as the Council may adopt from time to time.

2. The Council shall meet at the time and place of the meeting of the General Conference and shall continue in session until the adjournment of that body, at such time as it may deem appropriate, and at such place as it may select from time to time.

3. Seven members shall constitute a quorum.

4. (i) An affirmative vote of at least five members shall be required to declare any act of the General Conference unconstitutional.

(ii) On other matters, a majority vote of the entire Council shall be sufficient.

5. The Council may decline to entertain an appeal or a petition for a declaratory decision in any instance in which it determines that it does not have jurisdiction to decide the matter.

†707. 1. The Judicial Council shall determine the constitutionality of any act of the General Conference upon an appeal by a majority of the Executive Council, or one-fifth of the General Conference.

2. The Judicial Council shall have jurisdiction to determine the constitutionality of any proposed legislation when such declaratory decision is requested by the General Conference or by the Executive Council.

†708. The Judicial Council shall hear and determine the legality of any action taken by any General Conference council or body upon appeal by one third of the members thereof, or upon request of the Executive Council, or the Bishop.

†709. The Judicial Council shall hear and determine the legality of any action taken by a General Conference council or body on a matter affecting an Annual or a Provisional Annual Conference, upon appeal by two-thirds of the members of the Annual or Provisional Annual Conference present and voting.

†710. The Judicial Council shall hear and determine any appeal from a bishop's or a president's decision on a question of law made in a

District or Annual or Provisional Annual Conference when said appeal has been made by one-fifth of that Conference present and voting.

†711. 1. The Judicial Council shall pass upon, and affirm, vary or reverse the decisions of law made by bishops or presidents in District or Annual or Provisional Annual Conferences upon questions of law submitted to them in writing in the regular business of a session.

2. Each bishop or president thereof shall report annually in writing to the Judicial Council all his decisions of law.

3. No such episcopal decision shall be authoritative, except in the case pending, until it has been passed upon by the Judicial Council and thereafter it shall become the law of The Methodist Church.

†712. 1. The Judicial Council, on petition as hereinafter provided, shall have jurisdiction to make a ruling in the nature of a declaratory decision as to the constitutionality, meaning, application, or effect of the Discipline or any position thereof, or of any act or legislation of the General Conference; and the decision of the Judicial Council thereon shall be as binding and effectual as a decision made by it on appeal under the law relating to appeals to the Judicial Council.

2. The following bodies in The Methodist Church are hereby authorised to make such petitions to the Judicial Council for declaratory decisions: (a) the Executive Council; (b) any General Conference council or body on matters relating or affecting the work of such council or body; (c) a bishop or president on matters relating to his administration or the work in his area; (d) any District or Annual Conference on matters relating to District or Annual Conferences or the work therein.

3. When a declaratory decision is sought, all persons or bodies who have or claim any interest which would be affected by the declaration shall be parties to the proceedings, and the petition shall name such parties. If the President of the Council determines that other parties not named by the petition would be affected by such a decision, such additional parties shall also be added; and the petitioner or petitioners, upon direction of the Secretary of the Judicial Council, shall then be required to serve all parties so joined with a copy of the petition within fifteen days after such direction by the Secretary of the Judicial Council. In like manner, any interested party may, on his or its own motion, intervene and answer, plead or interplead.

†713. The decision of the Judicial Council shall be binding on The Methodist Church in Malaysia.

†714. The Judicial Council shall have such other duties and power as may be conferred upon it by the General Conference.

†715. All decisions of the Judicial Council shall be final. In the event that the Judicial Council declares any act of the General Conference unconstitutional, it shall report such decision to the General Conference immediately.

†716. The decisions of the Judicial Council on question of law, with a summary of the facts and of the opinion, shall be filed with the Secretary of the General Conference within one month from the date of the decision, and shall be published in the following manner:

1. Following each session of the Judicial Council, the official publications of the Church shall publish an official summary prepared by the Secretary of the Council of the decisions arrived at during that session.

2. The decisions of the Judicial Council rendered during each year shall be published in the General Conference Journal or Minutes.

Section II. Judicial Process Pertaining to Receipt of Complaints, Investigations, Inquiries and Appeals

†717. 1. The judicial process shall have as its purpose a just resolution of judicial complaints, in that God's work of justice, reconciliation and healing may be realised in the body of Jesus Christ.

2. No lay member or minister shall take the Methodist Church to the civil court. Membership of the lay member or minister in the Methodist Church shall be terminated immediately in the event the lay member or minister resorts to such action against the Methodist Church.

3. An inquiry shall be regarded as a last resort after all other remedies are exhausted. Inquiries shall be conducted in a Christian manner by a properly constituted Panel of Inquiry. The administration of oath shall not be required. All inquiries shall be held in the precincts of a Methodist Church and may be held in camera at the discretion of the Panel of Inquiry.

†718. 1. A bishop, a president, an elder, a deacon, a probationary member, a local preacher, any lay ministry staff or lay member holding offices of the church shall be liable to be charged and tried for one or more of the following major misconduct:

- (a) Immorality, crime or other imprudent and unchristian conduct.
- (b) Habitual neglect of duty as a member or officer in the church.
- (c) Disobedience to the Order and Discipline of The Methodist Church.
- (d) Disseminating doctrines contrary to the Articles of Religion or other established standards of doctrine of the Church.
- (e) Un-ministerial conduct or maladministration in office.

2. A lay member of the church shall be liable to be charged and tried for one or more of the major misconduct set out in Para. 718.1 (a), (b), (c), and (d).

3. Part I of Schedule II is a list of examples of major misconduct referred to in Para. 718.1 (a), (b) and (e).

†719. 1. Any person who lodges complaints which are subsequently found to be frivolous, vexatious and without adequate basis, shall be deemed to have committed an offence under Para. 718.1 (c), and therefore may be liable to be charged and tried accordingly.

2. No complaint shall be entertained for any offence committed four years immediately preceding the lodging of the complaint, except where there is a final judgment in a civil or criminal court. In such cases, the complaints shall not be entertained unless they are filed within a year after the entry of the final judgment in such court.

†720. Process of Lodging and Receiving of Complaints

1. A complaint may be lodged against a bishop, a president, an elder, a deacon, a local preacher, a probationary member or a lay member of the Methodist Church for one or more of the offences under Para. 718.1.

2. The person against whom a complaint is lodged is known as the Accused.

3. The person to whom the complaint is sent is known as the Recipient.

†721. A complaint against an Accused as listed in Column I of the table below shall be sent to the Recipient as listed in Column II.

I	II
Accused	Recipient
Bishop	Vice-Chairman of General Conference Executive Council
President	Bishop
Elder/Deacon/ Probationary Member/Local Preacher with an appointment	President of annual Conference (and copied to Bishop)
Lay Member	District Superintendent of Annual Conference

†722. Constituting the College of Investigators and College of Judges

1. There shall be:

(a) A College of Investigators; and

(b) A College of Judges;

each comprising at least twelve but not more than twenty-four members. Each College shall have equal numbers of both ministers in full connection and lay members.

2. Members of both Colleges shall be selected by the respective Annual Conferences for endorsement by the General Conference Executive Committee. The General Conference Executive Committee shall not endorse any person to sit concurrently in both Colleges.

3. Each Annual Conference must select equal numbers of both ministers in full connection and lay members, and shall be represented respectively by at least one but not more than two ministers in full connection and lay members for each College.

4. The term of office for both Colleges shall be four years. Members of both Colleges may serve up to two terms consecutively if so endorsed by the General Conference Executive Committee. A member of either College may serve further terms in such College, provided there is a minimum interval of four years.

5. The Panel of Investigation and the Panel of Inquiry shall be constituted on a cross Conference basis of members drawn from each respective College.

†723. Investigation Procedure

1. The Recipient referred to in Para. 721 shall within fourteen days of receipt of the complaint constitute a Panel of Investigation of at least three members from the College of Investigators. The Recipient shall appoint the Lead Investigator from among the three members.

2. The Panel of Investigation shall investigate into the complaint, gather evidence, meet with relevant witnesses, and compile the investigation papers.

3. If the Panel of Investigation decides that there is reasonable ground for the complaint, it shall prepare and sign proper charges against the Accused.

4. Part II of Schedule II is a diagrammatic illustration of the investigation procedure.

†724. 1. A charge shall not allege more than one of the offences set forth in Para. 718.1.

2. Every charge shall state the offence by its generic term as set out in Para. 718.1 (a), (b), (c), (d) and (e), or Part I of Schedule II and shall state in specifics the facts such as time, place and specific events alleged upon which the said charges are based.

3. Several charges may be tried at the same time. However, each charge must be written with specifications containing particulars such as time, place and specific events alleged to have occurred and a separate verdict on each count shall be taken.

†725. A copy of the charge shall be sent to the Accused and the Recipient by the Lead Investigator.

†726. The Panel of Investigation shall appoint a Prosecuting Officer on behalf of the Methodist Church for the inquiry.

†727. The Accused shall have the right to appear in person and/or be represented by the counsel of his choice.

†728. In a situation where the Accused is not represented, the Panel of Inquiry may appoint a counsel for him.

†729. All notices served on the Accused's last known address via A.R. Registered mail and giving the Accused seven (7) days' notice from the date of receipt shall be deemed to be properly served and sufficient notice.

†730. In all cases of investigation and inquiry, notice to appear shall be given to such witnesses as either party may name, and shall be issued in the name of the Church and be signed by the Chairman of the Panel of Inquiry.

†731. It shall be the duty of witness to appear and testify when summoned.

†732. Constituting the Panel of Inquiry

1. The Recipient referred to in Para. 721 shall within fourteen days of receipt of the charge constitute as follows the Panel of Inquiry of at least three members or any odd number above three members from the College of Judges:

(a) The Recipient shall arrange, as early as practicable, for a meeting of the Accused and his counsel, if any, and the Prosecuting Officer, if any, to select the Panel of Inquiry.

(b) The Recipient shall nominate as proposed, three members or more from the College of Judges to form the Panel of Inquiry.

(c) The Accused shall have the right to object to the list of names to a maximum of three.

(d) For each name struck off the list of three by the Accused through the exercise of three challenges only, the Recipient shall add another from the College of Judges until the required number of three or more members are selected as the Panel of Inquiry.

2. The Panel of Inquiry thus constituted will elect from among its members a chairman who will preside over the inquiry.

3. The Panel of Inquiry shall have full power to conduct the inquiry.

†733. Inquiry Procedure

1. As soon as the Panel of Inquiry has convened, the Accused shall be called upon by the Chairman to plead to the charge(s). His plea shall be recorded.

2. If he pleads "guilty" to the charge, no inquiry shall be necessary.

Evidence may be taken to help the Panel of Inquiry decide on the appropriate sentence.

3. If he pleads “not guilty” or if he refuses to plead, the plea of “not guilty” shall be entered for him. The inquiry shall then proceed.

4. Witnesses may be called to be first examined by the party calling the witness. The opponent may then cross examine the said witness/es, followed by the re-examination by the former.

5. The Panel of Inquiry may adjourn from time to time as is expedient so to do.

†734. If the Accused, after due notice, unreasonably refuses or neglects to appear at the time and place set for the hearing, the inquiry may proceed in his absence.

†735. The Panel of Inquiry shall be a continuing body until the final disposition of the charge. If any member of the Panel is unable to attend all the sessions, he shall not vote upon the final determination of the case, but the rest of the Panel may proceed to judgment. It shall require a vote of a simple majority of the remaining membership of the Panel to sustain the charges.

†736. Part III of Schedule II is a diagrammatic illustration of the Inquiry Procedure.

†737. The Use of Depositions in lieu of Oral Evidence

1. The Chairman of any Panel of Inquiry may allow for a deposition to be taken upon application of the parties concerned.

2. The following steps shall be taken in the process of taking a deposition -

(a) The Chairman shall give to both parties three days' notice of the time and place for the taking of the deposition.

(b) A Commissioner of Oaths agreed upon by both parties shall be asked to take the depositions.

(c) The witnesses shall be subjected to examination by both counsels for the Accused and the Prosecuting Officer.

3. All evidence taken in the course of the deposition process shall be certified by the Commissioner and given to the Chairman of the Panel of Inquiry.

†738. All preliminary objections shall be made at the commencement of the inquiry. The Chairman shall determine all such objections and make the necessary ruling.

†739. All objections shall be recorded.

†740. No witness shall be present during the examination of another witness.

†741. The Chairman shall:

1. only preside over the inquiry proceedings;
2. leave to the members of the Panel of Inquiry, the Prosecuting Officer, the counsels and/or the Accused to deliberate on all matters pertaining to questions of fact and law;
3. decide on the admissibility and relevance of the evidence adduced;
4. verify the findings and attest to the same with his signature.

†742. 1. The Chairman may alter or add to any charge before judgment is pronounced. This is provided the amendments do not change the nature or specifications of the charges, or introduce new matters of which the Accused has not been given due notice. When the sought after amendment or amendments are denied by the Chairman, they shall not be introduced in the form of testimony in the Panel of Inquiry.

2. Every such alteration or addition shall be read and explained to the Accused.

†743. Finding of Guilt as Charged

1. If the Accused is found guilty of the charge against him, the Panel of Inquiry may arrive at a decision to:

- (a) suspend him from the exercise of the duties of his office; or
- (b) depose him from his office or ministry or both; or
- (c) expel him from the church; or
- (d) in the case of minor offences, fix a lesser penalty.

2. The Annual Conference of the Accused shall carry out the decision of the Panel of Inquiry within fourteen days from the time the Accused is informed of the decision of the Panel.

†744. The Accused has the right of appeal to the Judicial Council. He may do so by notifying the Recipient in writing of his intention to appeal within fourteen days after his conviction.

†745. A member of the Judicial Council should not be a member of the Panel of Investigation or the Panel of Inquiry or *vice-versa*.

†746. Records of Investigation and Inquiry

1. In every investigation and inquiry, all records and evidence shall be fully and accurately kept.

2. This includes the charges with its specifications, all evidence recorded and documents admitted, and findings of the Panel of Inquiry, approved and attested to by the Chairman.

3. The Chairman shall appoint a secretary to keep a record of the proceedings and documents. He shall also attest to and be the custodian of the said record.

4. If there is no appeal taken, the Chairman shall deliver the entire record to the Secretary of the Annual Conference concerned, or as the case may be, the General Conference, for notation of the final disposition of the case in the respective Conference journal.

†747. Appeals

1. In all cases, notice of appeal must be given by the appellant within fourteen days. He shall furnish a written statement of the grounds of his appeal to the Secretary of the Judicial Council and the Chairman of the Panel of Inquiry. The hearing shall be limited to the grounds set forth in the appeal.

2. When the Judicial Council reverses the findings of a Panel of Inquiry, or remands the case for a new inquiry, or changes the penalty imposed, it shall return to the Annual Conference and to the Chairman of the Panel of Inquiry a statement of the grounds of its action.

3. An Accused is not allowed to appeal if he fails or refuses to be present in person or by counsel at his inquiry. Appeals, regularly taken, shall be heard by the Judicial Council, unless it determines that the appellant has forfeited his right to appeal by misconduct, such as:

(a) refusal to abide by the findings of the Panels of Investigation or Inquiry; or

(b) withdrawal from the church; or

(c) failure to appear in person or by counsel to conduct the appeal; or

(d) resorting to civil suit against the complainant or any party connected with the Panel of Inquiry prior to the final decision of his appeal.

4. The right of appeal, once forfeited by neglect or otherwise, cannot be revived by the Judicial Council.

5. The right to take and to conduct an appeal shall not be affected by the death of the Accused. His heirs or legal representatives may conduct an appeal on his behalf.

6. Appeal is only confined to evidence in the records of the proceedings. No fresh evidence can be produced other than what had been produced at the Panel of Inquiry.

7. An appeal does not operate as a suspension of sentence. The findings of the Panel of Inquiry must stand until they are modified or reversed by the Judicial Council. Pending the hearing of an appeal, appropriate provision shall be made by the Panel of Inquiry for the support of the appellant.

8. If an appeal is taken, the custodian shall deliver the entire record of the inquiry to the Secretary of the Judicial Council. After the hearing, the record shall be returned to the Secretary of the Annual Conference concerned, or as the case may be, the General Conference, for notation of the final decision of the case in the respective Conference journal.

†748. 1. The Judicial Council may affirm, reverse, reduce or increase the sentence decided upon by the Panel of Inquiry.

2. It may order a re-inquiry.

†749. An appeal to the Judicial Council shall only be on points of law.

†750. The Judicial Council shall determine two questions only:

1. Does the weight of the evidence sustain the charge or charges?
2. Were there such errors of law as to vitiate the verdict?

These questions shall be determined by the records of the inquiry and the argument of counsel for the Church and for the Accused. The Judicial Council shall not consider nor receive any fresh evidence other than what was produced before the Panel of Inquiry.

†751. All necessary travelling and sustenance expenses incurred by the Judicial Council, the counsel for the Church and the counsel for the defendant, in the hearing of an appeal case coming from an Annual Conference and appearing before any court of appeals, shall be paid out of the administration funds of the Conference in which the proceedings arise.

†752. The Secretaries of the Annual Conferences shall be custodians of the records of all inquiries occurring in their bodies respectively.

†753. Certificate of Membership

In case a bishop, a president or an elder shall have been deposed from the ministry without being expelled from the Church, he shall be given a certificate of membership in a local church signed by the Bishop and Secretary of the General Conference, or by the President and Secretary of the Annual Conference as the case may be.

†754. Teaching Doctrines Contrary to the Articles of Religion

In case a bishop, a president or an elder shall have been deposed from the Church for teaching publicly or privately doctrines contrary to the Articles of Religion of The Methodist Church or other established standards of doctrine, he shall not again be licensed to preach until, if an elder, he shall have satisfied the Annual Conference from which he was deposed or expelled; or if a bishop or president, he shall have satisfied the General or Annual Conference from which he was elected Bishop or President, and shall have promised in writing to desist wholly from dissemination of such doctrine.

†755. Filing of Credentials of Ordination upon Expulsion

When a deacon or an elder is deprived of his credentials of ordination by expulsion or otherwise, they shall be filed with the papers of his Annual Conference.

†756. On Surrendering of Credentials

When a deacon or an elder desires to surrender his credentials and retain his membership in The Methodist Church, he shall be permitted to do so, and to designate the local church in which he will hold membership. The Secretary of the Conference to which he surrenders his credentials shall issue to him a certificate of membership in the local church. No minister, however, shall be permitted to take such action when charges involving his character have been made and sustained

or are pending. When his character is involved in cases where the law permits final adjustment by the surrender of credentials, this shall be also the surrender of membership in the Church.

†757. On Restoring of Credentials

The Annual Conference to which credentials were surrendered as provided in Para. 755-756 may restore the same at its discretion if no charges or complaints against the deacon or elder were pending at the time of his surrendering the said credentials; and if at the time of his request for the restoration of the said credentials he is a member in good standing of The Methodist Church, and shall present from his Local Conference a certificate of his character and a recommendation for the restoration of his credentials. In cases of surrender of credentials under situations involving the character of the deacon or elder, the said credentials may be restored only after the lapse of a period of at least two years and upon the following conditions:

1. That the Conference holding the credentials shall be assured that there has been a complete change of life upon the part of the former holder of the credentials.

2. That he shall have been readmitted as a probationary member into the Annual Conference from which he withdrew, or admitted to another Annual Conference as a probationary member, or licensed as a local preacher by some District or Local Conference.

3. That the Annual Conference which has admitted him as a probationary member (if other than the one from which he withdrew) or the District or Local Conference which licensed him shall present to the Annual Conference holding his credentials a certificate of his good character and a recommendation that his credentials be restored.

†758. When a deacon who is not a probationary member or a member of an Annual Conference or an elder is deprived of his credentials of ordination, by expulsion or otherwise, the District Superintendent shall require the credentials from him, and file them with the Annual Conference in the bounds of which the deacon resides.

†759. Should a deacon who is not a probationary member or a member of an Annual Conference or an elder later produce to the Annual Conference a recommendation from the District or Local Conference for the restoration of his credentials signed by its President and Secretary, they may be restored to him.

†760. A bishop is amenable to the General Conference for his conduct.

†761. A bishop suspended or deposed shall have no claim upon the Episcopal fund of the General Conference for salary, dwelling, or any other expenses from the date of such suspension or deposition. However, should he subsequently be found not guilty of the charge or charges for which he was suspended or deposed, his claim upon the Episcopal fund for the period during which he was deprived of the functions of his office shall be paid to him.

†762. Holding Religious Services outside Pastoral Charge

Any elder or local preacher who holds a religious service outside his pastoral charge, when requested by the Pastor-in-Charge or the District Superintendent not to do so, shall be deemed guilty of disobedience to the Order and Discipline of the Church. If he shall not refrain from such conduct, he shall be liable to investigation and inquiry.

†763. If an elder or a local preacher is charged with disseminating publicly or privately doctrines which are contrary to the Articles of Religion of The Methodist Church or to other existing and established standards of doctrine, and he shall solemnly promise the Panel of Inquiry not to do so in public or private, the Panel may waive suspension in order that the case may be laid before the next Annual Conference, which shall determine the matter.

†764. When a president, an elder, a local preacher or a lay member is accused of an offence under Para. 718.1 (a)-(e) and desires to withdraw from the Church, the Authority stated in Column II in the table below may permit him to withdraw; in which case the record shall be “withdrawn under complaints”. If formal charges have been presented, he may be permitted to withdraw; in which case the record shall be “withdrawn under charges”. In either case, his status shall be the same as if he had been expelled.

Column I	Column II
President/Elder	Annual Conference
Local Preacher	District Conference
Lay Member	Local Conference

†765. In all matters of judicial administration, the rights, duties, and responsibilities of ministerial members of Missions and Provisional Annual Conferences are the same as those in Annual Conferences, and the procedure is the same.

†766. Passing of Character of Local Preacher

1. When evidence has been received pertaining to a local preacher of being unacceptable or inefficient as to be no longer useful in the ministry and for that reason, the District or Local Conference refuses to pass his character, the District or Local Conference shall investigate into the matter.

2. If it appears that the complaint is well founded, and that the local preacher fails to give the Conference a satisfactory assurance that he will amend his ways or voluntarily surrender his credentials, the Conference may depose him from the ministry.

3. In such circumstances, the local preacher may defend himself before the Conference in person or by representation.

4. The District Superintendent of the District or Local Conference shall in such case apply the inquiry procedures as provided for in Para. 733.

5. If upon due inquiry, a local preacher is found neglectful of his duties as a local preacher or unacceptable in his ministry, he may be removed of his ministerial office. If he is ordained, the District Superintendent shall also require him to surrender his credentials to the Annual Conference.

6. In case of unchristian temper, words or actions, the local preacher so offending shall be admonished by his District Superintendent. Should a second transgression take place, one or two members of the church are to be taken as witnesses.

†767. In Provisional Annual or Mission Conferences, the power to try local preachers shall remain with the respective District or Local Conference; but local preachers so tried and convicted shall have the right of appeal to the Annual Session of the Provisional Annual or Mission Conference.

†768. An expelled church member shall have no privileges of the society of the Sacraments of the Church without repentance, contrition and satisfactory reformation according to the determination of the Local Conference. In such case that body may restore the member into full membership.

CHAPTER FIVE

CHURCH PROPERTY AND TRUSTEES

Section I. All Titles: *Holding of property in the name of “The Secretary of The Trustees” as Bare Trust with perpetual succession.*

†901. The Methodist Church in Malaysia is organized as a Connectional Structure. *As such, it is with all intent and purpose to safeguard the interest and ownership of the Church, that all titles to all real properties, movable and immovable, of the General, Annual, District or Local Conferences and its agencies and institutions, to be held in the name of The Secretary of The Trustees of The Methodist Church in Malaysia, or “The Secretary of The Trustees of The Methodist Church in Sarawak and Sabah” as bare trustee with perpetual succession.*

†902. The name “The Methodist Church in Malaysia” shall not be used as, or as part of, a trade name or trademark, or as a part of, the name of any business firm or organization, except by corporation or other business units created for the administration of work undertaken by The Methodist Church in Malaysia.

†903. 1. “The Secretary of The Trustees of The Methodist Church in Malaysia” shall be the registered legal owner, as bare trustee with perpetual succession, to all title deeds of the real property of The Methodist Church in Malaysia, as provided for in accordance to the Laws of Malaysia, Act 457, Methodist Church in Malaysia Act 1955 (Revised 1991). [Refer Schedule IX]

2. “The Secretary of The Trustees of The Methodist Church in Sarawak and Sabah” shall be the registered legal owner, as bare trustee with perpetual succession, to all titles deeds of the real property of The Methodist Church in Sabah and Sarawak, as provided for in accordance to The Missionary Ordinance (Chapter 106) [Refer to Schedule X].

3. All registrable real properties, shares, bonds and securities of local churches and other agencies and institutions are held, *in trust*, for the benefit of the entire denomination, and ownership and usage of church property is subject to this *Book of Discipline*. This trust requirement is an essential element of the historic polity of the Methodist Church in Malaysia. It reflects the connectional structure of the Methodist Church in Malaysia by ensuring that the property will be used solely

for purposes consonant with the mission of the entire denomination as set forth in this *Book of Discipline*. The trust requirement is thus a fundamental expression of Methodism whereby local churches and other agencies and institutions within the denomination are both held accountable to and benefit from their connection with the Methodist Church in Malaysia.

4. All Local, District and Annual conferences, agencies, bodies, and any other entities whatsoever holding properties movable or immovable shall:

(a) hold such properties in trust for the Methodist Church in Malaysia in compliance with the connectional structure *mandatorily upholding the best interest and good name of the Methodist Church in Malaysia*;

(b) endeavour to have such properties to be registered in the name of their respective Secretary of the Trustees, whenever such properties are capable of being registered as soon as possible according to the applicable laws;

(c) on registration of the properties in the name of their respective “Secretary of the Trustees”, to ensure and undertake that:

i all legal documentation of whatever nature is executed solely by the respective Secretary of the Trustees;

ii the Council of Trustees be duly notified and consulted on all matters and dealings whatsoever pertaining to the respective properties;

iii any potential and actual legal liability and obligation shall be notified to the Council of Trustees and due measures be undertaken to shield and mitigate The Methodist Church in Malaysia from such liability.

Section II. Bonding of Church Officers and Audits

†904. Except for a local church and its organizations, all persons holding trust funds, securities, properties or money of any kind belonging to or held by General/Annual Conference or General/Annual Conference organizations pursuant to this Discipline shall be required to furnish a bond of a sufficient sum or any acceptable securities or be adequately covered by an appropriate insurance policy.

†905. The accounts of any Conference or organization shall be subject to such audit by a recognized public or certified accountant in such a manner as the General Conference may require. All reports

containing financial statements shall not be approved by any relevant authority or body until audit is made and financial statements are shown to be correct.

Section III. Reversion of Property

†906. Upon the establishment of The Methodist Church in Malaysia and subject to mutual agreement between The Methodist Church in Singapore and The Methodist Church in Malaysia, all titles to real property previously held in the name of The Methodist Church in Malaysia and Singapore that shall be deemed to belong to The Methodist Church in Malaysia shall revert to and become the possession of The Methodist Church in Malaysia.

Section IV. *Limitations on the use of funds derived from disposal of property*

†907. 1. The real property held by *The Secretary of The Trustees of The Methodist Church in Malaysia and the Secretary of the Trustees of The Methodist Church in Sarawak and Sabah* shall not be mortgaged to provide funds for any current expense of The Methodist Church, or of any institution or programmes therein, nor shall the principal proceeds of the sale of any such property be so used.

2. Notwithstanding Sub-para. 1 above, the General Conference Executive Council by a three-fourths majority vote of its members present and voting, may decide to use the proceeds of such sale of property held in trust *by the respective Secretary of The Trustees of The Methodist Church in Malaysia and the Secretary of the Trustees of The Methodist Church in Sarawak and Sabah* for the General Conference, Area Executive Councils or Council of Education as referred to in sub-para 1 above for any purpose as it may deem fit and necessary.

Section V. National Laws

†908. All provisions of The Methodist Church in Malaysia relating to the formation and operation of any corporation, and relating to real property shall be in conformity with the laws of Malaysia and the States of Malaysia; and in the event of conflict therewith, the laws of Malaysia and the States of Malaysia shall prevail. This requirement shall not be construed to give the consent of The Methodist Church in Malaysia

to deprivation of the property without due process of law, or to the regulation of its affairs by statutes where such regulation violated the constitutional guarantee of freedom of religion and where injustices are perpetrated against Scriptural mandates. The services of worship of every church shall be open to any and all persons.

Section VI. The General Conference Executive Council

†909. The General Conference Executive Council shall be empowered to re-designate a Trustee to be the Secretary of the Council of Trustees from time to time as it may consider necessary.

†910. 1. The General Conference Executive Council or its duly appointed Area Executive Council shall receive, collect and hold in trust all donations, bequests and devises of any kind or character that may be given, devised, bequeathed or conveyed to The Methodist Church as such for any benevolent, charitable or religious purpose and to administer the same and the income therefrom in accordance with the directions of the donor, trustor, or testator, and in the interests of the church, society, institution, or agency contemplated by such donors, trustors or testators, under the direction of the General Conference.

2. The General Conference Executive Council or its duly appointed **AEC** shall have power, in its discretion, and on the advice of competent investment counsel, to invest, re-invest, buy, sell, transfer, and convey any and all funds and properties which it may hold in trust, subject always to the terms of the legacy, devise or donation and in conformity with the laws of the state.

†911. The General Conference Executive Council or its duly appointed Area Executive Council may intervene and take all necessary legal steps to safeguard and protect the interests and rights of The Methodist Church in all matters relating to property and rights to property, whether arising by gift, devise or otherwise, or where held in trust or established for the benefit of The Methodist Church and its membership.

†912. The General Conference Executive Council or its duly appointed Area Executive Council shall receive and administer, on behalf of the local church, institution or programme concerned, all funds proceeding from the sale or transfer of property.

†913. The General Conference Executive Council or its duly appointed Area Executive Council shall make an annual written report

to the Annual Conference containing a financial statement and information on properties and securities held, together with information on sale, mortgage, transfer and purchase of properties and securities and on the development of properties.

†914. The General Conference Executive Councilor its duly appointed Area Executive Council shall have the authority to adjudicate between local churches and institutions and programme in the case of question or dispute about the use of any particular property or the siting of any new building or building projects.

Section VII. The Council of Trustees and the Secretary of The Trustees.

†915. 1 a. There shall be two Councils of Trustees to be known as “The Council of Trustees of The Methodist Church in Semenanjung Malaysia” and “The Council of Trustees of The Methodist Church in Sabah & Sarawak” for the two designated areas.

b. The trustees shall be persons who hold the said appointment by virtue of their being substantive members of the said council. They shall be deemed to have vacated their office as trustees when their appointment ceases *and/or when their successors have been appointed thereto*.

c. *Should a trustee resign or withdraw from the membership of The Methodist Church or be excluded therefrom, his office as a trustee shall automatically cease from the date of such withdrawal or exclusion.*

2. The Council of Trustees of each area shall consist of the following:
 - a. The Bishop;
 - b. The Annual Conference Presidents;
 - c. Two representatives from each Annual Conference.

The Chairman shall be elected by the said Council.

3. There shall be alternates to the Council of Trustees on nomination of the Annual Conference.

Appointment & Duties of The Secretary of the Trustees

†916. 1. The said Council shall appoint the Secretary of the Trustees from the members of The Methodist Church. The *Secretary of the Trustees* shall be an ex-officio member without vote.

2. The *Secretary of The Trustees* shall be persons who hold the *said office* by virtue of their appointment as *mentioned in sub-para 1* and they shall be deemed to have vacated their office as *The Secretary of The Trustees* if they cease to hold such appointments.

3. For the purpose of the legislation mentioned in Para. 903.1 and 903.2, "*The Secretary of the Trustees* of The Methodist Church in *Semenanjung* Malaysia and the *Secretary of the Trustees* of The Methodist Church in Sarawak and Sabah shall be known as "*The Secretary of the Trustees* of The Methodist Church in Malaysia", "*The Secretary of the Trustees* of The Methodist Church in Sarawak and Sabah *respectively*."

†917. 1. The Council of Trustees of each area shall be vested with the title to the property and assets of The Methodist Church in Malaysia within its own area and shall act or perform their duties pursuant to the directions of the General Conference Executive Council.

2. It is hereby declared that all decisions concerning policies, administration, financial control, and all questions relating to all matters in connection thereto shall be with the authority of the General Conference Executive Council which shall delegate its power to any **Area Executive Council** comprising such General Conference Executive Council members as it may deem fit.

3. Any decision or exercise of power by any *Area Executive Council* duly appointed by the General Conference Executive Council to exercise on its behalf any of its functions shall be deemed to be the action of the General Conference Executive Council itself.

4. The *Secretary of The Trustees* may, with the approval of their respective Council of Trustees, appoint an attorney who shall be a member of the Council, to act in his stead by way of a Power registered under the Power of Attorney Ordinance of 1949.

5. It shall be the duty of the *Secretary of The Trustees* to execute the decision of their respective Council of Trustees.

6. Without prejudice to the generality of sub-para. 5 hereof, the *Secretary of The Trustees* shall at the direction of the Council of Trustees forthwith fix the seal of the *Secretary of The Trustees* in the manner specified in Para. 919 hereof.

†918. Every appointment of the *Secretary of The Trustees* shall be notified to the appropriate Government authority *and to be published in the Government Gazette Notification*.

†919. 1. All written instruments conveying, transferring title, contracts, deeds, bills of sales, mortgages or other necessary legal documents relating to the property and assets of The Methodist Church in *Semenanjung* Malaysia shall be executed by affixing the seal of the *Secretary of the Trustees* of The Methodist Church in *Malaysia* in the presence of *The Secretary of the Trustees, who shall affix his signature*.

2. All written instruments conveying, transferring title, contracts, deeds, bills of sales, mortgage or other necessary legal documents relating to the property and assets of The Methodist Church in Sabah and Sarawak be executed by affixing the seal of the *Secretary of the Trustees* of The Methodist Church in Sarawak and Sabah in the presence of the *Secretary of The Trustees, who shall affix his signature*.

†920. 1. No document shall be executed except pursuant to a duly certified Resolution of the General Conference Executive Council or the *Area Executive Council* appointed by the Council to act on its behalf.

2. In a case of a formal or legal document to be executed on behalf of local churches or other organization, it shall be the duty of the local Church or local organization to obtain authorization in writing from the relevant Committee/Board approved by the Annual Conference or the General Conference Executive Council for the *Secretary of the Trustees* to execute the document.

Section VII. Board on Property

†921. 1. The Annual Conference or its duly appointed **Board on Property**, shall investigate all proposed local building sites, ascertaining that such sites are properly located for the community to be served, and adequate in size to provide space for future expansion and growth; and to investigate all other new projects, ensuring that they are consistent with the policy and interest of The Methodist Church.

2. In the event local churches, for reasons of additional requirement of space, expiry of tenancy or any reasons whatsoever, wish to relocate their regular place of worship services and other activities, the District Superintendent should be consulted and his written consent obtained.

Section VIII. Episcopal Residence

†922. The General Conference may acquire for its Bishop an Episcopal residence, or it may designate any suitable property it possesses as an Episcopal residence.

Section IX. Building, Purchasing, Remodeling

†923. 1. Any proposal for the purchase, sale or transfer of any immovable property, or the construction, renovation or remodeling of any building (hereinafter called the proposed project) by a local church shall first be passed by the Local Church Executive Committee.

2. Subject to approval of the proposal by the Local Church Executive Committee, a letter requesting authorization for the proposed project shall be sent to the Annual Conference or its authorized agency for approval.

3. The letter requesting authorization for the proposed project shall be signed by the District Superintendent and the Pastor-in-Charge and the Chairman of the Local Church Executive Committee of that local church.

4. Upon approval of the proposed project by the Annual Conference or its authorized agency, the Executive Board of the Annual Conference shall forthwith request the *Secretary of The Trustees* to execute the necessary documentations relating to the proposal.

5. Any proposal for sale, purchase or transfer of any immovable property (hereinafter called the proposed project) or the construction, renovation or remodeling or leasing of any immovable property by any agency originating from the General Conference or Annual Conference level shall be presented to the *General Conference* Executive Council or *Annual Conference* Executive Board respectively for approval.

6. No local church or any agency of The Methodist Church in Malaysia shall carry out the proposed project which has not been duly approved in accordance with the provisions of the Methodist Discipline.

7. The *Secretary of the Trustees* shall forthwith make such payments for the approved project as and when requested by the local church or the agency of The Methodist Church to which the approval has been given in the manner stipulated in the documentation for approval *with certification from relevant persons*.

Provided further, the local church or the agency of The Methodist Church shall maintain a building fund account with sufficient funds for execution of payments with the Treasury of the Area Executive Council of Semenanjung Malaysia subject to the standard operating procedure (SOP) of the relevant Council.

Section X General Provisions

†924. The Board of Management of institutions, *agencies* and programmes, under the control of The Methodist Church *in Malaysia* shall act as committee on property management for the control and management of real property in which such institution, agencies and programmes are located, or which are entrusted to such institutions, agencies and programmes by the General Conference.

†925. The Board of Management shall have the power and authority of managing, repairing and maintaining any and all property of the Methodist Church *in Malaysia* in which the Institutions, agencies and programmes are located and that which has been entrusted to its care by the General Conference.

CHAPTER SIX

FINANCIAL ADMINISTRATION

Section I. General

†1001. 1. The General Conference shall establish a central treasury to be known as the Methodist Headquarters Office to manage, control and keep records of the funds of the General Conference, Annual Conferences and their Mission Conference, Provisional Annual Conferences, Area Executive Council, Methodist Women, General Conference Agencies, Disaster/Crisis Response and other bodies forming part of The Methodist Church in Malaysia and as directed by General Conference in accordance with the provisions of the Methodist Discipline.

†1002. The General Conference Executive Council shall appoint two Area Executive Councils to be known as the Area Executive Council of The Methodist Church in **Semenanjung** Malaysia and the Area Executive Council of The Methodist Church in Sabah and Sarawak to maintain and supervise the administration of The Methodist Headquarters Offices in the two designated areas.

†1003. 1. The Area Executive Council shall be composed of:

- a) The Bishop;
- b) The Presidents;
- c) One Minister in full connection and one Lay member from each Annual Conference;
- d) The Board of Finance Chairman from each Annual Conference;
- e) The General Conference Secretary;
- f) The General Conference Treasurer;
- g) Secretary of the Trustees;
- h) Executive Director and Private Education Director of Council of Education.

2. The Bishop, General Conference Secretary, General Conference Treasurer, Secretary of the Trustees and Executive Director of Council of Education shall be members without vote.

†1004. The Area Executive Council may employ an Executive Secretary and other necessary staff.

†1005. Subject to the direction of the Area Executive Council, the Executive Secretary shall be responsible for the day to day management and administration of the Methodist Headquarters Office. The Executive Secretary shall supervise the Methodist Headquarters Office and shall implement and execute the directions of the Area Executive Council. The Executive Secretary shall be responsible for the accounting records, preparation of statements and financial reports.

†1006. 1. The General Conference Executive Council may delegate its power of financial administration and co-ordination in any way it deems fit to the Area Executive Council.

2. The General Conference Executive Council shall lay down policies or regulations within the framework of which the Area Executive Council shall exercise its discretion in respect of investment and assets, lending policies and all matters concerning capital or current expenditure and other treasury functions.

3. The Executive Secretary shall cause to be prepared monthly financial reports and other records for submission to the Area Executive Council in such manner or form as the Council may require. The Council may employ such professional consultants as it may deem fit, to advise, **audit** or assist the Council from time to time.

4. The Area Executive Council shall act on behalf of the General Conference Executive Council in the management and supervision of the central treasury and is responsible to the General Conference Executive Council.

5. All cheques and other legal documents, other than those that require execution by trustees, shall be signed by three signatories:

(a) The General Conference Treasurer or the Chairman, Area Executive Council; and

(b) any two of the following: Bishop, Presidents, General Conference Secretary, General Conference Treasurer, Chairman, Area Executive Council and any other officer as may be appointed by the General Conference Executive Council.

6. All accounts maintained by the Methodist Headquarters Office shall be examined and proper income and expenditure accounts and balance sheets duly audited by public auditors appointed by the General Conference Executive Council.

Section II. General Conference Financial Administration

†1007. The General Conference Executive Council shall administer the General Administration Fund and any other funds as authorised.

†1008. The Central Treasury shall receive and disburse in accordance with budgets approved by the General Conference or its properly authorised agency, the General Administration Fund and other funds duly authorised.

†1009. The Area Executive Council:

1. Shall submit to each quadrennial session of the General Conference, for its action and determination, a budget of annual expenses for its own operations, the operation of the Methodist Headquarters Office and for any other causes as may be directed, for the ensuing quadrennium.

2. may invest funds belonging to The Methodist Church which are not required for current expenditure and according to the policies or regulations laid down by the General Conference Executive Council.

3. shall review the investment policies of The Methodist Church and its agencies and may make recommendations to the General Conference Executive Council.

4. shall review the annual budgets of General Conference agencies and programmes and require that their accounts be audited by public accountants authorised by the Executive Council.

5. may receive bequests and memorial gifts in the interest of The Methodist Church and distribute the income derived therefrom in accordance with the will of the donors.

6. may authorise financial appeal on a church-wide basis.

7. shall co-ordinate the request of Annual Conference to global ministry funding agencies.

8. shall recommend apportionment to General Conference contributions by Annual Conference for the approval of General Conference.

9. shall establish the policy governing the functions of banking, payroll, accounting, budget control and asset development. The Area Executive Council shall bring under centralized control the financial records and funds belonging to the General Conference and Annual Conferences, organizations, institutions, agencies, and other bodies forming the Methodist Church in Malaysia. It may perform the functions

of banking, cheque preparation and payroll on behalf of the Conferences and agencies to maximize efficiency of operation.

10. shall develop policies governing the giving of financial assistance and donations to any related or unrelated parties or individuals for approval by the General Conference Executive Council and oversee the implementation of the same.

11. shall ensure that the General Conference financial manual is in place and reviewed at least once every quadrennium.

12. shall exercise on behalf of the General Conference an accounting and property reporting function concerning all accounts, property titles, values, debts, general maintenance, lease or rental costs, space usage and such other information as the council may deem relevant.

13. shall take all necessary legal steps to safeguard and protect the interests and rights of the Methodist Church in Malaysia. The council shall have the authority to pursue policies and procedures necessary to preserve the charity status of the Church and its affiliated organisations.

14. shall adopt best practices compatible with current and ongoing advances in Information Technology to ensure effective and efficient administration.

15. shall, with the assistance of the Council of Trustees or any other agency or task force, legislate, formulate, establish and enforce policies, guidelines, procedures, rules on all matters pertaining to finances, compliance with all relevant laws, statutory requirements of whatever nature. Measures undertaken under this sub provision shall include, but be not limited to matters pertaining to a property handbook, Goods and Services Tax, fund raising by school alumni, use of the name of Methodist or the school name for fund raising or for any activity which may be adverse to the mission and ethos of The Methodist Church in Malaysia.

Section III. Annual Conference BOARD OF FINANCE

†1010. 1. Each Annual Conference shall elect a Board of Finance, nominated by the Board of Nominations, and composed of a chairman, four ministers in full connection and eight lay members, including the President of the Conference Methodist Women, the Conference Lay Leader, and at least one other woman; provided that in smaller Annual Conferences, the number may be reduced to not less than two ministers in full connection and five lay members.

2. The term of office shall begin with the adjournment of the said Conference session until their successors shall have been chosen. Any vacancy shall be filled by the Board until the next Conference session, at which time the Annual Conference shall fill the vacancy. The President of the Annual Conference and the District Superintendents shall be ex-officio members without vote.

†1011. 1. The Board may elect a Vice-Chairman and a Secretary.

2. The Annual Conference Treasurer who shall be elected by the Annual Conference having been nominated by the Board of Finance, shall serve for the quadrennium or until his successor is elected. The Board shall fill any vacancy which may arise during the quadrennium until the next session of the Annual Conference.

3. The Board shall have authority and supervision over the Treasurer. It may remove him from office for cause, after consultation with the President, and fill the vacancy until the next session of the Conference. The Board shall have the accounts **of the Annual Conference for the preceding conference year** audited by a certified public accountant before each Annual Conference and shall place these audited accounts formally before the Conference for its acceptance.

†1012. The Board shall prepare the annual budget for presentation to and acceptance by the Annual Conference. In preparing the budget, the Board shall:

1. secure full information regarding all Conference needs and causes, and the Chairman of each Conference agency or his duly authorised representative shall have opportunity to represent the claims of the agency before the Board, making available to the Board an audited statement of accounts and balance sheet of the previous year;

2. recommend to the Annual Conference for its action and determination the amount or percentage of the total budget which shall be apportioned to each cause included in the budget;

3. furnish sufficient and equitable support for the President of the Annual Conference, including salary, dwelling, travel and office expenses. The Conference Treasurer shall, as far as practicable, remit monthly to the President the amounts due him, and with the approval of the Executive Board, may raise the funds necessary to make this possible;

4. include such apportionments from the General Conference Treasurer for such items as have been approved by the General Conference;

5. include the amounts computed by the Conference Board on Pensions as necessary to meet the need for payments to Conference claimants, and

6. recommend to the Annual Conference for its actions and determination whether the apportionments shall be made by the Boards to the districts only, or to the churches of the Conference. Should the Annual Conference make the apportionments to the districts only, the distribution to the churches of each district shall be made by the District Commission of Stewards, composed of the District Superintendent as Chairman and the District Steward elected by the Local Conferences. In that case, it shall be the duty of the District Superintendent to call a meeting of the Commission as soon as practicable after the adjournment of the Annual Conference in order that the Commission shall make the distribution to the churches of the district, using such methods as it may determine, unless the Annual Conference shall have determined the method of distribution to the churches. The local church Treasurer shall make regular remittances to the Conference Treasurer.

†1013. The Board shall be responsible for submitting to the General Conference Executive Council all requests from the Annual Conference for funding resources from global ministry partners.

†1014. It shall be the responsibility of the Annual Conference Treasurer to make regular remittances to the General Conference Treasurer of the sum apportioned for the General Conference budget and to place into the accounts of the agencies for Conference work such shares as are due to them.

†1015. The Annual Conference may constitute a Conference treasury as a depository for funds designated for any or all Conference **Boards** and agencies eliminating as far as possible the necessity of a treasurer for each. In this event, the Conference Treasurer shall keep a separate account ledger for each such Conference board or agency.

†1016. The Board shall co-operate with the General Conference Executive Council in promoting and standardizing the financial system in the local churches of the Conference.

†1017. No Annual Conference board or agency shall make a special Conference-wide appeal to the local churches for funds without the approval of the Annual Conference. Such an application shall be referred to the Board of Finance and the Executive Board who shall

investigate the application and its possible relation to the other obligations of the Conference, and in the light of facts make recommendations to the Conference for its action and determination.

Section IV. Ministerial Support

†1018. Assumption of the obligations of the itinerancy required to be made at the time of admission into the itinerant connection puts upon the church the counter-obligation of providing support for the entire ministry of the church. In view of this, the claim for ministerial support in each pastoral charge shall include provision for the support of Pastors, the President and Conference pensioners.

†1019. Each Annual Conference shall determine what plan and method shall be employed in distributing the apportionments to its several district and churches for the support of the pastors, president and Conference pensioners.

†1020. It shall be the responsibility of the Local Conferences to make provision for the payment of the salary and other remuneration of the Pastor according to the Annual Conference Plan for pastors.

†1021. Salary Plan: 1. Each Annual Conference shall adopt a salary plan for pastors.

2. It shall first be carefully studied by a Conference appointed board who shall take into consideration the needs of the Conference for ministerial support with the Conference and the financial resources of the Conference and its local churches, and after approval of the Board of Finance, present it to the Conference for adoption.

3. The Annual Conference may adopt it by a two-thirds majority vote.

4. The salary scale shall provide an established salary schedule for the support of the active itinerants and local preachers appointed as full-time pastors of a charge, and may allow for differences in living conditions, number of dependents in the family, contribution to retirement benefits and other factors. The decision of the Conference shall be binding on all local churches.

5. On recommendation of the Board of Finance, or its duly appointed committee, the salary scale shall be reviewed every four years.

6. The Board of Finance shall administer the salary plan.

Section V. Pensions and Other Retirement Benefits

†1022. It shall be the responsibility of each Annual Conference to provide for the welfare of its retired ministers and their dependents, and other full-time church workers of The Methodist Church.

1. All ministers and full-time church workers and their respective churches, agencies and institutions shall be make regular/monthly contributions to the Employees Provident Fund, or a recognized pension/retirement scheme in accordance with statutory requirements.

2. Retired ministers, their dependents and full-time church workers who have enjoyed the benefits of pension schemes before January 1, 1971 shall continue to do so.

3. Ministers and full-time church workers who served the church prior to January 1, 1971 shall enjoy the benefits of the pension scheme for the period of such service upon retirement, in addition to the benefits of their membership in a retirement benefit scheme.

†1023. The Board of Finance shall:

1. Keep a list of all retired ministers, their dependents and full-time church workers together with such particulars of service as would enable the efficient administration of the pension scheme;

2. Review and update the list annually;

3. Prepare the annual budget to provide for the payment of pensions to all eligible persons;

4. Ensure that remittances are made regularly and in timely fashion to all pensioners.

5. Make an annual report to the Annual Conference session.

†1024. The Board of Finance with the approval of the Executive Board may recommend from time to time to the Annual Conference for adoption such revisions of the pensions scheme as may reflect changing economic conditions and as the financial resources of the Annual Conference may be able to bear.

CHAPTER SEVEN

ADMINISTRATIVE AGENCIES

Section 1. General Provisions

†1101. The Administration of The Methodist Church in Malaysia shall be defined, authorised and structured by the General Conference. The General Administrative Agency is the Executive Council which shall also be responsible for all matters pertaining to the finances of the General Conference and for the work of the general agencies of the Church.

†1102. The general agencies of The Methodist Church are the regularly established councils, boards, commissions and committees which have been constituted by the General Conference. Not included are intra-agency committees, such councils, boards, commissions and committees as are created by the General Conference to fulfil special functions for the ensuing quadrennium, ecumenical groups on which The Methodist Church is represented or committees related to the quadrennial session of the General Conference.

†1103. The General Conference, the Annual Conference, the District Conference and the Local Conference shall require that the rules, regulations and bye-laws and amendments thereof, of whatever organisation, such as councils, boards, commissions and committees under their respective authority be submitted for approval by the said conferences. The rules, regulations and bye-laws, and amendments thereof, shall only come into effect after approval from the appropriate Conference has been given.

†1104. Membership of an agency may be determined in part by the size of the church membership of the Annual Conference, the basis of which shall be determined by the General Conference.

†1105. No person in any agency who receives compensation for services rendered or commission of any kind shall be eligible for voting membership on that agency.

†1106. 1. A minister, serving as a member of a general agency other than the Judicial Council who retires, shall cease to be a member thereof at the time of his retirement. The vacancy shall be filled in accordance with the provisions of the Discipline.

2. A general agency may, by majority written ballot, elect quadrennially, as a non-voting honorary member, a person who has previously served on it with distinction and who has passed the age of seventy. An honorary member shall receive an expense allowance, if any, in the same manner as regular members, if he attends meetings of the agency.

†1107. When a minister who has been elected as a representative of an Annual Conference to a general agency is transferred to another Annual Conference, he shall cease to be a member of that agency at the time of his transfer. The vacancy shall be filled in accordance with the provisions of the Discipline.

†1108. If a member of a general agency is absent from two consecutive regular meetings without a reason acceptable to the agency, he shall cease to be a member thereof. In that case he shall be so notified, and his place shall be filled in accordance with the appropriate provisions of the Discipline.

†1109. When a bishop is unable to attend a meeting of an agency of which he is a member, his Executive Council may name an alternative representative to attend that meeting with the privilege to vote.

†1110. Unless otherwise specified, vacancies on boards and other agencies occurring during the quadrennium shall be filled as follows: a presidential vacancy and a vacancy in an Annual Conference representation shall be filled by the Executive Board of that Annual Conference; vacancy in the membership at large shall be filled by the agency itself.

†1111. An agency (including the local church, institutions and organisations) proposing to acquire real estate or erect a building or enter into a lease to house its activities or operations shall present its plans in the formative stage to the Executive Council, if on a General Conference level, or to the Executive Board, if on an Annual Conference level, for approval. If the Executive Council or Board disapproves, the agency shall delay the project until it can be considered by the next General or Annual Conference.

†1112. An agency publishing or proposing to publish and circulate any magazine or periodical for promotional purposes shall secure the approval of the Executive Council or Executive Board as the case may be. If the Executive Council or Board disapproves, the agency shall

delay such publication and circulation until its request can be submitted to the next General or Annual Conference for determination.

†1113. The agencies shall consult with the Executive Council or Board in regard to publishing policy, and shall furnish such relevant information as the Council or Board may require. Each agency shall report semi-annually to the Council or Board the itemised costs in connection with its periodicals.

†1114. The council, boards, commissions and committees authorised or provided for by the General Conference may employ such persons with such qualifications as they may deem fit to execute their decisions and programmes, provided that the necessary budgetary provisions have been made by relevant authorities. In like token, they may by majority vote remove or dismiss any officer or employee.

Section II. General Conference Agencies

The Executive Council

†1115. 1. The composition and character of the Executive Council are set forth in the Constitution.

2. The Executive Council acts on behalf of the General Conference in the interim between quadrennial sessions. It shall execute the decisions of the General Conference and co-ordinate the work of the Annual Conferences, coordinate the duties of the general agencies of The Methodist Church and administer the General Conference funds and such other funds as it may be so directed.

3. The Bishop shall be the Chairman of the Executive Council. Provided that in the event there shall be more than one Bishop, one of them shall be the Chairman. The Council shall elect a vice-chairman. The General Conference Secretary shall keep a permanent record of its meetings and of any decisions reached. Minutes of meetings certified by the Chairman and the General Conference Secretary shall be kept at the Headquarters Office.

4. The Executive Council shall meet annually and at such other times as are necessary on call of the Chairman or on written request of one-fifth of the members. Two weeks' notice, including the Agenda of the Business to be transacted shall be required for all meetings. A majority of the members shall constitute a quorum. No meeting of the Executive Council shall be legal unless at least two members from

each Annual Conference are present. All decisions shall require majority vote of the members present and voting.

5. The Executive Council may incur expenses necessary to the performance of its functions, subject to such budgetary control as may be specified by General Conference.

†1116. The Executive Council shall have the following additional responsibilities:

1. On request of an agency, or of an Annual Conference, or on its own initiative, it shall review questions involving overlapping of functions or activities or lack of co-ordination or cooperation among or within agencies, and shall make recommendations to the agencies involved for resolving such issues. In the event of non-compliance, the recommendations shall be reported to the next General Conference. A record of all recommendations shall be kept and a report of each shall be filed with the General Conference Secretary.

2. It shall study the general organisational structure of The Methodist Church and recommend to General Conference such changes as it considers essential to maintain effective and economical operation. It shall study and recommend proposals for any new structure which is needed, growing out of changing situations in the life of Church and of society. It shall review changes in structure which may be proposed by the agencies.

3. It shall give leadership in long-term planning in The Methodist Church, and shall arrange for representation of The Methodist Church in long-range planning activities in ecumenical bodies.

4. It shall recommend to the General Conference the number and timing of all special days to be observed on a church-wide basis, except that the Executive Council may authorise a special financial appeal in an emergency.

5. It shall designate the general agency which shall undertake any special study authorised by the General Conference when such agency has not been indicated by the General Conference.

6. It shall attend to all matters pertaining to The Methodist Church in Malaysia not otherwise specified, provided that all decisions taken are in consonance with the spirit of the Constitution and the Discipline.

Co-ordinating Councils

†1117. 1. The General Conference may constitute such councils as may be deemed necessary to co-ordinate the work of the Annual Conference boards, including the following:

- i. Council of History and Information
- ii. Council of Christian Social Concerns
- iii. Council of Christian Education
- iv. Council of Evangelism
- v. Council of Laity
- vi. Council of Mission
- vii. Council of Youth

2. The Chairman of the respective Conference boards shall be a member of the corresponding councils constituted by the General Conference respectively.

3. (A) The **YOUTH COUNCIL** shall consist of the following members:

- i. Two members from each Annual Conference, one of whom may be the Annual Conference Youth Director. The representatives from the Annual Conference shall be appointed by the Annual Conference President in consultation with the Annual Conference Youth Board,

- ii. One representative of the Persatuan Belia Majlis Malaysia appointed by the Persatuan Belia Majlis Malaysia,

- iii. One representative from the Boys' Brigade and one representative from the Girls' Brigade appointed by the Council of Presidents in consultation with the Annual Conference Boys' and Girls' Brigade,

- iv. The General Conference Executive Youth Director.

- v. The Bishop of the Methodist Church in Malaysia shall be an ex-officio member.

(B) The Youth Council shall organize itself by electing from its membership a Chairman, a vice-chairman, Secretary and such other officers as it may deem necessary.

(C) The term of office of the Youth Council shall be two years.

Section III. Annual Conference Boards

†1118. Each Annual Conference shall organise the boards **as listed in †532.1** and any other Boards as deemed necessary in order to fulfil its work.

†1119. Each board shall organize itself, elect its own officers and establish its own rules and by-laws subject to the provisions of para 1103. It shall meet at least twice a year

†1120. Each board may appoint staff to execute its decisions and programmes.

†1121. Subject to approval of the Annual Conference, the work of the boards shall be financed by appropriations from the Annual Conference budget and sources of income compatible with the boards.

†1122. The boards shall promote its work at all levels of the Methodist Church by developing District Commissions and Local Church Committees of Missions, Christian Education, Evangelism, Christian Social Concerns and the Laity.

†1123. Constitution of Board of Education

Name

There may be a Board of Education for an Annual Conference of The Methodist Church in Malaysia, which has and administers all Methodist schools under its purview working under the direction of the Council of Education.

Purpose

The purpose of the Board of Education is to promote and co-ordinate the development of Methodist Schools in the Government Aided/ Assisted School system and in the Private Schools Sector, schools operated in accordance with Christian standards and ideals as interpreted by The Methodist Church as a charitable institution for advancement of the Kingdom of God and religion by the Methodist Church in Malaysia.

Finance

The Board of Education shall be financed with contributions from such institutions, organisations and individuals as are interested in the development of Methodist Schools in Malaysia and in the provision of scholarships, loans or grants for the benefit of students or former students of Methodist Schools.

Function and Authority

The Board of Education in an Annual Conference shall have authority to promote its work in accordance with the programme and policy of The Methodist Church in Malaysia.

SELECTIONS/PROMOTIONS BOARD – The Annual Conference shall establish a Selection/Promotions Board for the Methodist Government Aided/Assistant School system, and another one for the Methodist Private Schools unless other arrangements have been provided for under the Government Aided/Assisted School system. The Bishop has the right to appoint.

Note: Where these categories do not apply, the Annual Conference will determine the composition of the Executive **Committee** of the Board of Education.

Membership and Organisation

Membership of the Board shall be as follows and subject to revision once in four years by the Annual Conference:-

Chairman - President of the Annual Conference.

1. The District Superintendents of the Annual Conference
2. Ministers in full connection and lay members of the Annual Conference nominated by the President in consultation with the Executive Board of the Annual Conference.
3. Representatives from the Board on Christian Education.
4. Representatives from the Heads of Methodist Schools in the following categories:
 - (a) Secondary - boys/girls
 - (b) Primary - boys/girls
 - (c) Private - (Primary/Secondary)
 - (d) Kindergarten/Preschool

The number in each of these categories is to be determined by their respective Annual Conferences. They shall be nominated to the Board by the President in consultation with the Executive Board.

The Executive Secretary of the Board of Education shall be the Education Secretary/Adviser, assisted by as many regional Assistant Education Secretaries as required. The Education Secretary and Assistant Education Secretaries shall be appointed by the President.

Executive Committee of the Board of Education

Chairman - The President

1. The Education Secretary
2. Assistant Education Secretaries
3. One member from each of the categories:
 - a. Principals of Assisted Secondary Schools
 - b. Principals of Assisted Primary Schools and
 - c. Principals of Private Schools
 - d. Principals of Kindergartens/Preschools
4. The District Superintendent of the District and one lay member of the Annual Conference of the district where the meeting is held.

Note: Where these categories do not apply, the Annual Conference will determine the composition of the Executive **Committee** of the Board of Education.

Board of Governors/Board of Managers/Management Committee

There shall be a Management Committee for each Methodist School in the Government Aided/Assisted School system. The Methodist Private School system shall have a Local School Christian Support Committee (LSCSC) constituted via the Council of Education.

Meeting

(a) The full Board of Education shall meet at least once a year to consider the annual report, the budget, and such other matters as they involve educational policy. At least two weeks' notice shall be given for the meeting of the full Board of Education, unless the Chairman otherwise decides in the case of an emergency meeting.

(b) The Executive Committee of the Board of Education shall meet at least once in a school term and shall deal with matters, which do not involve a change of policy. At least one week's notice shall be given of a meeting of the Executive Committee.

THE CONSTITUTION OF THE COUNCIL OF EDUCATION THE METHODIST CHURCH IN MALAYSIA

†1200. Vision

Lives and nation transformed by the Gospel of Christ through holistic education consistent with the principles of Rukunegara.

†1201. Mission

Providing **holistic** education and building educational institutions of excellence to:

1. Nurture successive generations of students who are marked by the fear of God, respect for fellow humans and God's creation, wholeness in emotional and intellectual maturity, and Christian attributes of faith, love and sacrifice;

2. Enable them to grow into adults who are empowered to live with wisdom and humility, justice and integrity, and courage and selflessness, both as private individuals and as citizens of our multi-ethnic and multi-religious nation; and

Infuse in students of the Christian faith a growing love for God and His Word, and an ever deepening obedience to Jesus Christ.

†1202. The Fundamental Philosophy

The Student

We believe that each student is made in the image of God, endowed with inherent dignity and thus worthy of love, respect and acceptance.

We believe that each student is a unique individual endowed with distinctive character, aptitudes and abilities.

We believe in the nurture and development of the whole person – the spiritual, intellectual, emotional, physical and social – to his or her fullest potential.

The Teacher

We recognise that the teacher plays a crucial role in fulfilling our Vision and Mission.

We believe that passion for teaching, love for students, moral character, professional competency and good communication skills are critical prerequisites.

Further, we believe that teachers of the Christian faith can best impact students through their own godly character and lifestyle based on a vital personal relationship with Jesus Christ.

The School Institution

We believe that the school institution should provide a wholesome and non-threatening environment, where the student feels welcomed, secure and happy, and which promotes individual learning, growing, thinking, as well as interpersonal skills and respect for others in the context of our multi-ethnic and multi-religious community.

We recognise that the school institution should not replace but complement the home in the responsibility and task of nurturing, training and socialisation of the student.

The Curriculum

We believe that the school institution should impart the highest and noblest of human knowledge to the student. Further, we believe that educational excellence goes beyond academic results to encompass the meaningful learning of subject matter. The curriculum should encourage critical and creative thinking, instil appreciation of the sciences, arts and culture, and promote character formation and responsible citizenship. At the same time, attention should also be given to the informal curriculum and other forms of extra-curricular activities.

†1203. Objectives

1. To provide comprehensive and holistic education for all, founded on the Methodist Vision, Mission and Philosophy of Education, regardless of race, religion, language or creed.
2. To pursue our mission at all levels of education from Primary and Secondary Schools to Pre-University, and University education through Vocational Schools, and post secondary Technical and Commercial education, as well as for students with special needs.
3. To establish educational institutions of excellence where the teachers, environment and ethos collectively contribute to the spiritual, intellectual, physical, social, and emotional development of the students, with the goal that many would mature into God-fearing individuals and citizens.
4. To focus on the student's unique background, needs, aptitudes and abilities, so that he or she attains the full potential that God intends for him or her.
5. To work in consonance with National Education objectives towards the formation and development of human capital as our Christian contribution to nation-building in Malaysia.

†1204. Establishment

1. There shall be Councils of Education to be known as the Council of Education, Methodist Church in **Semenanjung** Malaysia and the Council of Education, Methodist Church in Sabah and Sarawak, for the two designated areas.

2. Each Council of Education will report and submit quarterly accounts of the Council, Government-assisted Methodist schools and Methodist Private Schools/Institutions/Colleges and all related bodies and agencies to the respective Area Executive Council.

†1205. Purpose

The functions of the Council of Education is to promote and coordinate the development of Government-assisted Methodist Schools and Methodist Private Kindergartens/Schools/Institutions/Colleges/Universities operated in accordance with Christian standards and ideals as interpreted by The Methodist Church in Malaysia as a charitable institution for the furtherance of the Kingdom of God.

†1206. Finance

The Council will be financed with contributions from such institutions, organisations and individuals as are interested in the development of Methodist schools in Malaysia and the provision of scholarship loans or grants for the benefit of students, former students, or staff of Methodist schools. Within the connectional system, The Methodist Church in Malaysia possesses the proprietary oversight in all her agencies and their financial resources.

†1207. Function and Authority

1. The Council shall have the authority to promote its work in accordance with the programme requirements and policy of The Methodist Church in Malaysia.

2. The Council is empowered to develop a relevant administrative structure for the private schools track in The Methodist Church in Malaysia, including the appointment of an Private Education Director to manage private schools, colleges and any other educational institutions.

3. The Council shall further have the authority to set up a foundation to optimize the work, ministry and resources for the above purpose.

†1208. Composition of Council of Education

The Council of Education of each area shall be **thus constituted**:

1. The Bishop of The Methodist Church in Malaysia shall be the Chairman.

2. The Presidents of the Annual Conferences or their nominees.

3. One member nominated by the Executive Board of the respective Annual Conferences or a designated alternate.

4. Four educationists, nominated by the Bishop in consultation with the Presidents of the Annual Conferences.

5. Two members with managerial/legal/financial expertise, nominated by the Bishop in consultation with the Presidents of the Annual Conferences.

(Persons nominated to serve as in parts 4 and 5 hereof shall be active members of The Methodist Church who have a passion for education. They may be men or women, lay or clergy).

6. The Secretary of the Council of Trustees.

7. The Executive Director and the Private Education Director who shall be ex-officio members without vote.

8. All appointments to the Council, with the exception of the Executive Director/Private Education Director, shall be for the quadrennium.

9. In the event of vacancies arising during the quadrennium, appointments may be made to fill the vacancies to serve until the end of the quadrennium.

†1209. Functions of the Council of Education

1. The Council of Education shall:

(a) be responsible for all matters related to education and education properties.

(b) determine goals and objectives for the quadrennium.

(c) draw up plans for its programme and work in accordance with the philosophy and objectives of Methodist Education.

(d) have the authority to appoint Ad Hoc or Standing Committees to deal with specific matters and determine the Terms of Reference for such Committees.

(e) be accountable to the Area Executive Council of the respective area, in all matters pertaining to finance and property.

(f) meet at least once a year.

(g) be responsible to do everything necessary in the furtherance of Methodist Education and anything related to the interest, maintenance and utilisation of education facilities.

(h) appoint such officers as may be deemed appropriate to execute its decisions to attain its goals and objectives.

2. The Council of Education shall provide oversight on Yayasan Wesley to ensure that its philosophy, objectives and operations continue to be aligned with the Methodist Church in Malaysia and Wesleyan principles.

3. When the Bishop is unable to chair any Council meeting, he shall appoint one of the Council members to preside.

4. One more than half of the number of voting members shall form the quorum. In the event of a recalled meeting because of a lack of quorum, it shall continue to meet with the number of members present.

5. The Council of Education shall be accountable to the Area Executive Council of the respective area in all matters pertaining to finance and property.

6. The Council of Education may confer and stipulate the duties and powers of the Private Education Director.

†1210. Executive Committee of Council of Education

1. There shall be an Executive Committee composed of:

(a) The Bishop of The Methodist Church shall be the Chairman.

(b) One (1) representative from each Annual Conference.

(c) One (1) of the four educationists nominated by the Chairman of the Council of Education (**see 1208.4**)

(d) One (1) of the two members with managerial/legal/financial expertise nominated by the Chairman of the Council of Education (see 1208.5)

(e) The Executive Director/Private Education Director shall be ex-officio with no vote.

2. All members of the Executive Committee shall be elected/appointed for the quadrennium by the Council of Education.

3. When the Bishop is unable to attend any Executive Committee Meeting, he shall appoint one of its members to preside.

†1211. Functions of the Executive Committee

The Executive Committee shall:

1. execute all decisions of the Council of Education.
2. work with the Executive Director to prepare materials to be placed before the Council of Education for a decision.
3. be responsible to facilitate the implementation of decisions of the Council of Education by the Executive Director.
4. take on a supervisory role in facilitating, implementing and auditing the execution of decisions of the Council of Education.
5. meet at least three times a year.

Notwithstanding Para. 5 above, the Chairman may call for a meeting of the Executive Committee at any time to deal with matters which are urgent in nature.

†1212. The Executive Director/Private Education Director

The Council of Education may appoint/employ an Executive Director and Private Education Director who shall be responsible for the administration of the Secretariat and be accountable to the Chairman, Council of Education.

The Executive Director shall:

1. Serve as Secretary to the Council of Education.
2. Be responsible for the administration of the Council of Executive office.
3. Ensure that the interests of The Methodist Church are maintained and be responsible to interpret the Methodist Education Philosophy to the Heads of Methodist Schools.
4. Liaise with the government, education and all other relevant authorities.
5. Be responsible for the planning and development of Methodist private education.

PART FIVE

THE GENERAL SERVICES OF THE CHURCH

†1501. The following forms for Order for Worship designed for different offices and/or occasions are intended as a guide to enrich our worship of the Lord God and other divine offices of the church.

†1502. THE ORDER OF WORSHIP

A Brief Form

**Let the people be in silent meditation and prayer upon entering the sanctuary. Let the service of worship begin at the time appointed.*

**At the end of all prayers the people shall say Amen.*

Prelude

Scripture Sentences, or Call to Worship

**To be said or sung.*

Hymn

**The people standing.*

Prayers

Here the minister may use an invocation or collect and prayers of confession and the Lord's Prayer.

Psalter or Other Acts of Praise

**To be read responsively or in unison, the people standing; then shall be said or sung the Gloria Patri.*

Anthem

The Scripture Lessons

Affirmations of Faith

**The people standing; then may be sung a doxology.*

Pastoral Prayer

Offertory

**Here parish notices may be given.*

**The minister may read Scripture sentences before the offering is received. An anthem may be sung during the receiving of the offering. Following the presentation of the offering, a prayer of dedication may be said or sung.*

**At the discretion of the minister the offertory and prayers may follow the sermon.*

Hymn

**The people standing.*

The Sermon: Invitation to Christian Discipleship

Hymn

**The people standing.*

Benediction

**The people may be seated for silent prayer.*

Postlude

†1503. THE ORDER OF WORSHIP Complete Form

**Let the people be in silent meditation and prayer upon entering the sanctuary. Let the service of worship begin at the time appointed.*

**At the end of all prayers the people shall say Amen.*

Prelude

Scripture Sentences, or Call to Worship

**To be said or sung.*

Hymn

**The people standing.*

**If a processional, the hymn may precede the Scripture sentences.*

Invocation

**By the minister, the people standing.*

Almighty God, from whom every good prayer cometh, and who pourest out on all who desire it, the spirit of grace and supplication: Deliver us, when we draw nigh to thee, from coldness of heart and wanderings of mind, that with steadfast thoughts and kindled affections, we may worship Thee in spirit and in truth; through Jesus Christ our Lord. Amen.

Call to Confession

**By the minister, the people standing.*

Dearly beloved, the Scriptures move us to acknowledge and confess our sins before Almighty God our heavenly Father, with a humble,

lowly penitent, and obedient heart, to the end that we may obtain forgiveness by His infinite goodness and mercy. Wherefore I pray and beseech you, as many as are here present, to accompany me with a pure heart and humble voice, unto the throne of heavenly grace.

**Or the minister may say.*

Let us confess our sins to Almighty God.

General Confession

**To be said by all, the people seated and bowed, or kneeling.*

Almighty and most merciful Father, we have erred and strayed from Thy ways like lost sheep. We have followed too much the devices and desires of our own hearts. We have offended against Thy holy laws. We have left undone those things which we ought to have done, and we have done those things which we ought not to have done. Spare Thou those, O God, who confess their faults. Restore Thou those who are penitent, according to Thy promises declared unto mankind in Christ Jesus our Lord. And grant, O most merciful Father, for His sake, that we may hereafter live a godly, righteous, and sober life, to the glory of Thy holy name. Amen.

Prayer for Pardon or Words of Assurance

**By the minister.*

O Lord, we beseech Thee, absolve Thy people from their offences, that through Thy bountiful goodness, we may be delivered from the bonds of those sins which by our frailty we have committed. Grant this, O heavenly Father, for the sake of Jesus Christ, our blessed Lord and Saviour. **Amen.**

The Lord's Prayer

**To be said by all.*

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For Thine is the kingdom, and the power, and the glory, forever. Amen.

Minister: O Lord, open Thou our lips.

People: **And our mouth shall show forth Thy praise.**

Minister: Praise ye the Lord.

People: **The Lord's name be praised.**

Psalter or Other Acts of Praise

**To be read responsively or in unison, the people standing; then may be said or sung.*

**Glory be to the Father, and to the Son, and to the Holy Ghost;
as it was in the beginning, is now; and ever shall be, world
without end. Amen.**

Anthem

The Scripture Lessons

**Here shall be read two lessons, one from the Old Testament, and one from the Epistles or Gospels.*

Affirmation of Faith

**The people standing; then may be sung a doxology.*

Minister: The Lord be with you.

People: **And with thy Spirit.**

Minister: Let us pray.

Collect

**By the minister, or the minister and people, the people seated and bowed, or kneeling.*

O Lord, our heavenly Father, almighty and everlasting God, who has safely brought us to the beginning of this day: Defend us in the same with Thy mighty power; and grant that this day we fall into no sin, neither run into any kind of danger, but that all our doings may be ordered by Thy governance, to do always that which is righteous in Thy sight; through Jesus Christ our Lord. **Amen.**

Pastoral Prayer

Offertory

**Here parish notices may be given.*

**The minister may read Scripture sentences before the offering is received. An anthem may be sung during the receiving of the offering. Following the presentation of the offering a prayer of dedication may be said or sung.*

**At the discretion of the minister the offertory and prayers may follow the sermon.*

Hymn

**The people standing.*

The Sermon: Invitation to Christian Discipleship

Hymn

**The people standing. This may be a recessional hymn.*

Benediction

**The people may be seated for silent prayer.*

Postlude

†1504. The Order for the Administration of the SACRAMENT OF BAPTISM

**Our ministers are enjoined diligently to teach the people committed to their pastoral care the meaning and purpose of the Baptism of children and to urge them to present their children for Baptism at an early age.*

**When youth and adults present themselves for Baptism, the minister shall take care that they have been instructed in the meaning of Christian Baptism.*

**This Sacrament should be administered in the church in the presence of the people in a stated hour of worship. But at the minister's discretion this Sacrament may be administered at another time and place.*

**This Sacrament may be administered by sprinkling, pouring, or immersion.*

**The minister shall see that the names of all baptised children are properly recorded as preparatory members on the permanent records of the church, and in each instance he shall deliver to the parents or sponsors a certificate of Baptism.*

**Children baptised in infancy shall be reported annually in the number of preparatory members until they shall have been received into full membership in the church or shall have attained their adulthood.*

1. CHILDREN

**Parents or sponsors presenting a child for Baptism should be members of Christ's holy Church.*

**The parents or sponsors, with the child to be baptised, shall stand before the minister, who, addressing the people, shall say.*

Dearly beloved, Baptism is an outward and visible sign of the grace of the Lord Jesus Christ, through which grace we become partakers of His righteousness and heirs of life eternal. Those receiving this Sacrament are hereby marked as Christian disciples, and initiated into the fellowship of Christ's holy Church. Our Lord has expressly given to little children a place among the people of God, which holy privilege must not be denied them. Remember the words of the Lord Jesus Christ, how he said, "Let the children come to Me, do not hinder them; for to such belongs the kingdom of God".

**Then the minister shall address the parents or sponsors, saying.*

Beloved, do you in presenting *this child* for holy Baptism confess your faith in our Lord and Saviour Jesus Christ?

We do.

Do you therefore accept as your bounden duty, and privilege to live before *this child* a life that becomes the gospel; to exercise all godly care that *he* be brought up in the Christian faith, that *he* be taught the Holy Scriptures, and that *he* learn to give reverent attendance upon the private and public worship of God?

We do.

Will you endeavour to keep *this child* under the ministry and guidance of the Church until *he* by the power of God shall accept for *himself* the gift of salvation, and be confirmed as full and responsible member of Christ's holy Church?

We will.

**Then the minister shall take the child in his arms, and shall say to the parents or sponsors*

What name is given this child?

**And then, repeating the name, the minister shall baptise the child, saying,*

N., I baptise you in the name of the Father, and of the Son, and of the Holy Spirit.

Amen.

**Then the minister may have the people stand, and, addressing them, may say.*

Brethren of the household of faith, I commend to your love and care *this child* whom we this day recognise as a *member* of the family of God. Will you endeavour so to live that *he* may grow in the knowledge and love of God the Father, through our Saviour Jesus Christ?

**Then the people shall say.*

With God's help we will so order our lives after the example of Christ that this child, surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.

**Then the minister shall say,*

Let us pray.

O God, our heavenly Father, grant that *this child*, as *he* grows in years, may also grow in grace and in the knowledge of the Lord Jesus Christ, and that by the restraining and renewing influence of the Holy Spirit *he* may ever be a true *child* of Thine, serving Thee faithfully all *his* days.

So guide and uphold the *parents (or sponsors)* of *this child* that, by loving care, wise counsel, and holy example, they may lead *him* into that life of faith whose strength is righteousness and whose fruit is everlasting joy and peace; through Jesus Christ our Lord. **Amen.**

**Then the minister may give this or another blessing:*

God the Father, God the Son, and God the Holy Spirit bless, preserve, and keep you now and for evermore. **Amen.**

2. YOUTH AND ADULTS

**The person or persons to be baptised shall stand before the minister, who addressing the people, shall say,*

Dearly beloved, forasmuch as all men have sinned and fallen short of the glory of God, and our Saviour Christ said, "Unless one is born of water and spirit, he cannot enter the kingdom of God," I beseech you

to call upon God the Father, through our Lord Jesus Christ, that of this bounteous goodness He will grant that *this person* may receive the forgiveness of sins, be baptised with water and the Holy Spirit, and may be received into Christ's holy Church, and be made a living *member* of the same.

Let us pray.

Almighty and everlasting God, the aid of all who need, the Helper of all who call upon Thee for comfort, the life of all who believe, and the resurrection of the dead: We call upon Thee for *this Thy servant*, that *he* coming to Thy holy Baptism may receive remission of *his* sins and be filled with the Holy Spirit. Receive *him*, O Lord, as Thou hast promised by Thy well beloved Son, and grant that *he* may be faithful to Thee all the days of *his life*, and finally come to the eternal kingdom which Thou hast promised; through Jesus Christ our Lord. **Amen.**

**Then, addressing the person or persons to be baptised, the minister shall say.*

Well beloved, you have come here desiring to receive holy Baptism. We have prayed that God, through our Lord Jesus Christ, would grant to receive you, release you from sin, sanctify you with the Holy Spirit, and give you the kingdom of heaven, and everlasting life.

Do you truly and earnestly repent of your sins and accept Jesus Christ as your Saviour?

I do.

Do you believe in God, the Father Almighty, maker of heaven and earth; and in Jesus Christ His only Son our Lord; and in the Holy Spirit, the Lord, the Giver of life?

I do.

Do you desire to be baptised in this faith?

I do.

Will you then obediently keep God's holy will and commandments and walk in the same all the days of your life?

I will, by God's help.

**Then the minister shall say,*

Let us pray.

O merciful God, grant that all sinful affection may die in *this* Thy *servant*, and that all things belonging to Thy Spirit may live and grow in *him*. Grant that *he* may have the power and strength to triumph over evil, may receive the fullness of Thy grace, and ever remain in the number of Thy faithful and beloved children; through Jesus Christ our Lord. **Amen.**

**The minister asking the name of each person to be baptised, and then repeating the same, shall baptise him saying,*

N., I baptise you in the name of the Father, and of the Son, and the Holy Spirit. **Amen.**

**Then the minister may have the people stand, and, addressing them, may say,*

Brethren of the household of faith, I commend to your love and care *this person*, whom we this day recognise as a *member* of the family of God. Will you endeavour so to live that *he* may grow in the knowledge and love of God the Father, through our Saviour Jesus Christ?

**Then the people shall say,*

With God's help we will so order our lives after the example of Christ that, surrounded by steadfast love, you may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.

**Then the minister may give this or another blessing:*

God the Father, God the Son, and God the Holy Spirit bless, preserve, and keep you, now and for evermore. **Amen.**

†1505. The Order for CONFIRMATION AND RECEPTION INTO THE CHURCH

**This service shall be conducted in the church in the presence of the people at such a time in a stated hour of worship as the minister may determine.*

**All who are to be confirmed as members of Christ's holy Church shall have been baptised, and instructed in the doctrines and duties of the Christian faith.*

**Those to be confirmed shall stand before the minister, who, addressing the people, shall say,*

Dearly beloved, the Church is of God, and will be preserved to the end of time, for the conduct of worship and the due administration of his Word and Sacraments, the maintenance of Christian fellowship and discipline, the edification of believers, and the conversion of the world. All, of every age and station, stand in need of the means of grace which it alone supplies.

These persons who are to be confirmed *have* received the Sacrament of Baptism, *have* also been instructed in the teaching of the Church, and *are* now ready to profess publicly the faith into which *they* were baptised.

**Then the minister, addressing those who are to be confirmed, shall say,*

Do you here, in the presence of God, and of this congregation, renew the solemn promise and vow that you made, or that was made in your name, at your Baptism?

I do.

Do you confess Jesus Christ as your Lord and Saviour and pledge your allegiance to His kingdom?

I do.

Do you receive and profess the Christian faith as contained in the Scriptures of the Old and New Testaments?

I do.

Do you promise according to the grace given you to live a Christian life and always remain a faithful member of Christ's holy Church?

I do.

**Then the candidates shall kneel, and the minister, laying his hands upon the head of each severally, shall say,*

N., the Lord defend you with His heavenly grace and by His Spirit confirm you in the faith and fellowship of all true disciples of Jesus Christ. **Amen.**

**Those confirmed shall rise, and the minister, addressing the people, may say,*

Let those persons who are members of other communions of Christ's holy Church, and who now desire to enter into the fellowship of this congregation, present themselves to be received into the membership of The Methodist Church.

**Then those confirmed and those to be received from other communions shall stand before the minister; and he, addressing them, shall say,*

Will you be loyal to The Methodist Church, and uphold it by your prayers, your presence, your gifts and your service?

I will.

**Then the minister may say,*

Let those who are members of other congregations of The Methodist Church, and who now desire to enter into the fellowship of this congregation, present themselves to be welcomed.

**Here a lay member, selected by the Local Church Executive Committee, may join with the minister in offering the right hand of fellowship to all those received.*

**Then the minister may have those received face the congregation, and causing the people to stand, he shall address them, saying,*

Brethren I commend to your love and care *these persons* whom we this day receive into membership of this congregation. Do all in your power to increase *their* faith, confirm *their* hope, and perfect *them* in love.

**Whereupon the people shall say,*

We rejoice to recognise you as *members* of Christ's holy Church, and bid you welcome to this congregation of The Methodist Church. With you we renew our vows to uphold it by our prayers, our presence, our gifts, and our service.

**Then the minister may say,*

Go forth in peace, and be of good courage; hold fast that which is good, rejoicing in the power of the Holy Spirit. And the blessing of God, Father, Son, and Holy Spirit, be with you and remain with you forever.
Amen.

**On any day when persons are to be received by transfer only, the minister will use only that part of the service which applies to them.*

**†1506. The Order for the Administration of the
SACRAMENT OF THE LORD'S SUPPER
Or Holy Communion**

**It shall be the duty of the Pastor to administer the Sacrament of the Lord's Supper at regularly appointed times to the people committed to his care, remembering the charge laid upon him at the time of his ordination: "Be thou a faithful dispenser of the Word of God, and of his holy Sacraments."*

**The order for the administration of this Sacrament to the sick, to those confined to their homes, or to others in circumstances where the full service is impracticable, should include the Invitation, the General Confession, the Prayer for Pardon, the Comfortable Words, the Prayer of Consecration, the Prayer of Humble Access, the Words of Distribution, the Prayer of Thanksgiving, and the Benediction.*

**At the time of Holy Communion, the Lord's Table shall have been upon it a fair white linen cloth. The elements of bread and wine shall be placed thereon. The pure, unfermented juice of the grape shall be used.*

**It is our custom to deliver the elements into the hands of the people while they kneel before the Lord's Table. But at the discretion of the minister, the elements may be served to any or all the people while standing, or while seated in the pews.*

**Upon entering the church, the people shall bow in prayer and shall remain until the entire service is concluded.*

**All people who intend to lead a Christian life are invited to receive this holy Sacrament.*

**The service may begin with a prelude.*

**A hymn may be sung, the people standing.*

**Or the minister may begin the service with one or more of the following or other suitable sentences from the Scriptures:*

Behold, I stand at the door and knock; if any one hears My voice and opens the door, I will come in to him and eat with him, and he with Me.

Revelation 3:20

I am the living bread which came down from heaven; if any one eats of this bread, he will live forever; and the bread which I shall give for the life of the world is My flesh.

John 6:51

The cup of blessing which we bless, is it not a participation in the blood of Christ? The bread which we break, is it not a participation in the body of Christ? Because there is one bread, we who are many are one body, for we all partake of the one bread.

I Corinthians 10:16-17

Beloved, let us love one another; for love is of God, and he who loves is born of God and know God. In this the love of God was made manifest among us, that God sent His only Son into the world, so that we might live through Him.

I John 4:7,9

Christ our Paschal Lamb is offered up for us, once for all, when He bore our sins on His body upon the cross; for He is the very Lamb of God that taketh away the sins of the world: Wherefore let us keep a joyful and holy feast with the Lord.

From I Corinthians 5:7-8; 1 Peter 2:24; John 1:29

What no eye has seen, nor ear heard, nor the heart of man conceived what God has prepared for those who love him, God has revealed to us through the Spirit. For the Spirit searches everything, even the depths of God.

I Corinthians 2:9-10

**Here the minister, facing the people, shall say,*

The Lord be with you,

People: **And with thy Spirit.**

Minister: Let us pray.

**Then, kneeling or bowed, the minister and people together shall say,*

Almighty God, unto whom all hearts are open, all desires known, and from whom no secrets are hid: Cleanse the thoughts of our hearts by the inspiration of Thy Holy Spirit, that we may perfectly love Thee, and worthily magnify Thy holy name; through Christ our Lord. Amen.

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For Thine is the kingdom, and the power, and the glory, forever. Amen.

**Then, standing, all shall sing or say,*

Glory be to God on high, and on earth peace, good will toward men. We praise Thee, we bless Thee, we worship Thee, we glorify Thee, we give thanks to Thee for Thy great glory: O Lord God, heavenly King, God the Father Almighty.

O Lord, the only begotten Son, Jesus Christ: O Lord God, Lamb of God, Son of the Father: that takest away the sins of the world, have mercy upon us. Thou that takest away the sins of world, receive our prayer. Thou that sittest at the right hand of God the Father, have mercy upon us.

For Thou only art holy; Thou only art the Lord; Thou only, O Christ, with the Holy Ghost, art most high in the glory of God the Father. Amen.

**The minister, facing the people while they remain standing, shall say,*

Ye that do truly and earnestly repent of your sins, and are in love and charity with your neighbours, and intend to lead a new life, following the commandments of God, and walking henceforth in His holy ways: Draw near with faith, and take this holy Sacrament to your comfort, and make your humble confession to Almighty God.

**Then the minister, kneeling and facing the Lord's Table, and all the people, kneeling-or bowed, shall make together this general confession:*

Almighty God, Father of our Lord Jesus Christ, Maker of all things, Judge of all men: We acknowledge and bewail our manifold sins and wickedness, which we from time to time most grievously have committed, by thought, word, and deed, against Thy divine majesty. We do earnestly repent, and are heartily sorry for these our misdoings; the remembrance of them is grievous unto us. Have mercy upon us, have mercy upon us, most merciful Father. For Thy Son our Lord Jesus Christ's sake, forgive us all that

is past; and grant that we may ever hereafter serve and please Thee in newness of life, to the honour and glory of Thy name; through Jesus Christ our Lord. Amen.

**Then the minister shall pray, saying,*

Almighty God, our heavenly Father, who of Thy great mercy hast promised forgiveness of sins to all them that with hearty repentance and true faith turn to Thee: Have mercy on us; pardon and deliver us from all our sins; confirm and strengthen us in all goodness; and bring us to everlasting life; through Jesus Christ our Lord. Amen.

**The minister, standing and facing the people, shall say,*

Hear what comfortable words the Scriptures say to all that truly turn to the Lord:

**Then the minister shall say one or more of the following sentences:*

Come to me, all who labour and are heavy-laden, and I will give you rest.

Matthew 11:28

God so loved the world that he gave His only Son, that whoever believes in Him should not perish but have eternal life.

John 3:16

The saying is sure and worthy of full acceptance, that Christ Jesus came into the world to save sinners.

I Timothy 1:15

If we confess our sins, He is faithful and just, and will forgive our sins and cleanse us from all unrighteousness.

I John 1:9

If anyone sins, we have an advocate with the Father, Jesus Christ the righteous; and He is the expiation for our sins, and not for ours only but also for the sins of the whole world.

From I John 2:1-2

**Here the minister may offer a Pastoral prayer, or he may say,*

Let us pray for the whole state of Christ's Church.

**Then may follow this prayer, the minister beginning, the people responding:*

Most merciful Father, we humbly beseech Thee to receive these our prayers for the universal Church, that Thou wilt confirm it in the truth of Thy holy faith, inspire it with unity and concord, and extend and prosper it throughout the world.

We beseech Thee also, so to guide and strengthen the witness of the Church to those in authority in all nations, that they may maintain the justice and welfare of all mankind.

Hear us, we beseech Thee, O Lord.

Give grace, O heavenly Father, to all ministers of Thy Church, that both by their life and doctrine they may set forth Thy true and lively Word, and faithfully administer Thy holy Sacraments.

And to all Thy people give Thy heavenly grace, that with willing heart and due reverence, they may hear and receive Thy holy Word, truly serving Thee in holiness and righteousness all the days of their lives.

Hear us, we beseech Thee, O Lord.

And we most humbly beseech Thee, of Thy goodness, O Lord, to support and strengthen all those who, in this transitory life, are in trouble, sorrow, need, sickness, or any other adversity.

Hear us, we beseech Thee, O Lord.

We remember with thanksgiving those who have loved and served Thee in Thy church on earth, who now rest from their labour (especially those most dear to us, whom we name in our hearts before Thee). Keep us in fellowship with all Thy saints, and bring us at length to the joy of Thy heavenly kingdom.

Grant this, O Father, for the sake of Jesus Christ, our only Mediator and Advocate. Amen.

**Then shall be read the lesson(s) from the Holy Scriptures. If two lessons are read, let one be the Epistle and the other the Gospel. An anthem or a hymn may be sung after the first lesson.*

**Here the minister and people may say the Apostle's Creed or another of the Christian affirmations of faith, the people standing.*

**Then shall follow the sermon.*

**Here parish notices may be given.*

**A hymn may be sung. The minister shall uncover the elements and shall proceed to receive the offering from the people. When the offering is presented, the people shall stand, and a prayer of dedication shall be said or sung.*

**When custom prevails, an offering may be left by the people at the chancel when they come forward to receive the elements.*

**The people shall remain standing, and the minister, facing the people, shall say,*

Lift up your hearts.

People: **We lift them up unto the Lord.**

Minister: Let us give thanks unto the Lord.

People: **It is meet and right so to do.**

**Then the minister, facing the Lord's Table, shall say,*

It is very meet, right, and our bounden duty that we should at all times and in all places give thanks unto Thee, O Lord, holy Father, almighty, everlasting God.

**Here may follow the Proper Preface, or else the minister immediately shall say,*

Therefore with angels and archangels, and with all the company of heaven, we laud and magnify Thy glorious name, evermore praising Thee, and saying:

**Then shall all sing or say,*

Holy, holy, holy, Lord God of hosts: Heaven and earth are full of Thy glory! Glory be to Thee, O Lord most high! Amen.

**The people shall kneel or bow; the minister, facing the Lord's Table shall offer the Prayer of Consecration:*

Almighty God, our heavenly Father, who of Thy tender mercy didst give Thine only Son Jesus Christ to suffer death upon the cross for our redemption; who made there, by the one offering of Himself, a full, perfect, and sufficient sacrifice for the sins of the whole world; and did institute, and in His holy gospel command us to continue, a perpetual memory of His precious death until His coming again:

Hear us, O merciful Father, we most humbly beseech Thee, and

grant that we, receiving these Thy creatures of bread and wine, according to Thy Son our Saviour Jesus Christ's holy institution, in remembrance of His passion, death, and resurrection, may be partakers of the divine nature through Him:

Who in the same night that He was betrayed, took bread (*here the minister may take the bread in his hands*), and when He had given thanks, He broke it, and gave it to his disciples saying, Take, eat; this is My body which is given for you; do this in remembrance of Me. Likewise after supper He took the cup (*here the minister may take the cup in his hands*); and when He had given thanks, He gave it to them, saying, Drink ye all of this; for this is My blood of the New Covenant, which is shed for you and for many, for the forgiveness of sins; do this as oft as ye shall drink it, in remembrance of Me. **Amen.**

**The minister shall kneel before the Lord's Table. After a brief silence, the minister and people together shall pray, saying,*

We do not presume to come to this Thy table, O merciful Lord, trusting in our own righteousness, but in Thy manifold and great mercies. We are not worthy so much as to gather up the crumbs under Thy table. But Thou are the same Lord, whose property is always to have mercy. Grant us therefore, gracious Lord, so to partake of this Sacrament of Thy Son Jesus Christ, that, we may walk in newness of life, may grow into His likeness, and may evermore dwell in Him, and He is us. Amen.

**Here may be sung or said,*

O Lamb of God, that takest away the sins of the world, have mercy upon us.

O Lamb of God, that takest away the sins of the world, have mercy upon us.

O Lamb of God, that takest away the sins of the world, grant us Thy peace.

**The minister shall first receive the Holy Communion in both kinds, and then shall deliver the same to any who are assisting him. Then the minister or those assisting him shall deliver the elements in both kinds to the people.*

**During the distribution of the elements appropriate hymns may be sung or played.*

**When the bread is given, one or both of the following sentences shall be said:*

The body of our Lord Jesus Christ, which was given for thee, preserve thy soul and body unto everlasting life.

Take and eat this in remembrance that Christ died for thee, and feed on Him in thy heart by faith with thanksgiving.

**When the cup is given, one or both of the following sentences shall be said:*

The blood of our Lord Jesus Christ, which was shed for thee, preserve thy soul and body unto everlasting life.

Drink this in remembrance that Christ's blood was shed for thee, and be thankful.

**When all have communed, the minister shall place upon the Lord's Table all that remains of the elements, covering the same.*

**Then the minister, standing and facing the people, shall say,*

The peace of the Lord be with you.

People: **And with thy spirit.**

Minister: Let us give thanks unto the Lord.

**Then the minister, kneeling before the Lord's Table, and the people, kneeling or bowed, shall pray, saying,*

O Lord, our heavenly Father, we, Thy humble servants, desire Thy fatherly goodness mercifully to accept this our sacrifice of praise and thanksgiving; most humbly beseeching Thee to grant, that, by the merits and death of Thy Son Jesus Christ, and through faith in His blood, we and Thy whole Church may obtain forgiveness of our sins, and all other benefits of His passion.

And here we offer and present unto Thee, O Lord, ourselves, our souls and bodies, to be a reasonable, holy, and lively sacrifice unto Thee; humbly beseeching Thee that all we who are partakers of this Holy Communion may be filled with Thy grace and heavenly benediction. And although we be unworthy, through our manifold sins, to offer unto Thee any sacrifice, yet we beseech Thee to accept this our bounden duty and service, not weighing our merits, but pardoning our offences;

Through Jesus Christ our Lord, by whom, and with whom, in the unity of the Holy Spirit all honour and glory be unto Thee, O Father Almighty, world without end. Amen.

**Then a hymn may be sung.*

**Then the minister shall let the people depart with this blessing:*

The peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son, the Holy Spirit, be among you, and remain with you always. **Amen.**

**A postlude may follow.*

**†1507. A Brief Form of the
 Order for the Administration of the
 SACRAMENT OF THE LORD'S SUPPER
 Or Holy Communion**

**This form for the administration of Holy Communion may be included in an order of worship, following the sermon.*

**The minister shall uncover the elements, and shall proceed to receive the offering from the people. When the offering is presented, the people shall stand, and a prayer of dedication shall be said or sung.*

**Where the custom prevails, an offering may be left by the people at the chancel when they come forward to receive the elements.*

**The people standing, the minister, facing the people, shall say,*

Ye that do truly and earnestly repent of your sins, and are in love and charity with your neighbours, and intend to lead a new life, following the commandments of God, and walking henceforth in His holy ways: Draw near with faith, and take this holy Sacrament to your comfort, and make your humble confession to Almighty God.

**Then the minister, kneeling and facing the Lord's Table, and all the people, kneeling or bowed, shall make together this general confession:*

Almighty God, Father of our Lord Jesus Christ, maker of all things, judge of all men: We acknowledge and bewail our manifold sins and wickedness, which we from time to time most grievously have committed, by thought, word, and deed, against Thy divine majesty. We do earnestly repent, and are heartily sorry for these our misdoings; the remembrance of them is grievous unto us. Have mercy upon us, have mercy upon us, most merciful Father. For Thy Son our Lord Jesus Christ's sake, forgive us all that is past; and grant that we may ever hereafter serve and please Thee in newness of life, to the honour and glory of Thy name; through Jesus Christ our Lord. Amen.

**Then the minister shall pray, saying,*

Almighty God, our heavenly Father, who of Thy great mercy hast promised forgiveness of sins to all them that with hearty repentance and true faith turn to Thee: Have mercy on us; pardon and deliver us from all our sins; confirm and strengthen us in all goodness; and bring us to everlasting life; through Jesus Christ our Lord. **Amen.**

**The minister, standing and facing the people, shall say,*

Hear what comfortable words the Scriptures say to all that truly turn to the Lord:

**Then the minister shall say one or more of the following sentences:*

Come to me, all who labour and are heavy-laden, and I will give you rest.

Mathew 11:28

God so loved the world that He gave his only Son, that whoever believes in Him should not perish but have eternal life.

John 3:16

The saying is sure and worthy of full acceptance, that Christ Jesus came into the world to save sinners.

I Timothy 1:15

If we confess our sins, He is faithful and just, and will forgive our sins and cleanse us from all unrighteousness.

I John 1:9

If anyone sins, we have an advocate with the Father, Jesus Christ the righteous; and He is the expiation for our sins, and not for ours only but also for the sins of the whole world.

I John 2:1-2

**The people shall kneel or bow; the minister, facing the Lord's Table, shall offer the Prayer of Consecration:*

Almighty God, our heavenly Father, who of Thy tender mercy didst give Thine only Son Jesus Christ to suffer death upon the cross for our redemption; who made there, by the one offering of Himself, a full, perfect, and sufficient sacrifice for the sins of the whole world; and did institute, and in His holy gospel command us to continue, a perpetual memory of His precious death until His coming again:

Hear us, O merciful Father, we most humbly beseech Thee, and grant that we, receiving these Thy creatures of bread and wine, according to Thy Son our Saviour Jesus Christ's holy institution, in remembrance of His passion, death, and resurrection, may be partakers of the divine nature through Him:

Who in the same night that He was betrayed, took bread (*here the minister may take the bread in his hands*), and when He had given thanks, He broke it, and gave it to His disciples saying, Take, eat; this is My body which is given for you; do this in remembrance of Me. Likewise after supper He took the cup (*here the minister may take the cup in his hands*); and when He had given thanks, He gave it to them, saying, Drink ye all of this; for this is My blood of the New Covenant, which is shed for you and for many, for the forgiveness of sins; do this as oft as ye shall drink it, in remembrance of Me.
Amen.

**The minister shall kneel before the Lord's Table. After a brief silence, the minister and people together shall pray, saying,*

We do not presume to come to this Thy table, O merciful Lord, trusting in our own righteousness, but in Thy manifold and great mercies. We are not worthy so much as to gather up the crumbs under Thy table. But Thou are the same Lord, whose property is always to have mercy. Grant us therefore, gracious Lord, so to partake of this Sacrament of Thy Son Jesus Christ, that we may walk in newness of life, may grow into His likeness, and may evermore dwell in Him, and He in us. Amen.

**The minister shall first receive the Holy Communion in both kinds, and then shall deliver the same to any who are assisting him. Then the minister or those assisting him shall deliver the elements in both kinds to the people.*

**During the distribution of the elements appropriate hymns may be sung or played.*

**When the bread is given, one or both of the following sentences shall be said:*

The body of our Lord Jesus Christ, which was given for thee, preserve thy soul and body unto everlasting life.

Take and eat this in remembrance that Christ died for thee, and feed on Him in thy heart by faith with thanksgiving.

**When the cup is given, one of both of the following sentences shall be said:*

The blood of our Lord Jesus Christ, which was shed for thee, preserve thy soul and body unto everlasting life.

Drink this in remembrance that Christ's blood was shed for thee, and be thankful.

**When all have communed, the minister shall place upon the Lord's Table all that remains of the elements, covering the same,*

**Then the minister, kneeling before the Lord's Table, and the people, kneeling or bowed, shall pray, saying,*

O Lord, our heavenly Father, we, Thy humble servants, desire Thy fatherly goodness mercifully to accept this our sacrifice of praise and thanksgiving; most humbly beseeching Thee to grant, that, by the merits and death of Thy Son Jesus Christ, and through faith in His blood, we and Thy whole Church may obtain forgiveness of our sins, and all other benefits of His passion.

And here we offer and present unto Thee, O Lord, ourselves, our souls and bodies, to be a reasonable, holy, and lively sacrifice unto Thee; humbly beseeching Thee that all we who are partakers of this Holy Communion may be filled with Thy grace and heavenly benediction. And although we be unworthy, through our manifold sins, to offer unto Thee any sacrifice, yet we beseech Thee to ac-

cept this our bounden duty and service, not weighing our merits, but pardoning our offences;

Through Jesus Christ our Lord, by whom, and with whom, in the unity of the Holy Spirit all honour and glory be unto Thee, O Father Almighty, world without end. Amen.

**Then a hymn may be sung.*

**Then the minister shall let the people depart with this blessing:*

The peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son, the Holy Spirit, be among you, and remain with you always.
Amen.

†1508. A SERVICE OF WORD AND TABLE
(From *United Methodist Church Hymnal* [1989])

ENTRANCE

Gathering

Greeting

The grace of the Lord Jesus Christ be with you.

And also with you.

The risen Christ is with us.

Praise the Lord!

Hymn of Praise

Opening Prayer

Almighty God, to You all hearts are open, all desires known, and from You no secrets are hidden. Cleanse the thoughts of our hearts by the inspiration of Your Holy Spirit, that we may perfectly love You, and worthily magnify Your holy name, through Jesus Christ our Lord.
Amen.

[Act of Praise]

PROCLAMATION AND RESPONSE

Prayer for Illumination

Lord, open our hearts and minds by the power of Your Holy Spirit, that, as the Scriptures are read and Your Word proclaimed, we may hear with joy what You say to us today. **Amen.**

Scripture Lesson

[Psalm] *May be sung or spoken*

[Scripture Lesson]

Gospel Lesson

Sermon

Response to the Word

**Responses may include one or more of the following acts:*

Invitation to Christian discipleship, followed by a hymn of invitation or of response, or a baptism or confirmation hymn.

Baptism, confirmation, reaffirmation of faith, or other reception of members.

The following or another creed:

**I believe in God, the Father Almighty,
Creator of heaven and earth.
I believe in Jesus Christ, His only Son, our Lord,
Who was conceived by the Holy Spirit,
born of the Virgin Mary, suffered under Pontius Pilate,
was crucified, died, and was buried;
the third day he rose from the dead.
He ascended into heaven,
is seated at the right hand of the Father,
and will come again to judge the living and the dead.
I believe in the Holy Spirit,
the holy catholic¹ church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.
Amen.**

¹ universal

Concerns and Prayers

**Brief intercessions, petitions, and thanksgivings may be prayed by the leader, or spontaneously by members of the congregation. To each of these, all may make a common response, such as, "Lord, hear our prayer."*

Or, a litany of intercessions and petition may be prayed.

Or, a pastoral prayer may be prayed.

Invitation

Christ our Lord invites to His table all who love Him, who earnestly repent of their sin and seek to live in peace with one another. Therefore, let us confess our sin before God and one another.

Confession and Pardon

Merciful God, we confess that we have not loved You with our whole heart.

We have failed to be an obedient church.

We have not done Your will,

We have broken Your law,

We have rebelled against Your love,

We have not loved our neighbours, and

We have not heard the cry of the needy.

Forgive us, we pray.

Free us for joyful obedience,

Through Jesus Christ our Lord.

Amen.

**All pray in silence.*

**Leader to people:*

Hear the good news: Christ died for us while we were yet sinners; that proves God's love toward us. In the name of Jesus Christ, you are forgiven!

In the name of Jesus Christ, you are forgiven! Glory to God. Amen.

The Peace

Let us offer one another signs of reconciliation and love.

Offering

THANKSGIVING AND COMMUNION

Taking of the Bread and Cup

**The Pastor takes the bread and cup, and the bread and wine are prepared for the meal.*

The Great Thanksgiving

The Lord be with you.

And also with you.

Lift up your hearts.

We lift them up to the Lord.

Let us give thanks to the Lord our God.

It is right to give our thanks and praise.

It is right, and a good and joyful thing, always and everywhere to give thanks to You, Father Almighty, Creator of heaven and earth. You formed us in Your image and breathed into us the breath of life. When we turned away, and our love failed, Your love remained steadfast. You delivered us from captivity, made covenant to be our sovereign God, and spoke to us through Your prophets. And so, with Your people on earth and all the company of heaven, we praise Your name and join their unending hymn:

Holy, holy, holy Lord, God of power and might, heaven and earth are full of Your glory. Hosanna in the highest. Blessed is He who comes in the name of the Lord. Hosanna in the highest.

Holy are You, and blessed is Your Son Jesus Christ. Your Spirit anointed Him to preach good news to the poor, to proclaim release to the captives and recovering of sight to the blind, to set at liberty those who are oppressed, and to announce that the time had come when You would save your people. He healed the sick, fed the hungry, and ate with sinners.

By the baptism of His suffering, death, and resurrection You gave birth to Your church, delivered us from slavery to sin and death, and made with a new covenant by water and the Spirit.

When the Lord Jesus ascended, He promised to be with us always, in the power of Your Word and Holy Spirit.

On the night in which He gave Himself up for us, He took bread, gave thanks to you, broke the bread, gave it to his disciples, and said: "Take, eat; this is My body which is given for you. Do this in remembrance of Me."

When the supper was over, He took the cup, gave thanks to you, gave it to His disciples, and said: "Drink from this, all of you; this is My blood of the new covenant, poured out for you and for many for the forgiveness of sins. Do this, as often as you drink it, in remembrance of Me."

And so, in remembrance of these Your mighty acts in Jesus Christ, we offer ourselves in praise and thanksgiving as a holy and living sacrifice, in union with Christ's offering for us, as we proclaim the mystery of faith.

Christ has died; Christ is risen; Christ will come again.

Pour out Your Holy Spirit on us gathered here, and on these gifts of bread and wine. Make them be for us the body and blood of Christ, that we may be for the world the body of Christ, redeemed by His blood.

By Your Spirit make us one with Christ, one with each other, and one in ministry to all the world, until Christ comes in final victory and we feast at this heavenly banquet.

Through Your Son Jesus Christ, with the Holy Spirit in Your holy church, all honour and glory is Yours, Almighty Father, now and for ever.

Amen.

The Lord's Prayer

Breaking The Bread

**The Pastor breaks the bread in silence, or while saying:*

Because there is one loaf, we, who are many, are one body, for we all partake of the one loaf. The bread which we break is a sharing in the body of Christ.

**The Pastor lifts the cup in silence, or while saying:*

The cup over which we give thanks is a sharing in the blood of Christ.

Giving the Bread and Cup

**The bread and wine are given to the people, with these or other words being exchanged:*

The body of Christ, given for you. Amen.

The blood of Christ, given for you. Amen.

**The congregation sings hymns while the bread and cup are given. When all have received, the Lord's Table is put in order. The following prayer is then offered by the pastor or by all:*

Eternal God, we give You thanks for this holy mystery in which You have given Yourself to us. Grant that we may go into the world in the strength of Your Spirit, to give ourselves for others, in the name of Jesus Christ our Lord. Amen.

SENDING FORTH

Hymn or Songs

Dismissal with Blessing

Go forth in peace.

The grace of the Lord Jesus Christ,

And the love of God,

And the communion of the Holy Spirit, Be with you all.

Amen

Going Forth

†1509. Proper Prefaces for Certain Days To Precede the Sanctus in the Order for Holy Communion

Christmas

Because Thou didst give Jesus Christ, Thine only Son, to be born as at this time for us; who, by the operation of the Holy Ghost, was made very man, and that without spot of sin, to make us clean from all sin. Therefore with angels, etc.

Epiphany

Through Jesus Christ our Lord; who, in substance of our mortal flesh, manifested forth His glory, that He might bring us out of darkness into His own glorious light. Therefore with angels, etc.

Easter

But chiefly are we bound to praise Thee for the glorious resurrection of Thy Son Jesus Christ our Lord, who by His death hath destroyed death, and by His rising to life again hath restored to us everlasting life. Therefore with angels, *etc.*

Pentecost

Through Jesus Christ our Lord; according to whose most true promise, the Holy Spirit came down as at this time from heaven, lighting upon the disciples, to teach them, and to lead them into all truth, whereby we have been brought out of darkness into the clear light and true knowledge of Thee, and of Thy Son Jesus Christ. Therefore with angels, *etc.*

†1510. THE WESLEYAN COVENANT SERVICE [From *The Methodist Service Book*]

Hymn/Songs of Praise

Prayer of Adoration

Let us pray.

Let us adore the Father, the God of love. He created us; He continually preserves and sustains us; He has loved us with an everlasting love, and given us the light of the knowledge of His glory in the face of Jesus Christ.

You are God; we praise You; we acknowledge You to be the Lord.

Let us glory in the grace of our Lord Jesus Christ. Though He was rich, yet for our sake He became poor; He was tempted in all points as we are, yet without sin; He went about doing good and preaching the gospel of the kingdom; He became obedient to death, death on the cross; He was dead and is alive for ever; He has opened the kingdom of heaven to all who trust in him; He sits at the right hand of God in the glory of the Father; He will come again to be our Judge.

You, Christ, are the King of glory.

Let us rejoice in the fellowship of the Holy Spirit, the Lord, the Giver of life. By Him we are born into the family of God, and made members of the body of Christ; His witness confirms us; His wisdom

teaches us; His power enables us; He will do for us far more than we ask or think.

All praise to You, Holy Spirit.

Confession of Sin

Let us humbly confess our sins to God.

God our Father, You have set forth the way of life for us in Your beloved Son; we confess with shame our slowness to learn of Him, our failure to follow Him, our reluctance to bear the cross. You have spoken and called, and we have not given heed; Your beauty has shone forth, and we have been blind; You have stretched out Your hands to us through our fellows, and we have passed by. We have taken great benefits with little thanks; we have been unworthy of Your changeless love.

Have mercy upon us and forgive us, O Lord.

Forgive us, we beseech You, the poverty of our worship, the formality and selfishness of our prayers, our inconstancy and unbelief, our neglect of fellowship and of the means of grace, our hesitating witness for Christ, our false pretences, and our wilful ignorance of Your ways.

Have mercy upon us and forgive us, O Lord.

Forgive us wherein we have wasted our time or misused our gifts. Forgive us wherein we have excused our wrongdoing or evaded our responsibilities. Forgive us that we have been unwilling to overcome evil with good that we have drawn back from the cross.

Have mercy upon us and forgive us, O Lord.

Forgive us that so little of Your love has reached others through us, and that we have borne so lightly wrongs and sufferings that were not our own. Forgive us wherein we have cherished the things that divide us from others, and wherein we have made it hard for them to live with us, and wherein we have been thoughtless in our judgments, hasty in condemnation, grudging in forgiveness.

Have mercy upon us and forgive us, O Lord.

Forgive us where we have made no ventures in fellowship, where

we have kept in our hearts a grievance against another, where we have not sought reconciliation, where we have been eager for the punishment of wrongdoers and slow to seek their redemption.

Have mercy upon us and forgive us, O Lord.

Let each of us in silence make his own confession to God.

Let us pray together:

Have mercy upon me, O God, according to Your loving kindness; according to the multitude of Your tender mercies, blot out my transgressions. Wash me thoroughly from my iniquity, and cleanse me from my sin. Create in me a clean heart, O God; and renew a right spirit within me. Amen.

Word of Assurance

This is the message we have heard from Him and proclaim to you, that God is light and in Him is no darkness at all. If we walk in the light, as He is in the light, we have fellowship with one another, and the blood of Jesus Christ His Son cleanses us from all sin. If we say we have no sin, we deceive ourselves, and the truth is not in us. If we confess our sins, He is faithful and just, and will forgive our sins and cleanse us from all unrighteousness.

Amen. Thanks be to God.

The Collect

Father, You have appointed our Lord Jesus Christ as Mediator of a new covenant: give us grace to draw near with fullness of faith and join ourselves in a perpetual covenant with You, through Jesus Christ our Lord. **Amen.**

Hymn/Song

Affirmation of Faith: The Apostles' Creed

Scripture Reading

Old Testament Lesson: Jeremiah 31:31-33

The Epistle: Hebrews 12:22-25a

The Gospel: John 15:1-8

The Sermon: Call to Discipleship

Hymn

The Covenant

In the Old Testament, God chose Israel to be His people and to obey His laws. Our Lord Jesus Christ, by His death and resurrection, has made a New Covenant with all who trust in Him. We stand within this Covenant and we bear His name.

On the one side, God promises in this Covenant to give us new life in Christ. On the other side, we are pledged to live no more for ourselves but for Him.

Today, therefore, we meet expressly, as generations of our father have met, to renew the Covenant which bound them, and binds us, to God.

Hymn

Beloved in Christ, let us again claim for ourselves this Covenant which God has made with His people, and take the yoke of Christ upon us. To take His yoke upon us means that we are content that He appoints us our place and work, and that He Himself be our reward.

Christ has many services to be done; some are easy, others are difficult; some bring honour, others bring reproach; some are suitable to our natural inclinations and material interests, others are contrary to both. In some we may please Christ and please ourselves; in others we cannot please Christ except by denying ourselves. Yet the power to do all these things is assuredly given us in Christ, who strengthens us.

Therefore let us make this Covenant of God our own. Let us give ourselves anew to Him, and resolve in His strength never to go back. Being thus prepared, let us now, in sincere dependence on His grace and trusting in His promises, yield ourselves anew to Him, our faithful God and loving Father.

Let us pray together:

Lord God, Holy Father, since You have called us through Christ to share in this gracious Covenant, we take upon ourselves with joy the yoke of humble obedience, and, for love of You, engage ourselves to seek and do Your perfect will. We are no longer our own but Yours.

I am no longer my own but Yours.

Put me to what You will, rank me with whom You will;

Put me to doing, put me to suffering;

Let me be employed for You, or laid aside for You;

Exalted for You, or brought low for You;

Let me be full, let me be empty;

Let me have all things, let me have nothing;

I freely and wholeheartedly yield all things to Your pleasure and disposal.

And now, glorious and blessed God, Father, Son and Holy Spirit, You are mine and I am Yours. So be it. And the covenant now made on earth, let it be ratified in heaven. Amen.

The Lord's Prayer

Holy Communion

Closing Hymn

Benediction

Threefold Amen

†1511.

**The Order for the
SERVICE OF MARRIAGE**

**The minister is enjoined diligently to instruct those requesting his offices for their prospective marriage in the Christian significance of the holy estate into which they seek to enter.*

**All arrangements pertaining to the service of marriage shall be made in full consultation with the minister.*

**This service may begin with a prelude, anthem, solo, or hymn. It may include a processional and recessional and be concluded with a postlude.*

**The congregation shall stand as the wedding procession begins.*

**The Christian names of the bride and bridegroom may be used in place of “this man and this woman” in the first, third, and fourth paragraphs.*

**When the Sacrament of the Lord’s Supper is requested, this service should be provided at a time other than the service of marriage.*

**At the time appointed, the persons to be married, having been qualified according to the laws of the state and the standards of the Church, standing together facing the minister, the man at the minister’s left hand and the woman at the right hand, the minister shall say,*

Dear beloved, we are gathered together here in the sight of God, and in the presence of these witnesses, to join together *this man and this woman* in holy matrimony; which is an honourable estate, instituted of God, and signifying unto us the mystical union which exists between Christ and His Church; which holy estate Christ adorned and beautified with His presence in Cana of Galilee. It is therefore not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God. Into this holy estate these two persons come now to be joined. If any man can show just cause why they may not lawfully be joined together, let him now speak, or else hereafter forever hold his peace.

**Addressing the persons to be married, the minister shall say:*

I require and charge you both, as you stand in the presence of God, before whom the secrets of all hearts are disclosed, that, having duly considered the holy covenant you are about to make, you do now declare before this company your pledge of faith, each to the other. Be well assured that if these solemn vows are kept inviolate, as God’s Word demands, and if steadfastly you endeavour to do the will of your heavenly Father, God will bless your marriage, will grant you fulfilment in it, and will establish your home in peace.

**Then shall the minister say to the man, using his Christian name,*

N., wilt thou have this woman to be thy wedded wife, to live together in the holy estate of matrimony? Wilt thou love her, comfort her, honour and keep her, in sickness and in health; and forsaking all other keep thee only unto her so long as ye both shall live?

**The man shall answer,*

I will.

**Then shall the minister say to the woman, using her Christian name,*

N., wilt thou have this man to be thy wedded husband, to live together in the holy estate of matrimony? Wilt thou love him, comfort him, honour him and keep him, in sickness and in health; and forsaking all other keep thee only unto him so long as ye both shall live?

**The woman shall answer,*

I will.

**Then shall the minister say,*

Who giveth this woman to be married to this man?

**The father of the woman, or whoever gives her in marriage shall answer,*

I do.

**Then the minister, receiving the hand of the woman from her father or other sponsor, shall cause the man with his right hand to take the woman by her right hand, and say after him,*

I, N., take thee, N., to be my wedded wife, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death do us part, according to God's holy ordinance; and thereto I pledge thee my faith.

**Then shall they loose their hands; and the woman, with her right hand taking the man by his right hand, shall say after the minister,*

I, N., take thee, N., to be my wedded husband, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death do us part, according to God's holy ordinance; and thereto I pledge thee my faith.

**Then they may give to each other rings, or the man may give to the woman a ring, in this wise: the minister taking the ring or rings, shall say,*

The wedding ring is the outward and visible sign of an inward and spiritual grace, signifying to all the uniting of this man and this woman in holy matrimony, through the Church of Jesus Christ our Lord.

**Then the minister may say,*

Let us pray.

Bless, O Lord, the giving of these rings, that they who wear them may abide in Thy peace, and continue in Thy favour; through Jesus Christ our Lord. **Amen.**

**Or, if there be but one ring, the minister may say,*

Bless, O Lord, the giving of this ring, that he who gives it and she who wears it may abide forever in Thy peace, and continue in Thy favour; through Jesus Christ our Lord. **Amen.**

**The minister shall then deliver the proper ring to the man to put upon the third finger of the woman's left hand. The man, holding the ring there, shall say after the minister.*

In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Then if there is a second ring, the minister shall deliver it to the woman to put upon the third finger of the man's left hand; and the woman, holding the ring there, shall say after the minister,*

In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Then shall the minister join their right hands together and, with his hand on their united hands, shall say,*

Forasmuch as N. and N. have consented together in holy wedlock, and have witnessed the same before God and this company, and thereto have pledged their faith each to the other and have declared the same by joining hands and by giving and receiving *rings*; I pronounce that they are husband and wife together, in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God hath joined together let not man put asunder. **Amen.**

**Then shall the minister say,*

Let us pray.

**Then shall the husband and wife kneel; the minister shall say,*

O eternal God, Creator and Preserver of all mankind, Giver of all spiritual grace, the Author of everlasting life: Send Thy blessing upon this man and this woman, whom we bless in Thy name; that they may surely perform and keep the vow and covenant between them made, and may ever remain in perfect love and peace together, and live according to Thy laws.

Look graciously upon them, that they may love, honour, and cherish each other, and so live together in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and a place of peace; through Jesus Christ our Lord. **Amen.**

**Then the husband and wife, still kneeling, shall join with the minister and congregation in the Lord's Prayer, saying,*

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For Thine is the kingdom, and the power, and the glory, forever. Amen.

**Then the minister shall give the blessing:*

God, the Father, the Son, and the Holy Spirit, bless, preserve, and keep you; the Lord graciously with His favour look upon you, and so fill you with all spiritual benediction and love that you may so live together in this life that in the world to come you may have life everlasting. **Amen.**

†1512.

The Order for the BURIAL OF THE DEAD

**The death of a member of the church should be reported to the pastor as soon as possible, and arrangements for the funeral should be made in consultation with him.*

**The pastor shall not accept an honorarium for this service if the deceased was a member of his parish.*

**Funeral services of church members should be held in the sanctuary. The casket should be placed before the altar of the Lord's Table and remain closed.*

**In the event of cremation the service may be adapted at the discretion of the minister.*

**The service may begin and end with appropriate music selected in consultation with the minister.*

**The minister shall begin the service by reading one or more of the following sentences; or the minister, meeting the body, and going before it, shall say one of more of the following sentences:*

Jesus said, "I am the resurrection and the life; he who believes in Me, though he die, yet shall he live, and whoever lives and believes in Me shall never die."

John 11:25-26

The eternal God is your dwelling place, and underneath are the everlasting arms.

Deuteronomy 33:27a

The Lord is my light and my salvation; who shall I fear? The Lord is the stronghold of my life; of whom shall I be afraid?

Psalms 27:1

Blessed be the Lord! for He has heard the voice of my supplications. The Lord is my strength and my shield; in Him my heart trusts.

Psalms 28:6-7a

For we know that if the earthly tent we live in is destroyed, we have a building from God, a house not made with hands, eternal in the heavens.

II Corinthians 5:1

**Here a hymn may be sung, and then the minister shall say,*

Let us pray.

**Here the minister may offer one or more of the following prayers:*

O God, the Lord of life, the Conqueror of death, our Help in every time of trouble, who dost not willingly grieve or afflict the children of men: Comfort us who mourn, and give us grace in the presence of death, to worship Thee, that we may have sure hope of eternal life and be enabled to put our whole trust in Thy goodness and mercy; through Jesus Christ our Lord. **Amen.**

Almighty God, our Father, from whom we come, and unto whom our spirits return: Thou hast been our dwelling place in all generations. Thou art our refuge and strength, a very present help in trouble. Grant us Thy blessing in this hour, and enable us so to put our trust in Thee that our spirits may grow calm and our hearts be comforted. Lift our eyes beyond the shadows of earth, and help us to see the light of eternity. So may we find grace and strength for this and every time of need; through Jesus Christ our Lord. **Amen.**

O God our Father, Creator of all mankind, Giver and Preserver of all life: We confess to Thee our slowness to accept death as part of Thy plan for life. We confess our reluctance to commit to Thee those whom we love. Restore our faith that we may come to trust in Thy care and providence; through Jesus Christ our Lord. **Amen.**

O Jesus Christ our risen Lord, who in death hast gone before us: Grant us the assurance of Thy presence, that we who are anxious and fearful in the face of death may confidently face the future, in the knowledge that Thou hast prepared a place for all who love Thee. **Amen.**

**Here one or more of the following psalms may be read by the minister, or by the minister and people responsively or in unison. If the people participate, they shall stand for the psalm and remain standing for the Gloria Patri.*

The Lord is my shepherd;
I shall not want.

He maketh me to lie down in green pastures:
He leadeth me beside the still waters.

He restoreth my soul:
He leadeth me in the paths of righteousness for His name's sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil:
for Thou art with me; Thy rod and Thy staff they comfort me.

Thou preparest a table before me in the presence of mine enemies:
Thou anointest my head with oil; my cup runneth over.

Surely goodness and mercy shall follow me all the days of my life:
And I will dwell in the house of the Lord for ever.

Psalm 23 KJV

The Lord is my light and my salvation;
whom shall I fear?

The Lord is the stronghold of my life;
of whom shall I be afraid?

Though a host encamp against me,
my heart shall not fear;

though war arise against me,
yet I will be confident.

One thing have I asked of the Lord,
that will I seek after;

that I may dwell in the house of the Lord,
all the days of my life;

to behold the beauty of the Lord,
and to inquire in His temple.

For He will hide me in His shelter
in the day of trouble;
He will set me high upon a rock.

I believe that I shall see the goodness of the Lord
in the land of the living!

Wait for the Lord; be strong,
and let your heart take courage;
yea, wait for the Lord.

From Psalm 27

Lord, Thou has been our dwelling place
in all generations.

Before the mountains were brought forth,
or ever Thou hadst formed the earth and the world,
from everlasting to everlasting Thou art God.

For a thousand years in Thy sight
are but as yesterday when it is past,
or as a watch in the night.

Thou dost sweep men away; they are like a dream,
like grass which is renewed in the morning:

in the morning it flourished and is renewed;
in the evening it fades and withers.

So teach us to number our days
that we may get a heart of wisdom.

Let Thy work be manifest to Thy servants,
and Thy glorious power to their children.

Let the favour of the Lord our God be upon us,
and establish Thou the work of our hands upon us,
yea, the work of our hands establish thou it.

From Psalm 90

I lift up my eyes to the hills.
From whence does my help come?

My help comes from the Lord,
who made heaven and earth.

He will not let your foot be moved,
He who keeps you will not slumber.

Behold, He who keeps Israel
Will neither slumber nor sleep.

The Lord is your keeper;
the Lord is your shade
on your right hand.

The sun shall not smite you by day,
nor the moon by night.

The Lord will keep you from all evil;
He will keep your life.

The Lord will keep
your going out and your coming in
from this time forward and for evermore.

Psalm 121

**Then the people shall say or sing,*

**Glory be to the Father, and to the Son, and to the Holy Ghost;
as it was in the beginning, is now, and ever shall be, world without
end. Amen.**

**Here the congregation may confess their faith according to the Apostles' Creed or another affirmation of faith.*

**Here one or more of the following lessons from the Scriptures shall be read:*

“Let not your hearts be troubled; believe in God, believe also in Me. In my Father’s house are many rooms; if it were not so, would I have told you that I go to prepare a place for you? And when I go and prepare a place for you, I will come again and will take you to myself, that where I am you may be also. And you know the way where I am going.”

Thomas said to him, “Lord, we do not know where You are going; how can we know the way?”

Jesus said to him, “I am the way, and the truth, and the life; no one comes to the Father, but by Me. If you had known Me, you would have known My Father also; henceforth you know Him and have seen Him.”

“If you love Me, you will keep My commandments. And I will pray the Father, and He will give you another Counsellor, to be with You for ever, even the Spirit of truth, whom the world cannot receive, because it neither sees Him nor knows Him; you know Him, for He dwells with you, and will be in you.”

“Peace I leave with you; peace I give to you; not as the world gives do I give to you. Let not your hearts be troubled, neither let them be afraid.”

John 14:1-7, 15-17, 27

All who are led by the Spirit of God are sons of God. For you did not receive the spirit of slavery to fall back into fear, but you have received the spirit of sonship. When we cry “Abba! Father!” it is the Spirit himself bearing witness with our spirit that we are children of God, and if children, then heirs, heirs of God and fellow heirs with Christ, provided we suffer with Him in order that we may also be glorified with Him.

I consider that the sufferings of this present time are not worth comparing with the glory that is to be revealed to us.

We know that in everything God works for good with those who love Him, who are called according to His purpose.

What then shall we say to this? If God is for us, who is against us? Who shall separate us from the love of Christ? Shall tribulation, or distress, or persecution, or famine, or nakedness, or peril, or sword? No, in all these things we are more than conquerors through Him who loved us. For I am sure that neither death, nor life, nor angels, nor principalities,

nor things present, nor things to come, nor powers, not height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

Romans 8:14-18, 28, 31, 35, 37-39

In fact Christ has been raised from the dead, the first fruits of those who have fallen asleep. For as by a man came death, by a man has come also the resurrection of the dead. For as in Adam all die, so also in Christ shall all be made alive.

But someone will ask, "How are the dead raised? With what kind of body do they come?" You foolish man! What you sow does not come to life unless it dies. But God gives it a body as He has chosen.

So is it with the resurrection of the dead. What is sown is perishable, what is raised is imperishable. It is sown in dishonour, it is raised in glory. It is sown in weakness, it is raised in power. It is sown a physical body, it is raised a spiritual body. If there is a physical body, there is also a spiritual body. Just as we have borne the image of the man in dust, we shall also bear the image of the man in heaven. I tell you this, brethren: flesh and blood cannot inherit the kingdom of God, nor does the perishable inherit the imperishable.

For the perishable nature must put on the imperishable, and this mortal nature must put on immortality. When the perishable puts on the imperishable, and the mortal puts on immortality, then shall come to pass the saying that is written: "Death is swallowed up in victory." "O death, where is thy victory? O death, where is thy sting?" The sting of death is sin, and the power of sin is the law. But thanks be to God, who gives us the victory through our Lord Jesus Christ.

Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labour is not in vain.

I Corinthians 15:20-22, 35-36, 38a, 42-44, 49-50, 53-58

And I saw the holy city, new Jerusalem, coming down out of heaven from God, prepared as a bride adorned for her husband; and I heard a great voice from the throne saying, "Behold, the dwelling of God is with men. He will dwell with them, and they shall be His people, and God Himself will be with them; He will wipe away every tear from their eyes, and death shall be no more, neither shall there be mourning nor crying nor pain any more, for the former things have passed away."

And He who sat upon the throne said, "Behold, I make all things new." Also He said, "Write this, for these words are trustworthy and true." And He said to me, "It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give water without price from the foundation of the water of life. He who conquers shall have this heritage, and I will be his God and he shall be My son."

Revelation 21:2-7

Then He showed me the river of the water of life, bright as crystal, flowing from the throne of God and of the Lamb through the middle of the street of the city; also, on either side of the river, the tree of life with its twelve kinds of fruit, yielding its fruit each month; and the leaves of the tree were for the healing of the nations. There shall no more be anything accursed, but the throne of God and of the Lamb shall be in it, and His servants shall worship Him; they shall see His face, and His names shall be on their foreheads. And night shall be no more; they need no light of lamp or sun, for the Lord God will be their light, and they reign for ever and ever.

Revelation 22:1-5

For this reason I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of His glory He may grant you to be strengthened with might through His Spirit in the inner man, and the Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may have the power to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ which surpasses knowledge, that you may be filled with all the fullness of God.

Now to Him who by the power at work within us is able to do far more abundantly than all we ask or think, to Him be glory in the church and in Christ Jesus to all generations, for ever and ever. **Amen.**

Ephesians 3:14-21

**Here may be sung a hymn or anthem.*

**Then may follow a sermon, after which the minister may pray as he is moved, or may offer one or more of the following prayers:*

Eternal God, who committest to us the swift and solemn trust of life: Since we know not what a day may bring forth, but only that the hour for serving Thee is always present, may we wake to the instant claims

of Thy holy will, not waiting for tomorrow, but yielding today. Consecrate with Thy presence the way our feet may go; and the humblest work will shine, and the roughest places be made plain. Lift us above unrighteous anger and mistrust into faith and hope and love by a simple and steadfast reliance on Thy sure will. In all things draw us to the mind of Christ, that Thy lost image may be traced again, and that Thou mayest own us at one with Him and Thee. **Amen.**

O God, who art the strength of Thy saints, and who redeemest the souls of Thy servants: We bless Thy name for all those who have died in the Lord, and who now rest from their labours, having received the end of their faith, even the salvation of their souls. Especially we call to remembrance Thy loving kindness and Thy tender mercies to this *Thy servant*. For all Thy goodness that withheld not *his* portion in the joys of this earthly life, and for Thy guiding hand along the way of *his* pilgrimage, we give Thee thanks and praise. Especially we bless Thee for Thy grace that kindled in *his* heart the love of Thy dear name, that enabled *him* to fight the good fight, to endure unto the end, and to obtain the victory, yea, to become more than conqueror, through Him that loveth us. We magnify Thy holy name that, *his* trial and temptations being ended, sickness and death being passed, with all the dangers and difficulties of this mortal life, *his* spirit is at home in Thy presence, with whom dwelleth eternal peace. And grant, O Lord, we beseech Thee, that we who rejoice in the triumph of Thy saints may profit by their example, that, becoming followers of their faith and patience, we also may enter with them into an inheritance incorruptible and undefiled, and that fadeth not away; through Jesus Christ our Lord. **Amen.**

Almighty God, the fountain of all life, who art our refuge and strength and our help in trouble: Enable us, we pray Thee, to put our trust in Thee, that we may obtain comfort, and find grace to help in this and every time of need; through Jesus Christ our Lord. **Amen.**

Remember Thy servant, O Lord, according to the favour which Thou bearest unto Thy people, and grant that, increasing in knowledge and love of Thee, *he* may go from strength to strength, in the life of perfect service in Thy heavenly kingdom; through Jesus Christ our Lord, who liveth and reigneth with Thee and the Holy Spirit ever, one God, world without end. **Amen.**

Father of spirits, we have joy at this time in all who have faithfully lived, and in all who have peacefully died. We thank Thee for all fair memories and all loving hopes; for the sacred ties that bind us to the

unseen world; for the dear and holy dead who compass us as cloud of witnesses, and make the distant heaven a home to our hearts. May we be followers of those who now inherit the promises; through Jesus Christ our Lord. **Amen.**

O Lord and Master, who Thyself didst weep beside the grave, and art touched with the feeling of our sorrows: Fulfil now Thy promise that Thou wilt not leave Thy people comfortless, but wilt come to them. Reveal Thyself unto Thy sorrowing servants, and cause them to hear Thee say, I am the resurrection and the life. Help them, O Lord, to turn to Thee with true discernment, and to abide in Thee through living faith, that, finding now the comfort of Thy presence, they may have also a sure confidence in Thee for all that is to come; until the day break, and the shadows flee away. Hear us for Thy great mercy's sake, O Jesus Christ our Lord. **Amen.**

O Thou who hast ordered this wondrous world, and who knowest all things in earth and heaven: So fill our hearts with trust in Thee that, by night and by day, at all times and in all seasons, we may without fear commit those who are dear to us to Thy never-failing love for this life and the life to come. **Amen.**

O Lord, we pray Thee, give us Thy strength, that we may live more bravely and faithfully for the sake of those who are no longer with us here upon earth; and grant us so to serve Thee day by day that we may find eternal fellowship with them; through Him who died and rose again for us all, Jesus Christ our Lord. **Amen.**

Almighty God, who art leading us through the changes of time to the rest and blessedness of eternity: Be Thou near to comfort and uphold. Make us to know and feel that Thy children are precious in Thy sight, that they live evermore with Thee, and that Thy mercy endureth forever. Thankful for the life which Thou hast given us for these seasons we pray Thy help now to resign it obediently unto Thee. Assist us to return to the scenes of our daily life, to obey Thy will with patience, and to bear our trials with fortitude and hope. And when the peace of death falls upon us, may we find our perfect rest in Thee; through Jesus Christ our Lord. **Amen.**

**For a child, one or both of the following prayers may be used:*

O God, whose most dear Son did take little children into His arms

and bless them: Give us grace, we beseech Thee, to entrust the soul of this child to Thy never-failing love and care, and bring us all to Thy heavenly kingdom; through the same Thy Son, Jesus Christ our Lord. **Amen.**

O God, we pray that Thou wilt keep in Thy tender love the life of this child whom we hold in blessed memory. Help us who continue here to serve Thee with constancy, trusting in Thy promise of eternal life, that hereafter we may be united with Thy blessed children in glory everlasting; through Jesus Christ our Lord. **Amen.**

**Then the minister shall give this blessing:*

The peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son, and the Holy Spirit, be among you, and remain with you always. **Amen.**

**At the grave, when the people are assembled, the minister shall say one or more of the following sentences:*

Our help is in the name of the Lord, who made heaven and earth.

Psalm 124:8

As a father pities his children, so the Lord pities those who fear him.

Psalm 103:13

Say to those who are of a fearful heart, "Be strong, fear not! Behold, your God will come and save you."

From Isaiah 35:4

The steadfast love of the Lord is from everlasting to everlasting upon those who fear him, and his righteousness to children's children.

Psalm 103:17

**Then the minister may say,*

Forasmuch as the spirit of the departed has entered into the life immortal, we therefore commit *his* body to its resting place, but *his* spirit we commend to God, remembering how Jesus said upon the cross, "Father, into Thy hands I commend My spirit."

**Or the minister may say,*

Forasmuch as Almighty God hath received unto Himself the soul of our departed *brother*, we therefore tenderly commit *his* body to the ground, in the blessed hope that as *he* hath borne the image of the earthly so also *he* shall bear the image of the heavenly.

**Or the minister may say,*

Forasmuch as the spirit of the departed hath returned to God who gave it, we therefore commit *his* body to the ground, earth to earth, ashes to ashes, dust to dust; looking for the general resurrection in the last day, and the life of the world to come, through our Lord Jesus Christ; at whose coming in glorious majesty to judge the world, the earth and the sea shall give up their dead; and the corruptible bodies of those who sleep in Him shall be changed and made like unto His own glorious body; according to the mighty working whereby He is able to subdue all things unto Himself.

*** Then may be said,**

I heard a voice from heaven, saying unto me:

Blessed are the dead who die in the Lord from henceforth: Yea, sayeth the Spirit, that they may rest from their labours; and their works to follow them.

Lord, have mercy upon us.

Christ, have mercy upon us.

Lord, have mercy upon us.

**Here the minister and people may pray, saying,*

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For Thine is the kingdom, and the power, and the glory, forever. Amen.

**Then the minister may offer one or more of the following prayers:*

Almighty God, with whom do live the spirits of those who depart hence in the Lord, and with whom the souls of the faithful after death are in strength and gladness: We give Thee hearty thanks for the good examples of all those Thy servants who, having finished their course in

faith, do now rest from their labour. And we beseech Thee that we with all those who have finished their course in faith, may have our perfect consummation and bliss in Thy eternal and everlasting glory; through Jesus Christ our Lord. **Amen.**

O merciful God, the Father of our Lord Jesus Christ, who is the resurrection and the life in whom whosoever believeth shall live, though *he* die, and whosoever liveth and believeth in him shall not die eternally: We beseech Thee, O Father, to raise us from the death of sin into the life of righteousness, that when we shall depart this life we may rest in Him, and may receive that blessing which Thy well beloved Son shall pronounce to all that love and fear Thee, saying, Come, ye blessed of My Father, receive the kingdom prepared for you from the foundation of the world. Grant this, we beseech Thee, O merciful Father, through Jesus Christ our Mediator and Redeemer. **Amen.**

O God of infinite compassion, who art the Comforter of Thy children: Look down in Thy tender love and pity, we beseech Thee, upon Thy servants. In the stillness of our hearts we entreat for them Thy sustaining grace. Be Thou their stay, their strength, and their shield, that trusting in Thee they may know Thy presence near, and in the assurance of Thy love be delivered out of their distresses; through Jesus Christ our Lord. **Amen.**

**Then the minister may give one of these blessings:*

Now may the God of peace who brought again from the dead our Lord Jesus, the great Shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do His will, working in you that which is pleasing in His sight, through Jesus Christ; to whom be glory for ever and ever. **Amen.**

The grace of our Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all. **Amen.**

†1513. A SERVICE FOR THE BLESSING OF A HOME

Gathering

**Family and friends gather inside or outside the home.*

Greeting

**The Leader addresses the family and friends:*

Jesus said: "Listen! I am standing at the door, knocking; if you hear My voice and open the door, I will come in."

Dear friends,

We have gathered together to seek God's blessings upon this home, which by the favour of God and human labour has been made ready.

This home is not only a dwelling but a symbol to us of God's loving care and of our life together as the family of Christ.

Let us therefore bring praise and thanksgiving for goodness and mercy and for our communion, offering ourselves as God's servants and as loving sisters and brothers to one another.

Opening Prayer

Let us pray.

Almighty and everlasting God,
Grant to this home the grace of Your presence,
That You may be known to inhabit this dwelling and
defend this household;
through Jesus Christ our Lord, who with You and the Holy Spirit
Lives and reigns, one God, forever and ever. **Amen.**

Scripture

**Suggested lessons:*

Joshua 24:14-15	As for me and my household, we will serve the Lord.
1 John 4:11-21	Those who abide in love abide in God.
Acts 2:43-47	Day by day ... they broke bread at home.
Ephesians 3:14-21	Every family takes its name from God.
Matthew 6:25-33	Do not worry about your life.
Matthew 7:24-27	A house built on rock.
John 14:1-3	In My Father's house are many dwellings.

Consecration of the Home

In the name of the Father, and of the Son, and of the Holy Spirit
(*in the name of the holy and triune God*),

We consecrate this home,
committing to God's love and care *all (the one)* who dwell(s) therein.
Amen.

Let us pray.

Eternal God, bless this home.

Let Your love rest upon it and Your promised presence be manifested in it. May the members of this household (*name*) grow in peace and in the knowledge of our Lord Jesus Christ. Teach them (*him, her*) to live, as You have loved us; and help us all to live in the peace of Jesus Christ our Lord. Amen.

**The service may conclude with the Lord's Prayer and Dismissal with Blessing or as indicated below.*

Symbolic Acts

**At this point symbolic expressions may be appropriate: the presentation of a gift such as a cross, painting, or other gift, or the planting of a tree or shrub. These actions may be accompanied by suitable blessings.*

Holy Communion

**It is appropriate to gather the people for a household celebration of Holy Communion, with the Pastor presiding, using the dining table as the Lord's table and perhaps bread baked in the oven of the new home.*

Blessing

†1514.

The Order for the ORDINATION OF DEACONS

**When the day appointed by the Bishop is come, there shall be a sermon or exhortation declaring the duty and office of such as come to be admitted deacons, how necessary that order is in the Church of Christ, and also how the people ought to esteem them in their office; after which one of the elders shall present unto the Bishop all who are to be ordained, and say,*

I present unto you these persons present to be ordained deacons:

**Their names having been read aloud, the Bishop shall say to the people,*

Brethren, *these are they* whom we purpose, God willing, this day to ordain *deacons*. For, after due examination, we find that *they are* lawfully called to this office and ministry and that *they are persons* meet for the same. But if there be any of you who knows any valid reason for which *any one of them* ought not to be received into this holy ministry, let him come forth in the name of God, and disclose what the impediment is.

**If any impediment be alleged, the Bishop shall desist from ordaining that person until he shall be found to be innocent.*

**Then shall be read the Collect:*

Almighty God, who by Thy divine providence hast appointed diverse orders of ministers in Thy Church, and didst inspire Thine apostles to choose into the order of deacons Thy first martyr, St. Stephen, with others: Mercifully behold these Thy servants, now called to the like office and administration; so replenish them with the truth of Thy doctrine, and adorn them with innocency of life, that by both word and good example they may faithfully serve Thee in this office, to the glory of Thy name and the edification of Thy Church; through the merits of our Saviour Jesus Christ, who liveth and reigneth with Thee and the Holy Spirit, one God, now and forever. **Amen.**

**Then shall be read the Epistle:*

Deacons likewise must be serious; they must hold the mystery of the faith with a clear conscience. Those who serve well as deacons gain a good standing for themselves and also great confidence in the faith which is in Christ Jesus.

1 Timothy 3:8a, 9, 13

Look carefully then how you walk, not as unwise men but as wise, making the most of the time. Therefore do not be foolish, but understand what the will of the Lord is. Be filled with the Spirit, always and for everything giving thanks in the name of our Lord Jesus Christ to God the Father. Be subject to one another out of reverence for Christ.

Ephesians 5:15-16a, 17, 18b, 20-21

Finally, be strong in the Lord and in the strength of His might. Put on the whole armour of God, that you may be able to stand against the wiles of the devil. For we are not contending against flesh and blood,

but against the principalities, against the powers, against the world rulers of this present darkness, against the spiritual hosts of wickedness in the heavenly places. Therefore take the whole armour of God, that you may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having girded your loins with truth, and having put on the breastplate of righteousness, and having shod your feet with the equipment of the gospel of peace; above all taking the shield of faith, with which you can quench all the flaming darts of the evil one. And take the helmet of salvation, and the sword of the Spirit, which is the word of God. Pray at all times in the Spirit, with all prayer and supplication. To that end keep alert with all perseverance, making supplication for all the saints.

Ephesians 6:10-18

**Then the Bishop, in the presence of the people, shall examine every one of those to be ordained, after this manner.*

Do you trust that you are inwardly moved by the Holy Spirit to take upon you the office of the ministry in the Church of Christ, to serve God for the promoting of His glory and the edifying of His people?

I trust so.

Do you unfeignedly believe the Scriptures of the Old and New Testaments?

I do believe them.

Will you diligently read and expound the same unto the people whom you shall be appointed to serve?

I will.

It appertains to the office of a deacon to conduct divine worship and to assist the elder in the administration of the Holy Communion, to read and expound the Holy Scriptures, to instruct the youth, and to baptise. And, furthermore, it is his office to search for the needy, that they may be visited and relieved. Will you do this gladly and willingly?

I will so do, by the help of God.

Will you apply all your diligence to frame and fashion your own *lives* and the lives of your *families* according to the teachings of Christ?

I will, the Lord being my Helper.

Will you reverently heed them to whom the charge over you is committed, following with a glad mind and will their godly admonitions?

I will so do.

**Here those to be ordained shall kneel, and the Bishop, laying his hands upon the head of each severally, shall say,*

Take thou authority to execute the office of a deacon in the Church of God; in the name of the Father, and of the Son, and of the Holy Spirit. **Amen.**

**Then the Bishop shall deliver to every one of them the Bible, saying,*

Take thou authority to read the Holy Scriptures in the Church of God, and to preach the Word. **Amen.**

**Then shall be read the Gospel:*

Let your loins be girded and your lamps burning, and be like men who are waiting for their master to come home from the marriage feast, so that they may open to him at once when he comes and knocks. Blessed are those servants whom the master finds awake when he comes; truly, I say to you, he will gird himself and have them sit at table, and he will come and serve them. If he comes in the second watch, or in the third, and finds them so, blessed are those servants!

Luke 12:35-38

**Then the Bishop shall pray, saying,*

Almighty God, Giver of all good things, who of Thy great goodness hast vouchsafed to accept *these* Thy *servants* into the office of deacon in Thy Church: Make *them*, we beseech Thee, O Lord, to be modest, humble, and constant in *their* ministration, and to have a ready will to observe all spiritual discipline; that *they*, continuing ever stable and strong in Thy Son Jesus Christ, may so well behave *themselves* in this office that *they* may be found worthy to be called into the higher ministry in Thy Church; through Thy Son our Saviour Jesus Christ, to whom be glory and honour, world without end. **Amen.**

Direct us, O Lord, in all our doings, with Thy most gracious favour, and further us with Thy continual help, that in all our works, begun, continued, and ended in Thee, we may glorify Thy holy name, and finally, by Thy mercy, obtain everlasting life; through Jesus Christ our Lord. **Amen.**

**Then the Bishop may give this blessing:*

The peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son, and the Holy Spirit, be among you, and remain with you always. **Amen.**

†1515.

The Order for the ORDINATION OF ELDERS

**When the day appointed by the Bishop is come, there shall be a sermon or exhortation declaring the duty and office of such as come to be admitted elders, how necessary that order is in the Church of Christ, and also how the people ought to esteem them in their office; after which one of the elders shall present unto the Bishop all who are to be ordained, and say,*

I present unto you these persons present to be ordained elders:

**Their names having been read aloud, the Bishop shall say to the people,*

Brethren, *these* are *they* whom we purpose, God willing, this day to ordain *elders*. For, after due inquiry, we find that *they* are lawfully called to this office and ministry and that *they are persons* meet for the same. But if there be any of you who knows any valid reason for which *any one of them* ought not to be received into this holy ministry, let him come forth in the name of God, and disclose what the impediment is.

**If any impediment be alleged, the Bishop shall desist from ordaining that person until he shall be found to be innocent.*

**Then shall be read the Collect:*

Almighty God, Giver of all good things, who by Thy Holy Spirit hast appointed diverse orders of ministers in Thy Church: Mercifully behold *these* Thy servants, now called to the office of elder, and so replenish *them* with the truth of Thy doctrine, and adorn *them* with innocency of life, that by both word and good example *they* may faithfully serve Thee in this office, to the glory of Thy name and the advancement of Thy Church; through the merits of our Saviour Jesus Christ, who liveth and reigneth with Thee and the Holy Spirit, one God, world without end. **Amen.**

**Then shall be read the Epistle and the Gospel:*

Of this gospel I was made a minister according to the gift of God's grace which was given me by the working of His power. To me, though I am the very least of all the saints, this grace was given, to preach to the Gentiles the unsearchable riches of Christ, and to make all men see what is the plan of the mystery hidden for ages in God who created all things. And His gifts were that some should be apostles, some prophets, some evangelists, some Pastors and teachers, for the equipment of the saints, for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ.

Ephesians 3:7-9; 4:11-13

Jesus said, "I am the door; if any one enters by Me, he will be saved, and will go in and out and find pasture. The thief comes only to steal and kill and destroy; I came that they may have life, and have it abundantly. I am the good shepherd. The good shepherd lays down his life for the sheep. He who is a hireling and not a shepherd; whose own the sheep are not, sees the wolf coming and leaves the sheep and flees; and the wolf snatches them and scatters them. He flees because he is a hireling and cares nothing for the sheep. I am the good shepherd; I know My own and My own know me, as the Father knows me and I know the Father; and I lay down my life for the sheep. And I have other sheep that are not of this fold; I must bring them also, and they will heed My voice. So there shall be one flock, one shepherd."

John 10:9-16

**Then the Bishop shall say to the persons to be ordained elders,*

Dearly beloved, you have heard of what dignity and of how great importance is this office whereunto you are called. And now again we exhort you, in the name of our Lord Jesus Christ, that you are to be *messengers, watchmen, and stewards* of the Lord; to teach and to admonish, to feed and provide for the Lord's family; to seek for Christ's sheep that are dispersed abroad, and for His children who are in the midst of this evil world, that they may be saved through Christ forever.

Have always, therefore, in your remembrance how great a treasure is committed to your charge. For they unto whom you are to minister are the sheep of Christ, for whom He gave His life. The Church which you must serve is His Bride and His Body. And if it shall happen the

Church, or any member thereof, do take any hurt or hindrance by reason of your negligence, you know the greatness of the fault. Wherefore see that you never cease your labour, your care, and your diligence until you have done all that lieth in you, according to your bounden duty, to bring all such as shall be committed to your charge unto perfectness in Christ.

Forasmuch, then, as your office is both of so great excellency and of so great difficulty, consider how you ought to forsake, as much as you can, all worldly cares and be studious in learning the Scriptures, and in acquiring such knowledge and skill as may help you to declare the living Word of God.

We hope that you have weighed and pondered these things with *yourselves* long before this time, and that you have clearly determined, by God's grace, to give *yourselves* wholly to this work whereunto it has pleased God to call you. Also that you will continually pray that the Holy Spirit may assist you to order your own *lives* and the lives of your *families* after the rule and doctrine of Christ, that you may grow riper and stronger in ministry and be godly and wholesome *examples* for the people to follow.

And now, that this congregation of Christ here assembled may also understand your purpose in these things, and that this your promise may the more move you to perform your duties, you shall answer plainly to these things which we, in the name of God and his Church, shall ask of you touching the same:

Do you believe in your heart that you are truly called, according to the will of our Lord Jesus Christ, to the ministry of elders?

I do so believe.

Are you persuaded that the Holy Scriptures contain all truth required for eternal salvation through faith in Jesus Christ? And are you determined out of the same Holy Scriptures so to instruct the people committed to your charge that they may enter into eternal life?

I am so persuaded and determined, by God's grace.

Will you give faithful diligence duly to minister the doctrine of Christ, the Sacraments, and the discipline of the Church, and in the spirit of Christ to defend the Church against all doctrine contrary to God's Word?

I will so do, by the help of the Lord.

Will you be diligent in prayer, in the reading of the Holy Scriptures, and in such studies as help to the knowledge of God and of his kingdom?

I will, the Lord being my Helper.

Will you apply all your diligence to frame and fashion your own *lives* and the lives of your *families* according to the teachings of Christ?

I will, the Lord being my Helper.

Will you maintain and set forward, as much as lieth in you, quietness, peace, and love among all Christian people, and especially among them that shall be committed to your charge?

I will so do, the Lord being my Helper.

Will you reverently heed them to whom the charge over you is committed, following with a glad mind and will their godly admonitions?

I will so do.

**Then the Bishop shall pray, saying,*

Almighty God, our heavenly Father, who hath given you a good will to do all these things, grant also unto you wisdom and power to perform the same, that He may accomplish in you the good work which He hath begun, that you may be found blameless; through Jesus Christ our Lord. **Amen.**

**Here those to be ordained elders shall kneel. The people shall be requested to make their earnest supplications in silent prayer to God for them. Silence shall be kept for a space, after which shall be said the Veni, Creator Spiritus, the Bishop beginning and all other responding.*

Come, Holy Ghost, our souls inspire,
And lighten with celestial fire.

Thou the anointing Spirit art,
Who dost thy sevenfold gifts impart.

Thy blessed unction from above
Is comfort, life, and fire of love.

Enable with perpetual light
The dullness of our blinded sight.

Anoint and cheer our soiled face
With the abundance of Thy grace.

Keep far our foes, give peace at home;
Where Thou art guide, no ill can come.

Teach us to know the Father, Son,
And Thee, of both, to be but One;

That through the ages all along,
This may be our endless song:

Praise to thy eternal merit,
Father, Son, and Holy Spirit. Amen.

** Then the Bishop shall say,*

Let us pray.

Almighty God, our heavenly Father, we bless and magnify Thy holy name for the gift of Thy most dearly beloved Son Jesus Christ our Redeemer, and for all His apostles, prophets, evangelists, teachers, and Pastors, whom Thou hath sent abroad into the world. For these here present whom Thou hast called to the same holy office and ministry, we render unto Thee our most hearty thanks. And now, O Lord, we humbly beseech Thee to grant that by *these* Thy *ministers*, and by those over whom *they* shall be appointed, Thy holy name may be forever glorified, and Thy blessed kingdom enlarged; through Thy Son Jesus Christ our Lord, who liveth and reigneth with Thee in the unity of the Holy Spirit, one God, world without end. **Amen.**

**Those to be ordained still kneeling the Bishop and elders assisting shall lay their hands upon the head of each severally, the Bishop saying,*

The Lord pour upon thee the Holy Spirit for the office and work of an elder in the Church of God, now committed unto thee by the authority of the Church through the imposition of our hands. And be thou a faithful dispenser of the Word of God, and of His holy Sacraments; in the name of the Father, and of the Son, and of the Holy Spirit. **Amen.**

**Then the Bishop shall deliver to every one of them the Bible, saying,*

Take thou authority as an elder in the Church to preach the Word of God, and to administer the holy Sacraments in the congregation.
Amen.

**Then the Bishop shall pray, saying,*

Most merciful Father, we beseech Thee to send upon *these* Thy servants, Thy heavenly blessings, that *they* may be clothed with righteousness, and that Thy Word spoken by *them* may never be spoken in vain. Grant also that we may have grace to receive what *they* shall deliver out of Thy Word as the means of our salvation, and that in all our words and deeds we may seek the glory, and the increase of Thy kingdom; through Jesus our Lord. **Amen.**

Direct us, O Lord, in all our doings, with Thy most gracious favour, and further us with Thy continual help, that in all our works, begun, continued, and ended in Thee, we may glorify Thy holy name, and finally, by Thy mercy, obtain everlasting life; through Jesus Christ our Lord. **Amen.**

**Then the Bishop may give this blessing:*

The peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son, and the Holy Spirit, be among you, and remain with you always. **Amen.**

**If on the same day the order for deacon be given to some and that of elder to others, the deacons shall be presented first, and then the elders. The Collect shall be said and the Epistle read, immediately after which they who are to be ordained deacons shall be examined and ordained as above described. Then, the Gospel having been read, they who are to be ordained elders shall likewise be examined and ordained.*

†1516.

The Order for the CONSECRATION OF BISHOPS

**This service may be adapted for the installation of the Conference President.*

**When the time appointed for the consecration of Bishops is come, the service shall begin with a hymn, after which the Collect shall be read:*

Almighty God, who by Thy Son Jesus Christ didst give to Thy holy apostles, elders, and evangelists many excellent gifts, and didst charge them to feed Thy flock: Give grace, we beseech Thee, to all the mi-

nisters and Pastors of Thy Church, that they may diligently preach Thy Word and duly administer the godly discipline thereof, and grant to the people that they may faithfully follow the same, that they may receive the crown of everlasting glory; through Jesus Christ our Lord. **Amen.**

**Then an elder shall read the Epistle:*

And from Miletus he sent to Ephesus and called to him the elders of the church. And when they came to him, he said to them: "You yourselves know how I lived among you all the time from the first day that I set foot in Asia, serving the Lord with all humility and with tears and with trials which befell me, how I did not shrink from declaring to you anything that was profitable, and teaching you in public and from house to house, testifying both to Jews and to Greeks of repentance to God and of faith in our Lord Jesus Christ. And now, behold, I am going to Jerusalem, bound in the Spirit, not knowing what shall befall me there; except that the Holy Spirit testifies to me in every city that imprisonment and afflictions await me. But I do not account my life of any value nor as precious to myself, if only I may accomplish my course and the ministry which I received from the Lord Jesus, to testify to the gospel of the grace of God. Take heed to yourselves and to all the flock, in which the Holy Spirit has made you guardians, to feed the church of the Lord which He obtained with His own blood. I know that after my departure fierce wolves will come in among you, not sparing the flock; and from among your own selves will arise men speaking perverse things, to draw away the disciples after them. Therefore be alert, remembering that for three years I did not cease night or day to admonish every one with tears. And now I commend you to God and to the word of His grace, which is able to build you up and to give the inheritance among all those who are sanctified."

Acts 20:17-24, 28-32

**Then an elder shall read the Gospel:*

When they had finished breakfast, Jesus said to Simon Peter, "Simon, son of John, do you love Me more than these?" He said to him, "Yes, Lord; You know that I love You." He said to him, "Feed My lambs." A second time he said to him, "Simon, son of John, do you love Me?" He said to Him, "Yes, Lord; You know that I love You." He said to him, "Tend My sheep." He said to him the third time, "Simon, son of John, do you love Me?" Peter was grieved because He said to him the third time, "Do you love Me?" And he said to Him, "Lord, You know everything; You know that I love you." Jesus said to him, "Feed My sheep."

John 21:15-17

And Jesus came and said to them, "All authority in heaven and on earth has been given to Me. Go therefore and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age."

Matthew 28:18-20

**Then each elected Bishop shall be presented by two elders to the officiating Bishop, the elders saying,*

We present unto you this elder chosen to be consecrated a Bishop.

**Then the Bishop shall call upon the people present to pray, saying,*

Dearly beloved, it is written in the Gospel of St. Luke that our Saviour Christ continued the whole night in prayer before He chose and sent forth His twelve apostles. It is also written in the Acts of the Apostles that the disciples who were at Antioch did fast and pray before they laid hands on Paul and Barnabas and sent them forth on their first mission to the Gentiles. Let us therefore, following the example of our Saviour Christ and His apostles, give ourselves to prayer before we admit and send forth *this person* presented to us, to the work whereunto we trust the Holy Spirit hath called *him*.

** Then the Bishop shall pray, saying,*

Almighty God, Giver of all good things, who by Thy Holy Spirit has appointed diverse offices in Thy Church; graciously behold *this* Thy *servant* now called to the office and ministry of a Bishop. So replenish *him* with the truth of Thy doctrine, and so adorn *him* with innocence of life, that by both word and deed *he* may faithfully serve Thee in this office, to the glory of Thy name and the edifying and well governing of Thy Church, through the merits of our Saviour Jesus Christ, who liveth and reigneth with Thee and the Holy Spirit, one God, world without end.
Amen.

**Then the Bishop shall say to the person or persons to be consecrated,*

Brother, forasmuch as the Holy Scriptures command that we should not be hasty in admitting any person to government in the Church of Christ, before you are admitted to this ministration, you will, in the fear of God, give answer to these questions:

Are you persuaded that you are truly called to this ministration, according to the will of our Lord Jesus Christ?

I am so persuaded.

Are you persuaded that the Holy Scriptures contain sufficiently all truth required for eternal salvation through faith in Jesus Christ? And are you determined out of the same Holy Scriptures so to instruct the people committed to your charge that they may enter into eternal life?

I am so persuaded and determined, by God's grace.

Will you then faithfully exercise *yourself* in the Holy Scriptures, and call upon God through study and prayer for the true understanding of the same?

I will so do, by the help of God.

Are you ready with all faithful diligence to seek and to promote the truth of Christ and to defend the Church against all doctrine contrary to God's Word?

I am ready, the Lord being my Helper.

Will you live soberly, righteously, and devoutly in this present world, that you may show *yourself* in all things an example of good works unto others, to the honour and glory of God?

I will so do, the Lord being my Helper.

Will you show *yourself* gentle, and be merciful for Christ's sake to poor and needy people, and to all strangers destitute of help?

I will, by the help of God.

Will you maintain and set forward, as much as lieth in you, quietness, love, and peace among all men; and faithfully exercise such discipline in the Church as shall be committed unto you?

I will so do, by the help of God.

Will you be faithful in ordaining and appointing others; and will you ever seek to deal justly and kindly with your brethren of the minister over whom you are placed as chief Pastor?

I will so do, by the help of God.

**Then the Bishop shall pray, saying,*

Almighty God, our heavenly Father, who hath given you a good will to do all these things, grant also unto you wisdom and power to perform the same, that He may accomplish in you the good work which He hath begun, that you may be found blameless; through Jesus Christ our Lord. **Amen.**

**Then the persons to be consecrated Bishop shall kneel. The people shall be requested to make their earnest supplications in silent prayer to God for them.*

**Silence shall be kept for a space, after which shall be said the Veni, Creator Spiritus, the officiating Bishop beginning, and all others responding.*

Come, Holy Ghost, our souls inspire,
And lighten with celestial fire.

Thou the anointing Spirit art,
Who dost Thy sevenfold gifts impart.

Thy blessed unction from above
Is comfort, life, and fire of love.

Enable with perpetual light
The dullness of our blinded sight.

Anoint and cheer our soiled face
With the abundance of Thy grace.

Keep far our foes, give peace at home;
Where Thou art guide, no ill can come.

Teach us to know the Father, Son,
And Thee, of both, to be but One;

That through the ages all along,
This may be our endless song:

Praise to Thy eternal merit,
Father, Son, and Holy Spirit. Amen.

**Then the Bishop shall say,*

Let us pray.

Almighty and most merciful Father, who of Thine infinite goodness hast given Thine only and dearly beloved Son Jesus Christ to be our Redeemer, and hast made some apostles, some prophets, some evangelists, some Pastors and teachers, to the edifying and making perfect of Thy Church: Grant, we beseech Thee, to *this Thy servant* such grace that *he* may evermore be ready to spread abroad Thy gospel, the glad tidings of reconciliation with Thee, and to use the authority given *him*, not to destruction, but to salvation; not to hurt, but to help; so that as *a wise and faithful servant*, giving to all their portion in due season, *he* may at last be received into everlasting joy; through Jesus Christ our Lord, who, with Thee and the Holy Spirit, liveth and reigneth, one God, world without end. **Amen.**

**The persons to be consecrated still kneeling, the Bishops and elders assisting shall lay their hands upon the head of each severally, the officiating Bishop saying,*

The Lord pour upon thee the Holy Spirit for the office and work of a Bishop in the Church of God, now committed unto thee by the authority of the Church through the imposition of our hands, in the name of the Father, and of the Son, and of the Holy Spirit. And remember that thou stir up the grace of God which is in thee; for God hath not given us the spirit of fear, but of power, and of love, and of a sound mind. **Amen.**

**Then the Bishop shall deliver to each the Bible, saying,*

Give heed unto reading, exhortation, and teaching. Think upon the things contained in this Book. Be diligent in them, that the increase coming thereby may be manifest unto all men. Take heed unto thyself and to thy teaching; for by so doing thou shalt save both thyself and them that hear thee. Be to the flock of Christ a shepherd. Hold up the weak, heal the sick, bind up the broken, bring again the outcast, seek the lost; faithfully minister discipline, but forget not mercy; that the kingdom of God may come upon the earth and, when the Chief Shepherd shall appear, that you may receive the never-failing crown of glory; through Jesus Christ our Lord. **Amen.**

Most merciful Father, we beseech Thee to send down upon *this Thy servant* Thy heavenly blessing, and so endue *him* with Thy Holy Spirit that *he*, preaching Thy word, not only may be earnest to reprove, beseech, and rebuke with all patience and doctrine, but also may be to such as believe a wholesome example in word, in conversation, in

love, in faith, in chastity, and in purity; that, faithfully fulfilling *his* course, at the latter day *he* may receive the crown of righteousness laid up by the Lord, the righteous Judge, who liveth and reigneth with Thee and the Holy Spirit, one God, world without end. **Amen.**

Direct us, O Lord, in all our doings, with Thy most gracious favour, and further us with Thy continual help, that in all our works, begun, continued, and ended in Thee, we may glorify Thy holy name, and finally, by Thy mercy, obtain everlasting life; through Jesus Christ our Lord. **Amen.**

**Then the Bishop may give this blessing:*

The peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son Jesus Christ our Lord; and blessing of God Almighty, the Father, the Son, the Holy Spirit, be among you, and remain with you always. **Amen.**

Schedule I Leave for Ministers

Part I

1. Study Leave

Study Leave may be granted for pursuing a degree course which is relevant to the needs of the Annual Conference or General Conference exceeding one year but not more than three years. The President in consultation with the Board of Appointments may approve the application on recommendation of the Board of Ministry funding for the approved course and other expenses shall be provided at the discretion of the Annual Conference.

2. Short Term Study Leave

Short Term Study Leave may be granted for courses not exceeding three months in a year as approved by the President in consultation with the District Superintendent and the Local Church Executive Committee. During the period of such leave, the local church/Annual Conference continues to pay his salary.

3. Sabbatical Leave

(i) A minister who is a member of an Annual Conference for ten consecutive years from the time of his admission on probation, may be granted sabbatical leave with full pay up to one year by the President in consultation with the Board of Appointments, on recommendation of the Board of Ministry. He remains a member of the Annual Conference while on sabbatical leave. The sabbatical leave is allowed for study, spiritual formation, ministry exposure, research, rest, or other purposes approved by the Board of Ministry.

(ii) The minister is required to give one year's notice to the Board of Ministry of his intention to request sabbatical leave. He should also give a clear statement, with appropriate details, of what he plans to do during the sabbatical year.

(iii) A minister who has been granted such leave is not eligible for such leave again until after a lapse of seven years of active ministries with an appointment in his own Annual Conference from the last sabbatical leave.

Part II

4. Sick Leave

(i) Where no hospitalisation is necessary, a minister is entitled to annual sick leave as follows:

- (a) twenty-two working days in aggregate per year where no hospitalisation is required;
- (b) sixty working days in aggregate per year including hospitalisation.

(ii) The District Superintendent may grant such sick leave not requiring hospitalisation on the presentation of a certificate issued by a registered medical doctor for the President in consultation with Board of Appointments may grant sick leave that requires hospitalisation.

5. Prolonged Sick Leave

A minister may be granted prolonged sick leave by the President in consultation with the District Superintendent as follows:

- (a) six months with full pay; or
- (b) six months with half-pay; or
- (c) twelve months with no pay

Part III

6. Maternity Leave

A female minister is entitled to maternity leave of sixty calendar days with full pay. Such leave is available to her up to five surviving children. The President, in consultation with the District Superintendent, will grant such leave.

7. Compassionate Leave

(i) Compassionate Leave may be granted to ministers up to a maximum of twelve days per year for the following reasons:

- (a) Birth /Adoption of child/children per pregnancy 3 days
- (b) Death of a member of minister's immediate family 3 days
- (c) Serious illness of minister's immediate family 2 days
- (d) Natural Disaster – flood, fire, etc. 2 days
- (e) Marriage 2 days

(ii) The District Superintendent may grant compassionate leave on application by the minister. Immediate family shall be the following persons: parents, spouse, spouse's parents, siblings of single minister or children of the minister.

8. Annual Leave

(i) A minister is entitled to annual leave per annum as follows:

- (a) One to five years of service: 14 working days
- (b) Six to ten years of service: 18 working days
- (c) More than ten years of service: 21 working days

Schedule II Major Misconduct and Investigation and Inquiry Procedures

Part I

Examples of Major Misconduct

Major misconduct includes but is NOT LIMITED to the following:

1. Duty

- Wilful insubordination or disobedience
- Gross negligence and neglect of duty
- Misrepresentation of Church to others

2. Discipline

- Assaulting/fighting with another employee, colleague, member or visitor
- Smoking in and outside church and church-owned premises
- Drunkenness
- Drug abuse
- Habitual late-coming
- Habitual absenteeism
- Habitual negligence
- Acts subversive of discipline
- Acts that bring disrepute or embarrassment to the Church
- Wilful damage of Church's property
- Making public statements against the interests of the Church
- Publishing or writing of books, articles and other written works against the interests of the Church

3. Morality

- Spreading malicious rumours about the Church
- Gambling within and outside the Church premises
- Riotous or indecent behaviour

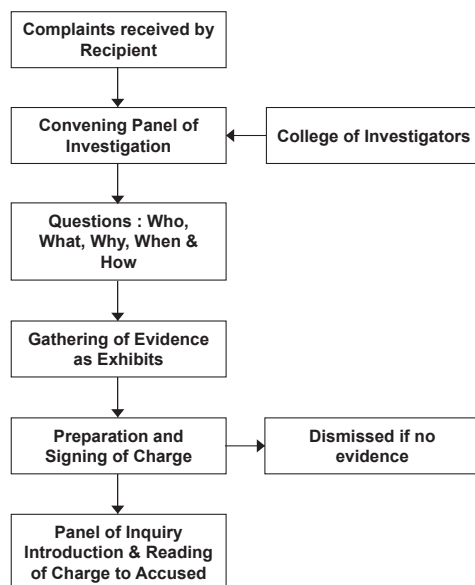
- Involvement in indecent or pornographic materials
- Extramarital affairs and sexual misconduct

4. Fiduciary

- Misappropriation of Church's money or assets
- Theft/pilferage of Church's property
- Fraud, dishonesty or falsification
- Cheating the Church
- Soliciting or accepting illegal gratification
- Conflict of interests
- Breach of fiduciary relationship
- Disclosing confidential information
- Serious pecuniary indebtedness

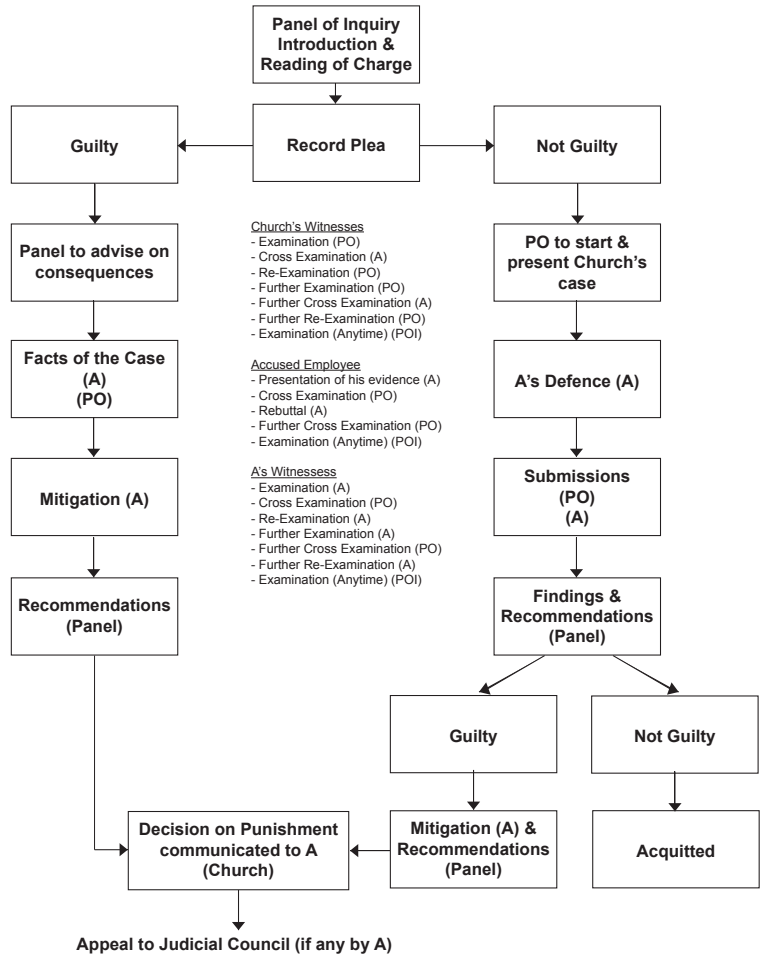
Part II

Investigation Procedures



Part III

Inquiry Procedures Including Appeal for the Accused



Key:

PO - Prosecuting Officer

A - Accused

POI - Panel Of Inquiry

Schedule III

Chapter 1

CONSTITUTION OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

General Conference Level

1.1 *Name* - The name of this organisation shall be the Methodist Women of The Methodist Church in Malaysia.

1.2 *Purpose* - The purpose shall be:

- (a) To help women grow in the knowledge and experience of God as revealed in Jesus Christ.
- (b) To challenge them to respond to God's redemptive fellowship.
- (c) To make Christ known throughout the world.
- (d) To develop a personal responsibility for the whole task of the Church.

1.3 *Function* –

- (a) To co-ordinate the work of the Methodist Women towards the realisation of the Purpose of the Methodist Women.
- (b) To promote its work with such plans and policies as shall make the work with the General Conference Methodist Women effective.
- (c) To join hands with the World Federation of Methodist and Uniting Church Women "To Know Christ and Make Him Known".
- (d) To co-operate with other Christian groups in spreading ecumenicity.
- (e) To enlist workers and secure funds for the fulfilment of their responsibilities in the mission of the Church at home and abroad.

1.4 *Authority* - The General Conference Methodist Women shall have authority to promote its work in accordance with the programme and policy of The Methodist Church in Malaysia.

1.5 *Membership* - Any woman who is a member of the Methodist Women in her local church shall be a member of the General Conference Methodist Women of The Methodist Church in Malaysia.

The General Conference Methodist Women of The Methodist Church in Malaysia shall comprise the Conference Methodist Women of the Annual Conferences and the Provisional Annual Conferences in the region.

1.6 Meetings - There shall be a Quadrennial General Meeting for the transaction of business and election of officers, counsellors, co-ordinators of programmes and such committees as it shall determine. Reports from officers and co-ordinators of programmes shall be received.

Voting members at the General Meeting shall be: the Officers, Co-ordinators of Programmes, the President of each Conference Methodist Women or her representative who shall be an officer of the Conference, and the elected delegates from each Methodist Women Annual Conference, the number of which shall be determined at the General Meeting of the General Conference Methodist Women.

Notice of such meeting shall be given at least one month in advance. The President, with the approval of the Executive Committee may call an Extraordinary General Meeting.

1.7 Funds - All funds secured by the General Conference Methodist Women shall belong to this organisation and shall be disbursed according to its Constitution and by its order in accordance with the fiscal policy of General Conference of The Methodist Church in Malaysia.

Requests for financial aid from overseas for Women's Work shall be submitted to the Executive Council of The Methodist Church in Malaysia for transmission.

1.8 Amendments - Any proposed amendment to the Constitution shall be sent to the Secretary of the General Conference Methodist Women at least two months before the General Conference and shall require a two-thirds majority of all the members of the General Conference present and voting.

1.9 General Conference Relations - The President of the General Conference Methodist Women shall be a member of the General Conference Executive Council of The Methodist Church in Malaysia. In her absence her representative who shall be an officer of the organisation, shall take her place.

1.10 Quorum - A majority of voting members shall form a quorum.

Chapter 2

BY-LAWS OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

General Conference Level

2.1 *Organisation* - The General Conference Methodist Women of The Methodist Church in Malaysia shall elect such officers, co-ordinators of programmes and committees as it shall determine.

2.2 *Officers*: The Officers shall be the President, Vice-President, Secretary and Treasurer.

2.3 *Co-ordinators of Programmes*: The co-ordinators of Programmes shall be:

- the Co-ordinator of Spiritual Life,
- the Co-ordinator of Christian Social Concerns and Outreach,
- the Co-ordinator of Christian Education.

2.4 *Committees*: There shall be the following committees:

- (A) (i) The Executive Committee shall comprise:
- the officers,
 - the Co-ordinators of Programme,
 - the Chairman of the Nominations Committee,
 - the President of each Annual Conference Methodist Women or her representative who shall be an officer of the Methodist Women.
- (ii) Ex-officio members shall be: the Bishop of The Methodist Church in Malaysia, the Counsellors, one of whom may be the immediate past president.
- (iii) The Executive Committee shall execute the decisions of General Conference Methodist Women and co-ordinate the work of the various programmes coordinators. It may incur expenses necessary for the performance of its duties subject to such budgetary control as may be specified by the General Conference. Its annual expenses shall be duly budgeted.

- (B) The Administrative Committee shall comprise:
The President, Vice-President, Secretary and Treasurer.
- (C) The Joint Committee on Women's Work in each area shall be composed of the following:
The President of the General Conference Methodist Women who shall be the Chairman.
The Bishop of The Methodist Church.
The President of each Annual Conference of The Methodist Church.
The President of each Annual Conference Methodist Women or her representative.
Two elected members from each Annual Conference Methodist Women.
A Secretary, Treasurer and Chairman of standing committees shall be elected from among the members of the Joint Committee on Women's Work.
- 2.5 The Finance Committee shall comprise:
The President as Chairman, the Vice-President, the Secretary, the Treasurer and the Co-ordinators of Programme.
- 2.6 Budget:
- (A) Income - The General Conference Methodist Women shall receive from each Annual Conference Methodist Women:
- (i) An annual contribution, which amount shall be decided by the General Conference Methodist Women at the General Meeting. This may be augmented by special gifts from Annual Conference Methodist Women and individuals.
 - (ii) Special gifts and offerings.
- (B) Obligations - The General Conference Methodist Women shall make an annual contribution to cover:
- (i) affiliation dues to the World Federation of Methodist Women;
 - (ii) support of projects;
 - (iii) travel expenses to Executive Committee meetings and conferences as General Conference Methodist Women representatives;

- (iv) programme materials;
- (v) contingent fund;
- (vi) support for General Conference of The Methodist Church in Malaysia.

All funds belonging to the General Conference Methodist Women shall be deposited in a banking institution in the name of the General Conference Methodist Women.

All accounts shall be audited before the Quadrennial General Meeting.

2.7 The Programme Committee shall comprise:

The Vice-President as Chairman, the President, the Treasurer, the Secretary and the Co-ordinators of Programmes.

Function - The committee shall plan and recommend to the General Conference Methodist Women such programmes as will contribute to the fulfilment of the purpose, including the programme of the quadrennial meeting.

- 2.8 (i) The Nominations Committee shall consist of the following:
- (a) a chairman;
 - (b) one member from each of the Annual Conferences preferably the Methodist Women Annual Conference President.
- (ii) The members of the Nominations Committee shall be elected by the General Conference of the Methodist Women to serve a term of four years.
- (iii) The Nominations Committee shall nominate suitable persons for election to the Committees of Methodist Women without prejudice to the right to make any other nomination from the floor. Only women who are members of The Methodist Church in Malaysia shall be eligible to stand for elections.
- (iv) Prior consent of all nominees shall be obtained.

2.9 *Elections* - Elections shall be by acclamation or by ballot. A majority vote is sufficient for election.

2.10 Officers, Co-ordinators of Programmes, Counsellors and any other officers as provided for in the By-laws shall be elected for a term

of four years, and shall not hold the office for more than two consecutive terms. They shall take office on January 1st following the Conference at which they are elected.

2.11 Vacancies occurring during the term shall be filled by the Executive Committee.

2.12 Delegates to national or international meetings shall be elected at the General Meeting or by the Executive Committee.

2.13 *Duties of Officers and Co-ordinators of Programme* - 1. The President:

- (i) shall preside at General, Executive and Administrative meetings;
- (ii) and shall serve as Chairman of the Finance Committee;
- (iii) shall be responsible for the co-ordination of the work of the Conference Methodist women in the region;
- (iv) shall be a member of the Executive Council of the General Conference of The Methodist Church in Malaysia;
- (v) shall present a report to the General Conference Methodist Women and to the General Conference of the Church;
- (vi) shall be Chairman of the Joint Committee on Women's Work.

2.14 The Vice President:

- (i) shall assume all duties of the President of the General Conference Methodist Women in her absence or at her request;
- (ii) shall serve as Chairman of the Programme Committee;
- (iii) shall promote the work of the World Federation of Methodist Women.

2.15 The Secretary:

- (i) shall give notice of the General Meeting and all meetings of the Executive and Administrative Committees;
- (ii) shall keep an accurate record of all proceedings;
- (iii) shall present all recommendations of the Annual Conference Methodist Women at the General Meeting of the General Conference Methodist Women;

- (iv) shall notify all officers and co-ordinators of programme of their appointments;
- (v) shall notify the General Conference Secretary of The Methodist Church of the newly-elected officers;
- (vi) shall be responsible for all correspondence of the Executive Committee.

2.16 The Treasurer:

- (i) shall receive and remit monies for all budgeted items and any other items approved by the Executive Committee and shall keep a record of same;
- (ii) shall sign all cheques for authorised amounts;
- (iii) shall present an audited statement of accounts at the Quadrennial General Meeting.

2.17 The Co-ordinator of Spiritual Life:

- (i) shall encourage women in the deepening of their spiritual life;
- (ii) shall promote co-operation of Methodist women with other Christian women's organisations;
- (iii) shall give a quadrennial report.

2.18 The Co-ordinator of Christian Social Concerns and Outreach:

- (i) shall encourage service to church and community;
- (ii) shall recommend appropriate study courses;
- (iii) shall give a quadrennial report.

2.19 The Co-ordinator of Christian Education:

- (i) shall recommend suitable materials on Christian Home and Family, Youth and Children's Work;
- (ii) shall give a quadrennial report.

Chapter 3

CONSTITUTION OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

Annual Conference Level

3.1 *Name* - In each Annual Conference there shall be a Conference Methodist Women auxiliary to the General Conference Methodist Women.

3.2 *Purpose* - The purpose shall be:

- (a) To help women grow in the knowledge and experience of God as revealed in Jesus Christ.
- (b) To challenge them to respond to God's redemptive fellowship.
- (c) To make Christ known throughout the world.
- (d) To develop a personal responsibility for the whole task of the Church.

3.3 *Function*

- (a) To guide and co-ordinate the work of the District and Local Methodist Women towards the realisation of the Purpose of the Methodist Women.
- (b) To plan and direct the work of the Methodist Women within the Conference in accordance with its Constitution and By-laws.
- (c) To arrange for the organisation of District Methodist Women if needed.
- (d) To join hands with the World Federation of Methodist and Uniting Church Women "To Know Christ and Make Him Known".
- (e) To co-operate with other Christian Women's group in ecumenicity.
- (f) To enlist workers and secure funds for the fulfilment of their responsibilities in the mission of the church at home and abroad.

3.4 *Authority* - The Conference Methodist Women shall have authority to promote its work in accordance with the programme and policy of The Methodist Church in Malaysia.

3.5 Membership - Any woman who is member of the Methodist Women in her local church shall be a member of the Conference Methodist Women in The Methodist Church in Malaysia. The Conference Methodist Women of The Methodist Church in Malaysia shall comprise all Methodist Women in that Conference.

3.6 Meetings

- (i) There shall be an Annual General Meeting for the transaction of business and election of officers, counsellors, co-ordinators of programmes and such committees as it shall determine. Reports from officers and co-ordinators of programmes shall be received. In the year of the General Meeting of the General Conference Methodist Women, the Annual General Meeting may take the form of an enlarged Executive Meeting.
- (ii) Voting members at the General Meeting shall be the Officers, Coordinators of Programmes, the President of each District Methodist Women or her representative who shall be an officer of the Methodist Women, the President of each Local Methodist Women or her representative who shall be an officer of the Methodist women, and the elected delegates from each Local Methodist Women, the number of which shall be determined at the General Meeting of the Annual Conference Methodist Women.
- (iii) Notice of such meeting shall be given at least one month in advance. The President, with the approval of the Executive Committee may call an Extraordinary General Meeting.

3.7 Funds - All funds secured by the Conference Methodist Women shall belong to this organisation and shall be disbursed according to its Constitution and by its order in accordance with the fiscal policy of the Annual Conference of The Methodist Church in Malaysia. Requests for financial aid from overseas for women's work shall be submitted to the Executive Council of The Methodist Church in Malaysia for transmission.

3.8 Amendments - Proposed amendments to this Constitution may be sent to the Secretary of the Conference Methodist Women at least two months before the General Meeting.

3.9 Annual Conference Relations

- (i) The President of the Conference Methodist Women shall be a member of her Annual Conference and its Executive Board

with voting rights. In her absence at the Annual Conference, the Vice-President shall take her place with the right to vote.

- (ii) In her absence at the Executive Board of her Annual Conference her alternate shall take her place with the right to vote.
- (iii) Designated officers shall represent the Conference Methodist Women on the various Boards of the Annual Conference as the Constitutions of such agencies provide.

3.10 *Quorum* - A majority of voting members shall form a quorum.

Chapter 4

BY-LAWS OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

Annual Conference Level

4.1 *Organisation* - The Conference Methodist Women of The Methodist Church in Malaysia shall elect such officers, co-ordinators of programmes and committees as it shall determine.

4.2 *Officers*: The officers shall be the President, Vice-President, Secretary and Treasurer.

4.3 *Co-ordinators of Programmes*: The co-ordinators of programmes shall be the Coordinator of Spiritual Life, the Co-ordinator of Christian Social Concerns and Outreach, and the Co-ordinator of Christian Education.

4.4 *Committees*: There shall be the following Committees:

(a) The Executive Committee shall comprise:

(i) The Officers, the Co-ordinators of Programmes, the Chairman of the Nominations Committee and the President of each District Methodist Women or her representative who shall be an officer of the Methodist Women.

(ii) Ex-officio members shall be:

The President of the Annual Conference, the wife of the President if she is not holding office, the President of the General Conference Methodist Women and two Counselors, one of whom may be the immediate past President of the Annual Conference Methodist Women.

(iii) Duties and responsibilities:

The Executive Committee shall execute the decisions of the Annual Conference Methodist Women and co-ordinate the work of the various programmes coordinators. It may incur expense necessary to the performance of its function, subject to such budgetary control as may be specified by the Annual Conference. Its annual expense shall be budgeted for.

(b) The Finance Committee shall comprise:

- (i) The President as Chairman, the Vice-President, the Treasurer, the Secretary and the Co-ordinators of Programmes.
- (ii) The Committee shall be responsible for the budget.

4.5 Income - The Conference Methodist Women shall receive from each District Methodist Women:

- (i) an annual contribution which amount shall be decided by the General Conference Methodist Women at the General Meeting for promotional and administrative work and for the World Federation of Methodist Women;
- (ii) contributions toward approved Conference projects;
- (iii) special gifts and offerings.

4.6 Obligations - The Conference Methodist Women shall make an annual contribution to cover:

- (i) contributions to General Conference Methodist Women;
- (ii) affiliation dues to the World Federation of Methodist Women;
- (iii) support of projects;
- (iv) travel expenses for elected delegates;
- (v) programme materials;
- (vi) contingent fund.

4.7 All funds belonging to the Conference Methodist Women shall be deposited in a banking institution in the name of the Conference Methodist Women.

4.8 All accounts shall be audited before the Annual General Meeting.

4.9 The Programme Committee shall comprise:

The Vice-President as Chairman, the President, the Secretary, the Treasurer and Coordinators of Programmes.

4.10 *Function:* The committee shall plan and recommend to the Conference Methodist Women such programmes as will contribute to the fulfilment of the purpose, including the programme of the Annual General Meeting.

4.11 (i) The Nominations Committee shall be elected from the floor of the Annual Conference to serve a term of two years and shall comprise a chairman and a member from each District Conference represented in the Annual Conference, preferably the District Presidents.

(ii) The duties of the Nominations Committee shall be to nominate suitable persons to serve on the Committees of the Methodist Women Conference.

The Nominations Committee shall submit its list of nominations for the committees to the Conference without prejudice to the right to make any other nominations from the floor. Prior consent of all nominees should be obtained. Only women who are members of The Methodist Church in Malaysia shall be eligible to hold office.

4.12 *Elections.* Elections shall be by acclamation or by ballot. A majority vote is sufficient for election.

4.13 Officers, Co-ordinators of Programmes, two Counsellors and any other officers provided for in the By-laws, shall be elected for a term of two years and not hold the same office for more than two consecutive terms. They shall take office on January 1st following the Conference at which they are elected.

4.14 Vacancies occurring during the term shall be filled by the Executive Committee.

4.15 Delegates to national and international meetings shall be elected at the General Meeting or by the Executive Committee.

4.16 Duties of Officers and Co-ordinators of Programmes. 1. The President:

- (i) shall preside at the General Meeting and all meetings of the Executive Committee;
- (ii) shall be responsible for the co-ordination of the work of the Methodist Women;
- (iii) shall be an ex-officio member of all committees except the Nominations Committee;
- (iv) shall be a member of the Annual Conference and any Board as the Discipline may provide;
- (v) shall be a member of the Executive Committee of the General Conference Methodist Women;

- (vi) shall be a member of the Executive Committee of the General Conference Methodist Women;
- (vii) shall promote the total programme of the Conference;
- (viii) shall be a member of the Joint Committee on Women's Work.

4.17 The Vice-President:

- (i) shall assume all duties of the President in her absence or at her request;
- (ii) shall serve as Chairman of the Programme Committee;
- (iii) shall promote the work of the World Federation of Methodist Women;
- (iv) shall be responsible for organising leadership training.

4.18 The Secretary:

- (i) shall give notice of the General Meeting and all meetings of the Executive Committee;
- (ii) shall keep an accurate record of all proceedings;
- (iii) shall present all recommendations at the General Meeting of the Conference Methodist Women;
- (iv) shall notify all officers and co-ordinators of programmes of their appointments;
- (v) shall notify the General Conference Methodist Women Secretary and the Church Annual Conference Secretary of the newly-elected officers;
- (vi) shall be responsible for all correspondence of the Executive Committee.

4.19 The Treasurer:

- (i) shall receive and remit monies for all budgeted items, and any other approved items by the Executive Committee, and shall keep a record of same;
- (ii) shall sign all cheques;
- (iii) shall present an audited statement of accounts at the General Meeting.

4.20 The Co-ordinator of Spiritual Life:

- (i) shall encourage women in the deepening of their spiritual life;
- (ii) shall promote co-operation of Methodist Women with other Christian Women's organisations;
- (iii) shall serve as a member of the Conference Board of Evangelism and promote its programme;
- (iv) shall be responsible for materials for Holy Week, Methodist Women Sunday, Christian Family Week and Call to Prayer and Self-Denial Week;
- (v) shall give an annual report.

4.21 The Co-ordinator of Christian Social Concerns and Outreach:

- (i) shall encourage service to church and community;
- (ii) shall serve on the Conference Boards of Christian Social Concerns and Missions and promote their programmes;
- (iii) shall recommend appropriate study courses;
- (iv) shall give an annual report.

4.22 The Co-ordinator of Christian Education:

- (i) shall recommend suitable materials on Christian Home and Family, Youth and Children's Work;
- (ii) shall be a member of the Conference Board of Christian Education and promote its programme;
- (iii) shall give an annual report.

Chapter 5

CONSTITUTION OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

District Level

5.1 *Name* - There shall be a District Methodist Women auxiliary to the Conference Methodist Women.

5.2 *Purpose* - The purpose shall be:

- (i) to help women grow in the knowledge and experience of God as revealed in Jesus Christ;
- (ii) to challenge them to respond to God's redemptive fellowship;
- (iii) to make Christ known throughout the world;
- (iv) to develop a personal responsibility for the whole task of the Church.

5.3 In order to carry out the Purpose, the Methodist Women shall:

- (i) Unite women of the Church in service;
- (ii) Join hands with the World Federation of Methodist and Uniting Church Women "To Know Christ and Make Him Known".

5.4 *Functions* –

- (i) To co-ordinate the work of the Local Methodist Women towards the realisation of the purpose of the Methodist Women.
- (ii) Unite all the Methodist Women within the District to promote the work of the Conference Methodist Women.
- (iii) Co-operate with other Christian women's groups in ecumenicity.
- (iv) Provide opportunities and resources to meet the needs and interest of women.
- (v) Enlist workers and secure funds for the fulfilment of their responsibilities in the mission of the Church at home and abroad.

5.5 *Authority* - The District Methodist Women shall have authority to promote its work in accordance with the programme and policy of the Annual Conference Methodist Women.

5.6 *Membership* - The District Methodist Women shall consist of all local Methodist Women in the district.

5.7 *Meetings* - There shall be an Annual General Meeting for the transaction of business and the election of officers, counsellors, co-ordinators of programmes and such committees as it shall determine. Reports from officers and co-ordinators shall be received.

5.8 Voting members at the General Meeting shall be the Officers, Co-ordinators of Programmes, the President of each Local Methodist Women or her representative who shall be an officer of the Methodist Women, and the elected delegates from each Local Methodist Women, the number of which shall be determined by the District Methodist Women at the General Meeting.

Notice of such meetings shall be given one month in advance. The President with the approval of the Executive Committee, may call an Extraordinary General Meeting.

5.9 *Funds* - All funds secured by the District Methodist Women shall belong to this organisation and shall be disbursed only according to its constitution and by its order, in accordance with the fiscal policy of the District Conference. Requests for financial aid from overseas for women's work shall be submitted by the District Methodist Women to the Annual Conference Methodist Women for action.

5.10 *Amendments* - Proposed amendments to this constitution shall be made in writing and received by the Secretary of the Annual Conference Methodist Women thirty days before its General Meeting.

5.11 *District Conference Relations* - The President of the District Methodist Women shall be a member of the District Conference with the right to vote. In her absence, her representative who is an officer of the organisation will attend. Designated officers shall represent the District Methodist Women on the various commissions of the District Conference as the constitutions of such agencies provide.

5.12 *Quorum* - A majority of members form a quorum.

Chapter 6

BY-LAWS OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

District Level

6.1 *Organisation* - The District Methodist Women shall elect such officers, co-ordinators of programmes and committees as it shall determine.

(A) Officers: The officers shall be the President, Vice-President, Secretary and Treasurer.

(B) Co-ordinators of Programmes. The Co-ordinators of Programmes shall be:

The Co-ordinator of Spiritual Life, the Co-ordinator of Christian Social Concerns and Outreach, and the Co-ordinator of Christian Education.

(C) Committees: There shall be the following Committees:

6.2 The Executive Committee shall comprise:

(i) The Officers, the Co-ordinators of Programmes, the Chairman of the Nominations Committee, the President of each Local Methodist Women or her representative who shall be an officer of the Methodist Women.

(ii) Ex-officio members shall be:

Two Counsellors, one of whom may be the immediate past President and the other, the District Superintendent.

(iii) Duties and responsibilities.

The Executive Committee shall execute the decisions of the District Conference Methodist Women and co-ordinate the work of the various programme co-ordinators. It may incur expenses necessary for the performance of its duties, subject to such budgetary control as may be specified by the District Conference. Its annual expense shall be duly budgeted.

6.3 The Finance Committee shall comprise:

The President as Chairman, the Vice-President, the Treasurer, the Secretary and the Co-ordinators of Programmes.

6.4 *Income* - The District Methodist Women shall receive from each Local Methodist Women:

- (i) an annual contribution, which amount shall be decided by the District Methodist Women at the General Meeting. This may be augmented by special gifts from Local Methodist Women;
- (ii) contributions towards any approved Annual Conference Methodist Women Projects;
- (iii) special gifts and offerings.

6.5 Obligations - An annual contribution to the Annual Conference Methodist Women to cover:

- (i) affiliation dues to the World Federation of Methodist Women;
- (ii) support of projects;
- (iii) travel expenses to the Executive Committee Meeting and to meetings and conferences as Annual Conference Methodist Women representatives,

6.6 All funds belonging to the District Methodist Women shall be deposited in a banking institution in the name of the District Methodist Women.

All accounts shall be audited before the Annual General Meeting.

6.7 The Programme Committee shall comprise:

The Vice-President as Chairman, the President, the Treasurer and the Coordinators of Programmes.

6.8 *Functions:* The Committee shall plan and recommend to the District Methodist Women such programmes as will contribute to the fulfilment of the purpose, including the programmes of the Annual General Meeting.

6.9 (i) The Nominations Committee shall be elected from the floor of the District Conference and shall comprise a chairman and a member from each of the local church Methodist Women represented in the District, preferably the President of the Local Methodist Women. The District Superintendent shall be an ex-officio member of the Nominations Committee.

(ii) The duties of the Nominations Committee shall be to present nominations of suitable persons to serve on the committees of the District Conference with the consent of the nominees having been previously secured and without prejudice to the right to make any other nominations from the floor. Only women who are members of The Methodist Church are eligible to hold office.

6.10 *Elections.* Elections shall be by acclamation or by ballot, a majority vote being sufficient for election.

6.11 Officers, Co-ordinators of Programmes, Counsellors and any other Officers as provided for in the By-laws, shall be elected for a term of two years and shall not hold the same office for more than two consecutive terms. They shall take office on January 1st following the Conference at which they are elected.

6.12 Vacancies occurring during the term shall be filled by the Executive Committee.

6.13 Duties of Officers and Co-ordinators of Programmes – 1. The President:

- (i) shall preside at General and all meetings of the Executive Committee;
- (ii) shall be responsible for the co-ordination of the work of the Local Methodist Women;
- (iii) shall be an ex-officio member on all committees, except the Nominations Committee;
- (iv) shall be a member of the District Conference;
- (v) shall give an annual report to the General Meeting of the District Methodist Women, the District Conference of the Church and the Annual Conference Methodist Women;
- (vi) shall be a member of the Executive Committee of the Annual Conference Methodist Women.

6.14 The Vice-President:

- (i) shall assume all duties of the President in her absence or at her request;
- (ii) shall be responsible for organising leadership training.

6.15 The Secretary:

- (i) shall give notice of the General Meeting and all meetings of the Executive and Administrative Committees;
- (ii) shall keep a permanent and accurate record of all proceedings;
- (iii) shall present all recommendations of the District Methodist Women at the Annual General Meeting of the Annual Conference Methodist Women;

- (iv) shall notify all officers of their appointments;
- (v) shall notify the Annual Conference Methodist Women Secretary and the District Superintendent of the newly elected officers;
- (vi) shall be responsible for all correspondence.

6.16 The Treasurer:

- (i) shall receive and remit monies for all budgeted items and any other items approved by the Executive Committee and shall keep a record of same;
- (ii) shall present a report at meetings of the Executive Committee;
- (iii) shall present an audited statement of accounts at the Annual General Meeting of the District Methodist Women

6.17 The Co-ordinator of Spiritual Life:

- (i) shall encourage women in the deepening of their spiritual life;
- (ii) shall promote co-operation of Methodist women with other Christian Women's organisations;
- (iii) shall serve as a member of the District Commission of Evangelism;
- (iv) shall give an annual report.

6.18 The Co-ordinator of Christian Social Concerns and Outreach:

- (i) shall encourage service to church and community;
- (ii) shall serve on the District Commission of Christian Social Concerns and Missions;
- (iii) shall recommend appropriate study courses;
- (iv) shall give an annual report.

6.19 The Co-ordinator of Christian Education:

- (i) shall recommend suitable materials on Christian Home and Family, Youth and Children's Work,
- (ii) shall be a member of the District Commission of Christian Education;
- (iii) shall give an annual report.

Chapter 7

CONSTITUTION OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

Local Level

7.1 *Name* - In every local church there shall be a Methodist Women auxiliary to the Conference/District Methodist Women/the Annual Conference Methodist Women and the General Conference Methodist Women.

7.2 *Purpose* - The purpose shall be:

- (i) to help women grow in the knowledge and experience of God as revealed in Jesus Christ.
- (ii) to challenge them to respond to God's redemptive fellowship to make Christ known throughout the world.
- (iii) to develop a personal responsibility for the whole task of the Church.

7.3 *Functions* - In order to carry out the purpose, the Methodist Women shall:

- (i) Unite women of the Church in service.
- (ii) Join hands with the World Federation of Methodist and Uniting Church Women "To Know Christ and Make Him Known".
- (iii) Co-operate with other Christian women's groups in spreading the spirit of ecumenicity.
- (iv) Provide opportunities and resources to meet the needs and interest of women.
- (v) Enlist workers and secure funds for the fulfilment of their responsibilities in the mission of the Church at home and overseas.

7.4 *Authority* - The Local Methodist Women shall have authority to promote its work in accordance with the programme and purpose of the Annual Conference Methodist Women.

7.5 *Membership* –

- (i) *Member* - Any woman who is a member of a church may become a member of the Methodist Women if she accepts its

purpose and is willing to participate in the work of the Methodist Women through prayer, service and gifts.

- (ii) Only women who are members of The Methodist Church shall be eligible to hold office and to represent the Methodist Women.
- (iii) The Pastor and his wife, if she is not holding office, and two counsellors shall be ex-officio members.

7.6 *Meetings* –

- (i) The Local Methodist Women shall hold one or more meetings during the month for the deepening of the spiritual life, for business and for study.
- (ii) There shall be an Annual General Meeting for the election of officers and co-ordinators of areas of work. Notice of such meeting should be given fourteen days in advance. Reports shall be received from officers and coordinators.
- (iii) The President, with the approval of the Executive Committee, may call an Extraordinary General Meeting.
- (iv) Voting members at the Annual General Meeting shall be full members of the Methodist Women.

7.7 *Funds* - All funds secured by the Methodist Women belong to this organisation and shall be disbursed only in accordance with its Constitution and by its order.

7.8 *Budget* - 1. Income - The Local Methodist Women shall receive:

- (i) Pledges and contributions from its members for the promotion of its work;
- (ii) Special Gifts and Offerings.

7.9 *Obligations* - An annual contribution to the Annual Conference Methodist Women to cover:

- (i) contributions to District/Annual and General Conference Methodist Women and World Federation of Methodist Women;
- (ii) support of projects;
- (iii) travel expenses for elected delegates;
- (iv) programme materials;
- (v) contingent fund;
- (vi) Local church support.

7.10 All funds belonging to the Local Methodist Women shall be deposited in a banking institution in the name of the Local Methodist Women.

All accounts shall be audited before the Annual General Meeting.

7.11 *Amendments* - Proposed amendments to this Constitution shall be made in writing and received by the Secretary of the Annual Conference Methodist Women thirty days before its Annual General Meeting. Additional amendments may be made by a majority vote at the Annual Conference Meeting.

7.12 *Local Conference Relations* - The President of the Local Methodist Women shall be a member of the Local Church Executive Committee and the Local Conference.

Designated Officers shall represent the Methodist Women on the various committees of the church as the Constitution provides.

7.13 *Quorum* - A majority of members form a quorum.

Chapter 8

BY-LAWS OF THE METHODIST WOMEN OF THE METHODIST CHURCH IN MALAYSIA

Local Level

8.1 *Organisation* - The Local Methodist Women shall elect such officers and committees as it shall determine.

(A) Officers:

President, Vice-President, Secretary and Treasurer.

(B) Co-ordinators of Areas of Work:

The Co-ordinator of Spiritual Life, the Co-ordinator of Christian Social Concerns and Outreach, the Co-ordinator of Christian Education and the Co-ordinator of Local Church Activities.

(C) Committees:

8.2 Executive Committee:

The Officers, the Co-ordinators of Areas of Work, the Nominations Committee Chairman; the Pastor and the counsellors, one of whom may be the immediate past president, shall be ex-officio members.

8.3 The Finance Committee:

The President as Chairman, the Vice-President, the Treasurer, the Secretary and the Co-ordinators of programmes.

8.4 (i) The Nominations Committee shall be elected from the floor of the General Meeting and shall comprise a chairman and two elected members. The Pastor shall be ex-officio member.

(ii) The Nominations Committee shall present nominations for all offices with the consent of the nominees having been previously secured. There shall be the right to nominate from the floor.

8.5 *Elections* - Election shall be by acclamation or by ballot with a majority vote sufficient for election.

8.6 Officers, Co-ordinators of Programmes and the Counsellors shall be elected for a term of two years, and shall not hold the same office for more than two consecutive terms. They shall take office on January 1st following the Conference at which they are elected.

8.7 Vacancies occurring during the term shall be filled by the Executive Committee.

8.8 Each local Methodist Women shall elect delegates to the Annual General Meeting of the District and Annual Conference Methodist Women, the number to be determined by the District and Annual Conference Methodist Women.

8.9 Duties of Officers - 1. The President:

- (i) shall preside at General and Executive meetings;
- (ii) shall be responsible for close co-operation between the Methodist Women and the local church;
- (iii) shall be an ex-officio member on all committees, except the Nominations Committee;
- (iv) shall be a member of the Local Church Executive Committee;
- (v) shall give report at the Annual General Meeting of the Local Methodist Women, the District Methodist Women and at the Local Conference of The Methodist Church;
- (vi) shall be a member of the Executive Committee of the District Methodist Women;
- (vii) shall promote the total programme of the Methodist Women.

8.10 The Vice-President:

- (i) shall assume all duties of the President in her absence or at her request;
- (ii) shall be responsible for the programme of the Methodist Women;
- (iii) shall be responsible for the cultivation of membership in the Methodist Women;
- (iv) shall be responsible for leadership training;
- (v) shall interpret and promote the work of the World Federation of Methodist Women.

8.11 The Secretary:

- (i) shall give notice of the Annual General Meeting and all meetings of the Executive Committee;
- (ii) shall keep a permanent and accurate record of all proceedings;

- (iii) shall present all recommendations of the Executive Committee to the Annual General Meeting of the Methodist Women;
- (iv) shall notify all officers and co-ordinators of their appointments;
- (v) shall notify the Local Church Executive Committee of the newly elected officers;
- (vi) shall be responsible for all correspondence;
- (vii) shall keep a membership roll.

8.12 The Treasurer:

- (i) shall receive and remit monies for all budgeted items and any other items approved by the Executive Committee and shall keep a record of same;
- (ii) shall be responsible for the cultivation of stewardship;
- (iii) shall present a report at the monthly meetings;
- (iv) shall present an audited statement of accounts at the Annual General Meeting;
- (v) shall be a member of the Church Finance Committee.

8.13 The Co-ordinator of Spiritual Life:

- (i) shall encourage women in the deepening of their spiritual life;
- (ii) shall serve as a member of the Church Committee on Evangelism and promote its programme;
- (iii) shall promote co-operation of women Methodist Women with other Christian women's organisations.

8.14 The Co-ordinator of Christian Social Concerns and Outreach:

- (i) shall promote study of the Methodist Social Creed;
- (ii) shall direct the work of the Methodist Women in service to church and community;
- (iii) shall serve as a member of the Church Committees on Christian Social Concerns and Missions and promote their programmes;
- (iv) shall promote appropriate study courses.

8.15 The Co-ordinator of Christian Education:

- (i) shall recommend suitable material on Christian Home and Family, and on Youth and Children's Work;
- (ii) shall be a member of the Church Committee on Christian Education and promote its programme.

8.16 The Co-ordinator of Local Church Activities:

- (i) shall co-operate with the local church in all its activities;
- (ii) shall co-operate with the church in the care and maintenance of church property.

Schedule IV

CONSTITUTION OF THE METHODIST MEN OF THE METHODIST CHURCH IN MALAYSIA

Article 1. Name: The name of the organisation for Methodist Men shall be The Local Fellowship of Methodist Men of the _____ Church.

Article 2. Purpose: The purpose of The Local Fellowship of Methodist Men shall be:

- (a) To lead men to accept Jesus Christ as Lord and Saviour.
- (b) To provide Christian fellowship for all male members of the congregation.
- (c) To inspire, inform and equip men for their ministry both within the congregation and out in the world.
- (d) To create an awareness in view of their opportunity to witness in their daily work; to help them prepare to meet the moral and spiritual problems and dilemmas of personal and vocational life; to encourage men to bear witness to the Christian way in business dealings and in social relationship.
- (e) To assist in fulfilling the total mission of The Methodist Church.
- (f) To organise Methodist Men into Koinonia and study groups.
- (g) To encourage men to develop skills of prayer and personal evangelism.
- (h) To inspire men to be good stewards of the abundant gifts which God bestows upon them.
- (i) To teach men the history, doctrines, aims and programmes of The Methodist Church.
- (j) To enlist and develop men as leaders of children and youth both within the congregation and the community.
- (k) To involve men in service projects in the congregation, the community and the world.
- (l) To co-operate with other units of The Methodist Church and of the Methodist Men in carrying out district, conference and church-wide projects.
- (m) To relate men to inter-church and ecumenical activities.

Article 3. Membership: Male members of the local congregation of The Methodist Church, nineteen years of age and over, shall be eligible for membership of the local fellowship.

The goal of the local fellowship is to provide opportunity for a deepened spiritual commitment on the part of every eligible member through participation in some phase of the programme of the local church.

Article 4. Charter: Every organised local fellowship shall be related to the Annual Conference Board of the Laity through the securing of a Methodist Men charter.

Article 5. Officers: The officers of the local fellowship shall be a president, a vicepresident, a secretary and a treasurer.

Article 6. Committees: Committees of the local fellowship are as follows:

(a) The Executive Committee shall consist of the officers, members of the programme committee and the finance committee, and the chairman of the functional committees. The lay leader, the minister, the adult director are, by virtue of their office, ex-officio members. It is authorised to administer the affairs of the organisation in the interim of annual meetings of the local fellowship; to be responsible for the long range planning and implementation of the objectives of Methodist Men; and in co-operation with Programme Committee to plan the annual programme.

(b) The Programme Committee shall consist of a chairman, the adult director and five members appointed by the officers. Each of the five members shall in turn interpret the concerns of the commissions to the Programme Committee as it plans the annual programme for the local fellowship. In addition to Executive Committee sessions, the Programme Committee shall meet annually to survey the needs of men which can be met by the programme of the local fellowship, to review the programme resources which are provided by the section on Methodist Men, and to plan a programme for recommendation to the Executive Committee. When the Executive Committee has approved the programme, the Programme Committee shall present it to the local fellowship at its annual meeting for adoption and implementation.

(c) The Finance Committee shall be composed of the treasurer, the president and two members appointed by the officers. The committee shall prepare the annual budget and develop methods for implementing it.

(d) Other functional committees may be created as the Executive Committee deems it advisable.

Article 7. Meetings and Programmes: The local fellowship shall be responsible for meetings and programmes as follows:

(a) There shall be an annual meeting of the local fellowship for election of officers and the presentation by the Programme Committee of the proposed programme for the ensuing year and for report. This annual meeting should correspond to the uniform period for annual elections of officers. To accomplish the basic purpose outlined in Article 2, frequent meetings may be scheduled for the entire membership. The development of groups for prayer, study, fellowship and service is encouraged. The nature and number of the small groups will be established at the annual meeting upon recommendation by the Executive Committee and the Programme Committee. The local fellowship should enlist men to assist in the annual every-member visitation.

(b) The programme of the local fellowship should include:

(i) Personal evangelism which provides opportunity for men to study the nature of Christian witnessing and participate in orderly and spontaneous visitation of the men of the congregation and the community.

(ii) Emphasis upon the stewardship of all areas of life, with the encouragement of men to give a tithe of their income for the work of The Methodist Church in local congregations, in conferences and in the world-wide outreach of the denomination. The local fellowship should enlist men to assist in the annual every-member visitation.

(iii) The observance of Laymen's Sunday.

Article 8. Finances: The method of financing the local fellowship shall be determined by the Executive Committee on the recommendation of the Finance Committee.

Article 9. By-laws: The local fellowship may adopt by-laws consistent with the Constitution. The by-laws may be amended at any regular meeting of the local fellowship by a two-thirds vote of the members present, provided notice of the proposed amendment has been given at a previous meeting of the local Fellowship of Methodist Men.

Article 10. Amendments: This Constitution may be amended only by the General Conference of The Methodist Church.

Schedule V

CONSTITUTION OF THE METHODIST YOUTH FELLOWSHIP OF THE ... ANNUAL CONFERENCE OF THE METHODIST CHURCH IN MALAYSIA

Article 1. Name: This Organisation shall be known as the METHODIST YOUTH FELLOWSHIP OF ... ANNUAL CONFERENCE OF THE METHODIST CHURCH IN MALAYSIA (hereinafter referred to as the M.Y.F.)

Article 2. Objects: The Objectives of the M.Y.F. shall be one to help all young people to:

- (a) achieve a vital relationship with Jesus Christ as Saviour and Lord,
- (b) to grow in Christian character,
- (b) render effective and joyous service to the Church and to the world.
- (d) win others into the Kingdom of God.

Article 3. Motto: The motto of the M.Y.F. shall be "CHRIST ABOVE ALL"

Article 4. Emblem:

CHRIST ABOVE ALL



Article 5. Benediction: To signify the warmth, fellowship and concern for one another, we share in the M.Y.F. Benediction.

"The Lord bless you and keep you;
The Lord makes His face to shine upon you;
and be gracious unto you;
The Lord Lift up His countenance upon you,
and give you peace.

Amen."

(Numbers 6:24-26)

Schedule VI

Chapter 1

THE CONSTITUTION OF THE METHODIST SENIORS FELLOWSHIP OF THE METHODIST CHURCH IN MALAYSIA

Preamble: The Methodist Seniors Fellowship shall be organised at the respective Annual Conference level.

1. Name and Address

- 1.1 This organisation shall be called the Methodist Seniors Fellowship of the (respective Annual Conferences) hereinafter referred to as the MSF.
- 1.2 The address shall be the respective Annual Conference office address.
- 1.3 The MSF shall be under the auspices of the respective Annual Conference and shall work in accordance with the Book of Discipline of The Methodist Church in Malaysia.

2. Aims and Objectives

- 2.1 To provide and enhance Christian fellowship for all senior members of the congregations of The Methodist Church in Malaysia.
- 2.2 To encourage all senior members in our churches to grow in the grace and knowledge of our Lord Jesus Christ.
- 2.3 To develop a lifestyle of discipleship and service, and to grow in effectiveness in ministry in every possible way.
- 2.4 To share the good news of salvation in Christ with relatives, friends and neighbours; and be involved in social outreach and missions, especially to the poor and needy in our communities.
- 2.5 To provide and enhance Christian Fellowship for all senior members of the congregations of The Methodist Church in Malaysia.

- 2.6 To share, love, care and show concern and bring about a sense of belonging among all senior Methodist Christians throughout Malaysia.
- 2.7 To encourage and assist Local Churches to form a MSF Chapter in their respective churches.
- 2.8 To work towards the growth of Methodist Churches for the Glory of God.
- 2.9 To organise an Annual Camp to bring together all Chapters of the MSF to foster closer relationship for the benefits and progress of the MSF Movement.
- 2.10 To organise tours and activities of interest for the seniors.

3. Membership

- 3.1 All Local Chapters, properly constituted shall be Members of the Annual Conference MSF.

4. Management Board (hereafter referred to as the Board)

- 4.1 The governing body of the Annual Conference MSF shall be the Board comprising members elected at the Annual General Meeting.
- 4.2 The officers of the Board shall comprise the following officers:
 - a) President
 - b) Vice-President
 - c) Hon. Secretary
 - d) Hon. Treasurer
 - e) Four Board Members
- 4.3 The Board shall be empowered to appoint one District Coordinator for each district and co-opt them into the Board.
- 4.4 The President of the Annual Conference shall be the Advisor.
- 4.5 Only Full Members of MSF Local Chapters are eligible to hold office as officers or Board Members of the Annual Conference MSF.
- 4.6 There shall be elected one or two Hon. Auditors at the Annual General Meeting.

5. Duties of Officers

5.1 President

- 5.1.1 The President shall preside at all meetings of the Board and at General and Annual General Meetings of the MSF and shall perform the duties incumbent on his office.

5.2 Vice President

The Vice-President shall assume the duties of the President in his absence.

5.3 Hon. Secretary

The Hon. Secretary shall record the minutes of all meetings, including General, Board Meetings and Annual General Meetings, and attend to all business as decided by the Management Board.

5.4 Hon. Treasurer

The Hon. Treasurer shall take charge of all financial matters.

6. Meetings

- 6.1 The time and meeting place shall be decided by the Board.

- 6.2 The Board shall meet at least once in three months or as and when the Board deems it necessary.

- 6.3 The Annual General Meeting shall be held within four months before the closing of the fiscal year. The Board shall decide on the date, time and venue for the Annual General Meeting.

- 6.4 The President shall have a casting vote in the event of an equality of votes.

6.5 Quorum

6.5.1 Management Board

Five members present at any duly announced meeting shall constitute a quorum.

6.5.2 General Meetings

The members present at any duly announced meeting shall constitute a quorum.

7. Election and Voting Procedures

7.1 Elections

The office bearers and members of the Board shall be elected for a term of two years at the Annual General meeting by a simple majority vote. Voting shall be by secret ballot or by show of hands. They shall take office from 1st January of the following year.

7.2 Voting Members

Voting members at the General Meeting shall be the President of the Local MSF Chapter or his representative who shall be a Committee Member, and the elected delegates from that Chapter. The Annual Conference MSF President, Hon. Secretary and Hon. Treasurer shall have one vote each. No voting by proxy or dual voting shall be allowed.

7.3 Quota of Delegates at General Meeting

One delegate from every Constituted Chapter and one additional delegate for any additional twenty full members above (20) on the Official Register of the Local MSF Chapter.

8. Fees and Dues

The MSF shall be empowered to impose an Annual Management fee for running expenses from Local MSF Chapters. The amount, timing and method will be left to the discretion of the Board.

9. Funding and Finance

All funds secured by the Conference Methodist Seniors Fellowship shall belong to the organisation and by its order in accordance with the fiscal policy of the Annual Conference of The Methodist Church in Malaysia.

10. By-Laws

The Local MSF may adopt By-Laws consistent with the Constitution of the MSF. The By-Laws shall be amended at the General Meeting of the Local MSF by a two-thirds vote of the full members present, provided at least four weeks' notice in writing have been given.

11. Amendments

This Constitution may be amended only by the General Conference of The Methodist Church in Malaysia.

Chapter 2

BY-LAWS OF THE LOCAL CHURCH METHODIST SENIORS FELLOWSHIP (MSF) CHAPTER

1. Name and Address

- 1.1 This organisation shall be called the Methodist Seniors Fellowship or MSF chapter of Church.
- 1.2 The address shall be at the local Methodist Church.
- 1.3 The Local Church MSF chapter shall function under the auspices of the Annual Conference MSF.

2. Aims and Objectives

- 2.1 To provide and enhance Christian fellowship for all senior members of the congregation as well as their friend so as to lead them to accept Jesus Christ as Lord and Saviour.
- 2.2 To share, love, care, show concern and bring about a sense of belonging with one another.
- 2.3 To organise activities for the mental, physical and spiritual benefit and well-being of the members.
- 2.4 To use the MSF as an avenue for Evangelism and Social Work.
- 2.5 To tap resources from the wealth of knowledge and experience of senior members of a church congregation in fulfilling the total mission of The Methodist Church.
- 2.6 To hold talks, discussions, etc, beneficial to the members.
- 2.7 To organise tours and activities of interest.

3. Membership

Membership shall be by registration and all applications for membership must be approved by the Management Committee. There are two kinds of membership:

3.1 Full Member

- (a) Full members are those MSF members who are registered members of the church which sponsored their MSF Chapter, and who must be 50 years old and above at the time of joining.

- (b) Any pastoral staff of the church shall be accepted as full members irrespective of age.

3.2 Associate Member

- (a) Spouses (of full members) who are below 50 years of age shall be allowed to join as associate members.
- (b) Friends of the church who are 50 years old and above can be accepted as associate members.
- (c) Associate members are not eligible to hold office as officers or committee members of the Management Committee and also have no voting rights.

4. Management Committee

The MSF shall elect the following officers at the Annual General Meeting to form the Management committee:

- (a) President
- (b) Vice-President
- (c) Hon. Secretary
- (d) Hon. Treasurer
- (e) The Spiritual Life Co-ordinator
- (f) The Fellowship Co-ordinator
- (g) The Programme/Activities Co-ordinator
- (h) The Social Concerns/Welfare Co-ordinator

4.1 The Pastor-in-Charge of the church shall be the Advisor.

4.2 The Management Committee shall be empowered to appoint additional committee members in case of need.

4.3 The Annual General Meeting shall also elect at least two Hon. Auditors who shall not be part of the Management Committee.

4.4 The Methodist Seniors Fellowship shall maintain an account with the Local Church Treasurer.

4.5 The MSF shall be allowed to collect a donation for management expenses from members. The amount, timing and method of collection shall be left to the discretion of the Management Committee.

4.6 The MSF with permission of the Local Church Executive Committee shall be allowed to:

- (a) Accept voluntary donations

- (b) Appeal for financial support
- (c) Raise money for projects

5. Duties Of Officers

5.1 President

- (a) The President shall preside at all meetings of the Management Committee and at General and Annual General Meetings of the MSF and shall perform the duties incumbent on his office.
- (b) The President or in his absence, the Vice-President shall represent the Methodist Seniors Fellowship at the Local Church Executive Committee (LCEC).

5.2 Vice-President

The Vice-President shall assume the duties of the President in his absence.

5.3 Hon. Secretary

The Hon. Secretary shall record the minutes of all meetings, including General Committee Meetings and Annual General Meetings; and attend to all business as decided by the Management Committee.

5.4 Hon. Treasurer

The Hon. Treasurer shall take charge of all financial matters and all other related duties.

6. Meetings

- 6.1 The Management Committee shall meet at least once in two months or as often as is deemed necessary.
- 6.2 The MSF shall hold its usual meeting at least once a month. The date, time and place shall be determined by the Management Committee.
- 6.3 The Annual General Meeting shall be held four months before the closing of the fiscal year. The Management Committee shall decide on the date, time and venue of the Annual General Meeting.
- 6.4 Notice of the AGM/EGM shall be given to members at least three weeks before the meeting and shall be deemed good service.

- 6.5 The President shall have a second or casting vote in the event of an equality of votes.
- 6.6 The Agenda of the Annual General Meeting shall include:
 - (a) Opening prayer and devotions
 - (b) To accept minutes of the previous AGM
 - (c) To receive Reports from the President, Hon. Secretary and the Hon. Treasurer.
 - (d) To make changes, if any, to the By-Laws
 - (e) To elect officers and committee members to serve on the Management Committee
 - (f) To discuss any matter for which notice has been given in writing to the Hon. Secretary at least two weeks before the meeting.
 - (g) To discuss any urgent matter presented by the Management Committee
 - (h) Any Other Business

7. Election and Voting Procedures

7.1 Elections

The office bearers and members of the Management Committee shall be elected for a term of two years at the Annual General Meeting by a simple majority vote. Voting shall be by secret ballot or by show of hands. They shall take office from 1st January of the following year.

7.2 Voting Members

The voting members shall be only registered full members of the respective Local Church MSF.

8. Quorum

8.1 Management Committee

Five members present at any duly announced meeting shall constitute a quorum.

8.2 General Meeting

The members present at any duly announced meeting shall constitute a quorum.

9. Amendments

The Local MSF may adopt By-Laws consistent with the Constitution of the Annual Conference Methodist Seniors Fellowship. The By-Laws may be amended at any General Meeting of the Local MSF by a two-thirds majority vote of the members present and voting, provided at least three weeks' notice in writing has been given. A copy of the amended By-Laws shall be submitted to the Annual Conference Methodist Seniors Fellowship Management Board for approval before implementation.

Schedule VII

CONSTITUTION OF THE METHODIST YOUNG ADULTS FELLOWSHIP OF THE METHODIST CHURCH IN MALAYSIA

Article 1. Name: Methodist Young Adults Fellowship (MYAF)

Article 2. Objectives and Aims:

To help the Young Adults:

1. develop a Christ-centered discipleship and witness within the context of local, national and global concerns and needs.
2. grow in their Christian faith and life in community with other Christians.
3. be challenged to greater commitment and service in church, society and missions.

Article 3. Motto: CHRIST IN ALL

Article 4. Membership:

1. Ordinary Member: Christians between the ages of 26-49 years and who have gone through a membership orientation course approved by the Local Church.
2. Associate Member: All others who do not fulfil the conditions for Ordinary Membership shall be Associate Members upon written application – subject to the approval of the Local Committee and the Pastor-in-Charge. Associate members shall enjoy all benefits of Ordinary Membership except that they shall not be eligible to vote or hold office.

Article 5. Structure:

A. Local Chapter

1. The MYAF shall be responsible to the Local Church Executive Committee (LCEC). The President of the MYAF is an ex-officio member of the Local Church Executive Committee with voting rights.
2. Membership in the Local Church may be granted after two months regular attendance at MYAF activities and after having attending a special membership orientation course including the meaning of the Covenant membership.

3. The Local Committee shall be composed of the following:
President
Vice President
Secretary
Treasurer & Committee member(s)
4. The Pastors, Lay Leaders and Advisor appointed by the Local Church Executive Committee shall be ex-officio members.

B. District Commission

1. The District Commission shall be responsible to the District Conference.
2. The following shall constitute the membership of the Executive Committee of the District Commission:
President
Vice President
Secretary
Treasurer
3. The following shall constitute the membership of the District Commission:

The Executive Committee and all the Presidents or duly appointed representatives from each local MYAF Chapter. The ex-officio members are the District Superintendent, Pastors, Youth Worker, District Lay Leader, Conference Director of Adult Work and District Director of Adult Work. If there is no appointment for the Conference Director of Adult Work and a District Director of Adult Work, the Conference of Youth Work and the Associate Youth Worker shall be ex-officio members.
4. The District Commission shall co-ordinate the plans and projects of the Conference Council as outlined and approved at a planning convention and to develop the total life and programme of the local chapter.

C. Conference Board

1. The Conference Board shall be responsible and report to the Executive Board of the Annual Conference.
2. The Conference Board shall comprise the following:

- (i) The Conference Executive Board
 - (ii) The Presidents or duly appointed representatives from each local chapter.
- 3. The Conference Executive Board shall comprise the following:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - The District Presidents
 - Editor of the MYAF official newsletter
- 4. The following shall be ex-officio members:
 - (i) Annual Conference President
 - (ii) Chairman of the Board of Youth Work
 - (iii) Conference Director of Adult Work (If no Conference Director of Adult Work is appointed, then the Conference Director of Youth Work shall be an ex-officio)
- 5. The Conference Director of Adult Work shall also represent the Conference Board at the Annual Conference. If no Conference Director of Adult Work is appointed, the Conference Director of Youth Work shall represent the Conference Board at the Annual Conference.
- 6. The Conference Board shall hold a convention to be followed by the Annual General Meeting. The Planning Convention shall be held to decide on themes, discuss, deliberate and plan projects and programmes which are to be presented to the Annual Meeting for approval.

Article 6. Duties of Officers of Conference Board, District Commission & Local Committee

A. The Executive Board/Committee

- 1. The President shall preside at all meetings of the Board in accordance with its policies and shall discharge duties usual to the office of President. He has a casting vote. He shall be an ex-officio in all sub-committees.
- 2. The Vice President, in the absence of the President, shall perform his duties and such other duties as may be required of him.

3. The Secretary shall keep minutes of the meetings of the organisation, including minutes of the Board meetings, and shall perform such other secretarial duties as the Board may assign.
4. The Treasurer shall disburse, receive and keep accurate records of the funds of the organisation. The Treasurer's books shall be submitted for inspection and audited by auditor(s) nominated by the Board. He shall also present statements of accounts to the Board or whatever so required or requested by the Board.

Article 7. Functions

1. The Local Committee shall meet at least once a month to plan, develop and execute the policies of the organisation.
2. The District Commission shall co-ordinate and develop the work of any of the local chapters in the District.
3. The Conference Executive Board shall meet once in three months for co-ordination and implementation of plans and shall report to and be responsible to the Annual General Meeting of the Conference Board.
4. The Conference Board shall meet at least once a year.

Article 8. Election of Officers

A. Local Committee

1. All officers shall be elected annually at the Annual General Meeting. Only Ordinary members are eligible for election to office.
2. The members of the Executive Committee shall be members of the Local Methodist Church.
3.
 - (i) The Nominations Committee shall comprise the President, Pastor-in-Charge, Advisor, Lay Leader, LCEC Chairman and two elected MYAF members at their Annual General Meeting.
 - (ii) The Nominations Committee shall be chaired by the Pastor-in-Charge or his representative in consultation with the President and shall meet at least two (2) weeks prior to the election.
4. Nominations from the floor during the Annual General Meeting shall be in order.

5. When an office becomes vacant in between Annual General Meetings, the Committee shall have the right to fill the vacancy with a candidate it deems suitable for the rest of the term.
6. The Committee shall recommend to the Local Conference an adult member of the local church to be its advisor. Upon approval of the Local Conference, he shall function as the ex-official advisor to the local church.
7. No person(s) shall be elected to the same office for more than four consecutive years.
8. The election shall be conducted by the pastor-in-charge. In the absence of the pastor-in-charge, a local church “elder” shall be appointed by the pastor to conduct the election.

B. District Commission

1. All officers shall be elected for a term of two (2) years at the Annual General Meeting.
2. Members of the District Commission shall be members of any local Methodist Church. Only ordinary members are eligible for election into office.
3.
 - (i) The Nominations Committee shall comprise the President, District Superintendent, District Director of Adult Work (If no District Director of Adult Work is appointed, the Associate Youth Director will be a member), District Lay Leader and two (2) MYAF members elected at their Annual General Meeting.
 - (ii) The Nominations Committee shall be chaired by the District Superintendent or his appointed representative in consultation with the President and shall meet at least two (2) weeks prior to the elections.
4. No person(s) shall be elected to the same office for more than two (2) consecutive terms.
5. The District Superintendent shall conduct the election. In the absence of the District Superintendent, the District Director of Adult Work shall conduct the election. If no District Director of Adult Work is appointed, the Associate Youth Director shall conduct the election.

C. Conference Board

1. All officers shall be elected for a term of two (2) years at the Annual General Meeting. Only ordinary members are eligible for election into office.
2. Members of the Conference Board shall be members of any Local Methodist Church.
3.
 - (i) The Nominations Committee shall comprise the Conference MYAF President, Director of Adult Work (If no District Director of Adult Work is appointed, the Associate Youth Director will be a member), Lay Leader, and two (2) Executive Board Members not eligible for election.
 - (ii) The Nominations Committee shall be chaired by the Director of Adult Work. If no Director of Adult Work is appointed, then the Conference Youth Director or his appointed representative in consultation with the Conference MYAF President shall chair the Committee. The Nominations Committee shall meet at least two (2) weeks prior to the elections.
4. Nominations from the Local Committees are in order and shall be received in writing two (2) weeks prior to the date of the Annual General Meeting at which the elections are to be held.
5. No person(s) shall be elected to the same office for more than two (2) consecutive terms.
6. The Conference Director of Adult Work shall conduct the election. If no Conference Director of Adult Work is appointed, the Conference Director of Youth Work shall conduct the election. In his absence, the Annual Conference President or his appointed representative shall conduct the election.

Article 9. Voting

1. At local level, only ordinary members who have paid their subscriptions, shall have voting rights. Such members shall have one (1) vote each.
2. At district level, all members of the current district commission shall have one (1) vote each. The President or any official representative from the local MYAF shall have one (1) vote each.
3. At Conference level, all members of the current Conference

Board shall have one vote each. The President or official representative from the Local Committee shall have one (1) vote.

4. Voting on all issues and the election of the Office Bearers at the Annual General Meeting may be by show of hands or secret ballot.
5. No voting by proxy shall be allowed.

Article 10. The Annual General Meeting

A. At All Levels

1. At the Local, District and Conference levels, the Annual General Meeting is to be held before 31st of December of each year.
2. Fourteen (14) days' written notice of the Annual General Meeting shall be given to all members.
3. Observers may be permitted to attend. They shall not have a vote but may have a voice.
4. The Annual General Meeting shall confirm the minutes of the previous Annual General Meeting.
5. The Annual General Meeting shall receive reports from the respective officers, including the President, District Commissions and Local Chapters.
6. The Annual General Meeting shall accept an audited statement of accounts from the Treasurer.
7. The Annual General Meeting shall transact any other business for which written notice of not less than four (4) days have been given prior to the Annual General Meeting.
8. All reports shall be sent to the Local Chapters one (1) week before the Annual General Meeting.
9. The Chairman at Local, District and Conference levels at their Annual General Meeting shall have a casting vote.

B. At Local Level

Every member of the Local Chapter who has paid his subscriptions shall have a vote.

C. At District Level

1. Only Local Chapters that have paid their dues shall be eligible to vote.
2. Each Chapter shall send three official delegates.

D. At Conference Level

1. Each Local Chapter shall send two (2) official delegates to MYAF Conference Annual General Meeting.
2. Only Local Chapters that have paid their dues shall be eligible to vote.

Article 11. Extraordinary General Meeting

1. At the Local, District and Conference levels, an Extraordinary General Meeting may be convened
 - (a) at the request of the Executive Committee/Commission/ Board; or
 - (b) at the request of at least one-third of their respective memberships (not Ordinary Members of Local Chapters).
2. Only business requested to be discussed at the Extraordinary General Meeting shall be transacted.
3. The procedure for conducting the Annual General Meeting shall apply to the Extraordinary General Meeting.

Article 12. Quorum

1. Meeting of the Local Committee: one-half of the members of the Local Committee shall constitute a quorum.
2. Meeting of the District Commission: one-half of the District Commission shall constitute a quorum.
3. Meeting of the Executive Committee of the District Commission: one-half of the members of the Executive Committee of the District Commission shall constitute a quorum
4. Meeting of the Conference Board: one-half of the members of the Conference Board shall constitute a quorum.
5. Meeting of the Conference Executive: one-half of the members of the Conference Executive shall constitute a quorum.
6. Extraordinary General Meeting Local, District and Conference

Level: two-thirds of their respective membership shall constitute a quorum.

Article 13. Advisor

A. Local Committee Meeting

The Advisor or the Lay Leader or the Pastor-in-Charge shall be present at all Local MYAF meetings.

B. District Commission Meetings

The Advisor (District Director of Adult Work, if appointed, otherwise the Associate Youth Director) or the District Lay Leader or the District Superintendent (or the duly appointed representative of the District Superintendent) shall be present at all District MYAF meetings.

C. Conference Board Meetings

The Advisor (Conference Director of Adult Work, if appointed, otherwise the Conference Youth Director) or Conference Lay Leader or Annual Conference President (or duly appointed representative of the Annual Conference President) shall be present at all Board meetings.

Article 14. Finance

1. Local Level

- (a) The MYAF shall be supported by:
 - (i) Subscriptions,
 - (ii) Weekly offerings,
 - (iii) Voluntary contributions,
 - (iv) Approved fund raising projects, or
 - (v) Any other sources as deemed fit by the Local Committee and approved by a two-thirds vote of its membership and the Local Church Executive Committee.
- (b) The amount stipulated as regular subscription (whether it be weekly, bi-weekly, monthly, bi-monthly, annually or bi-annually, etc) shall be decided upon by the Annual General Meeting
- (c) The funds shall be kept in an account separate from the church and annual audited financial reports shall be made to the Local Church Executive Committee and Local Conference.

- (d) The accounts shall be audited by a member of the Stewardship and Finance Committee of the Local Methodist Church or any other member of the Church approved by the Local Conference.
- (e) In the event the MYAF is dissolved all its assets shall be transferred to the Local Methodist Church.

2. District Level

- (a) The District MYAF shall be supported by:
 - (i) A levy of an annual subscription from each Local Chapter. The amount shall be determined by the Annual General Meeting
 - (ii) An annual grant from the District Conference
 - (iii) Fund raising projects approved by the District Conference
- (b) Annual audited statement of accounts shall be presented to the District Conference.
- (c) In the event that the MYAF is dissolved, all its assets shall be transferred to the District Conference.

3. Conference Level

- (a) The Conference MYAF shall be supported by:
 - (i) a levy of an annual subscription from each Local Chapter. The amount shall be determined by the Annual General Meeting
 - (ii) an annual grant from the Annual Conference
 - (iii) fund raising project approved by the Board of Youth Work
- (b) Annual audited statement of accounts shall be presented to the Annual Conference.
- (c) In the event that the MYAF is dissolved, all its assets shall be transferred to the Board of Finance.

Article 15. Exceptions

- 1. Appointments, elections and all other business that are not provided for by the Constitution shall be referred to the Conference Board. Such matters will be brought up to the Annual Conference Executive Board (for information).

Article 16: Amendments

1. Amendments to the Constitution may be initiated by any Conference MYAF. Any MYAF ordinary member may also initiate amendments. Such amendments shall be approved at its Annual General Meeting by two-thirds vote of members present and voting.
2. Such amendments shall be submitted to the General Conference Council of Youth who will consult with the respective MYAFs for their approval.
3. On obtaining approval from the respective Conference MYAFs, the General Conference Council of Youth will advise the initiating Conference MYAF accordingly. The said Conference MYAF shall then advise its Annual Conference of the approval of the amendments by the respective Conference MYAFs.
4. The Annual Conference from which the amendments are proposed shall then submit the amendments to the General Conference at its next session for its approval in accordance with Para. 509 of the Methodist Discipline.

Schedule VIII

DISCIPLINARY QUESTIONS

(Para. 531.3.IV)

1. ORGANISATION AND GENERAL BUSINESS

1. Who are elected for the quadrennium:
President?
Secretary?
Statistician?
Treasurer?
2. Is the Annual Conference incorporated?
3. (a) What officers handling funds of the Conference have been bonded, and in what amounts?
(b) Have the books of said officers or persons been audited?
4. Have the Conference boards and committees been appointed or elected?
5. Have the secretaries, treasurers, and statisticians kept their respective records?
6. What is the report of:
The Conference Statistician?
The Conference Treasurer?
7. What are the reports of the District Superintendents as to the status of the work within their districts?
8. What is the schedule of the minimum salaries for pastors?
9. What is the plan and what are the approved claims for the support of the District Superintendents for the ensuing year?
10. What amount has been apportioned to the pastoral charges within the Conference to be raised for the support of Conference claimants?

11. What are the apportionments to this Conference:
 - (a) For General Agencies Fund?
 - (b) For General Administration Fund?
 - (c) For the Episcopal Fund?
12. What is the percentage division between Conference Commitments and Undertakings budget for the current year?
13. What are the reports, recommendations, and plans of the Conference agencies?
14. What Methodist institutions or organisations are approved by the Conference for annuity responsibility?
15. (a) Who are the Conference Lay Leader and Associate Lay Leaders?
 - (b) What is his report?
 - (c) Who are the District and Associate District Lay Leaders?
16. What churches have been:
Organised?
Merged?
Discontinued?
Relocated, and to what address?
Transferred into this Conference and with what membership?

II. PERTAINING TO MINISTERIAL RELATIONS

17. Are all ministerial members of the Conference blameless in their life and official administration?
18. Who constitute the Conference Board of Investigation for the forthcoming year?
19. Who are:
Full-time Pastors?
Part-time Pastors?

20. What local preachers appointed as pastors or church (religious) workers are credited with annuity claim on account of full-time service during the past year? (Prior consultation between Conference Board of Pensions and District Superintendents required before answering this question)
21. What preachers, coming from other evangelical churches, have had their orders recognised:
As local deacons?
As elders?
22. Who have been admitted from other evangelical churches as travelling preachers:
(a) As probationary members:
Deacons?
(b) As ministers in full connection:
Elders?
23. Who have been admitted on probation:
(a) With degrees/diplomas from approved theological schools?
(b) With degrees from approved colleges not accredited by the General Conference and credits from approved theological schools?
(c) After completion of two full years of ministerial course of study under the supervision of the Board of Ministry and served for two consecutive years as a pastor or a local preacher appointed as a pastor?
(d) With partial college credit, completion of the four year course of study, and six years' service as a full-time pastor?
(e) With degrees from approved colleges and completion of the introductory studies for the ministry and the first two years of the course of study?
24. Who are continued on probation, and what progress have they made in their ministerial studies:
(a) As students in approved theological schools?
(b) As graduates of theological studies?

- (c) In the four year course of ministerial studies?
 - (d) In the four year graduate courses of study?
25. Who on probation are discontinued?
26. Who are admitted into full connection?
27. Who have been elected deacons:
- (a) Theological students?
 - (b) Members on probation in the course of studies?
 - (c) Local preachers appointed as pastors?
 - (d) Missionaries?
 - (e) Chaplains?
28. Who have been ordained deacons?
29. Who have been elected elders:
- (a) Theological graduates?
 - (b) Course of study graduates?
 - (c) Missionaries?
 - (d) Chaplains?
30. Who have been ordained elders?
31. Who have been admitted or ordained to accommodate other Conferences:
- (a) Admitted:
 - On probation?
 - Into full connection?
 - (b) Ordained after election by this conference:
 - Deacons?
 - Elders?
 - (c) Ordained after election by other Conferences
 - Deacons?
 - Elders?

32. Who are readmitted:
As Deacons?
As Elders?
33. What retired members have been made effective?
34. Who have been received by transfer?
35. Who have been transferred out?
36. Who have had their Conference membership terminated:
 - (a) By voluntary location?
 - (b) By dismissal?
 - (c) By withdrawal?
 - (d) By judicial procedure (expelled)?
37. (a) What ministerial members have died during the year:
While in effective relation?
While in active retirement or otherwise?
(b) What local preachers appointed as pastors have died during the year?
38. Who are the ministers who have not been working because of impaired health, and for what number of years consecutively has each held this relation?
39. Who are granted sabbatical leave?
40. What ministerial members have been retired:
This year?
Previously?
41. What local preachers appointed as pastors have been retired:
This year?
Previously?
42. Who are appointed to attend school:

- (a) Members on probation?
 - (b) Members in full connection?
43. (a) What is the number:
- of pastoral charges?
 - of local preachers appointed as pastors?
 - received on probation?
 - received into full connection?
 - transferred in?
 - transferred out?
 - received from other evangelical churches?
- (b) What is the number:
- Readmitted?
 - Discontinued?
 - Withdrawn?
 - Expelled?
 - Located?
 - Deceased?
 - of lay preachers?
 - of Women under appointments?
 - of retired ministers made effective?
 - of retired ministers serving as pastors?
 - of district parsonages, with their total value and indebtedness thereon?
- (c) What is the number of ministers:
- (i) On probation:
 - As pastors?
 - Under special appointment?
 - To attend school?
 - Total?

- (ii) In full connection:
 - As pastors and District Superintendents?
 - Under special appointment?
 - Appointed for study leave?
 - On sabbatical leave?
 - On furlough?
 - Total effective?
 - Not working because of ill health?
- (iii) Total of all ministers?

44. What other personal notation should be made?

III. CONCLUDING BUSINESS

- 45. What are the detailed objectives of this Conference for the coming year?
- 46. Where shall the next session of the Conference be held?
- 47. Is there any other business?
- 48. What changes have been made in appointments since the last Conference sessions?
- 49. Where are the preachers stationed for the ensuing year?

GLOSSARY

This glossary, like the Index, is not part of the law of the church, but rather a guide to that law, arranged in alphabetical order for the convenience of readers. So far as possible the definitions are based on the Constitution and legislation, and use the Disciplinary language. Where there is no specific legislation, they are based on the historical usage and accepted practice. For terms not defined here, see the Index, where paragraphs containing definitions or definitive information are to be found.

AFFILIATE MEMBER – A member who is away from his home church for an extended period and is enrolled in another Methodist church for fellowship and pastoral care, but is still counted as a member of his home church. See also ASSOCIATE MEMBER.

AGENCY – A council, board, commission, committee, or other body established to carry out the work of the church.

ANNUAL CONFERENCE – The fundamental body and organisation for local churches under its jurisdiction. All matters relating to the administration and pastoral oversight of the churches are under the authority of the Annual Conference in accordance with the provisions and rules set out in The Methodist Discipline.

APPOINTMENT – The pastoral charge or other position in the Church to which a minister or local preacher is assigned by the President in consultation with the Board of Appointments.

ASSISTANT PASTOR – A deacon or local preacher appointed to a charge to assist the pastor-in-charge and is under his direction.

ASSOCIATE MEMBER – A member of good standing of another denomination who enjoys the fellowship and pastoral care of the local church, except to hold any elective office in the Local Conference.

ASSOCIATE PASTOR – An elder appointed to work together with the elder appointed as pastor-in-charge in a local church. He is under the direction of the pastor-in-charge.

BOARD ON PRESIDENCY – An Annual Conference board which reviews the work and administration of the Annual Conference President.

BISHOP – The elected head of the Methodist Church in Malaysia.

CHARGE – A charge is a local church to which an elder, or deacon, or local preacher, is duly appointed as pastor-in-charge.

CHURCH MEMBER – A person who is baptised and has accepted the membership vows of belonging to a local church.

CIRCUIT – Two or more churches which are joined together for pastoral supervision, constituting one pastoral charge.

COLLEGE OF INVESTIGATORS – An equal number of elders and lay members selected by their respective Annual Conference, from which members for a Panel of Investigation are chosen when needed.

COLLEGE OF JUDGES – An equal number of elders and lay members selected by their respective Annual Conference, from which members for a Panel of Inquiry are chosen when needed.

CONGREGATIONAL MEETING – An assembly of the members of a pastoral charge for review and planning of the church's work, for action on matters requiring a vote of the church membership, and when so authorised by the Local Conference, for election of church officers.

CONNECTIONAL – Refers to the system of organisation of the Methodist Church that includes the episcopacy, superintendency, itinerancy and channels by which coordination and cooperation is maintained between the Annual and General Conferences. Churches in an Annual Conference are 'connected' through mutual support and accountability at the level of the local church, district and Annual Conference.

CONSTITUENCY ROLL – The list of persons who are not full members of the local church but under the pastoral responsibility of the church. They include those who regularly attend church activities, unbaptised children, baptised persons above sixteen years old who are not confirmed as members of the church.

COUNCIL OF PRESIDENTS – A consultative and coordinating body with no executive function, comprising the Bishop, the Presidents of each Annual and Provisional Annual Conference.

COUNCIL ON EPISCOPACY – The Council which reviews the work of the Bishop.

CREDENTIALS – The official documents certifying ministerial ordination.

DEACON – A deacon is a probationary member in the itinerant ministry who has met the requirements prescribed in the Methodist Discipline to be ordained to this order. He is in preparation for election as an elder and to full connection to an Annual Conference.

DISCIPLINARY – Refers to matters that are in accordance with the Doctrines, Constitution, Social Principles and General Rules found in the Book of Discipline of the Methodist Church in Malaysia.

DISTRICT – A subdivision of an Annual Conference, usually demarcated by geographical location, comprising a number of local churches under the supervision of a district superintendent.

DISTRICT CONFERENCE – An assembly held for the churches in a district of an Annual Conference, to receive reports, discuss matters of concern to the district and plan programmes.

DISTRICT SUPERINTENDENT – An elder appointed at the Annual Conference to oversee the pastors, churches and ministry of a district of the Annual Conference.

ELDER - An ordained minister elected by the Annual Conference to be a member in full connection. Also known as an itinerant minister.

GENERAL CONFERENCE – The legislative body for the entire Methodist Church, meeting every four years, which has full legislative powers over all connectional matters. It is composed of elected ministerial and lay representatives from all the Annual Conferences.

GENERAL SERVICES – The rites and ceremonies which have been authorised for use in the Sacraments of the Lord's Supper and Baptism; the services for Marriage, Burial of the Dead, Ordination, Commissioning and Installation of the Officers of the Church.

ITINERANT MINISTER – Same as an ELDER and a MINISTER IN FULL CONNECTION.

ITINERANT MINISTRY – The path of the ordained ministry in the Methodist Church. It is the system by which those who have freely chosen to covenant themselves to the ministry and mission of the church shall be appointed annually to fields of work anywhere within their respective Annual Conferences.

JUDICIAL COUNCIL – The final arbiter on the interpretation of issues concerning the Discipline and also the final court of appeal of the Methodist Church in Malaysia.

LAY LEADER – A lay member elected at the annual, district and local conferences to assist in the promotion of the ministry and programmes of the church.

LAY MINISTRY STAFF – A lay person employed in areas of ministry in the church, such as Christian education, Evangelism, Worship, Youth and Children.

LOCAL CHURCH – A fellowship of believers located within a community for worship, edification, witness and mission to the world; organised under and subject to the Discipline of the Methodist Church, and thereby in a connectional relationship to other local Methodist churches.

LOCAL CHURCH EXECUTIVE COMMITTEE – The administrative body of the local church which is responsible to the Local Conference.

LOCAL CONFERENCE – The governing body of the local church the members of which elect the officers of the church. It has general oversight of the Local Church Executive Committee and is chaired by the District Superintendent.

LOCAL DEACON – A local preacher having served two years continuously in pastoral ministry may be ordained a local deacon. Also applies to a deacon who chooses to move to the local ministry from the itinerant ministry.

LOCAL MINISTRY – The system of The Methodist Church by which local preachers and local deacons are appointed to areas of ministry in the local churches.

LOCAL PREACHER – A lay member of the church duly licensed to preach. He may be approved each year by the Annual Conference to be appointed as pastor of a charge.

METHODIST DISCIPLINE – The official and published statement of the Constitution, Doctrines, Social Principles, Rules of Organisation and the General Services (Orders for Worship) that governs the Methodist Church in Malaysia.

MINISTER – A minister in the Methodist Church refers to a person who is involved in Christian ministry pursuant to a charge or an appointment given by his Annual Conference or the General Conference.

MINISTER IN FULL CONNECTION – Refers to the status of a person who is elected as a member of an Annual Conference and ordained an elder. Also known as an itinerant minister.

MINISTER UNDER SPECIAL APPOINTMENT – A minister who has been appointed to serve in some capacity other than as a pastor or district superintendent.

MINISTERIAL SESSION – The meeting of all ministers in full connection at the regular session of the Annual Conference or at any other times that is duly called.

MINISTERIAL STUDENT – A person who intends to enter the itinerant ministry and has been officially recognised as such by the Annual Conference. He is in the process of pursuing theological education.

MISSION CONFERENCE – The administrative body organised for an area of work that is outside of an Annual Conference but has not yet met the requirements of a Provisional Annual Conference.

ORDINATION – The act of conferring the ministerial order of Elder or Deacon by the Bishop of the Methodist Church. The ritual for ordination is set forth in the Methodist Discipline.

PANEL OF INQUIRY – Constituted to conduct an inquiry when a charge is made against a bishop, a president, an elder, a deacon, a local preacher, a probationary member or a lay member of the Methodist Church by the Panel of Investigation.

PANEL OF INVESTIGATION – Constituted to investigate a formal complaint made against a bishop, a president, an elder, a deacon, a local preacher, a probationary member or a lay member of the Methodist Church.

PARISH GROUPS – Members of the local church arranged geographically to involve them in ministry to the community. These groups are usually not larger than eight or ten families, so as to be convenient and effective for service.

PASTOR – Refers to the function of one who is appointed to a pastoral charge or to assist the pastor-in-charge.

PASTOR-IN-CHARGE – The pastor who is overall responsible for the local church or pastoral charge.

PREPARATORY MEMBER – A baptised child in preparation for full membership in the church.

PRESIDENT - The highest office of the Annual Conference, elected from among eligible elders.

PROBATIONARY MEMBER – A ministerial candidate for the itinerant ministry who has been granted admission to an Annual Conference.

PROVISIONAL ANNUAL CONFERENCE – A body that has similar powers as an Annual Conference, the difference being in the lower number of ministers in full connection.

SMALL GROUPS – Regular meetings of twelve to fourteen persons for the purpose of Bible study and prayer; spiritual nurture; care and support of members; evangelistic outreach; involvement of new members; accountable discipleship in the community.

STEWARD – A lay member of the church elected to serve in the Local Conference and Executive Committee of the local church.

VOLUNTARY LOCATION – The status of an itinerant minister of good standing who chooses to discontinue regular ministerial work.

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The Basic unit in the Discipline is the paragraph (†) rather than page, chapter or section. The paragraphs are numbered consecutively within each chapter, but many numbers are omitted between parts and chapters in order to allow for future legislation. The paragraphs are arranged according to the following plan:

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Schedule IX The Methodist Church In Malaysia Act 1955 (Act 457)



LAWS OF MALAYSIA

Act 457

METHODIST CHURCH IN MALAYSIA ACT 1955

(Revised—1991)

CERTIFIED TRUE COPY

.....
The Secretary of the Trustees
of The Methodist Church
in Malaysia

2

Revised up to 1st March 1991

Date of publication in *Gazette*
of this revised version ... 11th April 1991

Date appointed for coming into
force of this revised version
pursuant to section 6 (1)
(xxiii) of the Revision of Laws
Act 1968 (Act 1) 13th April 1991

3

LAWS OF MALAYSIA

Act 457

METHODIST CHURCH IN MALAYSIA ACT 1955

(Revised—1991)

ARRANGEMENT OF SECTIONS

Section

1. Short title.
2. Incorporation and powers of the Secretary of the Trustees of the Methodist Church in Malaysia.
3. Execution of documents, *etc.*
4. Appointment.
5. Vesting of property.
6. *(Omitted)*.
7. Saving of Crown and other rights.
8. Repeal.

5

LAWS OF MALAYSIA

Act 457

METHODIST CHURCH IN MALAYSIA
ACT 1955

(Revised—1991)

An Act to provide for the holding of property within Malaysia by the Secretary of the Trustees of the Methodist Church in Malaysia.

[4th July 1955.]

1. This Act may be cited as the Methodist Church in Malaysia Act 1955. Short title.

2. (1) The Secretary of the Trustees of the Methodist Church in Malaysia shall be a body corporate with perpetual succession and shall have a common seal and in this Act referred to as “the corporation”. Incorporation and powers of the Secretary of the Trustees of the Methodist Church in Malaysia.

(2) The corporation is hereby empowered to acquire, purchase, take, hold and enjoy movable and immovable property of every description, and to sell, convey, assign, surrender and yield up, charge, mortgage, demise, re-assign, transfer or otherwise dispose of, or deal with any movable or immovable property upon such terms as to the corporation deems fit.

3. (1) No deed, document or other instrument sealed with the seal of the corporation shall be deemed to be duly sealed unless such seal has been affixed in the presence of the person for the time being holding the office of Secretary of the Trustees of the Methodist Church in Malaysia, or his attorney duly authorised by a power of attorney registered under the Powers of Attorney Act 1949, and unless such deed, document or other instrument is signed by the said person or his attorney. Execution of documents, etc. Act 424.

[S. 3-8]

6

ACT 457

(2) Such signing shall be taken as sufficient evidence of the due sealing of such deed, document or other instrument.

Appoint-
ment.

4. A notification in the *Gazette* of the appointment of any person to hold, or act in, the office of Secretary of the Trustees of the Methodist Church in Malaysia shall be conclusive evidence that such person was duly so appointed.

Vesting of
property.

5. All movable and immovable property situated in Malaysia heretofore held, conveyed, assigned, granted, leased, transferred, transmitted to or otherwise vested in the Secretary of the Methodist Episcopal Building and Location Board is hereby vested in the corporation for the respective estates and interests for which the same is now holden.

6. (*Omitted*).

Saving of
Crown and
other rights.

7. Nothing in this Act shall affect the rights of their Highnesses the Rulers of the States or of any body politic or corporate or of any other persons except such as are mentioned in this Act and those claiming by, from or under them.

Repeal.
S.S. Cap. 249.
F.M.S.
Cap. 103.
Johore
En. No. 145.

8. The Methodist Episcopal Location Board Ordinance of the Straits Settlements, the Methodist Episcopal Location Board Incorporation Enactment of the Federated Malay States, and the Methodist Episcopal Location Board Incorporation Enactment of the State of Johore are hereby repealed.

[List of Amendments]

7

LAWS OF MALAYSIA

Act 457

METHODIST CHURCH IN MALAYSIA
ACT 1955

(Revised—1991)

*Particulars under section 7 (ii) and (iii) of the Revision
of Laws Act 1968 (Act 1)*

LIST OF AMENDMENTS

Amending law	Short title	In force from
L.N. 332/58	Federal Constitution (Modification of Laws) (Ordinances and Proclamations) Order 1958	13-11-1963

LIST OF LAWS OR PARTS THEREOF SUPERSEDED

No.	Title
F. M. Ord. 43/55	Methodist Church in Malaysia Ordinance, 1955

[Commissioner's Amendments]

8

LAWS OF MALAYSIA

Act 457

METHODIST CHURCH IN MALAYSIA
ACT 1955

(Revised—1991)

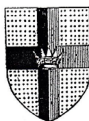
LIST OF AMENDMENTS MADE BY THE COMMISSIONER
OF LAW REVISION UNDER SECTION 6 OF THE
REVISION OF LAWS ACT 1968 (ACT 1)

Provision	Particulars of amendment				Authority for amendment
Preamble	Omitted	..	..	..	s. 6 (1) (i) (b)
Enacting Clause	Omitted	..	..	..	s. 6 (1) (i) (f)
s. 2	Provisions rearranged and mar- ginal note amended				s. 6 (1) (x), (xiii) & (vii)
s. 6	Omitted				s. 6 (1) (x)
s. 7	The words "of Her Majesty or" and "Malay" omitted				s. 6 (1) (iii), (x)
Throughout the Act	1. The word "Act" substituted for the word "Ordinance" when used in reference to the re- vised law				s. 6 (1) (v)
	2. The word "Malaysia" substitu- ted for the words "the Federa- tion"				s. 6 (1) (iii)

DICETAK OLEH GHAZALI BIN JANI, K.M.N., A.M.P., P.P.T.,
PEMANGKU KETUA PENGARAH PERCETAKAN NEGARA, MALAYSIA
DENGAN PERINTAH PADA 11th APRIL 1991

Harga: 60 sen

Schedule X The Missionary Societies Ordinance (Chapter 106)



SARAWAK

Missionary Societies Ordinance

(Sarawak Cap. 106)

Incorporating all amendments and modifications up to
31st December, 1967.

*Printed by the Government Printer, Sarawak, with
the approval of the Reprint Commissioner under
section 3 of the Reprint of State Laws Ordinance,
1967 (Sarawak Ordinance No. 3 of 1967).*

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1967

CHAPTER 106.

MISSIONARY SOCIETIES.

Cap. 121.
[1948
Edition].
8 of 1950.
20 of 1952.
13 of 1955.
23 of 1956.
G.N. S.
96 of 1957.
20 of 1962.
Swk. L.N.
68 of 1964.

An Ordinance to incorporate certain missionary societies and to vest in such societies certain property held on their behalf.

[1st March, 1937.]

1. This Ordinance may be cited as the Missionary Short title. Societies Ordinance.

[Subs.
Ord. 20/62].

2.—(1) The lawful holder for the time being of each of the undermentioned offices is hereby constituted a body corporate (hereinafter referred to as “a corporation”)—

Certain
offices to
be bodies
corporate.

(a) the Bishop of Kuching in respect of the Anglican Church in Sarawak;

(b) the Archbishop of Kuching, the Bishop of Sibü and the Bishop of Miri, in respect of the Roman Catholic Church in Sarawak;.”

(c) the Field Secretary and Treasurer of the Borneo Evangelical Mission in respect of the Borneo Evangelical Mission in Sarawak; ~~and~~

(d) the General of the Salvation Army in respect of the Salvation Army in Sarawak; *and*

“(e) the Secretary of the Trustees of the Methodist Church in Sarawak.”.

(2) The names of the said offices shall be the corporate names of the corporations and each corporation shall be known by its corporate name and shall have perpetual succession.

(3) Each corporation may appoint a person who in the event of the death, resignation or dismissal of the person appointing him shall exercise the powers given by this Ordinance until such time as a successor shall be appointed to be the corporation.

(4) If any corporation shall fail to make an appointment under subsection (3) the High Court on the application of any person interested may appoint a person to exercise on behalf of the corporation the powers given by this Ordinance.

*sub by SWK. LN
45/88 w.e.f.
22.12.86.*

*Inserted by
SWK ORD
5/88.*

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Certain
foreign
corpora-
tions
recognized.

3. The undermentioned foreign corporations shall have recognition in Sarawak for the purposes indicated in this Ordinance—

*Deleted by
SWK Ord 5/88*

~~(a) the Secretary of the Trustees of the Methodist Church in Sarawak;~~

[Amended by Ordinance 13 of 1955]

(b) the General Corporation of Seventh-day Adventists (a non-profit corporation incorporated under the laws of the United States of America).

Corporate
seals.

4.—(1) Each corporation created by section 2 shall have and use a corporate seal, an impression of which shall be deposited with the *Minister, the Director of Lands and Surveys and the Registrar of the *High Court.

(2) No alteration shall be made to the corporate seal without the sanction of the *Minister.

(3) Until the corporate seal has been provided and the impression thereof deposited with the persons mentioned in subsection (1) (whether such delay occurs upon incorporation or consequent upon any change in the title of the office incorporated), a stamp bearing an inscription approved for the purpose by the *Minister—

[Added
Ord.
20/62].

(a) may be used as the corporate seal; and

(b) shall be deemed, for the purposes of this Ordinance, to be the corporate seal of the corporation.

Disposition
of property.

5.—(1) No disposition of property by a corporation created by section 2 shall be valid unless—

(a) such disposition is in the corporate name assigned by section 2; and

(b) the corporate seal of the corporation is affixed thereto and subscribed by the lawful holder for the time being thereof or by his duly appointed attorney in the presence of at least one credible witness.

(2) No disposition of property by a corporation recognized under section 3 shall be valid unless such disposition is in the name of such corporation and— [(a)]

*Modified by Swk. L.N. 68 of 1964.

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(a) is duly signed and executed, and sealed with the seal of the corporation by the proper person or persons and in the manner prescribed by the rules governing such corporation; or [(b)]

(b) is signed and executed by the duly authorized and appointed attorney of such corporation. [(c)]

(3) The signing of any disposition in the manner provided in this section shall be sufficient evidence that the seal of the corporation was duly and properly affixed and that the said seal is the lawful seal of the corporation.

6. A corporation created by section 2 or recognized by section 3 may acquire, purchase, take, hold and enjoy movable and immovable property of every description and may sell, convey, assign, surrender and yield up, mortgage, charge, demise, transfer or otherwise dispose of any movable or immovable property vested in such corporation. Acquisition and disposition of property.

7.—(1) Whenever the person holding an office designated in section 2 dies, is succeeded or replaced, his successor in office shall forthwith deposit with the *Minister a certificate of his appointment from the proper authority. Successors in office to deposit certificates.

(2) In the event of no such certificate being so deposited the *Minister may, by notification in the *Gazette*, prohibit the disposition of any property by the corporation.

†8. The *Minister may by notification in the *Gazette* vest in any corporation, hereby created or recognized, any property to which the religious organisation represented by such corporation is able to establish an exclusive beneficial interest, to be held by such corporation in trust for the religious organisation represented in Sarawak by such corporation; whereupon all necessary amendments or alterations to any register or document of title covering such property shall forthwith be made. Minister may by notification in the Gazette vest property in corporation.

[Amended by Commissioners of Law Revision]

*Modified by Swk. L.N. 68 of 1964.

†See Vesting Property Notification in respect of Salvation Army (G.N. S. 157/59).
Missionary Societies (Vesting of Property in the Vicar Apostolic of Miri) Notification, 1961 (G.N. S. 82/61).

See also section 5 of Ord. 20 of 1962 by which the property vested in the Bishop of Borneo prior to 24 July 1962 is from that date vested in the Bishop of Kuching.

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Power of amendment. 9. The Governor in Council may, by order published in the *Gazette*, amend—

(a) subsection (1) of section 2 by the addition of the designation of the holder of an office in a religious organisation, not being a religious organisation already mentioned therein or a foreign corporation; and

(b) section 3 by the addition of the name of a foreign corporation, such foreign corporation being a religious organisation.

[Section 9 inserted by Ordinance 23 of 1956 but paragraph (c) omitted by Commissioners of Law Revision]

[Schedule omitted by Commissioners of Law Revision]

"Provision
for changes
in designa-
tion.

*Inserted by
Sukord. 7/77*

10. Whenever any change in the designation of the holder of any of the religious organisations mentioned in subsection (1) of section 2 occurs, the Yang di-Pertua Negeri may, if occasion requires, by notification in the *Gazette*, make any necessary substitution in or addition of the designation thereof in subsection (1) of section 2, and the provisions of section 11 shall apply accordingly in conformity with every such substitution or addition.

Substitution
of new
titles.

11. (1) Whenever the Yang di-Pertua Negeri by notification under section 10 makes any change to the style of the holder of any office of a religious organisation; a reference to the holder of such office or officer in any enactment, register, deed, document or other instrument, whether made or executed before or after the date of commencement of the Missionary Societies (Amendment) Ordinance, 1977, shall be construed as a reference to such office or officer as so restyled. *Ordinance No. 7/77.*

(2) All property, movable or immovable, and all rights and obligations of whatsoever nature vested in such office or officer shall on such date as the Yang di-Pertua Negeri may specify in the notification made under section 10 be vested in such office or officer as so restyled.

Reference
to Yang
di-Pertua
Negeri.

12. In this Ordinance a reference to the Yang di-Pertua Negeri shall be construed as a reference to the Yang di-Pertua Negeri acting in accordance with the advice of the Majlis Mesyuarat Kerajaan Negeri or of a member thereof acting under the general authority of the Majlis."