

**THE CONSTITUTION OF THE  
ALL SOULS' CHAPEL,  
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE**

**TABLE OF CONTENTS**

**SECTIONSSIDE NOTES**

**Preamble**

**PART A- THE CHAPEL**

<b>1</b>	<b>Building Force of the Constitution</b>
<b>2</b>	<b>Name of the Chapel</b>
<b>3</b>	<b>Incorporation</b>
<b>4</b>	<b>Motto</b>
<b>5</b>	<b>Aims and Objectives</b>
<b>6</b>	<b>Membership of the Chapel</b>
<b>7</b>	<b>Chapel Roll</b>

**PART B – THE CONGREGATION**

<b>8</b>	<b>Establishment of the Congregation</b>
<b>9</b>	<b>Membership of Congregation</b>
<b>10</b>	<b>Congregational Meetings</b>
<b>11</b>	<b>Fellowships, Associations, etc.</b>

**PART C – THE BOARD OF TRUSTEES**

<b>12</b>	<b>Establishment of the Trustees</b>
<b>13</b>	<b>Common Seal</b>
<b>14</b>	<b>Functions of the Trustees</b>
<b>15</b>	<b>Qualifications of Trustees</b>
<b>16</b>	<b>Tenure of Office of Trustees</b>
<b>17</b>	<b>Vacancy of Board of Trustees</b>

<b>SECTIONS</b>	<b>PART D – THE CHAPEL COUNCIL</b>
<b>18</b>	<b>Establishment of the Chapel Council</b>
<b>19</b>	<b>Membership of the Chapel Council</b>
<b>20</b>	<b>Election of Chapel Officers</b>
<b>21</b>	<b>Appointment of Chairpersons of Chapel Committee</b>
<b>22</b>	<b>Appointment of Heads of Service Units/Bodies</b>
<b>23</b>	<b>Admission of Presidents of Fellowships</b>
<b>24</b>	<b>Bye-Election</b>
<b>25</b>	<b>Resignation from Office</b>
<b>26</b>	<b>Removal from Office</b>
<b>27</b>	<b>Functions of the Chapel Council</b>
<b>28</b>	<b>Committee System</b>
<b>29</b>	<b>Chaplain to oversee Designated Committee</b>
<b>30</b>	<b>Chapel Service Units/Bodies</b>
<b>31</b>	<b>Functions of Council Officers</b>

**PART E – THE CHAPLAINCY**

<b>32</b>	<b>Establishment of the Chaplaincy</b>
<b>33</b>	<b>Appointment of the Chaplain</b>
<b>34</b>	<b>Duties of the Chaplain</b>
<b>35</b>	<b>The Assistant Chaplain</b>

**PART F – MISCELLANEOUS**

<b>36</b>	<b>Power to Accept Gifts, etc.</b>
<b>37</b>	<b>Financial Provisions</b>
<b>38</b>	<b>The Chapel Calendars</b>
<b>39</b>	<b>Amendment</b>
<b>40</b>	<b>Citation</b>
<b>41</b>	<b>Commencement</b>
<b>42</b>	<b>Interpretation</b>

**APPENDIX A – (Section 28) – MEMBERSHIP AND TERMS OF REFERENCE FOR COMMITTEES OF CHAPEL COUNCIL**

- (i) Finance and General Purpose Committee (F&GPC);**
- (ii) Chapel Building and Maintenance Committee (CBMC);**
- (iii) Chapel Services Committee;**
- (iv) Evangelism and Counselling Committee (E&CC);**
- (v) Welfare Committee**
- (vi) Choir Affairs Committee;**

- (vii) Sunday School Committee;**
- (viii) Harvest Thanksgiving Committee;**
- (ix) Bible Study Committee, and**
- (x) Prayer Committee.**

**APPENDIX B – (Section 30) – MEMBERSHIP AND OTHER DETAILS OF CHAPEL  
SERVIC UNITS/BODIES**

- (i) Guild of Ushers;**
- (ii) Guild of Chapel Keepers;**
- (iii) Lay Readers’ Fellowship, and**
- (iv) Fellowship of Ministers.**

**APPENDIX C – (Section 33) – PROCEDURE FOR THE INDUCTION OF  
CHAPLAIN/ASSISTANT CHAPLAIN**

**THE CONSTITUTION OF THE  
ALL SOULS' CHAPEL  
OBAFEMI AWOLowo UNIVERSITY  
ILE-IFE, NIGERIA**

*(As Amended and Approved by the Congregational Meeting of Sunday, 18<sup>th</sup> July 2010)*

<p>We, Christians of various protestant denominations, members of All Souls' Chapel, Obafemi Awolowo University, Ile-Ife, Nigeria.</p> <p><b>INSPIRED</b> by the authoritative and infallible Word of God as contained in <i>The Holy Bible</i>:</p> <p><b>HAVING</b> firmly and solemnly resolved:</p> <p><b>TO UNITE</b> as a body devoted to the Almighty God, Creator of all beings and the entire universe:</p> <p><b>ADD TO PROVIDE</b> a Constitution for the purpose of promoting the smooth administration of the affairs of our Chapel and sustainable basis for fellowship of members bound together by faith in the existence of one God eternally existing in the three persons, God the Father, God the Son and God the Holy Spirit:</p> <p><b>DO HEREBY MAKE AND GIVE TO OURSELVES</b> the following Constitution:</p>	<p><b>Preamble</b></p>
<p style="text-align: center;"><b>PART A – THE CHAPEL</b></p> <p>1. This Constitution and its provisions shall be binding on all members of the Congregation of All Souls' Chapel, Obafemi Awolowo University, Ile-Ife.</p> <p>2. The Chapel, hereby established and registered in accordance with the provisions of the <i>Companies and Allied Matters Decree</i> No. 1 of 1990 (now <i>Companies and Allied Matters Act Cap. C20 Laws of the Federation of Nigeria, 2004</i>) Part C, shall continue to be known as the "All Souls' Chapel, Obafemi Awolowo University, Ile-Ife", hereinafter referred to as "the Chapel".</p>	<p><b>Binding Force of the Constitution</b></p> <p><b>Name of the Chapel</b></p>
<p>3. The Chapel shall, through its <b>REGISTERED TRUSTEES</b>, be a body Corporate with perpetual succession and a common seal, in accordance with the provisions of Section 679 of the <i>Companies and Allied Matters Decree</i> No. 1 of 1990 Part C, or under any such relevant law for the time being in force and shall have power to sue</p>	<p><b>Incorporation</b></p>

<p>and be sued in its corporate name, to acquire, hold and dispose off movable and immovable properties.</p>	
<p>4. The Motto of the Chapel shall be: <b>One Lord, One Faith, One Baptism.</b></p>	<p><b>Motto</b></p>
<p>5. The aims and objectives of the Chapel shall be to</p> <ul style="list-style-type: none"> <li>a) Provide a forum for spiritual fellowship as believers in the Lord Jesus Christ;</li> <li>b) Bring people together to worship the Lord in the beauty of His Holiness;</li> <li>c) Preach the Gospel and teach the Word of God; win souls for Christ; motivate believers to stand firmly in the faith, believing in The Holy Bible as the inspired, infallible and authoritative Word of God; and</li> <li>d) Promote the ordinances of the Church which is the body of Christ through Church services, Holy Communion, Baptism, Confirmation, Bible Study, Prayers, Vigils, joining of persons in Holy Matrimony, etc.</li> </ul>	<p><b>Aims and Objectives</b></p>
<p>6.</p> <ul style="list-style-type: none"> <li>i. Membership of the Chapel shall consist of all persons who believe in the ONE TRUE GOD, eternally existing in three Persons – God the Father, God the Son, and God the Holy Spirit – and who confess Jesus Christ as their Lord and Saviour.</li> <li>ii. Members shall be faithful in all the duties essential to the Christian life, attend regularly the services and other programmes of the Chapel and support the Chapel, spiritually, physically, morally and financially.</li> <li>iii. No member of the Chapel shall belong to any secret society anywhere.</li> <li>iv. Notwithstanding the provision under subsection (i) of this Section, <ul style="list-style-type: none"> <li>a. the Chapel services are open to all persons; and</li> <li>b. all communicant members of the protestant Christian confession may participate in the Chapel services of Holy Communion.</li> </ul> </li> <li>v. There shall be the following categories of membership: <ul style="list-style-type: none"> <li>a. <b>Full Members</b> – Persons who regularly participate in the activities of the Chapel, whose names are registered in the Chapel Roll and re actively involved in the activities and obligations of the Chapel.</li> </ul> </li> </ul>	<p><b>Membership of the Chapel</b></p>

<p>b. <b>Associate Members</b> – Persons who participate in any of the activities of the Chapel but are yet to register their names in the Chapel Roll.</p> <p>c. <b>Distant Members</b> – Full Members who have relocated.</p> <p>7.</p> <p>i. There shall be established a Chapel Roll into which shall be entered all the names and other details of every persons accepted as Full Members of the Chapel.</p> <p>ii. The Chapel Roll shall be reviewed every three years or at such other intervals as the Council may, from time to time, determine.</p>	<p><b>Chapel Roll</b></p>
<p style="text-align: center;"><b>PART B – THE CONGREGATION</b></p> <p>8.</p> <p>i. There shall be a “Congregation of All Souls’ Chapel” hereinafter referred as “the Congregation” which shall be the supreme policy-making organ of the Chapel.</p> <p>ii. The Congregation shall have power to establish or dissolve such other organs as may appear to it necessary for the furtherance of the aims and objectives of the Chapel and shall determine the composition, powers, officers and other features of such other organs.</p>	<p><b>Establishment of the Congregation</b></p>
<p>9.</p> <p>i. Every Full Member of the Chapel shall be a member of the Congregation by right and shall be entitled to take part fully in all proceedings of all meetings of the Congregation.</p> <p>ii. Every Full Member of the Chapel shall be entitled to vote and be voted for at any Congregational meeting.</p>	<p><b>Membership of Congregation</b></p>
<p>10.</p> <p>i. (a) There shall be an <b>Annual Congregational Meeting (ACM)</b> of the Chapel, to be convened by the Council and which shall be held on the <b>second Sunday in December</b> of each year or at such other time or times as may be determined by the Council.</p> <p>(b) An Annual Congregational Meeting shall inter alia</p> <p style="padding-left: 40px;">i) hear, discuss and accept the Annual Budgets and Reports from the officers of the Chapel, and Heads of all service units/bodies and Committees.</p> <p style="padding-left: 40px;">ii) hear, discuss and accept the Auditor’s Report.</p> <p style="padding-left: 40px;">iii) discuss generally the affairs of the Chapel and take decisions as to the general welfare of the Chapel; and</p> <p style="padding-left: 40px;">iv) elect such officers of the Chapel as are to be elected by the Congregation.</p> <p>ii. <b>Extra-Ordinary Meetings</b> of the Congregation shall be summoned when necessary by the Chapel Council or following a</p>	<p><b>Congregational Meetings</b></p>

<p>requisition in writing signed by at least Fifty (50) Full Members of the Congregation, provided that fourteen days notice is issued by the Secretary.</p> <p>iii. The Chairperson of the Chapel Council shall preside over a meeting of the Congregation. However, in his absence, the Deputy Chairperson, and in the absence of letter, or where the occasion demands, any other member as may be elected by a majority of members present and voting, shall preside.</p> <p>iv. Notice and Agenda of all meetings of Congregation shall be displayed on the Chapel's Notice Board and circulated to members before the date of the meeting.</p> <p>v. The quorum at the Annual General Meeting of Congregation shall be sixty (60) members of the Congregation, whereas the quorum at any Extra-Ordinary Meeting shall be seventy-five (75).</p> <p>vi. Except as may otherwise be stated, the venue of the meetings of Congregation shall be the Main Chapel Building or the Sunday School Hall of the Chapel, and at a time to be specified in the notice of the meetings.</p> <p>11.</p> <p>i. There may be constituted by any five (5) or more members of the Congregation a group, fellowship, association, club, cell, band – by whatever acceptable name called – for the furtherance of the aims, objectives and Christian activities of the Chapel.</p> <p>ii. Every association constituted in accordance with subsection (i) of this Section shall be registered with the Chapel.</p> <p>iii. For the avoidance of doubt, there shall no exist within Chapel any cult or secret society.</p> <p>iv. The Chapel Council shall determine, from time to time, the procedure for the registration and de-registration of groups, association, etc. within the Chapel.</p>	<p><b>Notice</b></p> <p><b>Quorum</b></p> <p><b>Venue of Meetings</b></p> <p><b>Fellowships, Association, etc.</b></p>
<p><b>PART C – THE BOARD OF TRUSTEES</b></p>	
<p>12.</p> <p>i. The Chapel shall appoint at an Annual Congregational Meeting five (5) Trustees who shall be known collectively as “<b>THE REGISTERED TRUSTEES OF ALL SOULS’ CHAPEL, OBAFEMI AWOLowo UNIVERSITY, ILE-IFE</b>” for the purpose of the Companies and Allied Matters Decree No. 1 of 1990 Part C or under any such relevant law for the time being in force.</p> <p>ii. The Registered Trustees shall constitute the Board of Trustees of the Chapel.</p>	<p><b>Establishment of the Trustees</b></p>
<p>13.</p> <p>i. The Trustees shall have a Common Seal.</p>	<p><b>Common Seal</b></p>

<p>ii. The Common Seal shall be in the custody of the Chaplain, who shall produce it when required for use by the Registered Trustees.</p> <p>iii. All documents to be executed by the Trustees shall be signed by such of them as may be designated by them to do so, and shall be sealed with the Common Seal.</p> <p>14. The Registered Trustees of the Chapel shall be responsible for</p> <ul style="list-style-type: none"> <li>i. registering the Chapel as a corporate body in accordance with the provisions of the <b>Companies and Allied Matters Decree No. 1 of 1990</b> or under any such relevant law for the time being in force;</li> <li>ii. ensuring and representing the existence in perpetuity of the Chapel;</li> <li>iii. ensuring that the Chapel, in the running of its affairs, complies with the provisions of the <b>Companies and Allied Matters Decree No. 1 of 1990</b> and any other relevant laws of the land;</li> <li>iv. instituting and responding to action on behalf of the Chapel as occasion may, from time to time, arise;</li> <li>v. executing documents relating to the movable and immovable properties of the Chapel;</li> <li>vi. accepting and holding in trust all land, chattels and other properties belonging to the Chapel; and acquiring land, chattels, and other properties on behalf of the Chapel, subject to such conditions as may be imposed by the Minister of Internal Affairs;</li> <li>vii. without prejudice to the administration of the affairs of the Chapel by the Chapel Council under Part C of this Constitution, exercising general and oversight powers in relation to all the properties held in trust by them.</li> </ul> <p>15. A person shall not be qualified to be appointed as a Trustee of the Chapel if the person</p> <ul style="list-style-type: none"> <li>i. is under (forty) 40 years of age, or</li> <li>ii. is a person of unsound mind, or</li> <li>iii. is an undischarged bankrupt, or</li> <li>iv. has been convicted of an offence involving fraud; or dishonesty by a court of competent jurisdiction, or</li> <li>v. is not a Christian of good standing, or</li> <li>vi. is not registered in the Chapel Roll.</li> </ul> <p>16. Each of the Trustees shall hold office for a period of five years, provided that a Trustee shall cease to hold office if</p> <ul style="list-style-type: none"> <li>i. he resigns his office as Trustee, or</li> <li>ii. he is recommended for removal from office by the majority vote of members present at a Congregational Meeting, following a recommendation of the Chapel Council, or</li> <li>iii. he ceases to reside in Ile-Ife, Nigeria, for more than 2 years, or</li> </ul>	<p><b>Functions of the Trustees</b></p> <p><b>Qualification of Trustees</b></p> <p><b>Tenure of Office of Trustees</b></p>
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<p>iv. for any of the grounds stated under paragraphs (a) – (e) of Section 15 above.</p> <p>17. Upon a vacancy occurring in the number of the Registered Trustees of the Chapel, another eligible person shall be appointed as Trustees at a Congregational Meeting not earlier than three (3) months after the occurrence of the vacancy and not less than six (6) months to the expiration of the term.</p>	<p><b>Vacancy on Board of Trustees</b></p>
<p><b>PART D – THE CHAPEL COUNCIL</b></p>	
<p>18. There shall be a Governing Body of the Chapel to be known as All Souls’ Chapel Council, hereinafter referred to as “the Chapel Council”.</p>	<p><b>Establishment of the Chapel Council</b></p>
<p>19.</p> <p>i. Membership of the Chapel Council shall consist of:</p> <p><b>(a) Chapel Officers:</b></p> <ol style="list-style-type: none"> <li>1. Chairperson</li> <li>2. Deputy Chairperson</li> <li>3. Secretary</li> <li>4. Assistant Secretary</li> <li>5. Chapel Treasurer</li> <li>6. Treasurer, Chapel Building and Maintenance Committee</li> <li>7. Financial Secretary</li> <li>8. Auditor</li> </ol> <p><b>(b) Appointees of the Council:</b></p> <ol style="list-style-type: none"> <li>9. Chaplain</li> <li>10. Assistant Chaplain</li> <li>11. Music Director/Organist</li> <li>12. Legal Adviser</li> </ol> <p><b>(c) Chairpersons of the Chapel Committee (by office):</b></p> <ol style="list-style-type: none"> <li>13. Chairperson, Finance and General Purposes Committee (Chairperson of Council)</li> <li>14. Chairperson, Chapel Building and Maintenance Committee (Deputy Chairperson of Council)</li> <li>15. Chairman, Chapel Services Committee (Chaplain)</li> </ol> <p><b>(d) Chairpersons of Chapel Committee (appointed by Council on recommendation of the Committees)</b></p> <ol style="list-style-type: none"> <li>16. Chairperson, Evangelism and Counselling Committee</li> <li>17. Chairperson, Welfare Committee</li> <li>18. Chairperson, Choir Affairs Committee</li> <li>19. Chairperson, Sunday School Committee</li> </ol>	<p><b>Membership of the Chapel Council</b></p>

- 20. Chairperson, Harvest Committee
- 21. Chairperson, Bible Study Committee
- 22. Chairperson, Prayer Committee

**(e) Heads of Service Units/Bodies:**

- 23. Sunday School Superintendent
- 24. Chief Usher
- 25. Coordinator, Guild of Chapel Keepers
- 26. Chairperson, Lay Readers' Fellowship
- 27. Chairman, Fellowship of Ministers

**(f) Presidents or representatives of the following Fellowships for the time being registered in the Chapel:**

- 28. All Souls' Evangelical Fellowship (ASEF)
- 29. Chapel Youth Fellowship (CYF)
- 30. Good News Fellowship (NGF)
- 31. Men's Christian Fellowship (MCF)
- 32. Nigerian Christian Graduate Fellowship (NCGF)
- 33. Torch Bearers' Fellowship
- 34. Women's Christian Fellowship (WCF)

**(g) Representative of Board of Trustees**

- 35. Chairperson or representative of Board of Trustees.

- ii. Without prejudice to the specificity of sub-section (1) of this Section, the Chapel Council shall accept into its membership such new Officers, Council Appointees, Heads of such new Chapel Committees, Service Units/Bodies and Presidents of such new Fellowships as the Chapel Congregational Meeting may, from time to time, approve.
- iii. **QUORUM:** One third (1/3) of the membership including at least three of the Officers and/or Appointees of Council.

20.

- i. The following officers of Council shall be elected by Congregation, from among nominees screened and presented to Congregation by Council, after an initial nomination of candidates by the Congregation itself, to serve for a period of two years and shall be eligible for re-election for another term of two years only:
  - Chairperson
  - Deputy Chairperson
  - Secretary
  - Assistant Secretary
  - Chapel Treasurer
  - Treasurer, Chapel Building and Maintenance Committee
  - Financial Secretary

**Election of Chapel Officer**

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ Auditor</li> </ul> </li> <li>ii. The following shall be appointed by the Council to serve for three years, renewable only once: <ul style="list-style-type: none"> <li>▪ Chaplain</li> <li>▪ Assistant Chaplain</li> </ul> </li> <li>iii. the following shall be appointed by the Council to serve for three years, subject to renewal: <ul style="list-style-type: none"> <li>• Legal Adviser</li> <li>• Music Director/Organist</li> </ul> </li> <li>iv. Upon the dissolution of the body of Chapel Officers, at the Congregational Meeting scheduled for election of new Officers, the Chaplain, the Assistant Chaplain or in the absence of the two, any other person selected shall serve as <b><i>“Electoral Officer”</i></b> and shall formally assume responsibility for the conduct of the election as set out in sub-sections (1) of this Section.</li> </ul> <p>21. <b>The Chairpersons of the Chapel Committees</b> listed in Section 19(1) (d) shall be appointed by the Chapel Council at its first meeting on the recommendation of their various Committees.</p> <p>22. <b>The Heads of Service Units/Bodies</b> listed in Section 19(1)(c), shall each, within two weeks into the new Council year; forward to the Council Secretary, the name of the President or his representative to serve on the Council, and such person shall be admitted into the membership of the Council.</p> <p>23. Each Fellowship for the time being approved by the Congregation, as listed as Section 19(1)(f), shall, within two weeks into the new Council year, forward to the Council Secretary, the name of the President or his representative to serve on the Council, and such person shall be admitted into the membership of the Council.</p> <p>24. Where any vacancy occurs in the Chapel Council among the Chapel Officers as provided for under section 19(1)(a) of this Constitution or the holder of an office relinquishes his post or is removed from office before the expiration of his term of office, a bye-election shall be called and the vacant post shall be filled at a meeting of Congregation. Provided that the period served by the new officer shall not count in the computation of the term of office of that new officer for the purpose of subsection (1) of section 20 above.</p> <p>25. (1) The office of a Chapel Officer shall become vacant if he resigns his office by a letter addressed by him to the Chapel Council  (2) Without prejudice to subsection (1) of this Section, if an Officer withdraws his membership openly or fails to attend Chapel Services for upwards of four months without justifiable reasons, he shall be</p>	<p><b>Appointment of Chairpersons of Chapel Committee</b></p> <p><b>Appointment of Heads of Service Units/Bodies</b></p> <p><b>Admission of President of Fellowships</b></p> <p><b>Bye-Election</b></p> <p><b>Resignation from Office</b></p>
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<ul style="list-style-type: none"> <li>(b) giving general leadership in the running of the affairs of the Chapel;</li> <li>(c) liaising with the Chapel, the University, and outside bodies;</li> <li>(d) presenting an Annual report of the state of affairs in the Chapel and budgets of different units to the Annual Congregational Meeting; and</li> <li>(e) performing other functions as may, from time to time, be referred to him by the Chapel Council or the Congregation.</li> </ul>	
<p>(2) <b><u>The Deputy Chairperson</u></b> shall</p> <ul style="list-style-type: none"> <li>(a) assist the Chairperson in the performance of his functions in his capacity as Chairperson and shall act for him in his absence;</li> <li>(b) be Chairperson, Chapel Building and Maintenance Committee; and</li> <li>(c) perform such other functions referred by the Chairperson.</li> </ul>	<b>Deputy Chairperson</b>
<p>(3) <b><u>The Secretary</u></b> shall, in consultation with the Chairperson and the Chaplain, be responsible for</p> <ul style="list-style-type: none"> <li>(a) summoning the meetings of the Congregation and of the Council and the Annual Congregational Meeting and acting as Secretary to the meetings;</li> <li>(b) making necessary announcements and notices at Chapel services; and</li> <li>(c) performing other functions as may, from time to time, be referred to him by the Chapel Council and the Congregation.</li> </ul>	<b>Secretary</b>
<p>(4) <b><u>The Assistant Secretary</u></b> shall assist the Secretary in the performance of his duties as Secretary to the Council and Congregation and act for the Secretary in his absence.</p>	<b>Assistant Secretary</b>
<p>(5) <b><u>The Chapel Treasurer</u></b> shall be responsible for</p> <ul style="list-style-type: none"> <li>(a) keeping the Chapel main accounts;</li> <li>(b) depositing money into the Banks nominated by the Council, and issuing cheques for the Chapel expenses;</li> <li>(c) making all Chapel main accounts available to the auditor quarterly and on demand;</li> <li>(d) presenting an Audited Congregational Meeting; and</li> <li>(e) performing such other functions, as may, from time to time, be referred to him by the Chapel Council.</li> </ul>	<b>Chapel Treasurer</b>
<p>(6) <b><u>The CBMC Treasurer</u></b> shall be responsible for</p> <ul style="list-style-type: none"> <li>(a) keeping the CBMC accounts;</li> <li>(b) depositing money into the Bank nominated by the Council, and issuing cheques for the CBMC expenses;</li> <li>(c) making CBMC accounts available to the Auditor quarterly</li> <li>(d) presenting an Audited Statement of Account of the CBMC to the Annual Congregational Meeting; and</li> </ul>	<b>Treasurer, CBMC</b>

<p>(e) performing such other functions, as may, from time to time, be referred to him by the Chapel Council.</p>	
<p>(7) <b><u>The Financial Secretary</u></b> shall be responsible for</p> <p>(a) taking care of all offerings from Chapel Services and making sure that the same are accounted and handed over within 24 hours or as soon as practicable thereafter to the two Treasurers as appropriate for lodgment;</p> <p>(b) keeping a Record Book where all collections and money handed over to the Chapel and CBMC Treasurers are recorded;</p> <p>(c) making all financial account of both the Chapel Main and CBMC available to the Auditor and the F&amp;GPC quarterly and on demand; and</p> <p>(d) performing such other functions as may, from time to time, be referred to him by the Chapel Council.</p>	<p><b>Financial Secretary</b></p>
<p>(8) <b><u>The Auditor</u></b> shall be responsible for</p> <p>(a) auditing the Chapel Accounts as supplied to him by the Chapel Treasurer, Chapel Building and Maintenance Committee's Treasurer, the Financial Secretary, and the Banks at which the Chapel maintains accounts;</p> <p>(b) presenting a Report to the Annual Congregational Meeting; and</p> <p>(c) performing other relevant duties referred to him, from time to time, by the Chapel Council.</p>	<p><b>Auditor</b></p>
<p>(9) <b><u>The Legal Adviser</u></b> shall</p> <p>(a) advise all the organs of Chapel – Congregation, Board of Trustees, Council and the Chaplaincy – on all legal matters;</p> <p>(b) scrutinize and advise the Chapel Council on all agreements and contracts to be entered into by the Chapel; and</p> <p>(c) perform such other legal functions as may, from time to time, be referred to him by the Chapel Council or as directed by the Congregation.</p>	<p><b>Legal Adviser</b></p>
<p>(10) <b><u>The Music Director/Organist</u></b> shall be responsible for</p> <p>(a) organizing and maintaining a strong Choir made up of members of the Chapel Congregation;</p> <p>(b) taking active part in Divine worships in the Chapel;</p> <p>(c) taking care of all equipment and properties used by the Choir;</p> <p>(d) liaising with the Chaplain in evolving ways and means of enriching Chapel Services; and</p> <p>(e) such other matters, as may, from time to time, be referred to him by the Chapel Council.</p>	<p><b>Music Director/Organist</b></p>

<p>(11) The Music Director/Organist shall have an Assistant whose duties shall be to assist the Music Director/Organist and to stand-in for him when he is not available.</p> <p>(12) <b><u>The Head/Chairperson of a Service Unit/Body</u></b> shall be responsible for</p> <ul style="list-style-type: none"> <li>(a) co-ordinating the activities of the unit;</li> <li>(b) liaising with the Council on the activities of the unit;</li> <li>(c) presenting the budget of the unit to the Council for appropriation;</li> <li>(d) submitting such reports on the unit as may, from time to time, be demanded by Council; and</li> <li>(e) performing such other functions as the Council or Congregation may, from time to time, require.</li> </ul>	<p><b>Assistant Director/Organist</b></p> <p><b>Heads of Service Units/Bodies</b></p>
<p><b>PART E – THE CHAPLAINCY</b></p> <p>32. (1) A Chaplaincy comprising all paid staff of the Chapel shall be established for the Chapel.</p> <p>(2) The Chaplaincy shall be the secretariat of the Chapel.</p> <p>(3) There shall be appointed into the Chaplaincy a Chaplain who shall be the head of the Chaplaincy.</p> <p>(4) There shall be appointed into the Chaplaincy an Assistant Chaplain who shall report to the Chaplain.</p> <p>(5) There shall be appointed in the Chaplaincy such other staff as the Chapel Council may, from time to time, determine; and such other staff shall report to the Chaplain.</p> <p>(6) For purposes of continuity, the Assistant Chaplain shall assume office about mi-way into the term of the Chaplain and vice-versa or at such other time as the Council may determine so however that the terms of the two do not end at the same time.</p> <p>(7) In the appointment of the Chaplain and the Assistance Chaplain, due care shall be taken to ensure that the two are not from the same denomination.</p> <p>33. (1) The Chaplain of the Chapel, who shall be a trained and ordained Protestant Minister of Christian Religion, shall be appointed by the Council, in consultation with the Fellowship of Ministers, in accordance with Appendix B. (4).</p> <p>(2) The Chapel Council shall, twelve months before the expiration of the term of an incumbent Chaplain, set in motion the machinery for appointing a new Chaplain, and conclude the processes of appointment within six months.</p> <p>(3) The Terms and Conditions of the appointment of a Chaplain shall be such as the Council shall, from time to time, determine.</p> <p>(4) A new Chaplain shall hold office for a period of three years and shall be eligible for a renewal of appointment for a further term of three years only.</p> <p>(5) A Chaplain, upon appointment, shall be inducted into the Chapel in accordance with the procedure set out in Appendix C to this Constitution.</p>	<p><b>Establishment of the Chaplaincy</b></p> <p><b>Appointment of the Chaplain</b></p>



(6) An incumbent Chaplain desiring a renewal of appointment shall, twelve months before expiration of his tenure, submit to the Chairperson of Council an application, upon which the Council shall pronounce within six months.

**34. The Chaplain shall**

- (a) provide spiritual leadership in the total life of the Chapel;
- (b) be responsible for the day-to-day administration of the Secretariat/Chaplaincy;
- (c) oversee the maintenance of the Chapel premises;
- (d) schedule the use of the Chapel arrangements concerning services and meetings conducted in the Chapel by Christian Societies and Groups;
- (e) organize prayer and Bible Study meetings;
- (f) liaise with the Chapel, the University and various Denominational Authorities;
- (g) ensure training for the Ushers, Candidates for Baptism and Confirmation, Bible Study Leaders, Lay Readers and other workers or members of the Chapel etc;
- (h) offer pastoral care to members of the Chapel through counselling, visitation, administration of sacraments and other Christian ministrations e.g. naming, birthday, wedding or funeral services and ceremonies, dedication of movable and immovable properties etc;
- (i) maintain proper records of all Chapel assets and ensure their safe keeping;
- (j) control and review other staff of the Chaplaincy and present reports on them to the Chapel Council;
- (k) present, through the Chapel Council to the Congregation at an Annual Congregation Meeting, reports, budget, recommendation and other information concerning the Chaplaincy; and
- (l) perform such other functions as may be directed from time to time by the Chapel Council or Congregation

**35. The Assistant Chaplain shall**

- (a) be appointed on a Full-Time basis in consultation with the Fellowship of Ministers (FM) and following the same procedures as applicable to the appointment of the Chaplain;
- (b) be subject to such Terms and Conditions as may be determined by the Council;
- (c) be a member of the Chapel Council;
- (d) perform such functions as may be delegated to him, from time to time, by the Chaplain or Council; and
- (e) in the absence of the Chaplain, perform all the functions of the Chaplain.

**PART F – Miscellaneous**

36. The Chapel may, through its Trustees in accordance with Section 14 of this Constitution, accept gifts of landed property, buildings, money, books, teaching equipment, music equipment or other property upon

**Duties of the Chaplain**

**The Assistant Chaplain**

**Power to Accept Gifts, etc.**



<p>The Chapel Liturgical/Christian year shall begin on 1<sup>st</sup> October and terminate on 30<sup>th</sup> September of the succeeding year, comprising the following three Terms:</p> <ul style="list-style-type: none"> <li>(i) Christmas Term: 1<sup>st</sup> October to 31<sup>st</sup> January.</li> <li>(ii) Easter Term: 1<sup>st</sup> February to 31<sup>st</sup> May.</li> <li>(iii) Trinity Term: 1<sup>st</sup> June to 30<sup>th</sup> September</li> </ul> <p>(b) <b><u>The Chapel Financial Year:</u></b></p>	
<p>The Chapel Financial Year shall begin on 1<sup>st</sup> January and end on December 31<sup>st</sup> of each year.</p>	
<p>39. (1) This Constitution may be amended by two-thirds majority of members of the Congregation at an Annual Congregational meeting or at an Extra-Ordinary Congregational Meeting called for that purpose. Provided that not less than seventy-five members of the Congregation are present at such meeting.</p> <p>(2) Notice of the proposed amendment must be given at least three Sundays before the meeting and signed by the chairman of Council or at least fifty (50) members of the Congregation.</p>	<b>Amendment</b>
<p>40. This Constitution may be cited as the <b>Constitution of All Souls' Chapel</b>, Obafemi Awolowo University, Ile-Ife, 2010.</p>	<b>Citation</b>
<p>41. The provisions of this Constitution shall come into force on the Sunday, the 18<sup>th</sup> day of July, 2010, being the date of ratification by the Congregation.</p>	<b>Commencement</b>
<p>42. The provisions of this Constitution shall be interpreted in the ordinary grammatical use of the language in which it was written except otherwise declared by the Congregation or a competent court of law.</p>	<b>Interpretation</b>

## APPENDIX A – (Section 28)

### MEMBERSHIP AND TERMS OF REFERENCE OF COMMITTEES OF CHAPEL COUNCIL

#### 1. FINANCE AND GENERAL PURPOSES COMMITTEE

##### I. Membership

1. Chairperson, (Chairperson of Chapel Council)
2. Deputy Chairperson, Chapel Council
3. Chaplain
4. Assistant Chaplain
5. Secretary – (Chapel Council)
6. Assistant Secretary
7. Chapel Treasurer
8. Financial Secretary
9. Auditor
10. The Treasurer, CBMC
11. Legal Adviser

**QUORUM:** Chairperson/Deputy Chairperson, Chaplain, Secretary plus THREE other members.

##### II. Terms of Reference

1. The Financial and General Purpose Committee shall act on behalf of the Chapel Council:
  - (a) in respect of matters which are not specifically delegated to other Committees; and
  - (b) on such other matters as are referred to it by the Chapel Council.
2. Other functions of the Finance and General Purposes Committee shall include the following:
  - (a) directing the form in which the Annual Estimates of Income and Expenditure shall be prepared;
  - (b) causing proper accounts to be kept and to direct deposits and investments of moneys belonging and appertaining to the Chapel;
  - (c) considering the Annual Estimates of Income and Expenditure (submitted by the Treasurer for the succeeding Chapel year in time for comments and recommendations to be made to the Chapel Council);
  - (d) authorizing Supplementary Estimates of Income or Expenditure, subject to subsequent approval of the Council;
  - (e) approving rules and procedures for the control of expenditure and administration of other financial matters; and
  - (f) exercising other functions that the Chapel Council may confer on it, from time to time.

## **2. CHAPEL BUILDING AND MAINTENANCE COMMITTEE**

### **I. Membership**

1. Chairperson – (The Deputy Chairperson, Chapel Council)
2. Chaplain
3. Secretary, Chapel Building and Maintenance Committee
4. Treasurer, Chapel Building and Maintenance Committee
5. Three persons from the relevant Professions (EDM/Engineering/Law)
6. Superintendent, Sunday School Committee
7. Chief Usher
8. One representative of each of the Chapel Fellowships
9. Representative of Fellowship of Ministers
10. Representative of Guild of Chapel Keepers
11. One representative of Lay Readers' Fellowship

**Secretary:** The Committee shall elect a Secretary from its membership or from its Congregation

**QUORUM:** One third (1/3) of the membership, including 1-3

### **II. Terms of Reference:**

The Chapel Building and Maintenance Committee shall, operate on behalf of the Chapel Council to

- (a) provide acceptable architectural and other drawings of the Chapel Buildings;
- (b) supervise all site development of the land allocated by the University to the All Souls' Chapel;
- (c) maintain the Chapel buildings and facilities;
- (d) solicit for funds from all acceptable sources for the continued prosecution of the Chapel building projects, subject to Section 36 of this Constitution
- (e) liaise with the university and the Chapel Council on all matters connected with the Chapel buildings;
- (f) maintain all landed properties belonging to or occupied by the Chapel;
- (g) execute all Chapel building projects; and
- (h) perform such other functions as may be referred to it from time by the Chapel Council.

## **3. CHAPEL SERVICES COMMITTEE**

### **I. Membership**

1. Chairman – (Chaplain)
2. Chairman or representative, Fellowship of Ministers
3. Music Director/Organist
4. Chairperson Lay Readers Fellowship
5. Chief Usher (Secretary)
6. Sunday School Superintendent
7. A representative from each of the denominations represented/worshipping in the Chapel
8. A representative from each of the Fellowship in the Chapel\

9. A representative of Lay Readers' Fellowship

**Secretary:** Chief Usher

**QUORUM:** Five members including the Chairperson and the Secretary

**II. Terms of Reference:**

The committee shall work with the Chaplaincy in

- (a) matters concerning Chapel Services;
- (b) continually evolving ways and means of enriching, streamlining or otherwise regulating Chapel Services;
- (c) scheduling the use of the Chapel premises;
- (d) authorizing services and meetings conducted in the Chapel, and
- (e) performing such other functions as may, from time to time, be referred to it by the Congregation or the Council.

**4. EVANGELISM AND COUNSELLING COMMITTEE**

**I. Membership**

1. Chairperson – (to be appointed by the Chapel Council on the recommendation of the Committee)
2. Chaplain
3. A representative of the Fellowship of Ministers
4. One representative each of the Chapel Fellowships
5. Chief Usher or his representative
6. Six student members of the Chapel (three males, three females)
7. A representative of the Choir
8. A representative of the Lay Readers' Fellowship

**Secretary:** The Committee shall elect a Secretary from its membership

**QUORUM:** One third (1/3) of the membership

**II. Terms of Reference:**

- (1) The functions of the on Evangelism and Counselling Committee, acting on behalf of the Chapel Council, shall include the following
  - (a) Mobilizing the Church for the fulfilment of the Great Commission;
  - (b) Organizing Evangelistic Campaigns as approved by the Council;
  - (c) Organizing a team, which shall be responsible for guiding and counselling members of the University Community;
  - (d) Seeking ways and means of spreading the Gospel of Jesus Christ throughout the University Campus in order to expose all who are outside the fold of Christ to His saving grace;
  - (e) Providing counselling services to members of Congregation;
  - (f) Promoting individual and group witnessing with a view to bringing backsliders back to the Church of Christ;

- (g) Working with other relevant bodies within and outside the campus (e.g. The University Joint Christian Mission (UJCM); and
  - (h) Performing such other functions as may, from time to time, be referred to the Committee by the Chapel Council.
- (2) The activities of the Committee shall be overseen by the Chaplain.

## **5. WELFARE COMMITTEE**

### **I. Membership**

- (1) Chairperson (to be appointed by the Chapel Council on the recommendation of the Committee)
- (2) Chaplain
- (3) Four members of the Congregation (two males, two females)
- (4) Chief Usher or his representative
- (5) One representative of Fellowship of Ministers
- (6) One representative of the Choir Affairs Committee

**Secretary:** The Committee shall elect a Secretary from its membership

**QUORUM:** One third (1/3) of the membership

### **II. Terms of Reference:**

- (1) The Welfare Committee, acting on behalf of the Chapel Council, shall, among others
  - (a) plan the Chapel's involvement at members' funerals, weddings and all other social functions;
  - (b) welcome and receive new worshippers in the Chapel;
  - (c) minister to the sick, the bereaved and distribute charity/gift to needy people, handicap and the poor;
  - (d) take charge of hospitality to guest missionaries during the Chapel's Annual Campus Mission, Crusade, Family Prayer/Deliverance Seminars, etc. and
  - (e) perform such other functions as may, from time to time, be referred to it by the Chapel Council acting on behalf of the All Souls' Chapel.

- (2) The activities of the Committee shall be overseen by the Chaplain.

## **6. CHOIR AFFAIRS COMMITTEE**

### **I. Membership**

- (1) Chairperson – (to be appointed by the Chapel Council on the recommendation from the Choir)
- (2) Chaplain
- (3) Music Director/Organist
- (4) One Instrumentalist
- (5) Choir President
- (6) Choir Secretary

- (7) One representative of the Technical Team
- (8) One representative of the Praise Team
- (9) One Patron or Matron

**Secretary:** Choir Secretary

**QUORUM:** One third (1/3) of the membership

**II. Terms of Reference:**

- (1) The Choir Affairs Committee shall, on behalf of the Chapel Council, act as follows
  - (a) assist the Chapel Choir in the performance of its primary function of leading the Congregation in singing;
  - (b) promote the spirit of team-work among the Choir, handle disciplinary issues as may, from time to time, be referred to it by the Music Director/Organist;
  - (c) liaise between the Choir and the Chapel Council;
  - (d) see to the general welfare of the Choir;
  - (e) help to maintain continuity in the life of the Choir all the year round;
  - (f) encourage and promote evangelistic outreach through music;
  - (g) work with the Chapel Service Committee in serving members of the Congregation and other users of the Chapel premises for their events; and
  - (h) carry out such other duties as may, from time to time, be referred to it by the Chapel Council.
- (2) The activities of the Committee shall be overseen by the Chapel.

**7. SUNDAY SCHOOL COMMITTEE**

**I. Membership**

- (1) Chairperson (to be appointed by the Chapel Council on the recommendation of the Committee)
- (2) Chaplain
- (3) The Sunday School Superintendent
- (4) One representative of the Fellowship of Ministers
- (5) Four representative of Sunday School Teachers (one of whom shall serve as secretary)
- (6) One Patron or Matron

**Secretary:** To be appointed among the representatives of Sunday School Teachers

**QUORUM:** One third (1/3) of the membership

**II. Terms of Reference:**

- (1) The Sunday School Committee shall, on behalf of the Chapel Council
  - (a) look into specific problems which may arise, from time to time, in the Sunday School, and work out solution(s);
  - (b) co-ordinate the activities of the Sunday School and approve the rules and regulations affecting the efficient running of the Sunday School classes;



- (c) liaise with the Sunday School Teachers and Volunteers who may be enlisted to assist during the University vacations, and any other periods;
  - (d) liaise with the Choir Affairs Committee for the purpose of training of Sunday School Choristers;
  - (e) present suggestions arising from its contacts with the Sunday School to the Chapel Council for approval; and
  - (f) perform such other functions as may, from time to time, be referred to it by the Chapel Council.
- (2) The Activities of the Committee shall be overseen by the Chaplain.

## **8. HARVEST THANKSGIVING COMMITTEE**

### **I. Membership**

- (1) Chairperson (to be appointed by the Chaplain Council on the recommendation of the Committee)
- (2) Chaplain
- (3) One representative of the Fellowship of Ministers
- (4) One representative from each of the Fellowships registered with the Chapel
- (5) One representative of the Sunday School
- (6) One representative of the Choir
- (7) One representative of the Guild of Ushers
- (8) One representative of the Guild of Chapel Keepers

**Secretary:** To be appointed among its members

**QUORUM:** One third (1/3) of the membership

### **II. Terms of Reference:**

- (1) The Harvest Thanksgiving Committee shall, on behalf of the Chapel Council
  - (a) organize the annual Harvest Thanksgiving Service;
  - (b) raise funds for the purposes of organizing the annual Harvest Thanksgiving Service; and
  - (c) perform such other functions as may be referred to it, from time to time, by the Chapel Council.
- (2) The activities of the Committee shall be overseen by the Chaplain.

## **9. BIBLE STUDY COMMITTEE**

### **I. Membership**

- (1) Chairperson (to be appointed by the Chapel Council on the recommendation of the Committee)
- (2) Chaplain
- (3) Four representatives of Bible Study Teachers (one of whom shall serve as a Secretary)

**Secretary:** The Committee shall elect a Secretary from among the representatives

**QUORUM:** Three of the membership

**II. Terms of Reference:**

- (1) The Committee shall, on behalf of the Chapel Council
  - (a) coordinate weekly Bible Study activities/meetings of the Chapel;
  - (b) ensure effective planning, progress and success of Bible Study in the Chapel;
  - (c) encourage members of the Congregation to attend Bible Study on Sunday and during the week; and
  - (d) perform such other functions as may be assigned to the committee by the Council for the promotion of the study of the Bible by the Chapel.
- (2) The activities of the Committee shall be overseen by the Chaplain.

**10. PRAYER COMMITTEE**

**I. Membership**

- (1) Chairperson (to be appointed by the Chapel Council on the recommendation of the Committee)
- (2) Chaplain
- (3) One representative of each of the Fellowships in the Chapel
- (4) One representative of each Chapel Committee, Service Unit/Body

**Secretary:** The Committee shall elect a Secretary from its membership

**QUORUM:** One third (1/3) of the membership

**II. Terms of Reference:**

- (1) The Committee shall, on behalf of the Chapel Council
  - (a) coordinate weekly and monthly prayer activities/meeting of the Chapel;
  - (b) work in company of other fellowships to ensure effective planning, progress and success of other prayer activities of the Chapel;
  - (c) encourage members of the Congregation to pray fervently at all times; and
  - (d) perform such other functions as may be assigned to the committee by the Council for the promotion of prayer life of the Chapel.
- (2) The activities of the Committee shall be overseen by the Chaplain.

## APPENDIX B – (Section 30)

### MEMBERSHIP AND OTHER DETAILS OF CHAPEL SERVICE UNITS/BODIES

#### 1) GUILD OF USHERS

##### I. Membership

- (1) Chief Usher – (to be elected among its members and presented to the Chapel Council)
- (2) Other Officers (to be elected among its members)
- (3) Membership is open to all registered and active members of the Chapel who are of good standing.

**QUORUM:** One third (1/3) of the membership

##### II. Terms of Reference:

- (a) To ensure orderliness before, during and after all services in the Chapel.
- (b) To secure Chapel properties before, during and after services.
- (c) To collect all offerings at all services and hand them over to the financial officers of the Chapel.
- (d) To work with the Chapel Services Committee in serving members of the Congregation and other users of the Chapel premises for their events.
- (e) To perform such other functions as may, from time to time, be referred to it by the Chapel Council.

#### 2) GUILD OF CHAPEL KEEPERS

##### I. Membership

- (1) Coordinator (to be elected by the Guild from its membership and presented to the Chapel Council).
- (2) Other Officers to be elected among its members
- (3) Membership is open to all registered and active members of the Chapel who are of good standing.

**QUORUM:** One third (1/3) of the membership

##### II. Terms of Reference

- (a) To make the Chapel a beautiful and comfortable sanctuary to worship God.
- (b) To decorate the Chapel monthly or at such other regular intervals as the Chapel Council may, from time to time, direct.
- (c) To specially decorate the Chapel at Christmas, New Year, Easter, Harvest, and at such other special Chapel celebrations as the Chapel Council may, from time to time, direct
- (d) To work with the Chapel Service Committee in serving members of the Congregation and other users of the Chapel premises for their events.
- (e) To carry out such other functions as the Chapel Council may, from time to time, direct.

### 3) LAY READERS' FELLOWSHIP

#### I. Membership

- (1) Chairperson (to be elected by the Fellowship from its membership and presented to the Chapel Council)
- (2) Chaplain
- (3) Other Officers to be elected among its members
- (4) Membership is open to any registered and active member of All Souls' Chapel in good standing, who may be divinely anointed to serve in this office. Such person should be statutorily admitted into office after he or she might have satisfied necessary preliminary training requirements to be conducted by the Chaplain.

**QUORUM:** One third (1/3) of the membership

#### II. Terms of Reference:

- (a) to assist the Chaplain in reading the Holy Scriptures during worship on Sundays and at occasional services, in the Chapel; and
- (b) to perform such other functions as may be referred to the fellowship, from time to time, by the Chaplain.

### 4) FELLOWSHIP OF MINISTERS

#### I. Membership

- (1) Chairperson – (to be appointed among its members and presented to the Chapel Council)
- (2) Secretary – (to be appointed among its members)
- (3) The Chaplain
- (4) Assistant Chaplain
- (5) All ordained Protestant Ministers of religion who are full members of the All Souls' Chapel and whose denominations are recognized by all the Chapel to have:
  - practice and beliefs that do not in any way contradict the tenets of the Chapel
  - national and world-wide spread, recognition and good reputation
  - a history beyond the founding leadership; and
  - reputable theological institutions for the training of their priests.

**QUORUM:** One third (1/3) of the membership

**OFFICERS:** All officers of the fellowship are to be elected by its membership.

#### II. Terms of Reference:

- (1) To assist the Chaplaincy in the following functions:
  - (a) providing spiritual leadership in the total life of the Chapel;
  - (b) offering Pastoral care to members of the Chapel through counselling, administration of the sacraments, and through other Christian services, (e.g.

- naming and wedding ceremonies, funeral services, dedication of buildings, etc.);
- (c) providing trainings for baptism, confirmation, Bible class leaders, lay readers, workers etc.; and
  - (d) liaising between denominational authorities and the Chapel;
- (2) In the event of the posts of the Chaplain and of the Assistant becoming vacant at the same time, the Fellowship of Ministers shall
- (a) assist in carrying out the spiritual responsibilities of the Chaplaincy until new incumbent are appointed; and
  - (b) collaborate with Chapel Council in the process of appointing the new Chaplain.
- (3) Specifically, the Fellowship of Ministers shall
- (a) advice the Chapel Council in the preparation of the advertisement for filling the vacancies;
  - (b) guide the Chapel Council in short-listing applicants to be interviewed; and
  - (c) serve as consultants at the interview panels;
- (4) work with the Chapel Services Committee in serving members of the Congregation and other users of the Chapel premises for their events; and
- (5) perform such other functions as may, from time to time, be referred to it by the Chapel Council.

## APPENDIX C – (Section 33)

### PROCEDURE FOR THE INDUCTION OF CHAPLAIN/ASSISTANT CHAPLAIN

**Conductor\*:** Let us thank God for the All Souls' Chapel for all who contributed to its foundation, for the regular round of praise and thanksgiving, for those who have had a particular gift for making the gospel relevant and attractive, for those who have a special way of living that draws others to Christ and for those who have given generously to support the ministry here.

*\* (The Conductor may be the FM Chairman at the induction of the Chaplain; or the Chaplain at the induction of the Assistant Chaplain or such other person as the Council may determine.)*

**Conductor:** Lord in your mercy ...

**All:** Hear our prayer.

**Conductor:** Let us give thanks for all the faithful Chaplain/Assistant Chaplains who have served this Chapel (*list*).

**Conductor:** Lord in your mercy ...

**All:** Her our prayer.

**Conductor:** Let us thank God for the guidance of the Holy Spirit in calling (*Name of the Chaplain*) to serve as the Chaplain/Assistant Chaplain in charge of All Souls'. May he and his family be filled with the warmth and the comfort of your constant love.

**Conductor:** Lord in your mercy ...

**All:** Hear our prayer.

**Conductor:** God our Father, Lord of all the world, we thank you that through your Son you have called us into the fellowship of your universal Church. Hear our prayer for all your faithful people, that each in their vacation and ministry may be an instrument of your love: and give to your servant (*Name of the Chaplain*) and all who minister in this place the needful gift of grace: through Jesus Christ your Son our Lord, who is alive and reigns with you in the unity of the Holy Spirit, One God, now and forever. Amen.

### THE PRESENTATION

#### **All Stand:**

The Chairperson Chapel Council reads the relevant provisions of the Chapel Constitution. He then stands before the **Conductor** and declares: One behalf of the Chapel Council I inform that it is our wish that (**Name of the Chaplain**) be inducted into the All Souls' Chapel as Chaplain.

**Conductor:** In the name of our Lord Jesus Christ, I warmly welcome you to the All Souls' Chapel. Do you believe that God has called you to serve in this Chapel?

**Chaplain:** I do.

**Conductor:** Are you willing to commit yourself to this new responsibility?

**Chaplain:** With the help of God, I am.

**Conductor:** *(to the members of the Congregation)* After due consultation *(name of the Chaplain)* has been chosen to be your new Chaplain. Will you care for him and support him in his ministry among you?

**All:** With the help of God, we will.

*The people sit.*

**The Conductor** (remains standing. He turns to the Congregation and says): *(Name of the Chaplain)*, your Chaplain, will look to you for support, help and encouragement for the work he is now to begin. Will you welcome him into your fellowship and do all in your power to collaborate in the ministry which you share?

**All:** With the help of God, we will.

**Chaplain:** I do so affirm and accordingly declare my belief in the faith which is revealed in the Holy Scriptures and in public prayer and in the administration of the sacraments. I will use only the forms of service which are authorized or allowed by Canon.

*A moment of silent is kept.*

**Conductor:** God our Father, you call the Church of your Son to proclaim the message of salvation to the world. We thank you that *(name of the Chaplain)* has been called to be a Chaplain in this Chapel and to serve you in this Church. Send your Holy Spirit upon him and upon all who share in this ministry, that, through all the life of your Church here, your kingdom may be advanced and your Name be glorified, through Jesus Christ our Lord. Amen.

## **THE CALL TO MINISTRY**

*The people sit.*

**Hymn:** All to Jesus I surrender.

*While the hymn is in progress, the Chairperson of Chapel Council leads the Chaplain to the Baptismal Font and says:* Baptism is a sign of new life in Christ. It is the token of our unity with all Christian people, *(Name of the Chaplain)* will you care for the Lord's household and strive to build it up? And, in the power of the Holy Spirit, will you encourage us in our mission to seek the unity of the Church for which he prayed?

**Chaplain:** With the help of God, I will.

***The Chaplain is handed a ewer of water. He pours the water into the font and says: By the waters of Baptism and through faith in Christ, we have been born again:***

***The Chairperson of Council, assisted by all officials of the Chapel, escorts Chaplain to the main door of the church and says:*** Christ came among us, not to be served but to serve. (*Name of the Chaplain*), will you do all in your power to be an example of care and concern to the whole community? Will you search for the lonely and the disadvantaged and will you work alongside other local groups and agencies so that, in the power of the Holy Spirit, Christ's compassion can be known in the world?

**Chaplain:** With the help of God, I will.

**\*\* Chairperson of Chapel Council:** I hand over the keys and the Constitution of the Chapel and other reference items to you, our Chaplain, in the Name of God the Father, the Son and the Holy Spirit. Amen.

**\*\****(Not applicable to the induction of an Assistant Chaplain where there is a Chaplain.)*

***The Chaplain opens the doors wide and says:*** Help us, Heavenly Father, to welcome friends and strangers alike, that others may see the good we do and give praise to our Father in heaven.

***The Chairperson escorts the Chaplain to the place where the children are normally seated.***

**Children Worker:** In Jesus, God came into the world as a child. He challenges us to affirm the place of children and young people in our Christian life and worship. (*Name of the Chaplain*), will you join with us to ensure children are always welcome in this Chapel and, in the power of the Holy Spirit, help us to enable them to grow in the faith of Jesus Christ?

**Chaplain:** Let the children come to God through Jesus Christ, for theirs is the Kingdom of God.

***The Chairperson escorts the Chaplain to the centre of the Chapel and says:***

God has entrusted his church with the vision of His glory in the face of Jesus Christ. (*Name of the Chaplain*), will you set time aside for prayer and reflection, will you lead us in worship and help us to pray, so that in the power of the Holy Spirit we may be changed into the Lord's likeness, from glory to glory?

**Chaplain:** With the help of God, I will.

***The Conductor escorts the Chaplain to the Pulpit.***

**Conductor:** Our Lord Jesus Christ has revealed the Father's will and fulfilled his promises. Chaplain, will you open the Scriptures to us, so that together we may discover God's purpose for this Chapel? And in the power of the Holy Spirit will you lead us in spreading the Good News of God's love in word and deed?

**Chaplain:** With the help of God, I will.



***The Chaplain is handed a Bible and he says:***

May the Lord be in our heart and on our lips, that together we may proclaim His Holy Gospel.

***The Chaplain places the Bible on the lectern.***

## **PASTORAL CARE**

***The Conductor escorts the Chaplain to a place set aside as altar.***

**Conductor:** At your ordination, you were reminded that you are called to search for God's children in the wilderness of the world's temptations and to guide them through its confusions so that they might be saved forever. (***Name of the Chaplain***), in the power of the Holy Spirit, will you bless us in the name of the Lord? Will you minister to the sick and care for the dying?

**Chaplain:** With the help of God, I will.

**Conductor:** (***The Chaplain is handed an oil stock for the anointing of the sick and says:***) May Christ bring us wholeness of body, mind and spirit, that He may deliver us from every evil and give us His peace.

## **THE HOLY COMMUNION**

***The Conductor escorts the Chaplain to a place in front of the altar table and says:***

Our Lord Jesus Christ has left us a memorial of His saving death until He comes again, and He makes Himself known in the breaking of the bread. (***Name of the Chaplain***), will you preside faithfully at the Eucharist so that in the power of the Holy Spirit, our lives may become a living sacrifice, to God's praise and glory?

**Chaplain:** With the help of God, I will.

***Bread and wine are handed to the Chaplain who says:***

Let us take bread and break it, let us take the cup and give thanks over it that together we may proclaim the Lord's death until he comes.

## **COLLABORATIVE MINISTRY**

***FM MEMBERS who serve in the Chapel stand alongside the Chaplain.***

**Conductor:** The Body of Christ is made up of many parts and many ministries, so that the Church may proclaim the Good News of salvation to all. (***Name of the Chaplain***), God has called the Fellowship of Ministers of this Chapel to serve alongside you in this place. Will you collaborate with your colleagues in the service of Christ and, in the power of the Holy Spirit, affirm, celebrate and encourage their ministries?

**Chaplain:** With the help of God, I will.

**Conductor:** Almighty God, who has given you the will to undertake all these things, give you also the strength to perform them; that he may complete the work which he has begun in you; through Jesus Christ our Lord. Amen.

## **INDUCTION PRAYERS**

Almighty God, we pray for (*Name of Chaplain*) now inducted/licensed as Chaplain in charge of All Souls' Chapel. Grant him the comfort and strength of your Holy Spirit, so that he may witness to your truth and proclaim the Gospel of reconciliation in all his ministry.

We pray for the Church of God here in the University and especially in All Souls' Chapel. Lead us into the fullness of truth and life revealed in your Son. Make us all one, that the world may believe. Inspire and lead all who govern and hold authority in the nations of the world: establish justice and peace among all people. Have compassion on all who suffer from any sickness, grief or trouble. Those disturbed by war, poverty or injustice: Deliver them from distress.

Almighty God, by grace alone you call us and accept us in your serve. Strengthen us by your Spirit, and make us worthy of your call; through Jesus Christ our Lord. Amen.

Almighty God, who for the salvation of the world gives to his people many gifts and ministries to the advancement of His glory, stir up in you the gifts of grace, sustain each one of you in your own ministry; and the blessing of God Almighty, the Father, the Son, and the Holy Spirit, be among you and remain with you always. Amen.