

THE CONSTITUTION
AND
REGULATIONS
of the
CHURCH
in the
DIOCESE OF THE BAHAMAS
and
THE TURKS & CAICOS ISLANDS
in the
PROVINCE OF THE WEST INDIES

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The Constitution and Regulations
of the Church in the Diocese of
The Bahamas and The Turks and Caicos Islands

(A) PREFATORY DECLARATION

We, the Bishops, Clergy and Lay Representatives of the Church in the Diocese of The Bahamas and The Turks and Caicos Islands being a constituent part of the Church in the Province of the West Indies and being convened in the City of Nassau for the 104th Session of the Synod of the said Diocese in the year of Our Lord 2004 consent to declare and establish as follows:

1. 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.
2. 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.
3. We receive the Book of Common Prayer of the CP. W.I. and the Ordering of Bishops, Priests and Deacons, as agreeable to the Word of God.
4. We disclaim for ourselves the right of altering any of the aforesaid Standards of Faith and Doctrine.
5. We acknowledge and accept the authority of the Provincial Synod of the Church in the Province of the West Indies in all things lawful, and consent to be bound by the Canons and Regulations of the said Provincial Synod when and in so far as they have been promulgated and the Diocese formally notified.
6. We desire that the communion of this Church with the See of Canterbury be by all means preserved and strengthened.
7. It is the duty of all members of the Church in the Diocese to follow Christ, to deepen their relationship with Him by coming together week by week for corporate worship, to work, witness, pray and contribute regularly of their, talent and money, in proportion to their means, to the maintenance and extension of the work of the Church and to fulfill the conditions of membership as laid down by Provincial Canons or Diocesan Regulations.
8. It is the duty of all persons claiming membership in the Church in this Diocese to submit to all rules and regulations of Church order and discipline passed or to be passed and declared by the Synod of the said Diocese.

(B) CONSTITUTION

Article 1 - Relating to the Diocese

1. The Diocese shall be divided into Archdeaconries as set out in Schedule A of the Regulations.
2. The Archdeaconries shall, for purposes of administration, be divided into Parishes, each of which shall be administered by an Incumbent assisted by a Vestry to be chosen in accordance with the Regulations of the Diocese. The Parishes of the Diocese shall be those set out in Schedule B of the Regulations.
3. Every multi-congregational Parish shall have a Parish church, which shall be the principal church of that Parish.
4. The Bishop-in-Council may of its own motion or on petition by the Vestry of a Parish:
 -
 - (i) Alter the boundaries of a Parish by uniting into one Parish any two or more Parishes or dividing any existing Parish into two or more Parishes.
 - (ii) Raise the status of a non self-supporting Parish to that of a self-supporting Parish.

Article 2 - Relating to the Diocesan Synod

1. There shall be a Synod for the Church in the Diocese, called the Diocesan Synod.
2. The Diocesan Synod shall be the legislative body of the Church in this Diocese, and shall have power, subject to paragraph 3 hereof, to amend or repeal this Constitution or any part thereof, to make Regulations for giving effect to the provisions of the Constitution and to amend or repeal all such Regulations.
3. Where any inconsistency exists between the provisions of any enactment of the Synod and any provisions on the same subject in the Provincial Canons then the Provincial Canons shall to the extent of the inconsistency prevail.
4. If any question shall arise as to the interpretation of this Constitution or of the Regulations made under the Constitution or of any part of them such question shall be determined by the Bishop after consultation with the Chancellor, and the decision of the Bishop shall be final and binding.
5. The Synod shall comprise three Houses: -
 - (a) The House of Bishops, comprised of:

The Bishop of the Diocese hereinafter referred to as 'the Bishop'.
 - (b) The House of Clergy, comprised of: -

The Coadjutor Bishop, the Suffragan Bishop(s), the Assistant Bishop(s) and all other Clerks in Holy Orders holding the Bishop's licence, including any officer of the Diocese who is a member of the clergy.
 - (c) The House of Laity, comprised of: -
 - (i) The following Officers of the Diocese, if they be not members of the clergy: - the Chancellor, the Vice-Chancellor, the Registrar, the Financial Comptroller, the Director of Education, the Youth Officer and the Diocesan Secretary.

- (ii) Two lay representatives from the Vestry of every Parish in the Diocese.

Where, however, any Parish fails except for good cause to pay its annual diocesan assessments and is in arrears for a period of two consecutive years it shall forfeit the right to vote at any meeting of the Synod until it has made good its indebtedness.

- (iii) The Presidents of the Anglican Church Men Council and the Anglican Church Women Council, a representative of the Diocesan Youth Department and such other Diocesan Organizations as the Bishop shall determine from time to time, as well as any members of the Diocesan Council, if not otherwise elected by a Parish as a Lay Representative.

- (iv) Provincial Delegates.

6. The Diocesan Secretary shall be *ex-officio* Secretary of Synod.

7. (a) No resolution or motion for the introduction, amendment or repeal of any Article of the Constitution or of any Regulation of the Diocese, shall be considered by the Synod unless such resolution or motion is circulated not less than four weeks prior to the meeting of Synod at which it is to be considered.

(b) No Article of the Constitution shall be amended or repealed without the consent of at least two-thirds each of the House of Clergy and the House of Laity, and the assent of the Bishop.

(c) No Regulation of the Synod shall be amended or repealed without the consent of a majority each of the House of Clergy and the House of Laity, and the assent of the Bishop:

PROVIDED that the Bishop-in-Council may amend any Schedule to the Regulations.

(d) Subject to the above provisions, a resolution or motion shall be considered to have passed the Synod if it receives the assent of the Bishop and is passed by a majority of the members present and voting.

(e) The Bishop shall possess the right of veto upon all resolutions of the Synod, provided always that the Synod shall have the right to appeal to the House of Bishops against any use of such veto.

8. It is the duty of all members of Synod to attend every meeting of Synod and to be present at every session thereof unless excused in advance by the President.

Article 3 - Relating to the Diocesan Council

1. There shall be a Standing Committee of Synod called the Diocesan Council.

2. The Diocesan Council shall exercise generally the executive powers of Synod between Sessions of the same, subject to any limitations imposed by the Synod.

3. The Council shall consist of:

(a) The Bishop, as Chairman;

(b) *Ex-officio* members comprising the Suffragan/Coadjutor/Assistant Bishop(s), Vicar General, Dean, Chancellor, Vice Chancellor, Diocesan Financial Comptroller, Diocesan Secretary, Diocesan Registrar, Diocesan Youth Officer, the Director of Education, the Chairperson of the Property Committee and the delegates to Provincial Synod;

(d) One representative from each of the three (3) Diocesan Organizations, namely the Anglican Church Men, the Anglican Church Women and the Diocesan Youth Council;

- (e) The Archdeacons;
 - (f) One member of the clergy and two lay persons nominated from each of the Archdeaconries; provided that in the case of the West Central Bahamas and East Central Bahamas Archdeaconries one of the lay persons shall be nominated from a New Providence parish and one from a Family Island parish; and in the case of the others the nominees shall not be residents of the same island. In addition, two nominees (one Clergy and one lay person) shall be resident in The Turks and Caicos Islands;
 - (g) Such other persons as may be co-opted by the Bishop from time to time because of their specialized knowledge and expertise, to attend certain meetings of the Council, but without the right to vote.
4. The Diocesan Council may make Rules for the purpose of giving effect to the Regulations or any of them, and such Rules shall have the same force and effect as the Regulations after due publication throughout the Diocese; but shall cease to have effect unless confirmed and ratified at the ordinary meeting of Synod next following their enactment.

Article 4 - Relating to the Diocesan Court for the trial of Priests and Deacons

1. There shall be a Diocesan Court for the trial of members of the clergy against whom any charge under Section 1 of Canon 21 of the Provincial Canons has been brought.
2. The Court shall be constituted in accordance with the provisions of Canon 24(4) to (6), and shall be governed by the Rules of procedure laid down for Ecclesiastical Courts in Canons 23 and 24 of the said Canons.
3. A member of the clergy who is found guilty of an offence by the Diocesan Court shall be liable to the penalties laid down by Canon 25 in respect of the offences for which he/she may be charged under Canon 21.
4. A case tried in the Diocesan Court may be reviewed or reheard on the direction of the Bishop in accordance with the provisions of Canon 24 (17), and an appeal shall lie from the Diocesan Court to the Provincial Court of Appeal as constituted by Canon 22.

Article 5 - Relating to the coming into operation of the Constitution and Regulations 2004 and Repeal of the Regulations 1992

1. The Prefatory Declaration and the Constitution and Regulations of the Church in the Diocese of The Bahamas and The Turks and Caicos Islands shall come into force on the day on which the assent of the Bishop is signified thereto.
2. The Regulations of the Church in the Diocese of Nassau and The Bahamas, 1992, as amended are hereby repealed.

(C) REGULATIONS

Made by the Synod of the Diocese of The Bahamas and The Turks and Caicos Islands under Article 2(2) of the Constitution.

Title

These Regulations may be cited as the Regulations of the Church in the Diocese of The Bahamas and The Turks and Caicos Islands (hereinafter referred to as "The Regulations")

Regulation 1 - Of Interpretation

1. In these Regulations, unless the context otherwise requires:

"THE ARCHBISHOP" means the Archbishop of the Church in the Province of the West Indies.

"ASSISTANT CURATE" means a member of the clergy who is serving as an assistant.

"ANNUAL MEETING" means the meeting in every year of the electors in each parish for the election of churchwardens, a Vestry and lay representatives.

"ASSISTANT BISHOP" means someone in Episcopal Orders appointed by the Bishop with the approval of the Diocesan Council, whose tenure of office shall be at the Diocesan's pleasure.

"THE BISHOP" means the Bishop of the Diocese of The Bahamas and The Turks and Caicos Islands.

"BISHOP COADJUTOR" means someone in Clerical or Episcopal Orders elected in an Elective Assembly who shall, on the death or resignation of the Bishop of the Diocese, without further election or confirmation, succeed as Bishop of the Diocese.

"BISHOP(S) SUFFRAGAN" means someone in Clerical or Episcopal Orders elected in an Elective Assembly. The style, title and residence of each Suffragan Bishop shall be as may be determined by the Bishop after consultation with the Diocesan Council.

"THE BISHOP-IN-COUNCIL" means the Bishop acting after consultation with the Diocesan Council.

"CANON MISSIONER" means the Director of Missions.

"CANON TO THE ORDINARY" means the Bishop's Chaplain or Administrative Assistant.

"CATECHIST" means a chief Lay Reader.

"CHALICE BEARER" means a communicant member authorized by the Bishop in writing to assist in the administration of the Cup.

"THE CHANCELLOR" means the Chancellor of the Diocese appointed by the Bishop.

"THE VICE-CHANCELLOR" means the person appointed by the Bishop to assist the Chancellor and who shall act in the Chancellor's stead during the Chancellor's absence.

"MEMBER OF THE CLERGY" means a Clerk in Holy Orders licensed by the Bishop.

"COMMUNICANT MEMBER OF THE CHURCH" means any baptized 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 unless excused under Regulation 36.

"THE COUNCIL", "THE SECRETARY", "THE FINANCIAL COMPTROLLER" and "THE REGISTRAR" mean the Diocesan Council, The Secretary to the Synod, the Diocesan Financial Comptroller and the Diocesan Registrar respectively.

"CURATE" means a member of the clergy who is an incumbent of a parish.

"DEACON" means a person appointed and admitted to the Order of Deacon in the Church.

"DIOCESE" means the Diocese of The Bahamas and The Turks and Caicos Islands.

"ELECTOR" means a person who (a) has attained the age of eighteen years (b) is a communicant member of the Church (c) and contributes regularly to the support of the Church unless excused under Regulation 36.

"HOUSE OF BISHOPS" except as defined in Article 2(5)(a), means the Archbishop and Bishops of the Province of the West Indies.

"HOUSE OF BISHOPS" as defined in Article 2(5)(a), means the Diocesan in the context of the Diocesan Synod.

"INCORPORATED TRUSTEES (The Trustees) OF THE CHURCH OF ENGLAND IN THE BAHAMAS" means the Diocesan Council.

"INCUMBENT" means a rector or priest-in-charge.

"LAY READER" means any communicant licensed in writing by the Bishop to assist a member of the clergy in the performance of such duties as directed by the same.

"LAY REPRESENTATIVE" means a person elected at the annual parochial election in accordance with the provisions of the Regulations.

"MULTI-CONGREGATIONAL PARISH" means a parish which has a parish church and at least one other church within its parochial boundaries.

"PARISH" means an area constituted as such in accordance with the Regulations and having the right of lay representation at the Synod being either self-supporting or non self-supporting.

"SELF-SUPPORTING PARISH" means a parish that pays all of its financial commitments and its assessments, if any, to the Diocese.

"NON SELF-SUPPORTING PARISH" means a parish not being a self-supporting parish.

"PAROCHIAL ENDOWMENT FUND" means any fund or property, movable or immovable, heretofore or hereafter given or bequeathed to the end that the income arising therefrom shall be used for the general expenses, or for the maintenance of the clergy of any particular parish or church.

"PRESIDENT" means the President of the Synod.

"PRIEST-IN-CHARGE" means a member of the clergy appointed to a parish which is not designated as self-supporting.

"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 and convened.

"RECTOR" means a member of the clergy appointed to a self-supporting parish by the Bishop acting after consultation with the Vestry of such a parish.

"SPECIAL ENDOWMENT FUND" means any fund or property, movable or immovable, heretofore or hereafter given or bequeathed for any church purposes, other than a diocesan endowment fund or a parochial endowment fund.

"SYNOD" means an assembly consisting of the Bishop or Bishops, Clergy and members of the Laity of the Diocese of The Bahamas and The Turks and Caicos Islands and constituted according to the Rules and Regulations of the Diocese.

"THE VESTRY" means that body of persons of a parish elected and appointed according to the provisions of Regulation 37 of these Regulations.

"THE VICAR GENERAL" means a member of the clergy who, in the absence of the Diocesan Bishop, the Bishop Coadjutor or the Suffragan Bishop, is in charge of the Diocese.

2. Where in these Regulations a person is authorized to act after consultation with another person or a Council or Committee he/she shall not exercise his/her authority until he/she has consulted with that person or Council or Committee but he/she shall not be required to exercise that authority in accordance with the advice tendered.
3. Where in these Regulations a person is authorized to act with the advice, concurrence or approval of another person or Council or Committee he/she shall not act without first obtaining such advice or concurrence or approval and he/she shall be obliged to act in accordance with the advice or concurrence or approval given by that person or by the majority of members present and voting at a duly convened meeting of the Council or Committee.

Regulation 2 - Of Publication

Every Incumbent shall cause a copy of the Constitution and Regulations of the Diocese and of every Rule made under the said Regulations to be placed in every Church in the Parish so as to be accessible to the members of the Parish.

Regulation 3 - Of the Bishop

- 1.(1) Whenever a vacancy in the See has been formally signified by the Archbishop to the person for the time being administering the diocese, that person shall, within fourteen days summon the Council, who shall forthwith call an Assembly of the persons who are members of the Synod (hereafter in this Regulation called "the Elective Assembly") for the purpose of providing a Bishop for the See.

(2) The Council shall give not less than twenty-one days notice of the time, place and purpose of the Elective Assembly.
2. On that day appointed the Litany shall be said or sung and the Holy Eucharist celebrated, and the Elective Assembly shall proceed to choose a Bishop either by direct election, or by delegation of choice to a Selection Committee.
3. (1) If the Elective Assembly decides to elect a Bishop the President shall forthwith call for nominations.

(2) A person shall not be eligible for nomination unless he is a Bishop or Priest of not less than thirty years of age of the Province of the West Indies, or a Church in communion with the Province.

- (3) No nomination shall be received by the Secretary unless the same is signed by two members of the Elective Assembly, of whom one must be a clerk in Holy Orders and the other a lay representative.
4. When all nominations have been received the Elective Assembly shall proceed to election in the following manner :-
- (1) The President shall nominate two members of the clergy and two members of the laity as tellers.
 - (2) The clergy and lay representatives present shall vote by voting papers, each voting for one person only of those who have been duly nominated.
 - (3) The voting papers shall be collected and examined by the tellers and the result openly declared by the President.
 - (4) If any one person has obtained not less than two-thirds of the votes of the members of each order present and voting, that person shall thereupon be declared elected but if no one person has received that proportion of votes, the name of the person who has received the least number of votes shall be withdrawn and voting shall be repeated until one candidate remains.
 - (5) If when all names save that of the one person have been withdrawn, and that person shall not obtain the requisite proportion of votes after three ballots, then the Elective Assembly shall meet again within 60 days and repeat the process a second time, beginning with the call for nominations. If the Elective Assembly shall then again fail to elect a Bishop it shall meet again and repeat the process, beginning with the call for nominations, within 60 days of the second Elective Assembly. If the third Elective Assembly fails to elect a Bishop the process shall then devolve to the House of Bishops of the Province and it shall be the duty of the President forthwith to notify the Archbishop of the failure of the Elective Assembly to elect.
 - (6) If no person is duly nominated, then the process for the selection of a Bishop shall devolve to the Bishops of the Province.
5. When a Bishop has been elected, the election shall be reported to the Archbishop by the President of the Elective Assembly for confirmation by a majority of the Bishops of the Province.
6. If a majority of the Bishops refuse to confirm the election of a Bishop, the Elective Assembly may proceed to another election, or delegate the selection of a Bishop to a Selection Committee.
7. (1) Where the Elective Assembly decides to delegate the choice of a Bishop to a Selection Committee, the Committee shall be comprised of one member of the laity and one member of the clergy from each Archdeaconry, duly elected by each Archdeaconry, and the Chancellor. The Committee shall elect a Chairman.
- (2) The President of the Elective Assembly shall take all steps necessary to give effect to the decision thereof.
 - (3) When a Bishop has been selected the selection shall be reported to the Archbishop by the President of the Elective Assembly for confirmation by a majority of the Bishops of the Province.
 - (4) If the Elective Assembly fails to elect directly within six (6) months from the date of 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 fails 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.

- (5) A Bishop shall be deemed to become a Bishop of a Diocese on the day of his Consecration for the Diocese, or if the Bishop be already consecrated on the date of the issue of the notification of his confirmation as Bishop of the Diocese.
8. If the Bishop proposes to resign the See the Bishop shall notify the Archbishop, or if the Bishop is the Archbishop, the Senior Bishop, in writing of his intention so to do and of the date upon which he desires his resignation to take effect and the Archbishop and the Coadjutor Bishop, the Suffragan Bishop or the Vicar General shall take such other order as he/she may think fit for the administration of the Diocese during the vacancy.
9. If the Bishop while living within the diocese dies or while living within or outside the Diocese is certified by two duly qualified medical practitioners to be unable by reason of physical or mental incompetence to discharge the duties of his office, the Coadjutor Bishop, the Suffragan Bishop or the Vicar General shall forthwith notify the Archbishop.
10. If the Bishop during his absence from the Diocese, resigns the See or dies, the Suffragan Bishop or the Vicar General shall, notwithstanding the lapse of his/her office, perform such acts of administration of the diocese (except that of making permanent appointments) as may be necessary until the Archbishop has taken order for the Administration during the vacancy of the See.
11. Any person administering the Diocese under the provisions of the foregoing sections of this regulation shall, subject to the directions of the Archbishop, exercise all such powers and authorities as are vested in the Bishop by these Regulations save the making of permanent appointments to any office within the diocese.

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 of the Province against the use of such veto.
- (2) Every Diocesan Bishop shall visit the parishes within his jurisdiction at least once in every three years for the purpose of examining their condition, administering the Sacrament of Confirmation (if necessary), 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 the Diocese, and may from time to time address to the people of the 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 be absent from his Diocese for more than six 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 be absent 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 be absent 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 and 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 shall be transmitted to his successor.

Regulation 4 Of Coadjutor, Suffragan and Assistant Bishops

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

- (1) The desire of the Bishop and of the Synod for the election of a Coadjutor or one or more Suffragan Bishop(s);
- (2) 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;
- (3) Clear definition of his status during the tenure of his office.

No person shall be eligible for nomination unless he is a Bishop or a Priest of not less than thirty years of age of the Province of the West Indies, or a Church in communion with the Province.

2. When a majority of the Bishops of the Province have declared their consent to the appointment of a Coadjutor or a Suffragan Bishop for the Diocese, 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 Regulation 3.

4. (a) The election of a Coadjutor Bishop shall be by direct election or otherwise in accordance with Regulation 3 relating to the election of a Diocesan Bishop. The election process shall not exceed three ballot counts for the last remaining name before that Elective Assembly.

(b) The election of a Suffragan Bishop shall be on the nomination of the Diocesan Bishop, and the election process shall not exceed three ballot counts for the same name in nomination in that Elective Assembly.

(c) Failure to elect a Coadjutor or Suffragan Bishop shall not require an election by the House of Bishops.

5. The election of a Coadjutor or Suffragan Bishop shall be subject to confirmation by the Bishops of the Province.

6. When a majority of the Bishops have 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 Provincial 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 Suffragan Bishop (or the senior of the Suffragan Bishops if there are two or more according to the date upon which each took up his appointment), shall administer the Diocese during the vacancy of the See.

9. 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.
10. A Coadjutor or Suffragan Bishop shall have membership in the Provincial Synod as a member of the House of Bishops in accordance with paragraph 1 of Article 2 of the Provincial Constitution.
11. If a Coadjutor or 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.
12. If a Coadjutor or Suffragan Bishop dies, or resigns, 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.

COADJUTOR

13. A Bishop Coadjutor shall on the death or resignation of the Bishop of the Diocese without further election or confirmation succeed as Bishop of the Diocese as from the date of such death or resignation. 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 Provincial Canon 8, Section 13.

SUFFRAGAN

14. There may be one or more Suffragan Bishops in the Diocese of The Bahamas and The Turks and Caicos Islands. The style, title and residence of each Suffragan Bishop shall be as may be determined by the Bishop after consultation with the Diocesan Council. A Suffragan Bishop shall act, in all respects, as the assistant of the Bishop functioning under the Bishop, and performing such functions and duties as are delegated to him by the Bishop.
15. The tenure of office of a Suffragan Bishop shall not be terminated on the death, incapacity or resignation of the Bishop of the Diocese. A Suffragan Bishop shall have no right of succession in the event of a vacancy in the Bishopric, although he shall be eligible for election to that position.
16. A Suffragan Bishop shall be an ex-officio member of all Diocesan Boards and Committees.
17. It shall be lawful for a Suffragan Bishop to hold the Rectorship of a Church, provided that such Church also has the regular services of a Priest Assistant Curate, or, with the permission of the Bishop, some other position.

ASSISTANT

18. The Bishop may, with the approval of the Diocesan Council in regard to the appointee's terms and conditions, appoint someone in Episcopal Orders an Assistant Bishop in the 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.

Regulation 5 - Of the Vicar General

1. The Bishop may from time to time and shall during his absence from the Diocese appoint a Vicar General who shall have and exercise such power and authority as shall be committed to him/her by the Bishop and who shall hold office at the Bishop's pleasure.
2. If during the absence of the Bishop from the Diocese, the Vicar general resigns his/her office, or dies, or for other cause is unable to perform the duties of this office, the Council shall meet within seven (7) days thereafter and make provisions for the administration of the Diocese until the Bishop shall make further provision in that behalf. At any meeting of the Council under the provisions of this article the Senior Archdeacon or in the absence of all the Archdeacons the senior priest on the Diocesan Council shall preside.

Regulation 6 - Of the Administrator of the Diocese

1. Whenever the See is vacant the office of Administrator of the Diocese shall devolve upon: -
 - (a) The Suffragan Bishop or if the post is vacant or if the Suffragan Bishop is unable to act,
 - (b) The person last holding the office of Vicar General, or if that person is unable to act,
 - (c) One of the following in the order given: -
 - (1) One of the Archdeacons in order of seniority
 - (2) The Dean of the Cathedral
 - (3) One of the Canons in order of seniority
2. The Administrator of the Diocese shall administer the Diocese until the new Bishop is enthroned.
3. In the administration of the Diocese the Administrator shall have and exercise all such powers and authorities as are vested in the Bishop by these Regulations, except the appointment of a Vicar General and the making of permanent appointments to any office within the Diocese.

Regulation 7 - Of Archdeacons

1. The Bishop shall appoint an Archdeacon to each Archdeaconry, each of whom shall serve as Chairman of the Archdiaconal Council of his/her Archdeaconry, and such other Archdeacons as the Bishop may determine.
2. Save where otherwise permitted by the Bishop, where special circumstances arise, each Archdeacon shall reside in his/her Archdeaconry.
3. In addition to the matters hereinbefore provided, each Archdeacon will have responsibility for the specific duties hereinafter set out: -
 - (1) The Archdeacon shall make an official visit to each Parish of his/her Archdeaconry at least once in each year, and as and when the Bishop shall additionally direct. Advance notice of such a visit shall be given to the Incumbent.
 - (2) In carrying out his/her duties with respect to each Parish in his/her Archdeaconry, he/she 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, with power, where necessary, to co-opt the relevant expertise to assist him/her therein;

- (b) Ensure that each Parish complies with the standardised system of accounting as instituted by the Diocese;
- (c) Examine the fabrics of the churches, schools, rectories, parsonages and other buildings and inspect the burial grounds and all other property of the Church; and
- (d) Make a report to the Bishop of the result of his/her inspection and examination within one (1) month of his/her having done so.

Further,

- (e) He/she shall examine and report to the Bishop upon all plans and work in progress in connection with the building, restoration or alteration of Churches and other buildings, the property of the Church;
- (f) He/she shall assist the Bishop in his pastoral care and office; and
- (g) He/she shall see that all such as hold any ecclesiastical office within the Archdeaconry perform his/ her duties with diligence, and shall bring to the Bishop's attention any matter which calls for correction or merits praise.

4. Archdeacons during their term of office shall be entitled to be addressed as "*The Venerable, the Archdeacon of*

5. The position of an Archdeacon may be an honorary one held by a Parish Priest, with such entitlements and allowances as determined by the Bishop-in-Council.

In addition, in recognition of the administrative demands of the Office, the Archdeacon will, as the need arises, be assigned capable assistance in the form of one or more assistant priests, and whenever possible will be provided with supporting clerical and office assistance.

6. The duties commensurate with the position of each Archdeacon are to be performed in conjunction with his/her duties as Rector of a Parish or such other position as he/ she may hold.

7. Archdeacons shall hold office during the Bishop's pleasure. When a vacancy occurs in the See, the Archdeacons shall remain in office until the enthronement of the new Bishop who may re-appoint those persons, or any of them, as Archdeacons.

Regulation 8 - Of Archdiaconal Councils

1. Each Archdiaconal Council shall be comprised, together with the Archdeacon, of three (3) lay members (being the two (2) Synod Representatives and the Treasurer from the local Vestry of each Parish in the Archdeaconry) as well as the Rector and assistant Curate (if any) of each Parish in such Archdeaconry.
2. The Archdiaconal Council will have as its principal function the responsibility for encouraging collegiality among all ordained and non-ordained members of the Archdeaconry and, in particular, implementing programmes for:
 - (i) Enabling, encouraging and assisting in the development of Mission and Ministry in each Parish;
 - (ii) Implementing all Diocesan plans.
 - (iii) Providing the means by which communication may flow in both directions from the Archdiaconal Council and the individual Vestries for the total involvement of all concerned and the maximization of the various gifts that are available in the Archdeaconry; and

(iv) Facilitating the development of the total life of the Church, as the Body of Christ, so that each member is equipped to carry out his/her particular ministry in the Body.

3. Each Archdiaconal Council should meet at least twice in each calendar year.
4. All Clergy licensed by the Bishop in each Archdeaconry shall comprise an Archdiaconal Chapter which shall meet not less than twice in each year.
5. The Chapter will take responsibility for the promotion of Christian fellowship in the Archdeaconry, sharing in strategies and methodology for the development of new ideas on theology and ministry, and arranging for invited speakers to address topics of concern to the community and the life of the Church.
6. The Chapter will also provide a forum for discussion of items of common interest and concern, for mutual support and spiritual growth, including prayer for one another and the development of each of its members.

Regulation 9 - Of the Cathedral Chapter

1. The Bishop may by mandate appoint a Dean, Sub-Dean and Chapter of the Cathedral Church of Christ and may provide for the terms and conditions of their tenure of office and their rights and privileges as the Bishop may think fit and may at any time in his discretion revoke or vary such mandate or any of the terms.
2. The Chapter shall consist of at least six Canons together with the Archdeacons who shall be ex-officio members.
3. The Dean shall be head and shall summon the Chapter to meet from time to time at least once in three years.
4. It shall be the duty of the Dean and the Chapter to make rules for its members and to advise the Bishop upon any matter on which the Bishop may consult them.
5. The Bishop may appoint honorary Canons from time to time for particular areas of ministry who shall not necessarily be members of the Chapter.

Regulation 10 - Of Ordination to the Sacred Ministry

1. Every person desirous of entering the ordained Ministry of The Church of God shall undergo a process of selection and training as determined by the Commission on Ministry, acting under the authority of the Bishop, unless excused from any part thereof by the Bishop.
2. No person under the age of twenty-three years shall be ordained a Deacon unless he/she has a faculty from the Archbishop.
3. Except as provided in Section 11 below, no person shall be admitted to the Order of Deacons unless he/she shall have been trained at an accredited or recognized 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 person as a candidate for Holy Orders.
4. Every candidate for Ordination to the Diaconate shall satisfy the Bishop of his/her knowledge of the Scriptures, Christian Doctrine, Church History, Liturgy and Worship. The Bishop for this purpose may accept qualifications obtained from a recognized Theological College, or in place thereof the recommendations of the Commission on Ministry.
5. Every Ordinand to the Diaconate shall satisfy the Bishop of his/her physical, emotional and spiritual fitness, and give proof of his/her age, Baptism, and Confirmation, and shall produce in good time before the day of Ordination Letters Testimonial of his/her good life and conversation, signed by three Incumbents who have known him/her 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 candidate for less than three years he/she shall state that 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 Clergy and a member of the congregation of its having been read in the Church in which the candidate ordinarily worships or ministers on three successive Sundays 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 day appointed for the Ordination inform the Ordaining Bishop whether any impediment has been alleged.
7. Every Ordinand to the Priesthood shall satisfy the Bishop of his/her physical, emotional and spiritual fitness and shall present to the Bishop Letters Testimonial of his/ her good life and conversation, signed by two or more Incumbents who have known them well during the time of his/her Diaconate.
8. No person shall be ordained a Priest until he/she has attained the age of twenty-four years, unless being over twenty-three years of age he/she has a faculty from the Archbishop.
9. Subject to the provisions of Section 10 below, the Bishop shall not ordain any person Deacon or Priest unless the Bishop at the same time licenses that Deacon or Priest to a distinct sphere of work in the Diocese.
10. The Bishop may ordain any person Deacon or Priest who shall be licensed for work in another Diocese upon receipt of Letters Dimmissory from the Bishop of the Diocese where he/she will be licensed to exercise his/her 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 4 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 his/her secular avocation or be fully employed in the Ministry of the Church;
 - (c) Shall exercise his/her ministry under licence from the Bishop and subject to such conditions as the Bishop shall from time to time direct.
12. A Deacon ministering in a Parish under the charge of a Priest shall act under the direction of such Priest in all his/her ministrations.
13. A Deacon 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 sub-ordination to the Bishop, he/she shall in all things be governed.
14. The Bishop shall have reserved to him the right to direct the amount of work any Deacon may be required to do.

Regulation 11 - Of the Licensing of Clergy and of Letters Commendatory

1. A member of the clergy to be licensed to officiate or to be instituted in a parish or cure by The Bishop shall first produce Letters of Orders showing that he/she has been duly ordained, and if he/she was resident in another Diocese, Letters Commendatory (in the form, or some similar form, as found in Schedule C of these Regulations) from the Bishop of that Diocese in which he/she last held office.

2. A 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 in Schedule D of these Regulations.
3. A member of the clergy to be ordained, licensed, instituted or collated may also be required to make a Declaration against Simony.
4. When a member of the clergy leaves the Diocese having been refused Letters Commendatory, or having failed to apply for the same, the Bishop shall immediately communicate the facts to the Archbishop who shall inform all the other Bishops.

Regulation 12 - Of the Appointment of the Clergy

1. No member of the Clergy shall officiate in any Church or Chapel within the Diocese unless personally licensed or authorized to do so by the Bishop.
2. All members of the Clergy serving in the Diocese shall be liable to transfer from one parish to another parish within the Diocese.
3. (a) Whenever the office of Incumbent becomes vacant or an Incumbent is about to complete his/her term of service in a self-supporting Parish, the Bishop and/or the Archdeacon of the Archdeaconry where the vacancy occurs shall meet with the Vestry to advise the Parish on the production of a Parish profile and to set a time frame within which such a document shall be submitted to the Bishop.
- (b) After a review of the profile, the Bishop shall convene a second meeting with the Vestry, at which time up to three names, with relevant profiles, shall be placed in nomination by the Bishop, after consultation with the Vestry. The Vestry may at that time, or at a subsequent meeting, select one of the nominees, whose appointment must be approved by the Bishop.
4. Prior to submitting any names for consideration, the Bishop shall consult the nominees.
5. The process for the selection of an Incumbent should normally be completed within ninety days.
6. Every five years after appointment, the Incumbent shall be reviewed and evaluated at the instance of either the Bishop or the Vestry.
7. The Bishop shall direct the Archdeacon at the end of an Incumbency to visit the Parish and ensure the production by the Incumbent of a hand over file, to include such documents as may be directed by the Bishop.
8. On the appointment of an Incumbent of a Parish the Bishop shall admit or issue directions to the Archdeacon or some other priest in the Archdeaconry to admit the Incumbent to office.
9. The Bishop-in-Council may make Rules fixing the rates of allowances payable under this Regulation.

Regulation 13 - Of the Duties of the Clergy

1. The ordering of the worship and the spiritual jurisdiction of a Parish is vested in the Incumbent or Priest-in-Charge subject to Regulations and Rules 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 each member of the clergy having a cure of souls: -
 - (a) To preach the Gospel;

- (b) To minister the Sacraments and to perform such other Offices and Rites as are contained in the Book of Common Prayer or are authorized by the Bishop;
 - (c) To visit the members of his/her congregation, particularly those who are sick, and provide opportunities for them to consult him/her for 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 his/her cure as are open to him/her;
 - (e) To prepare candidates for Confirmation and when satisfied of their suitability, 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 his/her congregation concerning the missionary work of the Church, at home and abroad, and to give suitable opportunity to the people to make offerings towards such missionary work;
 - (h) To provide opportunities for his/her congregation to experience spiritual growth;
 - (i) To equip and encourage members of the laity to identify and exercise their ministries within the Body of Christ.
3. 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) His/her having been duly licensed or ordained in the Anglican Communion; and
 - (b) His/her not having been inhibited or suspended from office by lawful ecclesiastical authority in the Church of this Province or any other Province of the Anglican Communion; and
 - (c) His/her having received permission from the Bishop of the Diocese to do so.
4. Every Incumbent shall cause to be recorded in the Parish Registers all Services, Baptisms, Confirmations, Marriages and Burials, and the names of all Communicants within his/her cure. Each entry in a Register shall be signed by the Officiating Minister.
5. Every Incumbent shall exhibit or cause to be exhibited to the Bishop at his Visitation, or to the Archdeacon, all Parochial Registers and Accounts Books, and shall give such information as regards the spiritual and temporal state of the Parish as he/she may require.
6. No member of the clergy holding ecclesiastical office shall engage in trade or any other occupation in such manner as to affect the performance of the duties of his/her office, except he/she has permission so to do from the Bishop of the Diocese.

Regulation 14 - Of the Diaconate

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) Officiating at Baptism;
 - (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.
 4. Any person admitted to be a deacon shall be a member of the Order of Clergy in the Synod. Any such person may be nominated or elected as a member of the clergy to the Diocesan Council.

Regulation 15 - Of the Retirement, Resignation, Abandonment and Termination of Service of Clergy

1. No duly licensed member of the clergy shall resign without giving six months previous notice in writing to the Bishop of his intention to do so or such shorter period of notice as the Bishop may in his discretion accept; and except as hereinafter provided, the Bishop shall not withdraw his licence to a member of the clergy without giving the member of the clergy six months notice of his intention to do so.
2. The notice shall not be required on either side in the event of a member of the clergy: -
 - (a) Being licensed to another cure in the Diocese, or,
 - (b) Being certified to the Bishop by two duly qualified medical practitioners as no longer able, from physical or mental infirmity, to discharge the duties of his/her cure.
3. Members of the clergy who resign their appointment shall be entitled to receive such benefits, if any, as may be provided by the Diocesan Pension Scheme in such cases.
4. A member of the clergy in good standing in the Diocese who resigns his/her cure shall receive from the Bishop Letters Commendatory to the Bishop to whom he/she may apply for a cure or appointment.
5. The normal retirement age of the Diocesan Bishop, a Suffragan Bishop and every member of the clergy shall be sixty-five years but in the case of a member of the clergy, this may be extended by the Bishop, but on attaining the age of seventy retirement shall be mandatory. In the case of a Bishop, retirement shall be mandatory at seventy.
6. The Bishop may re-employ a retired member of the clergy on a non-pensionable month-to-month basis or on short-term contracts.
7. The Bishop, after consultation with the Commission on Ministry, may on reasonable grounds stated, require the retirement of a member of the clergy serving in the Diocese who has not reached the retirement age, but the Bishop shall first give the member of the clergy three months notice of the Bishop's intention to retire him/her, and the member of the clergy shall have the right to make representations to the Bishop-in-Council against the decision. A person so retired shall for the purposes of pension be regarded as a person wholly incapacitated for work.

8. The Bishop after consultation with the Diocesan Council may terminate the appointment of a member of the clergy on the ground of absence without leave.
9. A member of the clergy whose appointment is terminated shall forfeit all non-pensionable benefits to which he/she on appointment was entitled.
10. Any person in Holy Orders 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, shall not be allowed to resume the exercise of any ministerial function in the Church until he/she shall have given to the proper authority evidence of the sincerity of his/her repentance and accepted such form of discipline as may by that authority be imposed upon him/her.

Regulation 16 - Of Clergy Stipends and Allowances

1. The stipends and allowances of the Clergy shall be paid from Diocesan or parochial funds in accordance with a scale to be fixed from time to time by the Bishop-in-Council and approved by Synod.
2. The Easter Day special envelope, together with the loose (open) collection, shall form an addition to the Stipend of the Incumbent.
3. The Pentecost (Whitsunday) special envelope, together with the loose (open) collection, shall form an addition to the Stipend of the Assistant Curate. Where there is more than one Assistant Curate in a Parish the collection shall be divided equally among them, if they are all working full-time in the Parish, and in any other case, at the discretion of the Incumbent.
4. Any member of the clergy employed in the Diocese in any Diocesan capacity other than that of Curate or Assistant Curate shall be entitled to receive an allowance at a rate to be fixed by the Bishop-in-Council in lieu of the Easter Day collection.
5. All clergy employed in full-time service in the Diocese shall be entitled to be provided with fully furnished accommodation, transportation and a supply of utilities (electricity, water, telephone and internet services) or an allowance in lieu of these. If a member of the clergy should die in service his/her dependents who were living with him/her shall be entitled to continue to enjoy these benefits for a period not exceeding six months.
6. No member of the clergy in the full-time service of the Church shall engage in other paid employment without first obtaining the written permission of the Bishop. Such permission shall be in accordance with policies determined from time to time by the Synod. Failure to comply with this Regulation shall be regarded as conduct unbecoming a member of the clergy.

Regulation 17 - Of Pensions

1. Every member of the clergy shall, and other Diocesan workers may, participate in the Pension Scheme for the Diocese known as **The Diocesan Clergy Pension Scheme 1978**, unless that person is already a participant in a pension scheme and will receive a pension or other retirement benefit from that scheme, or is employed on contract or on temporary or month-to-month terms.
2. The cost of the Scheme shall be met from parochial and Diocesan funds and the contributions of participants in the Scheme, unless otherwise determined. These contributions shall be as prescribed in Rules made by the Pension Committee.
3. The Scheme shall be under the legal control and authority of the Trustees of the Scheme, with power to co-opt technical advisers.

Regulation 18 - Of Clergy Leave

1. Members of the clergy serving in the Diocese shall be entitled to enjoy one day a week (non-cumulative) free from routine parochial duties, subject to proper arrangements being made for dealing with emergencies.
2. Members of the clergy serving in the Diocese under a contract of service shall be eligible for leave in accordance with the terms of their contracts.
3. Members of the clergy serving in the Diocese other than those serving under a contract of service shall be eligible for leave as follows: -

(a) Vacation Leave in the following categories: -

- (i) Clergy who have served the Diocese from one to five years shall be entitled to three weeks leave a year.
- (ii) Clergy who have served the Diocese for a period over five years to fifteen years shall be entitled to four weeks leave a year.
- (iii) Clergy who have served the Diocese for over fifteen years shall be entitled to five weeks leave a year.
- (iv) Such vacation leave is not cumulative except with the permission of the Bishop.

(b) Sick Leave as follows: -

- (i) Sick Leave may be granted with full stipend up to a maximum of six months in any period of twelve months.
- (ii) An extension of Sick Leave may be granted with half-stipend for a further period not exceeding six months. The terms and conditions of any other sick leave required may be granted by the Bishop-in-Council.

(c) Maternity Leave as required by the laws of The Bahamas or The Turks and Caicos Islands

(d) Paternity Leave shall be granted by the Bishop to a member of the clergy upon the birth of a child. The length of the paternity leave shall be at the discretion of the Bishop.

(e) Study Leave not exceeding twelve months may be approved if:-

- (i) The member of the clergy has served the Diocese for a minimum period of three years, unless the Bishop otherwise determines, and
- (ii) The course of study is approved by the Bishop after consultation with the Commission on Ministry, and
- (iii) The member of the clergy undertakes to return to the Province for a further period of service equivalent to the period of Study Leave or to the time required to repay any indebtedness to the Diocese, whichever is the longer.

The Bishop, after consultation with the Commission on Ministry, may extend Study Leave for a further period.

(f) Sabbatical Leave may be granted by the Bishop after consultation with any affected Vestry to a member of the clergy after that member has served for seven years in the Diocese. A sabbatical shall be for a period as determined by the Bishop.

(g) Compassionate Leave will be granted at the discretion of the Bishop.

- 4 (a) Every Incumbent who desires to take Vacation Leave shall consult his/her Vestry and make application to the Bishop or Archdeacon in writing not less than one month before the proposed date of the leave, informing the Bishop at the same time of the arrangements for the administration of the Parish during his/her absence.
- (b) Every Assistant Curate who wishes to take Vacation Leave shall make application to the Bishop or Archdeacon, after the approval of the Incumbent of the Parish, not later than one month before the proposed date of leave.
- (c) No Incumbent may leave his/her cure or proceed on leave other than Sick Leave unless arrangements approved by the Bishop have been made for the administration of the Parish.
5. A member of the clergy who desires to take Study Leave shall make application to the Bishop in writing not less than six months before the proposed date of leave, giving details of the proposed course of study.
6. The Bishop-in-Council may give favourable consideration to an application by a member of the clergy for financial assistance to pursue an approved course of study.
7. "Vacation Leave" means absence from duty other than on Sick Leave or Study Leave for a period exceeding three days.
- "Study Leave" means leave granted by the Bishop with or without pay for the purpose of pursuing a course of study approved by the Bishop after consultation with the Commission on Ministry.
- "Maternity Leave" means such leave as is permitted a female by the laws of The Bahamas or The Turks and Caicos Islands on the birth of a child.
- "Paternity Leave" means such leave as is granted a male member of the clergy at the discretion of the Bishop on the birth of a child.
- "Sabbatical Leave" means leave granted by the Bishop with or without pay for the purpose of further study or of spiritual reflection or refreshment.
- "Compassionate Leave" means such leave as is granted a member of the clergy at the discretion of the Bishop on the death of a family member.
8. The Bishop-in-Council may make rules for the grant of leave of absence to the Clergy and may by such rules authorize the payment of passages and of such expenses incurred in relation to the performance of the duties of the clergy when on leave as the Bishop may approve.

Regulation 19 - Of the Diocesan Court for the Trial of Priests and Deacons and of Judicial Proceedings

1. In this Regulation the expression:
- "The accused" means the priest or deacon against whom a charge has been preferred;
- "Clergy" means a priest or deacon;
- "The Diocesan Court" means an Ecclesiastical Court summoned by the Bishop under this Regulation;
- "The President" means the person who shall preside in the Diocesan Court;
- "The Prosecutor" means the person appointed by the Bishop to present and prosecute any charge before the Diocesan Court.
2. Members of the clergy shall be liable to prosecution and trial in the Diocesan Court for any of the following offences :-

- (a) Offences which are indictable under the laws of the Commonwealth of The Bahamas or The Turks and Caicos Islands and also adultery, fornication, sodomy and simony;
 - (b) Holding and teaching publicly and advisedly any heresy or false doctrine;
 - (c) Violating any oath or declaration made on the occasion of his/her ordination, licensing or other similar occasions;
 - (d) Violating the Constitution and Canons or Regulations of the Province;
 - (e) Violating the Constitution or Regulations of the Diocese;
 - (f) Habitual neglect of the duties of his/her office;
 - (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.
3. Except by leave given for an extension of time by the Bishop, no original proceedings shall be instituted before the Diocesan Court 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. All charges against a member of the clergy shall be made in writing, in the form of an affidavit witnessed by a Notary Public, Justice of the Peace or Commissioner of Oaths, signed by the complainant or complainants and shall specify all the particulars of the offence or offences alleged by them as to time, place and other circumstances.
4. In order to be relevant, any accusation of heresy or false doctrine 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.
5. Whenever: -
- (a) A charge against a member of the clergy in respect of any of the foregoing offences under Article 2 of the Regulation is presented to the Bishop, the Coadjutor Bishop, the Suffragan Bishop or the Vicar General, signed by a church warden in the parish where the member of the clergy officiates or by at least three communicants.
 - (b) The Bishop is of the opinion that scandal exists in connection with any member of the clergy, or that a charge should be presented against any member of the clergy in respect of any of the foregoing offences under paragraph 2 of the Regulation, or
 - (c) A member of the clergy requests that enquiry should be made into any report injurious to himself/herself;

the Bishop may, if it is thought fit, appoint a commission (hereinafter in this Regulation called "the Commission") to inquire into and report on the matter or he may cite the member of the clergy before the Diocesan Court.

7. The Bishop, the Coadjutor Bishop, the Suffragan Bishop or the Vicar General shall furnish the member of the clergy with a copy of the charge, or if there be no charge, with a written statement of the reason for appointing the Commission or the holding of the Court. In the case of the appointment of a commission the member of the clergy shall be entitled to receive a list of the names of the members thereof. He/she shall also be given at least thirty days notice of the time and place where the Commission or Diocesan Court will sit.
8. Whenever a Diocesan Court shall sit for the trial of any member of the clergy, the Bishop shall appoint the President of the Court and the Chancellor or any other counsel and attorney-at-law of not less than six years standing and being a communicant member of the church as legal assessor.
9. In any trial of a member of the clergy, the Court, if the charge be one of heresy or false doctrine, shall consist of the President and three members of the clergy being in Priest's Orders; in the case of any charge other than that of heresy or false doctrine, the President and not less than two members of the clergy of the aforesaid standing.
10. The Bishop may appoint any fit and proper person to present and prosecute the charge or matter of enquiry before the Diocesan Court or the Commission and the member of the clergy may appear by himself/herself or by counsel.

Provided that if the accused does not so appear the Diocesan Court or the Commission may hear and determine the matter or hold the enquiry as the case may be notwithstanding his/her absence.

11. Any expense incurred on account of expert legal advice shall be borne by the person or persons desiring it.
12. The proceedings of the Diocesan Court shall be in private and the expenses of the Court shall be defrayed from the Diocesan General Maintenance Fund.
13. The Chancellor, subject to the approval of the Bishop, may prescribe rules for the presentment of charges arising out of any of the matters referred to in paragraph 2 of this Regulation for regulating the conduct of hearings before a Commission or a Court and for any matter not prescribed by the Regulations.
14. (1) The finding of the Diocesan Court or of a majority of the members thereof, shall be in writing and shall be signed by the President and members, and if it be not of acquittal, the Bishop shall, after consultation with the members of the Diocesan Court, determine what effect shall be given to it.
 - (2) Any member of the Diocesan Court may put in writing his/her reasons for not agreeing with the finding of the majority and those reasons shall be laid before the Bishop.
15. (1) When the finding of the Diocesan Court is not of acquittal the sentence of the Bishop may be formal admonition, or suspension, or deprivation.
 - (2) Suspension shall be accompanied by the total or partial loss of salary as the Diocesan Court may determine.
 - (3) The finding of the Diocesan Court, and the sentence of the Bishop, when there is not an acquittal, shall be read at a sitting of the Court, and a copy of the sentence shall, in all cases where practicable, be communicated in writing by the Bishop to the member of the clergy concerned.
 - (4) The report of the Commission, the proceedings before the Diocesan Court, and the sentence of the Bishop shall be lodged in the Diocesan Registry.

16. (1) An appeal, if notified in writing to the Bishop within seven days after the sentence is pronounced, shall lie to the Provincial Court of Appeal, whose decision shall be final.
 - (2) Upon receipt by the Bishop of notification of an appeal the execution of the sentence shall be stayed pending the hearing of the appeal.
17. Any member of the clergy against whom judgment has been given, who shall refuse to obey the sentence of the Diocesan Court shall, if not sentenced to formal admonition, be suspended and, if sentenced to suspension or deprivation, shall be liable to ex-communication. It shall be the duty of the Bishop after notice given to pronounce sentence in either of such cases.
18. The Council may authorize the payment of the whole or any part of the expenses of proceedings instituted under the Regulations and may during the term of such suspension, withhold the whole or any part of the member of the clergy's emoluments.
19. The Bishop may at any time suspend a member of the clergy from his/her priestly functions pending any proceedings instituted under the Regulations and may, during the term of such suspension, withhold the whole or any part of the member of the clergy's emoluments.
20. If at any stage in the course of any judicial proceedings the accused shall in writing make an admission of guilt and offer to submit to any sentence which may be pronounced against him/her, the Bishop shall have the power to dispose of the case in such manner as may seem good to him on the basis of admission, provided always that the sentence pronounced under such circumstances shall not exceed such sentence as may have been imposed by the Bishop after trial had the accusation been proved in a Court to the extent of the admission.
21. In all cases where grave charges have been brought against a member of the clergy, if the accused shall tender his/her resignation to the Bishop before any enquiry is made into such charges, and if the Bishop shall see fit to accept the resignation in the exercise of his discretion, the accused shall not thereby be exempt from judicial inquiry into the truth of the charges provided proceedings are instituted within a period not exceeding six months.
22. Whenever a sentence has been passed by the Diocesan Court, it shall be competent for the Bishop within thirty days after the sentence is passed, to direct that the sentence be reviewed or the case be re-heard, if it shall appear to him that there are urgent reasons for believing that the sentence 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.
23. Every Diocesan Court 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 judgment of the judge or judges. The record shall be preserved in the Registry of the Diocese.
24. It is the duty of any member of the Church, when duly cited, to attend and give evidence before a Diocesan Court constituted in accordance with the Regulation.
25. If it be necessary to take the testimony of an absent witness, such testimony shall be taken in the form and manner provided by a Commissioner or Commissioners to be appointed for that purpose by the President of the Court in accordance with the Rules made under paragraph 13 of this Regulation and the evidence shall be reduced to writing and thereafter signed by the person or persons making the statement and countersigned by a Commissioner or the Commissioners appointed for the purpose, whereupon such signed statement or statements shall be forwarded to the Diocesan Court and shall be read and used at the trial; provided, however, that no application for the appointment of such Commissioner or Commissioners shall be made by either party to the President, except after notice in writing, given by the one to the other, of his/her intention so to apply.
26. No person shall sit as a member of any Court, 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.

27. Both the accused and the presenter shall have the right to object to not more than two members of the Diocesan Court. If such objection be held by the remaining members of the Diocesan Court to be warranted, the Bishop shall appoint other clerical members to take the place of the member or members to whom such objection was taken.
28. Any reference in this Regulation to the Bishop shall be construed as including a reference to the person administering the Diocese in the Bishop's absence or upon the death or resignation of the Bishop.

Regulation 20 - Of Catechists, Lay Readers and Chalice Bearers

1. On the nomination of the Incumbent of a parish, the Bishop may license a lay member of the parish to be a Catechist or a Lay Reader or a Chalice Bearer for the parish.
2. Nominations shall be made on the form, prescribed in Schedule F. Before making the nomination the Incumbent shall have the *Si Quis* prescribed in the said Schedule read on three Sundays in every Church in the candidate's parish.
3. In making the nomination, the Incumbent shall submit a confidential report to the Bishop confirming that the candidate is of good life, sound in faith, a regular communicant and well fitted for the office for which he/she is nominated and shall state specifically the amount of salary or other emolument, if any, to be paid to the Catechist and the source from which it is to be paid.
4. The Bishop may prescribe a course of training for Catechists and Lay Readers and may require to be satisfied that the candidate possesses a sufficient knowledge of the Holy Scripture and the Doctrine and Worship of the Church and is able to read the Services of the Church plainly, distinctly, audibly and reverently.
5. A Catechist or Lay Reader or Chalice Bearer may serve in parishes or Missions of the Diocese other than the one to which he/she is licensed with the approval of the Incumbent of his/her parish.
6. A Catechist or Lay Reader may officiate at Morning and Evening Prayer, the Litany, and the Office for the Burial of the Dead (omitting such parts as are reserved for one in Priest's Orders) if his/her licence so prescribes. He/she may, if required, read to the sick and assist in the instruction of the children.
7. A Catechist or Lay Reader shall not deliver Sermons or Addresses of his/her own composition unless he/she is specially licensed to do so by the Bishop.
8. A licence issued to a Catechist or Lay Reader or Chalice Bearer shall remain in force for so long as the Bishop shall direct and may be revoked at the Bishop's pleasure. The licence shall be submitted to the Bishop for endorsement at the Bishop's discretion.
9. A Catechist or Lay Reader or Chalice Bearer may by writing under his/her hand addressed to the Bishop resign his/ her appointment.

Regulation 21 - Of the Diocesan Chancellor

1. The Bishop shall appoint a Chancellor of the Diocese who shall be a counsel and attorney at law of not less than ten years standing and a communicant member of the Church in good standing.
2. The Chancellor shall advise the Bishop **on** Ecclesiastical law and on all legal or disciplinary matters affecting the Diocese and on the interpretation of the Canons, Constitution and Regulations.
3. Before entering upon his/her duties the Chancellor shall make and subscribe to the customary Oaths and Declarations.

4. The Chancellor shall be *ex-officio* a member of all Vestries throughout the Diocese as well as all committees of the Synod and the Diocesan Council.
5. The Chancellor shall hold office at the Bishop's pleasure. When a vacancy occurs in the See the Chancellor shall remain in Office until the enthronement of the new Bishop who may re-appoint that person as Chancellor.
6. The Bishop may appoint a Vice-Chancellor who, in the absence of the Chancellor, shall perform the duties of the Chancellor.

Regulation 22 - Of the Registrar

1. There shall be a Registrar of the Diocese who shall be appointed by the Bishop. The Registrar shall be a communicant member of the Church in good standing.
2. Before entering upon his/her duties the Registrar shall make and subscribe to the customary Oaths and Declarations.
3. The Registrar shall: -
 - (a) Have the custody of the Seal of the Diocesan Synod and shall cause it to be impressed or affixed to such documents as the Bishop may direct;
 - (b) Have the custody of all deeds and documents relating to the property, real or personal, of the Diocese and of every Parish in the Diocese;
 - (c) Keep a register of those collated to Canonries in the Cathedral Church of Christ and ensure that this Register is signed by each member of the clergy so collated at the time of his/her making the required declaration;
 - (d) At the instance of the Bishop, issue letters of Orders, Licences, Letters of Institution, Faculties and any other such documents to which the Seal of the Diocese is to be attached;
 - (e) Have charge of all other instruments, documents, registers and the like, and perform all other such functions as the Bishop may from time to time require.
4. The Registrar shall hold office during the Bishop's pleasure. When a vacancy occurs in the See the Registrar shall remain in Office until the enthronement of the new Bishop who may re-appoint that person as Registrar.
5. All documents required to be in the custody of the Registrar shall be kept in a safe place in the Diocesan Office and the Registrar shall keep a register of all such documents.

Regulation 23 - Of the Diocesan Financial Comptroller

1. There shall be a Financial Comptroller of the Diocese who shall be appointed by the Bishop. The Financial Comptroller shall be a communicant member of the Church in good standing.
2. The Financial Comptroller shall have control of the finances of the Diocese and the keeping of proper records of all financial transactions.
3. It shall be the duty of the Financial Comptroller to ensure that proper accounts are kept of all Diocesan receipts and expenditure, except such as are set aside as a fund to be used by the Bishop in his sole discretion, and jointly with the Bishop to authorize all expenditure of Diocesan Funds.

4. The Financial Comptroller shall submit a monthly report on the financial position of the Diocese to the Bishop, the Finance Committee and the Diocesan Council; the report shall include a Statement of Accounts.
5. The Financial Comptroller shall have such other duties as may be assigned to him/her by the Synod or the Bishop-in-Council.

Regulation 24 - Of the Diocesan Secretary

1. There shall be a Diocesan Secretary who shall be a communicant member of the Church in good standing. The Secretary shall be appointed by the Bishop with the consent of the Diocesan Council at such remuneration and upon such terms and conditions as shall be determined by the Diocesan Council.
2. The Diocesan Secretary shall be accountable for the planning and provision of services relating to and in support of the Diocesan Synod, the Diocesan Council and committees of Synod. The Diocesan Secretary shall also be accountable for the efficient operation of the Diocesan Office by ensuring adherence to policies and procedures as developed with the Bishop-in-Council.
3. The Diocesan Secretary shall be the Secretary of Synod and of the Diocesan Council and an *ex-officio* member of all sub-committees.
4. The duties of the Diocesan Secretary shall be: -
 - (a) to summon the members of the Synod to all meetings thereof sending to each with the summons the printed agenda at least four weeks before the Synod meets in the annual session.
 - (b) To circulate at least a week before the Synod meets any reports of committees received by him/her;
 - (c) To enter the names of all members of the Synod in a book;
 - (d) To circulate for the use of members the paper of agenda at each meeting throughout the session of the Synod, before the opening of the meeting, and to prepare copies of all notices of motions given on one day for distribution among the members at the meeting of the following day;
 - (e) To record the proceedings of Synod and of Diocesan Council; to prepare and publish the Synod Journal and cause it to be circulated to all members of Synod within three months after the close of that session;
 - (f) To maintain the records of the Synod and of the Diocesan Council and keep them accessible to duly authorized persons;
 - (g) To ensure that the decisions of the Synod and of the Diocesan Council are implemented;
 - (h) To administer the Diocesan Office, including:-
 - 1) The management of correspondence and the care and custody of diocesan and parochial records in the safekeeping of the Diocesan Office;
 - 2) The co-ordination of the work of all sections of the office.

- 3) Generally to assist the Bishop in his administration of the Diocese, and to undertake such administrative duties as may be assigned to him/her by the Bishop.
5. The Bishop may appoint from time to time such other officers as may be determined necessary for the proper administration of the Diocese and shall upon such appointment prescribe his/her duties.
6. It shall be open to the Bishop to appoint an Archdeacon or any other Diocesan Officer, in conjunction with his/her present office, also to hold the post of Diocesan Secretary.

Regulation 25 - Of the Diocesan Youth Officer

1. The Bishop may appoint a priest or a layperson who is a communicant member of the Church in good standing to be the Diocesan Youth Officer at such remuneration and on such terms and conditions as may be determined by the Diocesan Council.
2. The Diocesan Youth Officer will be responsible for developing and co-ordinating the youth work in the Diocese in consultation with the Bishop and the Incumbents.

Regulation 26 - Other Ministry Co-ordinators

The Bishop-in-Council may appoint a communicant member of the Church in good standing as a co-ordinator for specific ministries and programmes of the Church, at such remuneration and on such terms and conditions as may be determined by the Bishop-in-Council.

Regulation 27 - Of Acting Appointments

Whenever a Diocesan Official is unable for any reason to perform his/her duties the Bishop may appoint a communicant member of the Church in good standing as a Deputy to act in his/her place, and any person so appointed shall assume the responsibilities and exercise all the powers of the substantive holder of the office.

Regulation 28 - Of the Synod

1. (1) A meeting of the Synod (hereinafter in these Regulations called "the annual session") shall be held every year at such time and place as the Bishop shall prescribe, but the Bishop may summon other meetings whenever he may deem it expedient to do so.
 - (2) At least four weeks notice of the annual session shall be given by the Secretary to every member thereof.
2. (1) On the day prescribed there shall be said or sung the Holy Eucharist celebrated in the Cathedral or in such other place as the Bishop may prescribe. The Holy Eucharist shall be celebrated on each day that the Synod is in session.
 - (2) A session may be adjourned by the Bishop or by resolution of the Synod from time to time and, when adjourned, may be closed at any time at the Bishop's discretion.
3. The Bishop shall preside at all meetings of the Synod. In the Bishop's absence, the presiding officer shall be the Bishop Coadjutor, the Suffragan Bishop(s), the Vicar General or Archdeacon(s), and the business of the Synod shall be limited to such matters as the Bishop directs.
4. The presence of the Bishop (except as last above provided), of two-thirds of the Clergy, and of two thirds of the lay representatives, shall be necessary at all times to constitute a meeting of the Synod.

5. Every lay person shall be qualified for election as a lay representative who is an elector, and member of the Vestry of the parish of which he/she is a communicant.
- (1) (a) The election of lay representatives shall take place annually in the month of February or as shortly thereafter as possible.
- (b) In parishes where there is more than one congregation and it is difficult to assemble, the people in one place for a Parish Meeting, the Bishop and Parish Priest shall agree on a parish by-law regulating the method of election of Synod representatives, which shall be reviewed every five years.
- (2) At its first duly constituted meeting, the Vestry shall elect from among its members two persons who shall be representatives from the Parish to Synod for that year.(3) No person shall be entitled to act as lay representative to Synod of more than one parish. Notwithstanding the provisions of sub-paragraph two of paragraph five of this Regulation, the Vestry of any Parish outside of New Providence may elect as its representatives to Synod (and also, though not necessarily, as its representatives at the Archdiaconal Council) representatives who are communicants of any Parish in the Diocese. Any such person elected as a representative of such a parish shall also be *ex-officio* a member of that Vestry.
8. (1) A certificate in the subjoined form shall be signed and given to each lay representative by the chairperson of the election at which they have been elected, and they shall hand the certificate to the Secretary on taking their place in Synod:-
- "I hereby certify that at the annual meeting (or at special meeting of the electors), for this parish,
held on.....the.....day
of.....20
- AB was duly elected to represent this parish in the Synod."
Dated..... Signed.....
- (2) A copy of the certificate shall within one month after the election, be sent by the chairperson of the election to the Secretary, who shall forthwith enter the name of the lay representative stated therein on the Synod list.
9. The Bishop, the Coadjutor Bishop, the Suffragan Bishop(s), the Assistant Bishop(s), the Clergy and the lay representatives, shall sit together in the Synod for the transaction of business.
10. The failure of any parish to return lay representatives shall not prevent the Synod from proceeding to dispatch of business.
- (1) A majority of the votes of the members of the Synod present, together with the assent of the Bishop, shall be necessary to give validity to any act of the Synod.
- (2) The Bishop or any five members of the Synod may call for a vote by orders, when a majority of both orders of clergy and laity shall be necessary as well as the assent of the Bishop.
11. The Bishop shall possess the right of veto upon all resolutions of the Synod, provided always that the Synod shall have the right to appeal to the House of Bishops against any use of such veto.
12. The Bishop may give notice that he requires a reasonable time, which shall not exceed three months, to consider whether he shall give or withhold assent to any act which has received the majority of votes of members of the Synod.
13. The Standing Orders contained in Schedule E of these Regulations shall govern the meetings of Synod and the order and conduct of the business of Synod. Synod may from time to time amend the Standing Orders contained in Schedule E.

Regulation 29 - Of Committees of the Synod

1. The Standing Committee of the Synod shall be the Council.
2. The Bishop may appoint other committees whenever he deems it expedient.
3. Unless otherwise provided, one half of the members of any committee shall form a quorum.
4. The Bishop shall be an *ex-officio* member of every committee and if present at any committee shall be the chairperson thereof.
5. A report shall be made to the Synod by every committee and may contain one or more resolutions to the subject matter of the report. The report shall be signed by the chairperson and any member dissenting from any of its terms may record therein his/her dissent with his/her reasons thereof.

Regulation 30 - Of the Diocesan Council

1. The Council shall be summoned at the direction of the Bishop at least six times a year.
2. The duties of the Council shall be:-
 - (a) To advise the Bishop in all matters connected with the administration of the Diocese;
 - (b) To receive and (if need be) remit to Synod for consideration reports of all committees, and to prepare the agenda of the Synod;
 - (c) To prepare and issue on behalf of the Bishop a form of Ecclesiastical returns, to be sent in at least two months before the annual session of Synod;
 - (d) To prepare and circulate, at least four weeks before the annual session of Synod, an estimate of ways and means for the succeeding year, and to consider and report on any motion to be made in Synod for expenditure in excess of any sum mentioned in the estimate;
 - (e) When the Synod is not in session, to exercise on behalf thereof the control vested in Synod.
3. In the absence of the Bishop, the Bishop Coadjutor or the Bishop Suffragan shall be the Chairperson of the Council. In the absence of the Bishop, the Bishop Coadjutor and the Bishop Suffragan, the Vicar General shall be the Chairperson, and in the absence of the Bishop, the Bishop Coadjutor, the Bishop Suffragan and the Vicar General, the Council shall elect a Chairperson from their number.
4. The Chairperson shall have a casting vote.
5. One-half of the members of the Council shall form a quorum.
6. Vacancies in the Council, during the intervals between the annual sessions of Synod, shall be filled by the Council.
7. The Council shall not be disqualified for the transaction of business by reason of any vacancy in the membership of the Council and the validity of the transaction of any business by the Council shall not be affected by reason only of the fact that some person who was not entitled to do so took part in the proceedings.
8. The Bishop shall appoint such Standing Committees of Council as the Synod shall from time to time determine, including Committees on Finance, Education, Pastoral Care, Management, Property, Social Services and Development. Such committees shall have such references as

shall be determined from time to time by the Bishop-in-Council and shall report their recommendations to Council for final approval or otherwise.

Regulation 31 - Of Diocesan Finance Committee

1. A Finance Committee shall be appointed by the Bishop as a Standing Committee of the Council, and may be selected from the members of Council and/or such other persons in the Diocese as the Bishop may deem suitable.
2. The membership of the Finance Committee shall comprise a Chairperson, a member of the clergy and a member of the laity from each of the Archdeaconries, the Diocesan Financial Comptroller, the Diocesan Chancellor, the Diocesan Secretary and up to three other persons, to be appointed by the Bishop.
3. The Finance Committee shall have responsibility, in conjunction with the Bishop-in-Council, for the management of the following Diocesan funds :-
 - (a) The General Maintenance Fund
 - (b) The Diocesan Schools Fund
 - (c) All Diocesan Designated Funds
 - (d) and for such other matters as shall be referred to the Committee as determined from time to time by the Bishop-in-Council.
4. There shall be a Fund called the "General Maintenance Fund" which shall be administered by the Finance Committee and shall be applied in payment of:-
 - (a) The Bishop's stipend insofar as provision is not made therefore by special endowment;
 - (b) The maintenance and repair of the Bishop's residence and any other property belonging to the Diocese insofar as the same is not maintained by a particular parish;
 - (c) The cost of Diocesan administration;
 - (d) The salaries and allowances of the Bishop Coadjutor, Bishop(s) Suffragan, Assistant Bishop(s), and those Clergy as may be determined by the Bishop-in-Council;
 - (e) Such other purposes as the Council may from time to time decide.
5.
 - (1) There shall be provided an episcopal residence which shall be kept in good repair and free from payment by the Bishop of rates and taxes thereon.
 - (2) The payment of the stipend of the Bishop , insofar as income arising from the Overseas Bishoprics Fund or other sources does not provide t he same, shall commence from the date of consecration or in case of a translation from the date of the confirmation of the election.
 - (3) The income arising from the money invested in the Overseas Bishoprics Fund or other sources shall be applied to payment of the stipend of the Bishop and to no other purpose.
6.
 - (1) The stipends and allowances of the Clergy and such Catechists as are paid shall be paid from Diocesan and parochial funds in accordance with a scale to be fixed from time to time by the Bishop-in-Council and approved by Synod.
 - (2) The Bishop may, with the consent of the Synod, revise the salary, allowances or other emoluments of members of the clergy on the ground that, in the opinion of the Bishop and

the Synod, the funds at their disposal are insufficient to provide for the payment thereof, but the reduction or withdrawal shall not be made until after six months' notice of the intention to make it has been given to members of the clergy.

- (3) Diocesan Endowment Funds, Parochial Endowment Funds and Special Endowment Funds may at any time with the consent of the Diocesan Council be transferred to and be held by the Incorporated Trustees who shall pay to the Financial Comptroller all income arising therefrom to be distributed according to the terms of the endowment.
7. The income arising from any Diocesan Endowment Fund not held by the Trustees thereof shall be paid by its holder to the Financial Comptroller.
8. The Bishop-in-Council shall have power to make rules for the administration of the finances of the Diocese in furtherance of the provisions of this Regulation, and such rules shall have the same force and effect as if incorporated herein.
9. A qualified auditor approved by Diocesan Council shall audit the accounts of the Diocese.

Regulation 32 - Of Parochial Assessments

1. (1) Every Parish shall contribute to the General Maintenance Fund such sum as shall be fixed from time to time by the Diocesan Synod, and the payment of the sum so fixed shall be a charge on all funds at the disposal of the Vestry, including the rents of lands and buildings, offerings and fees.

(2) The assessment shall be based on the declared assessable income of the parish for a period determined by Synod from time to time, provided that where a parish fails to make its return of income and expenditure as required by these Regulations the Synod or the Bishop-in-Council shall assess the parish arbitrarily.

(3) The rate of assessment shall be based on the amount required to meet the shortfall on income from all other sources in the diocesan budget for the year of assessment.

(4) The Bishop-in-Council shall make rules defining the categories of income that shall be regarded as assessable income.
2. (1) Every parish is required to complete payment of all its assessments by the end of the year of assessment. Payments to the Diocesan Office may be made by monthly installments.

(2) If at the end of any calendar year the amount of such contribution or any part thereof shall remain unpaid, the Bishop-in-Council may declare in the case of a self-supporting Parish that the same has forfeited its status as such or take such other steps as the Bishop-in-Council may think fit.

(3) Where any Parish fails, except for good cause, to pay its annual diocesan assessments and is in arrears for a period of two consecutive years it shall forfeit the right to vote at any meeting of the Synod until it has made good its indebtedness.

Regulation 33 - Of the Property Committee

1. A Property Committee shall be appointed by the Bishop as a Standing Committee of the Council, and may be selected from the members of Council and/or such other persons in the Diocese, as the Bishop may deem suitable.
2. The membership of the Property Committee shall comprise a Chairperson, the Archdeacons, the Diocesan Financial Comptroller, the Diocesan Secretary, the Chancellor, the Vice-Chancellor, and four (4) other persons with relevant expertise in property matters.

3. The Property Committee shall have responsibility, in conjunction with the Bishop-in-Council, for: -
 - (a) Compiling and maintaining in current form a complete property register, detailing all known real and personal property of the Diocese;
 - (b) Making recommendations to the Council, from time to time, for the best utilization of Church property within their purview.
 - (c) Promoting the development of any Church property after conducting any necessary enquiries and appraisals.

Regulation 34 - Of Building and Property

1. In every parish there shall be taken annually by the Incumbent with the assistance of such persons as he/she may appoint to that end and in such time and in such form as the Bishop may prescribe, an inventory of all lands, churches, chapels, schools, houses, and other buildings, and of all implements, stock, books, documents, ornaments and utensils which belong to the Trustees or to any rectory, parish, parish church or chapel, and such inventory shall at all reasonable times be open to the inspection of the Bishop, Archdeacon, or any person so authorized by the Bishop in writing.
2. (1) No church, chapel, school or rectory shall be erected, taken down, or altered externally or internally until a plan thereof has been Submitted to and approved by the Bishop-in-Council.
 - (2) No rectory shall be let or hired until the consent of the Bishop-in-Council has been obtained on application to them in writing by the Incumbent and churchwardens, or in the event of a parish being vacant, by the churchwardens.
 - (3) No parochial school or other building shall be let or hired without the consent of the Incumbent.
3. (1) No Parish or Vestry may undertake any single or cumulative financial indebtedness over \$50,000 for self-supporting Parishes without the approval of the Bishop- in-Council.
 - (2) No non self-supporting Parish shall contract or undertake any indebtedness without the authority of the Bishop-in-Council.
 - (3) No Parish or Vestry may undertake the expenditure of any Parish funds in excess of \$75,000 on any single project or item without the approval of the Bishop-in-Council.
4. Faculties shall be required for:-
 - (1) The erection of any new church owned buildings or the substantial extension, alteration, demolition or removal of existing church owned buildings;
 - (2) The erection, substantial alteration, or removal of altars, fonts, pulpits, organs, seats, screens or bells and the installation, alteration or removal of any system for the provision of electrical light or power;
 - (3) The provision or removal of notable ornaments in churches;
 - (4) The erection or removal of permanent memorials in churches or on the external fabric thereof;
 - (5) The removal of corpses or tombs from churches or churchyards.
5. (1) Faculties shall be granted by the Chancellor, or if there be no Chancellor, by the Bishop.

- (2) Application for a faculty may be made by the Incumbent or by any elector of the parish in which the application is made and any person who is entitled to make application may oppose the issue of a faculty.
- (3) When an application is not opposed, the faculty may be issued forthwith, but if notice of opposition is given, the Chancellor, or if there be no Chancellor, the Bishop shall proceed to hear and determine the matter and his decision shall be final.
- (4) Applications shall be made and determined in accordance with rules of procedure made by the Chancellor and approved by the Bishop.

Regulation 35 - Of Parishes

1. The Bishop-in-Council may: -

- (a) Constitute such parts of the Diocese as he may think fit into rural deaneries and order what parishes shall be comprised in any rural deanery.
 - (b) Divide the Diocese into such Archdeaconries as he may think fit and order what rural deaneries shall be comprised in any Archdeaconry.
 - (c) Constitute any part of the Diocese a parish, and appoint any church therein to be the parish church thereof;
 - (d) Divide any parish into two or more parishes; or
 - (e) Form two or more parishes into one parish; or
 - (f) Add to any parish any part of another parish; or
 - (g) Alter the boundaries of any parish.
2. One month's notice of any of the acts, mentioned in subparagraphs (c), (d), (e), (f), and (g) shall be given by the Secretary to the Incumbent and church wardens of every parish or part of the Diocese affected; and if within that time the Incumbent, or churchwardens, or Vestry, give to the Bishop written notice of objection, the Bishop shall not take any final action until the objection has been considered by the Bishop-in-Council.
3. The creation of a new Parish or the alteration of the boundaries of a Parish shall be effected by the passing of a formal resolution by the Diocesan Council followed by the issue of a Proclamation under the hand and seal of the Bishop.

Regulation 36 - Of the Laity

- 4. (a) Any person in the Diocese who has been baptized 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.
 - (b) It is the bounden duty of every lay member to follow Christ, to deepen his/her relationship with Him by coming together week by week for corporate worship, to work, witness, and pray for the extension of the work of the Church, to work for justice and reconciliation and to assist those in need.
2. No lay member of the Church shall have status as a "Communicant Member" of the Church, with such rights and privileges as belong to a "Communicant" unless he/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.(1) It is the bounden duty of every member of the Church to contribute regularly to the maintenance and extension of the work of the Church in proportion to his/ her means.

- (2) In fulfillment of such duty as aforesaid each member of the Church should contribute regularly a sum of not less than 10% of his/her annual income.
- (3) To qualify as an elector a member of the Church must be a communicant who has attained the age of eighteen (18) years and contributed financially to the church via the envelope system for the year ending 31 st. December preceding the annual meeting. However, a Parish Priest may dispense any communicant from such contributions in whole or in part because of poverty or severe financial restraint, and he/she may sub-delegate his/her authority to dispense to any assistant clergy working under his/her discretion.
4. A person guilty of adultery, fornication, prostitution, cohabitation outside the bonds of marriage, sodomy, incest, blasphemy, habitual drunkenness or other drug abuse, or of indictable offences including theft, child abuse, crimes of violence and drug trafficking, or of any other unclean-ness or wickedness shall not partake of Holy Communion unless he/she repents.
5. Persons who have been open and notorious evil-livers, being openly known to have offended in such ways as are specified in section 4 above, 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. Any communicant member of the Church who adheres persistently to any of the schismatic sects shall not be admitted to Holy Communion until he/she repents of his/her error and has 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 paragraph six (6) above may lodge a complaint with the Bishop who, unless he sees fit to require the person to be readmitted 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. A communicant member transferring from one Parish to another shall obtain and be entitled to procure from the Incumbent of the Parish from which he/she intends to transfer a Certificate testifying to his/her status as a communicant, addressed to the Incumbent of the Parish to which transfer is to be made, and he/she shall be entitled to enrollment as a communicant in the latter Parish.

Regulation 37 - Of Parochial Offices and Vestries

1. (1) The annual elections to a Vestry shall be held at the Annual General Meeting, to be held no later than the end of February, where possible, after notice has been given in church during the time of divine service, at least two consecutive Sundays prior to the meeting, by the Clergy or Catechist. To facilitate the special needs of any parish, it shall be open to the Bishop to approve a By-law for such a parish regulating the procedure and form in which the annual elections should take place.
- (2) If for any cause the holding of the annual election is delayed the Bishop may sanction the holding thereof at some later date.
- (3) The Incumbent shall be the Chairperson, or in his/her absence the Catechist-in-charge or a person appointed by the Bishop.

2. The Chairperson of the annual parochial election shall, before allowing anyone to be nominated for election, satisfy himself/herself that the candidate is duly qualified therefor and has declared his/her willingness to accept the office of lay representative of the electing parish.
3. (1) In the event of a vacancy in the lay representation of any parish by death, resignation or otherwise, the Incumbent of that parish shall notify the vacancy to the Secretary and arrange a special election for the election of another lay representative.
 - (2) The special election shall be arranged in the same manner as the annual election, and shall take place within twenty-one days from the date of the vacancy.
 - (3) The person elected to fill the vacancy shall serve only for the unexpired term of the representative in whose place he/she is elected.
4. (1) There shall be two Church Wardens for each parish of whom one shall be appointed by the Incumbent and the other elected at the annual meeting of electors for a period of two years.
 - (2) In the event of a vacancy in the office of People's Warden by death or resignation or otherwise, the Incumbent shall notify the vacancy to the Bishop who shall authorise the election procedures for the filling of the vacancy by the congregation.
5. The functions of the Church Wardens are to:-
 - a) Superintend all work sanctioned by the Vestry,
 - b) To provide all things necessary for divine service,
 - c) To assist in collecting offerings,
 - d) To keep order in the congregation or make arrangements therefor,
 - e) To be available to the Incumbent for consultation and advice. Specifically the People's Warden shall act as liaison between the Parishioners and the Incumbent and Vestry, and the Priest's Warden shall be a special adviser to the Incumbent.
 - f) To do such other things as are ordered by the Regulations or may be required from time to time by the Incumbent.
6. (1) In parishes where there is one congregation the Vestry shall consist of the Incumbent, the assistant clergy, the Catechist (if any), the Church Wardens and eight other elected members. In addition, the Incumbent, after consultation with the Vestry, may appoint not more than four additional members to serve annually but who shall be eligible for reappointment. The Parochial heads of the Anglican Church Women, Anglican Church Men and Youth Groups, together with any other Parochial Organizations as the Vestry might from time to time decide to include, shall also be *ex-officio* members of the Vestry.
 - (2) In parishes where there are two congregations, in addition to the above, the number of elected members shall be increased by two members elected by the congregation of the mission church from among its members.
7. In parishes where there are more than two congregations:
 - (a) A Congregational Council shall be established in each congregation and shall consist of the parish clergy, the Catechist and Lay Reader(s), heads of parish organizations and four elected members.

- (b) The Vestry shall consist of the parish clergy, the Catechists and two elected representatives of each Congregational Council. In the event that the parish organizations are not adequately represented through congregational elections, the parish priest shall have the right to appoint a representative from each organization in the parish as a whole.
8. (1) On the formation of any Vestry one half of the elected members, not including the elected Church Wardens who shall in every case be elected for a term of two years, shall be by the Vestry declared elected for two years, and the other half shall be declared elected for one year; and at each subsequent annual election a corresponding number shall be elected for two years, to fill the places of those whose term of office shall have then expired.
- (2) The election of the People's Warden shall take place at the same time and on the same ballot as the election of other members of the Vestry. To facilitate the election of the People's Warden, it shall be lawful for the persons nominated for People's Warden to also be nominated for election as an ordinary member of the Vestry. The person elected as People's Warden shall not have his or her votes counted for election to the Vestry.
9. In the event of a vacancy arising by the death or resignation of a member appointed by the Incumbent, he/she may appoint a member to fill the vacancy after consultation with the Vestry.
10. No person shall be eligible for the office of Church Warden or a member of the Vestry unless he/she is an elector of the parish.
11. (1) The Vestry shall meet at least once in every quarter and at such other times as may be required by the Incumbent or by three members who give written notice in that behalf to the Vestry within seven days thereof.
- (2) One-half of the members shall form a quorum, and the Incumbent shall be the Chairperson or, in his/her absence, any member elected by the meeting.
- (3) At their first meeting after the annual election and appointment of new members of the Vestry, the Vestry shall elect from among their members a Secretary and Treasurer; provided that the Treasurer must be a lay member of the Parish.
- (4) The Bishop shall have the right to order the Incumbent to summon meetings, and, if the office of Incumbent is vacant, to summon meetings himself or to authorise another member of the clergy or member of the Vestry to summon meetings.
- (5) A member of the Vestry who fails to attend three consecutive regular meetings of the Vestry without reasonable excuse to the satisfaction of the Incumbent and the Vestry shall cease to be a member and his/her place may be filled by nomination or election as provided in this Regulation.
- (6) Members of congregations shall be informed of decisions taken at Vestry meetings within a reasonable time by announcements made at Sunday Services of the Churches of such congregations.
12. There shall be such Standing Committees of the Vestry as shall from time to time be determined at a regular meeting of the Vestry, including, where practical, the ministries of Diocese 2000 and Beyond and Committees of Finance and Management. At least one member of the Vestry shall serve on Standing Committees of the Vestry, but the other members, including the Chairperson thereof, may include members of the parish who are not members of the Vestry. Where the Chairperson is not a member of the Vestry, a Committee member who is a Vestry member shall be responsible for reporting to the Vestry.

13. The duties of the Vestry are:-

- (a) To have charge of all church buildings, lands, and other properties in the parish;
- (b) To effect the necessary repairs of all churches, rectories, schools, and other church buildings in the parish;
- (c) To insure and keep insured against fire all churches, schools, and other church buildings in the parish;
- (d) To administer the finances of the parish in accordance with the Regulations and the requirements of the Bishop-in-Council.

14. The duties of the Treasurer of the Vestry shall be:-

- (a) To receive all offerings and to make all payments sanctioned by the Vestry, and to keep separate accounts in such form as may be required by the Council in respect of each church or mission church within the parish.
- (b) Not later than the end of November in each year, to make up and submit for the approval of the Vestry an annual budget of the estimated parochial income and expenditure for the following year, together with an estimate of such parochial capital expenditure as the Vestry shall approve for the following year.
- (c) Not later than the last day of February in each year, to make up in such form as the Diocesan Council shall prescribe and to present to the Vestry an annual account of the income and expenditure of the Parish for the previous calendar year and not later than the last day of March in each year to submit to the Diocesan Financial Comptroller in the same prescribed form an annual return of such Parochial Accounts, after the same has been audited by one or more auditors appointed by the Incumbent and Church Wardens wherever feasible, and further to display on the Parish Church Notice Board an abstract of the Account as submitted to the Diocesan Financial Comptroller.
- (d) To ensure that all cheques drawn or payments made from parochial funds be authenticated by not less than two members of the Vestry.

15. The duties of the Secretary shall include the keeping of a minute book in which he/she shall enter Minutes of every meeting of the Vestry and of the members present and the business transacted at each meeting.

16. It shall be the duty of all Incumbents to cause to be recorded in the parish registers in such form as may be prescribed by the Bishop all services, baptisms, confirmations, marriages, burials, other significant events and the names of all communicants within his/her cure together with all amounts received or offered by way of collections, offerings, alms or fees. The registration of every baptism, marriage and burial shall be signed by the officiating minister.

17. The Bishop may at any time require that the accounts of the Treasurer of the Vestry be submitted for audit to any auditor, accountant or other person appointed by him for that purpose and upon application by such person the Treasurer shall forthwith produce such accounts for inspection and audit together with all vouchers in support thereof.

18. In any of the following events:-

- (a) Failure to hold the annual election;
- (b) Failure to hold a meeting of the Vestry in any quarter;

- (c) Neglect, refusal or failure on the part of the Vestry or any of its officers to comply with any of the provisions of this Regulation;
- (d) Failure to comply with orders of the Synod or Diocesan Council;

the Bishop-in-Council may in the case of a parish declare that the same has forfeited the status of a parish or take such other steps as he may think fit.

19. In the event of any dispute arising between the Incumbent and the Vestry, the Incumbent may adjourn or suspend a meeting or action of the Vestry and the question in dispute shall be submitted forthwith to the Bishop whose decision shall be final.

Regulation 38 - Of Diocesan Schools

1. There shall be an Anglican Central Education Authority comprised of the Director of Education, the Diocesan Secretary, the Financial Comptroller, the Chancellor and such other members, including a Chairperson, as appointed by the Bishop.

The Authority will be responsible for the direction and overall policy of Diocesan education, including staff recruitment, control and conditions of service, development and expansion of the physical plant, finance and to liaise with all schools and other educational authorities as necessary.

2. The specific duties of the Authority, the Director of Education and other persons employed by the Authority shall be determined from time to time by the Bishop-in-Council.

Regulation 39 - Of Parochial Schools

It is the duty of the clergy to look after the management of their parochial schools and religious instruction shall be given regularly in those schools in accordance with the syllabus from time to time set forth by the Diocesan Director of Education.

Regulation 40 - Of Visitations

1. In exercising his rights of visiting, the Bishop may as and when he sees fit, either in person, the Bishop Coadjutor, the Bishop Suffragan, or by his representative, the Chancellor or an Archdeacon, visit a parish and:

- (a) Inquire into the faith and morals of the clergy and people;
- (b) Inquire into the condition of the churches and chapels and the conduct of divine services and the administration of the Sacraments;
- (c) Inspect all church property and all inventories, registers, documents and account books; and
- (d) Receive reports from the Incumbent, Church Wardens and Vestry.

2. The Bishop, or any of the persons aforesaid acting under the authority of the Bishop, may remove and detain for further examination any inventories, registers, documents or account books produced for their inspection.

Regulation 41 - Of the Trustees and Their Seal

1. The Trustees shall have a corporate seal, the form and style of which has now been approved and adopted by Synod and which may be changed from time to time by a resolution of the Synod.
2. The said corporate seal shall be affixed to all deeds and documents which require execution by "The Incorporated Trustees of the Church of England in The Bahamas" and shall be countersigned by any two Trustees.

3. The said seal shall only be so affixed by authority of a resolution passed by the Synod or the Council and the fact of affixing such seal shall thereupon be entered in a seal register to be kept by the Registrar.
4. The said seal and the said register when not in use shall both be kept at the Diocesan Office by the Registrar and the seal register shall be open to inspection by any of the Trustees at any time.

Regulation 42

The Turks and Caicos Islands Parishes Included Within the Jurisdiction of the Synod of the Diocese of Nassau

Assented to July 14th, 1882

1. The Turks and Caicos Islands having been included within the Diocese of Nassau by the same authority under which the See was constituted, the Parishes of those Islands - St. Thomas, St. John and St. George are hereby formally included within the jurisdiction of the Synod of the Diocese of Nassau for all ecclesiastical purposes whatever, upon signing of the following declaration by the Rector of St: Thomas and all other persons having duty, trust, or charge conferred upon them in any way connected with the Churches of the Parishes aforesaid, viz.: "I AB do declare my submission to the authority of the Synod of the Diocese of Nassau, and I further consent to be bound by all the Regulations and Rules which have been made, or which may hereafter be made by that body."
2. The Regulations which have been passed from time to time by the Synod of the Diocese of Nassau as well as those hereafter to be passed, are hereby made applicable to and binding on the parishioners of the before mentioned Parishes of St. Thomas, St. John, and St. George, as fully and entirely to all intents and purposes as if the aforesaid parishioners had been represented in the Synod of the Diocese of Nassau.
3. The first election of Lay Representatives of the Synod of the Diocese of Nassau under Regulation VI., and the first election of Vestrymen under Regulation VI, shall take place in the first week in January, or as soon after possible in conformity with the powers and provisions made for those purposes respectively.
4. The property of the Church of The Turks and Caicos Islands having been vested by local ordinance in Commissioners specially appointed to hold the same for Church purposes, and it being plainly desirable that throughout the Diocese of Nassau the same authority should limit and direct the administration, disposal, investment, and control of all such church property, the Church Commissioners aforesaid are hereby required and instructed to exercise their powers under the authority and direction of the Synod of the Diocese of Nassau, and when the Synod is not in Session, then under the authority and direction of the Diocesan Council, in the same and like manner, both as to succession of Commissioners and administration of property, as the Incorporated Trustees of the Church of England in The Bahamas are required to do by resolution which passed the Synod in May, 1876.

These Prefatory Declarations, Constitution and Regulations were passed by the Synod of the Diocese of The Bahamas and The Turks and Caicos Islands on the 26th day of October in the year of Our Lord 2004.

Assented to

Turks and Caicos Islands

+ Drexel The Bahamas and The

Schedule A

Archdeaconries

- (i) Northern Bahamas: consisting of all parishes in Grand Bahama, Bimini and Abaco.
- (ii) West Central Bahamas: consisting of all parishes West of Blue Hill Road, New Providence, including St. Agnes and St. Barnabas together with the Berry Islands and Andros.
- (iii) East Central Bahamas: consisting of all parishes East of Blue Hill Road, New Providence, together with Eleuthera, Cat Island, San Salvador and Harbour Island.
- (iv) Turks and Caicos Islands and Southern Bahamas: consisting of all parishes in The Turks and Caicos Islands, Exuma, Long Island, Rum Cay, Inagua, Mayaguana, Ragged Island, Crooked Island, Acklins and Long Cay.

Schedule B

Self-supporting Parishes of the Diocese

All Saints, NP
Christ Church Cathedral, NP
Christ the King, GB
Christ the King, NP
Church of the Ascension, GB
Church of the Epiphany, NP
Church of the Good Shepherd, GB
Holy Cross, NP
Holy Spirit, NP
Holy Trinity, NP
Our Lady and St. Stephen, Bimini
St. Agnes, NP
St. Andrew, Exuma
St. Anne, NP
St. Barnabas, NP
St. Christopher, NP
St. George, NP
St. Gregory, NP
St. John, Harbour Island
St. John the Baptist, Abaco
St. Jude, GB
St. Luke, Eleuthera
St. Margaret, NP
St. Mary Magdalene, GB
St. Mary the Virgin, NP
St. Matthew, NP
St. Monica, Providenciales
St. Michael and St. Nicholas, GB
St. Patrick, Eleuthera
St. Paul, Long Island
St. Philip, Inagua
St. Stephen, Andros
St. Stephen, GB
St. Peter and St. Anne, Abaco
St. Thomas and St. John, Turks Island

Non Self-Supporting Parishes of the Diocese

All Saints, Andros Holy Innocents, Ragged Island St. Ambrose, New Providence St. Augustine, San Salvador St. Bartholomew, Berry Islands St. Christopher, Rum Cay
St. David and St. Augustine, Acklins, Crooked Island and Long Cay St. George, South Caicos St. James, NP St. Margaret, Andros St. Peter, Long Island St. Saviour, Cat Island

Schedule C

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, CD., 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 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.....".

Schedule D

Form of Oath of Canonical Obedience and Declarations of Assent and Consent as set out hereunder:-

- (a) I, AB., 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, AB., 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 The Bahamas and The Turks and Caicos Islands.

- (c) All notices of motion given under this rule shall be printed and a copy thereof sent to each member of Synod not less than one week before the Synod meets.
5. A motion to postpone or adjourn any debate or that the meeting be adjourned during any debate may be made without any notice, and the question shall be put forthwith and decided without amendment or debate.
 6. When the President has taken the chair, no member shall stand without permission except when addressing the chair.
 7. When two or more members rise together, the President shall decide which of them shall speak first.
 8. No member may speak more than once on the same question in the same debate unless in explanation or to a point of order or in reply to a motion which he/she has moved. Every member when speaking shall address the chair and shall speak standing. No member may interrupt a speaker except on a point of order. No speaker shall impute improper motives to any other speaker and all personalities shall be avoided.
 9. Whenever the President rises, any member then speaking or about to speak shall resume his/her seat.
 10. The President may call upon a speaker to close his/her speech within five minutes provided that the speaker has already been speaking for not less than ten minutes.
 11.
 - (a) On a motion to that effect (of which no notice need be given) the President may at any time resolve the Synod into a Committee of the whole Synod for the consideration of a specific question.
 - (b) When the Synod goes into Committee the President shall continue to take the Chair.
 - (c) When in Committee the Synod shall be regulated by the same rules of order save that members speak more than once on the same question.
 - (d) The proceedings of the Synod in Committee shall form part of the Minutes of the Synod and shall be printed in the Journal of proceedings.
 - (e) The resolutions of the Committee shall be reported to the Synod forthwith; and on motion, of which no notice need be given, the Synod shall adopt or reject the same without amendment or debate.
 12.
 - (a) The President shall decide the order in which amendments shall be put.
 - (b) When all amendments have been voted upon, the original motion or the motion as amended shall be put.
 13. The subject matter of a question, which has been voted upon already, shall not be introduced again during the same session.
 14. Any member may move without notice that the Standing Orders or any of them be suspended; and, when the mover has explained the object of the proposed suspension and the motion has been seconded, the question shall be put forthwith and decided without amendment or debate. To secure suspension of the rules two-thirds of those present and voting in its favour are required.
 15.
 - (a) The President, unless a ballot is to be taken, shall put every question by asking members in favour of the motion to say "aye" and those against to say "no", and shall then announce the decision.

(b) If the decision is challenged, a vote shall be taken by show of hands or, if members demand it, the vote shall be by ballot.

(c) Any question put to the vote shall be decided by a majority of those present and voting.

16. The President without debate shall decide any question of order not provided for in these rules.

These Regulations were passed by the Synod of the Diocese of Nassau and The Bahamas on the thirty-first day of May, 1967.

Assented

+Bernard Nassau and The Bahamas

Given on this 31st day of May, 1967.

Amended 31st October, 1985

Assented to

+Michael Nassau and The
Bahamas

31st October, 1985.

Amended 29th October, 1992

Assented to

+Michael Nassau and The
Bahamas

29th October, 1992.

Amended 26th October, 2004

Assented to

+Drexel The Bahamas and The
Turks and Caicos Islands

26th October, 2004.

SCHEDULE F APPLICATION FORM

(FOR CATECHIST, LAY READER OR CHALICE BEARER)

Name

Church.....

Parish.....

Requested Office.....

Has the applicant ever served in any of the above positions?

If yes, state which

When.....

Where

My Lord Bishop,

I hereby nominate the above mentioned person to be admitted to the above mentioned office for which he/she is a suitable Candidate.

Signed: Rector/Priest-in-Charge

Parish.....

Date.....

SCHEDULE F SI QUIS

NOTICE is hereby given that I.....

Rector/Priest-in-Charge

of the parish of

seek the Bishop's approval to permit.....

Resident at.....in the Church of.....

In the Parish of.....

to perform the duties of a (Catechist, Lay Reader, Chalice Bearer)

at the Bishop's pleasure.....

And if any of you know cause or just impediment why the

said.....should not be

admitted to this office he/she is to declare the same forthwith to me.

WE CERTIFY that on the following three Sundays consecutively

.....the foregoing Notice

was publicly and audibly read by the undersigned in the Church

of.....

at the time of Divine Service, and that no just cause or impediment was alleged against the said

WITNESS our hands this.....day of.....20.....

SIGNED:.....

WITNESS:.....

.....

NOTES