



**Eglwys Bresbyteraidd Cymru**  
The Presbyterian Church of Wales

# **HANDBOOK OF ORDER AND RULES**

**MARCH 2024**

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## SECTION I GOVERNANCE

### 1.1 OUR TITLE

Our Connexion's title is "The Calvinistic Methodist Church of Wales" or "The Presbyterian Church of Wales", both names being legal and regular.

### OUR CHARITABLE STATUS

The Presbyterian Church of Wales is a charity registered with the Charities Commission registration number 1132022 and is governed by its Constitution.

### OUR OBJECTS

Our purpose is to worship God and spread the Gospel of the Lord Jesus Christ as it is revealed in the Holy Scriptures and expounded in our doctrinal standards, by establishing and maintaining fellowships of people worshipping God and believing in the Lord Jesus Christ under the guidance of the Holy Spirit. We seek to achieve this purpose by:

- Preaching the Gospel, administering the sacraments, pastoral care of local churches, holding meetings for fellowship and prayer.
- Religious Biblical education and training in the Faith.
- Missionary work and evangelising at home and abroad, setting people aside for this work.
- Providing and publishing literature.
- Setting an example of Christian life and good works.
- Serving our communities and our country through practical activity.
- Taking a stand for justice and peace in our world.
- Safeguarding our environment in every possible way.

### 1.2 OUR CONSTITUTIONAL RULE

The Constitutional Rule is contained in Clause 16 of the Constitution dated 24<sup>th</sup> November 2008 and amended on 2<sup>nd</sup> November 2016 and is reproduced below:

*"In order to safeguard the unity of the PCW, and to secure uniformity in the procedure of its courts, it is hereby agreed that amendments to this Constitution and any decisions in relation to Fundamental Rules (excepting at all times any change in the Declaratory Articles) made pursuant to this clause shall only be valid if:-*

*16.1 they are approved by*

*16.1.1 the Association in the South after remitting them to its Presbyteries, if it is so determined, and by the Association in the North after remitting them to its Presbyteries, if it is so determined, and by the Association in the East after remitting them to its Presbyteries, if it is so determined, or*

*16.1.2 if they are approved by a joint meeting of the Association and a subsequent meeting of the General Assembly;*

*16.2 they are approved by at least three fourths of the members present and eligible to vote at each of the meetings referred to in clause 16.1; and*

*16.3 provided that the interval of time between the first and last of the meetings referred to in clause 16.1 shall not be greater than two years; and*

*16.4 any change in this Constitution or decision in relation to Fundamental Rules will not be valid if approved in any other way."*

### IMPORTANT

The terms Minister / Elder/ Moderator / Chair / Member etc used within this document refer to both men and women.

\* Guidelines for convening meetings of the 'Joint Association' are to be seen at Appendix B on page 69.

## SECTION II

### LOCAL CHURCH

#### CHARITABLE STATUS

**Constitution for a Local church:** When a church is required to register as a registered charity with the Charities Commission it is essential that the constitution for a Local church accepted at the 2008 General Assembly is adopted. Before registration the General Secretary must be consulted.

#### 2. CHURCH MEMBERSHIP

The meaning and standards of church membership are based on our doctrine regarding the nature and purpose of the Church of God on earth.

##### 2.1 The Meaning of Membership

The admission of a new member is a responsible act on the part of all members of a local church under the guidance of its Minister and/or the Elders. The new member makes a profession of his/her faith in God and belief in Christ, and vows to be loyal to them and faithful to all the ordinances of the church.

To be a member of the Church of God is a great privilege and involves a corresponding responsibility and duty – a responsibility for the worship and whole work of the church, and a duty to take part in that work, and contribute to it in terms of money, time and talents.

The means of grace in a worshipping community are the reading of the Scriptures, prayer, the singing of hymns, the preaching and the hearing of the Word and the administering and receiving of the Sacraments. The regular use of these means is a duty owed to God and a necessity of the Christian life.

The Gospel is the standard and inspiration of the life of the Christian; and in all things, within the Church and outside it, he or she should endeavour to uphold this standard and on every occasion behave as a faithful witness for Christ.

##### 2.2 Receiving New Members

New members are received into the local church in one of three ways. The church receives:

- Children prepared for membership by the church's Minister or Elders.
- Members of one church to another church by letter of transfer.
- Others, including members of another denomination, after having conferred with the Minister, or the Elders where there is no Minister, by presenting themselves to the church.

Every candidate for membership, whether from the children of the church, or newly presenting himself/herself for membership, should be made to realise the meaning of membership of the Church of God and of the privilege and responsibility it holds.

These are the standards that can be employed to judge in a practical way the duty and way of life of church members and the quality of their membership.

- Loyalty to the church's meetings on Sundays, and during the week, and spending Sundays in a manner worthy of the Gospel.
- Partaking regularly of the Lord's Supper.
- Presenting their children, or children in their care, for baptism and providing them with a Christian upbringing and bringing them to the church's services.
- Serving the church in every way and doing their best to maintain the unity of the church by showing neighbourly love, a forgiving spirit and sympathy for fellow-members.
- Endeavouring to live worthily of the Gospel in their personal life at home and in public and giving freely of their service to society.
- Contributing regularly, according to their means, towards the maintenance of the local church, the Ministry and Mission Contribution and other charitable causes.

Members moving to live at a distance from their own church should transfer their membership to another church and thus retain an active membership throughout their lives.

##### 2.3 The Rules of Church Membership

1. When someone desires to become a member, this should be discussed with the Minister, or an Elder where there is no Minister, and the church should then be asked to vote on his/her admission. If the church is in favour, he/she shall be received as a member.
2. It is expected that every Minister, and where there is no Minister, the Elders, will hold a special class to prepare children of the church when it is felt they are sufficiently mature, as well as others who may wish to become members, in readiness for their admission as members.
3. They will be received by a Minister or Elder in accordance with the following procedure:
  - Each candidate shall be conferred with regarding his/her preparation for full membership, and awareness of the responsibilities of membership.
  - Every candidate shall be asked the following questions:
    - (i) Do you believe in God your heavenly Father, in Jesus Christ, the Lord and Saviour of your life, and in the Holy Spirit your Helper and Guide?

- (ii) Do you promise to be faithful to Christ, and to seek his will for you through reading the Bible and through prayer?
  - (iii) Do you promise to join in the fellowship of the Church, to share in its work and worship, and to give of your time, talents and money for the work of Christ in the world?
  - (iv) Do you promise to confess Christ before others, to serve him in your daily life, and to walk always in his way?
- When each candidate has given a satisfactory reply, the vote of the church should be taken. If the vote is in favour, they should be received to the full privileges and duties of the church and encouragement and a prayer offered on their behalf.
4. The names and addresses of all those received, together with the date of their admission, should be recorded in the church's membership roll.
  5. When children of the church are received as members, it is suggested that each be presented with a Bible, Hymn Book, Service Book or other suitable book inscribed with the name of the member, the name of the church and the date of admission as a member and signed by the Minister and an Elder.

#### 2.4 Church Discipline

The purpose of church discipline is to foster and protect, to deepen and to strengthen, the Christian life and objectives of the Church as a fellowship professing the name of the Lord Jesus Christ.

The meaning of Church membership and its standards are set out above. These are the standards to which every member is expected to aspire. If a member renounces the aim and spirit and customs of the fellowship, or if there is a complaint that a member has done so, the matter will require special attention.

In dealing with such a case, love and wisdom will be required, remembering that those who sit in judgement are also sinners. A member should not be disciplined in such a way as to embitter him/her or cause him/her to be drawn further away from the fellowship. Patient attempts should be made to bring him/her to repentance and thus to a return as a stronger member.

Not every transgression needs to be publicly disciplined. Members should care for one another and strengthen one another, maintaining the peace of the fellowship.

If a complaint against a member is laid before a Minister or Elders, they shall inquire carefully and without prejudice whether it has any foundation. Should the complaint be unfounded, there is usually no need to bring the matter publicly before the church. But if they consider there is need to make further investigation into the matter, then the rules of church discipline as they are set out below in **Rules of Church Discipline** shall be followed meticulously. Every investigation should be made in the

spirit of meekness and love in the light of the Word of God. If a member is shown to have rejected the standards, it should be considered whether that member should be:

- Counselling.
- Warning.
- Advised to abstain for a period from partaking of the Lord's Supper.
- In exceptional cases, expelled.

It is difficult to recommend that any member be expelled unless he or she is unrepentant and continuing in sin, for it is the transgressor, more than anyone else, who needs the means of grace and the fellowship of the people of God. It is essential that a Minister and Elders continue their pastoral care of the disciplined member with a view to restoring him/her to the fellowship and full privileges of the church.

#### 2.5 Rules of Church Discipline

1. It is the church that administers discipline in the case of a member; the Presbytery in the case of a candidate for the ministry, an Elder, a preacher and a lay preacher and the Association in the case of a Minister.
2. It is not practicable to draw up a list of transgressions and specify the appropriate discipline for each one. This must be left to the conscience and judgement of the church and it must administer judgement in accordance with the nature of the transgression, taking into consideration on the one hand the experience, history and circumstances of the transgressor, and on the other the discipline which would be appropriate. Every act of discipline should be an opportunity for the church to examine itself, to bring its conscience to the light and to strengthen its life and unity.
3. When a complaint against a member comes to the notice of the Officers (Minister and/or Elders) of the church, they should make a thorough and unbiased investigation as to its foundation. In the case of a complaint against a Minister, a candidate for the ministry, an Elder, preacher, and lay preacher, the matter should be referred immediately to the Presbytery.
4. In the case of a member, when further investigation is required, it is important that complainants and witnesses (if any) be given the opportunity to appear before the Officers in the presence of the member and a friend. He or she should be provided in advance with full information regarding the complaint or complaints and given every opportunity to offer evidence on his/her own behalf and to cross-examine those bringing the charge and/or bearing testimony against him/her. If the member, after being given every opportunity, refuses to attend the investigation, the Officers may consider the complaint(s) in his/her absence.
5. Should someone bring a complaint against a member and desire the Officers of the church to consider the matter, it is thereby understood that those making the complaint accept the decision of the Connexion through its courts in the matter.

6. Officers are required to present to the church a report of their investigation into a complaint against a member.
7. If the church deems it necessary to discipline a member, this should be done in a spirit of meekness and love. The Officers of the church may reprimand a member, or prevent him or her from partaking of the Communion for a period, but it is the church alone that has the right of expulsion.
8. A member has a right of appeal against the decision of the church, to the Presbytery and Association.
9. The church's Officers should continue their pastoral care of the person who has been suspended or expelled, with a view to his/her restoration, and when there are signs which satisfy the church that the person has repented the error, then he or she may be restored to the full privileges of the church.
10. A church (if aware) should not admit anyone who is under discipline in another church without informing that church and receiving fully satisfactory signs of repentance.

## 2.6 Elders

Every Elder is a trustee.

Every Trustee must sign a declaration of willingness to act as a Charity Trustee of the Church before he / she may vote at any meeting of the Trustees.

For the Minister and Elders the declaration must be signed prior to ordination / induction or taking charge of the church;

For Trustees who are not Elders the declaration must be signed before taking up office.

### 2.6.1 A Declaration on the Office and Work of an Elder

An Elder in the Presbyterian Church of Wales is a man or woman called to serve the local church through a ballot held prayerfully and under the guidance of the Holy Spirit. Elders, together with the Minister, take responsibility as a team for the life, worship and witness of the local congregation. According to their talents/gifts they are to visit the sick, to teach the young, to guide and support those who are seeking Christ, and to train and encourage believers. They are also expected to have a care for the Connexion as a whole. They shall be managing trustees of their local church and they are to work with their fellow Elders and the Ministers to build up the body of Christ through all the courts of the Church.

### 2.6.2 Rules for the Election of Elders

1. There should be at least one Elder in each church. If a church has a Minister, the Minister is counted as one of the Elders. If a church, for any reason is unable to choose Elders the Presbytery has the authority to appoint Elders to supervise the church until such time as the church can choose its own Elders.

Where there is a need for a Presbytery to appoint Elders to supervise a church, the Presbytery should appoint Elders from a nearby church for such supervisory responsibilities. The possibility of using retired Ministers or Ministers following another vocation to help as members of Presbytery should also be considered. If it is not possible to appoint Elders, then the executive committee of the Presbytery will be Elders of the church.

The purpose and responsibilities of those appointed should be clear. i.e

- i) Provide advice and guidance concerning every aspect of a congregation's life, especially its worship and spiritual life, as the need arises.
  - ii) Keep a congregation in contact with a Presbytery and convey information from the Presbytery to the congregation as well as convey matters from the congregation to the Presbytery.
  - iii) Where there are officers operating within the congregation, we cannot expect the supervisory Elders to be responsible for the way these officers conduct their work, but it is expected that they advise them and encourage them as the need arises. The officers of churches where no Elders are in place should be invited to the Presbytery's meetings to secure an interchange of information although they will not have any voting rights.
  - iv) There should be regular contact between supervisory Elders and the congregation, and Elders should attempt to attend key meetings held by the congregation concerning its life and witness.
2. Every church is to be given the opportunity, at least once every seven years, to elect Elders. It shall have this opportunity more frequently, if the Minister and Elders deem it necessary. The church shall be given due notice that its voice is to be sought on the matter, noting the Sunday Service at which this is to be carried out.
  3. The matter shall not be brought before any church unless it is in a satisfactory condition at the time; free from dissention and factiousness, and without any controversial question disturbing its peace. If there is any doubt as to this, Presbytery shall have power to postpone the election. The declaration on the Office and Duties of an Elder shall be read to the church.
  4. The view of the church shall be sought in a general meeting by means of a secret ballot in reply to the question – "Are you in favour of electing additional Elders?" Two-thirds of those present and voting must be in favour before any further action can be taken.

5. If the necessary majority is obtained, the matter shall be brought to Presbytery, and if Presbytery sees fit to consent to the request, it shall appoint experienced delegates to assist the church. A convenient time and date should be arranged for the church meeting when the selection is to be made and due notice should be given of the time and purpose of the meeting. The Declaration on the Office and Work of Elders (see clause 2.6.1 above) should be read before the vote is taken in a church meeting. If, in the view of the delegates, a reasonable number are present, a vote can be taken.
6. Only full members of the church have the right to vote; the ballot must be completely secret. The votes of absent members will not be received.
7. All full members of the church, including those who have previously been Elders in other churches, and Ministers without charge of a pastorate, are eligible for nomination as Elders, and voters can vote for as many as they wish.
8. A majority of those present and voting must be in favour before a person can be elected.
9. A church shall (if it should so determine and with the consent of the Presbytery), elect Elders through two ballots, the first to be considered in terms of nomination.
10. The church shall decide, before bringing the matter to Presbytery, whether one or two ballots will be taken and, if two, whether they will be taken in one or two meetings.
11. When two votes are taken, the church shall be presented at the second ballot with the names, in alphabetical order, of all members who, at the first ballot, gained one fourth of the votes. When voting takes place at two meetings, the representatives shall keep the names confidential until the second meeting.
12. On both occasions, the vote shall be taken by Presbytery representatives, and, as far as possible, by the same representatives.
13. We advise that an united church on different sites uses the option of electing Elders through nomination. This will provide a better way forward for the church and this should be achieved by seeking nominations from the congregations with each branch voting on the complete list of nominated names.
14. After counting the votes, the representatives will inform the minister, or in the case of a pastorless church, the church secretary, who have been elected. Before informing the church, the minister, or in the case of a pastorless church, the church secretary will inform the individual(s) who have been elected. If they consent to the call, the minister, or church secretary will inform the congregation in the following meeting, and inform the Presbytery at its next meeting. They will keep the details of the ballot confidential. The ballot papers are to be kept in the Presbytery safe for six months.
15. Every Presbytery shall make arrangements for the ordination of Elders, at least once a year, and shall keep a register of Presbytery Elders, and publish it in the Presbytery Yearbook.
16. Before an Elder's election shall be valid, he/she must come before Presbytery for ordination. The election of anyone who refuses to do so within the year will be void.
17. At a meeting of the Presbytery, held prior to the open session when the Elders are to be ordained, they should be conferred with about their background and religious experience, about the Scriptures and Connexional history and procedure. If the Presbytery is satisfied, they shall be ordained at the open session.
18. If someone who is already an Elder in another Presbytery is elected an Elder, he or she will become a member of the new Presbytery without re-ordination. If the person refuses office, he or she will cease to be an Elder of the Connexion, unless there are, in the view of the Presbytery, adequate reasons for the refusal.
19. When an Elder moves to another church, the Minister and Elders shall inform Presbytery. Such a person will not be considered as an Elder of that church, unless elected by it in accordance with the above rules. He or she will, however, remain an Elder of the Presbytery that ordained him/her. If an Elder removes his/her membership to another church and in the course of time returns to the church that elected him/her, he/she shall not be an Elder of that church a second time without re-election.
20. If a church elects someone who is a member of another Presbytery as an Elder, and admits him or her as a member of the second Presbytery, that person ceases to be a member of the Presbytery by which he or she was originally ordained.
21. When an Elder wishes to resign, he/she shall inform the Minister and Elders of this in writing through the Secretary of the church. They in turn shall present the case for the consideration of Presbytery. When Presbytery has made its decision, the church shall be informed.
22. When an Elder resigns permanently or wishes to retire from office in a church, he/she resigns from all the privileges and responsibilities of that office in the Connexion, including any posts which involve the making of decisions within his/her own church.
23. When an Elder wishes to retire from his/her office, he/she thereby also retires from all the privileges and responsibilities of that office in the Connexion.
24. When an Elder wishes to resign/retire from his/her office in a church for a period of time (here meaning a period of not more than five years from the date of informing the church of his/her wish) then he/she shall, during that period, resign from all the privileges and responsibilities of that office in the Connexion.



25. If the Elder who temporarily resigned office in the church wishes to return to it, then he/she should inform the Secretary of the church and the Clerk of the Presbytery, and when the Presbytery has reached a decision the church should be informed. The decision to resign, either permanently or temporarily, should be regarded as an honourable act.
26. When an Elder abstains from the work and responsibility of his/her office, but without notifying his/her resignation, and continues in this manner for more than a year, the Minister and Elders, having discussed this with the Elder, shall inform Presbytery, so that Presbytery may decide as to his/her continuance in office, but if an Elder does not act for a period of one year then he/she shall be considered to have resigned the office.
27. An Elder may resign as a Managing Trustee due to mental or physical disability which prevents him or her from attending trustee meetings. In such circumstances the person could continue to be an Elder.
28. When two or more churches are united in one building, the Elders of those churches elected as set out above are considered to be Elders of the united church; if a difficulty arises the Presbytery shall consider the matter and come to a decision.
29. Elders are expected to follow appropriate courses, and to familiarize themselves with the latest developments within the PCW and as Managing Trustees.

### **2.6.3 Elders and the Sacraments**

Permission is given to Presbyteries, in consultation with the churches, to consider nominating Elders to be trained and licensed to administer the sacraments in pastorless churches within their Presbytery, when invited to do so by those churches. Where there is a Minister, permission will not be given for an Elder to administer the Sacraments unless this is with the agreement of the Minister.

Elders will be licensed for three years, and the licence can be renewed with the consent of both the Elder and the Presbytery.

No Elder will be licensed unless the appropriate training has first been followed. Training is to be arranged and provided by the Candidates and Training Department and each Elder is expected to complete the course before being licensed.

It is the Presbytery's responsibility to publish a list of those who have been licensed.

If an Elder moves from one Presbytery, that Elder will not be allowed to administer the Sacraments in another Presbytery unless he/she is licensed within that particular Presbytery.

The Ministries Department must be informed of the names of all licensed Elders.

We wish to emphasise the sacred nature and central place of the Sacraments within our tradition. It is emphasised that only ordained Ministers from the Trinitarian tradition, as well as Elders who have been licensed by the Presbyterian Church of Wales (or who have been licensed by another Denomination) should administer the Sacraments.

### **2.7 Responsibilities of Managing Trustees**

The responsibilities of Managing Trustees are noted in Section V clause 5.1.2 (The Functions of Managing Trustees). A church's Managing Trustees are its Minister, Elders, Secretary and Treasurer. The Secretary and Treasurer are accountable to the Presbytery through the Elder(s) and Minister of the church. It is mandatory for every church to have at least two Managing Trustees, and if there are fewer than 2, the Presbytery must work alongside the church to regulate the situation (see clause 3.2.4 of Section III).

### **2.8 Data Protection**

The Connexion is the Data Controller, however in exceptional circumstances, there may be a requirement for separate Data Controllers, for example where there is a separate legal entity. However, such a decision should only be made in consultation with the Head of Corporate. The Connexion's data protection documents can be found in [www.ebcpw.cymru/en/resources/gdpr](http://www.ebcpw.cymru/en/resources/gdpr)

## SECTION III

### THE COURTS OF THE CHURCH

#### 3.1. The District/Area Meeting

The Presbyteries will decide on the function and boundaries of District/Area Meetings within their Presbyteries. Some Presbyteries may choose to forego the District/Area Meeting altogether whilst others will wish to grant considerable authority to the District/Area Meeting according to local need and the geographical size of the Presbytery. The District/Area Meeting could maintain close links between local churches and encourage ministry and mission. In order to avoid a feeling of estrangement the District/Area Meeting could play an important role in encouraging prayerful fellowship between churches and in strengthening pastoral care for one another. These District/Area Meetings have no authority to take decisions, unless the Presbytery decides otherwise, but rather to discuss resolutions and items from Connexional courts and to work towards strengthening the relationship between the churches within their Presbytery. Even if Districts/Areas were given functions by Presbytery, all authority relating to Finance would remain with the Presbytery.

#### 3.2. The Presbytery

The Association is divided into Presbyteries. The Association in the three provinces in consultation with the General Assembly will decide on the number and the area of Presbyteries.

The Presbyteries are as follows:

##### South

Ceredigion a Gogledd Penfro  
Myrddin  
Morgannwg Llundain

##### North

Môn  
Arfon  
Gorllewin Gwynedd  
Conwy a Dyfrdwy  
Dyffryn Clwyd  
Y Gogledd Ddwyrain  
Trefaldwyn

##### East

Northern Presbytery  
Mid Wales and Border  
South West Wales  
South East Wales

- 3.2.1. Presbytery shall meet at least once a quarter unless decided otherwise by the Presbytery, and shall include:
  - i. Pastors, Ministers and Elders of the churches of the Presbytery.
  - ii. Other Ministries Department workers who work within the Presbytery. They shall be members of Presbytery on the same conditions as its other members, during the term of their appointment. If they are appointed to the charge of a church or to other service in another Presbytery, they shall be presented to that Presbytery by letter.
  - iii. Other Ministers living in the area and received as members.
  - iv. Elders ordained in that Presbytery and not members of another Presbytery. The Clerk of Presbytery shall be responsible for keeping a list of all such Elders, with their addresses, and Presbytery shall revise it annually.
  - v. Ministers in Local Ecumenical Partnerships or Community Ministries.

In every meeting the time and place of the next meeting shall be decided; this shall be deemed sufficient notice to the churches. No meeting will be regular, nor will its decisions be valid, without such or some other notice that shall be deemed as sufficient, such as the receipt of an agenda. Although all Elders are expected to attend Presbytery meetings, every Church should make certain that they are represented at each Presbytery meeting.

#### 3.2.2. The Presbytery shall:

- i. Supervise the work of the churches within its bounds.
- ii. Prepare and maintain Strategies for Ministry and Mission, including the use of resources.
- iii. Converse with Ministers and Elders concerning their spiritual experience and their experience in their office.
- iv. Supervise the election of Elders in the churches.
- v. Receive and supervise lay preachers who are not Elders.
- vi. Hear a case and discipline Elders, candidates, preachers and lay preachers with complaints proved against them except that any complaint brought against a Minister needing further consideration must be referred to the Association.
- vii. Consider appeals.
- viii. Receive and consider messages direct from churches where there is no District/Area Meeting, from District/Area Meetings and refer messages to the Association.
- ix. Supervise the work of the Sunday School, young people and children.
- x. Supervise the course and the work of Candidates for the Ministry, confer with them at least once a year and recommend Candidates to the Association for ordination.
- xi. Supervise calls to Ministers, their induction and their release from pastorates.

- xii. Supervise the order and maintenance of the Ministry.
- xiii. Encourage uniting churches and seek opportunities to initiate new causes as the population changes/moves.
- xiv. Take care of all Connexional interests, supervise buildings and all financial requirements concerning them.
- xv. Ensure that all the requirements of the Association are met.
- xvi. Confer with and ordain those elected to be Elders in the churches of the Presbytery and arrange an Open Session for their ordination.
- xvii. Keep an up to date register of the Presbytery Elders to be published in the Presbytery Yearbook with a copy being sent to the Central Office.
- xviii. Present names of Elders to be trained and licensed to administer the sacraments and provide a list of Licensed Elders for the Ministries Department.
- xix. Make arrangements for services in which Licensed Elders are commissioned to administer the Sacraments.

### 3.2.3 Financial Responsibilities of Presbyteries

#### 1. Churches whose expenditure far exceeds income.

Every Presbytery should look carefully at the way churches present their Income and Expenditure in their Annual Reports. The Presbytery should discuss any situation, and consider the following questions where there is a shortfall exceeding £2,000 between Income and Expenditure in a single year, or where the financial situation has steadily deteriorated over the last three years:

- a) Is the shortfall the result of capital expenditure? If so, does it seem that the financial situation may improve within a few years?
- b) Is the shortfall the result of insufficient contributions on the part of a number of members?
- c) Is the church in debt? Eg Council Tax, insurance, utilities (see clause 3.2.4 (vi) below).

If the financial situation has been steadily deteriorating over the past three years, Presbytery delegates should visit the church to speak to members to try to resolve the situation.

#### 2. Churches in arrears with their Ministry and Mission Contributions (and/or the Connexional Contribution)

Every Presbytery (by means of information gained via its treasurer) should look into the Ministry and Mission Contribution and also any outstanding Connexional Contributions owed by its churches. When a church owes more than 66% of their Ministry and Mission Contributions for a year, Presbytery should contact the church to try to resolve the situation. (See clause 3.2.4 (iv) below).

### 3. Annual Report

Every Presbytery should present an Annual Report on its actions in response to the financial situation of the churches described in 1 and 2 above. These reports should be forwarded to the Resources Committee of the Association in each province with copies to the General Secretary of the Connexion by 1st September annually. Presbyteries finding themselves in the fortunate situation of having no churches in the above categories should also send in a report to state their positive situation.

4. When a church that owes the Ministry and Mission Contribution (and/or the Connexional Contribution) over £1,000 sells property, the Properties Board is empowered to invest the money on behalf of the church and utilize the interest until the debt has been cleared. After this, the church may receive the interest in full and/or apply for the release of the capital to meet capital costs on the buildings. In accordance with the Presbyterian Church of Wales Act 1933, capital must be invested in the full name of "*the Properties Board of the Calvinistic Methodist Church of Wales or the Presbyterian Church of Wales*", but earmarked for the local church which has the right to apply for the release of the capital to meet capital costs on the buildings (in accordance with the thresholds outlined in Clause 5.7 of Section V) by the completion of an application form available from the General Assembly Office. If the church has obtained permission from the Properties Board for its own portfolio to be managed by investment managers, such holdings may be in the name of the investment managers' nominee company.

### 3.2.4 Bringing a cause to an end

When at least any 3 of the situations below are found to be true of a church, the Presbytery has the responsibility to resolve the situation (within 18 months) or to bring the cause to an end.

- i. If a church has no Elder or Minister
- ii. If a church has fewer than 2 Managing Trustees (see clause 2.7 in Section II)
- iii. If the church does not meet at least once every 2 months
- iv. If the Ministry and Mission Contribution remains unpaid for the preceding period of 12 months, or if there is a debt of more than 66% relating to the Ministry and Mission Contribution for that year (see clause 3.2.3 (2) above)
- v. If, on the advice of the Head of Properties, it is deemed that the building is dangerous, and/or does not conform to Health and Safety Regulations, and/or the church does not have the necessary finance to carry out necessary improvements
- vi. If the church is in debt, e.g. Council Tax, insurance, utilities (see clause 3.2.3.(1) (c) above)
- vii. If the expenditure of the church is significantly higher than income (see clause 3.2.3 (1) above)

### 3.3. THE ASSOCIATION

#### 3.3.1. Title

Its proper title is 'The Association'.

The authority of the Association in its own province is final in all Connexional matters excepting those referred to the General Assembly.

#### 3.3.2. Meetings

The Association shall meet at least twice a year, in each of the three Provinces, in the South, the North and the East. Welsh is the official language of the Provinces of the Association in the South and North and English is the official language of the Province of the Association in the East.

#### 3.3.3. Membership of the Association

- i. Ministers and Elders of churches within the province in which it meets.
- ii. The Moderator and Clerk of the Association and the Chair and Clerk(s) of the Elders' Meeting(s) of the other provinces.
- iii. Ministers and Elders of churches in the other provinces who desire to be present.

*NOTE – To strengthen the unity of the Church, arrangements should be made whereby at least two of the four above-mentioned officers from each province are present in every Association held in the other provinces, their expenses being borne by the Association that they represent.*

#### 3.3.4. Notice of Association Meetings.

In every Association the time and place of the subsequent Association shall be determined; this shall be deemed sufficient notice to the churches and Presbyteries. No Association will be regular, nor will its decisions be valid, without such or some other notice that shall be deemed as sufficient.

#### 3.3.5. It is the responsibility of the Association, within its province, to consider:-

- i. All the affairs of the churches, and the Presbyteries.
- ii. Receive Candidates for the Ministry and supervise their course.
- iii. Make submissions to the Ministries Department on the Ministry and Mission Strategies of the Presbyteries, especially in relation to pastorates which desire to call a Minister.
- iv. Ordain Ministers who are presented to it by the Presbyteries and who receive its approval.
- v. Hear cases and, if appropriate, suspend or dismiss Ministers with complaints proved against them.
- vi. Receive and consider appeals.
- vii. Receive and consider messages from the Presbyteries.
- viii. Receive and consider messages from and for the General Assembly.
- ix. Have charge of its funds.

- x. Supervise doctrine, mission and discipline.
- xi. Ensure that Connexional policies are implemented.
- xii. Support the Presbyteries to implement Ministry and Mission Strategies in conjunction with the Presbyteries and the Ministries Department.
- xiii. Consider applications to sell property and other financial applications according to the Rules.

The travelling and subsistence expenses of the officers and members of the Association Committee, and of members of committees appointed by the Association, shall be defrayed as required and in accordance with the rates which it determines.

#### 3.3.6. The Standing Orders of the Association

A model set of Standing Orders is provided below as guidance. It is recognized that there will be minor differences within each province.

##### A Rota and Membership of the Association

1. The Association shall, as a rule, meet in rotation in every Presbytery.

Every Minister and every Elder in the Connexion has a right to be present, and to vote at the Association, and to participate in every meeting. However for the election of officers only past moderators, members of the Association Executive Committee, and Presbytery delegates have a right to vote. In order to secure general representation, each Presbytery is requested to appoint a number of Ministers and Elders as delegates.

2. The Association should ensure that the majority of delegates at the Association and its committees are delegates directly nominated by the Presbyteries. Therefore each Association will decide its own formula for Presbytery representation at Association meetings having regard to the membership of each Presbytery. The formula will be reviewed as and when appropriate.
3. The Moderator and Clerk of each Presbytery should be among its delegates to the Association.
4. It is not in order for Presbytery to appoint as a delegate to the Association someone who is not a member of the Presbytery.

##### B Officers of the Association

- i. The Officers of the Association shall be the Moderator, the Clerk and the Treasurer.
- ii. The Officers of the Association in the three Provinces shall be elected by the members of the Association Committee and the delegates from the Presbyteries. The Moderator, Clerk and Treasurer shall be elected by secret ballot of those eligible to vote. Every three years a Moderator shall be elected from among the

Elders. The Moderator shall hold office for one year; the Clerk for three years; the Treasurer for five years. Neither the Moderator nor the Clerk shall be eligible for re-election, but the Treasurer may be re-elected for one further term. The Moderator and Treasurer of the Association shall be elected at the Autumn Association and the Clerk at the Spring Association.

- iii. The Moderator shall take office at the Spring Association. In vacating the Chair he/she shall deliver an address.
- iv. In the absence of the Moderator, or should the Moderator be unable to complete his/her term, or die, the Chair shall be taken by the past Moderator. In the absence of the Clerk, his/her place shall be taken by the previous Clerk. Should either the Clerk or the Treasurer die while in office, a successor shall be elected at the next Association.

### **C The Association Executive Committee**

The Association Executive Committee shall comprise:

- i. The Officers of the Association.
- ii. Representatives of the Past Moderators, and Past Officers (each province to decide).
- iii. Officers of the Elders' Meeting.
- iv. Officers of the appropriate committees (each province to decide).
- v. Representatives of each Presbytery (each province to decide on the number of representatives, but being mindful of the overall principle that the Presbyteries should have the majority in all the Connexion's meetings).

The Association trustees shall be invited to the meetings.

### **D Meetings**

The Association Executive Committee shall meet at least two weeks before the Association.

The work of the Committee is to:

- i. Inquire as to the regularity of every matter submitted to the Association.
- ii. A matter will be regular if it has been submitted by the General Assembly, by one of the Presbyteries, by one of the committees of the Association, or by the Association in another province.
- iii. To consider the propriety of every matter submitted, either by individual members of the Connexion or by organisations outside the Connexion or by other Religious Denominations.
- iv. Prepare nominations for election by the Association:
  - (a) when electing the Association representatives on the Association Committees.

- (b) when electing persons to perform special duties in, or on behalf of, the Association. These nominations will be submitted to the Association for confirmation or rejection, with power to add to the nominations before voting takes place.

### **E The Sessions of the Association**

- i. At the commencement of the first session of the Association, the congregation shall stand for the entry of the Moderator, carrying the Moderator's Bible, followed by the Clerk, the Treasurer and the Past Moderators. The Moderator shall place the Bible in a prominent position and open it.
- ii. At the end of the final session a prayer shall be offered. Then, with the congregation standing, the Clerk, the Treasurer, the Past Moderators shall leave, and finally the Moderator, carrying the Bible.
- iii. As a rule, the Association shall arrange for the Ministers' Meeting and the Elders' Meeting to be held *either* separately *or* together.
- iv. One of the Sessions shall include a report on the History of the Cause in the Presbytery where the Association is held.
- v. A devotional meeting shall be arranged for one of the Sessions and the Association shall arrange Public Meetings in consultation with the Local Committee.
- vi. The Association, in each of the three Provinces, shall be free to decide upon the date(s) and timetable of the Sessions and Meetings.
- vii. The Association, in each of the three Provinces, may vary the content of the Sessions and Meetings in response to new requirements and circumstances.
- viii. If the Association becomes a registered charity then an annual General Meeting should be held as part of the Spring Association meeting.

### **F The Work of the Association**

- i. The first task of every Association shall be the roll call of Officers, Members of the Association Committee, and delegates of Presbyteries and the Association in the other two Provinces.
- ii. When the Moderator has certified that the minutes of the previous Association correspond with the printed copy, they shall be confirmed by the Association and the Moderator and Clerk shall sign the printed copy.
- iii. The Report of the Association Committee shall then be presented.
- iv. To formulate a strategy for Mission and Ministry for the Association in cooperation with the Presbyteries and Ministries Department.
- v. Spring Association: The Moderator's Valedictory Address and the installation of the Moderator elect.
- vi. Spring or Autumn Association: Conferring with Candidates to be ordained and service of Ordination.

- vii. Autumn Association: Receive reports from the General Assembly.
- viii. Spring Association: Receive resolutions and messages from Presbyteries to be sent to General Assembly.
- ix. A commemoration shall be given in each Association as required.
- x. Every Committee will be expected to present a Report at least once a year.
- xi. The Clerk of the Association shall prepare an Agenda of Proceedings and send a printed copy at least a week beforehand to the Officers of the Association, the Officers of the Association in the other two Provinces, members of the Association Committee, Presbytery delegates and all who will be taking part in the proceedings of the Association, and any others who, it is considered, should receive a copy.

## **G Elections**

1. The Clerk of Association shall distribute a ballot paper *at the meeting* to the Officers of the Association, members of the Association Executive Committee and Presbytery delegates. In electing a Moderator, Clerk and Treasurer, the Association's Executive Committee may put forward names beforehand so that they might be voted upon. The Moderator must allow an opportunity in the Association during the session to add to those names.

When the means of electing persons or Association committees is not set down in the Standing Orders, the following procedure should be adopted:

2. The Association Executive Committee shall select as many names as it considers sufficient for the Association to elect the necessary number of persons by secret ballot, namely:
  - Members of Committees to carry out special duties for the Association.
  - Persons to perform any special task at, or on behalf of, the Association.
3. The Association Executive Committee shall have power, where there is no rule to the contrary, to propose the re-election of a member of a Committee at the close of that member's term of office.
4. Any delegate not able to attend a particular Association is expected to send his/her Agenda and the ballot paper to the Clerk of Presbytery, so that the Clerk can select, and pass them on to, another delegate.
5. The Moderator, Clerk and Treasurer of the Association must receive a majority of the votes before they are elected. However, if such a majority is not obtained, a second ballot will be necessary, on as many names highest on the list as have together received a majority of the votes. In any other election, the person receiving a majority of the votes shall be elected.

## **H Elders' Meeting**

1. The Officers of the Elders' Meeting shall be the Chair and the Secretary.
2. The Officers shall be elected by secret ballot at the Autumn Association by Elders who are either members of the Association Committee or Presbytery delegates. The Chair shall hold office for one year, the Secretary for three years, and they shall not be eligible for re-election. The Association must confirm the election of the Chair and the Secretary.

### **3.3.7. The Committees**

In deciding the structure and membership of committees, the Association should be mindful of the overall principle that the Presbyteries should have the majority of representatives on the Committees. The number of representatives from the Presbyteries on each Committee shall be decided by each province. The Officers of the Committees shall be elected by the Association.

The Association will have the following Committees:

1. Executive Committee
2. Resources and Property Committee
- 3 Church and Society Committee
4. Ministries Committee

Each Province shall also appoint an Emergency Committee.

The Association has the right to call any committee or Group to look at any field they consider appropriate.

### **3.3.8. Suspension of Standing Orders**

Any one of the above rules can be suspended when special circumstances necessitate this, if three-fourths of those present and eligible to vote, are in favour. The suspension shall operate only in that particular circumstance.

### **3.3.9. The Ordination Service**

The Ordination Service shall be held at the Autumn Association, but if necessary can be held in the Spring meeting. A Minister shall be chosen to preach and the Sacrament of the Lord's Supper shall be celebrated or persons will be chosen to deliver the Address on the Nature of the Church and the Charge. The Moderator of the Association shall lay his hands on the head of each candidate and the Moderator of the General Assembly shall extend to them the right hand of fellowship.

The Association shall present all who are ordained to the full work of the ministry with a Certificate signed by the Moderator and Clerk of the Association, and by those chosen to preach.

The Order for the Ordination Service can be seen in Section X.

### 3.4. THE GENERAL ASSEMBLY

The General Assembly is a general meeting of Representatives as defined in the Constitution. It must meet at least once a year as the Annual General Meeting of the Charity.

#### 3.4.1. Membership of the General Assembly

The membership of the General Assembly will comprise the Ministers and Elders of the Connexion.

- i) All meetings will be called by giving the appropriate notice to the Clerks of Presbyteries, and an indication of the business must be given.
- ii) In every Assembly the time and place of the next Annual General Meeting will be decided.

#### 3.4.2. Responsibilities of the General Assembly

The General Assembly will decide on matters relating to the whole Connexion, and will receive reports from its Board, Departments, The Davies Lecture Board Trust and the Historical Society. A report will be received from the Executive Committee / Trustees Group. Matters relating to the whole Connexion include:

- Mission
- Church Unity
- The Ministry and Candidates for the Ministry
- The Healing Ministry
- Education and Training of Candidates, Ministers, Elders and Lay Persons
- The Sunday School and Children's and Youth Service
- Publishing
- Social Issues
- Education
- Christian Aid
- Financial Matters, including the Ministry and Mission Contribution, Pension schemes
- Insurance
- Property
- Statistics
- The History of the Connexion
- The Davies Lecture
- Praise
- Publicity
- Protection of Vulnerable Groups
- The appointment of PCW Trustees
- Any other matter from time to time entrusted to it

**The General Assembly shall be the final authority in respect of policy decisions in all these matters.**

### 3.4.3. The Standing Orders of the General Assembly

#### 1. Membership of the General Assembly

The Assembly shall meet annually during the month of July unless otherwise decided. The venue and dates to be confirmed at the previous Assembly.

Every Minister and every Elder in the Connexion has a right to be present, and to vote at the General Assembly, and to participate in every meeting. For the election of the Moderator, Treasurer and the Chief Statistician only Officers of the PCW, Past Moderators, and Officers of the Association in the three provinces, Presbytery representatives and representatives of the Board, Departments and groups have a right to vote. In order to secure general representation, each Presbytery is requested to appoint a number of Ministers and Elders as delegates.

#### 2. Representatives of the Association in the three Provinces

Moderator  
Clerk  
Treasurer

#### 3. Presbytery Representatives

Presbytery Representatives according to membership

Up to 1,000	5
1,001 - 1,500	6
1,501 +	7

Every effort should be made to secure a balanced representation – Ministers/lay people, men/women, younger members, and youth through the Youth Forum.

#### 4. The Assembly will pay the travelling and subsistence costs of:

- Officers
- Past Moderators
- Those especially invited to speak at the Assembly
- Representatives of the Assembly's Board, Departments and Groups

#### 5. Officers of the Assembly and their Duties

Officers of the Assembly:

- The Moderator
- The Moderator Elect
- The General Secretary
- The Treasurer
- The Chief Statistician
- The Connexional Solicitor

The job descriptions of the salaried officers can be obtained from the Central Office.

## 5.1 The Moderator

The Moderator shall be elected according to the following rota from the Association in the three provinces – North, South, North, East. The following method will be employed:

Nomination

- The Spring Association in the three provinces (when their turn comes to nominate a Moderator) to hold a free secret ballot.
- The three persons whose names are highest on the list, with their permission, to be nominated.
- Should one or more refuse nomination, then the next names on the list will be selected.
- The three names, with relevant information regarding each one, will be submitted to the General Assembly.

The Election

- Prior to the election, arrangements will be made for the information on the three persons nominated to be circulated to delegates.
- Delegates to receive a ballot paper with the three names and to indicate their preference for first, second and third by numbering them accordingly.
- After the ballot, the votes for the third person on the list will be divided between those coming first and second to ensure that the person elected receives the majority of the votes.
- If two of the nominees receive an equal share of the votes, the ballot papers will be re-examined and the votes shared between the nominees in the order in which they were cast i.e. a number two will become a one, and a number three will become a two.
- In the unlikely event of the final vote's being equal, the Moderator will have the casting vote.

A 'job description' for the Moderator of the Assembly was decided upon at the 2002 General Assembly – see Appendix A.

## 5.2 The Minute Secretary to the General Assembly

It is the responsibility of the General Secretary to ensure a Minute Secretary to the General Assembly.

The duties of the post are:-

To take the Minutes of the General Assembly Board and of the annual meetings of the General Assembly.

## 5.3 The Treasurer of the General Assembly and the Connexion

The Treasurer will be elected by secret ballot by the General Assembly. The first vote will be an open vote and if no one has a clear majority then a second vote will be held with the first 3 from the first vote will be nominated and there will be a vote on those 3 He/she will hold office for five years and will not be eligible for re-election.

The duties of the post are:-

To oversee the financial affairs of the Connexion.

## 5.4 Chief Statistician and Statisticians

Each Association is to elect a Statistician. He/she will serve for a term of six years, acting in the final two years as the Assembly's Chief Statistician. The Association appoints its own Statistician and then submits the name for confirmation by the General Assembly. Persons appointed will not be eligible for re-election. They will compile the Connexion's annual statistics and submit them to the Assembly with a report drawing attention to the most important and interesting points suggested by them.

## 6. The Sessions of the Assembly

Before the commencement of the First Session, the congregation will stand while the Officers of the Assembly enter in the following order:

- The Chief Statistician
- The Treasurer:
- The General Secretary
- A person appointed by the Moderator carrying the Assembly Bible
- The Moderator
- A person appointed by the General Secretary to act as Minute Secretary to the General Assembly

The Bible shall be placed in a prominent position and the Moderator shall open it to signify that the Assembly is in Session. The blessing shall be pronounced at the end of each session, and at the end of the Assembly the Moderator shall close the Bible.

Before taking the Chair of the Assembly in the First Session, with members of the Assembly standing, the Moderator will say:

"In virtue of our spiritual relationship with the Lord Jesus Christ, the only Saviour of the world, and as part of the Holy Catholic Church which he purchased with his precious blood, and which is sanctified by the Holy Spirit for the glory of God the Father, we now meet here. We pray that we shall receive the guidance of the Holy Spirit in all our activities that we may walk in the way of God's will, and that all we do be for His glory and of benefit to his Kingdom in the world. Amen."

The First Session of the Assembly shall commence with the Opening Service. There will be a Devotion/Bible Study at the beginning of every other session, led by a Chaplain appointed by the Assembly Board. Members of the Assembly are to stand at the beginning of each Session, when the Moderator and Officers enter, and to stand after the Blessing has been pronounced at the close of each Session, until the Moderator and Officers have left.

A membership card, together with the Assembly Agenda, will be sent to all those named in the Agenda. The card is to be completed and presented with the completed ballot paper(s) when registering at the beginning of the Assembly. Everyone who is a member of the Assembly who is not a delegate that year can apply to the General Secretary for a copy of the Assembly Agenda and papers.



The Agenda will include:

- A Preaching, Communion and Commemoration service.
- A Meeting for the Moderator's Valedictory Address and the Installation of the Moderator Elect.
- The Davies Lecture.
- The Annual Meeting of the Historical Society.
- Prayer Meetings.
- A Session to take the Roll of Representatives and other Members of the Assembly, to make Appointments, to Elect Officers and to Welcome Corresponding Members and Representatives of other Denominations.
- Reports from the Assembly Board, Departments and Groups.

No matters raised from the floor of the General Assembly with significant financial implications shall be approved without first being referred to the Resources Department.

The Assembly will arrange that the clerks of the Association in the three provinces, each in turn, read the Minutes after the end of each Session and ascertain that they are full and correct minutes. At the commencement of the following Session, the Clerk will ask the Assembly to confirm the minutes which will by then be available in written form, if they are to his/her satisfaction. If a Minute cannot be confirmed, the Clerk responsible for that minute will read it, and the three Clerks will propose an amendment. The Assembly will then decide between them.

#### **7. Service for the Installation of a new Moderator**

During the singing of the hymn following the Moderator's Address, the Moderator Elect shall be invested with the official gown.

With the congregation standing, the Moderator will say: "In the name of, and by the authority of the General Assembly of the Presbyterian Church of Wales, I install you (name) in the Chair of the Assembly, to preside in all its affairs and to lead it, and I commend you to the grace and mercy of God and Father of our Lord Jesus Christ. The Lord bless you and keep you. The Lord make his face to shine upon you, and grant you His Spirit to lead you in love and wisdom."

After presenting him/her with the Assembly Bible, and inviting him/her to sign it, he/she shall say; "I give you the Bible of the Assembly as a sign of your authority and privilege". The Moderator will then call on the Past-Moderator to offer a brief prayer. The new Moderator will then take up office and call on one of the past-moderators to offer thanks, and will then bring the service to an end.

#### **8. A Service for Closing the Assembly**

To close the Assembly, the Moderator will announce a hymn; and with the congregation standing, (s)he will read a portion of Scripture, offer a prayer and pronounce the Blessing.

(S)he will then close the Bible and give it to the person whom he appointed to carry it out, with the Officers of the Assembly following.

### **3.4.4 The Board, Departments and Groups of the Assembly**

#### **1. Representatives at the Assembly**

General Assembly Board – 8  
Ministries Department – 4  
Resources Department – 3  
Properties Board – 1  
Other Departments – 2 from each  
Groups – 1 from each

#### **2. The Board**

##### **2.1 Members**

The overseeing of appointing members to the Board, Departments and Groups of the General Assembly will be the responsibility of the Nominations Group. Those appointed should have a general interest in the work of the Board, Department or Group on which they have been appointed to serve, and should reflect a balance of genders, age groups, and ordained and lay representatives.

##### **2.2 Language**

Correspondence, minutes and documents will be provided in Welsh and English. A simultaneous translation service will be provided at all Board, Departments and Groups meetings.

##### **2.3 Expenses**

The General Assembly will pay the expenses of the Board, Departments and Groups in accordance with rates agreed upon from time to time by the Assembly.

##### **2.4 Consultancies**

The Board, Departments and Groups may obtain expert advice and invite persons with a particular expertise to attend meetings as necessary.

##### **2.5 Meetings**

The Board shall meet at least twice a year.  
The Departments shall meet twice a year.  
The Groups will meet as necessary.

##### **2.6 Secretary of the Board**

The General Secretary will act as the Secretary of the Board.

##### **2.7 Treasurer**

It is not envisaged that each Department would need a separate treasurer. The Treasurer of the General Assembly and the Head of Finance will attend each Board meeting.

It may be necessary for certain Departments and Sub Committees to have a separate Treasurer both to carry on their work effectively and / or to comply with their constitution e.g. Coleg y Bala, Coleg Trefeca, the Candidates and Training Department and the Ministries Department.

#### **2.8 Chairs and Members of the Board, Departments and Groups**

##### **2.8.1 Chair of the Board:**

The Chair of the General Assembly Board shall be the Moderator of the General Assembly.

### 2.8.2 Chair and Conveners of the Departments:

The Nominations Group will propose Nominations of the Chairs of the Departments and Groups of the Board to the General Assembly Board, taking experience, expertise, language and gender in to consideration.

### 2.8.3. Relationship between the Board, the Departments, the Groups, the Association and Presbyteries:

Messages and information will be exchanged in both directions. The Association and Presbytery representatives will be responsible for reporting back and explaining Board decisions, and also for bringing matters from the Association and Presbyteries to the notice of the Board, Department and Groups.

### 2.8.4. Terms of Appointment

- Moderator of Assembly/Chair of General Assembly Board – 24 months
- Officers of the Departments and Groups – 3 years, open to re-appointment for one succeeding term only,
- Initial Members of the Board, Departments and Groups:  
1/3 will retire after 2 years,  
1/3 after 3 years and  
1/3 after 4 years.  
Then members will be appointed for three years.  
Open for reappointment for second term only.

### 2.9. Communication and Interaction between the Board, Departments and Groups

This shall be mainly via dialogue between the General Secretary and the Officers. A series of monthly meetings between the General Secretary, the Officers, and the Moderator of the General Assembly should be established so that all are aware of any current issues or impending meetings which may be relevant to the Board, Departments and Groups.

It is of paramount importance that each Officer is present at the relevant Departments / Groups.

The General Secretary and Moderator must be invited to attend all meetings of the Board, Departments and Groups.

The Past Moderator, the Moderator and the Moderator Elect will be members of the Board.

### 2.10 Departments within the Board

There will be two levels within the structure.

The Board will have its Departments and each Department representative will have voting rights on the Board.

Both the Board and the Departments can form Task and Finish Groups to undertake specific tasks.

### 2.11 Membership of the Board, Departments and Groups

Davies Lecture Board Trust  
The Historical Society  
General Assembly Board  
Executive Committee / Trustees Group  
Properties Board

6 Departments

- Ministries Department
- Children and Youth Committee
- Women's Committee
- Missions Committee
- Resources Department
- Executive Committee of the Resources Department
- Coleg y Bala Sub-Committee
- Coleg Trefeca Sub-Committee
- Mortgage and Rental Sub-Committee
- Pensions Board Department
- Publications Department
- Candidates and Training Department
- Church and Society Department

4 Groups

- Office Monitoring Group
- Nominations Group
- Doctrine and Worship Group
- Policy and Strategy Group

### 3.4.5 Associated Groups

#### 3.4.5.1 Davies Lecture Board Trust

**Number of meetings:** 1 per annum  
**Minute Secretary:** Secretary

**Number of Members** 8  
(term to be agreed) chosen by the Board

**Officers:**  
Chair  
Secretary  
Treasurer

**Aim:**  
Administer the terms of the Davies Lecture Trust according to the Constitution

**Responsibilities:**

- Oversee the fund finances
- Put forward the names of lecturers to be confirmed by the Assembly.

#### 3.4.5.2 Historical Society

**Number of meetings:** 2 per annum  
**Minute Secretary:** Secretary

**Membership** 16  
with expertise and interest in the history of the Connexion  
(term to be decided)

**Officers**

Chair  
 Secretary  
 Treasurer  
 Curator  
 Editor of the Historical Journal

**Aim:**

Researching and safeguarding the history of the Connexion

**Responsibilities:**

- Collect, catalogue and safeguard historical material
- Prepare the Historical Journal
- Make arrangements for the Historical Society meeting at the General Assembly
- Oversee the Connexional archive exhibition wherever it is situated
- To arrange a Lecturer for the Revival Memorial Lecture

**3.4.6 The General Assembly Board**

**Number of meetings:** 2 per annum.  
**Minute Secretary:** Minute Secretary of the Assembly

**Officers:**

Chair Moderator of the General Assembly,  
 Secretary The General Secretary,  
 Treasurer Treasurer of the General Assembly.

**Membership:** 39 + 5 Officers

**Presbytery Representatives:**

Clerks (14)

**Representatives from the Association in the three provinces:** Moderator, Clerk, Treasurer (9)

**Representatives from the Departments / Groups**

1 from the Church and Society Department  
 1 from the Pensions Board Department  
 1 from the Resources Department  
 1 from the Properties Board  
 1 from the Ministries Department  
 1 from the Candidates and Training Department  
 1 from the Publications Department  
 1 from the Davies Lecture Board Trust  
 1 from the Doctrine and Worship Group  
 1 from the Historical Society  
 1 from the Children and Youth Committee  
 1 from the Missions Committee  
 1 from the Women's Committee  
 Past Moderator of the General Assembly  
 Moderator Elect of the General Assembly

**Officers (non-voting)**

Assistant Directors of Ministries  
 Head of Corporate  
 Head of Finance  
 Head of Property  
 Head of Strategic Support  
 Connexional Solicitor  
 Minute Secretary of Assembly  
 Safeguarding Facilitator

**Pastoral Carer**

The PCW Trustees will be entitled to attend Board meetings if they are not already members.  
 Ecumenical Officer

**Aim:**

To formulate policies and strategies, and give direction as well as monitoring all the work of the Connexion.  
 Convene meetings of its Executive Committee / Trustees Group, the Policy and Strategy Group, Nominations Group and the Doctrine and Worship Group.

**Responsibilities:**

- Supervise the work and operation of the Charity
- Receive Reports from its Executive Committee / Trustees Group
- The General Assembly and Assembly Agenda
- Receive messages from the Presbyteries through the Association in the three provinces
- Ecumenical matters
- The Church and Society
- Publishing
- Receive Financial Accounts
- Oversee the Pension Fund
- Vulnerable Groups Protection
- To set salary/stipend scales and any annual increases
- Decide on Connexional allowances and expenses
- The appointment, monitoring, and development of staff, and employment issues
- Approve all appointments for new posts

**3.4.6.1 Executive Committee / Trustees Group**

**Number of meetings:** 2 per annum  
**Minute Secretary:** Head of Human Resources and Legal Support

**Membership:** 10 + 4 Officers

The Trustees of the PCW shall be:-

- The Moderator of the Assembly for the time being
- The Treasurer for the time being of the Assembly
- The Treasurer for the time being of the Association in the South
- The Treasurer for the time being of the Association in the East
- The Treasurer for the time being of the Association in the North
- The Clerk for the time being of the Association in the South
- The Clerk for the time being of the Association in the East
- The Clerk for the time being of the Association in the North
- The Chair for the time being of the Resources Department and Properties Board
- The Chair for the time being of the Ministries Department
- Any member who has been co-opted

The following will normally be invited to attend meetings of the Trustees

The General Secretary  
 Head of Corporate  
 The Head of Finance  
 The Head of Strategic Support

The Head of Human Resources and Legal Support (Administrator)  
The External Auditors

The Trustees are permitted to co-opt a non-voting individual/s to the Trustee Group as and when required. The term of a co-opted member of the Trustees Group shall be three years, and there shall be an opportunity to re-elect every three years. This will ensure that the Trustee Group has the appropriate skills to fully discharge its responsibilities.

#### **Responsibilities**

To act as Trustees of the Presbyterian Church of Wales. The responsibilities of the Trustees are described in the Constitution and many of these have been delegated to the Board, Departments and Association.

The specific operational tasks of the Trustees are:

- To supervise the appropriateness of the accounting policies and practices followed in preparing the financial statements.
- Meet with, and receive an administrative report from, the external auditors and supervise and investigate any issue raised by the external auditors.
- To advise the Head of Finance and assist him/her in providing the necessary financial information.
- The Trustees, in conjunction with the General Assembly, are responsible for directing the affairs of the Church and ensuring that it is solvent and well run and delivering the charitable objects as set out in the Handbook of Order and Rules.
- The Trustees must also prepare an Annual Report and Financial Statements for each Financial Year, statements which give a true and fair view of the state of affairs of the Church at the end of each financial year.
- To review the effectiveness of the financial management systems and other internal systems of the Presbyterian Church of Wales by means of regular reports from the General Secretary and other Officers.
- To have the authority to contact the External Auditors to evaluate the range and result of their audit.
- To review the effectiveness and adequacy of the internal management systems, such as
  - Information Management Systems
  - Data provision
  - and to consider whether actions are economic, effective and efficient
- To scrutinize investment systems operated by the Presbyterian Church of Wales as regards their legality, constitution and performance in conjunction with the Resources Department and Properties Board and the Policy and Strategy Group.
- To monitor the arrangements for Risk Management within the PCW.

#### **3.4.7 Ministries Department**

**Number of meetings:** 2/3 per annum  
**Minute Secretary:** Elected by the Department

#### **Officers**

**Chair:** nominated by the General Assembly  
**Secretary:** The General Secretary

**Membership:** 35

One from each Presbytery  
Two from each Province of the Association  
Two from the Women's Committee  
Two from the Children and Youth Committee  
Two from the Missions Committee  
One to represent the Ministry of Healing Committee  
Connexion's Representative on CWM Europe  
Connexion's Representative on CWM Global  
Christian Aid Co-ordinator

#### **Officers (non-voting)**

Training Co-ordinator  
Assistant Directors of Ministries  
Academic Director  
Manager of Coleg y Bala  
Manager of Coleg Trefeca  
Moderator of the General Assembly  
Head of Finance (Treasurer)

The Department Workers will be invited to meet with the Department.

#### **Aim:**

Further the life and witness of the Connexion, its ministry and mission to all ages, in Wales and beyond, discuss pastorates, applications for workers and chaplains and nurture women's work within the Connexion.

#### **Responsibilities:**

- Contact Presbyteries and the Association to encourage and assist them with developing Ministry and Mission within the Presbyteries and the Association.
- Work with the Association and Presbyteries to review their strategy for ministry and mission and to approve those strategies.
- Oversee Area Ministries and Local Ecumenical Partnerships.
- Develop Policy re Chaplaincies.
- Consider and decide on applications from Presbyteries for lay and mission workers.
- Consider and decide on applications for grants / finance to promote ministry.
- Contact Presbyteries in order to facilitate the development of Ministry and Mission within the Presbytery.
- The appointment, monitoring, and development of staff, and dealing with employment issues.
- To ensure, in mutual understanding with the Resources Department and Properties Board, the effective administration and strategic prioritisation of the budget given annually to the Department to meet the cost of our ministries.
- Ministry of Healing.

### 3.4.7.1 Children and Youth Committee

**Number of meetings:** 2 per annum  
**Minute Secretary:** one from among the Children and Youth workers

**Officers:**  
Chair  
Secretary

**Officers (non-voting)**  
Children and Youth Team Leader  
Training Co-ordinator  
Assistant Directors of Ministries  
The General Secretary

**Membership:** 17 + 4 by invitation  
One from each Presbytery  
Chair of the Coleg y Bala Sub-Committee  
Manager of Coleg y Bala  
Manager of Coleg Trefeca  
Children and Youth Team Workers

**Aim:**  
To promote and organize work among children and young people within the Connexion.

**Responsibilities:**

- Preparation of courses and resources
- Encouraging the voice of children and young people to be heard within the Connexion
- Links with Coleg y Bala and Coleg Trefeca
- Ensuring that children and young people's work takes place within each Presbytery. Co-ordinating this work
- Organizing the Youth Forum
- Considering applications for the appointment of Children and Youth Workers

### 3.4.7.2 Women's Committee

**Number of meetings:** 1 per annum  
**Minute Secretary:** Secretary

**Officers:**  
Chair  
Secretary  
Treasurer

**Officers (non-voting)**  
Women's Work Organizer  
Assistant Directors of Ministries  
Dorcas Program Coordinators

**Membership:**  
One from each Presbytery  
One from each 'Rally'

**Aim:**  
Continue to foster the work of women within the Connexion

### Responsibilities:

- Organise the work carried out by Women within the Connexion
- Organise Mission Rallies
- Discuss how money collections are to be distributed
- Promote the setting up of local women's groups

### 3.4.7.3 Missions Committee

**Number of meetings:** 2 per year  
**Minute Secretary:** Assistant Director of Ministries

**Officers**  
Chairman  
Secretary

### Ex-officio Members

General Secretary and Director of Ministries  
Assistant Directors of Ministries  
Academic Director  
Training Co-ordinator  
Membership: 22 and 5 ex-officio  
One from each Presbytery  
Chairs of the Ministries Committees in the three Provinces  
Chair of Candidates and Training Department  
Moderator of the General Assembly  
Up to 3 will be invited on account of relevant expertise

### Aim:

To promote and oversee ministry experiences for individuals considering a calling, to promote and oversee new ministry plans, and to promote the Connexion's witness in relation to the World-wide Church.

### Responsibilities:

- Identify individuals who are eager to explore the possibilities of ministry within the Connexion, safeguarding opportunities for them to experience any 'call' on their life. (Details of that work have been agreed by the General Assembly in 2012)
- Work with the Candidates and Training Department to provide appropriate initial training, and to ensure appropriate referral of individuals after that initial phase.
- Consider applications to the New Ministries Fund.
- Secure support arrangements and practical arrangements for our overseas missionaries, or any missionaries working for us in Wales.
- Oversee and organize opportunities for members of the Connexion to experience mission in a variety of contexts in Wales and around the world.
- Protecting our links with Churches overseas, and securing delegates to international conferences on international ministry and mission and Church conferences.

- Facilitate our relationship with CWM Global, CWM Europe and other missionary organizations.
- Overseeing our relationship with Christian Aid, including co-ordinating our five-year appeal, our relationship with other philanthropic charities, our Fairtrade policy and our Environmental Policy.

### 3.4.8 The Resources Department and Properties Board

#### Resources Department

**Number of meetings:** 2 per annum  
**Minute Secretary:** At the invitation of the General Secretary

#### Officers

Chair  
 Secretary The General Secretary  
 Treasurer Treasurer of the General Assembly

**Membership:** 29 + 5 by invitation

**Presbytery Representatives:** 14

**Association:** 6 (2 from each Province of Association)

#### Representatives from the Departments / Sub-Committees

One from the Coleg y Bala Sub-Committee  
 One from the Coleg Trefeca Sub-Committee  
 Chief Statistician  
 One from the Policy and Strategy Group  
 Treasurer of the General Assembly  
 Moderator of the General Assembly  
 Past Moderator of the General Assembly  
 Moderator Elect of the General Assembly  
 General Secretary

#### Officers (non-voting)

Head of Corporate  
 Head of Finance  
 Head of Property  
 Assistant Directors of Ministries  
 Head of Human Resources and Legal Support  
 Head of Strategic Support

#### Aim:

To coordinate the work of the Connexion as regards financial resources and property

#### Responsibilities:

- Monitoring the Connexion's activities as regards budgeting, funding and the provision of resources
- Setting the level of the Ministry and Mission Contribution
- Investments and investment income
- Property matters, policies and arrangements
- Financial matters, policies and arrangements
- Connexional centres
- Statistics
- Financial feasibility of Strategies

- Receive reports from the Association on applications for release of monies, sale or disposal of property
- Designation and use of Connexional funds
- Annual ecumenical payments, other subscriptions and any other contributions or donations.
- Preparation of an overall budget for the PCW including the Ministry and Mission Contribution.
- Collecting and analysing statistics on church membership, buildings etc.
- Investment matters – receiving and considering quarterly reports from the Investment Managers; monitoring performance against customised benchmarks; ensuring that the portfolio conforms to our investment and ethical policy (as resolved by General Assembly)
- Monitoring overdue Ministry and Mission Contributions (and/or Connexional Contributions)
- Insurance
- Maintain a watching brief on legislative changes re property and financial matters and how they may affect the Connexion
- Links with Presbyteries to discuss their requirements to the future re buildings and to give appropriate advice
- Manses Fund
- Strategy Funds

#### Properties Board

**Number of meetings:** Once every two months by means of a virtual conference

**Minute Secretary:** At the invitation of the General Secretary

The following individuals shall form the body corporate under the name “the Properties Board of the Calvinistic Methodist Church of Wales or the Presbyterian Church of Wales” pursuant to Section 6 of the Calvinistic Methodist or Presbyterian Church of Wales Act 1933:

#### Officers

Chair Chair of the Resources Department  
 Secretary The General Secretary  
 Treasurer Treasurer of the General Assembly

**Presbytery Representatives:** 14 (Secretaries of the Presbytery Resources and Properties Committees)

**Association:** 6 (Association Treasurer and Secretary of the Resources and Properties Committee)

#### Representatives from the Departments/Sub-Committees

Treasurer of the General Assembly  
 Moderator of the General Assembly  
 Past Moderator of the General Assembly

#### Officers (non voting)

At the invitation of the General Secretary

**Responsibilities:**

Dealing with Properties Board matters as required by the Calvinistic Methodist or Presbyterian Church of Wales Act 1933 and Calvinistic Methodist of Presbyterian Church of Wales (Amendment) Act 1959.

Receiving reports from the Association relating to Properties Board matters.

See also additional Appendices on the work and responsibilities of the Resources Department and Properties Board in Section V.

Appendix 1.1: Management of Connexional Property

Appendix 1.2: The Functions of Managing Trustees

Appendix 2: Sealing of Documents

Appendix 3: Safeguarding of Documents of Title

Appendix 4: Restrictive Covenants

Appendix 5: Rules regarding the Sale and Leasing of Properties

Appendix 6: Additional Rules

Appendix 7: The funds of the Resources Department

Appendix 8: The Resources Department Policy – a Declaration

Appendix 9: Strategy Funds

Appendix 10: Church Collections

Appendix 11: Reporting and Auditing Requirements

Appendix 12: Investment guidelines

Appendix 13: Ministry and Mission Contribution

Appendix 14: Income

### 3.4.8.1 Executive Committee of the Resources Department

**Number of meetings:** 2 per annum

**Minute Secretary:** Minute Secretary of the Resources Department

**Officers:**

**Chair:** Chair of Resources Department

**Secretary:** The General Secretary

**Treasurer:** The Treasurer of the General Assembly

**Membership:**

The General Secretary

Head of Corporate

Head of Finance

Head of Property

The Treasurer of the General Assembly

The Treasurer for the time being of the Association in the South

The Treasurer for the time being of the Association in the North

The Treasurer for the time being of the Association in the East

Moderator

Chair of Resources Department

Chair of Trustees

Investment Managers by Invitation

**Aim:**

To operate as the executive committee of the Resources Department and to oversee the Financial Forecasts and budget and monitor the investment policy and performance on behalf of the Executive Committee / Trustees Group and Resources Department.

**Responsibilities:**

- Receive reports from investment managers
- Monitor performance of investments against agreed benchmarks
- Monitor investment policy including ethical policy
- Recommend any changes to investment policy and/or investment managers
- Monitor the Properties Board Deposit
- Recommend Ministry and Mission Contribution annually
- Review and amend Financial Forecasting assumptions and budgets

### 3.4.8.2 Coleg y Bala Sub-Committee

**Number of meetings:** 2 per annum

**Minute Secretary:** Secretary

**Officers**

Chair

Secretary

Treasurer

**Membership:**

As noted in Constitution

**Responsibilities:**

As noted in the Constitution

**Officers (non-voting)**

Managers of Centre

Head of Property

Office Manager, Coleg y Bala

Site Manager

Children and Youth Team Leader

**Aim:**

To operate Coleg y Bala according to the Coleg y Bala constitution as a registered charity.

**Responsibilities:**

- To provide a centre for children and young people from Wales and elsewhere in the World.
- To encourage Christian mission among children and young people.

### 3.4.8.3 Coleg Trefeca Sub-Committee

**Number of meetings:** 2 per annum

**Minute Secretary:** Secretary

**Officers**

Chair

Secretary

Treasurer

**Membership:**

As noted in the Constitution

**Responsibilities:**

As noted in the Constitution

**Officers (non-voting)**

Head of Strategic Support

Head of Finance

Head of Property

Manager of Coleg Trefeca

Assistant Manager of Coleg Trefeca

**Aim:**

To administer Coleg Trefeca according to the Constitution of Coleg Trefeca.

**Responsibilities:**

- To provide a centre that promotes the Christian faith in Wales and throughout the World
- To promote the work of training for lay people within the Connexion

**3.4.8.4 Mortgage and Rental Sub-Committee**

**Number of meetings:** Annually once and as Required

**Officers:**

**Chair:** Chair of Resources Department  
**Secretary:** Head of Human Resources and Legal Support

**Membership:**

General Secretary  
 Treasurer of the General Assembly  
 Chair of the Resources Department  
 Chair of the Ministries Department  
 Head of Corporate

**Aim:**

To assist Ministers/Personnel in purchasing a house subject to sufficient capital in the Fund.

**Responsibilities:**

- To consider mortgage applications from Ministers/Personnel of the PCW
- To consider applications to purchase a house to be rented to a Minister.

**3.4.9 The Pension Board Department**

**Number of meetings:** 2 per annum

**Minute Secretary:** Actuary

**Officers**

Chair  
 Vice-Chair

**Membership:**

8 Directors (in accordance with the Constitution):  
 3 nominated by members of the Scheme  
 Chair nominated by the General Assembly to be a member for a period of five years  
 1 nominated by the General Assembly to be a member for a period of five years  
 1 nominated by each of the three Provinces of the Association.

**Attending, but non-voting:**

General Secretary  
 Head of Finance  
 Head of Corporate  
 Pension Scheme Actuary  
 Investment Managers  
 External Auditors

**Aim:**

To act as Managing Trustees for the Pension Fund and to administer the fund according to the conditions set regarding the fund and any relevant legislation.

**Responsibilities:**

- To act as Managing Trustees of the Pension Scheme.
- To administer the income of these funds in accordance with the Rules.
- To appoint and consult with the Scheme's Actuary, Administrator and Investment Managers.
- To present an annual report to the General Assembly Board and to the General Assembly.

The Scheme shall be administered by professional administrators and the Scheme Actuary is a statutory appointment.

A booklet outlining the scheme is available either from Administrators or from the Church's Central Office.

**3.4.10 Presbyterian Church of Wales Master Trust Pension Scheme Committee**

**Number of meetings:** As required

**Minute Secretary:** Secretary

**Membership:** A number that will safeguard the appropriate skill and expertise in pension matters, as well as a number that will represent the voice of the members

**Attending but non-voting:** As advised by the General Secretary

**Aim:**

On behalf of the General Assembly Board, to assist the Church in overseeing the running of the Presbyterian Church of Wales Master Trust Scheme, in conjunction with the Church's pension advisers.

**Responsibilities:**

- Monitor the Scheme provider
- Monitor that the scheme remains compliant and fulfils the objectives of the Church

**3.4.11 Publications Department**

**Number of meetings:** 1 per annum

**Minute Secretary:** Administrative and Publications Assistant

**Officers**

Chair  
 Secretary: Administrative and Publications Assistant

**Membership:** 18 + 9 by invitation

One from each Presbytery  
 4 with expertise in publishing, communication and the media

**Attending but non-voting**

The General Secretary  
 Training Co-ordinator  
 Head of Projects and Communication  
 Editor of the Goleuad  
 Editor of the Treasury  
 Editor of the Year Book  
 Editor of the Historical Journal  
 Editor of the Traethodydd



Gwasg Pantycelyn Publications Officer  
Specialists to be invited as required

**Aim:**

To ensure effective communication within the Connexion and to promote publicity and public relations and to oversee Connexional and other publications.

**Responsibilities:**

- Assist and advise the Publications Officer in his/her work
- Approve editors for the Connexional publications
- Consider and make arrangements for the publication of books and literature
- Content and form of the Voice of Assembly
- Connexional Exhibitions/Presentations
- Website
- To prepare audio-visual resources
- The Goleuad, Treasury, Historical Journal, Traethodydd

**3.4.12 Candidates and Training Department (separate charity)**

**Number of meetings:** 2 per annum

**Minute Secretary:** Secretary

**Officers**

Chair  
Secretary  
Treasurer

**Membership:** 7 (as noted in Constitution)  
+ 7 by invitation

**The Trustees**

General Secretary  
Chair of the Candidates and Training Department  
Secretary of the Candidates and Training Department  
Treasurer of the Candidates and Training Department  
+ 3 trustees appointed by the Department

**Officers (non-voting and others)**

Examiner  
Training Co-ordinator  
Manager of Coleg Trefeca,  
Academic Director  
Assistant Directors of Ministries  
Chair of Coleg y Bala Sub-Committee  
Chair of Coleg Trefeca Sub-Committee  
Secretaries of the Association Elders' Committees  
Representation from former students

**Aim:**

To be responsible for all aspects of training within the Connexion, to oversee, direct and evaluate prospective candidates, and provide appropriate in-service training for Ministers and other workers. Provide training for lay people and Elders.

**Responsibilities:**

- Examinations for Candidates and supervision of their courses.
- Pastoral Studies
- Interview and endorsement of candidates

- Training for salaried workers
- Training for lay people and volunteers
- In-service training for Ministers and other workers

**3.4.13 Church and Society Department**

**Number of meetings:** 2 per annum.

**Minute Secretary:** Church and Society Liaison Officer

**Officers:**

Chair  
Secretary

**Membership** 22 + 5 by invitation

One from each Presbytery  
A member with responsibility for Education issues  
A member with responsibility for Health and Social Service issues  
A representative on the CTBI Church and Society Forum  
A member with responsibility for Rural Issues  
A member with responsibility for International Affairs  
One representative from the Association in the North  
One representative from the Association in the South  
One representative from the Association in the East

**Attending but non-voting**

The General Secretary  
Liaison Officer  
Representative from Cytûn  
Representative from the Union of Welsh Independents  
Assistant Director of Ministries

**Aim:**

To consider the Connexion's response to social, national and international issues.

**Responsibilities:**

- As above (to include a response to Education, Health and Social Services issues)
- Ensure that there is an active committee in every Presbytery

**Consultation**

The Department may obtain expert advice and invite persons with a particular expertise to attend meetings as necessary.

The Department shall have power to issue press releases within the compass of its objectives in consultation with the General Secretary, the Moderator and the Liaison Officer.

The Department shall have the power to make submissions to Government and other departments and bodies.

**3.4.14.1 Office Monitoring Group**

**Number of meetings:** as required

**Minute Secretary:** Secretary

**Membership:** A number that will safeguard the appropriate skills and expertise in pastoral care, financial management, human resources and management, as well as evaluating the work of the staff.

Chair  
Secretary  
Moderator of the General Assembly

**Attending but non-voting**

The General Secretary  
Members of the Office staff as required

**Aim:**

To assist the General Secretary with the smooth running of the Central Office.

**Responsibilities:**

To assist the General Secretary with matters relating to:

- Appraising posts
- Advise the General Secretary on matters relating to his role as Chief Officer of the Connexion
- Advise the General Secretary on matters relating to his role as Line Manager to other Officers within the Connexion.
- Advise on the effective running of the Central Office as it serves the General Assembly
- Job Descriptions
- Ensure that the Office complies with statutory legislation such as the Data Protection Act and employment legislation.

**3.4.14.2 Nominations Group**

**Number of meetings:** as required  
**Minute Secretary:** Head of Administration

**Officers**

Chair  
Secretary

**Number of members:** 13

**Membership**

Officers of the Association in the three provinces Officers of the General Assembly

**Aim:**

Arrange the General Assembly Agenda and ensure that the membership of the Board, Departments and Groups is a fair representation of the entire Connexion.

**Responsibilities:**

- Confirm Presbytery nominations to the Board and Departments.
- Confirm the Board nominations for the Departments and Groups.
- Ensure continuity when setting up rota for members' retirement from committees.
- Inform Presbyteries when nominations are required as representatives' terms end.
- Review Agenda for the General Assembly, and nominate persons to take part in the General Assembly.

**3.4.14.3 Doctrine and Worship Group**

**Number of meetings:** To meet when invited by the General Assembly to consider specific issues.

**Minute Secretary:** Secretary

**Officers**

Chair nominated by the General Assembly  
Secretary nominated by the General Assembly

**Number of Members** 15 + 2 by invitation

**Membership**

4 nominated by the General Assembly  
3 from each Province with expertise in doctrine and worship  
One to represent the Interdenominational Praise Committee

**Attending but non-voting**

General Secretary  
Moderator of the General Assembly

**Aim:**

Give guidance on issues related to Doctrine and Worship and promote the various aspects of spirituality within the Church such as meditation, prayer and personal devotion.

**Responsibilities:**

- Consider issues and prepare responses for the General Assembly Board as and when required.
- The Interdenominational Praise Panel
- Church Stewardship
- Prepare resources such as the Prayer Handbook

**3.4.14.4 Policy and Strategy Group**

**Number of meetings:** As required  
**Minute Secretary:** General Secretary

**Membership:** 20 + 2 Officers

Chair  
The Moderator of the Assembly  
Secretary: The General Secretary

20 members selected from an open invitation to the membership of the Church, which will approximate to 10 members from churches in the Association in the North, 5 members from churches in the Association in the South and 5 members from churches in the Association in the East. Members will be invited to attend the group by the Officers on the basis of the matter(s) to be discussed.

**Responsibilities:**

To formulate, on behalf of the General Assembly Board policies and procedures relating to ministry, mission, financial resources and property, and to formulate strategies with respect to our use of resources.

**3.5 The Relationship between the Boards, Departments and Sub-Committees**

The Departments shall submit any recommendations to the Assembly Board which are beyond their usual activity, or which requires a change in rule or policy. The Executive Committee / Trustees Group will also present an annual report to the General Assembly Board.

The Board will submit a report and recommendations to be confirmed to the General Assembly and the General Assembly shall have the ultimate power to accept or change any policy or recommendation, to require its reconsideration or to reject it. The Departments will present their annual report on their activity to the General Assembly and the General Assembly may comment on the report.

## **Relationship between the General Assembly and the Association in the three provinces and the Presbyteries**

- The General Assembly to meet in July
  - The Board to meet twice a year
  - The Assembly Board to hold a meeting between the Association in the three provinces' meetings and the General Assembly in order to deal with messages and resolutions etc to be sent to the General Assembly.
  - The Association in the three provinces to meet twice a year.
  - The Association in the three provinces will have three representatives on the Board.
  - The Presbyteries to have direct representation on the Board and Departments except the Pensions Board Department and the Candidates and Training Department.
  - The Association and Presbytery committees to correspond to the Assembly's Departments.
  - It is suggested that Presbyteries meet at least 4 times per year. Each Presbytery to decide.
  - Messages and resolutions to be sent directly to the Presbyteries from the General Assembly (copies to be sent to the Clerk of the Association in the three Provinces). Messages and resolutions to be sent back to the General Assembly through the Spring Association via the General Assembly Board. Any response to be sent back to the Presbyteries through the Association in the three Provinces.
  - All applications. re calling of Ministers, employing other workers should be sent to the Ministries Department through the General Secretary.
  - The Presbyteries have the right to decide on the nature and roles of the District / Area Meetings. The District / Area meetings will have no authority re financial matters.
- 3.6 It is permitted to meet virtually or hybrid instead of face-to-face only. This is permitted at least twice a year where applicable, and at a time that ensures that elders/members can attend. The papers will be published digitally, but a printed copy can be requested if required.

## **SECTION IV**

### **MINISTRY**

#### **4.1 Planning Pastorates**

The Connexion ordains Ministers to serve the whole Church meeting in the Association. It follows that those who are ordained are maintained by the whole Church and responsible to it.

#### **4.2 Declaration on the Office and Work of a Minister**

The Risen Christ dwells in the believing fellowship of His Church, which is His body and His fullness, to which He grants the privilege of working together with Him in His Saving Ministry in the world. A Minister at his/her ordination is set apart by the Church to lead it in this varied ministry by entrusting him/her especially with the preaching of the Word, the administration of the Sacraments, the pastoral care of members and their instruction in the Christian Faith and with leading the Church in its work (both missionary and humanitarian) in the local community, the nation and the world.

#### **4.3 Rules for the Appointment of Ministers to Pastorates**

1. It is the responsibility of the Elders to inform Presbytery that a church/pastorate wishes to call a Minister. The Presbytery will arrange for its Ministries Committee to consider the request, bearing in mind the needs of neighbouring churches and the possibility of forming a Community Ministry with a Minister and churches of other denominations. To avoid insular procedures and discussions, and as every pastorate is geographically based in at least two Provinces, no steps should be taken to discuss or establish a pastorate within a Presbytery unless the Ministries Officers of the two (or three) Provinces which share territory are informed of the intention. It is the responsibility of these officers to investigate in detail, any possibilities which will facilitate, strengthen and create a viable pastorate. They will bring a recommendation to the Ministries Department and the Association, or to its Executive Committee, to provide guidance for the churches.

If the Presbytery considers that the application is in accordance with the Presbytery Strategy for Ministry and Mission, and is of the opinion that the church/pastorate/ interdenominational community pastorate is ready to call a Minister, and that there are no obstacles in the way of this, the Presbytery will arrange for its representatives to visit the Pastorate to take the voice of the churches in a general meeting asking the question "Are you in favour of calling a Minister to take pastoral charge of this church? The members will respond by secret ballot and a majority of votes in favour will be needed to enable us to move forward."

2. If the vote is favourable, then the Presbytery will seek the permission of the Ministries Department to proceed. If the response is favourable, the Presbytery will appoint representatives to visit the church/the churches of the pastorate/ the Connexional churches within a Community Ministry to appoint a Pastorate Committee the number to be decided by the Presbytery representatives and the Elders, to work with the Elders of the church/churches, representatives of the Ministries Committee, and in a Community Ministry, with the corresponding persons from the other denominations.. These shall be elected from among the members by secret ballot, those highest on the list to act on the committee. The role of the Pastorate Committee will be to consider the name of a person to undertake their pastoral care.
3. Representatives from the Ministries Committee and corresponding persons from other denominations in a Community Pastorate are required to be present at the deliberations of the Pastorate Committee but will not have the right to vote.
4. When the Pastorate Committee is agreed on a particular name, and when the person's consent has then been obtained, arrangements will be made to submit his or her name to the members of the church/pastorate/community pastorate for election as its Minister. Presbytery delegates, after due notice, shall visit the church/ churches and Connexional churches belonging to a Community Ministry. If, in the opinion of the Presbytery delegates, a sufficient number of members is present, the question will be put; "Are you in favour of calling A.B. to be Minister of this church?" The members shall respond by secret ballot.
5. When a pastorate calls an individual to undertake its pastoral care, all the churches are required to proceed with mutual understanding. Each church shall vote separately; then the Presbytery representatives shall collect the votes together and mix them prior to the count.
6. The representatives shall then present a report to Presbytery. If three-fourths of the full members present have voted in favour of the individual, and the Presbytery confirms the ballot, he or she shall have been regularly elected as Minister of the church/pastorate and the Presbytery Clerk shall inform him/her of this.
7. A ballot is not required when a church or churches are added to a pastorate.
8. When a Minister resigns, or retires from his/her pastorate, the Minister shall inform the Elders of the church/churches and then the members. The Elders shall inform the Presbytery. Presbytery is required to approve the Minister's resignation before it is final.

9. All the arrangements regarding the ministry in a church/pastorate should be made with the consent of, and under the supervision of, the Presbytery.

#### **4.4 Releasing a Minister from a Church/Pastorate**

When a Minister receives a call to undertake the pastoral care of another church/pastorate, or retires, he or she is required to inform the Elders, and then the members. It is the duty of the Elders to inform the Presbytery. When it has consented to his/her release, the Presbytery shall, in consultation with the Elders, arrange a service to release the Minister.

(See the Order of Service of Release in Appendix 10.3)

#### **4.5 A Minister's Membership of Presbytery**

1. Every Minister should be a member of the Presbytery within whose bounds he or she lives, whether or not he/she has charge of a church/pastorate.
2. When a Minister moves from one Presbytery to another, he/she shall be introduced by a letter from the Clerk.
3. If the Minister has churches in more than one Presbytery, he/she shall be a member in only one of the Presbyteries.

#### **4.6 Ministers in Other Occupations**

1. If a Minister accepts a post outside the Connexion, the Presbytery is required to ask the Minister whether he/she wishes to continue as a Minister in the Connexion. The Presbytery is required to ask him/her to reaffirm this every year before it draws up the list of Ministers. Ministers in other occupations should be invited to Presbytery meetings.

2. In some circumstances, ministers who have retired find fellowship with Churches within other denominations which work alongside PCW. We emphasise that these ministers remain ministers within the Connexion, and therefore of Presbytery, the Association and Assembly and should be urged to continue to play a full part in the life and witness of the Presbyterian Church of Wales.

#### **4.7 Retirement of Ministers**

The normal retirement age for Ministers for the purposes of the Pension Fund of the PCW is 67.

#### **4.8 The Resignation of a Minister**

When a Minister resigns from the Connexion, the resignation should be tendered to the Presbytery of which he/she is a member. Association should be notified by the Presbytery of any resignation.

#### **4.9 An Enquiry regarding Ministers, Lay Preachers and Candidates and their Reinstatement**

It is for Presbytery to consider a complaint brought against a Minister, Lay Preacher, and Candidate for the Ministry. Any complaint brought against a Minister which needs to be considered further must be referred to the Association.

Any inquiry into a complaint brought against a Minister, Lay Preacher, and Candidate for the Ministry should be undertaken with every care and deliberation. It is important that the Presbytery appoints a strong committee of impartial men and women to consider the matter.

It would be fitting if some of them were accustomed to hearing evidence in another sphere.

The provisions of the Memorandum of Understanding will apply to all Ministers.

#### 1. A Candidate for the Ministry

When a Presbytery considers a complaint against a Candidate it is important for it to consult the Candidates and Training Department and ask them to consider the complaint. The Department must submit a report to the Committee appointed by the Presbytery. It is the responsibility of the Committee to consider the report and make proposals to the Presbytery. Only members of the Presbytery shall have a right to be present when the report is presented. It is the responsibility of the Presbytery to take disciplinary action if necessary.

#### 2. Lay Preacher

The Committee appointed by the Presbytery must present its report to the Presbytery. Only members of the Presbytery shall have a right to be present. It is the responsibility of the Presbytery to take disciplinary action if necessary.

#### 3. A Minister

A complaint made against a Minister shall be dealt with in accordance with the provisions of the Memorandum of Understanding.

### Reinstatement

1. When a Lay Preacher or Candidate for the Ministry is guilty of an offence that requires the Presbytery to dismiss or suspend that individual for a period, it must act without delay. Termination of appointment or suspension for a Minister is dealt with in accordance with the provisions of the Memorandum of Understanding. In the case of a Lay Preacher or Candidate for the Ministry, the decision of the Presbytery shall be final, but there is a right to appeal (see Rights of Appeal).
2. Should a case lead, not only to termination of appointment as a Minister, or a period of suspension, but also, by the direction of the Association, or, in the case of a Lay Preacher or Candidate for the Ministry, by the direction of the Presbytery, to dismissal from church membership, it shall not be in order, except in very exceptional circumstances, to restore the offender to the work of the Ministry, for fear of impairing the status and weakening the influence of the Ministry.

3. The first step towards reinstating a Minister whose appointment has been terminated shall be for the case to be brought before the Association through the Presbytery; a period of at least two years should elapse before this is done.
4. The Presbytery must give the Association notice of the request in accordance with rule 3 above. The Association shall arrange for a committee of seven to consider the request and to report to the next Association. Three-fourths of the votes of those members present must be in favour of reinstatement.
5. A Presbytery has no power to reinstate a Lay Preacher or Candidate for the Ministry without the approval of the Association, and on the same conditions as in Rule 3 above. In addition, it has no power to reinstate a Lay Preacher or Candidate for the Ministry who has been disciplined by another Presbytery without coming to a mutual understanding with that Presbytery.
6. A church has no power to invite a Minister, Lay Preacher or Candidate for the Ministry who is under discipline to occupy its pulpit until he or she has been duly reinstated in accordance with the above rules.

Note: A Presbytery must consult the Candidates and Training Department in the case of any Candidate for the Ministry under its supervision.

### 4.10 Stipends

1. A stipend structure is assured for every Minister, and is reviewed annually by the General Assembly.
2. A Manse, free of rent, Council Tax and water rates is provided by the pastorate. Where there is no Manse, or where the full-time Minister chooses to reside in his/her own private house, the Pastorate contributes towards this in accordance with the sum decided upon by General Assembly from time to time, plus Council Tax.
3. A Pastorate which provides a Manse for a part-time Minister can claim a *pro-rata* rebate which equates to rent on the house. Even so, we would ask pastorates to deal with this issue in a sensitive fashion. At the same time, we wish to draw the attention of officers of our pastorates to the rule which deals with paying Ministers' council tax bill and water bills.

### 4.11 Payments of Stipend

1. The Ministries Department General fund will be responsible for paying every full-time and part time Minister a stipend.

2. The following will be deducted from the stipend before it is paid:
  - The Income Tax due for the month.
  - The National Insurance Contributions (class 1 - not contracted out) due for the month (including anything else due such as additional payment from the Pastorate).
  - The Full Time and Part Time Minister's contribution towards the Connexional Pension Scheme (if a member).
  - Any other voluntary contributions, e.g. Hospital or AVC Scheme.
  - Any repayments due, e.g. car loan, mortgage.
  - The stipend will be paid in full for three months to the surviving spouse of a Minister who dies in service within the Connexion (pro rata in the case of part time ministers).

#### **4.12 Dissolution of a Church and Transfer of Members**

1. A distinction must be made between churches that close and churches that unite to form a new united church.
2. When a church closes, it is Presbytery officers who act, and it is recommended that they should without delay, on the day of closure or dissolution, inform the Presbytery Statistician of the number of members being transferred to other churches, noting the churches which admit them. The number who transfer will be added to the current membership used by the churches that admit them to determine the Ministry and Mission Contribution. The Presbytery Statistician should inform Central Office, the churches admitting members, and when another Presbytery is involved, the Statistician of that Presbytery as well. The church assets held locally i.e. bank accounts will be transferred to the Presbytery, but any investments held centrally will be transferred to the Central Resources and Properties General Fund.
3. Churches that unite will lose their identity, and a new church will come into being, a new and separate unit. Members will not be transferred to united churches in the usual sense, from one church to another, but instead merge to form the initial membership of the new church. Since the new church is taking over the property and revenue of its constituent churches, it must also be responsible for the levy of these churches; i.e. the new church will pay the levies which its constituent churches would have paid had they continued in being, apart from any adjustment due to the number of members. This arrangement will continue until the statistics for the new church come into force. Any transfer, or formation of a new unit, should take place at the beginning of a quarter.

#### **4.13 Rules for Uniting Congregations**

It was accepted at the 2002 General Assembly that:

1. Congregations wishing to unite should inform the Presbytery.
2. It should be ensured that this is recorded in the Presbytery minutes.
3. The implications of the latest quinquennial Survey or a more recent inspection by our Property Advisors should be taken into consideration in the decisions regarding the use of buildings.
4. An attempt should be made to ascertain the feelings of the churches considering uniting in a 'declaration of intent' before proceeding formally to the final vote. This will be a secret ballot. A simple majority of 51% in favour of uniting will be sufficient as the 'indication of intent'.
5. It is important that members of the churches and the Presbytery have an opportunity to consider the recommendations in full before voting on them in the final ballot.
6. The churches should be informed of the time and date of the final ballot, during services at least two Sundays beforehand.
7. The date of the ballot will be arranged by the Presbytery in consultation with the churches. Two representatives of the Presbytery will be present in each chapel where voting is taking place.  
  
The ballot will be a secret one, taken in each chapel separately, with representatives of the Presbytery collecting the votes of the churches together and mixing them prior to the count. (It should be ensured that each chapel uses the same type of ballot paper).
8. Two thirds of the members present and voting in favour of the recommendations will be sufficient for the congregations to unite.
9. A Service of Unification will be arranged under the guidance of the Presbytery. During the service the Moderator of the Presbytery will make a declaration proclaiming the unification. The Elders of the uniting churches will join together to form the eldership of the new church.
10. The assets of the merging churches will become the property of the new united church in accordance with Connexional rules.
11. All the buildings are the responsibility of the new united church until they are sold. If redundant buildings need to be sold, the united church should make application to do this through the Presbytery and the Association. Should problems arise, the united church may request help from the Presbytery, and in some cases, the Presbytery may take over responsibility for the buildings, and for their sale.

12. When a church is dissolved, responsibility for care of the buildings and their sale falls on the Presbytery.
13. Presbyteries have power to close a chapel /chapels if the members' reluctance is hindering the implementation of the 'strategy' plans of the Presbytery as a whole.

#### 4.14 The Sunday Ministry

1. The Presbytery will form the Preaching Area unless other arrangements are made either within or between other Presbyteries.
2. In every Preaching Area, the Presbytery shall appoint a Committee of five members, two Ministers, if possible, and three Elders, to organise a Preaching Rota for all full-time Ministers in the area.
3. Every full-time Minister shall preach in his/her preaching area on 46 Sundays without additional remuneration, in accordance with Rota Committee arrangements. On his/her Free Sundays a full-time Minister will be free to accept invitations to preach elsewhere and to receive remuneration for his/her services. A student entering his/her first pastorate on 1st July will be entitled to three free Sundays to the end of the year, and to two free Sundays if commencing on 1st October. When there are 53 Sundays in the year, every full-time Minister is expected to give 47 to the Preaching Area.
4. When a pastorate forms one Sunday circuit, i.e. usually requiring three services, a full-time Minister is not permitted to preach in his/her own churches on more than 26 Sundays a year.
5. When a pastorate forms two Sunday circuit, i.e. usually requiring six services, a full-time Minister is not permitted to preach in his/her own churches on more than 38 Sundays a year.
6. When a pastorate forms more than two Sunday circuits, i.e. requiring at least nine services, a full-time Minister is permitted to preach in his/her own churches on up to 42 Sundays a year.
7. When a Presbytery can ensure that every pastorless church will receive 20 services a year, then full-time Ministers may be permitted more Sundays in their own church(es) than the number permitted in 4, 5 and 6 above.
8. Churches receiving the services of their full-time Minister on more Sundays than the number noted in 4, 5 and 6 above are expected to pay in advance to the Presbytery Rota Committee an amount per service determined by the General Assembly from time to time ("Service Remuneration").

9. Churches and full-time Ministers are expected to adhere to the arrangements made by the Rota Committee. Should exceptional circumstances oblige a full-time Minister to cancel an engagement on a Rota Sunday, he/she shall inform the Secretary of the Rota Committee and the churches as soon as possible and remit to the Secretary of the Rota Committee an amount per Sunday determined by the General Assembly from time to time ("Sunday Remuneration") for the Sunday to enable the Secretary to pay the Service Remuneration per service to the churches deprived of his/her services. Ministers and pastorates are earnestly requested to adhere to their commitments to safeguard the rules.
10. When a full-time Minister has to cancel a Rota Sunday to accompany children or young people to one of the Connexional Centres, he/she is permitted to do so on one Sunday a year without having to pay the Sunday Remuneration. The Presbytery's Rota Committee is expected to pay the sum of the Service Remuneration per service to the church(es) deprived of his/her services. Should a full-time Minister wish to be released on more than one Sunday a year to visit a Centre, his/her own church(es) will be expected to pay the Sunday Remuneration to the Presbytery's Rota Committee. This rule also applies to Officers of the Board, Departments or Committees who have to attend a course or conference.
11. If, owing to sickness, a full-time Minister is unable to preach in his/her own church(es) on one of the Rota Sundays, he/she shall inform the Secretary of the Rota Committee and the churches immediately.
12. If a Minister is likely to be sick for more than five days, he/she shall inform the Central Office without delay, forwarding the appropriate doctor's certificate to the Office.
13. In addition, a list of all the Sundays on which he/she is unable to preach shall be sent to the Central Office.
14. On completion of six months service the Ministries Department will normally continue to pay full stipend for the duration of any period of any certified sickness. In cases of prolonged absence, payments will be subject to the discretion of the Ministries Department, whose decision must be fair and reasonable. Relevant paperwork is to be sent to the Central Office and appropriate church Elders informed.
15. Of the amount deducted, the Sustentation Fund will pay the Sunday Remuneration per Sunday to the Secretary of the Rota Committee to enable him/her to remit the Service Remuneration per service to churches deprived of the services of the full-time Minister. N.B.: where the benefit received by the full-time Minister is less than the amount of Sunday Remuneration, that amount only will be paid to the Secretary of the Rota Committee.

16. When a full-time Minister has been sick for over a month, churches in his/her pastorate may claim the amount of the Service Remuneration for every service for which they have been deprived of the Minister's services on any Sundays after the first month on condition that they ensure that the person who takes his/her place is paid in accordance with the Department's guidelines (see Rules regarding Sunday Honorarium below).
17. Churches which are part of the Scheme (including those of the Minister) are allowed free services in accordance with the arrangement of the Presbytery's Preaching Rota.
18. Presbyteries can make use of retired Ministers, Ministers in Connexional employment and Ministers in other occupations to serve on Rota Sundays to ensure that churches without a pastor receive at least ten services per year.
19. The Secretary of the Rota that makes use of the above Ministers may apply to the Central fund for the amount of the Service Remuneration per service for them when the Presbytery Rota Committee Fund is insufficient.
20. When Ministers of other denominations are Ministers of Interdenominational Pastorates and offer their services on the Presbytery's Rota Sundays, they will be expected to observe the Rules of the Ministries Department with regard to Rota Sundays.

#### 4.15 Rules regarding Sunday Honorarium

1. To retired full-time Ministers, and full and part-time Ministers on their Free Sundays, and students accepted by the Connexion not less than £25.00 per service, to be reviewed every three years, plus expenses of 45p per mile or as determined by the General Assembly. To ministers following other occupations (including ministers retired from those occupations) and lay preachers, not less than £12.50 plus expenses.
2. All full-time Ministers must co-operate fully in the re-adjustment of pastorates by taking charge of an additional church or churches, and in some cases relinquishing the care of a church or churches, and the churches of the pastorate must give their support in such cases. Failure to comply with this rule will be a matter to be referred to the Ministries Department for action.
3. No church can withdraw from, nor can a Minister resign from, a pastorate without the permission of Presbytery, and in the same way no Minister can resign from part of his/her pastorate without permission from Presbytery in consultation with the Ministries Department.

4. A copy of the Rules governing payments to Ministers in inter-denominational pastorates is available from the Central Office, 81, Merthyr Road, Whitchurch, Cardiff, CF14 1DD.

#### 4.16 The Sabbatical Leave Scheme

The Fund will defray the cost of accommodation and meals for full-time and part-time Ministers taking their Sabbatical Leave. Full details are available from the General Secretary.

#### 4.17 Part Time Ministry and The Voluntary Non-Stipendiary Ministry

##### The Part Time Ministry

Part time Ministers are ordained to the Ministry of the Word and the Sacraments in the same way as Full time Ministers. Part time workers now have the same rights as full time workers, therefore our part time Ministers cannot be treated any differently from our full time Ministers. Whatever rights are given to our full time Ministers must also be given to our part time Ministers.

In the 2009 General Assembly it was decided to pay a stipend rather than an honorarium to our Part Time Ministers. Stipend will be paid pro rata according to the size of the pastorate based on points 33-42 of the PCW pay scale according to the number of years of service accrued.

Membership	Stipend	Services	Hours of work
1-50	1/6	23	At least 6 hours per week + Sunday services
51-75	1/3	46	At least 12 hours per week + Sunday services
76-100	1/2	69	At least 18 hours per week + Sunday services
100+	2/3	92	At least 24 hours per week + Sunday services

As with other employed workers and full time Ministers, the Connexion will pay the Employers National Insurance contribution (if the stipend is above the threshold). Part Time Ministers will have the right to annual leave and other benefits offered to full time Ministers on a pro rata basis, and to join the PCW Pension Scheme.

The acceptance and training policy for the part time ministry will be the same as that for the full time ministry. The Presbytery, in conjunction with the Ministries Department will be responsible for placing a part time Minister in an appropriate field of work. No private arrangements should be made. The part time Ministry is not a permanent ministry. Each appointment is for a period of three years and before the end of those three years the Presbytery must review the situation in order to decide whether the Minister is to remain in the current field of work or to be moved to another part of the Presbytery.



Part time Ministers can be used

- To Minister to one or two churches or a small pastorate.
- To work with a full time Minister within a large pastorate.
- To work as part of a team ministry.
- To carry out specific duties within a Presbytery.

If working in the last three categories, the part time Minister will receive a stipend according to the hours worked as agreed by Presbytery and the Ministries Department.

All allowances and expenses for part time Ministers are paid locally by the Church, Pastorate or Presbytery.

Candidates for the part time ministry are accepted according to the rules and order of the Connexion, having first received the support of their local church, and then making an application through their Presbytery to the Candidates and Training Department. They are expected to sit the Department Examination which involves two papers, one on a set syllabus of Scripture, and the other a general essay. They will also go through the Department's interview process.

Training for the Part time Ministry

1. A course will be arranged for each candidate by the Candidates and Training Department and the Connexional Training Co-ordinator. The nature and content of each educational programme will depend on any previous educational background, and the individual candidate's qualifications will be taken into consideration.
2. Each candidate will be expected to attain the minimum standard of a Diploma in Theology from a recognised University (240 credits), including Studies in Scripture, Church History and Christian Doctrine.
3. Each candidate will, with the approval of the Candidate and Training Department, work towards these qualifications in Religious Studies / Theology at a University or via other avenues approved by the Department.
4. Each candidate will receive training in Pastoral Studies and Missiology, and will carry out practical work in his/her own church and in nearby churches in order to gain experience in all aspects of the Ministry.

On completing their training, candidates are appointed by their Presbytery to serve in a specific field of work and ordained by the Association. A Presbytery must seek permission from the Ministries Department and the Association before forming a part time pastorate.

If a part time Minister has to move to another area, then he/she will be open to serve within that Presbytery if a suitable field of work is available. A Minister is not allowed to take on a different field of work unless under the direction and with the permission of the Presbytery.

If an ordained part time Minister wishes to become a full time Minister then he/she must present himself/herself through Presbytery to the Training and Candidates Department, and the Department will decide if further training is required.

### **The Voluntary, Non-Stipendiary Ministry**

#### **1. Background**

In September 2009 the Presbyterian Church of Wales accepted the proposal that the Connexion should adopt a new category of ministry, the Voluntary, Non-Stipendiary Ministry. Other denominations already have such a category. Some of our Ministers have said that they wish to continue serving the church after retirement from the full time or part time ministry. The Voluntary, Non-Stipendiary Ministry provides such an opportunity. It will also be suitable for Ministers in other occupations or for those who wish to serve the church as Ministers on a voluntary basis.

2. Procedure for Presbyteries and Ministers wishing to serve as Voluntary, Non-Stipendiary Ministers, or those who wish to be candidates for the Voluntary, Non-Stipendiary Ministry.

2.1 The procedure for the acceptance and training of such Ministers will be the same as for Full Time Ministers and Part Time Ministers.

2.2 No stipend or honorarium will be offered for this ministry (no reward). The Minister will offer his/her service on a voluntary basis.

2.3 No allowances, such as car allowance or housing allowance are to be offered to voluntary Ministers, neither can a manse be provided free of rent and rates. If a Minister retires and offers his/her service within the Voluntary, Non-Stipendiary ministry, and continues to live in the manse, the Pastorate must make a short hold tenancy agreement with the retiring Minister, and the retired Minister must pay a fair rent for the manse.

2.4 A voluntary Minister can claim any valid costs from the meetings he will hold/convene in accordance with the present costs scale agreed upon by the General Assembly. All the costs of this ministry should be re-paid by the local church/es in accordance with the costs scale agreed upon by the General Assembly and the rules of the Sustenance Fund.

- 2.5 A Voluntary Minister, whether a retired Minister, a Minister following another occupation, or a Minister from another denomination, will be allowed to receive direct acknowledgement and costs from churches for leading Sunday services according to the rates approved at the time by the General Assembly.
- 2.6 There will be no mutuality of obligation - in other words there will be no guarantee of voluntary work from the Connexion and no obligation upon the Minister to perform voluntary work i.e. Ministers can refuse to perform duties without consequences.
- 2.7 Voluntary Ministers will be free to carry out work or duties for other Organisations / individuals without the prior consent or approval of the Presbytery.
- 2.8 Ministers will not be permitted to come to an agreement with individual Churches / pastorates, and the Presbytery must give permission for a voluntary ministry to be formed.
- 2.9 Private arrangements are not permitted under any circumstances i.e. when a church or churches makes a private arrangement with a Minister and pays the Minister directly themselves. Private arrangements do not conform to Connexional rules.
- 2.10 The voluntary Ministry comes under the supervision of Presbytery and forms part of the Presbytery Strategy for Ministry and Mission.
- 2.11 It is thought that Ministers in other occupations, retired Ministers, and Ministers ordained to the Voluntary Ministry can serve the Church by means of this Ministry, but only with the permission and under the supervision of the Presbytery.
- 2.12 If a Minister who has retired wishes to offer to serve as a Voluntary, Non-Stipendiary Minister, then a period of at least one month must elapse between the date of retirement and the date on which he/she starts work on a voluntary basis.

#### **4.18 The Admission of Preachers and Ministers from Other Denominations**

- 4.18.1 **DECLARATION** – The Connexion declares that it does not in virtue of the following rules encourage the transference of Ministers and Preachers from one denomination to another, unless it be as the result of a change of conviction concerning doctrine or church organisation, or because of very exceptional circumstances that make the transfer essential. Such persons cannot expect to be received to our Ministry unless they have sufficient reasons and possess adequate qualifications. Furthermore, they cannot take it for

granted that admission as members in one of our churches in itself gives them authority to preach at that time or includes an assurance of freedom to do so later.

1. Anyone who has been an unordained preacher in another denomination and who wishes to begin preaching must undergo the same probation as every other candidate in our midst.
2. If a preacher who has not been ordained wishes to join the Connexion, he/she must inform his/her church which must request the Presbytery, by letter to the Clerk, to consider the application. If Presbytery considers his/her qualifications adequate so that he or she need not undergo the usual probation for a Candidate for the Ministry, it shall forward the application to the Association, which will forward it to the Department of Candidates and Training. It will not be in order for the Association to consider an application without receiving a written report from the Department. The Department shall in every case consult with the officers of the church of which the applicant is a member.
3. If an ordained Minister from another denomination becomes a member of one of our churches and expresses a desire to take up the Ministry again, the Officers must ascertain the view of the church by secret ballot. Three-fourths of the members present and voting must be in his/her favour before any further steps can be taken. If the vote is favourable, the application must be submitted to the Presbytery via the District/Area Meeting. Presbytery will appoint a committee of seven to consider the application. Then, having received its report, the Presbytery shall:
  - Reject the application.
  - Postpone the matter for a specified period.
  - Grant the applicant permission to preach within the Presbytery for one year.

At the end of one year, the Presbytery may admit him/her as a member. He/she may then be presented to the Association for admission to the full work of the Ministry.

4. If an ordained Minister from another denomination, or a Minister ordained by the Connexion who is, or has been, serving another denomination, offers him/herself to the Connexion, he or she must apply to the Ministries Department by letter to the General Secretary. It is the Department's responsibility to make a thorough inquiry into the Minister's:
  - Character.
  - Status as a Minister, by consulting the relevant Secretary of the other denomination.
  - Course of education, including theological education.
  - Faith and belief.

In addition, the Department will arrange to interview the Minister and come to a decision. If the decision is favourable, the Chair will ask the following questions of the applicant:

Do you recognize, in general, the Connexion's present order?

Do you intend, as far as it lies in you, with the Lord's help, to dedicate yourself to serving this Connexion in Christ, and to preserving the unity of the Church in the spirit of the Gospel?

Do you conform with the Connexion's call to preach the Gospel, and to administer the Sacraments of Baptism and the Lord's Supper in our midst?

Would you dedicate yourself to be faithful and industrious in serving and caring for the members of your church/pastorate, to the measure of the help you receive from God?

If the replies are satisfactory, he/she will be in a position to receive a call. That does not, however, guarantee that he/she will receive a call. When a call has been received from a church/pastorate, he/she will be considered a Minister of the Connexion.

#### **4.18.2 Ordained Ministers with the Connexion, who have left for reasons of 'conscience'**

In the case of a Minister who was ordained by the Connexion and who left the Connexion because he/she disagreed with the Connexion's policies on a specific matter/s, a decision should be reached whether the Minister has changed his/her viewpoint on the matter/s which impelled him/her to leave. If the Minister states that he/she now agrees with the Connexion's policy on the matter in hand, then the questions listed above should be put to him/her.

#### **4.19 Rules relating to Lay Preachers**

It is the privilege and responsibility of the Church to seek to recognise and guide those who offer themselves to preach the Gospel, and to do all it can to train and equip them for effective performance of their work. Character, an experience of the truth of the Gospel, and the ability to convey the message with conviction are essential qualifications. To this end, it is necessary to have men and women who are dedicated, cultured and good.

#### **Rules of Admission**

1. No application may be considered unless the candidate is a full member of one of our local churches and unless the application has come from the officers of the church to Presbytery.
2. Presbytery shall appoint two representatives to confer with the candidate and to ascertain the view of the church in which he/she is a member, by secret ballot. Three-fourths of those members present who vote must vote in favour.

3. The delegates shall inform Presbytery of the result of the ballot.
4. The decision of Presbytery shall be final.
5. Every Presbytery shall invite its lay preachers to one of its meetings in the course of the year, in order to confer with them.

#### **Preparation**

Courses will be arranged by the Training Co-ordinator.

#### **Sunday Engagements and their Remuneration**

1. First opportunity should be given to Candidates for the ministry and retired Ministers.
2. Lay preachers must give priority to serving the churches of their own Presbytery.
3. Churches should invite lay preachers approved by Presbytery to lead services.
4. Lay preachers shall be paid the sum determined annually by the General Assembly, which shall include travelling expenses. (See **Rules regarding Sunday Honorarium**)

#### **4.20 Community Ministry and Local Ecumenical Partnerships**

1. Community Ministry exists where local congregations belonging to two or more of the denominations co-operate, with the agreement and support of the denominational bodies, to ensure ministry by a Minister who is recognized by his/her denomination and open to be recognised by the denominations participating in the ministry.
2. The Connexion, together with the following denominations, has agreed to promote Community Ministry:
  - The Methodist Church in Wales.
  - The Baptist Union of Wales.
  - The Union of Welsh Independents.
  - The Church in Wales – The Church's Governing Board passed new Canons in 2005 to make it easier for Ministers of other denominations to administer Communion within Church in Wales's congregations. The Church also permits a recognised Minister of one of the other denominations listed here to give full ministry within its own local congregation. It is essential to ensure appropriate denominational agreement before proceeding in particular areas.

There is also agreement with the following English-speaking churches:

- The United Reformed Church.
- The Congregational Federation.
- The Baptist Union of Great Britain.
- The Salvation Army.

Forming LEPs between the PCW and the URC should follow the guidelines as seen in the Guidelines for Local Cooperation prepared by the PCW and the URC, 2007.

Further information about the setting up of Community Ministry and Local Ecumenical Partnerships and the following booklets are available from the Central Office.

Companions for Change (Cytûn)  
Guidelines for Local Co-operation prepared by the PCW and the URC 2007  
Guidelines for Local Co-operation between the PCW and the Methodist Church  
The Ecumenical Canons of the Church in Wales

#### 4.21 Admission to the Ministry

It is the privilege and responsibility of the Church to seek to recognise those who are called by the Spirit to the Ministry, and to do all it can to assist and equip them for the performance of their ministry so that they may please God.

There are three particular aspects to the work of the Ministry, the preaching of the Word, the administration of the Sacraments, pastoral work and mission. A Minister is required:-

- To be of unimpeachable character.
- To possess a deep experience of the truth of the Gospel.
- To possess the ability to deliver the Gospel message with conviction and to both receive and impart instruction.
- To be a means of winning some to Christ and of building them up in the holy faith.
- To heal and tend those with a broken heart and a contrite spirit.
- To root the young in the basic truths of the Gospel.
- To lead men and women to serve God in a dedicated and consecrated spirit, and to be instruments in His hand to bring about the coming of the Kingdom of Christ in the lives of individuals and in society.
- Acceptance as a candidate is conditional to a satisfactory medical examination and a check with the Disclosure and Barring Service.

The purpose of the following rules is to create a suitable and uniform order in our Connexion to assist churches to recognize and equip those who are led to the ministry. To respond to the new demands of every era, we as a Church must have brothers and sisters who are not only called to the ministry, but who:-

- Are educated and cultured.
- Discipline themselves daily through prayer and meditation to receive God's message.
- Proclaim the message with power and build up the Church, the body of Christ, in every possible way.

#### 4.22 Rules for Admission to the Ministry

1. Ministers and Elders are urged to be alert to recognize those among the membership of the churches who are likely to be suitable for the Ministry. They should be given every opportunity to take part in the services and activities of the church over a period of time. This will give the church an opportunity to form an opinion of their qualifications for the work.
2. No candidate will be accepted unless he/she has been a member of a church in the Connexion for at least two years.
3. When, in the view of the Officers of the church, a candidate has the qualifications and practical experience, they shall invite a Minister and an Elder from a neighbouring church to ascertain the view of the church by secret ballot. At least three-fourths of those present and voting must vote in favour in order for the matter to be submitted to the Presbytery. The Presbytery will arrange for the candidate to preach in a number of churches.

If Presbytery considers the matter favourably, it will appoint a Minister and an Elder to represent it in a special meeting at the church where the candidate is a member. The officers of the church are required to announce the meeting at the Sunday services a week in advance. If the representatives are satisfied that a reasonable number of the members are present they will confer with the Candidate as to his/her qualifications for the work of the Ministry as regards experience, motives, knowledge and religious service. There will then be an opportunity for the church to express its view of the candidate by secret ballot. Three-fourths of the members present and voting must vote in favour of the candidate before any further steps can be taken.

4. The representatives shall report to Presbytery on the vote and on their own views. If Presbytery supports the candidate, his/her name will be forwarded to the Clerk of Association and the Candidates and Training Department. The Department will interview the candidate (inviting a Presbytery representative – usually the candidate's Minister – to accompany him/her) and if the candidate is accepted the Department will arrange and then supervise his/her educational course under the guidance of the Training Co-ordinator. See also new rules passed at 2006 General Assembly.

#### Selection Procedure for Ministerial Candidates

In order to assist those who wish to present themselves as candidates for the ministry, and strengthen the process of assessing their suitability, it is suggested that:

- potential candidates, having received the approval of their Presbytery, before sitting the Department's examination, meet with the Training Co-ordinator. This will give them the opportunity to understand the procedure for accepting candidates and the nature of the Departmental examination, and will provide an opportunity to discuss their work experiences and their educational background so that initial consideration can be given to their training needs.
  - that potential candidates, after sitting the Departmental exam, meet informally for an interview with a panel which would include two or three members of the Department and the Training Co-ordinator, in order to begin the process of assessing their suitability regarding candidature.
  - that potential candidates, after interview with this panel, are then interviewed formally as usual by the Department, and that the panel at that meeting presents a report to the Department and makes proposals regarding training.
5. If a candidate defers commencing his/her course without sufficient reason, the Department shall have power to terminate the candidature.
  6. Candidates shall remain Preachers on Probation until such time as the Candidates and Training Department approves their being recognized as members of their presbyteries. The Department shall then inform, and forward their names to Association and Presbytery. Presbytery will invite them to one of its meetings and, having conferred with them, will take a vote of its members as to whether or not to commend them. If the vote is favourable they shall be received as members of Presbytery.
  7. The Training Co-ordinator shall forward to the Secretary of the Department a list of those who have satisfactorily completed their courses. The Secretary shall forward the list to all Presbyteries without delay and publish it in the Connexional publications. The list shall be sent to and read out at the Association in the three Provinces.
  8. A Candidate shall be eligible for presentation by Presbytery to his/her Association to be set apart for the full work of the Ministry when he/she has fulfilled all the following conditions:
    - The candidate has been received as a member of Presbytery, and the Candidates and Training Department has confirmed that he/she has satisfactorily completed his/her educational course.
    - The candidate has either received a regular call from a church/pastorate to be its Minister, the call having been confirmed by Presbytery; or has received a call from the Association or the General Assembly to some other sphere of Connexional service, or, in special circumstances, has been placed in a church/pastorate without receiving a call.

9. Before the Association at which Ordination is to take place, the Secretary shall contact the Secretary of the Department and the Presbyteries to obtain a list of, and information concerning, the Candidates who, in accordance with rule 8, are eligible for ordination, for submission to the Elders' Meeting.
  - The Meeting will be required to approve the regularity of the call and the Association will then discuss with the Candidates their experience and their belief with regard to the doctrines of the Gospel. The Association shall then determine whether they should be commended for ordination and will confirm this when called upon by the Moderator to do so.
  - No one shall be ordained without a written attestation to the Association from the Secretary of the Elders' Meeting that the candidates have been chosen in accordance with the rules and procedure of the Association. No one should be inducted as a Minister of a church/pastorate before being ordained.
  - Every one who is ordained has the option of joining the Connexion's Pension Scheme or arranging a Private Pension.

#### **4.23 Responsibilities of Candidates and Training Department re Candidates for the Ministry**

- To arrange a written examination for prospective candidates for the ministry.
- To request a written report on each candidate from his/her church and Presbytery.
- To arrange to interview each new candidate (and to invite a representative from the Presbytery to accompany him/her) and to discuss with the candidate his/her religious knowledge, experience, service and commitment taking into account his/her character, ability and gifts for the Ministry. After interviewing each candidate the Department will decide:
  - Should the Candidate be accepted
  - Should his/her application be deferred
  - Should his/her application be declined

The Department will also:

- Supervise the reception and discipline of the Candidates for the Ministry.
- Guide and advise candidates regarding their courses.
- Interview each candidate annually.
- Consider the reports of the Training Co-ordinator on each candidate at the end of each Academic Year and send a full report to the Presbyteries. The report shall answer the following questions:
  - Should the candidature continue
  - Should his/her candidature be deferred
  - Should the candidature be terminated
- To arrange for the supervision of Ministers during their first two years in the ministry.
- To be responsible for finance, administration and academic provision for candidates.

- To arrange suitable training for each candidate for the full-time/part-time/voluntary ministry.

Every Presbytery where there is a candidate/candidates is required to:

- Appoint a Students' Committee to oversee them, taking care of their interests and co-operate with the Department.
- Call candidates to appear before it annually to confer with them, and to give them advice and encouragement.
- If the Presbytery wishes to suspend a candidate for a term, or permanently, it is required to do so in consultation with the Department.

#### **4.24 Rules for the Examination of Candidates for the Ministry**

1. The Department will arrange an examination to be held on the same date in all centres at least once a year. However, the Department may arrange a further examination if required. There will be two papers:
  - A Scriptural examination on a set syllabus specified by the Department (3 hours).
  - An essay on one of the chosen subjects (2 hours).
2. Presbytery shall select a centre and two invigilators for the examination. The Presbytery is required to inform the Secretary of the Department of the arrangements in good time.
3. The Secretary of the Department shall send the questions, under seal, to the invigilators.
4. The invigilators shall make preparations for the examination, open the envelope containing the questions in the presence of the Candidates, distribute them and collect the answers and forward them without delay to the Secretary of the Department.
5. Presbytery shall meet the local expenses of the examination.
6. The General Assembly shall remunerate the Examiners and the Candidates' expenses when they are required to appear before the Department.

#### **4.25 The Training of Candidates for the Ministry**

- Candidates for the ministry will be required to achieve as a minimum the level of a University of Wales 'Diploma in Theology' (240 credits) studying for this qualification at a University or College or through an Ordination Course approved by the Candidates and Training Department.
- The course will include study of Scripture, Church History (especially the history of the Connexion and Christianity in Wales), Christian Doctrine and Practical Theology.

- Every candidate, with the approval of the Candidates and Training Department, will study for this qualification in Religious/Theological Studies at a University, or its equivalent approved by the Department.
- Every candidate shall receive a year's training in Pastoral and Missiology Studies as an integral part of their education under the guidance of the Training Co-ordinator.

**SECTION V**  
**APPENDICES**  
**OF THE RESOURCES DEPARTMENT**  
**AND PROPERTIES BOARD**

Copies of the Act of Parliament cited as the Calvinistic Methodist or Presbyterian Church of Wales Act 1933 are available from the Central Office.

Reference must also be made to the following statutes:

The Charities Act 2011, particularly Section 117-119.  
The Charities (Exemption from Registration) Regulations 1996 releasing the Board from the requirements of the Charities Act 2011  
The Charities Act 2011

**5.1.1 Appendix 1.1: Management of Connexional Properties: the Functions of Custodian Trustees**

1. The Calvinistic Methodist or the Presbyterian Church of Wales Act 1933 (amended 1959), amended the constitution of our Church and created a Corporate Body, namely, the Properties Board.
2. By the same Act the whole of our Connexion's freehold and leasehold properties listed in the second Schedule to the Act were transferred to the Board. Conveyancers accept the statutory transfer as good root of title to the land on a purchase.
3. All other freehold and leasehold properties held on behalf of the Connexion at the date of the Act were also transferred to the Board by the Act, although a detailed description of them does not appear in the second Schedule. All subsequent conveyances of lands or buildings to be held for the Connexion have, or should have, been made in favour of the Board.
4. By the same Act the investments listed in the second Schedule were also transferred to the Board, and all subsequent investments held as endowments are or should have been, made in the name of the Board.
5. All the foregoing properties are vested in the Board as Custodian Trustee only, and their management is vested in the Managing Trustees, who, broadly speaking in the case of local church property, are the Minister, Elders, Secretary and Treasurer. In all other cases the Managing Trustees are usually the officers of those bodies, or the Board, or committees appointed by the General Assembly or the Association. Certain aspects of their powers of management cannot be exercised except with the consent, or under the direction of the Presbytery, or the Association, or the General Assembly. (see 5.1.2 below)

6. The 1933 Act does not define the responsibilities of Custodian Trustees. However, a definition can be found in the Public Trustees Act, 1906, which may be summarised as follows:
  - As between himself and the Managing Trustees and subject to and without prejudice to the rights of any other person (e.g., A special committee to advise the Trustees or persons designated by Testators) a Custodian Trustee has under the general law the custody of all the trust securities and documents of title; but the Managing Trustees have the right to free access thereto and are entitled to make copies and extracts. But by S.7. (i) Proviso (ii) of the 1933 Act it is declared that, instead of our Custodian Trustee (The Properties Board) the Presbyteries shall have the custody of the documents of title to land but without prejudice to the right of the Properties Board to have free access to them.
  - All sums payable to or out of the capital or income of the trust property are payable to or by the Custodian Trustee; but the Trustee may allow the income of the trust property to be paid to the Managing Trustees, or to such persons, or the banking account of such persons, as they direct. And in that case the Custodian Trustee is exonerated from seeing to its application or being answerable for its loss or application.
  - The Custodian Trustee has therefore to be generally satisfied that he is observing the general law of the land in carrying out his duties, e.g., that the right bodies have sanctioned a sale or purchase, and that he pays capital and/or income to the right beneficiaries.
  - In accordance with the Charities Act 2011, Section 117-119, Connexional lands, including buildings, can be sold without an Order of the Court or the consent of the Charity Commissioners, provided that the requirements of Section 36 have been met. These include the Managing Trustees being obliged to receive a report from a qualified Surveyor, in accordance with the requirements of the Charities (Reports from Qualified Surveyors' reports) Regulations 1992 Statutory Instrument No 1992/2980.
  - The Presbyterian Church of Wales became a Registered Charity in 2009, and submits statutory accounts to the Commission.
  - Having regard to the recognition of the Properties Board by the Charity Commission, the Inland Revenue and the Department of Social Security, and the ensuing advantages for tax recovery and other purposes, it is essential that all Connexional Property (investments as well as land) should be in the name of the Properties Board as Custodian Trustees. It is also of vital importance that all Presbyteries and the Association in the three provinces keep the Board informed so that its register can be kept up to date.

- The powers of managing all Connexional property are vested in the Managing Trustees subject to Connexional Rules. This executive authority includes the power to sell, to lease, to exchange, to repair, to rebuild, to maintain and to invest. In the exercise of all these powers, a Trustee is bound at law to take as much care of the property as a reasonable person would of his/her own; no more, no less. He/she must use each power at all times in the best interest of the Church. All authority must be used for the purpose for which it was given and is held, and for that purpose only.

### 5.1.2 Appendix 1.2 The Functions of Managing Trustees

#### A The churches

All Presbyterian Church of Wales' guidelines and policies must be adhered to in order to conform to financial and legal requirements.

The Minister (if any), Elders, Treasurer and Secretary of the church are the Managing Trustees for all premises, investments and monies belonging to it.

1. They have autonomous authority to deal with the following matters: -
  - i. to open and maintain current and deposit accounts with a bank, savings society or Post Office.
  - ii. to decide and to pay its Minister additional stipend over and above the basic stipend from the Sustentation Fund.
  - iii. To decide and pay the Minister's expenses, e.g. travelling expenses, expenses of the minister's house, etc.
  - iv. to decide and pay the wages of the chapel caretaker within Revenue and Customs regulations
  - v. to decide and pay the stipend and travelling expenses of Sunday Preachers subject to such payments being not less than the Connexional minimum payments.
  - vi. to grant an occupational tenancy of the Chapel house to the Caretaker, subject to the tenancy agreement being prepared by a practising solicitor.
  - vii. to carry out repairs and improvements to the church buildings to the value of £10,000. For expenditure of £10,000 - £20,000 permission must be sought from Presbytery, and for expenditure of over £20,000, from Presbytery and Association. (Excluding VAT)
  - viii. to insure the church buildings to their replacement value.
  - ix. to set the terms of the use of church buildings for any community or social purposes for short term occasional use.

2. They have conditional authority to deal with the following matters: -
  - a. to let any house or land belonging to the Church to a person who is neither Minister of the church or pastorate, or the church caretaker but only with the agreement being prepared by a practising solicitor. The rent must be in accordance with the recommendation of the Local Authority's Rents Officer or a professional Estate Agent. All legal requirements regarding the renting of property must be met.
  - b. to deal with the following matters, subject to the consent and final decision of the Presbytery and Association.
    - i. to sell, exchange, lease or licence any property belonging to the Church.
    - ii. to buy, exchange or take on licence lease or letting any property
    - iii. Permission must be sought from Presbytery for expenditure of between £10,000 - £20,000, and on expenditure of £20,000 plus, from Presbytery and Association to repair or improve church buildings (excluding VAT)
    - iv. to mortgage premises owned by the Church excluding chapel and vestries.
    - v. to obtain loans from the Association Loan Funds subject to its regulations.
    - vi. to invest any surplus funds in investments authorised under the Calvinistic Methodist or Presbyterian Church of Wales Act 1959 and Trustee Act 2000 subject to obtaining professional advice as required by the Financial Services and Markets Act 2000 provided these are registered in the name of "*the Properties Board of the Calvinistic Methodist Church of Wales or the Presbyterian Church of Wales*" (in accordance with the Calvinistic Methodist or Presbyterian Church of Wales Act 1933).
    - vii. to sell investments for purposes approved e.g. to carry out property repairs and improvements.

NOTE – All forms required for dealing with any of the above matters are available from the Clerk of Presbytery.

#### B The Presbyteries

The Officers of Presbytery (acting as its executive committee) are the Managing Trustees of the premises, investments and monies belonging to it or subject to its control. Where Presbytery Officers (acting as its executive committee) become Managing Trustees of a church, they shall have the powers of management set out in Section B in addition to those set out in section A above.

Their authority as such Managing Trustees is subject to the supervision of Presbytery exercised in Presbytery meetings. Such Managing Trustees with the consent of Presbytery have the authority to:



- a. consent to the letting of any house or land belonging to any church within its jurisdiction and
- b. recommend to the Association acceptance of all applications from churches within its jurisdiction as set out in A(2) (b) (i) to (vii) above, or to refer them back or refuse them.

Best Interests Process: The Moderator, Clerk and Treasurer of Presbytery together have the authority to recommend to the Association acceptance of applications from churches within its jurisdiction as set out in A(2)(b) (i) and (ii) in circumstances where the Moderator, Clerk and Treasurer of the Presbytery are of the view that such a recommendation is in the best interests of the Presbyterian Church of Wales. Such recommendation can be agreed in writing by email, or by meeting in person or through electronic means.

### **C The Association**

The Officers of the Association (acting as its executive committee) are the Managing Trustees of the investments and monies belonging to it or subject to its control.

Their authority as such Managing Trustees is subject to the supervision of the Association in the North, the South or the East exercised in Association meetings.

The Association has authority: -

- a. to supervise the funds under its control
- b. to grant loans from the Association Loan Fund in accordance with its rules.
- c. to accept and consider applications to it from Presbytery as set out in (A)(2) (b)(i) to (vii) above and to approve, or refer back or to refuse them.

When dealing with investments, the Association must, by its Managing Trustees, have regard to the provisions of the Acts of 1959 and 2000 previously referred to.

Best Interests Process: The Moderator, Clerk and Treasurer of the Association together have the authority to accept and consider applications from the Presbytery as set out in (A)(2)(b)(i) and (ii) above and to approve, or refer back or refuse them. Such authority is given to the Moderator, Clerk and Treasurer of the Association in circumstances where they are of the view that this is in the best interests of the Presbyterian Church of Wales, and their decisions can be made in writing by email, or by meeting in person or through electronic means.

### **D The General Assembly**

The Officers of the General Assembly and members of the Resources Department of the Connexion are the Managing Trustees of Connexional premises (Coleg Trefeca, Coleg y Bala, the General Assembly Office and any other premises held from time to time on behalf of the General Assembly Resources Department), also the Connexional investments and Funds belonging to it or subject to its authority.

The Managing Trustees of Coleg Trefeca, Coleg y Bala and the Candidates and Training Department are their relevant Charity Trustees, on the understanding that they are connected charities.

The Properties Board of the Presbyterian Church of Wales is the Custodian Trustee of Coleg Trefeca, Coleg y Bala and the Candidates and Training Department. The Managing Trustees for the Welsh Calvinistic Methodist Assurance Trust, a dormant company, are its directors.

Their authority as such Managing Trustees are subject to the supervision of the General Assembly in its annual meeting.

The General Assembly acting by its Resources Department is the final authority having the oversight of all Connexional assets comprising its properties, investments and monies, and as such all the powers set out above are subject to the Resources Department's final authority. Its Managing Trustees in performing their duties must have constant regard to the provisions of the law, and in particular, when dealing with Connexional Investments, observe the guidelines imposed by the Acts of 1959 and 2000 previously referred to.

### **E Internet and Telephone Banking**

The Managing Trustees have the authority to authorise one or more of the Managing Trustees or a named person or persons to act on their behalf to bank on the internet and/or by telephone.

### **5.2 Appendix 2: Sealing of Documents**

1. Every document requiring execution with the Common Seal of the Board shall be executed by affixing the Seal in the presence of any 2 persons, at least 1 of whom must be a member of the Board from the following list:

General Secretary  
 Head of Corporate  
 Head of Finance  
 Head of Property  
 Head of Human Resources and Legal Support  
 Members of the Board

who shall note their position and sign the document accordingly. The Secretary and Head of Property is to have custody of the seal. It is not necessary for such sealings to take place in a meeting of the Board.

2. The Seal of the Board shall be affixed with authority in writing as follows:

- In the case of the purchase of freehold or leasehold property, with the authority of the Presbytery certified by the Clerk of the Presbytery.
- In the case of the sale of freehold or leasehold property, with the authority of the Association certified by the Clerk of the Association.
- The Association is required to state clearly in all resolutions authorising the sale of property, how the proceeds are to be distributed.

3. In the case of the Sale or Purchase of Stocks and Shares or dealings with Securities or Mortgages, the Seal of the Board shall be affixed on the written authority of the Managing Trustees or any person to whom they have delegated that authority. No purchase of stocks or investments should be made in the name of the Board without previous arrangements having been made with the Secretary of the Board.
4. In cases other than those previously provided for, the Seal of the Board shall be affixed with the authority of the body whose only or final authorisation is necessary for that particular transaction.

### 5.3 Appendix 3: Documents of Title

All Property have been registered with the Land Registry Deeds can be obtained through the General Assembly Office where available.

All other certificates or title deeds regarding investments are held in the custody of the General Assembly Office.

All properties and all investments are to be made under the full name of the Properties Board, which is “*the Properties Board of the Calvinistic Methodist Church of Wales or the Presbyterian Church of Wales*”, according to the Calvinistic Methodist or the Presbyterian Church of Wales Act 1933.

### 5.4 Appendix 4: Restrictive Covenants

The Restrictive Covenants and Declarations must be included unchanged in any transfer or deed relating to the sale or exchange of property approved by the Association except when the sale or exchange is to a Government department, local authority or other bodies with compulsory powers of acquisition. Any church may make an application for the release or variation of the covenants to be imposed. A copy of the covenants is available from the office.

### 5.5 Appendix 5: Rules governing the Sale and Leasing of Connexional Property and destination of proceeds of sale.

1. The consent of the Association must be obtained for the sale, mortgage, lease or exchange of Connexional Property. Any one of the individuals noted in paragraph 5.2(1) above is authorised to sign leases in the name of the Properties Board.
  - Application for consent shall, in the first instance, be made by the Managing Trustees to the Presbytery using the Authority to Sell Form.
  - If Presbytery approves the application it shall forward it to the Association. giving the required information, the reason for making the application and the way the proceeds of sale are to be employed.
  - If the application is approved by the Association the Clerk of Association shall inform the Secretary of the Resources Department and Properties Board and the

Presbytery Secretary. The Presbytery Secretary will instruct the Presbytery Solicitor acting on behalf of the church.

2. Following completion of the sale, the proceeds shall be sent by the Solicitor to:-
  - The Secretary of the Properties Board who will acknowledge receipt of the money with the appropriate form.
  - The Clerk of Association may forward any application regarding the use of the proceeds when the application to sell is made or subsequently on the Release of Capital Form to the Secretary of the Properties Board.
3. The Secretary of the Properties Board places the proceeds from the sale of any property in a Properties Board Deposit Account until guidance is received as to how they are to be employed.

He/she may, however, deal forthwith in the following cases:-

- The proceeds of the sale of investment property required for immediate re-investment
  - Proceeds of sale not exceeding £5,000 required for capital expenditure. The Properties Board must be notified in every case.
  - Proceeds from the sale of a manse which are required immediately to purchase or build a new manse for the same church or pastorate. The Secretary of the Resources Department has power to pay or transfer the money, including interest if any, to the Treasurer of the Managing Trustees of the new manse when it is required.
4. All other applications for the release of capital or interest shall be considered by the Resources and Properties Committee of the Association on behalf of the Resources Department at its regular meetings and it will make a decision in accordance with the following rules:-
    - Places of Worship, and other properties except manses. Fifty per cent (50%) of the net proceeds of the sale shall be invested on behalf of the local church or the Strategy Fund of the Presbytery in which these buildings are located should the cause have ceased and not merged. The net proceeds will be placed on the Properties Board Deposit until applications for the release of capital have been approved by the Association and the Properties Board has been notified. No scheme can be started without the consent of the Properties Board.
    - Fifty per cent (50%) of the net proceeds from the sale of Connexional Property is transferred to the Resources Department General Fund.
    - The interest and capital on the deposit/investment of money referred to in the second of the above clauses shall be for the Resources Department’s use towards Connexional objectives.

5. High Value Sales over £200,000.
- If the net proceeds of sale of a property do not exceed £200,000, 50% is invested on behalf of the local church / strategy fund.
  - If the net proceeds of sale of the property exceed £200,000, £100,000 is invested on behalf of the local church / strategy fund.
  - If the net proceeds of the sale of the property exceed £500,000, the Managing Trustees, or the Presbytery in the case of money allocated to their strategy fund, may apply to the Resources Department for permission to designate all, or part of any sum over £500,000 for a new ministry or property improvement / development / rebuild, and the Resources Department will make a decision in accordance with the following rules:-
    - These amounts are needed to develop new ministry work which has been evaluated by the Ministries Department.
    - The sums have been assessed by a suitably qualified surveyor which, in the opinion of the surveyor, serves the purpose of developing the Church's witness through the improvements to, or rebuilding of, or redevelopment of a place of worship or other property belonging to the Connexion adjoining the property being sold. In addition, it will be necessary to obtain a report from a qualified surveyor confirming that such work is in the best interests of the Charity.
    - If only part of the excess sale proceeds over £500,000 was originally granted, and additional sums are required in order to complete the improvement, rebuild or redevelopment works, a further application can be made to the Resources Department for the release of any additional sums in excess of the £500,000 sale proceeds. The Resources Department will approve the application provided that a suitably qualified surveyor assesses that the sums required are realistic in order to complete the works and confirms that spending the additional sums is in the best interests of the Charity.
    - A summary of expenditure must be provided to the Chair of the Resources Department two years after the date of approval by the Resources Department and sums not spent within two years of the date of approval must be transferred back to the Resources Department.

- The remaining net proceeds of the sale will be transferred to the Ministries Department General Fund.
- The rules for high-value sales do not apply to the sale of Manses.

6. Manses

When a manse is sold, the proceeds shall be retained until the Resources Department in conjunction with the Association has determined, how the capital and interest is to be utilized, having regard to:

- The nature and situation of the property sold.
- The proposals made by the Managing Trustees, the Presbytery, and the Association and the needs of the Connexion.
- The importance of conserving and making the best use of Connexional resources.
- Whether the proceeds of sale are required to purchase or build a new manse.
- Any other relevant or material fact made in representations by the Managing Trustees, the Presbytery or the Association.

7. Sale of Endowments

The proceeds shall be paid to the Treasurer of the church (or any other person appointed by the Managing Trustees) and invested without delay **in the name of the Properties Board** and the interest used **towards the objectives of the endowment**. He shall without delay inform the Clerk of Presbytery who in turn shall ensure that the details of the investment are recorded in the Presbytery Register.

8. Leasing of Property

- Where it is proposed to let a vacant manse temporarily, the consent of Presbytery must first be obtained. ***It is vital*** that a tenancy agreement, enabling the house to be repossessed for a Minister, is drawn up with the assistance of the Presbytery Solicitor in order to ensure that the legal requirements in force at the time are observed.
- In all other cases where it is intended to lease property, special application must be made for permission from Presbytery and all agreements must be prepared under the guidance of the Presbytery Solicitor to ensure compliance with Section 117-119 of the Charities Act.
- When a vacant manse is not needed for a further Minister, Presbytery shall make full inquiries to ascertain whether it can be used for letting to a retired Minister or a Minister's surviving spouse, the rent be determined in consultation with Presbytery having received advice from a Chartered Surveyor under Section 117-119 of the Charities Act. The church/pastorate will then profit by the rent. The Association cannot permit the sale unless these enquiries have been made. Once again, a legal agreement must be

prepared under the guidance of the Presbytery Solicitor to ensure compliance with Section 117-119 of the Charities Act.

- The Resources Department and Properties Board shall not be responsible for any legal costs incurred in a dispute following the leasing of Connexional property without permission from Presbytery and unless a legal agreement has been drawn up and implemented under the guidance of the Presbytery Solicitor.

#### 9. Review of Earlier Decisions

In the event of any change of circumstances or the occurrence of some particular event since the date of the transactions, the local church or pastorate may apply to the Presbytery, Association or the Resources Department for a review of their decision in such a manner where this is considered expedient and proper. The application must be made through Presbytery to the Association or the Resources Department.

### 5.6 Appendix 6: Additional Rules Approved by the General Assembly

#### 1. Gifts and Legacies

Moneys received from Gifts and Legacies for Connexional Purposes should be invested in the name of the Properties Board in cases in which the interest only is to be distributed.

#### 2. Onerous Obligations

No onerous obligations shall be accepted on the purchase or receipt of property by way of gift without the consent of the Presbytery. Presbytery must itself be satisfied that the obligations can be met.

#### 3. Mortgaging of Connexional Property

Chapels and Vestries may not be mortgaged under any circumstances. The Association may in special cases consider the mortgaging of other property in order to secure a loan. Each application must be considered on its merits.

When Connexional Property is mortgaged the Properties Board cannot enter into a covenant for repayment of that mortgage, but can agree to transfer the mortgaged property as security for that mortgage. Managing Trustees must comply with the provisions of the Charities Act 2011 when entering into any permitted mortgage.

#### 4. Disposal of Connexional Property

All Connexional Property must be disposed of under the guidance of Section 117 of the Charities Act 2011.

#### 5. Investments

- All Connexional departments and churches are directed to make all investments (except such sums as must otherwise be held) in the name of the Properties Board or other appointed custodian.

- Substantial sums of money should not be allowed to remain for any length of time on current account but be placed on deposit account with the bank.
- Tax recovery on dividends and other income should be dealt with promptly by church officers through the Properties Board.

#### 6. Letting of Manses

Before a manse is let, whatever the status of the tenant may be, the Managing Trustees must take the advice of the Presbytery Solicitors and request them to prepare a written contract.

#### 7. Unclaimed Interest

Prior to 1994 any sale proceeds from property were taken directly by the central funds as income prior to a decision on distribution of the proceeds and investment. On the occasion that the capital was not invested on behalf of the local church, the capital to be invested from the date the error became known and a church can reclaim compound interest for 6 years.

8. Causes which have sold a church building/buildings and continue to meet in another location may ask the Chairperson of the Properties Board for confirmation in principle that the legal requirements and those of the Charities Commission have been satisfied, to propose to spend money on repairing and/or improving another location. To enable the Chairperson of the Properties Board to provide this confirmation, the following information must be provided:

- Details of the sum involved and any terms and conditions, explaining why these terms are the best possible for PCW. This is to conform to the requirements of the Charities Commission because the Managing Trustees have a general fiduciary duty to secure the best possible terms for PCW.
- The reasons why they believe that they can justify that the proposed expenditure is of maximum benefit to PCW. So as to conform to the requirements of the Charities Commission, the Managing Trustees must be able to justify that the proposed expenditure is of maximum benefit to PCW.
- Confirmation that there are no restrictions preventing the money from being used on buildings that are not under the ownership of PCW.
- Confirmation that the proposed expenditure is in accordance with the expenditure rules of the Strategy Plan.

As soon as confirmation has been accepted in principle by the Chairperson of the Properties Board in accordance with this paragraph 8, an application must be made to release funds in accordance with the provisions of 'Appendix 7: The Funds of the Resources Department' where relevant.

## 5.7 Appendix 7: The funds of the Resources Department

The General Assembly has authorised the establishment of two primary Funds – the Resources Department General Fund and the Manses Fund. Monies accruing from the sale of Connexional property shall be paid into these funds as follows:

### 1. The Resources Department General Fund

#### 1.1 General

- Proceeds of sale of redundant places of worship (e.g., a chapel, vestry, hall, caretaker's house within the curtilage of church premises), and any other property connected with the particular redundant church (dwelling house not within the curtilage of the church premises, land, etc.) not being endowments. Proceeds to be distributed as follows: 50% invested on behalf of the local church (Strategy Fund if the cause has ceased and not merged), 50% transferred to the Resources Department.
- Investments, not being endowments, held by the Properties Board on behalf of the redundant church.
- Other capital sums that may from time to time be paid into the Fund by resolution of the General Assembly.

The capital and income arising from the sale of property may be applied in accordance with the policy of the Resources Department, as follows:

- When a disused chapel building which has a cemetery attached, is sold, the cemetery should be put into good order before the sale. An application can be made for release of part of the sale proceeds to pay for this work. Then £10,000 of the proceeds should be retained so that the interest on this amount can be used to pay for the upkeep of the cemetery.

#### 1.2 Capital and Revenue Schemes

- Capital and income arising from the sale of property may be expended on schemes which are Capital Schemes and Revenue Schemes.
- Churches are allowed to spend up to £5,000 (per project) on Capital Schemes without permission being required. The church to contact the General Assembly Office with details of the project and the amount required, however this may not be done more than twice in any period of 12 months. There is no requirement to complete the release of capital form. Although Presbytery permission to spend is not required the church should inform Presbytery.
- For expenditure between £5,000 and £15,000 (per project) on Capital Schemes, the permission of Presbytery alone is needed. The release of capital form must be completed and forwarded with any required documents to the Presbytery. Once Presbytery approval is granted the Presbytery secretary should sign the form and forward to the General Assembly Office which will make arrangements for the investments to be released.

- For amounts in excess of £15,000 (per project) on Capital Schemes, the approval of both Presbytery and Association is required. The release of capital form must be completed and approval of Presbytery and Association must be gained prior to release of monies.

#### 1.3 Revenue Schemes

- In order that churches can use their own resources to support, promote and expand the Ministry and Mission Plans of their Presbytery and contribute to ministry and mission initiatives outside of their congregation, churches can apply to use capital arising from the sale of property on Revenue Schemes.
- Applications for expenditure of Capital on Revenue Schemes in all cases should be directed to the Ministries Committee of the Presbytery, and if approved, to the Resources Committee of Presbytery, before being submitted to Presbytery. The release of capital form must be completed and once Presbytery approval is granted the Presbytery secretary should sign the form and forward to the General Assembly Office which will make arrangements for the investments to be released.
- For expenditure of Capital on Revenue Schemes, Presbytery can approve expenditure of up to £10,000 (per project).
- For expenditure of Capital on Revenue Schemes in excess of £10,000 (per project) the approval of Presbytery, Association and Ministries Department is required and the release of capital form must be completed prior to release of monies.

#### 1.4 Strategy Funds

- Strategy Funds capital may be expended on revenue projects with the approval of the Resources Department.
- Income from the Strategy Funds capital may be expended on schemes that are not Capital Schemes, including property maintenance, the ministry, the appointment of mission, children's and youth workers etc.

#### 1.5 Capital of the Resources Department General Fund can be applied towards Connexional purposes.

### 2. The Manses Fund

- 50% of the net proceeds from the sale of manses, provided the money is not required immediately for the purchase of another manse.
- Other capital sums accruing from the sale of manses that may be allocated to the Fund by resolution of the General Assembly.
- 100% of the net proceeds from the sale of Manses which belonged to a church which has closed and not merged.

The capital and income of the Manses Fund may be applied in accordance with the policy of the Resources Department, for the following purposes:

- Capital for the purchase and/or construction of manses, and improvements to the structure of manses. The 50% of the net proceeds from the sale of a manse that was transferred to the Fund shall be released if the church/pastorate wishes to build/buy a new manse, i.e. 100% of the net proceeds from the sale of the manse shall be available for this purpose.
- Applications from local churches must come to the Resources Department through, and with the support of, Presbytery and Association.
- To provide mortgages to Ministers/personnel who have completed at least 5 years full time/part time continuous service and widows/ widowers of Ministers for the purchase of their own homes. The maximum that may be borrowed is £200,000 (pro rata for part time Ministers/personnel). Applications should be sent to the Connexional Office. The rules are available from the Connexional Office.
- A housing rental scheme is available to retiring Ministers or for Ministers widows whose husband / wife has passed away during their term of service. Full details of the scheme are available from the Connexional Office.
- The balance of the 50% of the net proceeds from the sale of manses remaining after 50% has been transferred to the Fund shall be invested. The income may be released to the individual church with the consent of the Resources Department. The Resources Department and Properties Board will review the situation at five-yearly intervals.

The two funds shall be administered on behalf of the Resources Department by the Treasurer, assisted by the Head of Finance. An annual report should be prepared and submitted to the Department.

The investments portfolio shall be administered by the Investments Managers, who report to the Resources Department and Properties Board which in turn reports to the General Assembly.

#### **5.8 Appendix 8: The Resources Department Policy – A declaration**

1. The authority of the Association in the three Provinces is final in all matters excepting those specifically referred to the General Assembly.
2. The General Assembly shall determine upon all matters affecting the whole Church, e.g. financial matters, and any other matters that may be entrusted to it from time to time. On these matters the decision of the General Assembly shall be final.
3. Connexional buildings, e.g. chapels, manses and chapel houses, are held under the authority of the Association; the Association supervises their care and authorises their sale. However, the proceeds from the sale of buildings are a matter of Connexional finance and thus under the authority of the General Assembly.

4. Connexional buildings are vested in the Properties Board on trust. The trusts in every properly drawn deed from 1826 onwards are ‘for the said Connexion according to the constitution and regulations thereof ...’

In the Model Deeds prepared after the 1933 Act the trusts are ‘To hold the said property as Custodian Trustee in accordance with the provisions of the ... Act ... for the purposes of the Calvinistic Methodist Church of Wales or the Presbyterian Church of Wales according to the constitution and regulations thereof . and upon trust to hold for the said Church the moneys to arise on sale ...’

5. Some lands and buildings have been donated by donors during their lives or by will to individual churches or causes for some special purpose (e.g., as churchyards, dwelling houses to be let on rent by a church for its own benefit, or as a schoolroom, or college, or parking place). All these are held for the defined purposes as endowments and when the time comes for them to be sold their proceeds will have to be used for the same purposes. The objects of the trusts cannot be altered legally without the consent of the court or the Charity Commissioners. What is said below is not therefore applicable to such holdings.
6. Although the General Assembly is the Authority on Connexional Finance, the Resources Department felt that it would be proper and helpful to obtain the views of the Managing Trustees, the Presbyteries and the Association on the use to which the proceeds of sale should be put. However, this does not mean that the Assembly must accept these views as final. The duty of the Resources Department is to reach a decision, after taking into account the views of the Managing Trustees, the Presbytery and the Association and the needs and welfare of the Connexion generally.
7. As the lands, houses and other buildings are held on trust they must be treated as endowments and their proceeds of sale must be regarded as capital only. The Income may be expendable for Connexional purposes in accordance with the Assembly’s wishes; but the capital can only be expended as capital or for building structures: it cannot be used for the maintenance of buildings.
8. Thus the natural policy for the Resources Department to follow is:
  - To keep closely and consistently in every case to the legal and Connexional rules stated above.
  - To place the net proceeds of sale in one or more funds and preserve them in accordance with the legal and Connexional rules.
  - To consider carefully every case where it is recommended that the proceeds of sale should be expended on the structure of the church on the basis of the Presbytery Strategy, and to form its own judgement and act upon it, having regard to all circumstances relevant to the applications.
  - To invest proceeds not immediately expendable and to use the income for Connexional purposes.

- It will be noted that the Connexional rules refer specifically to Connexional Finance. There may be other funds which are endowments held for the Association or Presbyteries. All other funds are held for the Connexion as a whole without distinction between the three Provinces of the Association – North, South and East.
- A loan from the General Fund of the Resources Department may have been made to pay for the maintenance as well as the structure of buildings. When therefore recommendations are made that such loans to a church be repaid from proceeds of sale of the property held for that church, it should be made clear how much of the loan was for maintenance and how much for structural alterations.

**5.9 Appendix 9: Strategy Funds  
Purpose of Presbytery Strategy and Funds**

- 5.9.1 Presbyteries are expected to plan for future ministry and use of resources within the Presbytery area or jointly with neighbouring Presbyteries and review them annually.
- 5.9.2 Resources can mean buildings, investments, cash and people. As charitable organisations Presbyteries have a duty to use the resources at their disposal to best effect and to encourage the churches within the Presbytery to do likewise.
- 5.9.3 The Presbytery Strategy should give a picture of what a Presbytery is aiming to achieve within a given timeframe and the resources required to achieve it.
- 5.9.4 The Presbytery Strategy Fund is money set aside (currently 50%) out of sale proceeds of redundant buildings in order to support the work outlined in the Strategy. Presbyteries may have other, additional funds available to fund their Strategy.
- 5.9.5 **Review and Approval of Strategies**
- 5.9.6 Presbyteries will monitor progress against their Strategy on an annual basis, submitting updated Strategies every five years and revised strategies annually.
- 5.9.7 This will include:
  - 5.9.7.1 Expenditure which will enable a local church to be involved in new work, or to develop existing work that would not be possible otherwise:
  - 5.9.7.2 Construction of a new building or extension including new fixtures and fittings
  - 5.9.7.3 Structural adaptation of an existing building
  - 5.9.7.4 Fixtures and fittings in existing buildings
  - 5.9.7.5 Re-roofing

- 5.9.7.6 Expenditure on adaptations or work required in order to comply with future changes in statutory obligations e.g. Disability Discrimination Act.
- 5.9.7.7 Equipment to facilitate mission work, e.g. audio-visual equipment
- 5.9.7.8 Appointment of persons for a fixed term to carry out mission work, work with young people or social work
- 5.9.8 Strategy Funds may not be used for:
  - 5.9.8.1 Purchase of or expenditure on Manses.
  - 5.9.8.2 General maintenance work or catch-up work owing to lack of maintenance on churches and associated buildings.
  - 5.9.8.3 Any work not included in the Presbytery Strategy or support for buildings not listed as Centres in the Presbytery Strategy.
- 5.9.9 Any interest earned during a year that is not used will be added to the capital value of the Fund.
- 5.9.10 Funds may be used over an extended period, e.g. one approval may be to use a total of £18,000 but over 3 years at £6,000 pa to support a mission worker.
- 5.9.11 **Reporting and Monitoring of Funds**
- 5.9.12 A statement of balance on the Strategy Fund will be provided by the Central Office to each Presbytery every twelve months, showing transactions for that period.
- 5.9.13 Where funds are to be used over an extended period, e.g. an amount that is payable in equal instalments over three years, they will be known as ‘set aside’ and shown separately from the general balance.
- 5.9.14 A summary report on Presbytery Fund balances, showing capital and interest earned, will be provided to Associations at the end of each year.
- 5.9.15 **Procedures for Release of Monies from Funds**
- 5.9.16 Expenditure must not be incurred, nor appointments made, until full approval has been given.
- 5.9.17 The level of approval required is dependent upon the size of the claim, as shown in the table below.

Amount of claim	Approval by:	
	Presbytery Resources Committee	Association Resources Committee
Up to £2,500	√	–
£2,501 +	√	√

- 5.9.18 Any claim that involves funding a person in a post must come before the Presbytery and Ministries Department, no matter what the value of that claim. This is in order that proper enquiries may be made with the Ministries Department to ensure that the procedures for appointment follow the stated policies and procedures of the PCW.

- 5.9.19 In deciding which level of authority is appropriate, a claim value will normally include VAT and will be for the totality of a project, not constituent parts.
- 5.9.20 For claims in respect of equipment, furniture, fittings or works on buildings, the following documentation must be produced to support the claim:
- 5.9.20.1 Completed application form. The form is available from the Clerk to Presbytery from the Office or the website [www.ebcpcw.cymru](http://www.ebcpcw.cymru)
- 5.9.20.2 Estimates to support the proposed expenditure – two estimates for expenditure of £5,000 or less; three for expenditure greater than £5,000. If the supplier to be used is not the lowest estimate, a written explanation of the reasons for accepting the particular estimate must be provided.
- 5.9.20.3 Where the project involves building work, copies of architects plans or drawings must be provided, together with details of the architect including professional indemnity cover.
- 5.9.20.4 Latest annual report of the church or body making the claim.
- 5.9.21 For claims in respect of funding a worker, the following documentation must be produced to support the claim:
- 5.9.21.1 Description of the project, including the primary aims
- 5.9.21.2 Job description, person specification and term of appointment for the post
- 5.9.21.3 A statement of who/which organisation is the employer
- 5.9.21.4 Details of all partners involved
- 5.9.21.5 Proposed funding sources and budget for the length of the project
- 5.9.21.6 Exit strategy at the end of the designated period for the project
- 5.9.22 Once approval has been given for claims, the Clerk to Presbytery or Clerk to the Ministries Department (as appropriate for the level of claim made) will immediately notify the local church and Central Office. The Head of Finance will then make appropriate arrangements for the release of the money.

## 5.10 Appendix 10: Church Collections

Because of increased demands on the members of our churches for financial contributions, and the practice of outside organisations also appealing for our support, the following guidance is offered to Ministers and Elders.

1. There are three categories of collections requiring consideration, namely:
  - (a) Collections that every local church belonging to the Connexion is under an obligation to make.
  - (b) Collections which local churches are advised or encouraged to make by Presbyteries or the Association.

- (c) Collections which local churches on their own initiative, or at the instance of some local district or national movement or authority, decide to make.

### 2. Class (a) includes:

- The Ministry and Mission Contribution
- Local cost of the Ministry such as Sunday Services and the Minister's expenses
- A levy for the support of the Presbytery and the Association
- Care and maintenance of church buildings, including the requirements of the Health and Safety Act
- Up-to-date Christian literature and equipment for training adults, children and young people.

Every effort should be made to ensure that all members of our churches are made aware of their Christian stewardship and responsibilities to contribute to these absolutely essential causes.

It is important that at the end of each year the Treasurer of every Church prepares an estimate of expenditure and income for the following year and gives out the information to all members and urges them to respond to the requirements.

### 3. Class (b) includes:

- The Bible Society
- Christian Aid
- Other purposes provided for by the General Assembly, Presbytery or Association.

### 4. Class (c)

The following principles are to assist church officers to deal with collections in this class:

- The decision on whether or not to make a collection rests with the Trustees. No collection should be made without their consent.
  - The making of collections for political parties is not permitted.
  - The cause should be unquestionably a worthy one, and not likely to divide the church.
  - It is the duty of officers to scrutinize every request for financial support from organisations and institutions before organizing a collection. A balance sheet should be sought from the organisation and trustees should request a report as to how the money was spent.
5. When churches make church and Connexional collections it is most important that the funds collected should be used only for the purpose for which they were collected. It is improper and totally illegal, to use the money collected for another purpose. Only monies raised via such collections can be forwarded. The churches/charity's general funds should not be transferred to other causes or charities which do not have similar objectives.



6. The receipts of all collections must pass through church accounts which are subject to audit and submitted in an Annual Report in accordance with the requirements of the Charities Act 1993.

### 5.11 Appendix 11: Reporting and Auditing Requirements

Charity Commission guidelines state that every church (charity) must produce a set of accounts for every financial year.

#### **Churches with income below £25,000 in the relevant financial year.**

- Accounts must be prepared on either a receipts and payments basis or an accruals basis.
- There is no requirement to have the accounts independently examined or audited but the Charity Commission may require an audit in exceptional circumstances.

#### **Churches with income over £25,000 but not exceeding £250,000 in the relevant financial year.**

- Accounts must be prepared on either a receipts and payments or accruals basis.
- Accounts must be subject to outside scrutiny but trustees may choose either an independent examination or audit by a registered auditor.
- An independent examiner must be independent of the trustees. A member who is not a trustee (or a connected person) is able to examine the books of his / her church.
- A suitably qualified church member can examine the books of a church of which he/she is not a member.

#### **Churches with income over £250,000 but not exceeding £500,000**

- Accounts must be prepared on the accruals basis in accordance with the 2008 regulations and the SORP (Statement of Recommended Practice).
- Accounts must be subject to outside scrutiny but trustees may choose either an independent examiner or audit by a registered auditor. If the income is over £250,000 the independent examiner must be a member of a body specified in the Charities Act.

The above guidelines may be altered by changes in legislative and Charity Commission rules, but are correct as at January 2015. In all cases, the Annual Report, including the accounts, must be forwarded to the Clerk of Presbytery. The Clerk will keep safe the Reports of all churches belonging to the Presbytery and forward them to the Charity Commissioners on request.

### 5.12 Appendix 12: Investment Policy

#### 1. INTRODUCTION

1.1. The Properties Board of the Presbyterian Church of Wales acts as a Custodian Trustee and invests money that is not required for the time being for other charitable purposes, as determined by the Connexion from time to time.

1.2 The Properties Board is required to invest two distinct funds:

- a) General  
These monies have arisen from an historical accumulation over many years arising from the sale of properties, legacies, the maturity or termination of funds and other varied sources. The monies consist of both restricted and unrestricted funds for the use of the charitable purposes of the Connexion and are included in the audited financial statements.
- b) Amounts held on behalf of specified groups  
These monies are held and invested on behalf of Presbyteries (including Strategy Funds), Association, individual churches and other funds of the Presbyterian Church of Wales. This money is used for the charitable purposes of the various asset holders.

1.3 The overall financial objective for both funds is to at least maintain the real value, but the risk profile for each fund may differ.

#### 2. INVESTMENT OBJECTIVES

- 2.1 The Properties Board seeks to produce the best financial return within an acceptable level of risk.
- 2.2 A total return approach to investment has been adopted, generating the investment return from income and capital gains or losses.

#### 3. INVESTMENT POWERS

3.1 This policy has been prepared with reference to the Properties Board's investment powers set out in:

the Calvinistic Methodist or Presbyterian Church of Wales Act 1933 as amended by the Calvinistic Methodist or Presbyterian Church of Wales (Amendment) Act 1959 ("the 1959 Act"),  
the provisions contained within the Handbook of Order and Rules (including the constitution),  
the best practice described in the Charities Commission's guidance on investments: *Charity and investment matters: A guide for trustees*; and  
the current law governing the investment of trust funds as set out Section 3 of the Trustee Act 2000.

- 3.2 The Properties Board can invest assets held as Custodian Trustee in such a way as if it was absolutely entitled to those assets, having regard to its legal and fiduciary duties as a trustee, including its duty of care. As such, the Properties Board can change its investment ratios and assets as it sees fit, having regard to advice taken and its trustee duties. In particular (but not limited to), when considering an investment or proposed investment, there is a duty to consider whether such investment is suitable, sufficiently diverse, is compatible with the risk profile of the fund and accords with the promotion of the charitable objects of the Connexion.

#### **4. LIQUIDITY AND DRAWDOWN REQUIREMENTS**

- 4.1 The drawdown requirements are expected to be infrequent and in line with the requirements of the strategy of the Connexion. Sufficient notice will be given to allow the fund managers to plan efficient drawdown. It is expected that the funds maintain an appropriate level of liquidity.

#### **5. RISK**

##### **5.1 Attitude to risk**

The key risk to the long-term sustainability of the Connexion is inflation, and the assets should be invested to mitigate this risk over the long term. The Properties Board understands that the capital value may fluctuate.

##### **5.2 Assets**

The assets can be invested widely and should be diversified by asset class, by manager and by security. Asset classes should include cash, bonds, equities, property, structured products, commodities and any other asset that is deemed suitable. Assets should not be invested in hedge funds or private equity. The Properties Board is charged with agreeing a suitable asset allocations strategy with the investment managers.

##### **5.3 Currency**

The base currency of the investment portfolio is Sterling.

However, investments may be made in non-Sterling assets if appropriate.

##### **5.4 Credit**

Cash balances should be deposited with institutions with a minimum rating of A- or invested in a diversified money market fund. Bond exposure should be focused on investment grade issuers.

#### **6. TIME HORIZON**

- 6.1 The Connexion is expected to exist in perpetuity and investments should be managed to meet the investment objectives and ensure this sustainability. The Properties Board, therefore, can adopt a long-term investment time horizon for both funds.

#### **7. ETHICAL INVESTMENT**

- 7.1 The assets should be invested in line with the aims of the Connexion's Environmental Policy. Individual investments may be excluded if perceived to conflict with the purpose of the Connexion.
- 7.2 The Connexion should not normally or knowingly invest in companies which derive more than 10% of their income from:
- the production of alcohol
  - the production of tobacco products
  - the manufacture of military weapons
  - the business or promotion of gambling
  - the production and distribution of pornography
  - predatory loan activities

#### **8. MANAGEMENT, REPORTING AND MONITORING**

- 8.1 As set out in Section 5 of the 1959 Act, the Properties Board shall arrange that their investments shall be kept under continual review by one or more **investment experts** (as defined) who shall be instructed and undertake to advise the Properties Board promptly of any changes which may appear to such expert or experts to be desirable. The definition of an **investment expert** as set out in the 1959 Act is a person who shall have had at least fifteen years' experience of one or more of the following businesses in the City of London (that is to say) the business of stockbrokers, merchant bankers, finance houses and issuing houses.
- 8.2 The Properties Board has appointed professional investment management firms to manage the funds in line with this policy. Managers are required to produce a valuation and performance report quarterly. Each investment manager is required to present to the Properties Board at least once annually. The Properties Board has nominated two authorised signatories who are required to sign instructions to the investment manager.
- 8.3 The Properties Board has responsibility for agreeing strategy and monitoring the investment assets. The performance of the portfolio will be monitored against agreed market benchmarks and against the investment objective.
- 8.4 The Properties Board must report to the General Assembly on investment performance, including valuations and asset allocations, on an annual basis.

#### **9. APPROVAL AND REVIEW**

- 9.1 This policy was prepared by the Properties Board to provide a framework for the management of the investment assets held by the Properties Board as Custodian Trustee. It will be reviewed at least every three years to ensure continuing appropriateness.

### 5.13 Appendix 13: Ministry and Mission Contribution

1. Every church under pastoral care is expected to pay into the Central Resources Department General Fund through the Ministry and Mission Contribution the amount decided by the Resources Department and confirmed by General Assembly.
2. Pastorless Churches are expected to pay the Ministry and Mission Contribution, and where possible arrangements will be made for them to receive a number of free services. Pastorless churches that have not received 10 services during the year may claim a refund. All claims for the preceding year should be made through the Presbytery Rota Secretary, to reach Central Office before 31st March each year.
3. The membership of churches on 30th June six months previously will be used to assess their contribution for the twelve month period beginning on 1st January the following year. Every Presbytery is expected to ensure that the figures are correct.
4. Every church is expected to pay its Ministry and Mission Contribution quarterly, on or before the 20th of the first month in every quarter, so as to enable the Fund to pay Ministers' stipends promptly. Prompt payment will ensure a saving in labour, time and expense for the churches and for the Connexion.
5. The Treasurer of a Pastorate paying an Additional Stipend to its full-time Minister (i.e. a Stipend additional to that paid to the Minister by the Connexion centrally and in addition to the costs paid by the Pastorate) is required to pay quarterly to the Central Office the employer's element of the National Insurance Contributions due on the Additional Income, on or before the 20th of the second month in each quarter.
6. If the Association deems it to be appropriate, pastorates with fewer than one hundred members are levied as if they have one hundred members.

### 5.14 Appendix 14: Income

The following income will be available to supplement monies received through voluntary donations and through the Ministry and Mission Contribution.

1. The interest on the capital of the James Pantyfedwen Trust Fund.
2. Interest on donations to the Fund through bequests, covenants and others methods.
3. Contributions from the Resources Department.
4. Income from monies restricted from the sale of Property.

## SECTION VI

### TRUSTS

#### 6.1 The Davies Lecture Board

The Trust was formed in 1894 when Thomas Davies, Bootle, established a lecture to be called "The Davies Lecture", in memory of his father. He gave two thousand pounds to the original Trustees for this purpose and with his consent the Trustees paid this sum to the University College, Aberystwyth. In recognition of this payment the University College covenanted to pay the Trustees £50 annually. In 1997, on the request of the Trustees, University College, Aberystwyth, paid over the sum of two thousand pounds to the Trustees, which they invested.

#### Managing Trustees

Eight will be appointed and an attempt will be made to ensure fair representation from the Association in the three Provinces.

#### Responsibilities

- To administer the conditions of the Trust.
- To supervise the Revenue.
- To suggest the name of a lecturer for confirmation by Assembly.

#### The Conditions of the Trust

- The Lecture shall be delivered annually at one of the regular sessions of the Assembly by an ordained Minister of the Connexion with the Moderator or the Moderator's deputy presiding.
- Religion shall be the subject of the Lecture, but the Lecturer shall be given a great measure of freedom and shall not even be confined to the Christian religion.
- The Lecturer shall be a member of the North and South Welsh language Association, except for every fifth year, when he/she shall be appointed from among the members of the Association in the East.
- The Lecturer shall be paid for delivering the Lecture.
- The Lecture, of  $\frac{3}{4}$  of an hour's duration at most, shall be in Welsh when the Lecturer is from the Association in the South and North and in English when he/she is from the Association in the East.
- Should the Lecturer wish to publish his/her work, it shall be passed, via the Secretary, for reading by one or more competent persons appointed by the Officers of the Board who shall be paid for their work.
- As a rule, responsibility for publication shall rest with the Board, as shall the copyright.
- When the Board publishes the Lecture, it will remunerate the Lecturer.

#### Representatives to General Assembly

An Appointee of the Board (1)

## SECTION VII

### THE RULES OF THE LOAN FUNDS

#### 7.1 The Association in the South

1. The Fund shall be called "the Loan Fund of the Association in the South of the Presbyterian (or Calvinistic Methodist) Church of Wales", for the purpose of granting loans free of interest or on low interest on Connexional property.
2. Capital
  - The sum of £12,500 was initially received from the Twentieth Century Collection.
  - Contributions from the Finance Board of the General Assembly.
  - Subscriptions and collections.
  - Gifts and legacies.
  - Interest-free loans or some other means.
3. The Fund shall be administered by a Committee of a Minister and an Elder appointed by each Presbytery, together with the Chair, Secretary and Treasurer.
4. The Chair and the Secretary shall be appointed by the Committee. The Secretary shall be remunerated for his/her services. The Treasurer shall be appointed by the Association to receive money towards the objectives of the Fund, and to make payments in accordance with the directions of the Committee.
5. Collections shall be paid to the Treasurer through Presbytery treasurers by 31st March, and repayments of Loans directly from church or pastorate treasurers to the Treasurer. The Secretary shall prepare a report to the Annual Committee on all the activity of the year and the Treasurer shall prepare the financial accounts. The annual meeting shall be held at such time as to enable the Annual Report of the Committee to be presented at the Spring Association.
6. Loans shall be confined to debts and the renovation of Connexional property, the Committee receiving and considering applications and determining the extent of the loans granted.
7. Annual repayments of Loans shall be made in annual instalments of 10% together with interest of 50p per £100 (½ %). However, the Committee shall have power to grant churches an extension from year to year in exceptional circumstances.
8. Before application is made for a loan, permission must be obtained from Presbytery since it, together with the church that makes the application, is responsible for ensuring that the repayments are made regularly. An agreement to this effect must be signed by three Presbytery representatives (namely, the Chair, the Secretary and the representative of Presbytery on the Committee) and by three

representatives of the Church. No further loan application from any Presbytery shall be considered until all the repayments for which it is responsible are to hand. Applications must reach the Secretary by 1st March.

9. No loans shall be granted for property not adequately insured.
10. Every five years, the Association shall afford Presbyteries an opportunity to review these rules.
11. A loan of over £10,000 shall not be granted to any church or pastorate unless the Association shall have authorised a special appeal, or unless Presbytery shall have sent representatives to submit a special appeal to the Committee.
12. Primary consideration shall be given to churches that contribute annually to the Fund.
13. If there is capital in hand after the Annual Meeting, an Emergency Committee (comprising the Chair, Treasurer and the Secretary) shall be authorised to consider a worthy application for a loan in urgent circumstances. Otherwise the residue shall be placed in a "Deposit Account".
14. When the total amount of the loans applied for exceeds the amount of money in hand, consideration shall not be given to a church with outstanding loans until all other applicants are satisfied.
15. Churches shall be allowed up to two loans insofar as the annual repayment shall not exceed £500 plus interest.
16. All the Committee's discussions shall be in Welsh.

#### 7.2 The Association in the North

1. The Fund shall be called the "Loan Fund of the Calvinistic Methodist or the Presbyterian Church of Wales" in conjunction with and under the authority of the Association in the North, for the purpose of granting interest-free loans to Chapels, Vestries, Manses and Chapel-houses.
2. Capital
  - Annual subscriptions and collections.
  - Contributions from the Finance Board of the General Assembly.
  - Donations.
  - Legacies.
  - Interest-free loans, or other means.

3. The Fund shall be supervised by a Committee comprising:
  - A Chair, Treasurer and Secretary (appointed by the Committee), but to be confirmed by the Association.
  - The Treasurer of the Association.
  - One member on behalf of each Presbytery, to be appointed for three years, but eligible for reappointment for one further term at the end of the term of office.
4. An Annual Meeting of the Committee shall be called apart from the Association, with the cost being defrayed from the Fund.
5. Loans shall be granted subject to Legal Agreements signed by three representatives of the church and officers of Presbytery. Repayment being completed, the Agreement shall be returned to Presbytery to be destroyed.
6. The Committee shall appoint annually an Emergency Committee comprising the Officers and three members, to consider any urgent matters, and to submit a report to the Association.
7. The Secretary shall produce an Annual Report of the business of the Committee, including the Treasurer's Financial Balance Sheet, and a list of subscribers and of church collections.

#### Loan Conditions

1. Every application for a loan shall come through Presbytery and be approved by it and forwarded without delay to the Committee together with the Church's Report. Committee members in each Presbytery are requested to examine the Loan Application Form to ensure it is correct and conforms with Loan conditions, before the application is approved by the Presbytery.
2. A church shall not be entitled to apply for a loan unless it undertakes to make an annual contribution towards the Fund. Priority shall be given to applications from churches that have made regular contributions to the Fund.
  - No application from a church for a loan shall be considered if it already has three loans.
  - A Presbytery has no power to forward an application to the Committee unless:
    - (i) all repayments due from the churches for that year are in the hands of the General Treasurer by the appointed date, namely 20th December.
    - (ii) two-thirds of the churches of the Presbytery have sent a collection or a contribution to the Fund in the preceding year.
3. Presbytery shall be responsible for all loans made to churches, and for their making regular annual repayments. If any church should default in its repayment, Presbytery shall be responsible for making up the deficiency from its own resources.

4. No church may receive assistance from the Fund unless the following conditions are adhered to:-
  - That the property has been certified as Connexional property according to the Deeds.
  - That the work for which the loan is sought has already been entered on or that an agreement with the contractor has been signed.
  - That one-fourth of the outlay has been secured or that the church has the money in hand when the application for the loan is made. (This does not include any promise of a grant from the Local Council).
  - That all buildings are insured with the Connexion's Insurance Trust, as far as is possible, against loss through fire and storm, to at least three-fourths of the current value.
  - That the boilers have been insured.
  - When a church is able fully to repay a loan before the appointed time, the money shall be sent without delay to the Presbytery Treasurer, and thence to the Treasurer of the Loan Fund.
  - When a new chapel is erected the first repayment of the loan shall, if so desired, be made at the end of the second year of the loan.
5. The annual collection shall be made in each church according to the direction of Presbytery, and the collection, the contributions and the repayments shall be in the hands of the Presbytery Treasurer by 30th November each year, and thence to the General Treasurer of the Fund, by 20th December.

Applications for Loans shall be submitted through Presbytery to the Secretary by 30th March.

#### 7.3 The Association in the East

1. The title of the Fund shall be The Loan Fund of the Association in the East of the Presbyterian Church of Wales.
2. Capital
  - £17,000 namely £10,000 transferred from the Loan Fund of the Association in the North, and £7,000 from the Loan Fund of the Association in the South.
  - An annual collection from the churches, donations, subscriptions and legacies.
3. The purpose of the Fund is to grant loans to churches within the Association in the East on the terms and conditions set out below, to defray the cost of the purchase of land or the erection of Connexional property including church buildings, schoolrooms or manses, or of renovating, repairing, rebuilding or extending such property.
4. The Fund shall be supervised on behalf of the Association by the Association Property and Resources Committee.
5. The Committee shall report annually to the Spring Association.

## Rules

1. Every application for a loan shall be made through Presbytery on the prescribed form. After approval, it shall be forwarded to the Secretary. It shall be understood that it is Presbytery that is responsible for loans made to churches in its area, and for regular repayments of instalments due.
2. An agreement shall be signed for each loan by three persons on behalf of the church concerned, as well as by the Officers of Presbytery. On completion of repayment, this agreement shall be returned to Presbytery and cancelled.
3. No loan shall be made unless the debt has actually been incurred. However, the Committee shall have power to set aside a loan, to be paid when the conditions have been fulfilled. Loans thus reserved shall be subject to review at the next annual meeting, if not taken up during the year.
4. All property in respect of which a loan is applied for must be fully insured against fire to at least three-fourths of its present value and be insured as the property of the Presbyterian Church of Wales.
5. Loans shall be payable by annual repayments of 10%, and shall be free of interest. The Committee however shall be authorised to grant loans at 5% in exceptional circumstances, provided always that the loan granted on these terms shall not exceed 25% of the total sum available for distribution each year. A church may repay the full loan if circumstances permit at any time prior to the end of the specified period. Loans applied for and granted after August 31st in any year will not incur a repayment in that year.
6. No applications for loans must be considered unless:-
  - All instalment repayments of already existing loans are to hand each year.
  - The church applying for a loan undertakes to make an annual contribution to the fund.
  - Priority of consideration will be given to applications for loans from churches that are regular contributors to the Fund.
7. The year of the Fund shall end on 31st December, and all monies, whether repayments, donations or church collections shall be forwarded from the Treasurer of Presbytery to reach the Treasurer of the Loan Fund by 30th November each year.
8. The Treasurer shall present a financial statement and report for the preceding year to the Spring Association.
9. The Emergency Committee of the Association Property and Resources Committee shall have power to consider any urgent cases calling for special consideration.
10. The Presbytery is required to give full information with every application and to have taken all the facts, including the church's financial resources and investments, into consideration when resolving to grant the application.

**SECTION VIII**  
**RULES OF PROCEDURE**

**8.1 Procedure for conducting meetings**

1. These rules are to be adopted and followed in all the courts of the Connexion:-
  - The District/Area Meeting (if such a meeting is in being)
  - The Presbytery
  - The Association
  - The General Assembly
2. A matter will be in order if:-
  - notice of it has been given,
  - it comes as a message in accordance with the order of the Connexion, from one of its courts,
  - it is submitted by one of the committees of the court which will consider it,
  - the Moderator gives special permission for it to be considered.
3. When a matter before a meeting is in order:
  - A motion on the matter can be proposed and seconded. Then, any member shall be free to speak on the matter within the limits that the Moderator and the meeting shall deem appropriate.
  - When a motion has not been proposed and seconded, a member shall not be permitted to speak on it without the permission of the Moderator, but it shall be permissible to ask for, and to give, an explanation regarding the matter.
4. Whenever a Member or a person connected to a Member has a personal interest in a matter to be discussed at a meeting or any committee, the Member or connected person concerned must:
  - Declare an interest before discussion on the matter begins
  - Withdraw from the meeting for that item unless expressly invited to remain in order to provide information
  - Not be counted in the quorum during that part of the meeting and
  - Withdraw during the vote and have no vote on the matter

A person is connected with a Member if that person is:-  
A child, parent, grandchild, grandparent, brother or sister of the Member or A spouse of the Member or any person falling within the above subclause.
5. A motion shall be submitted in writing, in Welsh and English, at the request of the Moderator.
6. A motion duly submitted and in order may not be withdrawn except by consent of the meeting.

7. Some motions are considered privileged, i.e., they are to be submitted and decided on immediately with no discussion, and if such a matter is being considered, no other motion can be accepted.

These are the motions that are considered privileged:

- To end the Session. This shall always be in order except when the Meeting is in the act of voting or when a member is speaking.
  - To postpone the discussion for an unspecified period. When a matter is postponed in this way it cannot be raised in any subsequent session of that meeting except two thirds of the members voting and present be in favour.
  - To postpone for a determined period. When a matter is postponed in this way, it shall ultimately be considered and shall at that time have priority.
  - To refer the matter to a committee.
  - To move on to the next item.
8. It is always possible for a member to propose an amendment to a motion, when he has previously neither proposed nor seconded a motion or an amendment regarding the matter under consideration.
  9. When an amendment is proposed to an original motion, and the amendment is seconded, it shall not be in order to propose another amendment. The amendment shall first of all be put to the vote. If the majority be in favour, a further amendment to it can be proposed.
  10. It is not permissible for anyone to propose having one of the resolutions of the meeting rescinded, without a notice of motion to this effect having been given at a previous meeting.
  11. No one has the right to submit a motion that has been rejected within a year of its rejection.
  12. No member has the right to speak twice on the same motion without permission from the Moderator except for the mover of the motion; he/she shall have the right to reply and to wind up the debate.
  13. Speakers from the floor shall be limited to two minutes.
  14. The Moderator shall have an ordinary and a casting vote.
  15. The meeting shall reach a decision through:
    - A show of hands
    - Standing
    - A ballot
    - Calling the roll of members

16. Suspension of Standing Orders. Any one of the above Rules can be suspended when circumstances necessitate this, if three-fourths of those present and voting are in favour. The suspension shall operate only in that particular circumstance.

## 8.2 Rules of Appeal

1. Every church member has the right to appeal against the verdict of that church. Such a right is an essential element of Presbyterianism.
2. The appeal shall first of all be made to Presbytery and thence to the Association.
3. Every Elder has the right of appeal to the Association.
4. The appeal provisions contained in the Memorandum of Understanding apply to Ministers for Grievance and Disciplinary matters.
5. The appeal provisions contained in the Employee Handbook apply to employees for matters referred to within the Employee Handbook.
6. Every Presbytery has the right to appeal, and to submit appeals to the Association.
7. No appeal shall be in order unless it can be submitted within three months of the verdict against which an appeal is made, unless court to which the appeal is made can be satisfied that it was not possible to do so sooner.
8. An appeal against the verdict of a church cannot be considered except in a Presbytery that is held at least a fortnight after notice of appeal has been given to the Secretary of the church and the Clerk of Presbytery.
9. An appeal against the verdict of Presbytery cannot be considered except in a session of the first Association that is held within four weeks of the notice of appeal being given to the Clerk of Presbytery and the Clerk of Association. The appeal must be a written one and must include the verdict against which there is an appeal and the grounds of the appeal.
10. When the Clerk of Presbytery receives a notice of appeal, he/she shall write without delay to the Secretary of the church against which an appeal is being made, in order to ascertain whether it has received due notice. When the Clerk of Association receives a notice of appeal, he/she shall write without delay to the Clerk of the Presbytery against which an appeal is being made, in order to ascertain whether Presbytery has received due notice.
11. Following confirmation that the appeal is in order, Presbytery shall appoint a committee of five of its members to hear the appeal and bring in a report. Following confirmation that the appeal is in order, the Association Committee shall appoint seven of its members to hear the appeal and to produce a report for the Association. The Presbytery and the Association, in appointing the committee, should appoint one of the members to preside.
12. The Clerk of Presbytery, when an appeal is made to Presbytery, and the Clerk of Association, when an appeal is made to the Association, shall, at least seven days before the appeal is heard, give notice to the parties concerned as to the time and place of the hearing.
13. The Appeal Committee should meet before commencing the hearing, to appoint its Secretary, and to consider how to conduct the hearing.
14. No one shall have the right to be present in a court where an appeal is being heard, except the appellant, together with a friend who is a member of a church in the Connexion, and the representatives of the court against whose decision the appeal is being made. The appellant shall, beforehand, inform the Clerk of the court that is to hear the appeal what persons will be called to represent him/her and to be witnesses on his/her behalf.
15. It will be considered that an appellant, in presenting an appeal, is willing to accept the decision of the Connexion through its courts in the matter, and the appellant shall be asked to make a signed statement to this effect before the hearing begins. The decision of the Association in every matter shall be final.
16. All testimony submitted to the Appeal Committee must be written down and, when it has been read out, the person giving the testimony is required to sign it as a true record of his testimony.
  - All testimony should be submitted to the Appeal Committee at its first session, with an opportunity for the parties in the appeal to see it.
  - When the Appeal Committee receives documents of any kind as evidence, it should ensure that the original documents, as far as this is possible, are submitted. The submission as evidence of a copy of a document, without such certainty as could be upheld in a court of law that the copy is completely and strictly accurate, is not acceptable.
  - In hearing an appeal, as far as it is possible, the rules of evidence that obtain in the courts of law of this country shall be followed.
17. An appellant or his/her friend shall have the right to interrogate, through the Chair, any person who gives evidence against him/her; the chief representative of the court against which the appeal is made shall have the right to interrogate, through the Chair, the appellant or anyone giving evidence on his/her



behalf; and a member of the Appeal Committee shall have the right to ask, through the Chair, any question that the Chair shall deem relevant and fair, of any persons giving evidence in the case.

18. The Appeal Committee shall submit its report to the court that appointed it. When this is done the Moderator shall request all who are not members to withdraw while the report is being considered. When the report has been received and confirmed, the Clerk shall send a copy to the appellant and to the Clerk of the Court against which the appeal was made. The court has power to determine how much (if any) of the report should be made public and to whom. The Appeal Committee can make a suggestion regarding this.
19. These rules are to be followed when one or more persons appeal to one of the courts of the Connexion. When a number of persons appeal together, they are required to appoint one among them as a Secretary, to enable the Clerk of the court to correspond with them through that person.

### **8.3 The Meaning of a Privileged Statement**

It is a defence to an action for Defamation of Character to establish that the statement complained of was made on an occasion protected by a privileged statement. A privileged statement, in this context, exists where the person who makes a statement has an interest or a duty, whether legal, social, or moral, to make it to a person to whom, or in whose presence it is made, and that person has a corresponding interest or duty to receive it. If the statement was made out of malice (e.g., out of spite or ill-will), the privilege is destroyed.

If the statement is made in the presence of a person without the above-mentioned mutual interest, it is not privileged, e.g., if it is made in a session of Presbytery in the presence of one who is not a member of it.

## SECTION IX

### DECLARATIONS

These are not to be considered as rules, nor indeed as authoritative declarations, but as reports submitted to the General Assembly by committees it has set up from time to time.

#### **Declaration on the Ordinances and Sacraments of the Church**

The grace of God is bestowed upon His children by mediation. One form of this mediation is the Ordinances of the Church. The institution of some of these, such as Baptism, the Lord's Supper and the Preaching of the Gospel, derives from the Lord Jesus Christ during His earthly Ministry. Others originated in the practices of the early Church. This set apart some to be evangelists, some pastors, some teachers. It held services of acceptance into membership, of discipline, and of marriage and burial. Our form of Sunday Services developed from the practices of our fathers; this form was considered to be appropriate and a means of blessing, and was consecrated by usage to be the regular mode for a public religious service. It is our people's experience of the value of meetings such as the Society, the Prayer Meeting and the Sunday School, that accounts for their status in our Church.

In the practice of these ordinances the Connexion does not prescribe specific and detailed rules. There is a form of service instituted by the Association for the Ordination of Ministers and Elders (Section X) and an order for the following Services can be found in the same Section:-

- The Induction of a Minister
- The Release of a Minister from his Pastorate
- Incorporating a Church
- Dissolution of a Church
- Uniting Congregations
- Commissioning Elders to Administer the Sacraments

In 2010 the Connexion published a "Book of Services" which includes the following Services:-

- The Lord's Supper
- The Sacrament of Baptism
- Confirmation and Reception into Full Church Membership
- The Marriage Service
- Service of Blessing of a Civil Marriage
- Funeral Services
- A Service of Healing
- Creeds and Confessions
- Lectionary

However, it has not been considered necessary for the churches to confine themselves to any one form of service. In the past the Connexion has found that many forms of service have been a source of blessing. But the form of service used should be determined by the Minister in consultation with the Elders, and with the consent of the congregation. Let all things be done in love, for edification, with decorum and in order.

### 9.1 The Sacraments

Baptism and the Lord's Supper are sacramental ordinances. The sacramental principle means that the eternal and unseen God reveals Himself and acts in the world of time through visible and finite beings and events. The perfect manifestation of this principle is the incarnation of the Son of God. The preaching of the Gospel is not termed a sacrament, but it reveals the sacramental principle. Enlightened and consecrated men and women are God's chief means of proclaiming His gracious purposes and of contributing the blessings of salvation.

The Sacraments, from a human standpoint, are symbolic acts. A complete sacrament has three aspects, namely (i) the elements - water, bread and wine; (ii) the use made of the elements - the sprinkling of water in Baptism, the breaking, distributing and eating of the bread, and the pouring, giving and drinking of the wine in the Holy Supper, (iii) the intention in these acts.

An address is not an essential part of the service. The purpose of an address is to explain the meaning and aim of the sacraments. It is therefore appropriate if it is considered necessary to explain their meaning to the Church, or to remind it of their purpose.

It is the Church, the body of Christ, which administers the sacraments, in His name who dwells in it.

It is true that every member of the Church is a priest, but Ministers are ordained, and licensed Elders commissioned to administer the Sacraments. The Minister/licensed Elder represents the holy priesthood of believers in administering the sacraments. He officiates in the name of the church as the church does in the name of Christ. The church should assemble together, having prepared itself through the society or some other meeting, to administer the ordinance, and to receive a blessing. Its prime duty is to act on behalf of Christ and in His name. Blessing comes through acting on His behalf and by partaking of Him. But the whole meaning and value of the sacraments are not exhausted by the experiences at the celebration.

The sacraments are not to be considered as means of special grace or as indispensable to salvation. The proclamation of the Word, the Gospel of the grace of God, is the general means of salvation, and it is from an understanding of the Word that the sacraments may be understood. It is the Word that gives them meaning, without it they are empty rites. And they are means of grace precisely in the same sense as the preaching of the Word; they proclaim the self-same Gospel, and they have the same intention - to produce Christian faith and life. But the sacraments do this through symbolic acts. Although the sacraments are not indispensable to individual salvation, their administration, together with the preaching of the Word, is essential to the full life of the Church. Through administering them it confesses in a special way its dependence on God and dedicates itself to Him.

## 9.2 The Sacrament of Baptism

Baptism is an act of the Church, and at the same time an act of God. In it individuals are received into the fellowship of the Church, and thus into the fellowship of God who dwells in it and works through it; it also signifies God's gracious purpose to save us into life eternal through Jesus Christ.

The subjects of baptism are professing believers and their children. In the case of adults it presupposes that through the hearing of the Word they already believe in Christ, and is a public declaration of their professing Christ, their Saviour. The sacrament should also deepen and strengthen their faith. In the case of infants, baptism precedes personal faith, and its purpose is to engender faith; this faith will develop through the instruction and nurture received in the home and in the church. In this way the infant comes to realise in time that God, through the act of the Church in baptising him, has manifested and sealed His gracious purpose to save him. He learns also of his responsibility to accept, through faith, the blessings promised him in his baptism.

That baptism precedes faith is consistent with the truth that God seeks men and women before they seek Him, and that He claims men and women from the outset as his own; it emphasises also the truth that salvation is the gift of God. It is He who offers the gospel to men and women, and presents Christ to them as the object of their trust. Baptism is an objective sign to the baptised of God's gracious purpose for them, and may therefore be to them a special means of grace, throughout their lives.

A true understanding of the sacrament shows why it should be publicly administered except when special circumstances call for other arrangements. It is the church, through its Minister/licensed Elder, that baptises, and thereby receives the baptised into its fellowship. It is therefore appropriate that the Church as a whole should participate in the administration. Moreover, every time the sacrament is administered, the church is given the opportunity to realise anew its privilege and its responsibility in God's order for the salvation of man. Further more, every administration of this sacrament should remind all who are present that this sign of God's purpose has been set on them too. They are not just witnesses.

Baptism should be administered in a meeting of the church, except when circumstances call for it to be administered in the home or some institution, and the church should be represented at the service, and be informed that a new member has been received, who needs its prayers and its solicitude.

The Sacrament shall be properly administered by sprinkling with water the one who is to be baptised, or by his/her immersion, in the name of the Father, the Son and the Holy Spirit.

## The Baptised

The true meaning and purpose of the Sacrament show who are to be baptised, namely:

Professing believers.

- The children of professing believers. It is considered that parents (or one of them) by presenting children for baptism vow to give them Christian upbringing.
- The wards of professing believers. These too, one should expect to receive proper upbringing.
- Children brought up in public institutions. When they are presented by the superintendents of these institutions with the solemn promise that the church shall be given the opportunity of giving them appropriate instruction. The church should also name persons to act for it in caring for them.
- The children of non-members. If the parents desire to give them to Christ, and make a solemn promise to give the Church every opportunity to teach the children. Here too, the Church should nominate its representatives to take care of them.
- To non-members who make a request for their children to be baptised it is a duty to explain the true meaning of Baptism, and to impress the importance of owning Christ themselves so that they may fully meet their obligation to their children.

In view of the words of our Lord Jesus Christ we deem that such children should not be deprived of the privilege of baptism; we believe moreover, that children can lead their parents to Christ even as parents lead the children to Him.

- The wards of non-members may be presented on the same conditions as the children of non-members.

## 9.3 The Sacrament of the Lord's Supper

In the Sacrament of the Lord's Supper the Church commemorates the Lord Jesus Christ and His sacrifice for us. In Him God fulfilled the eternal promise of His love by sending His Son into the world to be the Saviour of men. In Christ God reconciles the world to Himself, not imputing to men their sins, and in Him men are reconciled to one another.

In the institution of this Sacrament our Lord said: "Take and eat; this is my body... drink from it all of you. This is my blood of the covenant, which is poured out for many for the forgiveness of sins." (Matthew 26: 26-28).

These metaphors are suggestive of the covenant sacrifices of the Old Dispensation, when the victim's body was broken, its blood shed, and its life offered to God. They are symbolic representations rather than literal descriptions of the death of our Lord, but having moral and spiritual significance. Even as the essence of primitive sacrifices was the offering of the life, so also the essence of our Lord's sacrifice was the offering of Himself, blameless, to God for our sake and so bring us to a new covenant with God. The Church is to interpret these metaphors in certain acts. "Do this, in remembrance of me" (1 Cor. 11: 24, 25).

We remember with gratitude that He gave Himself as a sacrifice to God for us, and offers us of its fruit. Both gifts are commemorated in the Ordinance, and it is this commemoration that invests it with meaning. But it is His act of giving Himself to us that is signified in the Sacrament; He gave Himself once to God, and He continually offers Himself to the Church, and this offering is represented by the breaking, pouring and distributing on the part of the Minister. In the acts of the Sacrament Christ offers Himself anew, and the members accept the gift in partaking of the elements. In the celebration the Church acts for Christ, and Christ acts through her.

- The validity of the Sacrament depends on its proper administration with a sincere aim, namely, to show the Lord's death till He come.
- Its efficacy depends on our acceptance of the gift of our Lord by faith.
- By our believing acceptance we enter into communion with the Lord Himself, and our souls derive nourishment and succour.
- And the love of Christ, manifested in His sacrifice, constrains us to dedicate ourselves anew to Him and to the work of His Kingdom, which is our reasonable service.

### **The Celebration**

The Sacrament should be celebrated regularly and appropriately.

Inasmuch as Sacraments are symbolic acts it is appropriate that the Minister/Licensed Elder should break and give bread, pour out wine and distribute it. A piece of bread for breaking and a suitable cup for pouring wine into it should therefore be provided for the Minister/Licensed Elder.

It has not been the custom in the Christian Church for members either to eat together or to drink together. However we are aware that individual churches follow their own practice.

### **Children and the Sacrament**

The General Assembly is in principle in favour of giving Ministers / Licenced Elders the power to administer communion to baptised children. It is emphasised that this gives the freedom to respond to requests from parents, and neither Ministers nor congregations are compelled to act on this.

The Assembly does not lay down a particular age, since it believes that the age should be decided by the Minister, the Elders and the parents within the local situation.

The Ministers and Elders, and in particular the families themselves, should provide the children with instruction for receiving Holy Communion.

Permitting children to receive Communion does not mean they are received into all the privileges and responsibilities of church membership. There is a further period of preparation for this step.

The Assembly suggests that a service of re-affirmation of faith is arranged for all the members of a church.

### **9.4 Marriage and Divorce**

- Marriage is a holy estate instituted by God. It is based on natural tendencies and needs, and it is an expression of the Divine intention in our creation, to realise moral and spiritual ends. These ends are expressed in the Christian Marriage Service, and it is appropriate therefore that Church members should enter into the covenant of marriage within the sanctuary.
- It is the first obvious duty of the Church to explain the true nature of marriage to its members, to impress upon them the sacred responsibilities and obligations of married life, and to show how divine grace can help to maintain and enrich the marriage bond. In the interest of the community as a whole, as well as that part of it which is within the Church, it is of vital importance that the Christian view of marriage as essentially permanent in character should be upheld to the utmost. Those who come to Church to be married, as well as the Minister and the Elders of the Church, should clearly understand that marriage within the Christian context carries with it a bond of interest and responsibility that should be actively and sincerely maintained.
- The Church however acknowledges the fact that human nature is beset with many complexities and weaknesses, which may adversely affect human relationships, and, in particular, the marriage relationship. This lays upon the Minister and Elders of the Church the special responsibility of shepherding the flock with love. When a disagreement between husband and wife becomes apparent, an earnest endeavour should be made to effect a reconciliation between them, in wisdom and

with gentleness. They should be persuaded to avoid resorting to a court of law to settle their differences, before an earnest effort has been made through repentance, forgiveness and understanding, to restore harmony. In this way, it is possible, in the initial stages of disagreement, to prevent the final breakdown of the marriage.

- If and when all genuine efforts at reconciliation have failed, and the husband and wife in all conscience have to accept the fact that the marriage bond has been irrevocably broken in spirit and in truth, then the Church, in accordance with the spirit of the New Testament teaching, cannot condemn persons for seeking a divorce.
- When the Church considers the re-marriage of a divorced person, its attitude may be complicated by various factors. It must continue to insist upon the essential permanent nature of Christian marriage. It is also aware of the ease with which young and immature people, as well as others, in these days, are able to obtain divorce on very insignificant grounds. The Church however does not lay down rigid rules regarding the re-marriage in Church of divorced persons. There can be so many complex social, moral and personal factors that differ in individual cases, and so the Church lays upon the Minister and Elders concerned the responsibility to satisfy themselves that both the reasons for the previous divorce and for the re-marriage are genuine and sincere. If this satisfaction is obtained by the Minister and Elders of the church then the re-marriage can take place. It is important to state that the Connexion does not lay on any Minister the duty of officiating at the marriage of a divorced person if, in so doing, he would be acting against his own conscience and judgement, and that of his Elders.
- If, after sincere deliberation, the Minister of the church and his/her Elders experience difficulty as to how to act in a particular situation, then the Presbytery may be asked to appoint an ad hoc Committee, consisting of three suitable persons, who may be consulted, and who could offer practical advice.
- The Church does not refuse Communion to a divorced person who is morally innocent in the case, or who is sincerely repentant.
- When a Minister of the Connexion is asked to officiate at the wedding of a member of another church, he may, after consultation with the Minister and Elders of that church, at his discretion, do so.
- The church, through its Minister or any other responsible member, should, wherever it is possible, establish a close liaison between itself and the voluntary and statutory bodies which are directly or indirectly concerned with the well-being of family life within the community.

## 9.5 The Short Confession

We believe in God, the Father Almighty, Creator and Ruler of all things.

We believe in Jesus Christ, His only-begotten Son, our Lord and Saviour. Through His life, His death on the Cross, and His Resurrection, He overcame sin and death, forgiving our sins and reconciling us to God.

We believe in the Holy Spirit. Through Him Christ dwells in those who believe Him, sanctifying them in the truth.

We believe in the Church, the Body of Christ and the fellowship of the saints, in the Holy Scriptures and in the Ministry of the Word and the Sacraments.

We believe in the coming of the Kingdom of God and in the blessed hope of the life eternal through our Lord Jesus Christ.

We believe that the chief end of man is to glorify God and to enjoy Him forever.

## 9.6 A Short Declaration of Faith and Practice

With the whole Church in heaven and in earth we worship the one living and true God, Father, Son and Holy Spirit, perfect in love and holiness, in power and wisdom. Of Him, and through Him, and unto Him, are all things. To Him be the glory forever.

It is the gracious will of God that all men should come to know Him, nor has He left Himself without witness in any age or nation. To the children of Israel He made known His Name, revealing Himself more and more as a just God and a Saviour. Unto us He speaks in His Son, giving us the light of the knowledge of His glory in the face of Jesus Christ. In Christ, we attain to the fullness of the knowledge of God and of His thoughts towards us. He that has seen Him has seen the Father.

In Jesus Christ God has accomplished the eternal purpose of His love by coming Himself to be the Saviour of men. Through Christ's perfect life in the flesh, His death for us on the Cross, His resurrection and His exaltation to the right hand of God, we have eternal redemption. Through faith in Him we are reconciled to God, delivered from sin, and made members of the family of God. In Him we are also reconciled one to another, and, constrained by His love, we learn to love and serve one another as the children of God. Thanks be to God for His unspeakable gift.

Through His Holy Spirit God fulfils the glorious purposes of His grace in Christ Jesus. Through the Spirit He dwells in them that believe, changing them into the likeness of Christ, and calling them to be His Holy Church, to glorify Christ in the world and to hasten the coming of His Kingdom. Through the Spirit, also, He leads believers into all truth, convinces the world and guides the ages, until the Kingdom come with power, when our Lord Jesus Christ shall be manifested in glory, and God shall be all in all.

Believing these things, we vow to be faithful to Christ: to seek daily to know the will of our Lord, and so to live that in all things we may be well pleasing in His sight; to confess Him before men; to proclaim His Gospel and further the ends of His Kingdom in all the world, until all men acknowledge Him as the one Saviour of the soul, the one Redeemer of society, the one King and Judge of all mankind.

We bless God for the Gospel of His Son and the manifold gifts of the Holy Spirit; for the Holy Scriptures and the Ministry of the Word; for the Sacraments and Ordinances of the Church; for the Fellowship of the Saints and Communion with God; for the promise of a new heaven and a new earth wherein dwelleth Righteousness; and for the blessed hope of Life Eternal through Jesus Christ our Lord.

Now unto Him that is able to do exceeding abundantly above all that we ask or think, unto Him be the glory in the Church by Christ Jesus through all ages, world without end. Amen.

## SECTION X

### THE SERVICES

#### 10.1 The Order of Service for the Ordination of Ministers

The Association in the East at present adhere to the original service (Service 1).

The Association in the three provinces can decide which service they adopt (either Service 1 or Service 2).

#### SERVICE 1

*Presiding: The Moderator of the Association*

**The Moderator of the Association or his substitute shall offer Prayer, followed by all reciting the Lord's Prayer**

**Hymn**

**The Lesson**

**Hymn**

**The Address on the Church**, by a Minister appointed by the Association (no longer than 20 minutes).

**The Clerk of the Association shall call the names of the Ordinands, each responding by standing when his/her name is called, and remaining standing.**

**The Moderator shall inquire:**

Have these persons been approved in a regular manner for Ordination?

**The Chair of the Elders' Meeting shall come forward and reply:**

I testify on behalf of the Elders' Meeting, that these persons who stand before you have been chosen according to the Rules and Order of the Presbyterian Church of Wales for Ordination to the full work of the Ministry, to administer the Sacraments, to bear witness to Christ in Society, and to possess in our Church every privilege and responsibility pertaining to a Minister of the glorious Gospel of the blessed God.

We wish them every blessing; may they be endowed with all grace and wisdom, and fulfil their calling in love and peace to the glory of the Great Head of the Church.

**With the congregation standing, the Moderator of the General Assembly shall read the Short Declaration of Faith and Practice.**

**The Congregation being seated, the Moderator shall ask the Ordinands who have remained standing, the following questions:**

1. Do you accept the contents of the Short Declaration of Faith and Practice?
2. Do you consent to the present Order of this Church that now presents you for Ordination, and vow to keep the unity of the Church in the spirit of the Gospel?
3. Do you vow, with the Lord's help, to be a loyal and faithful Minister in the Church?
4. Do you vow to promote the Instruction and Mission of the Connexion?  
(Each Ordinand shall reply to each question with – I do)

**The Moderator shall inquire of the members of the Association:**

Do you call these persons to the full work of the Ministry in this Church?

**(The Association shall show, by the members standing and raising their right hand, that it calls them).**

**The Moderator shall inquire of the Ordinands:**

Do you consent to the call of the Church to administer the Ordinances of Baptism and the Lord's Supper and do you confirm your vow to be faithful, painstaking and industrious in feeding the flock of God, through administering the Divine Ordinances with all seriousness, according to the help given you by God?

**(The Ordinands shall respond by raising the right hand, all together)**

**Then shall the Moderator say:**

“In the name of our Lord Jesus Christ, the Great Head of the Church, which He redeemed with His own blood, we ordain you, and authorise you to fulfil the full work of the Ministry in our midst.”

“I declare you to be Ministers of Christ, and on behalf of the Church that ordained you, I give you welcome to all the privileges of its Ministry, and extend to you the right hand of fellowship.”

**Then the Moderator shall take those who have been ordained by the hand, one by one, and say:**

“The Lord bless you and keep you; the Lord make his face to shine upon you and be gracious unto you; the Lord lift up his countenance upon you and give you peace.”

**Then the Moderator of the General Assembly shall read:**

“Fight the good fight of faith; lay hold on eternal life, to which you are also called, and have professed a good profession before many witnesses. Watch in all things, endure afflictions, do the work of evangelists, make full proof of your Ministry. Amen”

“I charge you before God, who giveth life to all things, and before Jesus Christ, that you keep this commandment blamelessly, and without reproach till the day of the appearing of our Lord Jesus Christ. Amen”

**One of the newly ordained shall seek the prayer of the Church for them all.**

**A Minister appointed for it shall offer a prayer for the Lord's blessing on those newly ordained.**

**Hymn**

**A charge shall be given to the newly ordained by a Minister appointed by the Association (no longer than 20 minutes)**

**Hymn**

**The Moderator of the Assembly shall pronounce the Apostolic Blessing.**

## SERVICE 2

### Introduction

It is appropriate that Ordination to the Ministry of the Word and the Sacraments should take place within a full service of the Word and the Sacrament.

Rather than continuing the tradition of two addresses – on the Nature of the Church and the Charge, there is a sermon (on the nature and challenge of the ministry today) to replace the Charge, and a formal Declaration on the Nature of the Church and the meaning of Ordination to be read out at the beginning of the service, to replace the address.

The practice of Laying On of Hands may be adopted in the Act of Ordination, since the laying on of hands is a Biblical sign of commission and the method employed by the majority of believing churches. It appears that the only reason that Thomas Charles of Bala dispensed with the Laying On of Hands at the first ordination in 1811 was his desire for the ordination to appear as different as possible, as regards order and content, from Anglican ordination, to avoid criticism from his fellow-churchmen. Thomas Jones of Denbigh, on the other hand, argued in favour of the Laying On of Hands. As the original objection is no longer relevant, and to conform with the Biblical and general practice, it has been decided to restore the Laying On of Hands.

The text of the prayers are given in full, but on the understanding that the person leading in prayer is free to do this in his/her own words, if desired, although we recommend the use of the prayer that has been prepared immediately before and during the Laying On of Hands.

### Order of Service for the Ordination of Ministers

#### The Moderator of Association will preside over the service

*The congregation standing, the Moderator shall say:*

Glorify the Lord with me;  
Let us exalt his name together.

Christ is the head of the body, the church.

He is its origin, the first to return from the dead,  
to become in all things supreme.

And it is he who has given some to be apostles,  
some prophets, some evangelists,  
some pastors, and teachers,  
to equip God's people for work in his service,  
for the building up of the body of Christ.

To God be glory,  
in the church and in Christ Jesus,

from generation to generation,  
for evermore. Amen.

*The congregation shall sit*

### The Declaration of the Purpose of the Service

Hear now the declaration of the nature of the church and ordination which is our warrant for holding this service.

The church of Christ is one, comprising all who have been

- called by God the Father to be his covenant people;
- constituted as the body of Christ on the sole ground of the Son's finished work
- and engrafted into a holy priesthood by the Spirit, in order to worship and serve the triune God on earth and in heaven.

The church is holy, enjoying and reflecting new life in Christ through the Spirit.

The church is catholic, acknowledging no boundaries of race, nation, age, class, gender, time or place.

The church is apostolic, living by the Gospel of God's grace as proclaimed by the apostles, and supremely manifested and active in Christ.

The church witnesses to this Gospel in all aspects of its life, but especially when the Word is proclaimed and the sacraments of Baptism and the Lord's Supper are celebrated.

While all members of the church are called to share in the ministry of Christ in accordance with their gifts, some are ordained and set apart to the ministry of Word and Sacrament.

In this service of ordination their call, given by God and tested by training and experience, is gratefully acknowledged by the Church, and the blessing of God is sought upon their ministry.

Ordination is to the ministry of the whole Church. Under the order and discipline of The Presbyterian Church of Wales the Association, acting as the body representative of the whole fellowship, is responsible for services of ordination.

In this understanding let our worship proceed, giving thanks to almighty God for the way in which he has led us, for the mercy which he continues to show us, and for the challenge set before us to proclaim Christ to the ends of the earth.

### Hymn

#### Prayer

Let us pray.  
We praise and glorify you,  
God our Father and creator.  
In your power and love  
you created all things,  
and by your grace  
all things continue in being.



We praise and glorify you,  
Jesus Christ, our Lord and Saviour.  
Through your life and death on the cross  
We are reconciled to the Father,  
and through your resurrection  
we are born again into a living hope.

We praise and glorify you,  
Holy Spirit,  
giver of life and light.  
By your gifts and power  
you build up the body of Christ.

With your whole church on earth and in heaven,  
into the fellowship and ministry of which you have called  
us,  
we glorify you,  
Father, Son and Holy Spirit,  
one God, for ever.

***Let us confess before God those sins which prevent us  
from dedicating ourselves to the work of the church and  
to our witness as followers of Jesus Christ***

Holy and merciful God,  
we acknowledge that we are unworthy  
to be counted among your people  
or to be called to be members of the body of Christ, your  
Son.

We confess to you our sins and shortcomings:  
we have not walked in your ways,  
nor have we wholly striven to keep your commandments;  
we have not loved you with our whole heart,  
nor have we loved others as Jesus taught us;  
we have not made known your love to the world,  
nor have we extended to all  
the gracious invitation of the Gospel.  
We have not given ourselves wholly  
to the work and witness of your church,  
nor have we consecrated all our talents and our time to  
you.

Lord, forgive us and  
free us from all our sins.

In repentance and faith we receive the assurance of  
pardon:  
“Here is a saying you may trust,  
one that merits full acceptance:  
‘Christ Jesus came into the world to save sinners’.”  
Thanks be to God. AMEN

**Psalm 121** (*The metrical form to be read in unison or  
sung*).

***The Chair of the Elders’ Meeting shall call the names of  
the Ordinands and each shall respond by standing when  
his/her name is called.***

***The Moderator shall ask:*** Have these candidates been  
approved in a regular manner for Ordination?

***The Clerk of Association shall reply:***

I wish to state on behalf of the Association that these  
candidates have been examined and approved in  
accordance with the rules and order of the Presbyterian  
Church of Wales for ordination to the work of the  
ministry, and to possess in our Church every privilege and  
responsibility pertaining to a Minister of the Word and the  
Sacraments.

***The Moderator of General Assembly shall read the  
Short Declaration on Faith and Practice***

***The Moderator shall put the following questions to the  
Ordinands, who have remained standing:***

Do you believe the basic doctrines of the Christian faith  
as expressed in the Scripture and in this Church’s Short  
Declaration of Faith and Practice?

**I do**

Do you acknowledge that the order of this Church is  
consistent with God’s Word, and do you promise to keep  
the unity of the Church in the spirit of the Gospel?

**I do**

Do you believe that God has called you to the ministry of  
the Word and the Sacraments in his Church?

**I do**

Will you continue diligently in prayer, in your reading of  
the Holy Scripture, and in every study that will deepen  
your faith and equip you to profess the truth of the  
Gospel, and will you live your life in accordance with the  
way of Christ?

**I will, with God’s help**

Will you, according to the grace and strength you receive  
from the Lord Jesus Christ, fulfil your duties faithfully,  
with zeal for the glory of God, love towards the Lord  
Jesus Christ and a desire for the salvation of all?

**I will, with God’s help**

**The act of Ordination** *With the congregation standing  
and the Ordinands kneeling the Moderator shall say:*

Let us pray.

Almighty God,  
Lord of creation  
and Father of all,  
we praise and glorify you,  
for calling your church into being,  
to be a sign of your presence in the world,  
to witness to the Gospel of your love in Jesus Christ,  
and to nurture your people in faith, love and holiness.

We praise and glorify you,  
for enriching your church with the gifts of your Spirit,  
for calling some to be apostles,  
some prophets, some evangelists,  
some pastors and teachers,  
to equip your people for the work of ministry,  
to build up the body of Christ,  
and for these your servants  
whom you have called from among us  
to serve you and to be Ministers in your church.

***The Moderator of the Association shall lay hands on the head of each candidate in turn and say:***

Lord, grant the gift of your Holy Spirit  
to your servant, A/B ..., as in your name  
and in obedience to your will, we ordain him/her  
to the holy ministry of Word and Sacrament  
in your Church.

***The Moderator, or another, shall continue in prayer in his/her own words, or as follows:***

Eternal God, our heavenly Father,  
dwell with these your servants  
ordained to the ministry of your church,  
and sanctify the gifts you have given to them,  
that their ministry may bear fruit to your glory.

Give them wisdom and power  
to proclaim your holy Word,  
to celebrate the sacraments of the Gospel  
and to build up your people in the faith.

Give them grace and compassion  
to tend your flock,  
to comfort the sorrowful  
and to befriend the lonely and the troubled.

Give them perseverance in times of trial,  
humility in success,  
and trust in your care  
in loneliness and anxiety.

Give them courage and wisdom  
to lead the church in its witness to the Gospel  
and in its life and service in the world.

Grant grace and dedication to the people committed to  
their charge,  
that they may work for the furtherance of your kingdom  
with one heart and mind;  
Through Jesus Christ our Lord,  
who lives and reigns with you, Father, and the Holy  
Spirit,  
one God for ever. Amen.

#### **The Lord's Prayer**

***Then the Moderator of the General Assembly shall say:***  
I declare you to be Ministers of Christ, and on behalf of  
the Church that ordained you I give you welcome to all  
the privileges of its ministry, and as a sign of this I extend  
to you the right hand of fellowship.

The Lord bless you and keep you;  
the Lord make his face to shine upon you  
and be gracious unto you;  
the Lord lift up his countenance upon you  
and give you peace. Amen.

*A Certificate of Ordination is given to the new  
Minister(s).*

#### **Hymn**

#### **Reading(s) from the Scripture**

#### **Sermon**

#### **Offering**

#### **Hymn**

**Sacrament of the Lord's Supper** (*The Moderator of the  
General Assembly to preside*)

#### **Hymn**

#### **The Blessing**

### **10.2 Service for the Induction of a Minister**

The Service shall be arranged by the Presbytery and the  
Pastorate, with the Moderator of Presbytery presiding.  
Members of the Presbytery are asked to sit together in the  
front pews.

#### **Prayer**

#### **Hymn**

#### **Reading from the Scripture**

#### **Prayer**

#### **Hymn**

***A declaration by the Moderator on the purpose of the  
service:***

We meet here as representing the .....  
Presbytery of the Presbyterian Church of Wales together  
with the church/churches of this Pastorate, to induct  
..... as its/their Minister, and to lay on him/her  
the responsibility of performing his holy office among the  
people who have called him/her to serve them in the  
Gospel.

***The Moderator shall call the Minister to him, and  
request all the Presbytery members to stand.***

***The Moderator shall ask the Clerk of the Presbytery to  
testify to the regularity of the call.***

***He/she shall reply:*** The call of the pastoral charge to  
..... to be its Minister was made in complete  
conformity with the rules of the Church and was  
confirmed by Presbytery.

*The Moderator shall call on the members of the church (or churches) of the pastoral charge to stand as witness to the fact that he/she has been called to be their Minister in the Lord.*

*The Moderator shall then ask the Minister:*

Do you acknowledge that you received this call and do you consent to it?

**I do**

*The Moderator shall request the congregation to stand.*

*The Moderator shall ask the Minister the following questions:*

- (i) Do you promise to apply yourself to the preaching of the Gospel of Jesus Christ in its richness and purity to the people of your charge?
- (ii) Do you promise to administer the Sacraments with all reverence?
- (iii) Do you promise to give religious instruction and to make every provision, as far as it lies in you, for the nourishment and building up in the Faith of the people committed to your charge?
- (iv) Do you promise to visit the sick and the bereaved belonging to this pastoral charge, together with those who neglect the means of grace?
- (v) Do you promise to witness to the Gospel in word and deed to those who are without the Church?

*The Minister shall answer each question separately:  
I do.*

*The moderator shall take the Minister by the right hand and say:*

In the name of the Lord Jesus Christ, the great Shepherd of the sheep, and by the authority of the .....  
Presbytery of the Presbyterian Church of Wales, I induct you ..... as Minister of this pastoral charge, and on behalf of the Connexion deliver to your care all its members and their children, together with those who are associated with it, and at the same time I commend you to the grace and mercy of God, who alone can make us sufficient for these things.

But watch thou in all things;  
face hardship;  
work to spread the Gospel;  
carry out all the duties of your calling.

The Lord bless you and keep you;  
the Lord make his face to shine upon you and be gracious unto you;  
the Lord lift up his countenance upon you;  
and give you peace. Amen.

***And the whole congregation shall say, Amen.***

*The congregation being seated, a prayer shall be offered for the Minister.*

**Hymn**

**Charge to the church(es)** (*No more than 20 minutes.*)

**A prayer shall be offered for the church (or churches) of the pastoral charge**

**The Minister shall respond**

**Hymn**

**The Blessing**

### **10.3 The Release of a Minister from Pastoral Charge**

When a Minister receives a call from one pastoral charge to another, with the confirmation of Presbytery, then, in consultation with the Presbytery, the following service shall be held before he/she is released.

The same order of Service can be followed, with appropriate adjustment, when a Minister retires, or when he/she resigns his/her charge in order to take up a special post for the Church.

*Presiding: The Moderator of Presbytery.*

**Prayer**

**Hymn**

**Readings from the Scripture**

**A prayer for the Church**

*The Clerk of Presbytery shall declare that the Minister's departure is in order and has been confirmed.*

**A short address by one of the Elders of the pastorate.**

**The Moderator shall call on those appointed to speak for Presbytery.**

*The Moderator shall call the Minister forward and say to him: (The congregation standing.)*

“On behalf of the ..... Presbytery and with its consent, I now release you from the responsibility placed upon you of being the Minister of this pastorate. We thank you for your every endeavour to preach the Word, to administer the Sacraments, and to care for the flock. We trust that you have not laboured in vain in the Lord. Go in peace. The Lord bless you and keep you; the Lord make his face to shine upon you, and be gracious unto you; the Lord lift up his countenance upon you and give you peace.”

***The whole congregation shall say “Amen”.***

**A prayer for the Minister**

**The Minister shall respond**

**Hymn**

**The Blessing**

**10.4 The Ordination of Elders**

The Moderator of Presbytery shall preside over the Service and it will be so arranged that the persons to be ordained are seated in the front pew or pews, near the Elders Seat in the order in which their names will be read out during the service.

**Prayer**

**Hymn**

**Reading from Scripture** e.g. Mt. 5: 1-16, or Eph. 2: 15-23; 1 Peter 5: 1-11.

**Hymn**

**Prayer, with the Lord’s Prayer said together**

*The Moderator shall declare the purpose of the service in these words:*

We are met here as a Presbytery to ordain ..... (naming them) as Elders in the Presbyterian Church of Wales.

*The Clerk of the Presbytery shall declare:*

I wish to declare that these brothers and sisters have been regularly elected and that Presbytery has conferred with them and has been satisfied in them. They are therefore eligible to be ordained as Elders in our midst.

*The Moderator shall ask the whole congregation to stand.*

*The Moderator of the Association or his/her deputy shall read the Short Declaration of Faith and Practice.*

*Following the reading, the whole congregation shall be seated, with the exception of those who are to be ordained.*

*The Moderator of Presbytery shall ask them the following questions:*

- 1) Do you accept the content of the Declaration of Faith that you have heard read?
- 2) Do you confess your faith in God the Father, and in Jesus Christ his Son, the Lord and Saviour of the World and your complete dependence on the Holy Spirit to guide you into all truth?
- 3) Do you promise to be faithful to the Church of the Lord Jesus Christ on earth, and do you accept the Presbyterian order of church government?

*Each of the persons to be ordained shall answer “I do.”*

*The Declaration on the Office and the Work of an Elder shall be read:*

An Elder in the Presbyterian Church of Wales is a man or woman called to serve the local church through a ballot held prayerfully and under the guidance of the Holy Spirit. Elders, together with the Minister, shall take responsibility as a team for the life, worship and witness of the local congregation. According to their talents/gifts they are to visit the sick, to teach the young, to guide and support those who are seeking Christ, and to train and encourage believers. They are also expected to have a care for the Connexion as a whole, to be trustees of their local church and to work with their fellow-elders and the Ministers to build up the body of Christ through all the courts of the Church.

*The Moderator of Presbytery shall ask the following questions:*

- (a) Are you prepared to respond to the call extended to you by accepting the office of Eldership in our Connexion, and do you promise to work faithfully with the Minister and fellow Elders to further the work of the Church and its Mission to the world?
- (b) Do you promise, with God’s grace, to endeavour to live a sober, righteous and godly life, bearing in mind in all circumstances the office to which you have been called, lest in any way you bring dishonour to the Holy Church of God?

*Each of the persons to be ordained shall answer “I do.”*

*The Moderator of the Presbytery shall request all Presbytery members to stand and by raising their right hands to indicate that they approve the ordination of these persons as Elders in the Connexion.*

*Then, with the whole congregation standing, the Moderator of the Association (or his/her deputy) shall declare:*

In the name of the Lord Jesus Christ, and by the authority of the Presbyterian Church of Wales, I ordain you ..... (naming them), and extend to you the right hand of fellowship commending you to God and to the Word of his grace so that, having been sanctified, you should be made fit for the Lord, having been prepared for every good deed.

The Lord bless you and keep you;  
the Lord make his face to shine upon you and be gracious unto you,  
the Lord lift up His countenance upon you and give you peace.

And the Very God of peace sanctify you in every way and keep your whole spirit and soul and body blameless unto the coming of our Lord Jesus Christ. Amen.

*The entire congregation shall sit.*

**A prayer shall be offered for God’s blessing on the Ordination**

**Hymn**

**A Charge shall be addressed to the Elders**

**Hymn**

**The Blessing, pronounced by the Moderator of the Association**

**10.5 Service for the Incorporation of a Church**

*The Moderator of Presbytery shall preside.*

**A Short Prayer** by the Moderator

**Hymn**

**Reading from Scripture** (e.g. 1 Corinthians 12: 4-20; 25-27.)

**A Prayer of Thanksgiving for the Church**

**Hymn**

**A Declaration by the Moderator of Presbytery:**

“We are met here in the name of the Lord Jesus Christ, the Great Head of the Church, and by the authority of the ..... Presbytery of the Presbyterian Church of Wales to establish a church in this place, to incorporate it within the Presbytery, and to set it under its governance.”

**The Clerk of Presbytery shall read the names of the persons present** and all will be asked to stand, and to respond to the following questions by raising their right hand:

- (a) Is it your desire to be incorporated as a congregation within the Presbyterian Church of Wales?
- (b) Do you vow to be faithful to the Meetings of the Church, to live in harmony, and to bear the responsibility of maintaining the Cause in this place?
- (c) Do you promise to be loyal to the order and the spirit of the whole Church, as they are expressed in the Rules and in the resolutions of its Courts?

**The Moderator shall request members of Presbytery to stand, and shall say:**

“You have seen the response of these people, and if you agree to receive them as a congregation within the Presbyterian Church of Wales, you will show by raising your right hand.”

**Then with the whole congregation standing, the Moderator shall declare:**

“In the name of the Lord Jesus Christ, the Great Head of the Church, and by the authority of the ..... Presbytery, I declare that the persons named constitute a congregation within the Presbyterian Church of Wales. Now you are the body of Christ, and, in part, members of it. The grace of our Lord Jesus Christ be with you all. Amen.”

**Prayer shall be offered on behalf of the church that has been incorporated and the Lord’s Prayer said together by all.**

**(A sermon, address or the Sacrament of Communion can be arranged at this point)**

**Hymn**

**The Blessing**

**10.6 Service at the Dissolution of a church**

*Presbytery shall give serious and prayerful consideration to all the circumstances that lead it to declare a chapel within its area redundant. If Presbytery decide that the Church in a particular place is to be dissolved, it should arrange a Service of Dissolution.*

*The following order of service is suggested:*

*The Moderator of Presbytery shall preside.*

**Hymn**

**Reading from Scripture**

**Prayer**

**Hymn**

**The History of the Cause**

**A Declaration by the Moderator of Presbytery (with the congregation standing):**

“We are gathered here on behalf of ..... Presbytery to dissolve this church at ..... , a church that was incorporated in the year .....”

We thank the Lord that this sanctuary was a place where God was glorified throughout the passing years. We thank Him for the preaching of the Word and the administering of the Sacraments in this place, and for those who here received light, grace and strength for all the circumstances of their lives, for the children and young people who came to know here the love of God in his Son, Jesus Christ, and for all who within these walls saw the glory of God.

And now, since God is not confined to any one place, we exhort you, the faithful people who remain, to seek the guidance of the Holy Spirit, that you may receive the privileges of the Gospel in the fellowship of the saints in another church, truly hoping that you can remain members of the Connexion. May the blessing of Almighty God be upon you.”

**The Lord’s Prayer said together by all**

*Communion and Baptismal vessels and the Church’s books to be transferred into the charge of the Presbytery. (The Minute Books etc. to be sent to the Connexional Archive at the National Library, Aberystwyth.)*

*Members of the church that is being dissolved to be transferred to another church or churches in the area, according to their wish.*

**A Prayer on behalf of the members**

**The Blessing**

*If the church so desires, the Moderator of Presbytery, carrying the Bible, may lead those present in procession out of the building.*

When a church unites with another a service – to be arranged by the Presbytery - may be held giving thanks for past witness, and asking for guidance and blessing to the future. A service of dissolution is not held when a church unites with another as the church continues in another building/other buildings.

**10.7 Service when Uniting Congregations to form a new Church**

When congregations unite, a new Church is formed. The members, finance and property of the uniting churches are transferred to the new Church, and the Elders also become Elders of the new church. **A Service of Dissolution should not be held when churches unite.**

*The Moderator of Presbytery shall preside*

**A short prayer led by the Moderator**

**Hymn**

**Reading from Scripture**

**A prayer of thanksgiving** for the witness of the past, and to ask for God’s blessing on the union and on the new Church to the future.

**A Declaration by the Moderator of Presbytery:**

We are met here in the name of the Lord Jesus Christ, the Great Head of the Church, and by the authority of the .....Presbytery to unite (the uniting Churches should be named) into a new Church.

We pray for God’s blessing on the union, and on the ministry and mission of this new Church to the future.

**Hymn**

**Sermon, Address or/and Communion Service**

**Hymn**

**The Benediction**

**10.8 A Service to Commission Elders to Administer the Sacraments**

*The service is to be presided over by the Moderator of the Presbytery and shall be held during a presbytery meeting as a public service when communion is administered.*

**Call to Worship**

Come, let us worship the Lord,  
seeking to keep his commandments,  
and to obey his will,  
and to serve his people.

**Prayer**

Father, we come together in your presence to receive and commend those who are to serve you in a special way by administering the sacraments.

Bless what we do now,  
and through your Holy Spirit enable us to open our hearts and minds to your influence, and to devote ourselves increasingly to your service, through Jesus Christ our Lord, who taught us to pray together, saying:  
Our Father...

*A hymn may be sung*

**Scripture Readings**

Isaiah 61:1-4; John 15:1-10; 1Cor 2:1-10

**The Commissioning**

We come together in the name of the Ministries Department of the Presbyterian Church of Wales and the ..... Presbytery to commission ..... to administer the sacraments in this Presbytery.

Jesus said, “All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing 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 behold, I am with you always, to the end of the age.” Matthew 28:18-20

“For I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, and when he had given thanks, he broke it and said, “This is my body which is for you. Do this in remembrance of me.” 1 Cor. 11:23-24

***The congregation stands and the Moderator of Presbytery asks those being commissioned:***

Do you confess your faith in God as your heavenly Father, in Jesus Christ as your Saviour and Lord, and in the Holy Spirit as your Sanctifier?

**I do**

Do you bind yourself to administer the sacraments in this Presbytery with humility and reverence, in accordance with the command of your Lord?

**I do**

Do you promise to act in accordance with the order and custom of the Presbyterian Church of Wales, maintaining the unity of the church in the bond of peace?

**I do**

**The Moderator of Presbytery asks the congregation:**

Do you accept and commend these persons to administer the sacraments in this Presbytery in accordance with the order and custom of the Presbyterian Church of Wales?

**We do**

**The Moderator of Presbytery says:**

In the name of the Lord Jesus Christ, and by the authority of this Presbytery, I commission you to administer the sacraments within it, with all humility and reverence.

The Lord bless you and keep you;  
the Lord make his face to shine upon you,  
and be gracious unto you;  
the Lord lift up his countenance upon you  
and give you peace. Amen.

#### **Prayer for those commissioned**

Our Father, we ask you now to bless these our sisters and brothers  
who have responded to the call of your people  
to serve you.  
Enable them to administer the sacraments  
in a spirit of humility  
and with a good conscience,  
so that their labour may be acceptable  
and their endeavours may glorify your name.

We pray, Lord,  
for the churches of this Presbytery,  
that they may celebrate the sacraments of the gospel  
with true repentance and a spirit of anticipation,  
knowing that you have  
led, strengthened and supported your people,  
through Baptism and Communion,  
through word and action,  
through praise and prayer and meditation,  
and through the preaching of your gospel.

We pray for the unity of your Church,  
for a greater experience of the fellowship of the saints,  
and for a new realisation  
of your people's relationship with one another  
in Jesus Christ our Lord.

Pour on us your Spirit,  
and let us know you,  
the one true and living God,  
so that our lives may reflect your glory  
and our lips proclaim your praise.  
In the name of Jesus Christ. Amen.

**The Clerk of Presbytery presents a certificate to those commissioned.**

**After a hymn is sung and a sermon or address delivered the sacrament of the Lord's Supper is administered. Those commissioned might be asked to distribute the elements.**

#### **The Benediction.**

#### **10.9 Commissioning of a Ministries Worker**

When an appointment has been made it is expected that the Appointing Committee in consultation with the Director of Ministries will arrange a Commissioning Service for the new Worker. At this service the Chairperson of the Ministries Department or his/her deputy will preside and it should be a service of celebrating the faith and encouraging the congregation as well as the Worker in the Mission Work.

The following order of service is commended as a Commissioning Service and may be adapted to the needs of the local situation. It is the responsibility of the local church(es) to invite people to take part in this service.

#### **Order of the Commissioning Service**

Welcome and Call to Worship  
Hymn  
Scripture Reading  
Prayer  
Presentation of Worker  
Commendation of Project  
Hymn  
The Commissioning:

*We are met here in the name of the Ministries Department and ..... Presbytery of the Presbyterian Church of Wales to commission ..... as a Mission Worker within the Presbytery.*

*'Except the Lord build the house, they labour in vain that build it'.*

*Jesus said, 'I am the way, the truth and the life. I am the bread of life. Whoever comes to me shall never be hungry, and whoever believes in me shall never be thirsty ..... Go forth therefore and make all nations my disciples'.*

#### **Questions to the Ministries Worker:**

*(The congregation shall stand and say AMEN at the end indicating its continuing support to the missionary in his/her work.)*

- 1. Do you confess your faith in God, your Heavenly Father, in Jesus Christ your Lord and Saviour and in the Holy Spirit who empowers you?*
- 2. Do you accept the post of Mission Worker in ..... Presbytery and promise to work in partnership with churches in the area to further the Mission of God in Jesus Christ through the Holy Spirit?*

3. *Do you promise with God's grace to commit yourself diligently and conscientiously to the task to which you have been called?*

*In the name of the Lord Jesus Christ, the great Shepherd of the sheep and by the authority of the Ministries Department of the Presbyterian Church of Wales, I commission you, ..... to mission work in this area.*

*'May the Lord bless you and keep you; may the Lord make his face to shine upon you and be gracious unto you. The Lord lift up his countenance upon you and give you peace'.*

*May the grace of the Lord Jesus Christ, the love of God and the fellowship of the Holy Spirit be with you always.*

*(The whole congregation will say AMEN.)*

***(Workers' response)***

Dedication Prayer  
Hymn  
Welcoming the Worker  
Charge  
Hymn

**APPENDIX A**

**Description of the Duties of Moderator of General Assembly**

1. The Moderator shall hold office for two years.
2. The Moderator shall chair meetings of the General Assembly and be responsible for directing its proceedings.
3. The Moderator shall chair the General Assembly Board and be a member of the Board Departments during their term.
4. The Moderator shall deliver a valedictory address when leaving office.
5. The Moderator, together with the General Secretary, is the Connexion's, the Boards and the Departments contact with the media. They will be assisted by the Church and Society Liaison Officer.
6. The post requires that the Moderator visit Presbyteries by invitation together with the Association and the Connexional centres, as well as representing the Assembly in the funerals of past moderators and other Officers. It is desirable for local churches to consider inviting the Moderator to be present on special occasions in their history, e.g. centenary celebrations etc. to deliver greetings from the Connexion. In view of this, when the Moderator is Minister of a pastorate, we appeal to his/her pastorate to do everything in its power to lighten the Moderator's burden during that year in view of all the additional demands of the post.
7. When the Moderator visits Presbyteries and meetings on behalf of the Assembly, it is the responsibility of the Connexion to pay his/her travelling and subsistence expenses.
8. It is the Moderator who sends regards and greetings to Past Moderators, Officers and Ministers who are in poor health.
9. When meetings are held to commission and/or induct national Connexional workers, the Moderator of the Assembly should be invited, and similarly for national ecumenical occasions, for example CWM, the Free Church Council of Wales, Cytûn, etc.
10. The Moderator shall represent the Connexion in the chief courts of the Presbyterian and Reformed Churches, and others, in Britain, as well as in major overseas celebrations, particularly in the Presbyterian Church of India.
11. The Moderator Elect and the Past Moderator shall be members of the Board.



## APPENDIX B

### Joint Meetings of the Association

Following a request for clarity the General Assembly Board has approved the following as guidelines for convening meetings of the 'Joint Association'.

A Joint Meeting of the Association can be convened in one of the following ways.

1. In a case where an Association considers, in accord with paragraph 1.2, that they wish to consider a matter or change/variation under the 'Constitutional Rule' by means of a Joint Meeting of the Association, (except matters which deal with our Declaratory Articles), then the Association can resolve to invite the other Provinces to such a meeting. Whenever a Joint Association is convened a specific agenda will have been agreed. A joint committee of 9 (3 from each Province) will be appointed to receive the responses of all the Presbyteries to which, the matter(s) to be discussed have been submitted previously for their consideration. The Association, at a meeting in its three Provinces would need to agree to the convening of such a meeting in the usual way, namely, by an approval of a resolution from the Association Committee. The Joint Meeting of the Association would be convened by the officers of the Association in its three Provinces, Chaired by one of the Association Moderators with the Clerks of Association undertaking the duties of Secretary. Any resolution reached at such a Joint Association would be required to be referred to the General Assembly to be finally approved by the Connexion.

or:

2. The General Assembly, or its Board, being an annual Joint Meeting of the Associations may suggest to the Associations the appropriateness of convening an additional Joint Meeting of the Associations to deal with a specific issue where, either the issue is discussed under the rule at paragraph 1.2 or any other matters which the General Assembly or/and its Board consider it would be advantageous to conduct a joint, *but not binding discussion* of all the Provinces of the Association. This would be a request to be considered individually by each Association. Whenever a Joint Association is convened a specific agenda will have been agreed upon. A joint committee of 9 (3 from each Province) will be appointed to receive the responses of all the Presbyteries to which, the matter(s) to be discussed have been submitted for their consideration. The Associations, at a meeting in its three Provinces would need to agree to the convening of such a meeting in the usual way, namely by an approval of a resolution from the Association Committee. The Joint Meeting of the Association would be convened by the officers of the Association in its three Provinces, Chaired by one of the Association Moderators with the Clerks of

Association undertaking the duties of Secretary. Any resolution reached at such a Joint Association would be required to be referred to the General Assembly to be finally approved by the Connexion.

or:

3. The Association in any Province may request a Joint Association to consider any other matter which they deem would be appropriate for a Joint Meeting of the Associations. Whenever a Joint Association is convened a specific agenda will have been agreed upon. A joint committee of 9 (3 from each Province) will be appointed to receive the responses of all the Presbyteries to which, the matter(s) to be discussed have been submitted for their consideration. The Association, at a meeting in its three Provinces would agree to such a meeting in the usual way, namely by an approval of a resolution from the Association Committee. The Joint Meeting of the Association would be convened by the officers of the Association in its three Provinces, Chaired by one of the Association Moderators with the Clerks of Association undertaking the duties of Secretary. The Joint Association will forward its recommendations to the Association in the three provinces and inform the General Assembly of its decisions but it is not subject to approval.

September 2015

## APPENDIX C

### CONSTITUTION FOR THE PRESBYTERIAN CHURCH OF WALES

*(Adopted on the 24<sup>th</sup> day of November 2008 and  
amended on the 2<sup>nd</sup> day of November 2016)*

#### INTERPRETATION

1.1 In this Constitution:

‘AGM’ means an annual general meeting of the Members who shall be represented by the Representatives;

‘Association’ means the Association in the three provinces as defined in the Rules;

‘Auditor’ means the auditors appointed by the General Assembly;

‘Boards’ means the General Assembly Board, Life and Witness Board and the Resources and Properties Board of the PCW or as amended by the Rules;

‘Chair’ means the person appointed by the Trustees to preside at their meetings;

‘Charity Trustees’ has the meaning prescribed by section 97(1) of the Charities Act 1993;

‘Churches’ means the local embodied congregations of the PCW;

‘Clear Day’ means 24 hours from midnight following the relevant event;

‘Constitutional Rule’ means the process set out at clause 16;

‘Commission’ means the Charity Commission for England and Wales;

‘Declaratory Articles’ means the articles declaratory in matters spiritual set out in the preamble to the Calvinistic Methodist or Presbyterian Church of Wales Act, 1933 (“the 1933 Act”) together with any modifications of the said articles or additions thereto made in accordance with the 1933 Act;

‘EGM’ means a general meeting of the Members which is not an AGM;

‘Elder’ means a person ordained as an elder in accordance with the Rules;

‘Financial Year’ means the PCW’s financial year;

‘Fundamental Rules’ means provisions made pursuant to clause 15.2;

‘General Assembly’ means a general meeting of Representatives as defined in the Rules;

‘General Meeting’ means an AGM or an EGM;

‘Governing body’ means the General Assembly;

‘Holding trustee’ means the Properties Board of the Presbyterian Church of Wales responsible for holding the title to property but not authorised to make any decisions relating to its use, investment or disposal;

‘Material Benefit’ means a benefit which may not be financial but has a monetary value;

‘Members’ and ‘Membership’ means the members of the Churches;

‘Minister’ means an ordained minister of the PCW or a minister accepted from other Denominations;

‘Months’ means calendar months;

‘Objects’ means the charitable objects of the PCW set out in clause 3;

‘Officers’ means officers of the General Assembly as set out in the Rules;

‘PCW’ means the Calvinistic Methodist or Presbyterian Church of Wales;

‘Presbytery’ means those sub-divisions of the Association as decided from time to time by the General Assembly and the Association;

‘Representatives’ means the Ministers and Elders of the PCW;

‘Rules’ means provisions made pursuant to clause 15;

‘Statement of Beliefs’ means the Short Confession and a Short Declaration of Faith and Practice which appear in the Rules;

‘Trustee’ means a member of the governing body of the PCW appointed in accordance with this Constitution and ‘Trustees’ means the members of the governing body so appointed; and

‘written’ or ‘in writing’ refers to a legible document on paper including a fax message.

1.2. References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

## 2 NAME

The name of the Church is The Calvinistic Methodist or Presbyterian Church of Wales (or any other name chosen by resolution of the General Assembly).

## 3 OBJECTS

3.1. The Objects of the PCW are to advance the Christian faith in accordance with the objects of the Presbyterian Church of Wales as set out in the Rules.

3.2. The Trustees must use the income and may use the capital of the PCW in promoting the Objects.

#### **4 MEMBERSHIP OF THE GENERAL ASSEMBLY**

The Membership shall be represented at the General Assembly by the Representatives

- 4.1 The Trustees must keep a register of the names and addresses of the Representatives which must be made available to any Member upon request.
- 4.2 Each Representative shall have one vote, except for the election of the Moderator, Minute Secretary to the General Assembly, Treasurer and the Chief Statistician when only Officers of the PCW, Past Moderators, Officers of the Association in the three provinces, Presbytery representatives and representatives of the Boards have a right to vote.
- 4.3 Membership shall cease immediately if the Representative concerned:-
  - 4.3.1 dies;
  - 4.3.2 ceases to be a Minister or Elder of the PCW under the provisions of the Rules.
- 4.4 Membership of the General Assembly is personal and not transferable.

#### **5 GENERAL MEETINGS**

- 5.1 An AGM must be held in every year save that the first AGM may be held at any time within 18 months after the adoption of this Constitution.
- 5.2 At an AGM the Representatives will:
  - 5.2.1 receive the accounts of the PCW for the previous Financial Year;
  - 5.2.2 receive the report of the Trustees on the PCW's activities since the previous AGM;
  - 5.2.3 accept the retirement of those Trustees who wish to retire or are retiring by rotation;
  - 5.2.4 elect Trustees to fill the vacancies arising in accordance with the Rules;
  - 5.2.5 appoint an auditor for the PCW; and
  - 5.2.6 discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 5.3 Representatives must attend General Meetings in person. Notice for the AGM shall be given to the Representatives by written notice of at least 28 days to the Clerk of the respective Presbyteries and an indication of the business to be transacted at the General Meeting must be given.

- 5.4 There is a quorum at a General Meeting if the number of Representatives personally present is at least 50. No business may be transacted unless a quorum is present.
- 5.5 The chair at the AGM will be the Moderator of the General Assembly or some other Representative elected by those present.
- 5.6 Except where otherwise provided by the Rules, every issue at a General Meeting is determined by a simple majority of votes cast by the Representatives present in person.
- 5.7 The chair of the meeting in the case of an equality of votes has a second casting vote.
- 5.8 Any general meeting which is not an AGM is an EGM.
- 5.9 An EGM may be called at any time by the Trustees.

#### **6 THE TRUSTEES**

- 6.1 The Trustees as Charity Trustees are responsible for the management and administration of the PCW property and funds in accordance with this Constitution.
- 6.2 The minimum number of Trustees is 5 individuals appointed in accordance with the Rules but there is no maximum.
- 6.3 The first Trustees shall be those persons acting as Trustees at the time this Constitution is adopted.
- 6.4 Future Trustees are to be appointed in accordance with the Rules.
- 6.5 Every Trustee after election or re-election must sign a declaration of willingness to act as a Charity Trustee of the PCW before he or she may vote at any meeting of the Trustees.
- 6.6 A Trustee ceases to be a Trustee if he or she:
  - 6.6.1 is or becomes disqualified under the Charities Act 1993 or any other legislation from acting as a Charity Trustee or trustee for a charity;
  - 6.6.2 is incapable, whether mentally or physically, of managing his or her own affairs;
  - 6.6.3 ceases to be a Representative;
  - 6.6.4 resigns by written notice to the Trustees (but only if at least five Trustees will remain in office); or
  - 6.6.5 is removed for good and sufficient reason by a resolution passed by at least two-thirds of the other Trustees after they have invited the views of the Trustee concerned and considered the matter in the light of any such views.

- 6.7. A retiring Trustee is entitled to an indemnity from the continuing Trustees at the expense of the PCW in respect of any liabilities properly incurred while he or she held office.
- 6.8. A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting of the Trustees.
- 6.9. The Trustees of the PCW shall fulfil their legal duties having due regard to the spiritual direction of the PCW acting always in accordance with the requirements of this Constitution and the general law

**7 DUTY OF CARE AND EXTENT OF LIABILITY**

When exercising any power (whether given to them by this Constitution or by statute or by any rule of law) in administering or managing the PCW each of the Trustees must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that he or she has or claims to have (“the duty of care”). No Trustee and no-one exercising powers or responsibilities that have been delegated by the Trustees shall be liable for any act or failure to act unless, in acting or failing to act, he or she has failed to discharge the duty of care.

**8 PROCEEDINGS OF TRUSTEES**

- 8.1. The Trustees must hold at least 2 meetings each year. Trustees’ meetings may be called by any Trustee.
- 8.2. A quorum at a meeting is 4 or one-half of the Trustees for the time being whichever is the greater number.
- 8.3. A meeting may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 8.4. The Chair or (if the Chair is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- 8.5. Except where otherwise provided in this Constitution, every issue may be determined by a simple majority of the votes cast at a meeting of the Trustees. A resolution which is in writing and signed by all the Trustees is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

- 8.6. Except for the chair of the meeting, who in the case of an equality of votes has a second or casting vote, every Trustee has one vote on each issue.
- 8.7. A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting of the Trustees.
- 8.8. A Trustee shall not be counted in the quorum present when any decision is to be made about a matter upon which the Trustee is not entitled to vote because of a conflict of interests.
- 8.9. If the number of Trustees is less than the number fixed as the quorum for Trustees’ meetings the continuing Trustees may act only to call a General Meeting.

**9 POWERS OF TRUSTEES**

The Trustees must manage the affairs of the PCW and they shall have the following powers in furtherance of the Objects (but not for any other purpose):

- 9.1. to appoint a Chair;
- 9.2. to delegate any of their functions to the Boards and committees consisting of two or more individuals appointed by them (provided that all proceedings of the Boards and committees must be reported promptly to the Trustees);
- 9.3. to exercise any powers of the PCW which are not reserved to a General Meeting;
- 9.4. to arrange or join in arranging and providing for the holding of worship services, meetings, seminars, conferences, and training courses;
- 9.5. to establish and run educational institutions;
- 9.6. to promote or carry out research;
- 9.7. to provide advice;
- 9.8. to publish or distribute information and PCW publications;
- 9.9. to co-operate with other bodies;
- 9.10. to support, administer or set up other charities;
- 9.11. to raise funds (but not by means of taxable trading);
- 9.12. to borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 9.13. to acquire or hire property of any kind;
- 9.14. to let or dispose of property of any kind in accordance with the Rules (but only in accordance with the restrictions imposed by the Charities Act 1993);

- 9.15 to repair and maintain all PCW property;
- 9.16. to make grants or loans of money and to give guarantees;
- 9.17 to set aside funds for special purposes or as reserves against future expenditure;
- 9.18 to deposit or invest funds in any lawful manner;
- 9.19 to delegate the management of investments in accordance with the provisions of the Trustee Act 2000;
- 9.20 to insure the property of the PCW against any foreseeable risk and take out other insurance policies to protect the PCW when required;
- 9.21. to insure the Trustees against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty (unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty);
- 9.22 to pay reasonable fees to any nominee or holding trustee;
- 9.23 subject to clause 10, to employ or otherwise engage the services of Ministers, agents, staff or advisers;
- 9.24 grant pensions and retirement benefits to ministers and employees of the PCW and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for ministers and employees of the PCW and their dependants;
- 9.25 to enter into contracts to provide services to or on behalf of other bodies;
- 9.26 delegate the management of investments to a financial expert provided that:
  - 9.26.1 the financial expert is:
    - (a) an individual who is an authorized person within the meaning of the Financial Services and Markets Act 2000; or
    - (b) a company or firm of repute which is an authorized or exempt person within the meaning of that Act except persons exempt solely by virtue of Article 44 and/or Article 45 of the Financial Services and Markets Act 2000 (Exemption) Order 2001.

- 9.26.2 the investment policy is set down in writing for the financial expert by the Trustees;
- 9.26.3 every transaction is reported promptly to the Trustees;
- 9.26.4 the performance of the investments is reviewed regularly by the Trustees;
- 9.26.5 the Trustees are entitled to cancel the delegation arrangement at any time.
- 9.26.6 the investment policy and the delegation arrangements are reviewed at least once a year;
- 9.26.7 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt;
- 9.26.8 the financial expert may not do anything outside the powers of the Trustees;
- 9.27 incorporate subsidiary companies to carry on any trade;
- 9.28 to do anything else within the law which promotes or helps to promote the Objects.

## **10 APPLICATION OF FUNDS AND PROPERTY**

- 10.1. The Trustees may employ or engage under a contract for services such of their number as they may determine provided that:
  - 10.1.1 the Trustees in each case are satisfied that it is in the interests of the PCW to employ or engage under a contract for services the Trustee concerned;
  - 10.1.2 the Trustees are in each case satisfied that the terms of employment or engagement are reasonable in respect of the employment or of the services provided and are subject to regular and objective review; and
  - 10.1.3 the procedure set out in clause 10.6 is followed on each occasion.
- 10.2. Any Trustee who possesses specialist skills or knowledge and any firm or company of which such a Trustee is a member, consultant, partner, trustee, officer or employee, may charge and be paid reasonable fees for goods or services supplied to the PCW on the instructions of the other Trustees (but only if the Trustees are satisfied that the requirements set out in clause 10.1 are met.

- 10.3. At no time may a majority of Trustees benefit directly or indirectly from payments made under clauses 10.1 and 10.2. Where a payment to a person connected with a Trustee would represent an indirect benefit to the Trustee and such payment would cause the number of Trustees benefiting under clauses 10.1 and 10.2 to represent a majority of the Trustees then the prior written consent of the Commission must be obtained.
- 10.4. Subject to clause 10.3, a person may be appointed as a Trustee notwithstanding that he or she is employed or otherwise engaged by the PCW and receives remuneration in that capacity.
- 10.5. No Trustee may receive from the PCW any payment of money or other material benefit (whether direct or indirect) except:-
- 10.5.1 under clauses 9.21 (indemnity insurance), 10.1 and 10.2 (employment or engagement and fees);
- 10.5.2 reimbursement of reasonable out of pocket expenses (including hotel and travel costs) actually incurred in the administration of the PCW;
- 10.5.3 interest at a reasonable rate on money lent to the PCW;
- 10.5.4 a reasonable rent or hiring fee for property let or hired to the PCW;
- 10.5.5 an indemnity in respect of any liabilities properly incurred in or about the administration of the PCW (including the costs of a successful defence to criminal proceedings);
- 10.5.6 benefits received by the Trustee as a Member where such benefits are no different to those received by other Members; and
- 10.5.7 in exceptional cases, other payments or benefits (but only with the prior written approval of the Commission).
- 10.6. Whenever a Trustee or a person connected to a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or any committee, the Trustee or connected person concerned must:
- 10.6.1 declare an interest before discussion on the matter begins;
- 10.6.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
- 10.6.3 not be counted in the quorum during that part of the meeting; and

10.6.4 withdraw during the vote and have no vote on the matter.

- 10.7. The restrictions on Trustee benefits in clauses 10.1 and 10.2 also apply to any person connected with a Trustee. For the purpose of this clause a person is connected with a Trustee if that person is:-

10.7.1 a child, parent, grandchild, grandparent, brother or sister of the Trustee; or

10.7.2 a spouse of the Trustee or any person falling within sub-clause 10.7.1 above.

- 10.8. Funds which are not required for immediate use or which will be required for use at a future date must be placed on deposit or invested in accordance with clause 9.18 until needed.

- 10.9. Investments and other property of the PCW may be held:

10.9.1 in the name of the Presbyterian Church of Wales

10.9.2. in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert acting on their instructions;

10.9.3. in the case of land in the name of the holding trustee.

## 11 RECORDS AND ACCOUNTS

- 11.1. The Trustees must comply with the requirements of the Charities Act 1993 as to the keeping of financial records, the audit of accounts and the preparation and transmission to the Commission of:

11.1.1 annual returns;

11.1.2 annual reports;

11.1.3 annual statements of account; and

11.1.4 confirmation of changes to the Trustees and of any details about the PCW recorded in the Central Register of Charities.

- 11.2. The Trustees must keep proper records of:

11.2.1. all proceedings at General Meetings;

11.2.2. all proceedings at meetings of the Trustees;

11.2.3. all reports of the Boards and committees; and

11.2.4. all professional advice obtained

- 11.3. Financial records, annual reports and statements of account relating to the PCW for at least the previous six years must be available for inspection by any Trustee.
- 11.4. A copy of the latest available statement of account for the PCW must be supplied to any person who makes a written request and pays the Trustees' reasonable costs (as required by the Charities Act 1993).

## 12 NOTICES

- 12.1. Notices under this Constitution must be given in writing or electronically and may be delivered by hand, by post or by suitable electronic means.
- 12.2. The address at which an Representative is entitled to receive notices is the address of the Clerks of the respective Presbyteries.
- 12.3. Any notice given in accordance with this Constitution is to be treated for all purposes as having been received:
  - 12.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address.
  - 12.3.2 two Clear Days after being sent by first class post to that address;
  - 12.3.3 three Clear Days after being sent by second class post or overseas post to that address;
  - 12.3.4 immediately on being handed to the Representative personally.
- 12.4. A technical defect in the giving of notice of which the Representative or the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

## 13 AMENDMENTS

- 13.1. This Constitution may be amended following the process set out in the Constitutional Rule provided that:-
  - 13.1.1 No amendment may be made to this clause that would have the effect of making the PCW cease to be a charity at law or to alter the Objects if the change would not be within the reasonable contemplation of the members or donors to the PCW; and
  - 13.1.2 Clauses 3.1, 10.1, 10.2, 10.3, 10.5, 10.6, 13 and 14 may not be amended without the prior written consent of the Commission.
- 13.2. A copy of any resolution amending this Constitution must be sent to the Commission within 21 days of it being passed.

## 14 DISSOLUTION

- 14.1 If at any time the Representatives at a General Meeting decide by a three-quarters majority of the Representatives present and voting to dissolve the PCW, the Trustees will remain in office as Charity Trustees and will be responsible for the orderly winding up of the PCW's affairs.
- 14.2. After making provision for all outstanding liabilities of the PCW, the Trustees must apply the remaining property and funds in one or more of the following ways:
  - 14.2.1. directly for the Objects;
  - 14.2.2 by transfer to any charity or charities established for exclusively charitable purposes that are the same as or similar to the Objects; or
  - 14.2.3 in such other manner as the Commission may approve in writing in advance.
- 14.3. A final report and statement of account relating to the PCW must be sent to the Commission.

## 15 RULES

PCW may make rules to supplement this Constitution for the proper conduct and management of PCW:-

- 15.1 All Rules which are not Fundamental Rules shall be made by the General Meeting;
- 15.2 Fundamental Rules are constitutional matters which are of a fundamental nature to the governance of the PCW. Fundamental Rules shall be made using the process set out in the Constitutional Rule; and
- 15.3 The General Meeting shall decide whether or not a Rule is a Fundamental Rule.

## 16 CONSTITUTIONAL RULE

In order to safeguard the unity of the PCW, and to secure uniformity in the procedure of its courts, it is hereby agreed that amendments to this Constitution and any decisions in relation to Fundamental Rules (excepting at all times any change in the Declaratory Articles) made pursuant to this clause shall only be valid if:-

- 16.1 they are approved by
  - 16.1.1 the Association in the South after remitting them to its Presbyteries, if it is so determined, and by the Association in the North after remitting them to its Presbyteries, if it is so determined, and by the Association in the East after remitting them to its Presbyteries, if it is so determined, or

- 16.1.2 if they are approved by a joint meeting of the Association and a subsequent meeting of the General Assembly;
- 16.2 they are approved by at least three fourths of the members present and eligible to vote at each of the meetings referred to in clause 16.1; and
- 16.3 provided that the interval of time between the first and last of the meetings referred to in clause 16.1 shall not be greater than two years; and
- 16.4 any change in this Constitution or decision in relation to Fundamental Rules will not be valid if approved in any other way.