

*Diocese of Jamaica & The Cayman Islands*



The Constitution and Canons  
of  
The Church in Jamaica & the Cayman  
Islands  
in  
The Province of the West Indies

*(Revised and updated to April 2006)*

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**N.B.** Canon XXV – Of the Director of Religious Education and  
Canon LI – Of the Diocesan Sunday School Council were  
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### **ADDENDUM**

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The Constitution and Rules of the Jamaica Church Missionary Society	

## PREFACE

Many of the Canons of the Diocese were amended in 1965 and subsequently printed. However, the large number of amendments which have been made since then have rendered nearly all the Canons out-of-date. In view of this, this new edition of “The Constitution and Canons of the Church in Jamaica in the Province of the West Indies” is now published.

.....  
Revd. Canon Keith A. McMillan,  
Diocesan Secretary  
1<sup>st</sup> September, 1978

**EXTRACT FROM THE JAMAICA GAZETTE**

**July 9, 1964**

**895**

**CHANGE OF NAME OF INCORPORATED LAY BODY**

“No. 504

ELIZABETH THE SECOND, by the Grace of God, of Jamaica and her Other Realms and Territories Queen, Head of the Commonwealth.

To all to whom these presents shall come, GREETINGS:

WHEREAS Our Royal Predecessor Queen Victoria in pursuance of Law 30 of 1870 by Royal Charter dated the sixth day of July, in year of our Lord One Thousand Eight Hundred and Seventy-One in the thirty-fifth year of her reign constituted the four persons therein named and their successors to be chosen as thereafter directed a body corporate and politic by the name of The Incorporated Lay Body of the Church of England in Jamaica with perpetual succession and with power to sue and be sued by the said name to use a common seal:

AND WHEREAS it has been represented unto Us that it is desirable that the name of the said Incorporated Lay Body of the Church of England in Jamaica should be altered:

AND WHEREAS Application has been made to Us to grant to the said incorporated body a supplemental Charter giving it the name of The Incorporated Lay Body of the Church in Jamaica in the Province of the West Indies:

NOW KNOW ALL MEN BY THESE PRESENTS, that We of Our especial grace, certain knowledge, and mere motion, do hereby for Ourselves, Our heirs and successors, notwithstanding anything to the contrary contained in the said Charter of her Majesty Queen Victoria, grant ordain and declare that the said Incorporated Lay Body of the Church of England in Jamaica shall from henceforth be known as

“THE INCORPORATED LAY BODY OF THE CHURCH IN JAMAICA IN THE PROVINCE OF THE WEST INDIES” and by that name shall and may sue and be sued, plead, and be impleaded in all courts of Law or Equity.

IN WITNESS whereof We have caused these Our letters to be made patent.

WITNESS Our Trusty and Well-beloved Sir, Clifford Campbell, Knight Grand Cross of the Most Distinguished Order of Saint Michael and Saint George, Governor General of Jamaica, at King’s House this 30<sup>th</sup> day in June, in the year of Our Lord One Thousand nine Hundred and Sixty-four in the Thirteenth year of the Reign of Her Majesty Queen Elizabeth II.

Broad Seal

C.C. Campbell,  
Governor-General.”

No. OP. 29/01

## **PREFATORY DECLARATION**

We, the Bishops, Clergy, and Lay Representatives of the Church of England in Jamaica lawfully convened and assembled in Synod, do hereby declare that we are a true Diocesan Synod of the said Church, and –

In the name of the Ever Blessed Trinity and humbly praying for the guidance of the Holy Spirit, we do accordingly proceed to declare and establish as follows:-

## **DECLARATION OF PRINCIPLES**

1. The Church of this island hitherto known as “The Church of England in Jamaica,” shall, in future, be styled “the Church in Jamaica in the Province of the West Indies” traditionally called “the Jamaica Church,” and shall continue to be in full communion with the See of Canterbury and the Anglican Communion throughout the world.
2. We receive, as heretofore, the Canonical Books of the Old and New Testaments as the Rule of Faith.
3. We re-affirm that we accept the Book of Common Prayer, the Thirty-nine Articles of Religion and the Ordinal as a true and scriptural standard of our worship, faith, doctrine and order.
4. We desire, by means of our Canonical connection with the Provincial Synod, that our union with the other Dioceses of the Church of the Province of the West Indies should be increased and strengthened.
5. Irrespective of all legal obligations this Synod declares it to be the duty of all persons claiming membership in the Church in Jamaica in the Province of the West Indies to submit voluntarily to all rules and regulations of Church Order and discipline, passed and declared heretofore by the authority of the Synod of the Church of England in Jamaica as amended from time by the Synodical authority.

(Adopted on 20<sup>th</sup> February, 1964)

## CANON 1

### OF THE PROVINCIAL SYNOD

**ARTICLE 1.** The Church in Jamaica and the Cayman Islands in the Province of the West Indies recognizes the authority of the Synod of the Church in the Province of the West Indies (Which was formed at a meeting of the Bishops of the Dioceses of the Church of England in the West Indies held in Jamaica in November 1883, and fully constituted with representatives of the Clergy and Laity in Trinidad in January 1959) as a means of establishing the union of the Diocese of Jamaica and the Cayman Islands with the other West Indian Dioceses; and the Jamaica Church shall be bound by Canons, Acts and Resolutions of the said Provincial Synod when and in so far as they may have been from time approved and adopted by that Synod.

**ARTICLE 2.** At a meeting of the Annual Synod of the Jamaica Church, in order to comply with the provisions of paragraphs (b) and (c) of Article 2 of Canon 11 of the Constitution and Canons of the Church in the Province of the West Indies, the said Synod shall elect two Clergymen and two Lay Representatives to be the Representatives of the Diocese of Jamaica at any meeting of the Provincial Synod.

**ARTICLE 3.** Each person so elected shall serve as a member of the Provincial Synod for a period of six years.

**ARTICLE 4.** Where the period for which a member was elected has expired, or where a casual vacancy occurs either by death or resignation of any member so elected or by his ceasing to be a member of the Synod of the Jamaica Church, the Synod shall, in the first instance, at its meeting next before the termination of the period for which the member was elected, or, in the second instance, at its meeting next after occurrence of the casual vacancy, elect a member of synod to fill the vacancy: Provided, however, that if there is a meeting of the Provincial Synod before the vacancy is filled by the Diocesan Synod, the Diocesan Council shall have the right to elect a member of the Synod to fill such vacancy: Provided further, that such person so elected shall serve only until the next Annual Session of the Diocesan Synod: And Provided further that in the event of a casual vacancy, the person elected by Synod shall serve only during the remainder of the period for which such member whom he replaces would have been entitled to serve.

## **CANON 11**

### **OF THE PROVINCIAL COURT OF APPEAL**

**ARTICLE 1.** The Provincial Court of Appeal as constituted and set forth in Canon XXXII of the Constitution and Canons of the Church in the Province of the West Indies is accepted and incorporated as Canonically a part of the Constitution of the Jamaica Church.

**ARTICLE 2.** The Provincial Court of Appeal shall possess jurisdiction in all cases in which the decisions of the Diocesan Ecclesiastical Court (as created by Canon XXXVIII) may be appealed from.

**ARTICLE 3.** In any case of appeal the appellant shall, on giving notice thereof, enter into security for the payment of the probable costs in the case; and it shall be left to the Tribunal deciding the appeal to order, when delivering its judgement, who shall pay the said costs.

## **CANON 111**

### **OF THE COMMITTEE OF REFERENCE**

**ARTICLE 1.** The Committee of Reference as constituted and set forth in Canon XXXI Of the Constitution and Canons of the Church in the Province of the West Indies, is accepted and incorporated as canonically a part of the Constitution of the Jamaica Church.

## CANON IV

### OF THE CONSTITUTION OF THE DIOCESAN SYNOD

**ARTICLE 1.** The Diocesan Synod of the Church in Jamaica and the Cayman Islands in the Province of the West Indies (hereinafter called “the Synod”) shall consist of:-

- (a) the Bishop, as President;
- (b) the Suffragan Bishops;
- (c) the Chancellor;
- (d) Clergymen holding the Bishop’s Licence;
- (e) Deaconesses holding the Bishop’s Licence;
- (f) Church Army Officers holding the Bishop’s Licence;
- (g) Full-time Lady Workers holding the Bishop’s Licence;
- (h) The Chairman of the Diocesan Financial Board;
- (i) The members of the Incorporated Lay Body;
- (j) Representatives of the Laity, chosen as hereinafter provided;
- (k) Such persons, not exceeding four, appointed by the Bishop, as hereinafter provided;
- (l) Two persons elected annually by each Deanery Council, as hereinafter provided;
- (m) Not more than two members of the Anglican Student Body of the United Theological College of the West Indies to be elected annually by that Body, as hereinafter provided;
- (n) Not more than two members from each of the following Diocesan Organizations, to be elected annually in the month of January by the appropriate authority of each of the said Organizations;-
  - i) Brotherhood of St. Andrew (Senior Branch);
  - ii) Mothers’ Union;
  - iii) Women’s Auxiliary

**ARTICLE 2.** The Synod has power to decree such Canons Ecclesiastical as the needs of the Diocese shall from time to time appear to it to demand. No Canon passed by the Synod shall conflict with the principles of the Anglican Communion as set forth in the Declaration of Principles adopted by the Synod at its meeting on the 20<sup>th</sup> day of February 1964.

**ARTICLE 3.** No Statute, Law, Ordinance, or Rubric hereafter to be enacted by any person or authority in England, repealing, altering, or affecting the existing Laws, Ordinance, Canons, Articles, Rubrics, or Ceremonies of the Church of England, shall become operative in this Diocese or be obligatory on any Clergyman or Layman thereof, unless and until the same shall have been considered and expressly adopted by the Synod.

**ARTICLE 4.** The Bishop shall be entitled in his discretion, to appoint not more than four communicants to be members of the Synod. Such appointments shall terminate on the 31<sup>st</sup> day of January of the year following that in which the appointments were made.

## **CANON IV OF THE CONSTITUTION OF THE DIOCESAN SYNOD**

### **ARTICLE 5. Youth Representatives**

- (1) At the last meeting of each Deanery Council before the Annual Synod and not later than the month of January in each year, the members of each such Council shall elect two persons (hereinafter called “Youth Representatives”) to be members of the Synod.

Any member of the Council may nominate for election as Youth Representatives not more than two persons, who having signified to him their willingness to serve, if elected, are:

- (a) under the age of twenty-five years at the date of such election;
- (b) on the Electoral Roll of a Church in the Deanery for at least six months immediately preceding such elections; and
- (c) active members of one of the Youth Organizations in the Deanery.

Upon such election the Chairman of the Deanery Council shall certify to the Secretary of Synod the name, age and address of each Youth Representative so elected, the Church of which the person is a member on the Electoral Roll and the Youth Organization of which the person is an active member.

A copy of such Certificate, together with a statement of the Financial arrangements, to facilitate attendance of such Youth Representative at Synod, shall be delivered to the person so elected within ten days of the said election, and such Certificate of Election shall be produced by the person, at the opening of the business of Synod, to the Scrutineers appointed to examine and report upon the Certificates of Lay Representatives.

- (2) After the election of the Youth Representatives, the Council shall elect from persons qualified to be elected as youth Representatives in that Deanery two persons to be alternate Youth Representatives to the Youth Representatives so elected. If for any reason a Youth Representative shall be unable to perform his or her duties shall be performed by the person’s alternate Youth Representative.

The election of an alternate Representative shall be certified by the Chairman as in Article 5 (1) above and such Certificate shall further state the Youth Representative for whom the alternate is elected.

**ARTICLE 6.** During the month of January in each year, the members of the Anglican Student Body of the United Theological College of the West Indies shall meet under the Chairmanship of a Clergyman named by the Bishop, and shall elect from amongst the students at the said College who are sponsored by the Jamaica Church not exceeding two persons to be members of the Synod. In the event of candidates receiving an equal number of votes, the Chairman shall have a casting vote. Upon such election taking place, the Chairman shall certify to the Secretary of Synod the name and address of each of the persons so elected, and that he is a member of the Anglican Student Body and is sponsored by the Jamaica Church. A copy of such certificate shall be delivered to the person elected and shall be produced by him, at the opening of the business of Synod, to the Scrutineers appointed to examine and report upon the certificates of the Lay Representatives.

## **CANON IV OF THE CONSTITUTION OF THE DIOCESAN SYNOD**

**ARTICLE 7.** Every congregation recognized by Synod as one of the settled congregations of the Diocese and containing at least fifty members on the Electoral Roll may elect one Lay Representative; and every congregation having not less than two hundred members on the Electoral Roll may elect two Lay Representatives, the latter number being the maximum for any congregation.

**ARTICLE 8.** A congregation recognized by the Synod as one to be added to and included in the list of the settled congregations of the Diocese shall be taken to mean such congregation as shall be recommended by the Jamaica Church Missionary Society, if previously one of its Missions; or if otherwise by the Deanery Council (if working) of the district in which it is situated: and shall have been recognized by resolution of the Synod after having been reported to it by the Diocesan Council and the Diocesan Financial Board as having reached a position of self-support and as being otherwise fitted to exercise the duties and privileges of such position: provided always that the report of the Diocesan Council and the Diocesan Financial Board, as specified herein, shall take effect only by a Resolution of the Synod distinctly adopting the recommendation made therein.

**ARTICLE 9.** In the event of two or more neighbouring settled congregations not numbering individually fifty members listed on the Electoral Roll, such congregations may, if their combined membership amounts to at least fifty, unite for purpose of electing and sending one Lay Representative to Synod.

**ARTICLE 10.** No person shall be qualified for election as a Lay Representative, or be permitted to sit as a Lay member of Synod, unless he shall have been for at least six months immediately previous to such election a registered communicant of the Jamaica Church.

**ARTICLE 11.** No person shall accept or hold more than one appointment as Lay Representative.

**ARTICLE 12.** The Synod may annually appoint an Attorney-at-Law to be a Legal Adviser, and legal advice may be obtained from time to time, as required, without, or in addition to, such formal appointment. In the intervals between the sessions of the Synod, the Diocesan Financial Board shall have power to declare and fill a vacancy in such Office. The emoluments of the Legal Adviser, or of any other person from whom legal Advice is obtained, shall from time to time be agreed upon by such person and the Diocesan Financial Board.

**ARTICLE 13.** An Attorney-at-Law shall be annually appointed by the Synod to do conveyancing business of the Church, on such terms as may from time to time be approved by the Diocesan Council and the Diocesan Financial Board. All legal charges incurred for any particular church, shall either be charged to the current account of the church for which the legal work is done, or shall be charged in part, or wholly, to the Diocesan Expenses Fund, as the Diocesan Financial Board shall direct.

## **CANON IV OF THE CONSTITUTION OF THE DIOCESAN SYNOD**

**ARTICLE 14.** A paid Secretary of Synod shall be appointed by the Synod from amongst its members, who shall hold his appointment subject to the pleasure of the Synod. The Secretary shall record the proceedings of the Synod and prepare and cause to be printed and circulated the Annual Journal, including the Appendix attached thereto. He shall prepare all Returns for the Appendix, except the Financial Returns, which shall be supplied to him by the Diocesan Secretary.

**ARTICLE 15.** In case of a vacancy occurring in the office of Secretary of Synod when the Synod is not in session, the Bishop in Diocesan Council shall make a provisional appointment, to take effect until the permanent appointment shall be made by the Synod at its next meeting.

**ARTICLE 16.** The Secretary of the Synod shall, from the Certificates of Election received by him, prepare a list of Lay Representatives entitled to sit in the Synod, and he shall place this list on the table of the Synod, together with a list (to be obtained by him from the Bishop) of all Clergymen, Deaconesses, Whole-time Lady Workers holding the Bishop's Licence, Church Army Officers entitled to sit in the Synod.

**ARTICLE 17.** The Annual Synod shall be convened by the Bishop, to be held on a date prior to the 30<sup>th</sup> day of April, and at a place to be named by him: Provided that the Bishop may, with the advice of the Diocesan Council, alter the date or place for the holding of the Synod. Three weeks' notice of the date and place of any meeting or of the alteration thereof shall be given by the Secretary to each member of Synod: Provided, however, that failure to give notice to any member of Synod shall not invalidate the Synod. Synod shall not be prorogued until the business before it be finished or otherwise dealt with.

**ARTICLE 18.** A special meeting of the Synod shall be called a Special Synod of the Diocese. It shall consist of the members of the Synod for the then current year, and may be convened by the Bishop at any time, or if the Bishop be absent from the Island, or there be no Bishop, by the Canonical Administrator of the Diocese, six weeks' notice of such meeting being given by the Secretary to each member.

**ARTICLE 19.** Every Synod, whether annual or special, shall be opened in the Cathedral, or other Church appointed by the Bishop, with the service of Evening Prayer or the Eucharist, to be followed next morning, before any meeting for the transaction of business is held, by an early celebration of Holy Communion.

**ARTICLE 20.** Prior to any meeting for the transaction of business, Scrutineers shall be appointed by the President to examine into and report upon the certificates of the Lay Representatives, and to compare the names of the Clergymen, Deaconesses, Whole-time Lay Workers holding the Bishop's Licence, Church Army Officers present with the names entered in the list supplied by the Bishop. Prior to the presentation of the report by the Scrutineers such business of a pro forma nature as requires no vote may be proceeded with. The Scrutineers shall present their report as soon as possible, and the Synod shall decide upon cases of irregularity. In the event of any Lay Representatives presenting their Certificates after the Scrutineers have handed in their report to the President, the Secretary shall scrutinize such Certificates and from time to time report to the Synod.

## **CANON IV OF THE CONSTITUTION OF THE DIOCESAN SYNOD**

### **ARTICLE 21.**

- (1) In the matter of any proposed Canon or Resolution affecting the Doctrine, Discipline or Constitution of the Jamaica Church, voting shall be by Orders. No such Canon or Resolution shall be deemed to have been passed unless a majority of each Order has approved.
- (2) When voting is by Orders, the Bishops shall vote separately, the Deaconesses shall vote with the Clergy, and all other members shall vote with the Laity: Provided, however, that when voting at the election of a Bishop or a Suffragan Bishop, the Bishops shall vote with the Clergy.
- (3) The Bishop shall have the right to appeal to the Provincial Synod whose decision shall be final.

**ARTICLE 22.** The Bishop shall arrange, if possible, for the holding of a Devotional meeting of the Synod during some portion of the annual session, such meeting to have regard to the spiritual work and life of the Clergy and Laity of the Diocese.

**ARTICLE 23.** All proposed changes in this Canon, “Of The Constitution Of The Diocesan Synod”, in Canon I, “Of The Provincial Synod”, in Canon II, “Of The Provincial Court Of Appeal”, and in Canon III, “Of The Committee Of Reference”, whether by addition or otherwise, before becoming law shall require either to be passed by a unanimous vote of the Synod or to be affirmed by a majority of two-thirds of two successive Annual Synods.

## CANON V

### OF THE INCORPORATED LAY BODY

**ARTICLE 1.** A body to be termed or called “The Incorporated Lay Body of the Church in Jamaica in the Province of the West Indies,” capable of holding property and funds on behalf of this Church and of exercising all other rights and duties of a Corporation, but not of acting as an Administrative Body, shall be constituted. The Incorporated Lay Body shall consist of four communicant laymen, members of the Jamaica Church, appointed by the Synod. The Synod shall also have power to declare and supply vacancies in case of death, retirement, or incapacity.

**ARTICLE 2.** The following provisions are made for dealing temporarily with cases of vacancy or absence.

- (1) If at any time in any year there is one vacancy by death, or resignation, of a member of the Incorporated Lay Body, or if one member shall be absent from Jamaica, the remaining three members shall be, and are hereby, authorized and empowered to exercise all the rights and duties of a Corporation.
- (2) In case there is only one vacancy, caused by death, or resignation, and it is deemed desirable that the vacancy be temporarily filled, the Diocesan Council and the Diocesan Financial Board may temporarily fill such vacancy in manner prescribed in subsection (3) of this Article.
- (3) If by death, or resignation, there shall be in any year two or more vacancies in the said membership of the Incorporated Lay Body, the Diocesan Council and the Diocesan Financial Board, shall, after due notice, hold a joint meeting and by a majority thereof appoint temporarily such number of Canonically qualified persons as may be necessary to supply the vacancy, or vacancies, thus created, and such temporary appointment, or appointments, shall be held until the next annual meeting of the Diocesan Synod, when any such appointment shall be confirmed, or a vacancy be declared, and a fresh permanent appointment made by the Synod as aforesaid.
- (4) If at any time two or more members of the Incorporated Lay Body be absent from the Island or incapable of acting, the Diocesan Council and Diocesan Financial Board in joint meeting may declare that there is necessity for making temporary arrangements for the duties of such absent or incapacitated members, and thereupon they shall appoint by joint resolution, one or more Canonically qualified person or persons to act in the place of the absent or incapacitated member or members until such absence or incapacity shall terminate or until the next Annual Meeting of Synod, whichever occur first.

**ARTICLE 3.** A Secretary of the Incorporated Lay Body, who shall be a communicant, shall be appointed annually by the Synod. The duty of such Secretary shall be to have the legal and proper custody of the Seal of the Incorporated Lay Body and to affix the same to all documents requiring such Seal for their validity, and to act in all respect as the agent of the Incorporated Lay Body; but on no occasion shall the Secretary of the Incorporated Lay Body affix the Seal of the Incorporated Lay Body, or perform any other official acts in the name of the Incorporated Lay Body, except under the directions of the Diocese Financial Board, to be expressed in a Minute of

## **CANON V OF THE INCORPORATED LAY BODY**

the Board, and, signed by the Diocesan Secretary, such Minute to be countersigned by not less than two members of the Incorporated Lay Body. Such matters of administration of Church property and revenues as by the Canons of the Church, or otherwise, require the action of the Incorporated Lay Body, shall not be forwarded by the Diocesan Secretary to the Secretary of the Incorporated Lay Body for his action thereon, unless the Diocesan Council has by Minute either proposed or concurred in such action. The Diocesan Secretary when forwarding to the Secretary of the Incorporated Lay Body authority to act, shall also forward a copy of the Minutes of the Diocesan Council in which the Council has proposed or concurred in the said action. If a matter requiring immediate attention shall arise at a time when a meeting of the Diocesan Council and Diocesan Financial Board cannot be held, either by reason of the shortness of time for notice or from any other cause, or in case the Diocesan Secretary has omitted to bring before ordinary meetings of the Diocesan Council and Diocesan Financial Board any matter for which authority to affix the Seal of the Incorporated Lay Body is necessary and urgent, then, or in any such cases, at the request of a member of the Incorporated Lay Body a quorum of the Diocesan Council and Diocesan Financial Board jointly, may be summoned to meet by the Bishop and the Chairman of the Diocesan Financial Board, or by either of them, and such quorum shall at such meeting have all the powers in this behalf of a meeting of the Diocesan Council and Diocesan Financial Board:

Provided always that the matter or thing in respect of which the authority is required shall be:

- (a) One, the subject matter of which has already been fully dealt with by regularly summoned meetings of the Diocesan Council and Diocesan Financial Board, save as to the authority to affix the Seal to the necessary document: or
- (b) One, in which the Seal is requisite to a transaction dealing with the investment or re-investment of funds, but not dealing with the sale or surrender of any Church property.

**ARTICLE 4.** The Secretary of the Incorporated Lay Body and the Diocesan Secretary shall jointly have the custody of all deeds and securities.

**ARTICLE 5.** The emoluments of the Secretary of the Incorporated Lay body shall consist of such charges as may from time to time be agreed upon by him and the Diocesan Financial Board.

**CANON VI**  
**OF THE DIOCESAN COUNCIL**

**ARTICLE 1.**

- (1) A Diocesan Council, hereinafter in this Canon referred to as “the Council,” shall be constituted, and shall consist of-
  - (a) the Bishop, as Chairman;
  - (b) the Suffragan Bishops;
  - (c) the Chancellor;
  - (d) the Chairman of the Diocesan Financial Board;
  - (e) the Diocesan Secretary;
  - (f) the Archdeacons;
  - (g) nine members of the Clergy; and
  - (h) nine members of Synod other than the Clergy.
- (2) No person other than an ex-officio member shall serve on the Council for a period longer than three consecutive years.
- (3) At each Annual Synod three Clergymen and three members other than the Clergy shall retire. Where no person has served for three consecutive years, the persons to retire shall be those who have served the longest consecutive period; and if the persons who have served longest are more than the number of vacancies that will arise, the persons to retire shall be selected by lot.
- (4) Members other than the ex-officio members shall be elected by Synod in accordance with the provisions of the Canons “Of the Board of Nominations” and Of Rules of Order”.

**ARTICLE 2.** The Council shall function as the Standing Committee of Synod, shall consider and review plans, policies, programmes, and reports on general progress of the Diocese, and shall co-operate as far as possible with other institutions and organizations for the welfare of Jamaica. The Council shall advise and assist the Bishop in all matters connected with the administration of the Diocese which are not specially committed to the management of the Diocesan Financial Board; but it shall have no authority to alter or depart from the provision of any Canon of the Church or from any resolution or instruction of the Synod. The Secretary of Council shall make a report of the Council’s proceedings to each Annual Synod.

**ARTICLE 3.** The Bishop, or in his absence from the Island or through sickness or otherwise, the Canonical Administrator of the Diocese, shall convene a meeting of the Council for ordinary business not less frequently than once in every quarter in one year. If the Bishop be unable to attend the meeting, the officer who, during the Bishop’s absence from the Island would be Canonical Administrator of the Diocese, shall preside at the meeting. Due notice of all meetings shall be given to all members by the Secretary.

## **CANON VI OF THE DIOCESAN COUNCIL**

**ARTICLE 4.** The Bishop, or in his absence from the Island, the Canonical Administrator of the Diocese, may at any time call a special meeting of the Council; and a special meeting must at any time be called on the requisition of two clergymen and two laymen of the Council, for the consideration of any matter of special urgency; such requisition must be made in writing, and must fully set out the reason for which it is made: Provided, however that in any case of expediency or urgency the Diocesan Council shall be entitled to carry out its deliberations and arrive at its decisions by an exchange of correspondence involving all its members channelled through the Diocesan Secretary. Such decisions shall require the approval of a majority of members.

**ARTICLE 5.** At any General or Special meeting of the council five members including the Bishop or other Chairman shall constitute a quorum, and the presiding member shall have a vote, and, in case of a tie, a casting vote: Provided that the Bishop shall in no case be bound to act on any resolution of the Council which he shall consider to be an infringement of his Episcopal prerogative, or in any way to overstep the authority of the Council, but shall, in the matters affected by any such resolution, act upon his own responsibility.

**ARTICLE 6.**

- (a) In the case of vacancies in the Council or in any Council, Board, or Committee, appointment to which is by the Bishop or by the Synod, or by both the Bishop and the Synod, in the intervals between two Annual Synods, and where no provision for the filling of such vacancies is made elsewhere in the Canons, such vacancies, if among the Bishop's nominees shall be filled by the Bishop, and if among the nominees elected by the Synod, shall be filled by the Diocesan Council.
- (b) Where the Synod omits to make appointments to any Council, Board, or Committee, the Bishop and the Council shall, at the first opportunity after the omission is discovered, make the appointment which the Synod failed to make.

**ARTICLE 7.** The Diocesan Secretary shall be the Secretary of the council. The Secretary's duties shall be to keep minutes of the meetings of the Council and to perform such duties as may be assigned to him by the Bishop and by the Council.

**ARTICLE 8.** When Council and the Diocesan Financial Board meet as the Selection Committee for the purpose of selecting a Bishop, the following provisions shall apply:

- (a) four weeks' notice of the meeting shall be given by registered mail to all members of the Selection Committee by the Secretary of Synod: Provided, however, that the failure to notify all members shall not invalidate such notice;
- (b) a quorum shall be three-quarters of the members of the members of the Selection Committee;
- (c) it shall be open to any member to nominate a Clergyman in Episcopal Orders or in Priests' Orders for Selection as Bishop;
- (d) voting shall be by secret ballot in a manner to be arranged by the Secretary of Synod.

**CANON VII**  
**OF THE DIOCESAN FINANCIAL BOARD**

**ARTICLE 1.**

- (1) A Diocesan Financial Board, hereinafter in this Canon referred to as “the Board,” shall be constituted and shall consist of:-
  - (a) A Chairman, appointed annually by Synod, who shall be a Lay Communicant of The Jamaica Church;
  - (b) The Bishop;
  - (c) The Suffragan Bishops;
  - (d) The Chancellor
  - (e) The Archdeacons
  - (f) The Diocesan Secretary
  - (g) The Members of the Incorporated Lay Body
  - (h) Three members of Clergy elected by Synod
  - (i) Six persons other than members of the Clergy, who shall be elected by Synod from Communicant members of the Jamaica Church, and of whom at least three shall be representatives of the Laity at Synod. From these six members the Board may appoint annually, at the first meeting after the Annual Synod, a Vice-Chairman;
  - (j) Two members of the Diocesan Council, who shall be elected annually by the Diocesan Council at the meeting after the Annual Synod.
- (2) No person other than an ex-officio member shall serve on the Board for a period longer than three consecutive years.
- (3) At each Annual Synod one Clergyman and two members other than the Clergy shall retire. Where no member has served for three consecutive years, the persons to retire shall be those who have served the longest consecutive period; and if the persons who have served the longest are more than the number of vacancies that will arise, the persons to retire shall be selected by lot.
- (4) Election of members by Synod shall be in accordance with the provisions of the Canons, “Of the Board of Nominations” and “Of Rules of Order”.

**ARTICLE 2.**

- (1) Subject to the prior approval of the Diocesan Council, the Board shall be responsible for planning and control of the forward programmes of, and reviewing the various financial operations of the Diocese. In conjunction with the Diocesan Council it shall review and approve the annual budgets and plans: it shall supervise the financing of projects and the investment policy: Provided that in matters of urgency the aforesaid matters may be referred to the Bishop, the Chairman of the Board and the Diocesan Secretary for their decision or approval.  
In such circumstances, a quorum shall consist of the said Chairman and one other member. Such decision shall be reported to the Board at its next meeting.

## **CANON VII OF THE DIOCESAN FINANCIAL BOARD**

- (2) The Board may appoint Sub-Committees which shall assist the Board in the performance of its functions. The Chairman of each Sub-Committee shall be a member of the Board other than the Clerical members, but the members need not be selected only from members of the Board.
- (3) Subject to the prior approval of the Diocesan Council, the Board shall be responsible for implementing policy and maintaining control of financial and accounting matters.
- (4) The Board shall administer such funds as may be committed to its control by these Canons or by Synod, and shall act according to such rules as Synod may from time to time approve.
- (5) The Board shall appoint such Clerks as may be necessary for carrying out the work of the Board.

**ARTICLE 3.** Three Business Referees, laymen who are not members of the Board, and an Auditor shall be appointed annually by Synod.

**ARTICLE 4.** The Diocesan Secretary shall be the Secretary of the Board. The Secretary's duties shall be to keep the Minutes, conduct the correspondence, communicate with the Diocesan Council in matters which require a reference to that Body, and (under the authority of Synod and Board) stimulate local organization and effort.

## CANON VIII

### OF FINANCE

**ARTICLE 1.** All real and personal property, including funds of every description, of the Church in Jamaica, are vested in the Incorporated Lay Body of the Church in Jamaica in the Province of the West Indies.

**ARTICLE 2.** It is the privilege and duty of every member of the Church to contribute according to that person's means to the maintenance, extension and expansion of the Church. It is therefore the duty of each member of the Church to apply to be enrolled as a member of a particular congregation and to contribute to the Diocesan Church Fund.

**ARTICLE 3.** Members of the Church are expected to contribute regularly, preferably by weekly offerings and other contributions, to the work of the Church as God has proposed them, remembering that they are stewards of God's gifts. Consequently, it is hereby strongly recommended that members of the Church be encouraged to progressively adjust their pattern of weekly contributions until they attain the Biblical principle of Tithing.

**ARTICLE 4.** The Mission of the Church is concerned both with the evangelizing of our own land as well as the work of the Church abroad. In addition to supplying the needs of their own congregations, all members of the Church should deem it their duty to help in the expansion of the Church in spreading the Gospel far and wide as our Lord intended. Each member, therefore, should regard it as a privilege and a duty to contribute regularly to the Funds of the Jamaica Church Missionary Society and to such other funds as are provided for the extension of God's Kingdom.

**ARTICLE 5.** Members of the Church are urged to assist materially in its progress by special donations, bequest and **testamentary gifts** either to any general purposes or for some specified purpose and either to any of the Designated Funds of the Church or to any particular congregation.

**ARTICLE 6.** It shall be the duty of each member of the Church Committee as well as of all other members of the congregation to give the Clergyman every assistance in motivating members of the Church in the performance of their duty to make contributions as described herein and in the collection of these contributions.

**ARTICLE 7.** For the purposes of collecting contributions to the Diocesan Church Fund and the funds referred to in Article 4 hereof, including contributions for the purpose of meeting local Church expenses, collections at the Offertory or in some other part of the Service shall be taken up in every Church at least every Sunday, at which time each Member shall contribute to the work of the Church as God has proposed that member.

**ARTICLE 8.** All sums of money received by a Clergyman, or a member of a Church Committee or any other member of the Church for any purpose whatsoever connected with the Church or any outreach programme of the Church shall be deposited into and be credited to the Diocesan Church Fund.

## **CANON VIII OF FINANCE**

### **ARTICLE 9. ATTORNEYS**

- (1) It shall be the duty of the Rector or Priest-in-charge, the two Wardens and the Treasurer of the Church Committee of a congregation (hereinafter called the Attorneys) to see that the Accounts of that church are kept in the form approved by the Diocesan Financial Board.
- (2) The Church Committee shall at the first meeting after its election issue an instrument in writing in a form approved by the Diocesan Financial Board setting out the duties responsibilities of the Attorneys.

**ARTICLE 10.** Any one of the Attorneys may receive and shall forthwith deposit at the Church's Bank to the credit of the Diocesan Church Fund all sums of money coming into their possession by virtue of Article 8 hereof and all sums of money which members of the congregation or other persons or entitles may contribute as offerings or donate as gifts or otherwise transfer into their hands for any of the purposes of the Church or any outreach programme of the Church.

**ARTICLE 11.** All sums of money received for special Funds and lodged by the Attorneys to the Diocesan Church Fund shall be identified in the lodgement with the name of the Special fund.

### **ARTICLE 12. LODGMENTS TO THE DIOCESAN CHURCH FUND**

- (1) All sums of money received under Article 10 shall be lodged in any bank or banks licensed under the Banking Act with the express prior approval of the Diocesan Financial Board (hereinafter referred to as "the approved Bank") to the credit of the Diocesan Church Fund.
- (2) When moneys are lodged to the credit of the Diocesan Church Fund, the Attorneys shall at the same time forward to the Diocesan Secretary an advice on the form furnished by the Diocesan Financial Board, showing the purposes for which the amounts are intended.
- (3) The Attorneys shall forthwith forward to the Diocesan Secretary all sums received for special purposes and lodged to the Diocesan Church Fund which are not required for immediate disbursement.

### **ARTICLE 13. LOCAL EXPENDITURE**

In the manner and to the extent authorized by the Church Committee, any two of the Attorneys may sign cheques upon the Diocesan Church Fund held in the approved Bank and withdraw sums of money (except money received for a specific project or fund) for any of the following purposes:

- (a) Expenses for Divine Worship;
- (b) The Payment of approved allowances for the Rector or Priest-in-charge and other full-time or part-time Church workers, clerical and lay, attached to the Church;

## CANON VIII OF FINANCE

- (c) The payment of Salaries, wages and allowances of the staff of the Church in accordance with the Canons and the Estimate of Income and Expenditure of the Church;
- (d) The maintenance and repair of the Church buildings, the rectory and other buildings owned by the Church;
- (e) The payment of necessary utilities for the Church buildings and the rectory and for such other buildings occupied by or in connection with the Church as the Church Committee shall approve;
- (f) the payment of other debts or the repayments of loans incurred by the Church;
- (g) The payment of debts necessary and incidental to the maintenance of the Ministry of the Church.

**ARTICLE 14.** No payments shall be made by the Attorneys to the Clergy or other full-time Church Workers holding the Bishop's Licence on account of their fixed stipends.

**ARTICLE 15.** The Attorneys shall submit Financial Statements to the Diocesan Financial Board, through the Diocesan Secretary on or before the 15<sup>th</sup> day of February in each year showing;

- (a) The Income and Expenditure of the Church for the preceding year; and
- (b) The Assets and Liabilities of the Church as at December 31 of the preceding year.

**ARTICLE 16.** It shall not be lawful for the Attorneys of any church to spend for any local purpose under Article 11 any sum of money out of the income of the Church except in accordance, with the following provisions:

- (a) An Estimate of the Income and Expenditure for current year shall be prepared by the Attorneys and submitted to the first meeting of the Church Committee after its election. The Committee shall consider such Estimate, add to, or delete therefrom as it shall determine, so however that Final Estimate must be approved on or before March 31 in each year.
- (b) The Estimate of Expenditure as approved by the church Committee shall be the schedule of the authorized local Expenditure.

**ARTICLE 17.** After the approval of the original Estimate of Income and Expenditure by the Church Committee, no item of expenditure which exceeds 10% or Five Thousand dollars whichever is the greater shall be added to such schedule of expenditure unless funded by a new source of income.

**ARTICLE 18.** If at any time after the approval of the Estimate, the Attorneys are of the opinion that due to inflation or otherwise the Schedule of expenditure will be exceeded by more than (25%), they shall report the same to the Church Committee which may thereupon recast its

## **CANON VIII OF FINANCE**

Estimate and forthwith submit the Revised Estimate to the Regional Bishop for approval. No such revised Estimate shall be approved unless it is shown that sufficient income for the purpose will be received.

### **ARTICLE 19. DESIGNATED FUNDS OF THE DIOCESAN CHURCH FUND**

Money lodged to the credit of the Diocesan Church Fund which are not locally expended under Article 11, may be allocated to any of the following Funds and be paid by the Attorneys to the Diocesan Financial Board from the Church's Account at the designated Bank:

- (a) The Special Church Endowment Fund
- (b) The Episcopal Endowment Fund
- (c) The General Endowment Fund
- (d) The Sustentation Reserve Fund
- (e) The Insurance Fund
- (f) The Dilapidation's Fund
- (g) The Emergency Fund
- (h) The Episcopal Stipend Fund
- (i) The Diocesan Expenses Fund
- (j) The Theological Education Fund
- (k) Diocesan Development Fund
- (l) Or such other funds as the Diocesan Financial Board might approve.

### **ARTICLE 20. SPECIAL CHURCH ENDOWMENT FUND:**

The Special Church Endowment Fund shall consist of all moneys which are now held, or may hereafter be deposited thereto, for the endowment of any Church or Mission in the Diocese. Such amounts shall be securely and permanently invested or held on deposit, and the interest therefrom, less administrative charges, shall be annually credited, if so requested, to the current account of the particular Church or mission, or to the capital of the Fund.

### **ARTICLE 21. EPISCOPAL ENDOWMENT FUND:**

The Episcopal Endowment Fund shall consist of all capital sums which are now held, or may hereafter be deposited thereto, for the endowment of the Episcopate. Such amounts shall be securely and permanently invested or held on deposit, and the interest therefrom shall be annually credited to the Episcopal Stipend Fund.

### **ARTICLE 22. GENERAL ENDOWMENT FUND:**

The General Endowment Fund shall consist of all capital sums which are now held, or may hereafter be deposited thereto, as an endowment, not for any particular church, but for the benefit of the Diocese in general. Such amounts shall be securely and permanently invested or held on deposit and the interest therefrom shall be credited to the Diocesan Expenses Fund.

## **CANON VIII OF FINANCE**

### **ARTICLE 23. SUSTENTATION RESERVE FUND:**

- (1) the Sustentation Reserve Fund shall consist of:
  - (a) Amounts lodged by, or for the benefit of, any Church or Mission, which amounts are not desired to be invested permanently in the Special Church Endowment Fund, but which are desired to be reserved and placed temporarily on deposit with a view to meeting some expected necessity of the particular Church or Mission.
  - (b) Amounts in hand lodged by a Church or Mission for no special purpose.
- (2) Any deduction or assessments which are to be made by the Diocesan Financial Board under this Canon shall be a prior charge upon any amounts at the credit of a Church or Mission in the Sustentation Reserve Fund.

### **ARTICLE 24. INSURANCE FUND:**

- (1) The Insurance Fund shall consist of all sums which are now held by it and of such sums which from time to time may be paid into it.
- (2) Insurance shall be compulsory on all buildings, equipment, fixtures, fittings, communion vessels, ornaments or chattels, which are the property of the Incorporated Lay Body or the Diocesan Schools Trust Limited. The Insurance in each case shall be sufficient to provide for the replacement cost of the particular building, equipment, fixtures, fittings, communion vessels, ornaments or chattels; provided, however, that with the consent of the Diocesan Financial Board any Building or equipment, et cetera, may be insured for a greater sum than its replacement value, but such sum may not exceed the current reinstatement value of such building or equipment.
- (3) The Insurance, as provided under Section (2) of this Article shall be sufficient to provide for loss or damage arising out of fire (including fires originating from the burning of bush), lighting, earthquake, volcanic eruption, hurricane, cyclone, tornado, windstorm, flood howsoever caused, explosion, aircraft and/or articles dropped therefrom, impact of road vehicles, malicious damage, riot, striking workers and bursting or overflowing of water tanks apparatus or pipes.
- (4) The Insurance so provided under Sections (2) and (3) of this Article shall be carried by an approved General Insurance Company or Companies which are registered under the Insurance Act of 1971, or any subsequent amendments of this Act, to carry on such business.

## **CANON VIII OF FINANCE**

- (5) In the case of all buildings, equipment, et cetera, on which loans have been made or grants given by the Diocesan Financial Board, the value of the insurance and the risks covered shall be in conformity with the provisions of this Article.

### **ARTICLE 25. DILAPIDATIONS FUND:**

As it is as necessary to make Diocesan provision against the deterioration of all buildings belonging to the Diocese as for their insurance against sudden accidental damage, a fund to be called "the Dilapidations Fund" shall be instituted, provision for which shall commence as soon as the Diocese finds itself financially able to do so.

### **ARTICLE 26. EMERGENCY FUND:**

A fund to be called "The Emergency Fund" shall receive a transfer of such sums as Synod may from time to time decide. Payments for any special purpose connected with the Diocese may be made from Emergency Fund by the order of Synod.

### **ARTICLE 27. EPISCOPAL STIPEND FUND:**

- (1) The Revenue of the Episcopal Stipend Fund shall consist of:-
- (a) The interest from the Episcopal Endowment Fund;
  - (b) All Collections received for the Fund by Churches and Missions at Confirmation Services;
  - (c) An assessed contribution from every Church and Mission in the Diocese which shall be determined in accordance with the Rules of Assessment made by Synod from time to time and set forth in the Appendix to the Report of the Diocesan Financial Board. In the case of those congregations which contribute to the Diocesan Church Fund, the amount of this assessment shall be deducted from their remittances.
- (2) The charges on the Episcopal Stipend Fund shall be:-
- (a) The payment of the Bishop's Stipend;
  - (b) The payment of the Stipends of the Suffragan Bishops;
  - (c) The payment of the travelling and other allowances for the Bishop and the Suffragan Bishops;
  - (d) Provision for a furnished residence, free of rates and taxes, for the Bishop and each of the Suffragan Bishops;
  - (e) The repayment of Loans, if any, and interest thereon, for Bishop's Lodge, and for the maintenance, repairs and insurance thereof.
  - (f) The repayment of loans, if any and interest thereon, for the residences of the Suffragan Bishops, and for the maintenance, repairs, and insurance thereof.
- (3) The Stipends and allowances of the Bishop and the Suffragan Bishops shall be fixed from time to time by the Diocesan Council and the Diocesan Financial Board, and shall be approved by Synod.

## **CANON VIII OF FINANCE**

### **ARTICLE 28.                    DIOCESAN EXPENSES FUND:**

- (1) The general revenue and expenditure of the Diocese including those of Synod, but not including those otherwise expressly provide for in this Canon, shall be dealt with under the Diocesan Expenses Fund.
  
- (2) The Revenue of this Fund shall consist of:-
  - (a) The annual interest from the General Endowment Fund;
  - (b) All offerings and collections received at any Synod Service;
  - (c) All subscriptions, donations, and collections, from whatever source, given to the Diocese in general terms for current expenditure;
  - (d) Any special donations made to the Fund;
  - (e) An assessed contribution from every Church and Mission in the Diocese, which shall be determined in accordance with the Rules of Assessment made by Synod from time to time and set forth in the Appendix to the Report of the Diocesan Financial Board. In the case of those congregations which contribute to the Diocesan Church fund the amount of this assessment shall be deducted from their remittances.
  
- (3) The charges on this Fund shall be:-
  - (a) To salaries and other approved expenses of all Clergymen, and other full-time Church workers holding the Bishop's Licence;
  - (b) The salaries, wages, rentals, and other expenses relating to the administration and management of the affairs of the Diocese, including accounting, technical, clerical, secretarial and other staff at Church House.
  - (c) The contributions to the Jamaica Church Pension Scheme as required by the Rules of that Scheme;
  - (d) The Auditor's and legal fees;
  - (e) Any grant or contribution which may be appropriately made by the Diocesan Financial Board;
  - (f) Other Charges and expenses as may be authorized by Synod from time to time.

### **ARTICLE 29.                    THEOLOGICAL EDUCATION FUND:**

- (1) The revenue of this fund shall be:-
  - (a) The interest from the St. Peter's College Endowment Fund;
  - (b) Amounts collected by Churches and Missions for the Fund;
  - (c) Collections at Ordination Services;
  - (d) Collections in Churches on Theological Education Sunday
  - (e) Subscriptions and Donations;
  - (f) An assessed contribution from every Church and Mission in the Diocese, which shall be determined in accordance with the Rules of Assessment made by Synod from time to time and set forth in the Appendix to the Report of the Diocesan Financial Board. In the case of those congregations which contribute to the Diocesan Church Fund the amount of this assessment shall be deducted from their remittances.

## **CANON VIII OF FINANCE**

(2) The charges on this Fund shall be:-

- (a) The salaries and other approved expenses of the Anglican Warden and Tutors at the United Theological College of the West Indies;
- (b) The expenses payable by the Diocese for the students at the United Theological College who are sponsored by the Diocese;
- (c) The amount payable annually by the Diocese towards the administration, management and upkeep of the United Theological College of the West Indies.
- (d) The expenses in connection with the Supplementary Ministry Training Programme and the Lay Ministry Training Programme;
- (e) The expenses in connection with all levels of Theological Training
- (f) Other charges and expenses as may be authorized by Synod from time to time.

### **ARTICLE 30. STIPENDS:**

On the recommendation of the Diocesan Council and the Diocesan Financial Board, Synod shall from time to time determine the stipends to be paid to all Clergymen and other full-time Church Workers.

### **ARTICLE 31. INTEREST:**

- (1) Moneys on deposit in the respective Funds shall be credited with interest on the last days of March, June, September and December of each year at such rate as shall be fixed from time to time by the Diocesan Financial Board, with the approval of the Diocesan Council.
- (2) Moneys outstanding on loans and advances made by the Diocesan Financial Board, as hereinafter provided, shall be similarly charged with interest.
- (3) In fixing the rates of interest both in respect of deposits at credit and loans and advances outstanding, the Diocesan Council and the Diocesan Financial Board shall have regard to the interest earned from the general investments of the Church and to the charges on such interest, whether authorized by Synod or incidental to the management of the investment, so that the interest account may be kept in a solvent condition.

### **ARTICLE 32. APPOINTMENTS:**

No Clergyman or other full-time Church Worker holding the Bishop's Licence shall receive an appointment, whether temporary or indefinite, until such worker shall have signified in writing that the financial arrangements as stated by the Bishop are understood and accepted.

### **ARTICLE 33. LOANS FOR THE ERECTION, REPAIR OR PURCHASE OF CHURCH BUILDINGS:**

On the recommendation of the Diocesan Council, the Diocesan Financial Board may advance by way of loans such sums for expenditure on property held, or to be held by the Incorporated Lay Body or the Diocesan Schools Trust Limited as may necessary for any of the above-mentioned purposes on the conditions specified hereunder:-

## **CANON VIII. OF FINANCE**

- (a) An application for the loan shall be made in writing on the form approved by the Diocesan Financial Board;
- (b) The ordinary rule for making a loan shall be that a sum equal to at least one-third of the total cost of the project shall be provided locally, either by gifts in cash, or in free labour and material, or in both. However, in cases where the Diocesan Council and the Diocesan Financial Board are satisfied that the actual conditions of the Cure and the value of the existing property warrant it, a larger proportion than two thirds of the total cost may be loaned.
- (c) The application must show that careful plans and estimates for the work have been prepared, and that reliable arrangements have been completed for the total cost of the work, the proper performance and supervision of the work, and for repaying the loan in the manner hereinafter provided;
- (d) The Clergyman and Church Committee must consent that repayment of the Principal and the payment of the interest on the sum loaned shall be a first charge on the contributions from the remittances by the congregation to the Diocesan Church Fund.
- (e) The application shall be made through the Deanery Council and the Regional Council, which Councils shall state their views thereon;
- (f) Repayment of any loan shall be made by equal quarterly payments as agreed between the Diocesan Financial Board and the applicant, together with interest at such rate as may be fixed from time to time by the Diocesan Financial Board in accordance with Article 19 of this Canon.
- (g) If at any quarter a congregation reduces a loan by payment of an instalment of one hundred dollars or multiples thereof over and above the agreed quarterly payment, such instalment shall be applied in reducing the amount on which interest is to be completed in subsequent quarters;
- (h) If at any time the annual contributions of the congregation shall be insufficient to meet the payments aforesaid, it shall be lawful for the Diocesan Financial Board, with the concurrence of the Diocesan Council, and after consultation with the Church Committee of the congregation concerned, to sell any residence, glebe or other property on which the loan was made, or to mortgage the same.

### **ARTICLE 34. OTHER LOANS ON GENERAL SECURITIES:**

On the recommendation of the Diocesan Council, it shall be lawful for the Diocesan Financial Board to advance loans on lands, buildings, Government Stocks and Debentures, and such other securities as shall be considered by them to be sufficient and satisfactory from a purely business point of view, and at such rate of interest as they shall think proper. Any application for such a loan must show that reliable arrangements have been made for repaying the loan and interest thereon within a period determined by the Diocesan Financial Board with the concurrence of the Diocesan Council.

## **CANON VIII. OF FINANCE**

### **ARTICLE 35. JOINT ACTION OF THE DIOCESAN COUNCIL AND THE DIOCESAN FINANCIAL BOARD:**

In certain cases under this Canon a separate yet joint action of the Diocesan Council and the Diocesan Financial Board may be required. In such cases, if no agreement between the two bodies can be reached, no action in the matter in question shall be taken except by order of Synod.

### **ARTICLE 36. JOINT MEETING OF THE DIOCESAN COUNCIL AND THE DIOCESAN FINANCIAL BOARD:**

Many of the foregoing provisions can only be properly carried out by the Annual Synod. Therefore, in the case of the failure of the Synod to meet during the first four months of the year as required by Canon IV, a joint meeting of the Diocesan Council and the Diocesan Financial Board shall be immediately called, and such meeting, until the meeting of the Synod, shall have the power to fix salaries and to make the necessary appropriations as required by this Canon to be done by the Synod.

**CANON IX**  
**OF DEANERY COUNCILS**

**ARTICLE 1.** The Cures and Missions of the Diocese shall be grouped in rural Deaneries, the boundaries of which shall be determined by the Bishop in Diocesan Council but may be re-adjusted by the same authority at any time. As a general rule the boundaries shall be co-terminous with the civil Parishes of the Island.

**ARTICLE 2.** There shall be a Council, to be called a Deanery council, for each of the Rural Deaneries. The members of each Council shall be the Clergyman of each congregation in the said Deanery, any other Clergyman in such Deanery holding the Bishop's Licence, and one Communicant member of the Committee of each such congregation, and his or her alternate to be appointed by the Church Committee at the first meeting after the occurrence of such vacancy. Each Mission which has twenty duly qualified registered members, shall be entitled to appoint one communicant member of its congregation as a member of the Deanery Council, and one alternate member. Such appointment to be on the nomination of the Superintending Clergyman with the concurrence of the Advisory Committee of the Mission.

**ARTICLE 3.**

- (1) Each member of the Incorporated Lay Body shall be ex-officio a member of the Deanery Council of the Deanery in which is situated the Church of which he is a registered communicant.
- (2) Each member of Synod shall be ex-officio a member of the Deanery Council of the Deanery in which he or she serves the Church.
- (3) The Diocesan Secretary, the Co-ordinator of Women's Work, and the Head of the Church Army in Jamaica shall be, ex-officio, members of each Deanery Council.

**ARTICLE 4.** It shall be lawful for the Bishop in Diocesan Council to amalgamate any two or more Deanery Councils, when it appears right so to do, or, at the request of such Councils.

**ARTICLE 5.** Any Clergyman may apply to the Deanery Council of the neighbouring Deanery for admission for himself and Lay representatives of his Cure as members of that Council. Such application must be in writing; stating the reasons for desiring admission, and the opinion on the matter of the Deanery Council which he desires to leave; and the Deanery Council, if it proposes to enroll such Clergyman and Representatives as members, shall submit the matter to the Bishop in Diocesan Council, and obtain his sanction for the admission. Members so admitted shall be considered members of the Deanery Council that admits them, and shall have conferred on them all rights and privileges in the jurisdiction of that Deanery Council, and they shall lose the rights in the one Deanery which they have obtained in the other Deanery by such transfer.

## **CANON IX. DEANERY COUNCILS**

### **ARTICLE 6.**

- (1) The Bishop or a Suffragan Bishop when present, shall preside at any meeting of any Deanery Council.
- (2) Each Archdeacon, in the absence of the Bishop or Suffragan Bishop, when present at any meeting of a Deanery Council in his Archdeaconry, shall preside over such meeting.

### **ARTICLE 7. (1)**

- (1) Each Deanery Council shall regulate its own proceedings, and shall appoint a Secretary who shall not be the Chairman.
- (2) The Chairman shall have an original as well as a casting vote.

### **ARTICLE 8.** The duties of each Deanery Council shall be:-

- (a) to unify and strengthen the Clerical and Lay life of the Church within the Deanery, and to assist where possible the Bishop and the Synod;
- (b) to make arrangements for the proper welcome of new incumbents in the Deanery, and for their introduction of their Cures;
- (c) to consider and report upon such matters as may be remitted to it for an expression of opinion, either by the Bishop or by Synod or by the Diocesan Council or by the Diocesan Financial Board;
- (d) to consider and discuss matters to come before Synod;
- (e) to obtain from each Clergyman within the Deanery the annual reports required by Synod and to see that they are forwarded to the Secretary of Synod;
- (f) to receive and examine reports and financial returns every quarter from all the Clergymen in the Deanery;
- (g) to call for such reports and financial returns in the event of their not being received by the Secretary of the Deanery Council;
- (h) to manage the local affairs of the Jamaica Church Missionary Society;
- (i) to enquire into the spiritual condition and needs of the Deanery;
- (j) to enquire into the titles and tenure of land or property within the Deanery;
- (k) to enquire into the condition and repair of Churches, Rectories and Schools, and other buildings within Deanery;
- (l) to enquire into all complaints against members of the Church Committees or of such Council;
- (m) to report, if and when necessary, on such foregoing matters to the Bishop or to the Diocesan Council or to the Diocesan Financial Board;

### **ARTICLE 9.**

- (1) If a Clergyman fails or omits to forward the quarterly reports and/or financial returns referred to in Articles 8. (f) of this Canon and Article 1 of Canon XIV of Ecclesiastical Returns, the Deanery Council shall call upon him, in writing, to forward the quarterly reports and/or financial returns aforesaid within a stipulated time, being not less than ten days nor more than 21 days from the date of the letter.  
A copy of the Deanery Council's letter shall be forwarded to the Secretary of the Church Committee and to the Regional Bishop.

## **CANON IX. DEANERY COUNCILS**

- (2) If a Clergyman fails or neglects to forward the reports or returns aforesaid within the stipulated time, or within such further time not exceeding fourteen days, as upon his application the Chairman of the Deanery Council may allow, it shall be the duty of the Chairman or Secretary of the Deanery Council to report such failure or omission forthwith to the Regional Bishop. It shall be the duty of the Regional Bishop (a) to call upon the delinquent Clergyman to forward the outstanding reports and/or financial returns without further delay and (b) to send a copy of his letter to the Bishop in Council.
- (3) No application for a Faculty or a Loan coming from any Church, Mission or Chapel-of-Ease, in the Cure of a Clergyman delinquent as in sub-paragraphs (1) and (2) herein may be considered or granted until the outstanding reports/returns have been supplied.

**ARTICLE 10.** The Chairman of each Deanery Council shall call meetings at least quarterly, and it shall be the duty of every member to attend such meetings. When the chairman refuses or fails to call a meeting of the Council, the matter shall be referred to the Bishop by the Suffragan Bishop.

**ARTICLE 11.** The Chairman may call a special meeting of the Council at his discretion or when requested to do so in writing by three members of the Council.

**ARTICLE 12.** Each Deanery Council shall appoint a Sub-Committee consisting of the Rural Dean, one Clergyman and two laymen, to which Sub-Committee may be referred all matters arising between two meetings of the Council, which, in the opinion of the Rural Dean, are urgent, or are proper to be so referred. Such Sub-Committee shall have power to deal with such matters as if it were the full Council; Provided, however, that a report shall be made by the Rural Dean to the Council at its next regular meeting. The quorum for such Sub-Committee shall be three members.

**ARTICLE 13.** Due notice of not less than seven days of all meetings shall be given in writing to each member of the Council.

**ARTICLE 14.** Subject to Article 6 above, in the absence of the Chairman from any meeting, the Senior Clergyman present according to seniority by appointment in the Diocese shall preside.

## **CANON X**

### **OF DIOCESAN BOARD OF EDUCATION AND YOUTH**

#### **ARTICLE 1.**

- (1) There shall be an established board of education and youth of the Diocese (hereinafter in this Canon referred to as the board) which shall consist of:
  - (a) The Bishop as Chairman
  - (b) The Suffragan Bishops
  - (c) The Archdeacons
  - (d) The Diocesan Secretary
  - (e) Three members of the Clergy elected by Synod one from each of the three Regions
  - (f) Six communicant lay persons, elected by Synod, at least one from each of the three Regions
  - (g) Two communicant lay persons appointed by the Bishop
  - (h) The Diocesan Director of Education and Youth
  - (i) The President of the National Council of the Anglican Youth Fellowship
- (2) The Diocesan Bishop, Suffragan Bishops, Archdeacons, the Diocesan Secretary and the Diocesan Director of Education and Youth shall be ex-officio members of the Board.
- (3) No persons, other than the ex-officio members shall serve for a period longer than three consecutive years.
- (4) At each Annual Synod, one Clergyman and two Laypersons shall retire. Where no person has served for three consecutive years, the person or persons to retire shall be the person or persons, of each order, who has or have served the longest consecutive period, and if persons who have served longest are more than the vacancies that will arise, the person to retire shall be selected by lot. The Clergyman or Laypersons to be elected under this rotation shall be drawn from the same Region as the retiring Clergyman or Laypersons.
- (5) For any meeting of the Board, a quorum shall be seven persons.

#### **ARTICLE 2.** The functions and duties of the Board shall be:-

- (1) to unify and co-ordinate work in the areas of Christian Education and amongst the youth of the country and to recommend to Synod such measures as shall advance such work in the Diocese;
- (2) to study the needs and problems of the Diocese with respect to Christian Education and Youth work in the Diocese;
- (3) to provide and implement a comprehensive Christian Education programme to promote the physical, educational, cultural and spiritual development of the young people of the Diocese;

## **CANON X. DIOCESAN BOARD OF EDUCATION AND YOUTH**

- (4) to promote the efficient organization of Sunday Schools, in accordance with the faith and practice of the Jamaica Church by means of training, examination and registration of Sunday School teachers, the provision of suitable lessons for children in Sunday Schools, the circulation of suitable literature, the provision of teaching aids, especially through the use of electronic media.
- (5) to promote a comprehensive Christian education programme to meet the needs of the young in Church Schools and Colleges with a view to more effective instruction in the faith, work and worship of the Church. The Board shall advise School and College Chaplains and other Clergy with regard to a Christian Education Programme for Schools and Colleges;
- (6) to promote training in Christian Education for all Church members attending Schools and Colleges not under the direction and control of the Church;
- (7) to promote a Christian Education Programme for young people other than those attending Schools or Colleges;
- (8) to promote a Christian Education Programme for Church People generally, with special emphasis on Family Life Education;
- (9) to compile forms of services for the young, including services in Church, and devotions for use in Day Schools and Sunday Schools, and submit the same for the Bishop's authorization. The Board may also formulate measures for the encouragement of private prayer and systematic Bible study by the young for their more general participation in the Services of the Church, and for the better instruction in the faith, of persons who belong to particular organizations in the Church;
- (10) to give general supervision and assistance in the proper maintenance and management of all Church Schools.

**ARTICLE 3.** The Board shall have power to establish such Departments and Committees at Diocesan, Regional, Deanery and Cure levels as may be necessary for the effective carrying out of the work of the Board. Subject to the approval of Synod, the Board may appoint a Diocesan Director of Education and Youth, at least three (3) Assistant Directors (Regional) a Manager of Anglican Schools/Director of Catechists and Lay Readers, and such other salaried officers as may be deemed necessary for the purposes of the Board.

**ARTICLE 4.** The Synod shall annually in its budget provide such sums of money as may be necessary for the efficient administration of the Board and its approved programme of activities. The Board shall have power to obtain loans from the Diocesan Financial Board in excess of budgetary provisions if, in the opinion of the Board, it is the interest of good management so to do and shall report such borrowing at the next Annual Synod.

## **CANON X. DIOCESAN OF EDUCATION AND YOUTH**

**ARTICLE 5.** The Board shall submit annually to Synod an audited statement of accounts and a statement of ways and means for the ensuing years, together with a general report on the work done.

**ARTICLE 6.** The board is authorized to invite contributions and to undertake such fund-raising efforts, in such ways as it may deem advisable for the furtherance of its work.

**ARTICLE 7.** The Board shall devote the whole or any part of its income, from the above named sources or otherwise, to the general purposes of its work, including Conventions, Camps, Conferences and Missions, travelling and incidental expenses.

**ARTICLE 8.** It shall be the duty of every Clergyman to observe in his cure one Sunday annually as Education and youth Sunday, which shall be devoted to holding special services with emphasis on work with the young and in the area of Christian Education, with intercessions on behalf of the home, the Sunday School, Schools and Colleges and Youth Work generally, and to encourage contributions on behalf of the work of the Education and Youth Board from such persons and congregations as may be disposed to make them.

## **APPENDIX TO CANON X.**

### **DIRECTOR OF EDUCATION AND YOUTH**

**ARTICLE 1.** A Director of Education and Youth (hereinafter referred to as Director) may be appointed by the Board, at a stipend to be fixed by the Diocesan Financial Board and approved by Synod. In the case of a vacancy in the office of the Director the duties assigned to him/her, or any part of them, may be assigned by the Board to any person or persons holding office with the Board, on such terms and conditions as may be necessary in any case.

**ARTICLE 2.** the duties of the Director shall be as follows:-

- (1) The study the needs and problems of the Diocese in respect of Christian Education and Youth Work and to recommend to the Board, such measures as may seem advisable to advance the cause of Christian Education especially among the young, in accordance with the faith and practice of the Jamaica Church;
- (2) To promote work among the youth and in the field of Christian Education by co-ordinating the work done through the Divisional Directors;
- (3) To assist in the organization of the work of Sunday Schools and to pay such visits to them as he/she may consider necessary;
- (4) To assist in developing programmes for the youth of the Diocese and to supervise the implementation of the Youth Policy as approved by Synod;
- (5) To assist in preparing and supervising Christian Education Courses for Church people of all age groups and especially in the area of Christian Family Life Education;
- (6) To hold meetings with Chaplains of Schools and Colleges and to plan courses of Christian Education for such Schools and Colleges – Church owned or otherwise – and to see that such courses are implemented;
- (7) To establish a Documentation Centre, to provide teaching materials and aids for the Clergy, Lay Readers, Sunday Teachers and all others engaged in work amongst the youth and in Christian Education;
- (8) To collaborate with agencies already at work amongst the young, and to co-operate, where possible, with other denominations in the work of Christian Education.
- (9) To submit monthly reports to the Board and to prepare and submit to the Board an annual Report for Synod;
- (10) To carry out such other duties as may be assigned to him/her by the Board.

## CANON XI

### OF CHURCH COMMITTEES AND CHURCHWARDENS

**ARTICLE 1.** Every settled congregation in the Diocese shall have a Church Committee which shall consist of

- (a) The Rector or Curate-in-Charge;
- (b) The Assistant Curate(s);
- (c) Priest or Deacon or Deaconess in the Supplementary Ministry who is assigned by the Bishop for duty in that cure.
- (d) The Deaconess and/or Church Army Officer who is stationed in that cure;
- (e) The Chancellor, if he be a registered communicant member of that congregation;
- (f) The Chairman of the Diocesan Financial Board, if he be a registered communicant member of that congregation;
- (g) Any member of the Incorporated Lay Body who is a registered communicant member of that congregation;
- (h) The Lay Representative(s) to Synod of that congregation;
- (i) Deanery Youth Representative, if he or she be a registered communicant member of that congregation; and
- (j) Not less than eight or more than twelve members on the Electoral Roll of that congregation, elected as provided in the Canon "Of Election Regulations".

**ARTICLE 2.** Subject to the provisions of Article 5 of Canon XXVI, the term Rector, whenever it occurs in the Canon, shall be held to indicate a Curate-in-charge.

**ARTICLE 3.** Ordinary meetings of the Church Committee shall be convened not less frequently than once every three months by the Rector who shall when present preside as Chairman. In the absence of the Rector, the Assistant Curate (if any) shall preside, and if there be no Assistant Curate, or if he be absent, one of the Churchwardens. The Chairman shall have an original, and, in case of a tie, a casting vote.

**ARTICLE 4.** Special meetings may be called at any time by the Rector, or shall be called on the requisition in writing of any three members of the Committee.

**ARTICLE 5.** In case of neglect to hold meetings of the Church Committee, or in the event of a vacancy in the Cure, any three members of the Church Committee shall represent the circumstances to the Bishop, who shall advise and decide on the course to be adopted.

**ARTICLE 6.** At the first meeting of the new Committee, which meeting shall be held within seven days of its election, the Rector shall choose one of the Lay members as his Churchwarden, and the members shall select a second Churchwarden to represent the congregation, both being communicants and members of the Committee. At such meeting the Committee shall appoint a Treasurer and a Secretary for conducting the business entrusted to them and shall fix a quorum. The Committee shall also appoint a member and an alternate member from the members of the Committee to be its representative on the Deanery Council. If for any reason the member of the Deanery Council shall be unable to attend a meeting of the Council or be otherwise unable to perform his/her duties, such attendance or duties may be performed by the alternate member.

## **CANON XI. CHURCH COMMITTEES AND CHURCHWARDENS**

The Committee shall also appoint members of the Selection Committee in accordance with the Canon, "Of Clerical Appointments and Exchange".

**ARTICLE 7.** Arrangements shall be made at the first meeting of the Church Committee in each year for collecting the ordinary subscriptions of the church; and it shall be the duty of the members of the Committee to assist the Rector, in this work and in all other matters affecting the due carrying out of the organization and work of the Church.

**ARTICLE 8.** The Rector and Churchwardens of each congregation shall constitute a special committee to examine and correct the list of voters, as prescribed in the Canon, "Of Registration OF Church Members". The Rector and one Churchwarden shall form a quorum.

**ARTICLE 9.** Church Committees shall have full power to manage the local financial affairs of the congregation; to fix the salaries of Church Officers, namely;- organists, church cleaners, beadles, bell-ringers, sextons, or other persons paid through the Committee, and to appoint such officers on the nomination of the Rector. The Rector shall have power of dismissal of church officers, and absolute control over them in the performance of their duties; and it shall be their duty to attend to his directions in all respects. No paid officers of a church, other than the Catechist, may be members of the Church Committee of that church.

**ARTICLE 10.** It shall be the duty of the Church committees to arrange all local church expenses on the lowest possible scale (making use of the gratuitous services of the members of the congregation) with a view to contributing as largely as possible to the Diocesan Church Fund.

**ARTICLE 11.** Churchwardens shall have the care of the church buildings and churchyards, and shall see that they are kept in good order and preservation. Unless other arrangements are agreed upon between the Rector and the Churchwardens, they shall take charge of the Communion Plate, Books, Vestments and other property of the Church, and keep them in proper condition for the decent celebration of public worship; provide the elements for the Holy Communion; collect (with the assistance of the members of the Committee) the offerings of the congregation and present them to the Minister, to be placed on the Holy Table; they shall assist the Minister in counting of collections, and generally aid and act in preserving order at the celebration of Divine Worship and in the congregation.

**ARTICLE 12.** An inventory book shall be in use in every church, and kept in the Vestry, of all church property, ornaments or chattels. A copy of this shall be recorded in the minute books of the Church committee and the original book shall be handed over to the incoming clergyman on every change in the Cure. In every case where it is thought desirable by the Rector and Churchwardens, to sell or otherwise dispose of any Church property, ornaments or chattels, with the consent of the Bishop, permission shall be sought for such disposal from the Incorporated Lay Body, according to the provisions of the Canon, "Of The Incorporated Lay Body".

**ARTICLE 13.** An inventory shall be kept by the Churchwardens of each Church showing all Church property in their Ecclesiastical District. This inventory shall be revised by the Churchwardens annually in the month of December and shall include:

## **CANON XI. CHURCH COMMITTEES AND CHURCHWARDENS**

- (1) a list of all Church lands and buildings with memoranda of lands or other property purchased or sold during the preceding year;
- (2) a list of movable articles, Sacred Vessels, Ornaments, Bibles, Prayer Books, Hymn Books, etc., the property of the Church;
- (3) a list of furniture in the parsonage, the property of the Church.

A copy of this inventory shall be entered in the Minute Book of the Church Committee after each annual revision by the Churchwardens, and a copy sent to the Diocesan Secretary not later than the 31<sup>st</sup> day in January in each year.

**ARTICLE 14.** In case of any dispute between the Rector and his Church Committee, it shall be lawful for him to adjourn or suspend any meeting or action of the Committee, until the question in dispute can be submitted to the Bishop in Diocesan Council, who shall decide the same.

### **ARTICLE 15.**

- (1) Matters arising between two meetings of the Church Committee which, in the opinion of the Rector are urgent, and it is impractical having regard to all the circumstances of the case, for the Rector to summon a special meeting as is provided for the Article 4 hereof, may be referred to a sub-committee consisting of the Rector and the two Churchwardens, such sub committee shall have power to make decisions, within the approved budget:
  - (a) for the temporary preservation of the property of the church, the safety of which is threatened by natural disasters or acts of man.
  - (b) to accelerate or postpone the implementation of policy decisions previously agreed upon by the Church Committee at meetings regularly summoned, if to do so, would be to the manifest financial advantage of the Church;
  - (c) to make recommendations to the Church Committee for variations in policy decisions previously taken by the Committee, where such variations appear to be necessary as a result of the unforeseen circumstances giving rise to the emergency.

A report of the decisions of the sub-committee under (a) and (b) above shall be made to the Committee at its next meeting.

- (2) the sub-committee shall in no event have power to initiate policy or alter, vary or amend decisions of the Church Committee except to the extent provided for in 15 (1) (b) above.

## **CANON XII**

### **OF THE BOARD OF NOMINATIONS**

**ARTICLE 1.** A Board to be called the Board of Nominations shall be constituted hereinafter in this Canon referred to as “the Board.”

**ARTICLE 2.** The duties of the Board shall be to consider recommendations for election or appointment to the Boards and Offices set out in paragraphs (2) and (4) of Article 4, and to nominate for election or appointment such persons as are considered suitable.

**ARTICLE 3.**

- (1) The Board shall consist of the Bishop as Chairman, the Suffragan Bishops, the Secretary of Synod, and nine other members to be elected from the members of Synod. Of the nine members to be elected, not less than two shall be elected from the Clergy, not less than five from the Lay Representatives.
- (2) No person other than the Bishop, the Suffragan Bishops and the Secretary of Synod shall serve as a member of the Board for a period longer than three consecutive years. Three members shall retire at each Annual Synod. Where no person has served for three consecutive years, the persons to retire shall be those who have served the longest consecutive period, and if persons who have served longest are more than the number of vacancies that will arise, the persons to retire shall be selected by lot.
- (3) Where a member of the Board ceases to be a member of Synod, or resigns or dies between one Annual Synod and another thus creating a casual vacancy, the Bishop shall nominate someone to fill the casual vacancy: Provided, however, that such person nominated by the Bishop shall serve only until the next Annual Synod: Provided further, that the person elected by Synod to fill casual vacancy shall serve only so long as the member he replaces would have served.
- (4) At each Annual Synod the Bishop shall nominate persons, members of Synod, from whom, together with the nominees of Synod, the Synod shall elect persons to fill the vacancies that have arisen on the Board. He shall nominate a sufficient number of each Order, Clergy and members other than the Clergy, that there will be at least one person more of each Order than there are vacancies of that Order to be filled, and at least two more nominees than the total number of vacancies. Members of Synod may also nominate in writing persons from whom the Synod may elect to fill the vacancies: Provided, however, that the number of such nominees by members of Synod shall not in any case exceed the number nominated by the Bishop.
- (5) For any meeting of the Board a quorum shall be five members.
- (6) The Secretary of Synod shall be the Secretary of the Board.

## **CANON XII. OF THE BOARD OF NOMINATIONS**

### **ARTICLE 4.**

- (1) The Board shall call for, receive, and may itself propose for consideration, the names for persons who may Canonically be elected or appointed to serve on any of the Diocesan Boards set out in paragraph (2), hereinafter referred to as the Diocesan Boards.
- (2) The Diocesan Boards shall be:-
  - (a) the Diocesan Council;
  - (b) the Diocesan Financial Board;
  - (c) the Diocesan Board of Education and Youth
  - (d) Incorporated Lay Body
  - (e) Canons Committee
  - (f) Such other Boards, Committees or Bodies as the Synod may, by resolution, decide shall be included in this paragraph.
- (3) No persons shall be elected or appointed to the Offices mentioned in paragraph (4) unless the advice of the Board as to their fitness for appointment has been considered by the Diocesan Board or other Board or person making the appointment.
- (4) The Offices referred to in paragraph (3) shall be:
  - (a) The Diocesan Secretary
  - (b) Director of Education and Youth
  - (c) Assistant Director of Education and Youth
  - (d) Manager of Anglican Schools
  - (e) Such other Officer as Synod may by resolution decide shall be included in this paragraph.

### **ARTICLE 5.**

- (1) At least eight weeks prior to the Annual Synod, all Diocesan Boards shall consider the vacancies that will arise on each Board at the next Annual Synod, and shall submit to the Board the names of persons considered suitable to fill such vacancies.
- (2) The Board, at the same time shall call for and receive from Deanery Councils, and may itself propose for consideration, names of persons who may be Canonically nominated or elected to fill vacancies that may arise in any of the Diocesan Boards.
- (3) All such recommendations as are mentioned in paragraphs (1) and (2) shall be forwarded to the Board to reach it at least six weeks before the meeting of Synod. Accompanying such recommendations shall be a statement signed by each person recommended, that, if elected by Synod, he will be willing to serve. Where the Board itself makes the recommendation, it shall obtain a similar statement signed by the person recommended.

## **CANON XII. OF THE BOARD OF NOMINATIONS**

- (4) The Board shall consider all recommendations, and may consider for appointment to any Diocesan Board any person recommended, although that person was recommended for another Diocesan Board. Not later than two weeks prior to the meeting of Synod, the Board shall forward to the Secretary of Synod in respect of each Diocesan Board upon which vacancies will arise, a list of persons nominated by the Board as being persons from whom elections may be made.
- (5) The Board shall nominate to Synod a sufficient number of persons to fill the vacancies that will arise on each Diocesan Board. When there are three or fewer vacancies to be filled, the persons nominated shall be one more than the number of vacancies and when there are four, five, or six vacancies, the persons nominated shall be two more; In all other cases the persons nominated shall be three more than the number of vacancies.
- (6) In making its nominations to Synod, the Board shall be guided by the principles that it is desirable that no person should serve on more than one Diocesan Board: Provided, however, that no member of the Board may be nominated for, nor may be elected to serve on, a Diocesan Board. Provided, further, that where a member of the Board is recommended and signs a document agreeing to serve, if elected, on any of the Diocesan Boards, he shall be deemed to have vacated his seat on the Board.

### **ARTICLE 6.**

- (1) In the event of a vacancy occurring between two Annual Synods in any of the Diocesan Boards, such a vacancy may be filled by the appointment by the Bishop, upon the recommendation of the Board of a qualified person, and the person so appointed shall serve until the next Annual Synod.
- (2) Any person elected to fill a casual vacancy shall serve only as long as the member whom he replaces would have served.

### **ARTICLE 7.**

- (1) No person other than the permanent members shall serve upon any of the Diocesan Boards for a period longer than three consecutive years.
- (2) No person who has ceased to be a member of any of the Diocesan Boards shall be eligible for re-election to that Diocesan Board until the Annual Synod in the year following that at which he ceased to be a member.

### **ARTICLE 8.**

- (1) The report of the Board shall be presented by the Secretary to Synod on the Second Day of Synod, and such presentation shall constitute a nomination of each of the candidates for the particular Diocesan Board therein named. A candidate so nominated may withdraw at any time.

## **CANON XII. OF THE BOARD OF NOMINATIONS**

- (2) Members of Synod may nominate in Synod qualified persons to serve as members of any Diocesan Board: Provided, however, that the number of such nominees by members of Synod for any particular Diocesan Board shall not in any case exceed the number nominated by the Board for that Diocesan Board.
- (3) Election to a Diocesan Board shall be from candidates nominated by the Board and those nominated by members of Synod, and shall take place in accordance with Canon.

**ARTICLE 9.** Whenever a vacancy exists in any of the Offices mentioned in paragraph (4) of Article 4, the Bishop in Diocesan Council shall recommend to the Board a suitable person to be appointed to the vacant Office. The Board shall consider such recommendation, and shall report its views to the Diocesan Council. Consideration of the appointments shall then proceed in accordance with the provisions of Canon, due regard being given to the views of the Board as is considered proper.

## **CANON XIII**

### **OF PENSIONS**

**ARTICLE 1.** A Pension Fund shall be maintained to be called “The Jamaica Church Pension Fund” (hereinafter referred to as ‘the Fund’) which Fund was created by the Indenture referred to in Article 2. The Fund shall stand charged with payment of Pensions to the persons entitled under the Indenture to receive Pensions, and to all retired Clergymen of the Jamaica Church drawing Pensions and/or Annuities under the provisions of the Canon “Of the Clergy Pensions and Annuities Fund” (now repealed).

**ARTICLE 2.** Pensions shall be paid in accordance with the Rules of the Jamaica Church Pension Scheme (and any amendments thereto), which Scheme is set in the Schedule of an Indenture dated the 19<sup>th</sup> day of June, 1961, and made between The Incorporated Lay Body of the Church in Jamaica in the Province of the West Indies of the First Part, the Diocesan Schools Trust Ltd., of the Second Part, the Governors of the Nuttall Memorial Hospital of the Third Part, the Rt. Rev. John Cyril Emersion Swaby, Bishop Suffragan of Kingston, of the Fourth Part, and the Bishop of the Church of England in Jamaica (now known as the Bishop of the Church in Jamaica in the Province of the West Indies) and Cecil Boswell Facey, Lister Mair, Hon. Edward Rasheed Hanna, Llewellyn Alexander Henriques and Egerton Crichton Sutherland of the Fifth Part.

**ARTICLE 3.** The resources of the Fund shall consist of:-

- (a) all amounts already subscribed to the Fund;
- (b) the capital amounts and accumulation of income of the Funds known as the Clergy Pensions Fund, the Clergy Pensions Auxiliary fund and the Clergy Supplementary Pensions Fund;
- (c) all deductions and contributions to be made in accordance with the Rules of the Jamaica Church Pension Scheme;
- (d) an annual amount of \$1,000 from the Diocesan Pastoral Aid Fund from the 1<sup>st</sup> day of April, 1969.
- (e) An annual amount of not less than \$4,000, being a contribution from the budget of the Diocese presented to Synod.
- (f) Any donations, benefits, or collections specially made for the Fund.

**ARTICLE 4.** Any amendments to the Rules of the Scheme set out in the Schedule of the Indenture referred to in Article 2 shall be reported by the Trustees to the next Annual Synod.

## CANON XIV

### OF ECCLESISTICAL RETURNS

**ARTICLE 1.** It shall be the duty of every Incumbent to furnish annual returns to the Secretary of Synod, and to the Chairman of the Deanery Council of which he is a member. The said annual returns shall be made up to December 31<sup>st</sup> of the preceding year, or, to such later date as may be fixed each year by the Diocesan Financial Board for the closing of the books. The said annual returns shall be furnished as aforesaid as soon as the local Church accounts are closed, but not later than January 25<sup>th</sup> in each year. An estimate of Receipts and Expenditure for the current year on forms approved by the Diocesan Financial Board containing the information therein required, shall be submitted by every Incumbent to the Diocesan Financial Board on or before the tenth day of February in each year,

**ARTICLE 2.** It shall be the duty of the Secretary of the Synod to summarize in his annual report to the Synod the returns sent to him and in such report and summary shall be printed in the Journal of the Synod.

**ARTICLE 3.** In the case of a Clergyman removing from one Cure to another in the course of the year, it shall be his duty to make up the annual returns to the date of his removal, and to leave them for the guidance of his successor; and in the case of his removal occurring soon after the 31<sup>st</sup> December, it shall be his duty to complete the returns and forward one copy of the returns to the Secretary of the Synod, and one to the Chairman of the Deanery Council before he vacates the Cure.

## CANON XV

### OF THE MISSIONARY WORK OF THE CHURCH AND THE JAMAICA CHURCH MISSIONARY SOCIETY

#### **ARTICLE 1.**

- (1) With a view to the more effective discharge of the duty of contributing to the evangelization of the world incumbent upon the whole Church, the Jamaica Church Missionary Society shall be the Church's recognized Missionary agency.
  
- (2) Whilst the Development Fund is concerned with the new projects throughout the Diocese, the Missionary Society is concerned specifically with the establishment, maintenance and extension of Missions in the Diocese and with Missionary work abroad.

**ARTICLE 2.** The Constitution and rules of the Society shall be published in the Appendix to the Canons, and any amendments thereto must be submitted to the Synod by resolution of a general meeting of the Society, and approved by the Synod, before coming into operation.

**ARTICLE 3.** Arrangements shall from time to time be made by the General Committee of the Missionary Society with the Diocesan Council and the Diocesan Financial Board for transferring to the Synod the management of all Missions reaching a position of self-support, and for incorporating them among the settled congregations of the Diocese, thus enabling the Missionary Society to extend its operations in further evangelizing the neglected portions of the Island.

**ARTICLE 4.** In case of the failure of a Church, by itself, or conjointly with another, to meet Synodical obligations and otherwise to maintain that position of self-support entitling it to remain among the settled congregations of the Diocese, the Diocesan Council and the Diocesan Financial Board shall report to the next annual Synod the failure of such Church; and, after due enquiry, the Synod may arrange to transfer such Church of the Missionary Society, and if this transfer be agreed to by the Missionary Society, such Church shall thereafter be reckoned as a Mission, and shall be subject to the rules of the Missionary Society, and shall not be entitled to send a representative to Synod.

**ARTICLE 5.** It shall be the duty of every Clergyman to appoint a Missionary Sunday each year and also on some other day to hold a Missionary Meeting at all Churches and Missions in his Cure, at which services and meetings the claims of the Society shall be impressed upon the congregation and collections taken up for the purposes of the Society. Money collected on behalf of this Society or under its auspices, shall be forwarded, without delay, to any bank or banks licensed under the Banking Act of 1961 and approved by the General Committee of the Society, to the credit of the Society's account, to be appropriated by the General Committee, according to the Constitution and Rules of the Society, and such lodgement shall be notified forthwith to the Secretary of the Society.

**ARTICLE 6.** The Superintending Clergyman of each Mission shall, during the month of January in each year, furnish the Secretary of the Society, and also the chairman of the Deanery Council in which such Mission is situated, with a return for the preceding year, in a form approved by the General Committee.

**CANON XV. OF THE MISSIONARY WORK OF THE CHURCH AND THE  
JAMAICA CHURCH MISSIONARY SOCIETY.**

**ARTICLE 7.** The Secretary of the Missionary Society shall annually furnish to the Synod, sitting as the Annual General Meeting of the Society, a report on the condition, work and prospects of the Missions of the Diocese.

## **CANON XVI**

### **OF THE REGISTRAR**

**ARTICLE 1.** There shall be an Office in the Diocese to be called the Bishop's Office, for the purpose of registering all Episcopal Acts and other documents pertaining thereto.

**ARTICLE 2.** A Registrar shall be appointed by the Bishop, and shall hold office during the Bishop's pleasure, and shall be subject to the Bishop's direction as to the arrangements of his office and the discharge of his duties.

**ARTICLE 3.** The fees chargeable by the Registrar shall be according to a scale submitted to, and from time to time approved by, the Synod. Charges which are not provided for in such scale, shall be submitted to the Bishop for his approval. Work done in the Registrar's Office, not chargeable to individuals or churches, shall be paid for by the Diocesan Financial Board out of the Diocesan Expenses Fund at such rates as may be approved by the Bishop and the Financial Board.

**ARTICLE 4.** The provision in the Bishop's office for the safe keeping and preservation of all records and documents shall be reported to the Bishop on the 31<sup>st</sup> of December in each year, with a statement as to the need for any transcribing, repairing, or rebinding of such records or documents.

**ARTICLE 5.** The Registrar shall keep a list, corrected to date, of all Clergy in the Diocese showing their status and the dates of their appointments.

## CANON XVII

### OF THE CATHEDRAL CHAPTER.

#### ARTICLE 1.

- (1) The Parochial Church of the Parish of St. Catherine in Spanish Town, in the County of Middlesex, in the Diocese commonly known as the Church of St. Jago de la Vega, is by many years' recognition, and by Royal Letters Patent dated 28<sup>th</sup> November, 1843, the Cathedral of the Diocese of Jamaica.
- (2) A Cathedral Chapter shall be created and appointed, consisting of the Bishop, the Suffragan Bishops (each of whom shall have all the rights and duties of a Canon, as hereinafter prescribed), the Archdeacons (each of whom shall also have all rights and duties of a Canon as hereinafter prescribed), not exceeding nine Canons of whom the Rector of the Cathedral Church shall be ex-officio and shall be the Senior, and a Treasurer.
- (3) The Bishop of the Diocese shall be the Dean, and shall preside at all meetings of the Chapter at which he is present. In the absence of the Bishop of the Diocese a Suffragan Bishop, according to seniority shall preside. If the Bishop and the Suffragan Bishops be all absent, the Rector of the Cathedral Church, as Senior Canon, shall preside at meetings of the Chapter, provided that if the Bishop be absent from the Diocese the Canonical Administrator of the Diocese shall act as Dean.
- (4) One of the Canonries may be reserved for a Canon-missioner, who, when resources are available and a fit person can be secured, may be appointed by the Bishop for a period not exceeding three years at a time.
- (5) The other Canons shall be appointed by the Bishop from among the Clergymen holding the Bishop's Licence in the Diocese. Any Canon permanently leaving the Diocese, or ceasing for any reason to hold the Bishop's Licence, shall ipso facto vacate the Canonry held by him. In case of a Canon being appointed a Suffragan Bishop of the Diocese, or an Archdeacon, his Canonry shall thereby become vacant, as he will, as Suffragan Bishop, or as Archdeacon, be ex-officio a member of the Chapter, with all the rights and duties of a Canon.
- (6) The Chapter shall meet at least once in each year.
- (7) The Treasurer may be a Clergyman or a layman, and shall be appointed annually by the Dean, with the concurrence of the Chapter.
- (8) The Chapter shall annually appoint a Secretary from its members.
- (9) The Chapter shall make By-laws for the carrying out in detail of the matters specified in this Canon and of all other matters pertaining to the due working of the Cathedral arrangements, provided that nothing be done contrary to the provisions of the Constitutions and Canons of the Jamaica Church.

## **CANON XVII. OF THE CATHEDRAL CHAPTER**

### **ARTICLE 2.**

- (1) The special rights of the Dean, as Bishop of the Diocese, are hereinafter described: and the special rights of the Rector of the Church are hereinafter described: and saving those rights each Canon shall have the right and duty to officiate and to preach at the regular Cathedral services in his turn on one Sunday in each year. The Canon-missioner shall similarly have the rights and duty to officiate and to preach at the Cathedral services on four Sundays in each year.
- (2) Any Canon failing to perform the duties specified in the above paragraph shall ipso facto vacate the Canonry held by him.
- (3) In the event of a Canon being prevented by age or physical infirmity from continuing to perform the duties specified in paragraph (1) of this Article and still residing in the Diocese, the Bishop in declaring the Canonry vacant may, if he deems it advisable, permit him to retain the title of Canon, provided, however, that he shall not retain his membership of the Cathedral Chapter.

**ARTICLE 3.** The Bishop shall have the right to use the Cathedral for all such special services and functions as he may deem necessary for the due execution of his Episcopal Office, care being taken by previous arrangement to avoid clashing or interference with special services at the Cathedral, or other engagements and duties of members of the Cathedral Chapter.

**ARTICLE 4.** The ordinary Sunday morning and evening services shall be considered Cathedral Services, and shall be conducted in such manner as may be arranged by the Dean. The same rule shall also apply to any week-day services which may be organized for any special Diocesan, or Cathedral purpose. All other services shall be regarded as parochial in character, and shall be under the direct control of the Rector.

**ARTICLE 5.** In the By-Laws of the Chapter detailed provisions shall be made for securing that the ordinary Sunday Cathedral services and sermons are so arranged that they harmonize as much as possible with parochial necessities. If in any month it is not found possible, by mutual agreement between the Chapter and the Rector, to meet such necessities, the Rector shall have the right to control the arrangements for services and sermons on two Sundays in each month; subject to the provision that the substantial order of the Cathedral services shall not be interfered with.

**ARTICLE 6.** The full proceeds of the offertory at the ordinary Sunday services shall not be diverted from the local purposes of the Cathedral Church without the Rector's consent. The Chapter may, however, arrange for any special services, either at the ordinary, or at special times of service, the offertories whereat may be devoted to any special purpose appealed for, but in such cases, unless the Rector concurs in the appropriation of the whole of such offertory to such purpose, there shall be paid to the ordinary Cathedral Church Funds from such special offertory an amount equal to the ordinary offertory, which would have been, on an equitable calculation, realized for parochial purposes at the ordinary service at such time.

## **CANON XVII. OF THE CATHEDRAL CHAPTER**

**ARTICLE 7.** In view of the necessity for harmonious working the Chapter, on the one hand, and Rector and Cathedral Church Committee, on the other hand, and in consideration of the benefit which the work of the Cathedral Church will derive from the Cathedral Organization, it is necessary to modify the Canonical arrangements for the appointment of rectors of the Cathedral Church. Accordingly, the nomination of such Rectors shall be by a joint Board consisting of four members of the Chapter, chosen by the Chapter, and of four members of the Cathedral Church Committee, chosen by the Church Committee at a special meeting of the Committee held for the purpose. At this meeting the Rector's Churchwarden, or in his absence, the People's Churchwarden shall preside. The Joint Board shall choose its own Chairman. The name of the Clergymen nominated by this joint Board, or, in the event of the voting resulting in an equality of votes for two or more Clergymen, the names of such Clergymen shall be forwarded to the Bishop, to be dealt with by him in the manner provide by Canon in the case of appointments of other Rectors. In case of failure to nominate, or to appoint, the procedure shall be the same as is provided by Canon for such purpose in the case of other Churches. Subject to the reservations in this Canon, the rights and duties of the Churchwardens and Church Committee shall be the same as in case of other Churches.

## CANON XVIII

### OF ELECTION OF THE BISHOP OF THE DIOCESE

**ARTICLE 1.** In the event of a vacancy occurring in the Bishopric of Jamaica, a special meeting of the Diocesan council shall immediately be called by the Canonical Administrator of the Diocese to receive official notification thereof. If the Council, after consideration of such notification, decides that a vacancy exists, it shall at once report its decision to the Archbishop of the West Indies, or, if there is no Archbishop, to the Senior Bishop of the Province.

**ARTICLE 2.** The election of the Bishop shall take place at a special Synod which shall be called by the Canonical Administrator of the Diocese, or, at the next meeting of the Diocesan Synod, if the Diocesan Council is of opinion that the election may conveniently then be held.

**ARTICLE 3.** The Synod shall proceed to the election of the Bishop in accordance with the Provisions of Canon XIX, Of Procedure in the Election of the Bishop.

**ARTICLE 4.** Upon the election of the Bishop, his name shall be forwarded to the Archbishop or Senior Bishop of the Province for confirmation of the election in accordance with the provisions of Canon IX Of the Constitution and Canons of the Church in the Province in the West Indies, Of the Confirmation of Bishops.

**ARTICLE 5.** The Synod instead of electing the Bishop may determine to delegate the selection of the Bishop to a Selection Committee, in accordance with the provisions of Canon VIII Of the Constitution and Canons of the Church in the Province in the West Indies, Of the Election of Diocesan Bishops.

**ARTICLE 6.** If the Synod fail to elect the Bishop within six months, or the Selection Committee to which the Synod has delegated the choice of the Bishop fail to select a Bishop within twelve months after the date of the vacancy in the See, the further action to be taken shall be in accordance with the provisions of Article 8 of Canon VIII of the Constitution and Canons of the Church in the Province of the West Indies, Of the Election of Diocesan Bishops.

**ARTICLE 7.** The Bishop-elect shall, before his Consecration, or if he be already consecrated, before his appointment be Canonically complete, subscribe a declaration pledging himself to acknowledge the Constitution and Canons of the Church in Jamaica and the Cayman Islands in the Province of the West Indies, to give obedience to the decisions of its Synods, and to govern the Diocese in conformity with the Constitution, Laws and Canons of the Church. The Bishop-elect shall also conform to the requirements of Canon X of the Constitution and Canons of the Church in the Province of the West Indies, Of the Consecration Enthronement of Diocesan Bishops.

**ARTICLE 8.** When the Bishop is elected or selected, copies of the Certification of election or selection, of the confirmation of his election or selection by the Archbishop and a majority of the Bishops of the Province of the West Indies, and, if he was not previously in Episcopal Orders, of the Records of his Consecration, shall be deposited in the Diocesan Office.

## **CANON XIX**

### **OF PROCEDURE IN THE ELECTION OF THE BISHOP**

**ARTICLE 1.** The Session of the Synod at which the election of a Bishop shall take place, or the Special Synod called for the purpose of electing a Bishop, shall be called “The Elective Assembly.”

Prior to such session, the Secretary shall prepare the necessary ballot papers of two different colours, those of one colour being for the Clergy and those of the colour being for the Laity, two voting booths, one for the Clergy and one for the Laity, and two ballot boxes. A ballot box shall be outside each of the voting booths.

Having met, the Canonical Administrator of the Diocese shall take the chair as President and shall call the Elective Assembly to order.

**ARTICLE 2.** The Session shall then be opened with prayer.

**ARTICLE 3.**

- (1) The roll of the members entitled to vote at the Elective Assembly shall not include:
  - (a). Persons holding the Bishop’s Licence who reside outside of the Diocese of Jamaica and the Cayman Islands, save and except persons on study leave.
  - (b). Persons holding the Bishop’s Licence who by reason of age or ill health are unable to perform the duties associated with the Licence.
  
- (2) The roll of the members entitled to vote shall be read over by the Secretary, those present answering their names. A quorum for the election of a Bishop shall be three quarters of the Clergy and Deaconesses and three quarters of the members other than the Clergy and Deaconesses.

**ARTICLE 4.** The President shall now enquire- “Are there any persons present claiming a right to vote in this Elective Assembly whose names have not been called?” Should any persons claim such a right, they shall be required to furnish the necessary documents; and their claims shall be submitted to a Committee of Scrutineers, which shall then be appointed by the President and directed to report as early as possible.

**ARTICLE 5.** The President shall appoint two of the members of the Elective Assembly to observe if there are any strangers present, and to desire them to withdraw. The doors shall then be closed and a door-keeper appointed, whose duty it shall be throughout the Session to prevent any persons, except members, from entering the Synod Hall or from leaving the Synod Hall during the time that the Elective Assembly is deemed to be in session by virtue 20 hereof, without the express permission of the President.

**ARTICLE 6.** The report of the Scrutineers shall then be handed in and dealt with. The President shall satisfy himself that there is a quorum present, and shall so announce.

## **CANON XIX. OF PROCEDURE IN THE ELECTION OF THE BISHOP.**

**ARTICLE 7.** The Elective Assembly being in order, the President shall announce that “the Elective Assembly is called together for the purpose of proceeding to the election a Bishop to fill the See now reported to be vacant by the death, (or resignation, or from any other cause, specifying such cause) of A.B.”

**ARTICLE 8.** The President shall then produce and cause to be read the formal documents showing that the See is vacant, among which documents it shall be necessary to produce a letter or certificate from the Archbishop or Senior Bishop of the Province signifying that in his judgement there is a vacancy in this See, and the date from which the vacancy is to be reckoned.

**ARTICLE 9.** The President shall then proceed to state the condition of the financial arrangements for the Bishopric, giving details as to guaranteed stipend and probable additions thereto; and it shall be in order for any member of the Elective Assembly to put questions to the President so as to elicit the fullest possible information.

**ARTICLE 10.** The President shall then announce that he is ready to receive nominations for a successor to the Bishopric.

### **ARTICLE 11.**

- (1) It shall be in order for any five members of the Elective Assembly to nominate for the vacant See any Clergyman in Episcopal Orders or in Priests' Orders and of Canonical Age. It shall also be in order for any five members, none being a proposer of any candidate before the Elective Assembly to propose that the choice of a Bishop shall be delegated to a Selection Committee without further reference to the Elective Assembly. The Selection Committee shall be voted for as if it was the name of an actual nominee.
- (2) The Selection Committee for the purposes of these Canons shall consist of the members of the Diocesan Council and of the Diocesan Financial Board, excluding such members as may not be members of Synod, with or without the addition of such persons, not exceeding four, from without the Diocese, and including the Archbishop of the West Indies, as the Elective Assembly, after the election of the Selection Committee, may elect.

**ARTICLE 12.** Every nomination shall be in writing, shall be signed by the persons nominating, and shall contain in full the name and title of the nominee. The nomination shall be accompanied by a statement signed by the nominee that, if he is elected, he will be willing to serve. When the Selection Committee is nominated it shall be so designated in the nomination paper.

**ARTICLE 13.** When the President is satisfied that all nominations have been made, he shall declare that list of nominations is closed.

**ARTICLE 14.** Members of the Elective Assembly shall now have the opportunity of urging on the Assembly the advantages or disadvantages that are likely to accrue to the Diocese by the election of any nominee. Any two of the persons who nominated a candidate shall first have the opportunity of urging the claims of such candidate, and the remaining members of the elective Assembly may thereafter, if they so desire, address the Assembly.

## **CANON XIX. OF PROCEDURE IN THE ELECTION OF THE BISHOP.**

At any stage of the proceedings the proposers of any candidate may withdraw the name of such candidate, with the consent of the Elective Assembly.

**ARTICLE 15.** When the debate on nominees is closed, the President shall appoint two Clerical and two Lay Tellers. After prayer, and being satisfied that there are no strangers present, the Secretary shall instruct the members how to record their votes, which shall be by writing on the ballot paper the name, or the title, or the name and title, of the nominee for whom he intends to vote. Should he decide not to vote for any nominee, he shall leave his ballot paper blank. The President shall then direct the Elective Assembly to proceed to vote, and the tellers to supervise the polling.

**ARTICLE 16.** Every member of the Elective Assembly shall receive a ballot paper of the colour allotted to his Order, which shall be a blank piece of paper, and in turn shall enter the polling booth allotted to his Order, shall therein mark his ballot paper, and after leaving the booth shall, in full view of the members of the Elective Assembly, deposit the ballot paper in the box provided.

**ARTICLE 17.** The Tellers shall be provided by the Secretary with a list of members entitled to vote, and as each member deposits his ballot paper in the ballot box the Tellers shall record against the name of that member the fact that he has voted.

**ARTICLE 18.** When the President is satisfied that all members entitled to vote have, in fact voted, he shall direct the tellers to retire with the ballot boxes containing the votes to the place set apart for them in the Synod Hall, where they shall proceed to count the votes to classify them and to report to the President in the manner following:-

- (i) Minimum number of Clerical Votes required to form a quorum pursuant to Article 3 hereof:-
- (ii) Total number of Clerical Voters entitled to vote at the Elective Assembly:-
- (iii) Minimum number of Clerical Votes required for Election:-
- (iv) Total number of Clerical votes cast:-
- (v) Total number of Clerical Votes cast for each Nominee:-
- (vi) Minimum number of Lay Votes required to form a quorum pursuant to Article 3 hereof:-
- (vii) Total number of Lay Voters entitled to vote:-
- (viii) Minimum number of Lay Voters required for Election:-
- (ix) Total number of Lay Votes cast:-
- (x) Total number of Lay Votes cast for each Nominee:-

## **CANON XIX. OF PROCEDURE IN THE ELECTION OF THE BISHOP.**

**ARTICLE 19.** Should any ballot paper be discovered by the tellers to be marked in such a way that they are unable to ascertain for whom the ballot is intended, or not to be marked at all, they shall reject such ballot, and it shall not be counted as a vote for any candidate: Provided, however, that the tellers shall use every reasonable endeavour to ascertain for whom the marker of the ballot paper intended to cast his vote. Where the tellers are unable to come to a unanimous conclusion as to the nominee for whom the ballot is intended to be cast, the opinion of the majority shall prevail. If the tellers are evenly divided, they shall consult the President, whose decision shall be accepted by the tellers.

**ARTICLE 20.** During the counting of the votes the Elective Assembly shall remain in order.

**ARTICLE 21.** When the tellers have completed the counting of the votes, they shall present to the President a written report, showing the particulars of the voting as specific in Article 18. they shall also deposit in the President's Table the original voting papers, classified according to the names of the candidates for whom the ballots were cast.

**ARTICLE 22.** The President shall then direct the Secretary to proclaim silence, and the Secretary shall at once declare the results of the voting as follows; Reading the list of nominees for whom votes have been given, in the order of the Tellers' Report, he shall declare the numbers of votes, Clerical and Lay, that have been given in favour of each.

**ARTICLE 23.** If any nominee shall have received a two thirds majority of both Orders, calculated in accordance with Article 18 the President shall proclaim as follows:-

“Inasmuch as the number of votes cast is \_\_\_\_\_,  
comprising \_\_\_\_\_ Clerical votes and \_\_\_\_\_ Lay  
votes, and inasmuch as A.B. has received \_\_\_\_\_  
Clerical votes and \_\_\_\_\_ Lay votes, being two-thirds majority  
in each Order, I hereby declare that the said A.B. has been Canonically elected to  
the Bishopric.

**ARTICLE 24.** Where a two-thirds majority in both Orders is cast in favour of delegating the choice of a Bishop to the Selection Committee, the President shall declare accordingly.

**ARTICLE 25.** The President shall then direct the Secretary to make a formal record of the election, with the number of votes given for each nominee, and shall also direct him to retain the original report of the Tellers, which shall then and there be countersigned by the President.

**ARTICLE 26.** The President shall adjourn the Elective Assembly for a period of not more than twenty-four hours to confirm the Minutes of the meeting, and to transact any business which may be necessary for the due forwarding of the name of the Bishop-elect to the Archbishop or Senior Bishop of the Province of the West Indies.

**CANON XIX. OF PROCEDURE IN THE ELECTION OF THE BISHOP**

**ARTICLE 27.** At the adjourned meeting of the Elective Assembly provided for in the preceding Article, it shall be in order to propose and take a vote of welcome to the Bishop-elect, so that, if possible, the Elective Assembly may unanimously confirm the election.

**ARTICLE 28.** If no nominee has received a two-thirds majority of votes, of both Orders, the President, after reading the list of the nominees with the number of votes, Clerical and Lay, cast for each, shall declare as follows:-

“The total number of votes cast has been  
\_\_\_\_\_ Comprising  
\_\_\_\_\_ Clerical and \_\_\_\_\_  
Lay votes. As none of the nominees has received a two-thirds majority of votes of  
both Orders, I hereby declare that there has been no election and the Elective  
Assembly will now proceed to ballot again.”

**ARTICLE 29.** The second and any subsequent ballot that may be required shall be taken as provided in this Canon.

**ARTICLE 30.** Should the result of the second ballot be no election, the Elective Assembly shall proceed to further ballots until a Bishop is elected or until twelve ballots have been completed.

**ARTICLE 31.** Where in any ballot a nominee receives less than ten percent of the total number of votes cast by both Orders, he shall be deemed to have been rejected by the Elective Assembly, and his name shall not be included in any further ballot; and if he thereafter receives any vote, that vote shall be deemed to be a spoilt vote.

**ARTICLE 32.** At any between the conclusion of one ballot and the taking of another, the name of a nominee may be withdrawn by the members proposing the nominee, with the consent of the Elective Assembly.

**ARTICLE 33.** Should the Elective Assembly after twelve ballots have failed to elect a Bishop, the right of the Elective Assembly to elect a Bishop shall cease and determine, and the Elective Assembly shall be deemed to have delegated the choice of a Bishop to the Selection Committee.

**ARTICLE 34.** Where the right to select a Bishop is delegated to the Selection Committee, a two-thirds majority shall be necessary for selection.

**ARTICLE 35.** At any period during the Session any member may draw the attention of the President to the fact that there are strangers present, when the business of the Elective Assembly shall be suspended until the President announce: “The Elective Assembly is now in order.”

## **CANONS XIX. OF PROCEDURE IN THE ELECTION OF THE BISOP**

**ARTICLE 36.** Any member may at any time during the sitting of the Elective Assembly, including the time of nomination and election, rise to draw the attention of the President to any point of order, but no debate shall be allowed on any such point, and the ruling of the President shall be final and absolute.

**ARTICLE 37.** No irregularity in the proceedings which has passed unnoticed at the time shall invalidate any of the proceedings of the Elective Assembly.

**ARTICLE 38.** The Elective Assembly shall be prorogued, after prayer, with the Blessing.

## **CANON XX**

### **OF THE ADMINISTRATION OF THE DIOCESE DURING THE BISHOP'S ABSENCE**

**ARTICLE 1.** In order to make provision for the due execution of such of the functions and duties of the Bishop as can be performed by others, during the Bishop's absence caused by illness or absence from the Island, or by any other cause, or between the resignation or death of the Bishop and the assumption of office by his successor, one of the Suffragan Bishops according to seniority, shall act as Bishop in the administration of the Diocese. If there is no Suffragan Bishop, or if there be no Suffragan Bishop present in the Island, one of the Archdeacons, according to seniority, or in their absence, a Clergyman appointed by the Bishop, shall be the Bishop's Representative and shall administer the Diocese. All lawful acts which such representative shall execute, shall be valid to all intents and purposes as if performed by the Bishop himself. The person as appointed shall be known as the Canonical Administrator of the Diocese.

## CANON XXI

### OF RESIGNATION OR DEATH OF THE BISHOP

**ARTICLE 1.** If the Bishop desires to resign his See, he shall send his resignation in writing to the Archbishop or Senior Bishop of the Province of the West Indies. At the same time he shall send a copy of such letter of resignation to the person who, upon his resignation taking effect, will be the Canonical Administrator of the Diocese, whose duty shall be immediately to call a special meeting of the Diocesan Council to receive and consider such copy of the Bishop's letter of resignation.

**ARTICLE 2.** If in consequence of a long un-explained absence of the Bishop from the Diocese, or where a Bishop is certified by two duly qualified medical practitioners as no longer able, by reason of mental or physical infirmity, to discharge the duties of his office, or of other circumstances arising which seem to indicate that there is a practical vacancy of the See, although no formal resignation has been received from the Bishop, the Canonical Administrator of the Diocese, or the Officer, who in the Bishop's absence would be the Canonical Administrator, shall call a special meeting of the Diocesan Council and report the facts to the Council, which shall consider the said report of facts and come to a conclusion whether there is a vacancy in the See.

**ARTICLE 3.** In case of the death of the Bishop, a special meeting of the Diocesan Council shall be called by the Canonical Administrator of the Diocese to receive official notification thereof.

**ARTICLE 4.** If it shall appear to the meeting of the Diocesan Council specially called for any of the purposes set out in the preceding Articles of this Canon that the facts and circumstances are such as are likely to be accepted by the Archbishop or Senior Bishop of the Province as creating a vacancy in the See, the Canonical Administrator shall report decision of the Council to the Archbishop or Senior Bishop of the Province.

**ARTICLE 5.**

(1) A Bishop shall be entitled to retire at the age of sixty-five years.

(2) A Bishop who has reached the age of seventy-two shall retire: Provided however, that at the request of the Diocesan Council a Bishop may remain in office until he attains the age of seventy-five years.

**ARTICLE 6.** When the Archbishop or Senior Bishop of the Province has signified to the Canonical Administrator of the Diocese that a vacancy in the See exists and the date from which such vacancy is to be reckoned, the Canonical Administrator of the Diocese shall so inform the Diocesan Council, and the election of a Bishop shall take place at a meeting of the Diocesan Synod, as is provided for in Article 2 of Canon XV111, Of Election Of The Bishop Of The Diocese.

**ARTICLE 7.** The decisions of the Diocesan Council and of the Archbishop or Senior Bishop of the Province that there is a vacancy in the See, shall be final, and shall not be questioned by the Elective Assembly at which the election of a Bishop is to take place.

## **CANON XXII**

### **OF SUFFRAGAN BISHOPS**

**ARTICLE 1.** There may be one or more Suffragan Bishops in the Diocese of Jamaica. The style and title of each Suffragan Bishop shall be as may be determined by the Bishop after consultation with the Diocesan Council. A Suffragan Bishop shall act, in all respects, as the assistant of the Bishop, functioning under the Bishop, and performing such functions and duties as are delegated to him by the Bishop.

**ARTICLE 2.** A Suffragan Bishop shall have no right of succession in the event of a vacancy in the Bishopric, although he shall be eligible for election to that position.

**ARTICLE 3.** A Suffragan Bishop shall rank in order of seniority immediately after the Bishop, and, amongst themselves, according to the date upon which each took up his appointment as Suffragan Bishop in the Diocese.

**ARTICLE 4.** A Suffragan Bishop shall be ex-officio a member of all Diocesan Boards and Committees.

**ARTICLE 5.** It shall be lawful for a Suffragan Bishop to hold the Rectorship of a Church, provided that such Church also has the regular services of a priest Assistant Curate, or, with the permission of the Bishop, some other position.

**ARTICLE 6.**

(1) A Suffragan Bishop shall be entitled to retire at the age of sixty-five years.

(2) A Suffragan Bishop who has reached the age of seventy-two years shall retire: Provided, however, that at the discretion of the Bishop, a Suffragan Bishop may remain in office until he retains the age of seventy-five years.

**ARTICLE 7.** Should a Suffragan Bishop desire to resign, he shall send in his resignation to the Bishop, or, if there be no Bishop, to the Canonical Administrator of the Diocese, who shall inform the Archbishop that such resignation has been tendered.

**ARTICLE 8.**

(1) Where it appears desirable to the Bishop that he should have Episcopal assistance by means of the appointment of one or more Suffragan Bishops, the Bishop shall consult the Diocesan Council, and, following the approval of the Council, shall consult the Synod. The Bishop shall send to the Archbishop of the West Indies, for the information of the Bishops of the Province, documents setting forth –

(a) the desire of the Bishop and of the Synod for the appointment of one more Suffragan Bishop.

(b) the fact that due provision has been made under Canonical or other binding authority to pay his stipend for such time as he shall continue in the said Office of Suffragan Bishop; and

(c) a clear definition of his status during the tenure of his Office.

## **CANON XXII. OF SUFFRAGAN BISHOPS**

(2) Upon a vacancy occurring, it may be filled without obtaining the prior consent of the Bishops of the Province, if the election takes place within six months of the occurrence of the vacancy.

**ARTICLE 9.** When the Bishops of the Province have declared their consent to the appointment of a Suffragan Bishop for the Diocese, the Archbishop shall notify the same to the Bishop, and the Bishop and the Synod may proceed to the election of a Suffragan Bishop.

**ARTICLE 10.** The election of a Suffragan Bishop shall take place at a special session of the Annual Synod, or at a Special Synod called for that purpose. The said special session of the Annual Synod or special Synod shall be called “the Elective Assembly.”

**ARTICLE 11.** The appointment of a Suffragan Bishop shall be by nomination of the Bishop and thereafter by election by the Elective Assembly.

**ARTICLE 12.** Prior to the meeting of the Elective Assembly, the Bishop shall consult the Diocesan Council informing the Council of the person or persons whom he proposes to nominate for election as Suffragan Bishop. Each such person must be a Clergyman in Episcopal or Priests’ Orders and of Canonical Age.

**ARTICLE 13.** A Suffragan Bishop shall be elected in the same manner, as far as possible, as is provided in the Canon, Of Procedure in the Election of the Bishop.

**ARTICLE 14.** The Bishop shall preside at any meeting of the Elective Assembly.

**ARTICLE 15.** The Bishop shall have the right to nominate to the Elective Assembly at least one, but not more than three Clergymen from whom he shall invite the Elective Assembly to elect a Suffragan Bishop. In making the nominations he shall explain the reasons which led him to desire the election of one or other such Clergymen. Members of the Elective Assembly may address the Assembly, discussing the advantages or disadvantages that are likely to accrue to the Diocese by the appointment of one or other of the Clergymen nominated by the Bishop. When the discussion is ended, the Elective Assembly shall proceed to the election of a Suffragan Bishop.

**ARTICLE 16.** It shall not be in order for any member of the Elective Assembly to nominate any Clergyman for election as Suffragan Bishop.

**ARTICLE 17.** Where, after four ballots the Elective Assembly has failed to elect a Suffragan Bishop, the Assembly shall be deemed to have rejected the Clergyman or Clergymen nominated by the Bishop. The President shall then prorogue the Assembly, or adjourn it for a date to be fixed, when the Bishop may nominate either, if requested by the Diocesan Council, the same Clergymen or some of them, and other Clergymen, for election by the Elective Assembly: Provided however, that if there is only one Clergyman nominated by the Bishop to fill a vacancy, and after two ballots the Elective Assembly has failed to elect a Suffragan Bishop, the Assembly shall be deemed to have rejected the Clergyman nominated.

## **CANON XXII. OF SUFFRAGAN BISHOPS**

**ARTICLE 18.** When a Suffragan Bishop is elected, the Bishop shall notify the Archbishop of the name of the Clergyman elected, and when a majority of the Bishops of the Province have confirmed the election, the Bishop shall take such steps as shall be necessary to procure the Consecration of the Suffragan Bishop-elect if in Priests' Orders.

**CANON XXIII**  
**OF ARCHDEACONS, COMMISSARIES, AND THE**  
**CHANCELLOR**

**ARCHDEACONS**

**ARTICLE 1.** There shall be an Archdeacon for each Region as determined under the Canon “Of Diocesan Regions.” The Bishop, after consultation with the Suffragan Bishop of each Region, shall appoint an Archdeacon for that Region and in like manner shall fill such appointments whenever a vacancy occurs. The Archdeacons shall be known as the Archdeacons of Kingston, Mandeville, and Montego Bay, respectively.

**ARTICLE 2.** In the event of an Archdeacon being prevented by age or physical infirmity from continuing to perform the duties of his Office, the Bishop, in declaring Archdeaconry vacant, may, if he deems it advisable, permit him to retain the title of Archdeacon, provided, however, that he shall not retain his membership of the Cathedral Chapter, nor his seat on the various Councils, Boards and Committees of the Diocese.

**ARTICLE 3.** An Archdeacon shall assist the Bishop in his pastoral care and office within the jurisdiction assigned to him by the Bishop and shall at all times watch, inquire and report whatever may need the consideration and control of the Bishop.

**ARTICLE 4.**

- (1) An Archdeacon shall visit from time to time the Clergy in his Archdeaconry (especially those Incumbents new to his Archdeaconry) and shall counsel them and endeavour to assist them in meeting their problems both parochial and personal.
- (2) A Clergyman shall, at all times, be ready to receive visits from the Archdeacon of the Archdeaconry in which his Cure is situated.

**ARTICLE 5.** An Archdeacon shall arrange for conferences from time to time for the development of the spiritual life for the furtherance of the missionary, educational and social-service work of the Church.

**ARTICLE 6.** An Archdeacon upon the appointment of an Incumbent in his Archdeaconry shall in consultation with the Bishop for the Service of Admission.

**ARTICLE 7.** An Archdeacon upon the appointment of a Rural Dean in his Archdeaconry shall arrange with the Bishop for a suitable Service of Introduction within the Rural Deanery.

**ARTICLE 8.** An Archdeacon shall periodically visit, or cause to be visited by the Rural Dean within whose jurisdiction the Cure located, each Cure in his Archdeaconry. On such visits the Archdeacon or the Rural Dean shall, in the name of the Bishop, inspect the Church Rectory, other buildings, and all Church burial grounds within or pertaining to the Cure. He shall examine the registers and have access to and may examine all books of account, records, returns or reports for the purpose of ensuring compliance with civil and Canonical Law. An Archdeacon, on the completion of such inspection, shall report in writing to the Bishop on the state of such Cure.

## **CANON XXIII. OF ARCHDEACONS, COMMISSARIES AND THE CHANCELLOR**

**ARTICLE 8 A** The Archdeacon in the performance of the duties stipulated in Article 8, may seek the assistance of any person or persons with the requisite skills or technical expertise, who are registered members of congregations within the Diocese of Jamaica and the Cayman Islands, to assist him in the discharge of said duties. If the said assistance will require financial expenditure the permission of the Diocesan Financial Board must first be obtained.

**ARTICLE 9.** When there is no Rural Dean, or when a Rural Dean is unable either through absence or illness to make the arrangements required by Article 8 of Canon XXIV, Of Rural Deans, the Archdeacon shall make the arrangements required by that Article.

**ARTICLE 10.** An Archdeacon shall perform such other duties as may be required of him by the Bishop.

### **COMMISSARIES**

**ARTICLE 11.** The Bishop may, at his discretion, appoint one or more Commissaries, and may confer upon them such powers and duties as he shall see fit.

**ARTICLE 12.** No authority or power, thus conferred by the Bishop on an Archdeacon or Commissary shall cease or determine during a vacancy in the See.

### **CHANCELLOR**

**ARTICLE 13.** The Bishop shall appoint a Chancellor who shall be a communicant of the Jamaica Church and an Attorney-at-law with a competent knowledge of Ecclesiastical Law; provided that where the Chancellor is absent from Jamaica or is otherwise unable to perform his functions, the Bishop may appoint a Deputy Chancellor similarly qualified to be appointed Chancellor, to perform such duties as the Bishop may in writing assign to him.

**CANON XXIV**  
**OF RURAL DEANS**

**ARTICLE 1.** For the better administration of the Diocese, Rural Deans shall be appointed annually by the Bishop in Synod from among the Clergy in each Rural Deanery.

**ARTICLE 2.** Rural Deans are officers of the Bishop, receiving their Commissions from him, and holding them at his pleasure. Such appointment may be rescinded by the Bishop at any time on due cause shown by satisfactory evidence, or known to himself.

**ARTICLE 3.** If for any cause a Rural Dean be not appointed by the Bishop in Synod, or in the event of a vacancy occurring during the interval between two annual sessions of Synod, the requisite appointment shall be made by the Bishop in Diocesan Council.

**ARTICLE 4.** The Rural Deans shall each respectively exercise his office during the term of his appointment in his Rural Deanery. Provided that should the Bishop in Diocesan Council see fit to amalgamate two Rural Deaneries under the provisions of Article 4 of Canon IX, Of Deanery Councils, such combined Rural Deaneries shall form one Rural Deanery and the Bishop shall appoint a Rural Dean therefor.

**ARTICLE 5.** The Bishop shall report to Synod the appointment of all Rural Deans.

**ARTICLE 6.** A Rural Dean shall be Chairman of the Deanery Council; in his Deanery.

**ARTICLE 7.** A Rural Dean shall, subject to the supervision of the Archdeacon, assist the Bishop in his pastoral care and office within the limits of the Rural Deanery. He shall, from time to time, report to the Archdeacon on the state of the Church therein.

**ARTICLE 8.** A Rural Dean shall, on the directions of the Archdeacon, visit any Cure in his Rural Deanery and conduct the inspections and examinations specified in Article 8 of Canon XXIII, Of Archdeacons, Commissaries, and the Chancellor. On the completion of such inspections and examinations he shall report in writing to the Archdeacon.

**ARTILCE 9.** A Rural Dean shall perform the duties laid upon him in Canon IX, “Of Deanery Councils”, and further, when called upon, either individually or in conjunction with the Deanery Council, he shall assist the Bishop, or the Diocesan Council or the Diocesan Financial Board, with the fullest and most reliable information on all matters referred to him or the Deanery Council in connection with his Rural Deanery; and, under instructions from the Bishop, in special cases, he shall discharge all duties of an Archdeacon within his Rural Deanery.

**ARTICLE 10.** A Rural Dean, if required by the Bishop, shall enquire into:

- (a) Any complaint by a Clergyman in charge of a Cure against his congregation; and
- (b) Any complaint by a congregation against the Clergyman in charge of the Cure, and shall make a report to the Bishop.

## **CANON XXIV. RURAL DEANS.**

**ARTICLE 11.** A Rural Dean shall, subject to the approval of the Archdeacon, whenever a Cure within his Rural Deanery is vacant or the Clergyman is absent, whether through illness or otherwise, arrange for the holding of services in that Cure during such vacancy or absence: Provided however, that when there is no Rural Dean or in the absence of the Rural Dean the Archdeacon shall make the necessary arrangements.

**ARTICLE 12.** A Rural Dean shall perform such other duties as may be required of him by the Bishop or the Suffragan Bishop.

## CANON XXVI

### OF THE STATUS AND TITLES OF THE CLERGY

**ARTICLE 1.** Every Priest having an independent Cure of Souls shall be termed or called a Rector.

**ARTICLE 2.** Every Clergyman, whether Priest or Deacon who is in charge of a separate Ecclesiastical district, under the superintendence of a Rector, shall be termed or called a Curate-in-charge.

**ARTICLE 3.** Every clergyman, whether Priest or Deacon, to whom no separate District is assigned, but who is serving as assistant to a Rector, shall be termed or called a Curate.

**ARTICLE 4.** The Rector, under whose superintendence a Curate-in-charge is placed, shall have full authority to require of him conformity to his directions as if such Curate-in-charge had no separate district assigned to him: and the Rector may exercise to such clerical functions whatever within the district assigned to such Curate-in-charge, subject always to an appeal to the Bishop. But the Bishop may, if he sees fit, place the business and other affairs of the district in the hands of the Curate-in-charge, the Rector being required to exercise only a general oversight, and where the Curate-in-charge is a Deacon, to perform the requisite priestly duties. Any case of subsequent adjustment of duties under this Article shall be dealt with by the Bishop, whose decision shall be absolute.

**ARTICLE 5.** A Curate shall, in all matters pertaining to his official work and duties, be subject to the control and direction of his Rector.

## CANON XXVII

### OF CLERICAL APPOINTMENTS AND EXCHANGES

**ARTICLE 1.** Any appointment of a Clergyman to fill a vacancy in any Incumbency or Cure of Souls shall be made by the Bishop, but the congregation concerned shall have the Right of participating in the nomination of a Clergyman for such appointment, subject to the limitations and provisions set out hereinafter.

**ARTICLE 2.** There shall be a Selection Committee consisting of the Suffragan Bishop of the Region in which the vacant Cure is situated, the Archdeacon of the Archdeaconry in which the vacant Cure is situated, and three members of the Diocesan Council to be appointed annually by the Synod on the nomination of Bishop. The duties of the Selection Committee shall be to advise the Bishop when he is considering the appointment of a Clergyman to a vacant Cure.

**ARTICLE 3.**

- (1) At the first meeting of a Church Committee, the Committee shall elect from amongst its members, three persons who, in the event of a vacancy occurring in the Cure, or the Bishop notifying the Church Committee that a vacancy is about to occur in the Cure, will be members of the Selection Committee for the purpose of filling the vacancy or impending vacancy.
- (2) Where there is a combined Cure of two or more settled Churches, instead of each Church Committee electing three members, the Committee of the Church which has contributed most in Assessments shall be entitled to elect two members, and each of the other Committees, one member, to serve on the Selection Committee.
- (3) The Secretary of each Church Committee shall inform the Diocesan Secretary of the names and addresses of the persons so elected.

**ARTICLE 4.** Whenever a vacancy shall occur in any Cure by the death, removal or superannuation of the Incumbent, or the receipt by the Bishop of the Incumbent's resignation (although such resignation is not to take effect till a later date), the Bishop shall as soon thereafter as convenient, but on not less than two weeks' notice in writing, summon a meeting of the Selection Committee at such time and place as he shall see fit, and as often as he shall deem it necessary, and after consultation with the Selection Committee proceed at once to appoint a Clergyman to the vacant Cure.

**ARTICLE 5.** The right to participate in the nomination of a Clergyman to fill a vacancy in an Incumbency or Cure of Souls shall be exercised only by such congregations as hereinbefore prescribed, as have, for three preceding the vacancy, met all their current financial obligations. Provided, however, that the Bishop, notwithstanding that a Cure has failed to meet all current financial obligations, may in his discretion, consider the nomination with the Representatives of the Cure.

## **CANON XXVII. CLERICAL APPOINTMENTS AND EXCHANGES**

### **ARTICLE 6.**

- (1) (a) In a case in which inexperience, weak health or other sufficient reason personal to the Clergyman nominated or selected; or  
  
(b) In the case of a Cure where special local circumstances affecting health, or other conditions of work, render it, in the Bishop's judgement, unsuitable that a Clergyman be permanently appointed:

It is hereby provided that the Bishop, with the advice of the Diocesan Council, may fix a time limit to the appointment of the Clergyman nominated or selected to fill such vacancy. But the Bishop may, after consultation with the Selection Committee, re-appoint to the same Cure the Clergyman whose appointment has been thus limited.

- (2) In the case of a Clergyman who has served to the end of the specified time, and who is still able to perform his duties satisfactorily, but whose re-appointment to the same Cure is not considered by the Bishop to be desirable, such Clergyman shall not be removed until the Bishop, after consulting the Selection Committee, has concluded arrangements whereby an appointment, suitable in his opinion for such Clergyman has been secured for him.
- (3) Clergymen appointed under this Article shall, during the continuance of such appointment be eligible for nomination or selection for other appointments, and they shall possess all the rights of those Clergymen whose appointments are without any time limit.
- (4) Appointments referred to in this Article are, in other respects not herein specified, subject to the other provisions of this Canon.

**ARTICLE 7.** In case of the appointment of a Curate, such appointment shall be made by the Bishop on the nomination of the Rector under whom such Curate is to serve. The Rector shall, before making the Nomination, consult the Church Committee as to the acceptability of the clergyman intended to be nominated, and he shall inform the Bishop of the opinion of the Church Committee thereupon.

**ARTICLE 8.** The Bishop has power to revise and alter from time to time, as shall seem to him expedient, all arrangements regarding the work and authority of any Clergyman in the discharge of temporary duties in the Diocese.

**ARTICLE 9.** No Clergyman shall hold any Cure of Souls or take charge of any Ecclesiastical District in this Diocese without a Licence from the Bishop.

**ARTICLE 10.** No Clergyman shall officiate in any church in the Diocese for more than one Sunday without the sanction or formal Licence of the Bishop unless he be a Clergyman of good standing in the Diocese already licensed to have an appointment. A Clergyman under Ecclesiastical Censure shall not so officiate at all. No Clergyman of the Diocese shall permit any one to officiate in his church contrary to the provisions of this Article.

## **CANON XXVII. OF CLERICAL APPOINTMENTS AND EXCHANGES**

**ARTICLE 11.** In the event of the Bishop deeming it expedient that an exchange of Cures between the Incumbents of any Cures should be made, or in the event of the Incumbents of any Cures desiring an exchange, and notifying the Bishop of their desire, he shall confer with the said Incumbents. If the exchange is agreed to by the Incumbents in writing, the Bishop shall confer separately with the Committees of each Cure concerned with the proposed exchange, through its representatives on the Selection Committee, and if the consent of each Committee is given in writing to the exchange, the Bishop may proceed to carry it into effect.

### **ARTICLE 12.**

- (1) A Clergyman appointed as Rector of a Cure shall be publicly admitted by the Bishop or by a Suffragan Bishop, and by the Archdeacon of the Archdeaconry or some other Clergyman appointed by the Bishop. The admission shall take place on the first Sunday of the Rector's residence in his new cure or as soon thereafter as possible, according to a form set forth by the Bishop or approved by him.
- (2) When the Clergyman appointed to a Cure is to be other than a Rector, he shall, at the Bishop's request, be introduced to the congregation by the Archdeacon or Rural Dean according to a form approved by the Bishop.

## **CANON XXVIII**

### **OF REMOVAL OF CLERGYMEN**

**ARTICLE 1.** Whilst it is recognized as a fundamental principle of the Church, that its Clergy should be settled in their Cures, yet it is the duty of every Clergyman to place his services at the disposal of the Church to be employed where, in the opinion of the Bishop, they are most needed.

**ARTICLE 2.**

- (1) A Clergyman shall be entitled to retire at the age of sixty-five years.
- (2) A Clergyman who has reached the age of seventy-five years shall retire, but he may thereafter continue to perform his Clerical duties with the approval of the Bishop upon the advice of the Selection Committee (referred to in Canon XXVII).
- (3) A Clergyman who, having retired, is appointed to a Cure, shall thereafter hold his appointment subject to the approval of the Bishop.

**ARTICLE 3.** When the Incumbent has continued in a Cure beyond the age of sixty-five years, or has been appointed to a Cure after that age, and the Bishop, after consultation with the Selection Committee believes that the welfare of the Church demands the resignation of the Incumbent, he may write to the Incumbent requesting his resignation. If the Incumbent fails or refuses to comply with this request, the Bishop may, after a lapse of one month from the date of such request, notify such Incumbent that if he does not tender his resignation within fifteen days a Commission of Enquiry, as referred to in Article 6 of this Canon, will be appointed.

**ARTICLE 4.** Where the Bishop is of the opinion that differences which exist between the Incumbent of a Cure and his parishioners are sufficiently serious to justify investigation, or if an investigation is requested by the Archdeacon or the Rural Dean within whose jurisdiction the Cure is located, or by the Incumbent, or by majority of the Church committee at a meeting called for that purpose, he may refer the matter to the Selection Committee to consider and, if possible, to effect an amicable settlement.

**ARTICLE 5.** The Selection Committee shall submit a report to the Bishop not later than one month after the date of the reference to it.

**ARTICLE 6.** If the Selection Committee fails to effect an amicable settlement, and if for reasons given in its report, or for other reasons, the Bishop considers that it is in the interest of the Church to do so, he shall appoint a Commission of Enquiry consisting of two Clerical and two Lay members of the Diocesan Council, one at least of whom shall be a member of the Legal Profession of not less than six years standing. If there is no member of the Legal Profession available for selection from amongst the members of the Diocesan Council, the Bishop may appoint one to serve on the Commission from amongst the members of Synod, or, if none is available, from amongst the Communicant members of the Church. The Bishop shall appoint one of the members to be Chairman.

**ARTICLE 7.** The Commission of Enquiry shall be empowered to examine witnesses and to enquire into all the circumstances relating to the said differences.

## **CANON XXVIII. OF THE REMOVAL OF CLERGYMEN**

**ARTICLE 8.** The Commission of Enquiry shall give at least ten days notice to the said Incumbent, the Church Wardens, the Lay Representatives to Synod, and the petitioners for the investigation, of the time and place at which it will hold its sittings

**ARTICLE 9.** The proceedings by and before the Commission of Enquiry shall as nearly as possible be similar to those before a Diocesan Ecclesiastical Court as provided in Canon XXXVIII, "Of Discipline Of The Clergy".

**ARTICLE 10.** The Commission of Enquiry shall report the findings to the Bishop with all convenient speed, and may recommend what action they deem advisable to be taken in the circumstances.

**ARTICLE 11.** The Bishop shall take such action upon the report of the Commission of Enquiry as may seem to him desirable, and he may, if he deem it expedient, effect an exchange between the said Incumbent and the Incumbent of another Cure, or remove or suspend such Incumbent from his Cure.

**ARTICLE 12.** In case the Commission of Enquiry may not recommend a severance of the relation of Clergyman and People but that some other course should be pursued by either the Clergyman or the Congregation, then on the Bishop approving the recommendation if such Clergyman or Congregation neglect or refuse to comply with such recommendation, the Bishop may proceed to suspend the Clergyman from the exercise of any Ministerial duties within the Diocese as for a contumacy unless he retract such refusal; in the case of a Congregation refusing to comply with such recommendation it shall be prohibited from being represented in the Synod and the Bishop shall withhold from such congregation all Episcopal visits and the Rite of Confirmation until they retract such refusal and submit to the terms of the recommendation.

**ARTICLE 13.** The Bishop shall make such report to the Diocesan Council as he shall deem expedient.

**ARTICLE 14.** The necessary expenses of the Commission of Enquiry, of the Incumbent and of those presenting the charges incurred before the Commission, shall be paid by the Diocesan Financial Board out of the Diocesan Expenses Fund.

**ARTICLE 15.** If a Clergyman desires to retire from clerical work in the Diocese he shall send in his resignation in writing to the Bishop.

**ARTICLE 16.** In every case of retirement, whether voluntary or compulsory, or for any reason whatever, the appointment held by the Clergyman retiring, or retired, shall ipso facto become vacant, and any rights and privileges accruing to the said clergyman, shall thereupon cease. The said Clergyman shall forthwith deliver up to the person appointed by the Bishop by writing under his hand to receive the same, possession of all Church property, real and personal, occupied, held or enjoyed by the said Clergyman or under his charge or control, and none of the said property shall be retained by the said Clergyman by reason of any alleged informality in the appointment of the person authorized to receive possession or otherwise howsoever, and no legal demand of possession shall be necessary or requisite.

**CANON XXIX**  
**OF CLERICAL DUTIES**

**ARTICLE 1.** It shall be the duty of the Clergy in Charge of a Cure to provide for the Celebration of the Holy Communion in the Cure at least once every Sunday, on Ash Wednesday and upon all Feast Day and other Holy Days as set out in the Book of Common of 1995, of the Church in the Province of the West Indies.

**ARTICLE 2.** Every Clergyman in charge of a Cure shall administer the Sacrament of Holy Baptism at suitable intervals, shall prepare candidates for Confirmation, and shall present them to the Bishop, shall perform Marriages in accordance with the provisions of Canon XXXVI, and shall provide for burials and for the performance of the Funeral Service in Canon XXXVII.

**ARTICLE 3.** Divine Service shall be conducted in every Church, Mission and School Chapel each Sunday and Holy Day by the Clergyman in charge of the Cure or by someone appointed by him and holding the Bishop's Licence.

**ARTICLE 4.** A record of all Services shall be kept in a book to be called the Duty Book, in the form and according to the instructions prescribed by the Bishop in Diocesan Council.

**ARTICLE 5.** It is required of every Clergyman that he visit diligently the people committed to his care and that he administer the Sacrament of Holy Communion to those who are sick and unable to receive same publicly in the Church.

**ARTICLE 6.** Every Clergyman is responsible for the oversight of all Missions and Outstations within the bounds of his Ecclesiastical District.

**ARTICLE 7.** Every Clergyman shall have a Sunday School in every Church or Mission under his Charge and shall give personal supervision and encouragement to the maintenance thereof. The Clergyman shall keep a record of attendance in the form approved by the Diocesan Council, or in such other form as will enable him to furnish the particulars required by Synod.

**ARTICLE 8.** It shall be the duty of every Rector or Curate-in-Charge to act as Chairman of the Board of Managers, if he be so appointed, of every Primary School of the Jamaica Church that may exist in his Cure. The Clergy are hereby required to take an active interest in the important matter of Public Education, to endeavour at all times to induce parents and others to avail themselves of the opportunities offered for the education of their children, and in every possible way to aid public educational efforts. No Clergyman shall enter upon negotiations for the transfer either temporarily or permanently of the control or management of any School of the Jamaica Church to any other authority without first obtaining the consent of the Bishop in Diocesan Education Board. It shall be the duty of every Clergyman to furnish the Synod, in a prescribed form, all particulars of every Church Primary School of which he is the Chairman.

**ARTICLE 9.** It is the duty of every Clergyman to attend the sessions of the Synod unless specially excused by the Bishop. Should a Clergyman absent himself from a session of the Synod without leave, he shall be subject to the censure of the Bishop.

## **CANON XXIX. OF CLERICAL DUTIES**

**ARTICLE 10.** Every Clergyman shall cause a copy of the Constitution and Canons of the Jamaica Church, in force for the time being, to be kept in the Vestry of his Church, for reference and for the guidance of his congregation and himself.

**ARTICLE 11.** It shall be the duty of every Clergyman to make the returns to The Diocesan Secretary, to the Deanery Council, and to the Secretary of Synod which are required by the Canons, Of Deanery Councils and, Of Ecclesiastical Returns. He shall, further, on the request of the Diocesan Council or of the Diocesan Financial Board, or The Diocesan Secretary furnish such statistical, financial, or other returns as may be asked for by them.

**CANON XXIXA**  
**OF DEACONS**

**ARTICLE 1.** The Order of Deacons shall be maintained within the Church in Jamaica in the Province of the West Indies as a distinct Order of Ministry, within the threefold Order of the historic Ministry of Bishops, Priests and Deacons. The Deaconate as the Ancient Order symbolic of the Servant element in Ministry has an inherent dignity which is preserved in the other Orders of the Ministry.

**ARTICLE 2.** The specific functions of the members of the Order shall include:

- (a) preparing the Table and assisting with the Chalice;
- (b) reading of the Gospel at the Eucharist;
- (c) baptizing in the absence of the Priest;
- (d) preaching by the Bishop's Licence;
- (e) visiting the sick and disabled;
- (f) reporting to the Incumbent those who are in need;
- (g) generally assisting the Incumbent in the pastoral work of the Parish.

**ARTICLE 3.** Members of the Order may be required to undergo a suitable period of training and internship and shall be subject to the provisions of Canon XXXIII "Of Candidates for Holy Orders", and of Canon XXVII of the Provincial Canons "Of Ordination to the Sacred Ministry".

**ARTICLE 4.** A woman may be ordained to the office of Deacon if she otherwise satisfies the requirements laid down in the Canons of this Diocese and of the Province as to persons who may be ordained.

**ARTICLE 5.** A Deaconess who is licensed or holds the Bishop's permission to officiate and in either case satisfies the requirements laid down in the Canons of this Diocese and in the Canons of the Province as to persons who may be ordained as Deacons, may apply to the Bishop for his consent to her ordination as a Deacon for service in this Diocese; and the Bishop may, after consultation with the Commission on Ministry and with the approval of the Diocesan Council as provided for in Canon XXXIII "Of Candidates for Holy Orders", give his consent notwithstanding that;

- (a) she has not after applying to be so ordained been further examined concerning her knowledge of Holy Scripture or of the doctrine, discipline and worship of the Church in the Province of the West Indies and;
- (b) that she has not exhibited to the Bishop any certificate or other document which is required to be exhibited by the Canons of the Province.

**CANON XXX**  
**OF DEACONESSES**

**ARTICLE 1.** Women of devout character and approved fitness may be set apart by the Bishop for the work of a Deaconess, according to such form as shall be authorized by the Bishop.

**ARTICLE 2.**

- (1) The Order of Deaconesses is the one Order of Ministry for women in the Anglican Communion. Candidates are admitted to the Order by prayer and the laying on of hands of the Bishop. The Deaconess is thereby given a distinctive and permanent status in the Church and is dedicated to a lifelong service.
- (2) It belongs to the office of a Deaconess, in the place where she is licensed to serve, to exercise a pastoral care over women, young people, and children, to visit the sick and the whole, to instruct the people in the faith and to prepare them for the reception of the Sacraments. A Deaconess may exercise her office in a Cure of Souls or in a wider area, as a teacher or lecturer in a School or College, as a nurse in a Hospital, or as a member of a Religious Order or Community in the said Cure, School, hospital, College or house of a Religious Order or Community being situate within this Diocese.
- (3) The Bishop may permit a Deaconess in any Church, Mission or Chapel within his jurisdiction at the invitation of the Rector or Curate-in-Charge:-
  - (a) to read in case of need the services of Morning and Evening Prayer and the Litany, except those portions reserved to the Priest, and to lead in prayer.
  - (b) to instruct and preach.
  - (c) "In the absence of a Priest or Deacon to officiate at Public Baptism, and the Thanksgiving after childbirth and at the burial of the Dead."
- (4) No vow or implied promise of celibacy is involved in the ordination of a Deaconess. If married after ordination the Deaconess may continue in the exercise of her ministry with the special permission of the Bishop.

**ARTICLE 3.**

- (1) Every woman to be admitted to the Order of Deaconess shall be over twenty-five years of age, baptized, confirmed and a regular communicant of the Anglican Communion: Provided that at the request of the Head Deaconess, the Bishop under Special circumstances may admit a woman to the Order of Deaconesses at an earlier age, the age of admission in no case to be less than twenty-three years.
- (2) Every woman who is to be admitted to the Order of Deaconesses shall first present to the Bishop of the Diocese:-
  - (a) her birth certificate,
  - (b) a certificate or other evidence of her baptism and confirmation.
  - (c) Testimonials of her good life, of her conformity to the Doctrine, discipline and worship of the Anglican Communion and of her general fitness for the Office of a Deaconess, from two Incumbents, a Deaconess holding a Bishop's Licence, and the

## **CANON XXX. DEACONESSES.**

Head of the House, Hotel or College wherein she shall have trained for the said office;

(d) A certificate, or certificates signed by the officiating Clergyman or Clergymen of the Cure or Cures where she has resided, or has been best known, for the space of three years previous to the holding of the Service of Admission, that notice was given in the Church or Churches of the said Cure or Cures in the time of Divine Service, for three consecutive Sundays before the day appointed for her admission, of her intention of offering herself as a candidate for the said Order, and that no cause or impediment why she should not be admitted to the same was alleged by any person.

(3) No woman shall be admitted to the Order of Deaconesses except she be found, on examination held by the Bishop or by competent persons appointed by him for this purpose, to possess a sufficient knowledge of Holy Scripture and of the doctrine, discipline, and worship of the Jamaica Church.

**ARTICLE 4.** No Deaconess shall work officially in the Diocese without the express authority, in writing, of the Bishop.

**ARTICLE 5.** No woman shall be admitted to the Order of Deaconesses who is suffering from or who has suffered from any physical or mental infirmity which, in the opinion of the Bishop will prevent her from exercising the office of a Deaconess.

**ARTICLE 6.** Every woman who is admitted to the Order of Deaconesses shall, in the presence of the Bishop by whom she is to be admitted or his deputy make and subscribe the Declaration following:-

“I, A.B., assent to the Book of Common Prayer and of the Ordering of Bishops, Priests and Deacons and I believe the Doctrine of the Church of England as therein set forth to be agreeable to the Word of God.” And take the oath following:-

“I, A.B., will give due obedience to the Bishop of Jamaica and the Cayman Islands and his successors in all things lawful and honest; so help me God.”

**ARTICLE 7.** A Deaconess may be transferred from this Diocese to another by a Letter Dimissory, upon a request of the Bishop of the Diocese to which she is transferred.

**ARTICLE 8.** In the case of Deaconesses joining together in one community, the constitution, rules and government thereof shall first be submitted to, and approved by, the Bishop, and shall be in harmony with the usages of the Church and the principles of the Book of Common Prayer.

**ARTICLE 9.** No manual of devotion shall be used by any such community unless it be sanctioned by the Bishop.

## **CANON XXX. OF DEACONESSES.**

**ARTICLE 10.** A Deaconess may be sent by the Bishop to work in any district, provided that application is made by the Rector or Curate-in-Charge or the Superintending Clergyman, or that his consent be obtained to her being sent and while working there shall be under his authority.

**ARTICLE 11.** A Deaconess may be admitted to the Order of Deacons in accordance with the provisions of canon XXIXA "Of Deacons".

### **ARTICLE 12.**

- (1) The Deaconess House shall be managed by a Committee consisting of:-
  - (a) The Bishop, as Chairman;
  - (b) The Suffragan Bishops;
  - (c) The Archdeacons;
  - (d) The Co-ordinator of Women's Work;
  - (e) The Deaconess in Charge of the Deaconess House;
  - (f) Four members appointed annually by the Bishop in Synod;
  - (g) Three members elected annually from a panel of five persons nominated by the Deaconess in charge of the Deaconess House: Provided that at least two of the persons appointed by the Bishop and one of those elected by Synod shall be women.
- (2) The Committee shall have power to co-opt members for any special purpose, but such co-opted members shall not have the right to vote on any matter before the Committee.
- (3) If any vacancy arises in the Committee between two Annual Synods, such a vacancy, if among the Bishop's Nominees, shall be filled by the Bishop, and if among the members elected by Synod shall be filled by the Committee.
- (4) Four members shall be a quorum for any meeting.
- (5) In the absence of the Bishop, the members shall appoint a chairman for that meeting. The Chairman shall have an original and a casting vote.

**CANON XXXI**  
**OF THE CHURCH ARMY**

**ARTICLE 1.** The Bishop shall appoint an Officer of the Church Army as head of the Church Army in Jamaica, (hereinafter referred to as “The Church Army”) to direct the work of the Church Army. The Officer shall be responsible to the Bishop and to the Church Army Council.

**ARTICLE 2.** The chief duty of the Church Army is to conduct Missions and to undertake evangelistic work in the Diocese. The Sisters of the Church Army shall always place particular emphasis on work with women and children and be specially concerned to help children who lack homes and care.

**ARTICLE 3.**

1. There shall be a Church Army Council (hereinafter called “The Council”) which shall consist of :

- (a). The Bishop, as President,
- (b). The Suffragan Bishops,
- (c). The Archdeacons,
- (d). The Diocesan Secretary,
- (e). The Co-ordinator of Women’s Work,
- (f). The Head of the Church Army,
- (g). Two representatives of the Church Army, appointed annually by the members of the Church Army prior to the first meeting of the Council after Synod;
- (h). Three persons, at least one of whom shall be a woman, appointed annually at Synod by the Bishop;
- (i). Three persons to be elected annually at Synod from the “Head’s nominees” defined in Article 3 (2) herein.

2. The “Head’s nominees” referred to in 1 (i) shall be six persons, at least two of whom shall be women, nominated by the Head of the Church Army.

**ARTICLE 4.** The Council shall have power to make Rules and Regulations governing the Church Army as may be deemed necessary.

**ARTICLE 5.** The Church Army shall be associated with the Church Army in England.

**ARTICLE 6.** Men and Women of not less than nineteen years of age, of devout character and approved fitness, and who have produced such testimonials and other documents as the Bishop may require, may be trained for work as Officers of the Church Army. Every person presenting himself or herself to the Bishop as a candidate for training as a member of the Church Army shall sign a declaration to the effect that he or she will serve in the Jamaica Church for a period of five years after his or her appointment.

**ARTICLE 7.** No Officer of the Church Army shall work in the Diocese without the express authority of the Bishop.

## **CANON XXXI OF THE CHURCH ARMY**

**ARTICLE 8.** An Officer of the Church Army may be sent by the Bishop, after consultation with the Head of the Church Army, to work in any district or Cure, provided that application has been made by the Rector or Curate-in-Charge of the Cure, or that his consent has been obtained. Whilst working in the district or Cure the Officer shall be under the direction of the Rector or Curate-in-Charge, or where there is no Rector or Curate-in-Charge, he or she shall be under the direction of the Rural Dean or such person as the Bishop may appoint.

**ARTICLE 9.** An Officer of the Church Army may resign from the Diocese upon giving the Bishop three clear calendar months' notice in writing or such shorter notice as the Bishop may require: Provided, however, that the Bishop, after discussion with the Council, may in his discretion, at any time determine the employment of such Officer.

**ARTICLE 10.** An Officer of the Church Army may be transferred from this Diocese to another by a Letter Dimissory, upon the request of the Bishop of the Diocese which he or she is to be transferred.

**ARTICLE 11.** Upon request, the Bishop may send an Officer of the Church Army to take charge of or to work in any Diocesan Institution, provided that the Officer has agreed to undertake the work.

**ARTICLE 12.** The Bishop may authorize an Officer of the Church Army to preach and to read the Epistle or Gospel at the Holy Communion, and may authorize an Officer of the Church Army, in writing, to administer the Chalice upon the request of the Rector or Curate-in-Charge.

**ARTICLE 13.** Officers of the Church Army, notwithstanding that they may be stationed in a Cure, may with the consent of the Rector or Curate-in-Charge where they are stationed, conduct or help to conduct a Mission in some other Cure. No such Officer shall take part in more than three Missions in any one year except with the consent of the Bishop and Head of the Church Army.

**ARTICLE 14.** An Officer of the Church Army shall be entitled to retire at the age set out in any Pension Scheme established for the benefit of Officers of the Church Army, or where there is no such Scheme, then an Officer may retire at the age of 65 years.

## **CANON XXXII**

### **OF HONORARY CATECHISTS AND LAY READERS**

**ARTICLE 1.** The Bishop may appoint, whenever he deems it fit to do so, a person to be called the Director of Catechists and Lay Readers, who shall hold office at the Bishop's pleasure and shall act under instructions from the Bishop in matters relating to the issuing and transferring (or cancelling as the case may be) of all Licences or to other duties as may be determined upon by the Bishop.

**ARTICLE 2.**

- (1) The Bishop may, by Licence, appoint suitably trained and qualified persons who are communicant members of the Church to the offices of:
  - (a) Catechists
  - (b) Diocesan Lay Readers
  - (c) Parochial Lay Readers
- (2) A Clergyman desiring the services of a Catechist or Parochial Lay Reader shall nominate such person to the Bishop in writing on such form as shall from time to time be in official use. Such nomination must receive the recommendation of the Rural Dean and the Bishop of the Region before being forwarded to the Bishop through the Director of Catechists and Lay Readers.
- (3) A person nominated to be a Catechist must produce evidence that he has undergone a definite course of study in Biblical Knowledge and Church Doctrine, and must be willing to undertake further studies and to sit for such examination as may be required in his or her case.
- (4) The Bishop may, by Licence, appoint, at his discretion, and upon his initiative, suitably trained and qualified persons who have sufficient knowledge of the Scripture and Church Doctrine, to be Diocesan Lay Readers or he may appoint persons similarly qualified who are nominated by the Regional Council in that capacity.

## **CATECHISTS**

**ARTICLE 3.**

- (1) A Catechist shall have authority:
  - (a) to conduct confirmation classes;
  - (b) to give instruction in the Christian Faith within the Church's programme of Christian Education;
  - (c) to conduct pre-baptismal interviews with parents and god-parents and applicants for adult baptism and certify to the Priest that the applicants for Baptism are adequately prepared;

## **CANON XXXII. OF HONORARY LAY READERS AND CATECHISTS**

- (d) Under the direction of the Clergyman, to undertake a co-ordinating role in organizing the Christian Education programme and Liturgical arrangements of the Church or Mission where he serves;
  - (e) to lead the congregation to which he or she is licensed in the Liturgical Offices of the Church, that is to say, read Morning and Evening Prayer and the Litany in Church, omitting the Absolution and saying (or singing) the Versicles after the Creed, kneeling;
  - (f) to preach sermons from the pulpit, read the lessons from the Reading Desk or Lectern (other than the Gospel at a Eucharist in a Liturgy conducted by a Clergyman);
  - (g) to read the services for the Burial of the Dead;
  - (h) to conduct non-liturgical or para-liturgical services, e.g., prayer services and meetings in Church or in homes.
- (2) A Catechist may only be licensed for a definite Cure and he or she may only officiate in the Cure to which he or she is licensed;
- (3) A Catechist shall be ex-officio a member of the Church Committee or of the Advisory Committee of the Congregation at which he or she ordinarily worships;
- (4) A Catechist may be given some remuneration in money or money's worth for his or her services as such.

## **DIOCESAN LAY READERS**

**ARTICLE 4.** Diocesan Lay Readers may:

- (a) assist in any Church or Mission in the Diocese on the invitation of the Clergyman exercising jurisdiction over such Church or Mission: Provided, however, that the Diocesan Lay Reader may not accept an invitation to assist outside his or her Region without the permission of either Diocesan Bishop or the Clergyman to whom he or she licensed and of the Bishop of the Region to which he or she is invited;
- (b) lead the congregation in the Liturgical Offices of the Church, that is to say, read Morning and Evening Prayer, and the Litany in Church, omitting the absolution and saying (or singing) the Versicles after the Creed, kneeling.
- (c) preach sermons from the pulpit, read Lessons from the Reading Desk (other than the Gospel at a Eucharist in a Liturgy conducted by a Clergyman);
- (d) read the services for the Burial of the Dead;

## **CANON XXXII. OF HONOURARY LAY READERS AND CATECHISTS**

- (e) conduct non-Liturgical or para-Liturgical services e.g., Prayer Services or Meetings in Church or in homes;

### **PAROCHIAL LAY READERS**

**ARTICLE 5.** A Parochial Lay Reader shall have authority:

- (a) to lead the congregation to which he or she is licensed in the Liturgical Offices of the Church, that is to say, to read Morning and Evening Prayer and the Litany in Church, omitting the absolution and saying (or singing) the Versicles after the Creed, kneeling;
- (b) to preach sermons from the Lectern and read Lessons from the Reading Desk (other than the Gospel at a Eucharist in a Liturgy conducted by a Clergyman);
- (c) to read the services for the Burial of the Dead;
- (d) to conduct non-Liturgical or para-Liturgical Services, e.g., prayer services or meetings in Church or in homes;
- (e) A Parochial Lay Reader is not authorized to preach his or her Sermons unless he or she has been given permission to do so.

**ARTICLE 6.** Every Lay Reader or Catechist shall be under the superintendence and control of the Clergyman in charge of the District in which he or she is working, and his or her duties and position shall be such as are contained in this Canon, or as may from time to time be defined by the rules in force for the time being in the Diocese with regard to Lay Readers and Catechists.

### **ARTICLE 7.**

- (1) The Incumbent of a Cure shall not avail himself of the services of any Lay Reader or Catechist without first obtaining a Licence to do so, nor shall he dispense with such services, without first referring the matter to the Bishop and obtaining his concurrence.
- (2) Each Licence must in any case be returned to the Bishop (through the Director of Lay Readers and Catechists) not later than the 30<sup>th</sup> day of June each year. The Licence may then be renewed for the ensuing twelve months, if the Clergyman so desires it.
- (3) In the case of a Lay Reader or Catechist leaving a Cure to reside in another Cure, the Licence to employ his or her services must be forwarded to the Bishop (through the Director of Lay Readers and Catechists), and it will be transferred to the Clergyman in charge of the District to which he or she has removed, if that Clergyman so desires it.
- (4) The Certificate of Licence (Article 3 .6) must be returned to the Bishop (through the Director of Lay Readers and Catechists) as soon as a Lay Reader or Catechist ceases to hold office under any Clergyman.

**CANON XXXIII**

**OF CANDIDATES FOR HOLY ORDERS**

**ARTICLE 1.** It being most important to ascertain that candidates for the Ministry are of good report, and duly qualified in life and conversation for their sacred office, the Bishop, before accepting a candidate for the Ministry, shall require him to furnish Letters Testimonial of his moral and general fitness from three communicant members of the Church, in a form approved by the Bishop in Diocesan Council; and also from the Diocesan Council, whose duty it shall be to certify to the Bishop thereon: Provided that the words “moral and general fitness” shall never be taken to mean theological fitness for the holy Order of Priest or Deacon.

**ARTICLE 2.** In every case, where any person shall apply to the Bishop to be admitted as a candidate for the Holy Order of Priest or that of Deacon in the Diocese of Jamaica and the Cayman Islands, the Bishop shall give notice to the Diocesan Secretary that such application has been made to him and inform him of the signatories of the Letters Testimonial mentioned in the last Article; and requisition for a testimonial from the Diocesan Council shall be brought on at the next meeting of the Council, when a majority of votes shall be sufficient to confirm the acceptance of the candidate: Provided that the Diocesan Secretary shall give notice to each member of the Council of every such application, as aforesaid, at least fourteen days before the meeting at which the same shall be entertained.

**ARTICLE 3.** The following form of testimonial shall be given by the Diocesan Council to candidates for Holy Orders as aforesaid:-

We, the undersigned members of the Diocesan Council, do certify to the Bishop that at a meeting held this \_\_\_\_\_ day of \_\_\_\_\_ satisfactory evidence was laid before us of the moral general fitness of A.B. to be admitted as a candidate for the Holy Order of Priest (or Deacon). In witness whereof we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ .

**ARTICLE 4.** No person shall be ordained Priest or made Deacon in the Diocese, unless a certificate shall be duly forwarded on his behalf to the Bishop that the “Si quis” has been published during Divine Service on the Lord’s Day, one week at least previously, in the Church where such ordination is to be held, and also for three weeks in the Church or Churches of the district or districts where the candidate has resided, or has been best known, for the space of three years previous to the holding of the ordination.

### **CANON XXXIII. CANDIDATES FOR HOLY ORDERS**

**ARTICLE 5.** Every person presenting himself to the Bishop as a candidate for ordination who has been partially trained at the expense of the Diocese whether at the United Theological College of the West Indies or elsewhere shall sign a declaration to the effect that he will serve in the Jamaica Church for a period of at least four years subsequent to such ordination. In the case of candidates wholly trained at the expense of the Diocese whether at the United Theological College of the West Indies or elsewhere the period shall be at least seven years. The Bishop may grant release from these conditions for special reasons satisfactory to himself.

**ARTICLE 6.** It shall be lawful for the Diocesan Council to grant testimonials to any candidate under the age of twenty-three years, but above the age of twenty-one, and for the Bishop to make him Deacon, provided that a faculty be obtained from the Archbishop of the Senior Bishop of the Province, authorizing such ordination.

**CANON XXXIV**  
**OF SERVICES**

**ARTICLE 1.** The various services of the Book of Common Prayer may be used in the Church in Jamaica and the Cayman Islands except in so far as such services have been revised and authorized by the Provincial Synod and such revision has been approved by the Synod of the Church in Jamaica and the Cayman Islands.

**ARTICLE 2.** The Table of lessons and the Psalms to be used in all the Churches Missions and Chapels for Sundays and Holy Days shall be as authorized by the Bishop.

**ARTICLE 3.** The Bishop shall authorize and promulgate Forms of Prayer for special occasions for the use of the Diocese, subject to the general laws of the Church and of the Province.

**ARTICLE 4.** It shall be lawful for the Bishop to sanction the use of, or to issue, forms of Prayer and to appoint proper Psalms and Lessons for such particular occasions as may seem to require them, and which are not provided for by the Book of Common Prayer.

**ARTICLE 5.** It shall be lawful for the Bishop to sanction the use of, or to appoint and issue Special Services and appropriate Prayers, Thanksgivings, Psalms, and Lessons, for use in places other than consecrated churches.

**ARTICLE 6.** Whereas it is desirable that a shortened form of service on week days should be permitted in lieu of the ordinary Morning Prayer and Evening Prayer, such shortened Service may be formed by the omission (except on those days for which a special Collect, Old Testament reading, Epistle and Gospel are provided) of one or more of but not all of the Psalms for the Day, one Lesson, not being a Proper Lesson, and Canticle, the Lord's Prayer after the Creed, and the Prayers following the third Collect, except the Grace.

**ARTICLE 7.** It shall be lawful to use the Morning Prayer, the Litany, and the Order for the Administration of the Lord's Supper, or Holy Communion, either together, or as separate services in varying order, at the discretion of the Minister under the direction of the Bishop.

**ARTICLE 8.** In any church where the Order of Morning Prayer and Evening Prayer has been duly said on Sundays and holy days, it shall be lawful at some subsequent service on the same day to use such alternative form of Evening Prayers as the Bishop shall approve.

**ARTICLE 9.**

- (1) When the Offices of Morning Prayer and the Holy Communion are used as one continued Service on Sundays and Holy-days, the Bishop may permit the shortening of such combined Service by the omission, from the first of the said Offices, of one or more, but not all, of the Psalms for the day, and all or any portion, at the discretion of the Minister, of the Service following the Canticle after the Second Lesson.

## **CANON XXXIV. OF SERVICES.**

(2) In Churches where it is customary for the whole body of worshippers to remain throughout the combined Offices of Morning Prayer and the Holy Communion, the Bishop may permit the further shortening of such combined Offices by the omission from Morning Prayer of all such portions as the Bishop thinks appropriate.

**ARTICLE 10.** Other minor matters, in which liberty to depart from the strict order of the services of the Book of Common Prayer may be desired by the Clergy of the Diocese, are left to the discretion of the Bishop.

**ARTICLE 11.** It is not necessary that a sermon should always be preceded by the Divine Service appointed for that day; but no prayer shall be used with such sermon, except the Bidding Prayer, (or Collects taken from the Book of Common Prayer) and the Lord's Prayer.

**ARTICLE 12.** Banns of Marriages shall be published during the giving of the notices.

**ARTICLE 13.** No Clergyman shall alter, add to, or depart from the Liturgy, Rites and Ceremonies required to be observed in any licensed or consecrated building, or in any burial ground, or on any occasion when a Clergyman is required to use any of the public Offices of the Church, except as may be duly authorized by the Bishop under this Canon.

**ARTICLE 14.** No departure from any Rubric, which has the sanction of general custom, shall be made the ground for the presentment of any Clergyman to the Bishop as for an ecclesiastical offence, unless such presentment originate with the Bishop himself; nor shall the Bishop in any case order such presentment to be made, unless he has first issued a general injunction that such Rubric be more strictly observed.

**ARTICLE 16.** The Prayer for Unity, in the service for the anniversary of the Day of the Accession of the reigning sovereign, may be used, at the discretion of the Minister, before the General Thanksgiving at Morning Prayer or Evening Prayer.

## **CANON XXXV**

### **OF SPONSORS IN BAPTISM**

**ARTICLE 1.** It shall not be lawful for any Minister to receive as Sponsors for any child at its Baptism persons who are not communicants of the Anglican Communion. The parent or parents of the child to be baptized may act as Sponsor or sponsors; provided that he, or she, or they, be communicants of the Anglican Communion.

**ARTICLE 2.** It is desirable that there shall be three Sponsors for a Candidate for Holy Baptism, but where it is not possible or convenient for three Sponsors to be provided, one Sponsor shall suffice.

## CANON XXXVI

### OF THE LAW OF MARRIAGE AND DIVORCE

**ARTICLE 1.** The service for the Solemnization of Matrimony in the Book of Common Prayer, or such other service as may be approved by the Bishop, shall be used by every clergyman who shall perform a marriage, with the following additions, which are required by the Marriage Act.

(1) After the charge of the Clergyman, he shall require each of the parties to say after him-

“I do solemnly declare that I know not of any lawful impediment why I, .A.B., may not be joined in matrimony to C.D., and

(2) Immediately after the first Benediction, he shall require each of the parties to say after him-

“I call upon persons here present to witness that I, .A.B., do take (or have now taken) thee, C.D., to be my lawful wife (or husband).”

**ARTICLE 2.** No Clergyman shall be obliged to use the Form of Solemnization of Matrimony for any marriage, unless both the parties are baptized persons.

**ARTICLE 3.**

(a) A marriage may be solemnized or celebrated by a Clergyman between persons either of whom has been divorced by a decree in the Civil court and whose husband or wife by the former marriage is still living; provided that such solemnization or celebration shall not be done without the written permission of the Bishop of the Diocese.

(b) A member of the Church who has been divorced by a decree in the Civil Court and whose husband or wife by the former marriage is still living and who desires to contract another marriage must have the written permission of the Bishop of the Diocese.

**ARTICLE 4.** Every Clergyman shall, on appointment in the Diocese, apply to the proper Civil Officer to be appointed a Marriage Officer; Provided that such Clergyman prior to making such application to the proper Civil Officer has notified the Bishop in writing of his intention to make such application and has obtained the Bishop’s approval in writing.

## CANON XXXVII

### OF BURIALS

#### PART A.

**ARTICLE 1.** The Clergyman is the lawful custodian of the Churchyard and of any other burial Ground belonging to the Church. Application must be made to him, or to some competent person, whom he may authorize to act as his deputy in his absence, for permission to inter bodies; and no grave may be dug without the approval of the Clergyman, or deputy, as to the portion of the ground in which the interment shall take place.

**ARTICLE 2.** The Clergyman, or, in his absence, his deputy, will arrange for the burial, at suitable times, of persons who have died in the district, provided that they may lawfully be buried in the said ground in accordance with the Canons and Rubrics and other Laws Ecclesiastical in force in the Diocese, and provided that the fees and other requirements contained in this Canon are fully met.

#### **ARTICLE 3.**

(1) The fees required to be paid in cases of interments of enrolled members of the church and in cases of duly authorized interments of persons not enrolled members of the church shall be-

- (a) for the right of burial in any Church Cemetery;
- (b) for the maintenance, upkeep and upgrading of the cemetery;
- (c) for the grave diggers, digging and closing the grave and assisting and attending at the interment;
- (d) for the organist if his services are required;
- (e) for the beadle.

(2) Travelling expenses in accordance with a scale fixed by the Diocesan Financial Board may be paid to a Clergyman when he is required to travel to a place interment other than the ones normally used in the cure where he resides, by mutual agreement, however, transportation may be provided for him by those responsible for the interment.

**ARTICLE 4.** Persons arranging for an interment may be permitted to make an offering to the Church.

**ARTICLE 5.** The amount of fees payable under Article 3 shall be fixed separately for each Burial Ground, according to local circumstances, and the mode of fixing the amount in each case shall be as follows; the Incumbent of the Church and District in which the Burial Ground is situated shall prepare a scale of proposed fees and submit it, with the necessary information, to the Bishop in Diocesan Council. If approved by the Bishop in Council, the Bishop shall sign, and the Diocesan Secretary shall certify such scale of fees, and it shall, thenceforth, unless and until altered by the same authority, be the scale of fees legally chargeable for interments in the said Burial Ground and in respect of services rendered in connection with the same. A copy of the scale of fees, so determined, shall be kept among the records of the Diocesan Council and in the Minute Book of the Church Committee.

## **CANON XXXVII OF BURIALS**

**ARTICLE 6.** No fee shall be charged by the Clergyman or his deputy for the burial of a registered member of the Church; provided that nothing herein contained shall be taken to be intended to prevent the Clergyman from accepting an offering if tendered.

**ARTICLE 7.** The grave diggers' work at any burial may be performed by friends of the deceased, when this is approved by the Clergyman or his deputy. The grave diggers' fee will not in these cases be charged.

**ARTICLE 8.** All burial fees must be paid at the time the grave is ordered.

**ARTICLE 9.** The Service at a Funeral must be performed by the Clergyman, by a Church Army Officer or by a licensed Lay Reader; or, in cases of emergency, by some other Reader approved by the Clergyman, or, in his absence, approved by the Churchwardens or other deputy of the Clergyman.

**ARTICLE 10.** All the foregoing Articles shall be in force to regulate Burials in Burial Grounds attached to Churches in cases in which the said Churches and Burial Grounds have not yet been conveyed to the Incorporated Lay Body, except that in these cases there shall be no fee chargeable for the right of burial in such Burial Ground.

### **PART B.**

#### **OF THE ESTABLISHMENT AND MANAGEMENT OF A COLUMBARIUM**

**ARTICLE 11.** It shall be lawful for a Church to establish within the interior of the Church building or within the precincts thereof, a Columbarium for the inurnment of the ashes of cremated bodies. The Columbarium shall consist of niches of uniform size and each niche shall have a name-plate of bronze or other suitable metal, of uniform size, on the door or face of such niche, on which shall be engraved the name of the deceased, year of birth and year of death.

**ARTICLE 12.** Each niche shall be designed to be a self-contained permanent receptacle for ashes and consequently the use of urns will not be necessary. The ashes of more than one person shall not be placed in a single niche.

**ARTICLE 13.** The Church shall at all times have full control of the Columbarium. Such control shall be exercised through a Columbarium Committee which shall consist of the Rector or the Priest-in-Charge and three members elected annually by the Church Committee.

**ARTICLE 14.** The legal title to all niches shall at all times remain in the Church. The use of a Columbarium niche shall not be assigned by anyone other than the Columbarium Committee. Resale of unused niches shall be done only with the prior approval of the Columbarium Committee.

## **CANON XXXVII OF BURIALS**

**ARTICLE 15.** The purchaser of a niche who has paid the purchase price in full and has been allocated a specific niche shall, subject to any specific directions from the Ministry of Health, have the exclusive right to place in that niche the cremated remains of an eligible person and to keep them there as long as the Columbarium shall be maintained.

**ARTICLE 16.** Each purchaser of a Columbarium niche shall receive a Certificate signed by the Chairman of the Columbarium Committee attesting to his or her exclusive right to the use of that niche. Each Certificate shall be endorsed with a Statement that while the Church will endeavour or protect the ashes deposited in the Columbarium, it assumes no responsibility with respect to such ashes other than to afford them such protection as it affords its own property.

The Church has no obligation to insure the ashes or the receptacles in which they are placed.

**ARTICLE 17.** The Columbarium shall be available for the cremated remains of

- (a) any member of the Church in Jamaica in the Province of the West Indies
- (b) other persons whose applications, space being available, have been approved by the Columbarium Committee.

**ARTICLE 18.** It shall be the duty of the Columbarium Committee to determine from time to time, the scale of fees payable for Columbarium niches by:

- (a) Members of the Congregation
- (b) Other members of the Church in Jamaica in the Province of the West Indies
- (c) Other eligible persons

And to submit the said scale of fees for approval by the Bishop in Diocesan Council.

**ARTICLE 19.** Applications for Columbarium niches may be made to the Rector, Priest-in-Charge, or Chairman of the Columbarium Committee and may be made prior to the death of an eligible person or thereafter by the next-of-kin, legal personal representative or someone having had a special relationship with the deceased.

**ARTICLE 20.** The Church reserves the right to move the Columbarium to another location within the precincts of the Church, should it be necessary to do so.

**ARTICLE 21.** No cremated remains may be interred in a Columbarium niche without a committal service.

**ARTICLE 22.** No flowers or wreath, real or artificial, will be permitted in the Columbarium.

## **CANON XXXVIII**

### **OF DISCIPLINE OF THE CLERGY**

**ARTICLE 1.** A Clergyman shall be liable to presentment and trial if he is alleged to be guilty of the following:-

- (a) a criminal offence punishable upon indictment in the Civil Courts;
- (b) adultery, fornication, or sodomy
- (c) holding and teaching publicly and advisedly any heresy or false doctrine;
- (d) violating the Constitution or Canons or Regulations of his Ordination, Licensing, Institution, Collation or other similar occasion;
- (e) violating the Constitution or Canons of the Church in the Province of the West Indies;
- (f) violating the Constitution or Canons or Regulations of the Church in Jamaica in the Province of the West Indies;
- (g) habitual neglect of the duties of his Office;
- (h) conduct unbecoming a Clergyman;
- (i) breach of Ecclesiastical Order.

**ARTICLE 2.** If any Clergyman be charged, as hereinafter mentioned, with any one or more of the above declared offences, the Bishop (unless the complaint made against the Clergyman appears to him to be too vague or frivolous to justify proceedings), shall convene a court, the members of which shall be appointed by him, to be called “The Diocesan Ecclesiastical Court” at which, if there be any charge of heresy or of false doctrine, he shall preside personally; but, if otherwise, then either personally or by one of the Suffragan Bishops or one of the Archdeacons or Commissaries appointed by him for that purpose; and such Court shall consist, if the charge be of heresy or false doctrine, of three Clergymen, being Priests of the Diocese of not less than seven years in Priests’ Orders exclusive of the President, together with one legal Assessor; but in any other case, of not less than two Clergymen of the aforesaid standing exclusive of the President, together with one Legal Assessor; Provided, however, that the Legal Assessor shall be the Chancellor or some other Attorney-at-Law of not less than six years standing, and a communicant.

**ARTICLE 3.**

- (1) A charge against a Clergyman shall be made in writing in the form of an affidavit before a Justice of the Peace or Commissioner of Oaths or Notary Public. It must be made by three or more Communicants of eighteen years of age or upwards, resident in the Diocese, and may embrace several offences. It shall specify all the particulars of the offence or offences alleged by them as to time, place and other circumstances. The Bishop may himself order a charge, upon one or several offences, to be preferred against

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any Clergyman whom he shall have ground for suspecting to be guilty of any one or more of the offences aforesaid. In such cases the Bishop shall appoint a Presenter to prefer such charge and to prosecute the cases to trial.

- (2) No proceedings shall be instituted before a Diocesan Ecclesiastical Court if the offence be not charged to have been committed within two years of the commencement of the proceedings, except leave be given for a further extension of time by the Archbishop under his hand and seal, unless the proceedings be grounded upon a sentence of a Civil or Criminal Court, in which case such limitation shall not apply, provided that such proceedings shall be commenced within six calendar months of such sentences having been pronounced.

**ARTICLE 4.** The charge against any Clergyman shall be in the following form, or to the like effect:-

We A.B. of \_\_\_\_\_ C.D. of \_\_\_\_\_ and E.F. of \_\_\_\_\_ being communicants of eighteen years of age and upwards and residing in Jamaica (or , being appointed by the Bishop of Jamaica to present this/these charge/charges) do hereby make Oath and say as follows:-

M.N. of \_\_\_\_\_ being a Clergyman of the Church in Jamaica in the Province of the West Indies did (here state all particulars of the offences to be charged) on which charge/charges we desire that the said M.N. be duly brought to trial in the Diocesan Ecclesiastical Court.

(signed)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
2 \_\_\_\_\_ at \_\_\_\_\_

Justice of the Peace  
(or as the case may be).

**ARTICLE 5.**

- (1) If any Clergyman be charged with heresy or with teaching or maintaining false doctrine, it shall be lawful for the Bishop, at his discretion, to refuse to take proceedings against such Clergyman assigning his reasons for such refusal, and he shall upon request from the person or persons preferring the charge, forward to the Archbishop or Senior Bishop of the Province a full statement of the charges preferred and of the reasons for his refusal to take proceedings.

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- (2) If any clergyman be charged with conduct unbecoming a Clergyman, the Bishop shall take no steps for convening a Court for the trial of the Clergyman until the majority of a tribunal comprising five Priests of not less than ten years standing in Priests' Orders selected by him shall decide and shall report to him that there is good cause for the conduct complained of to be classed as "conduct unbecoming a Clergyman".

### **ARTICLE 6.**

- (1) Whenever any Clergyman is charged with any offence under Article 1 of this Canon, or if the Bishop is of the opinion that a scandal exists in connection with any Clergyman in the Diocese, or a Clergyman requests that enquiry shall be made into any report injurious to himself, the Bishop:-
- (a) may if he thinks fit, appoint a Commission to enquire into and report on the charges; or
  - (b) shall convene a Diocesan Ecclesiastical Court to enquire into and adjudicate on the charges.
- (2) when the Bishop decides to appoint a Commission, it shall consist of three Priests of not less than ten years standing in Priests Orders in the Diocese, selected by him, and the Provisions of Articles 3, 4, 5, and 7, of Canon XXXIII, "Of the Making of Charges", and "Of Commissions for Investigating Charges against a Priest or Deacon", of the Constitution and Canons of the Church in the Province of the West Indies, shall apply.

**ARTICLE 7.** If the report of the Commission be that a prima facie case has been made out against the Clergyman, or if no Commission has been appointed, the Clergyman shall be tried before a Diocesan Ecclesiastical Court in accordance with the provisions of this Canon.

**ARTICLE 8.** When the Bishop has convened a Diocesan Ecclesiastical Court to enquire into a charge or charges against a Clergyman, he shall appoint a time and place for the holding of such Court, and it shall be competent for him to suspend such Clergyman from the duties of his office, without prejudice, and to provide for the performance of his duties by a substitute who shall receive no less than one half of the emoluments of the Cure, provided that in case of such suspension there shall be no longer delay than is necessary before the holding of the Court and that the accused Clergyman, being acquitted, shall receive any balance of his usual emoluments which has been so withheld.

The Bishop shall issue a citation to the accused Clergyman, setting forth with certainty and precision the offence or offences preferred against him, and the names of the parties preferring the same. The accused Clergyman shall be charged directly and positively with having committed the particular offence or offences charged, and each matter of complaint shall in the citation be made the subject of a separate charge or allegation. At the trial of the case, the accused shall not be liable to answer for any offence not set forth with reasonable certainty and precision in the said citation; but the citation may at any time be amended in such manner as the Court may think fit, to meet the justice of the case. The citation shall require the accused Clergyman to appear before the Court, and to answer the charge set forth in the citation, at the time and place appointed for the holding of the said court, and shall be in the following form, or to the like effect:

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“To the Reverend M.N. Rector of  
(or as the case may be)  
Whereas A.B. of \_\_\_\_\_ C.D. of \_\_\_\_\_  
and E.F. of \_\_\_\_\_ have  
(or G.H. as presenter, has) preferred to us, upon oath, charges against you, in form  
and manner as follows: (Here quote the charges)  
Now, therefore, We, \_\_\_\_\_ by Divine  
Permission Bishop of \_\_\_\_\_ have convened a  
Diocesan Ecclesiastical Court for the trial of the said charges, and have appointed  
that the same shall meet at \_\_\_\_\_ on the  
Day of \_\_\_\_\_ at the hour of \_\_\_\_\_  
Of the clock of the \_\_\_\_\_ noon, and we do hereby cite you  
to appear before the said Court at the time and place aforesaid, to answer to the  
charge hereinbefore set forth, and we notify you that we appointed the following  
persons as members of the said Court, viz,” &c.

**ARTICLE 9.** A copy of such citation attested by the Bishop, shall be delivered personally to the accused Clergyman, or, if personal service cannot be effected, shall be left at his usual place of residence, twenty-one clear days, at least, before the time appointed for the holding of the Court.

A copy of such citation, attested as aforesaid, shall also be delivered to one or other of the persons presenting the charge, both the accused Clergyman and the person or persons presenting the charge, within one week of the service of the citation, may object to not more than two members of the Court, other than the President and the Legal Assessor, and shall state their reasons for their objection in writing to the Bishop. Such objection shall be considered by the remaining members of the Court, and if held by them to be warranted, the Bishop shall appoint other members to take the place of the member or members to whom objection was taken and upheld. There shall be no right to object to the new members so appointed.

**ARTICLE 10.** If, at any time previous to the day appointed for the holding of the said Court, any person, who has been appointed to be a member thereof, shall signify to the Bishop his inability to attend, through sickness or any other reasonable cause, the Bishop shall appoint another duly qualified person in his stead.

**ARTICLE 11.** It shall be lawful for the President to appoint either a member of the Court or a paid clerk, (who shall receive such sum as may be fixed by the Court, and reasonable travelling expenses when necessary) to take down in writing the proceedings of the Court and the evidence that may be given.

**ARTICLE 12.** It shall be lawful for the Bishop, at any time previous to the sitting of a Diocesan Ecclesiastical court, or for the President during the sitting of such Court, either with or without an application on behalf of the prosecution, or of the accused by writing under his hand, to request the attendance, as a witness, of any person whose evidence may appear to be material, whether for or against the accused; and if such person shall be a member of a Church, to require such attendance as a duty; Provided, that a sum reasonably adequate, in the opinion of the President, be first tendered to such witness in payment of expenses.

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**ARTICLE 13.** When any witness is absent from, or about to leave the island, or shall be unable to travel on account of age, sickness, infirmity, or for any other reason, or shall be the holder of any Government or other office, the discharge of the duties of which is incompatible with attendance before the Court, the Bishop or the President may, at any time after the issue of the citation, appoint a person to act as a Commissioner to take the testimony of such witness. The accused Clergyman shall receive seven days' notice of the time and place appointed by the Commissioner for taking the testimony of the witness; and such witness may be examined, cross-examined, and re-examined, by the parties or their agents, before the Commissioner.

The evidence shall be reduced to writing and signed by the witness and the Commissioner, and such evidence shall be transmitted to the President; and may be read and allowed as evidence, saving all just exceptions, on proof that the witness is, at the time of trial, dead or incapable of attending the Court, or still residing out of the island, or otherwise unable to attend the Court; any may, without further proof, be received as evidence by the Court.

**ARTICLE 14.** The accused Clergyman may appear by an Attorney-at-Law, or other person, provided that the consent of the Court has been previously obtained, and the Court may, if it thinks proper, appoint a Prosecutor, who may or may not be an Attorney-at-Law, to examine witnesses and conduct the prosecution.

**ARTICE 15.** Before proceeding with the trial, every member of the Court who shall be present, shall make and subscribe a declaration in writing to the following effect:-

“I, A.B., do hereby solemnly and sincerely declare that I will discharge such duties as shall devolve on me as a member of this Diocesan Ecclesiastical Court, faithfully, to the best of my knowledge and ability, in accordance with the letter and spirit of the Canon, Of Discipline Of The Clergy, and of the Constitution and Canons of the Church in Jamaica In the Province of the West Indies without fear or favour, affection or ill will.”

**ARTICLE 16.** The citation shall then be read aloud, and the accused Clergyman shall be called upon to plead “guilty” or “not guilty” to the charges therein contained. If the accused refuse to plead thereto, a plea of “not guilty” shall be entered on his behalf; and in that case, or in the event of his pleading “not guilty,” the Court shall then proceed to hear the evidence of the prosecutor or complainant, and shall then hear the evidence of his witnesses and such other evidence as he may adduce in support of the charge. At the close of the case for the prosecution, the accused Clergyman shall be entitled to state his defence and to produce his witnesses, if he has any for examination. The evidence of each witness shall be carefully taken down in writing and then read over to, and signed by, the witness, as well as by the President of the Court. No statement shall be received at any trial in an Ecclesiastical Court except from a witness, including the prosecutor or complainant and the accused Clergyman, who before making his statement should have given an affirmative answer to the following question:-

“Do you promise in the presence of Almighty God, that you will speak the truth unequivocally and uprightly whether in the declaration which you shall make, or in the answers which you are about to give?”

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In the event of the Court finding against the accused Clergyman, sentence shall be pronounced as hereinafter provided. If the accused shall plead “guilty” to the charges, then the testimony of witnesses and other evidence may be dispensed with, and sentence may be pronounced as hereinafter provided: Provided that in case of the accused pleading “guilty,” the evidence of the wife of the accused may be admitted in mitigation of such sentence, and, for the like purpose, it shall be lawful for the accused to give evidence himself in his own behalf, to call witnesses and to produce any other evidence in his favour.

**ARTICLE 17.** If, at the day and place appointed in any citation for the trial the accused Clergyman does not appear when called, then, on sufficient proof of the service of the citation, the Court shall proceed to hear and determine the case in his absence, and to adjudicate thereon, on such evidence as the Court may deem necessary.

**ARTICLE 18.** the proceedings of all Ecclesiastical Courts shall be in private.

**ARTICLE 19.** In case of the illness or necessary absence of any member of the Court, either at the time when the business of the Court is to commence, or during the course of the proceedings, the hearing shall be adjourned for such time as the Court shall think proper. If by reason of the death, illness or absence of a member of the Court, the Court is unable to proceed with the hearing, the Bishop may appoint a new member in place of the member who has died or is ill or absent. All proceedings shall be commenced de novo. Neither party shall be entitled to object to the member so appointed.

**ARTICLE 20.** The findings after trial shall be decided by a majority of the members of the court present; but in case of an equality, the opinion of the President, and of those who concur with him, shall determine the finding of the Court. If the accused be found guilty, the finding shall state of what offence or offences he is convicted, and the Court shall proceed to pass sentence, stating with what penalty he ought to be visited. Such finding and sentence shall be in writing and shall be signed by the President, on behalf of the Court, and forwarded or delivered to the Bishop, for confirmation or otherwise (as hereinafter provided) before publication.

**ARTICLE 21.** A Clergyman found guilty after due trial in a Diocesan Ecclesiastical Court shall be subject to one or other of the sentences as set out in Canon XXXIV, Of Judicial Sentences in Ecclesiastical Courts, of the Constitution and Canons of the Church in the Province of the West Indies. When a sentence of suspension is passed it may be either, ab officio simply, or accompanied by deprivation of Benefice. The sentence of any Diocesan Ecclesiastical Court shall not take effect, unless and until it has been pronounced or confirmed by the Bishop, and the Bishop shall have power to modify any sentence of the Court.

The sentence so confirmed or modified, when pronounced by the Bishop, shall then be recorded in the Registry of the Diocese, together with the citation and the finding and the sentence of the Court and together with the written evidence which has been taken. In case of acquittal, the citation and finding of the Court, together with the written evidence which has been taken, shall be recorded in the Registry of the Diocese.

## **ARTICLE 22. CANON XXXVIII. DISCIPLINE OF THE CLERGY**

In the case of suspension ab officio simply, the Clergyman sentenced may, at the expiration of the period of his suspension, return to his former Cure, and resume the duties from the discharge of which he had been suspended; but he shall not, in the meantime, be entitled, unless by special permission of the Court, to enjoy the use of his Rectory, glebe, Parsonage, or other residence, and lands belonging to the same; nor shall he return to his Cure and resume his duties, unless he can produce testimonials from three persons (all of whom must be communicants of the church, and one at least a Clergyman) that his conduct has been blameless during the period of his suspension, nor in case of a sentence as to false doctrine, without a full retraction. If sentence of suspension be accompanied with deprivation of Benefice, the Cure shall be by such sentence absolutely vacated; but the Clergyman sentenced shall be eligible for re-employment at the expiration of the period of his suspension at the discretion of the Bishop in Diocesan Council.

Sentence of deprivation shall ipso facto render the Cure vacant, and shall wholly preclude the re-employment in this Diocese of the Clergyman so sentenced. The Bishop shall, in all cases, when a sentence is pronounced by him, state whether the Clergyman shall be repelled from the Holy Communion, and for what length of time.

**ARTICLE 23.** The Bishop shall have power afterwards to remit any portion of the sentence, save that no sentence of deprivation once pronounced or confirmed by the Bishop, shall afterwards be reversed by his authority without the written concurrence of the Archbishop or Senior Bishop of the Province, after a full review of the original evidence and of any fresh statements bearing on the case.

**ARTICLE 24.** During the suspension of a Clergyman ab officio simply, the available stipend of the Cure shall be applied to the payment of the person appointed by the Bishop to perform the duties thereof, but the Bishop may direct that a portion, not exceeding one-half, of such stipend be paid, during the suspension, to the Clergyman suspended.

**ARTICLE 25.** The proceedings of any Diocesan Ecclesiastical Court shall, except in the case where there is an appeal to the Provincial Court of Appeal, be final.

**ARTICLE 26.** Any Clergyman convicted by any Ecclesiastical Court, may within thirty days of his conviction, appeal to the Provincial Court of Appeal. In such case it shall be the duty of the Bishop to transmit to the Archbishop or Senior Bishop of the Province, accurate copies, certified under his hand, of the proceedings, evidence, findings and sentence in the case. The decision of the Provincial Court of Appeal, communicated to the Bishop and to the accused, shall be final.

In the case of an appeal from any sentence of suspension or deprivation, it shall be competent for the Bishop to suspend the convicted Clergyman from his duties until the determination of the appeal, and to provide for the performance of his duties by a substitute, who shall receive such emoluments as the Bishop shall approve.

**ARTICLE 27.** It shall be lawful for the Bishop, for any cause judged by him sufficient, before confirming or pronouncing any sentence, to order a new trial of any charges, or the taking of any further evidence by the same Diocesan Ecclesiastical Court, or any of the members thereof.

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**ARTICLE 28.** If the accused person shall, at any time before or during the trial, by writing under his hand, confess the truth of all or any part of the Charges, and consent that the Bishop shall forthwith pronounce such sentence upon him, the Bishop may accordingly pronounce such sentence as he shall think fit, not exceeding the sentence which might have been pronounced if proceedings have gone on in ordinary course; or he may leave the proceedings to take their course.

**ARTICLE 29.** In the case of the absence from the Diocese of the Bishop, the Canonical Administrator of the Diocese shall be competent to hold all the powers and to perform all the functions referred to in this Canon as to be held or done by the Bishop, including all or any discretionary powers, with the exception that a sentence of deprivation given in respect of charges of false doctrine or illegal Ritual shall not be carried into effect until the written approval of the Bishop is received. If the Bishop be not capable of acting, or in the case of a vacancy in the See, the written approval of the Archbishop or Senior Bishop of the Province shall be obtained.

**ARTICLE 30.** Every order, presentment, citation, sentence, confirmation or other proceedings shall be deemed valid and sufficient in which the offence or offences shall be set forth in the words of the Canon creating the offence or offences or giving jurisdiction.

**ARTICLE 31.** No finding, sentence, nor confirmation shall be reversed, annulled or objected to for any error or mistake in the form of substance of such finding, sentence or confirmation, unless the point was raised at the original trial, or the Bishop, or the President of the Court, is of the opinion that such error or mistake has, or may have caused, or may cause injustice to the Clergyman affected by such finding, sentence or confirmation.

**ARTICLE 32.**

(1) If

- (a) in any of the Civil Courts of Justice of this Island whether of Record, or not of Record, a Clergyman is specifically charged with having committed an act constituting an Ecclesiastical offence within the meaning of Article 1 of this Canon, and shall be convicted thereof, or
- (b) in a civil or criminal case in which a Clergyman has been a party, it shall appear to the Bishop that, in the course of such case or proceeding, the Court or Judge found as a fact the Clergyman had committed an offence as aforesaid, whether the fact shall be expressed or not in the Judgement, Decree or Order of the Court or Judge,

then, and in either of such cases after the date at which the conviction, order or finding becomes conclusive, without further trial, save as hereinafter provided, the Bishop may cite such Clergyman to appear before him and receive sentence ecclesiastically for such offence, and shall, at the same time and place mentioned in such citation, pronounce sentence upon such Clergyman, and if the said Clergyman refuse or neglect to appear at the time and place specified, the Bishop shall pronounce sentence in his absence and communicate the same to him in writing:

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Provided that such Clergyman by application in writing to the Bishop, made within ten days after the receipt of a citation to appear and receive sentence, may show cause why sentence should not be pronounced, and demand the holding of an Ecclesiastical Court for decision of the matter.

- (2) In a case of conviction specified as aforesaid under subparagraph (a), in which ecclesiastical action is to be taken under the provisions of this Article, and in which a demand has been made for the holding of an Ecclesiastical Court, the Bishop, within twenty-one days after the receipt of such application, shall transmit the same, together with an official copy, if possible, of the record of the Court, to a meeting of the Diocesan Council to be specially convened for the purpose. If upon cause shown, the Bishop and Council decide that it is expedient that a Diocesan Ecclesiastical Court shall be held for the trial of the matter, then the Bishop shall immediately appoint an Ecclesiastical Court in manner hereinbefore provided, and at such Court a copy of the evidence admitted in the Civil Court, certified as a true copy by the Registrar of such Court may be received as evidence: Provided that the Bishop and the Diocesan Council shall determine at such meeting as aforesaid, that sufficient cause has not been shown to the contrary, the Bishop shall, within ten days after such meeting, and after notifying such convicted Clergyman and giving him an opportunity to be heard, give sentences Ecclesiastically on the finding of the Civil Court.
- (3) In a case specified as aforesaid under sub-paragraph (b) of paragraph (1), in which ecclesiastical action is to be taken under the provisions of this Article, and in which as hereinbefore provided, a demand has been made for the holding of a Diocesan Ecclesiastical Court, the Bishop shall, without reference to the Diocesan Council, appoint an Ecclesiastical Court, in a manner provided in this Canon, and at such Court a copy of the evidence admitted in the Civil court, certified as a true copy by the Registrar of such Court, may be received as evidence.

## **CANON XXXIX**

### **OF DISCIPLINE OF THE LAITY**

**ARTICLE 1.** The first, second and third Rubrics prefixed to the Office for the Administration of the Holy Communion, in the Book of Common Prayer, prescribe the manner of proceeding by a Clergyman having the Cure of Souls, towards any Layman guilty of any of the offences therein mentioned, and provide for the reporting of the same to the Bishop.

**ARTICLE 2.** In the case of a communicant being repelled from the Holy Communion for the causes stated in the Rubrics of the Communion Office, or for any other cause whatsoever, the Clergyman shall report the matter, without delay, to the bishop who shall-

- (a) decide the period for which the suspension be in force; or
- (b) restore the communicant if he considers the cause assigned by the Clergyman to be insufficient; or
- (c) otherwise institute an enquiry into the merits of the case.

**ARTICLE 3.** Such inquiry shall be conducted by a Board, consisting of one disinterested Clergyman and two disinterested Laymen, who are communicants, all of whom be appointed by the Bishop, and who shall report the facts of the case to him, and upon their report, the Bishop shall either restore the person repelled to the Holy Communion, or confirm the act of repulsion, as he shall deem right: Provided, that the Bishop shall cause to be sent to the person accused, one month previous to the day fixed for the inquiry, the names of the persons who are to conduct the inquiry, and a notice of the time and place of meeting, and that the accused shall have power to challenge, by letter sent to the Bishop, any or all of the persons named by the Bishop to conduct the inquiry, if such challenge be made within one week after the names have been received by the accused person. But he shall not have power to challenge any of the second list of persons who shall, in that case, be appointed by the Bishop to conduct the inquiry: Provided also, that pending such inquiry, no person repelled by the Minister of the Church of which he is a member shall be admitted to the Holy Communion. The person accused shall have the right to appear before the Board of Inquiry, and to tender such evidence and explanations as he may wish.

**ARTICLE 4.** The continuance of the repulsion shall be subject to the conditions and provisions of the Rubric; and, in case the Clergyman shall on application being made to him to restore the repelled person on profession of repentance, refuse so to do, on the ground that no sufficient evidence of such repentance has been given, such repelled person may again make a complaint in writing to the Bishop, who shall deal with it in the manner prescribed in the two last preceding Articles.

**ARTICLE 5.** Any communicant who shall willfully refuse to attend and give evidence when duly summoned as a witness in any enquiry, may be liable to the censure of the Bishop.

## **CANON XL**

### **OF CHANGES IN CANONS**

**ARTICLE 1.** There shall be a Committee of Synod, known as the Canons Committee, to be appointed annually by the Synod consisting of two Clerical and three Lay members in addition to the Chancellor, who shall be Chairman, the Bishop and the Suffragan Bishops as ex-officio members. The Committee may co-opt any three persons who need not be members of Synod but shall be communicants.

**ARTICLE 2.** The duties of the Canons Committee shall be:-

- (a) to consider such amendments or revisions to the Constitution and Canons as may be referred to it by Synod or by the Diocesan Council, and to report to the Diocesan Council how best such amendments or revisions may be incorporated in the Constitution or Canons;
- (b) to consider such amendments or revisions to the Constitution and Canons as may be submitted to it by members of Synod who may desire to propose such amendments or revisions at the next annual meeting of Synod, and to report to Synod thereon.
- (c) to consider from time to time the Constitution and Canons and to report to the Diocesan Council any needed revision or change thereof.

**ARTICLE 3.** Any member of Synod desiring to propose to Synod any amendments to or revision of the Constitution or Canons shall forward to the Committee a copy of the Bill which he proposes to introduce at Synod. No Bill shall be proposed to Synod unless a copy of such Bill shall have been forwarded to and received by the Committee at least four weeks before the date fixed for the opening of Synod: Provided however, that the Committee, if a copy of the Bill has been received by it less than four weeks, but not less than two weeks before the said date, may permit the introduction of the said Bill.

**ARTICLE 4.** The Canons Committee may at any time, and shall, where any amendment or proposal to revise the Constitution or Canons is submitted to it by Synod, or by any member thereof, or by the Diocesan Council, submit to the Diocesan Secretary its recommendations for any amendment, enactment or repeal of any part or provision of the Constitution or Canons.

**ARTICLE 5.** The Canons Committee shall cause to be printed for the use of members of Synod every Bill which is to be proposed to Synod, unless, in the opinion of the Committee, printing is unnecessary.

**ARTICLE 6.** Every proposal to Synod for the enactment repeal or amendment of any Canon shall be by Bill introduced notice of motion.

**ARTICLE 7.** Any Bill proposing the enactment of a new Canon or the repeal of or amendment to the existing Canons (other than Canon 1 Of The Provincial Synod, Canon II, Of The Provincial Court Of Appeal, Canon III Of The Committee Of Reference, and Canon IV, Of the Constitution Of The Diocesan Synod, which are subject to special provisions, as set forth in Canon IV Article 23) before becoming law shall require to be passed by a majority of two-thirds of the members of Synod present, or, where the proposed Canon or amendment is one affecting the doctrine, discipline or Constitution of the Church , by a majority of two-thirds of the

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members of each Order present, or by a majority of votes of two successive annual Synods, the members voting together or by Orders as the case may require.

### **ARTICLE 8.**

- (1) Such Bill shall be read by the proposer or Secretary of Synod immediately after the notice of motion has been read, or at some other subsequent time to be fixed by the President. The proposer shall also produce to the Secretary of Synod the printed copy of such Bill, and if necessary, the permission of the Canons Committee to the introduction of such Bill.
- (2) The Synod, at some time to be fixed by the President, shall discuss the principle of the Bill, and the report of the Canons Committee shall be presented to Synod during that discussion. It shall then be proposed that the Bill be accepted in principle, and unless it is approved by a majority required by Article 7 hereof, the Bill will be deemed to have been rejected.
- (3) Upon the principle of the Bill being accepted, the Synod shall resolve itself into a Committee of the whole Synod and shall consider and discuss the Bill clause, and any amendments to any clause or any additional clause that may be proposed.
- (4) Any amendment to any clause and any new clause which may be proposed during the course of the debate will be in order without further notice.
- (5) Any clause which does not receive the majority required by Article 7 hereof, will be deemed to have been rejected.
- (6) when the discussion on the clauses of the Bill has been concluded, the Synod shall resume, and the Bill, as it has passed by the Committee of Synod, shall be reported to Synod. The motion shall then be put to the Synod that the Bill, as reported to the Synod, be accepted and upon the motion being carried by the majority required by Article 7 hereof, the Bill shall be passed.

**ARTICLE 9.** The debate at every stage shall be carried on in accordance with the provisions of Canon XLIX, "Of Rules Of Order".

**ARTICLE 10.** After the passing of any Bill enacting any new Canon or repealing or amending any existing Canon it shall be entered in the Minute Book. A printed copy of the Bill as passed, authenticated by the signature of the Secretary of Synod as a correct copy, and signed by the Bishop, shall be preserved by the Secretary with the proceedings of Synod. Other printed copies, authenticated and signed in like manner, shall be deposited, one with the Registrar in the Bishop's Office, and another with the securities of the Church kept by the Incorporated Lay body. Any one of the above-named certified and signed copies of Canon or Canons or amendments to Canons shall be an authorized copy and may be presented as evidence in any proceedings in an Ecclesiastical Court instituted or had under any of the Canons passed by the Synod of the Jamaica Church or by the Synod of the Church in the Province of the West Indies.

## CANON XLI

### OF REGISTRATION OF CHURCH MEMBERS

#### ARTICLE 1.

- (1) Every person who has duly received the Rite of Confirmation in the Anglican Communion or, having been confirmed by a duly consecrated Bishop, has been received into the Anglican Communion, shall be regarded as a communicant member of the Jamaica Church, if he so declares himself, so long as he is resident in Jamaica or in the Cayman Islands, unless he ceases to be so by ex-communication or adherence to some other religious body.
- (2) Every person who has been duly baptized and received into the Church as provided in the Book of Communion Prayer is, so long as he is resident in Jamaica or in the Cayman Islands, a non-communicant member of the Jamaica Church, if he so declares himself, unless he ceases to be so by ex-communication or adherence to some other religious body.
- (3) Every person who has obtained admission to the register of any Cure shall be a registered member of the Jamaica Church.

**ARTICLE 2.** It shall be the duty of every Clergyman in charge of a Cure to seek out as far as he may find it possible, all members of the Jamaica Church in his Cure, and to keep a register of them in a form approved by Synod, recording the names of the communicant and of the non-communicant members in separate portions of the Register.

**ARTICLE 3.** There shall be an Electoral roll in every Cure, and it shall be the duty of every Clergyman in charge of a Cure to keep that Roll in a form approved by Synod. The persons entitled to have their names upon the Electoral roll of the Cure are Members of the Jamaica Church of either sex who have received the Rite of Confirmation and who

- (1) are eighteen years of age or upwards; and
- (2) declare that they are members of the Jamaica Church and that they do not belong to any religious body which is not in communion with the See of Canterbury and the Anglican Communion throughout the World; and
- (3) have habitually attended public worship in the Cure during a period of six months prior to enrolment:

Provided, however, that a person who, not having attained the age of eighteen years, is in the opinion of the Rector actively participating in the activities of the Church, shows maturity and dedication, has complied with condition (2) above, and has attended Public Worship in the Cure not less than twenty-four times in the preceding twelve months, shall be entitled to have his or her name placed on the Electoral Roll of the congregation.

Provided further that no person's name shall be placed on the Electoral Roll of more than one congregation in the Diocese.

## **CANON XLI. OF REGISTRATION OF CHURCH MEMBER**

**ARTICLE 4.** In the month of November of each year the Electoral Roll of each Cure for the previous year shall be revised by the Clergyman and Churchwardens, acting as a Special Church Committee. There shall be added to the Roll the names of all persons who have become entitled, during the preceding twelve months, to have their names added, and there shall be removed therefrom the names of all persons no longer qualified for inclusion.

The Roll shall be certified by members of the Special Church Committee and shall be used at the nomination for Congregational nominees for the Church Committees during the next ensuing calendar year: Provided, however, that except as enacted in the next Article, no person shall be placed on the Electoral Roll who has not habitually attended public worship in the Cure during a period of six months prior to the settlement of the Electoral Roll.

Any person whose name may have been excluded from the Electoral Roll by the Special Committee may appeal to the Committee and ultimately to the Bishop against his exclusion, and the decision of the Bishop shall be final.

**ARTICLE 5.** Should a person whose name has been included in the Electoral of a Cure desire to become a member of another Cure during the year for which the Roll endures, he shall produce to the Clergyman of the Cure of which he desires to become a registered member, a certificate from the Clergyman of the Cure left by him that his name is on the Electoral Roll of that Cure.

**ARTICLE 6.** Whenever the words “communicants” and non-communicant” are used in the Constitution and Canons of the Jamaica Church, unless they be otherwise specially qualified, they shall be taken to mean respectively, registered communicant member and registered non-communicant member of the Jamaica Church as provided in this Canon.

**CANON XLII**  
**OF ELECTION REGULATIONS**  
**LAY REPRESENTATIVES**

**ARTICLE 1.** The election of Lay Representatives to Synod shall be annual and shall be decided by the registered members whose names appear on the Electoral Roll as certified by the members of the Special Committee.

**ARTICLE 2.** Every congregation recognized by Synod as one of the settled congregations of the Diocese and containing at least fifty members on the Electoral Roll may elect one Lay Representative; and every congregation having not less than two hundred members on the Electoral Roll may elect two Lay Representatives, the latter number being the maximum for any congregation.

**ARTICLE 3.** In the event of two or more neighbouring congregations not numbering individually fifty members of the Electoral Roll, such congregations may, if their combined membership amount to at least fifty, unite for the purpose of electing and sending one Lay Representative to Synod.

**ARTICLE 4.** It shall be the duty of the Clergyman in charge of a congregation to give notice, or provide that notice be given, of the election of Lay Representatives. At least one week's notice of such election shall be given in the Church on Sunday during such Services as may be held. Such notice shall state the time and the place for holding the election. Provided that no election shall be valid which takes place later than the last day of January in each year, unless it be an election authorized by the Bishop.

**ARTICLE 5.** In an election of Lay Representatives, it shall be the duty of the Clergyman in charge of the congregation electing, to hold, and preside at such election; and, in case of his inability to be present, he shall depute the Curate, if any, or one of the Churchwardens, or some other communicant member of the congregation, to preside. Provided that if any Clergyman shall refuse or willfully neglect to hold, or cause to be held, an election within the time stated in Article 4 of this Canon, or in case of failure from any other cause to elect within the time specified, the Bishop shall direct the holding of an election in such manner, and by such person or persons, as he shall think proper.

**ARTICLE 6.** In the case of congregations, not under the charge of the same Clergyman, combining to elect a Lay Representative, the Clergyman whose congregation contains the largest number of members, shall appoint the time and place of the election and shall conduct the same.

**ARTICLE 7.** The election of Lay Representatives may be by show of hands or by voting papers, as may be decided by a majority of the electors present at the meeting at which the election is being held. The Chairman, if a layman, shall have an original vote and a casting vote, in case of a tie occurring. If a Clergyman, he shall have a casting vote only.

## CANON XLII. OF ELECTION REGULATIONS

### ARTICLE 8.

1. No person shall be qualified for election as a Lay Representative, or be permitted to sit as a member of Synod, unless he shall have been, for six months immediately previous to such election, a registered communicant of the Jamaica Church.
2. No person shall be elected to serve as a Lay Representative to Synod for more than five consecutive years. Any person who has so served for five consecutive years shall not be eligible for re-election as a Lay Representative to Synod for a period of two years thereafter.

**ARTICLE 9.** In elections of Lay Representatives the Presiding Officer shall not allow any one to be nominated for election, or voted for, whose willingness to accept the office of Lay Representatives of the electing congregation shall not have been declared by satisfactory authority from the proposed Representative himself to the Presiding Officer, before or at the election.

**ARTICLE 10.** Each Lay Representative shall receive from the Chairman to the meeting at which he is elected, a certificate of his election, in the subjoined form, which he shall hand to the Secretary on first attending the Synod:

“I, A.B., Rector/Curate-in-Charge of \_\_\_\_\_  
Church in the Rural Deanery of  
\_\_\_\_\_ do certify that at a meeting of the Electors held  
on the \_\_\_\_\_ day of January \_\_\_\_\_, the number of members on the  
Electoral Roll being \_\_\_\_\_ all whom were qualified according to Canon,  
C.D., of \_\_\_\_\_ who has been for the past six months a  
Registered member of the Church (or, of whom have received satisfactory  
evidence by the certificate of the Rev. G.H. that he is a Registered member of  
\_\_\_\_\_ Church in the Rural Deanery of  
\_\_\_\_\_) was duly elected as a Lay Representative to the  
Diocesan Synod for the current year.

Signed ,A.B.  
Rector  
Curate-in-Charge”.

**ARTICLE 11.** After the election of a Lay Representative, it shall be the duty of the Chairman of the meeting at which he was elected, immediately to forward to the Secretary of the Synod a copy of the certificate issued to the Lay Representative.

**ARTICLE 12.** After the election of the Lay Representative or Lay Representatives and of the Church Committee, as is hereinafter set forth, the Congregation shall elect from among the members of the Church Committee, one or two persons to be alternate Lay Representatives to the Lay Representative or Lay Representatives already elected. If for any reason a Lay Representative shall be unable to perform his duties, such duties shall be performed by his

## **CANON XLII. OF ELECTION REGULATIONS**

alternate Lay Representative. The election of an alternate Lay Representative shall be certified by the Chairman of the meeting as is provided for in Article 10, and such certificate state the name of the Lay Representative for whom the alternate is elected.

**ARTICLE 13.** The term of office of a Lay Representative shall terminate as soon as his successor is elected, and in no case later than 31<sup>st</sup> day of January of the year following that in which he was elected.

**ARTICLE 14.** Whenever the male pronoun is used in Articles 8, 9, 10, 11, 12 and 13 of this Canon, it shall be taken to include the female.

**ARTICLE 15.** In the month of January of each year, the Clergyman, and such of the congregation of his Church as are entitled to elect a Lay Representative, shall meet and elect a Church Committee for the current year, consisting of not less than eight and not more than twelve members to be nominated as to fifty percent by the Clergyman and as to fifty percent by the registered communicants of the congregation on the Electoral Roll. Congregational nominations shall take place in December of each year unless otherwise authorized by the Bishop.

In the month of December of each year the Clergyman in charge of a congregation shall give notice or provide that notice be given of the time and place of the congregational meeting at which congregational nominations for the Church Committee shall take place, such notice to be given in the manner prescribed by Article 4 of this Canon. At the nomination meeting the People's Church Warden shall preside and in his absence another lay person shall be elected by the meeting to preside.

The meeting shall appoint at least three Scrutineers to receive the nominations, to collate the same, to report to the meeting the names of the nominees in descending order of preference, to seek the consent of the persons most preferred to serve on the Church Committee, if elected, and to certify to the Clergyman in the month of December a list of eight persons most preferred who have consented to serve if elected.

At the congregation meeting each eligible voter may nominate not more than two persons for election to the Church Committee. If the congregation fails to nominate eight persons, as aforesaid, or if less than eight congregational nominees consent to serve, then the Clergyman shall be at liberty to nominate registered communicants to make up the required number.

**PROVIDED THAT** no person shall serve as an elected member of the Church Committee for more than five consecutive years. Any person who has so served for five consecutive years shall not be eligible for nomination as a member of the Church Committee for a period of two years immediately thereafter.

In the event that a Church is unable to comply with the proviso the Rector or Priest-in-Charge of the Church may apply to the Bishop or the Suffragan Bishop in charge of the Region in which that Church is located for permission to nominate as a member of the Church Committee, a

## **CANON XLII. OF ELECTION REGULATIONS**

person who has so served for five or more consecutive years. This application must be made at least two months before the Congregational Meeting of the particular Church.

**ARTICLE 16.** If any Clergyman shall refuse or neglect to hold, or cause to be held, an election within the time stated in Article 15 of this Canon or in case of failure from any other cause to elect the Committee within the time specified, the Bishop shall direct the holding of an election in such manner, and by such person or persons, as he shall think proper.

**ARTICLE 17.** In the case of a vacancy occurring by the death, registration, or absence without leave from his duties for three months, of any member of a Church Committee the vacancy may be filled up at the first or any subsequent meeting of the Church Committee thereafter, on the nomination by the Clergyman, and election by a majority of those present at the meeting, of a duly qualified person to fill the vacancy, If any doubt should arise as to the occurrence of a vacancy, the matter shall be referred to the Bishop whose decision shall be final.

**ARTICLE 18.** In case of the resignation of the whole or the major part of a Church Committee, there shall be a new election of the Church Committee by the registered members of the congregation who are entitled to vote, at such time and place as the Bishop shall appoint. The Archdeacon of the Archdeaconry or such other person as may be named by the Bishop, shall act as Chairman of the meeting and make the nominations. The election shall be in the manner prescribed by Article 15 of this Canon.

**ARTICLE 19.** Any Clergyman, acting as locum tenens or assistant to a Clergyman, absent from his Cure at the time of the annual election, shall be wholly guided in the nominations he makes for the election of the Church Committee by the expressed wishes and directions of the Incumbent if the Incumbent has not given any definite instructions, and any doubt arises as to what his wishes might be, or what is most proper to be done under the circumstances, the Clergyman in charge shall refer to the Bishop, and be guided by his instructions.

**ARTICLE 20.** Notice of the annual election of Church Committees, and of the election provided for in Article 18 of this Canon, shall be given in the manner prescribed by Article 4 respect to the election of Lay Representatives.

## **CANON XLIII**

### **OF UNIFORM RATE OF FEES**

**ARTICLE 1.** In all cases hereinafter named, an account shall be kept in the Ledger of each Church, of the Fees and Offerings received, and these shall be devoted to local purposes, except it be otherwise directed in this Canon.

**ARTICLE 2.** It shall not be lawful for any Clergyman to exact any fee for the administration of either of the Sacraments.

**ARTICLE 3.** Voluntary offerings at Marriages may be received by the Clergy for their own use and benefit.

**ARTICLE 4.** Offerings made at the Churching of Women must be voluntary, and be appropriated to Church purposes.

## CANON XLIV

### OF ECCLESIASTICAL BOUNDARIES

**ARTICLE 1.** When doubts exist as to boundaries of any ecclesiastical districts in any Deanery, the Chairman of the Deanery council shall call on the Clergyman of the districts as to which doubts exist, to report in writing with as much particularity as possible, what they believe to be the boundaries of the District. If either Clergyman desires any alternation, he shall in his report his reasons for same.

**ARTICLE 2.** It shall be the duty of the Chairman of the Deanery Council to obtain, or endeavour to obtain, all such documentary or oral testimony respecting boundaries, as may seem needful for the better information of the Council and himself to prepare a specification for the consideration of the Council. After all reports and information have been received, the Chairman shall call a meeting of the Deanery Council to consider the same.

**ARTICLE 3.** The Church Committee of any district of which is proposed by the Deanery Council to alter the Boundaries, shall be informed of the nature of such proposed alteration, without delay, by the Clergyman in charge of such district; and may send a statement of any objection thereto, signed by two or more members of such Committee, to the Diocesan Council.

**ARTICLE 4.** For the purposes of this Canon, districts under the charge of Catechists (other than those employed by the Jamaica Church Missionary Society), shall be considered as ecclesiastical districts, and their boundaries shall be defined accordingly.

**ARTICLE 5.** If any Clergyman shall neglect to send in such reports as aforesaid within a reasonable time, or shall fail to attend the special meeting of the Deanery Council called to consider the same, not being reasonably hindered, and not having informed the Chairman of such hindrance, the Deanery Council may proceed to define the boundaries of his district, and submit such definition to the consideration of the Diocesan Council, such neglect or failure notwithstanding.

**ARTICLE 6.** If neighbouring Clergymen are agreed concerning their common boundary, and neither desires any alteration, the Deanery Council shall, except as hereinafter directed, recommend the adoption of such boundary by the Diocesan Council; but if they are not so agreed concerning their common boundary, or if either of them desires an alteration, or if, in regard to alterations which it is proposed to make elsewhere, or for any other reason, it shall appear to the Deanery Council expedient to alter the common boundary then the Deanery Council shall proceed to determine and define such boundary, with or without alterations, as the case may be, and shall recommend the adoption of such boundary by the Diocesan Council.

**ARTICLE 7.** If a Deanery Council shall be of opinion that by reason of any church being situated near the boundary of the Deanery, or for other sufficient reason, it is expedient that the boundary of the ecclesiastical district to be attached to such church should extend beyond the parochial boundary, or that for the opposite, or for any other sufficient reason, it should fall short of the same, the Chairman of such Council shall confer with the Chairmen of the Deanery Councils of the Deaneries to which such common parochial boundary also pertains, with a view to a determination of a new boundary for the ecclesiastical district concerned at a meeting either

## **CANON XLIV. ECCLESIASTICAL BOUNDARIES**

of the united Councils or of Deputies from the same, or otherwise by common agreement; and, if no agreement can be arrived at the matter shall be referred to the Diocesan Council.

**ARTICLE 8.** It shall be the duty of the Chairman of each Deanery Council to forward to the Diocesan Council, together with the specifications or definitions of such boundaries as the Deanery Council shall have approved of and shall recommend, a report giving full information as to the facts and reasons on which such recommendation has been based, and subsequently to obtain, if practicable, and to supply to the Diocesan Council, any further information which the Diocesan Council may require.

**ARTICLE 9.** Any member of a Deanery Council may call upon the Chairman to forward to the Diocesan Council a statement of his reasons for desiring, or for objecting to any alternation of his own or any other boundary within the Deanery.

**ARTICLE 10.** The decision of the Diocesan Council respecting any boundary shall be communicated by the Diocesan Secretary to the Chairman of the Deanery Council, and to the Clergymen to whose districts it relates, and shall be duly entered, under their respective signatures, in the Duty Book of the Church of each District. Such decision shall be of full force and validity from the date of such communications from the Diocesan Secretary.

**ARTICLE 11.** Any ecclesiastical boundary that may be determined upon as aforesaid may be at any time re-considered and modified, or reversed by the Diocesan Council on proof of a material change in conditions under which it was formed.

**CANON XLV**

**OF THE ERECTION OF, AND ADDITION TO OR  
ALTERATION IN, CHURCHES, MISSIONS AND  
OTHER CHURCH BUILDINGS**

**ARTICLE 1.** No Church, Chapel, Mission, Rectory, Hall or other Church Building, hereinafter referred to as a new building, shall be erected in any Cure of the Diocese until the approval of the Bishop in Diocesan Council shall have been obtained in writing. The Rector or Curate-in-Charge and the Churchwardens shall forward the application to the Deanery Council, and shall attach to such application the plans and details of the new building and of the estimated cost. The Deanery Council shall forward the application to the Bishop in the Diocesan Council, at the same time expressing its views on the application. The Diocesan Council shall then refer the application to the Diocesan Financial Board for the approval of estimates and to ensure that the financial position of the Cure or Mission warrants the expenditure and that suitable arrangements have been made for the payment of the cost of erection of the new building and for repayment of any loan that may be necessary to meet the cost. On the receipt of their reports together with their recommendations, the Bishop in Diocesan Council shall then consider the application.

**ARTICLE 2.** No addition to, or alternation in, the material structure of any Church or other building, consecrated or licensed for the purpose of Divine Service, shall be made until a Faculty has been obtained from the Bishop, in the manner hereinafter provided. This restriction does not apply to ordinary repairs of existing buildings.

**ARTICLE 3.** Whenever it shall seem good to the Rector and Committee of any Church or Mission to make any addition to, or alternation in, the material structure of any church or building, consecrated or licensed for the purpose of Divine Service, notice of their intention to do so shall be given during Divine Service in the Church or Mission concerned on two consecutive Sundays, and the following Form of Notice shall be affixed to the door of such church or building for two consecutive weeks.

**FORM OF NOTICE.**

“It is proposed to apply to the Bishop in Diocesan Council for a Faculty for the following additions to (or alternations in) this Church (or building), that is to say: (here the additions or alternations are to be accurately described).

If any registered member of the Jamaica Church or of the Church in this Ecclesiastical District, has any objection to make thereto, let him make the same in writing to the Chairman of the Deanery Council of \_\_\_\_\_ or \_\_\_\_\_ to the Suffragan Bishop of \_\_\_\_\_ within one month from this date, and at the same time forward a copy of his objection to the Rector of this Church.

**CANON XLV. OF THE ERECTION OF AND ADDITION TO OR ALTERNATION IN,  
CHURCHES, MISSION AND OTHER CHURCH BUILDINGS**

(signed)

A.B. .... Rector  
C.D.).....  
E.F.) ..... Churchwardens

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_”.

**ARTICLE 4.** The Rector or Curate-in-Charge and Churchwardens shall apply to the Bishop in Diocesan Council for a grant of a Faculty and shall attach to such application plans and details of the proposed additions or alterations and of the estimated cost, and where any loan is required from the Diocesan Financial Board for the purposes of the proposals, the details of the amount of the loan required. The said application and plans shall be forwarded to the Chairman of the Deanery Council of the Deanery in which such Church or building is situated.

**ARTICLE 5.** It shall be the duty of the of the Chairman of the Deanery Council upon receipt of such application to lay it before the Deanery Council together with any objections which he may have received. The Deanery Council after the expiry of the period within which objections may be lodged, shall consider the application and shall then forward it with the accompanying particulars, together with any objections that may have been received, to the Bishop in Diocesan Council, and at the same time the Deanery Council shall forward a report on the application and on the objections, if any.

**ARTICLE 6.** On the receipt of the application from the Deanery Council, the Diocesan Inspector of Buildings, in cases where it appears necessary to the Bishop in Diocesan Council or to the Diocesan Financial Board, may be required to visit and to report on the condition of the building concerned, the estimates and plans, and the arrangements proposed for the performance and supervision of the work.

**ARTICLE 7.** On receipt of the application and of the reports of the Deanery Council and of the Diocesan Inspector of Buildings the Bishop in Diocesan Council may

- (1) refer the proposal to the Faculty Committee for their advice and recommendation; or
- (2) remit the application to the Rector and Churchwardens together with copies of the reports of the Deanery Council and of the Diocesan Inspector of Buildings; or
- (3) grant or withhold such Faculty.

Where the proposals are referred to the Faculty Committee or remitted to the Rector and Churchwardens, they shall be submitted again to the Bishop in Diocesan Council.

**ARTICLE 8.** The Bishop in Diocesan Council shall be the judge of the expediency of the proposed addition or alteration and also of the sufficiency of any objections thereto.

**CANON XLV. THE ERECTION OF AND ADDITION TO OR ALTERATION  
IN, CHURCHES, MISSIONS AND OTHER CHURCH BUILDINGS**

**ARTICLE 9.** When an application for a loan accompanies the application for a Faculty, upon the granting of the Faculty by the Bishop in Diocesan Council, the application for the loan shall be forwarded to the Diocesan Financial Board.

**ARTICLE 10.** If, on any visitation of a Church or Mission, the Archdeacon shall observe that any addition or alternation has been made, or is being made, for which no Faculty has been obtained, he shall report the fact to the Bishop, and shall direct the immediate cessation of the work, if it be still in progress. The Bishop shall take such action upon the Archdeacon's report as shall seem best to him.

**ARTICLE 11.** No furniture, Altar vessels, ornaments, decorations or memorials shall be introduced into, or removed from, replaced or altered in any Church or building, consecrated or licensed for the purpose of Divine Service, until a Faculty has been obtained from the Bishop of the Diocese in the manner hereinafter provided.

This restriction does not apply to altar hangings, floral decorations or to such minor furniture as hassocks and carpets.

**ARTICLE 12.** Whenever it shall seem good to the Rector and Committee of any Church or Mission to add, alter the position of, replace or remove any furniture, ornament, decoration or memorial tablet, their application in writing together with any necessary plans, designs and proposed wording on a memorial shall be submitted by the Rector and Churchwardens to the Bishop, who with and on the advice of the Diocesan Council shall grant or withhold the required Faculty. It shall be lawful for the Bishop, before taking the advice of the Diocesan Council, to refer the application to the Committee. The Bishop's decision shall be final.

**ARTICLE 13.** For the purpose of this Canon, the Bishop shall appoint a Faculty Committee consisting of two members to which the Archdeacon concerned in any application shall be added as an ex-officio member.

**ARTICLE 13a.** Notwithstanding the provisions of Articles 2, 5, 8, 9, 11 and 12 of this Canon which empower the Bishop in Diocesan Council to:-

- (1) receive application for, process and grant Faculties for the addition to, or alteration in, the material structure of any Church or Building, consecrated or licensed for the purpose of Divine Service;

or

- (2) receive applications for the introduction into, removal from or alteration in any furniture, altar vessels, ornaments, decorations or memorials in any Church or Building consecrated or licensed for Divine Service;

**CANON XLV. THE ERECTION OF AND ADDITION TO OR ALTERATION  
IN, CHURCHES, MISSIONS AND OTHER CHURCH BUILDINGS**

Synod may from time to time by Resolution authorize the Regional Council to approve, grant and issue such Faculties, on such conditions as Synod may determine, as may be enumerated in the said Resolution.

**ARTICLE 13b.** The Regional Councils shall have authority to grant permission for the demolition of any old or derelict building owned by the Diocese in any of the following circumstances:-

- (1) to prepare the way for the construction of an approved replacement building on the same site;
- (2) as a public health precaution, to prevent vandalism, injury to the public or a fire hazard;
- (3) upon the application of the Rector or Priest-in-charge of a Cure and the Church committee for good and sufficient cause.

**ARTICLE 14.** The Diocesan Secretary shall prepare and duly record each Faculty issued under the provisions of this Canon, and for so doing he shall be entitled to charge a uniform fee of five shillings. He shall also provide any applicant for a Faculty with a suitable form of application.

**CANON XLVI**  
**OF THE ERECTION OF TOMBS AND ALTERATIONS IN**  
**CHURCHYARDS**

**ARTICLE 1.**

- (1) The building of tombs and memorials in a Churchyard or Burial Ground is subject to the approval of the Rector and Churchwardens. The design of any contemplated tomb or memorial shall first be submitted to the Rector for the approval of himself and the Churchwardens.
- (2) The parties erecting tombs or memorial shall bear all costs of the same, including the cost of clearing away, to the satisfaction of the Rector and Churchwardens, of all debris.
- (3) The owner of any tomb or memorial may, either at the time of its erection, or at any time subsequently, make a payment of \$100 which shall be placed in the Bequests and Gifts Endowment Fund of the Church. The annual interest of such amounts shall be paid to the Rector of such Church and it shall be his duty (1) to have such tombs or memorials and ground immediately around them kept in good order, and (2) from time to time to have such repairs made as are necessary for their stability. It shall be the duty of the Rector, before leaving the Cure, to see that he hands over such tombs and memorials to his successor in good order. A list of tombs and memorials for which such payments have been made shall be hung on the wall of the vestry of the Church.

**ARTICLE 2.** No demolition of tombs, or levelling of graves, for the purpose of re-constructing a Churchyard, or Burial Ground, belonging to the Church, shall be undertaken or carried out by the Rector, Church Wardens, Church Committee or other Church Authority, without the previous knowledge and consent, in writing, of the Bishop, or in his absence from the Diocese, of the Canonical Administrator of the Diocese.

**ARTICLE 3.** In every case where it is thought desirable by the Rector, or the Church Wardens, to close or otherwise limit the use of a portion or the whole of any Burial Ground vested in the Incorporated Lay Body, authority for such closure or limitation shall be sought with the consent of the Bishop from the Diocesan Council and the Diocesan Financial Board.

## CANON XLVII

### OF PARSONAGES AND GLEBES

**ARTICLE 1.** The Incumbent of a Church shall be ex-officio the tenant of the Parsonage and of the Glebe Lands, and shall have the right to enjoy the use of fruits and other produce growing upon the land, unless other produce growing upon the land, unless other arrangements be made at the time of his appointment. Such tenancy and right shall cease and terminate with the resignation of, or removal from, the Cure. He shall have the right with the consent of the Churchwardens, to rent out Parsonage during a temporary absence from the Cure or for other reason approved by the Bishop in Diocesan Council. The aforesaid right to rent out the Parsonage shall be subject to the following conditions:

- (a) At least two responsible sureties must be provided by the Lessee.
- (b) The proposal to rent must receive the recommendation of the Deanery Council.
- (c) The proposal must be submitted for and obtain the approval and sanction of the Bishop in Diocesan Council.

But he shall not have to give any rights to his tenant which shall be valid as against the Incorporated Lay Body after the termination of his own tenancy of the Parsonage and Glebe Lands.

**ARTICLE 2.** The Incumbent of a Church (or, in case of a vacancy, one of the members of the Church Committee of that Church, nominated by the Bishop) with the concurrence of the Diocesan Council and the Diocesan Financial Board, shall have power to rent the Parsonage on a yearly tenancy and to lease the Glebe Lands, whether cultivated or uncultivated: provided that the approval of the Churchwardens, signified at the meeting of the Church Committee, be certified to the Diocesan Council and the Diocesan Financial Board: provided also that any proposal to rent or lease Glebe Lands shall be submitted by the Incumbent, Churchwardens and Church Committee to the Deanery Council, and, if approved, shall be sent up to be dealt with by the Bishop and Diocesan Council and Diocesan Financial Board. No such lease shall ordinarily exceed the term of seven years: but the Council and Board shall have power to authorize, by resolution jointly concurred in, leases for longer periods on terms approved by them in cases in which they shall be satisfied that it is advantageous to do so. Every such lease shall be binding on the successors of the said Incumbent and the lease shall be so drawn as to vest in the successor of the Incumbent equal rights and duties.

**ARTICLE 3.** Except when required for the repair of the Church, Parsonage, outbuildings, or School buildings attached to the Church or Station, timber trees on Glebes shall not be cut down or sold by the Incumbent without the approval of the Churchwardens, signified at a meeting of the Church Committee and concurred in by the Diocesan Financial Board.

**ARTICLE 4.**

- (1) The proceeds of all rents and leases of Glebes property and of all sales of Glebes timber or dyewoods, shall be paid into the Diocesan Church Fund, and shall be appropriated by the Diocesan Financial Board for the improvement or maintenance of the Property.
- (2) In the case of agricultural lands all necessary expenditure for a due and careful husbandry of the property shall be the first charge on the proceeds of the Glebes.

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(3) It shall be the duty of a new Incumbent before entering into possession of a Glebe comprising agricultural lands, to state in writing to the Bishop whether he is satisfied or otherwise with the condition of such Glebe Lands, and, if necessary, the Diocesan Council shall decide in what manner the care and proper management of the Glebe shall be better secured for the future.

**ARTICLE 5.** The proceeds of all sales of Glebes Land or house property shall be paid into the Diocesan Church Fund, and shall be appropriated by the Diocesan Financial Board, with the concurrence of the Bishop and Diocesan Council, either to the purchase of other landed property, or the erection of a Parsonage or other buildings for the use and benefit of a particular Cure; or to the increase of a Special Endowment Fund of the Church; or to the repayment of loans made by the Diocesan Financial Board on the security of such property; or to such other purpose as that Board may decide.

**ARTICLE 6.** It shall be the duty of each Deanery Council annually to appoint one or more reliable and competent persons to inspect all Parsonages and Glebes within Deanery and to make a separate report in each case, such report to be in a form to be furnished in duplicate by the Diocesan Council, and forwarded by the Inspector to the Rural Dean who shall transmit the report to the Bishop in Diocesan Council, and the duplicate report to the Incumbent for remarks by himself and the Church Committee to be by them transmitted to the Bishop in Diocesan Council. The Bishop shall in all cases in which it shall seem advisable to him, forward the Report with any remarks that the Incumbent and Church Committee may make upon it to Rural Dean to submit to the Deanery Council which shall give its opinion on the matter to the Bishop and the Diocesan Council.

**ARTICLE 7.** All contracts for repairing or keeping in order houses and Glebes that may be gifts to the Church, shall be entered into by the Clergyman and Churchwardens, with the sanction of the Diocesan Financial Board, and payment therefor shall be made by the Board on the Certificate of the Clergyman and Churchwardens of the due performance of the work; provided that funds for such upkeep be remitted by the Church to which the Parsonage belongs. All such Parsonage Houses shall be insured in the manner prescribed for the insurance of Parsonages on which loans are made by the Diocesan Financial Board.

**ARTICLE 8.** With the view of making the best use of Glebe property, Incumbents and Church Committees are hereby recommended to interest themselves, whenever practicable, in the planting and preserving of timber and other valuable trees, to be hereinafter applied to the above named purposes.

**ARTICLE 9.** Any dispute which may arise between the Incumbent and the Churchwardens or the Church Committee with respect to any Glebe property shall be referred to the Deanery Council which shall have power to decide the question, or to refer it to the Bishop in Diocesan Council.

**ARTICLE 10.** The attention of every Incumbent shall, on his appointment, be called to the provisions of this Canon by the Diocesan Secretary.

**CANON XLVIII**  
**OF PARSONAGE FURNITURE**

**ARTICLE 1.**

- (1) All Parsonages shall be adequately supplied with basic furniture. The Diocesan Council shall decide whether the furniture is adequate.
- (2) It shall be lawful for the Church Committee to purchase out of local funds of the Cure, subject to the provisions of Canon VIII, such furniture as may be necessary for the Parsonage.
- (3) An inventory of all furniture, the property of the Church, shall be entered annually in the Minute Book of the Church Committee and a copy thereof shall be forwarded to the Diocesan Secretary in January of each year.

**ARTICLE 2.** Should there be no available funds wherewith to purchase the furniture as aforesaid, the Church Committee may contract a loan with the Diocesan Financial Board for this purpose, and make its repayment, with interest, a charge in the funds of the Church. In all applications for such loans, the conditions prescribed in Canon VIII for the lending of money by the Diocesan Financial Board for the purchase or erection of Parsonages must be met by the Church Committee.

**ARTICLE 3.** All such furniture, so provided, shall be maintained by the Incumbent in like good order and condition as received by him, fair wear and tear only excepted; all breakages and injuries to be made good by such Incumbent.

**ARTICLE 4.** It shall be the duty of the Churchwardens to cause every incoming Incumbent to be supplied with an inventory of the articles of furniture and other movables in the parsonage at the time, with remarks on their state and condition, and their estimated value. On a change of occupancy, the Churchwardens shall receive charge from the old, and hand over charge to the new, occupant; and in the event of there being any deficiencies or damages chargeable to the late occupant, or for which he is liable, shall report the same to the Diocesan Secretary as soon as convenient, stating the estimated money value of such damage or deficiency.

**ARTICLE 5.** All such furniture shall be insured to its estimated value, and if satisfactory arrangements be not locally made to meet the cost of such insurance, the Diocesan Financial Board shall make the same a first charge on the sums lodged in the Diocesan Church Fund to the credit of the congregation benefited.

**ARTICLE 6.** Should a Clergyman, other than the Incumbent or a Catechist, or a tenant be in temporary charge of the Parsonage, he shall be required to keep the furniture in the same good condition as the Incumbent, and to make good any injury done thereto during the period of his occupation.

**CANON XLIX**  
**OF RULES OF ORDER**

**ARTICLE 1.** The Bishop, as President of the Synod, shall take the Chair at every meeting of the Synod. In the absence of the Bishop from the Island or due to ill health the Canonical Administrator of the Diocese shall preside: Provided however that the Bishop, or Canonical Administrator may, at any time during his temporary absence from a meeting, request one of the Suffragan Bishops, or if no Suffragan be present, one of the Archdeacons, to preside.

**ARTICLE 2.** The Holy Bible and the Book of Common Prayer shall lie on the Table.

**ARTICLE 3.** The Synod shall be opened and closed every day with prayer.

**ARTICLE 4.** The quorum for the transaction of business shall be twelve members of each Order – clerical and lay: Provided that on the motion of the President, the quorum may be reduced, for the remainder of the session, to six of each Order by the vote of a majority of those present in a House containing the full quorum. The presence of a quorum shall be ascertained by the President immediately before the opening prayer.

**ARTICLE 5.** The hours of business shall be fixed by the Synod, and no debate shall be continued beyond the hour named for adjournment, except with the consent of two-thirds of the members present, and the vote shall be taken on the arrival of the hour fixed for adjournment. No new debate shall be entered upon after the hour fixed for adjournment except by general consent.

**ARTICLE 6.** If, at the expiration of half an hour after the appointed time of meeting, no quorum shall have been formed, the President may adjourn the meeting; and at anytime during the progress of business any member may move that the house be counted, and the president shall count it, and after a reasonable interval to allow members temporarily absent to resume their seats, shall adjourn the meeting if there be not a quorum.

**ARTICLE 7.** Immediately after prayers, the Minutes of the preceding day shall be read and confirmed, and no minute shall be objected to except on the ground of error or omission in it as a report of what actually took place. When the Minutes have been confirmed, the President shall announce the fact to the Synod. The minutes of Synod, after being confirmed, shall be printed in the Journal of the Synod.

**ARTICLE 8.** Reports from the Councils, Boards and Committees shall next be presented, when each of them in turn may be read and a motion made for its adoption, or any one may, with or without previous reading, be laid upon the Table, to be dealt with at a time to be fixed by the President.

**ARTICLE 9.** At the time fixed, the Report shall be read, if that has not already been done, provided that the reading may with consent of the Synod be omitted if copies of it have already been supplied to the members of Synod. Then the motion shall be made that the Report be adopted by Synod, which motion shall be open to discussion and to amendment, opposing the specific object of the Report, or recommending that the discussion thereof be postponed, or that it be re-committed either to the former or to another Committee. It shall also be in order to

## **CANON XLIX. OF RULES OF ORDER.**

propose amendments to any paragraph, to facilitate which, the report may, if it be deemed expedient, be read again, paragraph by paragraph. When all such amendments have been decided upon, the motion in its amended form shall be put from the Chair, "that the Report" or "Report as amended," if any amendments have been made, "Be adopted by Synod."

### **ARTICLE 10.**

- (1) Notices of Motion may be given:
  - (a) at the Pre-Synod Conference of each Region;
  - (b) at any time during Synod with the approval of not less than two-thirds of the members of Synod present voting;
  - (c) at the presentation of Reports to Synod from the Clusters approved by Synod from time to time.
  
- (2) All notices of Motion with financial implications shall be presented either:
  - (a) at the Pre-Synod Conference; or
  - (b) at Church House not less than three weeks before the date fixed for the opening of Synod.
  
- (3) Notices of Motion referred to at 10 (1) (b) should, whenever possible, be presented immediately after the presentation of the Report to which they refer.
  
- (4) Notices of Motion must be prepared in triplicate and signed by the Movers and Seconders. Each Notice must be read either by the Mover or the Seconder or by Secretary, after which a time shall be fixed for its consideration.

**ARTICLE 11.** Notices of Questions to the President of the Diocesan Council, the Chairman of the Diocesan Financial Board, the Archdeacons, the Chairman of Deanery Councils, or any other Member of the Synod, may be given at any time during a session of Synod; but it is desirable that they be given immediately after the presentation of Notices of Motion. A time shall be fixed by the President for the answering of questions. Questions, and the answers thereto, shall be in writing, and shall be entered on the minutes. No discussion shall be allowed on the putting and the answering of questions. Questions shall be put in such a manner as not to involve opinion, argument or inference; and no facts shall be stated, unless they be necessary to make the question intelligible.

**ARTICLE 12.** No motion or amendment shall be entertained unless it be put in writing, and seconded. Any member may second a motion or amendment in his place and saying "I second the motion," without prejudice to his right to speak at a later period of the debate.

**ARTICLE 13.** Motions relating to the same matter shall be considered in the order in which they shall have been presented to the Secretary.

**ARTICLE 14.** A member, when making any motion or speaking, shall stand in his place and address the Chair and no interruption of his speech shall be permitted, except on a point of Order suddenly arising, or by the President, in enforcing Rules of Order.

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**ARTICLE 15.** Except when Synod is in Committee, no member shall speak more than once on the same question, unless in explanation, except the mover of an original motion, but not of an amendment, who may reply. Each member who rises to speak must direct his speech to the motion as the question for discussion, or to a motion or an amendment to be proposed by himself, or to a question of order. In the last two cases, he must commence by stating that he intends to conclude with an amendment or that he rises to order. Speeches, with the exception of open statements, shall be limited to ten minutes, except by expressed permission of Synod. The President shall confine the speakers to the subject matter of the debate.

**ARTICLE 16.** A member claiming to speak by way of explanation under the foregoing Article, shall confine himself to explaining a misunderstanding that has risen in regard to some material part of his speech; but he shall not introduce new matter nor shall he interrupt for that purpose a member who is speaking, unless such member consents to the interruption.

**ARTICLE 17.** Motions for adjournment and for amendment are new questions, and members who have spoken on the original motion may speak again after such new questions have been proposed.

**ARTICLE 18.** Any member shall have the right to require, at any period of the debate, that the motion or other matter under discussion be read for his information.

**ARTICLE 19.** When a question is under consideration no other matter shall be received, except motions for adjournment.

**ARTICLE 20.** Motions to post pone the consideration of a question or to adjourn a debate shall be decided without debate.

**ARTICLE 21.** When a motion has been read to the Synod by the mover or by the Secretary, it cannot be withdrawn by the mover, unless leave is granted by the synod without any negative voice.

**ARTICLE 22.** Any amendment may be proposed either

- (1) to leave out words, or
- (2) to insert words, or
- (3) to leave out words and insert other words in an original motion, or in an amendment, moved, but not yet passed by the Synod. Every amendment must be relevant to the motion upon which it is moved and be so framed as to form therewith an intelligible and consistent sentence. The passing of an amendment to an amendment shall negative such amendment. All amendments to a motion shall be put in order in which, if agreed to, they would stand in the amended motion. When all amendments have been decided upon, the original motion or the motion as amended shall be put by the President. All the amendments put up in a debate shall be printed in the Journal of the Synod, as well as the original motion and the motion finally carried.

## **CANON XLIX. OF RULES OF ORDER**

**ARTICLE 23.** The President shall put every question by asking members in favour of the motion or amendment to say “aye” and afterwards those against to say “no”. He shall then say “I think the ayes have it”, or “I think the noes have it”. If that decision be not challenged, he shall say, “the ayes have it” or “the noes have it”. If the decision be challenged, or if he so desire, he may direct the vote to be taken by show of hands, when first the “ayes” shall rise and each hold up one hand, and shall be counted by tellers appointed by the President; and afterwards the “noes” shall similarly vote and be counted.

If a division be taken, the “ayes” and “noes” shall take opposite sides of the Synod Hall, and the votes shall be taken while the members are seated, by two Tellers appointed by the President. On proceeding to divide, any member declining to vote may retire, but no member shall be allowed to retain a seat and not vote.

**ARTICLE 24.** When a question has been put from the Chair and a vote has been taken, it shall be the duty of the President to announce the result to the Synod.

**ARTICLE 25.** Voting by proxy shall not be allowed in the Synod.

**ARTICLE 26.** A question once determined shall not again be discussed in the same session.

**ARTICLE 27.** When a Select Committee is appointed a Chairman shall be named and a quorum shall be fixed by the President. In case of no nomination of Chairman, the first person on the list shall be Chairman. The Chairman shall present a report in writing of the opinion of the Committee on the subject submitted for their consideration. Select Committees shall be dissolved upon the presentation to the Synod of their reports upon the matters committed to them, unless their reports be recommitted to them for amendments or addition.

**ARTICLE 28.** On the requisition of a majority of the members present, the President may at any time resolve the Synod into a committee of the whole House, for the consideration of a specific question.

**ARTICLE 29.** When the Synod resolves itself into a Committee of the whole House, the President shall take the Chair of the Committee or call one of the Suffragan Bishops, or, if no Suffragan Bishop be present one of the Archdeacons, thereto.

**ARTICLE 30.** Committees of the whole House shall be regulated by the same rules of order as the Synod itself, except that when in Committee, members may speak more than once. The proceedings of Committees of the whole House shall form part of the Minutes of the Synod and be printed in the Journal of the Synod.

**ARTICLE 31.** Any member may claim to raise a point of order suddenly arising, and the member who is then addressing the Synod shall thereupon resume his seat, provided that any point of order must be raised as soon as possible after the occurrence of the matter to which exception is taken.

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**ARTICLE 32.** When a question of order has been stated, the member who raises it shall resume his seat, and no other member, except by leave of the President, shall rise till the President has decided the question, after which the member who was addressing the Synod at the time in question was raised shall be entitled to proceed with his speech, giving effect to the ruling of the Chair.

**ARTICLE 33.** All questions of order shall be decided without debate by the President.

**ARTICLE 34.** The course of procedure in respect to every Bill presented to the Synod shall be the same as with regard to Bills for the amendment of Canons as prescribed by the Canon, “Of Changes in Canons.”

**ARTICLE 35.** Visitors who are admitted to hear the debates in the synod shall sit apart from the members of the Synod, and the President may, at any time, require any stranger to withdraw and suspend the proceedings until he leaves. Admission of strangers to the Synod shall be without ticket.

**ARTICLE 36.** The following shall be the procedure for the election by Synod of representatives for the various Diocesan Boards and Councils where Synod is required to elect members-

- (1) Where the Board to which members are to be elected is the Board of Nominations or one of the Diocesan Boards as defined in paragraph (2) of Article 4 of the Canon, Of the Board of Nominations, nominations by members of Synod shall be in writing and each shall be signed by not less than five members of Synod. Each nomination shall be accompanied by a statement signed by the person nominated, that, if elected, he will be willing to serve: Provided, however, that where the number of such nominations by members of Synod shall exceed the number authorized by the Canon governing the election of members to the particular Board, the members of Synod shall in accordance with the provisions of this Article, select from the persons so nominated the requisite number of persons as required by Canon, from whom together with the persons nominated by the Board of Nominations or by the Bishop, the members of the particular Board shall be elected.
- (2) Where the election of members is to any Board or Council other than those mentioned in paragraph (1), unless provision is otherwise made, nominations shall be in writing and may be signed by one member of Synod.
- (3) After all nominations have been made for candidates for election to vacancies upon any of the said Boards, the Presidents shall declare that nominations are closed, and shall fix a time for the election of members to each Board. Provided, however, that nominations for the Board of Nominations and for the Diocesan Boards, as defined in paragraph (2) of Article 4 of the Canon, Of the Board of Nominations, shall be made not later than the third day of the Annual Synod, and the election to such Boards shall take place not later than the fourth day of the said Annual Synod.
- (4) The President shall appoint a sufficient number of tellers to supervise the voting and to count the votes for the members.

## **CANON XLIX. OF RULES OF ORDER**

- (5) At the time named by the President, the Secretary shall inform Synod of the names of each of the candidates, of the number of votes that each member may cast, and shall instruct members how to vote, namely, by writing on the ballot paper the name or names of the person or persons for whom he intends to vote.
- (6) Where Synod is required to elect a specified number of each Order, separate ballot papers for each Synod shall be provided by the Tellers, and no member of Synod may cast more votes for members of that Order than the number required to be elected, otherwise the Tellers shall reject the ballot as spoilt.
- (7) After all members have completed the marking of their ballot papers the President shall announce that voting is closed. The Tellers shall collect the ballots and shall retire to a private part of the Synod Hall and count the ballots for each candidate. Any ballot paper containing more names than the number of candidates to be elected shall be regarded as spoilt, and the names therein shall not be counted.
- (8) The Tellers shall report to the President the numbers of votes cast for each candidate, and the Secretary shall announce to Synod the names of the persons elected.
- (9) The President shall be entitled to a casting vote in the event of there being a tie between candidates.

**ARTICLE 37.** Any one or more of the Rules of Order, may, if a case of urgency arises, or on motion made on a notice duly given, be suspended to any meeting so far as regards any particular business at such meeting, provided that the President proposes or proves such suspension and that three-fourths of the members present and voting shall so desire.

## CANON L

### OF THE DIOCESAN SECRETARY AND DIOCESAN PROPERTY MANAGER

#### DIOCESAN SECRETARY

**ARTICLE 1.** An officer to be called the Diocesan Secretary shall be appointed by the Bishop in Diocesan Council, who shall be a Communicant and shall hold his office subject to the approval of the Synod, at a stipend to be fixed from time to time by the Synod.

Provided that in case of a vacancy in the Office of Diocesan Secretary, the duties assigned to him or any part of them may be assigned to any person or persons appointed by the Bishop in Council with such arrangements as may be necessary in each case.

**ARTICLE 2.** In addition to such functions as may be assigned to the Diocesan Secretary elsewhere in these Canons, his duties shall be as follows:-

- (a) Where he is a Clergyman, he shall perform the duties of Clerical Secretary to the Bishop, if the Bishop so desires.
- (b) He shall perform the duties of Secretary to each of the Diocesan Boards, as defined in the Canon, "Of the Board of Nominations". Except where such duties are by these Canons otherwise allocated.
- (c) He shall perform the duties of Registrar, as defined in the Canon, "Of the Registrar", unless other arrangements are made by the Bishop.
- (d) He shall take charge in the Church Offices of all books and registers sent in to that office for safe-keeping and preservation. He shall also be responsible for the searching of such books and registers and for giving certified copies from them when required to do so.
- (e) He shall undertake either by the direction of the Bishop, or the Diocesan Council, or the Diocesan Financial Board or at his own discretion, at any time the inspection of the books and records of any particular Church or Mission, and shall report to the Bishop, or the Council, or the Board as the case may be, on any irregularities or deficiencies found in such books or records.
- (f) He shall perform such other duties as may be assigned to him by the Bishop in Diocesan Council.

#### DIOCESAN PROPERTY MANAGER.

**ARTICLE 3.** An officer to be called the Diocesan Property Manager may be appointed by the Bishop in Diocesan Council, who shall hold his office subject to the approval of the Synod, at a stipend or by fees to be fixed from time to time by the Synod.

**CANON L. OF THE DIOCESAN SECRETARY AND DIOCESAN PROPERTY  
MANAGER**

**ARTICLE 4.** The duties of the Diocesan Property Manager shall be, when required by the Bishop in Diocesan Council or by the Diocesan Secretary:

- (a) to consult with the representatives of a Cure or Mission seeking the approval of the Bishop in Diocesan Council to erect a building, under the provision of Article 1 of Canon XLV, and with the Advisory Building Board, and to report on the plans and estimates submitted with each application.
- (b) to visit and report on the condition of any building – the property of the Incorporated Lay Body;
- (c) Where application is made for a Faculty for any addition to or alteration in the material structure of any church or other building consecrated or licensed for the purpose of Divine Service, whether or not an application for a loan accompanies such application for a Faculty, to report on the plans and estimates submitted with such application and on the arrangements proposed to be made for the performance and supervision of the work.

**CANON LII**  
**OF DIOCESAN REGIONS**

**ARTICLE 1.**

- (1) The Diocese shall be organized into four (4) Regions, viz:
  - (a) Kingston Region
  - (b) Mandeville Region
  - (c) Montego Bay Region
  - (d) Eastern Jamaica Region
  
- (2) The Kingston, Mandeville and Montego Bay Regions, each to be supervised by a Suffragan Bishop and the Eastern Jamaica Region to be supervised by the Diocesan Bishop.

**ARTICLE 2.**

- (1) The boundaries of the Regions shall be determined by resolution of Synod and may be altered in like manner at any Annual Synod or at any Special Synod called for that purpose.
  
- (2) When it is proposed that the boundaries of any Region are to be altered, six months' notice in writing shall be given by the Secretary of Synod to each member of synod: Provided, however, that failure to notify any member shall not invalidate the resolution.
  
- (3) No such resolution shall be deemed to be carried unless it has been carried unless it has been carried by at least two-thirds of the members present and voting.

**ARTICLE 3.**

- (1) In the event of sickness or absence from the island of the Suffragan Bishop, or if there is a vacancy in the Suffragan Bishopric of a Region, the Bishop may either appoint another Suffragan Bishop or the Archdeacon to supervise the Region or may so act until the Suffragan Bishop resumes his duties or the vacancy is filled.
  
- (2) In respect of the Eastern Jamaica Region, if the Bishop is ill or absent from the island, the Bishop may appoint one of the Suffragan Bishops or the Archdeacon of the Region to supervise the region. Where there is a vacancy in the Bishopric the Canonical Administrator may act or appoint another Suffragan Bishop or the Archdeacon of the Region to supervise the Region.

**ARTICLE 4.**

- (1) A Regional Council (hereinafter in this Canon referred to as "the Council") shall be constituted in each Region. The membership of the Council shall consist of-
  - (a) The Bishop in the case of the Eastern Jamaica Region and the Suffragan Bishop of the Region in the case of the other Regions, as Chairman;
  - (b) The Archdeacon of the Region;
  - (c) The Rural Deans of the Deaneries in the Region;
  - (d) A member of the Clergy, to be elected annually in the month of January by each Deanery Council from among the Clergy in that Deanery;

## **CANON LII. OF DIOCESAN REGIONS**

- (e) Two persons other than clergy, who shall be elected annually in the month of January by each Deanery Council from among members on the Electoral Rolls of Churches or Missions in that Deanery.
- (f) No person other than the Bishop, in the case of the Eastern Jamaica Region, or the Suffragan Bishop, in the case of the other Regions, the Archdeacon and the Rural Deans shall serve on the Council for more than three (3) consecutive years.

### **ARTICLE 5.**

- (1) The Council shall meet at least once in every three (3) months. Five members shall be a quorum.
- (2) In the absence of the Bishop, in the case of the Eastern Jamaica Region, or the Suffragan Bishop, in the case of the other Regions, the Archdeacon shall preside at any meeting. When the persons mentioned above are all absent, the members of the Council shall appoint a Chairman for that meeting. The Chairman shall have an original and a casting vote.
- (3) The Council shall regulate its own proceedings, and shall appoint a Secretary, whose duties shall be to keep the Minutes of the meetings and to conduct the correspondence on behalf of the Council. After each meeting of the Council a copy of the Minutes of the meeting shall be forwarded by the Secretary to the Bishop and to the Diocesan Secretary.

### **ARTICLE 6.** The duties of the Council shall be:-

- (a) to assist the Bishop or the Suffragan Bishop in the general administration of the Region;
- (b) to develop plans and to co-ordinate activities for the Region; and
- (c) to recommend to the Bishop or to the Diocesan Council projected programmes for the Region as well as for the Diocese as a whole;

Provided, however, that the Bishop or the Suffragan Bishop shall in no case be bound to act on any resolution of the Council where the Bishop or Suffragan Bishop thinks that the Council has exceeded its authority, but shall, in the matter affected by such a resolution, refer same to the Bishop, in the case of a Region other than the Eastern Jamaica Region and to the Diocesan Council in the case of the Eastern Jamaica Region. The decision of the Bishop as well as the decision of the Diocesan Council shall be final.

**ARTICLE 7.** Each Council may appoint a Sub-Committee consisting of the Bishop, in the case of the Eastern Jamaica Region or the Suffragan Bishop, in the case of the other Regions, the Archdeacon and two Lay members of the Council, to which Sub-Committee may be referred any matter arising between two meetings of the Council which, in the opinion of the Bishop or Suffragan Bishop, is urgent. Such Sub-Committee shall have the power to deal with such matters as if it were the Council: Provided, however, that a report shall be made by the Bishop or Suffragan Bishop to the Council at its next meeting.

## **CANON LII. DIOCESAN REGIONS**

The Quorum for such Sub-Committee shall be three (3) members. The Chairman shall have an original and a casting vote.

**ARTICLE 8.** The Bishop or Suffragan Bishop, or the person acting as supervisor of the Region, as hereinbefore provided, may call a special meeting of the Council, where necessary, and shall call such a meeting, if requested to do so by at least three (3) members.

**ARTICLE 9.** Notwithstanding any Canon or other Regulation to the contrary any matter being submitted by a Deanery Council to the Diocesan Council or the Diocesan Financial Board shall be submitted through the Council which shall consider the matter and state its opinion thereon.

### **ARTICLE 10.**

- (1) At least two weeks, but not more than four weeks, prior to the Annual Synod, the Bishop or the Suffragan Bishop having supervision of the Region, or the person supervising the Region, as provided in Article 3 of this Canon, shall convene a Regional Conference (hereinafter referred to as “the Conference”)
- (2) Three weeks’ notice in writing shall be given to each member of the Conference.
- (3) The Bishop or Suffragan Bishop, having supervision of the Region, shall preside at the Conference, except in the case of a vacancy in the Bishopric or the Suffragan See or in the case of illness or absence from the island of the Bishop or Suffragan Bishop, the person supervising the Region shall preside.
- (4) The Bishop shall have the right to attend the Conference of each of the other three (3) Regions and to take part in the proceedings, but shall refrain himself from voting on any matter before the Conference.
- (5) The members of the Conference shall consist of:-
  - (a) The Bishop in the case of the Eastern Jamaica Region and the Suffragan Bishop, in the case of the other Regions, as President;
  - (b) The Archdeacon of the Region;
  - (c) The Chancellor;
  - (d) The Chairman of the Diocesan Financial Board or his nominee;
  - (e) The Diocesan Secretary;
  - (f) Clergy, Deaconesses, Church Army Officers and Lady Workers residing in the Region and holding the Bishop’s Licence;
  - (g) Members of the Incorporated Lay Body residing in the Region;
  - (h) Representatives from the Laity from the Churches within the Region, elected as provided under Canon IV
  - (i) Representatives from the Deaneries in the Region, elected as provided under Canon IV
  - (j) A Representative of the Laity from each Mission in the Region, elected by the Congregation from among the members of the Advisory Committee of that Mission.

## **CANON LII. OF DIOCESAN REGIONS**

- (6) Alternate Lay Representatives as provided in Canon XLII may be invited as observers.
- (7) The business of the Conference shall be to examine, discuss, and debate the Estimates of Receipts and Expenditure for the Diocese for the current year, all Reports and Resolutions which are to be presented to Synod, and any other matter which, in the opinion of the President, may properly be taken to the Annual Synod.
- (8) The Conference may regulate its own proceedings.
- (9) The Conference shall annually elect a Secretary, whose duties shall be to keep the Minutes of the meeting and to perform any duty which the President or the Conference may decide.
- (10) Immediately after the Conference a copy of the Minutes shall be forwarded to the Bishop, the Suffragan Bishop, the Secretary of Synod, the Archdeacons, and the Rural Deans of the Deaneries within the Region.

## **CANON LIII**

### **OF DIOCESAN BOARD OF MISSION AND MINISTRY**

#### **ARTICLE 1.**

(1) There shall be established a Board of Mission and Ministry (hereinafter in this Canon referred to as the Board) which shall consist of:

- (a) The Bishop as Chairman
- (b) The Suffragan Bishops
- (c) The Archdeacons
- (d) The Diocesan Secretary
- (e) The Warden – United Theological College of the West Indies
- (f) One representative of each of the following organizations/ entities:

- (i) Church Army
- (ii) Jamaica Church Missionary Society
- (iii) Brotherhood of St. Andrew
- (iv) Mothers' Union
- (v) Commission on Ministry
- (vi) Order of Deaconesses

- (g) The Bishop's nominee
- (h) Two members from the Clergy elected every three years by Synod
- (i) Three communicant lay persons elected every three years by Synod
- (j) The Director of Mission and Ministry

(2) The persons holding the offices listed at (a), (b), (c), (e), (j), of Article 1 (1) shall be ex-officio members of the Board.

(3) In the case of vacancies occurring among the representatives of organizations/entities listed in Article 1 (1) (1) these will be filled by the Diocesan Council upon the recommendation of the Board from person(s) nominated by the organization/entity in respect of which the vacancy occurs.

(4) For any meeting of the Board a quorum shall be seven persons.

#### **ARTICLE 2.** The functions of the Board shall be:

- (i) To review policy proposals related to the Mission and Ministry of the Church and to make recommendations to Synod for the adoption and implementation of such policy proposals.
- (ii) To co-ordinate the work of the Church Army, the Jamaica Church Missionary Society, the Brotherhood of St. Andrew, the Mothers' Union, the Commission on Ministry, the Order of Deaconesses and such other organizations concerned with Mission and Ministry as Synod may from time to time, direct, and to recommend to Synod measures as shall advance such work in the Diocese.

## **CANON LIII OF DIOCESAN BOARD OF MISSION AND MINISTRY**

- (iii) In order to ensure proper Ministerial Formation and to meet the needs of the Church in a Changing Caribbean society;
  - (a) To co-ordinate and keep under constant review programmes for the training of the Clergy for the full time ministry at the sub-graduate, graduate and post-graduate levels and to make recommendations to the relevant training institutions thereon.
  - (b) To provide effective structures and opportunities for training in both Ministry and Mission as they relate to Catechists and Lay Readers, the Supplementary Ministry, Fellowship of Vocations, the Church Army, Provincial Ministerial Internship Programme, Deaconesses and continuing education for Clerical and Lay Ministries.
- (iv) To assist in the development of, and to co-ordinate, monitor and support existing out-reach projects run by the Church and to pay special attention to the establishment and operation of homes for Children and the Aged.
- (v) To prepare programmes, plans and budgets for the Department for submission to the Diocesan Council through the Diocesan Secretary.

### **ARTICLE 3.**

- (1) The Board shall have power to establish a Department of Mission and Ministry and such other Departments and Committees as may be necessary for the effective performance of its functions and responsibilities. Subject to the approval of Synod the Board may appoint a Diocesan Director of Mission and Ministry, one Assistant Director (Ministry Training) one Assistant Director (Mission) and such other salaried officers as may be deemed necessary for the purposes of the Board.
- (2) The duties of the Director, Assistant Directors and other salaried officers shall be determined by the Board from time to time.

**ARTICLE 4.** The Synod shall annually provide in its budget such sums of money as may be necessary for the efficient administration of the Board and its approved programme of activities. The Board shall have the power to obtain loans from the Diocesan Financial Board in excess of budgetary provisions, if, in the opinion of the Board, it is in the interest of good management so to do, and shall report such borrowing at the next annual Synod.

**ARTICLE 5.** The Board shall submit annually to Synod an audited statement of accounts for the previous year; and a programme of activities and a statement of ways and means for the ensuing year, together with a general report on the work done.

**ARTICLE 6.** The Board is authorized to invite contributions and to undertake such fund-raising efforts, in such ways as it may deem advisable, for the furtherance of its work.

**ARTICLE 7.** The Board shall devote the whole or any part of its income from the above named sources or otherwise, to the general purposes of its work, including conventions, camps conferences and missions, the provision of salaries for its officers and all necessary travelling and incidental expenses.

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**CONSTITUTION AND RULES OF  
THE JAMAICA CHURCH MISSIONARY  
SOCIETY (1984)**

**1.0 AIMS AND OBJECTIVES**

- 1.1 The Jamaica Church Missionary Society shall be the recognized Missionary Agency of the Church in Jamaica and the Cayman Islands in the Province of the West Indies.
- 1.2 It shall be the duty of the Society in consultation with the Bishop, in Diocesan Council, to formulate the policies for Missionary Work in the Diocese for the approval of Synod, to monitor and supervise the implementation of such policy, to evaluate the effectiveness thereof and report thereon to the Annual Synod.
- 1.3 All Missions shall be under the control of the Society, and the Deanery Council in each Deanery shall advise the General Committee of the Missionary needs of the Deanery.

**2.0 OBJECTIVES**

- 2.1 The chief objectives of the Society shall be the establishment, maintenance and extension of Missions throughout the Diocese and especially in the neglected portions thereof and with missionary work abroad. It shall seek to attain these objectives by:-
  - (a) Planning evangelistic and teaching Missions from time to time in the Diocese;
  - (b) Carrying out an ongoing programme of evangelism and social outreach in the Diocese with a view to the building up, enlarging and strengthening of the congregations in settled Churches and Missions;
  - (c) Promoting within the church a greater understanding of its Missionary nature and continually challenging the Church to greater faithfulness in the fulfilment of its mission at home and abroad;
  - (d) Undertaking the dissemination of literature designed to educate for mission and to stimulate greater involvement in mission on the part of clergy and laity of the Jamaica Church;
  - (e) Providing for the training of Lay leadership for the Missions;
  - (f) Accepting responsibility (with or without the co-operation of already settled congregations) for the establishment and maintenance of Mission Stations in new areas and working towards their development into fully responsible Churches;
  - (g) Identifying areas where the Church's witness is weak and acting as an agency in such areas as far as possible;
  - (h) Raising funds for Missionary Work in Jamaica and overseas;

### **3.0 MEMBERSHIP**

- 3.1 All registered communicant members of the Church in Jamaica and the Cayman Islands in the Province of the West Indies shall be considered members of the Society. The Bishop of Jamaica and the Cayman Islands shall be the President and the Suffragan Bishops and Archdeacons shall be Vice-Presidents.
- 3.2 The duties of membership shall include:
- (a) Praying for the work of the Society on a regular basis.
  - (b) Subscribing to and helping in raising financial support for the Society.
  - (c) Keeping and promoting the work of the Society within their congregations and communities.
  - (d) Bearing personal witness to Christ in words and action.

### **4.0 BUSINESS OF THE SOCIETY**

- 4.1 The business of the Society shall be conducted by a General Committee consisting of the President, Vice-Presidents, and twenty-one members appointed annually, being one member representative from each Deanery nominated by the Deanery Council and seven members nominated by the Bishop and confirmed by Synod in Missionary Committee. The quorum for a meeting of the General Committee shall be seven.
- 4.2 There shall be a Chairman, Secretary and Treasurer of the General Committee. The Chairman shall be appointed by Synod on the nomination of the Bishop. The Secretary shall be appointed by the General Committee subject to the approval of the Bishop in Diocesan Council on such terms and conditions as to full-time or part-time service as the General Committee shall determine and shall have and perform such responsibilities and duties as are set out in the appendix. The Treasurer shall be the Diocesan Secretary.

### **5.0 STANDING COMMITTEE**

- 5.1 There shall be a Standing Committee comprising the President, Chairman, Secretary and Treasurer which shall have power to deal with matters of urgency that may arise in between meetings of the General Committee.

### **6.0 DIOCESAN MISSIONS**

- 6.1 Notwithstanding anything herein contained the Bishop as President of the Society may designate any Mission to be a Diocesan Mission and may make such general or special Regulations for their administration, pastoral care and financial management as the circumstances may require.

## **7.0 SETTLEMENT OF DIFFERENCES**

- 7.1 Where the General Committee is of the opinion that differences and difficulties exist in a Mission which are sufficiently serious to require investigation or if an investigation is requested by the Archdeacon, or the Rural Dean within whose jurisdiction the Mission is located or by the Superintending Clergyman, or by a majority of the Advisory Committee at a meeting called for that purpose, the General Committee shall itself investigate the matter or may refer the matter to a sub-committee of the General Committee for investigation, with a view in either case to effect an amicable settlement, if that is possible.

## **8.0 ANNUAL MEETING**

- 8.1 The Annual Meeting shall be held at such date and time during the session of Synod as the President may direct. A report of the operations of the previous year shall be prepared by the General Committee and presented at this meeting.

## **9.0 ANNUAL MISSIONARY MEETINGS**

- 9.1 In accordance with Canon XV, it shall be the duty of every clergyman to appoint a Missionary Sunday each year and also on some other day to hold a Missionary Meeting at all Churches and Missions in his Cure, at which Services and Meetings the claims of the Society shall be impressed upon the congregations and collections taken up for the purposes of the Society. All contributions for the general purposes of the Society collected in accordance with Canon XV shall be lodged to the credit of the Society. Money collected on behalf of the Society or under the auspices shall be forwarded without delay to any bank or banks licensed under the Banking Act of 1961 and approved by the General Committee of the Society to the credit of the Society's account to be appropriated by the General Committee, according to the Constitution and Rules of the Society; and such lodgement shall be notified forthwith to the Treasurer of the Society. Money remitted for special purposes shall be lodged in the same manner and the Treasurer notified of the purposes for which such lodgements have been made.

## **10.0 AMENDMENTS TO CONSTITUTION AND BYE-LAWS**

- 10.1 Any amendments to the aforesaid Constitution of the Society shall be submitted to the Synod by resolution of a General Meeting of the Society and approved by the Synod before coming into operation.
- 10.2 The Bye-Laws providing for the Management in detail of the affairs of the Society shall be those appended to this Constitution; Provided however that the General Committee shall have power to add, to alter or amend any of these Bye-Laws and any such additions, alterations and amendments made in any year in the interval between meetings of the Annual Synod shall be subject to the confirmation by the General Meeting of the Society held at the time of the next Annual Synod.

## 11.0 APPENDIX 1

### 11.1 BYE-LAWS

For the guidance of the Chairman, Secretary, the General Committee, the Treasurer, Lay Readers and Catechists and Deanery Secretaries.

### 11.2 ADMINISTRATION:

- (a) Missions are those places of worship which are recognized by the Society and are liable for assessment (and assessed) for the three Diocesan Funds according to Canon VIII.
- (b) Any application to be classified as a Mission shall be submitted to the Society by the Deanery Council.
- (c) All Missions in the Diocese shall be under the aegis of the Jamaica Church Missionary Society and shall be under the care of a Superintending Clergyman. Ordinarily the Superintending Clergyman shall be the Rector or Priest-in-Charge of the Cure unless other arrangements are made with the Bishop of the Diocese.
- (d) The local affairs of a Mission may be directed by a Catechist or voluntary Lay Reader who shall be appointed in accordance with Canon XXXII. Such Catechist and Lay Reader shall be responsible to and under the direction of the Superintending Clergyman unless other arrangements are made by the Bishop.
- (e) The Bishop may nevertheless set up Diocesan Missions under the sponsorship of the Society. Such Missions may or may not be part of an existing Cure and the Bishop shall make such arrangements for their administration and pastoral oversight as the situation requires.
- (f) In each Mission an Advisory Committee shall be formed consisting of not less than six or more than twelve members which may include the Catechist or Lay Reader, all being registered communicant members duly qualified as in the case of settled Churches.

- 11.3 The Advisory Committee shall be elected in the month of January each year from the list of registered members nominated by the Superintending Clergyman which list shall always contain two names more than the number to be elected. The clergyman shall be the Chairman of the meeting. In the case of his inability to be present, he may depute the Curate, if any, or the Catechist or Lay Reader or any fit Communicant to act as Chairman. The functions of the committee shall be advisory only. Each such committee shall appoint a lay representative to the Deanery Council in accordance with Canon IX Article 1.

#### 11.4 FINANCE:

- (a) All monies received at the Missions in the form of subscriptions, collections, offerings, donations etc., (after expenditure for duly authorized local expenses) shall be lodged to the credit of the society at any Bank approved by the General Committee. From the monies so lodged shall be paid the assessments and insurance, or any other payments due to one of the central funds of the Diocese.
- (b) **Special Funds:** Funds collected for special purposes, such as building repairs etc; when not required for immediate use shall be lodged forthwith in the manner aforesaid and such money will be placed to the credit of the Mission in the Sustention Reserve fund on the usual terms as regards interest, until required.
- (c) The premium for insurance on Mission buildings shall be charged to each Mission. The Assessment authorized by Synod shall also be similarly charged. If the amount to cover premium and assessment is not forwarded to the Treasurer it may be deducted from any grant payable to that Mission.
- (d) In accordance with Canon XV Article 5, an Annual Missionary Meeting shall be held at every Mission and all collections at such meetings shall be sent as soon as possible after the meeting to the bank approved by the General Committee for the credit of the General Purposes of the Society, the usual notification for such lodgement being sent at the same time to the Treasurer. It shall be the duty of the Deanery councils to ensure that annual Missionary Meetings are held.
- (e) A return from each Mission in the form prescribed by the Society shall be sent at the end of each quarter to the Deanery Council by the Superintending Clergyman and a full return from each Mission shall be sent at the end of the year by the Superintending Clergyman to the Deanery Council and a copy thereof to the Secretary of the Society. Copies of these returns shall be retained by the Superintending Clergyman for reference. The Deanery Council shall report to the Secretary of the Society any failure to submit the quarterly returns. Grants and payments to the Mission will depend on the returns being duly received by the Society.
- (f) The General Committee shall meet at an early date each year to allocate Regular grants and to recommend applications for grants. All applications shall be accompanied by the recommendation of the Deanery Council and the Regional Council. However, the General Committee shall be competent to make grants as it sees fit for the more effective spread of the gospel and for initiating outreach programmes.

#### 12.0 APPENDIX II

- 12.1 The duties and responsibilities of various officers of the Jamaica Church Missionary Society.

## 12.2 **THE CHAIRMAN:**

The duties of the Chairman shall be:

- (a) To preside at meetings of the General Committee and of the Standing Committee.
- (b) To make recommendations to the General Committee for the development of new or modified strategies to enhance and strengthen the policy thrusts of the Society.

## 12.3 **THE SECRETARY:**

The duties of the JCMS Secretary shall be:

- (a) To record minutes of all meetings of the General Committee. Minutes shall be circulated to all members as soon after the meeting as possible so that they may serve as a reminder of projects to be implemented before the next meeting.
- (b) To deal with correspondence.
- (c) To establish and maintain contact with other Missionary agencies, local and overseas, Anglican and Ecumenical, and to pass on useful information from these sources to the Regions and Deaneries as well as the General Committee.
- (d) To keep in touch with the Regional Secretaries and through them with the Deanery.
- (e) To make recommendations for the formulation of policy for the approval and implementation of the General Committee.
- (f) To prepare a draft of the annual report of the General Committee (in co-operation with the Chairman and Treasurer) in good and sufficient time for review by the General Committee prior to presentation to Synod.
- (g) To keep in touch with the various Mission Churches (and Chapels of Ease) in the Diocese, through their Superintending Rectors and to facilitate the implementation of the aims and objects of the Society in these congregations.

## 12.4 **THE TREASURER:**

- (a) It shall be the duty of the Treasurer to keep proper books of accounts to reflect all lodgements by the Missions for the General Purposes of the Society and for Special Projects, and to keep proper books of accounts of all grants and other payments made to or on behalf of the Missions.
- (b) To render an annual account of all receipts and payments for and on behalf of each Mission to the Annual Meeting of the Society.

## 12.5 **THE DEANERY SECRETARIES:**

The duties of the Deanery Secretaries shall be:

- (a) To represent the Deanery at meetings of the General Committee.
- (b) To represent the Society in the Deanery and at Deanery Council.
- (c) To receive information about the work of the Society, to transmit such information to their Deanery.
- (d) To stimulate missionary activity within their own Deanery and to seek the support of the Deanery for Diocesan Missionary projects.

## 13.0 **APPENDIX 111**

### 13.1 **SUGGESTIONS AND GUIDELINES FOR FUNDING:**

In addition to the present method of funding by giving small grants \$100.00 - \$1000.00 to various projects the Society should identify at least one major project for funding and support until it reaches the point of self-support or completion. Such projects should be based upon application from local Churches or Missions and should have significant community appeal and support to be a clear case of need.