

Self Regional Healthcare Clergy Staff Constitution

PREAMBLE:

In order to make a religious ministry available to all patients, their families, and employees of Self Regional Healthcare in conformance with their faith and expressed desire for pastoral care; in order to offer opportunity for cooperation of clergy with the medical staff; and in order to offer an opportunity for a close working relationship with all religious groups in the community and the hospital, we declare and establish this Constitution.

ARTICLE I – OFFICERS AND COMMITTEES

The Executive Committee consists of the following persons:
President, Vice- President, Secretary, Treasurer, SRH Pastoral Services Director, SRH Staff Chaplain(s), and the Credential Committee Chairperson.

- A. A president, vice-president, and treasurer shall be elected annually in November to serve for a one year term. They may be re-elected to serve for two additional one year terms for a maximum of three years. They shall assume their responsibilities immediately after their election. The responsibilities of the officers are as follows:
 - 1. The President shall call all meetings of the Clergy Staff and Executive Committee and preside over such. He/she shall also serve as an advisory member to hospital committees when asked to do so by the hospital administration.
 - 2. The Vice-President shall preside over any meetings in the absence of the president. He/she shall also assist the Pastoral Care Director in executing the plans for any programs as approved by the Executive Committee.
 - 3. The Treasurer shall review the financial records and have ability to sign checks. He/she will report these financial records to the Clergy staff annually in November or at his/her discretion.

- B. The Secretary shall be the Self Regional Healthcare staff secretary for the Pastoral Services Department. He/she shall be responsible for communication to the Clergy Staff: send out notices of all meetings and collect the annual dues. He/she shall also keep minutes for all meetings and maintain financial records. The Secretary is also to serve on the Credentials Committee.

- C. The Credentials Committee consists of the Secretary and two members at large which shall be elected by the floor annually in November to serve for a one year term. They may be re-elected to serve for two additional one year terms for a maximum of three years. They shall assume their responsibilities immediately after their election. One of these members shall serve as the Credentials Committee Chairperson. The secretary cannot serve as chairperson. This committee shall receive and process all applications as well as serve as the nominating committee.

- D. The Executive Committee may appoint, at their discretion, such committees as it deems necessary.

ARTICLE II – MEETINGS

- A. Regular meetings of the Clergy staff shall be held. The usual time for the meeting will be the first Tuesday of January, March, May, July, September, and November at 11:30 am. However, the Executive Committee will have the power to alter these dates and times in order to facilitate cooperation with other programs of interest involving the clergy and Self Regional Healthcare.

Self Regional Healthcare Clergy Staff Constitution

- B. It is required of members of the Clergy Staff that they shall attend a minimum of three regularly scheduled meetings during the year unless prevented by employment, school, or other extenuating circumstances.

ARTICLE III – MEMBERSHIP

- A. Membership of the Clergy Staff is open to ordained or properly authorized ministers of a duly constituted religious body serving in Greenwood County or the nearby areas from which persons are served by Self Regional Healthcare.
- B. Those seeking membership must complete an application form and sign an agreement to abide by the Clergy Staff Policies and Procedures as approved by the Clergy Staff and Administration of Self Regional Healthcare.
- C. The application fee and membership dues are in accordance with the Self Regional Healthcare Clergy Staff Policies and Procedures.
- D. New applicants shall be approved by the Credentials Committee.
- E. Applicants are expected to view an orientation video before receiving his/her Clergy Staff badge.

ARTICLE IV – CLERGY STAFF AND HOSPITAL RELATIONSHIPS

- A. The Self Regional Healthcare Pastoral Services Chaplain(s) will meet with the Clergy Staff and facilitate communication and interaction between the Clergy Staff, the SRH Administration, the Medical Staff, and Nursing Staff.
- B. Self Regional Healthcare will provide a patient census in the room set aside for the Clergy staff. It will also provide secretarial support in sending notices of meetings, assist in providing speakers for special programs, and offer seminars, workshops, and pastoral training at no cost or for a nominal fee.
- C. Self Regional Healthcare will provide members of the Clergy Staff with an identification badge which they are expected to wear when visiting in the hospital. This badge will gain access to the Clergy Staff room.

ARTICLE V – ADMENDMENTS

Amendments to this Constitution may be proposed at any meeting, to be acted upon at the next meeting providing there has been at least two weeks notification of the proposed action to all the members prior to that meeting.

However, the Executive Committee may themselves propose an amendment between meetings. With two weeks prior notification, such proposed amendment(s) may be acted upon at the next meeting.