

Operating a Guild

Guild Meetings

Historically, the Guild held a regular meeting each month from September to June. A regular meeting might include devotions, often the Guild prayer, and a business section, where minutes are read, business and finances are discussed and planning takes place. Generally, Guilds would begin their meetings with the lighting of the Guild candle¹ "as a reminder that Christ is the center of our lives." The meeting might also include a craft or other activity.

In consideration of the changing demographics of our guilds, and our desire to be relevant and viable in today's world, we want to be flexible and open to new ideas and ways to promote spiritual growth and fellowship in our local guilds.

The aims and vision of the local guilds has not changed significantly since its inception in the 1950's but the practical ways we work towards those aims can be achieved in a manner the local guild finds successful. Working within our Guild mission statement and vision statement, we can choose a variety of ways to reach our community and respond to the needs around us.

Special meetings can be convened as decided by the membership and the executive.

There should also be an annual meeting (which can be combined with a normal monthly meeting) held when the reports are ready for presentation, early in the new year for the purpose of receiving the annual reports of the President and the Treasurer and a meeting (once a year) when elections² are held. At both of these meetings the Chapel Life Coordinator presides.

¹ The Guild candle was presented and designed by June Egdell in 1999. The Guild candle is a white pearl coloured ceramic candleholder. When it is lit, the crest is illuminated

² See Chapter 4 - 'Elections'

Minutes

1. Minutes should be written in a formal but not necessarily a military format.
2. The minutes must be an accurate recording of the meeting, but not in "word by word" detail.
3. The minutes must be approved at the next meeting by the members and then signed by the President.
4. All motions must be accurately recorded with "mover" and "second" noted. Results of the vote (Carried/Not carried) must be recorded. Abstentions may be noted.
5. Voting on motions is by show of hands and decisions reached by a Quorum (2/3 of the membership) in a regular meeting are binding.
6. The complete minutes are to be signed by the President and Secretary and a copy given to the CLC.

Finances

1. Guild funds may be deposited in any chartered bank.
2. The Guild account requires at least two signatures but it is advisable to require two of three signatures.
3. All payments to Wider Mission projects will go through Chapel Funds and will be recorded by the Chapel Life Coordinator as Guild donations.
4. All other donations may be made directly to the recipient subject to the prior approval of the Chapel Life Coordinator. The Chapel Life Coordinator must be notified of the amount of the donation. This will be recorded as a Guild donation.
5. The Chapel Life Coordinator must approve all Guild donations.
6. All enterprises and projects, including the raising of finances, shall conform to the accepted principles and practices of Protestant denominations and be in keeping with the aims and objectives of the Guild. This precludes the use of raffles, bingos and other forms of gambling to raise monies.
7. The Guild books should be reviewed annually or if there is a change in treasurer. The Chapel Life Coordinator should be consulted on the choice of an independent reviewer.
8. While fundraising is a regular Guild activity, it should not become the primary focus of a Guild.
9. Fund raising plans should be approved by the Chaplain.
10. The following are some fund raising ideas that Guilds have used:
 - Craft and Bake Sale
 - Bakeless Bake Sale
 - Penny Auctions (White Elephant Sale)
 - Host a Craft Sale and Rent Tables
 - Rummage Sale
 - Tea
 - Make and Sell Beeswax Candles
 - Sell Candles (Friendship, Secret Sister Etc.,)
 - Cookie Grams
 - Sell Regal
 - Thrift Shop
 - Cater
 - Host a Soup and Sandwich Sunday
 - Babysitting
 - Coat Check
 - Talent Auction
 - Talent/Variety Show
 - Pizza Sale
 - Supper/Dinners
 - Mystery Dinners

The Chaplain's Involvement in the Guild

The Chapel Life Coordinator (CLC) is responsible for the Protestant Chapel Guild.

1. These responsibilities include:
 - a) oversight of Guild projects and activities;
 - b) chairing the election of Executive members at the annual meeting;
 - c) conducting the service of installation of Executive members;
 - d) approving recipients of Guild donations (except for Wider Mission projects);
 - e) serving as Spiritual Advisor;
 - f) assisting delegate(s) in travel arrangements and preparations for conferences;
 - g) forwarding Guild funds to Wider Missions and noting the same on reports;
 - h) attending meetings as invited;
 - i) ensuring that the Guild books are audited.
2. The primary role of the Chaplain within the Guild is as Advisor.
3. The Chaplain may expect a leadership role from the Guild, both within the Chapel and the community and assistance in major Chapel projects, activities and special events.
4. The Chaplain is not required to attend all Guild meetings, but must attend designated meetings (e.g. the election of the Executive and the annual meeting). Attendance at regular Guild meetings is as an ex-officio member.
5. At the annual local Guild elections, the Chaplain will have the following duties:
 - a) At the request of the Local President, assume the leadership role from the Local President at election time. The first duty of the Chaplain is to dissolve the existing executive and thank them for serving.
 - b) The Chaplain will then ask the Nominating Committee to present the names of members interested in serving on the new Executive. The Committee will verbally present the names of members willing to stand for a position. All names will be presented together with the position they wish to stand for.
 - c) The Chaplain will ask three times if there are any other nominations from the floor. Wording would be something like: "For the first time, I am asking if there are any other nominations from the floor." A pause of approximately 20 to 30 seconds will occur followed by the second request: "For the second time, are there any other nominations from the floor?" Another 20 to 30 second pause, and finally, "For the third and final time, are there any other nominations from the floor?" If at any time there are other nominations, the

names will be entered on the slate of potential local executive members. If there are no names forthcoming, the Chaplain will declare that nominations have ceased and are closed.

- d) Voting is to be by secret ballot and each position will be voted on individually. The Chaplain and one Guild member will count the ballots in a separate room away from the meeting area. After counting the ballots and returning to the meeting room, the Chaplain will announce the new incumbent to the position without revealing how many votes each person received.
- e) The Chaplain will not have the deciding vote in the case of a tie. In the event of a tie, a second ballot must be taken.
- f) Once all the positions have been filled, one member should request that all ballots be destroyed.
- g) The Chaplain will make arrangements for the new Executive to be installed at an upcoming Chapel service.
- h) The Chaplain returns the meeting to the President's leadership.

Guild Chaplain Advisor

The Office of the Chaplain General appoints a Chaplain to serve as Advisor to the Protestant Chapel Guild. The term for this appointment is usually two years. No more than two consecutive terms can be served. The Guild Chaplain Advisor works closely with the National Guild Executive and the Principal Chaplain Protestant. The Guild Chaplain Advisor is assisted in his/her duties by the Director of Chaplain Operations.

CWL/Guild Day

Historically, CWL/Guild Day was held in CF chapels the third Saturday in February. Originating out of Operation Common Ground Conference, the purpose was for CWL and Guild members to take time to spend together to celebrate those things which we share in common within our Christian lives and discuss the differences we all have as Christians. This took many forms – from a formal worship service to a common meal or a popcorn and movie night at a member's home. Local Guilds are encouraged to try and make the effort to find fellowship with your local CWL or work together on mutual projects for your community. As sisters in Christ, we have much of the same vision and mission statements and should support each other, particularly in these days of dwindling attendance and commitment.

Devotions

The Purpose of a Devotion

1. To show how your faith has been helpful to you.
2. To connect the Bible with daily life.
3. To build rapport with others. (Building the group)
4. To celebrate/rejoice how God has worked in your life or the life of the community (church, nation or world).
5. To raise an issue of faith concern, that needs to be addressed.
6. To build up the community of faith with a word of encouragement.

Notice that sharing theological expertise is not the purpose of a devotion. You need not have an advanced degree in theology or be a minister to share a meaningful devotion. The main purpose of a devotion is to share how God has been a part of the struggles and joys you experience in your daily walk of faith.

Each devotion should have three basic parts:

1. An opening Bible verse related to the topic
2. A story, anecdote or example that pertains to the topic or Bible verse
3. Ways the Scripture verse relates, challenges or encourages us in our faith walk today.

Ready-to-Use Devotionals

There are many 'ready –to –use' devotions available, which simply need to be read. *Our Daily Bread* is one example. If you are going to use a devotional from a book, it would be wise to check with the Chaplain to be sure the book is appropriate. Having one or more appropriate devotional books available for Guild members to use is very helpful and will make it possible for everyone, who wishes to, to take their turn presenting a devotion.

Personalizing a Devotion

To personalize a devotion someone else has written is as simple as substituting any or all of these three basic components. For example, 1) you can change the Bible verse to one you found that may pertain to topic; or 2) add an example from your own life or the experiences of the group, where obstacles were overcome with God's help in the past; or 3) make your own connections about how faith and trust in God has worked miracles in the past in your life or the life of the church. You can also add a prayer, at the beginning or the end of the devotion. You may also wish to add a hymn or two.

Creating Your Own Devotion

You can create your own devotion by using the three components listed above. Keep in mind that if something is interesting or important for you, it will most likely be important for others. The three basic steps:

1. Faith Motivator - If possible begin with a Bible verse that's been on your mind recently. What issues has it raised? Why has this verse been important to you? How has this verse connected with your daily life? What themes has it addressed?
If a Bible verse doesn't come to mind at first, you can start with a theme instead. Think of what you would like to share - your motivation for the devotion. And choose a Bible verse that addresses this theme and your audience. Is your purpose to inspire, encourage, motivate or teach? What do you think would be most helpful for the group with which you are sharing your message? If you have thought of a theme and a Bible verse does not come to mind, use a concordance to find the appropriate verse.
2. Faith Story - Think of a story, anecdote or example from your own life that you feel connects or speaks to the topic and Bible verse. What experience of your own life comes to mind when you think of the Bible verse? Don't sweat over finding an exciting or unique experience - usually the common experience is what everyone can relate to.
3. Faith In Action - This is the time to show how your example or story relates, challenges or encourages people in their own faith today. How was God working or speaking to you in that particular situation? How do you think God is working or speaking to your group?

Keep in mind that devotions need not be prepared at the last minute. Keep your ears and eyes open for examples, situations or Scriptures that are particularly meaningful to you, and write these down when they happen. Jot down poems that speak to you. Write down how the Spirit has spoken to you through Scripture during your time of prayer or meditation. Ask the Chaplain for a copy of his sermon if it was particularly meaningful to you. Save these in a folder for future use.

Guild meetings can begin with a devotion, or include use of the Bible Study resources provided to our guilds. However there is no hard and fast rule and each guild should determine what is best for the spiritual growth of your group.

Program Planning

Essentials

1. When planning a program it is essential to know the interests and abilities of your Guild and plan your program with this in mind. (For example: don't plan to take a group of ailing seniors on a mountain climbing expedition.)
2. Choose a topic or activity that you enjoy, do well and are enthusiastic about. If you do this, your program is bound to go well. If you are excited about your topic, your group can't help but be excited.

Details

1. Plan ahead. Prepare your program and assemble your materials well in advance, walking/thinking through the whole program. You do not want to discover at the last moment that the cord for your DVD player will not reach the outlet.
2. Make sure you involve others actively in the program. This will not only take some pressure off you, but also keep others interested.
3. Avoid reading, except for very short pieces (a poem, quotation or Scripture for example). It is easier to keep people's attention if you are speaking to them, rather than reading.
4. Keep your program varied. For example: if you are planning a craft, include another activity as well. If you are planning 'paper and pencil' games and brainteasers, include something that requires less mental activity. In doing this you will keep the interest of those who may not particularly enjoy your main activity.
5. Make use of available resources. You will find program suggestions online or in books. You may also know someone who would be happy to come and demonstrate their own hobby or skill as part of your program
6. Think/walk through your program to ascertain how long it will be and make any necessary adjustments.
7. Finally, be flexible. While it is important to follow through with what you have prepared, be willing to adjust if necessary, even as you present your program.
8. Evaluate your program afterward and use what you learn to improve your next program.