

Outreach centres and churches within the Anglican Church in West Malaysia which have the intention of being formalized and establishing themselves as Missionary Districts or Parishes within structure of The Synod of the Diocese of West Malaysia (Anglican Church) may do so by following the below mentioned procedures:-

To enable the Diocesan Bishop and Standing Committee to consider the request, kindly ensure that all necessary criteria are met and the following documents are sent to the Diocesan Secretary, in the Diocesan Office.

1. A list of Electoral Roll Members: For MD, a minimum of 30; for Parish, a minimum of 50.
2. A copy of the Minutes of the MDC/PCC with approval for the application to be a MD/Parish.
3. Immediate past three (3) years Annual Statement of Accounts and Balance Sheet.
4. A list of the current committee members who have been overseeing the affairs of the outreach centre or MDC.
5. A brief history of the church:
  - a) Background / origin of congregation
  - b) Detail of worship services and programmes
  - c) Detail of types of ministries currently being carried out
  - d) Financial strength / commitments / diocesan contribution etc
  - e) Potential for future growth
  - f) Any other related information
6. A copy of the proposed constitution, following the Diocese of West Malaysia Model Missionary District / Parish Constitution.
7. A letter from the MDC/PCC:
  - a) Confirming the present church building is a Rented or Own Building: For MD, it can meet at a rented premise or own building; for Parish, it is a requirement to have own building.
  - b) Agreeing to fulfill the Diocesan Contribution: For MD, a minimum of RM500 per month; for Parish, a minimum of RM1000 per month.

Diocesan Office: March 2009