

# **EMERGENCY SERVICES CHAPLAINCY (SOUTHERN AFRICA)**

**2025 / 721863 / 08**

## **CONSTITUTION**

### **1. NAME**

- 1.1. The name of the Religious Support Missions Organization shall be “EMERGENCY SERVICES CHAPLAINCY (SOUTHERN AFRICA)”
- 1.2. “Southern Africa” meaning to include the independent states of Namibia, Botswana, Swaziland, and Lesotho
- 1.3. By definition, Emergency Services Includes; Disaster Management Services, Fire and Rescue Services, Ambulance and Paramedic Services, Security Companies, Metro Police Services, Traffic Authorities, Doctors and Nursing Staff of hospitals, Salvage Operating Companies. National Sea Rescue Institute, Mountain Rescue association and other organisations that respond to traumatic events including their families.
- 1.4. The shortened name shall be “ESC (SA)”.

### **2. DEFINITIONS**

- 2.1. **ESC (SA) Advisory Board** – means a non-legal entity made up of specialists in their respective field solely for providing advice and research findings to the ESC(SA) Main Board.
- 2.2. **ESC(SA)** – means the Emergency Services Chaplaincy of Southern Africa
- 2.3. **ESC(SA) Board or ESC(SA) Main Board** – Means the Legally Constituted Board of Directors of the Emergency Services Chaplaincy of Southern Africa.
- 2.4. **Emergency Services** – means primarily but not limited to the Disaster, Emergency and Medical Services provided by the various Local Councils but also includes the entire value chain of entities that would respond to or be involved in treating and dealing with victims and other people affected by an Emergency or Disaster incident. E.g. Ambulance Services, Security Companies, SA Police Services, Metro Police Services, Forensic Services, Undertakers etc.
- 2.5. **Victims** – means those individuals and their families who have been impacted by some significant traumatic incident and therefore require pastoral intervention.

### **3. STATEMENT OF FAITH**

The Ministry recognizes the Lord Jesus Christ as its supreme head and undertakes to manage its affairs according to New Testament teaching and to glorify the Lord Jesus Christ in all our activities.

The Ministry believes the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, that they are the final authority for faith and life, and are inerrant in the original writings.

The Ministry further believes that the Bible is infallible and God – breathed.

The Ministry believes in the creation of man by the direct act of God; and the incarnation and virgin birth of our Lord and Saviour, Jesus Christ.

The Ministry believes in Christ’s identification as the Son of God: His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb: His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

### **4. VISION STATEMENT**

To be a Non-Profit Ministry of believers who know and worship God through faith in Jesus Christ, committed in seeking to Minister to the Emergency Services, Traumatized Victims and Communities with the Gospel, through pastoral intervention and support, reaching these individuals everywhere.

## **5. POWERS OF THE ORGANISATION**

- 5.1. ESC (SA) shall exist in its own right, separately from its members.
- 5.2. ESC (SA) is an organisation as a non-profit company, shall not distribute any profit to its Office Bearers or any other Members.
- 5.3. ESC (SA) will continue to exist notwithstanding changes in membership or in Office-bearers.
- 5.4. ESC (SA) shall through its Executive Board, be able to sign contracts and enter into relationships.
- 5.5. ESC (SA) can sue and be sued in its own name.
- 5.6. ESC (SA) shall be able to own property and other possessions in its own right.

## **6. OBJECTIVES**

- 6.1. The Ministry is founded to provide a holistic Christian Ministry and support to Officers, Personnel and Families of Emergency Services Departments and other organisations throughout Southern Africa, as well as to victims and their families during and after events of crisis and trauma.
- 6.2. The Ministry and its chaplains shall operate strictly withing the guidelines of the Bible and undertake their activities revealing the love of Christ, honestly, with integrity and transparently while keeping all personal information strictly confidential,
- 6.3. The Ministry shall obtain funds to cover its expenses and enable sustainability by charging fees for the training it provides, charging an annual membership fee as well as receiving any relevant donations.
- 6.4. The Ministry shall function through a cooperative and affiliate relationship between Emergency Services Departments, other organisations and local teams of Ordained Chaplains and Chaplains recruited and trained by the ongoing ministry through an established network of programs and training designed to better meet the Physical, Emotional and Spiritual needs of the Emergency Services Personnel themselves and the primary and secondary victims of crisis and traumatic events.
- 6.5. The Ministry shall also provide adequate training and guidance to its potential chaplains and chaplains to provide a high quality of support and ministry as may be required by all those they interact with.
- 6.6. The Ministry will refer cases to qualified professionals when they are beyond our pastoral support abilities.
- 6.7. The Ministry shall also provide holistic, Christian, Spirit Wellness Programs and support to all Organisations and Individuals that may require such support or intervention.

## **7. THE BODY CORPORATE**

The Ministry will be managed by a Main Board consisting of three (3) to (5) Members with a non-executive Advisory Board that will consist of appointees that have specific skills, who will provide the Main Board with information and advice. Area or functional managers may be appointed to manage the day-to-day operations of the Ministry. These managers would report directly to the main Board.

### **7.1. THE MAIN BOARD**

The Main Board of Members shall consist of a minimum of three (3) Active Chaplains with a maximum of five (5) Active Ordained Chaplains namely;

- 7.1.1. President with executive authority.
- 7.1.2. Managing Director with executive authority
- 7.1.3. A Secretary
- 7.1.4. A Maximum of two other Members

7.2 A Member of the Main Board who misses three Board Meetings for any reason whatsoever may summarily be removed from the Board by Majority Vote of the Board.

7.3 The Board of Members are responsible for the affairs and operations of the Ministry in its entirety including all training, compliance, operational and fiscal functions.

7.4 Board Members are expected to always act and direct their activities and decisions in a way that

enhances and benefits the Ministry as a whole.

- 7.5 Regular meetings of the Main Board shall be held at least four (4) times a year.
- 7.6 The Board of Members shall be appointed for a period of five years unless removed by resignation, or removal due to disciplinary reasons including deliberate obstructing of the implementation of Board Approved plans, breaching confidentiality, bad mouthing the Chaplaincy, any of the Chaplains or any of the individuals that the Ministry serves.
- 7.7 An existing Board Member may be appointed by the Main Board for a further 5 years as may be required.
- 7.8 Any vacancy on the Board shall be filled by the Main Board with a majority vote of the Board.
- 7.9 A quorum at all meetings will be a minimum of 3 Members and where more than three Board Members are appointed, 4 of Board members.
- 7.10 Minutes shall be taken at all meetings and held for record.
- 7.11 Board Members may be reimbursed for legitimate Traveling and other approved expenses that are undertaken for Chaplaincy Activities on condition that these are approved by at least one of the Members with Executive Authority.
- 7.12 The Main Board is responsible for all communication, and no Chaplain may speak to the press, communicate on social media or develop any communications, advertising or marketing material without the written approval of the Main Board.

## **8. THE NON-EXECUTIVE ADVISORY BOARD**

- 8.1 The non-executive Advisory Board shall not have any other role as to advise that Main Board and shall consist of individuals that are appointed onto the Advisory Board by the Main Board for the express purpose of advising the Main Board in the matters specified at the time of appointment.
- 8.2 The Operations and Functions of this Advisory Board are dictated by the Foundation Documents as Approved by the Main Board. .
- 8.3 The independent States operating under the auspices of the ESC(SA) may recommend one person to serve as member on the Advisory Board of Members on condition that the recommendation is approved by the Main Board.

## **9. CHAPLAINCY MEMBERSHIP:**

### **9.1. General Membership**

These general rules apply to all ESC(SA) Chaplains and Members mentioned below.

- 9.1.1. Shall be persons who have a definite call upon their lives and are committed to serve the Lord Jesus Christ in the Pastoral, Trauma and Crisis Support Ministry, and be in good standing with their local Church, have completed the ESC (SA) Application Process and Training Course including all its requirements.
- 9.1.2. The minimum age of a Chaplain shall be 25 years of age.
- 9.1.3. It is a requirement of membership that the Chaplain submit themselves to the relevant Chaplaincy Management structures and adhere to the Code of Conduct.
- 9.1.4. All applications shall be approved by and at the sole discretion of the Main Board of Members.
- 9.1.5. Membership fees are payable by the 31<sup>st</sup> April each year and defaulters will be suspended from the membership roll and may lose their membership and all the related benefits and status.
- 9.1.6. The Active Membership roll of Chaplains shall consist of only those who have complied with all the above requirements.
- 9.1.7. Any member may resign from ESC (SA) if they so desire but they will automatically forfeit their paid-up membership fees and may apply to the Main Board for readmission only once. The decision of the Main Board on this matter is at their sole discretion and final.
- 9.1.8. If the Board of Members has a good reason to do so, it may review the membership status of any individual's and after consultation act within the spirit of Matthew 18 terminating the

membership of the individual.

- 9.1.9. A Lifelong Membership may be bestowed onto Chaplains as a reward for dedicated and exemplary service and such a Chaplain would be exempt of paying any membership fees.

## **9.2. ORDAINED CHAPLAINS**

Are Chaplains who have complied with the requirements set in the Training Policy and have successfully completed the inhouse ESC(SA) Ordination Course.

- 9.1.1. The membership roll of Ordained Chaplains shall also be kept for Record Purposes.

- 9.1.2. ESC(SA) Ordainment is only valid within the ESC(SA) and upon resignation or other form of separation from the Chaplaincy the individual shall forfeit all rights to such Ordainment.

## **9.3. ASSOCIATE MEMBERS**

This category of membership is for individual people or organizations; public or private who have an interest in supporting ESC (SA) in what ever way that is deemed acceptable to the Board of Members. Associate Members do not participate in the day by day operations of the Chaplaincy.

## **10. FIDUCIARY RESPONSIBILITY**

- 10.1.** The Main Board Members are responsible for the efficient and effective management of the finances of the Ministry.
- 10.2.** The mainboard shall ensure that any Bank accounts have at least 3 signatories.
- 10.3.** A minimum of two signatories should be needed to sign on the account.
- 10.4.** An individual should be appointed to oversee the Ministry finances on a daily basis and to ensure that the Ministry finances are run within the necessary legal and fiscal requirements.
- 10.5.** A report on the financial situation must be presented to the Main Board on a Monthly basis.
- 10.6.** An accountant/Auditor must be appointed to oversee and audit the finances of the Ministry and draw up the Accounts of the ESC(SA) and to assist in keeping the ESC(SA) in good standing with SARS and any other relevant entity like CIPC.
- 10.7.** All funds must only be used to fund the operations of the ministry.
- 10.8.** Annual membership fees shall become due on the first of April each year.
- 10.9.** The ministry shall be funded by donations, membership fees, fund raising and by any other means approved by the Main Board.
- 10.10.** Finances shall be kept in a ESC(SA) Bank Account which shall require Two (2) of the four (4) authorized signatures, one of which will be the Managing Member, for all banking transactions.
- 10.11.** The financial year shall be from the first of May to the end of April of the following year. The financial statements shall be audited annually. The Auditor shall be appointed by the Main Board.
- 10.12.** ESC (SA) may employ people to office and compensate such employee according to an employment contract.
- 10.13.** Office-bearers and members shall be entitled to claim reimbursement of expenses in line with a Main Board approved plan and budget.
- 10.14.** Where there is a Main Board approved plan and Budget Office-bearers may be entitled to receive reasonable compensation for services rendered, and members or Office-bearers shall have no further entitlement to any distribution of income or property of ESC (SA).
- 10.15.** As a Non-Profit Company - No profits may be distributed.

## **11. MEETINGS**

The ESC(SA) shall hold the following meetings as set below and at all meetings minutes will be taken and provided to the Secretary for presentation to the Main Board and for record keeping. This does not preclude the Ministry from holding any further meetings to ensure the smooth operation of its functions.

### **11.1. Annual General Report-back and Information Meetings**

- This meeting is held to provide feedback and information on the activities of the Chaplaincy for the past 12 months against the set plans and objectives.
- This meeting will also provide financial and relevant operational information.

### **11.2. Ongoing Board Meetings**

- On an ongoing basis the Main Board will meet to manage the Ministry as a whole and make the necessary decisions and resolutions.
- During these meetings operations and finance will be presented and the necessary action taken.

### **11.3. Operational Meetings**

Operations will hold meetings when appropriate to plan, implement, measure, evaluate and implement corrective action where necessary.

### **11.4. Training Oversight Meetings**

The Training section shall hold meetings prior and after each training course to evaluate, and where necessary, improve the quality of training given.

### **11.5. Special General Meetings**

Special General Meetings may be held when necessary to deal with a situation that is out of the ordinary and has or could have an adverse effect on the functioning of the ministry.

## **12. INDEMNITY**

Members, Members or Office-bearers of ESC (SA) will not become liable for any of the obligations and liabilities of ESC (SA) solely by virtue of their status as members or Office-bearers of ESC (SA).

Office-bearers, Members and members of ESC (SA) will not personally be liable for any loss suffered by any person as a result of an act of omission which occurs in good faith while such Office-bearer, Member or member is performing the functions for or on behalf of ESC (SA).

## **13. FINANCE.**

- 13.1.** An Accountant shall be appointed by the Managing Director to manage
- 13.2.** The ESC (SA) is a non-profit organisation and no profits, dividends or property, will be paid or provided to members under any circumstances.
- 13.3.** If the occasion should arise where the ESC(SA) must unfortunately cease its activities the net remaining funds will be donated to an organisation that provides the same or similar services.
- 13.4.** The Chaplaincy may invest income to ensure long term sustainability.

## **14. Dissolution or Closing Down of the Ministry**

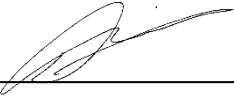
On dissolution of the ministry for any reason whatsoever, a Special general meeting is to be held to identify if the organisation can be saved.

If dissolution is the only way forward the accountant/auditor must provide a full set of shut down accounts and any assets and funds must be distributed to one or more similar active ministries.

**End**

This Constitution was confirmed and accepted by the ESC(SA) Board at the inaugural main Board meeting held on the 1<sup>st</sup> October 2025..

Signed :



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**Rev David Niebuhr**  
**President**



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Secretary