


THE GUILD'S HYMN

RISE UP, O MEN OF GOD! - Songs of Praise 635

1. Rise up, O men of God!
Have done with lesser things;
Give heart and soul and mind and
strength
To serve the King of kings.
2. Rise up, O men of God!
His Kingdom tarries long;
Bring in the day of brotherhood,
And end the night of wrong.
3. Rise up, O men of God!
The Church for you doth wait,
Her strength unequal to her task;
Rise up, and make her great!
4. Lift high the cross of Christ!
Tread where his feet have trod;
As brothers of the Son of man
Rise up, O men of God.

Amen! Amen!!



ARTICLE 1

NAME

The name of the Guild shall be **THE CATHEDRAL GUILD OF STEWARDS**, hereinafter referred to as **The Guild**.

ARTICLE 2

OBJECTS

The objects of The Guild are as follows:

- (i) To provide such services that will help promote and facilitate orderliness of worship in the Cathedral
- (ii) To regulate the activities and conduct of Stewards to enable them render efficient service to both the Cathedral congregation and visitors alike.
- (iii) To provide a forum for discussion, social intercourse and promotion of all that is conducive to good Christian fellowship.
- (iv) To support all activities of the Cathedral.
- (v) To support all activities of the Lagos Anglican Diocesan Guild of Stewards (LADGOS)



ARTICLE 3

MEMBERSHIP

QUALIFICATION

Membership shall be open to financial male members of the Cathedral, not below 21 years but above 70 years of age, who are known to be regular worshippers and communicants.

- (ii) A qualified member as per Article 3, Section 1(i) above shall apply on the prescribed form sponsored by two Stewards who are not members of the Executive Committee.
- (iii) All applications shall be considered by the Executive Committee, which will recommend those deemed fit and proper for admission to the General Meeting for ratification or approval.
- (iv) Admitted candidates shall be on probation for six months and will be assigned by the Executive Committee to the various Groups in which they are to serve.
- (v) Subject to satisfactory performance during probation, a candidate shall be presented by his Leader to the General



Meeting of the Guild for confirmation and the candidate shall be formally admitted and presented with a Membership Certificate, a copy of the Rules and Regulations of The Guild and The Guild's brooch during The Guild's Corporate Worship or Anniversary, whichever comes first.

- (vi) A Group Leader, after consultation with members of his Group, may dispense with the services of a candidate who fails to perform satisfactorily during the probation period. He shall report same to the Executive Committee.


3. **CORPORATE WORSHIP**

All Stewards shall attend the Corporate Worship and take the Oath of faithful and devoted service to the Cathedral Church of Christ, Lagos. The Corporate Worship shall take place on the Sunday following the swearing-in of the members of the Standing Committee.

4. **CESSATION OF MEMBERSHIP**

A Steward's membership of The Guild is for life unless:

- (a) he dies or
- (b) he voluntarily resigns/retires, in writing, or
- (c) he is removed for:

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- (i) conduct prejudicial to good stewardship;
 - (ii) failure, without reasonable cause, to secure a minimum of 24 attendances in the calendar year;
 - (iii) failure to pay the minimum sustentation of the Cathedral
 - (iv) failure to pay The Guild's dues.

The Executive Committee shall inform the generality of members of the Guild of the determination of the membership of any Steward at the next General Meeting.

ARTICLE 4

PATRON AND VICE PATRONS OF THE GUILD

The Provost of the Cathedral Church of Christ, Lagos shall be the Patron.

The Vice Patrons shall be appointed from amongst retired Stewards.



ARTICLE 5

1. OFFICERS OF THE GUILD

Based on the provisions of Chapter XIV (XX) of the Constitution of the Diocesan Synod of the Diocese of Lagos, which provides for "The Cathedral Wardens" and which in Chapter XIV(XX)(1) provides that there shall be two Church Wardens for the Cathedral one of which shall be appointed by the Provost and the other elected by the subscribing members at the Annual Vestry Meeting, and which provides further in Chapter XIV(XX)(2-4) their duties and responsibilities which include amongst others acting as Joint Treasurers of the Standing Committee, receive all dues, make all payments, have charge of Church furniture, providing all things necessary for Divine Services, assisting in collecting the offerings, ordering the congregation and assigning the sittings as determined by the Standing Committee amongst other duties;

- (i) The People's Warden, as elected at the Annual Vestry Meeting of the Cathedral Church of Christ, shall be the Chairman of The Guild.
- (ii) The Provost's Warden, as appointed by the Provost at the Annual Vestry Meeting of the Cathedral Church of Christ, shall be the Vice Chairman of The Guild.



- (iii) For the purpose of effectiveness and discipline, Stewards are organised into Groups. The head of each Group shall be called and addressed as the GROUP LEADER. The Group Leader shall be assisted in his leadership role by the DEPUTY GROUP LEADER.
- (iv) The other Officers of The Guild, to be elected at the Annual General Meeting, shall be as follows:
- (a) The Secretary
 - (b) The Treasurer
 - (c) The Assistant Secretary (as appointed by the Secretary)
 - (d) The Financial Secretary
 - (e) The Social Secretary
- (v) **Auditor**
The Guild shall elect an Auditor, who shall be a member of The Guild, to audit the accounts of The Guild annually.

The Auditor shall not be a member of the Executive Committee and shall cease to be the Auditor if elected into any Executive Committee office.

2. TENURES OF OFFICERS

Apart from the Chairman and Vice Chairman of The Guild, whose tenures are subject to the Annual Vestry Meeting of the Cathedral Church of Christ, the tenures of other Officers of The Guild shall be as follows:



(a) Group Leaders and Deputy Group Leaders

- (i) The Group Leaders and Deputy Group Leaders shall hold office for a term of 4 (four) years and shall be eligible for another term of 4 (four) years only in each capacity.
- (ii) If a vacancy occurs for the post of a Group Leader, the Deputy Group Leader will automatically become the Group Leader and his tenure as Group Leader shall commence immediately there from.
- (iii) If a vacancy occurs for the post of a Deputy Group Leader, elections to the post shall be held by the Group as soon as possible.

(b) Other Elected members of the Executive Committee

Other elected members of the Executive Committee shall hold office for two (2) years and shall be eligible for another term of two (2) years only in the same office.

No Steward, upon attaining 70 years, shall be eligible to hold an elective office.



ARTICLE 6

EXECUTIVE COMMITTEE

- (i) The Executive Committee shall consist of:
- (a) The Chairman and Vice Chairman as elected / appointed at the Annual Vestry Meeting of the Cathedral Church of Christ.
 - (b) All Group Leaders (or in their absence the Deputy Group Leaders).
 - (c) All Officers listed in Article 5 Section 1, sub section iv, (a)–(e) of these Rules and Regulations.
 - (d) Four (4) ex-officio members, one from each Group duly elected by the Group.
 - (e) Any member of The Guild who is nominated to represent The Guild in any other related Organisation shall automatically become an ex-officio member of the Executive Committee, except that where The Guild is represented by more than one Steward in any such Organisation, the Steward holding the most senior office in that Organisation or, where not applicable, the most senior Steward among them shall be the ex-officio member of the Executive Committee.



- (ii) The Executive Committee shall have powers to co-opt any Steward and regulate its own proceedings.
- (iii) The Executive Committee shall have powers to make any necessary Rules and Regulations concerning the general conduct of The Guild subject to the approval of the General Meeting or the Annual General Meeting of The Guild.

ARTICLE 7

DUTIES AND RESPONSIBILITIES OF OFFICERS

- (i) **Chairman**
The Chairman is the Head of the Executive Committee. He shall preside over the meetings of the Executive Committee as well as the meetings of The Guild at which he is present.
- (ii) **Vice Chairman**
The Vice Chairman shall assist the Chairman in all his duties and act for him in his absence.
- (iii) **Group Leaders**
 - (a) The Leader of each Group shall see that Stewards carry out their duties as listed in the Rules and Regulations.



- (b) The Group Leaders shall be responsible for the maintenance of orderliness at all Services. It is the responsibility of Group Leaders to ensure that all the doors are manned by Stewards at all Services whether regular or special.
- (c) The Group Leaders shall ensure that there are enough Stewards for every Service, both regular and special.
- (d) The welfare of Stewards is the primary responsibility of each Group Leader. Group Leaders must keep the list of residential and mailing addresses as well as telephone numbers of the Stewards in their respective Groups.

(iv) Deputy Group Leaders

The Deputy Group Leaders are to assist the Group Leaders in all their duties and to act as Group Leaders during the absence of the Leaders.

(v) Secretary

The Secretary is responsible for the day-to-day running of The Guild and shall submit an annual report of the general activities of The Guild to the Annual General Meeting, and also to the Annual Vestry Meeting.



(vi) Assistant Secretary

The Assistant Secretary shall assist the Secretary in the performance of his duties and shall act for him in his absence.

(vii) The Treasurer

The Treasurer shall be the custodian of the funds of The Guild and shall keep an accurate account of such funds on proper accounting principles. He shall prepare such accounts for audit not later than the 31st of January of each year. He shall present the audited accounts first to the Executive Committee and then to the Annual General Meeting.

(viii) Financial Secretary

The Financial Secretary shall collect all funds, issue receipts, record them in a register, hand over the funds with details to the Treasurer within seven days. In the absence of the Treasurer he shall bank all collections within 14 days.

(ix) Social Secretary

The Social Secretary shall be responsible for the organisation of all social activities of The Guild. He shall be the Chairman of any Social Committee appointed by either the Executive Committee or the General Meeting.

(x) **Auditor**

The Auditor shall carry out an audit of The Guild's Books and Accounts and present a report first to the Executive Committee and then to the Annual General Meeting of The Guild.

ARTICLE 8

DUTIES OF STEWARDS

- (i) A Steward serves in the House of God. He is therefore the embodiment of decency, discipline and orderliness. He must give of his best at all times.
- (ii) A Steward is expected to attend all Services during any week his Group is on duty and must be at the Church at least .15 minutes before the start of the Service. When unable to attend, he must endeavour to give adequate notice to his Group Leader or Deputy Group Leader.
- (iii) On arrival for a service, a Steward must check that all books, notices, programmes, etc. are available in adequate numbers and well placed at the entrances. If the books for use are not out, he must remove such books from the cupboards and place them as appropriate on the trolleys at the entrances.



- (iv) Stewards should not allow visitors and parishioners to walk around the Church during Services. Stewards should meet them at the entrances, provide them with the appropriate books, notices, programmes, etc. and usher them to their seats.
- (v) Stewards should bar the doors and endeavour to restrict movement within the Cathedral:
- (a) During the singing of the Introit,
 - (b) During the Collect,
 - (c) During the reading of the Lessons,
 - (d) During the rendering of the Creed,
 - (e) During all prayers and
 - (f) During the Sermon

At the discretion of the Stewards, when the doors are barred, members of the congregation may be allowed to sit in the first few rows of seats close to the entrances. Worshippers shall not be allowed into the main aisle during the Service.

- (vi) Stewards are not expected to walk around the Cathedral during any Service as all Services are expected to be conducted with the greatest reverence. In particular, movement of Stewards and worshippers should be severely restricted during the Creed and prayers except in case of an emergency.



- (vii) Distribution of letters, circulars and notices should be restricted to periods of hymn singing and chanting of Psalms.
- (viii) Stewards should conduct other duties such as taking collections, taking attendances and ushering Communicants with the greatest reverence. Stewards must pay particular attention to the elderly, the infirm and the younger worshippers.
- (ix) Stewards must take active part in the campaign to reduce noise inside the Cathedral - particularly in-between Services. They should remember those who are having their silent prayers as they, too, are worshipping and should not be disturbed.
- (x) Stewards have the right to attend any Service in the Cathedral whether or not The Guild is on duty, subject to special ruling by the Chapter regarding Services held for the Clergy only or Services by outside bodies.
- (xi) At the end of every Service, the Stewards on duty, as directed by the Group Leaders, shall retire to the Stewards' Vestry for the counting of the collections. Group Leaders shall ensure that the roll-call is taken after the collections have been counted.



- (xii) A good Steward should always be prepared to serve at any Service other than that at which his Group is on duty.
- (xiii) A good Steward should co-operate with the Group Leader, the Deputy Group Leader and his fellow Stewards in the observance of all of the above.

ARTICLE 9

MODE OF DRESSING

- (i) Suits shall be black, preferably, or dark blue with no stripes whatsoever.
- (ii) Shirts shall be plain white (no coloured trimmings or stripes whatsoever)
- (iii) Ties shall be as issued by The Guild and are to be used, except as otherwise directed, as follows:
 - RED - All Sundays except during Lent, Advent and Funerals
 - PURPLE - During Lent (except on Palm Sunday), Advent, Funeral and Memorial Services
 - GREEN - Weddings, Birthdays and Anniversaries.
- (iv) Black shoes and dark socks shall also form part of the dress code.



ARTICLE 10

ORDER OF PROCESSION

Whenever it shall be necessary for The Guild to go into a procession the following order shall be observed from first to last:

- (i) New Stewards
- (ii) Older Stewards
- (iii) Ex Deputy Group Leaders
- (iv) Current Deputy Group Leaders not on duty
- (v) Ex Group Leaders
- (vi) Current Group Leaders not on duty
- (vii) Ex Provost's Wardens
- (viii) Ex People's Wardens
- (ix) President, LADGOS (if a member of The Cathedral Guild of Stewards)
- (x) Deputy Group Leader on duty
- (xi) Group Leader on duty
- (xii) Provost's Warden
- (xiii) People's Warden

ARTICLE 11

MEETINGS

1. **Executive Committee Meetings**
 - (i) The Executive Committee shall deal with matters referred to it by the General Meeting and report back to the General Meeting.



- (ii) The Executive Committee shall hold meetings quarterly before the next General Meeting.
- (iii) The Secretary may call Emergency Meetings at any time at the request of the Chairman or upon a written request of two Group Leaders. No business, other than that shown on the circular for the Emergency Meeting, shall be transacted.
- (iv) Four (4) members, including either the Chairman or Vice Chairman, present shall form a quorum at any Executive Committee Meeting.

2. General Meetings

- (i) The General Meeting of The Guild shall be held at least four times, that is, in March, June, September and November of every year.
- (ii) Emergency Meetings may be called at any time by the Secretary at the request of the Chairman or on a written request of at least ten Stewards. No business, other than that shown on the circular for Emergency Meeting, shall be transacted.
- (iii) Ten (10) Stewards, including either the Chairman or Vice Chairman, present shall form a quorum at any General Meeting of The Guild.



3. Annual General Meeting

- (i) The Annual General Meeting shall be held as soon as possible after the Annual Vestry Meeting. Reports of the Secretary, Treasurer and Auditor shall be presented at the Annual General Meeting.
- (ii) Prizes, commendations, etc. shall also be awarded at the Annual General Meeting or at the Guild's Anniversary to Stewards who have rendered exemplary services to The Guild and the Cathedral during the year.
- (iii) Ten (10) Stewards, including the Chairman or Vice Chairman, the Secretary or Assistant Secretary and the Treasurer, being present, shall form a quorum at any Annual General Meeting.

ARTICLE 12

ELECTION OF OFFICERS

- (i) The election of Officers and Ex-Officio members of the Executive Committee shall be by secret ballot at the Annual General Meeting.
- (ii) The election of Group Leaders, Deputy Group Leaders and Ex-Officio members representing the Groups shall be by secret ballot by the Groups.



- (iii) Stewards who are in arrears of annual contributions for a year shall not be eligible to vote or be voted for.
- (iv) No Steward, who is less than one year old in The Guild, shall be eligible for election.
- (v) In the event of a vacancy in the course of the year it shall be filled by the General Meeting of The Guild at a bye-election with the exception of Group Leaders and Ex-Officio Members of Groups who shall be elected by the Groups concerned.

ARTICLE 13

FINANCE

1. CONTRIBUTIONS

- (i) It shall be compulsory for every Steward to contribute such amount, as stipulated by the General Meeting of The Guild from time to time, to the purse of The Guild.
- (ii) Contributions by special levy may be imposed on any occasion considered fit and proper.
- (iii) A Steward, on attaining the age of 70 years, shall be exempted from payment of contributions or special levy to the purse of The Guild except of his own volition.



- (iv) A Steward's contribution shall be deemed due for the year immediately his candidature is approved by The Guild.
- (v) A Steward's contributions shall be deemed due in arrears after 31st December of each year.

2. **BENEFITS**

- (a) The family of a member who dies shall be entitled to a benefit irrespective of his financial standing in The Guild at the time of his death
- (b) A financial member of The Guild, whether serving or retired, shall be entitled to benefits in respect of:
 - (i) Death of his wife
 - (ii) Death of either parent
 - (iii) Member getting married
 - (iv) Children of members getting married
 - (v) Celebration of milestone birthdays being 40th and in multiples of 10 years thereafter.
- (c) Benefits made to members shall be limited as follows:
 - (i) Death of wife - Once
 - (ii) Death of parent - Twice
 - (iii) Marriage of member - Once
 - (iv) Children of members getting married - Four
 - (v) Celebration of milestone birthday - Seven



It shall be the duty of any member who knows of a case deserving award of benefit to bring it to the notice of the Secretary for necessary action. The value of the above benefits shall be as stated in the Bye-laws attached to these Rules and Regulations.

3. OPERATION OF THE GUILD'S ACCOUNTS

The CHAIRMAN, SECRETARY and TREASURER shall be the authorized signatories to The Guild's accounts. However for purposes of movement of funds out of the accounts any two of the authorized signatories, one of which must be the Treasurer, shall be sufficient.

ARTICLE 14

AMENDMENT

No alterations or amendments shall be made to these Rules and Regulations unless same shall have been passed by a majority of members at an Annual General Meeting or at an Emergency General Meeting called for that purpose. In any case, a notice of at least two (2) months shall be given for a meeting to amend the Rules and Regulations.



BYE LAWS

1. ADMISSION FEES

An Applicant for membership of The Guild shall pay an Admission Fee of N10,000.00 (ten thousand naira) only, or such amount as may be determined by The Guild from time to time, upon approval of his application.

2. BENEFITS

The benefits to members / member's family are as follows:

- (a) Death of a member - N10,000.00
- (b) Death of a member's wife - N 5,000.00
- (c) Death of a member's parent - N 5,000.00
- (d) Child of member getting married - N5,000.00
- (d) A member getting married - N5,000.00
- (e) Milestone birthday - N 5,000.00


3. ANNUAL DUES

Each Steward shall pay N5,000.00 (five thousand naira) only annually as Guild's dues.

The above amounts may be amended when necessary through a resolution at the General Meeting of The Guild.

4. LONG SERVICE AWARDS

- (i) A Certificate of Long Service shall be presented during the Corporate



Worship or the Anniversary of The Guild, to any member of The Guild who has been in service for a period of not less than ten years, and who has served meritoriously.

- (ii) A Plaque of Long Service shall be presented during the Corporate Worship or the Anniversary of The Guild, to any member of The Guild who has been in service for a period of not less than twenty-five years, and who has served meritoriously.

DATED

26th February, 2012

Chief Gbolahan Ayodele

People's Warden

Dr. V.A.O. Da Costa

Provost's Warden



WHAT A STEWARD SHOULD KNOW

1. A Steward serves in the House of God. He is therefore the embodiment of decency, discipline and orderliness. He must give of his best at all times.
2. A Steward is expected to attend all Services during any week his Group is on duty and must be at the Church at least 15 minutes before the start of a Service. When unable to attend any Service, he must endeavour to give adequate notice to his Group Leader or Deputy Group Leader.
3. On arrival for a service, a Steward must check that all notices, programmes, etc. are available in adequate numbers and well placed at the entrances. If the books for use are not out, he must remove such books from the cupboards and place them as appropriate on the trolleys at the entrances.
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5. Stewards should bar the doors and endeavour to restrict movement within the Cathedral:
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 - (b) During the Collect,
 - (c) During the reading of the Lessons,
 - (d) During the rendering of the Creed,
 - (e) During all prayers and
 - (f) During the Sermon

At the discretion of the Stewards, when the doors are barred, members of the congregation may be allowed to sit in the first few rows of seats close to the entrances. Members may not be allowed into the main aisle during the Service.

6. Stewards are not expected to walk around the Cathedral during any Service as all Services are expected to be conducted with the greatest reverence. In particular, movement of Stewards and worshippers should be severely restricted during the Creed and prayers except in case of an emergency.
7. Distribution of letters, circulars, and notices should be restricted to periods of hymn singing and chanting of Psalms.



8. Stewards should conduct other duties such as taking collections, taking attendances and ushering Communicants with the greatest reverence. Stewards must pay particular attention to the elderly, the infirm and the younger worshippers.
9. Stewards must take active part in the campaign to reduce noise inside the Cathedral - particularly in-between Services. stewards should remember those who are having their silent prayers as they too are worshipping and should not be disturbed.
10. At the end of every Service, the Stewards on duty, as directed by the Group Leaders, will retire to the Stewards' Vestry for the counting of the collections. Group Leaders must ensure that the roll-call is taken after the collections have been counted.