

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Proposal for change to the Guild structure and Constitution - for consideration and vote at the Guild 2022 AGM

Summary of proposal

A survey of members in 2021 showed a need for change within the Guild. Some of the proposed changes are fundamental to the structure and purpose of the Guild, and as such require a vote at an AGM to be adopted. Other changes can, and will, happen as projects or within the course of normal Guild activities. The purpose of this document is to summarise the proposals which are required to be presented to the AGM, and ask for Members' attendance at the AGM to express their view, through a voting process and participation in elections of new Officers, to support the adoption of the changes.

At the 2022 AGM on Saturday 2 April, the Guild would like to:

1. To propose a vote to change the Guild Constitution to reflect changes to the Objects (aim) of the Guild as follows:

Carlisle Diocesan Guild of Church Bell Ringers (CDGCBR) works in partnership with local ringers, bands and towers, and with the Church in the Diocese as it serves and worships God, to:

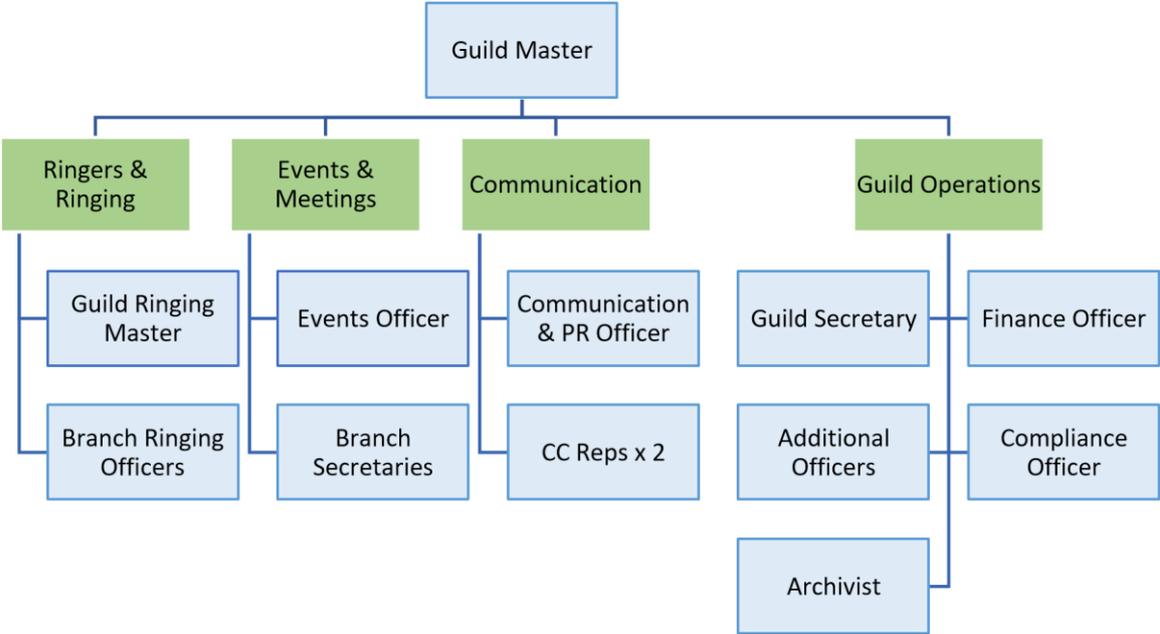
- 1, Support ringing for Church services, and national and community events
- 2, Promote the enjoyment of ringing and fellowship amongst ringers of all faiths and none
- 3, Welcome, recruit, train, encourage, and develop - so that all are enabled to ring as well as they can
- 4, Take care of bells and their fittings, with advice, practical help and funding
- 5, Foster an appreciation of bells and ringing in the wider general public

2. To propose a vote to change the structure of the Guild Committee and how it is detailed in the Guild Constitution, as follows:

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You can read the proposed revised Constitution which reflects these roles later in Appendix 1 page 10.

3. To hold elections to fill the new Officer roles.

You can read more about the responsibilities of these Officer roles in Appendix 2, page 17.

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Actions resulting from the survey, and the need for change

The survey was distributed by email in late spring 2021 to find out more about what our members are thinking and feeling about ringing, so that we can make the right decisions going forward to support bellringing in the Carlisle Diocesan Guild.

We had responses from approximately 38% of Guild members which we consider to be a healthy proportion of our membership and better than in many surveys. Respondents were mostly aged 60 years plus and able to ring methods. The majority had or currently hold an official post within ringing. Prior to lock-down, the vast majority identified as being enthusiastic or even “mad keen” as bellringers.

A summary of the actions the Guild decided to take in response to the survey results was distributed by email to members on 25 October 2021. This stated that four working groups had been set up to move forward on the recommendations. These are:

1. Reviewing the Guild structure and roles, specifically:
 - a. Review the required Officer roles including establishing a Guild “Master/Leader” role, creating clear responsibilities for each role and deciding whether there is merit, on a role by role basis, to have a time limit on tenure.
 - b. Retain the concept of Branches but allowing for these to be mini-branches (or clusters) in areas where Members desire this.
 - c. Review the meeting structure and schedule to make sure the right Officers are present at the right meetings to fulfil their responsibilities efficiently.
2. Reviewing the Guild’s object (ie, aims), name, prayer and service
3. As a matter of urgency, put in place a recruitment campaign to attract returners and new learners to ringing, with a particular emphasis on young people.
4. Establish a 3-year plan for the Guild (this will probably happen once the new structure and Master/Leader role has been established post 2022).

NB, this document is focussing on items 1 and 2 above, as these are pertinent to the upcoming AGM. However, a working party looking at recruitment (item 3) has been set up and plans are underway regarding a recruitment plan in areas of particular need, as well as training in the skill of teaching bell handling. It was decided not to work on a 3-year plan for the Guild (item 4) until such time as the Officers were in place following the 2022 AGM, as ownership of the 3-year plan is within the responsibilities of the Guild Master.

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Changes to the Guild Objects

What did the survey say?

In the survey, the Objects (aims) of the Guild were presented. The majority of respondents (65%) said that they were “totally fine as is” but nearly a quarter (23%) said they should be tweaked or radically changed. The strength of feeling provided in the feedback from that population was strong and clear, and grouped into three areas:

1. A desire to tone down the emphasis of ringing’s worthiness in relation to service to the Church
2. A desire to see the message be more about inclusivity and collaboration
3. More emphasis on the specifics of what the Guild does for ringers

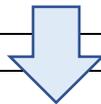
Proposal

As a result, the Guild President, Richard Pratt, Archdeacon of West Cumberland, and other members of the Committee, worked on a proposed new version of the Guild objects. The proposed new objects or aims of the Guild, which the Guild Committee endorses, are as follows:

CURRENT

The objects of this Guild are as follows:

- 1, The provision of good ringing for Church Services, to the Glory of God
- 2, The recognition of ringing as an integral part of the Church's life and work.
- 3, The furtherance of the art and science of change ringing and the encouragement of new members
- 4, The proper care of bells and belfries, and the supply of reliable information



PROPOSED

Carlisle Diocesan Guild of Church Bell Ringers (CDGCBR) works in partnership with local ringers, bands and towers, and with the Church in the Diocese as it serves and worships God, to:

- 1, Support ringing for Church services, and national and community events
- 2, Promote the enjoyment of ringing and fellowship amongst ringers of all faiths and none
- 3, Welcome, recruit, train, encourage, and develop - so that all are enabled to ring as well as they can
- 4, Take care of bells and their fittings, with advice, practical help and funding
- 5, Foster an appreciation of bells and ringing in the wider general public

In addition to the proposed changes to the aims of the Guild, the same group also proposes three new prayers and a choice of two new services, all of which are endorsed by the Guild Committee. These can be found in Appendix 3 on page 29 and Appendix 4 on page 30 respectively.

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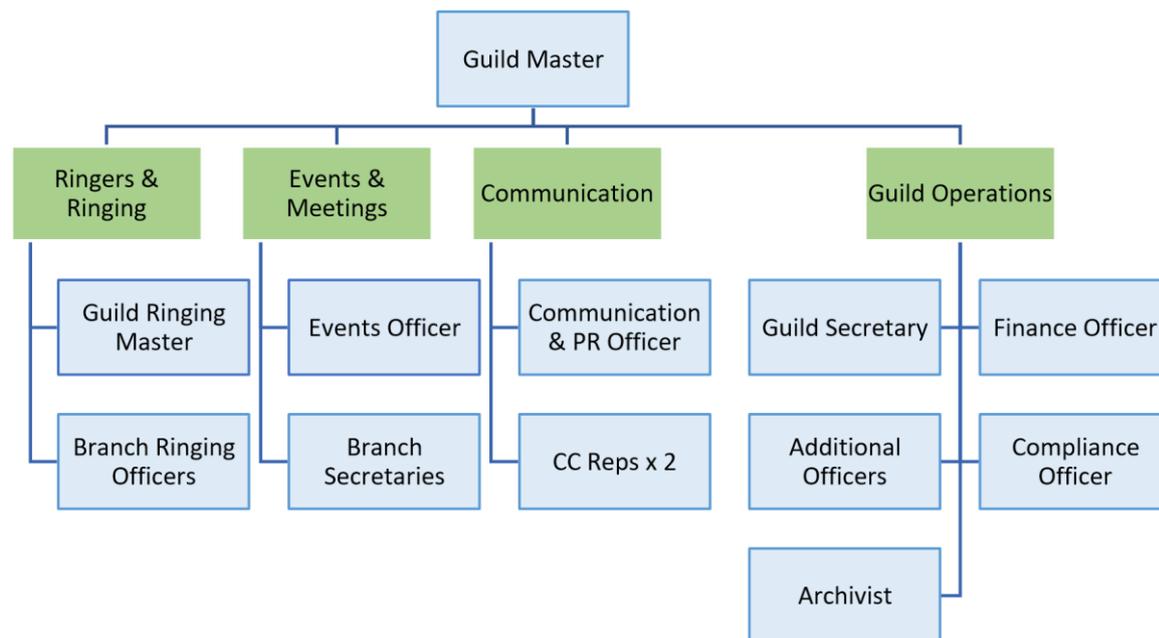
New Officer roles

Why change?

Responses to the survey indicated that Members felt the Guild was directionless. Over half the respondents thought having a Master role to lead the Guild “would be useful” with only 8 people saying it was “fine as it is”. 83% of respondents said that a clear plan for the Guild to achieve its goals would be “quite” or “very” useful.

Whilst many bell ringing associations, including ourselves, have Presidents, very few are without a day-to-day leader in some form or another. Plus, given that the structure of the Guild has remained constant for quite some time, as well as the advent of new priorities and technology, it was a good time to refresh the roles required to run the Guild and create clear responsibilities for all Officers, so that people knew what they were undertaking.

The current Committee proposes that the Committee is formed of the following Officer roles (in blue) structured around 4 activities (in green) as follows:



- There are a few roles which are brand new: Guild Master, Guild Ringing Master, Events Officer.
- A few roles are effectively unchanged except in some cases for their title: Branch Secretaries, CC Reps, Finance Officer, Additional Officers, Archivist.
- The remaining Officer roles are slight variances of what has gone previously or reflect a slight rearrangement of responsibilities: Branch Ringing Officers, Communication & PR Officer, Guild Secretary, Compliance Officer.

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Please note, the Guild President is not proposed as a change and will remain a part of the structure, but for the sake of simplicity, has not been reflected on this diagram. In addition, the Diocesan Bells Advisor is a Diocesan appointment and therefore has also not been reflected on this structure.

ALL ROLES ARE NOW UP FOR ELECTION AT THE AGM ON SATURDAY 2 APRIL 2022. A full description of what each Officer role entails can be found in Appendix 2 on page 17. We strongly encourage you to read these roles, seeking further information from the contacts detailed at the bottom of the document if you need, and volunteer to be involved in change within the Guild.

If you are interested in taking on one of these roles, please register your interest with the people listed below by Saturday 26 March. They are also available for information discussion:

- Julia Cater – 07769 928550, juliacater1970@yahoo.co.uk
- Chris de Cordova – 07880 663116, chrisdecordova@gmail.com
- Ed Matthews – 07530 572300, edwinmatthews@hotmail.com
- Sue Thomas – 07584 484102, suethomas2022@icloud.com
- Duncan Walker – 07879 430534, tc0747@yahoo.co.uk

Constitutionally, there needs to be a formal nomination process which takes place at the AGM. Further information can be found on page 9.

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Meeting structure for Guild Officers

This subject was not formally addressed in the survey. However, with clearly defined responsibilities for Office roles, it was sensible to have a clearly defined meeting structure to go with.

The Guild Committee would like to propose three different committee meeting structures each with a different purpose and requiring different attendees. The changes to these details have been captured in the Guild Construction and can be seen in Appendix 1 on page 10:

	Planning Committee	Operations Committee	General Committee
Guild Master	√ *	(√)	√ *
Guild Secretary	√	√ *	√
Events Officer	√		√
Branch Secretaries			(√)
Guild Ringing Master	√		√
Branch Ringing Officers			√
Communications & PR Officer	√	(√)	√
CC Reps			√
Finance Officer	√	√	√
Additional Officers	(√)	(√)	√
Compliance Officer		√	√
Archivist		(√)	√

- Planning committee - meets regularly to scan the horizon and check that planned activities are meeting the long-term plan. Makes decisions about future activities and gets the ball rolling on initiatives.
- Operations committee - meets as required and ensures the infrastructure of the Guild is working smoothly.
- General committee - meets 2-4 times a year to make sure all Officers are informed about the long-term plan, and for all Officers to be able to ask questions, make suggestions and review recent activities with a view to identify recommendations for improvement/action.

In addition, there will be:

- Guild AGM – a formal constitutionally required meeting for electing Officers, presenting the financial status, providing an update to Members of Guild activities over the previous year through Officer reports, and an opportunity for Members to ask questions, provide feedback and request future activities.
- Activity or project-based meetings as required - Officers and other key people are free to meet/communicate whenever required to discuss and make decisions about the implementation of events, planned activities and projects.

NB, Brackets () indicate optional attendance. Star (*) indicates likely chair of meeting.

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Branches

The outcome of the survey regarding the two branches was less clear. Whilst the data said that nearly half of respondents (48%) thought the two-branch structure was “totally fine”, there were a lot of people (30%) who were clearly undecided and 20% who thought there should be no branches.

The viability of clusters seemed to be further supported by a sizable number of people (40%) saying they would travel to local towers in the future, whilst others said they would travel “inside the county” (21%) and “outside the county” (22%). Only 18% said they would only ring “just at their own tower” in the future.

The Guild Committee recommends that there are no fundamental changes to the branch structure at this stage. However, if in the future, there is a desire for groups of towers to work together as mini-branches (or clusters) instead of one big branch, then the Guild will support the discussion of this and facilitate its implementation if so desired by Members.

In the event that mini-branches are formed, the roles of Branch Ringing Officers and Branch Coordinators would still be valid, as would the Constitution which just refers to the concept of “branches”. In essence, we believe that the proposed new structure is future proofed should the desire to change the current Eastern and/or Western branches arise.

Of course, in the meantime, there is nothing to stop neighbouring towers working together to support each other, as happens in some locations already.

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Next steps

We strongly encourage all Guild members to review the proposed changes, consider the new Officer roles available, and volunteer to get involved.

Change is afoot nationally in bellringing and the Church. As we are learning to live with COVID, we have the opportunity to “build back better” and refresh our Guild with a modern purpose, structure and activities, to breathe new life into our hobby.

As well as having a 3-year plan for the first time, there are many projects have either started or are waiting to be implemented by enthusiastic Officers, such as:

- Running a Guild-wide recruitment initiative
- Providing refresher and new training for teachers of bellhandling
- Setting a new strategy for delivery of training and development for ringers across the Guild
- Setting a new approach for regular communications to members
- Revamping the Guild website

- as well as the usual activities such as striking competitions and themed practices etc.

Please, volunteer and get involved. Your energy and efforts will be most welcome. Please register your interest in any of the roles with the people listed below by Saturday 26 March. They are also available for information discussion:

- Julia Cater – 07769 928550, juliacater1970@yahoo.co.uk
- Chris de Cordova – 07880 663116, chrisdecordova@gmail.com
- Ed Matthews – 07530 572300, edwinmatthews@hotmail.com
- Sue Thomas – 07584 484102, suethomas2022@icloud.com
- Duncan Walker – 07879 430534, tc0747@yahoo.co.uk

Your actual nomination will be taken at the AGM on Saturday 2 April. You will need a proposer and seconder, and to confirm that you are willing to stand. Any input from the nominee, proposer or seconder can be provided in writing if they cannot attend the AGM in person.

< Proposal and summary ends. Appendices follow >

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[Appendix 1 – proposed new Constitution](#)

CONSTITUTION

1. The Guild shall be known as

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS.

2. The Guild shall consist of (a) resident (b) non-resident and (c) life members.

(a) Resident members may be elected at any General, Committee or Branch meeting of the Guild; they shall be proposed and seconded and the proposer shall be responsible for the payment of the subscription of the person proposed, together with the required membership form. Those admitted as ringing members must be able to ring rounds proficiently on tower bells. Resident members may be ringing members or non ringing members.

The rates of fees and subscriptions shall be fixed at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose, and shall come into force on 1st January following.

(b) Non-resident members are those not normally resident in the Diocese. They shall be elected in the manner provided in paragraph 2(a), or admitted to membership as hereinafter provided (paragraph 10), on payment of a single fee. Those who live in the Diocese but in an area not covered by the former Cumberland and North Westmorland Association may be either non-resident members, or become resident members by election in the normal way. Resident members who leave the area shall become non-resident members provided their subscriptions or donations amount to not less than two years' subscriptions. Non-resident members shall have no vote at any meeting.

(c) Life membership shall be an honour conferred by the Guild at the Annual General Meeting. Life members will not be asked to pay any further subscriptions.

(d)

(i) The Committee shall have the power to expel any member who fails to comply with the rules of the Guild as stated in the Constitution and its amendments or who in the opinion of the Committee renders himself or herself unfit for membership.

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(ii) No member shall be expelled without having an opportunity to appear before the Committee to explain and defend any conduct under question. Any such member shall be given at least seven clear days' notice in writing by the General Secretary to attend a Committee Meeting.

(iii) The opportunity to make an explanation or defence before the Guild Committee will not apply in situations where any breach of the Guild's Safeguarding Policy has been held to have been involved.

(iv) In the event of a breach of Safeguarding Policy, i.e. involving a safeguarding issue allegation being made against a member, the member shall be suspended for the duration of an investigation. Due process, as set out in the Guild Safeguarding Policy, the Safeguarding Diocesan Policy, and the Parish Safeguarding Policy (where the event occurred) will be strictly applied. Where a member, after investigation, is found to be culpable or classed as a Known Offender, his/her membership of the Guild shall be terminated.

3. The Officers of the Guild shall be the President, Guild Master, Guild Ringing Master, Events Officer, Communications and PR Officer, Guild Secretary, Finance Officer, Compliance Officer and up to 4 Additional Officers. The management of the Guild shall be in the hands of the General Committee, which is composed of the Officers, Branch Ringing Officers, Branch Secretaries and any representatives of the Guild on the Central Council of Church Bell Ringers. The General Committee shall setup such subcommittees as it considers necessary.

If the Guild is entitled to more than one Central Council Representative then, when possible, there should be equal representation from each Branch.

The Guild shall maintain associated policies for specific topics as appropriate, including Safeguarding and Health and Safety.

The General Committee and its subcommittees shall have power to co-opt a member to fulfil a specific role until the next AGM. Any seven members shall form a quorum.

The General Committee shall have power to reduce subscriptions for resident members who are younger and older and to adjust subscriptions for particular circumstances.

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The Officers and Central Council Representative shall be elected at the Annual General Meeting, observing the length of tenure as defined by the General Committee. If there are more candidates than there are available positions, there shall be an election by secret ballot. An Independent Examiner shall be appointed each year at the Annual General Meeting.

The Annual General Meeting shall be held each year not later than the first Saturday in May at a place to be decided by the Branch hosting the event.

4. Trustees: The Trustees shall be the General Committee. The Guild Secretary and Finance Officer, plus up to two other Trustees elected by General Committee shall be authorised as signatories. The Trustees shall invest or otherwise deal with such monies or other assets as the Guild shall place in their hands in such a manner as the General Committee shall direct.

5. The year (financial or otherwise) of the Guild shall end on December 31st and the **Annual General Meeting of the Guild** shall take place as hereinbefore stipulated for the purpose of receiving the Annual Report and Accounts from the General Committee, together with the transaction of the normal business of the Guild.

The General Committee shall have power to call other General Meetings at such times as they shall consider necessary for the transaction of business and for other purposes or other matters concerning the art and science of change ringing.

An Extra-ordinary Meeting may be called at any time by the Guild Secretary on the request of the President, General Committee or of any twenty resident members. The members of the Guild shall have at least three weeks' notice of such meetings with particulars of the business to be transacted, and such notice shall be deemed to be given by sending a copy to each affiliated tower to be displayed in the belfry, together with advertisement in "The Ringing World". Notice of the Annual General Meeting shall be similarly advertised.

6. No amendment shall be made to this Constitution, except at the Annual General Meeting, or at an Extraordinary General Meeting specifically called for that purpose. One calendar month's notice shall be given in writing to the General Secretary of the proposed amendment before a motion shall go to the vote as required under this Constitution.

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7. The Guild shall abide by the decisions of the Central Council of Church Bell Ringers.
8. Any avoidable damage done at a Guild meeting to bells or fittings by members shall be made good by the Guild.
9. **The Guild may be divided into convenient branches**, the management of which shall be conducted as hereinafter provided:-
- (a) The management of each branch shall be in the hands of the Branch Ringing Officer and Branch Secretary who shall be members of the Guild and elected by the members of that branch only.
- (b) The Branch Secretary shall keep the Guild Secretary informed of any matter that is within the province of the Guild and its business. The Branch Ringing Officer shall take charge of the ringing at all branch meetings, be responsible for the conduct of business at such meetings, and act as chairman if necessary.
- (c) The Annual Meeting of each branch shall be held before the Annual General Meeting of the Guild.
- (d) No tower shall be transferred from one branch to another without the written consent of a majority of the members of the Guild who are attached to that tower. Any such request for a transfer must have the approval of the majority of members present at a General Meeting of the Guild.
- (e) Affiliated towers are those listed in the current Annual Report. Any other tower in the Diocese of Carlisle wishing by a majority of its ringers to be affiliated to and to join a branch of the Guild must submit a written request at least one month before an Annual General Meeting of the Guild to the Guild Secretary and this must be proposed and seconded by adult resident members of the Guild.
- (f) For the purpose of conducting branch meetings, this Constitution shall be considered the Constitution of each branch.

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10. No person shall take part in a **Guild peal** if not a member of the Guild; the tower election of such a person shall be valid provided it is subsequently ratified by a Committee, Branch or General Meeting of the Guild.
11. Records of all peals and other matters of ringing interest shall be kept by the Guild.
12. A peal booking fee, set by the General Committee, shall be charged in respect of any peal which is to be recorded as a Guild Peal.
13. **The Guild shall establish and maintain a Bell Restoration Fund. The rules of the fund shall be as hereinafter stated:**
 1. The fund shall be known as THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS BELL RESTORATION FUND.
 2. The object of the fund shall be to advance the Christian religion by providing financial assistance to Churches in the Diocese of Carlisle for the purpose of maintaining and improving their bell installations by making grants to them. Maintenance and improvement of a bell installation shall be deemed to include the following:
 - (a) taking out an existing ring of bells, supplying and installing a new frame and fittings, recasting the bells and erecting the same.
 - (b) taking out, overhauling and reclapping existing bells, supplying and installing a new frame and fitting and erecting bells.
 - (c) taking out existing bells, overhauling existing frame and fittings, recasting, or overhauling and reclapping same and re-erecting.
 - (d) augmentation and bringing existing bells, frame and fittings into an adequate state of repair.
 - (e) other major repairs to bells, frames, fittings and towers.
 - (f) the provision of bells, frames and fittings and erection of the same in Churches which previously had none.

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(g) the acquisition of bells from Churches within the Diocese of Carlisle declared redundant, for subsequent redeployment and/or recasting.

(h) the restoration of any set of change or tune ringing handbells belonging to the Guild.

3. The membership of the Fund shall be that of the Carlisle Diocesan Guild as defined in the rules thereof.

4. (a) The Fund shall be administered by the General Committee of the Carlisle Diocesan Guild, hereinafter referred to as the Committee.

(b) The Committee shall have the power, after considering an application submitted to it in writing, to approve a grant from the Fund.

(c) The Committee shall have the power to appoint sub-committees which shall report back their actions fully and promptly to the Committee.

(d) The Committee shall have the power to co-opt such persons as it considers necessary to assist in its deliberations. The number of co-opted persons at any one meeting of the Committee shall not exceed three.

(e) The management of the Bell Restoration Fund shall be an item on the agenda of every General Committee meeting.

5. (a) The Guild Secretary, the Finance Officer of the Guild, and the Branch Ringing Officers shall be ex-officio Trustees of the Fund.

(b) Such bank accounts as may be required shall be opened in the name of the Fund. Any two of these Trustees shall have the power to sign cheques.

(c) Any outstanding monies in the hands of the General Committee not required for the immediate purposes of the Fund shall be invested in any manner the Trustees may think fit in the best interests of the Fund.

(d) The General Committee and its sub-committees shall have the power to raise funds in any manner they see fit as long as permanent trading is not engaged in.

(e) The Fund shall be set up by the total transfer to it of the balance of those monies collected, made available or ear-marked for Bell Restoration by the Guild.

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6. In the event of the dissolution of the Fund the assets of the Fund shall be distributed equally among those Churches which at the time of the dissolution were in union with the Guild for the purpose of bell maintenance and restoration.
7. The Finance Officer shall prepare a balance sheet as at 31st December in each year and an income and expenditure account for the year ended on that date which shall be audited by an independent examiner appointed by the members of the Guild at their Annual General Meeting of the Guild first held after 31st December in which the Fund's accounts are prepared.
8. No alteration or addition or deletion of these rules shall be made so as to cause the Fund at any time to cease to be charity in law. No alteration, addition or deletion shall be made except at the Annual General Meeting of the Guild or at an Extra-ordinary General Meeting especially called for the purpose. Notice of any proposed addition to or deletion from these rules shall be given to the General Secretary of the Guild at least one calendar month prior to the date of the Annual General Meeting or Extra-ordinary General Meeting.

Amended April 2022

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Appendix 2 – proposed Officer responsibilities

Guild Master

Purpose

Making sure that the purpose of the Guild is delivered through a long-term plan and appropriate activities.

Responsible for

- Collaborating with Officers and external stakeholders to create a fit for purpose rolling delivery plan of Guild activities which aligns with the Guild's purpose
- Supporting Officers to deliver activities either across the Guild or through the Branch structure, assisting with problem solving for situations which may prevent delivery
- Anticipating potential issues which may affect the delivery of the Guild plan and taking action to resolve
- Chairing designated Guild committee meetings
- Being the main point of contact for the President and the Carlisle Diocese.

Interacts with

- All Guild Officers (frequently)
- Carlisle Diocese stakeholders via the Guild President (occasionally)
- Guild or Association Masters in other locations (occasionally)

Would suit someone with

- Experience of chairing meetings
- Experience creating strategic plans and articulating these to others
- Understanding how to create collaboration in a volunteer committee environment • Ability to support, facilitate and guide others
- A long-term thinking-ahead mindset.

Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild, plus optional attendance at Operations Committee meetings.
- Approximately 10-15 hours a month expected
- Election is for a 3 year term • Limit of 2 terms can be served.

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Guild Secretary

Purpose

Being the central point of contact for people inside and outside the Guild, for data and information, and for ensuring the regular committee meeting schedules for the Guild takes place.

Responsible for

- Acting as the central contact point for requests and information into and out of the Guild
- Distributing requests and information to the appropriate people, and pointing people in the right direction as required
- Owning the central database of members ensuring it is kept in a data compliant manner, that member communication preferences are honoured, and periodically checking the database accuracy
- Owning the structure of the Committee sharing documentation system
- Making sure minutes and actions are taken at meetings
- Distributing agenda, minutes and actions in a timely manner to the right people.

Interacts with

- Works closely with Guild Master, Communication and PR Officer, Events Officer and Branch Secretaries, Compliance Officer
- Main point of contact for Central Council (regularly)
- All Officers (regularly)
- Ringers who want to make contact with the Guild (occasionally).

Would suit someone with

- Action oriented, helpful, can-do mindset
- A love of being in the middle of activities and being the go-to person
- Able to use technology for video conferencing, membership data storage and email circulation lists
- Understanding how to take minutes and create action plans
- A passion for working to plans and schedules.

Commitment

- Attend Planning Committee, Operations Committee and General Committee meetings, online or in person throughout the Guild
- Approximately 10-15 hours a month expected
- Election is for a 2 year term • Limit of 3 terms can be served.

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Events Officer

Purpose

Organising Guild-wide events (eg, training, teaching, ringing meetings, striking competitions, socials), and supporting Branch Secretaries to deliver local events when required.

Responsible for

- Booking venues (including online), catering, people and any other logistical requirements for events
- Deciding on the best method to take bookings and managing the booking process
- Collaborating with other Officers to ensure accurate and timely publicity of events
- Ensuring all compliance requirements for events (such as safeguarding and risk assessment) are communicated to those involved
- Providing feedback to relevant Officers regarding events (Guild and local) and any lessons learned.

Interacts with

- Works closely with Guild Ringing Master, Branch Ringing Officers, Branch Secretaries, Communication and PR Officer, Compliance Officer.

Would suit someone with

- Action oriented, helpful, can-do mindset
- Experience organising events
- Attention to detail
- Able to use technology for bookings.

Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild
- Attend events as appropriate
- Approximately 5 hours a month expected
- Election is for a 2 year term • Limit of 2 terms can be served.

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Branch Secretary

Purpose

Organising Branch events (in whatever form the Branch takes) such as general or themed ringing practices, teaching sessions, outings, business meetings as required.

Responsible for

- Booking venues, ringers, catering and any other logistical requirements for events
- Taking bookings and monitoring sign up using the Guild booking process where appropriate
- Collaborating with other Officers to ensure accurate and timely publicity of events
- Ensuring all compliance requirements for events (such as safeguarding and risk assessment) are communicated to those involved.

Interacts with

- Works closely with Event Officer, Guild Ringing Master, Branch Ringing Officers, Communication and PR Officer, Compliance Officer.

Would suit someone with

- Action oriented, helpful, can-do mindset
- Able to organise events
- Attention to detail
- Able to use technology for bookings.

Commitment

- Attend events being organised where appropriate
- Optional attendance at General Committee meetings, either online or in person throughout the Guild
- Approximately 5 hours a month expected
- Election is for a 1 year term • No limit on how many times a person can be re-elected.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Guild Ringing Master

Purpose

Setting the direction of teaching, development and ringing activities which help the Guild achieve its long-term plan.

Responsible for

- Collaborating with Branch Ringing Officers to keep informed of tower and ringers' developmental requirements across the Guild
- Defining teaching, training, developmental and ringing activities at a Guild level
- Providing guidance, advice and support to Branch Ringing Officers on Branch or tower-level teaching, training, development and ringing activities
- Leading Guild ringing events, and participating in Branch ringing events as desired
- Advocating the use of best practice teaching and training tools and pathways available
- Collaborating with other Officers to define the required content and information for publicising events.

Interacts with

- Works closely with Branch Ringing Officers, Events Officer, Branch Secretaries, Communication and PR Officer
- Central Council, Association of Ringing Teachers and other bodies nationally (occasionally).

Would suit someone with

- Sufficient understanding and ability in ringing to understand progression pathways, lead ringing and know what good sounds like
- Understanding of the environments and approaches which help people learn
- Passion for wanting ringers to develop • Interest building networks and contacts.

Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild
- Keep in touch with Branch Ringing Officers and/or Branch Secretaries across the Guild either in person or via other means
- Attend Guild ringing events
- Approximately 10-15 hours a month expected
- Election is for a 2 year term • Limit of 2 terms can be served.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Branch Ringing Officer

Purpose

Leading Branch ringing activities (in whatever form and size the Branch takes) which help the Guild achieve its long-term plan.

Responsible for

- Collaborating with local Tower Captains to keep informed of tower and ringers' needs
- Providing support to local towers and ringers which helps with their teaching, ringing and development
- Leading the ringing at Branch ringing events
- Supporting the aims of Guild ringing activities and ensuring local ringing activities align with this
- Advocating the use of best practice teaching and training tools and pathways available

Interacts with

- Works closely with Guild Ringing Master, Tower Captains, Events Officer, Branch Secretaries.

Would suit someone with

- Sufficient ability in ringing to lead ringing and understand what good sounds like • Understanding of the environments and approaches which help people learn
- Passion for wanting ringers to develop.

Commitment

- Attend General Committee meetings, online or in person throughout the Guild
- Attend local ringing events, and Guild events when possible
- At least 5 hours a month expected
- Election is for a 2 year term • Limit of 2 terms can be served but re-election is possible at a future date.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Communication and PR Officer

Purpose

Using a variety of appropriate methodologies to distribute information about bellringing within the Guild and externally which help the Guild achieve its long-term plan.

Responsible for

- Collaborating with other Officers, and stakeholders outside the Guild, to keep informed of upcoming activities, events, hot topics and initiatives which may be of interest to Guild members and the local community
- Collaborating with other Officers to understand the required content and information required for publicising events
- Proactively circulating information to Members using a variety of media/methodologies (eg, regular email bulletins/newsletters, social media, website, annual reports) whilst honouring individuals' marketing preferences
- Owning the content of the website making sure that it is fit for purpose and always up to date
- Seeking opportunities to promote ringing with local communities and responding to external requests for information and publicity about ringing
- Commissioning, and sometimes producing, appropriate marketing and information materials within allocated budget.

Interacts with

- Works closely with Guild Ringing Master, Events Officer, Branch Secretaries, Guild Secretary (frequently)
- Central Council and other ringing bodies nationally (occasionally)
- External community groups such as BBC, newspapers, Facebook groups, Church community groups (occasionally).

Would suit someone with

- Ability to update websites, and use social media platforms and mailshot software
- Understanding of the history and place that ringing has in life and the community
- Experience of writing and speaking in public (for press releases and occasional radio broadcasts)
- Ability to monitor spend against an annual budget • Interest building networks and contacts.

Commitment

- Attend Planning Committee and General Committee meetings, online or in person throughout the Guild
- At least 15 hours a month expected
- Election is for a 2 year term • Limit of 3 terms can be served.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

CC (Central Council) Reps

Purpose

Representing the Guild on the Central Council of Church Bell Ringers (the Central Council).

Responsible for

- Attending the annual Central Council meeting in person to represent the views of the Guild as appropriate
- Collaborating with other Officers, and Guild members where appropriate, to determine the views of the Guild to share within the Council, particularly regarding voting matters or policy decisions
- Disseminating decisions or information pertinent to the Guild to relevant Officers for action or further communication.

Interacts with

- Guild Secretary, Communication and PR Officer, Compliance Officer (sometimes)
- Central Council and other ringing bodies nationally (occasionally). **Would suit**

someone with

- Interest in policy making, management and organisation of ringing

Commitment

- Attend annual CC meeting in person (most recently held on first weekend in September)
- Attend General Committee meetings, online or in person throughout the Guild
- Approximately 2 hours per month plus the annual meeting once a year for which travel expenses will be provided
- Election is for a 3 year term
- Limit of 3 terms can be served (ie, 9 years in total) with a gap of 3 years before re-election following that 9 year term.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Finance Officer

Purpose

Managing transactions and information relating to the finances of the Guild and Bell Restoration Fund (BRF).

Responsible for

- Keeping appropriate records of financial transactions for the Guild and BRF
- Collecting annual Member subscriptions and other monies owed utilising gift aid and other financial incentives where appropriate
- Updating the membership list (from a payment perspective)
- Making financial payments
- Preparing annual financial statements as legally required
- Producing required financial reports and information to help the Guild make decisions on budgets in support of its long-term plan
- Providing advice and guidance to Officers and Members for fundraising initiatives.

Interacts with

- Works closely with the Guild Secretary
- External organisations such as HMRC, Bank (occasionally)
- Other Officers and Members (occasionally).

Would suit someone with

- Ability to interpret financial information and present it in simple reports following a standard protocol
- Experience utilising online banking for making payments and tracking receipts.

Commitment

- Attend Planning Committee, Operations Committee and General Committee meetings, online or in person throughout the Guild
- Approximately 5 hours a month expected with potential for slightly more around the reporting deadlines
- Election is for a 2 year term • Limit of 3 terms can be served.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Archivist

Purpose

Maintaining information and records relevant to the Guild.

Responsible for

- Curating information of ringing performances by and for the Guild
- Maintaining an inventory of Guild property • Ensuring Guild property is stored appropriately.

Interacts with

- Finance Officer, Communication and PR Officer.

Would suit someone with

- Interest in record keeping and historical information.

Commitment

- Attend General Committee meetings, online or in person throughout the Guild, with optional attendance at Operations Committee meetings
- Approximately 3 hours a month expected
- Election is for a term of 1 year
- No limit on the number of times a person can be re-elected.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Compliance Officer

Purpose

Providing guardianship of Guild policies relating to Health and Safety (H&S) and Safeguarding, and supporting all Officers and Members in the implementation and usage of these.

Responsible for

- Collaborating with external bodies (eg, Central Council of Church Bell Ringers, Carlisle Diocese) to keep informed of best practice and up to date policy and guidance
- Owning the content of the Guild policies in relation to H&S and Safeguarding
- Providing guidance, process and advice to those who require it on implementing these policies (and how this links with Parish policy)
- Making sure that all relevant safeguarding and H&S checks and training is up to date for those who require it within the Guild.

Interacts with

- Events Officer, Branch Secretaries, Branch Ringing Officers, Tower Captains (regularly)
- Parish Safeguarding Officers, Diocesan Safeguarding Officer (regularly) • External advisory bodies such as Central Council, Carlisle Diocese (occasionally)
- Members (occasionally).

Would suit someone with

- Interest in doing the right thing regarding H&S and Safeguarding
- Ability to create simple to follow processes.

Commitment

- Attend Operations Committee and General Committee meetings, online or in person throughout the Guild
- At least 5 hours a month expected
- Election is for a 2 year term • Limit of 2 terms can be served.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Additional Officers

Purpose

Volunteering and getting involved in Guild committee activities when required to support the Guild delivering its long-term plan.

Responsible for

- Volunteering to get involved in various activities which could include but is not limited to:
 - Project work for updating the website, delivering a recruitment campaign, improvising the mail distribution system to members
 - Brainstorming approaches to events and ringing activities
 - Organising and supporting events on the day
 - Taking minutes at meetings
 - Running ringing
 - Teaching bell handling and supporting other training activities.

Interacts with

- Works closely with other Officers depending on involvement.

Would suit someone with

- Interest in helping and to do their bit
- Action oriented, helpful, can-do mindset
- Ability to teach or lead ringing (within the framework provided by the Guild) - if volunteering to support those activities.

Commitment

- Attend General Committee meetings, either online or in person throughout the Guild and optional attendance at Operations and Planning Committee meetings
- Hours can vary depending on how much you volunteer for, but likely to be in region of 4 hours a month
- Election is for a term of 1 year with no limit on how many times a person can be re-elected.

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

[Appendix 3 – proposed Guild prayers](#)

It is proposed to have a choice of 3 prayers:

A

O God, we give You thanks for the bells we ring: for benefactors and bell-founders; for those who have taught us and those with whom we ring. May we ring as well as we can, for the delight of those who hear, for the celebration of those for whom we ring, for the offering of wordless worship, for the reminding of all that the Church is here and You are here. Amen

B

Lord God of joy and celebration, we offer to you the sounding of our bells. Let us ring out the good news of your Son our Saviour and welcome all to come and know Jesus. We celebrate the generosity of previous generations; may we, in our day, ring out with joy and gladness through the gifts of your Spirit. Amen.

C

Loving God, we pray for the Guild of Bellringers, and the towers and ringers of the Carlisle Diocese. May the bells we ring tell out your name and sing your praise. May our lives ring out your love as our bells call people to worship. Amen

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

[Appendix 4 – proposed Guild service](#)

It is proposed to have a choice of two services, traditional language and modern.

Guild Service Traditional Language

Welcome and Introduction

Hymn

O Lord, open thou our lips

All **and our mouth shall show forth thy praise.**

O God, make speed to save us.

All **O Lord, make haste to help us.**

Glory be to the Father, and to the Son, and to the Holy Ghost;

All **as it was in the beginning, is now, and ever shall be,
world without end. Amen.**

Praise ye the Lord.

All **The Lord's name be praised.**

Reading

Nunc dimittis

Luke 2.29-32

- 1 Lord, now lettest thou thy servant depart in peace : according to thy word.
- 2 For mine eyes have seen thy salvation;

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

- 3 Which thou hast prepared : before the face of all people;
- 4 To be a light to lighten the Gentiles : and to be the glory of thy people Israel. Glory be to the Father, and to the Son : and to the Holy Ghost; as it was in the beginning, is now, and ever shall be : world without end. Amen.

The Apostles' Creed

**All I believe in God the Father almighty,
maker of heaven and earth:**

**and in Jesus Christ his only Son our Lord,
who was conceived by the Holy Ghost,
born of the Virgin Mary,**

**suffered under Pontius Pilate,
was crucified, dead, and buried.
He descended into hell;
the third day he rose again from the dead;
he ascended into heaven,
and sitteth on the right hand of God the Father almighty; from thence he shall come to
judge the quick and the dead.**

**I believe in the Holy Ghost;
the holy catholic Church;**

**the communion of saints;
the forgiveness of sins;
the resurrection of the body**

and the life everlasting. Amen.

Prayers

The Lord be with you.

All And with thy spirit.

Let us pray.

Lord, have mercy upon us.

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Patron: The Lord Bishop of Carlisle

All **Christ, have mercy upon us.**

Lord, have mercy upon us.

All **Our Father, which art in heaven,
hallowed be thy name;
thy kingdom come; thy will be done,
in earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive them that trespass against us.
And lead us not into temptation;
but deliver us from evil.**

**For thine is the Kingdom, the power and the glory
For ever and ever. Amen.**

Let us pray for peace throughout the world, and for the welfare and unity of the Church of God.

All **Lord hear our prayer.**

Let us pray for our country, for our Sovereign Lady, Queen Elizabeth, and for all in authority under her.

All **Lord hear our prayer.**

Let us pray for our Diocese, for its congregations and their clergy, and for our Bishop(s).

All **Lord hear our prayer.**

Let us pray especially for the congregations represented here today.

All **Lord hear our prayer.**

Let us pray for all church bell ringers, for the Guild and all its members. And especially for N & N

All **Lord hear our prayer.**

Let us pray for this parish, for those who worship in this church and for the ringers in this branch.

All **Lord hear our prayer.**

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Let us commit to the love and mercy of God, those who have served Him in this life and are now at rest. And especially for N & N

All **Lord hear our prayer.**

and / or

Let us pray for all ringers:

Grant, O Lord, that all who ring church bells may be filled with reverence and spiritual light, and be counted worthy to stand with those who praise you in heaven; through Jesus Christ our Lord. **Amen**

Let us pray for those who hear our ringing :

Grant, O Lord, that all who are hindered by sickness or any other necessity from being here in your House, may, by the ringing of the bells be reminded of the prayers of your church and may rejoice in the communion of saints; through Jesus Christ our Lord **Amen.**

Let us pray for each other and for ourselves :

O God, you have made every calling acceptable in yourself, if it is offered to your glory; give us, day by day, the desire to do our work for your honour and the joy of presenting it to you complete and done well; through Jesus Christ our Lord, **Amen**

Hymn

Address

Hymn

The Guild Prayer

O God, we give You thanks for the bells we ring and the art of ringing: for benefactors and bell-founders; for those who have taught us and those with whom we ring. May we ring as well as we can, for the delight of those who hear, for the celebration of those for whom we ring, for the offering of wordless worship, for the reminding of all that the Church is here and You are here. Amen

or

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Lord God of joy and celebration, we offer to you the sounding of our bells. Let us ring out the good news of your Son our Saviour and welcome all to come and know Jesus. We celebrate the generosity of previous generations; may we, in our day, ring out with joy and gladness through the gifts of your Spirit. Amen

or

Loving God, We pray for the Guild of Church Bellringers, and the towers and ringers of Carlisle Diocese. May the bells we ring tell out your name and sing your praise. May our lives ring out your love as our bells call people to worship.

The Blessing

Guild Service Modern Language

Welcome and Introduction

Hymn

The light and peace of Jesus Christ be with you

All and also with you.

The glory of the Lord has risen upon us.

All Let us rejoice and sing God's praise for ever.

Blessed are you, sovereign God,
our light and our salvation;
to you be glory and praise for ever.
You led your people to freedom
by a pillar of cloud by day and a pillar of fire by night.
May we who walk in the light of your presence
acclaim your Christ, rising victorious

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

as he banishes all darkness from our hearts and minds.

Blessed be God, Father, Son and Holy Spirit:

All Blessed be God for ever.

The day is almost over, and the evening has come;
let us pray with one heart and mind.

Silence is kept.

As our evening prayer rises before you, O God,
so may your Spirit come down upon us
to set us free to sing your praise for ever and ever.

All Amen.

Reading

Magnificat

Luke 1: 46-55

- 1 My soul proclaims the greatness of the Lord, my spirit rejoices in God my Saviour; *
he has looked with favour on his lowly servant.
- 2 From this day all generations will call me blessed; *
the Almighty has done great things for me and holy is his name.
- 3 He has mercy on those who fear him, *
from generation to generation.
- 4 He has shown strength with his arm *
and has scattered the proud in their conceit,
- 5 Casting down the mighty from their thrones *
and lifting up the lowly.
- 6 He has filled the hungry with good things *

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Patron: The Lord Bishop of Carlisle

and sent the rich away empty.

- 7 He has come to the aid of his servant Israel, *
- to remember his promise of mercy,
- 8 The promise made to our ancestors, *
- to Abraham and his children for ever.

Glory to the Father and to the Son
and to the Holy Spirit;
as it was in the beginning is now
and shall be for ever. Amen.

The Creed

**All I believe in God, the Father almighty,
creator of heaven and earth.**

**I believe in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died, and was buried;
he descended to the dead.
On the third day he rose again;
he ascended into heaven,
he is seated at the right hand of the Father,
and he will come to judge the living and the dead.**

**I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,**

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

**the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.**

Prayers

May the bells we ring
Call people to worship

May the bells we ring
Keep the rumour of your Spirit alive

May the bells we ring
Tell of your love

May the bells we ring
Speak of joy and peace to all people

May the bells we ring
Call us to justice and mercy

May the bells we ring
Proclaim your risen life!

or

Ring bells ring,

And call us to Christ

Ring bells ring,

And call us to prayer

Ring bells ring,

And call us to action

Ring bells ring,

And call us to tell others of your love

Ring bells ring,

And call us to harvest your kingdom

THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Ring bells ring,

And call us to love all creation

Hymn

Address

Hymn

The Guild Prayer

O God, we give You thanks for the bells we ring and the art of ringing: for benefactors and bell-founders; for those who have taught us and those with whom we ring. May we ring as well as we can, for the delight of those who hear, for the celebration of those for whom we ring, for the offering of wordless worship, for the reminding of all that the Church is here and You are here. Amen

or

Lord God of joy and celebration, we offer to you the sounding of our bells. Let us ring out the good news of your Son our Saviour and welcome all to come and know Jesus. We celebrate the generosity of previous generations; may we, in our day, ring out with joy and gladness through the gifts of your Spirit. Amen

or

Loving God, We pray for the Guild of Church Bellringers, and the towers and ringers of Carlisle Diocese. May the bells we ring tell out your name and sing your praise. May our lives ring out your love as our bells call people to worship. Amen

The Blessing

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