

New Guilds, Reactivating Guilds and Guild Closures

Starting a New Guild

In starting a new Guild two matters need to be considered: getting the group 'up and running' and meeting the requirements necessary to make it a Protestant Chapel Guild.

1. Getting a Guild 'up and running'

If the women in your chapel are familiar with the Guild, it may be enough to simply ask whether they would be interested in being part of a Guild and, if there is enough interest, planning your first meeting.

If, however, the women know little or nothing about the Guild, a different approach is required. You may wish to organize a women's meeting, complete with refreshments, a devotions and some kind of interesting activity or program. During this, and subsequent meetings, explain what the Guild is all about. If you, or another woman, have participated in a Guild before, the sharing of those experiences can be very helpful. Once it is clear that all the women understand the purpose and operation of a Guild, it will be time to discuss making the group a Guild. This may happen at the first meeting or take several weeks/months. You will find program helps in chapter 5.

Keep careful records of these meetings (minutes) and any funds that come in or out.

Do not hesitate to appeal to other Guilds or the National Executive for help and ideas. Your Chapel Life Coordinator will help you contact them.

2. Meeting the Requirements

You will find this in more detail in Chapter 4 under 'Membership', but in brief, you need to have a minimum of three 'official' members. When you are first beginning, it makes sense that these would be your Executive¹. You will need to have your Chapel Life Coordinator chair the 'election' of this Executive,² which consists of a President, Secretary and Treasurer. The responsibilities for each are outlined in Chapter 4 under The Guild Executive. If you cannot fill all three posts, that should not be a deterrent to establishing a group.

The first year of the Guild will not include any expectation of membership dues. It is more important to us that the Guild develop and grow. Starting in the second year, a Membership Dues form, will need to be completed and sent in with your dues for the coming year.

¹ See Chapter 4 –The Guild Executive.

² See Chapter 4 – Chapel Guild Elections.

As your Guild begins to have funds from collections or fundraisers, you will want to open a bank account. See the section on finances in Chapter 5. Keep an accurate record of your finances from the very beginning, even if you have not yet opened an account.

Look through the Handbook, giving particular attention to Chapters 3, 4 and 5, to assist in organizational suggestions.

Reactivating a Guild

The procedure for reactivating a Guild, where one has previously existed is as above except for the following:

1. If the Guild was closed according to the manual, there will be \$50 that was kept in reserve by the chapel. This money is kept so that if/when the Guild reopens, it will be available to the new Guild.
2. In the Fall, of the second year, a Membership Dues form, will need to be completed and sent in with your dues for the coming year.

Closing a Guild

If there comes a time when the Guild appears to be closing down, the National Executive is there to help. We want to know if there are issues that cannot be resolved and have caused friction amongst members or if there is anything else we can do to assist the Guild in remaining open. If all avenues have been exhausted and there are not enough members to maintain the guild, please advise the National Executive as soon as possible.

1. When closing a Guild, any money left in the fund should be given to charity or to your local Chapel, in case of reopening of the Guild.
2. Financial records are to be reviewed by an independent reviewer.
3. Financial records and other historical records should be kept by the chapel for seven years.