

# Guidelines for the Home League

While the Home League is part of Women's Ministries, it is distinguished by its international membership and organisation. Founded in 1907, with the fourfold aim of worship, education, fellowship and service, it is one of the largest Christian women's organisations in the world. The following standards are set out to encourage international unanimity and to facilitate this programme. Supplementary guidelines or manuals should have International Headquarters approval. For international purposes the unifying name The Home League will remain in use but may be adapted at territorial discretion with International Headquarters approval. The Home League in a corps may include a number of auxiliary groups, such as Junior Home League and Home League Fellowship.

## ADMINISTRATION

The Home League comes under the following leadership:

**1. World President/Zonal Secretary, Women's Ministries**

**2. Territorial President/Territorial Secretary, Women's Ministries**

**3. Territorial Home League Secretary**  
*(This appointment designation may be adapted at territorial discretion, with International Headquarters approval).*



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### 4. Divisional Director, Women's Ministries

*(This appointment designation may be adapted at territorial discretion, with International Headquarters approval).* The Divisional Director, Women's Ministries is responsible to the Territorial Home League Secretary, where applicable, for Home League activity in the division.

- Along with her team, plans for divisional rallies, conferences camps, holidays and leadership courses
- Where applicable, awards the divisional banner/shield according to territorial policy
- Regularly visits and conducts home league meetings and ensures that the annual revision is conducted. She also ensures that she takes part in each review.
- Monitors the visits of home league guest speakers from outside the division
- Endorses the appointment and removal of home league local officers.

### 5. The Corps Officer

Among other officer-related duties, the corps officer takes responsibility for the Home League. He/she:

- Gives oversight to all women's groups, including the Home League.
- Ensures that there is a regular spiritual emphasis at home league meetings and encourages the spiritual development of its members.
- Convenes and presides over meetings of the Home League Quarterly Council.

### 6. Local Officers

The Home League Secretary and Treasurer are commissioned local officers. They are subject to Orders and Regulations for Local Officers and also to Guidelines for Women's Ministries as endorsed by territorial policy.

## 7. **The Home League Secretary**

The Home League Secretary should be appointed to the corps council as the representative of women's groups, and as such would share in the spiritual leadership of the corps, and:

- Is responsible for upholding the aim and purposes of the Home League and has special concern for the spiritual welfare of the members.
- Is responsible for meetings and special events as planned by the quarterly council, including the invitation of guest speakers in consultation with the corps officer.
- Endeavours to increase membership.
- Manages the finances in accordance with appropriate Salvation Army fiscal policies and practices within the territory, ensuring that the attendance at each meeting is carefully counted and properly reported.
- Assists with the annual revision of the home league rolls.
- Attends the quarterly council.
- Attends territorial and divisional conferences, rallies and other home league events.

8. **Recognition of the Home League Secretary** at the conclusion of the term(s) of service shall be according to territorial policy.

## 9. **Local Officers to assist Home League Secretary**

### *The Home League Treasurer*

She should possess a knowledge of accounting. She is a local officer who:

- Is responsible for receiving members' offerings, keeping the register and taking care of funds.
- Is a member of the quarterly council and attends the annual revision of the Home League rolls.

Where there is no Home League Treasurer, the Home League Secretary and the corps officer accept joint responsibility for the finances.

The Home League Secretary may be assisted by others appointed according to territorial police, such as:

- **Assistant Home League Secretary** to help with the Home League generally and take charge in the absence of the Home League Secretary.
- **Chaplain** to encourage spiritual growth among members.

10. **Assistants**, appointed according to territorial policy to:

- Welcome members to the meeting.
- Visit members, particularly those who are sick or absent, and assist in recruiting new members.
- Write to absentees, the bereaved and assist with general correspondence.
- Record birthdays of members.
- Function as hostess.
- Provide musical assistance.

As necessary, a member may hold one or more of these positions.

## 11. **Home League Quarterly Council**

The corps officer convenes the quarterly council where this is in operation and presides over its meetings. The Home League Secretary may serve as secretary to the council.

- The quarterly council is comprised of:
  - Corps Officer
  - Home League Secretary
  - Assistant Home League Secretary
  - Home League Treasurer
  - Corps Women's Ministries Secretary
  - Other members who can be appointed as desired.
- The corps quarterly council will be held in respect of each group for the purpose of:
- Programme planning including special events
- Inquiring into the causes of non-attendance of members at the weekly meetings
- Planning measures to attract new members to the Home League

## 12. Home League revision board

The registers are revised annually. Those present will be the corps officer, Home League secretary and Home League Treasurer. The DDWM or DSWM ensures that this takes place in accordance with territorial home league policy.

At this revision the names will be removed of those members who have:

- Died
- Requested removal
- Been absent for 12 months, provided that they have been visited and every effort made to encourage attendance

## MEMBERSHIP

1. **Eligibility.** Open to all women. The minimum age of members, and number of meetings a prospective member is required to attend prior to enrolment will be determined by territorial policy.

2. **Recruitment.** The secretary and her assistants should recruit as many women as possible, whether or not they are associated with any religious group. For this purpose, house-to-house visitation, contact via social media, or other forms of recruitment can be arranged.

3. **Enrolment.** The Home League membership badge depicts a house on an open Bible.

4. **Home League Pledge Card.** At the time of enrolment, or later, a new member may receive and sign a pledge card, although membership is in no way dependent upon signing such a pledge. Attendance at meetings is the only condition of membership.

5. **Attendance.** Members are expected to attend home league meetings and activities regularly.

6. **Offerings.** Each member should be encouraged to give offerings regularly, but if members are unable to give, that fact should not prevent them from being welcomed at meetings or participating in the privileges of membership. No member may lay claim to money paid to the home league.

7. **Members' register.** The names and addresses of members must be entered in a register upon enrolment, together with a record of attendance. Names of prospective members should be recorded at the end of the register, or in a separate book.

A separate register must be kept for each home league group. These registers must be available to the corps officer or to any other authorised person.

8. **Transfers.** When a member intends to another town or district, the corps nearest to the new home, or the one they are likely to attend, should be notified.

9. **Members unable to attend.** Women (*shut-ins*) who used to be active Home League members but because of age, infirmity or for other similar reasons are no longer able to attend, appreciate regular contact. They should still be counted as members of their corps.



## MEETINGS

### Frequency

Home League meetings will be held regularly throughout the year, the frequency of meetings required to commence and maintain a home league programme to be determined by territorial leadership. Meetings should be held at a time suitable for the majority of members in accordance with other local circumstances. Where desired, and if practicable, childcare may be arranged.



### Programme

The Home League Secretary is responsible for the programme of meetings as planned by the Quarterly Council. This programme will include spiritual, educational, recreational and practical features in accordance with the fourfold aim of Women's Ministries.

a) These features should include:

- A devotional period
- Announcements of the corps meetings and other special events and an invitation given to members and their families to attend.

b) These features may include:

- An enrolment service
- Cradle roll service consisting of a song, prayer and Scripture reading providing a means of:
  - Introducing young parents to the Home League
  - Welcoming new babies into the fellowship
  - Emphasising the spiritual responsibilities of parenthood – the cradle roll sergeant may be present and should add the child's name to the cradle roll and present a cradle roll certificate to the parents if this is desired.
- Guest speakers, talks, discussions or videos on major social, moral or ethical issues
- Information on practical matters such as health, childcare, housecraft, handicraft
- Informal celebrations, eg. Birthdays, anniversaries and Christmas
- Once a quarter the corps officer or other officers should conduct a spiritual meeting
- Women's Sunday, which is an annual event when the Home League joins with the other women's groups in the corps to arrange meetings
- Territorial/divisional events – participation in these should be encouraged
- Service projects



## FINANCE

### Responsibility

The corps officer, Home League Secretary and Home League Treasurer are responsible for ensuring that the home league finances are managed in accordance with the following arrangements:

#### 1. Cash book

Separate accounting must be kept for each group. The accounts must be completed by the treasurer and regularly countersigned by the appointed signatories.

#### 2. Handling Cash

All money received must be counted and checked by two responsible persons. After approved expenses are met, all remaining cash must be banked or handled according to territorial regulations.

#### 3. Banking

A bank account must be authorised according to territorial policy. The account will preferably be in the name of the Home League where possible. Transactions on the account will be authorised by two signatories, one of which must be the appropriate officer and the other the appropriate treasurer.

#### 4. Receipts

A receipt must be obtained for every payment made and filed in order. Small amounts must be entered into the accounts and signature obtained.

#### 5. Budget preparation

A budget must be prepared for the home League according to territorial policy.

#### 6. Audit

All books and documents dealing with cash and accounts are periodically audited by an officer authorised by territorial/divisional headquarters, and the Home League Secretary and Home League Treasurer must ensure that they are handed to the corps officer for this purpose when required. Only the registers are revised at a home league annual revision board.



#### 7. Fuel/rent costs

The Home League should contribute quarterly to the corps towards the cost of fuel/electricity.

#### 8. Women's Sunday collections

Collections on Women's Sunday are recorded in the corps cash book in the usual way. Rally collections may be allocated to the Home League.

#### 9. Grants

No grant for any purpose may be made from the Home League to corps funds without full consultation with the Home League Secretary and Home League Treasurer, the consent of the corps officer or without the endorsement of the Divisional Director, Women's Ministries.

#### 10. Home League Equipment

An up-to-date inventory of equipment should be kept. These items are home league property and may not be borrowed without permission.

#### 11. Projects

The allocation of monies designated as territorial projects, such as the Helping Hand, must have the endorsement of the Territorial President, Women's Ministries.