

*NORMAN THOMPSON*

LEE MOUNT BAPTIST  
SUNDAY SCHOOL,  
HALIFAX.

.....

# RULES

FOR  
OFFICERS,  
TEACHERS  
and SCHOLARS.

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HALIFAX :  
JACKSON AND CLAYTON, PRINTERS, NORTHGATE.

1928.

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## GENERAL RULES.

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1.—All children over 3 years of age shall be eligible for admission, as scholars; all children under 3 years shall be eligible for cradle roll.

2.—The School shall be open on each Lord's Day, at 9-15 a.m. and 2 p.m.

3.—That Management of the School shall be vested in the Officers and the Teachers, and shall be supported by Special Collections.

4.—The Officers shall consist of :-The Superintendents, Treasurer, General and Registration Secretaries and Librarian, the Pastor of the Church (Ex-Officio).

5.—That an Emergency\* Committee of 5 Teachers and Officers (who must be members of the Church) be elected at the Annual Teachers' Meeting, and must include the Superintendents.

6.—The Superintendents and Officers shall be elected at the Annual Teachers' Meeting.

X 7.—That Minute No. 1 at Teachers' Meeting, held May 8th, 1928, govern the Election of Superintendents. ?

8.—The Teachers' Meeting shall be held monthly, and shall be presided over by the Superintendents alternately. Should anything arise requiring immediate attention the Superintendent shall call a Special Meeting. That the necessary quorum for a Teachers' Meeting be 10.

### DUTIES OF SUPERINTENDENTS.

1.—The Superintendents shall be members of the Church, they shall direct the exercises at the opening and closing of the School, and shall see that all classes are provided with Teachers and suitable books, shall maintain a system of strict discipline and subordination in the School, and shall see that all Rules are carried into effect. They shall encourage Teachers in their work and labour to promote the general interests of the Schools.

2.—They shall admit children according to the rules of the school and place them in classes according to their ages.

3.—They shall endeavour to supply each class with a Teacher, and when they think proper, propose such persons as regular Teachers at a monthly meeting.

4.—They shall visit or communicate with absent Teachers, and remind those who are late of their neglect, and at their discretion raise Scholars in the classes, all Scholars passing to the Adult classes at 18.

### DUTIES of the TREASURER.

He shall keep an account of the money received and paid during the year, and shall present a report of the same to the Teachers' July Meeting.

### DUTIES of AUDITORS.

That 2 Auditors shall be appointed annually to certify the Accounts and report to the Teachers' Meeting.

### DUTIES of the LIBRARIAN.

The Librarian shall have charge of the Library, shall issue and receive all books and enter the names of all borrowers in the books provided for the purpose.

### DUTIES of GENERAL SECRETARY.

1.—On the admission of children to the School he shall enter their names, ages, and residences in the register, and write their names and addresses in the class books, from which the Teachers shall call the names twice every Lord's Day.

2.—He shall give due notice to the Superintendents of all Meetings to be held and shall be in attendance to take minutes of the proceedings and shall remind those having appointments under the minutes of the School of their duties that they may be fulfilled before the next Teachers' Meeting.

3.—The Secretary shall prepare a report of the state of the School for the Annual Meeting.

### DUTIES of REGISTRATION SECRETARY.

1.—He shall write out when necessary the Scholars Class Books, record the attendance of Teachers and Scholars, and keep a correct account of the number of admissions and withdrawals of both Teachers and Scholars.

2.—He shall revise the register of the Scholars annually and strike off after consultation with the Superintendents, all who have left the School.

### The DUTIES of TEACHERS.

1.—To be in their respective classes not later than the time for the commencing of the School and if possible 5 minutes earlier and not to leave before the Scholars without urgent necessity. In case of unavoidable absence each Teacher is expected to secure an adequate substitute or give timely notice to the Superintendent.

2.—To see that due order is maintained in their classes, that the books receive no injury, and to prevent the Scholars leaving their classes more than necessary.

3.—To encourage reverent worship in the devotional exercises of the School.

4.—To note absentees and if dissatisfied with the reasons assigned, report to Superintendents, and if necessary visit the Parents of absentees. Teachers shall be responsible for the visitation of Scholars in time of sickness, etc., but if any are unable to discharge this important duty, they must intimate the same to the Superintendent.

5.—To reprove any disorderly conduct or violation of the rules of the School, and to report to the Superintendent the use of bad language, or ridicule of God's Word.

6.—At the close of School each Teacher must see that the books are properly collected, and the members of the class retain their seats until dismissed in their proper order by the Superintendent, and must prevent all being out of their places.

X 7.—No misconduct of any class shall be reported at the Teachers' Meeting except by the Superintendent or Teacher of such class.

### DUTIES of SCHOLARS.

1.—Every Scholar must attend regularly at the time appointed for School, and observe silence and order, cultivate a respectful behaviour to their Teachers and Superintendents, and enter and leave the School reverently.

2.—In reading the Scriptures the strictest reverence must be observed, no jesting or ridicule of anything contained therein, for all offences committed against God's Holy Word, must be a grievous sin in His sight.

3.—No Scholar shall use bad language, speak falsehoods, or behave improperly in any way. If after reproof any Scholar should repeat an offence such Scholar shall be brought before the Superintendent to be dealt with by him.

4.—Scholars who may be absent from School through illness, trouble, or any other cause should acquaint their Teachers in order that they may be visited.

### ORGANISATIONS.

1.—That no Organisation be formed in connection with the School without the authority of the Teachers' Meeting.

2.—That each Organisation be self-supporting, and in case of disbandment, their property and funds shall revert to the School.

### PRIMARY DEPARTMENT.

1.—That all Scholars under 7 be in the Primary Department.

2.—That the Department be in charge of 2 Leaders who shall be appointed by the Teachers' Meeting, and be members of the same.

3.—That the Superintendents and Leaders appoint helpers.

### ADULT CLASSES.

1.—That all persons over 18 be eligible for these classes.

2.—These classes are recognised classes under the Authority of the Teachers' Meeting, but have power to elect their own officers, subject to their Leaders being Church Members.



NORMAN THOMPSON.

Dear

At the Teachers' Meeting, held JAN 1925.  
 the Teachers and Officers had great pleasure in  
 Electing you a Teacher, and we pray that God's  
 richest blessing may attend all your work and  
 teaching for our Master, and that the work will  
 bring you great joy and blessing.

Will you please carefully endeavour to carry  
 out these Rules, and pray for the abundant blessing  
 of God on the School and our Scholars.

Yours Sincerely,

Superintendents.