



Haverhill & District Churches Together

(Approved by the H&DCT Meeting on 20th October 2016)

- 1) **Basis** – Christian Churches Together in Haverhill and District unite in pilgrimage acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour in accordance with the Holy Scriptures and in the power of the Holy Spirit.
- 2) **Aims** – In obedience to God's will and in the power of the Holy Spirit we commit ourselves to the following aims:
 - a) To seek greater understanding between the churches in the town of Haverhill and the surrounding district.
 - b) To emphasise and promote our common faith while living creatively and respectfully with our differences.
 - c) To pursue ways of mission in which we all can participate.
- 3) **Mission Statement** – Haverhill & District Churches working together to express the Christian gospel in word and action.
- 4) **Membership** – Membership of H&DCT is open to all Christian Churches in Haverhill and the surrounding district which affirm the basis (1) and commit themselves to promoting the aims (2) of Haverhill & District Churches Together.

H&DCT recognises that some of the local Churches and Christian organisations are not part of H&DCT, however in the spirit of ecumenicalism, we would like to still invite them to be part of H&DCT activities and will do our best to keep them informed of those activities.
- 5) **Officers** – The Officers of H&DCT will be a Chairperson, Vice-Chairperson, Secretary and Treasurer, all to be elected at the annual meeting of the forum with the preference of alternating between Minister/Church leader & Lay-person.

The Chair will hold office for the period of two years and if for any reason the chair is unable to continue in this responsibility, then the Vice Chair would complete the term of office.
- 6) **The Forum** – The Forum shall consist of all appointed Ministers/Church Leaders and two representatives from each church.
 - a) If the representatives are unable to be present, substitutes may be sent and can vote.
 - b) Each Church having three votes, in person or by proxy.
 - c) The Forum shall meet no less than four times a year.
 - d) The 'July' meeting will be the Annual Meeting at which the 'independently examined' accounts and annual report should be presented, budget for the following year presented and officers elected.
- 7) **Finance** – Churches in full membership of H&DCT will be asked to financially contribute to its work by way of annual subscription based on the size of the average congregation and decided at the Annual meeting in agreement with the proposed budget.
- 8) **Constitution** – The constitution will be reviewed every three years. Any amendments to the constitution will require the approval of 75% of the member churches, acting on behalf of their normal governing bodies.
- 9) **Association** – Haverhill & District Churches Together is associated with Churches Together in Suffolk.

10) Elected officers and Forum members responsibilities

Office	Responsibility
Chairperson	<ul style="list-style-type: none"> • Chair H&DCT meetings • Represent H&DCT when requested • Monitor delegated tasks between meetings • Assist the Secretary in formulating agendas
Vice Chairperson	<ul style="list-style-type: none"> • To 'stand in' for the chair if needed
Secretary	<ul style="list-style-type: none"> • Formulate and distribute agendas prior to meetings • Take minutes of the meeting • Distribute minutes as soon as possible after the meeting – ideally within one week • Manage correspondence
Treasurer	<ul style="list-style-type: none"> • Keep good financial records • Present a financial report at each H&DCT meeting • Prepare an annual report for the AGM in July • Collect annual subscriptions from member churches
Church Representatives	<ul style="list-style-type: none"> • Attend H&DCT meetings (if not able to make it to forward comments where applicable) • To feed back their churches views where possible • Promote H&DCT activities in their church

(submitted to the H&DCT meeting 20th October 2016 for approval)