

**THE BROTHERHOOD OF  
ANGLICAN CHURCHMEN**

**B.A.C.**



**HANDBOOK**



**FOR CHAPTER USE  
IN THE  
DIOCESE OF HURON**





**THE BROTHERHOOD OF  
ANGLICAN CHURCHMEN**

- *WITNESS*
- *UNITE*
- *GROW*
- *LEAD*
- *EXTEND*



**IN THE  
DIOCESE OF HURON**

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# FOREWORD...



## Diocese of Huron

The Anglican Church of Canada

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Eastertide, 1988

My Brothers of the  
Brotherhood of Anglican Churchmen  
Diocese of Huron

For almost 40 years this Brotherhood of Christian Anglicans has blessed the life of this Diocese of Huron, and many of its parishes.

An active Brotherhood in any parish brings a witness, an energy, a commitment that cannot help but make that parish a more vital unit, working towards the coming of the Kingdom.

I call on all parishes to consider establishing a Brotherhood chapter, if it does not now exist. I call on all present members to give such a strong example of commitment that other parishes will feel compelled to become BAC parishes. You will do this by living up to the high principles which have always directed this movement in the Church.

May God almighty continue to bless you and to make you ever more effective.

Faithfully, your friend and Bishop,

BROTHERHOOD OF ANGLICAN CHURCHMEN  
IN THE  
DIOCESE OF HURON



**AIMS AND OBJECTS**

To build a growing Christian Community in which the men of the Diocese may receive spiritual refreshment, share Christian fellowship and concerns with one another, and be encouraged to:

- WITNESS** —show by a living example our belief in our faith;  
**UNITE** —unite Anglican Churchmen in a common effort by encouraging an appreciation of, and a loyalty toward, the whole Church;  
**GROW** —pledge ourselves to regular Church attendance and to active participation in the life and work of our Church;  
**LEAD** —aid and encourage all the youth of our Church to play their full part in the Church's life;  
**EXTEND** —render all possible assistance to Church extension, by bringing the Cross of Christ to unchurched hearts and places.

**THE BROTHERHOOD PRAYER**

Defend us, O Lord, with Thy heavenly grace, that we may continue Thine forever; and daily increase in Thy Holy Spirit, more and more, until we come into Thy everlasting kingdom. Amen.

**THE BROTHERHOOD EMBLEM**

(a challenge to men who wear it to be faithful Christians)

This emblem is the blood-red cross of St. George on a white shield. Since the time of the Crusades, St. George has been the patron Saint of Englishmen. His cross is combined with the cross of St. Andrew (patron Saint of Scotland) and that of St. Patrick (the Apostle of the Irish) to form the Union Jack.

St. George would be the first to have us see in this emblem, not so much a reminder of himself, and of any good deeds which he may have done, but rather the Cross of Him whom both we and St. George acknowledge as the Captain of our Salvation — Jesus Christ, the Son of God.

The white shield speaks of that steadfast purpose with which He went forward to His death. The blood-red cross stands for that love which led him to give His life that all men might be saved. By His death, He destroyed death. By His rising to life again, He has restored to us Everlasting Life.

## WHY...

### The Brotherhood of Anglican Churchmen

Since the earliest days of the Church, Christians have always banded together for worship, fellowship and mutual inspiration through the sharing of their faith. The men who saw the Brotherhood beginnings believed this same unity was a necessity in these times. They organized themselves in their parishes and deaneries and as a diocese. Their intention was to supplement existing men's groups, not to supplant them.

They are convinced their movement is necessary:

- Because the B.A.C. joins Churchmen together in a Community of faith and fellowship which strives to stimulate an increased awareness of God's will and purpose for us, individually and corporately;
- Because the Brotherhood steadily strengthens Christian men through spiritual unity and development to meet the challenges of the day and to combat the materialism, the indifference and the many other distractions which would blind men to the vision of His will, or otherwise deter them from working toward the accomplishment of His purpose;
- Because the B.A.C. has demonstrated in hundreds of parishes across Canada that it is an effective medium for uniting men who are willing to plan and execute programs to promote the Christian way of life.
- Because the B.A.C. brings men together in the knowledge that they possess a priceless heritage in their own branch of the Church with its unbroken succession from New Testament times in the Scriptures, the Creeds, the Sacraments, and the three-fold ministry.

### HISTORICAL SKETCH

In April, 1951, a group of representative laymen from fourteen deaneries in the Diocese of Huron gathered for a laymen's conference in Windsor, Ontario. They had gathered at the request of the Rt. Rev. G. N. Luxton who knew the time was opportune for the men of the Diocese to draw up plans for a more active diocesan laymen's organization than was then in existence, with aims and objects that would inspire them to be devoted, loyal and committed Churchmen. The committee chosen from among these men considered suggestions made from the floor for a name for this organization. From these suggestions, the name unanimously chosen by the committee and the Bishop was 'Brotherhood of Anglican Churchmen'. Col. W. Gibson White was elected the first president of the B.A.C. and under his leadership both the Aims and Objects and the Constitution were drawn up. The Brotherhood movement has grown throughout the years both within the Diocese of Huron and in many other Dioceses in Canada. The Dioceses of Niagara, Calgary, Ontario and Toronto were among the first to have chapters using the name and shield of the Brotherhood, but the movement has now become instrumental in binding men together in most parts of the nation, from Newfoundland to British Columbia.

## CHRISTIAN RESPONSIBILITY

In 1948, at Lambeth, 320 Bishops from five continents considered the problem and drew up their interpretation of a "rule" for the use of their world-wide family. This is their definition of Christian responsibility.

"All Church people should look upon their membership of Christ in the Church as the central fact of their lives. They should regard themselves as individually sharing responsibility for the corporate life and witness of the Church in the places where they live.

They should discharge their responsibility and give a distinctive witness:-

- (a) by the regularity of their attendance at public worship and especially at Holy Communion;
- (b) by the practice of private prayer, Bible reading and self-discipline;
- (c) by bringing the teaching and example of Christ into their everyday lives;
- (d) by the boldness of their spoken witness to their faith in Christ;
- (e) by personal service to Church and community;
- (f) by the offering of money, according to their means, for the support of the work of the Church, at home and overseas.

Thus there will be in every locality a living centre of Christian faith, witness and fellowship."

\* \* \* \*

In his book entitled 'Christian Living' (Seabury Press) Stephen F. Bayne, Jr., writes:

"All of our Christian living is really a personal encounter and dialog with God. Underneath the things we do and the part we play in family and community and world affairs, is our particular, individual responsible self, working out its own salvation with fear and trembling, and in the steady remembrance and love of God.

The things, the duties, are for the world of time alone. The self, the person, is for eternity. Therefore, eternity keeps breaking through into time, in all Christian living. Therefore, the values and concerns and fears of this world can never be final and determining for Christians. Even now, here in the world of time and space, we are already sharing in God's eternal life, and we are preparing ourselves for that life when it can be lived in its full richness.

This is the 'other-worldly' part of Christian living. This is why no Christian duty can ever be interpreted in terms of its results or effectiveness in this world alone. This is why the end and point of Christian living is not merely to produce a paradise on earth. This is why the kingdom is the Kingdom of God and not a utopia in this world. God has a greater purpose than simply to make this world more peaceful and more comfortable."

## ORGANIZATION — The New Chapter

The requirements of affiliation with the Brotherhood of Anglican Churchmen are simply the acceptance of the Aims and Objects and the remittance of dues. Charters are procured through Deanery channels. Existing men's groups are not required to change their name or function, but should consider aligning themselves with the full program of the B.A.C. in the light of the role of B.A.C. in the Diocese.

Men desiring to form a new chapter should contact the appropriate Deanery or Diocesan officers after having the prior concurrence of the Rector. By mutual arrangement a meeting should be arranged at which those attending should include the Rector, a PROVISIONAL COMMITTEE of interested laymen of the Parish, and representative Deanery and Diocesan officers. This meeting should concern itself entirely with the opportunities for service within the parish or community in which it is located.

The local men should be encouraged to propose any possible opportunities open to them which would be of value in religious education, missionary endeavour, both local and elsewhere, and in the realm of social service. These suggestions should be made and listed even though the proposers may not feel that it is possible to implement them. To this list should be added the suggestions of the visiting officers based on their experience elsewhere.

These listings should then be re-examined, having in mind the resources of persons and vocational experience available in the community to execute the suggestions. Items which prove to be beyond the resources of the group, or irrelevant to the situation should be deleted one by one. When this process of elimination has reduced the lists to the few that are feasible, those left become the ACTIVITIES and/or PROJECTS which can be proposed to the general membership of the future Chapter. Care should be taken to ensure that deletions are not made too quickly as some very essential opportunities may be lost through underestimating the resources available.

The PROVISIONAL COMMITTEE should then organize a FORMATION MEETING of all men of the parish and act as a temporary executive and nominating committee. At this FORMATION MEETING the following items should be recommended for consideration of the men assembled.

1. The list of ACTIVITIES and PROJECTS as recommended
2. Election of Officers; if the meeting approves
3. Nomination of officers—  
President (Vice-President if necessary)  
Secretary and Treasurer  
Five Directors
4. Affiliation with the B.A.C. or otherwise
5. A planned program such as a speaker or panel to develop ideas associated with the ACTIVITIES and PROJECTS proposed.

The newly elected officers should meet next to start planning the whole program of the Chapter and arrange installation ceremonies.

## ORGANIZATION -- The Continuing Chapter

The general framework around which the program of the Parish Chapter revolves is its elected Executive Committee: The President, and Vice-Presidents, the Secretary and the Treasurer. The definition of their duties is laid out in the Constitution of the Diocesan Council, Article 5 as found on page 22 of this Handbook. These duties are generally common at all levels of organization. Nominating committees are formed usually from among the Past-Presidents.

In addition to the elected officers, five DIRECTORS should be appointed annually to lead the program of the Chapter in the five areas of concern suggested by the Aims & Objects. These DIRECTORS could in fact be elected officers with one or two additions, each assuming this added responsibility. However, for the sake of continuity these duties should be assigned to other men wherever possible. The five DIRECTORS would each be in charge of the Chapters ACTIVITIES and PROJECTS which are suggested by each of the Aims & Objects of the Brotherhood.

These men should meet as part of the Executive Committee and hold the main responsibility for the development of the program of the Chapter. The Terms of Reference on page 8 give suggestions of some of those opportunities for service which may be taken up by the Chapter under the leadership of the DIRECTORS. The actual detail organization and execution of any one project may be delegated to some interested member or committee, as any one DIRECTOR may have several projects coming under his supervision. The co-ordination of effort is maintained through the DIRECTORS and the Chapter Officers. Reports to meetings should be given by the DIRECTOR with the specific items being spoken to by the individuals organizing them.

The pattern of DIRECTORS carried through to Deanery and Diocesan Councils provides the greatest degree of liaison, integration of effort, and promotion of training and project aids. Conferences and training sessions organized within Deanery groupings or by Diocesan-wide groups should be planned at reasonable intervals to draw the DIRECTORS together who are involved in any one Aim & Object for leadership instruction and mutual enlightenment.

The elected officers and DIRECTORS should, from time to time, re-assess their program and ACTIVITIES and PROJECTS in the same manner as though they were starting a new chapter. Deanery or other chapter officers should be invited to meet with them to discuss the full program, suggesting those PROJECTS which should be continued and those new ones which might be considered. The DIRECTORS can keep abreast of changing needs of the community in this way and plan their continuing program along interesting and useful lines.

## ORGANIZATION – The Directors' Terms of Reference

*"The problem is not to find the project; but to overcome the indifference to its need".*

The five DIRECTORS at Parish, Deanery and Diocesan Chapter levels should each assume responsibility for the Activities and Projects arising from any one of the Aims and Objects. Within these areas assigned the individual DIRECTORS should:

1. Assume leadership of the Projects proposed at the Organizational Meeting (pg. 6) or any subsequent meeting called to re-assess the program (pg. 7).
2. Liaise with the Rector or Chaplain, the Wardens and others and make suggestions to the Executive Officers of local needs which men can meet.
3. Report on progress and related problems of all projects coming under his leadership, with any assistants speaking on specific details.
4. Learn of training aids and supplies available which can be usefully employed or help to create them as opportunity affords.
5. Endeavour to meet with DIRECTORS of other Chapters for planning and integration of effort within the specific area of the Aim assumed.

### A FEW SUGGESTIONS OF PROJECTS FOR EACH DIRECTOR'S GUIDANCE:

<i>Witnessing to the Faith</i>	Visit hospitals, jails, homes for the aged. Visit prospective or new members for the Church Transport aged and infirm to Church services Perform local social service programs with competent assistance.
<i>Uniting in the Faith</i>	Assist Rector with special services as on Laymen's Sunday Encourage men to take part in functions and offices in the Church Encourage participation in deanery activity and conferences Co-operate and study with other denominational groups.
<i>Growing in the Faith</i>	Promote attendance at Corporate Communion and other services Develop panels and discussion groups to consider matters of faith. Hold Parish Life conferences, Quiet Days, etc.
<i>Leading in the Faith</i>	Promote youth programs such as Church and School Week. Organize Servers' Guilds, Boys Choirs, Scouts, Sports, etc. Recruit and assist young men to train for the Ministry. Support summer camps — pay fees for needy children.
<i>Extending the Faith</i>	Aid new congregations and Chapters of the Brotherhood. Help and encourage immigrants to the local area. Promote the missionary life of the Church. Endeavour to bring back the many lapsed members of the Church.

### TYPES OF ACTIVITY MOST COMMONLY USED:

- Corporate Communion with breakfast meeting following.
- Periodic evening meetings for devotion, business and training.
- Banquets with speaker for members and other men and boys.
- Picnics, Coffee Hours, Social Gatherings; all open to guests.

## ORGANIZATION — The Various Chapters' Chart

### 1. *The Parish Chapter*

Enlists all concerned men of the parish in interpreting the Aims and Objects through WITNESSING, UNITING, GROWING, LEADING, EXTENDING.

(a) The Executive Committee — meets at the call of the President and consists of the following elected members: President, Vice-President(s), Secretary, Treasurer. The immediate Past President is automatically a member of the Executive as should be the Rector, as Chaplain.

Five Directors should be appointed or elected either to form a Parish Council with the Executive Committee, or to be a part of the Executive Committee.

(b) Chapter Activities — Communions and breakfasts, dinners, evening meetings, etc.

(c) Chapter Projects — Visitations, social service works, youth work, training and educational programs, etc.

### 2. *The Deanery Chapter*

Consists of all members of Chapters in the Deanery, along with interested men from points in the Deanery where Chapters do not exist. Usually, two or three representatives are appointed by each Chapter for special attendance and reporting and as representatives on Deanery Council. Receives reports and enacts legislation as it affects the Deanery area. Should meet monthly, quarterly, or at least once each year.

(a) The Executive Committee — meets at the call of the President and consists of the elected officers, the immediate Past-President, the Chaplain (possibly the Regional Dean), and, if desired, the person elected to represent the Deanery (with the Deanery President) on the Diocesan Executive Council.

(b) The Deanery Council — meets at the call of the President and consists of the Executive Committee, Parish Chapter Presidents, and Parish Representatives (one elected by each Chapter). Parish Representatives may be co-opted by Council from parishes where Chapters do not exist or from parishes where Chapters have not elected representatives.

(c) Activities — Regular Chapter meetings, rallies, retreats, dinners, Church services, mini-Conferences, quiet days, etc.

(d) Projects — Visitations, Bursaries, Chapter assistance, etc.

### 3. *The Diocesan Chapter*

Consists of all members of all Chapters in the Diocese, hears reports, and enacts legislation for general participation by the Brotherhood.

(a) Diocesan Executive Committee — meets at the call of the President, with membership ordered by the Constitution and By-Laws.

(b) Diocesan Executive Council — meets quarterly or as required to implement work of the Diocesan Conference and recommend legislation to the next Conference. Membership ordered by the Constitution and By-Laws.

(c) Activities — Annual Conference, training conferences, etc.

(d) Projects — Chapter affairs, publicity, records, youth work, liaison with other Dioceses, handbook, book of remembrance, history, Laymen's Sunday, etc.

Notices of Chapter meetings should be given at the close of business. Follow-up notices should be given by mail or telephone with reasonable time allowance.

## THE AGENDA — An Example to Follow

Unless the B.A.C. meeting is held in conjunction with a Church service it is suggested that parts of, or all of the short services indicated below be used. In planning and preparation, special care should be taken so that they will be conducted reverently, and related to the character of the meeting. Members should be encouraged to participate by dividing parts of the services among them.

### OPENING SERVICE

All standing, the Officiant will say

- V. O Lord open Thou our lips
- A. And our mouth shall show forth Thy praise
- V. O God make speed to save us
- A. O Lord make haste to help us.
- V. Glory be to the Father, and to the Son, and to the Holy Ghost:
- A. As it was in the beginning, is now, and ever shall be, world without end. Amen.

Then a psalm shall be said responsively.

Then shall the lesson be read.

Then shall all join in reciting the Apostles' creed.

Then shall the officiant say: Let us pray

- V. Lord have mercy upon us
- A. Christ have mercy upon us
- V. Lord have mercy upon us.

THE LORD'S PRAYER and other suitable prayers may be used.

### BUSINESS SESSION

1. Roll call and introduction of new members and guests
2. Reading and adoption of minutes of the previous meeting
3. Business arising from the minutes (unless to follow in reports)
4. Correspondence and regrets of absence
5. Reports of Officers: President, Secretary, Treasurer
6. Reports of Directors: Witnessing, Uniting, Growing, Leading, Extending.
7. New Business
8. Date and Purpose of next meeting
9. The planned program.

### CLOSING SERVICE

The Brotherhood Hymn— "Rise up, O men of God"

The Brotherhood Prayer—Defend us O Lord with Thy Heavenly Grace, that we may continue Thine forever and daily increase in Thy Holy Spirit more and more, until we come into Thy everlasting Kingdom. Amen.

The Evening Collect— Lighten our darkness we beseech Thee O Lord; and by Thy great mercy defend us from all perils and dangers of this night; for the love of Thy only Son, our Saviour Jesus Christ. Amen.

The Benediction — if a cleric is present.

## RULES OF PROCEDURE

Rules of Procedure are those laws of order by which discussion is regulated at meetings. Collectively they are known as Parliamentary Procedure.

*The Chairman* is the leader of the discussion and is to preserve order and regulate procedures, and have matters introduced for consideration. He is normally President of the group or Chapter. He should refrain from speaking himself for or against motions as much as possible. The Chairman does not vote unless the vote has resulted in a tie, in which case he has the privilege of deciding the issue.

A *Motion* must be made, seconded, and discussed and voted upon to ensure proper consideration and recording of business and other matters. Any member may introduce his ideas to the meeting by saying "I move that such and such be done". Another member must then say, "I second the motion", to indicate that at least one other is interested in discussing the matter. The Secretary then records the motion and the names of the mover and seconder.

It is a good practice to have the exact wording of the motion written out in full to hand to the Secretary, and it should be kept as short and simple as possible.

*Discussion* for and against the idea of the motion should be encouraged by the Chairman, but he must take care that members keep to the point raised. After all interested persons have spoken, the motion should then be read back by the Secretary in preparation for the vote.

*Voting* is done by the Chairman asking those "for the motion" to vote and then those "against the motion." A simple majority decides the issue and it is normally done by a show of hands. Ballots may be used if a secret vote is desired.

*Amendments* to a motion under discussion may be made by a member saying, "I move the motion be amended by (1) striking out so and so (2) inserting so and so, or (3) striking out so and so and substituting so and so". Another member must then second the motion before it is discussed. After further discussion the amendment is voted on first and if lost, or necessary in the meaning of the idea, the original motion is then voted upon.

*Some other procedural phrases:*

Those requiring a seconder—

"I move the minutes be adopted"

"I move the report be (1) received, (2) accepted, (3) approved,  
(4) tabled".

"I move that nominations be closed"

Those NOT requiring a seconder—

"I nominate so and so for the office"

"I move the meeting be adjourned"

Those not associated with motions—

"A point of order, Mr. Chairman"

"You have heard the minutes, are there any errors or omissions"

## PROGRAM PLANNING

Program planning applies to the full scope of the Chapter's life and concerns through its ACTIVITIES and PROJECTS.

ACTIVITIES are those methods devised to bring men together such as the services of the Church, and breakfast and dinner meetings and evening gatherings to which all members and guests are invited.

PROJECTS are those opportunities for service in which men are invited to take an active part. These efforts made corporatively should assist the Rector in the pursuit of the Church's commission and should increase in the individual member a sense of Christian purpose. Religious educational projects are common to most programs.

Although the Brotherhood Chapter may normally meet to engage in a specific PROGRAM there is usually some business to transact. This is handled best by reports on action taken or recommended by the Executive Committee arising out of meetings of their own. Best efficiency is gained if this smaller group assumes responsibility for the promotion and execution of the Chapter's program and ACTIVITIES and PROJECTS. Announcements by the President of the Executive Committee's deliberations often suffice.

The use of a well planned agenda (pg. 11) and an understanding of rules of procedure (pg. 12) contribute to a great degree in the good management of general meetings.

The PROGRAM of the Chapter should be planned to place particular emphasis on supporting whatever PROJECTS are undertaken. It should be planned in advance, preferably for the calendar year in order to ensure the necessary variety, and to provide time to arrange speakers, or the production of papers by individual members. A printed or mimeographed calendar of the program is desirable for general distribution to the men of the Chapter. Chapter officers elected in the Autumn months have sufficient time before their January installation to produce this calendar of events.

Meetings should be timed to allow for either a service or short devotions as indicated in the sample AGENDA, reports from the Executive officers and Directors, together with time for new items of business to be raised by the members. The emphasis of timing however should be in favour of allotting the maximum period for the PROGRAM item arranged. The Table of Various Program Methods (pg. 14) gives an outline of interesting ways in which subject material may be presented. Changing the method from time to time will prove desirable.

Imaginative and concerned planning can easily point up the main needs of a Chapter and variety of projects and programs is beneficial. Active involvement of as many men as possible is sometimes difficult to maintain, but circulated calendars of events and duty roster schedules do much to keep projects lively and interesting.

## VARIOUS EDUCATIONAL PROGRAM METHODS

<i>Method</i>	<i>Use</i>	<i>Pattern</i>	<i>Benefits</i>	<i>Limitations</i>
Lecture, films, etc.	To give information	One person to audience	Facts or ideas are presented systematically	Audience participation at a minimum
Forum	To give information and allow questions afterwards	As above with some audience participation	Systematic presentation with questions for clarification of points	Limited opportunity for full exchange of ideas
Panel	To get different points of view	Panel master asks panel members (3 or 4, usually local members) for views on questions prepared beforehand or questions from audience may be invited by master, or master may ask for audience member's views on panel statements	Get highlights or common ideas of several persons  Stimulates audience interest	Holding to subjects is sometimes difficult Some enthusiast may monopolize the time  Time may be consumed too quickly on one question
Discussion groups	To involve all audience in groups which consider pre-arranged questions or material	10-15 persons per group pick one as leader Leader guides open discussion	Pools ideas of all members who arrive at a group decision	Material must have common interest  Number of group must be kept small
Group Interviews	To get opinions and facts from experts	Master asks members (usually 3 or 4 visiting professionals) to answer questions from audience or a prepared paper	Gets professional answers to questions within certain fields	Requires expert handling to keep to subjects
Buzz Groups	To get ideas from whole	Large audience splits into small local "knots" for short periods to discuss questions asked by leader.	Gets knowledge and experience of all audience	May become disorganized if not fully prepared or led.

## A COMMISSIONING SERVICE FOR NEW MEMBERS

The President of the parish chapter stands at the chancel steps with new members.

*President:* Reverend Sir, I present to you these candidates to be admitted to membership in the Brotherhood of Anglican Churchmen.

*Chaplain:* Your presentation shall be attended to. I shall ask the Secretary to read the Aims and Objects of the Brotherhood.

*Secretary:* reads the Aims and Objects.

*Chaplain addressing the candidates:* Gentlemen having heard these Aims and Objects are you willing to promise that you will endeavour to fulfill them.

*Candidates:* I will

Pins and membership cards are then presented by the Chaplain shaking hands with each new member.

*Chaplain:* I have pleasure in admitting you to membership in the Brotherhood of Anglican Churchmen.

*Chaplain:* Let us pray (admission party stands, congregation kneels)  
The Lord's Prayer

Almighty and Everlasting God, by whose spirit the whole body of the Church is governed and sanctified; receive our supplications and prayers which we offer before Thee for all estates of men in Thy Holy Church, that every member of the same in his vocation and ministry may truly and godly serve Thee, through Jesus Christ our Lord. Amen.  
The Grace of our Lord Jesus Christ, the love of God and the fellowship of the Holy Ghost be with us all evermore. Amen.

### OR AS AN ALTERNATIVE

#### *Service of Initiation for the Brotherhood of Anglican Churchmen*

*Note* The CANDIDATES will come to the Communion Rail with the guide or sponsor.

*Chaplain*—Knock and it shall be opened to you.

Ask and ye shall have.

Seek and ye shall find.

Dost thou believe this challenge of our Master.

*Candidate*—Lord I believe, help thou my unbelief.

*Note* The CANDIDATE will kneel for Investigation—sponsor kneeling beside him.

*Chaplain*—There is a sign marked on every Christian in token that he is a member of Christ, a child of God and an inheritor of the Kingdom of Heaven. — Show me this sign.

*Note* The Guide shall then trace the sign of the Cross on the forehead of the CANDIDATE using the CANDIDATE'S fingers.

*Chaplain*—What does this sign indicate?

*Candidate*—That I am not ashamed to confess the faith of Christ crucified.

*Chaplain*—Why are we so bold to use this Sign which once was the despised symbol of a criminal's death.

*Candidate*—Because of the sacrifice of the Master for me.

*Chaplain*—What did this sacrifice do for you?

*Candidate*—My life was bought by the price of His blood.

*Candidate's Dedication:*

*Candidate*—Lord I am ready to go with Thee to prison and death.  
I will never deny Thee.

*Chaplain*—Why callest thou Me Lord, Lord, and doest not the things I ask.

*Candidate*—Following the example of our brother St. Peter, after his terrible denial:

“Thou knowest that I love Thee”

“Yea Lord, Thou knowest that I love Thee”

“Lord, Thou knowest all things, Thou knowest that I love Thee.”

*Note* The Chaplain places the Altar Cross in the Candidate's hands.

*Note* The Candidate rises with the Altar Cross and places it in its proper place on the Altar in token that he has vowed to serve the Master and the Fellowship of the Cross forever. He stands before the Cross while the Chaplain reads the exhortation.

*Chaplain*—See to it that no worldly care nor earthly fear shall ever prevent thee from doing your unselfish service for the Master, nor your brethren of the Cross in maintaining through sacrifice this sacred symbol.

*Note*

The Chaplain then presents the new member with the Brotherhood lapel emblem and membership card.

# THE FORM AND MANNER OF COMMISSIONING OFFICERS ORDER OF SERVICE



(At the time in the Service appointed for the Commissioning, all being seated, the Chaplain shall say:)

**BROTHERS** in Christ, we will now Commission those whom we have elected to serve as Officers of the Brotherhood of Anglican Churchmen in this ... (Diocese, Deanery or Congregation).

Because this will place a heavy obligation on these men, let us pause for a brief period of self-examination.

(All will now kneel and, after a period of silence, **ALL SHALL SAY:**)

**HEAVENLY FATHER**, help us to do better, and give us Grace to bear faithful witness to You, each day; through Jesus Christ our Lord. Amen.

(All being seated, the Chaplain shall say:)

Brothers in Christ, before we Commission the new Officers, I want in your name and in my own to thank all who have served the Brotherhood so faithfully in the past year. We acknowledge all they have done, and we ask them to give support to all successors.

(The Recording Secretary will now read the names of those who have been elected; they in turn will come to the Chancel steps when their names are called.)

(The Chaplain shall then address the new Officers.)

I would now like to remind you of the Aims and Objectives of the Brotherhood, namely:

- To Witness - show by a living example our belief in our faith;
- To Unite - unite Anglican Churchmen in a common effort by encouraging an appreciation of, and a loyalty toward, the whole Church;
- To Grow - pledge ourselves to regular Church attendance and to active participation in the life and work of our Church;
- To Lead - aid and encourage all the youth of our Church to play their full part in the Church's life;
- To Extend - render all possible assistance to Church extension, by bringing the Cross of Christ to unchurched hearts and places.

**BROTHERS** in Christ, you have been chosen as Officers of the B.A.C. for the coming year. Will you accept this responsibility, and endeavour to fulfil the Aims and Objectives of the Brotherhood of Anglican Churchmen?

(Each person will answer for himself)

**I WILL.**

(The Chaplain shall then address the President-elect)

N..... N..... , as the President, it will be your duty to preside at all meetings of the Brotherhood of Anglican Churchmen, and at all Executive meetings. You will also be required to give careful and prayerful thought to the work of the Brotherhood, and by word and example to show forth those ideals which the Brotherhood exists to promote. Will you do this willingly and gladly?

(Answer) With God's help, I will.

(The Chaplain shall then address the Vice-Presidents-elect)

N ..... N..... , and N..... N..... , as Vice-Presidents it will be your duty to preside at all meetings in the absence of the President, and to assume such other duties as may be assigned to you by the President, the Executive Committee or the Executive Council.

Will you accept these duties cheerfully, and support your President both by your counsel and your allegiance?

(Each Vice-President shall answer for himself:)

With God's help, I will.

(The Chaplain shall then address the Recording Secretary-elect)

N ..... N..... , as Recording Secretary it will be your duty to keep minutes of all meetings of the Brotherhood, of the Executive Committee and of the Executive Council and to distribute them as directed, and to perform such other duties as may be assigned to you by the President or the Executive Committee. Will you endeavour to discharge these duties accurately and carefully?

(Answer) With God's help, I will.

(The Chaplain shall then address the Treasurer-elect)

N ..... N ..... , as Treasurer it will be your duty to have custody of the funds of the Brotherhood in the manner described in the Constitution and By-Laws; to report on financial affairs at each meeting; and to carry out such other duties as the nature of your office may require, or as may be assigned to you by the Executive Committee or Executive Council. Will you do this faithfully, carefully and punctually?

(Answer) With God's help, I will.

(The Chaplain shall then address the Membership and Communications Secretary-elect)

N..... N..... , as Membership and Communications Secretary it will be your duty to receive membership lists and fees from all Chapters in the Diocese. to maintain correct listings of all Chapters and Chapter Secretaries and members of Diocesan Council; to establish and maintain regular communications with all Chapters and with members of Council; to make regular reports to Executive Council, and to perform such other duties as may be assigned to you by the Executive Committee or Executive Council.

Will you endeavour to serve the Brotherhood through the performance of these duties?

(Answer) With God's help, I will.

(The Chaplain shall then address all of the Officers-elect)

MY BROTHERS, I NOW COMMISSION YOU IN YOUR RESPECTIVE ELECTED OFFICES IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

(Then shall the Chaplain say)

WILL ALL who have been elected to serve with these Officers on the Council please stand.

BROTHERS in Christ, you are advisors to these Officers. They will look to you for counsel and support. It will be your duty to cause a budget to be prepared at the beginning of each B.A.C. year; to approve all expenses incurred in the name of the Brotherhood; to fill vacancies which may occur between Annual Meetings; and have power to convene a general meeting of the Brotherhood. Will you discharge these duties gladly and willingly?

(All will answer) With God's help, I will.

(The newly Commissioned Officers and the members of Council will kneel, and the Chaplain shall say)

BRETHERN, these are your Officers, duly Commissioned to serve our Brotherhood throughout the coming year. Let us thank God for their willingness to serve, and let us pray:

(The Lord's Prayer may be included if the Commissioning is not taking place during a regular Service.)

GRANT O GOD, that we Thy sons may never be ashamed to confess the faith of Christ crucified, and manfully to fight under His banner against sin, the world, and the devil, and to continue Christ's faithful soldiers and servants unto our lives' end; through the same Jesus Christ our Lord Amen.

GO FORTH into the world in peace; be of good courage; hold fast that which is good; render to no man evil for evil; strengthen the faint-hearted; help the afflicted; honour all men; love the Brotherhood; serve the Lord, and rejoice in the power of the Holy Spirit.

AND THE BLESSING of God Almighty, the Father, the Son, and the Holy Spirit, be upon you and remain with you, always.  
Amen.

## REMEMBRANCE SERVICE

*Compiled by the late Jas. D. Hill, Past-President of the B.A.C. Chapter  
All Saints' Church, Woodstock, Ontario*

Let not your heart be troubled: Ye believe in God, believe also in me. In my Father's house are many mansions; if it were not so, I would have told you. I go to prepare a place for you; that where I am, ye may be also. We brought nothing into this world, and it is certain we can carry nothing out. The Lord gave, and the Lord hath taken away: Blessed be the name of the Lord.

### PSALM 15

1. Lord, who shall dwell in Thy tabernacle?/ or who shall rest upon Thy holy hill?
2. Even he that leadeth an uncorrupt life, and doeth the thing which is right,/ and speaketh the truth from his heart.
3. He that hath used no deceit in his tongue, nor done evil to his neighbour,/ and hath not slandered his neighbour.
4. He in whose eyes an ungodly man is despised,/ but maketh much of them that fear the Lord.
5. He that sweareth unto his neighbour, and disappointeth him not,/ though it were to his own hindrance.
6. He that hath not given his money upon usury,/ nor taken a bribe against the innocent.
7. Whoso doeth these things,/ shall never fail.

### BROTHERHOOD PRAYER *(together)*

Defend me, O Lord, with Thy heavenly grace, that I may continue Thine forever; and daily increase in Thy Holy Spirit, more and more, until I come unto Thy everlasting kingdom. Amen.

### APOSTLES' CREED *(together)*

I believe in God the Father Almighty, Maker of heaven and earth  
And in Jesus Christ His only Son, our Lord, Who was conceived by the Holy Ghost, Born of the Virgin Mary, Suffered under Pontius Pilate, Was crucified, dead and buried: He descended into Hell; The third day He rose again from the dead; He ascended into Heaven, and sitteth on the right hand of God the Father Almighty; From thence He shall come to judge the quick and the dead.

I believe in the Holy Ghost; the Holy Catholic Church; the Communion of Saints; the Forgiveness of Sins; the Resurrection of the body, and the Life everlasting. Amen.

We are assembled here to pay tribute to the memory of another member of our Church, N..... N....., who has responded to the call.

Often have we been reminded in the solemn services of our Church, that all that are born must die. The light of the eye has gone out, and the lips that once breathed the greetings of friendship are silent.

The silver cord is loosed; the golden bowl is broken.

It is meet and right, at such time, while in the presence of the dead, that we should be silent, and let the words of Him who is Almighty, speak to us, that we may gather lessons of wisdom and instruction to prepare us for the last great change which must come to all.

Listen to the words of Holy Scripture:

Is there not an appointed time to man upon the earth? Are not his days like the days of an hireling? If a man die, shall he live again? What man is he that liveth and shall not see death? Shall he deliver his soul from the hand of the grave?

One generation passeth away, and another cometh; the days of our years are three score years and ten, and if by reason of strength they be four score years, yet is their strength but labour and sorrow, for it is soon cast off and we are gone.

For He knoweth our frame. He remembereth that we are but dust. Our days on earth are as a shadow, and there is none abiding.

Lord, make me know mine end, and the measure of my days, that I may know how frail I am. So teach us to number our days, that we may apply our hearts unto wisdom.

LET US PRAY

God of all grace and mercy, in this dark hour of sorrow, we humbly lift our hearts to Thee in prayer; grant unto us, we beseech Thee, that Light which cometh down from above.

Remember us in mercy, O Lord before Thee now.

As we behold the frailty of mankind and are reminded of the uncertainty of life upon this earth, and of our own mortality, may Thy Grace and Thy Spirit lead us to turn our thoughts to those things which make for everlasting happiness. Put our minds in proper frame, we beseech Thee, to improve the admonitions of Thy providence, and may our thoughts be fixed more devotedly on Thee, the only sure refuge in time of trouble. And when our earthly pilgrimage is ended, grant we beseech Thee, in that moment of mortal extremity, Thy presence to cheer and comfort us. May Thy rod and Thy staff support us as we enter the dark valley, and we at last gain admission into ineffable glories of a home in heaven.

Bless, O Heavenly Father, those here assembled; endue them with the wisdom of Thy laws, and of their duty to each other. Be Thou their strength and shield, and relieve them according to their needs. And unto Thy holy name be ascribed the honour and glory for ever. Amen.

THE LORD'S PRAYER (*together*)

Our Father . . .

May the Lord bless us and keep us, may the Lord lift up His Fatherly countenance upon us, and give us peace, now and evermore. Amen.

# Brotherhood of Anglican Churchmen in the Diocese of Huron



## CONSTITUTION AND BY-LAWS

### ARTICLE 1 — NAME

The name of this organization shall be — The Brotherhood of Anglican Churchmen in the Diocese of Huron.

### ARTICLE 2 — AIMS AND OBJECTS

To build a growing Christian Community in which the men of the Diocese may receive spiritual refreshment, share Christian fellowship and concerns with one another, and be encouraged to:

1. Show by a living example our belief in our faith;
2. Unite Anglican Churchmen in a common effort by encouraging an appreciation of and a loyalty toward the whole Church;
3. Pledge ourselves to regular Church attendance and to active participation in the life and work of our Church;
4. Aid and encourage all the youth of our Church to play their full part in the Church's life;
5. Render all possible assistance to Church extension, by bringing the Cross of Christ to unchurched hearts and places.

### ARTICLE 3 — OFFICERS

There shall be an Honorary President who shall be the Bishop of the Diocese and Honorary Vice-President(s) who shall be the Bishop(s) Co-adjutor and/or Suffragan of the Diocese, and they shall be members ex-officio of all committees.

There shall be a Chaplain who shall be appointed by the Bishop and who shall be accorded all rights and privileges of membership.

In addition, there shall be the following elected officers:

- (a) President,
- (b) First Vice-President,
- (c) Second Vice-President,
- (d) a Recording Secretary
- (e) Treasurer,
- (f) a Membership and Communications Secretary.

## ARTICLE 4

### (a) EXECUTIVE COMMITTEE AND EXECUTIVE COUNCIL

#### EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the elected officers, the Chaplain, and the Immediate Past-President.

#### EXECUTIVE COUNCIL

There shall be an Executive Council consisting of the Executive Committee and the Presidents of the Deanery Brotherhoods, and one other representative from each Deanery who shall be elected by that Deanery.

The Deanery Presidents and the Deanery Representatives shall each be directly responsible to the President for Executing the general policies of the Brotherhood, particularly those affecting membership, finance, public relations and publicity, in the Deanery they represent.

The Executive Council shall:

- (a) direct the affairs of the Brotherhood;
- (b) Cause a budget to be prepared at the beginning of each year;
- (c) approve the incurring of expenses in the name of the Brotherhood;
- (d) fill all vacancies in office occurring between Annual Meetings;
- (e) have the power to convene general meetings of the Brotherhood;
- (f) fill any vacancies existing in Deanery representation where said Deanery has failed to elect representatives; and
- (g) may delegate to the Executive Committee authority to conduct the affairs of the Brotherhood.

### (b) ADVISORY COMMITTEE

There shall be an Advisory Committee consisting of the Past-Presidents of the Diocesan Executive Council and which shall be chaired by the Second Vice-President or such other person as may be appointed by the President.

The Advisory Committee shall consider and make recommendations on such matters as may be referred to it from time to time by the President or on such matters as it may deem appropriate.

## ARTICLE 5 - DUTIES OF OFFICERS

THE PRESIDENT shall preside at all Annual and Special Meetings of the Diocesan Chapter of the Brotherhood, as well as at all meetings of the Executive Committee and the Executive Council, and shall perform the duties usual to the office of President. He shall be a member ex-officio of all Diocesan Committees of the Brotherhood.

THE VICE-PRESIDENTS shall assume the executive duties at the direction of the President in his absence, and shall assist him in directing the overall policies of the Brotherhood. They shall also assume any other duties delegated by the President.

THE RECORDING SECRETARY shall:

- (a) keep the minutes of all meetings of the Diocesan Brotherhood, Executive Committee and Executive Council, and distribute them as considered advisable;
- (b) notify members of their appointment or election to standing or special committees;
- (c) collect and preserve all books, papers, letters and documents relating to, or of interest to, the Brotherhood;
- (d) perform such other duties in the nature of his office as may be assigned to him by the President, the Executive Committee, or Executive Council.

THE TREASURER shall:

- (a) have custody of the funds of the Brotherhood, which funds shall be deposited with a bank or trust company which is a member of the Canadian Deposit Insurance Corporation;
- (b) report at each Annual Meeting and at each meeting of the Executive Committee or Executive Council, upon the financial standing of the Brotherhood;
- (c) perform such other duties as the nature of his office may require, or as may be assigned to him by the Executive Committee or the Executive Council.

THE MEMBERSHIP AND COMMUNICATIONS SECRETARY shall:

- (a) in October of each year, mail membership forms to each Chapter;
- (b) receive annual membership lists and fees from Chapters and transfer those fees to the Treasurer;
- (c) maintain a correct listing of members and Chapters, along with a listing of Chapter Secretaries;
- (d) maintain a correct listing of members of Diocesan Council;
- (e) establish and maintain regular communications with every Chapter in the Diocese and with members of Diocesan Council;
- (f) make regular reports to Diocesan Council on his areas of responsibility;
- (g) perform such other duties as may be assigned to him by the Executive Committee or Executive Council.

#### ARTICLE 6 - AUDITORS

The Auditor(s) shall be elected at the Annual Meeting of the Brotherhood.. They shall audit the books and accounts of the Brotherhood, and submit a report to the Annual Meeting.

#### ARTICLE 7 - MEMBERSHIP

Membership shall be open to men and boys who subscribe to the Aims and Objects of the Brotherhood, and who have paid their membership fees.. Members shall be issued a membership card which shall be uniform throughout the Diocese. A membership pin will be available for purchase by the members. Clergymen of the Anglican Church of Canada, resident in the Diocese, shall be encouraged to participate in all activities of the Brotherhood. They shall be welcome at all functions and meetings which they are able to attend and shall be accorded full rights and privileges of membership.

## ARTICLE 8 - FEES

The annual membership fees shall be set by the membership at the Annual Meeting, and shall be due and payable on December 31st for the ensuing membership year.

## ARTICLE 9 - NOMINATIONS AND ELECTIONS

Any member of the Brotherhood of Anglican Churchmen in the Diocese, in good standing, shall be eligible for election to any office.

All elected positions shall be for a one-year term. The President, the First Vice-President, and the Second Vice-President shall not hold their respective offices for more than two years in succession. This restriction shall not apply to the Secretaries or to the Treasurer.

The consent of the nominee shall be obtained before his nomination.

The President shall appoint, prior to each Annual Meeting, a Nominating Committee of three to five members to be selected by him.

The Nominating Committee shall nominate candidates for each of the following offices: President; First Vice-President; Second Vice-President; Recording Secretary; Treasurer; Membership and Communications Secretary; Auditor(s).

The Nominating Committee shall submit its report at the Annual Meeting. Further nominations from the floor shall be requested.

After nominations are closed, the method of voting shall be decided by a motion of the membership.. Only members present at the Annual Meeting shall be entitled to vote.

## ARTICLE 10 - MEETINGS

The Annual Meeting of the Brotherhood shall be held not later than April 30th. It shall be convened at the call of the President, and at such time and place as may be designated by the Executive Committee. It shall receive the reports of the Officers and Committees of the Brotherhood and deal with all other general or specific matters relating to the affairs of the Brotherhood.

Notice of all Annual and Special Meetings shall be given through all Chapter Presidents and members of Executive Council not less than thirty (30) days in advance of the date set for such meetings. Said notice shall include the date, time and place for such meetings and shall also include notice of such business as is to be dealt with.

The Executive Council shall meet from time to time at the call of the President, or upon receipt by the President of written request from five (5) members of Council.

## ARTICLE 11 - QUORUM

Twenty-five (25) members shall constitute a quorum at all meetings of the Diocesan Brotherhood.

Eight (8) members shall constitute a quorum at all meetings of the Executive Council.

Four (4) members shall constitute a quorum at all meetings of the Executive Committee.

## ARTICLE 12 - VOTING

At all meetings, each member present shall have one vote. In case of a tie, the Chairman shall have the authority to cast a deciding ballot.

## ARTICLE 13 - CHANGES IN CONSTITUTION AND BY-LAWS

The Constitution and By-Laws may be amended, repealed or added to at any Annual or Special General Meeting of the Brotherhood upon the affirmative vote of two-thirds (2/3) of the members present, provided the full text of such proposed amendments, repeals or additions shall have been given to all Chapters at least thirty (30) days before the date of such meeting, and provided notice of the meeting has been given in accordance with the provision in Article 10.

Proposed amendments, repeals or additions must be in the hands of the Recording Secretary at least sixty (60) days prior to such Annual or Special Meeting.

## ARTICLE 14 - FISCAL YEAR

The fiscal year of the Diocesan Brotherhood shall be from April 1st to March 31st.

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Revised to Conference  
April 23, 1988

# **A Calendar Guide to Yearly Organizational Happenings**

## **THE PARISH CHAPTER**

- September - Commence collection of fees for following year.
- October - Nominating Committee make up slate of officers for following year.
- November - Annual Meeting and election of officers for the following year.
- December - Incoming officers draw up calendar of events for coming year.
  - Treasurer sends membership lists and fees to the Diocesan Membership and Communications Secretary.
- January - Elected officers are installed in office.
  - Treasurer remits additional lists of members and fees as they are received.

## **THE DEANERY CHAPTER**

- October - Nominating Committee make up slate of officers for following year.
- November - Annual Meeting and election of officers and Installation if practical.
- December - Calendar of events for following year made up.
  - Treasurer remits membership lists and fees to the Diocesan Membership and Communications Secretary.

## **THE DIOCESAN CHAPTER**

- October - Send Membership forms to all Chapters.
- November - Diocesan Council meeting approves Conference format.
- December - Membership and Communications Secretary receives and records membership lists and fees.
  - Treasurer records membership fees transferred from Membership Secretary.
- January - Mailing lists, revised to new parish lists, made available for Conference mailings.
- February - Diocesan Council meeting approves Annual Meeting agenda, notices of motion, and proposed amendments to the Constitution.
  - Nominating Committee makes up slate of officers for the coming year.
- March - Notice of Annual Meeting given to members with notice of proposed amendments, etc.
- April - Annual Meeting and Conference to be held on week-end near St. George's Day.