

THE MORAVIAN CHURCH IN JAMAICA
&
THE CAYMAN ISLANDS



REGULATIONS

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CHAPTER I PRELIMINARY

1. This regulation may be cited as the Regulations of the Moravian Church in Jamaica and the Cayman Islands.

CHAPTER II THE SYNOD

Voting Procedures

2. (a) Matters shall be put to vote by the Chair:
 - i) stating every question properly presented to Synod; and
 - ii) before putting it to the vote asking, "Is Synod ready for the question?"
- (b) The Chair proceeds to put the question, that is, he/she puts it to a vote after once more making clear the exact question the assembly is called upon to decide.
- (c) Where there is any possibility of confusion, the Chair, before calling for the vote, shall make sure that the members understand the effect of an "aye" vote and of a 'nay" vote.
- (d) In putting the question, the Chair should especially project his/her voice to be sure that all are aware that the vote is being taken.
- (e) The Chair announces the results of voting.
- (f) If he/she is a delegate, the Chair may vote on any motion or in any election.
- (g) When the Chair wishes to speak for or against a motion, he/she shall leave the chair and the Vice-Chair shall take the chair.

Delegates to Synod

3. (a) Delegates to Synod shall submit to the P.E.C. the following:
 - i) Name in full
 - ii) Gender
 - iii) Age
 - iv) Occupation
 - v) Congregation
 - vi) Synod Committee interested in serving on.

Procedure for Handling Proposals

4. (a) Synod shall determine before it sends proposals to Synodal Committees whether:
 - (i) proposals have met the time requirement
 - (ii) proposals have been duly moved and seconded
 - (iii) what the proposal is asking for, such policies and regulations do not currently exist
 - (iv) the debate and discussion on such proposals will bring the Church into disrepute and/or puts the Church in a position to be liable for a lawsuit, for example, defaming someone's character
 - (v) an 'aye' or 'nay' from the Synod could resolve the matter

Proposal and Amendments

5. (a) Every proposal and amendment must be put in writing, signed by the mover and the seconder, and handed to the Chair, if it does not already appear on the Agenda Paper. A motion, once moved and seconded, may only be withdrawn with the consent of Synod.
- (b) When an amendment has been moved, no other amendment may be moved, until the one under discussion has been disposed of. Notice of a further amendment to be moved may be given to the Chair, while an amendment is under discussion. The Clerk will read the proposed amendment to Synod, after which it lies on the Table, until it is formally moved and seconded. When an amendment is carried, it displaces the original proposal, and further amendments may be moved. If there are no further amendments, the amendment which has become the substantive proposal must be voted on again.
- (c) A proposal or a long or complicated motion should be prepared in advance of the meeting, if possible, and should be put in writing before it is offered. The mover then passes it to the Chair as soon as he/her has offered it. If conditions make it impractical for a member offering a written proposal to read it himself/herself, he/she should sign it and pass or send it to the Chair ahead of time, or he/she can deliver it to the Clerk before the meeting. In such a case the member offers his/her resolution by saying, "I move the adoption of the proposal relating to... which I have sent to the Chair (or "Have delivered to the Clerk"). The Chair then says, "The proposal offered by Brother/Sister A is as follows: ... (or, "The Clerk will read the proposal offered by Brother/Sister A").

- (d) As soon as a member has made a motion, he/her resumes his/her seat. He/she will have the right to speak first in debate, if he/she wishes, after the Chair has stated the question. If the motion has not been heard or is not clear, another member can ask that it be repeated, which the Chair can request the mover or the Clerk to do, or can do himself/herself.

Voting

- 6. (a) Before a vote is taken by ballots, the Chair shall appoint tellers, who shall hand out and collect the voting papers. For votes taken by show of hands, the teller shall count those and indicate the results to the Chair who shall announce the result to Synod.
- (b) The taking of a vote on any motion may be postponed until such time as Synod may determine, provided the majority of the voting members present at Synod are in agreement with the postponement.

Agenda Paper

- 7. (a) The Agenda paper shall contain:
 - i) a statement of Synod arrangements, times of sessions and other meetings;
 - ii) the full text of all proposals received; and
 - iii) reports to be presented to Synod.

Discussion or Debate (Plenary Session)

- 8. (a) The right to debate is implied by the word 'deliberative'.
- (b) A member wishing to speak signifies his/her intention by rising and addresses the Chair.
- (c) When two or more members rise together, the Chair decides who is to have precedence.
- (d) No member should interrupt a speaker who has the floor, except the Chair, who may do so for the purpose of enforcing order and the correct procedure of Synod or someone intending to raise a point of order.
- (e) A debate is characteristic of all main motions and of certain other motions, depending on the parliamentary function they serve.
- (f) The Mover of a proposal, but not of an amendment, has the right to reply before the proposal is voted upon.
- (g) No member may speak more than once on the same proposal or the same amendment.

- (h) The Mover of a proposal is entitled to speak for no more than five minutes in introducing the motion.
- (i) All other members are allowed no more than three minutes each.
- (j) A speaker may, with the consent of Synod, be given extra time of not more than one minute.

The Inter-Synodal Committees

- 9. (a) The Inter-Synodal committees shall:
 - i) consist of at least five members elected by the Synod and the District Conferences.
 - ii) co-opt members from any District as deemed necessary.
 - iii) fulfil such duties as may be mandated by the Synod.
 - iv) collaborate with District Committees with related names and responsibilities.
 - v) meet from time to time to review the work in the respective Districts and to co-ordinate activities.
 - vi) consist of a Chair who shall be appointed by Synod or by the P.E.C.
 - vii) provide timely reports to the P.E.C. on the status of their mandates.

Inter-Synodal Committees, Board or Commissions

- 10. (a) The committees/boards/commissions may include:
 - i. Finance and Property
 - ii. Education Commission
 - iii. Stewardship and Projects
 - iv. Family Life
 - v. Mass Communication
 - vi. Archives
 - vii. Faith and Order
 - viii. Morris Knibb Board
 - ix. MCDC
 - x. Moravian Institute
 - xi. Camp Hope Development
 - xii. Ministerial Formation
 - xiii. Department of Education Mission and Youth (DEMY)
 - xiv. Constitution and Review
 - xv. Provincial Youth Board
 - xvi. Any other Committee/Commission that Synod may decide to set up.

CHAPTER III ADMINISTRATION

Functions of the President

11. The President of the P.E.C. shall:
- (i) chair the meetings of the P.E.C.
 - (ii) be the Chief Executive and Operations Officer on Provincial matters.
 - (iii) chair or be a member of the Board of Management of the Bethlehem Moravian College.
 - (iv) have overall accountability for the administration of the Province.
 - (v) be ex-officio on all District Executive Boards.
 - (vi) liaise with District Executive Boards regarding District matters.
 - (vii) be a Director of the Board of the MCDC.
 - (viii) carry out such other duties as may be assigned by the Synod and the P.E.C.

Functions of the Vice-President of the P.E.C.

12. The Vice President of the P.E.C. shall perform the duties of the Presidency in the absence of the incumbent, and such other duties as may be determined by the P.E.C. from time to time.

Functions of the Provincial Treasurer

13. The Provincial Treasurer shall:
- (i) co-ordinate the financial programmes and undertakings of the Province.
 - (ii) liaise with Congregations and District Treasurers regarding Congregation, District, and Provincial financial matters.
 - (iii) chair the Provincial Finance Committee.

Functions of the Secretary of the P.E.C.

14. The Secretary of the P.E.C. shall:
- (i) be responsible for maintaining the minutes of P.E.C meetings.
 - (ii) receive and tabulate the Provincial statistics for presentation at Synod.
 - (iii) ensure the proper maintenance of the minutes of the Synod.
 - (iv) receive a copy of the confirmed minutes from each District Conference and from District Executive meetings;
 - (v) liaise with District Secretaries for the effective co-ordination and maintenance of minutes and statistics.

Division of the Province and List of Congregations & Fellowships

15 (a) The Province is divided into four District Conferences namely:

- i) Western District
- ii) Central District
- iii) Eastern District and
- iv) Surrey District

CENTRAL	EASTERN	SURREY	WESTERN
Ballards Valley	Bath	Covenant	Albion
Bethlehem	Bethabara	Four Paths	Ashton
Carisbrook	Bethany	Harbour View	Beaufort
Dober	Bethpage	Portmore	Beersheba
Dublin	Bohemia	Redeemer	Cairn Curran
Faith	Broadleaf	Trinity	Carmel
Goshen	Fairfield		Claremount
Grace Hill	Fairmount		Content
Holy Cross	Mile Gully		Covenant (C.I.)
Lacovia	Mizpah		Gracefield
Langton	Montpellier		Kilmarnock
Lititz	Moravia		Mount Olivet
Merrywood	Nazareth		New Hope
Middle Quarters	New Beulah		New Irwin
New Eden	Patrick Town		New Works
New Fulneck	Prince of Peace		Petersville
Ockbrook	Ritchies		Rosemount Gardens
White Hill	Sharon		Salem
	Top Hill		Springfield
	Zorn		Tatewood

The District Conference

16. (a) The District Conference shall:

- i. consist of all Bishops resident in the Conference; all Clergy resident in or assigned to congregation/s in the Conference; all Non-Clergy staff resident in the Conference, all Lay Pastors in the Conference; the District Youth Coordinator; an Elder, a Steward, a Youth Representative, a Sunday School Teacher representative, and one other member from each congregation in the Conference.
- ii. nominate no more than three Lay Persons to serve on the P.E.C and to inform the P.E.C. by January 31 of the year of the general Synod.

- iii. nominate Lay Members for the position of President of the P.E.C and inform the P.E.C. by January 31 of the year of the general Synod.
- iv. meet four times each year to deliberate on the work in the District.
- v. elect their own District Executive Board at the first meeting after the Provincial Synod.
- vi. name one member to each Provincial Committee as requested by Synod.
- vii. sponsor the Provincial radio programme for two months per year.
- viii. elect committees to carry out functions at the District level that complement the work of the Provincial Committees. Such committees shall meet four times each year and must report to the District Executive Board.
- ix. receive an annual report from the District Executive Board, the District Committees and Congregations.
 - x. establish an office and recruit and remunerate the requisite staff.
 - xi. monitor the work and programme of each Circuit or Congregation.
 - xii. elect a Youth Board, the Chair of which shall be the District Youth Coordinator.
 - xiii. elect a DEMY District Committee (DEMYDC), the Chair of which shall be a member of the DEMY Board.
- xiv. submit biennial report to Synod by January 31 of the Synod year.

The District Executive Board

17 (a) The District Executive Board shall:

- v) consist of the Chair, Vice-Chair, the Treasurer, the Secretary, the Assistant Secretary/Assistant Treasurer, the Superintendent, all ministers of the Conference and may include other co-opted members. The election of the Officers shall take place at the first District Conference after the general Synod.
- vi) meet bi-monthly to deliberate on District matters.
- vii) be responsible for ensuring that the assessments and other payments due are remitted to the central office on a monthly basis.
- viii) ensure, through the Superintendent, that all books and records are maintained in each congregation.
- ix) be accountable to the P.E.C. for the work mandated by the Synod.
- x) submit to the P.E.C., through the District Secretary, copies of the confirmed minutes of District Executive meetings.
- xi) submit to the P.E.C. Secretary, through the District Secretary, the statistics for each District.
- xii) receive quarterly reports from the D.E.M.Y.D.C and other District Committees.
- xiii) plan retreats and conventions for the spiritual enrichment of the members.

- xiv) recommend persons for training for the ministry.
- xv) consist of members elected to serve for a two-year term and no one may serve for more than three consecutive terms.

18. (a) The Chair, in the case of a Minister, shall chair the District staff meeting. In the case of a Lay Member, the staff shall elect one from among themselves as Chair.

The Superintendent

19. (a) The Superintendent shall:
- i. be appointed by the P.E.C. to the respective District Conference.
 - ii. ensure that the Ministers in the District Conference keep the books and records as stipulated in the Church Order.
 - iii. be the P.E.C's link with the Ministers in the District Conference.
 - iv. function as a motivator and inspirer for the Ministers in the District Conference.
 - v. keep the P.E.C. informed of the morale of the Ministers and the state of the Ministry in the District Conference.
 - vi. carry out such other functions as determined by the P.E.C.

Bishop's Eligibility to Participate in P.E.C. Meetings

20. (a) Bishops resident in the Province, who are not members of the P.E.C., shall be invited to attend P.E.C. meetings from time to time.

CHAPTER IV THE MINISTRY

Recruitment of Ministers

21. (a) The Minister is recruited in one of the following ways:
- i. from Moravian Brothers and Sisters appointed by the P.E.C. after a course of training especially suited for the ministry.
 - ii. from Ministers called from overseas who, with clearly defined relationships with their Home Province, become Ministers of this Province and are governed by the regulations of the Province.
 - iii. from Ministers of other denominations accepted by the P.E.C. or Synod.

Duties of the Minister

22. (a) The duties of the Moravian Minister shall include, but not be limited to, the following:
- i. presiding at Congregational Council Meetings.
 - ii. presiding at Elders' and Joint Boards Meetings.
 - iii. keeping or ensuring that all Church records are kept.
 - iv. attending the biennial or Special Synod of the Province.
 - v. attending all District Conferences.
 - vi. attending meetings of ministerial staff at district and provincial levels.
 - vii. doing the Pastoral work of the congregation, visiting, counselling, etc:
 - viii. presiding at members' funerals.
 - ix. attending or conducting weddings when asked.
 - x. normally being Chair of the Board of Management of any schools attached to the Congregation/Circuit.
 - xi. conducting or preaching at Public Worship Services.
 - xii. being the Celebrant of Sacraments and presiding at other Moravian special services.
 - xiii. preparing candidates for communicant membership and conducting the confirmation/reception/baptism.
 - xiv. attending Provincial Functions or Services.

Candidates for the Ministry

23. (a) All candidates for the ministry:
- i. must be medically examined and, if approved, must be required to sign a Bond to serve the Province for at least three years for every single year of training; or to refund the appropriate cost of their training, if they withdraw before the end of the time set in the Bond.
 - ii. must be a Communicant Member of the Church, and should have a definite experience of personal salvation through our Lord Jesus Christ. The candidate must have given acceptable voluntary service in his/her congregation.
 - iii. must apply to P.E.C. and the application must be accompanied by a recommendation from the Minister and Board of Elders of his/her congregation, showing the person's standing in the Church, character, fitness for the work of ministry and his/her educational attainments.
 - iv. must pursue a course of study at an approved Theological College as arranged by the P.E.C. The expenses for board and tuition, and also the cost of the necessary text books and other approved expenses shall be paid by the Province. The P.E.C. shall not be responsible for any other further outlay such as clothing, personal expenses and maintenance.
 - v. shall do a course of study in Moravian Church History, Polity and Doctrine.
 - vi. must be ready to help with Church work in any of the Congregations during study and the holidays. He/she shall be paid travel to the Congregation, and receive some remuneration. The P.E.C. shall make arrangements with the Congregations for suitable maintenance during his/her service.
 - vii. shall be appointed, at the end of his/her Theological Course, as Probationer, after a satisfactory report has been received from the College at which he/she has been studying. The Period of Probation shall normally last one year.
 - viii. shall be called by the P.E.C. as a Probationer as soon as he/she has finished Theological Training.
 - ix. shall be ordained as a Deacon at the end of the probationary period.

Orders of the Ministry

24. The constituted orders of the ministry in the Moravian Church are those of Deacons, Presbyters and Bishops. Those ordained have authority to administer the Sacraments in the Moravian Church.

Protocol for Consecration of Presbyters

25. (a) A Deacon should be considered for consecration as a Presbyter once he/she has served five (5) years.
- (b) Supplementary Ministers who opt to serve full-time after having served for this same period or more in supplementary service should be considered after the first year of their placement.
- (c) A minister coming to join the ministry of the Moravian Church from another denomination with more than seven (7) years should be considered for consecration to the Order of Presbyter after five years of service.
- (d) An individual, who upon entrance is of mature years (50 and over) and has shown maturity in leadership and management in his/her congregation or has demonstrated these skills in a career similar to that of the ministry of the Moravian Church, may be considered for consecration once he/she has served five (5) years in full-time service.
- (e) The P.E.C. should evaluate the candidate's performance over the duration of his/her ministry and at the end of five years shall appoint a Ministerial Review Committee whose names shall be submitted to the Minister's Council for ratification.
- (f) In furtherance of 25(e), the Ministerial Review Committee shall be comprised of the following persons:
 - i. The District Superintendent
 - ii. Two lay members from congregations which the candidate has served or is serving, one of whom shall be selected by the candidate
 - iii. One other member of the Clergy who shall be selected by the candidate
- (g) The life of the Ministerial Review Committee shall be two years.
- (h) This Committee shall evaluate the candidate's performance over the duration of his/her ministry. This should include standardized evaluation reports by congregation(s) and written reports of District Superintendents to include the following considerations:
 - i. Management of the congregation evidenced in planning and implementation
 - ii. Evidence of effective leadership
 - iii. Effective time management
 - iv. Good inter-personal relationship in his/her family, congregation and among colleagues
 - v. Participation in ministerial retreats, training and seminars for professional and personal development etc.
 - vi. Adherence to the principles in the Code of Ethics
 - vii. Level of loyalty to the Province
- (i) In furtherance of 25 (h), at the end of the evaluation, a recommendation shall be made to the P.E.C. on the suitability of the candidate.

- (j) If after examination, a person is considered not yet ready for consecration, the P.E.C. is to decide on the best course of action to assist such a person to achieve readiness, and the individual shall be re-examined, within a year, in the area [s] of weakness.

Supplementary Ministry

26. (a) Applicants for this office shall be made to the P.E.C. with the following:
- i. Recommendation from the Minister and the Board of Elders of the Congregation to which the Applicant is attached.
 - ii. A letter from the Joint Board of Officers of the applicant's congregation stating the Board's acceptance of the candidate to the Ministry and willingness to offer support/allowances after ordination to fulfil Ministry requirements.
- (b) The candidate must be a Moravian for at least 5 years and must be active in the life of the congregation.
- (c) After successfully completing the training, the candidate shall be ordained if recommended by the P.E.C.
- (d) After training he/she may be attached to his/her home congregation or assigned otherwise by the P.E.C.
- (e) The Supplementary Minister shall perform all the rites that a full-time Minister performs.
- (f) A Supplementary Minister is not on call but may be asked by colleagues or the P.E.C. to do services elsewhere on a temporary basis.
- (g) When the P.E.C. asks a Supplementary Ministry to assume any assignment, the duration and remuneration shall be set between the P.E.C and the Minister.
- (h) A Supplementary Minister must attend District Conferences, District and Provincial meetings, where possible. Failure to attend District /Provincial meetings/events could render one ineligible to attend Synod.
- (i) A Supplementary Minister must be assigned duties by the Minister in charge of the Congregation.
- (j) The Supplementary Minister is a member of the Boards of Elders and Stewarts.
- (k) A Supplementary Minister cannot be a Member of Parliament or Parish Councillor.
- (l) A Supplementary Minister can be District Superintendent after three years of being ordained.
- (m) A Supplementary Minister cannot be a Presbyter.
- (n) An annual assessment of the duties of the Supplementary Minister shall be done by his/her supervising Minister.

- (o) No pension shall be paid to a Supplementary Minister by the Province.

Exemption from Government Service

- 27. (a) A Minister shall not be a Member of Parliament or a member of the Parish Council, but may accept appointment to the Senate.

Dismissal of Ministers

- 28. (a) Where the hearing of a Minister's appeal is pending, the P.E.C. is authorized, if it deems fit, to make a Financial Allowance.
- (b) After dismissal or resignation, a former employee shall no longer continue to live in the Manse, unless authorized to do so by the P.E.C.

Ministers and Congregation Boards and Council

- 29. A Minister is the Chair of the Elders' Board, Joint Board, the Congregation Council and may be elected Chair of the Stewards' Board. Where he/she is the Chair, he/she has a casting vote where the voting results in a tie. If the Chair and Vice-Chair are unavoidably absent, a suitable person shall be deputized to act.

Ministers from other Denominations

- 30. (a) Ministers accepted from other denominations or Provinces shall be placed under the supervision of experienced Ministers before being put in full charge of a congregation.

Marriage Officers

- 31. (a) Only ordained ministers are eligible for appointment as Marriage Officers.
- (b) An application for appointment as a Marriage Officer must be made by the Minister.
- (c) The application form must be accompanied by a letter of recommendation from the P.E.C.
- (d) A fee for the marriage shall be charged, which includes the legal payment of the Marriage Officer and payment for the use of the Church.

- (e) Ministers and Officers shall use every means to encourage men and women to enter into marriage as early as possible. Weddings should be celebrated in the simplest manner.
- (f) Ministers shall use every opportunity to speak of the Christian ideals and practice of marriage, according to the teaching of Scripture. In this way we shall be doing our best to raise the standard of our humanity.

Ministerial Staff Intending to get Married

32. All members of the ministerial staff, including ministerial students, shall inform the P.E.C. and the Bishops, in writing, of intent to get married no less than four months before marriage.

Meetings of Ministers

33. (a) The Ministers of the Province shall meet at least once a year in retreat for discussion, for fellowship and renewal.
- (b) The Ministers of the Province shall convene at least one Ministers' Council annually to deal with matters relating to the ministry.

Wearing of Surplice

34. (a) A Moravian Minister shall wear a Surplice on the following occasions:
- i. For the ministration of the Sacraments
 - ii. Ordination and Consecration
 - iii. At such other times as may be indicated by the P.E.C.

Lay Pastor

35. (a) A Lay Pastor shall:
- i. be a member of the Moravian Church for at least five years in good standing, before his/her appointment.
 - ii. be a lay member of the congregation who is recommended by the Minister and Boards of Elders and Stewards to hold office in that congregation.
 - iii. be appointed and Commissioned by the P.E.C.

- iv. be responsible to the Minister, the Boards of Elders and Stewards of the congregation and the P.E.C.
- v. have his/her appointment terminated by the P.E.C. after due cause has been shown by the Minister, Boards of Elders and Stewards and/or the P.E.C.
- vi. cease to be a Lay Pastor having attained the age of seventy-five (75).

Duties of the Lay Pastor

- 36. (a) The duties are decided by the Minister and the Boards of Elders and Stewards.
- (b) A Lay Pastor shall:
 - i) be responsible, together with the Minister and the Boards of Elders, for the regular preaching at public worship each Sunday, when the Minister is absent. That is, he/she shall either preach himself/herself, or see that proper arrangements are made.
 - ii) arrange for regular visits to sick and aged members.
 - iii) undertake the instruction of Candidates for communicant membership, when asked by the Minister. For this instruction, he/she must use the authorized Longer Catechism.
 - iv) study, earnestly and conscientiously, the Word of God, and the beliefs and practices of the Christian Faith.
- (c) Synod decides on the emoluments to be given the Lay Pastor.
- (d) A service of recognition should be held, when a Lay Pastor is appointed.

Lay Pastors with Special Dispensation

- 37. (a) Lay Pastors may be assigned Special Dispensation which gives the authority to administer the sacraments in the specific congregation.
- (b) Such assignment occurs on the recommendation of the congregation and at the discretion of the P.E.C.
- (c) When the P.E.C. asks a Lay Pastor with Special Dispensation to assume any assignment, the duration and remuneration shall be set between the P.E.C and the said person.

CHAPTER V LEAVES

Recreational/Vacation Leave

38. (a) Ministers in the Province are eligible for 4 months' furlough after a minimum service of 5 years. It is recommended that ministerial staff use the furlough to do refresher courses or for the P.E.C. to arrange for refresher course in consultation with the ministerial staff member. The P.E.C. may also make arrangement with other Provinces for the furlough to be done or for the furlough to be deputation work.
- (b) Ministerial staff shall be eligible for the following vacation leave:
- i. 1-5 years of service – two (2) weeks
 - ii. 6-10 years of service – three (3) weeks
 - iii. 11 and above – four (4) weeks
- (c) Vacation leave is non-accumulative and will not normally be granted during the year when furlough is due except in special circumstances allowed by the P.E.C. after consultation with the circuit/congregation where necessary.

Maternity Leave

39. (a) A member of staff who is pregnant is entitled to three months' maternity leave in accordance with the provisions of the Maternity Leave Act of Jamaica.
- (b) In furtherance of subsection 39(a), the member of staff is eligible for two months' full pay and benefits and one month without.

Study Leave

40. (a) Ministers assigned or appointed by the P.E.C. are eligible for the grant of study leave, after a minimum of four (4) years of service from the date of employment. The leave shall be for a maximum period of three (3) years.
- (b) Consideration of an application for the grant of study leave is given on the basis of:
- i) the current manpower situation in the Province.
 - ii) the first-to-apply principle.
 - iii) seniority.
 - iv) evidence of the acceptance of the applicant at an approved institution for an appropriate course of study beneficial to the ministry of the Church.
 - v) evidence of provision of necessary financial resources to cover all costs of the courses.

- (c) Application for leave must be submitted not less than of six (6) months before commencement of the programme.
- (d) Study Leave may be granted to Ministers of the Province as follows:
 - i) 1st year: Full Pay
 - ii) 2nd year: Half Pay
 - iii) 3rd year: Quarter Pay
- (e) If extension of leave is required to complete an approved course of study, a new leave application must be made, and consideration may be given on the merit of the new application.
- (f) Where vacation leave coincides with study leave, the vacation leave period may be taken in addition to the study leave, but must not lengthen the leave period to more than a maximum of three(3) years, nor deprive the applicant of full salary during the study leave.
- (g) It is not incumbent on the P.E.C. to secure placement for an applicant in any institution or for the provision of funding.
- (h) The family of a Minister to whom study leave has been granted has the option to remain in “the manse” for the duration of the leave period.
- (i) The Minister and his\her family is required to make provision for the accommodation of the family if the leave will exceed three years.
- (j) The P.E.C. may call a Minister to the Circuit/Congregation if the study leave extends for more than three years.

Sick Leave

- 41. (a) Sick Leave shall be as stipulated for teachers in paragraph 66 of the Education Code (1980).
- (b) A member of staff may be granted sick leave as follows:

Length of Service	Amount of Sick Leave
(a) Those who have continuous service of not less than three months.	Five days with full pay.
(b) Those who have continuous service exceeding six months but not exceeding twelve months.	Five days with full pay and five days with half pay.
(c) Those who have continuous service exceeding twelve months but not exceeding two years.	Ten days with full pay and ten days with half pay.
(d) Those who have continuous service exceeding two years but not exceeding five years.	Twenty days with full pay and twenty days with half pay.
(e) Those who have continuous service exceeding five years.	Forty days with full pay and forty days with half pay.

- (c) An application for sick leave for a period exceeding a total of three consecutive working days must be supported by a medical certificate.
- (d) A member of staff who has exhausted all the sick leave with full pay and half pay for which he/she is eligible and who requires further leave on the grounds of ill health may be allowed such special sick leave whether on full pay or half pay as the P.E.C. may deem fit.
- (e) Subject to paragraph (d), the P.E.C. may require any member of staff who has been on sick leave for a continuous period exceeding one hundred and eighty days to be examined by a medical board to determine whether he/she is fit for further service as an employee of the Church.
- (f) If, having regard to special circumstances, the P.E.C. thinks fit, the P.E.C. may also require a member of staff who has been on sick leave for any period less than the period granted in paragraph (e) to be examined by a medical board for the purposes specified in that paragraph.

Special Leave

42. Special leave may be granted for a period not exceeding one month and shall be at the discretion of the P.E.C.

No-Pay Leave

43. (a) A member of staff can be granted “no- pay leave” for a period not exceeding one year.
- (b) In furtherance of subsection 43 (a),”no-pay leave” shall be granted at the discretion of the P.E.C.
- (c) A member of staff who has not re-entered the service of the Province at the end of his/her “no-pay leave” or who is no longer an employee of the Province shall be required to formally re-apply to the P.E.C. for entry into the employ of the Church.
- (d) The P.E.C. shall treat all persons who have been given “no-pay leave”, and whose “no-pay leave” has been completed without any formal communication of intent to resume, as being no longer in the employ of the Province from the date of the expiration of the “no-pay leave”.
- (e) A member of staff who requires an extension of his/her “no-pay leave” shall request such in writing. No extension shall be considered for a period that is longer than the original “no-pay leave”.

Procedure for Leave

- 44. (a) An application for leave shall be in writing to the P.E.C.
- (b) In furtherance to subsection (a), notice shall be given:
 - i) Six (6) months in advance for study leave.
 - ii) Three (3) months in advance for maternity leave.
 - iii) Four (4) months in advance for no pay leave.
 - iv) As soon as possible for special leave.

Resignation

- 45. (a) A member of the ministerial staff shall give at least three (3) clear months' written notice to the P.E.C.
- (b) A member of the P.E.C. shall give at least four (4) clear months' written notice to the P.E.C.
- (c) Any exception to the above must be mutually agreed on by the parties.

**CHAPTER VI
DEPARTMENTS**

Department of Education, Mission and Youth

46. (a) Each congregation is expected to support the work of the Department to ten per cent of its annual assessment.
- (b) This contribution shall be made monthly.
- (c) The funds of the Department shall come under the oversight of the Board.
- (d) The funds shall be deposited in an account at a reputable financial institution.
- (e) The finances of the Department shall be audited and a report made to Synod.
- (f) The Board's Treasurer may be one of the co-opted members of the Board.

General Objectives of D.E.M.Y.

47. (a) The General Objectives of the Department shall largely be to:
- i. train laity and pastoral leadership to promote the spiritual well-being of individuals thus empowering them to actively and enthusiastically spread the holistic gospel of Jesus Christ.
 - ii. provide resources to enhance the spiritual development of individuals and congregations.
 - iii. promote the physical, emotional, moral and mental wellbeing of members and the wider community utilizing appropriate entities within the Province and farther afield. This may be achieved through satisfying needs such as health, education, counseling, social, shelter, nutrition and clothing.

Board

48. (a) The DEMY shall be governed by a Board comprising two members of the P.E.C. one of whom will be the Chairman, a representative from each District who shall not be a member of the P.E.C. one representative from the Moravian Women's Fellowship, one from the Moravian Men's Association and the Director.
- (c) The Board may co-opt no more than three other members, as deemed necessary.
- (d) The Board shall oversee the operations of committees as are necessary to the smooth operation of its work.

- (e) The Board shall meet quarterly to take reports from the Director, Treasurer, District and auxiliary representatives. In addition, the Board shall make decisions on matters of policy and procedure as deemed necessary.
- (f) The Board quorum shall be six.
- (g) At least fourteen days' notice is required for a Board Meeting.
- (h) A minimum of four days' notice is needed for a Special meeting of the Board.
- (i) The Chair presides at Board meetings and in his/her absence the Vice Chair shall do so.
- (j) The Board elects its Vice Chair and Secretary for its duration.

CHAPTER VII CONGREGATIONS

Membership

49. (a) Candidates for membership may be all applicants for Church membership, whether by Candidates' Class or otherwise.
- (b) Candidates must be given a copy of "Declarations and Rules" as contained in the Longer Catechism.
- (c) Adults who desire to become communicant members must have either:
- i) enrolled as Candidates for Confirmation or Baptism,
 - ii) applied for membership by transfer from other congregations and recognized denominations, or
 - iii) been those who wish to make this step by first speaking directly to the Minister or to the Elder of the District and have been presented to the Board of Elders for approval.
- (d) All young people under the spiritual care of the Congregation shall be encouraged to enrol as Candidates as early as possible.

Members' Obligations

50. (a) All members must regularly attend the celebrations of the Lord's Supper and prepare themselves by prayer and reflection.

Membership Transfers

51. (a) Members transferring from one congregation to another recognized denomination shall obtain and present a standard Transfer Membership Certificate of the province, reading somewhat as follows: "This certifies that A.B. is a recognized member of the Moravian Church in Jamaica and the Cayman Islands in the congregation of ... and is a Communicant member in good standing" signed by the Minister.
- (b) Members coming from other recognized denominations should present a letter of transfer signed by the minister.

Circuit/Congregation Duties

52. (a) The circuit or congregation shall:
- i. contribute to the provincial budget as stipulated by the Synod.
 - ii. be initially accountable to the District Executive Board and the District Conference for the work carried out.
 - iii. encourage and recommend persons for the ministries of the church.
 - iv. recommend to the P.E.C. such persons for specialized ministries as deemed necessary at the Circuit/Congregation level, e.g. Youth Pastors for Circuit or Congregation.
 - v. The Circuit or Congregation may remunerate such persons for specialized ministries.

Tithes and Offerings

53. (a) The claims of Christian Stewardship and Evangelism should be repeatedly impressed upon all members, so that all may realize that the strength of the Church depends upon their wholehearted freewill support.
- (b) All persons connected with the Congregation are expected to make regular offerings for the support of the Lord's work, unless excused by the Stewards.
- (c) In furtherance to 53 (b), Congregations shall encourage their members to do this mainly by means of the Tithing Envelope.
- (d) Stewards should remind members of their financial responsibility, if and when they become neglectful:
- i) At the end of each year, the Board should review the position of all members.
 - ii) When a member has neglected to support his/her Church for more than a year, appropriate action should be taken.
 - iii) Acknowledgment should be made at the end of each year to all members who use weekly envelopes.
- (e) When a negligent member fails to respond to the appeal of a steward, the matter should be referred to the Board.
- (f) Any member who wishes to be relieved of the duty to support his/her Church financially, must apply to the Board.
- (g) Candidates for communicant membership should be encouraged to begin their Freewill offering at an early meeting of the Class.

Repairs

54. (a) In all cases where major repairs, or construction of new buildings, or purchase of lands, is to be undertaken by any Minister or Congregation, with regard to Church buildings, Manses, Schools, Teachers' Cottages, Training Colleges and the like, building plans must first be submitted to, and permission for the building obtained from the P.E.C., before construction work begins.
- (b) One quarter of the estimated costs of the proposed scheme must be in hand, and no debt is to be incurred beyond one-third of the total cost.
- (c) Plans must be submitted to the P.E.C. for the raising of the balance of the money needed.
- (d) No debts shall be contracted with any outside party or merchant without the permission of the P.E.C. Any indebtedness on Church, School or College fund shall appear in the accounts as submitted to the Provincial Treasurer, after permission has been received from the P.E.C. in writing, and after proper agreements have been drawn up and signed by the P.E.C. and the local Church Board, with respect to both the amount of debt to be incurred and the interest to be paid.
- (e) In cases where the names of members of the Board appear on the agreement with the P.E.C., it is understood that the members of the Board sign on behalf of their congregation, and not on behalf of the ones signing personally. A change in the membership of the Board does not in any way affect the responsibility of the Congregation regarding the debt incurred.
- (f) All gates, walls, roads and enclosures on Church property are to be kept in order by the Board.

Ownership of Church Property and Glebe Rental

55. (a) The Church glebe, if rented, shall be rented only on a yearly basis, and a written agreement must be drawn up and signed by the Minister and the tenant.
- (b) The annual crops on the un-rented glebe belong to the Minister in charge. Lumber trees belong to the congregation. All government or other compensation for minerals or oils found below the ground of Church property belongs to the Province.

Congregation Council

56. (a) All matters of special interest to the Congregation, the District and the Province shall be discussed by the Council and appropriate action recommended. The Boards of Stewards and Elders are responsible for carrying out the decisions of the Council.

- (b) Notice of a Council Meeting should normally be given on each of the two Sundays preceding the meeting together with the announcement of any special item on the agenda.

Congregation Records

- 57. (a) The following books are to be regularly kept and carefully preserved at each station:
 - i. Register of Admissions of Communicant members to the congregation.
 - ii. Register of Baptisms.
 - iii. Register of Marriages.
 - iv. Register of Deaths and Burials.
 - v. A Book containing copies of Annual Reports and Statistics.
 - vi. Register of members.
 - vii. An account Book or Books, with a copy of the Quarterly and Annual Financial Statements.
 - viii. A Duty Book and Diary.
- (b) Each congregation is responsible for the safe keeping of its own official books.

Reports

- 58. (a) The Annual Reports of the Congregation are to be sent to the President of the P.E.C., the statistics to the Secretary of the P.E.C., and the Financial reports to the Treasurer of the P.E.C. by January 31st each year.
- (b) The audit report of the congregation finances are to be sent to the Treasurer of the P.E.C. by the 30th of June each year.
- (c) The Provincial Treasurer shall have oversight of the financial records and accounts of all congregations, with authority to examine all financial documents.

Use of Church Property

- 59. (a) There shall be no event, on Church premises, that involves unwholesome music, dancing and behaviour inconsistent with the Church's principles.
- (b) Teachers who live in cottages provided by the Church must pay rent, as laid down by Synod. Where land or property is used by the Government for School or Cottage purposes, an agreed rent must be paid for such use.

CHAPTER VIII PASTORAL CARE AND DISCIPLINE

Pastoral Care

60. (a) The care of souls is an essential part of the work of a Christian Congregation.
- (b) Every member of the Church, whatever his/her office or status, should gladly accept responsibility for his/her share of this work, not leaving it to the Minister, whose special care and duty it is.
- (c) An ordained Minister is charged by the Lord Jesus Christ to feed His sheep. He/she must exercise this pastoral care with the greatest faithfulness and conscientiousness, with love, justice, impartiality and tact, without fear or favour or the desire to please persons.
- (d) Each member, for his/her part, will welcome this spiritual oversight, whether it is demonstrated in encouragement or reproof, and will thankfully and loyally accept this God-given means of deepening and enriching the life of faith.
- (e) For pastoral care, however, the Minister needs to seek opportunities for individual counselling.
- (f) The Minister's visits in districts and homes afford means of pastoral care, and these visits should be made as often as possible.

Discipline

61. (a) We have three degrees of Church Discipline:
- i) Reproof, administered to the erring, by the Minister, either alone or with the help of other Officers/Members.
 - ii) Suspension from the privileges of the Church.
 - iii) Exclusion from the privileges of the Church.
- (b) Should it be necessary to prove the truth of a report in any accusation brought against a member, the name of the person making the report must be revealed to the Board of Elders, who will then deal with the matter.
- (c) An excluded member who wishes to apply for re-admission must show repentance and contrition, and must be willing to accept the decision of the Board.
- (d) Each member or congregation has the right to memorialize the Provincial Synod or the P.E.C.

Penalties for offences

62. (a) In cases of fault, error, or sin, those guilty of the offence are to be reprovved, suspended or excluded, according to the gravity of the case.

Appeals

63. (a) Members of the ministerial staff, subject to the disciplinary and grievance procedure, have the right of appeal.
- (b) Aggrieved members have the right of appeal.

Complaints and Appeals Tribunal

64. (a) Synod shall have power to appoint a Complaints and Appeals Tribunal of not more than nine (9) and not less than seven (7) persons to adjudicate on complaints against the P.E.C. and appeals. The hearing of the complaint/appeal shall be at a date and time convenient to all parties.
- (b) The composition of the Tribunal may be selected as follows:
- i) A Minister or Lay Pastor from the Moravian Church;
 - ii) A representative from each District;
 - iii) One representative from the Moravian Women's Fellowship;
 - iv) One representative from the Moravian Men's Association;
 - v) One person with legal experience; and
 - vi) One other person as the Synod deems appropriate.
- (c) The following persons shall not be eligible to be elected to the Tribunal:
- i) A member of the P.E.C.;
 - ii) The Bishop(s)
- (d) Procedure for Selection, Election and Appointment
- i) Members of the P.E.C. and any person who is a Complainant/Appellant at the time of the selection or election of any Complaints and Appeals Tribunal shall not be permitted to participate in the selection and election processes.
 - ii) The Synod shall appoint the Chairman and Vice Chairman of the Tribunal from among the elected members immediately after the election and appointment of the members of the Tribunal.
 - iii) The Tribunal members shall be elected at each meeting of the Synod and shall have tenure of two (2) years or until the next meeting of the Synod, whichever

is later in time and shall be empowered to deal with all complaints and appeals during the Inter-Synodal period.

- iv) Should, for any reason, a member of the Tribunal be unable to complete his/her term, the Chairman may appoint another person of similar category in accordance with these Regulations to serve the remainder of that member's term.
 - v) Should the Chairman be unable to complete his/her term, the Vice Chairman shall serve in his/her place.
- (e) Preparation and submission of Witness Statements to the Tribunal
- i) Witness statements are to be prepared by the Complainant/Appellant and transmitted to the Chairman of the Tribunal and to the Respondent not less than twenty-one (21) working days before the date of the hearing.
 - ii) Witness statements are to be prepared by the Respondent and transmitted to the Chairman of the Tribunal and to the Complainant/Appellant not less than fourteen (14) working days before the date of the hearing.
 - iii) All statements are to be bundled, indexed and paginated and must contain copies of all the documents relevant to the hearing of the complaint/appeal including any documents submitted by the Respondent in response to the complaint/appeal.
 - iv) The Complainant/Appellant must state in his/her witness statements:-
 - a) The nature of the complaint or the decision against which the appeal is made;
 - b) The facts found by the Respondent, if any;
 - c) The grounds of complaint/appeal; and
 - d) The remedy being sought.
- (f) Effect of Appeal
- i) The making of an appeal does not operate as a stay of proceedings on the decision against which the appeal is brought.
- (g) The Powers of the Tribunal
- i) The Tribunal shall have the power to request the presence of parties and witnesses.
 - ii) The Synod may make rules for regulating the presentation, hearing and determination of matters by the Tribunal.

- iii) The Tribunal may make rules pertaining to its administrative functions.
- (h) Practice and Course of Procedure of the Tribunal
 - i) Only the Complainant/Appellant and Respondent, in person, or their representatives shall be entitled to address the Tribunal unless otherwise directed by the Tribunal.
 - ii) The Complainant/Appellant shall present his/her case first and shall produce his/her witnesses or evidence. At the close of the Complainant/Appellant's case, the Respondent shall commence his/her case and shall call witnesses or produce evidence in response to the Complainant/Appellant.
 - iii) The Tribunal may, at the close of all parties' cases, request or permit the presentation of closing arguments and shall direct whether said arguments shall be made orally or in writing. If the Respondent called evidence or witnesses, he/she shall present oral arguments first and the Complainant/Appellant shall present last. If no evidence or witness was called by the Respondent, oral arguments should be presented by the Complainant/Appellant first followed by the Respondent.
 - iv) At least five (5) members of the Tribunal must be present for the hearing of any complaint/appeal.
 - v) Where a member of the Tribunal has a financial or personal interest in any matter coming before the Tribunal, the affected person shall;
 - a) Fully disclose the nature of his interest; and
 - b) Withdraw from the hearing and determination of the matter.
 - vi) Once a hearing has commenced, the same Tribunal members present at the time of commencement must hear the entire matter.
- (i) Proceedings in the Complaints and Appeals Tribunal
 - i) The Tribunal shall hear and determine the issues arising on any matter transmitted to it as a complaint against the P.E.C. or an appeal to the Synod.
 - ii) Upon hearing the complaint/appeal, the Tribunal shall have the power to dismiss or allow the complaint/appeal.
 - iii) The determination of the Tribunal shall be final.
 - iv) Once a complaint/appeal is lodged, it must be heard and determined and a decision made and communicated in accordance with regulation 64. (j) i) within 9 months of it being so lodged.

- v) Should the complaint/appeal not be heard and determined and a decision made and communicated in accordance with regulation 64. (j) i) within 9 months and it is due to delay primarily on the part of the Complainant/Appellant, the complaint/appeal shall be dismissed once and for all.
 - vi) Should the complaint/appeal not be heard and determined and a decision made and communicated in accordance with regulation 64. (j) i) within 9 months and it is due to delay primarily on the part of the Tribunal then the complaint/appeal shall be referred to the Synod.
 - vii) Should there be any undue delay, which is primarily on the part of the Respondent, this shall not prevent the Tribunal from conducting the hearing and making a determination on the complaint/appeal.
- (j) Reporting Procedure
- i) The decision of the Tribunal shall be communicated to the Complainant/Appellant through the Chairman of the Tribunal within forty-five (45) days after hearing of the appeal.
 - ii) The final decision of the Tribunal must be a majority decision.
 - iii) It shall be the duty of the Chairman of the Tribunal to transmit to the Respondent, the Synod, and the Complainant/Appellant, a report detailing the findings, decisions and reasons for the decisions arrived at by the Tribunal.
 - iv) The report containing the decision must be signed by the majority of the members of the Tribunal who adjudicated at the hearing of the matter.
- (k) Delays or Cancellations
- i) Notice of a delay or cancellation on the part of the Complainant/Appellant must be given in writing to the Chairman and at least two other members of the Tribunal at least two (2) clear weeks before the date set for hearing.
 - ii) A Notice of delay or cancellation must include—
 - a) The date the matter was scheduled to be heard;
 - b) A brief description of the matter to be heard;
 - c) The name(s) of the person(s) requesting the delay or cancellation;
 - d) The reason for the delay or cancellation; and
 - e) Any relevant supporting evidence.
 - iii) A notice of delay must also include three or more proposed dates to which the hearing may be rescheduled.

- iv) Should the Complainant/Appellant not appear on the original or new date, the Tribunal shall have the power to:
 - a) Dismiss the complaint/appeal once and for all; or
 - b) Set a further date for hearing.

CHAPTER IX RITUAL AND WORSHIP

Manner of Worship

65. (a) The manner of worship in all essential points shall be uniform throughout the Provinces of the Moravian Unity.
- (b) The proper use of our Liturgies exemplifies the inmost spirit of the living Church of Christ. When members reverently use our Liturgies and ponder their meaning, they become a true means of grace for daily Christian living.
- (c) In points of lesser importance, such as the introduction of an extra hymn or portion of Scripture, every Minister has complete liberty of choice. But in the more important points, such as the use of Moravian Liturgies, the manner of conducting service and in choosing times for worship, a Minister must always consult his/her congregation.
- (d) Essential changes in the ordering of services must be sanctioned by the Church as a whole, and can therefore, only be brought about by a resolution of Synod.
- (e) In Public Worship on the Lord's Day, the Word of God is read from the Holy Scriptures; the Litany, according to the authorized usage of the Province, is used as the means of corporate and united prayer; the Apostles' Creed or other accepted creeds and one or more of the Psalms may be recited by the congregation; the hymns of the Moravian Hymn Book should be sung with understanding and sincerity; other hymns and other additions should always be set in the framework of the authorized form of service of the Moravian Church in Jamaica and the Cayman Islands. The Liturgies appointed for special occasions should always be used on the appropriate days.

The Lord's Day

66. (a) The observance of the Lord's Day as a day of rest and worship is absolutely binding. It is particularly, but not exclusively, set apart for the ministration of the Word and the Sacraments. It is the duty of all members of the Church to observe the sanctity of the day.
- (b) Members are urged to do all in their power to promote the sanctity of the Lord's Day in the Province.
- (c) In this Province, the First Sunday after Trinity is observed in our Churches as a day on which the need for regular worship and dedicated observance of the Lord's Day is specially brought home to our members.

Seasons and Festivals

67. (a) While we do not lay undue stress upon the observance of the Christian Year, we do observe the more important seasons and festivals and also our own particular Memorial Days as for instance:
- i) Advent
 - ii) Christmas
 - iii) Epiphany
 - iv) Lent
 - v) Palm Sunday
 - vi) Passion Week
 - vii) Good Friday
 - viii) Easter Day
 - ix) Ascension Day
 - x) Whitsunday
 - xi) Trinity Sunday
- (b) also:
- i) The Founding of the Brethren's Church, March 1, 1457
 - ii) The Renewal of the Brethren's Church, May 12, 1722
 - iii) The Martyrdom of John Hus, July 6, 1415
 - iv) The Manifestation of the Unity of the Spirit, August 13, 1727
 - v) The Beginning of Moravian Missions, August 21, 1732
 - vi) The Great Reformation, October 31, 1517
 - vii) The Realization of the Headship of Christ, November 13, 1741
 - viii) The Arrival of the First Missionaries in Jamaica, December 9, 1754

The Sacraments

68. (a) The only Sacraments acknowledged by the Moravian Church are Baptism and the Lord's Supper. These are given to us as a means of grace for the establishing and strengthening of our Christian life and witness in faith, hope and love.

Rite of Sacraments

- (b) In the Moravian Church, it is the privilege of parents to present their children for Baptism at an early age. The solemn responsibility of bringing up the child in the "nurture and admonition of the Lord" lies both with the parents and with the congregation. It is desirable that the father and mother should be regular worshippers

and should always be invited to come forward as candidates for membership. Godparents must be Christians in good standing of the Moravian Church or some other recognized denomination. In the latter case, they should be known to an Officer of the Church, or bring a certificate given by their own minister for the occasion. At least one Godparent must be a Moravian. Godparents must accept it as a solemn duty of Christian love to make the child a special subject of their prayers. If the child is left an orphan, they should take every step possible to see that their godchild is brought up in the Christian faith, and well cared for in general. Children of unmarried parents may be baptized when there is a real prospect of their receiving a Christian education and upbringing.

- (c) The Sacrament of Baptism must always be administered in a service of worship, after parents and godparents have been duly instructed and counselled in the meaning of the Sacrament, and in the essential truths of the Christian faith. The Cradle Roll System should be instituted and sponsored by the Sunday School.
- (d) The Lord's Supper is a blessed means of grace for establishing and strengthening the Christian life. All members should conscientiously accept the frequently recurring opportunities to prepare themselves for partaking of the Sacrament by sincere self-examination, repentance and the renewal of the inner union with the Lord Jesus Christ, and for enriching the fellowship of all members with each other.
- (e) Our liturgical form for the Sacrament of Holy Communion is beautifully solemn in its impressive simplicity. It is our deepest act of worship. It gives to each one who partakes a true sense of fellowship at its deepest level, and is a true act of confession and repentance for the whole congregation. The giving of the right hand of fellowship at the end of the Sacrament represents the promise of each member to continue in the fellowship and doctrine of the Apostles.
- (f) A communicant member who persistently absents himself or herself from the Sacrament must be admonished, and, if necessary, removed from the list of members.

Rite of Confirmation

- 69. (a) The rite of Confirmation follows as the ratification (or confirmation) of the Baptismal Covenant, and confers the right to partake of the Lord's Supper, and the privileges and responsibilities of Church membership.

Blessings of Infants

- 70. (a) Ministers have the flexibility to practice Infant Baptism or the Blessing of Infants and proper guidance is to be given to parents and godparents, duly explaining the difference between both.

Reaffirmation of Baptism

71. (a) Members who have received the sacrament of Infant Baptism and upon their acceptance of the Lord Jesus Christ as Saviour, require baptism instead of confirmation, for the sake of their consciences, should be granted the opportunity to reaffirm their baptism with the use of water.

Funeral

72. (a) At funerals, Ministers shall bring home to all who attend, the true way of life, leading to our eternal home. Funerals shall never be regarded merely as social occasions.
- (b) Members have a right to the services of their Minister or Elder at the time of death, but Ministers and Elders should be willing to conduct funeral services for members and non-members alike.
- (c) Sunday Funerals shall be restricted and be confined to emergency cases only. This shall be left to the discretion of the Minister.

Youth Work

73. (a) Each Congregation shall, through its own members, instruct the young people every Sunday, and on other occasions, in Sunday School and Bible Classes.
- (b) Where possible, leaders should be appointed to teach the Christian way of life and faith in the practical work of The Upward and Onward Society, The Juno's, The Girls' Brigade, The Boys' Brigade, The Scouts, The Youth Fellowship and other similar organizations.
- (c) The Provincial youth organizations are supervised by DEMY.
74. (a) Ministers shall accept the careful and conscientious instruction of Candidates for adult Baptism and Confirmation as one of their most important responsibilities. If the Minister is unable to undertake his/her duty, a faithful and loyal member of the Church should be deputed for the duty.

Worship Leader

75. (a) The utmost care should be taken in choosing those who conduct services in our Churches in the absence of the Minister or recognized assistant in charge.

CHAPTER X EDUCATION

76. (a) The Moravian Church has supported the cause of education from the beginning of her work in Jamaica. Her labours in this respect have been abundantly blessed by God. The first Day Schools were built at such places as Rowes Corner, Fairfield, New Eden, Irwin Hill, in the years 1823 onwards. Since those early days, a keen interest in education has been maintained up to the present time.
77. (a) Moravian Educational Institutions are administered in accordance with the Education Act and the Education Regulations. These regulations state that the Chairman and a specified number of members of the Board of Management of each denominational school shall be nominated by the P.E.C. In the case of a Leased School, the P.E.C. shall nominate the chairman and the number of members specified by the Education Regulations.
- (b) The P.E.C. normally nominates the Minister of the Congregation to be Chairman of the School Board. Such Minister shall carry out his duties, not only in accordance with the Regulations laid out by the Ministry of Education, but also in accordance with the ideals and educational policy of the Church. He/She shall exercise the greatest care in the selection of teachers, and recommend only men and women of true Christian character.
- (c) Where it is impracticable for a Minister to serve as Chairman or member of the School Board, the P.E.C. shall nominate another Minister or a suitable lay person to serve.
- (d) When a new principal is to be appointed to any Moravian institution, the P.E.C. must give approval before the names of nominees are submitted to the Ministry of Education.
- (e) Where a difficult situation concerning schools or teachers arises, the Chairman shall seek the advice of the P.E.C.
- (f) The Province owns and/or operates education institutions such as Morris-Knibb Preparatory School and others which may be added from time to time.

Moravian Education Commission

78. (a) There shall be a Moravian Education Commission that is appointed by Synod to administer the Education affairs of the Province by giving advice, visiting institutions and enhancing the Church's interest in education.
- (b) The Moravian Education Commission shall:
- i) report to Synod

- ii) consist of nine (9) Members
- iii) have a Chair who shall be appointed by Synod

79. (a) The Moravian Education Commission shall:
- i) set its own organization procedure.
 - ii) advise the P.E.C. on Educational Matters/Practices.
 - iii) enhance Moravian interest and participation in Education.
 - iv) arrange visits to Educational Institutions.
 - v) function as the P.E.C./Synod requests.

Bethlehem Moravian College

80. (a) The Moravian Church, in co-operation with the Ministry of Education, operates a multi-disciplinary institution at Bethlehem, Malvern, St. Elizabeth. This institution trains teachers for the national education system and other personnel for the Jamaican and global economy.
- (b) The institution is managed in accordance with the Education Regulations.
 - (c) The Chairman of the Board of Management and other Moravian members, as specified by the Education Regulations, shall be nominated by the P.E.C. for appointment by the Minister of Education.
 - (d) The Board, through the Principal, reports to Synod.

Morris-Knibb Preparatory School

81. (a) Morris-Knibb Board shall consist of members as follows:
- i) Principal of the School
 - ii) P.T.A. Representative
 - iii) Staff Representative
 - iv) Representative of P.E.C.
 - v) Minister of Covenant Moravian Church
 - vi) Three members including the Chair appointed by Synod (if the Chair is not listed at v).
 - vii) Two members co-opted by the Board for their interest and experience.
- (b) The Board, through the principal, shall report to Synod.

Functions of the Morris Knibb Board

82. (a) The functions of the Board are to:
- i) appoint Staff – Academic, Administrative and Auxiliary.
 - ii) appoint a Principal in consultation with the P.E.C.
 - iii) set salaries for staff.
 - iv) decide on student fees.
 - v) administer the School in accordance with Regulations concerning Independent Schools.
 - vi) administer the School in accordance with the Moravian Education Policy and General Education Practices.
- (b) The Board shall meet at least once per term.
- (c) The Boards' Sub-Committees shall meet as the Board stipulates.

The School Fund

83. (a) Into this Fund, Teachers occupying Moravian Cottages pay a monthly rent, as fixed by agreement with the Minister of Education. Out of this Fund, which may be increased by local efforts, the School Buildings and the Teachers Cottages are kept in good repair.
- (b) Each year, 50% of the rent paid by the Teachers is sent to the P.E.C.

CHAPTER XI FINANCE

Salary and Allowances

84. (a) The salary and allowance of all staff shall be as determined from time to time by Synod.

Payment of Salaries

85. (a) The Province shall phase the payment of salaries by congregation or circuit which shall eventually be instituted throughout the entire Province.

Assessment

86. (a) The monthly assessment is to be sent to the Provincial Treasurer before the end of each month.

Temporary Assignments

87. (a) When a Minister has temporary charge of a Congregation other than his/her own, he/she receives an allowance, cost of travel and any other expenses in connection with the oversight of the Church, as arranged between the Minister and the P.E.C. in each case.

Supervising Minister

88. (a) When a Circuit/Congregation is served by a Probationer or a student, the supervising Minister is paid a monthly allowance from Provincial Funds.

Resting Allowance

89. (a) Whenever it becomes necessary to place any of our Ministers on resting allowance, the allowance shall be paid at a rate equal to the current rate of pension.

Quarterly Statements

90. (a) The Quarterly Statements must be sent to the Provincial Treasurer before the twenty-first day of the month following the end of each of the first three-quarters.

- (b) The Financial Statement for the last Quarter, duly signed, together with all monies due must be sent to the Provincial Treasurer before the 31st of January of the next year.

Assessments

- 91. (a) The Church Assessments shall continue each year at the same rate as the year before, unless otherwise determined by Synod. A Congregation may write to the P.E.C., if it is felt that the Assessment is too high. The P.E.C. is authorized to lower it, if they are in agreement. The P.E.C. must inform all congregations when a change is made in the Assessments.
- (b) A Congregation without a resident Minister is required to raise its Assessments in full.

The Building Fund

- 92. (a) This Fund is raised by tithes and offerings given at Public Worship, and by special efforts, such as Harvest Festivals and from donations and gifts. It is under the control of the Board of Stewards.

The Benevolent Fund

- 93. (a) This Fund is raised from contributions given by the communicant members. It is used to help aged and sick members in their need, and other cases as approved by the Board of Elders. It is under the control of the Board of Stewards or Board of Elders, as decided by each congregation.

Debts

- 94. (a) The Board of Stewards must not allow any Church Funds to fall into debt without the written permission of the P.E.C.

Congregation Treasurer

95. (a) In general, the Treasurer's duties are to be responsible for the receipt and expenditure of all church funds, to keep an accurate record of all accounts, and to see that all funds are counted, recorded and safely deposited in a bank so designated by the Board of Stewards or the Joint Board, in accordance with the established policies and guidelines of the Congregation Council and Synod. The Treasurer shall ensure that expenditure is in accordance with the Budget approved by the Congregation or has been separately authorized by, or pursuant to authority granted by, the Board of Stewards or the Joint Board and submit reports to all meetings of the Board, giving account of all financial transactions.
- (b) The responsibilities of the Treasurer of a Congregation include but are not limited to the following:
- i) Serving as financial officer of the Congregation.
 - ii) Ensuring that the assessment is paid on a timely basis.
 - iii) Being responsible for payment of all bills, invoices and charges.
 - iv) Performing or overseeing all of the book keeping functions.
 - v) Preparing the monthly financial reports for the Board of Stewards and quarterly for the Congregation Council.
 - vi) Monitoring the cash position of the Congregation and investing available funds as directed by the Board or Congregation.
 - vii) Preparing, together with the designated members of the Board, the annual congregation budget for the review of the Board and approval of the Congregation Council.
 - viii) Submitting to the Provincial Treasurer the annual financial statements of the previous year, together with the approved Budget of the current year by January 31 each year.
 - ix) Providing the congregation with any requested financial information.
 - x) Making available the financial records and accounts of the Congregation for examination by the Auditor and/or the Provincial Treasurer, having being formally notified.

CHAPTER XII PENSIONS

Retirement Age

96. (a) All Ministers in Provincial Service shall retire at the age of seventy (70) years.
(b) A member of the administrative staff shall retire at the age of sixty five (65) years.

Pension Entitlements

97. (a) A Minister (employee) of the Province, who has been in active service in the Province receives a pension on retirement, if the P.E.C. or Synod has granted him/her permission to retire.
(b) The shortest period of service that will entitle an individual to a pension shall be five years.
(c) The maximum pension shall be paid after thirty five (35) years of service. This shall be at an annual rate of $\frac{2}{3}$ of the salary currently paid at the level where the Minister (employee) would have been had he/she been in active service.
(d) On the death of a Minister (employee), his/her spouse is entitled to receive a pension. If a brother/sister enters Church service, and is in receipt of a pension from other sources, the P.E.C. may arrange with him/her not to pay him/her a Church pension.
(e) The pension shall be paid monthly.
(f) The years of service entitling a Minister (church employee) to a pension in the Moravian Church, are counted from the time of his/her call to service or permanent employment.
(g) When a minister from another Church enters the service of the Moravian Church, the pension is calculated from the time of their call to service in the Moravian Church.

Entitlements of Family Members of Deceased Pensioners

98. (a) Subject to subsection 97(d), a widow(er) is entitled to two-thirds of the amount that would have been payable to his/her spouse.
(b) If a Minister dies in active service, the children's allowance shall be paid according to the normal rules, and the widow(er) shall receive his/her spouse's salary for a further twelve months, before going on pension.
(d) If a pensioned brother/sister dies and leaves a widow(er) or children who are not yet of age, they will have the right to the full pension of the deceased for twelve months after his/her death. This also applies, when a pensioned widow(er) dies.

- (e) If a Minister dies in active service, his/her family shall be allowed to occupy the manse for not more than 12 months after the death of the Minister. The congregation shall take responsibility for the utilities of the manse for the period of the occupancy.
- (f) In furtherance of 98(e), any extension to this agreement shall be by mutual consent between the P.E.C. and the Congregation/Circuit.

Suspension, Curtailment or Forfeiture of Rights to Pension

99. (a) The Church has a non-contributory 'pension' scheme that is operated based on current income. The P.E.C. is therefore authorized to suspend, curtail or forfeit a person's right to a pension in the following circumstances:
- (i) Where an employee abandons the employment or is found guilty of an offense involving moral turpitude, causes a scandal or acts in contravention of the rules of the church, or is required by the P.E.C. to resign from church service;
 - (ii) Where a widow(er) is separated from a Minister for at least two years prior to the Minister's death or where a widow(er) cohabits with a partner other than the Minister or re-marries.