

CONSTITUTION

AND

CANONS

OF

THE CHURCH IN THE PROVINCE

OF

THE WEST INDIES

*Passed in 1991. Incorporating amendments  
made in 1995, 1998, 1999 and 2001, 2012*

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## **SCHEDULE**

1. Rules of Order

# THE CONSTITUTION AND CANONS OF THE CHURCH IN THE PROVINCE OF THE WEST INDIES, 1991

*CERTIFIED as having received a two-thirds majority of the votes in each House*

+ ORLAND N.E. CARIBBEAN AND ARUBA  
*Archbishop of the West Indies*  
6<sup>th</sup> June, 1991

## A. DECLARATION OF FUNDAMENTAL PRINCIPLES

We, the Archbishop, Bishops and Clerical and Lay Representatives of the Church in the Province of The West Indies, comprising the Dioceses of Barbados, Jamaica, The North Eastern Caribbean and Aruba (formerly Antigua), Guyana, Nassau & The Bahamas, Trinidad and Tobago, The Windward Islands and Belize, being assembled in the Island of Antigua for a Special session of the Synod of the said Province in the year of Our Lord One thousand nine hundred and ninety-one consent and declare as follows:

- (a) We receive and maintain the faith of Our Lord Jesus Christ as taught in the Holy Scriptures, held in the Primitive Church, summed up in the Creeds, and affirmed by the undisputed General Councils.
- (b) We receive and maintain the Faith, Doctrine, Sacraments and Discipline of the One Holy Catholic and Apostolic Church, according as the Church of England has received the same.
- (c) We receive the Book of Common Prayer and the Ordering of Bishops, Priests and Deacons, as agreeable to the Word of God.
- (d) We disclaim for ourselves the right of altering any of the aforesaid Standards of Faith and Doctrine.
- (e) We claim for ourselves the right of accepting any alterations in the Formularies of the Church which may be allowed by any General Synod, Council, Congress or other Assembly of the Churches of the Anglican Communion, and of making at any time adaptations and abridgements of, and additions to, the Services of the Church.
- (f) We accept the authority of any General Synod of the Anglican Communion to which this Province shall be invited to be represented to review and revise any changes in or additions to the Services of the Church made by the Church in this Province.

## **B. CONSTITUTION**

### **ARTICLE 1**

#### **RELATING TO THE PROVINCE**

1. The Province of The West Indies comprises the Dioceses of Barbados, Jamaica, The North Eastern Caribbean and Aruba (formerly Antigua), Guyana, Nassau & The Bahamas, Trinidad and Tobago, The Windward Islands and Belize. It is a constituent member of the Anglican Communion.
2. Each Diocese shall be under the spiritual guidance, leadership and authority of a Bishop, called a Diocesan Bishop. It shall be lawful for a Diocese as prescribed in the Canons of the Province to elect a Coadjutor or one or more Suffragan Bishops. Every Diocesan Bishop shall on his enthronement be entitled after his Diocese and every Suffragan Bishop shall on his installation be entitled after a designated area within the Diocese.
3. There shall be a Chief Bishop or Archbishop who shall bear the responsibility for the general administration of the Province and shall have and use the title and dignity of "Archbishop of The West Indies, Primate and Metropolitan".
4. The Province of The West Indies shall have a Provincial Symbol or Coat of Arms and a Provincial Seal of such design as shall be approved by the Standing Committee. The Provincial Registrar shall have the custody of the said Seal.

### **ARTICLE 2**

#### **RELATING TO THE ARCHBISHOP AND BISHOPS OF THE PROVINCE**

1. All Bishops of the Province including retired Bishops living in the Province shall constitute the House of Bishops, of which the Archbishop shall be Chairman. Such retired Bishops shall have the right to speak but not to vote.
2. The Archbishop shall be the focus of Provincial unity and the link between the Province and the rest of the Anglican Communion.
3. The Archbishop shall exercise Metropolitan authority as determined by this Constitution and Canons of the Province which shall include:
  - (a) the exercise of pastoral oversight and ensuring that both the Provincial Constitution and Canonical development are in accordance with general Anglican tradition and practice, and that the provisions of the Provincial Constitution and Canons are adhered to;
  - (b) the issuance of the Mandate for the election and consecration of Bishops of the Province;
  - (c) the provision of adequate Episcopal oversight in the case of a vacancy in a Diocese;
  - (d) the abrogation of any resolution or enactment of a Diocese which is *ultra vires* its own Constitution and Canons or Regulations or conflicts with the Constitution and Canons of the Province or is at variance with the Faith, Doctrine, and Worship of the Anglican Communion;

- (e) constituting the Court for hearing appeals for which provision is made in the Constitution and Canons of the Province;
  - (f) ensuring the calling of meetings of Synods both Provincial and Diocesan.
4. The House of Bishops shall in addition to its other functions be obligated:
- (a) to build up and support each Bishop in the exercise of the Episcopacy within the Province;
  - (b) as a collegiate body to be the Guardian of the Faith and to ensure the right ordering of the Church's Worship; and
  - (c) to give corporate expression to the Pastoral and Prophetic Ministry of the Church.
5. The House of Bishops shall meet regularly at convenient times being not less than twice a year for consideration of matters affecting the welfare of the Province generally and in particular to deal with matters relating to Faith and Worship. Eight members with voting rights, five of whom shall be Diocesans, shall constitute a quorum.

### **ARTICLE 3**

#### **RELATING TO THE PROVINCIAL SYNOD**

1. There shall be a Synod of the Church in the Province of the West Indies called the Provincial Synod.
2. The Provincial Synod shall comprise:
  - (a) the House of Bishops;
  - (b) a House of Clergy, consisting of representatives of the Clergy, two from each Diocese in the Province, for the election of whom the Diocesan Synod in each Diocese shall from time to time take order;
  - (c) a House of Laity, consisting of lay representatives who shall be communicant members of the Church, three from each Diocese, one of whom shall be a youth delegate, for the election of whom the Diocesan Synod in each Diocese shall from time to time take order;

and the following officers:

  - (d) the Provincial Chancellor;

- (e) the Provincial Secretary;
  - (f) the Provincial Registrar;
  - (g) the Principal of Codrington College and the Anglican Warden of The United Theological College of the West Indies
3. The Provincial Synod shall be the legislative body of the Church in the Province of The West Indies, and shall have full power and authority to amend or repeal the Constitution and to enact such Canons, Rules, Regulations or Orders as may be necessary for giving effect to this Constitution or any part thereof, and to amend or repeal the same.
4. (i) It shall also be the duty of the Provincial Synod to deliberate on and determine by Canon or Resolution all matters concerning the common life of the Church in the Province, save and except:
- (a) such matters as lie within the jurisdiction of the Ecclesiastical Courts;
  - (b) such matters affecting the general administration of the Province as, in the opinion of the President, the House of Bishops should debate and determine; and
  - (c) such matters as lie within the rights and powers of a Diocesan Synod to determine for itself.
- (ii) For the proper carrying out of the purposes of this Section, there shall be established from among the members of Synod at every Ordinary Meeting of Provincial Synod, Standing Commissions dealing with various aspects of the Church's life, which shall include Commissions relating to:
- (a) Doctrine
  - (b) Social Justice and Human Rights
  - (c) Liturgy and Church Music
  - (d) Mission, Renewal and Ecumenism
  - (e) Ministry
  - (f) The Constitution and Canons
  - (g) Youth
- (iii) Persons with special competence from without the Synod may also be invited to serve



on any Commission.

- (iv) Any vacancy in any Commission occurring during the life of such Commission may be filled at the discretion of the Standing Committee.
5. (i) Except for formal motions and appointments to Commissions or new Committees which shall require the affirmative vote of a simple majority of the members voting together, every Resolution or Motion of the Provincial Synod must receive the assent of a majority of the members present in each House, voting separately:
- PROVIDED HOWEVER, that any Resolution or Motion to amend the Declaration of Fundamental Principles or the Constitution, or any Canon, Rule or Standing Order of the Province shall require the assent of not less than two-thirds of the members present of each of the three Houses.
- (ii) No decision shall be valid unless the meeting is validly constituted at the time the decision is taken. The meeting shall be deemed to be validly constituted if the question is not asked, in whatever form or manner, that the House be counted.
6. The Provincial Synod shall have power to make adaptations and abridgements and additions to the Services of the Church. Any adaptation, abridgement or addition allowed or made by any Bishop of the Province for his own Diocese, whether in his own Diocesan Synod or otherwise, shall be provisional only and must be brought to the next meeting of Provincial Synod for approval.
7. It belongs to the jurisdiction and authority of the Provincial Synod to take all measures necessary,
- (a) for erecting a new Diocese within the bounds of an existing Diocese;
  - (b) for altering the boundaries of any Diocese or merging two or more Dioceses within the Province;
  - (b) for incorporating into the Province an adjacent Diocese or part of a Diocese or other territory;
  - (c) for releasing any Diocese or part of a Diocese from the jurisdiction of the Province.
8. It also belongs to the jurisdiction of the Provincial Synod,
- (a) to prescribe the method and procedure for the appointment of Bishops within the Province and for matters connected therewith or incidental thereto;
  - (b) to make rules and prescribe the procedure for maintaining ecclesiastical discipline within the Province and for the establishment of disciplinary Tribunals and

Ecclesiastical Courts;

- (c) to make rules relating to the management, erection, alteration or removal of any Church, Chapel or other building, or any furniture, ornaments or memorials associated therewith;
  - (d) to make rules relating to the duties of Provincial Officers and the rights and duties of parishioners in Church matters and other such matters relating to the good management of the Church in the Province.
9. No Canon, Rule or Regulation of any Diocese in the Province shall have force in such Diocese if it be contrary to or in conflict with any enactment of the Provincial Synod; and every act of a Diocesan Synod shall be subject to review by the Provincial Synod if and in so far as it offends the principle laid down in Report 1 of the Lambeth Conference of 1867 which shall be accepted as ruling the relation between the Provincial Synod and the Diocesan Synods of the Province, viz., “that the Provincial Synod should deal with questions of common interest to the whole Province and with those that affect the communion of the Dioceses with one another and with the rest of the Church whilst the Diocesan Synod should be left to manage the affairs of the Diocese.”

#### **ARTICLE 4**

##### **RELATING TO THE PROVINCIAL STANDING COMMITTEE**

1. There shall be a committee of the Provincial Synod called the Provincial Standing Committee.
2. The Provincial Standing Committee shall be appointed in plenary session at each Ordinary Meeting of the Provincial Synod, and shall remain in office until a new Standing Committee is appointed.
3. Membership of the Provincial Standing Committee shall comprise:
  - (a) the Archbishop, or in his absence the senior Bishop, the Provincial Chancellor, the Provincial Secretary, and the Provincial Registrar.
  - (b) one member from each of the Dioceses of the Province selected by the Provincial representatives of each Diocese from among their number.
4. The Provincial Standing Committee shall exercise generally the executive powers of the Provincial Synod between sessions of the same, subject to any limitations imposed by the said Synod.
5. The Provincial Standing Committee may make rules, called Standing Orders, for the purpose of giving effect to the Canons or any of them; and such Standing Orders shall have the same

force and effect as the Canons after due publication throughout the Province, but shall cease to have effect unless confirmed at the meeting of Synod next following their enactment.

## **ARTICLE 5**

### **RELATING TO DEACONS**

1. The Order of Deacons shall be maintained within the Church 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 Diaconate as the ancient Order, symbolic of the servant element in ministry, has an inherent dignity which is preserved in the other Orders of ministry.
2. The specific functions of members of the Order shall include:
  - (a) preparing the Table and assisting with the Chalice;
  - (b) reading of the Gospel at the Eucharist;
  - (c) baptising 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.
3. Members of the Order may be required to undergo a process of suitable internship in the ministry of the pastorate.

## **ARTICLE 6**

### **RELATING TO THE ORDINATION OF WOMEN**

1. A woman may be ordained to the Office of Deacon or Priest if she otherwise satisfies the requirements laid down in the Canons of the Province as to persons who may be ordained.
2. A Deaconess who is licensed or holds a Bishop's permission to officiate and in either case satisfies the requirements laid down in the Canons of the Province as to persons who may be ordained as Deacons may apply to the Bishop of a Diocese in the Province for his consent to her ordination as a Deacon for service in the Diocese of that Bishop, and the Bishop may after consultation with his Examining Chaplains or the Commission on Ministry of the Diocese give his consent notwithstanding:

- (a) that 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;
- (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.

## **ARTICLE 7**

### **RELATING TO INTERPRETATION**

1. In this Constitution and in any Canon, Rule, Regulation or Standing Order made under the Constitution,

“Anglican Communion” means the Anglican family of Churches or those organised Churches, Provinces or Extra-Provincial Dioceses which, being in communion with the Church of England, accept the Faith, Doctrine, Sacraments and Discipline of the One Holy Catholic and Apostolic Church according as that Church has received the same;

“Archbishop” means the Archbishop of the Province of The West Indies;

“Bishop” means a Bishop of the Province of The West Indies;

“Communicant member of the Church” means any baptised and confirmed person who, having had opportunity to do so, has received Holy Communion from a member of the Clergy of the Church in the Province or a Church in communion with the said Province at least twelve times in the previous year of which Eastertide was one, and contributes regularly to the support of the Church;

“Diocesan Synod” means an assembly consisting of the Bishop or Bishops, Clergy and members of the Laity of a Diocese and constituted according to the Rules and Regulations of the said Diocese;

“Province” means the Province of The West Indies and “Provincial” shall be construed accordingly;

“Provincial Synod” means an assembly of Bishops, Clergy and Lay Representatives of the Church in the Province of The West Indies constituted, convened and held according to the rules laid down by the said Synod.

2. (i) If any question or dispute shall arise as to the interpretation or constitutionality of any provision of this Constitution or the Canons, Rules, Regulations or Standing Orders made thereunder, the determination thereof shall be governed by the general principles of Canon Law thereto applicable and, subject to Section 11 of Canon 5, shall be made by the House of Bishops whose decision shall be final.
- (ii) Such decision shall not affect any right, privilege or power acquired or vested, or the validity of any act done under the said provision.
3. This Constitution and the Canons, Rules, Regulations and Standing Orders made under it shall, in respect of the conduct of the Administration of the Church or the acts or procedures of Ecclesiastical Persons, or the financial affairs of the Church, in any State or Territory within the Province, be subject to the provisions of any Statute, Act or Ordinance or other enactment for the time being in force in that State or Territory, and if there is any conflict or inconsistency between them, the provisions of the latter shall prevail and be paramount.
4. Where in this Constitution or in any Canon, Rule, Regulation or Standing Order the Archbishop is authorised or required to take any action or perform any function and is unable to act, or if the post of Archbishop is vacant, the senior Bishop of the Province shall assume the responsibility and perform the duties of the Archbishop.

## **ARTICLE 8**

### **RELATING TO THE COMING INTO OPERATION OF THE CONSTITUTION AND CANONS 1991**

1. The Declaration of Fundamental Principles and the Constitution and Canons of the Church in the Province of the West Indies 1991 shall come into force on the day it receives a two-thirds majority of the votes in each of the three Houses of the Provincial Synod and is certified as having been so approved by the Archbishop.
2. The Constitution and Canons of the Church in the Province of the West Indies 1959 as amended is hereby repealed.

## **C. CANONS**

**Title:** These Canons are made by the Provincial Synod under Paragraph 3 of Article 3 of the Constitution, and may be cited as the Canons of the Church in the Province of the West Indies.

### **CANON 1**

## **OF THE PROVINCIAL SYNOD**

1. An Ordinary Meeting of the Provincial Synod shall be held in the fourth quarter of every third year at such time and place as the Archbishop shall determine.
2. Special Meetings of Provincial Synod may be called at any time at the discretion of the Archbishop after consultation with the other Diocesan Bishops, and shall be called on the written request of any five Bishops of the Province or of any seven Clerical and/or Lay members of the Synod. Upon receipt of such requisition the Archbishop shall summon a meeting within six months of the date of the request.
3. The Archbishop may after consultation with the Standing Committee by notice in writing to the Provincial Secretary for publication to the members of Synod postpone any meeting of Synod and appoint another time and place for the meeting.
4. The Provincial Secretary shall give not less than three (3) months' notice of any meeting of the Provincial Synod, and shall ensure that the agenda paper is supplied to every member of the Synod at least four (4) weeks before the commencement of the Synod.
5. The Archbishop shall preside at all meetings of the Synod. In his absence, or if the office is vacant, the presiding officer shall be the senior Bishop present.
6. The Presiding Officer and five (5) Bishops and eight (8) Clerical and eight (8) Lay representatives shall constitute a quorum for the holding of a Provincial Synod.
7. The Presiding Officer shall have an original vote with the other Bishops and a casting vote in the event of an equality of votes.
8.
  - (i) The three Houses of Synod may meet and deliberate either separately or together as the members of each House may by majority decide, but all matters debated shall be decided by the three Houses voting separately.
  - (ii) Officers of the Province who are ex-officio members of the Synod shall each, for the purposes of this Canon, be deemed and accounted a member of the House in which, by virtue of his or her status, that person qualifies for membership.
9. The House of Clergy and the House of Laity shall each elect from among its members a Prolocutor who shall preside over the deliberations of the particular House and have an original as well as a casting vote and shall be the means of communication with the other Houses.
10. Notice of any resolution or motion for the introduction, amendment or repeal of the Declaration of Fundamental Principles or the Constitution or any Canon or Provincial Standing Order shall be given in writing not less than two (2) months before the meeting of the Synod, and no such resolution or motion shall be considered by the Synod unless it shall have been circulated to every member of Synod at least four (4) weeks before the commencement of the Synod, except with the approval of the majority present in each of the three Houses.
11. Every resolution or motion for the introduction, amendment or repeal of the Declaration of

Fundamental Principles or the Constitution or any Canon or Standing Order must receive the assent of not less than two-thirds of the members present of each of the three Houses.

12. The affirmative vote of a simple majority in each of the three Houses shall be necessary for the adoption of any resolution or motion other than those referred to in Section 11 above.
13. The Rules of Order for conducting the sessions of the Provincial Synod are set out in Schedule 1.

## **CANON 2**

### **OF THE PROVINCIAL STANDING COMMITTEE**

1. The Chairman of the Standing Committee shall be the Archbishop, and in the event of his absence or inability to act, the senior Bishop present shall deputise.
2. The Provincial Secretary shall be the Secretary of the Standing Committee.
2. If any member other than an ex-officio member of the Standing Committee is unable to attend a meeting, that member's place shall be filled by a nominee of the Bishop of the Diocese from among the representatives to Provincial Synod of his Diocese.
4. Meetings of the Standing Committee shall be convened at such time and place as the Chairman shall decide at least once a year and at any time upon request of not less than three members from different Dioceses.
5. The Provincial Secretary shall give not less than one month's notice of a meeting of the Standing Committee and shall supply every member with a copy of the agenda paper at least one week before the commencement of the meeting.
6. A Diocese may at its own expense send an observer to attend a meeting of the Standing Committee. An observer shall not vote, and shall not enter into the deliberations and discussions unless invited to do so by the Chairman.
7. Any seven members shall constitute a quorum.
8. No Resolution of the Standing Committee shall be deemed affirmed unless it has received the assent of a majority of the members present.
9. In cases of expediency or urgency, the Standing Committee shall be entitled to carry out its deliberations and arrive at decisions by an exchange of correspondence involving all its members channelled through the Provincial Secretary. Such decisions shall require the approval of a majority of members.

10. The duties of the Standing Committee shall be:
- (a) to deliberate on and determine all matters referred to it by the Provincial Synod;
  - (b) to exercise on behalf of the Provincial Synod when not in session the control vested in the Provincial Synod in respect of such matters as would be dealt with at the next Ordinary Meeting of the Provincial Synod, SAVE and EXCEPT such matters as in the opinion of the Chairman ought to be determined by the Provincial Synod in plenary session;
  - (c) to prepare a detailed agenda for all meetings of the Synod;
  - (d) to prepare a triennial budget of the Provincial Synod Fund for approval at each Ordinary Meeting of the Provincial Synod.
  - (e) to report to every Ordinary Meeting of the Provincial Synod on all matters on which action has been taken during its term.
  - (f) to make Standing Orders in accordance with the provisions of Paragraph 5 of Article 4.

### **CANON 3**

#### **OF THE PROVINCIAL SECRETARIAT AND OFFICERS**

##### **Part I: Administration**

1. There shall be a Provincial Secretariat which shall be situated in such place as the Provincial Synod may decide.
2. The Secretariat shall be the permanent central coordinating office for the Province and shall be responsible for providing administrative support to the Archbishop to enable him to deal effectively with matters requiring his attention, including:
  - (a) processing of correspondence;
  - (b) carrying out research of matters provincial;
  - (c) keeping proper records of action taken at provincial level and preserving the Provincial Archives;
  - (d) managing the financial operations of the Province and keeping proper records of financial transactions.



3. The Secretariat shall be administered by the Provincial Secretary and shall be staffed by such officers as the Synod or the Standing Committee may consider appropriate.

### **Part II: The Provincial Secretary**

4. The Provincial Secretary shall be a communicant member of the Church and shall be appointed by the Synod or the Standing Committee on the recommendation of the Archbishop after consultation with the House of Bishops. The appointment shall be on such terms and conditions as may be approved by the Standing Committee. The Provincial Secretary shall report to the Archbishop, or in his absence, or where the office is vacant, to the senior Bishop.
5. Before entering upon the duties of the office, the Provincial Secretary shall make and subscribe the customary Oath and Declaration prescribed in Canon 14 Section 3(a) and (c).
6. The duties of the Provincial Secretary shall include:
  - (a) Performing the day to day functions of the Secretariat;
  - (b) Being Secretary of the Provincial Synod and of the Standing Committee;
  - (c) Being responsible for the preparation and implementation of the approved Budget and the presentation of financial reports to the Provincial Synod and the Standing Committee or whenever called upon to do so;
  - (d) Performing such other duties relating to Provincial matters as the Provincial Synod, the Standing Committee or the Archbishop may require from time to time.

### **Part III: The Provincial Chancellor**

7. The Archbishop shall appoint a Chancellor of the Province who shall be an Attorney-at-Law of not less than ten years' standing and a communicant member of the Church.
8. The Provincial Chancellor shall advise the Archbishop on Ecclesiastical Law and on all legal or disciplinary matters affecting the Province and on the interpretation of the Constitution, Canons and Standing Orders of the Province.
9. Before entering upon the duties of the office, the Provincial Chancellor shall make and subscribe the customary Oath and Declaration prescribed in Canon 14 Section 3(a) and (c).
10. The Provincial Chancellor shall hold office during the Archbishop's pleasure, and on the death, retirement or resignation of the Archbishop shall remain in office until a new Provincial Chancellor is appointed after the election of a new Archbishop.

#### **Part IV: The Provincial Registrar**

11. The Archbishop shall appoint a Registrar of the Province who shall be an Attorney-at-Law of not less than five years' standing and a communicant member of the Church in the Diocese of the Archbishop.
12. The Provincial Registrar shall ensure that all Provincial records and other documents required to be issued by the Province comply with the Constitution and Canons and such other relevant laws as may apply in the circumstances.
13. Before entering upon the duties of the office, the Provincial Registrar shall make and subscribe the customary Oath and Declaration prescribed in Canon 14 Section 3(a) and (c).
14. The Provincial Registrar shall hold office during the Archbishop's pleasure, and on the death, retirement or resignation of the Archbishop shall remain in office until a new Provincial Registrar is appointed after the election of a new Archbishop.

#### **CANON 4**

##### **OF THE RELATION OF PROVINCIAL SYNOD TO DIOCESAN SYNODS**

1. Every revision or amendment of the Constitution and Canons of the Province and every Resolution passed by the Provincial Synod shall be notified to the several Diocesan Synods through the Bishop of each Diocese.
2. Every revision or amendment of the Constitution or Canons or Regulations of a Diocese shall be notified to the Archbishop.
3. Every Constitution or Canon or Regulation enacted and every Resolution passed by a Diocesan Synod shall require the approval of the Provincial Synod save and except such matters as concern only the internal order or interest of that Diocese.
4. Any Constitution or Canon or Regulation enacted by a Diocesan Synod which requires the confirmation of the Provincial Synod, may, with the consent of a majority of the Bishops of the Province given in writing, be acted upon provisionally until the next meeting of the Provincial Synod.

#### **CANON 5**

##### **OF THE ELECTION OF THE ARCHBISHOP**

1. The Archbishop shall be chosen from among the Diocesan Bishops of the Province and shall be elected by the Provincial Synod acting as an Elective Assembly as hereinafter provided.
2. Upon receipt of the notice of the resignation or retirement or death of the Archbishop or of his inability to continue to perform his duties, or if the See of the Diocese of which the Archbishop is the Bishop is declared vacant by virtue of the provisions of Section 5 of Canon 9, the senior Bishop shall immediately inform the other Bishops of the Province by registered post of the vacancy or impending vacancy, and as soon as possible after the vacancy is established and declared, summon the Synod by registered post to meet together at a place and time determined by him to elect a new Archbishop.
3. The meeting to elect a new Archbishop shall take place as early as possible after the vacancy, not being later than three (3) months after all the Sees in the Province are filled and in any event, not later than twelve (12) months after the vacancy of the Archbishopric.
4. On the day appointed for the election the Holy Eucharist shall be celebrated by the senior Bishop assisted by the other Bishops.
5. After the Eucharist the Provincial Synod shall convene under the Presidency of the senior Bishop present, and after prayers proceed to the election. When it is established that each House is validly constituted, the Bishops shall withdraw and sit apart from the Clerical and Lay members.
6. After consultation with the other Bishops, the Bishop presiding shall then submit to the Elective Assembly two nominations to fill the office of Archbishop.
7. The nominations having been made, the Houses shall separate for discussion. After discussion, the Synod shall resume as an Elective Assembly and proceed forthwith to vote as a body by secret ballot on the said nominations and a simple majority shall suffice to secure an election.
8. Upon an election taking place, the Bishop presiding shall formally proclaim the person elected to be the Archbishop and Primate of the Church in the Province.
9. The senior Bishop shall as soon as possible after the election cause the name of the new Archbishop to be published throughout the Province and shall notify all Archbishops, Primates, Metropolitans and Presiding Bishops of Churches of the Anglican Communion that A.B, Bishop of the Diocese of C.D., has in accordance with the provisions of the Canons of the Province been elected Archbishop of the West Indies, Primate and Metropolitan in the place of E.F., lately resigned or retired or deceased or declared unfit to discharge the duties of the office, whose appointment was terminated as the case may be.
10. After election, the voting papers shall be burnt or otherwise destroyed.

11. In all cases of doubt or dispute over any matter connected with the interpretation of this Canon or the procedure in carrying out the election, the decision of the presiding Bishop shall be final.

## **CANON 6**

### **OF THE SENIOR BISHOP**

1. If the Archbishop resigns or retires or dies or is certified by two duly qualified medical practitioners to be no longer able by reason of mental or physical infirmity to discharge the duties of his office, the senior Bishop of the Province shall exercise the powers and perform the duties of the Archbishop until a successor has been elected in his place and at once proceed to the election of a new Archbishop.
2. The senior Bishop of the Province shall always be a Diocesan Bishop, not being the Archbishop.
3. In the event of the senior Bishop being unable or unwilling to carry out the duties specified in this Canon, the duties shall devolve on the Diocesan Bishop next senior.
4. The order of seniority of the Bishops shall be determined in the following manner:
  - (a) If a person not in Episcopal Orders be by election or otherwise chosen Bishop of a Diocese in the Province, he shall be deemed to become a Bishop of the Province on the day of his Consecration.
  - (b) If a person in Episcopal Orders be chosen to be a Bishop in a Diocese, he shall be deemed to become a Bishop of the Province on the day of the issue of the notification that the choice has been confirmed in accordance with Canon 8.

## **CANON 7**

### **OF THE ELECTION OF DIOCESAN BISHOPS**

1. The election of a Diocesan Bishop for a vacant See shall be made in accordance with the provisions of this Canon and the Canons or Regulations of the Diocese concerned.
2. When a See has become vacant, the Archbishop shall formally signify that fact to the person or persons administering the Diocese in place of the Bishop as determined by the Canons or Regulations of that Diocese and state the date from which the vacancy is to be reckoned; and the person or persons administering the Diocese shall thereupon proceed to the election of a new Bishop of the Diocese.

3. The election shall take place in an assembly called “The Elective Assembly”, the members of which shall be of the Synod of the Diocese.
4. The Elective Assembly shall proceed to choose a Bishop either by direct election or by delegation of choice to a Selection Committee:  
  
    Provided that no person under the age of thirty years shall be chosen Bishop.
5. Where the Elective Assembly decides to proceed by direct election, the voting shall be by Houses, Clerical and Lay, and a two-thirds majority in both Houses shall be necessary for election.
6. Where the Elective Assembly decides to delegate the choice of a Bishop to a Selection Committee, it may do so either to a committee of persons within the Diocese or to a committee of persons some or all of whom are from outside the Diocese.
7. Where the Elective Assembly decides to delegate the choice of a Bishop to a Selection Committee composed of persons some or all of whom are from outside the Diocese, the Archbishop shall be added to such Selection Committee and shall have an equal vote with the other members of the Committee.
8. If the Elective Assembly fail to elect directly within six (6) months from the date on which the Archbishop has signified that the vacancy is to be reckoned, or if the Selection Committee to which the Diocese has delegated the choice of a Bishop fail to choose a Bishop within twelve (12) months from the aforesaid date, the Archbishop shall provide for the selection of a Bishop by the Bishops of the Province, and such selection shall be final.
9. A Bishop shall be deemed to become a Bishop of a Diocese on the day of his Consecration for the Diocese, or if he be already consecrated, on the date of the issue of the notification of his confirmation as Bishop of the Diocese.
10. The selection and appointment of a Bishop to a Diocese not yet fully organised, or to an organised Diocese having less than eight Priests in charge of separate permanent cures, shall be made by the Bishops of the Province, provided that any of the Clergy or Lay Representatives or Officials of the said Diocese may send in writing through the Administrator of the Diocese to the Archbishop an expression of their wishes in the matter of the selection within three months of the vacancy occurring.

## **CANON 8**

### **OF THE CONFIRMATION, CONSECRATION AND ENTHRONEMENT OF DIOCESAN BISHOPS**

1. The election or selection of a Diocesan Bishop shall always, save as provided in Section 6 below, be subject to confirmation by a majority of the Bishops of the Province and shall not be effective until all the Bishops have been consulted.
2. Immediately after the election of a Diocesan Bishop by the Elective Assembly, or upon receipt of notification by the person or persons administering the Diocese from the Selection Committee of persons within the Diocese of the name of the person selected to be Bishop, the person or persons administering the Diocese shall forward in writing to the Archbishop the name of the person so chosen together with, where the choice is made by direct election, a copy of the proceedings of the Elective Assembly.
3. Upon receipt of notification of the person elected or selected as in Section 2 above, or on the selection of a person by a Selection Committee of which the Archbishop was a member, the Archbishop shall thereupon inform the Bishops of the Province by letter of the name of the Bishop-elect and seek their confirmation in writing of the choice made. Where pursuant to Section 2 above a copy of the proceedings has been received, the Archbishop shall circulate this to the Bishops for their information.
4. If any Bishop reject or refuse to confirm the choice made, he shall notify that fact in writing together with the reasons for his objection or refusal to the Archbishop with copies to all the other Bishops of the Province and a decision on the person chosen shall not be taken until all the Bishops have had an opportunity to give to the Archbishop their judgement in writing on the objections made.
5. When a majority of the Bishops has confirmed the choice, the Archbishop shall so notify the person or persons administering the Diocese, and if the person chosen and confirmed be not already in Episcopal Orders, the person or persons administering the Diocese shall take order for the Consecration of the Bishop-elect.
6. If the majority of the Bishops refuse to confirm the choice made, the Archbishop shall notify the person or persons administering the Diocese who shall then provide for a fresh choice to be made. If the Bishops refuse to confirm this new choice, the Archbishop shall refer the matter to the Committee of Reference, constituted in accordance with Canon 22 and request and empower it to make choice of a Bishop for the vacant See; and the choice of the Committee of Reference shall be final.
7. The choice of the Bishop-elect having been confirmed by the House of Bishops, the Archbishop shall proceed at the earliest convenient season to his Ordination and Consecration if he be not already in Episcopal Orders and take order for his Enthronement if he be a Diocesan.
8. Not less than three Bishops of the Province shall take part in the Act of Consecration, of whom the Archbishop shall be one. If unable to act, the Archbishop shall commission the senior Bishop to act on his behalf.

9. All consecrations shall take place within the Province provided that for special cause approved by the Archbishop a Consecration may take place outside the Province.
10. A person to be consecrated Bishop of a Diocese in the Province and a person already in Episcopal Orders appointed to a Diocese in the Province shall at his Consecration or Enthronement as the case may be, make and subscribe the following Declarations and Oath:
- (a) **Relating to the Province:**
- “I, A.B. do solemnly declare my submission to the authority of the Provincial Synod of the West Indies, and of the Archbishop of the Province duly exercising in lawful manner the powers committed to him by the said Synod; And I further agree to be bound by all lawful Canons and Regulations which are now in force by the authority of the said Synod, and by all such other Canons and Resolutions as may from time to time be made and issued by the authority of the said Synod.”
- (b) **Oath of Obedience to Archbishop:**
- “In the name of God. Amen. I, A.B. chosen Bishop of the Church (in the See of N:/ as Coadjutor or Suffragan Bishop of N) in the Province of the West Indies do profess and promise all due reverence and obedience to the Archbishop and to the Metropolitan Church of the Province of the West Indies and to his Successors; So help Me God, through Jesus Christ.”
- (c) **Relating to the Archbishop of Canterbury, Pursuant to Resolution 9 of the Lambeth Conference 1897**
- “I, A.B. do solemnly declare that I will pay all due honour and deference to the Archbishop of Canterbury, and will respect and maintain the spiritual rights and privileges of all Churches in the Anglican Communion.”
11. When a person is to be consecrated Bishop elsewhere than in the Province of the West Indies, the Declarations and Oath set out in Section 10 above shall be made and taken and, with the consent of the Archbishop or Chief Bishop of the Province within which the Consecration takes place, be recorded with the fact of the Consecration in the Register of the Archbishop or Chief Bishop within whose jurisdiction the Consecration takes place and the Declarations and Oath are made and taken.
12. Duly certified copies of the Declarations and Oath made and taken pursuant to Sections 10 and 11 above, and of the Act of Consecration shall be deposited and filed in the Provincial Registry.
13. Diocesan Bishops shall be enthroned in the customary manner and shall at the time of their Enthronement take such Oaths and make such Declarations as by custom and the Canons and Regulations of the Diocese are required.

## **CANON 9**

### **OF RIGHTS AND OBLIGATIONS OF BISHOPS**

1. Every Diocesan Bishop shall have the right of veto upon all Resolutions of the Synod of his Diocese:

PROVIDED always that the Diocesan Synod shall have the right to appeal to the House of Bishops against the use of such veto.

2. Every Diocesan Bishop shall visit the parishes within his jurisdiction at least once in every three (3) years for the purpose of examining their condition, administering the Sacrament of Confirmation, preaching the Word, celebrating the Eucharist and giving Communion to the people.
3. Every Diocesan Bishop may deliver from time to time at his discretion a Charge to the Clergy of his Diocese, and may from time to time address to the people of his Diocese Pastoral Letters on points of Christian doctrine, worship or manners which he may require the Clergy to read to their congregations.
4. No Diocesan Bishop shall absent himself from his Diocese for more than six (6) months in any period of two years without the consent of the Archbishop, or if the Archbishop is unable to act, of the senior Bishop. The Archbishop shall not absent himself in like manner from his Diocese or the Province without informing the House of Bishops.
5. If any Diocesan Bishop acts in contravention of Section 4 above, the Archbishop, or if the Archbishop is the offender, the senior Bishop, may give him three months' notice in writing to return to his Diocese, and if the offender fails to comply, may, with the consent of the majority of the Bishops of the Province declare the See vacant.
6. Where a Diocesan Bishop has permission to absent himself from his Diocese for more than twelve months, he shall be bound to make provision for Confirmations and Ordinations within his Diocese.
7. No Diocesan Bishop shall be absent from his Diocese for more than six weeks without appointing under his hand and seal a Vicar-General who shall be the Coadjutor or Suffragan Bishop if there be one, with authority to administer the Diocese and maintain discipline according to the Canons or Regulations of the Church.
8. Every Bishop shall reside within the limits of his jurisdiction unless, on the ground of ill-health or other important consideration, he shall receive permission from the Archbishop to do otherwise.



9. Every Bishop shall keep a record of all his official acts, such as Ordinations, Confirmations, Licensings and Institutions and Consecrations. This record shall be the property of the Diocese and be transmitted to his successor.

## **CANON 10**

### **OF THE VACANCY OF A SEE**

1. When a Diocesan Bishop proposes to retire or resign his See, he shall notify, in writing, his intention to do so, and the date on which he desires his retirement or resignation to take effect, to the Archbishop; and shall inform the person or persons, in accordance with the Canons or Regulations of the Diocese, charged with the duty of administering the Diocese during the vacancy of the See of his action.
2. If the Archbishop desires to retire or resign his office he shall do so by letter under his hand to the senior Bishop who shall then proceed in accordance with Section 2 of Canon 5.
3. When a Diocesan Bishop dies or 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, the person or persons charged with administering the Diocese during the vacancy of the See shall notify the Archbishop of the fact.
4. When the Archbishop receives notification of the retirement or resignation or the death of a Diocesan Bishop, he shall declare the See vacant; where the notification relates to the incapacity of the Bishop, the Archbishop shall consult with the House of Bishops before declaring the See vacant. Upon declaring the See vacant, the Archbishop shall formally notify the person or persons charged with administering the Diocese of the vacancy and of the date from which it is to be reckoned.

## **CANON 11**

### **OF COADJUTOR, SUFFRAGAN AND ASSISTANT BISHOPS**

1. When it appears desirable to the Bishop and Synod of a Diocese that the Bishop should have Episcopal assistance by means of the appointment of a Coadjutor or a Suffragan Bishop, the Bishop or other authority of the Diocese acting for him shall send to the other Bishops of the Province through the Archbishop official documents setting forth:
  - (a) the desire of the Bishop and of the Synod for the appointment of a Coadjutor or one or more Suffragan Bishops;
  - (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 Coadjutor or

Suffragan Bishop,

- (c) a clear definition of his status during the tenure of his office.
2. When a majority of the Bishops has declared their consent to the appointment of a Coadjutor or a Suffragan Bishop for the Diocese concerned, the Archbishop shall notify the same to the Bishop or other authority aforesaid, and the Bishop and Diocesan Synod may proceed to the election of the Coadjutor or Suffragan Bishop, as the case may be.
  3. The election of a Coadjutor or Suffragan Bishop shall take place in an Elective Assembly constituted as provided in Section 3 of Canon 7. The voting shall be by Houses, Clerical and Lay, and a two-thirds majority in both Houses shall be necessary for election.
  4. The election of a Coadjutor Bishop shall be by direct election or otherwise in accordance with the Canons or Regulations of the Diocese relating to the election of a Diocesan Bishop; and the election of a Suffragan Bishop shall be on the nomination of the Diocesan Bishop.
  5. The election of a Coadjutor or Suffragan Bishop shall be subject to confirmation by the Bishops of the Province as provided in Canon 8 with the necessary modifications.
  6. When a majority of the Bishops has confirmed the election, the Archbishop shall, if the person so elected be not already in Episcopal Orders, proceed to take order for his Consecration.
  7. A Coadjutor or Suffragan Bishop shall at his Consecration, or if already in Episcopal Orders, at his Installation, take and subscribe the Declarations and Oath prescribed in Section 10 of Canon 8.
  8. A Coadjutor or Suffragan Bishop shall perform such Diocesan duties and exercise such Episcopal authority in the Diocese as the Bishop of the Diocese shall from time to time assign to him:  
  
PROVIDED that notwithstanding any Diocesan Canon or Regulation to the contrary, the Coadjutor or if there is no Coadjutor, the Suffragan Bishop, or where there are two or more Suffragan Bishops the senior of them shall administer the Diocese in the absence of the Bishop.
  9. A Bishop Coadjutor shall on the resignation, retirement or death of the Bishop of the Diocese without further election or confirmation succeed as Bishop of the Diocese as from the date of such resignation, retirement or death. He shall notify the Archbishop of his succession and the Archbishop shall cause the other Bishops to be informed. At his Enthronement, the Coadjutor shall take and subscribe the Declarations and Oath prescribed in Canon 8 Section 13.
  10. The tenure of office of a Suffragan Bishop shall not be terminated on the incapacity, resignation, retirement or death of the Bishop of the Diocese.

11. A Coadjutor or Suffragan Bishop shall attend sessions of Diocesan Synod as a member of the House of Clergy, save that in the absence of the Bishop of the Diocese he shall preside notwithstanding any Diocesan Canon or Regulation to the contrary.
12. Coadjutor and Suffragan Bishops shall have membership of the Provincial Synod as members of the House of Bishops in accordance with Paragraph 1 of Article 2 of the Constitution.
13. If a Coadjutor or a Suffragan Bishop wishes to resign, he shall tender his resignation to the Bishop of the Diocese who shall inform the Archbishop that such resignation has been tendered.
14. If a Coadjutor or Suffragan Bishop resigns, retires or dies or 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, the Bishop of the Diocese shall inform the Archbishop of the fact, and the Archbishop shall formally declare the office vacant and signify the date from which it is to be reckoned, whereupon the Bishop of the Diocese shall proceed to the election of a successor.
15. The Bishop of a Diocese may, with approval of his Diocesan Council in regard to the appointee's terms and conditions, appoint someone in Episcopal Orders an Assistant Bishop in his Diocese, whose tenure of office as such shall be at the pleasure of the Diocesan and whose tenure shall in any event expire on the death, resignation or retirement of the said Diocesan.

## **CANON 12**

### **OF THE FORMATION OF DIOCESES**

1. The Provincial Synod may, at the request of the Synod of a Diocese, or on its own initiative and with the concurrence of the Bishop or Bishops and the Synod or Synods of the Diocese or Dioceses concerned, form a new Diocese within the Province, or re-arrange the boundaries of a Diocese or merge two or more Dioceses.
2. The Provincial Synod may incorporate an adjacent Diocese into the Province at the request of the Synod of that Diocese:  
  
**PROVIDED** that if the said Diocese is already part of another Province the consent of that other Province must first have been obtained.
3. Any decision by the Provincial Synod to cede a Diocese or a part thereof to another Province or Ecclesiastical Jurisdiction within the Anglican Communion shall be made at the request and with the consent of the Diocese and Province or Ecclesiastical Jurisdiction concerned.

4. (a) The Provincial Synod may create a Missionary Jurisdiction within the Province with the concurrence of the Bishop within whose Diocese the area designated the Missionary Jurisdiction falls, and commit it to the charge and care of a Bishop who shall be elected by the House of Bishops with the approval of the Bishop of the Diocese concerned.
  - (b) The Provincial Synod may add to or subtract from the area as from time to time it may, with the concurrence of the Bishop of the Diocese, think fit.
  - (c) The Bishop of the Missionary Jurisdiction shall be responsible to the House of Bishops, and the Church in the area of the Jurisdiction shall be entitled to have representation on the Provincial Synod, the appropriate number and apportionment of such representation being determined by the Provincial Synod.
5. Any acts done under the authority of the preceding sections shall be recorded in an Instrument drawn up under the hand and seal of the Archbishop, and the Archbishop shall formally promulgate the same to the Synods of the several Dioceses of the Province, together with the date at which it shall take effect.

## **CANON 13**

### **OF ARCHDEACONS**

1. Archdeacons shall be appointed by the Bishop of the Diocese, one or more as the Bishop in his discretion shall decide, or in accordance with the provisions of Diocesan Regulations or Canons.
2. No member of the Clergy of less than five years' standing shall be appointed an Archdeacon.
3. Archdeacons shall visit their Archdeaconries at least once a year and as and when the Bishop shall direct, and shall,
  - (a) inspect the Registers, Minute Books, Ledgers and Account Books of each Church and Parish and check the inventory of real and personal property;
  - (b) examine the fabrics of the Churches, schools, rectories, parsonages and other buildings being the property of the Church, and inspect the burial grounds; and
  - (c) make a report to the Bishop of the result of such inspection and examination.
4. If required to do so, the Archdeacon shall examine and report to the Bishop upon all plans and work in connection with the building, restoration or alteration of Churches and other buildings, the property of the Church.

5. The Archdeacon shall assist the Bishop in relation to pastoral care and the office of Bishop and particularly shall see that all such as hold any ecclesiastical office within the Archdeaconry perform their duties with diligence, and shall bring to the Bishop's attention what calls for correction or merits praise.
6. Archdeacons during their term of office shall be entitled to be addressed as "The Venerable the Archdeacon of.....".

## **CANON 14**

### **OF THE LICENSING OF CLERGY AND OF LETTERS COMMENDATORY**

1. All members of the Clergy to be licensed to officiate or to be instituted in a parish or cure by a Bishop shall first produce Letters of Orders showing that they have been duly ordained, and if they were resident in other Dioceses, Letters Commendatory from the Bishop of the Diocese in which they last held office.
2. Letters Commendatory shall be in the following or some similar form:

"Whereas the Reverend A.B., being about to leave this Diocese, has requested of US Letters Testimonial of his/her life and conversation, WE, C.D., by Divine Permission Bishop of ....., do hereby certify that the said A.B., during the time that he/she served as ..... in this Diocese, which was from..... until the present date did behave himself/herself piously, soberly and honestly, nor do We know that he/she believed or maintained any opinion contrary to the Doctrine and Discipline of the Anglican Communion in the Province of the West Indies.

In Witness Whereof We have hereunto subscribed Our Hand and affixed Our Seal.

Dated at..... this.....day of..... in the year of Our Lord Two Thousand and..... and of Our Consecration the.....".

3. Every member of the Clergy to be ordained, licensed, instituted or collated shall first take the Oath of Canonical Obedience to the Bishop of the Diocese and make the Declarations of Assent and Consent as set out hereunder:
  - (a) I, A.B., do swear that I will pay true and Canonical Obedience to the Lord Bishop of..... and his Successors in all things lawful and honest. So help Me God.
  - (b) I, A.B., do solemnly declare and affirm that I assent to the Book of Common Prayer and of the Ordering of Bishops, Priests and Deacons. I believe the Doctrine as therein set forth to be agreeable to the Word of God, and in Public Prayer and the Administration of the Sacraments I will use the form in the said Book Prescribed or

such other forms as are authorised by the Bishop of the Diocese, in conformity with the provisions of Provincial Canons and the Regulations.

- (c) I, A.B., do solemnly declare and affirm that I consent to be bound by Laws, Canons, Rules and Regulations which have been made, or which from time to time may be made by the Provincial Synod of the Province of the West Indies, and by the Diocesan Synod of the Diocese of.....
- 4. A member of the Clergy to be ordained, licensed, instituted or collated may also be required to make a Declaration against Simony.
- 5. When a member of the Clergy leaves a Diocese in the Province having been refused Letters Commendatory, or having failed to apply for the same, the Bishop of that Diocese shall immediately communicate the facts to the Archbishop who shall inform all the other Bishops.

## **CANON 15**

### **OF THE CLERGY OF A PARISH AND THEIR DUTIES**

- 1. The ordering of the worship and the spiritual jurisdiction of a Parish is vested in the Incumbent or Priest-in-Charge subject to the Canons or Regulations of the Diocese and the authority of the Bishop. All other Clergy of, or in a Parish, by whatever name they may be designated are to be regarded as under the authority of the Incumbent or Priest-in-Charge unless the Bishop otherwise directs.
- 2. It is the duty of all members of the Clergy having a cure of souls,
  - (a) to preach the Gospel;
  - (b) to administer the Sacraments and to perform such other Offices and Rites as are contained in the Book of Common Prayer or are authorised by the Bishop;
  - (c) to visit the members of their congregations, particularly those who are sick, and provide opportunities for them to obtain spiritual counsel and advice;
  - (d) to instruct the children in the Christian Faith, and to use such opportunities of teaching or visiting in the schools within their cures as are open to them;
  - (e) to prepare children and others for Confirmation and when satisfied of their fitness, to present them to the Bishop for Confirmation;
  - (f) to instruct the faithful from the Holy Scriptures and in the Doctrine, History and Liturgy of the Church;

- (g) to instruct their congregations concerning the missionary work of the Church, at home and abroad, and in conformity with any Regulations in force in the Diocese, to give suitable opportunity to the people to make offerings towards such missionary work.
- 3. No member of the Clergy may officiate in any Church within any Diocese of the Province unless licensed or authorised to do so by the Bishop of that Diocese.
- 4. No member of the Clergy having the charge of any parish or congregation shall permit any person to officiate in any way therein without sufficient evidence of,
  - (a) having been duly licensed or ordained in the Anglican Communion; and
  - (b) not having been inhibited or suspended from office by lawful ecclesiastical authority of the Church in this Province or any other Province of the Anglican Communion; and
  - (c) having received permission from the Bishop of the Diocese to do so.
- 5. All Incumbents shall cause to be recorded in the Parish Registers all Services, Baptisms, Confirmations, Marriages and Burials, and the names of all communicants within their cures. Each entry in a Register shall be signed by the Officiating Minister.
- 6. All Incumbents shall exhibit or cause to be exhibited to the Bishop at his Visitation, or to the Archdeacon, all Parochial Registers and Account Books, and shall give such information as regards the spiritual and temporal state of the Parish as he may require.
- 7. Members of the Clergy holding ecclesiastical office shall not engage in trade or any other occupation in such manner as to affect the performance of the duties of their office, except they have permission so to do from the Bishop of the Diocese.

## **CANON 16**

### **OF THEOLOGICAL EDUCATION**

#### **Part I: Of Selection of Candidates for Ministry**

- 1. The Bishop of a Diocese shall be responsible for the selection of candidates for Holy Orders and for instituting programmes for fostering and testing vocations of aspirants.
- 2. Persons shall not be accepted as candidates for Holy Orders unless they are communicant members of the Church and contributes regularly to its support and have given proof to the Bishops of their Diocese and the Bishops' Examining Chaplains or the Commissions on Ministry of their physical, intellectual, moral, emotional and spiritual fitness, and shown

evidence of their vocation to the Sacred Ministry.

## **Part II: Of Theological Seminaries**

3. Codrington College in Barbados and the United Theological College of the West Indies in Jamaica, are the accredited Provincial Seminaries for the training of candidates for Holy Orders in the Church in the Province of the West Indies.
4. Other Seminaries may be recognised by the Province,
  - (a) if they are recognised places of training in another Province of the Anglican Communion; or
  - (b) they receive accreditation from the Provincial Commission on Ministry established under Canon 33.

## **Part III: Of Training for Ministry**

5. A candidate for Holy Orders who has attained the educational standard required for matriculation to the Provincial Seminaries shall be required to complete a Pre-Collegiate Course agreed on by the Provincial Commission on Ministry and the Provincial Seminaries. The Provincial Commission on Ministry with the assistance of the Provincial Seminaries, shall provide guidelines and certification for this Course, and the Diocesan authorities shall be responsible for administering the Course.
6. Candidates who have completed the Pre-Collegiate Course and have demonstrated their suitability for the Sacred Ministry may be selected for further training either at one of the Provincial Seminaries or at some other recognised Seminary or under the instruction and supervision of a Priest selected for that purpose by the Bishop of the Diocese.
7.
  - (a) A candidate who has completed the Pre-Collegiate Course shall proceed to courses in the following areas: Biblical Studies, Church History, Christian Doctrine, Liturgy, Christian Ethics, Pastoral Studies including Homiletics.
  - (b) Such a candidate may fulfil these requirements by passing the Courses for the L.Th or B.A. (Theology) of the University of the West Indies and/or the Diploma offered by the Theological Seminaries.
8. There shall be established within the Province a programme called Provincial Ministerial Internship (PMI) which shall be administered by each Diocese. The programme shall be administered over a period of two years.
9. At the discretion of the Bishop, a Deacon who has completed the first year of the Internship may be admitted to the Priesthood, but shall not be eligible for appointment as a Parish Priest



or Rector until completion of the full PMI Programme.

10. In every Diocese provision shall be made as far as possible for the continuing education of the Clergy, including the development of local programmes. Provision shall also be made for the training of Catechists, Lay Readers, Sunday School Teachers and other Church workers.

#### **Part IV (a): Of the Full-Time Ministry**

11. The Bishop of a Diocese may accept as candidates for Holy Orders in the full-time Ministry persons who have been through the Diocesan Selection process and have completed the Pre-Collegiate Course.
12. Each Diocese shall prescribe the maximum age at which candidates may be accepted, due regard being had to the Diocesan Pension Regulations.
13. A candidate so selected shall pursue in an approved Theological College the appropriate Courses as provided in Section 7 of this Canon.

#### **Part IV (b): Of the Supplementary Ministry**

14. The Bishop of a Diocese may accept as a candidate for Holy Orders on a part-time basis while pursuing a secular avocation any person who satisfies the conditions for selection as laid down in Part I of this Canon.
15. Persons to be ordained Deacons under the provisions of this Part must satisfy the Bishop and his Examining Chaplains or the Commission on Ministry of the Diocese of their ability to read the Holy Scriptures and to conduct the Services of the Church in an intelligible, seemly and reverent manner, and of their having pursued a course of studies in the area listed in Section 7(a). This Course may be administered at Diocesan level.

#### **Part V: Of Study Leave**

16. Before becoming eligible for study leave, students on graduation should be required to serve their Dioceses for at least four (4) years.

### **CANON 17**

#### **OF ORDINATION TO THE SACRED MINISTRY**

1. Persons desirous of entering the ordained Ministry of the Church in the Province of The West Indies shall undergo a process of selection and training as set out in Canon 16, unless excused from any part thereof by the Bishop of the Diocese in which they will exercise their Ministry.

2. Persons under the age of twenty-three years shall not be ordained Deacons unless they have faculties from the Archbishop.
3. Except as provided in Section 11 below, persons shall not be admitted to the Order of Deacons unless they shall have been trained at an accredited or recognised Theological College, or have been living with or under the instruction and supervision of a Priest selected for that purpose by the Bishop who has accepted the said persons as candidates for Holy Orders.
4. Candidates for Ordination to the Diaconate shall satisfy the Bishop of their knowledge of the Scriptures, Christian Doctrine, Church History, Liturgy and Worship. The Bishop for this purpose may accept qualifications obtained from a recognised Theological College, or in place thereof, the recommendations of his Examining Chaplains.
5. All Ordinands to the Diaconate shall satisfy the Bishop of their physical, emotional and spiritual fitness, and give proof of their ages, baptism, and confirmation, and shall produce in good time before the day of Ordination, Letters Testimonial of their good lives and conversation, signed by three Incumbents who have known them well during the preceding three years. If the signatories live in a Diocese other than the one to which the candidate belongs, these letters shall be countersigned by the Bishop of the Diocese in which the signatories reside. Where any signatory has known the candidates for less than three years that signatory shall state the fact, but in every case the joint testimony of the signatories must cover the period of the three preceding years.
6. Every Ordinand to the Diaconate or the Priesthood shall present to the Bishop the form commonly called 'Si Quis' with a certificate signed by the Officiating member of the Clergy and a member of the congregation of its having been read in the Church in which the candidate ordinarily worships or ministers on a Sunday before the day appointed for the Ordination. The Incumbent of the Church in which the Si Quis was read shall at least one week before the Ordination inform the Ordaining Bishop whether any impediment has been alleged.
7. All Ordinands to the Priesthood shall satisfy the Bishop of their physical, emotional and spiritual fitness and shall present to the Bishop Letters Testimonial of their good lives and conversation, signed by two or more Incumbents who have known them during the time of their Diaconate.
8. Persons shall not be ordained Priests until they have attained the age of twenty-four years, unless being over twenty-three years of age they have faculties from the Archbishop.
9. Subject to the provisions of Section 10 below, persons shall not be ordained as Deacons or Priests by any Bishop unless they are licensed to a distinct sphere of work in the Bishop's Diocese.

10. A Bishop may ordain persons Deacons or Priests who shall be licensed for work in another Diocese upon receipt of Letters Dimmissory from the Bishop of the Diocese where they will be licensed to exercise their ministry.
11. The Bishop of a Diocese shall have the right to ordain to the Diaconate suitable lay persons who have not had the training or supervision prescribed in Section 3 above, and who shall not normally proceed to the Priesthood. Such Deacons,
  - (a) may or may not receive a salary or pension from the Parish or Diocese;
  - (b) may continue in their secular avocation or be fully employed in the Ministry of the Church;
  - (c) shall exercise their Ministry under licence from the Bishop and subject to such conditions as the Bishop shall from time to time direct.
12. Deacons ministering in a Parish under the charge of a Priest shall act under the direction of such Priest in all their ministrations.
13. Deacons ministering in a Parish not under the charge of a Priest shall, if not under the immediate direction of the Bishop, be under the authority of some neighbouring Priest by whose directions, in subordination to the Bishop, they shall in all things be governed.
14. The right to direct the amount of work any Deacon may be required to do shall be reserved to the Bishop.

## **CANON 18**

### **OF RETIREMENT, RESIGNATION OR ABANDONMENT OF SERVICE**

1. The Canons or Regulations of every Diocese shall make provisions for the retirement of Bishops and other Clergy and prescribe the rules and conditions relating thereto.
2. Members of the Clergy desiring to resign their cures shall give to the Bishop six months' notice in writing of their intention so to do or such shorter period of notice as the Bishop may in his discretion accept.
3. Members of the Clergy in good standing in the Diocese who resign their cure shall receive from the Bishop Letters Commendatory to the Bishop to whom they may apply for a cure or appointment.
4. A Bishop may, after consultation with the Diocesan Council or relevant Diocesan Committee, terminate the appointment of a member of the Clergy on the ground of absence without leave.

5. Any person in Holy Orders or any Deaconess who abandons the service of the Church to betake himself or herself to any worldly or secular business, or forsakes the Communion of the Church by an open renunciation of the Doctrine, Discipline and Worship of the Church, or by a formal admission into any religious body not in communion with the same, or in any other way shall not be allowed to resume the exercise of any ministerial function in the Church until he or she shall have given to the proper authority evidence of the sincerity of his or her repentance and accepted such form of discipline as may by that authority be imposed upon him or her.
6. The proper authority referred to in Section 5 above shall in the case of a Bishop be the Archbishop; in any other case, the Bishop of the Diocese in which such person last served.

## **CANON 19**

### **OF THE ORDER OF DEACONESSSES**

1. The Order of Deaconesses is an Order of Ministry for women in the Anglican Communion. Candidates are admitted to the Order by prayer and the laying on of hands by the Bishop. The office involves a dedication to life-long service.
2. Candidates for admission to the Order of Deaconesses must be communicant members of the Church, of devout character and approved physical, emotional and spiritual fitness and must have attained the age of twenty-three years or more.
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 Church in the Province of the West Indies.
4. Before admission to the Order of Deaconesses, every woman 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 and conversation and of her general fitness for the office of a Deaconess from two Incumbents and the Head of any School or College where she may have trained for the said Office;
  - (d) the form commonly called 'Si Quis' with a certificate signed by the Incumbent and a member of the Parish that to the best of their knowledge and information it has been read in the Church in which she ordinarily worships three times on three consecutive Sundays during Divine worship, and that no cause or impediment has been alleged.

5. No Deaconess shall exercise her office in the Diocese without the express authority and license in writing of the Bishop of the Diocese.
6. It belongs to the Office of a Deaconess in the place where she is licensed to serve, to exercise pastoral care especially for women and young people, to visit the sick and the whole, to instruct the people in the Christian Faith and to prepare them for the reception of the Sacraments. A Deaconess may exercise her Office as a teacher in a School or College, as a nurse in a Hospital or as a member of a Religious Order or Community in a Diocese.
7. The Bishop may also authorise a Deaconess to perform under the direction of Incumbents or at their invitation any of the following duties:
  - (a) to say or sing Morning or Evening Prayer and the Litany save for those portions reserved for a Priest;
  - (b) to instruct and to preach
  - (c) in the absence of a Priest or Deacon, to officiate at Public Baptism, at the Thanksgiving after childbirth and at the Burial of the Dead.
8. Every woman admitted to the Order of Deaconesses shall make and subscribe the Declarations and Oath prescribed in Canon 14.
9. No vow or implied promise of celibacy is attached to the admission of any woman to the Order of Deaconesses.
10. The Bishop of every Diocese shall keep a Register Book wherein shall be entered the names of every woman admitted to the Order of Deaconesses and licensed to exercise her Office in his Diocese.
11. A Deaconess shall wear the habit or badge of Office prescribed by the Bishop of her Diocese when officiating in the public worship of the Church.
12. Deaconesses may be admitted to the Order of Deacons in accordance with the provisions of Article 5.

## **CANON 20**

### **OF LAY MINISTERS**

1. At the request or on the recommendation of an Incumbent the Bishop of a Diocese may license a communicant member of the Church as a Lay Minister in the capacity of a Catechist or Reader or Chalice Bearer or Eucharistic Assistant.

2. The duties of Lay Ministers shall be prescribed by the Bishop or the person administering the Diocese in the License, and Lay Ministers shall submit themselves to all the Regulations of the Diocese in the exercise of their offices.
3. In all matters relating to the conduct of the Services and to the Sermons or Homilies to be delivered, the Lay Minister shall conform to the directions of the Incumbent and in all cases to the direction of the Bishop.
4. Lay Ministers shall before being licensed make and subscribe the Declarations and Oath prescribed in Canon 14.

## **CANON 21**

### **OF OFFENCES JUSTICIABLE IN THE COURTS ECCLESIASTICAL**

1. A Bishop, Priest or Deacon shall be liable to prosecution and trial in the Courts Ecclesiastical of the Province of the West Indies for the following offences:
  - (a) Indictable offences, and also adultery, fornication, sodomy and simony;
  - (b) Holding and teaching publicly and advisedly any heresy or false doctrine;
  - (c) Violating the vows of Ordination, Licensing, Institution, Collation, Enthronement or other similar occasion;
  - (d) Violating the Constitution or Canons of the Province;
  - (e) Violating the Constitution or Canons or Regulations of the Diocese in which such person holds office;
  - (f) Habitual neglect of the duties;
  - (g) Conduct unbecoming a member of the Clergy (Provided that in the case of a Priest or Deacon charged with this offence the affirmative vote of a majority of a tribunal composed of five Priests of the Diocese of not less than five years' standing in Priest's Orders shall decide that there is good cause for the conduct complained of to be classed as "conduct unbecoming a member of the Clergy");
  - (h) Breach of Ecclesiastical Order.

## CANON 22

### OF THE COURTS ECCLESIASTICAL

#### Part I: The Diocesan Court

1. There shall be a Diocesan Court, constituted in accordance with the provisions of the Canons or Regulations of the Diocese concerned, for the trial of Priests or Deacons holding the Bishop's Licence and charged with any offence under Canon 21 committed in the Province or elsewhere.
2. In every Diocese, provision shall be made by its Canons or Regulations for the establishment and conduct of a Diocesan Court.

#### Part II: The Provincial Court of Appeal

3. There shall be a Provincial Court of Appeal to which reference or appeal may be made from the Diocesan Court.
4. The Court shall consist of the Archbishop as President and two other Bishops in order of seniority,

PROVIDED that the Bishop of the Diocese from which the reference or appeal is made shall not be a member of the Court.

5. If the matter referred to is one in which the Archbishop himself is concerned personally, or by consanguinity with or affinity to either party, the senior Bishop shall preside with the two Bishops next in seniority to himself.
6. If any Bishop is unwilling or unable to act as a member of the Court when summoned, and he be excused by the Archbishop or the senior Bishop as the case may be, the Bishop next in seniority shall be summoned to act in his place.
7. The President of the Court shall be assisted by his Chancellor or by an Attorney-at-Law of not less than ten years' standing and a Communicant, as legal assessor.
8. The Court may reverse or affirm, in whole or in part, the decision of the Diocesan Court, or, if in its opinion justice shall so require, may grant or order a new trial.
9. The decision of the Court shall be that of the majority of the members, whose decision shall be final.
10. The Court shall sit in such Diocese as the Archbishop shall in his discretion authorise, and the

parties shall be given at least 30 days' notice of the time when and the place where the hearing will take place.

11. If after having been duly notified the appellant fail to appear, no sufficient excuse being shown, the Court may in its discretion dismiss the appeal for want of prosecution, or may proceed to hear and determine the appeal in the absence of the appellant.
12. Any expense incurred on account of expert legal advise shall be borne by the person or persons desiring it.
13. The expenses of the Court shall be defrayed from the West Indian Provincial Synod Fund.

### **Part III: The Provincial Court**

14. There shall be a Provincial Court for the trial of Bishops charged with any offence under Canon 21.
15. The Provincial Court shall be constituted by not less than three Diocesan Bishops of the Province. The Archbishop, or in his absence the senior Bishop, shall be President.
16. The President of the Court shall be assisted by the Provincial Chancellor, or the Chancellor of the Diocese of which the President is the Bishop, or some other Attorney-at-Law of not less than ten years' standing and a Communicant, as legal assessor.
17. If the accused is the Archbishop, the senior Bishop shall preside over the Court.
18. If the Archbishop and the senior Bishop are both involved in any charge brought, the Bishop next in seniority shall exercise all the powers and perform the functions exercisable by the Archbishop or senior Bishop, as the case may be.
19. The President shall convene the Court and summon the other Bishops to attend it. He shall fix the time and place for the holding of the Court and give the parties at least 30 days' notice of the hearing:  
PROVIDED that the Court shall be convened to sit within 90 days of the presentment of the charge or within 60 days of the finding of a *prima facie* case by the Commission appointed in accordance with Section 4 of Canon 23.
20. All the other Bishops of the Province shall be bound to attend the Court to hear the proceedings unless excused from so doing for good reason by the President.
21. The decision of the Court shall be final and no appeal shall lie from it save in the case of a charge of heresy or false doctrine or of breach of Ecclesiastical Order or of acting persistently contrary to the Oath of Due Obedience, when an appeal shall lie to the Committee of



Reference.

22. No sentence of suspension or deprivation shall be pronounced unless three at least of the Bishops present concur in it; or if the Court consists of more than five Bishops, then two-thirds of their number at least shall concur. Each Bishop sitting as a Judge, should there be a difference of opinion as to the proper sentence, shall be at liberty to deliver his judgement separately.
23. The expenses of the Court shall be defrayed from the West Indian Provincial Synod Fund.

#### **Part IV: The Committee of Reference**

24. There shall be a Committee called the Committee of Reference.
25. The Committee shall consist of the Archbishop of Canterbury, the Presiding Bishop of the Episcopal Church of the United States of America and the Primate of Canada.
26. In accordance with Section 21 above, the Committee shall have power to hear appeals from the findings and sentences of the Provincial Court for the trial of Bishops when the charge has been one of heresy or false doctrine, or of breach of Ecclesiastical Order or of acting persistently contrary to the Oath of Due Obedience.
27. The Committee shall have power to determine all matters of reference and appeal which the Provincial Synod shall by any Articles or Canons bind themselves to submit to the final judgement and determination of the said Committee.

#### **Canon 23**

##### **OF THE MAKING AND INVESTIGATION OF CHARGES**

1. The commencement of proceedings against any member of the Clergy for any offence under Canon 21 shall be by way of a charge or complaint made in writing by the Presenter or Presenters in the form of an affidavit sworn before a Notary Public or Justice of the Peace or Commissioner of Oaths, and the complaint shall specify all the particulars of the offence or offences alleged as to time, place and other circumstances.
2.
  - (i) Where the charge or complaint is made against a Bishop, it shall be presented or transmitted to the Archbishop, or if he be the accused, to the senior Bishop as President of the Court who shall cause a copy of the same to be delivered to the accused and to each of the Bishops of the Province.
  - (ii) Where the accused is a Priest or a Deacon, the charge or complaint shall be presented to the Bishop of the Diocese as President of the Court who shall cause a copy of the

same to be delivered to the accused.

3. (i) No charge or complaint against a Bishop shall be received unless it be sworn and presented by two Bishops of the Province, or by at least five (5) or fifty percent (50%), whichever is the lesser, of the Priests of the Diocese of not less than three years' standing in Priest's Orders.
- (ii) A charge or complaint against a Priest or Deacon shall otherwise comply with the Canons or Regulations of the Diocese in which the accused was resident at the time of the alleged offence.

4. Whenever any member of the Clergy is charged with any offence under Canon 21, or if the President is of the opinion that a scandal exists in connection with the accused, or if a request is made for an inquiry into a report which an accused deems injurious, the President may, if he thinks fit, appoint a Commission to enquire into and report on the matter:

PROVIDED that where the accused is a Bishop, the Commission shall consist of not less than three Priests of at least five years' standing in the Province with, if the matter so require, a legal assessor.

5. The accused shall be furnished with a written statement of the reasons for the appointing of the Commission and with a list of the names of the members thereof.
6. At least 30 days' notice shall be given to the accused by the President of the time when and the place where the enquiry will be held.
7. The accused shall have the right, if exercised within seven (7) days after receipt of the notice prescribed in Section 6 above, to challenge once only, by letter to the President, all or any of the members of the Commission.
8. If the report of the Commission be that a *prima facie* case has been made out against the accused, or if, no Commission having been appointed, the President is of the opinion that a scandal exists, the accused if a Bishop shall stand trial before the Provincial Court, and if a Priest or Deacon, before the Diocesan Court.

## **CANON 24**

### **OF JUDICIAL PROCEEDINGS AND PROCEDURE**

1. The proceedings of all Courts Ecclesiastical shall be in private.
2. Except by leave given for an extension of time by the Archbishop, no original proceedings shall be instituted before an Ecclesiastical Court in the Province where the offence charged is alleged to have been committed two years or more before the presentment of the charge,

unless the proceedings be grounded upon a sentence of a Civil or Criminal Court, in which case the proceedings shall be commenced within six calendar months of such sentence having been pronounced.

3. Any accusation of heresy or false doctrine in order to be relevant must avow that the accused has taught, published or otherwise promulgated some doctrine or opinion repugnant to or at variance with the Doctrine of the Church as contained and commanded in Holy Scriptures, and as set forth by the standards of faith and doctrine of the Church in the Province and contained in the Creeds and Book of Common Prayer. It must specify the particular matter in those standards which the accusation involves, as well as the particular statements of the accused so repugnant thereto or at variance therewith, which may be the subject of the charge.
4. Whenever any Ecclesiastical Court shall sit for the trial of any Bishop, Priest or Deacon, the President of the Court shall be assisted by the Provincial Chancellor or the Chancellor of his Diocese or some other Attorney-at-Law of not less than ten years' standing and a Communicant, as legal assessor.
5. In the trial of any Priest or Deacon, the President of the Court shall be assisted also, if the charge be one of heresy or false doctrine, by three Priests of the Diocese of not less than seven years in Priest's Orders; and for any other charge, by not less than two Priests of the aforesaid standing.
6. An accused is entitled to the aid of Counsel or an agent. The Presenters also may be aided by Counsel and be represented by any agent they may appoint, such agent being a communicant of the Church.
7. It is the duty of any member of the Church when duly cited, to attend and give evidence before an Ecclesiastical Court constituted in accordance with Canon 22.
8. Every witness at a trial shall take the customary oath or affirmation before testifying or make 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?”
9. If it is necessary to take the testimony of an absent witness, such testimony shall be taken by a Commissioner appointed for that purpose by the President of the Court. Interrogatories to be propounded to the witness may be supplied to the President by both parties to the trial who shall forward same to the Commissioner. The testimony of the witness taken on oath or affirmation shall be reduced to writing and signed by the witness and countersigned by the Commissioner and the signed document forwarded to the Court to be read and used at the trial.

No application for the appointment of such Commissioner shall be entertained by the President unless and until notice in writing has been given by the one party to the other of his or her intention to so apply.

10. No person shall sit as a member of any Ecclesiastical Court or Tribunal or as an Assessor who is a Presenter of a charge, or who is related to any accused person by affinity or consanguinity in a direct ascending or descending line, or a brother, uncle, nephew, or first cousin or Godparent.
11. Both the accused and the Presenter or Presenters shall have the right to object to not more than two members of the Court sitting as such. If such objection be held by the remaining members of the Court to be warranted, in the case of the Provincial Court, the Court shall sit without such member or members as have been objected to provided there shall be not less than three Bishops to form the Court; and in the case of a Diocesan Court, the Bishop shall appoint other Clerical members to take the place of the member or members to whom objection was taken and upheld.
12. If the accused does not appear after being duly summoned, and if no sufficient reason be assigned for the absence, or if a written defence is sent, the President shall proceed with the trial and pronounce such sentence as the case may require. The accused may, if it is deemed fit, submit a defence in writing, supplying a copy for each member of the Court. This defence in writing by the accused shall be made in the form of an affidavit, signed by the accused and witnessed by a Notary Public or Justice of the Peace or Commissioner for Oaths.
13. If at any time before or during the course of a trial the accused shall in writing make an admission of guilt and offer to submit to whatever sentence may be pronounced, the Archbishop or Bishop, as the case may be, shall have the power to dispose of the case on the basis of the aforesaid admission in such way as shall seem good to him:  
  
PROVIDED always that the sentence pronounced shall not exceed what the Archbishop or Bishop, as the case may be, presiding in the Court of Trial, could have been warranted in pronouncing had the accusation been proved, to the extent of the admission made, after a trial regularly conducted.
14. In all cases where grave charges have been brought against any member of the Clergy, if such person shall tender resignation to the Archbishop or Bishop, as the case may be, before any enquiry into such charges shall have been made, and if the Archbishop or Bishop, as the case may be, presiding in the Court of Trial, in the exercise of his discretion shall see fit to accept the resignation so tendered, the person accused shall not thereby be excepted from judicial enquiry into the truth of the charges made, provided proceedings be instituted within a period not exceeding six months.
15. Every sentence of a Court shall be in writing.
16. No sentence shall be pronounced until an opportunity shall have been given to the accused to

show cause why sentence should not be pronounced and to offer any matter in excuse or palliation for the consideration of the Court.

17. Whenever a sentence has been passed by a Provincial or Diocesan Court, it shall be competent for the President of the Court within 30 days after sentence is passed to direct that the case shall be reviewed or re-heard if it shall appear to him that there are cogent reasons for believing that the finding of guilt was founded on some error, either as to the facts of the case or as to the law of the Church, so that justice has not been done to the accused.
18. Any person against whom judgement has been given who refuses to obey the sentence of any Ecclesiastical Court in the Province shall, if not sentenced to Suspension or Deprivation, be suspended; and if sentenced to Suspension or Deprivation shall be liable to Excommunication. It shall be the duty of the President after notice given to pronounce sentence.
19. Every Ecclesiastical Court of the Province shall keep a full record of its proceedings, including the articles of presentment with the names of the Presenters and the accused, the evidence, the opinion of the Clerical or Lay Assessors, if any, and the judgement of the Judge or Judges. The record shall be preserved in the Registry of the Diocese or the Province, as the case may be.

## CANON 25

### OF JUDICIAL SENTENCES

1. The sentences which may be imposed by an Ecclesiastical Court upon an accused member of the Clergy found guilty of an ecclesiastical offence are:
  - (a) **Formal Admonition**, by which is meant a written admonition delivered either in public or in private as the circumstances may seem to require;
  - (b) **Inhibition from Preaching**, which prohibits the accused from preaching the Word publicly for such period as the Court shall decide;
  - (c) **Suspension**, by which is meant suspension from all ministerial functions during the term of the sentence, accompanied by the total or partial loss of the income attached to the office, as the Court shall determine;
  - (d) **Deprivation**, by which is meant deprivation of the office held by the person on whom sentence is pronounced with suspension from all ministerial functions either permanently or for such period as the Court shall determine;
  - (e) **Excommunication**, which means expulsion from the Communion of the Church and from all rights, privileges and advantages pertaining thereto.

2. Accused members of the Clergy on conviction for:
- (a) Publicly and advisedly maintaining doctrines or opinions contrary to the teaching of that part of the Holy Catholic Church known as the Church in the Province of the West Indies shall be liable to:
    - (i) Inhibition from Preaching or Suspension for a term not exceeding three years;  
  
PROVIDED that if at the expiration of the sentence they shall refuse to engage not again to maintain such doctrines or opinions, they shall be *ipso facto* deprived; or
    - (ii) Deprivation, if in the judgement of the Court such false doctrine be heresy.
  - (b) Refusing or advisedly neglecting to use in Public Prayer and Administration of the Sacraments and other Holy Offices, the Book of Common Prayer according to the manner prescribed in the said Book, except so far as shall be allowed otherwise by the Bishop of the Diocese in conformity with the provisions of Provincial Canons and Regulations, shall be liable to,
    - (i) Formal Admonition,
    - (ii) Suspension for a term not exceeding twelve months, and further until they shall have engaged to conform in future.
  - (c) General neglect of duty (after admonition by the Bishop) shall be liable to Suspension for a term not exceeding twelve months, and further until they shall have engaged to conform in the future.
  - (d) Refusing without good and sufficient reason to perform for any member of the Church belonging to their cures and not under the censure of the Church any act appertaining to the Ministerial Office, shall be liable to Formal Administration or Suspension for a term not exceeding three months.
  - (e) Any offence under Canon 21 Section 1(a) shall be liable to,
    - (i) Suspension for a term not exceeding three years, or
    - (ii) Deprivation
  - (f) Conduct giving cause of scandal or offence or otherwise unbecoming a member of the Clergy, shall be liable to,
    - (i) Formal Admonition,

- (ii) Suspension for a term not exceeding three years, or
    - (iii) Deprivation and further (if deprived for a term) until that member of the Clergy shall engage not to repeat the offence.
  - (g) Wilful contravention of any enactment of the Provincial Synod or the Diocesan Synod (in matters not otherwise provided for in this Canon) shall be liable to,
    - (i) Formal Admonition, or
    - (ii) Suspension for a term not exceeding six months, and further until that member of the Clergy shall have engaged to conform in future.
3. All sentences of Deprivation, Suspension or Excommunication shall be published during Divine Service in the Cathedral of the Diocese in which the accused was resident at the time the offence was committed and in the Church where the accused served. Notice thereof shall be given to the Archbishop and Bishops of the Province, and to all Clergy of the Diocese in which the accused held office. In the case of a sentence passed on a Bishop, the Archbishop shall notify all Archbishops, Primates, Metropolitans and Presiding Bishops of Churches in the Anglican Communion.
4. The House of Bishops may on petition presented to them, by a unanimous vote, remit or terminate any judicial sentence of an Ecclesiastical Court within the Province, or modify the same so far as to designate a precise period of time or specific contingency on the occurrence of which such sentence shall cease and be of no further force or effect.
5. All retractions made by accused persons shall be filed for record together with the original sentence.

## **CANON 26**

### **OF THE LAITY**

1. Any person in a Diocese who has been baptised with water in the Name of the Father and of the Son and of the Holy Spirit, whether in this Church or in another Christian Church, and who has been received into this Church, shall be deemed a Lay Member of the Church.
2. No Lay Member of the Church shall have status as a “Communicant Member” of the Church, with such rights and privileges as by Provincial or Diocesan Canons or Regulations or by

custom shall belong to a “Communicant” unless he or she shall have received Holy Communion at least twelve times in the year, of which Eastertide shall be one, having had opportunity so to do.

3. Unless they be exempted, Lay Members of the Church from at least the age of eighteen years are bound to pay such Church dues as may be required by the Canons or Regulations of the Diocese within which they reside for the support, maintenance and extension of the work of the Church.
4. The Church affirms Christ’s call to perfection and the duty of members to commit themselves to this goal. Recognizing, however, the inherent imperfections of human nature and the mores in which many are caught leading to serious sinful attitudes and practices, and believing that humankind is at all times and in all circumstances in need of God’s grace and forgiveness through repentance, the Church exhorts and requires its members to adhere to its moral teachings and discipline.
5. Persons who have been open and notorious evil-livers may be required to make an open declaration of repentance and purpose of amendment, or a private confession to a Priest in the Sacrament of Penance before being admitted to Holy Communion.
6. Communicant members of the Church who adhere persistently to any of the schismatic sects shall not be admitted to Holy Communion until they repent of their error and have been duly restored to the fellowship of the Church.
7. Any person to whom the Sacraments of the Church have been refused or who has been repelled under Section 6 above may lodge a complaint with the Bishop who, unless he sees fit to require the person to be re-admitted or restored because of the insufficiency of the cause assigned by the Parish Priest, may institute an enquiry according to such principles of law and equity as will serve to secure an impartial decision:

PROVIDED that no Priest shall be required to admit to the Sacraments a person so refused or repelled without the written direction of the Bishop.

8. The Sacraments shall not be refused in any case to a penitent person at the point of death.
9. Lay Communicant members removing from one Parish to another in the Province shall obtain and be entitled to procure from the Incumbent or Priest-in-Charge of the Parish from which they intend to remove, a Certificate testifying to their status as communicants, addressed to the Incumbent or Priest-in-Charge of the Parish to which removal is to be made, and they shall be entitled to enrolment as communicants in the latter Parish.

## **CANON 27**

### **OF CHURCH BUILDINGS AND ORNAMENTS**



1. No Church, Chapel, School, Rectory, Vicarage, Presbytery or Parsonage shall be erected, demolished, removed or substantially altered, externally or internally, without the written approval and consent of the Bishop of the Diocese, given upon application thereof in writing.
2. The erection, substantial alteration, or removal of Altars, Fonts, Pulpits, Lecterns, Organs, Seats, Screens or Bells, or any notable ornaments, or the installation of electric lighting, fans and the erection or removal of permanent Memorials in Churches or on the external fabric thereof or in Churchyards or Cemeteries, shall not take place without the approval and consent of the Bishop of the Diocese.
3.
  - (a) Every application to the Bishop shall certify that due notice has been given to the congregation concerned of the proposed operation, and that members have been given an opportunity to indicate their objections, if any, to the Bishop.
  - (b) Where there are objections, the Bishop assisted by his Chancellor shall hear and determine the issue, and the decision shall be final.
4. Where the Canons or Regulations of the Diocese so require, a Faculty shall be issued in accordance with the provisions of the said Canons or Regulations of the Diocese.

## **CANON 28**

### **OF HOLY BAPTISM**

1. It is desirable that every member of the Clergy having a cure of souls shall from time to time administer the Sacrament of Holy Baptism on a Sunday or other Holy Day during or immediately after Public Worship so that the congregation there present may witness the receiving of them that be newly baptised into Christ's Church and be put in remembrance of their own profession made to God in their baptism. Baptism may nevertheless be administered on any other day.
2. It shall be the duty of the member of the Clergy before baptising infants or children to prepare the sponsors by instructing both the parents and the Godparents concerning the significance of Holy Baptism, their responsibility for the Christian training of the baptised child, and how these obligations may properly be discharged.
3. Members of the Clergy should not refuse absolutely to baptise an infant within their cures whose parents/guardians are desirous of having the child baptised. However, the members of the Clergy in the exercise of their pastoral and moral responsibility may, after due notice, postpone Baptism until the parents/guardians and Godparents have been instructed and in their opinion are in a position to undertake the spiritual, moral and educational obligations required of them.

4. For every child to be baptised it is desirable that there shall be not fewer than three sponsors who are communicant members of the Church:

PROVIDED that where three sponsors cannot conveniently be had, one sponsor shall suffice who shall be a communicant member of the Church.

5. Parents may be sponsors for their own children provided that there is at least one other sponsor who shall be a communicant member of the Church.
6. When persons of riper years are to be baptised, they shall have at least two sponsors who shall be ready to present them at the Font and afterwards put them in mind of their Christian profession and duties.

## **CANON 29**

### **OF HOLY MATRIMONY**

1. (a) The Church in the Province of the West Indies affirms the ideal of Christian Marriage as a life-long union between a man and a woman wedded in faithful love under a vow or covenant betwixt them made before God and His Church to cleave to each other to the exclusion of all others. But the Church, recognising that there are inherent imperfections in all institutions which import a human element and believing that mankind the object of God's love is of more importance than the Institution of Marriage, permits in appropriate circumstances after due study and review of the circumstances surrounding the breakdown of the marriage the re-marriage of divorced persons.
  - (b) For the proper carrying out of the purposes of this Section,
    - (i) there shall be established in each Diocese of the Province a Diocesan Advisory Board, appointed by the Bishop, of which the Chancellor shall be the Chairman, to consider and advise on all applications for re-marriage referred to in Section 5;
    - (ii) the House of Bishops shall make Regulations prescribing the forms of procedure to be used and adopted in submitting an application for re-marriage and setting out guidelines for the information and direction of the Advisory Board.
  - (c) The advice and recommendations of the Advisory Board shall be taken into account by the Bishop but are not binding on him.
2. Holy Matrimony shall not be solemnized or celebrated between two unbaptised persons. In cases where one party is unbaptised the matter shall be referred to the Bishop for his direction

and the Bishop's decision shall be final.

3. Members of the Clergy in any Diocese of the Province shall not solemnize any marriage until they shall have satisfied themselves that both parties freely and knowingly consent to such marriage without fraud or coercion and have been instructed as to the nature, meaning and purpose of Holy Matrimony.
4. No member of the Clergy in any Diocese of the Province shall solemnize the marriage between persons either or both of whom have been divorced by a decree in the Civil Court and whose husband or wife by the former marriage is still living except the written permission of the Bishop of the Diocese has been received.
5. Any member of the Church in the Province who desires to contract a marriage with a person who has been divorced by a decree of a Civil Court and whose husband or wife by the former marriage is still living; or who has been divorced by a decree of the Civil Court and whose husband or wife by the former marriage is still living must make application in writing to the Bishop of the Diocese for permission so to do.
6. It shall be within the discretion of any member of the Clergy to decline to solemnize any marriage on grounds of conscience only.
7. Inter-marriage between those hereinafter mentioned is hereby prohibited, namely,
  - (a) in the case of those related by blood, between,
    - (i) ascendants and descendants, namely, parents and children, upward and downward ad infinitum;
    - (ii) brothers and sisters, or half-brothers and half-sisters;
    - (iii) uncles and their nieces, that is, their brother's or sister's daughters, or granddaughters and descendants, or aunts and their nephews, that is, their brother's or sister's sons or grandsons or their descendants, in both classes of cases ad infinitum.
  - (b) in the case of those related by affinity between,
    - (i) a husband and any kinswoman or kindred of his deceased wife, or the wife and any kinsman or kindred of her deceased husband, related to the husband or wife in the hereinbefore stated degrees, namely: between any person and his daughter-in-law, that is, his son's widow or his son's or daughter's son's widow; and so downward, any widow of any of his descendants, or any wife and her son-in-law, that is, the husband of her deceased daughter, or the husband of her son's or daughter's daughter, and so downward, the husband of any of her descendants;

- (ii) a man and his step-daughter, that is, the daughter of a former marriage of his wife, or any of his said wife's descendants, or a woman and her step-son, that is, the son of a former marriage of her deceased husband, or any of her said husband's descendants.
- (c) between any persons who by the common law of the territory are forbidden to intermarry:

PROVIDED that,

- (i) any man may hereafter marry the sister of his deceased wife; and
  - (ii) any woman may hereafter marry her deceased husband's brother.
8. Every member of the Clergy shall observe the requirements of the Civil Law with regard to marriages:
- PROVIDED that no member of the Clergy shall contravene Section 7 of this Canon by reason of any Clause in the Civil Law permitting marriages which by the aforesaid Section 7 are contrary to the Laws of the Church.
9. When in the case of a divorced person the Bishop considers that a decree of nullity could have been granted, having taken the advice of Canonists and the Advisory Board, the Bishop may exercise his discretion and admit the said person to the Sacraments of the Church.

## **CANON 30**

### **OF CONFIRMATION**

1. In every Diocese, the Sacrament of Confirmation shall be administered by the Bishop of the Diocese or by some other Bishop of the Anglican Communion lawfully deputed in his stead.
2. Members of the Clergy who have a cure of souls shall diligently seek out persons whom they shall think meet to be confirmed and shall instruct them in the Christian faith and life as set out in the Holy Scriptures and in the Book of Common Prayer and the Church Catechism.
3. Members of the Clergy shall present none to the Bishop but such as are come to years of discretion and have been instructed in the Apostles' Creed, the Lord's Prayer and the Ten Commandments, and can also render an account of their faith according to the said Catechism.
4. Members of the Clergy shall satisfy themselves that those whom they are to present have been validly baptised, ascertaining the date and place of such baptism, and, before or at the time assigned for the Confirmation, shall give to the Bishop their names together with their age and

the date of their Baptism.

5. If members of the Clergy are doubtful about the baptism of a candidate for Confirmation they shall conditionally baptise that candidate before presentation to the Bishop for confirmation.

## **CANON 31**

### **OF THE SERVICES OF THE CHURCH**

1. The Church in the Province of the West Indies acknowledges that the English Book of Common Prayer 1662 together with the Alternative Prayers and Occasional Offices of the English Book of Common Prayer 1928 have been the norm for its worship, teaching and expression of faith, and for its own part has authorised the following forms for use throughout the Province in the public worship of the Church:
  - (a) The Liturgy of the Holy Eucharist with the Eucharistic Lectionary and Collects approved by Provincial Synod in 1979;
  - (b) The forms of Morning and Evening Prayer approved by Provincial Synod in 1986;
  - (c) The forms approved by Provincial Synod in 1989;
  - (d) The CPWI Book of Common Prayer published in 1995.
2. Any other Service not provided for or approved by Provincial Synod may be arranged and authorised by each Bishop in his own Diocese.
3. No forms of Prayer or Non-Liturgical Services not authorised or already allowed by the Bishop shall be used in any Church or Chapel without the permission of the Bishop of the Diocese.
4. The Provincial Synod may authorise the use of a proposed Form of Service for an experimental period:

PROVIDED that the Provincial Standing Committee may authorised variations, adjustments or alterations thereto which may seem desirable as a result of such trial use and which do not change the substance of the Rite.

## **CANON 32**

### **OF DIVINE WORSHIP**

1. It shall be the duty of every Bishop, Priest and Deacon to say privately or publicly Morning and Evening Prayer daily, unless hindered by sickness or some other urgent cause. So far as circumstances allow, Morning and Evening Prayer shall be said publicly in Parish Churches, and at least on Sundays and the greater Feasts and Ferias.
2. It shall be in the power of each Diocesan Bishop, subject to such restrictions as the House of Bishops may impose, to issue Forms of Prayer and appoint special Psalms and Lessons for such occasions as may seem to him to require them.
3. In accordance with the Resolution of the House of Bishops 1946, the use of Chrism in Confirmation is allowed.
4. It is the right and duty of Priests with a cure of souls, if they consider it desirable for the spiritual well-being of their people, to reserve the Blessed Sacrament permanently in their Church, subject to such Regulations as the Bishop from time to time shall make.
5. Communion by Intinction may be allowed in special circumstances and only with permission of the Bishop.
6. It is lawful to give Communion to the sick and to those who through no fault of their own are unable to be present at the Celebrations of the Holy Eucharist in one kind only, under the species of bread, with the permission of the Bishop and provided that no communicant who desires Communion in both kinds is refused.
7. It is the right and duty of the Bishop to direct and regulate all Extra Liturgical Devotions to Our Lord in the Blessed Sacrament.
8. Hymns and Anthems used during Public Worship shall be subject to the approval of the Bishop of the Diocese.

## **CANON 33**

### **OF STANDING COMMISSIONS**

1. There shall be the following Provincial Standing Commissions appointed by the Provincial Synod at every Ordinary Meeting of the Synod:
  - A. A Standing Commission on Doctrine consisting of those holding the office of Bishop in the Province as well as four trained theologians from the Province appointed by the Archbishop. It shall be the duty of the Commission to study the various doctrinal issues that arise within the Province or that face the Anglican Communion in general, to liaise with the Commission on Liturgy in this regard and to make recommendations to the Provincial Synod on the said issues.
  - B. A Standing Commission on Social Justice and Human Rights consisting of not more

than eight members. It shall be the duty of the Commission to keep under constant review, all matters relating to Social Justice and Human Rights in the constituent territories of the Province and to make recommendations to the Synod on the development of strategies which will assist the Church in furthering its work on these issues.

- C. A Standing Commission on Liturgy and Church Music consisting of not more than eight members. It shall be the duty of the Commission to work towards the production of a Book of Common Prayer for the Province, and to this end,
- (i) to collect and collate material bearing upon the production and future revisions of the Book of Common Prayer;
  - (ii) to prepare and present to the Synod from time to time recommendations concerning the Lectionary and the use of the Psalter;
  - (iii) to prepare Offices for Special Occasions as authorised or directed by the Synod or the House of Bishops;
  - (iv) to advise concerning liturgical uses;
  - (v) to encourage the writing of new music for liturgical use and produce such compositions in its own name, collect and collate material bearing upon the production and future revisions of a West Indian Hymn Book and in general, serve the Church in the Province in matters pertaining to music.
- D. A Standing Commission on Mission, Renewal and Ecumenism consisting of not more than eight members.
- (a) It shall be the duty of the Commission,
    - (i) to keep the Mission of the Church under constant review and to seek out ways and means by which it can renew itself and undertake its Mission effectively.
    - (ii) to develop a comprehensive policy and strategy on relations between the Church in the Province of the West Indies and other Churches.
  - (b) The Commission shall have the right to nominate persons to the Synod for appointment to serve on the governing bodies of ecumenical organisations to which the Province is affiliated and to participate in major conferences as convened by such organisations.
- E. A Standing Commission on Ministry consisting of the Archbishop of the West Indies, the Principal of Codrington College, the Anglican Warden of the United Theological

College of the West Indies (UTCWI), and a representative appointed by the Bishop of each Diocese from his Diocesan Commission on Ministry.

- (a). It shall be the duty of the said Commission,
  - (i) to institute and keep under constant review programmes for the training of the Laity, for fostering vocations to the Sacred Ministry, and for the training of the Clergy.
  - (ii) to liaise with the Diocesan Commissions on Ministry with a view to developing a unified and effective policy regarding Ministry in the Province.
- (b) (i) The said Commission shall appoint a Provincial Scholarship Committee from among its members to consider applications for scholarship which require Provincial support or endorsement and to make recommendations to the said Commission.
- (ii) All applications for scholarship shall be submitted to the Provincial Scholarship Committee at least six months before the date of commencement of study.
- (c) The Canons or Regulations of every Diocese in the Province shall provide for the appointment of a Commission on Ministry, the composition of which shall be determined by each Diocesan Synod, and whose function shall be to,
  - (i) advise the Bishop of the Diocese on the recruitment and selection of candidates for Holy Orders and their training and guidance, the grant of study leave to the Clergy, the award of scholarships and any other matter relating to the ministry of the Church;
  - (ii) formulate and monitor programmes for Christian Education in the Diocese; and
  - (iii) liaise with the Provincial Commission on Ministry on matters relating to Christian Education.

- F. A Standing Commission on the Constitution and Canons consisting of,
- (i) the Provincial Chancellor as Chairman, the Provincial Secretary and the Provincial Registrar as ex-officio members;
  - (ii) not more than two members from each of the three Houses of Synod to be elected by the respective Houses.



It shall be the duty of the Commission to review any proposed amendment to the Constitution and Canons as may be submitted to it by members of Synod and to make recommendations to the Synod on such or any amendment as the Commission may deem necessary or desirable.

- G. A Standing Commission on Youth consisting of a Chairman to be appointed by Synod and a representative from each Diocese appointed by the Bishop of the Diocese.

It shall be the duty of the Commission,

- (i) to receive the reports of Diocesan Youth Directors, review programmes and make recommendations with a view to the improvement of work with youth in the Province;
  - (ii) to undertake any assignment which the Provincial Synod from time to time may delegate to it;
  - (iii) to prepare and review the Annual Budget of the Provincial Youth Department.
2. Any vacancy occurring during the life of any Standing Commission may be filled by the Provincial Standing Committee.
  3. Every Standing Commission shall meet at least once between Ordinary Meetings of Synod.

## **CANON 34**

### **OF PENSIONS**

1. A Pension Fund (or Scheme) hereinafter called "The Fund" shall be established as soon as practical and maintained in each Diocese.
2. The Fund shall stand charged with the payment of pension and retirement benefits to retired members of the Clergy and other Church workers in the Diocese concerned.
3. The Pension Scheme or arrangement under which the Fund is operated shall set out the Rules which shall be notified to the other Dioceses of the Province through the Bishops. The Rules shall, in the case of each Fund, incorporate provisions enabling the preservation of rights and the mutual transfer of credits or benefits actuarially ascertained, so far as possible from one Fund to another in respect of any individual member of the Fund in one Diocese upon the transfer or appointment of such member to another Diocese where there is a comparable scheme.
4. A Pension Consultative Committee comprising three persons (at least one of whom shall be a

Representative of Provincial Synod) shall be appointed at each Ordinary Meeting of Provincial Synod to review, advise upon and make recommendations in respect of any Diocesan Pension Fund and/or the reciprocal rules relating thereto.

## **SCHEDULE 1**

### **RULES OF ORDER**

made pursuant to Canon 1 Section 13

#### **A. GENERAL**

1. The Holy Bible shall be laid on the table in acknowledgment of the Church's dependence on the Word and the Spirit of God for guidance into all truth.
2. The daily sessions shall open and close with Prayer.
3. There shall be a daily celebration of the Holy Eucharist at such time and place as the President shall appoint.
4. The hours of business shall be determined by the meeting from day to day at the commencement of the day's business.
5. Visitors may attend by invitation of the President upon request of any member and may only contribute to the discussion if permitted so to do.
6. If at any time a member move that the House be counted and there is not a quorum the President shall adjourn the meeting.

#### **B. ORDER OF BUSINESS**

1. Prayers

2. Roll Call
3. Minutes, if any
4. Fixing hours of business for the day
5. Matters on Agenda - Motions, Reports, Papers to be laid
6. Other motions accepted at Session
7. Written Questions
8. Appointment of Officers
9. Appointment of Commissions and Committees
10. Replies to Written Questions
11. Any other Business

### **C. RULES OF PROCEDURE**

1. A notice of motion other than formal motions shall be in writing and signed by the proposer and seconder. It should be presented at the first business session but may be accepted at any time during the session.
2. No motion when seconded may be withdrawn without the consent of the Synod.
3. Any member may require a motion to be read once for his/her information at any stage of the debate thereon.
4. An amendment to a motion may be moved at any time after the debate has been opened.
5. A motion having been proposed may be amended by leaving out certain words or by inserting or adding words, but no alteration shall be deemed an amendment which strikes at the principle of the original motion.
6. The President shall put to the vote the amendments of the motion strictly in order of precedence, the last proposed amendment being put first and so on.
7. If an amendment is carried the motion so amended shall be put as a substantive motion.
8. When a motion is under consideration no other business shall be received unless it is a formal motion.
9. A motion to postpone or adjourn any debate may be made without notice and the question shall be put forthwith and decided without amendment or debate.
10. Formal motions shall be put to Synod immediately without amendment and may be resolved without debate at the discretion of the President.
11. Written questions may be handed to the Provincial Secretary at any time during the session.

12. The President may answer questions forthwith or at the place provided for this in the agenda.
13. Questions and answers to questions shall not be debated but the President may allow supplementary questions or related matters at his discretion.
14. The subject matter of a question finally determined shall not again be introduced or discussed during the same session.
15. Any member may at any time raise a point of order.
16. All points of order shall be decided in accordance with the above rules by the President without debate, and his decision shall be final.
17. When the Synod is resolved into Committee, the President shall take the chair of the Committee. The Committee shall be subject to the Rules of Order for Synod save that members may speak more than once to the same question.
18. Whenever a vote is taken, the President may appoint tellers to assist him in the count for such vote.
19. The President shall put every motion or resolution either,
  - (a) by asking members in favour to say 'aye' and afterwards those against to say 'no', or
  - (b) by asking members to indicate their decision for or against by a show of hands:

Provided that a vote by ballot shall be held if a majority of members demand it or if the President so decides.
20. Any member may move without notice that the Rules of Order or any of them be suspended, and when the mover has explained the object of the proposed suspension the question shall be put forthwith and decided without amendment or debate.

#### **D. RULES OF DEBATE**

1. Address by the President shall be in order at any time.
2. When the President has taken the chair no member shall continue standing except when addressing the Chair.
3. Whenever the President shall rise during debate, any member speaking or offering to

speaker shall sit down so that the President may be heard without interruption.

4. No interruption of a speaker who has the floor shall be permitted except on a point of order or explanation in connection with the speech.
5. Should more than one member rise to speak the President shall name the order of speakers.
6. No member shall speak more than once on the same motion except in explanation or on a point of order or correction of fact:

Provided that the mover of the original motion, and not of an amendment, shall have the right to reply.

7. A member claiming to speak by way of explanation shall not introduce any new material.
8. Every speech with the exception of opening statements shall not exceed five minutes except by express consent of the Synod.

#### **E. FORMAL MOTIONS**

These may be made without notice and include any motion

- (1) for the confirmation of the minutes or amendments relating thereto, or motions for the adoption, modification or rejection of the report of any Committee.
- (2) that the House be counted;
- (3) that a petition be tabled;
- (4) for the adjournment of the debate or of the meeting;
- (5) that the question be now put;
- (6) for the reference of any matter to a Committee;
- (7) that the Synod resolve itself into Committee;
- (8) made when the Synod is in Committee;
- (9) that the Synod resume its sitting.
- (10) for the suspension of the Rules of Order or any of them;

- (11) that visitors be requested to withdraw;
- (12) the urgency of which is admitted by two-thirds of the members present including the President;
- (13) that the session continue;
- (14) of thanks;
- (15)** that Synod proceed to the next business.