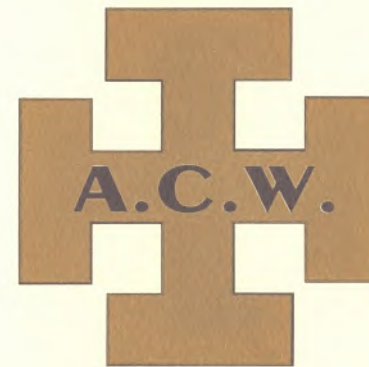


HANDBOOK  
ANGLICAN CHURCH WOMEN  
DIOCESE OF YUKON



*"Go Forward in Faith and Hope  
Looking unto Jesus"*

April 1, 1997

## INTRODUCTION

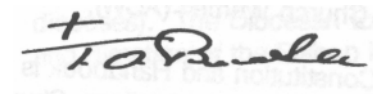
Dear Friends in Christ!

Ninety years have come and gone since the first annual meeting of the W.A. Diocesan Board. Over those many years, faithful members of the WA., and later the A.C.W., have contributed of their time and talent in numerous ways, to the life and mission of the Diocese of Yukon.

The A.C.W. has, over this duration of time, linked together people and places in our diocesan family in loving Christian service. It has provided a connectedness that continues to strengthen the life of our diocese.

My support and prayers are with all the A.C.W. members who will use this manual in on-going dedication of loving Christian service to the people and places of Yukon and beyond.

Your friend and Bishop,

A handwritten signature in black ink, appearing to read "T.O. Buckle", with a small cross symbol above the first name.

The Rt. Rev. T.O. Buckle,  
Bishop of Yukon.

## HISTORICAL NOTE

The Yukon Diocesan Board of the Women's Auxiliary was organized in March, 1904, by Charlotte Selina Bompas, wife of the First Bishop of Yukon. Mrs. Bompas selected white and gold as the Diocesan W.A. colours; white for the snow and gold for the nuggets. Bishop Bompas chose the original motto, "For who has despised the day of small things?" In 1956 a new motto was adopted, "Go forward in faith and hope, looking unto Jesus", which was more in keeping with the changing times.

The first Annual Meeting of the Diocesan Board was held in Whitehorse in September, 1905. At that time there were five branches located in Dawson, Whitehorse, Carcross, Selkirk, and Forty-Mile. The first constitution was prepared at this meeting.

The second Annual Meeting was held in Dawson in 1906. At this time Mrs. Bompas was elected Honorary President, and Mrs. Sadie Stringer, wife of the newly appointed Bishop, I.O. Stringer, succeeded to the presidency.

In 1965 the name of the Women's Auxiliary (W.A.) was changed to that of Anglican Church Women (ACW).

The present revision of the Constitution and Handbook is an attempt to bring the work of the Yukon Anglican Church Women's groups into line with conditions of the 1990's.

## CONSTITUTION **ANGLICAN CHURCH WOMEN, DIOCESE OF YUKON**

### 1. NAME:

This organization shall be called "The Anglican Church Women, Diocese of Yukon".

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### 2. PURPOSE:

To provide a diocesan organization through which church women may be united in a fellowship of worship, learning, and offering which will strengthen their devotional life and lead them into wider Christian service at parish, community, diocesan, national, and world levels.

### 3. AIMS:

(a) To draw women of the diocese into the work of the church in the diocese and throughout the world; and

(b) to be affiliated Nationally with the other Diocesan ACW Executives/ Boards.

### 4. MEMBERSHIP:

Membership is open to all Christian women of the church.

### 5. ORGANIZATION OF THE DIOCESAN A.C.W.

The organization as a whole shall work through a Diocesan A.C.W. Executive whose function shall be to promote and co-ordinate the purpose and aims of the organization within the diocese, and to promote liaison with the A.C.W. in the Ecclesiastical Province of British Columbia (6 dioceses). The Diocesan Executive shall have the guidance and direction of the Bishop in the ordering of its work.

(a) The officers who form the Diocesan Executive shall be:

- The Patron who is the Bishop of Yukon (ex officio).
- The Past President
- The President
- The Vice President
- The Recording and/ or Corresponding Secretary
- The Treasurer

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- such other officers as may, from time to time, be required.

In addition:

(a) The wife of the Bishop may be invited to serve as Honorary President.

(b) The organization shall hold a Biennial General Meeting at which the Diocesan A.C.W. Executive shall be elected, reports received, and such other business conducted as may be required. Other general meetings may be convened at other times for special purposes.

(c) The official representation at the Biennial General Meeting shall be:

- All members of the Diocesan A.C.W. Executive, or their proxy;
- The President or her proxy; and
- One elected representative from each parish.

(d) Election of Executive Committees:

(i) The Diocesan A.C.W. Executive shall appoint a Nominating Committee prior to the Biennial General Meeting. The said Nominating Committee shall make its report in a manner to be prescribed by the Executive.

(ii) Nominations from the floor shall be accepted, with the nominee's permission.

(iii) Any persons nominated for office should be in attendance, or shall previously have indicated their acceptance.

(iv) Between elections the Diocesan A.C.W. Executive shall have the power to fill an executive vacancy.

(v) It is desirable that no person hold the same office for more than four (4) consecutive years, or two terms.

(e) The Diocesan A.C.W. Executive shall meet when necessary, but not less than two (2) times per year, and shall

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carry on the leadership of the organization between biennial meetings.

(f) Finances:

(I) The A.C.W. Board shall prepare an annual budget in consultation with the Bishop as required.

(i) Accounts shall be reviewed annually by a person competent in accounting practices.

(ii) The financial year for the Diocesan A.C.W. Executive shall end on December 31st each year.

## 6. RESPONSIBILITIES OF THE DIOCESAN A.C.W. BOARD

PRESIDENT:

- Chairs regular meetings.
- Calls special meetings when needed.
- Attends the National A.C.W. Conference when possible, or arranges for an alternate.
- Sets the agenda for meetings.
- Is the link to the National level.

PAST PRESIDENT:

- Attends meetings as a voting member.
- Acts in an advisory capacity.

VICE PRESIDENT:

- Fills in when the President is absent.
- Is the alternate to the National A.C.W. Conference.
- Follows the President upon the latter's retirement from the position.

SECRETARY:

- (a) Recording Secretary:
  - Records minutes of each Diocesan Board Meeting; and circulates minutes to all Board members as soon as possible.
- (b) Corresponding Secretary:
  - Replies to correspondence as set by the Board, and maintains correspondence file.

5.

TREASURER:

- Keeps accurate books, and is responsible for such investments as are approved by the Board.
- Gives financial reports at meetings.
- Pays bills as directed by the Board.

NORTHERN REPRESENTATIVES:

- Are voting members-at-large.
- Represent Old Crow, Dawson, Mayo, Pelly, Carmacks, Ross River, Haines Junction and Faro.
  - \* If possible have one representative from the Alaska Highway, and one representative from the Klondike Highway, North of Whitehorse.
- Pass on information to the above parishes.

SOUTHERN REPRESENTATIVES:

- Are voting members-at-large.
- Represent Atlin, Carcross, Telegraph Creek, Dease Lake, Fort Nelson, Teslin, and Watson Lake.
- \*If possible have one representative from B.C.,(Alaska Hwy.)
- Pass on information to the above parishes.

TERM OF OFFICE:

- No person is to hold the same position for more than four (4) consecutive years, or two terms.

7. ORGANIZATION OF LOCAL WOMEN'S BRANCHES WITHIN A PARISH OR MISSION

- A local parish branch is the basic organizational unit with whatever offices it requires.
- Proper minute, account, and receipt books are to be used in all branches.
- Each Branch shall send to the Diocesan A.C.W. Board an annual list of its officers.
- Each local Branch shall keep an up-to-date membership list.

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- Each local Branch shall determine its own membership requirements.
- A local Branch may support parish needs and/ or special projects.
- Each local Branch shall send a copy of its Annual Financial Report to the Parish Annual General Meeting.

It is recommended that local branches end their financial year as at December 31st each year.

8. Amendments:

The Constitution may be amended at a Biennial General Meeting, or at a Special General Meeting called for the purpose. Notice of any amendment should be given through the Diocesan A.C.W. Board at least two (2) months prior to the date of the General Meeting.

**GENERAL INFORMATION FOR LOCAL BRANCHES.**

A. SUGGESTED AREAS OF INTEREST

1. Family Life:

To strengthen and assist the growth of Christian family life by encouraging families in the Christian training of children, and in the care for seniors and the handicapped, etc.

2. Worship:

To help deepen the spiritual life of women by encouraging prayer and Bible study, and by suggesting material for Quiet Days and devotional periods.

To promote a Prayer Partner Plan and other means of developing Christian fellowship and concern.

To hold an Annual/Semi Annual A.C.W. Corporate Communion on or near St. Andrew's Day, November 30th; St. Andrew is considered to be the first missionary.

### 3. Education and Mission:

To study, support and pray for World Mission (PWRDF/ Partners in Mission, etc.).

To encourage the use of such publications as Bible Study Readings, and other source material and publications of the Anglican Church.

To assist in any special mission or project which may be determined by the A.C.W. organization or by the parish rector.

### B. PROGRAM HELPS FOR BRANCH MEETINGS

At a meeting where a program has been arranged, it is advisable to keep the business portion as brief as possible and have definite length of time for the program, from a half hour to an hour.

The following resource people are available in most communities and would possibly be willing to help as guest speakers, members of a panel, discussion leaders, the rector or leaders from other churches, a teacher, a representative from the medical association, the police, security or legal profession, representative of youth organizations in the community, social services personnel, or a visitor from the Diocesan A.C.W. Executive.

Other forms of special programs might include discussion groups on a current subject, recreation activities - handicrafts, visit to some special site, a hymn-sing, film, video tapes; also slide presentations of vacations taken by members, a social evening with husbands and friends.

### C. COMMITTEES OR SUB-GROUPS

If a branch membership is small, the members may not wish to divide into committees to carry on the work of Family Life, Worship, Education and Mission. In such cases members would choose areas of work of particular concern to them and carry on this through the whole membership of the congregation, or small committees of three or five could share the work of one of these areas. In large branches the members may divide into formal

committees according to their special interest.

### D. SUGGESTED AGENDA FOR A BRANCH MEETING

#### 1. Business:

- Opening worship period (prayers, hymn, Bible reading meditation, etc.)
- Welcome any new persons present.
- Minutes of last meeting read by the Secretary, accepted by the meeting, and signed by the President.
- Business arising from the Minutes.
- Correspondence, if any, read by the Secretary. Discussion, etc., if required.
- Treasurer's Report. Motion(s) to pay any outstanding bills.
- Reports from committees or sub-groups.
- New business, e.g. plans for projects, etc.
- Plans for next meeting, e.g. date, place, devotions, refreshments.
- Adjournment and closing prayers.
- A program/ social may include guest speaker, film, etc., with refreshments to complete the evening.

## SPECIAL EVENTS/ PROGRAMS

### 1. Reception of New Members

The following form of admission may be used before or during the Devotional Opening of a meeting, or on some other appropriate occasion. At this time the membership cards and handbooks may be presented to the new members. President or other Officers may say:

"It is our wish to unite all church women in a fellowship of worship, learning and offering which will deepen and strengthen their devotional life and lead them into a fuller Christian service in the congregation, the community and the diocese, in the nation and in the world. This person (these persons) having expressed a desire to take her (their) place in this fellowship, we hereby welcome ..... as a member (as members) of the A.C.W. of this parish."

### 2. Installation of Officers

(To be held in the Church the first Sunday after the election, if possible.)

The people stand:

Priest: Praise ye the Lord.

The **People:** The Lord's Name be praised.

Together: Psalm 134 is said:

*Behold now, bless the Lord, all you servants of the Lord, \*you that stand by night in the house of the Lord.*

*Lift up your hands in the holy place and bless the Lord\*; the Lord who made heaven and earth bless you out of Zion.*

*(God our creator and redeemer, give us grateful hearts and willing hands, that we may worthily praise your name and build your kingdom among all people, to the glory of your Son our Saviour Jesus Christ.) AMEN*

(Here may follow a hymn. 'Spirit of the Living God' is suitable and may be sung kneeling, if desired.)

Priest: The purpose of the A.C.W. is to unite women in a fellowship of worship, study and offering, which will deepen and strengthen their own spiritual lives and lead them into Christian service everywhere.

You will require the daily renewal of God's grace in order to fulfil this purpose and bring His love to a world in need of Him. I charge you, therefore, to dedicate yourselves afresh to the task you have undertaken for Him.

People: O Lord, renew us in in body, mind and spirit, that our work may be to us not a burden but a delight; and give us such love for You as may encourage our obedience. Let us serve You, not in the spirit of bondage, but gladly and cheerfully setting ourselves to do Your will. AMEN

Priest: That this work may be done effectively, you have chosen officers to direct and advise you throughout the coming year. They will need our prayers, that they may have wisdom, courage, and grace to carry out their task. Therefore, let us pray:

"O God our Father, who made us in Your own image with minds to seek you, hearts to love you, and wills to serve you; increase in us that knowledge, love and obedience that we may grow daily in your likeness through Jesus Christ our Lord. AMEN.

Priest:

Q. - As elected officers of the Anglican Church Women, will you be faithful in using every means to carry out your duties?

A. - **I will, with God's help.**

Q. - Will you bear witness to the love of Christ among all whom you meet, both within the fellowship of the church and outside it?

A. - **I will, with God's help.**

Q. - Will you constantly renew this same love in your own heart through private prayer, Bible reading and public worship?

**A. - I will, with God's help.**

Priest: I do now install you ... (Christian name and surname of person) in your office as (President, Secretary, Treasurer). In the name of the Father, Son and Holy Spirit. AMEN.  
Let us pray:

"God Almighty bless you, and grant you such measure of his Grace that you may keep these promises and ever remain His faithful servants, through Jesus Christ our Lord." AMEN

All Together: The A.C.W. Prayer

Almighty God, our heavenly Father, who did send your Blessed Son into the world to become the Saviour of mankind: Grant to us a deep sense of gratitude for your grace and mercy toward us. Enable us by your Spirit to reveal your love in prayer and work and stewardship, so that your salvation may become known to all people and your name glorified throughout all the world: Through Jesus Christ our Lord.  
AMEN.

**3. SERVICE FOR THE ADMISSION OF LIFE MEMBERS:**

*Hymn - 'The Love of Christ Constraineth'*

(During the singing of the hymn, the Recipient and others sharing in the presentation, proceed to the Chance! Steps).

Officiant: In the name of the Father, and of the Son, and of the Holy Spirit. AMEN

The Lord be with you.

People: And with thy spirit.

Officiant: Let us pray. Lord have mercy upon us,

**People: Christ have mercy upon us.**

Officiant: Lord have mercy upon us

"Our Father who art in heaven, hallowed be Thy Name, Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses, as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. For thine is the kingdom, the power and the glory for ever and ever.  
AMEN.

COLLECT: Lord, we pray that your grace may always direct and follow us and make us continually to be given to all good works, through Jesus Christ our Lord.  
AMEN.

BLESSING OF THE BADGE

O God, the giver of all good gifts, and the bestower of all blessings, hear our prayer and grant us grace to bless this badge that she who wears it may be strengthened with Heavenly might, and endowed with godly virtues, so that, by the constancy of her faith, and the devotion of her life, she be an example to many in Thy Holy Church, through Jesus Christ our Lord. AMEN

All stand the person to be admitted to the Life Membership shall be addressed as follows:

.....  
Name of Recipient

as a gift from

.....

and in recognition of your devoted service to Christ for the extension of His Kingdom, we do now admit you to Life Membership of this Diocesan Board of the Anglican Church Women with full privileges and responsibilities thereof.

(The badge is pinned on by the Diocesan President or by one appointed by her; the Certificate may be presented by the President of the Parish A.C.W. Branch.)

**RECEIVE** this **badge** of Life Membership and wear it as a daily reminder of the loyal devotion with which we should serve our Master, Jesus Christ, in the extension of His Kingdom.

Let us now reaffirm our allegiance to Jesus Christ in the words of the Apostles' Creed:

*I believe In God, the Father Almighty, Creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to Judge the living and the dead. I believe In the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.* AMEN

Let us pray

MEMBERS' PRAYER:

*Almighty God, our heavenly Father, who did send your Blessed Son Into the world to become the Saviour of mankind: Grant to us a deep sense of gratitude for your grace and mercy toward us. Enable us by your Spirit to reveal your love in prayer, and work, and stewardship so that your salvation may become known to all people and your name glorified throughout all the world: Through Jesus Christ our Lord.* AMEN

*The Grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with us all evermore.*

AMEN

HYMN - if desired.

GENERAL PRAYERS & SPECIAL PRAYERS

GENERAL PRAYERS:

*Bless O Lord, we beseech you, our work and our witness to the good of your church, and the Glory of your Great Name, and give unto us, your servants, grace to know your will and strength to fulfil the same, through Jesus Christ our Lord.* AMEN

*O Christ our only Saviour, so dwell within us that we may go forth with the light of hope in our eyes, and the fire of inspiration on our lips, your work on our tongue and your love in our hearts, through Jesus Christ our Lord.* AMEN

BENEDICTIONS

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be world without end.

AMEN

The Lord preserve our going out and our coming in, from this time forth and for evermore.

AMEN

SPECIAL PRAYERS:

For Women's Work

*Give us, dear Lord, the modesty to know that the work in which we are engaged is but a part of the obedience of your whole Church. Give us faithfulness to fulfil that part by being all that we are meant to be and doing only what we are meant to do. And give us the enthusiasm to share the task with those whom you have called to serve in other ways, that together we may proclaim your great salvation; through Jesus Christ our Lord.* AMEN

Social Concerns

*O Lord our creator, by your holy prophet you taught your ancient people to seek the welfare of the cities in which they lived. We commend our neighborhood to your care, that it might be kept free from social strife and decay. Give us strength of purpose and concern for others, that we may create here a community of justice and peace where your will may be done; through your Son Jesus Christ our Lord.* AMEN

NOTE: The Collect for the week may be used, also prayers and thanksgiving from the Book of Common Prayer; as well as Prayers and Litanies from the Book of Alternative Services. Suitable devotional material may be used in place of the opening Worship suggested above.

Mission:

*O God our Father, who sent your Son to save the whole world: we pray you to bless all who work for you at home and in distant lands. Make us glad to help in this work, so that all your children everywhere may learn to know your love and to share with us the joy that comes through Jesus Christ our Saviour. AMEN*

For the Sick:

*Almighty Father, giver of life and health, look with compassion we beseech you, on the sick and suffering, especially those for whom our prayers are desired, that by your blessing upon them they may be restored, if it be your will, to health of body and mind, and give thanks to you in your holy church, through Jesus Christ. AMEN*

For the Departed:

*Remember O Lord the souls of your servants, who have gone before us with the sign of faith and are now at rest. Grant them an entrance into the land of light and joy in the fellowship of your saints, through Jesus Christ our Lord. AMEN*

For Good Use of Leisure Time:

*O God, in the course of this busy life, give us times of refreshment and peace; and grant that we may so use our leisure to rebuild our bodies and renew our minds, that our spirits may be opened to the goodness of your creation; through Jesus Christ our Lord. AMEN*

For Peace:

*O God it is your will to hold both heaven and earth in a single peace. Let the design of your great love shine on the waste of our wrath and sorrows, and give peace to your Church, peace among nations, peace in our homes, and peace in our hearts; through your Son Jesus Christ our Lord.*