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# **M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**

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## SECTION 51 MANUAL for

## The YW

## CHRISTIAN RESIDENCES FOR YOUNG WOMEN

*Formerly Young Women's Christian Associations of Southern Africa*

Company Registration No. 1929/001919/08  
 Section 21 (Incorporated Association not for gain)

Manual Produced : 1<sup>st</sup> February 2006

## 1. INTRODUCTION

Finding secure, affordable accommodation can be a problem - particularly for young women leaving home and spreading their wings. Whether they are students needing a 'nest', young women employed in the cities or visiting other cities for training, employment or holidays, the YW provides a caring home away from home.

The YW believes in nurturing young women - the homemakers and role models of the future. It is these women who will mould the values and ideals of coming generations. If they enter into a relationship with Jesus Christ their influence can be far reaching. Besides setting a godly example to their partners and future family, many young women having found Christ as their Saviour in the YW, have entered into full-time Christian service.

The YW offers mutual development and help for women - spiritually, socially, physically and intellectually. Young women will always find a friend at the YW. Our dedicated staff seek to meet each resident's need and provide biblical counselling and prayerful support through all difficulties.

The YW maintains a quiet witness to a Christian way of life. Countrywide our houses accommodate +/-450 young women. Recreational facilities differ from residence to residence, however, indoor and outdoor activities are available in all. Residents also attend a weekly youth service and optional Bible study groups are provided. The libraries offer a wide variety of fiction and non-fiction reading material and all our residences provide TV and video facilities. Several are also able to offer internet connection for those requiring it.

Accommodation is flexible. Residents may stay for a few days, months or years. As many of our residents come from countries outside South Africa, this affords parents and family members a stopover when visiting or registering their daughter or sister at the YW.

The YW is a facility which is open to tourists also, especially during the holiday months of December-January and July-August although our Cape Town residence can provide accommodation for visitors all year round.

## 2. CONTACT DETAILS

### • NATIONAL OFFICE

Rooms 115-116 YW Building  
 128 de Korte Street  
 Braamfontein  
 2001  
 Tel/Fax: 011-403 2423  
 Fundraising Ref.No. 000-821 NPO  
 Website: [www.theyw.co.za](http://www.theyw.co.za)

P O Box 31746  
 BRAAMFONTEIN  
 2017  
 e-mail: [theyw@tafrica.com](mailto:theyw@tafrica.com)

### • GAUTENG LOCAL ASSOCIATIONS

YW JOHANNESBURG  
 128 de Korte Street  
 BRAAMFONTEIN  
 2001  
 Fundraising Ref. No. 000-822 NPO

Tel: 011-403 3830  
 Fax: 011-403 3833  
 e-mail: [jhbyw@mweb.co.za](mailto:jhbyw@mweb.co.za)

Website: [www.theyw.co.za](http://www.theyw.co.za)

**YW PRETORIA**

557 Vermeulen Street

Arcadia

0001

Tel: 012-326 2916

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Website: [www.theyw.co.za](http://www.theyw.co.za)

P O Box 55033

ARCADIA

0007

Fax: 012-326 3638

e-mail: [ywpta@netactive.co.za](mailto:ywpta@netactive.co.za)

• **KWA ZULU NATAL LOCAL ASSOCIATION**

**YW PIETERMARITZBURG**

31 Golf Road

Scottsville

3209

Tel/Fax: 033-386 3938

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P O Box 100939

SCOTTSVILLE

3209

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• **FREE STATE LOCAL ASSOCIATION**

**YW BLOEMFONTEIN**

10 St David's Street

Willows

9300

Tel: 051-448 2885

Fundraising Ref.No. 000-825 NPO

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P O Box 20205

WILLOWS

9320

Fax: 051-448 6949

e-mail: [ywbfn@lantic.net](mailto:ywbfn@lantic.net)

• **EASTERN CAPE LOCAL ASSOCIATION**

**YW EAST LONDON**

49 St George's Road

SOUTHERNWOOD

5201

Fundraising Ref.No. 000-826 NPO

Website: [www.theyw.co.za](http://www.theyw.co.za)

Tel/Fax: 043-742 0667

e-mail: [ettyw@global.co.za](mailto:ettyw@global.co.za)

• **WESTERN CAPE LOCAL ASSOCIATION**

**YW CAPE TOWN**

20 Bellevue Street

GARDENS

8001

Fundraising Ref.No. 000-827 NPO

Website: [www.theyw.co.za](http://www.theyw.co.za)

Tel/Fax: 021-423 3711

e-mail: [ywct@telkomsa.net](mailto:ywct@telkomsa.net)

3. **MISSION STATEMENT OF THE YW**

- 3.1 To provide secure, clean, comfortable and reasonably priced accommodation for young women, within a Christian environment.
- 3.2 We endeavour to cater for the development, help and welfare of young women, spiritually, socially, physically and intellectually.
- 3.3 To provide life skills training on an informal basis to young women, to enhance their personal growth and motivate them to become Christian examples in their homes and communities.

4. **BASIS OF FAITH of the YW**

The fundamental truths of Christianity as revealed in the Holy scripture, including:-

1. The unity of the Father, the Son and the Holy Spirit in the Godhead.
2. The sovereignty of the Godhead in creation, revelation, redemption and final judgement.
3. The divine inspiration, infallibility and inerrancy of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of human nature since the fall rendering man subject to God's wrath and condemnation.

5. Redemption from guilt, penalty and power of sin through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
6. The bodily resurrection of Jesus Christ from the dead.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him repentance toward God and faith in Jesus Christ.
8. The justification of the sinner by the grace of God through faith in Christ alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy universal Church, which is the Body of Christ, and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.

## 5. HOW TO BECOME A PARTNER IN THE WORK OF THE YW

There is no fee required to become a member of the YW

The requirements are:-

- A copy of our Basis of Faith must be signed to confirm your full understanding and agreement with what we believe. (Basis of Faith forms can be obtained from any of our Local Associations.)

You will then receive:-

- A copy of our monthly 'Praise & Prayer' leaflet advising of the needs and opportunities for rejoicing in each of the Local Associations.
- A copy of the quarterly 'Y's News & Views' publication which provides testimonies and stories surrounding events within the Local Associations.
- Invitations to the Local Association nearest you to attend their AGM and/or any other special function that they might hold.
- And also, you would be entitled to a reduced rate on accommodation should you wish to make use of any of the abovementioned YW residences.

## 6. RECORDS OF THE YW

### 6.1 FINANCIAL

The financial year of the YW is January to December. As each Local Association is autonomous in their daily running procedures, they each have their books audited by a local auditor, as does National Office.

Annual General Meetings for National Office and each Local Association are held between February and June within the local residences. Copies of the signed Annual Financial Statements, the National Administrator's Report or Local Association Manager's Report are provided to Prayer Partners and National Office. Copies are also sent to the National Libraries in each province of South Africa.

The National Administrator provides both the Company Registrar and the Department of Welfare (Non-Profit Division) of copies of:-

- National Office's Annual Financial Statements
- National Administrator's Report
- National Treasurer's Report
- Each Local Association's Annual Financial Statements
- Each Local Association's Manager's Report.

Copies of all Annual Financial Statements CAN ONLY be requested from National Office.

### 6.2 PUBLICITY MATERIAL

- Copies of the monthly 'Praise & Prayer' leaflets are available to Prayer Partners only.
- Copies of the quarterly 'Y's News & Views' publication are available to the public from each Local Association and National Office, free of charge.
- Motto Cards (bookmarks) are available from each Local Association or National Office.
- Copies of our annual 'Week of Prayer' notes are available to Prayer Partners only.
- Copies of our YW Brochure are available from all Local Associations and National Office, free of charge.

### 6.3 OTHER

YW of SA Constitution.

YW Handbook of Operations.

Copies of the above CAN ONLY be requested from National Office.

## 7. AVAILABILITY OF THE MANUAL [Section 51(3)]

Copies of this Section 51 Manual are available for inspection on our Website: [www.theyw.co.za](http://www.theyw.co.za); the SAHRC, the Government Gazette or from our National Office, and are updated annually.