



Constitution of Mothers' Union Movement in the Diocese of Jamaica and the Cayman Islands



Constitution of Mothers' Union Movement in the Diocese of Jamaica and the
Cayman Islands
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HISTORY OF THE MOTHERS' UNION

The Mothers' Union is the largest lay organisation in the Anglican Communion and the world. It was formed in 1876 by Mary Sumner, wife of Rev. George Sumner, Curate at Old Alfresford, Hampshire and the first meeting for the Union of Women was held there. In 1896 the Central Committee of Mothers' Union was formed and the first Central Constitution was agreed upon, unifying members across dioceses into a national union with Mary Sumner as president.

Mothers Union was introduced to Jamaica by Mrs. Margaret Williams in 1897. The first meeting was held in Kew Park, Westmoreland and the first Branch was formed the following year at St. Michael's Church, Kew Park with Mrs. Margaret Williams as its Enrolling Member. Archbishop Enos Nuttall was the first Patron and the organisation's first report was published in the Synod Journal of 1901. In 1928, the Mothers' Union was organized on a Diocesan level. Its first Diocesan President was Mrs. Hardie and Mrs. G.P. Stephenson the first Organising Secretary.

The Mothers' Union is a Christian organization that promotes the wellbeing of families worldwide. This is done through prayer; studying and reflecting on parenthood, family life, marriage and their place in society. Members are equipped to take practical action to improve conditions for families nationally and internationally.

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1.0 PREAMBLE

1.1 NAME

The name of this organisation is the Mothers' Union **in** the Diocese of Jamaica and the Cayman Islands.

1.2 OUR VISION

A world where God's love is shown through loving, respectful and flourishing relationships.

1.3 OUR MISSION

The mission of the Mothers' Union in Jamaica and the Cayman Islands is to show our Christian faith by the transformation of communities, through prayer and the promotion of stable marriage, family life and the protection of children.

1.4 OUR AIM

The aim of the Mothers' Union in Jamaica and the Cayman Islands is to encourage, strengthen and support marriage and stable family life.

1.5 OUR OBJECTS

In order to carry out its aim, the Mothers' Union has set itself the following five objects.

1. To uphold Christ's teaching on the nature of marriage and to promote its wider understanding.
2. To encourage parents to bring up their children in the faith and life of the Church.

3. To maintain a world-wide fellowship of Christians, united in prayer, worship and service.
4. To promote conditions in society favourable to stable family life and the protection of children.
5. To help those whose family life has met with adversity.

1.6 OUR PURPOSE

The purpose of the Mothers' Union in Jamaica and the Cayman Islands is to contribute to building and preserving Christian marriage and stable family life.

2.0 MEMBERSHIP

2.1 ELIGIBILITY

Membership is open to **ALL** who:-

- i) have been baptized in the name of the Holy Trinity
- ii) declare their support for the aims and objects of the Mothers' Union
- iii) attend meetings and participate in activities
- iv) satisfy **all** the financial requirements of the Mothers' Union by paying dues which are set by the Executive Bodies

2.2 TRANSFER OF MEMBERSHIP

Membership may be transferred upon request by the member. The transfer should be facilitated by the Branch President and Priest of the former Branch.

2.3 TYPES OF MEMBERSHIP

There are three types of members

2.3.1 ACTIVE MEMBER

Any member who satisfies all conditions of membership:

- i) attend meetings and participate in activities
- ii) satisfy all the financial requirements of the Mothers' Union.

Long-standing members who are unable to participate in activities are not required to pay dues.

2.3.2 INACTIVE MEMBER

Members who do not attend meetings or participate in any activities for a period of over 6 months may be deemed inactive and Branches are not required to submit payments on their behalf.

2.4 TERMINATION OF MEMBERSHIP

Membership may be terminated through a resignation letter written by the member. There shall be consultation of said member with the Branch President and Priest before resignation becomes effective.

3.0 ORGNISATIONAL STRUCTURE

The Mothers Union in the Diocese of Jamaica of Jamaica and the Cayman Islands is organised at four levels: Branch, Deanery, Region and Diocese. At each level, the Mothers' Union group shall be named as set out below:

Branch: Mothers' Union, name of Church, name of location

e.g. Mothers' Union, Christ Church, Port Antonio

Deanery: Mothers' Union, name of Deanery

e.g. Mothers' Union, Deanery of St. Mary

Region: Mothers' Union, name of Region

e.g. Mothers' Union, Montego Bay Region

3.1 OFFICERS OF THE MOTHERS' UNION

At each level of the Mothers' Union, Officers shall be elected to conduct the business of the Organisation. All Officers of the Mothers Union shall be confirmed members or completed formation classes of the Anglican Communion. No member may hold two offices at the same level.

3.2 BRANCH ORGANISATION

1. A Mothers' Union Branch may only be started with the consent of the Rector
2. It may only be run in agreement with the Rector and in accordance with the constitution of the Mothers' Union
3. It may only be closed with the consent of the Rector. Notice should be sent to the Mothers' Union Diocesan Secretary who will notify all officers concerned within the Deanery and within the Region

3.2.1 BRANCH EXECUTIVE COMMITTEE

The Branch Executive Committee shall consist of:-

- The Branch President
- The Branch Vice-President
- The Secretary and Treasurer and their assistants
- All members of the Diocesan, Regional and Deanery Committees within their congregations.

The Branch Officers are elected by the members of the Branch to serve for three years, and may serve for a second consecutive term. The election of the Branch Officers shall take place by November of the electoral year.

Branches may co-opt an individual to sit on the Branch Committee for a special purpose and for a stated time period

3.2.2 BRANCH PRESIDENT

Candidates for the position of Branch President shall be nominated prior to the elections. Nominations shall be submitted to the Rector/Mothers' Union Deanery President before the election takes place for ratification. The successful candidate shall then be admitted to office within the context of a Service. The term of Office of the Branch President will begin in December of the electoral year and run until November of the third year.

3.2.2.1 DUTIES

The Branch President shall:

1. Preside over all meetings of the Branch. The Branch President shall have an original vote for any motion raised in the meeting. In the event of a tie, the Branch President shall have the casting vote.

2. The Branch President shall preside over the Branch Committee and together they shall organize the work of the Branch and plan the programmes.
3. The Branch President shall carry out the regulations of the Mothers' Union dealing with preparation for Membership and ensure that all new members understand fully the aims and objects of the Mothers' Union, and the promises they make when they join.
4. The Branch President should work closely with the Rector/Deanery President; arrange for the Admission of new members in Church and encourage the Branch to be an active and worshipping group within the life of the Church.
5. Represent the Branch on the Mothers Union Deanery Committee

3.2.3 BRANCH VICE-PRESIDENT

The Branch Vice-President shall act as President whenever the incumbent is unavailable and is accorded all duties and privileges of the President at this time. Should for any reason, the President be unable to complete the term of Office, the Branch Vice-President is expected to complete the term of Office until the next electoral period.

Duties

1. Membership: Training & Development
2. Participate as a member of the Mothers' Union Deanery Committee
3. Any other duty the President or Committee may assign

3.2.4 SECRETARY

The Branch Secretary shall be a member of the Branch Executive Committee.

3.2.4.1 DUTIES

These shall be to:

1. Plan and distribute scheduling information for meetings and other activities, in consultation with the President
2. Organise all meetings of the Branch and Executive Committee and prepare, in consultation with the President, the Agendas for the Meetings.
3. To record and keep the Minutes for these meetings and circulate an action sheet.
4. Maintain up-to-date record of all Minutes taken (hard and Soft Copies)
5. Prepare and remit reports as required.
6. Conduct correspondence on behalf of the Branch
7. Be responsible for the safe keeping of all relevant documents as well as the equipment of the Committee;
8. Perform such other duties as may be assigned to, or requested by, the Executive Committee.

3.2.5 ASSISTANT SECRETARY

The Assistant Secretary shall act as Secretary whenever the incumbent is unavailable and is accorded all duties and privileges of the Secretary at this time. Should for any reason, the Secretary be unable to complete the term of Office, the Assistant Secretary is expected to complete the term of Office until the next electoral period.

3.2.6 TREASURER

The Branch Treasurer shall be a member of, and participate in the Branch Executive Committee.

3.2.6.1 DUTIES

1. The treasurer shall keep an accurate record of all financial transactions of the Committee.
2. Send notices to Members informing them of annual dues and payments
3. Prepare an annual Budget for approval by the Executive Committee at a date to be decided upon by the Committee
4. Be responsible for the safe keeping of all monies belonging to or entrusted to the Committee.
5. Ensure that all financial transactions are properly receipted;
6. Ensure all payments are accompanied by a payment voucher approved by the President.
7. Submit quarterly statements to the meetings of the Branch
8. Submit an annual report to the Annual General Meeting
9. Send reminders to Members who may have outstanding annual dues/payments
10. Ensure that all monies collected and expended are documented in the Minutes.
11. Perform other duties as may be assigned to, or requested by, the Executive Committee.

3.2.7 ASSISTANT TREASURER

The Assistant Treasurer shall act as Treasurer whenever the incumbent is unavailable and is accorded all duties and privileges of the Treasurer at this time. Should for any reason, the Treasurer be unable to complete the term of office, the Assistant Treasurer is expected to complete the term of office until the next electoral period.

3.2.8 OPTIONS FOR BRANCHES

In the event that a Branch may find it necessary to combine the positions of Secretary and Treasurer, they may elect a Secretary/Treasurer and an Assistant Secretary/Treasurer. It is expected that this individual will undertake the duties as listed above for both roles.

3.2.9 BRANCH MEETINGS

Branch Meetings should be held regularly during the year and should be open to all qualified for membership.

Branch Executive Meetings should be held at least twice per quarter.

Branch Meetings should be held at least once per quarter.

All meetings of the Branch shall begin and end with prayer.

3.3 DEANERY ORGANISATION

The Mothers' Union shall be organised according to the Deaneries determined by the Diocese. Each Deanery shall be under the leadership of a Deanery Committee.

The Deanery Committee shall consist of:-

1. All Branch Presidents
2. All Branch Vice-Presidents
3. The Secretary and Treasurer of each Branch and their assistants
4. All members of the Diocesan and Regional Committees living in the Deanery.

Selection of Deanery Executive may follow one of two options:

Option 1:

In December of the elective year, the Deanery Committee shall elect the following Officers from the members present:

1. Deanery President
2. Deanery Vice-President
3. Secretary
4. Treasurer

Option 2

In December of the elective year, the Deanery should host a general meeting to elect the following officers.

1. Deanery President
2. Deanery Vice-President
3. Secretary
4. Treasurer

The Deanery Officers are elected by the members of the Deanery Committee/Deanery to serve for three years, and may serve for a second consecutive term. The election of the Deanery Officers shall take place by December of the electoral year. The term of office shall be January – December of the third year of the third year.

A minimum of 50% plus one Branch must be represented at the election of Officers.

The name of the incoming officers should be returned to the Regional Secretary and the MU Diocesan Secretary through the out-going Deanery President. The Rural Dean should also be advised. The Deanery Officers should be admitted to office at the Lady Day Service of the following year.

The Deanery Committee shall make any appointments and set up such sub-committees relevant to the Deanery and deemed necessary for the furthering of the Aim and Objects of the Mothers' Union.

3.3.1 DEANERY MEETINGS

Meetings of the Deanery Committee shall be held quarterly. They may be held face-to-face or virtually. Meetings should be rotated among the Cures.

Meetings of the Deanery Officers shall be held quarterly.

All meetings shall begin and end with prayer.

3.3.2 DUTIES OF THE DEANERY PRESIDENT

The Deanery President shall:

1. Represent the Deanery on the Diocesan Committee
2. Preside over all meetings of the Mothers' Union Deanery Committee and Deanery Officers.
In the event of a tied vote for any motion raised in the meeting, the Deanery President shall have an initial vote and the casting vote.
3. Plan, in conjunction with the Deanery Officers, and give approval for the agenda for these meetings.
4. Keep in close touch with the Branch Presidents of the Deanery and encourage fellowship of Branches within the Deanery, in ways which will further the aims and objects of the Mothers' Union
5. Be responsible for arranging Lady Day Service.
6. Facilitate observance of Margaret Williams Day, Wave of Prayer, Mary Sumner Day, 16 Days of Activism
7. Facilitate training sessions for the Branches
8. Submit quarterly reports to the Regional President
9. Initiate and monitor Deanery projects

3.3.3 DEANERY VICE-PRESIDENT

The Deanery Vice-President shall act as President whenever the incumbent is unavailable and is accorded all duties and privileges of the President at this time. Should for any reason, the President be unable to complete the term of Office, the Vice-President is expected to complete the term of Office until the next electoral period.

3.3.3.1 DUTIES

1. Membership Training & Development
2. Any other duty the President or Committee may assign

3.3.4 SECRETARY

Duties

These shall be to:

Plan, in consultation with the President, and distribute scheduling information for meetings and other activities

1. Organise all Meetings of the Deanery Committee and Officers and prepare, in consultation with the President, the agenda for the meetings.
2. To record and keep the Minutes for these meetings and circulate an action sheet.
3. Maintain up-to-date record of all Minutes taken (hard and soft copies)
4. Prepare and remit reports as required.
5. Conduct correspondence on behalf of the Deanery
6. Be responsible for the safe keeping of all relevant documents as well as the equipment of the Committee;
7. Perform such other duties as may be assigned to, or requested by, the Deanery Committee.

3.3.5 ASSISTANT SECRETARY

The Assistant Secretary shall act as Secretary whenever the incumbent is unavailable and is accorded all duties and privileges of the Secretary at this time. Should for any reason, the Secretary be unable to complete the term of Office, the Assistant Secretary is expected to complete the term of Office until the next electoral period.

3.3.6 TREASURER

Duties

1. The treasurer shall keep an accurate record of all financial transactions of the Committee.
2. Send notices to Branches informing them of annual dues and payments
3. Send reminders to Branches who may have outstanding annual dues/payments
4. Prepare an annual Budget for approval by the Committee at a date to be decided upon by the Committee
5. Be responsible for the safe keeping of all monies belonging to or entrusted to the Committee.
6. Ensure that all financial transactions are properly receipted
7. Ensure all payments are accompanied by a payment voucher approved by the President.
8. Submit quarterly statements to the Meetings of the Deanery
9. Submit an annual report to Deanery Executive
10. Ensure that all monies collected and expended are documented in the Minutes.
11. Perform such other duties as may be assigned to, or requested by, the Committee.

3.3.7 ASSISTANT TREASURER

The Assistant Treasurer shall act as Treasurer whenever the incumbent is unavailable and is accorded all duties and privileges of the Treasurer at this time. Should for any reason, the Treasurer be unable to complete the term of Office, the Assistant Treasurer is expected to complete the term of Office until the next electoral period.

3.3.8 OPTIONS FOR DEANERIES

In the event that a Deanery may find it necessary to combine the positions of Secretary and Treasurer, they may elect a Secretary/Treasurer and an Assistant Secretary/Treasurer. It is expected that this individual will undertake the duties as listed above for both roles.

3.4 REGIONAL ORGANISATION

The Mothers' Union shall be organised according to the Regions determined by the Diocese. Each Region shall be under the leadership of a Regional Committee.

The Regional Committee shall consist of:-

1. Two representatives from each Deanery, one of whom should be the Deanery President
2. All members of the Diocesan Executive Committee living in the Region.

The Officers of the Region shall consist of:

- (i) Regional President
- (ii) Regional Vice-President
- (iii) Regional Secretary
- (iv) Regional Treasurer
- (v) Regional P.R.O.

The Regional Committee shall make any appointments and set up such sub-committees relevant to the Region and deemed necessary for the furthering of the Aim and Objects of the Mothers' Union.

Activities under the banner of the Regional Committee include:

- (a) Hosting an Annual Service and Meeting for the Members within the Region rotated among the Deaneries
- (b) Hosting the Diocesan Annual Service and Meeting triennially
- (c) Facilitating communication among Deaneries
- (d) Submitting quarterly reports of the Region at the Diocesan quarterly meetings
- (e) Representing the Region on the Diocesan Executive Committee
- (f) Submitting an annual report for presentation at the Diocesan Annual Service and Meeting
- (g) Coordinating the activities of the Deaneries in the Region
- (h) Organise Training & Developmental Programmes
- (i) Any other activities that may arise within the Region

3.4.1 REGIONAL COMMITTEE MEETINGS

The Regional Committee shall meet at least three times each year. Meetings may be held virtually or face to face. The quorum for the meeting shall be 50% plus one Deanery.

All meetings of the Mothers Union shall begin and end with prayer.

3.4.2 REGIONAL OFFICERS

The Regional Officers shall consist of the Regional President, Regional Vice-President, Secretary, Treasurer and Public Relations Officer. The Regional Officers shall meet at least twice per year.

The Regional Officers are elected by the members of the Regional Committee to serve for three years, and may serve for a second consecutive term. The election of the Regional Officers shall take place by July of the electoral year. The term of office shall be September of the

electoral year until August of the third year.

The name of the incoming officers should be returned to the MU Diocesan Secretary through the out-going Regional President.

The appointment of the Regional President should be sanctioned by the Regional Bishop. The Regional Officers should be admitted to office at the Annual Regional Service & Meeting of the same year

3.4.3 REGIONAL PRESIDENT

DUTIES

The duties of the Regional President are as follows:

1. Represent the Region on the Diocesan Committee
2. Preside over all meetings of the Regional Committee and Regional Officer Committee. In the event of a tied vote for any motion raised in the meeting, the Diocesan President shall have the casting vote.
3. Prepare, with the assistance of the Regional Committee, the Agenda for all meetings of the Regional Committee and Executive Committee.
4. Oversee the planning of the Regional Service and Meeting.
5. Sit as ex-officio member on all Mothers' Union Committees within her Region, and she is entitled to attend meetings of the Mothers' Union, whether Deanery or Branch, within that Region.
6. Keep up-to-date list of Deaneries with their Deanery Presidents and Officers.
7. Facilitate Training of Members within the Region as deemed necessary.
8. Submit the Annual Report of the Region by December 31 of each year.
9. Ensure that the election of Officers is held in advance of the end of the tenure of the serving Officers both at the Deanery level and Branch level.

3.4.4 REGIONAL VICE-PRESIDENT

The Vice-President shall act as President whenever the incumbent is unavailable and is accorded all duties and privileges of the President at this time. Should for any reason, the President be unable to complete the term of Office, the Vice-President is expected to complete the term of Office until the next electoral period.

Duties

1. Membership Training & Development
2. Any other duty the President or Committee may assign

3.4.5 SECRETARY

Duties

These shall be to:

1. Plan, in consultation with the President, and distribute scheduling information for meetings and other activities
2. Organise all Meetings of the Regional Committee and Officers and prepare, in consultation with the President, the Agenda for the Meetings.
3. To record and keep the Minutes for these Meetings and circulate an action sheet.
4. Maintain up-to-date record of all Minutes taken (hard and soft copies)
5. Prepare and remit reports as required.
6. Conduct correspondence on behalf of the Region
7. Be responsible for the safe keeping of all relevant documents as well as the equipment of the Committee;

8. Perform such other duties as may be assigned to, or requested by, the Deanery Committee.

3.4.6 ASSISTANT SECRETARY

The Assistant Secretary shall act as Secretary whenever the incumbent is unavailable and is accorded all duties and privileges of the Secretary at this time. Should for any reason, the Secretary be unable to complete the term of Office, the Assistant Secretary is expected to complete the term of Office until the next electoral period.

3.4.7 TREASURER

Duties

The treasurer shall:

1. Keep an accurate record of all financial transactions of the Committee.
2. Send notices to Deaneries informing them of annual dues and payments
3. Send reminders to Deaneries who may have outstanding annual dues/payments
4. Prepare an annual Budget for approval by the Committee at a date to be decided upon by the Committee
5. Be responsible for the safe keeping of all monies belonging to or entrusted to the Committee.
6. Ensure that all financial transactions are properly receipted;
7. Ensure all payments are accompanied by a payment voucher approved by the President.
8. Submit quarterly statements to the Meetings of the Region
9. Submit an annual report to the Annual General Meeting
10. Ensure that all monies collected and expended are documented in the Minutes.
11. Perform such other duties as may be assigned to, or requested by, the Committee.

3.4.8 ASSISTANT TREASURER

The Assistant Treasurer shall act as Treasurer whenever the incumbent is unavailable and is accorded all duties and privileges of the Treasurer at this time. Should for any reason, the Treasurer be unable to complete the term of Office, the Assistant Treasurer is expected to complete the term of Office until the next electoral period.

3.4.9 OPTIONS FOR REGIONS

In the event that a Region may find it necessary to combine the positions of Secretary and Treasurer, they may elect a Secretary/Treasurer and an Assistant Secretary/Treasurer. It is expected that this individual will undertake the duties as listed above for both roles.

3.5

THE DIOCESAN COMMITTEE

The affairs of the Mothers' Union in Jamaica shall be managed by the Mothers' Union Diocesan Committee which shall make its own rules as to its own local organizations, as long as these rules are in accordance with the WORLDWIDE MOTHERS' UNION CONSTITUTION and the Canons of the Diocese of Jamaica & the Cayman Islands.

The Diocesan Committee shall consist of:-

- The Diocesan President
- The Diocesan Vice-President
- The Regional Presidents
- The Immediate Past Diocesan President
- The Mothers' Union Diocesan Secretary
- The Mothers' Union Diocesan Treasurer
- Public Relations Officer
- The Deanery Presiding Members OR a Representative from each Deanery
- Faith and Policy Coordinator
- Honourary Chaplain

The Term of Office for Diocesan Officers begin on January 1 of the year following their election.

3.5.1

MEETINGS

The Diocesan Committee shall meet once each quarter of the year - normally the second Saturday of March, June, September and December and may be held virtually or face-to-face.

Meeting venues are rotated among the Regions.

All meetings of the Mothers' Union shall begin and end with prayer.

3.5.2

QUORUM FOR DIOCESAN COMMITTEE

The Quorum for the meeting of the Diocesan Committee shall be:

- (i) Diocesan President or Designate
- (ii) 5 Deanery Presiding Members
- (iii) any other Two Members

3.5.3

EXECUTIVE OFFICERS

The Executive Officers shall be: the President, Vice-President, the Regional Presidents, Public Relations Officer, Secretary, Treasurer and the Faith & Policy Coordinator. The quorum shall be four members: The Diocesan President or her Designate, plus any other 3 members. The Officers shall meet at least four times every year.

3.5.4

ELECTION OF THE DIOCESAN OFFICERS

Elections for the Officers shall be held triennially. Nominations will be made at the September Meeting of the Committee in the election year. Elections will be held at the December Meeting of the Committee. A Presiding Officer and Scrutineer shall be named. They will instruct the voting process. In the event of a tied vote, the Diocesan President will have the casting vote. Incoming Officers will be commissioned at the Annual General Meeting following the election.

3.5.5

DIOCESAN PRESIDENT

The Diocesan President is the Chief Executive Officer of the Diocesan Committee of the Mothers Union, elected by its members and ratified by the Diocesan Bishop. She should have previously served on the Diocesan Committee.

Duties

The Diocesan President shall:

1. Preside over all meetings of the Diocesan Committee and Executive Officers at which she is present. In the event of a tied vote for any motion raised in the meeting, the Diocesan President shall have the casting vote.
2. Ensure that the decisions of the Diocesan Committee and the Executive Officers are implemented.
3. Obtain the ratification of the Diocesan Committee on all matters requiring such action and as deemed necessary by the Executive Officers.
4. Ensure that meetings of the Executive Officers and Diocesan Committee are held in accordance with the by-laws
5. In collaboration with the MU Diocesan Secretary, coordinate the election of Officers in advance of the end of the tenure of the serving Officers
6. Sit as ex-officio member on all Diocesan Mothers' Union committees, and she is entitled to attend all meetings of the Mothers' Union, whether Regional, Deanery or Branch.

7. She shall work closely with the MU Diocesan Secretary and together they shall prepare and sign all reports going to Mary Sumner House, the Provincial Committee and the Diocesan Synod.
8. Oversee the planning of the Annual General Meeting of the Movement.

3.5.6 DIOCESAN VICE-PRESIDENT

The Diocesan Vice-President shall act in the place of the Diocesan President whenever she is unavailable and is accorded all duties and privileges of the Diocesan President at that time. Should for any reason, the Diocesan President is unable to complete her term of Office, the Vice-President is expected to complete the term of Office until the next electoral period.

Duties

1. Membership: Verify the accuracy of membership list, monitor of membership status report of Branches
2. Member Development: organise events for members, raising awareness of the value of their membership; issue surveys and identify needs, issues and desires of members.
3. Liaise with Link Dioceses in the Wave of Prayer Cycle.
4. Any other duty the Diocesan President or Diocesan Committee may ask her to assume

3.5.7

MU DIOCESAN SECRETARY

Duties

These shall be to:

1. Plan, in consultation with the President, and distribute scheduling information for meetings and other activities
2. Convene all Meetings of the Diocesan Committee and Executive Officers and prepare, in consultation with the President, the Agendas for the Meetings.
3. To record and keep the Minutes for these Meetings and circulate an action sheet within one month and the completed minutes within two months.
4. Maintain up-to-date record of all Minutes taken (hard and Soft Copies)
5. Conduct correspondence on behalf of the Mothers Union
6. Be responsible for the safe keeping of all relevant documents as well as the equipment of the Committee;
7. Present a report of the Executive Committee at each meeting of the Committee
8. Submit an annual report to the Synod.
9. Supervise the operations of the Diocesan Office and the Administrative Assistant.
10. Perform such other duties as may be assigned to, or requested of her, by the Executive Committee.
11. Ensure that the decisions of the Diocesan Committee and the Executive Officers are implemented.
12. Obtain the ratification of the Diocesan Committee on all matters requiring such action and as deemed necessary by the Executive Officers.
13. Ensure that meetings of the Executive Officers and Diocesan Committee are held in accordance with the bye-laws
14. Ensure that the election of Officers is held in advance of the end of the tenure of the serving Officers and that the elected representatives of the Executive Officers are chosen by the Committee.

3.5.8 THE DIOCESAN TREASURER

Duties

1. The treasurer shall keep an accurate record of all financial transactions of the Diocesan Committee and Sub-Committees.
2. Shall chair the Finance Committee.
3. Be responsible for the safe keeping of all monies belonging to or entrusted to the Diocesan Committee and Sub-Committees
4. Ensure that all payments are properly receipted;
5. Ensure all payments are accompanied by a payment voucher approved by the President
6. Submit quarterly statements to the Meetings of the Diocesan Committee
7. Submit an annual statement and audited accounts to the Annual General Meeting
8. Prepare an annual budget for approval by the Executive Committee by January of each year.
9. Ensure that notices/reminders are sent to Branches about financial obligations and deadlines.

3.5.9 PUBLIC RELATIONS OFFICER, P.R.O.

Duties

1. The Public Relations Officer (PRO) shall chair of the Public Relations Committee
2. The PRO shall develop various strategies to promote the activities of the Mothers' Union using available media and platforms.
3. The PRO shall facilitate opportunities for engagement and feedback
4. The PRO shall facilitate the publication of an annual newsletter and a triennial Magazine. These may be in hard or soft copy
5. The PRO will have oversight for any publication that is generated representing the Mothers Union in the Diocese of Jamaica and the Cayman Islands.

3.5.10 FAITH AND POLICY COORDINATOR

Prayer and a shared faith in Christ are at the heart of all we do in Mothers' Union. One of our aims in the Faith & Policy Unit is to develop our own faith and spirituality. We put our prayer and faith into action through our social policy initiatives both locally, nationally and worldwide.

The Faith and Policy Coordinator shall be a member of the Diocesan Committee and Chairperson of the Faith and Policy Committee. The Coordinator shall be supported by Deputy Chairpersons overseeing the areas of Prayer & Worship, Outreach, Parenting and Social Policy. The Coordinator shall submit quarterly, and annual reports to the Diocesan Committee and Provincial Executive Committee.

3.5.10.1 PRAYER & WORSHIP

1. Indoor members are contacted regularly with information about the work we do.
Membership of this group is for those who find it difficult to attend regular meetings.
2. Produce a Wave of Prayer leaflet to be used during the period when we pray for and remember our link dioceses
3. Quiet Days/Retreats are arranged where members can reflect on what God is saying to us through the Bible and gain support and encouragement by praying together.
4. Develop and distribute materials that may be used to guide the observances held during the year e.g. 16 Days of Activism, Mary Sumner Day, Wave of Prayer, Margaret Williams Day

3.5.10.2 SOCIAL POLICY

The Social Policy aspect of the Mothers Union helps put our faith into practice. As witnesses of Christ and members of the Mothers' Union we:

1. Are informed; and discuss and take action on issues affecting family life and communities

2. keep up to date with the activities of governments and the United Nations
3. contribute to Government consultations.
4. seek to promote conditions in society favourable to stable family life and the protection of children.

3.5.10.3 OUTREACH

Outreach describes the process and activities by which the Mothers' Union engage with host congregations and its communities to improve the quality of life.

1. Direct the Diocesan Outreach Project each year.
2. Guide Deaneries and Branches in selecting outreach activities
3. Facilitate the planning and executing of outreach activities

3.5.10.4 PARENTING

The Parenting Deputy Chairperson shall:

1. Organise, in collaboration with the Parenting Trainer, training of facilitators and refresher sessions as deemed necessary.
2. Prepare a budget for training of facilitators and refresher sessions
3. Submit annual financial reports
4. Review reports of each training session.
5. Support activities of facilitators
6. Monitor and evaluate the outcome and impact of Parenting group graduands.

3.5.11

CHAPLAIN

The Mothers' Union Diocesan Committee shall identify and recommend to the Diocesan Bishop, a member of the clergy to be Chaplain. The Diocesan Bishop shall appoint the Chaplain of the Movement for a term of three years who shall be eligible for re-appointment for a second term. The same person shall not hold office as Chaplain for more than six consecutive years. The Chaplain is an ex-officio member of the Diocesan Committee.

Duties include

- Provide pastoral guidance
- Crisis ministry
- Counselling
- Sacraments
- Worship
- Education
- Ethical decision making
- Staff support
- Clergy contact

3.5.12

VACANCIES ON THE DIOCESAN COMMITTEE

All vacancies for positions occurring on the Diocesan Committee shall be filled by members of the Committee until the next election.

3.6

RECALL OF EXECUTIVE MEMBERS

Any Executive Member who has not participated in three consecutive meetings, assigned duties and activities may be deemed as having abandoned their post. A warning will be issued to the member. If there is no improvement after two other meetings the post shall therefore be declared vacant. The President shall write the incumbent informing them of the decision of the

Executive Committee.

The Executive may then name a replacement.

3.7 CONSENT TO NOMINATION TO ANY OFFICE

For all offices, the person nominated shall be supplied with a role description for the office concerned. The person making the nomination should provide a short recommendation of the person being nominated. The nominee must consent to the nomination. Unless this consent has been received, the name of the proposed nominee may not be entered on the ballot. Nominees should be in good financial standing.

3.8 CONFIDENTIALITY

- (a) All proceedings of the MU Diocesan Committee and all committees of the Organisation are strictly confidential, and no member or any other individual in attendance shall circulate or publish within or outside the Mothers' Union any report of the meetings of these bodies without permission.
- (b) Neither the private addresses of Mothers' Union officials, nor the names and addresses of members, shall be supplied to third parties without consent.

4.0 PROGRAMMES

Programmes shall be arranged as to express the Aim, the Purpose and the Five Objects of the Mothers' Union in a manner relevant to the needs of the congregation and community in which the Organisation operates. Prayer must be part of every Meeting.

5.0 EVENTS & OBSERVANCES

5.1 ANNUAL GENERAL MEETING

The Annual General Meeting of the Mothers' Union within the Diocese of Jamaica and the Cayman Islands is held on the Fourth Sunday of February each year. Its venue is rotated among the Regions. *Refer By-Law #1*

5.2 THE FEAST OF THE ANNUNCIATION (LADY DAY)

This feast-day (usually March 25 each year) shall be observed annually by all Mothers' Union members as a special day of prayer and thanksgiving for the Mothers' Union. It celebrates the special honour bestowed on the Blessed Virgin Mary to be the Mother of Our Lord, to be the means by which God entered into the world to dwell among us, "The Word was made flesh and dwelt among us". (John 1: 14)

5.3 MOTHERING SUNDAY

This is observed on the Fourth Sunday of Lent each year. Mothering Sunday is also known as Refreshment Sunday, the day that revives and energises the spirit of those who observe Lent. Roses are placed on a cross in honour of mothers (*red for mothers still alive and white for those who have died*)

5.4 PROVINCIAL SUNDAY/WEEK

Provincial Sunday is observed on the third Sunday of Easter. The week beginning with the Sunday is subsequently known as Provincial Week. Activities should highlight the work being done within the Province and the advantages of working together as a Province.

5.5 WAVE OF PRAYER

Our "Wave of Prayer" is a continuous expression of our commitment in prayer to each other. It runs throughout the year so that the work and members of each and every area in which Mothers' Union is active is prayed for at some point. We include this in our Midday Prayers. The cycle is determined by Mary Sumner House and is changed occasionally to allow members to become more closely associated with different members of the Movement

5.6 MARY SUMNER DAY

Mary Sumner Day is observed on August 9 annually and commemorates the birthday of our founder, Mary Sumner.

5.7 MARGARET WILLIAMS DAY

Margaret Williams Day is observed on September 25 annually and commemorates the birthday of the first Mothers' Union Branch President in the Diocese.

5.8 REGIONAL MEETING

Each Region hosts its annual Service and Meeting. The Service and Meeting are rotated among the Deaneries within the Region.

5.9 16 DAYS OF ACTIVISM

The 16 Days of Activism Against Gender-Based Violence is an international campaign coordinated by the [Center for Women's Global Leadership](#) and used by activists around the world as an organizing strategy to call for the elimination of all forms of gender-based violence. It is observed annually beginning November 25 and ends on December 10.

6.0 RELATIONSHIP WITH OTHER ORGANIZATIONS

It is desirable that the Mothers' Union should have representation on all Church and National Organizations which are concerned with the promotion and welfare of the family and of children.

The MU Diocesan Committee may, if it thinks fit, invite the attendance of representatives of other organisations to their meetings. Such representatives shall attend as observers only.

7.0 AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended, added or repealed by the Committee from time to time, provided that:

- (i) Notice of the proposed amendment is given in writing to the Committee at least sixty days prior to the date of the Committee Meeting.
- (ii) The proposed amendment should receive at least two-third votes of the members of the Committee present.