

CONSTITUTION
OF
ANGLICAN CHURCH WOMEN
Diocese of Central Newfoundland



Revised November 2020

PREAMBLE

The inauguration of the Anglican Church Women (ACW) of the Diocese of Central Newfoundland took place at Grand Falls on September 18, 1969. There is a plaque commemorating that event at Holy Trinity Church, Grand Falls.

The Anglican Church Women is a fellowship of all women in the Anglican Church of Canada and all others who agree with, and support, the purpose of the association.

We are members of the National Board of ACW in Canada. This Board is made up of representatives from the four Ecclesiastical Provinces - British Columbia, Rupert's Land, Ontario, and Canada.

In the Diocese of Central Newfoundland, we are part of the Ecclesiastical Province of Canada which comprise of the Dioceses of Central Newfoundland, Western Newfoundland, Eastern Newfoundland and Labrador, Nova Scotia & P.E.I., Fredericton, Quebec, and Montreal.

The articles contained herein, and such amendments as shall be made from time to time, shall comprise the Constitution of the Anglican Church Women (ACW) in the Diocese of Central Newfoundland, and may hereinafter be referred to by the short title of the ACW Constitution.

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Introduction

Article I Name

The name of the organization shall be called “Anglican Church Women” (ACW), Diocese of Central Newfoundland.

Article II Membership

- A. All women of the Anglican Church shall be considered members of ACW.
- B. Officers of the Primary, District, and Diocesan Council shall be of communicant standing in the Anglican Church of Canada.
- C. Women of other denominations may become members of the ACW, but shall not hold an Executive position.

Article III Aims & Objectives

- A. To give the opportunity in the Diocese, through which all women may be united in worship, learning, and offering;
- B. To offer support in their interests and leadership;
- C. To be a forum and voice for women’s ministry in the Diocese;
- D. To give members a chance to share faith and fellowship; and
- E. To provide opportunity for participation of women in Parish, Diocese, and National Church programs.

Article IV Organization

The organization of the ACW in the Diocese of Central Newfoundland shall be part of the National ACW and is organized in the following way:

- A. Diocesan Council – The work of the ACW shall be under the general direction and leadership of the Diocesan Council
- B. District Branch – A regional group of Primary Branches that meet annually for fellowship and sharing.
- C. Primary Branch – The basic organizational unit of the ACW.

Article V Amendments

- A. The Constitution may be amended at an Annual General Meeting (AGM), or at a special meeting called for that purpose, by a resolution passed by two-thirds majority of eligible voting members present.
- B. Notice of any amendment must be given through the Diocesan Council at least two months prior to the date of the meeting.

Article VI Bishop & Clergy

- A. The Bishop of the Diocese shall be the Patron of the Diocesan ACW Council.
- B. The District Branches shall be under the general direction of the Regional Dean or Senior Priest; and
- C. The Primary Branches shall be under the direction of the Rector.

Article VII Meetings

- A. District Branch, Primary Branch, and Diocesan Council shall pay the Diocesan rate of travel per kilometer.
 - a. When the President and the Vice President or their representatives travel to Diocesan AGM; and
 - b. When the District Branch Presidents and the Diocesan ACW Executive attend the Diocesan Council meetings.
- B. The annual ACW Diocesan conference fee and registration fee, for the Diocesan ACW Executive, be paid from the Diocesan ACW funds.
 - a. That the District Branch ACW pay the conference fee and the registration fee for two members to attend the annual ACW Diocesan Conference.
 - b. That the Primary Branch pay the conference fee and registration fee for two members to attend the annual ACW Diocesan Conference.

Note: Monies are not to be paid for members, including Executive members, to travel to meetings of District Branch.

Diocesan Council

Article VII Purpose

- A. To promote and co-ordinate the purposes and aims, determine points of policy of the ACW within the Diocese, and maintain an affiliation with the Anglican Church of Canada and the National ACW Organization;
- B. To act as a liaison between the Diocese and the Primary Branches;
- C. To maintain contact with ACW in the Diocese of Eastern NL, and the Diocese of Western Nfld.;
- D. To communicate information to District and Primary Branches; and
- E. To organize a Diocesan AGM so that members in the Diocese can meet and discuss common issues and to share ideas in an atmosphere of community and fellowship.

Article IX Membership

- A. The Executive of the ACW Diocesan Council shall be:
 - a. The Patron – The Bishop of the Diocese
 - b. The President
 - c. The Vice President
 - d. The Secretary
 - e. The Treasurer
 - f. The past President shall be a reference person for one year after her tenure (non-voting).
- B. The Executive of Diocesan Council shall hold a minimum of three meetings per year, one of which may be the AGM.
- C. The Executive of Diocesan Council shall invite District Branch presidents to a minimum of one meeting per year for consultation.
- D. Duties of the Executive of Diocesan Council: (Appendix A)

Article X Communication

- A. A list of all who attend meetings regularly shall be kept for information.
- B. Proper minutes, financial reports, and receipt books shall be maintained and kept up to date.
- C. The Devotional booklet, being used in the regular meetings of Primary Branches, shall be reviewed, revised, and/or compiled after five years. This booklet will be completed in consultation with general membership. It shall be the responsibility of the Diocesan Council to distribute the booklet to each Primary Branch President. Primary Branch Presidents will copy the booklet for each of their members.
- D. A directory, containing a listing of all District and Primary Presidents, with contact information shall be update annually and distributed at the AGM.

Article XI Representation

- A. The official representation, with full voting privileges, at the AGM shall be:
 - a. All members of the Diocesan Council
 - b. The Presidents of the District Branches plus one other District Branch member
 - c. Two representatives of each Primary Branch – the President and the Vice President or their proxies

Article XII Elections

- A. The Diocesan Council shall be elected triennially.
 - a. No person shall hold a position of Diocesan Council for more than six consecutive years.
 - b. Members are eligible for election to a position on Diocesan Council after a least a one-year break
 - c. If the President cannot complete her three-year tenure, the Vice President will assume the role until the next triennial election. However, the Bishop may wish to appoint an interim President.
 - d. If the Vice President cannot complete her three-year tenue, the President will assume both roles until the next triennial election. However, the Bishop may wish to appoint an interim Vice President.
 - e. If the Secretary and the Treasurer cannot complete their three-year tenure, the Bishop, in consultation with the officers of the ACW Diocesan Executive, shall appoint a person to assume the position

until the next triennial election. The person appointed shall be from the eligible voting representatives of District and Primary Branches that attended the previous AGM.

- B. The Diocesan Council may appoint a Nominating Committee:
- a. Such committee must be formed not less than six months prior to the election.
 - b. Nomination papers shall be forwarded to all Primary Branches at least four months prior to the AGM.
 - c. The Nominating Committee shall make a report in a manner to be prescribed by the Diocesan Council.
 - d. Nominations from the floor of those present at the AGM are to be accepted
 - e. Under normal circumstances, nominations will not be accepted for members not present at the AGM. However, a member absent due to sickness or immediate family death shall submit in writing their willingness to offer their name for a specific position on Diocesan Council.

Article XIII Chaplain

- A. The Chaplain for the AGM shall be appointed annually by the Bishop.
- B. In consultation with the Diocesan Council, the Chaplain will prepare all devotions, the talks, and bible study reflecting the theme of the Diocesan AGM. The Chaplain and Rector of the hosting Parish will plan the opening Worship Service.
- C. The Chaplain will provide pastoral care to members attending the conference.
- D. In consultation with the Rector of the hosting Parish, the Chaplain may participate in the Sunday morning service.

Article XIV Finances

- A. The finances of the Diocesan Council are obtained by a six per cent of net income as per ACW Diocesan Assessment Form, from each Primary Branch to be submitted by the last day of March.
- B. The financial responsibilities of the Diocesan Council shall be:
 - a. A contribution to the Bishop to be distributed in consultation with the Executive of the Diocese of Central Newfoundland.
 - b. Diocesan Council travel costs and other Diocesan Council expenses.
 - c. Mission Outreach.

- d. In consultation with the District Branch Presidents, to establish guidelines annually for the amount of assessment to be paid by the Primary Branches to the District Branch.
- C. The last day of June shall be the financial year end for the Diocesan Council.
- D. Financial reports shall be reviewed annually by a qualified person at arm's length from the Diocesan ACW Executive. This person should be appointed at a meeting of the Diocesan Council.
- E. Signing authority shall be given to the President, Treasurer, and the Diocesan Executive Officer. Any two of these three signatures shall be sufficient.

District Branch

Article XV Purpose

To promote programs for education, learning and sharing of ideas, and to encourage opportunity for gatherings in order to carry out these programs.

Article XVI Membership

- A. A District Branch shall be formed from Primary Branches in a geographical region.
- B. The District Branch Executive shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- C. Duties of Executive: (Appendix A)
- D. The District Branch Executive will meet with its Primary Branch members annually for fellowship, sharing, and learning. Presentation of financial, and other reports as arranged by the District Branch Executive, will be given at this time.

Article XVII Communication

- A. A list of all who attend meetings shall be kept for information.
- B. Proper minutes, financial records shall be maintained and kept up to date.
- C. Following the election of officers, information of any or no changes should be forwarded to the Secretaries of Diocesan Council and Primary Branch.

Article XVIII Elections

- A. The Executive of District Branch shall be elected triennially:
 - a. No person shall hold a position on the Executive for more that six consecutive years.
 - b. Members are eligible for election to a position on Executive after at least a one-year break.
 - c. If the President cannot complete her three-year tenure, the Vice President will assume the role until the next triennial election. However, the Diocesan Executive, in consultation with the District Branch Executive, may wish to appoint an interim President.

- d. If the Vice President cannot complete her tenure, the President will assume both roles until the next triennial election. However, the Diocesan Executive, in consultation with the District Branch Executive, may wish to appoint an interim Vice President.
- e. If the secretary and/or the Treasurer cannot complete their tenure, the Diocesan Executive, in consultation with the District Executive, shall appoint a member to fill the position until the next triennial election.

Article X1X

Finances

- A. The financial responsibilities of the District Branch shall be met through a payment into District Branch Funds by the Primary Branches to:
 - a. Cover cost of travel for the President and Vice President or designates to the Diocesan AGM.
 - b. Every District ACW pays the conference fee and registration fee for the two members to attend the annual ACW Diocesan Conference.
 - c. Every District and Primary Branch of the ACW shall be required to pay the registration fee for Two members to attend the Annual Diocesan Conference, whether any members attend or not.
 - d. Pay for incidental expenses such as postage and stationery.
- B. District Branch Executive shall not be reimbursed for travel to the District Branch AGM.
- C. The payment amount made to the District Branch by the Primary Branches shall be reviewed annually by the Diocesan ACW Council Executive in consultation with the District Branch Presidents.
- D. Where funding is not available for District Branch Presidents to travel to the Primary Branches, the Primary Branch will be responsible for providing additional funding for that purpose.
- E. At the annual District Branch meeting, the Treasurer shall submit a reviewed financial statement. The review shall be conducted by a qualified person at arm's length. The last day of December shall be the financial year end for District Branch.
- F. No donations from District Branch ACW should be made to PWRDF, Queen's College, Foster Children, Etc. All donations should be made at the Primary Branch ACW level. (Appendix C)
- G. A motion shall be made at the annual District Branch meeting regarding the distribution of monies collected from the church service.
- H. Signing authority shall be given to the President, Treasurer, and one other officer. Any two of these signatures shall be sufficient.

Primary Branch

Article XX Purpose

A Primary Branch is the basic organizational unit of the ACW. Its purpose is to fulfil the aims and objectives of the ACW within its Congregation and Parish as set out in Article III.

Article XXI Membership

- A. All women of the Anglican Church of Canada shall be considered members of ACW.
- B. Officers of the Primary, District, and Diocesan Council shall be an Anglican of communicant standing or a member of a church in full communion with the Anglican Church of Canada.
- C. Women of other denominations may become members of the ACW but shall not hold an executive position.
- D. The Executive of the Primary Branch shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Chairperson of Department and Committees
- E. Duties of Executive: (Appendix A)
- F. Duties of Departments: (Appendix B)

Article XXII Communication

- A. A list of all who attend meetings regularly may be kept for information.
- B. Proper minutes and financial reports shall be maintained and kept up to date.
- C. After an election of officers, information of any of no changes should be forwarded to the Secretaries of Diocesan Council and District Branch.

Article XXIII Elections

- A. The Primary Branch Executive shall be elected triennially. No person shall hold a position on the Executive for more than six consecutive years.
 - a. Members are eligible for election to a position on executive after at least a one-year break.

- b. If necessary, Primary Branches can be exempt from this requirement. In the case of smaller Primary Branches, the Rector may give provisional permission for an Executive member to continue when their term of office has ended and no one has agreed to fill the position. In such instances, the Rector will contact the Diocesan Council Executive and/or the Bishop shortly after the election to receive permission for this member to remain in the office for the three-year term.
 - c. If the President cannot complete her three-year tenure, the Vice President will assume the role until the next triennial election. However, the Diocesan Executive, in consultation with the Primary Branch Executive, may wish to appoint an interim President.
 - d. If the Vice President cannot complete her three-year tenure, the President will assume both roles until the next triennial election. However, the Diocesan Executive, in consultation with the Primary Branch Executive, may wish to appoint an interim Vice President.
 - e. If the Secretary and Treasurer cannot complete their three-year tenure, the Diocesan Executive in consultation with the Primary Branch Executive, shall appoint a member to fill the position until the next triennial election.
- B. Chairs of sub-committees – Altar Guild, Church Flowers, Family Life, Worship, Education & Mission, and Social Concern – shall be elected triennially. (Appendix B, Primary Departments)
- C. The Rector will be present and conduct the election of officers. Shortly after the election the Rector will install the new Executive at a main Sunday Church service.

Article XXIV Finances

- A. The Financial Statements of Primary Branches shall be reviewed by a qualified person at arm's length. The last day of December shall be the financial year end of the Primary Branches.
- B. Following the review and no later than the last day of March, each Primary Branch shall remit six percent of their net income (as per the Diocesan ACW Assessment form) to the Diocesan Council Treasurer with a completed Assessment form and the reviewed Financial Statements.
- C. Every Primary Branch pays the conference fees and registration fee for two members to attend the annual Diocesan Conference.

- D. Every Primary Branch shall be required to pay the registration fee for two members to attend the annual Diocesan ACW Conference whether they attend or not.
- E. Financial responsibilities shall be:
 - a. To assist with Congregational and Parish needs
 - b. To contribute to the following:
 - i. PWRDF
 - ii. Queen's College
 - iii. Youth Ministry
 - iv. Diocesan, national and special appeals (registered Canadian charities) including, but not limited to the Canadian Cancer Society and Canadian Red Cross.
 - c. Primary Branches may sponsor and support foster children from a worldwide recognized and registered Canadian charity/organization.
 - d. Where a Primary Branch has collected monies for outreach (PWRDF, Queen's College) a cheque should be made to the Diocesan ACW Council. Then one cheque from the Diocesan ACW Council is sent to Synod Office or directly to PWRDF or Queen's College.
 - e. Signing Authority shall be given to the President and the Treasurer and one other officer. Any two of these three signatures shall be sufficient.

Article XXV Primary Branch Closure

- A. If for any reason a Primary Branch ceases to operate, the money on hand shall be disbursed in the following manner:
 - a. In the first instance, to the Congregational Treasurer; or in the event that the Congregation no longer exists, to the Parish Treasurer.
 - b. In both instances, the money shall be held in trust for a period of two years. After the two-year period, the funds shall then become the property of either the Congregation or the Parish.

Appendix

Appendix A Duties of the ACW Executive

President

- A. Shall be familiar with the history of the ACW.
- B. Shall have a clear understanding of the Diocesan ACW Constitution.
- C. Be kept informed by reading current Christian literature.
- D. To understand the various offices of the ACW.
- E. Shall preside at all meetings.
- F. Plan meetings that are well balanced in worship, study, work activities, and fellowship.
- G. Shall submit an Annual Report to the Diocesan AGM.
- H. Shall be the official representation of the Annual meetings.
- I. Shall be the ex-officio of all the ACW committees.

Vice President

- A. Shall be responsible for the public relations.
- B. Preside over meetings in the absence of the president.
- C. Shall be prepared to offer their name for the office of President.
- D. Fulfil other duties as requested by the President.

Secretary

- A. Shall be responsible for keeping official records and minutes of all meetings.
- B. Ensure that minutes are read and approved at all meetings.
- C. Keep an accurate and up to date list of all membership.
- D. Shall be responsible for the general correspondence.

Treasurer

- A. Shall be responsible for keeping financial records.
- B. Shall receive, record, and disburse by cheque all income as authorized.
- C. Shall provide a reviewed Financial Statement at the annual meeting.

Appendix B Primary Branch Departments

Social Concern

- A. Focus on the continuing mission to seek social justice for all.
- B. Assist and co-ordinate the effects of Primary Branches to implement a program of action in areas such as ministry to the sick.
- C. Provide programming and assistance for social issues such as drug abuse, poverty, equality for women, and sustainable development.
- D. Co-operate with the Diocesan Council and with interdenominational organizations as they work for these objectives.

Family Life

- A. Encourage the development of Christian family life through promotion of education programs.
- B. Encourage and support active participation of youth in church camps and conferences.
- C. Help develop programs that would encourage a system of family prayers.
- D. Maintain a link with families through birthday greetings.

Church Flowers

- A. May operate as a separate department or may be the responsibility of the Altar Guild.
- B. Be responsible for providing suitable and sufficient flowers for weekly services and for special occasions.

Worship, Education & Mission

- A. To nourish and nurture the spiritual life of its members.
- B. Give encouragement and suggestions in planning a Day of Reflection,
- C. Promote and extend the work of the Church and its world mission.
- D. Encourage members to communicate with and pray for their Prayer Partners.
- E. Support the participation of members in a foster children project.

Altar Guild

- A. Work with the Rector to promote the reverent care of the Sanctuary and its furnishings.

- B. Ensure that all members will have a copy of the general expectations of an Altar Guild for their Congregations.
- C. Ensure that members are educated in the proper care of the linens, vestments, and vessels.

Appendix C ACW Prayers

- A. Heavenly Father, we ask your guidance upon our efforts done in Your name. Teach us to give of ourselves so that we may glorify Jesus. Fill us with Your Spirit that we may rejoice in our calling, through Jesus Christ our Lord. **AMEN.**
- B. 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 towards 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 peoples, and Your name glorified throughout all the earth; through Jesus Christ our Lord. **AMEN.**

The following prayer “Called to Serve” was written by members attending the Diocesan ACW Conference held in Lewisporte September, 2008

- C. Good morning God! We are here to serve. We are privileged, challenged, and honored to be able to serve you in our ministry in our daily lives. Tell us what you need us to do and guide us in our actions. Empower us with your Holy Spirit to do your will and help us make a difference in the world-wide community of women.

We thank you for calling us to serve you - in the beautification of your church, in our servanthood of your calling and in our answers to you. Thank you also for the gifts we are called to offer to others in our church, the community and the world.

We are your children - **Called to Serve**. Know that we are willing to do your work in compassion, patience, humility and love.

We thank you for the privilege of serving the many branches of your Anglican Church Women (ACW) tree in the Altar Guild, Worship, Social Concern, Family Life, and visiting committees. Through these branches may we feed the roots of our church family.

Give us a kind heart to love others, hands to serve as we reach out to those in any kind of need, and feet to walk in the way you would have us go. Help us focus our thoughts, prayers and support of the world’s poor, hungry, homeless and sick.

We thank you God for the ability to serve you in our church, community and our world. May we use the skills you have given us to the fullest, so that we can promote a better living environment for women and girls.

We give you thanks and praise for giving us wisdom, knowledge and understanding to be able to serve you in our home, church and communities and beyond, as we work together as women to add our voice to others in helping to combat disease and inequality.

Thank you, Lord, for the opportunity to gather as Anglican Church Women to worship you in spirit and in truth; to serve and follow you all the days of our lives. Bless all women and girls as we struggle for equality in our lives, in Jesus' name we pray. AMEN.

National ACW Prayer

Almighty God, we pray for your blessings and grace on our work and witness as Anglican Church Women in Canada. We give you thanks and praise for giving us wisdom, knowledge, and understanding so that we may serve you in spirit and in truth. Called to be your church, may our study, learning, worship, and service be always to your glory and the building of your kingdom in our communities and throughout the world. In our ministry may we always respond to the needs of others with your love. We pray in the name of the One who redeems and loves us, your Son, Jesus our Saviour. **AMEN.**

Appendix D Installation of Officers

RECTOR: Let us join together to pledge our support to one another, as the people of the Diocese of Central Newfoundland, as leaders of the Anglican Church, as people of God who share a common commitment to ministry.

(Congregation Stands)

RECTOR: LET US AFFIRM OUR BELIEF.

ALL: **We believe that God is present and alive in our world today.**

We believe we are linked with God, as our creator and through our identity in Jesus Christ.

We believe that God's power working through us completed our development as human beings.

We recognize that each day calls us to new heights, new experiences and new revelations of God and God's purpose for us.

We are thankful that we belong to the church, the body of Christ which calls us to worship and witness.

We acknowledge that our witness with Christ in God calls us to be partners in service.

We acknowledge the many unprecedented gifts of our time which have enabled us to accomplish much for the advancement of humanity. We rely on God's power to help us to use these gifts to give new life to all our brothers and sisters.

We know that our common identity with Christ will sustain us as we continue our journey together.

(Congregation is seated)

RECTOR: READS FIRST NAMES –

As leaders of the Anglican Church Women, you are called to take up certain responsibilities in the service of God and the people of God. We ask you to give prayerful thought and attention to the goals you set, the love and harmony that exists among you and to the development of the talent of every member of the Christian community. We ask you to commit yourselves to the work of the Parish Groups.

We remind you and ourselves that good work and financial returns must never be at the expense of mutual respect and courtesy.

We remind you and ourselves that your responsibilities will be not only to accomplish projects but also to grow as individuals in the knowledge and love of God.

I ask you to commit yourselves to these responsibilities that all of us may receive strength for the tasks we are called to do.

ALL: We ask your strength, O Lord, that we may work with diligence, cheerfulness and love. Lord, help us to know the joy of serving others and that the family of God may be united in loving service. Lord, help us to give and receive love that we may be faithful in our commitment. We pledge the efforts of our hearts, our heads and our hands.

RECTOR: Lord, you have promised to all who call on you that they will receive enough strength for their needs: we ask that this Executive chosen, committed and willing, may receive daily strength for their daily needs.

ALL: AMEN

(Congregation stands)

RECTOR: The members of the Executive have made their pledge of faithful leadership. Their efforts alone can never bring about the results we seek. Only as we are joined together as a community in love and service can we achieve the goals of which we are capable. I ask you, therefore, to make an equal pledge of loyalty and support that we may be one in purpose and dedication, as we accept those whom we have chosen for leadership.

ALL: **We pledge ourselves to support them in love.**

RECTOR: Realizing that God calls all people to committed service.

ALL: **We ask your blessing, Lord, upon our work. We do not ask that you do it for us but instead, give us a constant vision and the knowledge that we are doing the work you would have us do, so that your name will be honored and you children served, through Christ our Lord. AMEN.**

RECTOR: The blessing of the God of Sarah and of Abraham, the blessing of the Son born of the woman Mart, the blessing of the Holy Spirit who watches over us as a mother over her children; be with you all.

ALL: **AMEN**

RECTOR: Go into the world in peace. Be brave. Keep hold of what is good. Never pay back wrong for wrong. Encourage the fainthearted. Support the weak and the distressed. Give due honour to everyone. Be always joyful. Pray continually. Give thanks, whatever happens, for this is what God in Christ wills for you. **AMEN.**

APPENDIX E FINANCIAL FORM - ACW ASSESSMENT

Assessments are to be sent to the ACW Diocesan Treasurer, any time **after December 31, 20__ (of that year)**. Annual meetings **do not** have to take place for the 6% assessment to be paid. Please complete two (2) copies of this form. Keep one (1) copy for your files and send one (1) along with your reviewed financial statement to the ACW Diocesan Treasurer.

Rosemary Durnford, P.O. Box 136, Hermitage, NL A0H 1S0

*** PLEASE MAKE CHEQUE PAYABLE TO **ACW DIOCESAN COUNCIL**. The Reviewed Year End Financial Statement for your branch must be sent in order to verify your assessment. ***

PLEASE PRINT THE FOLLOWING

Primary Branch Name: _____ District #: _____
 Community: _____
 Parish: _____ Rector: _____

INCOME

Fundraising Events

*i.e., Catering, Card Games, Teas, Calendars, Fall/Christmas/
 Spring Sales, Jiggs Dinners* \$ _____(A)

Other Income

*i.e., Lunch Money, Fees, HST Rebate, Flowers, Fun Nights,
 Bereaved Families* \$ _____(B)

Offerings from Other Sources

i.e., World Day of Prayer, Red Cross, Cancer Society \$ _____(C)

TOTAL INCOME FROM ALL SOURCES (GROSS)

A + B + C = D \$ _____(D)

EXPENSES

Include all expenses that your branch incurred to earn income

Fundraising – *costs associated with all events held – calendars included* \$ _____(E)

Expenses to have fun nights, lunches, flowers, etc. \$ _____(F)

Monies that were collected and passed on.

i.e., World Day of Prayer, Red Cross, Cancer Society \$ _____(G)

TOTAL EXPENSES FROM ALL SOURCES: E + F + G = H \$ _____(H)

Total Income (D) minus Total Expenses (H) equals Net Income (Line I) \$ _____(I)

6% of LINE I is to be forwarded to the Diocesan ACW Treasurer \$ _____(6%)