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PRIVATE.

RIVINGTON CHAPEL.

*To the Members of the Rivington Chapel
Congregation.*

MARCH, 1920.

FELLOW MEMBERS,

We have pleasure in presenting to you our work, as the Special Committee appointed to draw up a new scheme of management for the Chapel.

We herewith offer for your earnest consideration and adoption, these following provisional Rules.

In drawing up these rules our whole object and aim has been to retain in the hands of the congregation the fullest power and control.

We have been unable to obtain the details and particulars of the Trust Funds belonging to the Chapel, and we therefore strongly recommend the congregation to appoint a small committee to enquire into the matter, and to report the result of such enquiry at an early date to the Congregation.

We think it would be advisable to appoint a Treasurer immediately, to act with such committee, and generally as treasurer until the next Annual Meeting in 1921.

We would further recommend that when that report has been presented, that the details of the Trust Funds, together with the adopted Rules, be printed and presented to members of the congregation and to each future member on joining the congregation.

We thank you for the honor you have done us, and the confidence you have reposed in us; and we hope and trust that our work will help to inaugurate a new era of progress and usefulness for the Rivington Chapel.

We remain,

Your Obedient-Servants,

Signed—T. GRIME, CHAIRMAN.
L. FAIRCLOUGH,
E. MAIDMENT,
F. ASHTON,
W. STAFFORD,
J. H. L. BOOTH.

Conferred to make Resolutions to the approval

RIVINGTON CHAPEL.

RULES AND REGULATIONS.

MEMBERSHIP.

1. Any person shall be eligible to be a member of the Congregation who is within the spirit and letter of the Trust Deed a Protestant, Dissenting from the Church of England.
2. Any person desiring to become a member of the congregation must hand their names to the Secretary of the Chapel Committee, and shall pay for not less than one sitting in the Chapel, if elected by the Chapel Committee. *the entitled to attend & vote at meetings of members*
3. Any person who shall be twelve months in arrears with the Quarterly Pew Rent shall cease to be a member of the congregation during such time as the arrears are unpaid.
4. The price of the Sittings and Pew Rents shall be fixed by the Congregational Annual Meeting.
5. The Congregational Annual Meeting shall be held each year on the 1st Sunday after the 31st of March, for the purpose of receiving the Annual Report of the Secretary, the Annual Report and Balance Sheet of the Treasurer, the Election of Officials and Chapel Committee, the Confirmation of the Minutes and any other necessary business.
6. The Congregation shall meet on the 1st Sunday in October of each year for the purpose of confirming the minutes of the Chapel Committee, and any other business. *for the purpose of receiving*
7. The Congregation may be called together for any purpose, at the request of the Chairman, or Chapel Committee, *Special* or by three members of the Congregation on due and sufficient notice in writing to the Chairman.
8. The Congregational Meeting shall have full control over all the business of the Chapel; shall elect their own Resident Minister, make alterations in these rules, ~~confirm or rescind any minute or minutes of the Chapel Committee~~ and elect all the Officials of the Chapel. *Members Annual!*

THE CHAPEL COMMITTEE.

9. The Chapel Committee shall conduct all the business of the Congregation, and shall receive all its power from the Congregational Annual Meeting. It shall consist of six members, with a Chairman, Secretary and Treasurer.
10. Three members of this Committee shall retire each year, and shall ~~not~~ be eligible for re-election, ~~for one year.~~
11. Any member of the Congregation shall be eligible for election to the Chapel Committee, providing their names and the names of proposer and seconder shall have been sent to the Secretary one clear week before the Annual Meeting.

THE OFFICERS OF THE CHAPEL.

12. THE CHAIRMAN must have been a member of the Congregation for at least one year before being eligible for office. He shall preside at all Chapel Meetings and all Committee Meetings, shall be ex-officio a member of all Sub-Committees of the Chapel and Sunday School. He shall have in addition to his vote, the casting vote if required.
13. THE CHAIRMAN shall be elected by the Annual Congregational Meeting, and shall not hold office for more than ~~two~~ ^{two} years, unless the contrary is voted by a two-thirds majority of the Annual Meeting.
14. THE CHAIRMAN shall be responsible for the proper conduct of business at all Church and Committee Meetings over which he presides, and any decisions he shall make as to "Order" shall be effective and shall be entered on the minute book for further guidance providing that they conform to the ordinary rules of debate.
15. THE SECRETARY must have been a member of the Congregation for at least one year before being eligible for office. He shall be elected annually by the Congregational Meeting, ~~and shall not hold office for more than two years, unless he receives a two-thirds majority at the Annual Meeting.~~
16. THE SECRETARY shall summons the members to attend meetings of the Chapel Committee and Congregational Meetings; shall keep a record of the minutes of these meetings, shall keep copies of all letters written or received by him or the Chairman, shall fix in his minute book copies of all circulars, notices, programmes, etc., issued by the Congregation or Chapel Committee, and shall carefully preserve all correspondence and documents likely to be of an historical character.
17. He shall collect all Pew Rents. &c., shall give receipts for the same, shall keep a roll of membership, which shall be re-written and brought up-to-date for each Annual Meeting, and at each Annual Meeting shall present a Report of the progress or otherwise of the Chapel for the past year.
18. THE TREASURER shall have been a member of the Congregation for at least one year before being eligible for office. He shall be elected by the Congregational Annual Meeting, ~~and shall not hold office for more than two years, unless he receives a two-thirds majority at the Annual Meeting.~~
19. THE TREASURER shall have charge of all the Congregation's finances, and all monies belonging to the Chapel Committee. He shall enter in suitable books kept for the purpose all amounts received and paid out. He shall present Bills to the Chapel Committee for discussion and authority to pay them. He shall, when asked by the Chapel Committee, produce a financial statement, and shall produce a properly audited Balance Sheet and Financial Report to the Annual Meeting.
20. He shall whenever possible make all payments by cheque, which cheque must be signed by the Treasurer and the Chairman, or the Secretary.

*20A The management of Chapel & School Buildings
be entirely under the control of Chapel Com.
in the hands of the*

21. The Secretary and Treasurer shall be ex-officio members of all Sub-Committees of the Congregation and of the Sunday School Committee.
22. For the purposes of election, the names of members eligible for these offices, must be given in writing, together with the names of proposer and seconder, one clear week before the date of the Annual Meeting, to the Secretary for the time being.
23. Two AUDITORS shall be elected to audit the accounts and sign the Balance Sheet. They shall be members of the Congregation and shall not be officers of the Chapel nor members of the Chapel Committee.

THE CHAPEL SUNDAY SCHOOL.

24. The Management of the Sunday School shall be in the hands of the Teachers, and the Teachers shall appoint their own officials.
25. The Officials shall consist of Superintendent, Secretary, Treasurer, and Librarian, and all Teachers shall be members of the Sunday School Committee.
26. The Officials shall be appointed in the same manner and for the same period of service as the Chapel Officials.
27. THE SUPERINTENDENT shall generally supervise the instruction given in the Sunday School, shall open and close the School and shall act as Chairman of the Sunday School Committee.
28. THE SECRETARY shall summons the meetings of the Sunday School Committee; shall keep proper minutes of the meetings, record all correspondence, and shall present a Yearly Report of the progress of the Sunday School to the Committee, which report shall be presented to the Congregational Annual Meeting. *for adoption*
29. THE TREASURER shall be responsible for keeping the accounts and monies of the Sunday school, and shall produce a properly audited Balance Sheet and Financial Report to the Sunday School Committee, which report shall be submitted to the Annual Congregational Meeting. *for adoption*
30. THE LIBRARIAN shall have charge of the Sunday School Library, and be responsible to the Sunday School Committee for the proper care, and loan and return of the books belonging to the Sunday School.
31. THE SAME AUDITORS appointed to audit the Chapel accounts shall act as auditors to the Sunday School accounts.

