

# **GHANAIAN METHODIST FELLOWSHIP - UK CHAPLAINCY**

## **GUIDE BOOK – 2010**

### **PART 1:**

#### **1.0: FELLOWSHIP STATEMENT:**

##### **1.1: STATEMENT OF BELIEF:**

The Ghanaian Methodist Fellowship identifies with the Christian belief which is to be found in the Bible and, summarised in both the Apostles' Creed and the Nicene Creed.

##### **1.2: MISSION STATEMENT OF THE CHAPLAINCY:**

The Ghanaian Methodist Fellowship – UK, aims to heed the calling of the universal Christian Church to respond to the gospel of God's love in Jesus Christ and to live out its discipleship in worship and mission through the various Ghanaian languages; and will seek to help its members to grow and learn in harmony as Christians in the traditional Ghanaian hospitality by caring and supporting one another spiritually and materially, and also, evangelise more people and make them followers of Jesus Christ irrespective of race, gender or age – and being good neighbours to all manner of people especially those in need.

##### **1.3: VISION STATEMENT:**

The Fellowship will encourage and ensure that all members are enabled and supported to discern and fulfil their calling by their continuity of witness and to take a spiritual journey to discover the relevance of the Bible in their personal lives and thus, aspire to either train as Ministers, Local Preachers, Prayer Secretaries, Worship Leaders, Church Stewards, Choristers or Junior Church Teacher as well as contributing in any other way to influence and transform the thinking and life of their local **Methodist** church and community. “We come as young and old from every church, bringing all our treasuries of prayer, to join the dynamic spirit's search to press beyond the truth we share. We bring our traditions' richest store of our hymns and rites and cherished creeds in anticipation that strife and bigotry shall cease and faith be lost in praise and sight”

### **PART 2:**

#### **2.0: PREAMBLE:**

**2.1:** We members of the Ghanaian Methodist Community, ordinarily resident in the United Kingdom within the British Methodist Conference, otherwise referred to as “The British Methodist Church”, in a Christian Spirit of Love and duty to the Almighty God and to our Neighbours (Humanity), and in keeping with the Ghanaian Methodist Traditional style of worship and Prayer, do hereby resolve to form a non-discriminatory organisation drawn from within the local Methodist Fellowships/Congregations, and do hereby give unto ourselves this Guide book.

#### **3.0: NAME:**

**3.1:** The name of the organisation shall be the **Ghanaian Methodist Fellowship – United Kingdom Chaplaincy**, hereinafter referred to as “**The Fellowship**” and abbreviated as “**GMF – UK Chaplaincy**”.

#### **4.0: FELLOWSHIP OFFICE:**

**4.1:** The formal office of the Fellowship shall, in the interim, be the Manse of the serving Chaplain of the Fellowship, until the Chaplaincy Management Committee (CMC) decides on a permanent or alternative venue for use as the Fellowship office.

#### **5.0: AIMS & OBJECTIVES:**

The Aims and objectives of the Fellowship shall be:

**5.1:** To encourage members to participate fully in all aspects of their local **Methodist** Churches and the Fellowship.

**5.2:** To create and maintain cultural awareness by introducing traditional Ghanaian style of worship (for example; singing, drumming and dancing), in the Fellowship, in order to strengthen the Ghanaian cultural values among the members.

**5.3:** To offer both Spiritual and Material support to members as the needs arise.

**5.4:** To support the staging of various Religious and Cultural activities organised by the local Fellowships to raise Funds for the benefit of the local Churches, the Fellowship, and the Methodist Church Ghana.

**5.5:** To promote love, peace and unity amongst all Fellowship members and their neighbours.

**5.6:** To increase awareness of God's presence, celebrate God's love, challenge injustice and make more followers of Jesus Christ.

#### **6.0: CHAPLAINCY:**

**6.1:** There shall be a Chaplain in-charge of the GMF-UK Chaplaincy, who shall be appointed jointly by British Methodist Church, and the Methodist Church Ghana in consultation with the CMC of the Fellowship.

#### **7.0: CHAPLAINCY SUPPORT GROUP:**

**7.1:** The Chaplaincy support group, hereinafter referred to as "CSG", shall be appointed by the World Mission Office/London District to include Representatives from the Fellowship.

**7.2:** The Fellowship shall have Two (2), Representatives on the Chaplaincy Support Group appointed by the Chaplaincy Management Committee.

**7.3:** The CMC shall have powers to withdraw and/or replace any member on the CSG.

#### **8.0 MEMBERSHIP**

Membership of the GMF-UK shall be free and granted on completing the approved Registration Form. There shall be three strands of membership within the Fellowship as follows:

### **8.1 Full Membership**

Full membership of the GMF-UK shall be open to all Ghanaians within the British Methodist Conference and their families who are also members of a local Methodist Church.

### **8.2 Associate Membership**

Any non-Ghanaian member of the British Methodist Conference, who wishes to join the GMF-UK, and subscribe to the Aims and Objectives, shall be admitted as an Associate Member of the Fellowship.

### **8.3 Honorary Membership**

Management shall confer Honorary Membership of the Fellowship upon any deserving individuals [on the recommendation of the Chaplain or a local Fellowship], whose acts have been beneficial to either the GMF-UK or any local Ghanaian Fellowship.

## **9.0 GROUPS WITHIN THE FELLOWSHIP.**

**9.1.** Any member or group of members of the Fellowship who wish to form a Group within the Fellowship shall first present the Name of the Group together with the Aims and Objectives to the Chaplain.

**9.2.** The Chaplain shall recommend the formation of the Group to the Chaplaincy Management Committee for approval, before the Group can be allowed to start functioning within the fellowship.

**9.3.** Any Group formed within the fellowship must be inaugurated into the fellowship at a Special Worship Service of the Fellowship at a date to be agreed with the Chaplain.

**9.4.** Each Fellowship member shall only join a maximum of two [2] Groups within the Fellowship.

**9.5.** No member of the Fellowship shall be leader of more than one Group within the Fellowship at any one time.

## **10.0. WORSHIP**

All Fellowship worships shall be led by either a Minister or an Accredited Local Preacher and, shall reflect the traditional Ghanaian style of worship.

### **10.1: Chaplaincy Worship Service:**

There shall be monthly Chaplaincy worship service/s to be held at a venue and at the times approved by the CMC

### **10.2: Medium of worship:**

**10.2.1:** The medium of worship of the fellowship shall be predominantly the Akan/Ga/Ewe/English language.

**10.2.2:** In the event of a non-Akan speaking Preacher leading the Fellowship worship service, then either the medium of worship shall be English or there shall be an appropriate interpreter.

**10.3: Lay Preachers:**

Accredited Local Preachers within the Fellowship, who are available, shall be “planned” to lead the Chaplaincy worship service, at least once every quarter.

**10.3.1:** There shall be a quarterly Local Preachers’ meeting with the Chaplain.

**10.4: Stewards:**

There shall be between Eight (8) to Twelve (12) Stewards elected at AGM to serve on a Roster-System during every Chaplaincy worship service.

**10.4.1:** There shall be a Stewards’ meeting with the Chaplain every other month and the stewards shall elect a Senior Steward at its first meeting after the AGM.

**10.4.2:** All Stewards shall hold office for one year and each Steward shall be eligible for re-election, and can continue to be elected to hold office for a maximum of six (6) years.

**10.4.3: Duties of the stewards shall be:**

- a. To set up the place of worship and get it ready for the Chaplaincy worship service in good time before the service starts.
- b. To welcome and prepare for worship with the Preacher before the start of the worship service.
- c. To receive the offertory, count and record the total receipts then hand this over to the Financial Secretary for Banking.
- d. To prepare element for a Communion Service and assist the Preacher during the Communion.
- e. To supervise the order of members coming up for Offertory, Communion and Birthday Blessings, etc.
- f. To pay the preacher and other workers (i.e. Bandsmen, Organists, etc.), their stipends and allowances to meet their expenses.
- g. To contact the Preacher, not later than the Wednesday prior to the Sunday of the worship service, for Hymns, Reading and any other needs for the worship service.
- h. To arrange reader of Bible lessons and relay the chosen hymns to the duty Organist/Choirmaster and the Bandsmen.
- i. The stewards shall supervise the Junior Church with the teachers and Crèche Group at every Chaplaincy worship service.

**10.5: The Choir, the Choirmaster and Organist:**

**10.5.1:** There shall be a Fellowship Choir which shall meet once every other week to learn and practice Hymns, Anthems and Songs to meet the requirements of the chaplaincy worships service and other ‘public’ engagements.

**10.5.2: The Choir** shall lead the Fellowship in worship; they shall process into the Church at the commencement of the worship service and Recess out at the end of the worship service before the Congregation are dispersed.

**10.5.3: The Choirmaster** shall be the overall leader of the Choir and shall primarily conduct the choir and occasionally help to choose the melodies of songs to be sung by the Choir after consulting the Organist(s), the Chaplain and/or with the Preacher’s consent.

**10.5.4:** The Choirmaster and the Organist(s) shall each be elected by the Choristers under

the supervision of the Chaplain or a representative from the CMC.

**10.5.5: The Organist(s)** shall be the Musical director of the Choir, may also hold the position of Choirmaster at the same time.

**10.5.6:** The Organist(s) shall meet with the Choir under the supervision of the Chaplain or a representative from the CMC to choose/elect a Choirmaster, who will hold office for two (2) years, and be eligible for re-election to a second term.

**10.6: Worship Books:**

**10.6.1:** The main worship books of the Fellowship shall include Twi, Fanti, Ga, Ewe and English Bibles, together with the Fanti, Twi, Ga, Ewe, MHB, H&P hymn books.

**10.6.2:** Any other worship book/s recommended for the use by the Fellowship, shall be approved by the CMC before it forms part of the Fellowship's worship books.

**10.7: Music:**

**10.7.1:** The Fellowship shall sing any songs and choruses in addition to the main worship hymn books mentioned in section 9.6.1, above.

**10.7.2:** The Organist/Choirmaster and the Band shall decide on the music appropriate for the Fellowship at any given occasion in consultation with the Preacher at the worship service.

**10.8: The Youth Ministry:**

There shall be a junior Fellowship, known as the Youth Ministry within the Fellowship for young members between the ages of Eleven (11) to Eighteen (18) years.

**10.8.1:** Members of the Youth Ministry shall be encourage to learn and be able to play the Fellowship Band, to join and sing in the choir and also take up continuous Bible studies which shall be arranged by the CMC to help the Youth grow in Faith.

**10.8.2:** The leaders of the Youth Ministry shall form the Youth Council, which shall be elected at the Youth AGM to be held not later than one month before the Annual Youth/ Junior Church Sunday.

**10.8.3:** The Youth Leaders shall represent the Youth Ministry on the committee on Ministries and Youth Development.

**10.8.4:** The Youth Ministry shall celebrate an Annual Youth Sunday, at which the Youth shall lead the worship service, guided by the Chaplain and Teachers.

**10.8.5:** At the Annual Youth Sunday, all deserving members of the Youth Ministry shall be rewarded for their achievements over the year and the qualifying children (all over 18s), shall be promoted to join the Senior Fellowship.

**10.8.6:** The Annual Youth Sunday shall be on the 2<sup>nd</sup> Sunday of February every year and must coincide with the similar celebrations by the Junior Church and the Crèche Group.

**10.9: Junior Church:**

**10.9.1:** There shall be a Sunday school and a Crèche arranged for the younger children under

11 years old and Baby/Toddlers respectively at every session of the Fellowship worship service. These two groups shall form the Junior Church of the Fellowship.

**10.9.2:** The CMC shall arrange a place, whenever there is a Fellowship worship service, for both the Sunday School and Crèche and also appoint “qualified” or competent adult/s as Teachers, to Instruct and Oversee these two Groups under the supervision of the Fellowship Stewards.

**10.9.3:** The Junior Church shall be called in to join the Fellowship worship service at least, fifteen (15) minutes before it ends.

**10.9.4:** The Fellowship shall celebrate an Annual Junior Church Sunday on the second Sunday in February every year, at which there shall be presentations for the children of the Sunday School and their subsequent promotion of all deserving 09 to 10 years old to join the Youth Ministry.

**10.10: Fellowship Band:**

**10.10.1:** The Fellowship shall form a special Musical Band and also own and maintain a set of Musical Instrument and Equipment needed to form the Band for use by the Fellowship.

**10.10.2:** The Fellowship shall train its members (mostly the Youth), to play the Band Instruments and shall also maintain and replace the Instruments and Equipment of the Band as and when required.

**10.10.3:** The CMC shall pay for Professional Musicians and Technicians to play the Band Instruments and maintain the Equipment respectively, whenever a technician is needed or when there are none or not enough Fellowship members to play the Instruments.

**10.10.4:** The CMC may hire out the Band to other similar Organisation/s and Fellowship Members for a fee.

**10.10.5:** The Fellowship Band may record both Original and Adopted Music, with Patent Right vested in the Fellowship, for sale to raise Funds.

**11.0: ELECTIONS:**

**11.1:** All Fellowship elections/appointment shall be conducted democratically, and decided by a simple majority except where indicated otherwise. All elections/appointment shall be by secret ballot and supervised by a minimum of Two (2) representatives of the CMC.

**11.2:** All Fellowship members aged 18 years and over and of sound mind shall be eligible to be elected/appointed to any office of the Fellowship, provided they have complied fully with the conditions of membership laid down in the Guide book.

**11.3:** A member shall be voted to an office in his/her absence only with her/his prior written consent.

**12.0: Chaplaincy Management Committee Officers:**

**12.1:** With the exception of the Chaplain who shall remain a permanent member of the Chaplaincy Management Committee, hereinafter known as the CMC, all other Officers of

CMC, shall be elected/appointed every two years by secret ballot of all eligible members present at the AGM of the Fellowship, *unless* otherwise stated and can be eligible for re-election/*appointment* for another two years. *The above notwithstanding, a member shall be eligible to remain on the CMC for a maximum of six consecutive years.*

**12.2:** CMC shall comprise of the following Officers:-

- a. The Chaplain (Chairman)
- b. Secretary
- c. Assistant Secretary
- d. Treasurer
- e. Financial Secretary
- f. Choirmaster/Choirmasters Representative
- g. The Sunday School Superintendent/Youth Officer
- h. One representative each from existing organisations within the fellowship.
- i. Five representatives from existing local fellowship unless otherwise stated. The representatives shall be elected by an electoral college comprising 2 representatives from each inaugurated local GMF under the supervision of the Chaplain and Secretary.
- j. Senior Steward
- k. One representative from North London Chaplaincy.
- l. *Chair of Welfare & Social Responsibility Committee*

### **13.0: POWERS OF THE CHAPLAINCY MANAGEMENT COMMITTEE:**

**13.1:** The CMC shall be responsible for the Management of the Fellowship and shall ensure that the Guide book of the Fellowship is upheld in accordance with Aims and Objectives.

**13.2:** The CMC shall have powers to appoint members of Standing Committees and Ad Hoc Committee as and when necessary. The CMC shall either appoint the Chairperson of a Committee or allow the Committee to elect its own Chairperson. All Committees shall report to the CMC in accordance with its terms of reference.

**13.3:** The CMC shall be responsible for maintaining discipline and setting standards of behaviour acceptable within the Fellowship, and for ensuring that there are effective and appropriate rules and policies covering issues of members' conduct and capability which are accepted as reasonable by the members.

**13.4:** The CMC shall have powers to keep an effective (and economically sound) control on the finances of the Fellowship and take all necessary steps to maintain and protect all Fellowship assets.

### **14.0: DUTIES OF THE CHAPLAINCY MANAGEMENT COMMITTEE OFFICERS:**

#### **14.1: The Chaplain:**

**14.1.1:** The Chaplain shall be the Chairman of the CMC, Executive Officer, Co-ordinator and Spiritual Leader of the Fellowship.

**14.1.2:** Other duties of the Chaplain shall be as follows:-

- a. To preside over CMC and General Meeting of the Fellowship.
- b. To co-ordinate the Local Fellowships.
- c. Gathering of information about the nature, extent and needs of the GMF-UK and the Local Fellowships.
- d. Providing Pastoral, Cultural and Liturgical support to all members of the Fellowship.
- e. Being a resource for the local Methodists Ministers in their work with the Ghanaian members or local Fellowships in their Churches and training resource for the wider connexion.
- f. Liaising with Ghanaian Chaplains of other denominations.
- g. Reflecting on and advising the church on appropriate ways of offering future support for Ghanaian Methodists within London and beyond.
- h. Being a spokesperson for the GMF-UK and Local Fellowships and the link between the British and Ghana Methodists Churches on matters concerning the Fellowship
- i. Arrange the monthly Chaplaincy worship service each month [for example appointing the Preacher] etc

**14.1.3:** Any other duties of the Chaplain shall be subject to the approval of the Chaplaincy Management Committee.

## **14. 2: Secretary**

**14.2.1:** The Secretary shall be the Principal Administrative Officer of the Fellowship and shall be responsible for all the routine administration of the Fellowship.

**14.2.2:** S/he shall be responsible to the Chaplain and shall have regular consultations to ensure the smooth running of the Fellowship.

**14.2.3:** She/he shall send out circulars for meetings and take minutes at the Management Committee meetings, Fellowship General meetings and the AGM.

**14.2.4:** The Secretary shall keep an up-to-date record of all Fellowship members and maintain the confidentiality of these records.

**14.2.5:** The Secretary shall be able to delegate some of her/his administrative duties to the Assistant Secretary when s/he needs help, within reason.

## **14.3: Assistant Secretary:**

The Assistant Secretary shall have other duties as stated in elsewhere in the Guide book, but her/his main duty shall be to assist the Secretary in the day-to-day routine administration of the Fellowship and deputise for the Secretary when s/he is absent.

## **14.4: Treasurer:**

**14.4.1:** The Treasurer shall be the main Financial Officer of the Fellowship and shall be responsible for keeping a proper and up-to-date record of all Fellowship finances and assets.

**14.4.2:** S/he shall prepare and countersign cheques for the payment of goods and services provided to the Fellowship.

**14.4.3:** Any payments of expenses to the Treasurer or other signatories shall be only by



cheques either signed by the other signatories or approved by either the Chaplain for payment.

**14.4.4:** S/he shall obtain valid receipts or invoices for goods or services supplied to the Fellowship-to support all payments, and before cheques are signed for payment.

**14.4.5:** Ensure that all invoices and claims for expenses are paid not later than one month from the date of presentation; and keep all records of payment for as long as required by law (re-Act of Limitation)

**14.4.6:** Present an interim financial report and statement of accounts, to the CMC every.

**14.4.7:** S/he: shall prepare an end of year Accounts and Financial report of all Fellowships funds not later than 30<sup>th</sup> September each year.

**14.4.8:** S/he shall forward the end of year accounts to the appointed Fellowship's Auditors to be independently examined.

**14.4.9:** S/he shall present copies of the Financial report together with the Audited accounts to the Secretary and to be ready to be sent to members, not less than two (2) weeks before the AGM in November of each year.

**14.5: Financial Secretary:**

**14.5.1:** Shall receive all cash, cheques and other items of financial nature, on behalf of the Fellowship and provide receipts or record on a membership card or both.

**14.5.2:** Shall record all financial transactions in the fellowship's Accounts books, pay all Receipts into the Fellowship's Bank Account within seven (7) working days but not later than ten (10) working days, and send the returns of all payments to the Treasurer each month.

**14.5.3:** Shall assist the Treasurer as and when required to do so.

**14.5.4:** Shall assume all the duties of the Treasurer in the latter's absence.

**15.0: AUDITORS:**

There shall be two tiers of Auditors – i.e., Internal Auditors and External Auditors.

**15.1: Internal Auditors:**

**15.1.1:** The Chaplaincy Management Committee (CMC), shall appoint at least two Internal Auditors to check the Fellowship's Accounts every Quarter and present a report to the following CMC meeting, with any recommendations for consideration and approval.

**15.1.2:** All internal Auditors shall either have some appreciable accounting knowledge and skills or be qualified Accountants or both.

**15.2.: External Auditors:**

**15.2.1:** the External Auditors shall be appointed by CMC at its first meeting after the AGM every year. *This will however be dependent upon the Chaplaincy's annual income exceeding the threshold set for churches by the British Methodist Church.*

**15.2.2:** The External Auditors shall be either a professional self-employed Accountant/Auditor or reputable firm of Accountants/Auditors.

**15.2.3:** All Fellowship Auditors can be re-appointed and shall always be offered payments if and when demanded.

**16.0: FINANCE:**

All monies accumulated, as well as any assets acquired, by the Fellowship shall be applied solely to the furtherance of the Aims and Objectives of the Fellowship.

**16.1: Subscriptions:**

**16.1.1:** There shall be an Annual Subscription, the level of which shall be decided at the AGM every year, and be affordable to all members.

**16.1.2:** Fellowship monies shall not be used for the Customary Funeral Donations to individual members; or for donations to Local Fellowships at their Annual Anniversaries/Fund – raising events or at the Inauguration of a new Local Fellowship or any other similar occasions.

**16.2: Donations, Gifts and Grants:**

**16.2.1:** The Fellowship shall receive gifts and donations from individuals, other charities and/or organisations with the approval of the CMC or on the recommendation of the Finance Committee.

**16.2.2:** The Fellowship shall apply for financial grants to meet particular need/s of the Fellowship from donors/sponsors recommended by the Finance Committee and approved by the CMC.

**16.2.3:** The Fellowship shall provide Petty Cash to the Welfare Committee for Welfare gifts (for example flowers, greeting cards, etc.)

**16.3: Pledges:**

Individual members or group of members shall be free to make pledges of monies to the Fellowship in thanksgiving of or in anticipation of God's grace.

**16.4: Levy:**

The Fellowship shall levy members to raise funds for an appeal or to support a project approved by the CMC

**17.0: MEETINGS**

**17.1: CHAPLAINCY MANAGEMENT COMMITTEE MEETINGS**

The CMC shall meet once every month, but extra emergency meetings may be called by the Chaplain when necessary.

**17.2: GENERAL MEETINGS [GM]**

There shall be two General Meetings of the Fellowship every year, in April and August.

Notification of the General Meeting shall be an announcement at the preceding Chaplaincy worship services. The Secretary shall prepare the Agenda and take minutes of all General Meetings.

### **17:3: ANNUAL GENERAL MEETING [AGM]**

The Annual General Meeting of the Fellowship shall be held in early half of November/December and all members shall be notified in writing either by post or email and monthly announcements at the Chaplaincy worship service, giving the date, place and time.

**17:4:** The AGM shall receive and discuss the various committee reports, the Financial Statement up to the year ending 31<sup>st</sup> August, elect/appoint representatives for the next year and adopt any changes to the Guide Book.

### **17:5: EMERGENCY GENERAL MEETING [EGM]**

An Emergency General Meeting shall be called at a short notice to either inform members of an urgent issue already dealt with by the CMC, or to seek the mandate of members on an urgent issue which the CMC needs to be resolved a.s.a.p. Members shall be contacted by any quick means like by telephone, text messaging, email or possibly by notice through the internet and also by word of mouth from one member to another.

### **18:0: COMMITTEES**

**18.1:** Apart from the Chaplaincy Management Committee [CMC], there shall also be a number of Committees appointed to carry out both specific and specialised duties within the administration of the Fellowship. These Committees shall be either Standing or Ad Hoc Committees *and shall be responsible to the CMC.*

**18.1.1:** *All Standing or Ad Hoc Committees shall submit their recommendations/proposals to the CMC for approval. They shall also submit minutes of all their meetings to the Secretary of the Chaplaincy within 3 weeks of the said meetings.*

#### **18.2.1: Standing Committees:**

The standing Committees that shall be elected or appointed within the fellowship shall include: Finance/Administration, Social Responsibility/Welfare, Ecumenical Relations, Committee on Ministries/Youth Development.

#### **18.2.2: Finance/Administration Committee.**

This committee shall be responsible for all financial/administrating matters of the GMF-UK Chaplaincy. This committee shall comprise the following 11 members: One representative from the CMC, Women's Fellowship, Men's Fellowship, Choir, Christ Little Band and SUWMA, and five representatives from the Local fellowships.

#### **18.2.3: Social Responsibilities/Welfare Committee.**

This Committee shall oversee the social needs of all GMF-UK registered members; this committee shall comprise the following 11 members: One representative from the CMC, Women's Fellowship, Men's Fellowship, Choir, Christ Little Band and SUWMA, and five representatives from the Local fellowships.

#### **18.2.4: Ecumenical Relations Committee.**

This Committee shall oversee the relationship between the GMF and other churches as well as relationship with other faiths and community. This committee shall comprise the following 11 members: One representative from the CMC, Women's Fellowship, Men's Fellowship, Choir, Christ Little Band and SUWMA, and five representatives from the Local fellowships.

#### **18.2.5: Committee on Ministries/Youth Development.**

This Committee shall be responsible for the training of stewards and Worship leaders and the organisation and development of youth work in the GMF-UK as well as the care and safety of all children of the fellowship in a proper Christian manner. The committee shall comprise the following 11 members: One representative from the CMC, Women's Fellowship, Men's Fellowship, Choir, Christ Little Band and SUWMA, and five representatives from the Local fellowships and the Sunday School Supt/Youth Leader.

### **19.0: MISCELLANEOUS:**

#### **19.1: Logo:**

The Fellowship shall use a special identifying Logo which shall comprise the symbols used by the British Methodist Conference and the Ghana Methodist Conference laid out side-by-side with all the relevant inscriptions.

#### **19.2: Attire (Uniform):**

The Blue & White material specially designed with the twin prints of the Revd. John Wesley and the Revd. F.C.F. Grant shall be the Official "Uniform" of the Fellowship. The AGM may recommend to the CMC to negotiate other "Uniforms" for the Fellowship which shall also own the Patent Rights.

**19.2.1:** Each Group within the Fellowship may have its own identifiable "Uniform".

#### **19.3: Greetings:**

The Fellowship shall decide at its first AGM on a unique form of Greetings and Response.

**19.3.1:** All other Groups within the Fellowship shall have their own particular Greetings and Response, as used by the mother Group back in Ghana, if any.

### **20.0: AMENDMENTS TO THE GUIDE BOOK:**

**20.1:** Any clause in the guide book may be amended at a General meeting or Annual General Meeting, by a two thirds majority of all members present and eligible to vote.

**20.2:** The Guide Book may be reviewed every five years, when new editions may be published with updates of all amended clauses included.