

## TERMS OF REFERENCE FOR THE JOHANNESBURG ANGLICAN ECO-SPIRITUALITY INITIATIVE

1. **Name of the organization:** The Johannesburg Anglican Eco-spirituality Initiative (JAEI)
2. **Structure:** The *JAEI* is an organization within the Anglican Diocese of Johannesburg and is part of the Diocesan PBO. It is represented on the Anglican Church of Southern African Environmental Network.
3. **Vision:** JAEI seeks to develop a vibrant community who are committed to achieving a sustainable environment.
4. **Mission:**

The JAEI mission is to raise environmental awareness among the parishes of the Diocese of Johannesburg and to assist parishes to address the environmental challenges of the region, in line with the Diocesan Environmental Policy. The JAEI believes it is God's will that we look after this precious planet we call home and that we have an ethical and moral responsibility to work towards sustainability and social justice in relation to creation. To fulfill this mission JAEI supports actions in eco-spirituality and has established an eco congregation programme as its core work.
5. **Compliance with Canons and Diocesan rules:** As a formal body of the Anglican Diocese of Johannesburg the JAEI complies with the Canons and rules governing the diocese, as well as with these terms of reference, which have been approved by the Diocesan Trustees.
6. **Membership:** As part of the Diocese of Johannesburg the JAEI does not enlist individual membership. The eco congregation programme requires parishes to commit to our vision and mission and become an active member of JAEI on the basis of encouraging specific environmental standards and activities within the parish. Each eco-parish is required to submit to the committee an annual report on its eco activities for the past year by the end of January. This report should also be submitted to the parish vestry.
7. **Committee:** The *JAEI* is managed by a committee, and has several interest areas, including eco-congregations , Eco-spirituality and related Liturgy.
  - a. The committee will have a minimum of 7 and a maximum of 12 permanent members.
  - b. Qualification for appointment: Members are drawn from parishes within the Anglican Diocese of Johannesburg. A requirement is a communicant in good standing and an interest in and commitment to creation care.
  - c. How appointed: Parishes are expected to nominate members at the AGM for approval and appointed by a simple majority of the existing Committee.
  - d. Length of appointment: Appointment will be for a period of 2 years, and the member will, if nominated, be eligible for reappointment for a further period of 2 years. Further nomination will only be valid after a further 2 years. However, half the committee at end December 2017 will continue for 2 years from that date.
  - e. Removal: A member may be removed from the committee by agreement of a majority of members due to lack of attendance or contribution.
  - f. Associate members, who represent fields of expertise and experience in environmental matters may be invited to join the committee in a consultative capacity by agreement of a majority of committee members, but will have no voting rights.
  - g. Appointment of Chairperson: Every second year, the Committee nominates one of its members as Vice-Chairperson at the first meeting after the AGM, for approval by the Bishop. The Vice Chairperson serves for one year under the current Chairperson, until they become Chairperson for two years. They serve as Vice-Chairperson under their successor for a year, before they step down from the committee. After a one year sabbatical, they may be voted back on to the Committee. Under exceptional circumstances, the AGM can extend the term of the Chairperson for a maximum of one year, with approval of the Bishop.

- h. Appointment of a Treasurer: The Committee shall appoint a Treasurer for the current year at its first meeting.
- i. Frequency of meetings: The Committee will generally meet monthly on the first Thursday of the month at 6 pm
- j. Keeping of minutes of meetings: The minutes of meetings are recorded by a member appointed as Secretary and distributed to members within 3 weeks of each meeting.

**8. Annual General Meeting:**

- a. An Annual General Meeting is to be held within 2 months of the December year end.
- b. The annual report and annual financial statements for the previous year are presented to the meeting for adoption, and plans for the current year are discussed.
- c. Nominations to fill any vacancies on the committee may be submitted by member parishes.

9. **Basis of funding:** JAEI is self-funding. There is no formal funding of JAEI by the Diocese. Funding is through eco breakfast donations, ad hoc donations and specific project fund-raising.

10. **Books of account and auditing thereof:** Books of account are maintained by the Treasurer. JAEI funds are kept in the Diocesan Deposit Fund. Annual Financial Statements are prepared and reported on by an Independent Verifier appointed by the Diocese.

11. **Diocesan representation/oversight:** The Chairperson is deemed to be the Bishop's representative. The Bishop has the prerogative to appoint his\her own representative to the committee. The Bishop is also required to appoint a Chaplain to the committee (to provide, inter alia, oversight of spiritual matters).

12. **Reporting to the Diocese:** The JAEI Committee submits a formal report on activities to each AGM, to the Diocesan Secretary, with the annual financial statements, by 31 March of each year, and to Diocesan Synod.

13. **Changes to these terms of reference:** Changes to the terms of reference are made with approval of the AGM and thereafter by the Diocesan Trustees.

**Accepted by the AGM on:**

**Signed by Chairperson:**

**Approved by the Trustees on:**

**Signed by Chairperson:**