

THE DIOCESE OF NORTH AMERICA & EUROPE

The Mar Thoma Church

Rt. Rev. Dr. Isaac Mar Philoxenos
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BLESSINGS TO THE MEMBERS OF THE MAR THOMA PARISHES AND CONGREGATIONS IN THE DIOCESE OF NORTH AMERICA AND EUROPE.

Dearly Beloved in Christ,

As per the decision of the Diocesan Council and Assembly, the By-Laws of the various organizations of the Diocese were revised. The revised By-Laws were presented to the Episcopal Synod, which met on February 21, 2023, and were thereby approved. Therefore, the revised By-Laws will come into effect from March 01, 2023 onward. The previous By-Laws will no longer be valid after March 01, 2023.

Along with this Kalpana, a copy of the revised By-Laws is being sent to all the clergy of the Diocese. The revised By-Laws will also be available through the Diocesan Office.

May God strengthen us all to work efficiently with a spirit of unity.

Yours in His Ministry,

A handwritten signature in blue ink, appearing to read "Isaac Mar Philoxenos".

Rt. Rev. Dr. Isaac Mar Philoxenos
Diocesan Episcopa



MAR THOMA CHURCH
DIOCESE OF NORTH AMERICA & EUROPE
BY-LAWS OF
ORGANIZATIONS

MAR THOMA CHURCH
DIOCESE OF NORTH AMERICA & EUROPE
SUNDAY SCHOOL

BY-LAWS

I. Name of the Organization

This organization will be known as the Mar Thoma Sunday School of the Diocese of North America & Europe and will function as an official organization of the Diocese of North America & Europe of the Mar Thoma Church. This organization is affiliated to the Mar Thoma Sunday School Samajam whose Head Quarters is in Thiruvalla, Kerala, India.

II. Objectives

1. To work as the Christian Education Department of the Mar Thoma Church.
2. To help youngsters to accept Jesus Christ as their Lord and Savior and to help them grow into the maturity and knowledge of Jesus Christ.
3. To equip youngsters for Christian fellowship and worship life.
4. To facilitate youngsters to develop loyalty to church and participate in the growth of various organizations and institutions in the church
5. To equip youngsters to participate in the mission of the church
6. To organize seminars, classes, workshops, conferences, discuss and plan VBS and other programs of the Sunday school unit etc. to create in youngsters an interest in Bible study, faith and practice of the church, history of the church and ecumenical relationships
7. To train and equip teachers to teach effectively and in accordance with biblical guidelines.
8. To write and publish material for both teachers and students
9. To start and function educational institutions
10. To provide Sunday School curriculum suitable for students from ages 3½ to 17 years or 12th grade. Parish Sunday School should follow the curriculum approved by the Diocese.

To accomplish the above objectives, Sunday School units are formed in all the parishes.

III. Organizational Set-up

For the effective functioning of the organization, the Sunday School is divided into Parish Units, Centers, Regions and Diocese.

1. Membership

The members of Sunday School are Vicars, Asst. Vicars, Sunday School superintendents, teachers and all children of ages 3½ up to 17 years or 12th grade. Special Post-graduate classes shall be arranged for the future leaders and Sunday

School Teachers as per the curriculum approved by the Diocesan Sunday School Council. Those who lose primary membership in the organization will also lose membership in all administrative bodies of the organization

2. Parish Unit

a. The Vicar, Asst. Vicar, Superintendent and teachers of the Sunday School will constitute the General Body.

b. Parish Administration of the Sunday School

- 1) Vicar shall be the President. The Vicar can delegate the responsibility to the Assistant Vicar as and when needed. The Superintendent shall be the Vice President. The Secretary, Treasurer and two Auditors shall be elected from the Sunday School General Body. The term of the office bearers and auditors shall be one year.
- 2) The Vicar in consultation with the Sunday School teachers shall appoint the Superintendent. Term of the Superintendent shall be three years, and may be reappointed up to a maximum of 6 years (two terms).
- 3) The Superintendent has to be a teacher of the Parish/Congregation, and should have at least 5 years of Sunday school teaching experience in the Diocese.
- 4) As per the size of the parish, committee members also shall be elected from the Sunday School General Body.
- 5) A representative to the Region from each Parish Sunday School shall be elected for a term of three years. It can be either the superintendent or a teacher 24 years old or above with at least 5 years of teaching experience.
- 6) Teachers shall be appointed jointly by the Superintendent and the Vicar. Teachers have to be communicant members of the parish/congregation, having good moral character, and have received Jesus Christ as their personal Savior and who participate regularly in worship and communion services. They shall complete the Teachers' Training course, if they have not done so.
- 7) The Superintendent and teachers are expected to sign the covenant form at the time of appointment, and renew it every year at the time of dedication.
 1. The Superintendent and teachers are not allowed to continue in their positions without having a minimum of 70% attendance and sufficient reasons for absence.
 2. Superintendent and teachers shall retire at the age of 70. If they complete 70 years before the end of the year, they shall continue in service till the end of the academic year.
- 8) The following records shall be kept in the Sunday school:
 - a. Sunday School Register
 - b. Student and Teachers Attendance Register
 - c. Visitor Book
 - d. Minutes Book
 - e. Correspondence file

f. Account Books, Checkbooks and all other documents related to the account.

Items in 8) a, b, and c shall be under the custody of the Superintendent.

Items in 8) d and e shall be under the custody of the Secretary.

Items in 8) f shall be under the custody of the Treasurer.

3. Center Sunday School General Body

The Parish Sunday Schools of a Center of the Diocese will form the Center Sunday School.

a. Membership

The Center Sunday School General Body shall consist of all the Vicars of the Parishes, Assistant Vicars, and clergy with official responsibilities in the Center like Youth Chaplain, Superintendents, Sunday School teachers, Regional Coordinator, and the Diocesan Sunday School Secretary if he/she belongs to that particular Center.

b. Term of the Central Sunday School General body

The term of the Central General Body shall be for three years co terminus with the Diocesan Assembly. The General Body should meet at least once a year to approve and pass the annual report, annual audited accounts, budget, and to chalk out programs.

c. Center Committee

The Center Committee consists of the Center President (Clergy-Active), Vice Presidents (all the Vicars of the parishes and Youth Chaplains in the center), Center Secretary, Center Treasurer, and a representative to the Regional Committee, Regional Coordinator Superintendent and the Secretaries of the Parish Sunday Schools of the Center. The Center Secretary shall be at least 24 years old and have a minimum of 5 years teaching experience.

The Center Committee office bearers and a representative to the regional Committee shall be elected by the Center General Body. Diocesan Bishop will appoint the Regional Coordinator. Two Auditors (non - committee members) shall be elected from the Center General Body to audit the accounts and their term shall be for three years.

The Center Committee shall meet at least two times a year. The term of the Center Sunday school Committee shall be for three years co-terminus with the Diocesan Assembly.

d. Duties of the Center Committee

- 1) To execute the decisions of the General Body
- 2) To organize conferences, retreats, camps, seminars, workshops, mission trips and other appropriate programs in the Center level.
- 3) To initiate projects and programs.
- 4) To initiate, plan and execute fund raising programs for Center activities.

4. Regional Sunday School General Body

The Centers of the Diocese will form the Regional Sunday School. Each Region should have its own General Body and shall function independently under the guidance and direction of the Diocesan Bishop.

a. Membership

All Center Sunday School Presidents, Clergy with official responsibilities (like Youth Chaplain), Regional Coordinator, Center Secretaries, Center Treasurers, Sunday School Superintendents and an elected representative from each Sunday School of the respective region.

b. Term of the Regional Sunday School General Body

The term of the Regional General Body shall be for three years co-terminus with the Diocesan Assembly. The General Body should meet at least once a year to approve and pass the annual report, annual audited accounts, budget, and to chalk out programs.

c. Regional Committee

The Regional Committee, which comprises of the Clergy President (appointed by the Diocesan Episcopa), Lay Vice-President, Regional Coordinator, Regional Secretary, Regional Treasurer and the Center Secretaries and the elected representative from each Center to the Regional Committee.

The Regional Lay Vice-President, Secretary and Treasurer shall be elected by the Regional General Body. Two Auditors (non-committee members) shall be elected from the Regional General Body.

The term of the office bearers shall be for three years co-terminus with the Diocesan Assembly. The Regional Committee shall meet at least two times a year.

d. Duties of the Regional Committee

- a. To execute the decisions of the Regional General Body
- b. To organize Regional conferences, retreats, camps, seminars, workshops, and other appropriate programs.
- c. To initiate projects and programs

e. Responsibilities of the Regional Coordinator

The Diocesan Bishop shall appoint the Regional Coordinators in consultation with the Council of the Diocesan Sunday School. He or she shall be a Sunday School teacher and will have representation in the center Committee, Regional committee and in the assembly of the Diocesan Sunday School. The Regional Coordinator's functions are:

- i. To Visit Sunday Schools periodically and provide necessary assistance, suggestions, guidance and encouragement to teachers and students.
- ii. Provide help in conducting teachers workshop and to conduct VBS in the parish level
- iii. Assess advice and encourage compliance with the Diocesan directives in programs.
- iv. Ensure that proper records are kept in each Sunday School of the region.
- v. Provide written reports and observation to the Diocesan Bishop marking a copy to the Diocesan Sunday school Secretary, and respective local vicars.

f. Regional President

The President will guide the activities and give advice for the smooth functioning of the organization.

g. Lay Vice President

In the absence of the President, the Lay Vice President can preside over the meetings, as per the direction of the President.

h. Regional Secretary

Regional Secretary shall be at least 24 years old and have a minimum of 5 years teaching experience. He/She will be the Secretary of the General Body and the Regional Committee. The Secretary will present the annual report, keep the records, and do the correspondences. When conveners are not elected for sub-committees, the Regional Secretary will be the convener for those sub-committees and the Regional office bearers shall be ex-officio member of sub-committees.

i. Regional Treasurer

The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will do the money transactions as per the directives of the General Body.

The term of the Regional Committee will be for three years co-terminus with the Diocesan Assembly.

5. Assembly of Diocesan Sunday School

Assembly of Diocesan Sunday School consists of the Diocesan Bishop, Diocesan Secretary (ex-officio), Regional Presidents (clergy), Regional Secretaries, Regional Treasurers, Regional Coordinators and two members nominated by the Diocesan Bishop.

The functions of the assembly are:

- a. To coordinate the activities of the regions and to organize programs in the Diocesan level.
- b. To arrange programs and to vitalize Sunday Schools in Parish, and Regional level.
- c. To meet at least once a year to consider and pass the accounts budget and report and to chalk out programs.
- d. The Assembly of the Diocesan Sunday School shall approve the report, budget, and accounts by circulation and mail vote.

6. Council of Diocesan Sunday School

The Council of Diocesan Sunday School consists of the Diocesan Bishop, Diocesan Secretary (ex-officio), Diocesan Vice President (clergy) appointed by the Diocesan Bishop, Diocesan Sunday School Secretary, Diocesan Sunday School Treasurer and the Diocesan Assembly Member. The term will be for three years.

- a. The Diocesan Sunday school Assembly will elect the Diocesan Sunday school Secretary, Treasurer and the representative to the Diocesan Assembly. The same person cannot be elected for more than two consecutive terms.
- b. Two Auditors (non-committee members) shall be elected from the Assembly of Diocesan Sunday School to audit the accounts.
- c. The term of the Assembly and the Council of Diocesan Sunday School will be for three years co-terminus with the Diocesan Assembly. The Diocesan Sunday School Council shall meet at least two times a year.
- d. The Council shall be responsible to conduct the Diocesan Sunday School tests, evaluating the answer papers, as well as for preparing and selecting the syllabus /curriculum for Sunday School and VBS.

IV. Finance and Source of Income

- a. Parishes are encouraged to fully fund the Sunday School activities through the annual budget of the respective parish. The Sunday School may raise funds for special needs as necessary.
- b. On the parish level Superintendent and the Treasurer shall open and operate a bank account jointly.

- c. The collection of the funds by the Diocesan Sunday School and its disbursement will be guided by the Diocesan Episcopa (in consultation with the members of the council of the Diocesan Sunday School).
- d. Each parish Sunday School can use its income for its support and that of the center organization.

V. Quorum and Vacancies

1. Quorum: The quorum of all the administrative bodies shall be one third of the total members.
2. Vacancies: In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.

VI. General Matters:

In matters, which are not mentioned in the by-laws and are in disputes, the directive of the Diocesan Episcopa shall be final.

MAR THOMA CHURCH

DIOCESE OF NORTH AMERICA & EUROPE

YOUTH FELLOWSHIP

BY-LAWS

I. Name of the Organization

This organization will be known as the Mar Thoma Youth Fellowship of the Diocese of North America & Europe and will function as an official organization of the Diocese of North America & Europe of the Mar Thoma Church.

II. Objectives

1. To help the youth of the Mar Thoma Church to accept Jesus Christ as their Lord and Savior
2. To help youth to grow into the maturity and knowledge of Jesus Christ.
3. To equip youth for Christian fellowship and worship life.
4. To facilitate youth to develop loyalty to the church and participate in the growth of various organizations and institutions of the church.
5. To equip youth to participate in the mission of the church.
6. To organize seminars, classes, workshops, conferences, mission tours etc. to create in youth interest in bible studies, faith and practices of the church, history of the church and ecumenical relationships.

To accomplish the above objectives, Youth Fellowship units are formed in all the parishes.

III. Organizational Set-up

For the effective functioning of the organization, the Youth Fellowship is divided into Parish Units, Centers, Regions and Diocese.

A. Membership

Vicar, Assistant Vicar, Youth Chaplain and Members of the Mar Thoma Church who are 13 years old as on January 1st and up to 35 years old and willing to sign the application form, and fulfill the above objectives will be the members of the Youth Fellowship. A membership register will be kept in the parish. Those who lose primary membership in the organization will also lose their membership in all the administrative bodies of the organization. A copy of the membership list signed by the Vicar should be given to the Diocesan Office, latest by January 15, every year.

B. Parish Unit

1. The Vicar, Assistant Vicar, clergy in active service like Youth Chaplain and all the members of the Youth Fellowship will form the General Body of the parish unit. The Vicar, or Assistant Vicar delegated by the Vicar, will be the President. The General Body should approve the annual reports, audited accounts, and budget.

2. Vice-President, Secretary, Joint Secretary and Treasurer shall be elected from the General Body. *(If the secretary is a male, the Joint Secretary should be a female and vice versa).*
3. Committee members are elected from the General Body as per the need and size of the parish.
4. Representative/s to the Region from each Parish (one representative up to 150 members and two representatives above 150 members) is/are to be elected from the General Body for a term of three years.
5. Two Auditors (non-committee members) are elected from the General Body to audit the accounts.
6. The term of the committee and auditors shall be for one year.
7. If necessary, a Youth Adviser may be appointed by the vicar, who also will be a member of the committee
8. No member, except the President, shall hold the same post for more than three consecutive years.

C. Center Youth Fellowship

1. General Body

The Parish Units of a Center of the Diocese will form the Center Youth Fellowship. Each Center shall have its own General Body comprising of members of Youth Fellowship of the parishes under the Center.

2. Duties of the General Body

- a) To elect the office bearers of the center.
- b) To approve the annual reports, audited accounts, and budget.

3. Center Committee

- a) The Center Committee will comprise of all the Vicars and other clergy in active service in the Center, Secretaries and Joint Secretaries of the parishes of the Youth Fellowship of the Center and the office bearers of the Center Committee and the representative to the Regional Committee.
- b) Office Bearers shall be elected from the General Body of the center. They are the President (clergy), Vice-President (lay), Secretary, Joint Secretary and Treasurer. *(If the Secretary is a male, the Joint Secretary should be a female and vice versa.)*
- c) A representative to the Regional Committee shall be elected from the General Body of the Center.
- d) Two Auditors (non-committee members) shall be elected from the General Body to audit the accounts.
- e) The term of the Center office bearers and auditors shall be for three years.

4. Duties of Center Committee

- 1) To execute the decisions of the General Body.
- 2) To organize conferences, retreats, camps, seminars, workshops, mission trips and other appropriate programs.

- 3) To initiate projects and programs with the approval of the Diocesan Episcopa.
- 4) To present the reports, audited accounts, and budget in the General Body for approval.
- 5) **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
- 6) **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as per the direction of the President.
- 7) **Secretary:** Center Secretary will be the Secretary of the General Body and the Center Committee. The Secretary will present the annual report; keep records, and conduct correspondence.
- 8) **Joint Secretary.** Shall work along with the Secretary and shall discharge the duties of the secretary in his/her absence as per the instruction of the president.
- 9) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will conduct money transactions as per the directive of the General Body.

D. Regional Youth Fellowship

The Centers of the Region will constitute the Regional Youth Fellowship. Each Region shall have its own General Body and shall function under the guidance and direction of the Diocesan Bishop.

a. Membership

Regional general body comprise of The Presidents of the Centers (Clergy), Vice Presidents of the Centers (Lay-persons), Vicars, Clergy with official responsibilities (like Youth Chaplain), Center Youth Fellowship Secretaries and Joint Secretaries, Parish Youth Fellowship Secretaries and Joint secretaries, and Representative/s to the Region from each parish (one representative for up to 150 members and two representatives for above 150 members). The term of the Regional General Body shall be for three years co-terminus with the Diocesan Assembly.

b. Duties of the General Body

- a) To approve and pass annual report, annual audited accounts, and budget.
- b) To elect the Regional office bearers and committee.
- c) To chalk out programs.

c. Regional Committee

(a) The Regional Committee, which comprises of the President (Clergy - appointed by Diocesan Bishop), Vice-President (Lay - elected by General Body), Regional Secretary (elected by General Body), Regional Joint Secretary (elected by the General Body) (*If the Secretary is a male, the Joint secretary should be a female and vice versa*), Regional Treasurer (elected by General

Body), Center Secretaries, and the elected Regional Representative from each center.

(b) Two Auditors (non-committee members) shall be elected from the General Body to audit the accounts.

(c) The term of the Regional office bearers and auditors shall be for three years.

(d) The Regional Committee shall meet at least twice a year.

d. Duties of the Regional Committee

1. To execute the decisions of the General Body
2. To organize conferences, retreats, camps, seminars, workshops, mission trip and other appropriate programs
3. To initiate projects and programs with the approval of the Diocesan Bishop
4. **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
5. **Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as per the direction of the President.
6. **Regional Secretary:** Regional Secretary will be the Secretary of the General Body and the Regional Committee. When conveners are not elected for sub-committees, the Regional Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and conduct correspondence.
7. **Regional Joint Secretary:** In the absence of the Secretary, the Joint Secretary shall discharge the duties as per the instruction of the president.
8. **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will conduct money transactions as per the directive of the General Body.

E. Diocesan Youth Fellowship

The Regions of the Diocese will constitute the Diocesan Youth Fellowship. It will have a General Body and a Council functioning under the guidance and direction of the Diocesan Bishop.

i. Assembly of Diocesan Youth Fellowship

The General Body of the Assembly of Diocesan Youth Fellowship will consist of the Diocesan Bishop, Diocesan Secretary, Regional Presidents (Clergy), Youth Chaplains in the Region, Regional Vice Presidents (Lay), Regional Secretaries, Regional Joint Secretaries, Regional Treasurers, and two members nominated by the Diocesan Bishop.

ii. Duties of the Assembly of Diocesan Youth Fellowship

- a) To elect the Council of Diocesan Youth Fellowship
- b) To approve the report, accounts and budget by circulation and mail vote.

iii. Council of Diocesan Youth Fellowship

- a) Consists of the Diocesan Bishop, Diocesan Secretary (Ex-officio), the Vice President (Clergy - appointed by the Diocesan Bishop), Diocesan Secretary of the Youth Fellowship, Diocesan Joint Secretary of the Youth Fellowship, Diocesan Treasurer of the Youth Fellowship, and the representative to the Diocesan Assembly elected by the Assembly of Diocesan Youth Fellowship. *(If the Secretary is a male, the Joint secretary should be a female and vice versa.)*
- b) The Assembly of the Youth Fellowship will elect two Auditors (non-committee members) to audit the accounts.
- c) The term of the Assembly of the Diocesan Youth Fellowship and Youth Fellowship Council will be for three years co-terminus with the Diocesan Assembly.
- d) No member shall hold the same post for more than two consecutive terms.

iv. Duties of the Council of Diocesan Youth Fellowship

- a) To coordinate the activities and to organize programs on a national level.
- b) To take steps to vitalize Parish, Center and Regional units
- c) **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
- d) **Vice President:** In the absence of the President, the Vice President can preside over the meetings, as per the direction of the President.
- e) **Secretary:** Secretary will be the Secretary of the General Body (Assembly of Diocesan Youth Fellowship) and the Council of the Diocesan Youth Fellowship. When conveners are not elected for sub-committees, the Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and conduct correspondence.
- f) **Joint Secretary:** Joint Secretary shall discharge the duties of the Diocesan Secretary in his/her absence, as per the instruction of the president.
- g) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body (Assembly of Diocesan Youth Fellowship). Treasurer will conduct money transactions as per the directive of the General Body.

IV. Quorum and Vacancies

- 1. Quorum: The quorum of all the administrative bodies shall be one third of the total members.
- 2. Vacancies: In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.

V. General Matters

- a. Each region will have to pay a fixed amount as directed by the Diocesan Episcopa to the Diocesan Youth Fellowship.
- b. In matters, which are not mentioned in the by-laws and are in dispute, the directive of the Diocesan Episcopa will be final.

MAR THOMA CHURCH

DIOCESE OF NORTH AMERICA & EUROPE

YUVAJANA SAKHYAM

BY-LAWS

I. Name of the Organization

This organization will be known as the Mar Thoma Yuvajana Sakhyam of the Diocese of North America & Europe and will function as an official organization of the Diocese of North America & Europe of the Mar Thoma Church. This organization is affiliated to the Mar Thoma Yuvajana Sakhyam (MTYS) whose Head Quarters is in Thiruvalla, Kerala, India.

II. Objectives

1. To help the youth of the Mar Thoma Church to accept Jesus Christ as their Lord and Savior.
2. To help youth to grow into the maturity and knowledge of Jesus Christ
3. To equip youth for Christian fellowship and worship life.
4. To facilitate youth to develop loyalty to the church and participate in the growth of various organizations and institutions of the church
5. To equip youth to participate in the mission of the church
6. To organize seminars, classes, workshops, conferences, mission tours etc. to create interest in youth members in bible studies, faith and practices of the church, history of the church and ecumenical relationships.

To accomplish the above objectives, Yuvajana Sakhyam units are formed in all parishes.

III. Organizational Set-up

For the effective functioning of the organization, the Yuvajana Sakhyam is divided into Parish Units, Centers, Regions and Diocese.

A. Membership

Vicar, Assistant Vicar and Members of the Mar Thoma Church who are 13 and up to 35 years of age as on March 31st can be the members of the MTYS. In addition, those above 35 years can be members of Yuvajana Sakhyam, but not exceeding 25% of the above number. They should be willing to sign the application form (fee if necessary, can be decided by the Parish) and fulfill the above objectives. The Parish Unit has to be registered with the MTYS, Thiruvalla, which will make the members eligible to be elected to the various offices at the Parish, Center, Region and Diocesan levels. A membership register will be kept in the Parish. A copy of the membership list will be given to the Diocesan Office before March 1st every year. Those who lose primary membership in the organization will also lose their membership in all the administrative bodies of the organization.

B. Parish Unit

1. The Vicar, Assistant Vicar, and other active clergy in the parish, and all the members of the Yuvajana Sakhyam will form the General Body of the Parish unit. The Vicar or Assistant Vicar, delegated by the Vicar will be the President. The General Body should approve the annual reports, audited accounts, and budget.
2. Vice-President, Secretary, Joint Secretary and Treasurer shall be elected from the General Body. *(If the Secretary is a male, the Joint Secretary must be a female and vice versa)*
3. Committee members are elected as per the need and size of the Parish from the General Body.
4. Two auditors (non-committee members) are elected from the General Body to audit the accounts.
5. The term of the committee and auditors shall be for one year.
6. Representative/s to the Region from each parish (one representative up to 150 members and two representatives above 150 members) is/are to be elected from the General Body for a term of three years. No member, except the President, shall hold the same post for more than three consecutive years.

C. Center Yuvajana Sakhyam

The Parish Units of a Center of the Diocese will form the Center Yuvajana Sakhyam.

1. General Body

The Parish Units of a Center of the Diocese will form the Center Yuvajana Sakhyam. Each Center should have its own General Body comprising of members of Yuvajana Sakhyam of the parishes under the Center.

2. Duties of the General Body

- a) To elect the office bearers of the Center
- b) To approve the annual reports, audited accounts, and budget

3. Center Committee

1. All the Vicars, Assistant Vicars, and clergy in active service in the Center, Secretaries and Joint Secretaries of the registered parish Yuvajana Sakhyam of the Center and the office bearers form the Center Committee. These office bearers, President (Clergy), Vice-President (Lay), Secretary, Joint Secretary and Treasurer are elected from the General Body. *(If the Secretary is a male, the Joint secretary should be a female and vice versa.)*
2. A representative to the Regional Committee shall be elected from the General Body.
3. Two Auditors (non-committee members) shall be elected from the General Body to audit the accounts.

4. The term of the Center office bearers and auditors shall be for three years.

4. Duties of Center Committee

1. To execute the decisions of the General Body
2. To organize conferences, retreats, camps, seminars, workshops, mission trips and other appropriate programs.
3. To initiate projects and programs with the approval of the Diocesan Episcopa.
4. To present the reports, audited accounts, and budget in the General Body for approval.
5. **President:** The President will guide the activities and give advice for the smooth functioning of the organization.
6. **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
7. **Center Secretary:** Center Secretary will be the Secretary of the General Body and the Center Committee. The Secretary will present the annual report, keep the records, and conduct correspondence.
8. **Center Joint Secretary.** Shall discharge the duties of the Secretary in his/her absence, as per the instruction of the president.
9. **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will conduct the money transaction as per the directive of the General Body.

D. Regional Yuvajana Sakhyam

The Centers of the Region will constitute the Regional Yuvajana Sakhyam. Each Region shall have its own General Body and shall function under the guidance and direction of the Diocesan Bishop.

1. Membership

Regional General Body members include Center Presidents (Clergy), Center Vice presidents (Lay), Vicars, Achens with official responsibilities (like Youth Chaplain), Center Yuvajana Sakhyam Secretaries, Joint Secretaries, Parish Yuvajana Sakhyam Secretaries, Joint Secretaries and Representative/s from each parish (one representative up to 150 members and two representatives above 150 members).

2. Term of Office

The term of the Regional General Body will be for three years corresponding to the term of the Diocesan Assembly. The General Body should meet once a year.

- (a) To approve and pass annual report, annual audited accounts, and budget
- (b) To elect the Regional office bearers and committee
- (c) To chalk out programs

3. Regional Committee

- (a) The Regional Committee, which comprises of the President (Clergy - appointed by Diocesan Bishop), Vice-President (Lay person - elected by General Body), Regional Secretary (elected by General Body), Regional Joint secretary (elected by the General body), Regional Treasurer (elected by General Body), Center Secretaries, Center Joint Secretaries and the elected representative from each center. *(If the Secretary is a male, the Joint secretary should be a female and vice versa.)*
- (b) Two Auditors (non-committee members) shall be elected from the General Body to audit the accounts
- (c) The Regional Committee shall meet at least twice a year.

4. Duties of the Regional Committee

- (a) To execute the decisions of the General Body
- (b) To organize conferences, retreats, camps, seminars, workshops, mission trip and other appropriate programs
- (c) To initiate projects and programs with the approval of the Diocesan Bishop
- (d) **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
- (e) **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
- (f) **Regional Secretary:** Regional Secretary will be the Secretary of the General Body and the Regional Committee. When conveners are not elected for sub-committees, the Regional Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and conduct the correspondence.
- (g) **Regional Joint Secretary.** Shall discharge the duties of the Regional Secretary in his/her absence as per the instruction of the president.
- (h) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will conduct money transactions as per the directive of the General Body.

E. Diocesan Yuvajana Sakhyam

The Regions of the Diocese will constitute the Diocesan Yuvajana Sakhyam. It has a General Body and a Council which function under the guidance and direction of the Diocesan Bishop.

1. Assembly of Diocesan Yuvajana Sakhyam

Assembly of Diocesan Yuvajana Sakhyam consists of the Diocesan Bishop, Diocesan Secretary, Regional Presidents (Clergy), Regional Vice Presidents (Lay), Regional Secretaries, Regional Joint Secretaries, Regional Treasurers and two members nominated by the Diocesan Bishop.

2. Duties of the Assembly of Diocesan Yuvajana Sakhyam

- (a) To elect the Council of Diocesan Yuvajana Sakhyam
- (b) To approve the report, budget, and accounts by circulation and mail vote

3. Council of Diocesan Yuvajana Sakhyam

- (a) Consists of the Diocesan Bishop, Diocesan Secretary (Clergy, Ex-officio), the Vice President (Clergy) appointed by the Diocesan Bishop, Diocesan Secretary of the Yuvajana Sakhyam, Diocesan Joint Secretary of the Yuvajana Sakhyam, Diocesan Treasurer of the Yuvajana Sakhyam, and the representative to the Diocesan Assembly elected by the Assembly of Diocesan Yuvajana Sakhyam. *(If the Secretary is a male, the Joint secretary should be a female and vice versa.)*
- (b) The Assembly of the Yuvajana Sakhyam shall elect two auditors to audit the accounts.
- (c) The term of the Assembly and Council will be for three years co terminus with the Diocesan Assembly.
- (d) No member shall hold the same post for more than two consecutive terms.

4. Duties of the Council of Diocesan Yuvajana Sakhyam

- (a) To coordinate the activities of the Regions and to organize programs on a national level.
- (b) To take steps to vitalize Parish, Center and Regional units.
- (c) **President:** The President will guide the activities and give advice for the smooth functioning of the organization.
- (d) **Vice President:** In the absence of the President, the Vice President can preside over the meetings, as directed by the President.
- (e) **Secretary:** Secretary will be the Secretary of the Assembly of Diocesan Yuvajana Sakhyam (General Body) and of the Diocesan Council. When conveners are not elected for sub-committees, the Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and conduct correspondence.
- (f) **Joint Secretary.** Shall discharge the duties of the Secretary in his/her absence, as per the instruction of the president.
- (g) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body (Assembly of Diocesan Yuvajana Sakhyam). Treasurer will conduct money transactions as per the directive of the General Body.

IV. Quorum & Vacancies

1. Quorum: The quorum of all the administrative bodies shall be one third of the total members.
2. Vacancies: In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term

V. General Matters

1. Each Region will have to pay a fixed amount as directed by the Diocesan Bishop to the Diocesan Yuvajana Sakhyam Council and committee will pass the accounts.
2. In matters which are not mentioned in the by-laws and are in dispute, the directive of the Diocesan Episcopa will be final.

MAR THOMA CHURCH

DIOCESE OF NORTH AMERICA AND EUROPE

YOUNG FAMILIES FELLOWSHIP

BY-LAWS

I. Name of the Organization:

This organization will be known as the Mar Thoma Young Families Fellowship of the Diocese of North America & Europe.

II. Objectives:

1. To help the Young Families of the Mar Thoma Church to accept Jesus Christ as their Lord and Savior.
2. To help Young Families to grow into the maturity and knowledge of Jesus Christ
3. To equip Young Families for Christian fellowship and worship life.
4. To facilitate Young Families to develop loyalty to the church and participate in the growth of various organizations and institutions of the church.
5. To equip Young Families to participate in the mission of the church.
6. To organize seminars, classes, workshops, conferences, etc. to create in Young Families interest in bible studies, faith and practice of the church, history of the church and ecumenical relationships.

To accomplish the above objectives, Young Families Fellowship units are to be formed in all the parishes.

III. Organizational Set-up:

For the effective functioning of the organization, the Young Families Fellowship is divided into Parish, Centers, Regions, and Diocese.

A. Membership

Vicar, Assistant Vicar and Members of the Mar Thoma Church who are married, and between 35 to 55 years of age and willing to sign the membership application (*membership fee if necessary can be decided by the organization*) and fulfill the above objectives will be the members of the Young Families Fellowship. A copy of the membership list signed by the vicar should be sent to the Diocesan Office before March 1st every year. Those who lose primary membership in the organization will also lose their membership in all administrative bodies of the organization.

B. Parish Unit

All the members of the Young Families Fellowship will form the General Body and the Vicar/Asst. Vicar or any clergy in active service delegated by the vicar will be the

President. The General Body should approve the annual reports, audited accounts, and budget. The following committee members will be elected from the General Body.

- a. Vice-President, Secretary, Treasurer shall be elected from the General Body.
- b. Committee members are elected as per the need and size of the parish from the General Body.
- c. Two Auditors (non- committee members) are elected from the General Body to audit the accounts.
- d. The term of the committee and auditors shall be for one year.
- e. Representative/s to the Region from each parish (one representative up to 150 members and two representatives above 150 members) is/are to be elected from the General Body for a term of three years.

C. Center Young Families Fellowship

1. General Body

The parish units of the Center of the Diocese will form the Center Young Families Fellowship. Each center should have its own General Body comprising of members of Young Families Fellowship of the parishes under the center.

2. Duties of the General Body:

- a. To elect the office bearers of the center.
- b. To approve the annual reports, audited accounts, and budget.

3. Center Committee:

The Center Committee, which comprises of all the Vicars, Asst. Vicars, Active Clergy in that center and Secretaries of the parishes of the Young Families Fellowship of the Center and the office bearers of the Center Committee and the representative to the Regional Committee.

1. Office Bearers shall be elected from the General Body of the center. They are President (clergy), Vice-President (lay), Secretary, and Treasurer.
2. A representative to the Regional Committee shall be elected from the General Body of the Center.
3. Two Auditors (non- committee members) shall be elected from the General Body to audit the accounts.
4. The term of the Center office bearers and auditors shall be for three years.

4. Duties of Center Committee:

- 1) To execute the decisions of the General Body
- 2) To organize conferences, retreats, camps, seminars, workshops, and other appropriate programs.
- 3) To initiate projects and programs with the approval of the Diocesan Bishop.
- 4) To present the reports, audited accounts, and budget in the General Body for approval.

- 5) **President:** The President will guide the activities and give advice for the smooth functioning of the organization.
- 6) **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
- 7) **Secretary:** Center Secretary will be the Secretary of the General Body and the Center Committee. The Secretary will present the annual report, keep the records, and do the correspondence.
- 8) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will do the money transactions as per the directives of the General Body.

D. Regional Young Families Fellowship

Different Centers of the Diocese will constitute the Regional Young Families Fellowship. Each Region shall have its own General Body and shall function under the guidance and direction of the Diocesan Bishop.

1. Membership:

The Presidents of the centers (Clergy), Vice Presidents of the centers (Laypersons), Vicars, Clergy with official responsibilities (like Youth Chaplain), Center Young Families Fellowship Secretaries, Parish Young Families Fellowship Secretaries, Representatives from each parish to the Region (one representative up to 150 families and two representatives above 150 families).

2. Term of Office:

The term of the Regional General Body shall be for three years corresponding to the term of the Diocesan Assembly. The General Body shall meet once a year.

3. Duties of the Regional General Body

- a. To approve and pass annual report, annual audited accounts, and budget.
- b. To elect the regional office bearers and committee.
- c. To chalk out programs.

4. Regional Committee:

- a. The Regional Committee, which comprises of the President (Clergy - appointed by Diocesan Bishop), Vice-President (Lay - elected by General Body), Regional Secretary (elected by General Body), Regional Treasurer (elected by General Body), Center Secretaries and the elected Regional representative from each center.
- b. Two Auditors (non- committee members) shall be elected from the General Body to audit the accounts.
- c. The term of the Regional office bearers and auditors shall be for three years.
- d. The Regional Committee shall meet at least twice a year.

5. Duties of the Regional Committee:

1. To execute the decisions of the General Body
2. To organize conferences, retreats, camps, seminars, workshops, and other appropriate programs.
3. To initiate projects and programs with the approval of the Diocesan Bishop

6. President: The president will guide the activities and give advice for the smooth functioning of the organization.

7. Lay Vice President: In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.

8. Regional Secretary: Regional Secretary will be the Secretary of the General Body and the Regional Committee. When conveners are not elected for sub-committees, the Regional Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and do the correspondence.

9. Treasurer: The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will do the money transactions as per the directives of the General Body.

E. Diocesan Young Families Fellowship

Different Regions of the Diocese together will constitute Assembly of Diocesan Young Families Fellowship. It has a General Body and Council that function under the guidance direction of the Diocesan Bishop. The term of the Diocesan Assembly of the Young Families Fellowship will be for three years co terminus with the Diocesan Assembly.

1. Assembly of Diocesan Young Families Fellowship:

The Assembly of Young Families Fellowship consists of the Diocesan Bishop, Diocesan Secretary (Ex. Officio), Regional Presidents (Clergy) Regional lay Vice presidents, Regional Secretaries, Regional Treasurers and two members nominated by the Diocesan Bishop.

2. Duties of the Diocesan Young Families Fellowship:

- a) To elect the Council of Diocesan Young Families Fellowship
- b) The General Body (Assembly of Young Families Fellowship) shall approve the report, budget, and accounts by circulation and mail vote.

3. Diocesan Council of Young Families Fellowship:

Consists of the Diocesan Bishop, Diocesan Secretary (Ex. Officio), the Vice President (Clergy) appointed by the Diocesan Bishop. Diocesan Assembly will elect (all

elections are by mail vote) the Diocesan Secretary of the Young Families Fellowship and Diocesan Treasurer of Diocesan Young Families Fellowship. Two Auditors (non – committee members) shall be elected from the Assembly to audit the accounts. The term of the Assembly and Council of Young Families Fellowship will be for three years co terminus with the Diocesan Assembly. No member shall hold the same post for more than two consecutive terms.

4. Duties of the Diocesan Council of Young Families Fellowship:

- a. To coordinate the activities of the Regions and to organize programs on a national level.
- b. To take steps to vitalize Parish, Center and Regional units.
 - i. **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
 - ii. **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
 - iii. **Secretary:** Secretary will be the Secretary of the General Body and Diocesan Council of Young Families Fellowship. When conveners are not elected for sub-committees, the Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and do the correspondences.
 - iv. **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body (Young Families Fellowship). Treasurer will do the money transactions as per the directives of the General Body.

F. Quorum and Vacancies

1. Quorum: The quorum of all the administrative bodies shall be one third of the total members.
2. Vacancies: In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.

G. General Matters

1. Each Region will have to pay a fixed amount as directed by the Diocesan Bishop to the Diocesan Young Families Fellowship.
2. In matters, which are not mentioned in the by-laws and on disputes, the directive of the Diocesan Episcopa will be final.

MAR THOMA CHURCH

DIOCESE OF NORTH AMERICA AND EUROPE

SEVIKA SANGHOM

BY-LAWS

I. Name of the Organization:

This organization will be known as the Mar Thoma Suvisesha Sevika Sanghom of the Diocese of North America and Europe and will function as an official organization of the Diocese of North America & Europe of the Mar Thoma Church. This organization is affiliated to the Mar Thoma Suvisesha Sevika Sanghom whose Head Quarters is in Thiruvalla, Kerala, India.

II. Objectives:

1. To help the women of the Mar Thoma Church to accept Jesus Christ as their Lord and Savior
2. To help women to grow into the maturity and knowledge of Jesus Christ
3. To equip women for Christian fellowship, worship life, and authentic family life.
4. To facilitate women to develop loyalty to church and participate in the growth of various organizations and institutions in the church
5. To equip women to participate in the mission of the church
6. To organize seminars, classes, workshops, conferences, etc. to create in women interest in bible studies, faith and practice of the church, history of the church and ecumenical relations.

To accomplish the above objectives, Sevika Sanghom units are formed in all the parishes.

III. Organizational Set-up:

For the effective function of the organization the Sevika Sanghom is divided into Parish units, Centers, Regions, and Diocese

A. Membership:

Vicar, Assistant Vicar, and, women members of the Mar Thoma Church who are 18 and above and willing to fulfill the above objectives will be the members of the Sevika Sanghom. As per the direction the Secretary should prepare a membership list and send a copy of it to the Diocesan Office with the signature of the Vicar before March 1st. Those who lose primary membership in the organization will also lose their membership in all the administrative bodies of the organization.

B. Parish Unit

1. All the members of the Sevika Sanghom will form the General Body of the parish and the Vicar or Assistant Vicar as delegated by the Vicar will be the President.

The General Body should approve the annual reports, audited accounts, and budget.

2. Vice-President, Secretary, Treasurer shall be elected from the General Body.
3. Committee members are elected as per the need and size of the parish.
4. Two Auditors (non- committee members) are elected from the General Body to audit the accounts.
5. The term of the committee and auditors shall be for one year.
6. Representative/s to the Region from each parish (one representative up to 150 members and two representatives above 150 members) is/are to be elected from the General Body for a term of three years.
7. Secretary of the parish unit will be the representative of Sevika Sanghom in the Executive Committee of the parish.

C. Center Sevika Sanghom

1. General Body:

The parish units of a Center of the Diocese will form the Center Sevika Sanghom. Each Center should have its own general body comprising of members of Sevika Sanghom of the parishes coming under the Center.

2. Duties of the General Body:

- (a) The election of the office bearers of the Center.
- (b) To Approve the annual reports, audited accounts, and budget.

3. Center Committee:

The Center Committee, which comprises of all the Vicars and Secretaries of the parish Sevika Sanghom of the Center and the office bearers of the Center Committee and the representative to the Regional Committee.

1. Office Bearers shall be elected from the General Body of the center. They are President (clergy), Vice-President (lay), Secretary, and Treasurer
2. A representative to the Regional Committee shall be elected from the General Body of the Center.
3. Two Auditors (non- committee members) shall be elected from the General Body to audit the accounts.
4. The term of the Center office bearers and auditors shall be for three years.
5. The office bearers of the center and the representative from the center to the Diocesan Sevika Sanghom shall not hold any office for more than two consecutive terms.

4. Duties of Center Committee:

- a. To execute the decisions of the General Body
- b. To organize conferences, retreats, camps, seminars, workshops, mission trips and other appropriate programs.
- c. To initiate projects and programs with the approval of the Diocesan Episcopa.

- d. To present the reports, audited accounts, and budget in the General Body for approval.
- 5. President:** The president will guide the activities and give advice for the smooth functioning of the organization.
- 6. Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
- 7. Secretary:** Center Secretary will be the Secretary of the General Body and the Center Committee. The Secretary will present the annual report, keep the records, and do the correspondence.
- 8. Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will do the money transactions as per the directives of the General Body.

D. Regional Sevika Sanghom

1. General Body:

Different Centers of the Diocese together will constitute the Regional Sevika Sanghom. Each Region should have its own General Body and shall function independently under the guidance and direction of the Diocesan Bishop.

2. Membership:

Center Presidents (Clergy), Center Vice Presidents (Lay), Vicars, Assistant Vicars, Center Sevika Sanghom Secretaries, Parish Sevika Sanghom Secretaries, and Representative/s from each parish to the Region (one representative up to 150 members and two representatives above 150 members).

3. Term of Office:

The term of the Regional General Body will be for three years co-terminus with the Diocesan Assembly. The General Body shall meet once a year.

4. Duties of the General Body

- (a) To approve and pass annual report, annual audited accounts, budget.
- (b) To elect the regional office bearers and committee.
- (c) To chalk out programs.

5. Regional Committee:

- (a) The Regional Committee, which comprises of the President (Clergy appointed by the Diocesan Bishop) Vice- President (Lay - elected by General Body), Regional Secretary (elected by General Body), Regional

Treasurer (elected by General Body), Center Secretaries, and One representative from each center.

- (b) Two Auditors (non-committee members) shall be elected from the General Body to audit the accounts.
- (c) The term of the Regional office bearers and auditors shall be for three years.
- (d) The Regional Committee shall meet at least twice a year.

6. Duties of the Regional Committee:

- a. To execute the decisions of the General Body
- b. To organize conferences, retreats, camps, seminars, workshops, mission trip and other appropriate programs.
- c. To initiate projects and programs with the approval of the Diocesan Bishop

7. President: President of the Region will guide the activities and give advice for the smooth functioning of the organization.

8. Lay Vice President: In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.

9. Regional Secretary: Regional Secretary will be the Secretary of the General Body and the Regional Committee. When conveners are not elected for sub-committees, the Regional Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and do the correspondences.

10. Treasurer: The Treasurer will present the audited annual accounts and annual budget in the General Body. The Treasurer will do the money transactions as per the directives of the General Body.

E. Diocesan Sevika Sanghom

Different regions of the Diocese together will constitute the Diocesan Sevika Sanghom. It has a General Body and council that function under the guidance and direction of the Diocesan Bishop.

1. Assembly of Diocesan Sevika Sanghom:

The Assembly of Diocesan Sevika Sanghom consists of the Diocesan Bishop, Diocesan Secretary (Ex Officio), Regional Presidents (Clergy) and Regional Vice presidents (Lay), Regional Secretaries, and Regional Treasurers and two members nominated by the Diocesan Bishop.

2. Duties of the Diocesan Sevika Sanghom:

- (a) To elect the Council of Diocesan Sevika Sanghom

(b) The General Body (Assembly of Diocesan Sevika Sanghom) shall approve the report, budget, and accounts by circulation and mail vote.

3. Council of Diocesan Sevika Sanghom:

- a. Consists of the Diocesan Bishop, Diocesan Secretary (Ex. Officio), the Vice President (clergy appointed by the Diocesan Bishop), Diocesan Secretary of the Sevika Sanghom, Diocesan Treasurer of the Sevika Sanghom and the representative to the Diocesan Assembly elected by the Assembly of Diocesan Sevika Sanghom.
- b. The Assembly of the Sevika Sanghom shall elect two Auditors (non-committee members) to audit the accounts.
- c. The term of the Assembly and Council will be for three years co terminus with the Diocesan Assembly.

4. Duties of the Council of Diocesan Sevika Sanghom:

- (a) To coordinate the activities of the regions and to organize programs on a national level.
- (b) To take steps to vitalize Parish, center and Regional units.
- (c) **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
- (d) **Vice President:** In the absence of the President, the Vice President can preside over the meetings, as per the direction of the President.
- (e) **Secretary:** Will be the Secretary of the General Body and the Diocesan Sevika Sanghom Council. When conveners are not elected for sub-committees, the Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and do the correspondences.
- (f) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Money transaction will be as per the directive of the General Body.

IV. Quorum and Vacancies:

- a. Quorum: The quorum of all the administrative bodies shall be one third of the total members.
- b. If a member of the committee absents from attending three meetings consecutively without giving apology or valid reasons such person will lose her position in the committee.
- c. Vacancies: In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.

V. General Matters:

- a. Each Region will have to pay a fixed amount as directed by the Diocesan Bishop to the Diocesan Sevika Sanghom.
- b. In matters, which are not mentioned in the by-laws and on disputes, the directive of the Diocesan Episcopa will be final.

MAR THOMA CHURCH
DIOCESE OF NORTH AMERICA & EUROPE
VOLUNTARY EVANGELISTS ASSOCIATION

BY-LAWS

I. Name of the Organization:

This organization will be known as the Mar Thoma Voluntary Evangelists Association of the Diocese of North America & Europe and will function as an official organization of the Diocese of North America & Europe of the Mar Thoma Church. This organization is affiliated to the Mar Thoma Voluntary Evangelists Association (MTVEA), whose Head Quarters is in Thiruvalla, Kerala, India.

II. Objectives

1. To prepare every member of the church to testify and witness the salvation in and through Jesus Christ.
2. To equip every member for Christian fellowship, social action, Christian charity, bible study, and intercessory prayer.
3. To encourage each member to be involved in the spiritual and social activities and to associate with those organizations within the church involved in the same mission.
4. To train every member to study bible and to preach along with their regular work.
5. To equip every member to participate in the mission of the church.
6. To organize seminars, classes, workshops, conferences, mission tours, etc. to create in every member interest in bible studies, faith and practice of the church, history of the church and ecumenical relationships.
7. To accomplish the above objectives, MTVEA units are formed in all the parishes.

III. Organizational Set-up

For the effective functioning of the organization the MTVEA is divided into Parish Units, Centers, Regions and Diocese.

A. Membership

Communicant members of the Mar Thoma Church who are 18 and above and willing to sign the membership form (*fee if necessary can be decided by the Parish*) and fulfill the above objectives will be the members of the MTVEA. The Parish Unit has to be registered with the MTVEA, Thiruvalla, which will make the members eligible to be elected to the various offices at the Parish, Center, Regional and Diocesan levels. A membership register will be kept in the parish and a copy of the membership list will be given to the Diocesan office, signed by the Vicar, latest by March 1st, every year. Those

who lose primary membership in the organization will also lose their membership in all administrative bodies of the organization.

B. Parish Unit

1. Vicar, Assistant Vicar and all the members of the MTVEA will form the General Body of the Parish Unit and the Vicar will be the President. The parish unit will be known as 'Parish Mission'. The General Body should approve the annual reports, audited accounts, and budget.
2. Vice-President, Secretary, and Treasurer shall be elected from the General Body. Committee members are elected as per the need and size of the parish.
3. Two Auditors (non- committee members) shall be elected from the General Body to audit the accounts.
4. The term of the committee and auditors shall be for one year.
5. Representative/s to the Region from each parish (one representative up to 150 members and two representatives above 150 members) is/are to be elected from the General Body for a term of three years.

C. Center Voluntary Evangelists Association

1. General Body

The Parish Units of a Center of the Diocese will form the Center Voluntary Evangelists Association. Each Center should have its own General Body comprising of members of MTVEA of the Parish Units under the Center.

2. Duties of the General Body

- a. To elect office bearers of the Center
- b. To approve the annual reports, audited accounts, and budget for each year

3. Center Committee

- a. All the Vicars, Assistant Vicars and Secretaries of the registered Parish Units of the Center and the office bearers form the Center Committee. Office Bearers shall be elected from the General Body of the Center. They are the President (Clergy), Vice-President (Lay), Secretary, and Treasurer.
- b. Two women members and other committee members (if needed) are elected from the General Body.
- c. One representative to the Regional Committee shall be elected from the General Body.
- d. Two Auditors (non- committee members) shall be elected from the General Body to audit the accounts.
- e. The term of office bearers and auditors shall be for three years.

4. Duties of Center Committee

- (a) To execute the decisions of the General Body

- (b) To organize conferences, retreats, camps, seminars, workshops, mission trips and other appropriate programs
- (c) To initiate projects and programs with the approval of the Diocesan Episcopa
- (d) To present the reports, audited accounts, and budget in the General Body for approval.
- (e) **President:** The president will guide the activities and give advice for the smooth functioning of the organization.
- (f) **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
- (g) **Secretary:** Center Secretary will be the Secretary of the General Body and the Center Committee. The Secretary shall present the annual report, keep the records, and conduct correspondence of the Center.
- (h) **Treasurer:** Center Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will conduct money transactions as per the directive of the General Body.

D. Regional Voluntary Evangelists Association

The Centers of the Diocese together will constitute the Regional Voluntary Evangelists Association. Each Region shall have its own General Body and shall function independently under the guidance and direction of the Diocesan Bishop.

1. Membership

Presidents of Centers (Clergy), Vice Presidents of Centers (Lay), Vicars, Assistant Vicars, Secretaries of the Centers, Secretaries of the Parish Units, and the Regional Representative/s from each Parish Unit (one representative up to 150 members and two representatives above 150 members).

2. Term of Office

The term of the Regional General Body will be for three years co terminus with the Diocesan Assembly.

Duties of the Regional General Body

- a) To approve and pass annual report, annual audited accounts, budget
- b) To elect the Regional office bearers and committee
- c) To chalk out programs

3. Regional Committee

1. The Regional Committee, which comprises of the President (Clergy, appointed by Diocesan Bishop), Vice-President (Lay - elected by General Body), Regional Secretary (elected by General Body), Regional Treasurer (elected by General Body), Center Secretaries and the elected Regional representative from each Center.

2. Two Auditors (non-committee members) shall be elected from the General Body to audit the accounts.
3. The term of the office bearers and auditors shall be for three years.
4. The Regional Committee shall meet at least twice a year.

4. Duties of the Regional Committee

- (a) To execute the decisions of the General Body
- (b) To organize conferences, retreats, camps, seminars, workshops, mission trip and other appropriate programs.
- (c) To initiate projects and programs with the approval of the Diocesan Bishop
- (d) **President:** The President will guide the activities and give advice for the smooth functioning of the organization.
- (e) **Lay Vice President:** In the absence of the President, the Lay Vice President can preside over the meetings, as directed by the President.
- (f) **Regional Secretary:** Regional Secretary will be the Secretary of the General Body and the Regional Committee. When conveners are not elected for sub-committees, the Regional Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and conduct correspondence of the Region
- (g) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body. Treasurer will conduct money transactions as per the directive of the General Body.

E. Diocesan Voluntary Evangelists Association

The Regions of the Diocese will constitute the Diocesan Voluntary Evangelists Association. It has a General Body and a Council that will function under the guidance and direction of the Diocesan Bishop.

1. Assembly of Diocesan Voluntary Evangelists Association

Assembly of Diocesan Voluntary Evangelists Association consists of the Diocesan Bishop, Diocesan Secretary (Ex Officio), Regional Presidents (Clergy), Regional Vice Presidents (Lay), Regional Secretaries, Regional Treasurers and two members nominated by the Diocesan Bishop.

2. Duties of the Diocesan Voluntary Evangelists Association

1. To elect the Council of Diocesan Voluntary Evangelists Association
2. To approve the report, budget, and accounts by circulation and mail vote

3. Council of Diocesan Voluntary Evangelists Association

- (a) Consists of the Diocesan Bishop, Diocesan Secretary (Ex-officio), Vice President (Clergy appointed by the Diocesan Bishop), Diocesan Secretary of the association, Diocesan Treasurer of the association and the representative to the Diocesan Assembly elected by the Assembly of Diocesan Voluntary Evangelists Association.

- (b) The Assembly of the Association will elect two Auditors (non-committee members) to audit the accounts from the Assembly of Diocesan Voluntary Evangelists Association.
- (c) The term of the Assembly and Council will be for three years co terminus with the Diocesan Assembly.

4. Duties of the Council of Diocesan Voluntary Evangelists Association

- (a) To coordinate the activities of the Regions and to organize programs on a national level.
- (b) To take steps to vitalize Parish, Center and Regional units.
- (c) **President:** The President will guide the activities and give advice for the smooth functioning of the organization.
- (d) **Vice President:** In the absence of the President, the Vice President shall preside over the meetings as directed by the President.
- (e) **Secretary:** Secretary will be the Secretary of the General Body (Assembly of Diocesan Voluntary Evangelists Association) and the Council of Diocesan Voluntary Evangelists Association. When conveners are not elected for sub-committees, the Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and conduct correspondence.
- (f) **Treasurer:** The Treasurer will present the audited annual accounts and annual budget in the General Body (Assembly of Diocesan Voluntary Evangelists Association). Treasurer will conduct money transactions as per the directive of the General Body.

IV. Quorum & Vacancies

1. **Quorum:** The quorum of all the administrative bodies shall be one third of the total members.
2. **Vacancies:** In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.

V. General Matters

1. Each Region will have to pay a fixed amount as directed by the Diocesan Bishop to the Diocesan Voluntary Evangelists Association.
2. In matters, which are not mentioned in the by-laws and dispute, the directive of the Diocesan Episcopa will be final.

MAR THOMA CHURCH
DIOCESE OF NORTH AMERICA AND EUROPE
DEPARTMENT OF SACRED MUSIC AND COMMUNICATIONS

BY - LAWS

I. Name:

The name of this organization in this Diocese will be The Mar Thoma Choir of Diocese of North America & Europe.

II. Aim:

- a. To improve the quality of worship through singing and music in Parishes.
- b. To organize workshops and training in Parish, Center, Regional, and Diocesan levels as needed.

III. Organizational Set-up:

A. Choir in Parishes

There shall be only one Choir in the Parish and it may have two wings - Malayalam and English. The Choir shall be registered with the Department of Sacred Music and Communications and only such registered choirs can send their representative to the Executive Committee of the parish. A copy of the registered membership list signed by the Vicar should be sent to the Diocesan office every year.

B. Audition

Selection to the Choir shall be done through a process of audition. The Vicar in consultation with the parish Executive Committee shall conduct audition. Matters relating to audition shall be announced in the church for two consecutive Sundays prior to the date of audition and published on the notice board. The Vicar shall select two songs. The candidate shall sing one of these songs as per the decision of the judges. The candidate shall sing an additional song of his/her choice from among the Hymnal used in the respective parish. If there are more hymnals used in the parish the Vicar shall identify the one hymnal to be used. The two songs shall be separately judged and the total score shall be taken for ranking. A candidate should score a minimum of 40% marks in the audition test. Those who secured less than 40% will lose their membership. Separate rank list will be prepared for men and women. Judges will be selected from outside the parish by the Vicar. There shall be a minimum of two judges for audition. Judges' decision will be final in audition.

C. Membership

Any member of the parish of the age 9 and above can apply for audition. The Vicar shall finalize the total number of choir members based on the availability of

members, total number of families in the parish and the seating facility in the Sanctuary. The Vicar shall give membership to the choir from the rank list as per the need. Vacancies shall be filled in from the rank list. The term of the choir is for five years and the rank list is valid only for five years. At the expiration of the rank list, audition should be conducted to form the new choir. The total number of choir members should be decided by the choir committee and it shall be announced in the parish before audition. If there is a need for adding new members in the choir in between the five-year term, the Vicar can conduct audition. However, the term of the new members will expire with the existing rank list. Vicar shall keep all records regarding the selection process for the tenure of the Choir. Members who are absent three times consecutively without valid reasons and who do not have 70% attendance per year can be removed from the choir by the Vicar. Attendance shall be recorded by the Choir secretary and periodically signed by the Vicar. Vicar can give leave for a member on special request up to three months. Requests to exceed three months leave shall be decided by the Vicar in consultation with the Diocesan Bishop. If the choir committee thinks, the membership of a member should be cancelled for valid reasons it can be reported to the Vicar and the Vicar can take a decision in consultation with the Diocesan Bishop about his or her membership. Those who lose their primary membership in the organization will also lose their membership in all the administrative bodies of the organization.

D. Choir General Body and Committee

The members of the choir shall meet together to elect the committee members and an auditor in the first meeting as soon as the Vicar forms the choir. The term shall be for one year.

1. The Parish Choir Committee consists of President (Vicar), Assistant Vicar, Choir Leaders (one each from Malayalam and English wing), Joint Leaders (one each from Malayalam and English wing), Secretary, Treasurer, one committee member for each ten members from both genders. If the Choir leader is a male the Joint leader must be a female and vice versa.
2. Two Auditors (non – committee members) to audit the accounts.
3. The choir committee shall meet at least twice a year and the general body shall meet at least once a year.
4. The committee shall plan and execute programs for the year. The committee shall present the annual report, annual accounts and budget for the approval of the general body.
5. The quorum shall be one third of the total members. In case of vacancies, the seat will be filled by the respective bodies by election or nomination, for the remaining term.
6. Choir Leader/Secretary shall be the representative in the executive committee of the parish. The same person cannot be elected as the representative to the Executive committee consecutively for more than three years.

7. A member of an affiliated choir is not allowed to sing in another choir for competitions, etc.

E. Centre General Body and Committee

1. The Center Choir General Body consists of all Vicars, Assistant Vicar, the Choir Leaders and Choir Secretaries of the Parish in that Center. The Center Choir General Body shall elect the Center Committee members and the Auditors.
2. The Center Committee consists of Center President (Clergy), Center Choir Secretary, Treasurer and one representative to the Regional Committee from among the choir leaders.
3. Two Auditors (non – committee members) to audit the accounts.
4. The Center Committee shall meet once in a year to discuss and approve the annual report, annual accounts and budget, and/or other matters.
5. The quorum shall be one third of the total members. In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.
6. The term of the Center Choir Committee shall be three years co - terminus with the Diocesan Assembly.

F. Regional General Body and Regional Committee

1. The Regional General Body shall consist of all Center Choir Presidents, Center Choir Secretaries, and the Regional Choir representative of the constituent centers. The Regional Choir General Body elects the Regional Choir Committee and the Auditors.
2. The Regional Choir Committee consists of President (Clergy appointed by the Diocesan Bishop), Secretary, Treasurer, and a Regional Choir Coordinator (from among the Regional representatives).
3. Two Auditors (non-committee members) to audit the accounts.
4. The Regional Committee shall meet once a year to discuss and approve the annual report, annual accounts and budget.
5. The quorum shall be one third of the total members. In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term.
6. The term of the Regional Choir Committee shall be three years co - terminus with the Diocesan Assembly.

G. Diocesan General Body

1. Diocesan General Body shall consist of Diocesan Bishop, Diocesan Secretary (ex-officio), Regional Presidents (clergy), Regional Secretaries, and Regional Choir Coordinators. The Diocesan General Body shall elect the Diocesan committee and the Auditors
2. The Diocesan Committee shall consist of Diocesan Bishop (President), Clergy Vice President (appointed by Diocesan Bishop), Diocesan Secretary (ex-officio), Diocesan Choir Secretary, Treasurer, and the representative to the Diocesan Assembly elected by the general body of the Choir.
3. Two Auditors (Non –Committee members) to audit the accounts.

4. The Diocesan General Body shall approve the annual report, budget, and accounts by circulation and mail vote.
5. The term shall be three years co terminus with the Diocesan Assembly. All elections on the Diocesan level may be by mail vote.
6. If there is no women representation in the Center, Regional and the Diocesan levels, the Diocesan Bishop shall nominate a person to each level with voting right from among the choir members of the parishes.

IV. Quorum and Vacancies

1. Quorum: The quorum of all the administrative bodies shall be one third of the total members.
2. Vacancies: In case of vacancies the seat will be filled by the respective bodies by election or nomination, for the remaining term

V. Disputes

If necessary, the Vicar can suspend the function of the choir in consultation with the Diocesan Bishop.

If necessary, the Vicar can dismiss the existing choir and form a new choir through audition in consultation with the Diocesan Bishop.

The Diocesan Bishop shall dispense any disputes and it shall be final.

For matters that are not mentioned in the bylaws, the decisions and the directive of the Diocesan Bishop will be the final.