

ANGLICAN CHURCH OF KENYA

DIOCESE OF NAIROBI



THE DIOCESAN CONSTITUTION

THE ACK DIOCESE OF NAIROBI
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NAIROBI.

Table of Contents

ARTICLES.....	4
ARTICLE I - THE PROVINCE.....	4
ARTICLE II - OFFICERS OF THE DIOCESE	4
ARTICLE III - COMPOSITION OF SYNOD	4
ARTICLE IV - POWERS OF SYNOD	5
ARTICLE V - SESSIONS OF SYNOD	5
ARTICLE VI - STANDING COMMITTEE OF SYNOD.....	6
▪ Composition	
▪ Quorum	
▪ Functions	
ARTICLE VII - BOARD OF FINANCE	8
▪ Functions of the Board	
ARTICLE VIII - OTHER BOARD AND COMMITTEES	9
ARTICLE IX - CATHEDRAL CHAPTER.....	9
ARTICLE X - TRUSTEES.....	10
ARTICLE XI - LANGUAGE.....	10
ARTICLE XII - BISHOP'S COMMISSARY.....	10
ARTICLE XIII - ORDINATION LICENSING AND INSTITUTION OF CLERGY	10
ARTICLE XIV	12
▪ Discipline of Clergy	
▪ Incapacity to perform Ecclesiastical duties	
ARTICLE XV - LITURGY	13
ARTICLE XVI - REVISION OF THE LAWS.....	14
ARTICLE XVII - REVISION OF THE REGULATIONS	14
ARTICLE XVIII - TRANSITIONAL PROVISION.....	14
CANONS.....	16
CANON I - ELIGIBILITY OF LAY PERSONS TO HOLD OFFICE OR VOTE	16
CANON II - ELECTED AND APPOINTED MEMBERS OF SYNOD	16
CANON III - NOTICE OF CONVENING SESSIONS OF DIOCESAN SYNOD.....	17
CANON IV - AGENDA FOR SYNOD	17
CANON V - QUORUM OF SYNOD	17
CANON VI - THE AUTHORITY OF A BISHOP.....	18
CANON VII - VOTING RIGHTS OF THE CHAIRMAN, VICE-CHAIRMAN & DEPUTY CHAIRMAN.....	19
CANON VIII - STANDING ORDERS OF SYNOD.....	19

CANON IX - STANDING COMMITTEE OF SYNOD	20
CANON X - DIOCESAN OFFICERS	21
CANON XI - REMUNERATION	23
CANON XI - PARISHES.....	23
▪ Creation of Parishes	
▪ Parish Annual General Meeting	
▪ Business of the AGM	
▪ Notification	
▪ Voting	
▪ Quorum	
▪ Parish Council	
▪ Parish Regulations	
▪ Functions	
CANON XIII - LOCAL CHURCHES	27
▪ The Local Church Annual General Meeting	
▪ The Business of the AGM	
▪ The Local Church Committee	
▪ The functions of the Local Church	
▪ Local Church Committee regulations	
▪ Parish Priest	
▪ Minutes	
▪ Bank Account	
▪ Audited Accounts and Budget	
▪ Fundraising	
CANON XIV - REGULATIONS GOVERNING OTHER DIOCESAN BOARDS AND COMMITTEES	30

ARTICLES

ARTICLE I - THE PROVINCE

The Diocese forms part of the Anglican Church of Kenya and subscribes to the Provincial Constitution. If there shall be any conflict or inconsistency between the provisions hereof and those of the Provincial Constitution, then the Provincial Constitution shall prevail.

ARTICLE II - OFFICERS OF THE DIOCESE

1. The Diocese shall from time to time appoint such of the officers provided for in the Provincial Constitution, as it shall require.
2. The duties and functions of the officer shall be such as are prescribed by the Provincial Constitution except in so far as they may be varied in general by the Synod or in particular by the Standing Committee.

ARTICLE III - COMPOSITION OF SYNOD

The Synod shall consist of :-

1. The Bishop of the Diocese
2. The House of Clergy, which shall comprise:-
 - a) All other Bishops Co-adjutor, Suffragan or Assistant;
 - b) All Priest and Deacons licensed in the Diocese and serving full time as parish priest, curate or deacons. All full time Clerical diocesan staff serving in the Diocese.
 - c) All Priests licensed in the Diocese, seconded by the Bishop to serve as Chaplains / Head of Institutions within the Diocese, and appointed by the Diocesan Bishop to the synod.
 - d) Such other Clerks in Holy Orders resident in the Diocese as may be appointed by the Bishop at his discretion who shall not be more than FOUR.
3. The House of Laity which shall comprise:-
 - a) The Chancellor of the Diocese
 - b) The Diocesan Treasurer –
 - c) All other lay officers of the Diocese as described in Canon X of the Constitution.

- d) Such other eligible and duly elected laypersons representing the several parishes within the Diocese in such numbers as are prescribed by Canons of the Constitution.
- e) Such other eligible laypersons as may be appointed by the Bishop pursuant to Canons in that behalf.
- f) All Church Missioners/Captains or Sisters appointed by the Diocese as fulltime workers. The Chairpersons of Diocesan Organisations such as Mothers Union, Kenya Anglican Men Associations (KAMA), Brigade, Sunday School, Kenya Anglican Youth Organisation (KAYO), etc.

ARTICLE IV - POWERS OF SYNOD

The Synod has power to enact Articles and Canons for the management of the affairs of the Diocese, in conformity with this Constitution.

ARTICLE V - SESSIONS OF SYNOD

1. The Synod shall be convened at such times and places as the Diocesan Bishop may appoint.
2. Ordinary Sessions of Synod shall be held once every 2 years.
3. Special Sessions of Synod may be convened by the Bishop at his discretion and must be convened by him if requested by at least 2/3 of the members of the Standing Committee so to do.
4. The Diocesan Bishop shall be Chairman of Synod. At each Ordinary Session of Synod a Clerical or lay member of Synod shall be elected as Vice-Chairman of Synod to act when the Bishop is not present or decides for any reasons to vacate or not to take the Chair.
5. If both the Bishop and the Vice-Chairman are absent or are otherwise unwilling or unable to take the Chair, the Synod shall elect a Deputy Chairman from among its members to preside until the Bishop or Vice-Chairman is able and willing to act.
6. The rights of the Bishop, the Vice-Chairman and of the Deputy Chairman to vote shall be prescribed by Regulations.
7. The Bishop, the House of Clergy and the House of Laity shall sit together at each meeting of any Session for the transaction business and for debate. If a majority of members of either House shall require opportunity for separate deliberation, such opportunity shall be given as soon as practicable. The Session of the Synod shall be suspended for the purpose of such separate deliberations and shall be resumed at such time as shall

be determined immediately prior to such suspension. Any resolution passed by either the House alone shall only have the effect of a recommendation to the Synod.

8. The House of Clergy and the House of Laity shall Ordinarily vote together. But if any member shall before any motion is put, request a vote by Houses, his request shall be granted provided that he is supported by a third ($\frac{1}{3}$) other members of his House.
9. Any valid motion which has received the required majority of the Clerical and Lay representatives present in Synod, and voting together or by Houses as the case may be, shall be deemed to be an act of Synod, provided that it shall have received the assent of the Bishop.
10. All members of the synod or its Standing Committee of the Synod etc are bound by the principle of collective responsibility. The principle means that any member of the synod, Standing Committee of Synod etc who was opposed to any decision of the said Synod, Standing Committee etc is bound by the decision of the majority. In view of these, it will be wrong for a member to publish the proceedings of the Synod, Standing committee etc to the general public or the media. It is only the chairman who has the authority to issue the official statement and it is left to the chairman to give the official statement of the proceedings and the decisions to the general public or the media. Any member acting contrary to this shall have contravened the standing order and disciplinary action shall be taken against a person.
11. Minutes of the sessions of the Diocesan Synod shall be sent to the Archbishop, and the Provincial Secretary.

ARTICLE VI - STANDING COMMITTEE OF SYNOD

There shall be a Standing Committee of Synod, which shall act as its executive body between sessions.

1. COMPOSITION

- a) The members of the Standing Committee shall be:-
 - i. ex-officio
 - ii. elected
 - iii. appointed
- b) The ex-officio members shall be:-
 - i. The Bishop who shall be the Chairman
 - ii. The Vicar General
 - iii. The Vice-Chairman of Synod who shall be the Vice-Chairman

- iv. All Bishops Co-adjutor, Suffragan or Assistant.
- v. The Archdeacon or Archdeacons.
- vi. The Dean or Provost
- vii. The Chancellor of the Diocese
- viii. The Diocesan Registrar if any
- ix. The Clerical and lay Secretaries of Synod who shall be the Secretary of the Standing Committee.
- x. The Diocesan Treasurer
- xi. The Administrative Secretary (if any)
- c) The elected members shall be six (6) priests and six (6) Laymen, members of Synod, elected by the Synod at each Ordinary Session.
- d) The Standing Committee may co-opt up to 4 members.
- e) The Bishop may appoint up to 4 members at his own discretion.

2. QUORUM

The business of the meeting will only take place when one - third (1/3) of the members of each house (Clergy and laity) are present.

3. FUNCTIONS

- a) It shall be the primary duty of the Standing Committee of Synod to actively support the ministry of the Bishop and the Diocese to ensure that the Bishop fulfills the tasks he accepted during his consecration and enthronement.
- b) It shall also be the primary duty of the Standing committee of the Synod to support and implement the decisions made by the Diocesan Synod.
- c) The Standing Committee shall consider such matters as may be referred to it by: -
 - i. The Provincial Synod or its Standing Committee.
 - ii. The Diocesan Synod
 - iii. The Church Commissioners for Kenya
 - iv. Any Provincial or Inter-Diocesan Board Council or other body.
 - v. Any Archdiaconal, Ruridecanal, Parochial or other Church Committee.
 - vi. The N.C.C.K, All African Christian Churches (AACC), A.C.C, The Primates meeting, or Lambeth Conference.
- d) The Standing Committee shall fill vacancies as they occur between Sessions of Synod:
 - i. in its own membership;

- ii. in any Diocesan Boards to which appointments are made by synod.
 - iii. in any Provincial or inter-diocesan Boards, Councils or other bodies to which appointments are made by synod;
 - iv. in any Boards or Committees of the Church Commissioners. for Kenya to which appointment are made by Synod.
- e) The Minutes of the Standing Committee shall be submitted to Synod for record and for any necessary action.

ARTICLE VII - BOARD OF FINANCE

There shall be a Diocesan Board of Finance, hereinafter referred to as '*The Board of Finance*', which shall administer the Diocesan Funds.

The Board of Finance shall comprise:-

- (i) The Diocesan Bishop.
- (ii) The Vicar General
- (iii) All archdeacons who are in charge of archdeaconries of the Diocese.
- (iv) One Rural Dean in charge of a Deanery from each Archdeaconry appointed by the Bishop
- (v) The Diocesan Treasurer;
- (vi) The Lay Secretary;
- (vii) Two Priests and four Laymen appointed by the Standing Committee;
- (viii) Not more than two (2) Laymen eligible under Regulation 2 and co-opted by the Board of Finance.
- (ix) The Diocesan Accountant or a person fulfilling the function of that Office shall be in attendance.
- (x) The Board shall elect a Chairman and Vice-Chairman, (ordinarily laymen) from among its members.
- (xi) The Administrative Secretary of the Diocese or if there is no such a person, the Lay Secretary of the Synod shall be secretary.

FUNCTIONS OF THE BOARD OF FINANCE

It shall be the duty of the Board of Finance:-

- a) To advise the Synod and the Standing Committee on all matters concerning the finances of the Diocese:
- b) To implement decisions in regard to financial policy made from time to time by the Synod or the Standing Committee.
- c) To administer the Diocesan Accounts and to ensure that proper books of accounts are kept properly and up-to date.

- d) To arrange for the annual audit of Diocesan Accounts not later than four (4) months after the end of the Financial year of the Diocese to present the audited accounts for the preceding Financial year to the Standing Committee.
- e) To raise funds by the levying of a Diocesan quota or otherwise.
- f) To prepare and not later than three (3) months before the end of each Financial year to present to the Standing Committee a budget of income and expenditure for the forthcoming year and to submit copies of the same to the Provincial Board of Finance and to the Church Commissioners for Kenya.
- g) To check, supervise and arrange for the annual auditing of parochial accounts and to receive and scrutinize such accounts.
- h) To report immediately to the Bishop any suspected irregularity in the finances or business in the Diocese and where necessary to arrange for the investigation thereof.
- i) To submit an annual report on the financial state of the Diocese with the audited accounts to the Archbishop and the Provincial Secretary.
- j) To submit the minutes of the meetings and all statements of accounts to the Synod for record and any necessary action.

ARTICLE VIII - OTHER BOARD AND COMMITTEES

There shall be such other Board, Committees or Council serving specific functions within the Diocese as the Synod or Standing Committee shall from time to time determine. Such Boards, Committees or Council shall be answerable to the Synod or the Standing Committee.

(A list of these Boards, committees or councils is appended to this Constitution).

ARTICLE IX - CATHEDRAL CHAPTER

There shall be a Cathedral Chapter for the Cathedral Church of the Diocese, the Constitution and Statutes of which shall be in accordance with Provincial Constitution.

ARTICLE X - TRUSTEES

1. Consecrated building, land and other properties of the Church in the Diocese shall be vested in the Church Commissioners for Kenya as the Trustees for the Diocese, unless the Synod shall in any case with prior approval of the Diocesan Synod decide to appoint other Trustees.
2. All property common to the Anglican Church of Kenya in which the Diocese has an interest shall be vested in the Church Commissioners for Kenya.
3. Any matter in which the Church Commissioners for Kenya and the Diocese are unable to reach agreement shall be referred to the Provincial Synod pursuant to the Provincial Constitution.

ARTICLE XI - LANGUAGE

The official Minutes of Synod, the Standing Committee and all Diocesan Boards, Committees and Council shall be kept in English. The Synod shall conduct its business in English language but any member wishing to address the Synod in Kiswahili will be at liberty to do so. A member wishing to speak in vernacular should be provided with an interpreter if there are members who cannot understand the vernacular.

ARTICLE XII - BISHOP'S COMMISSARY

The Bishop may appoint a Commissary or Commissaries to act as his representative or representatives outside the Diocese and in relation to other parts of the Anglican Communion. Such Commissary or Commissaries shall have no office or jurisdiction with the Diocese.

ARTICLE XIII - ORDINATION LICENSING AND INSTITUTION OF CLERGY

No person shall hereafter be ordained, licensed or instituted as a clergyman in the Diocese until:

1. He/She has attained the age of twenty-one (21) years old and not more than fifty-five (55) years unless the Diocesan Bishop uses his discretion to accept a candidate of not more than fifty-eight (58) years.
2. He/she must have a minimum Secondary Education of form four, third division or its equivalent.

3. He/She must be a baptised and a confirmed Christian in the Anglican Church OR if formally received from another denomination he/she must have worshipped regularly in the Anglican Church for not less than three (3) years.
4. If married the marriage should be monogamous and must have been solemnized or blessed in Church.
5. If the candidate is from another Diocese he/she must have been an active member of that Diocese and must be recommended and have the blessing of the Diocesan Bishop of his/her home diocese unless he/she has officially become a member of the Diocese which now wishes to train him/her for the sacred ministry.
6. If theologically trained the training received must be from a recognised and accepted, or from a recommended 'institution of Theological training by the Anglican Church of Kenya.
7. He/she shall be recommended by the church committee of the church where he/she worships regularly, and the parish council who shall recommend such a candidate to the Diocesan Bishop after which the Diocesan Bishops Examining Chaplains shall examine the candidate and make their recommendations before the candidate joins any Provincial College or St. Paul's college Limuru or Church Army Carlile College.
8. If considered the candidate shall undertake to sign a written declaration of acceptance to obey the rules and regulations governing the Diocese as shall be in force and from time to time and to serve the Diocese for a minimum period of not less than three (3) years after ordination. shall be enacted
9. On successful completion of such training the candidate will be examined by the Diocesan Bishops Examining Chaplains who will take into account recommendations of the college of training, and in turn will make their own recommendations to the Bishop who will bear this in mind before ordination.
10. The Bishop in consultation with the examining chaplains may ordain persons trained in other theological institutions approved by appropriate Provincial body.
11. Further to the above in presence of Diocesan Chancellor or his deputy the ordinand shall have made and subscribed to the Declaration of Canonical Obedience to the Bishop, and the Declaration of Assent which shall always be taken and subscribed to by ordinands, as follows. "/ do declare that / consent to be bound by the Fundamental Declarations, Laws and Regulations of the Diocese, and the enactments which have been made or which may hereafter be made by the Diocesan Synod or which may otherwise have full effect in this Diocese. And I hereby undertake to

accept and to submit to any sentences which may at any time be passed upon me, after due examination, by any court acknowledged by the said Synod for trial of Clergy, saving all rights of appeal allowed by the said Synod."

ARTICLE XIV

1. DISCIPLINE OF CLERGY

- a) No clergyman will officiate within this Diocese unless he holds a formal license or the written permission of the Bishop to do so, the granting of which license or permission is with the sole and absolute discretion of the Bishop. The Bishop's permission may be withdrawn at any time by the Bishop of his own volition and without cause assigned. A license may be withdrawn only as herein after provided.
- b) The Bishop may in his absolute discretion withdraw from any licensed clergyman in this Diocese his license to officiate, after having given him sufficient opportunity of showing reasons to the contrary provided always that the clergyman shall have the right of appeal to the Bishop's Court against the withdrawal. If an appeal is made, the Bishop shall cause the ground of his action to be formulated as a charge and shall instruct the Chancellor of this Diocese to prepare a charge for trial by the Bishop's Court.
- c) The Bishop may in his absolute discretion inhibit any clergyman against whom he has instructed the Chancellor of the Diocese to prepare a charge, or against whom a charge has been laid as hereinafter provided for, from the exercise of his ministerial functions pending the hearing and determination as hereinafter provided by the Bishop himself or by the Bishop's Court.
- d) In case where a clergyman against whom a charge has been laid shall submit himself to the personal decision of the Bishop, or in cases where both clergyman and any persons bringing the charge shall voluntarily submit themselves to the personal judgment and decision of the case, the Bishop may pronounce such sentence as he may think fit, provided always that such sentence shall not be one of deposition whereby is meant the final removal from the clergyman, of all power to exercise his ministry either publicly or privately.
- e) Except as herein before provided, the Bishop shall only pronounce sentence after investigation and trial following the relevant sections in the Provincial Constitution.

2. INCAPACITY TO PERFORM ECCLESIASTICAL DUTIES

- (a) If it shall be represented to the Bishop that a licensed clergyman of the Diocese is prevented by continued physical or mental infirmity from performing the ecclesiastical duties allotted to him, then he shall, if he considers that a prima facies case exists, appoint a Commission under the provisions set out below to enquire into the facts of the case and to report to him; provided always that such representation shall be made to the Bishop by such person or person qualified to bring charge for an offence against ecclesiastical discipline as set out in the Provincial Constitution Provisions, and that the Bishop may at his own instance appoint such commission.
- (b) The Commission shall consist of: (i) The Archdeacon within whose Archdeaconry the clergyman concerned is licensed, or in his absence one of the Canons of the Diocese appointed for the purpose by the Bishop. (ii) (iii) One Senior priest of the Diocese. Two laymen qualified to be electors to synod, one at least of whom shall be a qualified medical practitioner.
- (c) The clergyperson concerned may he/she may make such representations to the Commission as he desires; and representations may also be made on his/her behalf by his/her medical and legal advisers.
- (d) The Commission shall report to the Bishop who may, if he deems that the circumstances so require, pronounce that the clergyperson concerned be relieved of his/her duties on stated terms for a specified period or be relieved of his/her duties completely and required to retire; provided always that the licensed clergyperson so relieved of his ecclesiastical duties shall have a right of appeal to the Bishop's Court as herein before constituted.

ARTICLE XV - LITURGY

As provided for in Article IV of the Provincial Constitution the Bishop may from time to time in consultation with the Standing Committee order or sanction within this Diocese such variation whether by way of deletion, omission, alternative use or otherwise forms authorized in the Province as being in his opinion both.

1. Convenient to be so ordered, allowed or sanctioned from time to time for special, optional or experimental use, and
2. Neither contrary to, nor indicative of, any departure from the Doctrine of the Church of the Province, provided that every sanction shall be reported

by him to the House of Bishops of the Province if the experimental use continues beyond the space of one calendar year.

ARTICLE XVI - REVISION OF THE LAWS

1. Notice of a motion for the alteration of any Law whether by way of repeal, amendment or addition (*including the text of the proposed alteration*) must be given to all members of the Synod not less than one (1) month before the date of the Session at which it is to be considered.
2. Any such motion shall be passed at a single Session of the synod if it receives the approval of a majority of two thirds (2/3) of the number of Synod members present and voting on the alteration.
3. Any such alteration in the Laws of this Diocese shall be subject to ratification by the Provincial Synod in accordance with these Standing Orders and Rules.

ARTICLE XVII - REVISION OF THE REGULATIONS

Any Regulation may be altered by a two-thirds (2/3) majority at one Session of Synod with the assent of the Bishop, provided that notice of the proposal to alter the Regulation (*including the text of the proposed alteration*) has been given on the Agenda. The Standing Committee may by a two-thirds (2/3) majority at a single session make and approve temporary regulations or make temporary amendments to existing regulations provided that those do not affect the principles set out in this Constitution. Regulations and Amendments so made shall be set out in the Order Papers of the next Meeting of Synod for ratification. Should such temporary regulations fail to secure ratification they shall forthwith lapse.

ARTICLE XVIII - TRANSITIONAL PROVISION

1. All Rules, Regulations and Acts of Synod shall, so far as the same have not been replaced by or under the provision of this Constitution, and so far as the same are not inconsistent therewith or with the Provincial Constitution have effect and be deemed to have been made under this Constitution and shall accordingly continue in full force and effect within this Diocese until replaced under the provisions of this Constitution and shall be construed with such modifications, adoptions, qualifications and exceptions as may be necessary to bring them into conformity with this Constitution, and

2. Where any office has been established by or under the provisions of the former Constitution (including any Rules or Regulations made thereunder) of this Diocese (which this Constitution now replaces) and this Constitution establishes or provides for the establishment of a similar or an equivalent office any person who immediately before the date of the former office shall, so far as is consistent with the provisions of this Constitution and shall hold office accordingly until the appointment of a new holder of the office, or his office is terminated, in accordance with the provision of this Constitution.
3. Where any office has been established by or under the provisions of the Constitution of the said Diocese or any such Canon, Rule, Regulation Act or Resolution of Synod as aforesaid and this Constitution establishes or provides for the establishment of a similar or an equivalent office not being the office of Diocesan Bishop, Diocesan Chancellor, Vicar General, Diocesan Treasurer or Clerical or Lay Secretaries of Synod any person who, immediately before the date of the coming into force of this Constitution, holds or is acting in the former office shall, so far as is consistent with the provisions of this Constitution, be deemed as from the date of coming into force of this Constitution to have been appointed, elected or otherwise selected to or to act in the latter office in accordance with the provisions of this Constitution or of any such Canon, Rule, Regulation Act or Resolution of Synod as aforesaid, and shall act in his office accordingly until the appointment of a new holder of the office in accordance with the provisions of this Constitution.

CANONS

CANON I - ELIGIBILITY OF LAY PERSONS TO HOLD OFFICE OR VOTE

1. No Lay person shall be eligible for election or appointment to Synod or other Diocesan Boards, Committees or Councils unless he or she shall have attained the age of eighteen (18) years a committed Christian and be a communicant member of the Anglican Church of Kenya.
2. No Lay person shall be eligible for election or appointment to a Parish Council or a Church Committee unless he or she shall have attained the age of Eighteen (18) years and be either:
 - i. A communicant and a committed member of the Anglican Church of Kenya or
 - ii. A full member of another Church who is a committed Christian who has been received and admitted as such to Holy Communion in an ACK Church of this Diocese and is a regular worshipper in the parish for not less than 12 months.
3. No Layperson shall be eligible to vote at an election of lay representatives of Synod or to Parish Council or a Church Committee unless he or she is of the age and otherwise satisfies the conditions specified in paragraph (b) of this Regulation.

CANON II - ELECTED AND APPOINTED MEMBERS OF SYNOD

1. Every Parish within the Diocese, at its Parochial Church Annual General Meeting, shall elect from among the members of the parish council two laypersons to represent them on the Synod biannually.
2. The Standing Committee may nominate to the Bishop for appointment to the synod not more than four (4) Laypersons to represent interests in the Diocese.
3. The Bishop may appoint not more than four (4) further laypersons and four (4) clerical persons to membership of the synod at his own discretion.

CANON III - NOTICE OF CONVENING SESSIONS OF DIOCESAN SYNOD

1. Ordinary Sessions

The Bishop shall give at least one (1) months notice of the date appointed for the opening of an ordinary session of synod. Any notices of motion for the Agenda paper in accordance with Canon IV Must reach the Secretaries of the synod not less than two (2) weeks before the date fixed for the Session of synod.

2. Special Sessions

Notice of a Special Session of synod, which shall include the Agenda, shall be circulated not less than fourteen (14) days before the date fixed for the session. No business other than that notified in the Agenda shall be transacted at a Special session, unless the Bishop and 2/3 of the members give consent for discussion of additional agenda.

CANON IV - AGENDA FOR SYNOD

1. Items may be placed upon the Agenda for an ordinary Session by:-
 - i. The Bishop
 - ii. The Standing Committee of The Diocesan Synod.
 - iii. Other Committees or Boards of the Diocese.
 - iv. Not less than twenty (20) members of Synod acting together 2 of whom ten (10) shall be laity and ten (10) shall be clergy.
2. The Bishop shall cause to be prepared and circulated an Agenda 3 paper in the form prescribed by Standing Orders to come before synod.
3. Only such business as shall have been notified in the Agenda shall be transacted at an Ordinary Session unless the Synod with the consent of the Chairman by a majority of Two-thirds (2/3) of those present and voting shall otherwise determine.

CANON V - QUORUM OF SYNOD

1. At least one-half (1/2) of the clerical members of Synod and one-half (1/2) of the elected lay members must be present with the Bishop or Chairman at the opening of any Synod to form a quorum.

If within forty-five minutes from the time appointed for the opening of the Session, a quorum is not present it shall stand adjourned to such a day, time and place as the Bishop may by notice to the members appoint.

2. If during any meeting of the session a count is demanded by any member, and it be ascertained that the number present in either House is less than

one-third (1/3) of the number of that House, the Chairman shall adjourn the meeting for so long as he shall see fit.

3. If at an adjourned meeting which has been reconvened pursuant to paragraph (1) or (2) of this Canon a quorum is not present within thirty minutes from the time appointed for the meeting any members present shall be a quorum.

CANON VI - THE AUTHORITY OF A BISHOP

As Chairman of the Synod or Standing Committee:-

1. The Bishop has the right and the duty to interpose his veto, if any proposal brought to the synod or Standing Committee is judged by him to be uncanonical, unconstitutional, or contrary to the Law and custom of the Church. He may exercise the right of veto.
 - i. When the Agenda for such meeting is being drawn up, by refusing permission for such an item to be included in the Agenda.
 - ii. At any point during a discussion, when it has become clear to him that grave objection ought to be taken to the motion.
 - iii. At the time of voting, by refusing to allow a vote to be taken.
2. If the Bishop has exercised his veto, he shall at once inform the Archbishop of such action stating the grounds thereof. The Archbishop after consultation with the Diocesan Bishop and Provincial Chancellor, shall either inform the Bishop that his objection has been sustained and that the proposed motion should be brought before the next meeting of the Synod or Standing Committee, the Bishop having full liberty to explain the grounds on which he regards it as highly undesirable that the motion should be passed.
3. On all ordinary matters of business, the Bishop shall have one vote, which he shall use at his discretion. In the event of a tie, the Bishop shall cast a second vote.
4. If a matter arises which the Bishop shall judge to concern the Faith or Order of the Church, it shall be competent for the Bishop to call for a vote by Houses. If the motion is carried both by the House of Clergy and House of Laity but the Bishop shall vote against the motion, it shall be lost for that session, and the matter shall be postponed for a year. If at a second meeting a vote by Houses is again called for and the motion is carried by both the House of Clergy and Laity but the Bishop again votes against the motion, it shall be deemed to have been passed by the concurring votes of the other two Houses. But the Bishop's dissent shall be recorded; and the Bishop shall be entitled to bring the matter to the next meeting of the House of Bishops, for a ruling as to whether the motion contravenes the Faith or Order of the Church. If the ruling of the House of Bishops is unfavorable to the motion, the Bishop shall inform the Synod or Standing

Committee at its next meeting that his negative vote has been upheld against the favourable votes of the Houses and the motion shall be deemed to have been lost. If the ruling of the House of Bishops is favourable to the motion, the same shall continue to stand.

CANON VII - VOTING RIGHTS OF THE CHAIRMAN, VICE-CHAIRMAN & DEPUTY CHAIRMAN

1. The Vice-Chairman, or a Deputy Chairman when acting as Chairman shall have only an ordinary vote both at Synod or at Standing Committee of Synod. Where a tie takes place at any such meeting the procedure to be followed shall be that laid down in paragraph (3) of Canon VI.
2. If it shall appear to the Vice-Chairman or Deputy Chairman when acting as Chairman that any proposal brought before the Synod or Standing Committee is unconstitutional he may require that discussion of such proposal shall be postponed until the Bishop is present and in the Chair.

CANON VIII - STANDING ORDERS OF SYNOD

1. At the beginning of each Session, the Synod shall appoint a vice chairman; Two (2) Secretaries, One (1) a Clerical and One (1) a Lay member of Synod, and also a Treasurer. These Officers shall remain in office until new appointments are made by Synod or its Standing Committee.
2. All Motions shall be taken in the order in which they appear on the Agenda paper, unless otherwise determined by the Chairman in consultation with the synod.
3. A member introducing a Motion or Amendment may speak for not more than Fifteen (15) minutes but otherwise a member may not speak unless the Chairman extends the period. No member shall speak more than once upon the same Motion or Amendment Without leave from the Chair, but the person proposing a Motion shall have the right to reply. Any member who seconds a Motion or Amendment may do so without speaking to it and shall be entitled to address the Synod on the subject of such Motion or Amendment at any subsequent period of the Debate.
4. A Motion unless seconded shall lapse, and Synod shall proceed at once to the next Motion.
5. No Motion or Amendment, except for adjournment or division or that "the question now be put", shall be considered to be before Synod until reduced to writing.
The normal laws of procedure in debate shall apply to the consideration of Motions and Amendments.

6. A Motion "that Synod do now divide" or that this debate be now adjourned" shall always be in order, if made so as not to interrupt a member speaking and on being made and seconded, it shall be determined immediately without discussion. If such Motion be defeated no new Motion for adjournment or division shall be entertained within Twenty (20) minutes of the preceding one, unless the debate be closed.
7. If, during the course a debate, any member considers that it is not desirable for Synod to record a vote on any matter being debated he may move "that Synod now pass on to the next order of the day"

If seconded, this Motion shall be put from the Chair without discussion. If the Motion is carried the matter shall not be debated further and no vote shall be recorded; but the matter may again be considered at a future Session of Synod, subject to the Regulation as to preparation of the Agenda.

8. The Secretaries shall register the attendance of members of each meeting of the Session and shall record, in the form of Minutes, the proceedings of all Sessions of Synod.
9. The books, documents and records to Synod shall be entrusted to the Diocesan Registrar who shall ensure that they are filed in the Diocesan Archives.

CANON IX - STANDING COMMITTEE OF SYNOD

1. The Standing Committee shall hold office for two (2) years when a new Standing Committee is appointed by the Ordinary Session of the Synod.
2. Any member of Standing Committee who for any reasons shall cease to be a member of Synod shall ipso facto vacate his seat on Standing Committee.
3. Vacancies occurring among members of Standing Committee in The interval between Two (2) Ordinary Sessions of Synod through death, resignation or the operation of the preceding sub-clause, shall be filled by Standing Committee from among the members of Synod.
4. The Standing Committee shall meet at least twice a year. The Bishop may convene a special meeting at any time.
5. The business of the meeting will only take place when one - third ($\frac{1}{3}$) of the members of each house (Clergy and laity) are present
6. The Secretaries shall record in the form of Minutes the proceedings of all meetings of the Standing Committee and shall circulate them to all

members of the Committee and to the Bishop and to such other persons, as Standing Committee of Synod shall from time to time determine.

CANON X - DIOCESAN OFFICERS

1. OTHER BISHOPS

There may be an Office or Offices for: -

- a) Bishop Co-adjutor
- b) Suffragan Bishop
- c) Assistant Bishop

Who shall be appointed in accordance with the provisions of the Provincial Constitution and Canons.

2. DIOCESAN CHANCELLOR

There shall be a Diocesan Chancellor appointed by the Diocesan Bishop who shall carry out such functions as are assigned by the Provincial Constitution and this Constitution.

3. VICAR GENERAL

The Bishop shall appoint a Vicar General who shall hold office as such until the Bishop shall terminate his appointment or has accepted his resignation.

The functions of the Vicar-General shall be:-

- a) To maintain the administrative work of the Diocese during incapability through illness. the absence of the Bishop from the Diocese, or during his
- b) To arrange confirmations and ordinations (during the absence or incapacitation of the Bishop) and to invite some other Bishop (if any) holding office in the Diocese or any Anglican Bishops to perform such Episcopal acts.
- c) If appointed by the Archbishop as a Commissary (of the canonically vacant see) to act on his behalf in maintaining the administrative work of the Diocese until a newly chosen Bishop assumes office.
- d) The Vicar General shall not summon a meeting of the Synod or the Standing Committee of the Diocese until he shall have received some special mandate on that behalf from the Diocesan Bishop.
- e) The office of Vicar General is not to perform Episcopal duties but to do administration. The duties performed are not remunerative.
- f) The Appointment as Vicar General does not confer upon the holder of the office the right to carry out any Ecclesiastical functions beyond those he was entitled to carry out before receiving the appointment by the Diocesan Bishop.

4. DIOCESAN REGISTRAR

The Bishop shall appoint a Diocesan Registrar to assist him in the Administrative work of the Diocese and to carry out the functions assigned to him by the Provincial Constitution and this Constitution.

5. ADMINISTRATIVE SECRETARY

The Diocesan Bishop together with the Diocesan appointment committee shall appoint a Layman or a Priest to be an Administrative Secretary of the Diocese. He will inform the Synod or the Standing Committee of Synod of the person he has appointed

The Administrative Secretary shall perform such duties as shall be assigned to him by the Bishop. If the Diocese does not have a Diocesan Registrar, the Administrative Secretary shall perform the duties of the Registrar as assigned by the Provincial Constitution and this Constitution.

6. ARCHDEACON

The Diocesan Bishop may after consultation with the Pastoral Care Committee shall appoint an Archdeacon or Archdeacons who shall carry out the functions assigned to them according to the job description authorised by the Provincial Synod or its Standing Committee.

7. PROVOST, DEAN AND CANONS

The Bishop may appoint a Provost, a Dean or Canons whose functions and duties shall be defined by the Constitution of the Diocesan Cathedral Chapter.

8. RURAL DEANS

- a) The Bishop may after consultation with the Pastoral Care committee creates Rural Deaneries and at his own discretion appoint Rural Deans whose functions shall be determined by the Bishop.
- b) A Rural Dean shall be appointed for a period of three (3) years but his appointment may be renewed
- c) The Bishop in consultation with the Pastoral Care Committee may terminate at his discretion the appointment of any Rural Dean before the expiration of the three (3) years period.

9. TREASURER

There shall be an honorary Diocesan Treasurer who shall be elected by the Synod. The Treasurer shall be the Chief Financial Advisor of the Synod and the Standing Committee. The Treasurer shall on behalf of the Synod, the Standing Committee and the Board of Finance regularly supervise the Administration of funds to ensure that the Diocese is keeping proper books of accounts of all money received and paid by the Diocese, and that such books are written up, audited, preserved and available for inspection.

CANON XI - REMUNERATION

1. The Diocesan Bishop, all Clergy and other full time Diocesan employees shall be entitled to such monthly basic salaries and such other allowances as the Board of Finance and Standing Committee may approve from the guidelines of the Provincial Terms of Service.
2. The Office of the Vicar General shall not be remunerated except 3 during the actual period of Acting on behalf of the Diocesan Bishop if such a period exceeds thirty (30) days.
3. The Office of the Chancellor, and the Treasurer are purely honorary and not remunerative. They may however seek reimbursement of any expenses incurred in performance of their duties such as travel, telephone, faxes, postage, photocopying e.t.c.

CANON XI - PARISHES

1. CREATION OF PARISHES

- a. The Bishop shall have power to create new Parishes to combine existing Parishes or modify the boundaries between Parishes. Before taking a decision, the Bishop shall consult the parish (es) involved and the Pastoral Care Committee.
- b. Any proposal for a division of a Parish shall be submitted by the Parish Church Council to the Diocesan Bishop for consideration. Upon receipt of the proposal he shall consult the Diocesan Pastoral Care Committee before taking a decision.
- c. The proposal shall contain a statement clearly stating how the Parish has agreed on the division of assets and liabilities.

2. PARISH ANNUAL GENERAL MEETING

There shall be an Annual General Meeting in each Parish (*hereinafter in this Regulation referred to as "the AGM"*), which shall meet within the first four (4) months of each Calendar year.

The AGM will be composed of:-

- (a) The Parish Priest who shall be the Chairman of the AGM or in his absence a person appointed by the Bishop.
- (b) The Curates, Deacons, and Church Army staff working full time in the Parish.
- (c) All regular Communicant members of the Church in the Parish who have attained the age of. Eighteen (18) years and who are duly registered as members and financial supporters of the parish and have regularly worshipped and received Holy Communion in the church for a minimum period of twelve (12) months
- (d) All attached clergy who worship and support the work in the parish.

3. The Business of the A.G.M shall include:-
- (a) Annual report by the Parish Priest.
 - (b) Report on the Proceedings of the Parish Council.
 - (c) The reception of the audited accounts for the preceding financial year.
 - (d) The reception of reports from local Church Committees.
 - (e) The nomination of a Vicar's Warden.
 - (f) The election of People's Warden.
 - (g) The election of Secretary.
 - (h) The election of Treasurer
 - (i) The election and appointment (for those already elected from the local Churches) of the 12 Parish Council members.
 - (j) The election from among the members of the Parish Council two (2) Lay persons to represent the Parish at the Synod bi-annually.
 - (k) The appointment of Auditors.
 - (l) Discussion of matters of which due notice has been given to The Chairman and has been placed on the Agenda.
 - (m) Any other matter allowed at the discretion of the Chairman.

4. NOTIFICATION

- (a) The Parish Priest will ensure that the notice for the AGM (the date, time & venue) is announced on two consecutive Sundays during Sunday services in each of the congregations composing the
 - (b) Parish. The Secretary of the retiring Parish Council will record the Minutes of the AGM.
- In his absence, the meeting shall appoint its own Secretary.

5. VOTING

Voting will be either by show of hands or by secret ballot: Each member will have one vote for election of persons to each position or office. In case there are complaints that the elections were not properly conducted, ten members of the AGM may jointly write their complaints to the Bishop who will either visit or send an independent Diocesan team to investigate the complaints. If the team is satisfied that the election was not free and fair the Bishop will order fresh elections conducted by him or his appointee.

6. QUORUM

- (a) The quorum for AGM shall at least be 10% of the registered and communicant members
- (b) The Parish Priest may at any time convene a special meeting of the members of AGM and must if he receives a request to do so from not less than ten (10) members of the Parish Council. The special AGM meeting shall discuss the matter for which the meeting is called. No other matter shall be discussed unless the majority of members present vote in favour of such discussion.

7. PARISH COUNCIL

There shall be a Parish Council in each Parish established by the Bishop. The Parish Council hereinafter referred to as "The Council" shall be composed of:-

- a) The Parish Priest who shall be the Chairman.
- b) All other Priests, Deacons and Church Army Staff serving the parish on full time basis who shall be ex officio members.
- c) Not more than two (2) attached clergy appointed by the chairman
- d) At least two (2) lay persons holding Bishop's licenses as lay readers, by the Chairman.
- e) The Secretary of the Council elected by the AGM.
- f) The Treasurer of the Council elected by the AGM.
- g) Twelve Lay representatives of local churches forming the Parish who shall be appointed in accordance to the following formula:

Number of Churches	Representatives
1	12
2	6
3	4
4	3
5	2
6	2

Under special circumstances this formula may be altered with the consent of the Diocesan Bishop.

- h) Not more than three (3) co-opted members who are communicants and over eighteen (18) years of age to represent special interest.
- i) An elected member of the parish council who has served for six (6) years continuously shall not be nominated for elections. However after a two (2) year break he/she may be nominated for election and serve another term of six (6) years.

8. PARISH REGULATIONS

a. ORDINARY MEETINGS

The Parish Priest shall call in writing a minimum of four (4) ordinary meetings once every calendar year. Such meetings shall be called at least once every three months. The chairman shall give two weeks notice in writing for such ordinary meetings.

b. SPECIAL MEETINGS

The chairman shall at any time call in writing a special meeting of the Parish Council to discuss specific matters of urgency. The Parish Priest must also call a special meeting of the Parish Council if requested in writing to do so by not less than six (6) members of the Parish Council. The six (6) members must give in writing the

agenda they wish to be discussed. Should the chairman refuse to call such a meeting he will inform the Bishop in writing giving reasons why he refused to call the meeting. If the Bishop is not satisfied by the reasons given by the Parish Priest, he will authorise the meeting to be called and to be chaired by the Bishop or a person appointed by him.

c. QUORUM

The quorum of the Parish Council meeting shall be one-third (1/3) of the total number of members.

d. COUNCIL MEMBERSHIP

Any member of the Parish Council will cease to be a member of the Council if he ceases to be a Communicant of the Anglican Church of Kenya or if he fails to attend three (3) consecutive meetings of the Council without apology or four (4) consecutive meetings with apology.

e. COUNCIL DISSOLUTION

The Bishop may in consultation with the Diocesan Pastoral Care Committee dissolve the Parish Council if he is convinced that the Council has acted irresponsibly. If the Bishop takes such action, he will appoint a commission of six (6) communicant members of that parish to run the Parish under the supervision of the vicar or the Rural Dean for a period not exceeding three (3) months after which the Diocesan Bishop shall convene a special A.G.M to do fresh elections of the Parish Council. The Bishop shall request the Rural Dean or the Archdeacon to chair the meeting.

9. FUNCTIONS

The function of the Parish Council shall be:

- a) To actively support the ministry of the Bishop in the Diocese so as to ensure that the Bishop fulfills the tasks he accepted during his consecration and enthronement.
- b) Actively to support and work with the Parish Priest in the initiation, conduct and development of Church work within the Parish with a view to establishing the truth of the Gospel more widely and deeply in the hearts of the people and preparing them for effective witness within and outside the Parish.
- c) To prepare an Annual Budget in respect of the ensuing year for presentation to the Annual Parish Meeting.
- d) To appoint a Parish Finance Committee and to elect from its members the Chairman of that Committee.
- e) To ensure that the Parish meets its financial obligations to the Diocese, the Archdeaconry and the deanery; and that the Vicar and other Parish workers are adequately paid and housed.

- f) To arrange for the auditing of Church accounts by the auditors appointed by the Parish A.G.M.
- g) To submit the audited accounts to the AGM and to the Diocesan Office.
- h) To receive an annual budget in respect of the ensuing financial year from each congregation in the Parish for presentation to the AGM.
- i) To consult with the Parish Priest on the appointment of such evangelists and other workers as may be required.
- j) To establish such committees as shall be found necessary and to determine terms of reference of such committees.
- k) To appoint a Vice-Chairman from among its members.
- l) To recommend to the Diocese suitably qualified candidates from the parish for the Sacred Ministry.
- m) To implement decisions made by the synod, or its Standing Committee on all matters of an administrative nature.
- n) To promote harmony and understanding among all the people living in the Parish.
- o) To draw up rules of procedure provided they are not at Variance with the general principles on procedure set in these regulations.

CANON XIII - LOCAL CHURCHES

Local Churches are part of the parish under the care of the Parish Priest. The affairs of the Local Church will be controlled by the Parish Annual General meeting and the Local Church Committee.

1. THE LOCAL CHURCH ANNUAL GENERAL MEETING

There shall be a local Church Annual General Meeting hereinafter in this regulation referred to as "The AGM". The AGM shall be composed of: -

- a) The Parish Priest who shall be the Chairman of the AGM or in his absence a person appointed by the Bishop.
- b) The Secretary of the retiring Church Committee who shall record the Minutes of the AGM. In his absence, the Meeting shall appoint its own Secretary.
- c) All regular Communicant members of the Local Church who are over eighteen (18) years of age and are duly registered as regular Communicants and have pledged to support the local church financially and who have worshipped and received Holy Communion regularly in the church for at least twelve (12) months prior to the meeting of AGM.

2. THE BUSINESS OF THE AGM SHALL BE

- a) To receive the Annual Report by the Parish Priest.
- b) To receive the report of the proceedings of the Parish Council.

- c) To receive and study the audited accounts of the Local Church for the preceding twelve (12) months ending on 31st December.
- d) To receive and approve the budget for the ensuing year.
- e) To elect the people's warden. To elect ten (10) local Church Committee members.
- f) To discuss such other matters as the Chairman may permit.
- g) To elect representatives of the local Church to the Parish Council from among the members of the Church council.

3. THE LOCAL CHURCH COMMITTEE

There shall be a local Church Committee for each congregation. The Local Church committee hereinafter referred to as "the Committee" shall be composed of:-

- a) The Parish Priest or his nominee who shall be the Chairman.
- b) The Vice-Chairman of the Committee nominated by the AGM and appointed by the Parish Priest.
- c) Ten (10) committed Christians who are regular Communicants of The Church who are eighteen (18) years of age and above. Such nominees should have worshipped at the local church regularly for the last twelve (12) months
- d) The Treasurer elected by the members of AGM (The person to be elected should have a knowledge in accountancy and a person of integrity)
- e) The Secretary of the Committee elected by the Members of the AGM.
- f) The Chairman of Mother's Union, Kenya Anglican Men's Association (KAMA) Kenya Anglican Youth Organisation (KAYO), Sunday School and Brigade Committees.
- g) The Vicar's Warden appointed by the Parish Priest, Two (2) Laypersons appointed by the Parish Priest and the People's Warden.
- h) Up to two (2) co-opted Members.

4. THE FUNCTIONS OF THE LOCAL CHURCH

- a) To actively support the ministry of the Bishop in the Diocese so as to ensure that the Bishop fulfils the tasks he accepted during his consecration and enthronement.
- b) Actively to support and work with the Parish Priest to support the work of the Diocese and also to support the priest in the initiation of evangelistic activities, pastoral care, sacramental ministry and development of Church work within the Parish with a view to establish the Truth of the Gospel more widely and deeply in the hearts of the people and preparing them for effective witness in and outside the Parish.

- c) To establish Committees as shall be found necessary to carry on various activities of the local church and to determine their terms of reference.
- d) To prepare an annual budget in respect of the ensuing year for approval by the AGM of the Local Church and the Parish Council.
- e) To appoint people to represent the local church in the parish council in accordance to the formula in clause 6(f) of the Parish Council Constitution.
- f) To interview and recommend to the Parish Council suitably qualified persons from within the local Church for training in preparation for joining the sacred ministry. To strengthen the Unity and commitment of Christians in the local Church and Churches forming the Parish.
- g) To arrange for the auditing of Church Accounts and to submit audited accounts to the Parish Council. The audit should be done during the first quarter (1/4) of the calendar year.
- h) To support and encourage the Lay Readers evangelists and catechists serving the Church.
- i) To seek ways and means of bring back to the fellowship of the church the back-sliding Christians and to evangelise the un-reached people within the Parish
- j) To ensure that the local church meets its obligations to the Diocese and Parish.

5. LOCAL CHURCH COMMITTEE REGULATIONS

- a) The Committee Meetings shall be held at least four (4) times a year. At least one (1) week notice must be given of such meetings in writing.
- b) Any member of the local Church Committee will cease to be a member of the Committee if he ceases to be a communicant member of The Anglican Church of Kenya or if he fails to attend three (3) consecutive meetings of the Committee without apology or five (5) consecutive meetings with apology.
- c) The Parish Priest may in consultation with the Parish Council dissolve the Church Committee if he is convinced that the Committee has acted irresponsibly. The Priest shall report such dissolution to the Bishop within three (3) days. If the Bishop is satisfied that the Committee has acted irresponsibly, it shall remain dissolved and the affairs of the Church will be conducted by the Vicar and five (5) other persons appointed by the Bishop for a period of three (3) months after which a special General Meeting will be held to carry out fresh elections.

6. PARISH PRIEST

The Parish Priest shall be kept informed of all meetings and financial affairs of the church and shall have access to all minutes, financial records and accounts.

7. MINUTES

The Minutes of each meeting shall be recorded by the Secretary of the Committee and shall be forwarded to the Parish and the Secretary of the Parish Council.

8. BANK ACCOUNT

The Local Church money shall be deposited with a bank in an account to be designated as "ACK..... Church Account" the signatories therefore shall not be less than (2) person signing jointly and duly appointed by the Local Church Committee approved by the Parish Priest.

9. AUDITED ACCOUNTS AND BUDGET

Audited Annual Accounts with a Budget for the ensuing year shall be laid by the Church Treasurer before each Annual meeting of the congregation of the Church.

10. FUND RAISING

No fundraising or unbudgeted expenditure shall take place or be incurred except with prior authority of a resolution of the Local Church Committee Passed by a simple majority. Special guests to conduct fund raising will be invited by the Vicar of the Parish except in cases of members of Parliament (other than from the Constituency in which Parish is situated) and citizens of National importance who shall be invited by the Bishop at his own discretion.

CANON XIV - REGULATIONS GOVERNING OTHER DIOCESAN BOARDS AND COMMITTEES

1. FREQUENCY OF MEETINGS

The meetings of other Boards and Committees shall be held at least twice (2) in every calendar year.

2. NOTIFICATION

The Secretary, in consultation with the Chairman, will draw up an Agenda for the meeting and will send out a letter to all the members of the Board two (2) weeks before the meeting, notifying the members of the date, the time, the place and Agenda of the meeting.

3. PLACE

The Boards and Committee Meetings will preferably be held at convenient place suggested by the Chairman and accepted by the Bishop.

4. QUORUM

The quorum of the Boards and Committee meetings shall be five (5) members, two (2) of whom shall be layman except in the case of Theological and Liturgical Committee. The quorum of the latter shall be any five (5) members.

5. EXECUTIVE COMMITTEE

The Board or the Committee may appoint an executive Committee up to five (5) people which shall meet at least four (4) times in the year, and which shall have power to take decision on behalf of the Committee on urgent matters. The Chairman and the Secretary of the Board or Committee shall also be the Chairman and the Secretary of the Executive Committee which shall be composed of at least three (3) members.

6. MINUTES OF THE BOARDS OR COMMITTEES

The Secretary will record the Minutes of the meetings of the Board or Committee and shall normally submit them to the Diocesan Office for typing and circulation.

The Minutes shall be sent to all the members within two (2) weeks from the date of the meeting and a copy will be sent to the Diocesan Office. A summary of important decisions of the Board will be submitted in writing to the Bishop, Synod or Standing Committee.

7. SUB-COMMITTEE

The Board or the Committee may establish a Sub-Committee or subcommittees for a specific task. Once the task has been accomplished, the sub-committee shall automatically be dissolved. The decision of the sub committee must be approved by the Board or the Committee.

8. CESSATION OF MEMBERSHIP

A member of the Committee who loses the privilege of receiving Holy Communion in the Church or who fails to attend three (3) consecutive meetings without apology or five (5) consecutive meetings with apology shall cease to be a member of the committee.

9. RESPONSIBILITY

All Boards or Committees are considered as appointed by the Standing Committee of Synod and shall be responsible to that

Committee provided that the Bishop shall have the right to veto any decision of the Board or Committee which he considered to be uncanonical, unconstitutional or contrary to the general principles of the Church.

10. DISSOLUTION

The Bishop, in consultation with the Standing Committee may dissolve a Board or Committee if he is convinced that it has acted irresponsibly or has become redundant.

11. FINANCE

Each Board or Committee shall be expected to draft its budget for the ensuing year which must be submitted to the Board of Finance by the 1st September of each year. Once the Budget has been approved, the Board or the Committee will be expected to operate within the limits of the budget. Any decisions of the Board or Committee which have financial implications beyond the approved budget shall be subject to approval by the Diocesan Board of Finance. Where separate accounts are kept the Board or the Committee must ensure the proper books of accounts are kept and are audited.