

Constitution for a Charitable Incorporated Organisation Local Ecumenical Partnership

Help and Guidance

This document explains and guides what you should write in the various fields available for editing. Please note you will not be able to change any text in the document that is not highlighted in **red writing**. Paragraph numbers below refer to paragraph numbers in the constitution.

Where text is not relevant to the combination of partners to the LEP, we recommend that you replace deleted text with the word 'deleted'. This will preserve the numbering of the constitution, and enable the denominational authorities and Charity Commission to see easily where text has been altered from the model.

Text you have altered **will remain in red**, so that those with responsibility for checking constitutions can see at a glance the changes made.

1. Name

Delete the text and insert the name of the LEP.

9. Membership of the LEP

9.1 (b) Replace the text in each line with the relevant names of the participating local churches. These names should match what is written in the Partnership Agreement at paragraph 6.

If the LEP has been formed as a church plant, so as yet there are no pre-existing local church partners, the suggestion is to change the text to:

'The members of the participating [name of denomination as appropriate church shall be those persons who are listed on the membership roll of the [name of denomination as appropriate church.'

If you do not yet have a particular church partner in your LEP, replace that line of text with 'deleted'.

9.5 If the Church of England is a partner in the LEP, and the LEP is the parish church, then paragraph 9.5 **MUST** be included. Insert the relevant names where indicated. If the Church of England is not a partner, or the LEP is not the parish church, then replace the whole paragraph with the word 'deleted'. (NB There are three fields which will need to be deleted. You only need to write 'deleted' in the first field.)

11. General meetings of members

- 11.1 The text after line (d) MUST be included if there is a United Reformed Church or Baptist partner. If not, you may delete the text (you don't have to replace with 'deleted' on this occasion)

12. LEP Trustees

- 12.3 a) Insert numbers for the minimum and maximum number of trustees your LEP will elect. Make sure these numbers are appropriate for the size of congregation, and realistic. Bear in mind that the Charity Commission directs that there should always be at least three Trustees.

The line about appointed trustees is only necessary if you have a Church of England partner to the LEP (see guidance on paragraphs 13.3 below)

- 12.3 c) Delete references to appointed trustees if not relevant. Replace with a space.

- 12.4 Write in the names of the first trustees of the LEP. Include what category of trustee they are, and when their term of office will end.

13. Appointment of LEP Trustees

- 13.3 If you have a Church of England partner to the LEP you MUST include the whole of section 13.3. You will need to include the relevant parish name in paragraph 13.3.a and also the number of trustees the PCC can appoint to the LEP.

If you do not have a Church of England partner, replace the title with 'deleted' and delete the following paragraphs.

30. Withdrawal

- 30.4 We suggest an extension period of three months would be suitable, which would give a total of six months for discussion. However, there may be local reasons why a shorter or longer time period should be adopted.

31. Interpretation

'Area of Benefit': Replace the text with the Area of Benefit of the LEP. This text must be the same as in the Partnership Agreement.

'The Partnership Agreement': Enter the date of the Partnership Agreement. This will probably be the same as the date of the constitution.

'The Participating Denominations': Enter the names of the denominational bodies of each of the partner churches in your LEP: e.g. the Church of England, the Methodist Church, the United Reformed Church, the Baptist Union of Great Britain, etc. The text should

be the same as in the Partnership Agreement. If you have more than two partners, the first box will expand so you can include more than one Participating Denomination in this box, putting the final Denomination in the second box.

‘The Participating Churches’: Enter the names of the local Churches participating in your LEP. If your partners are currently existing churches that have decided to work together in an LEP, you should put their names. If your LEP is a new church plant, you can put ‘a Baptist church within the xxx Baptist Association’, ‘a United Reformed Church within the xxx Synod’, etc. The text should be the same as in the Partnership Agreement. If you have more than two partners, the first box will expand so you can include more than one Participating Church in this box, putting the final Church in the second box.

‘Relevant Authority’: Replace the text in each line with the appropriate names of the local church partners and their relevant authority.

For the Church of England the appropriate authority will usually be the Bishop of the local Diocese.

For the Methodist Church the appropriate authority will usually be the local Circuit and District.

For the United Reformed Church the appropriate authority will be the local Synod.

For the Baptist church, the text is there for you.

As before, if you do not yet have a particular church partner in your LEP, replace the text with ‘deleted’.