

GIRLS' FRIENDLY SOCIETY IN IRELAND



LEADERS' RESOURCE GUIDE

A resource guide for members of the Girls' Friendly Society. This guide contains the following sections:

- 1. Leader's Handbook**
- 2. Achievement Badges**
- 3. World Projects to Date**
- 4. Central Presidents in Ireland since 1878**
- 5. GFS History in Ireland**

GIRLS' FRIENDLY SOCIETY IN IRELAND



SECTION 1
LEADERS' HANDBOOK

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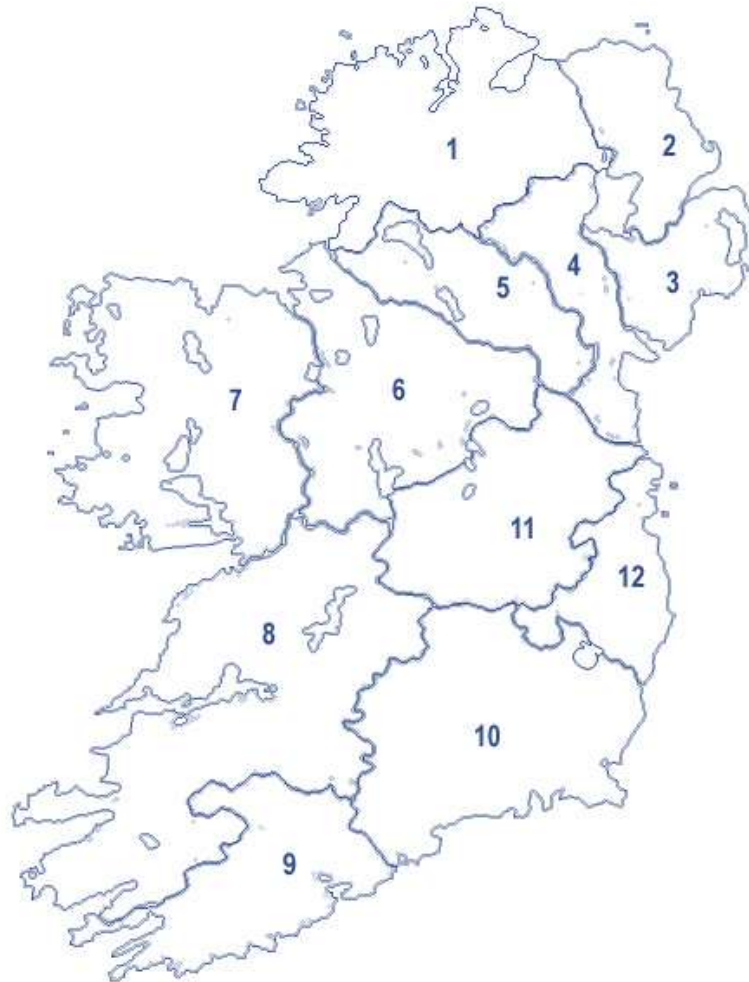
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Church of Ireland Dioceses



1	Derry & Raphoe	7	Tuam, Killala & Achonry
2	Connor	8	Limerick & Killaloe
3	Down & Dromore	9	Cork, Cloyne & Ross
4	Armagh	10	Cashel, Ferns & Ossory
5	Clogher	11	Meath & Kildare
6	Kilmore, Elphin & Ardagh	12	Dublin & Glendalough



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SAFEGUARDING TRUST



THE GIRLS' FRIENDLY SOCIETY CODE OF GOOD PRACTICE

The Girls' Friendly Society, as a Uniformed Youth Organisation, operates under the aegis of the Church of Ireland and follows its Safeguarding Trust, Code of Good Practice for Ministry with Children.

For further information:

- Republic of Ireland - please refer to the Republic of Ireland version of Safeguarding Trust.
- Northern Ireland - please refer to the Northern Ireland version of Safeguarding Trust.
- www.ireland.anglican.org

Please Note: The Parish Panel has responsibility for overseeing the implementation and use of Safeguarding Trust

THE FOUNDER OF GFS



Mrs (*Mary*) Elizabeth Townsend
(1841-1918)

In May 1874, the four people shown below, met with Mrs Townsend at Lambeth Palace and agreed on the basis for establishing the Girls' Friendly Society, which officially began its work on 1 January 1875 in England; GFS came to Ireland in 1877.



The Reverend
Thomas Vincent
Fosbery

Chaplain to Bishop
Samuel Wilberforce



Mrs Catharine Tait
(1819-1878)



Mrs Elizabeth
Browne

Wife of the bishop
of Winchester



Mrs Jane Nassau,
Senior
(1828-1877)

These five people became known as "The Famous Five".



THE NAME: GIRLS' FRIENDLY SOCIETY

A lot of thought went into the choosing of a name for our Society. Both words 'Women' and 'Ladies' were considered not suitable, and they did not cover members of all ages, young to senior; these words were also thought to be old-fashioned. 'Girls' was seen to be "the word".

GIRLS' as it was wished to bring the good gift of friendship, with all its benefits to body, mind, and spirit, within the reach of every girl or young woman able and willing to join its ranks.

FRIENDLY because it was desired that, in its best and highest sense, the work should be a 'friendly' one, and done in the Name and for the sake of Him who is the best of friends.

SOCIETY, because in it each should help some other, though unknown often and unseen by the mighty power of sympathy, by the sense of union in our object, by the resolve that 'the world' should be 'bettered by banded womanhood,' by the strong force of united prayer."

Please note: The information above regarding the reasoning behind the name choices was sourced from Friendships Highway by Mary Heath Stubbs.



THE PURPOSE OF THE SOCIETY

To unite for the glory of God in one fellowship of prayer and service, girls and women throughout the world, to promote friendship and to uphold purity in thought, word and deed.

THE SOCIETY'S MISSION STATEMENT

To promote friendship and fellowship amongst girls and young women and to foster personal development in a Christian context.

GFS MOTTO

"Bear ye one another's burdens, and so fulfil the law of Christ"
– Galatians 6.2

GFS PROMISES

JUNIOR CANDIDATES, CANDIDATES AND JUNIOR MEMBERS

The promise made by Junior Candidates, Candidates and Junior Members is:

'I promise with God's help, to learn to love and serve
our Lord Jesus Christ and to help other people'.

MEMBERS, SENIOR MEMBERS AND TOWNSEND MEMBERS

The promise made by Members, Senior Members and Townsend Members is:

'I (*Christian name*) promise with God's help to grow in the knowledge and love of our Lord Jesus Christ, to be regular in public and private prayer, and to promote friendship and purity in life'.



GFS MEMBERSHIP

The society consists of the following sections:

- | | |
|---------------------|---------------|
| - Junior Candidates | 3-5 years |
| - Candidates | 5-7 years |
| - Junior members | 7-11 years |
| - Members | 11-15 years |
| - Senior Members | 15-21 years |
| - *Townsend Members | over 21 years |

****Please note: This section of the society is known as the Townsend Members Fellowship and is named after our founder, Mrs Mary Elizabeth Townsend.***

Additional membership information:

1. Junior Candidates must be aged 3 before the 1st of July at the time of joining.
2. The enrolment of a member into a section (above) will be determined by their age on 1st July preceding the start of their attendance.
3. Membership cards can be obtained through the Diocesan Secretary or the Diocesan Badge and Literature Secretary, except where special arrangements are made for them to be supplied by Central Office.

QUALITY STANDARDS PROCESS

The Quality Standards Process for the GFS (the organisation) is a support and development tool. This enables GFS to improve policies and practices in the organisation as a whole and to support the continued development of quality service to young people and volunteers.

Please note: For the quality standards process for branches see page 11.



THE GFS ORGANISATION STRUCTURE

The following diagram (Fig 1) shows the overall structure of the GFS organisation.



Fig 1: Overall structure of the GFS organisation



Branches

A branch may be parochial or diocesan. Parochial branches can only be established with the approval of the Diocesan President and the Rector of the parish who is the patron of the branch. Townsend branches may also be formed at either diocesan or branch level.

Please note: A start up grant is available from Central Office for branches being formed or reformed.

All branch meetings should include prayers (e.g. the GFS prayer, the Lord's Prayer) and programme materials as arranged by the branch leaders.

BRANCH STRUCTURE

BRANCH PATRON

The Rector:

- Is the patron of the branch.
- Approves the branch president, branch leaders, branch helpers, etc.
- Ensures all branch leaders and branch helpers have undergone the relevant training in Safeguarding Trust.
- Conducts an annual enrolment service.
- Must grant permission for the removal of a banner from the parish church.

BRANCH PRESIDENT

A branch president:

- Has met the current regulations regarding Safeguarding Trust.
- Is recommended by branch leaders and approved by the parish Rector.
- Must already be or become an enrolled member of the GFS.
- Must be commissioned as branch president.
- Need not be an 'active' leader within the branch.
- Acts as the chairperson at leader meetings.
- Can attend and vote at diocesan council meetings.

Please note: In the absence of a branch president, the branch secretary undertakes this role.

BRANCH SECRETARY

A branch secretary:

- Has met the current regulations regarding Safeguarding Trust.
- Is appointed at a branch leaders' meeting.
- Undertakes the role of branch president/treasurer if no one appointed to those positions.



- Receives and replies to correspondence and passes on information for inclusion in the GFS newsletter to the Diocesan Secretary or Diocesan PRO Officer,
- Informs the branch president and all other leaders in her branch of all correspondence.
- Completes all the necessary forms as required. For example, badge application forms and orders badges, enrolment cards etc. from the Diocesan Badge & Literature Secretary
- Notifies Central Office by email or in writing regarding outings for insurance purposes etc., 14 days before the planned outing.
- Ensures that the Attendance and Record book is marked at each meeting and is retained in a safe place.
- Notifies the Diocesan President/Secretary of all new leaders, young helpers and branch helpers.
- Ensures that all Incidents and Accidents are recorded in the relevant Incident and Accident book (All leaders should know where this book is kept).
- Ensures the Rector is kept informed of all branch activities.
- Can attend and vote at diocesan council meetings.

BRANCH TREASURER

The branch treasurer:

- Has met the current regulations regarding Safeguarding Trust.
- Is appointed at a branch leaders' meeting.
- Keeps financial records.
- Pays accounts including branch president, secretary & treasurer expenses.
- Returns annual financial forms to the Diocesan Secretary/Treasurer.
- Can attend and vote at diocesan council meetings.

Please note: All bank/financial institution statements should be in the name of the GFS branch, with 3 signatures; two of which are necessary to authorise payments.

BRANCH LEADERS

Branch leaders are appointed, with the approval of the Rector of the parish, having met the current regulations regarding Safeguarding Trust. All leaders must be members of the Church of Ireland or of a Church in communion therewith or, with the consent of the Rector, others may be appointed. The Diocesan President's/Rector's advice may be sought where queries arise on this matter.



Branches

A branch leader:

- Branch leaders should be aged 18+ years.
- Should be enrolled at a church service where they receive a Leader's card, a GFS Leadership Record book, GFS enrolment shield and the appropriate coloured leader badge.

Please note: Enrolment services can take place at diocesan or branch level after completion of the relevant training.

- Must be enrolled as she advances through each leader/lanyard section.

Please note: The Diocesan President must sign all leader cards and issue lanyards in her diocese.

- Must have a copy of the GFS Leaders' Handbook.
- Should know where the relevant Incident and Accident book is kept within her branch.

JUNIOR AND SENIOR YOUNG HELPERS

This is an ongoing programme to develop the girls' skills in the effective running of a branch. The number of young helpers enrolled within a branch is determined by the branch president/secretary.

Please note: Age is determined on 1st July preceding the start of the GFS year.

A young helper:

- Is aged 14 – 18 years; this section is sub divided into **Junior Young Helpers** (aged 14 – 16) and **Senior Young Helpers** (aged 16-18).
- Must have completed the GFS Knowledge badge.
- Should be enrolled at a church service where they receive a GFS Young Helper record book and Young Helper badge.

Please note: Under 18's should never be left in charge.

BRANCH HELPERS

A branch helper's involvement with a branch is subject to the approval of the Parish Panel and the rector of the parish. Branch helpers do not need to be enrolled as a member of the GFS.

A branch helper:

- Is aged 18+ years.
- Has met the current regulations regarding Safeguarding Trust before working with the branch.
- Their name is included in the Attendance and Record book and they pay a membership subscription.

Please note: Branch helpers should never be left in charge.



CASUAL HELPERS

A casual helper's involvement with a branch is subject to the approval of the Parish Panel and the rector of the parish. Casual helpers do not need to be enrolled as a member of the GFS.

A casual helper:

- Is aged 18+ years.
- Has met the current regulations regarding Safeguarding Trust before working with the branch.
- A person assisting a branch no more than four meetings in the year.
- Their name is included in the Attendance and Record.

Please note: Casual helpers should never be left in charge.

BRANCH ATTENDANCE AND RECORD BOOK

A branch Attendance and Record book may be obtained from the Diocesan Badge and Literature Secretary and must be completed and kept up-to-date; it is important that accurate records and registers are kept.

About the Attendance and Record book:

- All people attending the meeting must be recorded on the register and there should be an agreed procedure in place with the parish panel for lodging records for permanent filing.
- All records must be retained indefinitely.

SUBSCRIPTIONS

Annual subscriptions must be paid by all GFS members and Branch Helpers.

BANNERS

A branch may have a GFS Banner. In order to create or change a branch banner, the branch must first submit designs to the Diocesan Council for approval before any work commences on the creation of the banner. Once the design has been approved and the banner made, it must be dedicated at a GFS service.

Please note: As a dedicated gift, a banner may not be removed from the Church if has been dedicated to without the Church Rector's prior consent.



NATIONAL QUALITY STANDARDS FRAMEWORK FOR BRANCHES

To recognise, maintain and improve the quality of work with young people, GFS branches are also involved in the NQSF.

On an end-of-year basis this process involves:

- Reviewing the current work of the branch.
- Exploring methods of improvement in branch work.

In addition to the GFS Mission Statement branches adhere to 3 core principles.
Core principles:

1. **Young person centred.**
How are young people involved in the running of the branch?
2. **Safety and well being.**
How are young people made to feel safe in the branch?
3. **Developmental and educational.**
What things do young people learn when they are part of the GFS branch?

STRUCTURE

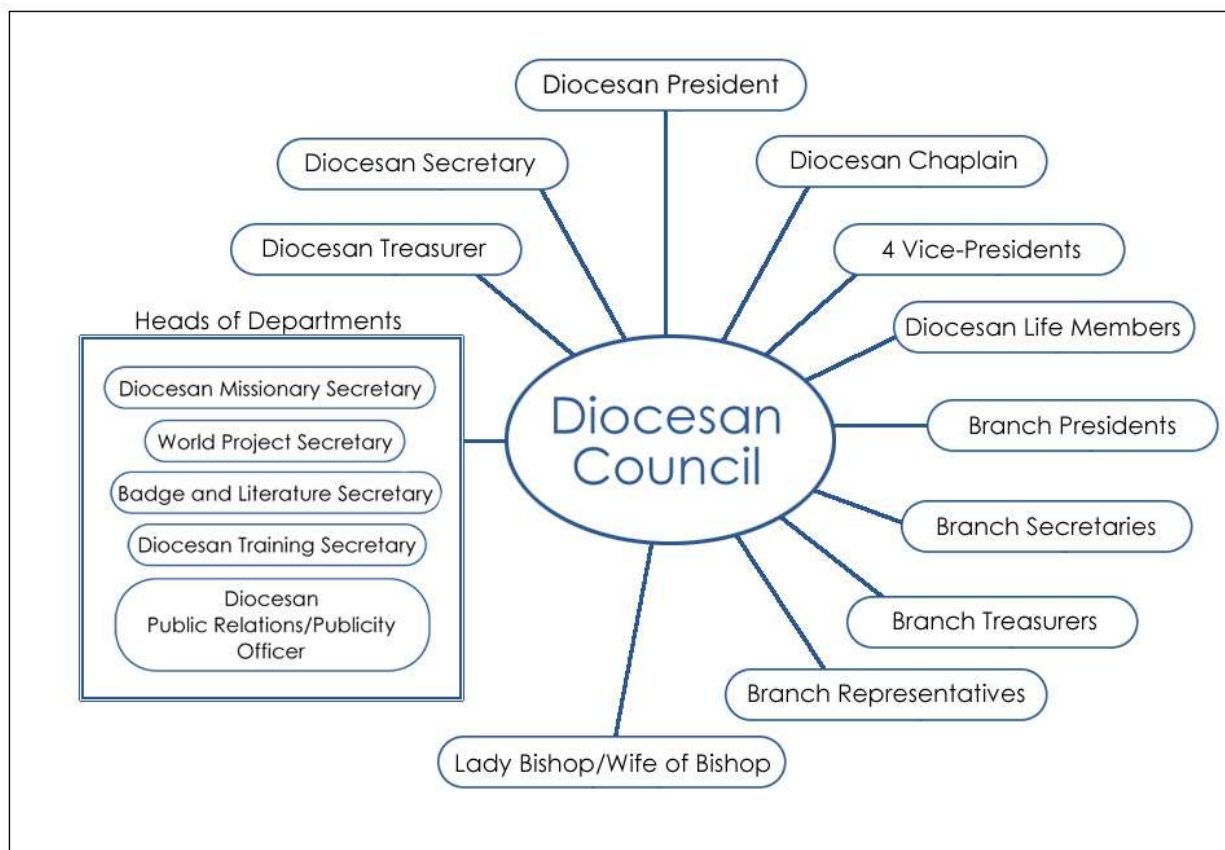


Fig 2: Diocesan Council structure

Please note: Each diocese may vary in their structure. Some of the heads of departments depicted may be combined as necessary.

Every Diocese in GFS Ireland has a Diocesan Council and it is the responsibility of the council to form any necessary sub-committees.

The council consists of the following offices:

- Diocesan President
- 4 Vice Presidents
- Diocesan Life Members
- Diocesan Secretary
- Diocesan Treasurer
- Heads of Departments as deemed necessary.
- Branch Presidents, Secretaries and Treasurers, or their deputies with power to vote.



Diocesan Council

- Representatives from each branch within the Diocese (the number of representatives per branch is decided by the Diocese).
- The Lady Bishop/wife of the Bishop if not included in the above.

In addition to the above and if not already included, the Diocesan Chaplain can be included in the council as an ex-officio non-voting member.

Please note: Membership of the Diocesan Council should include Senior Members and Townsend Members.

THE DIOCESAN PRESIDENT

The Diocesan President is elected by the Diocesan Council with the outgoing Diocesan President having previously submitted the nomination for the Bishop's approval. Once her election has been announced, the new Diocesan President works alongside the outgoing Diocesan President until the 1st July (i.e. start of the new GFS year). The President must be a member of the Church of Ireland or of a church in communion therewith and be, or be prepared to become, a member of the GFS.

Please note: The Bishop's advice may be sought where queries arise on this matter.

The new Diocesan President must be commissioned at a GFS Diocesan Church Service and her term of office will start at the beginning of the GFS year (1st July); she may serve two consecutive terms.

A Diocesan President:

- Is entitled to vote at all Diocesan Council meetings she attends, even if not in the chair.
- Has a casting vote at all Diocesan Council meetings, if necessary.
- May delegate to Vice Presidents or others.
- Has her expenses met from the Diocesan Funds.
- May invite persons not on Diocesan Council to attend meetings of that council, or any other committee or sub-committee meetings.
- Is a member of the Central Council (in addition to the Diocesan Secretary and Treasurer).
- Oversees the organisation of Diocesan events.
- Will visit and speak at branch meetings when invited.
- Is responsible for ensuring leaders have completed the relevant training.
- The Diocesan President must sign all leader cards and issue lanyards in her diocese.

Please note: In the absence of a Diocesan President, a Vice-President undertakes the role of Diocesan President.



DIOCESAN VICE-PRESIDENT

Each Diocese should have four Diocesan Vice-Presidents elected.

A Diocesan Vice-President:

- Assists and may accompany the Diocesan President as required.
- Chairs meetings or represents the President as required in any of her duties.
- Has a vote at Diocesan Council meetings.

Please note: A Diocesan Vice-President may deputise in the absence of a Diocesan President.

DIOCESAN LIFE MEMBERS

A Diocesan Life Member:

- Is a former Diocesan President or a member who has been elected by the Diocesan Council (e.g. a former Junior Delegate)
- Has a vote at Diocesan Council meetings.

If a Diocesan Life Member does not attend Diocesan Council Meetings nor send apologies to the council for a 3 year period, their name will be removed from the list of office holders at the discretion of the Diocesan Council.

Please note: Central Office needs to be notified of all Diocesan Life Members

THE DIOCESAN SECRETARY

The Diocesan Secretary is elected by the Diocesan Council and her term of office will start at the beginning of the GFS year (1st July); she may serve two consecutive terms. Once her election has been announced, the new Diocesan Secretary works alongside the outgoing Diocesan Secretary until her term starts. The Diocesan Secretary supports the Diocesan President and consults with her and the Diocesan Council on all matters. In most dioceses, the secretarial work is also combined with organising and helping the branches within the diocese. For example: Encouraging the formation of new branches and arranging leadership training events.

Please note: A Diocese may appoint other departmental secretaries as deemed necessary and agree their roles.

A Diocesan Secretary:

- Should be a member of the Church of Ireland or of a church in communion therewith and be, or be prepared to become, a member of the GFS.



Diocesan Council

- Must be commissioned at a GFS Diocesan Church Service.
- Is responsible for the keeping of records as well as being the secretary to the Diocesan Council and any committee or sub-committee meetings.
- Is a member of both the Diocesan Council and the Central Council.
- Convenes Diocesan Council meetings.
- Deals with all correspondence.
- Records the minutes of meetings.
- Has her expenses met from the Diocesan Funds.
- Notifies members of Church services and all other relevant events (in the absence of other departmental secretaries).
- Sends out Bible and Hand Craft Syllabi and all related communications received from the Central Office (in the absence of a Bible Study/Hand Craft Secretary).
- Arranges articles for the Diocesan Magazine, GFS Newsletter and publicises events in the absence of a Public Relations Officer or Press & Publicity Officer.
- Notifies the Central Office of all new leaders based on the information received from branch secretaries.
- Notifies the Central Office, in writing /by email, of all Diocesan events within the Diocese for insurance purposes 14 days before a planned event.
- Submits an annual report to the Diocesan Council.
- Takes the role of Diocesan Treasurer if no one appointed.
- Takes the role of Diocesan Badge and Literature Secretary if none appointed.
- Arranges leadership training in the absence of a Training Secretary.
- Arranges examiners as necessary.

DIOCESAN TREASURER

Each diocese has a treasurer who is responsible for all the financial records. The Diocesan Treasurer is elected by the Diocesan Council and her term of office will start at the beginning of the GFS year (1st July); she may serve two consecutive terms. Once her election has been announced, the new Diocesan Treasurer works alongside the outgoing Diocesan Treasurer until her term starts.

A Diocesan Treasurer:

- Should be a member of the Church of Ireland or of a church in communion therewith and be, or be prepared to become, a member of the GFS.
- Must be commissioned at a GFS Diocesan Church Service.



- Is a member of the Diocesan Council and the Central Council.
- Collects membership subscriptions from branch secretaries/treasurers and then forwards the necessary forms to the Central Office by 31st May each year.
- Collects any other relevant dues as required.
- Has her expenses met from the Diocesan Funds.
- Pays the accounts including expenses for the Diocesan President, Diocesan Secretary and Diocesan Treasurer.
- Is in attendance at diocesan events and pays travel/speaker expenses etc.
- Submits an annual financial report to the Diocesan Council.

Please note: All bank/financial institution statements should be in the name of the GFS diocese, with 3 signatures; two of which are necessary to authorise payments.

DIOCESAN MISSIONARY & WORLD PROJECT SECRETARIES

The roles of the Diocesan Missionary and the World Project Secretaries are to forward all money collected during the year for Missionary and World Project work to the Central Office before the 31st of May each year.

BADGE AND LITERATURE SECRETARY

The Diocesan Badge and Literature Secretary is responsible for the ordering and obtaining from the Central Office, the badges, enrolment cards, literature, etc. for sale or distribution through the Diocese. If this position is not filled, the Diocesan Secretary assumes these duties.

DIOCESAN TRAINING SECRETARY

The Diocesan Training Secretary is responsible for arranging diocesan training in consultation with the Diocesan President and completes and maintains the training register. If this position is not filled, the Diocesan Secretary assumes these duties.

DIOCESAN PUBLIC RELATIONS/PUBLICITY OFFICER

The Diocesan Public Relations Officer / Publicity Officer promotes the work of the GFS within the Diocese and arranges publicity with the Diocesan President in compliance with the current Safeguarding Trust requirements. If this position is not filled, the Diocesan Secretary assumes these duties.



Diocesan Council

DIOCESAN CHAPLAIN

A Diocesan Chaplain is invited to the role on the approval of the Diocesan Council, the Diocesan President and the Bishop.

A Diocesan Chaplain:

- May mark or assist in the marking of Diocesan Bible Study papers.
- Assists or leads, as required, the following services:
 - o Festival Service
 - o Carol Service
 - o World Day of Prayer Service
 - o Other diocesan services
- Sets out the Diocesan Order of Service as necessary.
- Is invited to attend Diocesan Council meetings and other diocesan events.
- May commission or present for commissioning the Diocesan Office holders.

Please note: Diocese without a Diocesan Chaplain may nominate their Diocesan President's rector as chaplain.

ELECTIONS

Diocesan elections are arranged by the Diocesan Council every 3 years in line with the Central Council elections.

In the event of a vacancy occurring during the term of a Diocesan Secretary or other council official, an extra-ordinary meeting of the Diocesan Council shall be convened and the vacancy filled.

In the event of a vacancy occurring in the role of the Diocesan President, the vacancy shall be filled from the list of Diocesan Vice-Presidents by postal vote.

All Diocesan Officers are elected triennially with the option to serve one consecutive term.

THE PATRONS

The Patrons of the GFS Central Council are the Archbishop of Dublin and the Archbishop of Armagh.

STRUCTURE

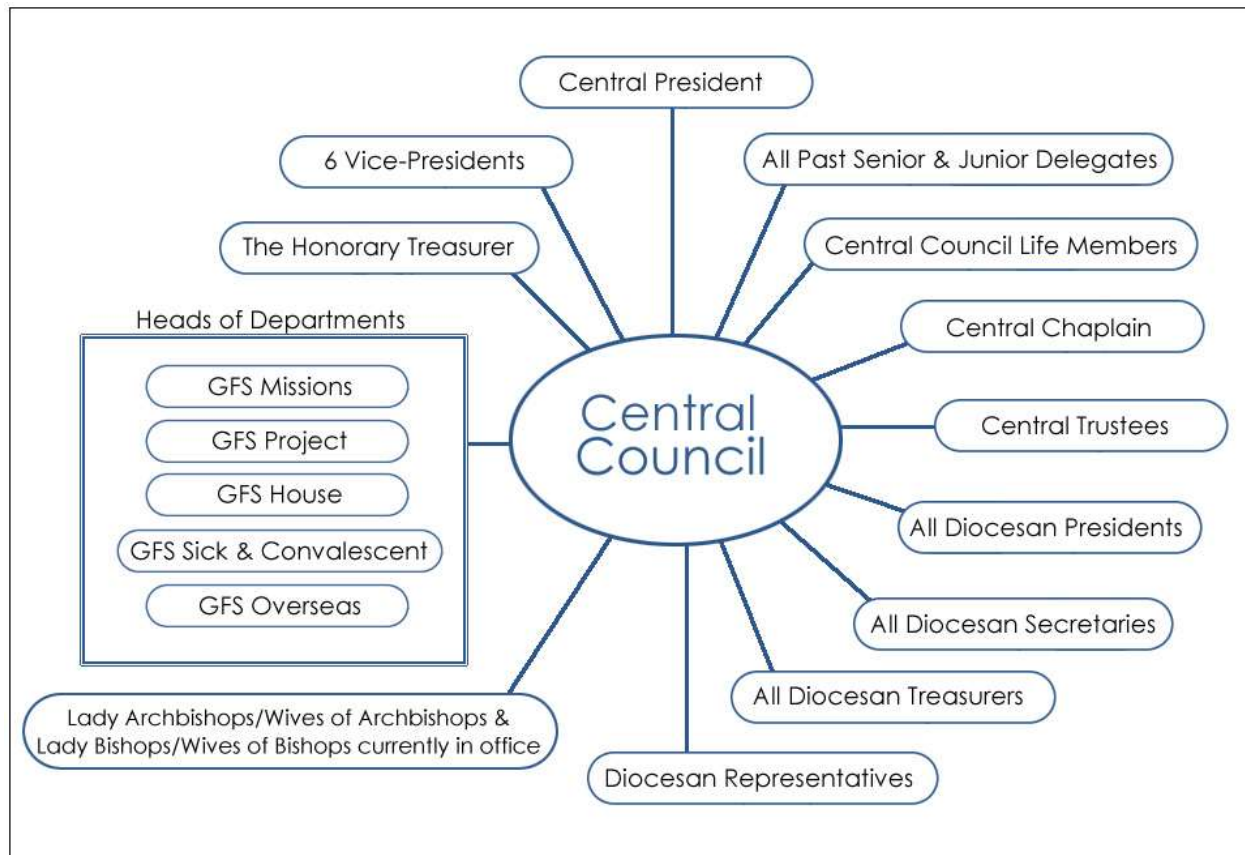


Fig 3: Central Council structure

The Central Council consists of the following members, all of which have the power to vote at Central Council meetings:

- The Central President and six elected Vice-Presidents.
- Life Members nominated by the Central Council.

Please note: If Life Members do not attend Central Council meetings nor send apologies to the Council for a three year period, their names will be removed from the list of office holders.



Central Council

- All past Senior and Junior Delegates who have represented Ireland at World Council Meetings.

Please note: If Senior and Junior Delegates do not attend Central Council meetings nor send apologies to the Council for a three year period, their names will be removed from the list of office holders.

- The following heads of departments:

- o GFS Missions
- o GFS Project
- o GFS House
- o GFS Sick and Convalescent
- o GFS Overseas

- All GFS Diocesan Presidents, Secretaries and Treasurers have the power to vote.

Please note: Deputies can only attend and vote if their attendance has been previously notified, in writing, to the Central Office in advance of the council meeting.

- Diocesan representatives who have been nominated by their respective diocesan councils based on the following criteria:

- o There is only one representative for every five branches, or part thereof, per diocese.
- o Branches with a membership of 25 or more are counted as two branches.

- The Honorary Treasurer.

- Lady Archbishops/ wives of the Archbishops and Lady Bishops/ wives of Bishops that are currently in office.

In addition to the above and if not already included, the following ex-officio non-voting members can be included in the council:

- The Central Chaplain
- Central Trustees

ELECTIONS

Central Council elections take place every 3 years; voting takes place by unsigned postal ballot in accordance with the GFS constitution.

Please Note: All Central Council Presidents, Secretaries and Treasurers may only serve two consecutive terms in total.



THE CENTRAL PRESIDENT

A Central President should guide the work of all departments of the Society in Ireland. She is to chair all meetings of the Central Council and other committees and working parties as required and is to oversee, guide and monitor the work of the Office Administrators. The role of the Central President includes a representative position involving the attendance of events and services to represent GFS and may involve liaison with relevant statutory and non-statutory youth departments.

The Central President must be a member of the Church of Ireland or of a Church in communion therewith. The Archbishop's advice may be sought where queries arise.

The new Central President must be commissioned at a GFS All Ireland Church Service lead by the Central Chaplain (where possible) and her term of office will start at the beginning of the GFS year. Once her election has been announced, the new Central President works alongside the outgoing Central President until the 1st July (i.e. start of the new GFS year).

In the event of the Central President role becoming vacant, the vacancy shall be filled by a 'Central Vice-President' who is elected by a postal vote for the remainder of the relevant term.

A Central President:

- Is entitled to vote at all meetings she attends, even if not in the chair for the meeting.
- Has a casting vote at all meetings if it is necessary.
- May delegate to a Vice-President or others where she feels it is appropriate to do so.
- Have her expenses met from the Central Funds.
- May convene special meetings as outlined in the GFS constitution.
- May invite persons not on the Central Council to attend a meeting of that council or any other meetings.
- Must retire triennially, with an option to serve a second and final term.

The main duties of the Central President are:

- Oversees the Central Council elections and chairs meetings.
- Overseeing financial decisions.
- Visiting dioceses and branches throughout Ireland.
- Visiting the Church of Ireland Theological Institute in addition to other meetings and services to represent the GFS.
- Sit on the panel to select the Junior Delegate.



Central Council

- At the World Council she is to attend as a Senior Delegate bringing reports, greetings, gifts, etc. to the council.
- When invited, attend training days, prize-giving's, parents' nights, etc.

For more information on past central presidents and the current central president, see section 4 or visit www.girlsfriendlysociety.ie.

THE CENTRAL VICE PRESIDENTS

There are six Central Vice-Presidents who are elected triennially with the option to serve one consecutive term. All Central Vice-Presidents have voting rights at Central Council meetings.

A Central Vice-President's duties include:

- Assisting the Central President and deputise as required.
- Chair meetings or represent the President as required in any of her duties.

CENTRAL LIFE MEMBERS

All Life Members have voting rights at Central Council meetings and are:

- Former Central Presidents.
- All past Senior and Junior Delegates to World Council provided they remain members of the GFS and are also active members of the Central Council.
- Other members of the GFS who are elected by the Central Council.

Please note: If Central Life Members do not attend Central Council meetings nor send apologies to the Council for a 3 year period, their names will be removed from the list of office holder at the discretion of the Central Council.

CENTRAL CHAPLAIN

A Central Chaplain is not elected. The individual is invited to the role on the approval of the Central Council and the Patrons.

The Central Chaplain duties includes, but are not limited to:

- A pastoral responsibility to visit the girls in Oak House.
- An invitation to all meetings of the Central Council.
- Taking one service of Holy Communion each year at Central Council.
- Commissioning the Central President.
- Commissioning All Ireland Leaders and delegates for World Council as appropriate.



- Advising on the Bible Study syllabus in the society.
- A contribution to the GFS News Letter from time to time.

HONORARY TREASURER

The Honorary Treasurer is elected triennially with the option to serve one consecutive term. Once her election has been announced, the new Honorary Treasurer works alongside the outgoing Honorary Treasurer until her term starts on July 1st (start of the new GFS year).

The Honorary Treasurer:

- Consults and meets, on a regular basis, with the Office Administrators to oversee the GFS finances.
- Consults with external accountants as required.
- Makes recommendations to the Central Council about all matters of income and expenditure.
- Seeks advice on financial matters as directed by the GFS Central Council in respect of GFS investments.

CENTRAL COMMITTEE AND DEPARTMENTS

The composition, powers and duties of the Council and its departments are set out in the GFS Constitution and Bye-Laws of the Society; copies of which may be obtained by visiting www.girlsfriendlysociety.ie.

Central Office

The Central Office of the Society is within the structure known as 'Oak House' located at 36 Upper Leeson Street, Dublin 4.

The Central Council shall appoint an Office Administrator and, if required, an Assistant to run the Central Office on such terms and conditions of employment as may be agreed.

The Central Office is responsible for:

- The central administration of the Society and its finances.
- The production of GFS publications.
- Organisation of All Ireland events
- Help in the maintaining of the Society's contact with other organisations.
- Website updates.



Central Council

Sick and Convalescent Department

The Sick and Convalescent Representative visits, where possible, members of the Society who are in hospital or nursing homes. She also sends get well wishes to members who are ill in hospital or in their own home.

Overseas Department

Currently, GFS is at work in the following countries:

- | | |
|---------------|-----------------------------------|
| - Australia | - New Zealand |
| - Cameroon | - Nigeria |
| - England | - Papua New Guinea |
| - Gambia | - Sierra Leone |
| - Ghana | - Solomon Islands (now Melanesia) |
| - Ireland | - South Africa |
| - Japan | - Sri Lanka |
| - Kenya | - The United States of America |
| - South Korea | - Wales |
| - Lesotho | - Zambia |
| - Liberia | |

The Overseas department of the Central Council consists of the following members:

- The Central President
- All Senior and Junior delegates provided they remain members of the GFS and are active members of the GFS Central Council.

JUNIOR DELEGATE

Every three years, a Junior Delegate is elected to attend the World Council along with the Senior Delegate. The Central Office will request each diocese to put forward one GFS member, aged 18 to 25 years, to apply for this position.

The role of the Junior Delegate during the three years following their attendance at World Council is to:

- Coordinate with the head of the GFS World Project and with the Central Office in respect to monies received for World Project.
- Communicate with the linked countries as agreed at World Council.
- Report yearly to the Central Council.
- When invited, visit dioceses and branches and give reports on World Council and World Project.



WORLD COUNCIL

The World Council of the GFS exists to “promote fellowship between members of the Society throughout the world, by the exchange of ideas and information”. This council meets every three years; each country is represented by two members of the Society, i.e. the Senior Delegate and the Junior Delegate.

Attendance at World Council, camps and exchange visits is encouraged as is correspondence between members from the different countries.

Part of the World Council is to decide a “World Project”. Each country encourages their dioceses to support the project prayerfully and financially.

WORLD PROJECT

For a list of previous and the current world projects, see section 3 or visit www.girlsfriendlysociety.ie.

WORLD DAY OF PRAYER

The GFS World Day of Prayer is held every year on the 29th September (the Feast of St. Michael and All Angels) and is the occasion when all Branches worldwide may be linked together in prayer.

The World Day of Prayer automatically circulates around the countries in alphabetical order, in consultation with the current World President. Therefore, a special Order of Service, for use by branches and dioceses, is produced by a different country each year; copies of the Order of Service may be obtained from the Central Office. If the special leaflet for this service is not used, (e.g. the day is observed at a church service on the nearest Sunday as sometimes is more suitable in parishes) then the Rector should be consulted and asked to coordinate hymns, lessons, readings, prayers and sermon to the theme of the year, allied to the special worldwide significance of the day.

It is generally accepted that Junior Members or Members read the lessons and take up the collection on that day. The collection at all branch World Day of Prayer services should be donated to the GFS World Project.



Lanyards

OVERVIEW

The GFS uniform is worn by **all** GFS members including the branch president and should be worn at **all** diocesan events.

Please note: The uniform is optional for Townsend Members

LEADER'S UNIFORM

The leader's formal uniform is to be worn at GFS church services and when representing GFS in an official capacity as directed.

Please note: The Central President and the Diocesan Presidents do not wear a lanyard (nor the green lanyard flash) with their formal uniform; this makes them stand out from the other leaders in the organisation.

FORMAL

The leaders formal uniform consists of a:

- Navy suit or blazer/fleece and skirt
- White shirt with navy necktie
- Flesh coloured tights
- Navy/black shoes

CASUAL (optional)

The leaders casual uniform consists of a:

- Navy fleece with GFS logo and skirt
- White polo shirt with GFS logo
- Flesh coloured tights
- Navy/black shoes



GIRL'S UNIFORM

The girl's formal uniform is to be worn at GFS church services and when representing GFS in an official capacity as directed.

FORMAL

The girls formal uniform consists of a:

- Navy fleece with GFS logo
- Navy skirt
- White shirt with navy necktie
- White socks or navy opaque tights
- Navy/black shoes

CASUAL (optional)

The girls casual uniform consists of a:

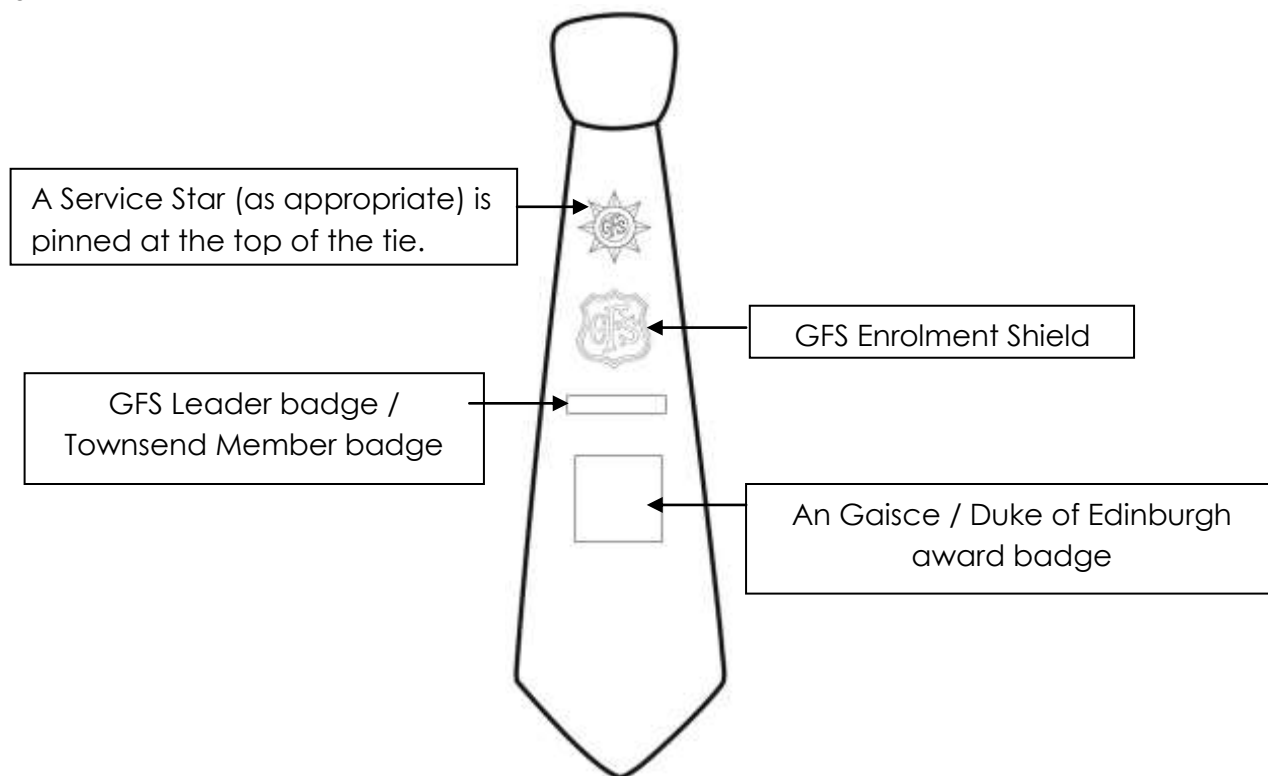
- Navy fleece with GFS logo
- Navy skirt
- White polo shirt with GFS logo
- White socks or navy opaque tights
- Navy/black shoes



TIES

The following diagram shows the correct positioning of badges on the necktie. For more information about these badges, visit www.girlsfriendlysociety.org.

Fig 4.1: Uniform Tie

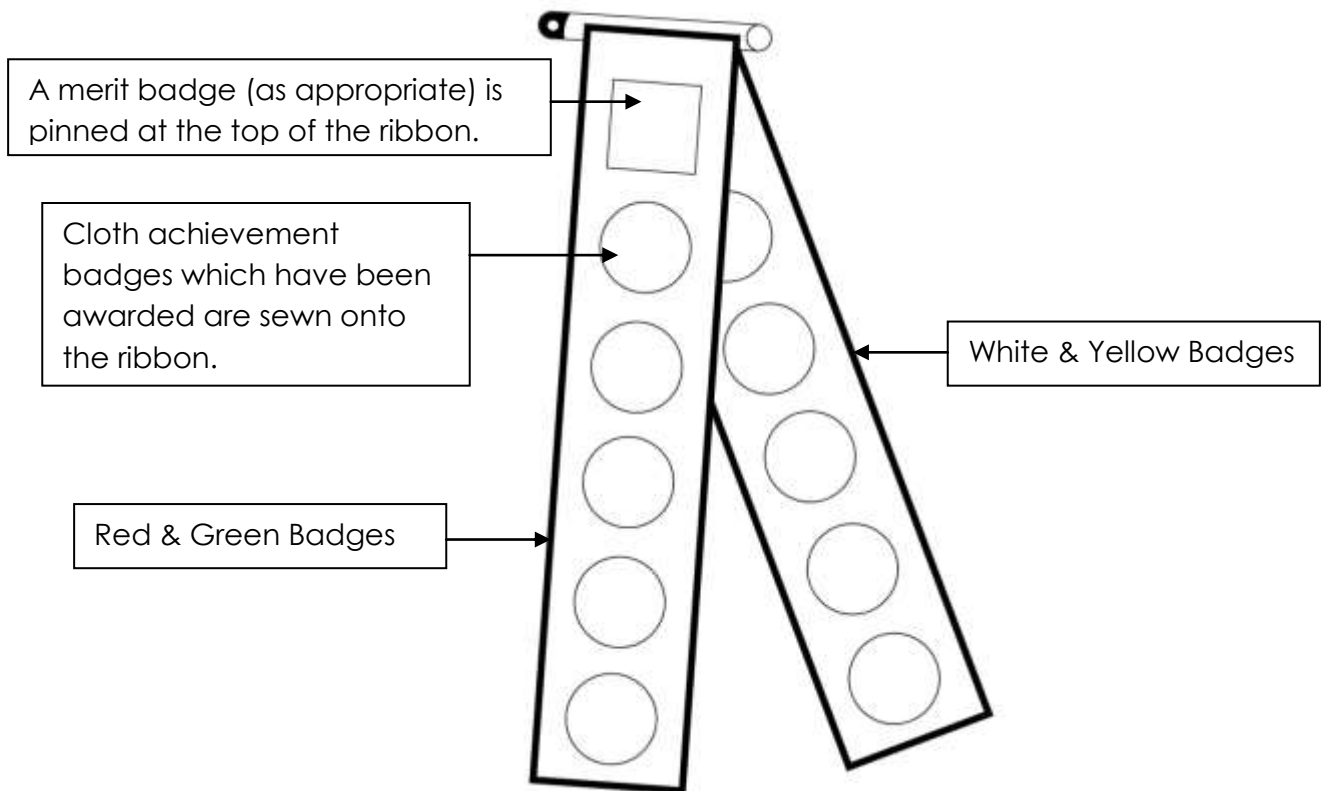


Please note: Central and Diocesan Presidents, Secretaries and Treasurers may wear a badge of office, available through the Central Office, on the lapel of their jacket, blazer or fleece.

ACHIEVEMENT BADGE RIBBONS

All girls wear a navy ribbon that is pinned to the top of the left arm shirtsleeve or fleece (if wearing). The following diagram shows the correct positioning of badges on this ribbon. For more information about the achievement badges, visit www.girlsfriendlysociety.ie.

Fig 4.2: Achievement Badge Ribbon



Please note: For health and safety purposes, a girl's ribbon, when doubled over, should be no longer than the distance between her shoulder and elbow (see Fig 4.3 right).

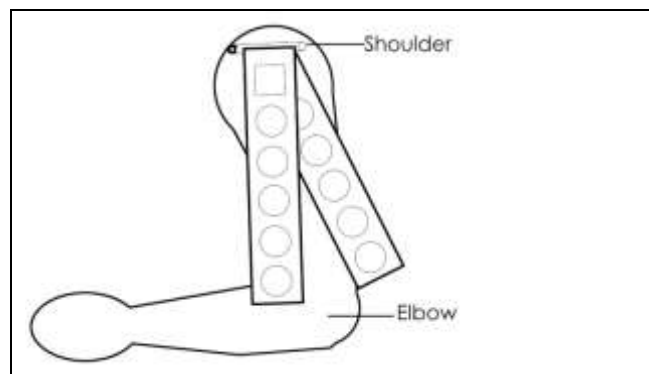


Fig 4.3: Ribbon Length



Lanyards

Lanyards are worn on the left shoulder of the blouse, jacket or fleece as appropriate.

Please note: Lanyards are obtained through your Diocesan President.

YELLOW LANYARDS

To achieve a yellow lanyard, a young helper must:

- Achieve her (Members) GFS Knowledge badge.
- Complete her Yellow Helpers Record book.
- Participate in ongoing training with a Branch Leader

The yellow lanyard, young helper badge and Young Helpers Record book are issued.

Enrolled Junior Young Helpers (aged 14 – 16):

- Wear a yellow lanyard on their left shoulder.
- Wear a yellow young helper badge on their tie.

YELLOW & RED LANYARDS

To achieve a yellow & red lanyard, a young helper must:

- Achieve her (Senior Members) GFS Knowledge badge.
- Complete her Yellow Helpers Record book.
- Participate in ongoing training with a Branch Leader

The yellow & red lanyard and young helper badge are issued.

Enrolled Senior Young Helpers (aged 16 – 18):

- Wear a yellow & red lanyard on their left shoulder.
- Wear a yellow young helper badge on their tie.

RED LANYARDS

To achieve a red lanyard, a leader must:

- Be at least 18 years of age,
- Attend branch meetings and help in general duties.
- Have the permission of the branch's rector

Leaders to be enrolled after completion of Diocesan Training receive a leader card which is signed by the Diocesan President. A red lanyard and red leader badge are issued.

Enrolled leaders (aged 18 and over):

- Wear a red lanyard on their left shoulder.
- Wear a red leader badge on the tie.



BLUE LANYARDS

To achieve a blue lanyard, a leader must:

- Have completed her red leadership training.
- Attend 3 Diocesan Training Days

The blue lanyard and blue leader pin are issued.

Enrolled leaders who have attended 3 full Diocesan training days:

- Wear a blue lanyard on their left shoulder.
- Wear a blue leader badge on the tie.

Please note: 1 day of training = a minimum of 6 hours training.

GREEN LANYARDS

To achieve a green lanyard standard, a leader must:

- Be nominated by her diocese for All Ireland Training.
- In possession of a blue lanyard for 3 years.
- Must attend 1 All Ireland weekend training **plus** 1 All Ireland training day session.

Please note: 1 day of training = a minimum of 6 hours of training.

GREEN LANYARD COMMISSIONING SERVICE

Leaders who have achieved the above requirements are commissioned at the close of the final training session and receive a leader card signed by Central President, green lanyard, flash and leader badge.

Enrolled leaders meeting the above requirements:

- Wear a green lanyard on their left shoulder.
- Wear a green flash (cloth badge) on the left arm.
- Wear a green leader badge on their tie.



GFS Badges

BADGES OVERVIEW

Membership cards and badges can be obtained through the Diocesan Secretary or the Diocesan Badge and Literature Secretary, except where special arrangements are made for them to be supplied from the Central Office.

ENROLMENT SHIELD

All members of the GFS are entitled to wear the GFS Enrolment Shield on their tie once they have been enrolled into the organization.

SERVICE STARS

The service star marks a specified number of years of service by a member within the GFS organisation and is worn on the tie above the enrolment shield; see section "Ties" for a diagram; there is a 7years, 14years, 21years and 50years service star. It is the responsibility of branches to keep records on the number of years of service of their members.

PAST PRESIDENT'S BADGE

PAST DIOCESAN PRESIDENT BADGE

This badge is presented to a retiring Diocesan President at the time of the new Diocesan President's commissioning.

PAST CENTRAL PRESIDENT BADGE

This badge is presented to the retiring Central President at the time of the new Central President's commissioning.

DIOCESAN OFFICE HOLDER BADGES

All Diocesan Presidents, Secretaries and Treasurers wear a badge of office on the lapel of a jacket, blazer or fleece.

CENTRAL PRESIDENT'S BROOCH

The Central President wears a brooch of office on the lapel of a jacket, blazer or fleece; this brooch is passed on from the outgoing president to the incoming president.



CLOTH ACHIEVEMENT BADGES

Cloth achievement badges that have been awarded to girls are sewn onto a navy ribbon which is then pinned to the top of the left arm shirt sleeve or fleece if wearing; see “Achievement Badge Ribbons” for diagram.

The badges are grouped into the following achievement categories, GFS Knowledge, Home and Personal Care, Church Life, Personal Skills and Physical Skills. For more information see the “**Achievement Badges**” section.

Please note: No more than 3 achievement badges may be completed per year.

SECTION BADGE COLOURS

Each of the sections within GFS has a specific colour. The following table uses the Floral Art badge to demonstrate the colours and corresponding sections:

Colour	Section
	Junior Candidates
	Candidates
	Junior Members
	Members
	Senior Members

Fig 5: Section Badge Colours

For more information about individual badges see section 2 or visit www.girlsfriendsociety.ie.



MERIT AWARD BADGES

Sometimes referred to as 'merit pins', these award badges are to mark girls' successful completion of the programme as outlined below; there are three levels bronze, silver and gold. The appropriate award badge is worn at the top of the navy achievement badge ribbon that is pinned to the left arm shirt sleeve or fleece if wearing; see **"Achievement Badge Ribbons"** for diagram.

Please note: Merit Award Badges are not section specific and reflect the ongoing achievement badges of the girls.

BRONZE AWARD BADGE

The Bronze Award badge is given to a girl when she has completed the GFS Knowledge badge and one of the achievement badges from each of the four achievement categories during a three year period. The achievement categories are Home and Personal Care, Church Life, Personal Skills and Physical Skills.

SILVER AWARD BADGE

Awarded when a girl has achieved her bronze award badge AND completes the GFS Knowledge badge, plus, one achievement badge from each of the achievement categories (Home and Personal Care, Church Life, Personal Skills and Physical Skills) during a three year period.

GOLD AWARD BADGE

Awarded when a girl has achieved her silver award badge AND completes the GFS Knowledge badge, plus, one achievement badge from each of the achievement categories (Home and Personal Care, Church Life, Personal Skills and Physical Skills) during a three year period.



AN GAISCE / DUKE OF EDINBURGH AWARD BADGES

Members of the GFS may also partake in the “An Gaisce” or “Duke of Edinburgh” award schemes. When this badge has been achieved it may be worn at the bottom of the tie.

AN GAISCE AWARD

The President's Award is the most prestigious award in Ireland for young people aged 15 to 25. Gaisce is an old Irish word which means ‘a great achievement’. The Award programme is a challenge from the President of Ireland to young people to set and pursue personal goals, with the support of an adult leader, in four different areas of activity:

- Community Involvement.
- Personal Skills
- Physical Recreation
- Adventure Journey

More information about this award can be found at <http://www.gaisce.ie>

DUKE OF EDINBURGH AWARD

The Duke of Edinburgh's Award (commonly abbreviated DofE), is a prestigious award in the UK given for completing a programme of activities that can be undertaken by anyone aged 14 to 24. With assistance from adult Leaders, participants select and set objectives in each of the following areas:

- Volunteering: undertaking service to individuals or the community.
- Physical: improving in an area of sport, dance or fitness activities.
- Skills: developing practical and social skills and personal interests.
- Expedition: planning, training for and completion of an adventurous journey in the UK or abroad.

Please note: At Gold level, participants must do an additional fifth Residential section, which involves staying and working away from home doing a shared activity.

Each section must be done for a minimum period of time. It must be monitored and then assessed by someone with knowledge of the chosen activities to achieve an Award. Each progressive level demands more time and commitment from participants: Bronze 3–6 months; Silver: 6–9 months; Gold: 12 months. More information about this award can be found at <http://www.dofe.org>



Prayers, Hymns & Services

PRAYERS

PRAYER OF THE SOCIETY

O God our Father, we beseech thee to bless us and all who belong to the Girls' Friendly Society. Help us to bear one another's burdens, to live not for ourselves but for others, as members of one family in Jesus Christ; cleanse us from our sins, make us pure and holy by the indwelling of thy spirit, and bring us all to the joy of thy heavenly kingdom, through Jesus Christ our Lord, Amen.

GFS WORLD PRAYER

O God our Father, we thank you for your goodness, love and mercy to all who belong to the Girls' Friendly Society worldwide. Help us to bear one another's burdens, as members of one family in Jesus Christ. We ask for your blessings on our members, that we may grow in grace through your spirit. Help us to know in our lives, the joy of your everlasting love through Jesus Christ your Son, our Lord, Amen.

THE LORD'S PRAYER

Our Father, who art in heaven: hallowed by thy name, thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses as we forgive those who 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.

THE GRACE

The grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with us all evermore. Amen.



HYMNS

CANDIDATES' HYMN

Jesus show us how to serve thee,
Make us good and pure and true,
Make us kind to one another,
Show us loving things to do.

Keep our lives from sin and danger,
May we choose the heavenly way,
Looking up to God our Father,
Praying to Him every day.

Thou wilt bless and help thy children,
As we learn to fight with wrong,
For we serve beneath thy banner,
And thy love shall be our song.

Please note: The tune for this hymn is "Jesus, tender Shepherd, hear me; Bless Thy little Lamb tonight"; see sheet music below.

FOR THE YOUNG.

Hymn 622.

DIJON. 8 7 8 7.
Slow.

Anon., 1842.

A - men.

Mary L. Duncan, 1839.

The image shows a page of sheet music for Hymn 622. It features two systems of music, each with a treble and bass staff. The music is in 4/2 time and B-flat major. The first system ends with a double bar line. The second system continues the melody and includes the text 'A - men.' at the end. The page is titled 'FOR THE YOUNG.' and 'Hymn 622.' The tempo is marked 'Slow.' and the key signature is one flat. The composer is listed as 'Mary L. Duncan, 1839.' and the publisher as 'Anon., 1842.'



Prayers, Hymns & Services

JUNIOR MEMBERS HYMN

Jesus, friend of little children,
be a friend to me;
take my hand, and ever keep me
close to thee.

Teach me how to grow in goodness,
daily as I grow;
thou hast been a child, and surely
thou dost know.

Step by step, o lead me onward,
upward into youth;
wiser, stronger, still increasing
in thy truth.

Never leave me nor forsake me,
ever be my friend;
for I need thee, from life's dawning
to its end.

Walter J. Mathams (1853 – 1931)

MEMBERS HYMN

Jesus calls us! O'er the tumult
of our life's wild, restless sea;
day by day his voice is sounding
saying, "Christian, follow me!"

As of old, apostles heard it
by the Galilean lake,
turned from home and toil and kindred,
leaving all for his dear sake.

Jesus calls us from the worship
of the vain world's golden store,
from each idol that would keep us,
saying, "Christian, love me more!"

In our joys and in our sorrows,
days of toil and hours of ease,
still he calls, in cares and pleasures,
"Christian, love me more than these'!"

Jesus calls us! By your mercies,
Saviour, may we hear your call,
give to you our hearts obedience,
serve and love you best of all.

Cecil Frances (Fanny) Alexander
(1818-1895) altd.



MISSIONARY HYMN

In Christ there is no East or West,
in Him no South or North;
but one great fellowship of love,
throughout the whole wide earth.

In Him shall true hearts everywhere
their high communion find;
His service is the golden cord,
close binding all mankind.

Join hands, then people of faith,
whate'er your race may be!
Who serves my Father as His child
is surely kin to me.

In Christ now meet both East and West,
in Him meet South and North;
all Christ like souls are one in Him,
throughout the whole wide earth.

John Oxenham (W. A. Dunkerley) (1852 – 1941) altd.,



Prayers, Hymns & Services

SERVICES

ADMISSION OF JUNIOR CANDIDATES, CANDIDATES, AND JUNIOR MEMBERS

The admission of Junior Candidates, Candidates and Junior Members should take place during a Church service in which the psalms, lessons, hymns and prayers have been carefully chosen to suit the occasion in consultation with the Rector.

At the appointed time in the service, a GFS Leader brings those to be admitted into the Girls' Friendly Society to stand in a row at the chancel steps. The Rector then begins by saying...

Rector: Do you wish to become a (*Junior Candidate/Candidate/Junior Member*) in the Girls' Friendly Society?

Answer: I do.

Rector: Will you try to keep the promise you are going to make?

Answer: I will.

Rector: (*to each individual*) – Will you now make your promise?

Answer: (*Made by each girl*)

**I promise, with God's help, to learn, to love and serve our
Lord Jesus Christ, and to help other people.**

Rector: (*Giving card of membership to each girl*) I welcome you as a (*Junior Candidate/Candidate/Junior Member*) of our Society. This card is a token of your admission. May God help you to keep your promise.

Then the GFS Prayer shall be said:

O God our Father, we beseech thee to bless us and all who belong to the Girls' Friendly Society. Help us to bear one another's burdens, to live not for ourselves but for others, as members of one family in Jesus Christ; cleanse us from our sins, make us pure and holy by the indwelling of thy spirit, and bring us all to the joy of thy heavenly kingdom, through Jesus Christ our Lord, Amen.

Please note: Enrolment shields (GFS Metal Badge) can be issued.



ADMISSION OF MEMBERS, SENIOR MEMBERS AND TOWNSEND MEMBERS

The admission of Members, Senior Members and Townsend Members should take place during a Church service in which the psalms, lessons, hymns and prayers have been carefully chosen to suit the occasion in consultation with the Rector.

At the appointed time, a GFS Leader brings those to be admitted to stand in a row at the chancel steps. The Rector then begins by saying...

Rector: Do you wish to become a (Member/Senior Member/Townsend Member) of the Girls' Friendly Society?

Answer: I do.

Rector: Have you considered that in doing so you are pledging yourself anew, to the Christian way of life, of worship and service within the Church?

Answer: I have.

Rector: I call upon you now to make your promise.

(The promise shall be made individually)

Member:

I ... (Christian name) promise with God's help to grow in the knowledge and love of Our Lord Jesus Christ, to be regular in public and private prayer and to promote friendship and purity of life.

Rector: (while handing card of Membership) I welcome you as a member of our Society. This card is a token of your membership. May God bless you in your life and in your work.

Then the GFS Prayer shall be said:

O God our Father, we beseech thee to bless us and all who belong to the Girls' Friendly Society. Help us to bear one another's burdens, to live not for ourselves but for others, as members of one family in Jesus Christ; cleanse us from our sins, make us pure and holy by the indwelling of thy spirit, and bring us all to the joy of thy heavenly kingdom, through Jesus Christ our Lord, Amen.

Please note: Enrolment shields (GFS Metal Badge) can be issued.



Prayers, Hymns & Services

COMMISSIONING OF DIOCESAN OFFICE HOLDERS OR BRANCH LEADERS

Prior to commissioning as Diocesan President, Branch President or GFS Leader, any person who has not already been enrolled as a member of GFS must do so before being commissioned.

At the appointed time, the GFS members to be commissioned come forward to the chancel steps. The Rector then begins by saying...

Rector: You have been called to be *(President/Leader)* of the Girls' Friendly Society in this *(Diocese/Branch)*. Will you try to uphold the Christian standards of this worldwide society and to extend God's Kingdom?

Answer: I will try to do so, the Lord being my helper.

Rector: In the name of Christ we welcome you to serve in the Church as *(President/Leader)* of this *(Diocese/Branch)*. May the Lord preserve your going out and your coming in from this time forth for evermore. Amen.

Rector: Let us pray.

Remember, O Lord, what you have wrought in us, and not what we deserve; and as you have called us to your service, make us worthy of our calling; through Jesus Christ our Lord. Amen.



DEDICATION OF A BANNER

Please note: As a dedicated gift, a banner may not be removed from the church without the Rector's consent. Also, please ensure 'adequate insurance' is in place for you banner.

--The dedication--

A hymn

The banner shall be carried into the Chancel while the Rector reads these sentences:

Rector: O worship the Lord in the beauty of holiness.

He brought me into the banqueting house, and His banner over me was love.

We will rejoice in His salvation, and in the name of our God we will set up our banners.

Those who carry and accompany the banner shall say:

We ask that our banner may be received as a token of our love and loyalty to Christ. We ask that it may stand in His house as a token of our desire to worship and serve Him. We offer Him this banner, which has been made beautiful for Him, and we pray that He will inspire us to make beautiful things for His glory.

The Rector shall receive the banner and say:

Rector: In Christ's name I receive this banner of the Girls Friendly Society.

Be sure that He welcomes all that is sincere and beautiful in your offering, that He accepts your worship and service, and that He will use your love and loyalty in His cause.

Keep faithfully in mind that you have been signed with the sign of the Cross in token that you shall not be ashamed to fight manfully under His banner against sin, the world and the devil.

The rector turns to the communion table and says:

Rector: Receive this banner, O Lord, which your servants here bring to you, to be dedicated in your Name; and pour forth your blessings on the Girls' Friendly Society, that its members be, in very truth, united for your Glory.

The banner is placed in the Chancel.



Prayers, Hymns & Services

DEDICATION OF A BANNER (CONTINUED)

Psalm 96 is read.

The banner bearers return to their places

The Lord's Prayer followed by the GFS prayer is said

After the GFS prayer, the following is said:

Rector: Let us pray for courage, goodness and love

All: O Christ our Lord, under whose banner we are pledged to fight against the world, the flesh and the devil, grant to us and to your whole Church, courage to overcome evil with good, darkness with light, hatred with love so that your kingdom may come, when Thou, O Christ, shall triumph over all. We ask it for Your love's sake. Amen

All: God, the source of all beautiful things, we thank you for our banner, and we pray you to give us such vision and skill that we may be able to make things beautiful and acceptable for your honour and glory, for Jesus Christ's sake, Amen.

A hymn followed by the Grace.



GFS All Ireland Banner