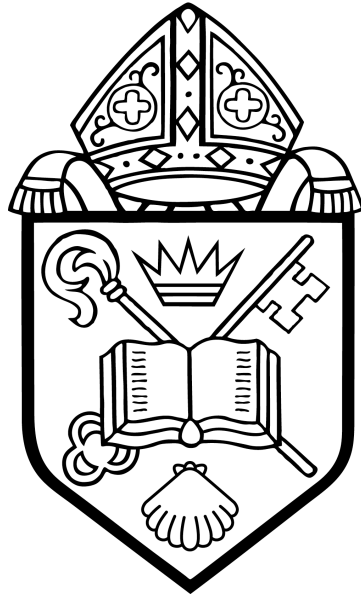


香港聖公會  
HONG KONG SHENG KUNG HUI



教省規例  
Canons of the Province

第八屆總議會  
The Eighth General Synod

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## CANON ONE

### INTERPRETATION AND DEFINITIONS

#### 1 Definitions

1.1 In these Canons unless the context or subject matter otherwise requires or indicates:

- 1.1.1 "Archbishop" means the Archbishop of the Hong Kong Sheng Kung Hui;
- 1.1.2 "Book of Common Prayer" means the book which is recognised for public worship for the Province and adopted and authorised for use under the provisions of the Constitution;
- 1.1.3 "Church" means the Province known as the Hong Kong Sheng Kung Hui;
- 1.1.4 "Church Body" means the Church Body of the Hong Kong Sheng Kung Hui;
- 1.1.5 "Constitution" means the constitution of the Hong Kong Sheng Kung Hui;
- 1.1.6 "Diocese" means the dioceses established under the Constitution;
- 1.1.7 "Foundation" means the Foundation of the Hong Kong Sheng Kung Hui;
- 1.1.8 "General Secretary" means the General Secretary of the General Synod of the Province;
- 1.1.9 "General Synod" means the General Synod of the Church;
- 1.1.10 "Honorary Treasurer" means the Honorary Treasurer of the Church;
- 1.1.11 "House of Bishops" means the House of Bishops of the General Synod;
- 1.1.12 "House of Clergy" means the House of Clergy of the General Synod;
- 1.1.13 "House of Laity" means the House of Laity of the General Synod

- 1.1.14 “Mission Church” means a congregation established as such by a Diocesan Bishop in accordance with provision of the constitution of such a Diocese or in case of a Missionary Area a congregation established as such by the Archbishop;
- 1.1.15 “Missionary Area” means a missionary area established under the Constitution;
- 1.1.16 “Missionary Diocese” means a missionary diocese established under the Constitution;
- 1.1.17 “Parish” includes any parochial district or similar pastoral division constituted by or under the constitution of a Diocese, Missionary Diocese or Missionary Area; and if the context of this Canons requires or permits shall include mission churches;
- 1.1.18 “Province” means the Hong Kong Sheng Kung Hui (香港聖公會) incorporated under the Hong Kong Sheng Kung Hui Ordinance;
- 1.1.19 “Secretary General” means the Secretary General of the Province;
- 1.2 If the context of the Canons so requires or permits, words which have a special meaning assigned to them in the Constitution shall have the same meaning in these presents.
- 1.3 If the context of the Canons so requires or permits, words importing any gender shall include the other gender, words in the singular number shall include the plural number and vice versa, and the expression “person” shall include organisations and/or corporations.
- 1.4 Unless otherwise specifically provided in the content, any resolution shall mean a resolution passed by a simple majority by not less than 50% of the members present and voting and a special resolution means a resolution passed by a majority of not less than two-thirds of the members present and voting.
- 1.5 If the context to the Canons so requires or permits, the term “Hong Kong” shall be substituted by the term “Macau” so that the provisions of the Canons can be appropriately extended to regulate parishes, mission churches, other agencies and bodies in Macau.

## **2 Construction of Canons in both Official Languages**

- 2.1 The English language text and the Chinese language text of the Canons shall be equally authentic, and the Canons shall be construed accordingly.
- 2.2 Provisions of the Canons are presumed to have the same meaning in each text.
- 2.3 Where a comparison of the authentic text of a provision of the Canons discloses a difference of meaning which the rules of interpretation ordinarily applicable do not resolve, the meaning which best reconciles the texts, having regard for the object and purposes of that provision of the Canons, shall be adopted.
- 2.4 Any discrepancy in the construction of the Canons in both official languages which cannot be resolved in accordance with clause 2.3, shall be referred to the Archbishop for adjudication whose decision shall be final.

## CANON TWO

### GENERAL SYNOD REPRESENTATION

#### **1 Representatives for the House of Clergy**

The representatives for the House of Clergy of the General Synod shall consist of all clerics of the Province who fulfill the following requirements at the commencement of an ordinary meeting of the General Synod in which they are representatives:

- 1.1 having obtained a valid licence issued by the Archbishop or a Diocesan Bishop of the Province; and
- 1.2 having served in any one or more Dioceses of the Province for not less than three (3) years.

#### **2 Election and Term of Representatives to the House of Laity**

2.1 Thirty (30) representatives from the house of laity of each Diocese shall be elected to the House of Laity of the General Synod by the house of laity of the synod of that Diocese from amongst themselves; provided that each lay delegate elected into the House of Laity of the General Synod shall at the date of the election:

- 2.1.1 have been a Registered Member of one or more Parishes of the Hong Kong Sheng Kung Hui for not less than seven years; and
- 2.1.2 have served the Diocesan Synod he belongs to for not less than one full term starting from the commencement of an ordinary meeting of the Diocesan Synod to the commencement of the ensuing ordinary meeting.

2.2 At a suitable time before an election, the Diocesan Bishop shall, through the executive secretary of the Diocesan Synod, call for nomination of candidates from the house of laity of the synod of the Diocese and may set a deadline for the receipt of such nomination.

- 2.3 If the number of candidates so nominated shall not exceed the number of representatives required, the Diocesan Bishop shall declare the candidates so nominated elected.
- 2.4 If the number of candidates so nominated shall exceed the number of representatives required, an election for the representatives to the House of Laity shall accordingly be held in accordance with the constitutions and canons of the Diocese.
- 2.5 The term of a representative to the House of Laity shall be from the commencement of the ordinary meeting of the General Synod following the election of the representative by the Diocese or Missionary Area concerned to the commencement of the ensuing ordinary meeting of the General Synod.
- 2.6 In the event of any casual vacancy in the representation from the house of laity of any Diocese, such vacancy shall be filled by a representative from the house of laity elected by the standing committee of that Diocese for the remainder of the term until the commencement of the ensuing ordinary meeting of the General Synod.

### **3 Rules Regulating Election of Representatives**

- 3.1 Each of the Dioceses may make rules regulating the election of the representatives of the Diocese to the House of Clergy and to the House of Laity. Such rules shall not be inconsistent with provisions herein or with those of the constitution, canons or by-laws of the Diocese concerned.
- 3.2 Voting in the election of representatives shall be by secret ballot.
- 3.3 Results of the election shall be declared by the Diocesan Bishop of the Diocese concerned and shall be reported to the General Secretary of the General Synod.

### **4 Election of Representatives by the Missionary Area of Macau**

Rules set out hereinbefore regulating the election of representatives to the General Synod shall be applied with appropriate adaptations to the Missionary Area of Macau for the election of the representatives to the House of Clergy and the House of Laity.



## **CANON THREE**

### **ELECTION OF THE ARCHBISHOP**

#### **1 Procedure for the Election of the Archbishop**

- 1.1 In the event of a prospective retirement, the Archbishop shall ask the Standing Committee of the General Synod to initiate the procedure for the election of his successor not earlier than eighteen (18) months and not later than six (6) months prior to the proposed date of his retirement.
- 1.2 Pursuant to Section (12.7) of the Constitution, procedure for the election of the Archbishop shall be in accordance with provisions hereinafter set out.
- 1.3 The General Synod may by special resolution suspend operation of the whole or any part of these provisions, or substitute any part or parts hereof with different provisions.

#### **2 Electoral College**

- 2.1 For the purpose of the election of the Archbishop, there shall be an Electoral College ("the Electoral College") composed of the following persons:
  - 2.1.1 All active bishops of the Province (except the retiring Archbishop and any Diocesan Bishop whose Diocese has elected a Bishop Co-adjutor to succeed him) herein referred to as the House of Bishops ("House of Bishops", such definition of the House of Bishops being exclusively for the purpose of this Canon only);
  - 2.1.2 All clergy delegates of diocesan or missionary diocesan synods and council clergy members of missionary areas herein referred as the House of Clergy ("House of Clergy"), such definition of the House of Clergy is exclusively for the purpose of this Canon only; and

- 2.1.3 All lay delegates of diocesan or missionary diocesan synods and council lay members of missionary areas herein referred as the House of Laity ("House of Laity"), such definition of the House of Laity is exclusively for the purpose of this Canon only.
- 2.2 The Archbishop incumbent or his appointee shall be Chairman of the Electoral College.
- 2.3 The General Secretary of the General Synod shall be the Honorary Secretary of the Electoral College.
- 2.4 The Chancellor of the Church shall be the Parliamentarian at all meetings or sessions of the Electoral College for the election of the Archbishop

### **3 Candidates**

- 3.1 All incumbent Diocesan Bishops, Missionary Diocesan Bishops, and Bishop Co-adjutors of the Province, subject to the requirement as stipulated in paragraph 3.2 hereinbelow, shall be the candidates in an election of the Archbishop; provided that in case a Diocese has both a Diocesan Bishop and a Bishop Co-adjutors at the time of the election, the Diocesan Bishop of that Diocese shall not be a candidate in the election.
- 3.2 Unless a candidate if so elected shall be able to hold office and exercise the duties and functions appertaining to the office of the Archbishop for a minimum of six (6) years beginning from the date of his election, he shall not be eligible to be a candidate in an election of the Archbishop.

### **4 Election**

- 4.1 The Chairman of the Electoral College may convene meetings or sessions for all members of the Electoral College to elect the Archbishop.
- 4.2 Usual notice of meeting as the case for convening a meeting of the General Synod shall be given by the Honorary Secretary of the Electoral College to all members of the Electoral College.

- 4.3 Voting shall be held separately in the House of Bishops, House of Clergy and the House of Laity. Voting shall be in the form of secret ballots. No proxy voting shall be allowed. Members of the Electoral College must be present in person to cast votes. The computation of the majority of votes hereinafter provided must be based on the respective total numbers of membership of the three respective Houses and not votes of members present and voting.
- 4.4 The candidate shall be declared elected the Archbishop if he shall receive the highest votes which must be a simple majority of more than half of the votes received in his favour in all three respective Houses of the Electoral College.
- 4.5 In the event the requirement of simple majority not being achieved in the first round of voting, then the two (2) same candidates with the highest and the next to the highest number of votes in the first round of voting in all three Houses shall be eligible for the second round of voting. The candidate shall be declared elected the Archbishop if he shall receive the higher votes which must be a simple majority of more than half of the votes received in his favour in all three respective Houses of the Electoral College in the second round of voting. In the event only one (1) candidate receives the highest or second highest votes in all three Houses of the Electoral College in the first round of voting, he shall be the only candidate eligible to proceed to the third round of voting.
- 4.6 In the event of equal number of votes in any of the three Houses making it impossible to cut down the number of candidates to meet the number of candidates as required by the provisions hereinbefore set out for subsequent round of voting, a special round of voting (such round of voting shall not be counted as a round of voting as herein elsewhere provided) shall be conducted to determine the candidate or candidates who shall proceed to the next round of voting. In the event of equality of votes occurring, the matter shall be settled by the drawing of lots.
- 4.7 In the event if neither of the remaining two candidates obtain the simple majority required in all three respective Houses of the Electoral College in the second round of voting, then the candidate with the highest number of votes in all of the three Houses shall be eligible to proceed to the third round of voting.

- 4.8 In any event if the three Houses of the Electoral College have different sets of candidates in a round of voting, then the election shall be terminated. The Chairman of the Electoral College may call for another election of the Archbishop after a lapse of six (6) months.
- 4.9 In the event if no candidate obtains the simple majority required in all three respective Houses of the Electoral College after the sixth(6) round of voting, then the election shall be terminated and the Chairman of the Electoral College may call for another election of the Archbishop after a lapse of six (6) months.
- 4.10 Subject to the above, the Hong Kong Sheng Kung Hui Standing Orders shall be observed in meetings or special sessions of the Electoral College for the deliberation on the candidates for the election of the Archbishop.

**5. Confirmation of Result of the Election of the Archbishop**

Result of the election of the Archbishop shall be confirmed by the General Synod within one month from the date of the election and shall be promptly reported to the Registrar of the Church.”

## **CANON FOUR**

### **ELECTION OF DIOCESAN BISHOPS**

#### **1 Ecclesiastical Authority**

- 1.1 In the event of a vacancy or an anticipated vacancy in the office of a Diocesan Bishop in any one of the Dioceses, the synod of the Diocese concerned shall have the ecclesiastical authority to call an extraordinary meeting in accordance with the provisions of its Constitution.
- 1.2 A clergy of the Church or of a church in full communion with the Church, who is of good standing and sound learning, shall be eligible to be nominated as candidate.

#### **2 Electoral College**

For the purpose of the election of the Diocesan Bishop, the Diocesan Synod shall establish an Electoral College (“the Electoral College”) composed of the following persons:

- 2.1 All licensed clerics (including the Archbishop and the Bishops) of the Province (“House of Clergy”, such definition of the House of Clergy being exclusively for the purpose of this Canon only);
- 2.2 All lay members of the Diocesan Synod of the Diocese whose see is or will be vacant, and the lay representatives of the other Dioceses, Missionary Dioceses, and Missionary Areas in the General Synod (“House of Laity”, such definition of the House of Laity being exclusively for the purpose of this Canon only).

#### **3 Procedure for the Election of a Bishop**

##### **3.1 Nomination**

- 3.1.1 The Diocesan standing committee of the Diocese concerned shall appoint four (4) clergy and four (4) laymen to be members of the Nominating Committee.

- 3.1.2 In making such appointment, the Diocesan Standing Committee shall ascertain the intention of the clergy candidates in being candidates for the election. All clergy members who have declared no intention of being candidates for the election, thus appointed to be members of the Nominating Committee, shall thereafter be debarred from being candidates for such election.
- 3.1.3 The bishop of the Diocese concerned for the time being or his commissary shall appoint one (1) of the members to serve as chairman of the Nominating Committee.
- 3.1.4 Candidates nominated by the Nominating Committee shall not exceed the number of three (3) and election meeting shall be held not later than four (4) weeks after the publication of the names of the candidates.
- 3.1.5 Nomination by any five (5) members of the diocesan synod concerned or by the vestry of any Parish shall be accepted within ten (10) days of the publication of the nominees by the Nominating Committee.
- 3.1.6 No member of the Diocesan synod shall be allowed to nominate more than one candidate.
- 3.1.7 Documents in support of nomination:
- 3.1.7.1 letter signifying the Nominee's consent to be nominated;
  - 3.1.7.2 concise particulars of the Nominee;
  - 3.1.7.3 signature of the chairman of the Nominating Committee or the five (5) nominators or the signature of the secretary of the vestry of the Parish making the nomination together with the certified copy of the minutes of the vestry meeting approving the nomination; and
  - 3.1.7.4 any other information deemed relevant by the Nominating Committee or the standing committee.

3.1.8 Adequate copies of the statement containing concise particulars of nominees and reasons supporting nomination shall be supplied by nominators for distribution to all members of the Electoral College.

3.1.9 Information on candidates shall be sent by the diocesan standing committee to members of the Electoral College not less than seven (7) days before the date set for the election.

### 3.2 Discussion

Apart from reading out the particulars of the nominee, there shall be no discussion in respect of the nomination.

### 3.3 Voting

3.3.1 Voting shall be held separately in the house of clergy and the house of laity, and a two-thirds majority in each house of those present and voting shall be required for election.

3.3.2 Voting shall be in the form of secret ballot. In each round of voting, a member of the Electoral College can cast one (1) vote only.

3.3.3 In the event of the required two-thirds majority not being achieved in any one of the two (2) houses of the Diocese after conducting three (3) rounds of voting, then the four (4) candidates with the highest numbers of votes in the latest round of voting shall be eligible to proceed for the next round of voting.

3.3.4 In the event of the required two-thirds majority not being achieved in either of the houses of the Diocese at the fourth rounds of voting, then the three (3) candidates with the highest numbers of votes shall be eligible to proceed to the next round of voting.

- 3.3.5 In the event of the required two-thirds majority not being achieved in either of the houses of the Diocese at the fifth round of voting, then the two (2) candidates with the highest numbers of votes shall be eligible to proceed to the next round of voting.
- 3.3.6 In the event of the required two-thirds majority not being achieved in either of the houses of the Diocese at the sixth round of voting, then the candidate with the highest number of votes shall be eligible to proceed to the next round of voting.
- 3.3.7 In the event of the required two-thirds majority not being achieved for the remaining candidate in either of the houses, voting shall be repeated. The candidate shall only be elected if two-thirds majority votes are obtained at both houses of the Diocese.
- 3.3.8 In the event of equal number of votes in any of the two houses making it impossible to cut down the number of candidates to meet the numbers of candidates as required by provisions herein before set out for subsequent round of voting, a special round of voting shall be conducted to determine the candidate or candidates who shall proceed to the next round of voting. In the event of equality of votes occurring, the matter shall be settled by the drawing of lots.
- 3.3.9 In any event if the two houses of the Diocese have two different sets of candidates without any common candidate, then the election shall be terminated. The Diocese may call for another nomination three (3) months after the election.
- 3.3.10 In the event if the remaining candidate fails to obtain the two-thirds majority required in both houses of the Diocese after ten (10) rounds of voting, then the election shall be terminated, and the Diocese may call for another nomination three (3) months after the election.



**4 Confirmation of Result of the Election of a Bishop**

4.1 When a person shall have been so elected in a Diocesan synod, a testimonial shall be given in the following form signed by a majority of clergy and laity who were present at the synod:

**Testimonial**

In the Diocesan Synod of ..... on the ..... day of ..... in the year ..... the Reverend ..... was in accordance with the Canons of the Hong Kong Sheng Kung Hui elected Bishop of the Diocese of ..... and we furthermore declare that we believe him to be a man well learned and godly, wise and virtuous, fitted to bear the office of a Bishop to the glory of God and the edifying of the Holy Catholic Church, and to be a wholesome example to the flock of Christ.

(Signatures) .....  
 Clergy and Lay Delegates  
 Diocesan Synod of .....

Date .....

Chairman or executive secretary of the Diocesan synod shall send a copy of the above testimonial certified by their signatures to the Archbishop.

4.2 The Archbishop shall then submit the name of the priest so elected to the House of Bishops for its assent and confirmation of such election result.

4.3 When the House of Bishops has given its assent and confirmation of such election result, the Archbishop shall give notice to the person elected that his election has been duly confirmed, and his consent having been received, the Archbishop shall take action for the consecration of the bishop-elect by at least three (3) bishops of the Anglican Church.

- 4.4 The bishop-elect before his consecration shall sign the Declaration set forth as below:—

**Declaration**

“I believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary to salvation, and I solemnly promise to conform to the doctrine, discipline, and worship of the Hong Kong Sheng Kung Hui.”

(Signed) .....  
Diocesan Bishop-elect

Date .....

- 4.5 In all cases the Archbishop and the Standing Committee shall satisfy themselves that the stipend of the bishop-elect is adequately and duly guaranteed before proceeding to his consecration.

**5 Election of Diocesan Bishop by the General Synod**

- 5.1 If for any reason the Diocesan synod does not desire to exercise its right to elect a bishop, it may delegate its right to the General Synod by passing a resolution to that effect by a two-thirds majority, and informing the Archbishop of its action.
- 5.2 The Archbishop having received the resolution shall take measures to secure the election of a bishop by the General Synod.
- 5.3 Result of the election of a bishop by the General Synod shall be final and accepted by the Diocese concerned.

**6 Time Limit for the Election of a Diocesan Bishop**

- 6.1 The Diocesan Synod shall proceed with due diligence to elect a bishop to fill a vacant see of the Diocese, and in any event a new bishop is to be elected no later than two (2) years from the date of the occurrence of the vacancy.

6.2 If for any reason Paragraph 6.1 hereinabove is not complied with, the House of Bishops shall have the ecclesiastical authority to appoint a bishop for the Diocese concerned, and such appointment by the House of Bishops shall be final and binding upon that Diocese.

**7 Reporting of the Results of the Election**

Results of the election shall be promptly reported by the Diocese concerned to the House of Bishops and to the Registrar of the Church.

## **CANON FIVE**

### **ELECTION OF BISHOP CO-ADJUTOR**

#### **1. Ecclesiastical Authority**

- 1.1 In the event of a prospective retirement, a Diocesan Bishop shall ask the Standing Committee of the diocese concerned to initiate the procedure for the election of a Bishop Co-adjutor not earlier than eighteen (18) months and not later than six (6) months prior to the proposed date of his retirement.
- 1.2 The Standing Committee of the diocese concerned shall then have the ecclesiastical authority to call an extraordinary meeting of the Synod in accordance with the provisions of its constitution.
- 1.3 The eligibility for candidacy in the election of a Diocesan Bishop set out in Paragraph 1.2 of Canon 4 shall be applied to regulate the eligibility for candidacy in the election of a Bishop Co-adjutor.
- 1.4 The method of election of a Diocesan Bishop set out in Paragraph 1.3 of Canon 4 shall be applied to regulate the method of election of a Bishop Co-adjutor.

#### **2. Procedure for the election of a Bishop Co-adjutor**

The procedure for the election of Diocesan Bishops set out in Article 2 of Canon 4 shall be applied to regulate the election of the Bishop Co-adjutor.

**3. Confirmation of Results of the Election of a Bishop Co-adjutor**

3.1 When a person shall have been so elected in a Diocesan Synod as the Bishop Co-adjutor, a testimonial shall be given in the following form signed by a majority of the clergy and laity who were present at the synod:

**Testimonial**

In the Diocesan Synod of ..... on the ..... day of ..... in the year ..... the Reverend ..... was in accordance with the Canons of the Hong Kong Sheng Kung Hui elected Bishop Co-adjutor of the Diocese of ..... And we furthermore declare that we believe him to be a man well learned and godly, wise and virtuous, fitted to bear the office of a Bishop to the glory of God and the edifying of the Holy Catholic Church, and to be a wholesome example to the flock of Christ.

(Signatures) .....  
Clergy and Lay Delegates  
Diocesan Synod of .....

Date .....

3.2 The Chairman and the executive secretary of the diocesan synod shall send a copy of the above testimonial certified by their signatures to the Archbishop.

3.3 Upon receipt of the testimonial the Archbishop shall procure the performance of the procedure set out in paragraphs 3.2 to 3.6 of Article 3 of Canon 4 and the Bishop Co-adjutor shall be substituted for and regarded as the bishop-elect of the diocese concerned.

**4. Consecration of the Bishop Co-adjutor and Enthronement as the Diocesan Bishop**

- 4.1 The elected Bishop Co-adjutor shall be consecrated as soon as possible and shall take office as such and shall perform the duties as arranged and directed by the diocesan bishop of the diocese concerned.
- 4.2 Unless otherwise defrocked in accordance with the provisions of the Constitution of the Church, the Bishop Co-adjutor, shall succeed upon any vacancy of the diocesan bishop office and be enthroned as the diocesan bishop of the diocese concerned as soon as possible.

**5. Election of the Bishop Co-adjutor by the General Synod**

- 5.1 If for any reason either the diocesan synod of the diocese concerned or its Standing Committee does not desire to exercise its rights to elect the Bishop Co-adjutor upon being requested by its bishop so to do, it may delegate its rights to the General Synod and accordingly inform the Archbishop of its desire and its request to the General Synod to arrange for such election.
- 5.2 The Archbishop having received the request shall take measures to secure the election of the Bishop Co-adjutor by the General Synod.
- 5.3 The General Synod may follow the procedure set out in Canon 5 or prescribe its own procedure in organizing the election.
- 5.4 Result of the election of the Bishop Co-adjutor by the General Synod shall be final and accepted by the diocese concerned.

## **CANON SIX**

### **MEETINGS OF THE GENERAL SYNOD**

#### **1 Standing Orders**

- 1.1 The General Synod shall have the right to adopt standing orders and rules to regulate proceedings of its meetings;
- 1.2 The Standing Orders may be amended from time to time by the General Synod at its meetings by a Special Resolution; and
- 1.3 The Standing Orders may be relaxed in such manner or suspended at any meeting of the General Synod by a resolution passed by a two-thirds majority vote at the meeting.

#### **2 Chairman of Meetings**

- 2.1 As provided in the Constitution, the Archbishop shall be the chairman of the General Synod and as such shall chair all its meetings;
- 2.2 The Archbishop may appoint the vice-chairman or any member of the General Synod to be chairman of any of its meetings; and
- 2.3 The chairman of meeting so appointed by the Archbishop shall enjoy the same powers as the Archbishop would enjoy as chairman of the General Synod in presiding the proceedings of the meeting of the General Synod.

#### **3 Secretary of the Meetings**

- 3.1 The General Secretary shall be secretary of meetings of the General Synod;
- 3.2 The secretary of meetings shall be responsible for:—
  - 3.2.1 ensuring that minutes and records of all meetings are properly kept and published for circulation and adoption by the meetings as soon as possible after the conclusion of the subject meetings;

- 3.2.2 keeping and preservation of all papers, memorials and other documents used in the meetings;
- 3.2.3 conducting all correspondence for the meetings;
- 3.2.4 examining and verifying credentials of all delegates;
- 3.2.5 preparing and keeping of complete records of delegates to the General Synod;
- 3.2.6 keeping the time of meetings;
- 3.2.7 passing on to his successor in office all documents and records pertaining to the meetings of the General Synod which are in his possession, custody and control.

#### **4 Recording Secretaries**

- 4.1 Two Recording Secretaries, one each for the Chinese and the English Language, shall be appointed in the manner as set out in the Standing Orders.
- 4.2 Recording Secretaries shall act under the direction of the General Secretary and work closely with the Business Committee.
- 4.3 Recording Secretaries shall be responsible for the keeping of minutes and records of meetings of the General Synod.

#### **5 The Business Committee**

- 5.1 The Business Committee shall be a committee under the General Synod acting under the direction of the Standing Committee to:
  - 5.1.1 assist the Standing Committee in preparing for the convening of meetings of the General Synod;
  - 5.1.2 assist the General Secretary in receiving and compiling reports of all relevant committees and bodies, dispatching the same to the delegates of the General Synod at least fourteen (14) days before scheduled dates of the subject meetings;



- 5.1.3 assist the General Secretary in the publication of the agenda and programme of meetings, together with all supporting documents and papers;
  - 5.1.4 prepare the venue for meetings;
  - 5.1.5 provide all logistical support to meetings;
  - 5.1.6 assist the General Secretary in the publication of minutes of the meetings;
  - 5.1.7 make preparation for and assist in the conduct of all elections of the General Synod as well as the Province; and
  - 5.1.8 assist in the maintenance of good and orderly conduct in all meetings.
- 5.2 Chairman of the Business Committee shall be appointed by the Archbishop.
- 5.3 Apart from the Chairman of the Business Committee, the Business Committee shall have five (5) members who shall be elected by delegates of the General Synod at the first session of meeting.
- 5.4 Tenure of the members of the Business Committee shall be from the close of the meeting of the General Synod in which the Business Committee was appointed and elected as the case may be to the close of the next ordinary meeting of the General Synod.
- 5.5 Secretary of the Business Committee shall be elected by members from amongst themselves.
- 5.6 Three (3) members present shall constitute quorum of meeting of the Business Committee.
- 5.7 The Business Committee may co-opt not more than 3 members.

## **6 Nomination Committee**

- 6.1 The Nomination Committee shall be a committee under the General Synod to:

- 6.1.1 request nomination or recommendations from the Dioceses and other relevant bodies for qualified and suitable candidates for election to committees and sub-committees of the Province;
  - 6.1.2 recommend and compile lists of candidates for election to committees and sub-committees of the Province;
  - 6.1.3 submit such lists of candidates to the General Secretary of the General Synod at least seven (7) days before the date of the scheduled election; and
  - 6.1.4 publish lists of candidates for the election to the committees and sub-committees.
- 6.2 Chairman of the Nomination Committee shall be appointed by the Archbishop.
- 6.3 Apart from the Chairman of the Nomination Committee, the Nomination Committee shall have four (4) members who shall be elected by delegates of the General Synod at the first session of meeting.
- 6.4 Secretary of the Nomination Committee shall be elected by the Nomination Committee from amongst themselves. The secretary shall keep record of decisions of Committee and shall pass the same to the Secretary General for safe custody.
- 6.5 Members of the Nomination Committee shall take office after the close of the ordinary meeting of the General Synod in which they are elected until the close of the ensuing ordinary meeting of the General Synod.
- 6.6 Three (3) members present shall constitute quorum of meeting of the Nomination Committee.
- 6.7 Chairman of the Nomination Committee may write to the executive secretary or Secretary General of the Dioceses and request short biographies of each of the delegates from the respective Dioceses to the General Synod which may be used as reference material for members of the Nomination Committee.

## CANON SEVEN

### THE STANDING COMMITTEE OF THE GENERAL SYNOD

#### 1 Terms of Reference

- 1.1 The Standing Committee shall be an advisory as well as executive body to the House of Bishops of the Province on all matters concerning the well-being of the Province and in particular the Standing Committee shall advise the House of Bishops on all matters referred by the House of Bishops for its advice which shall include but not limited to:
  - 1.1.1 appointment of clergy to fill vacancies in the offices of the Province;
  - 1.1.2 appointment of laymen to positions in the Province;
  - 1.1.3 recommendation of candidates for appointment by the Archbishop as the Chancellor of the Province;
  - 1.1.4 recommendation of candidates for appointment by the Archbishop as the Secretary General of the Province;
  - 1.1.5 recommendation of candidates for appointment by the Archbishop as the Registrar of the Province.
  - 1.1.6 In the event of any casual vacancy occurring in the membership of any Provincial committees, boards or standing commissions, and such member being an appointee elected by the General Synod, the Standing Committee shall elect (a) representative(s) from the respective House(s) to fill the vacancy.
- 1.2 The Standing Committee shall also act as executive committee of the General Synod.
- 1.3 The Standing Committee shall perform functions and powers as set out in the Constitution of the Province.

## **2 Organisation**

2.1 The Standing Committee of the General Synod of the Province shall be comprised of the following members:

- 2.1.1 the Archbishop;
- 2.1.2 the Diocesan Bishops;
- 2.1.3 the Diocesan archdeacons;
- 2.1.4 the Chancellor;
- 2.1.5 the General Secretary of the General Synod;
- 2.1.6 the Honorary Treasurer and Associate Honorary Treasurer;
- 2.1.7 the Secretary General of the Province;
- 2.1.8 six (6) clergy elected by clerical delegates of the General Synod; and
- 2.1.9 nine (9) laymen elected by lay delegates of the General Synod.

## **3 Office-bearers**

Office-bearers of the Standing Committee shall consist of:

- 3.1 a chairman who shall be the Archbishop of the Province;
- 3.2 a vice-chairman who shall be either the Commissary of the Archbishop or a member of the Standing Committee so appointed by the Archbishop;
- 3.3 a secretary who shall be the General Secretary;
- 3.4 a treasurer who shall be the Honorary Treasurer; and

- 3.5 other officers to be appointed from time to time by the Standing Committee as and when required for the better functioning of the Standing Committee.

#### **4 Election of Members**

- 4.1 With the exception of ex-officio members, election of members of the Standing Committee shall be in accordance with provisions regulating election under the Standing Orders of the Province.
- 4.2 With the exception of ex-officio members, casual vacancies occurring in the Standing Committee shall be filled by the Standing Committee.

#### **5 Meetings**

- 5.1 The Standing Committee shall meet as often as required for the proper performance of its duties.
- 5.2 The Standing Committee shall meet no less than four (4) times every year.
- 5.3 Simple majority of the Standing Committee present in person shall constitute quorum of meeting.

#### **6 Preparation for the Meetings of the General Synod**

In preparation of the meetings of the General Synod, the Standing Committee shall be responsible for:

- 6.1 securing the election of all delegates to the General Synod to have been completed by relevant Dioceses and bodies at least two (2) months before the scheduled date of meeting of the General Synod;
- 6.2 collecting and compiling reports of all committees of the General Synod for submission to general meeting of the General Synod;
- 6.3 approving publications such as reports, agenda and programmes of meetings of the General Synod; and

- 6.4 arranging for the dispatch of relevant notices convening the meetings at least fourteen (14) days before the scheduled date of the meeting.

## CANON EIGHT

### THE PROVINCIAL FINANCE BOARD

#### 1 Terms of Reference

- 1.1 The Provincial Finance Board shall be a body to advise and manage the finance of the Province and in particular the Board shall advise the General Synod and its Standing Committee on all matters referred by them for its advice which shall include but not limited to:—
  - 1.1.1 plan and raise revenue of the Province and to collect payments from the Dioceses, Missionary Dioceses and Missionary Area of the Province;
  - 1.1.2 take charge of and manage the finance of the Province including investments;
  - 1.1.3 administer the Clergy Pension Fund and other funds established within or entrusted to the Province;
  - 1.1.4 keep and maintain the accounts of the Province and present financial reports to the General Synod and its Standing Committee;
  - 1.1.5 receive and consider financial reports of each of the Dioceses, Missionary Dioceses and Missionary Area; and give comments and suggestions for improvement, if appropriate; and
  - 1.1.6 perform any other duties assigned to it by the General Synod and its Standing Committee.
- 1.2 The Provincial Finance Board shall also make the necessary arrangements for the internal audit of the various elements of the Province.
- 1.3 The Provincial Finance Board shall also act as adviser on financial investment to the various bodies within the Province.

## **2 Organisation**

2.1 The Provincial Finance Board shall comprise of the following members:—

- 2.1.1 the Archbishop or his representative;
- 2.1.2 each Diocesan Bishop or his representative;
- 2.1.3 the Diocesan archdeacons;
- 2.1.4 the Honorary Treasurer and Associate Honorary Treasurer;
- 2.1.5 the General Secretary of the General Synod;
- 2.1.6 the Secretary General of the Province;
- 2.1.7 the General Secretary of each Diocese; and
- 2.1.8 eight (8) members elected by delegates of the General Synod.

## **3 Office-Bearers**

Office-bearers of the Provincial Finance Board shall consist of:—

- 3.1 a chairman who shall be the Archbishop or his appointee;
- 3.2 a vice-chairman who shall be the Honorary Treasurer;
- 3.3 a secretary who shall be elected by members of the Provincial Finance Board amongst themselves; and
- 3.4 any other officer-bearers to be appointed from time to time by the Provincial Finance Board as and when required for the better functioning of the Board.



#### **4 Election of Members**

- 4.1 With the exception of ex-officio members, election of members of the Provincial Finance Board shall be in accordance with provisions regulating election under the Standing Orders of the Province.
- 4.2 Casual vacancies amongst the eight (8) elected members of the Provincial Financial Board shall be filled by the Provincial Finance Board from delegates to the General Synod.

#### **5 Meetings**

- 5.1 The Provincial Finance Board shall meet at least three (3) times in any calendar year.
- 5.2 Seven (7) members present in person shall constitute quorum of meeting. If quorum is not constituted within half an hour from the time stipulated for the commencement of the meeting, that meeting shall stand adjourned to the same time seven (7) days thereafter and members present at the adjourned meeting shall constitute quorum of meeting notwithstanding the provisions set out in paragraph 5.1 hereof.
- 5.3 Secretary of the Provincial Finance Board shall keep and preserve minutes of meetings of the Provincial Finance Board and shall pass on the same to the General Secretary for safe custody.
- 5.4 The Archbishop may appoint any member of the Provincial Finance Board to chair any meeting of the Board.

#### **6 Operation of the Board**

- 6.1 All money (apart from that held in the name of trust or designated funds) of the Province shall be deposited with banks or financial institutions pursuant to directions by the Board;
- 6.2 All bank accounts shall be opened in the name of "Hong Kong Sheng Kung Hui";

- 6.3 Cheques issued by the Province or by the Board shall be signed by two (2) authorised signatories, one of whom shall be the Treasurer or Assistant Treasurer, if one is appointed. Authorised signatories of bank accounts of the Province shall be those designated by the Board;
- 6.4 Accounts of the Province shall be audited annually by a firm of certified public accountants to be appointed from time to time by the General Synod.

## **7 Appointment of Committees**

- 7.1 The Board may appoint committees consisting of members of the Board and co-opt members to advise on specific areas of its activities.
- 7.2 In all committees to be appointed by the Board, the number of co-opted members shall not be in excess of one-third of its total membership.
- 7.3 In appointing a committee, the Board shall specify its terms of reference in writing and the frequency of reporting by the committee of its work to the Board.

## **CANON NINE**

### **THE FORMATION AND ADMINISTRATION OF MISSIONARY DIOCESES**

#### **1 Definition**

In this Canon unless the context otherwise requires:—

- 1.1 “Commission” means the “The Standing Commission for Mission of the Hong Kong Sheng Kung Hui”.
- 1.2 “Standing Committee” means the Standing Committee of the General Synod of the Hong Kong Sheng Kung Hui.
- 1.3 “Synod” means the synod of the Missionary Diocese.
- 1.4 “Council” means the council of the Missionary Diocese.

#### **2 Proposal**

The proposal to form a new Missionary Diocese shall be initiated by a Canon of the Province which Canon in its schedule shall provide for a constitution for such a Missionary Diocese.

#### **3 Provisions**

The following provisions shall be deemed incorporated in the constitution of any new Missionary Diocese unless inconsistent with the initiating Canon or the Constitution in its schedule but the provisions shall not by reason of this Section be deemed incorporated in the constitution of any existing Missionary Diocese.

- 3.1 The bishop of the Missionary Diocese shall be nominated by the House of Bishops and confirmed by the General Synod.
- 3.2 The bishop of the Missionary Diocese shall constitute a council in such a manner as shall be acceptable to the Standing Committee until such time when it is possible to constitute a synod in the manner stipulated by the Constitution and Canons of the Province.

- 3.3 A budget of finances of the Missionary Diocese for the ensuing three (3) years shall be prepared by its Synod, if it has no synod by its Council, subject to the advice of the Commission, shall be submitted to the Standing Committee for approval, and reported to the General Synod.
- 3.4 An annual statement of income and expenditure and balance sheet shall be forwarded by the Missionary Diocese to the Standing Committee by the Missionary Diocese.
- 3.5 A three-year development plan shall be forwarded by the Missionary Diocese to the Standing Committee.
- 3.6 The constitution of any new Missionary Diocese shall not be altered until a resolution approving such alteration has been passed by the Standing Committee.

#### **4 In the Event of Vacancy of Missionary Diocesan Bishop**

Whenever the office of bishop of a Missionary Diocese shall become vacant, the Archbishop or a Diocesan Bishop nominated by the Archbishop shall take up all responsibilities of the office as acting bishop until a new bishop shall be appointed in the manner provided in this Section (3) hereof.

#### **5 Contribution to the Province**

A Missionary Diocese (unless otherwise recommended by the General Synod), just as any other Diocese, shall contribute to the Province an assessment which assessment is to provide for such costs of the remuneration, travelling and residential accommodation of a bishop of a Missionary Diocese and any incidental costs of running such Missionary Diocese as is determined in each case by General Synod on the recommendation of the Standing Committee. The method of payment of the assessment shall be determined by the General Synod.

## 6 Qualifications of a Missionary Diocese

- 6.1 A Missionary Diocese shall become an integral part of the Province:
  - 6.1.1 When it meets requirements basic to the definition of a diocese and its boundary has been defined to the satisfaction of the General Synod; and
  - 6.1.2 When it possesses a representative diocesan synod recognised as such by the General Synod consisting of its bishop, clergy and laity, similar as far as possible, to the General Synod in constitution and mode of procedure.
- 6.2 Where a Missionary Diocese has a Synod, it may apply to General Synod to become a Diocese:
  - 6.2.1 Such application shall be initiated by a motion to that effect passed by all houses of the Synod of the Missionary Diocese.
  - 6.2.2 The General Synod, in so far as it has power to that effect and subject to any conditions and restrictions contained in related Section of the Constitution, may resolve that the Missionary Diocese be a Diocese.

## **CANON TEN**

### **DIOCESAN ARCHDEACON**

#### **1 Appointment**

A diocesan archdeacon shall be appointed by the Diocesan Bishop concerned.

#### **2 Duties**

Every archdeacon shall within his archdeaconry and/or within his special area of appointment,

- 2.1 carry out his duties under the Diocesan Bishop;
- 2.2 assist the Diocesan Bishop in his pastoral care and office;
- 2.3 see that all parishes and all such as hold any ecclesiastical office within the same perform their duties with diligence; and
- 2.4 bring to the Diocesan Bishop's attention what calls for correction or merits praise.

## **CANON ELEVEN**

### **THE CHANCELLOR**

#### **1 Appointment**

- 1.1 The Chancellor of the Church shall be appointed by the Archbishop in consultation with the Standing Committee.
- 1.2 Qualifications of the Chancellor are as those set out in Section (14.1) of the Constitution.
- 1.3 In making the appointment the Archbishop shall specify the term for which the Chancellor is being appointed.

#### **2 Duties**

It shall be the duties of the Chancellor to:—

- 2.1 Serve as adviser to the Archbishop in relation to all legal issues;
- 2.2 Discharge all responsibilities assigned to him under the law and pursuant to the provisions of the Constitution, Canons and By-laws; and
- 2.3 Provide advice or arrange for advice to be given to the Church or any of its Dioceses, Missionary Dioceses, Missionary Area, Parishes, Mission Churches, schools, organisations, or bodies.

## CANON TWELVE

### THE REGISTRAR

#### 1 Appointment

- 1.1 The Registrar of the Church shall be appointed by the Archbishop in consultation with the Standing Committee of the General Synod.
- 1.2 Qualifications of the Registrar are as those set out in Section (14.2) of the Constitution.
- 1.3 In making the appointment the Archbishop shall specify the term for which the Registrar is being appointed.

#### 2 Duties

It shall be the duties of the Registrar to:

- 2.1 receive all journals, files, papers, reports, and other documents or articles that are, or shall become, property of the General Synod, and keep the same in safe custody;
- 2.2 procure a suitable Book, and to enter therein record of ordinations and consecrations of all bishops of the Church, designating accurately the time and place of the same, with the names of the consecrating bishops, and of others present and assisting; to have the same authenticated in the fullest manner practicable; and to take care for the similar record and authentication of all future ordinations and consecrations of bishops in the Church. Due notice of the time and place of such ordinations and consecrations shall be given by the Archbishop to the Registrar; and thereupon it shall be his duty to attend such ordinations and consecrations, either in person or by deputy;



- 2.3 prepare, in such form as the House of Bishops shall prescribe, Letters of Ordination and Consecration in duplicate; and he shall have the same immediately signed and sealed by the ordaining and consecrating bishops, and by such other bishops assisting as may be practicable; and he shall deliver to the newly consecrated bishop one of the said Letters, and shall carefully file the other among the papers in his custody, and make a minute thereof in his Book of Record; and
- 2.4 prepare and present to each session of the General Synod a list of all clergy ordained, received, suspended, removed, deposed, or restored, and of all bishops consecrated, and of all bishops and other clergy who have died; such list to cover the period from the last preceding similar report of the Registrar through the last day of six (6) months immediately preceding each session of the General Synod.

### **3 Documents and Papers to be Delivered to the Registrar**

It shall be the duty of the General Secretary, within six (6) months after the adjournment of the General Synod, to deliver to the Registrar manuscript minutes of the proceedings of the General Synod, together with files, papers, reports, and all other documents. The manuscript minutes shall remain filed until after the adjournment of the second General Synod following that at which such minutes shall have been taken.

### **4 Information to be Sent to the Registrar**

It shall be the duty of the bishop, or, if there be no bishop, of the chairman of the Standing Committee of every Diocese to forward to the Registrar on or before the first day of March in each and every year a report certifying the following information as of the thirty-first day of December in the preceding year:

- 4.1 names of clergy holding a license from the bishop to work in an office in the Parish;
- 4.2 names of clergy licensed by the bishop to officiate, but not yet working in an office in the parish;
- 4.3 names of clergy holding a permit from the bishop to officiate;

- 4.4 names of all persons connected with the Diocese who have been ordained deacons or priests during the preceding twelve (12) months, with the date and place of ordination and name of the bishop ordaining;
- 4.5 names of clergy of the Diocese who have died during the preceding twelve months, with the date and place of death;
- 4.6 names of clergy who have been received during the preceding twelve (12) months, with the date of their reception and the name of the diocese from which received, and, in the case of clergy not received from a diocese of the Church, the date and place of ordination and the name of the bishop ordaining;
- 4.7 names of clergy who have been transferred during the preceding twelve (12) months, with the dates of the Letters Dimissory and of their acceptance, and the name of the diocese to which transferred;
- 4.8 names of clergy who have been suspended during the preceding twelve (12) months, with the date and grounds of suspension;
- 4.9 names of clergy who have been removed or deposed during the preceding twelve (12) months, with the date, place, and grounds of removal or deposition;
- 4.10 names of clergy who have been restored during the preceding twelve (12) months, with the date;
- 4.11 names of deaconess working in an office in the Diocese.

## **CANON THIRTEEN**

### **STANDING COMMISSION**

#### **1 Establishment of Standing Commissions**

- 1.1 The General Synod may, by Canons, establish standing commissions to study and make recommendations to the General Synod on major areas considered to be of continuing concern to the Church.
- 1.2 Such standing commissions shall also make recommendations to the General Synod or to the Standing Committee on policies relating to such major areas considered to be of continuing concern to the Church.
- 1.3 On the direction of the General Synod or the Standing Committee the standing commissions shall also co-ordinate and promote activities on such major areas considered to be of continuing concern to the Church.

#### **2 Composition and Duties**

- 2.1 The General Synod shall specify, by way of Canons, the size, composition and terms of reference as well as duties of the standing commissions.
- 2.2 Standing commissions shall consist of representatives from the House of Bishops, the House of Clergy and the House of Laity.
- 2.3 Terms of reference of standing commissions shall be subject to regular review and shall be adjusted and up-dated to reflect changing needs of the Church.

### **3 Term of Office**

- 3.1 Term of office of all members of the standing commissions shall be the period between the conclusion of the ordinary meeting of the General Synod in which they are elected and the adjournment of the next following ordinary meeting of the General Synod, or the date when their successors in office have been duly elected, whichever is the later.
- 3.2 Members of standing commissions who are retiring from office at any ordinary meeting of the General Synod and are willing to continue to serve shall be eligible for re-election.

### **4 Election of Members of Standing Commission**

- 4.1 In nominating members to standing commissions, the General Synod or the Standing Committee of the General Synod, as the case may be, shall select the candidates by election.
- 4.2 Standing Orders of the General Synod shall be followed in the election of representatives from respective Houses of the General Synod.
- 4.3 In the event of any casual vacancy occurring in the membership of any standing commission, such member being an appointee elected by the General Synod, the Standing Committee shall elect a representative or representatives from such appropriate House(s), as the case may be, to fill the vacancy.

### **5 Appointment of Members of Standing Commissions**

- 5.1 The House of Bishops may appoint members of staff of Church, experts or specialists in the particular areas of concern of a particular standing commission to be additional members of that standing commission.
- 5.2 Such appointed members shall be appointed for a specified term or for a specified project or activity; as such shall not be subject to the same retiring arrangements as herein set out.

## **6 Appointment of Committees and Working Party**

- 6.1 Standing commissions may appoint committees to undertake a special mission or project.
- 6.2 On the appointment of a committee or an ad-hoc working party, the standing commission shall notify the General Secretary of such appointment with details of membership and terms of reference.

## **7 Office-bearers of Standing Commissions**

- 7.1 Upon the conclusion of the General Synod, in subsequent first meetings of the standing commissions, the Archbishop or his commissary shall preside over the meeting and announce or appoint the chairman of the respective standing commissions.
- 7.2 At the first meeting of a new session, members of a standing commission shall elect amongst themselves a vice-chairman and a secretary, who together with the chairman shall be office-bearers of the standing commission.

## **8 Reports of Standing Commissions**

- 8.1 Every standing commission shall prepare its report and submit together with financial statements in respect of all funds held or monies received and disbursed in connection with the work of the standing commission and all other relevant documents to the General Secretary by the first day of July prior to each ordinary meeting of the General Synod and such reports shall be published as part of the agenda documents of such ordinary meeting of the General Synod.
- 8.2 Report of every standing commission shall:
  - 8.2.1 set forth names of its original members and any change in membership;

- 8.2.2 summarise the work of the standing commission including matters studied, recommendations on policy in the area of concern of the standing commission, recommendations for action by the General Synod and draft resolutions proposed for adoption to implement recommendations of the standing commission; and
- 8.2.3 include a detailed report of all receipts and expenditures during the preceding interval since the last ordinary meeting of the General Synod, and the estimated expenditure of the ensuing interval until the next ordinary meeting of the General Synod.

## **CANON FOURTEEN**

### **THE STANDING COMMISSION FOR MISSION**

#### **1 Name**

This standing commission shall be known as “The Standing Commission for Mission of the Hong Kong Sheng Kung Hui” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:

- 2.1 the Archbishop, or a member of the Church appointed by the Archbishop, who shall be chairman of the Commission;
- 2.2 Diocesan Bishops or their respective representatives;
- 2.3 Missionary Diocesan Bishops or their respective representatives;
- 2.4 three (3) clergy members to be nominated by the House of Clergy;
- 2.5 three (3) lay members to be nominated by the House of Laity;
- 2.6 the Mission Officer of the Province (if one is appointed by the Church);
- 2.7 the priest-in-charge of the Missionary Area;
- 2.8 the Secretary General of the Province; and
- 2.9 not more than three (3) other members to be co-opted by the Standing Committee of the General Synod upon the recommendation of the Commission.

#### **3 Objects and Duties**

Objects and duties of the Commission shall be:—

- 3.1 developing mission policies and strategies of the Province;

- 3.2 co-ordinating implementation of these policies and strategies by each Diocese of the Province; and
- 3.3 advising and assisting in the formation and administration of a missionary Diocese.

#### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times every year.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 The Commission shall upon request of the General Secretary of the General Synod submit reports of its work and activities.
- 4.6 Meetings of the Commission may be summoned by the Archbishop or on written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.



## **CANON FIFTEEN**

### **THE STANDING COMMISSION ON CONSTITUTION AND CANONS**

#### **1 Name**

This standing commission shall be known as “The Standing Commission on Constitutions and Canons of the Hong Kong Sheng Kung Hui” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:

- 2.1 the Chancellor, who shall be chairman of the Commission;
- 2.2 the General Secretary of the General Synod;
- 2.3 the Registrar;
- 2.4 one (1) Bishop to be nominated by the House of Bishops;
- 2.5 two (2) clergy members to be nominated by the House of Clergy;  
and
- 2.6 three (3) lay members to be nominated representatives of the House of Laity.

#### **3 Objects and Duties**

Objects and duties of the Commission shall be:

- 3.1 conducting comprehensive reviews of the Constitution and Canons on regular basis with the view of up-dating provisions thereof to cater for and give effect to the continual development of the Church;
- 3.2 reviewing provisions of the Constitution and Canons with respect to their internal consistency and clarity;

- 3.3 on the basis of such review, present proposals of amendments to the Constitution and Canons for the consideration of the Standing Committee of the General Synod, and if thought fit by the Standing Committee, for introduction to the General Synod;
- 3.4 reviewing all proposed amendments to the Constitution and Canons as may be submitted to the General Synod and placing such proposed amendments in proper constitutional or canonical form. If appropriate, the Commission may also express its views on the substance of the proposal directly to the proponent thereof; and
- 3.5 provided that no member of the Commission shall, by reason of membership, be deemed to be disabled from expressing on the floor of the meeting of the General Synod, of which he is member, his personal views with respect to the substance of any such proposed amendments.

#### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times every year.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 Meetings of the Commission may be summoned by the Archbishop or on written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.

## **CANON SIXTEEN**

### **THE STANDING COMMISSION ON LITURGICAL MATTERS**

#### **1 Name**

This standing commission shall be known as “The Standing Commission on Liturgical Matters” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:

- 2.1 one (1) member of the Church appointed by the House of Bishops who shall be chairman of the Commission;
- 2.2 three (3) clergy members to be nominated by the House of Clergy;
- 2.3 three (3) lay members to be nominated by the House of Laity;
- 2.4 the Liturgical Matters Officer (if one is appointed by the Church);  
and
- 2.5 not more than three (3) other members to be co-opted by the Standing Committee of the General Synod upon the recommendation of the Commission.

#### **3 Objects and Duties**

Objects and duties of the Commission shall be:—

- 3.1 advising the Church on all matters in relation to liturgy and religious activities;
- 3.2 collecting and collating material for future revisions of the Book of Common Prayer;
- 3.3 preparing and presenting to the House of Bishops from time to time recommendations concerning the Lectionary and the use of the Psalter for its consideration and adoption;

- 3.4 preparing orders of service as authorized or directed by the House of Bishops;
- 3.5 advising on liturgical uses;
- 3.6 collaborating musical settings of liturgical texts and rubrics;
- 3.7 promoting the writing of new music for liturgical use; and
- 3.8 collecting and collating material for future revisions of the Church hymnal.

#### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times every year.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 The Commission shall upon request of the General Secretary of the General Synod submit reports of its work and activities.
- 4.6 Meetings of the Commission may be summoned by the Archbishop or on written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.

## **CANON SEVENTEEN**

### **THE STANDING COMMISSION ON EDUCATION**

#### **1 Name**

This standing commission shall be known as “The Standing Commission on Education” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:

- 2.1 one (1) member of the Church appointed by the House of Bishops who shall be the chairman of the Commission;
- 2.2 eight (8) members of the Church to be elected by the General Synod;
- 2.3 the Education Officer (if one is appointed by the Church); and
- 2.4 not more than five (5) members may be co-opted by other members of the Commission.

#### **3 Objects and Duties**

Objects and duties of the Commission shall be:—

- 3.1 formulating and promoting all education policies of the Church;
- 3.2 making use of all resources for the promotion of educational affairs of the Church;
- 3.3 co-ordinating education organisations within the Church; and
- 3.4 forming sub-committees, whose members may be co-opted from outside the Committee, conducting the following specialised duties:
  - 3.4.1 planning and development;

- 3.4.2 finance;
- 3.4.3 Christian religious education
- 3.4.4 education administration;
- 3.4.5 church-school relationship;
- 3.4.6 research and work-study; and
- 3.4.7 other necessary business.

#### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times every year.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 Meetings of the Commission may be summoned by the Archbishop or on the written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.

## **CANON EIGHTEEN**

### **THE STANDING COMMISSION ON SOCIAL SERVICES**

#### **1 Name**

This Standing Commission shall be known as “The Standing Commission on Social Services” (hereinafter referred to in this Canon as “the Commission”)

#### **2 Composition**

The Commission shall be made up of:—

- 2.1 a member of the Church appointed by the House of Bishops who shall be the chairman of the Commission;
- 2.2 eight (8) members of the Church to be elected by the General Synod;
- 2.3 the Social Service Officer (if one is appointed by the Church); and
- 2.4 not more than five (5) members may be co-opted by other members of the Commission.

#### **3 Objects and Duties of the Commission**

Objects and Duties of the Commission shall be:—

- 3.1 to advise the Church on its response and directions in relation to social issues;
- 3.2 to recommend to the Church on its policies and strategies in relation to social services;
- 3.3 to discuss, explore or, where appropriate, request research projects be conducted in relation to social issues which the Church is concerned with; and

- 3.4 to entrust the aforesaid policies and strategies to appropriate agencies, organisations or units within the Church for implementation.

#### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times in every year.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 Meetings of the Commission may be summoned by the Archbishop or on the written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.



## CANON NINETEEN

### THE STANDING COMMISSION ON THEOLOGICAL EDUCATION

#### **1 Name**

This standing commission shall be known as “The Standing Commission on Theological Education” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:—

- 2.1 the Archbishop or his commissary, or a member appointed by the Archbishop, who shall be chairman of the Commission;
- 2.2 Diocesan Bishops or one representative appointed by each of the Diocesan Bishops;
- 2.3 Diocesan archdeacons;
- 2.4 Principal of Ming Hua Theological College;
- 2.5 the Director of Religious Education Resource Centre;
- 2.6 two (2) clergy members to be nominated by the House of Clergy and two (2) lay members to be nominated by the House of Laity; and
- 2.7 one (1) representative from each of the Dioceses who are involved in the work of theological training.

### 3 Objects and Duties

The objects and duties of the Commission shall be:—

- 3.1 Formulation and Implementation of Theological Education Policies in the Province:  
Studying needs and trends of education for Holy Order and lay members in the Church, and making recommendations to the House of Bishops, the General Synod and the Standing Committee, the Dioceses, Missionary Areas, Ming Hua Theological College (“the College”), the Religious Education Resource Centre, and other institutions charged with the responsibilities of promoting theological education in the Province, and providing assistance where necessary;
- 3.2 advising and assisting the College, and other institutions of the Church for the training of persons for Holy Order within the jurisdiction of this Church.
- 3.3 promoting continuing co-operation between and among the College and other Anglican theological institutions;
- 3.4 compiling and presenting to each ordinary meeting of the General Synod both a complete statistical report of educational and financial data and a statement of mission and goals, and progress in fulfilling them, for the College and other theological institutions of the Church;
- 3.5 assisting in the enlistment and selection of candidates for Holy Order;
- 3.6 promoting continuing education of clergy;
- 3.7 co-ordinating programmes of lay theological education;
- 3.8 aiding the Standing Commission of Examining Chaplains in the discharge of its responsibilities; and
- 3.9 seeking appropriate financial support for theological education.

#### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times in every year.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 Meetings of the Commission may be summoned by the Archbishop or on the written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.

## **CANON TWENTY**

### **THE STANDING COMMISSION OF EXAMINING CHAPLAINS**

#### **1 Name**

This standing commission shall be known as “The Standing Commission of Examining Chaplains” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:—

- 2.1 the Archbishop or his representative who shall be chairman of the Commission;
- 2.2 Diocesan Bishops or their respective representatives;
- 2.3 Diocesan archdeacons;
- 2.4 two (2) clergy members from the House of Clergy; and
- 2.5 two (2) lay members from the House of Laity to be appointed by the Standing Committee of the General Synod.

#### **3 Objects and Duties**

- 3.1 The Commission is set up for the objects and duties of arranging ordination examination covering subject matters to be directed by the House of Bishops from time to time, conducting, administering, and evaluating such examination in respect of candidates for Holy Order who have been presented to the Commission by their Diocesan Bishop.
- 3.2 The Commission shall receive advice and recommendation for candidates of Holy Order from theological colleges.

## **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet on the dates to be announced by the chairman.
- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 Meetings of the Commission may be summoned by the Archbishop or on the written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.

## **5 Guidelines and Directions**

The Commission may prepare and pronounce guidelines and directions on Ordination Examinations. Such guidelines and directions shall be available to all persons concerned.

## **6 Commission to Report Directly to Diocesan Bishops**

- 6.1 The Commission shall report promptly in writing and on confidential basis to the Diocesan Bishop concerned results of examinations held by the Commission, whether satisfactory or unsatisfactory, making separate reports upon each person examined.
- 6.2 The Diocesan Bishop concerned shall transmit these reports to the standing committee of his Diocese for their reference and recommendation.
- 6.3 The decision on ordination of a candidate to the diaconate or to the priesthood shall be made by the Diocesan Bishop concerned.

## **CANON TWENTY-ONE**

### **THE STANDING COMMISSION ON PASTORAL CARE**

#### **1 Name**

This standing commission shall be known as “The Standing Commission on Pastoral Care” (hereinafter referred to in this Canon as “the Commission”).

#### **2 Composition**

The Commission shall be made up of:—

- 2.1 an appointee of the House of Bishops from members of the General Synod, who shall be chairman of the Commission;
- 2.2 three (3) clergy members to be nominated by the House of Clergy;
- 2.3 three (3) lay members to be nominated by the House of Laity;
- 2.4 not more than three (3) other members to be co-opted by the Standing Committee of the General Synod upon the recommendation of the Commission;
- 2.5 Principal of Ming Hua Theological College;
- 2.6 Director of Religious Education Resource Centre;
- 2.7 the Officer for Pastoral Care of the Province (if one is appointed by the Church);
- 2.8 Editor-in-chief of official publications of the Province; and
- 2.9 Chairperson of Hong Kong Sheng Kung Hui Women's League.

### **3 Objects and Duties**

Objects and duties of the Commission shall be:—

- 3.1 encouraging and assisting in the stimulation, co-ordination, and development of the policy and work of pastoral care, Christian nurture and Christian religious education;
- 3.2 revising its policies of pastoral care, Christian nurture and Christian religious education of the Church periodically;
- 3.3 supporting Dioceses, Missionary Dioceses, Missionary Area, Parishes, Mission Churches, social welfare agencies, schools and other institutions within the Hong Kong Sheng Kung Hui in religious formation;
- 3.4 advising and making available literature, material and equipment necessary for Christian nurture;
- 3.5 initiating and supporting leadership training for lay ministry;
- 3.6 establishing liaison and co-ordination with such bodies relating to promotion and forwarding policy of the work of pastoral care, Christian nurture and Christian religious education;
- 3.7 co-ordinating the work of spreading the Gospel and promoting the work of the Church through mass media; and
- 3.8 providing support for pastoral care in Dioceses, Missionary Dioceses, Missionary Area, Parishes, Mission Churches, social welfare agencies, schools and other institutions within Hong Kong Sheng Kung Hui and external institutions, including hospitals and penal institutions.

### **4 Meetings**

- 4.1 The Commission shall meet so often as required for the proper performance of its duties.
- 4.2 The Commission shall meet for no less than two (2) times every year.

- 4.3 Simple majority of members of the Commission present in person shall constitute quorum of meeting.
- 4.4 The Commission shall elect amongst its members a secretary of the Commission who shall be responsible for keeping minutes of all meetings of the Commission.
- 4.5 The Commission shall upon request of the General Secretary of the General Synod submit reports of its work and activities.
- 4.6 Meetings of the Commission may be summoned by the Archbishop or on the written requisition of any of the Diocesan Bishops of the Province, or by joint request in writing from not less than three (3) members of the Commission.



## **CANON TWENTY-TWO**

### **DIOCESE OF THE CHURCH**

#### **1 The Diocese and Missionary Area of the Church**

The Church shall be constituted of:

- 1.1 The Diocese of Hong Kong Island;
- 1.2 The Diocese of Eastern Kowloon;
- 1.3 The Diocese of Western Kowloon; and
- 1.4 The Missionary Area of Macau; and
- 1.5 Any other dioceses or missionary dioceses or missionary areas which are, or may from time to time, be established in accordance with the Constitution and Canons.

#### **2 The Diocese of Hong Kong Island**

- 2.1 The Diocese of Hong Kong Island shall be constituted of Parishes and Mission Churches within the boundaries as hereinafter defined in these Canons.
- 2.2 The Diocesan Bishop shall, upon the request of the Registrar or his duly authorised officer or upon the occurrence of any change in the constituent Parishes or Mission Churches in the Diocese of Hong Kong Island, supply the Registrar with a list of such constituent Parishes and Mission Churches duly certified by him to be true and correct.
- 2.3 The list of names of constituent Parishes and Mission Churches certified by the Diocesan Bishop of the Diocese of Hong Kong Island and registered with the Registrar shall be the conclusive evidence of such constituent Parishes and Mission Churches of the Diocese of Hong Kong Island.

### **3 The Diocese of Eastern Kowloon**

- 3.1 The Diocese of Eastern Kowloon shall be constituted by Parishes and Mission Churches within the boundaries as hereinafter defined in these Canons.
- 3.2 The Diocesan Bishop shall, upon the request of the Registrar or his duly authorised officer or upon the occurrence of any change in the constituent Parishes or Mission Churches in the Diocese of Eastern Kowloon, supply the Registrar with a list of such constituent Parishes and Mission Churches duly certified by him to be true and correct.
- 3.3 The list of names of constituent Parishes and Mission Churches certified by the Diocesan Bishop of the Diocese of Eastern Kowloon and registered with the Registrar shall be the conclusive evidence of such constituent Parishes and Mission Churches of the Diocese of Eastern Kowloon.

### **4 The Diocese of Western Kowloon**

- 4.1 The Diocese of Western Kowloon shall be constituted by Parishes and Mission Churches within the boundaries as hereinafter defined in these Canons.
- 4.2 The Diocesan Bishop shall, upon the request of the Registrar or his duly authorised officer or upon the occurrence of any change in the constituent Parishes or Mission Churches in the Diocese of Western Kowloon, supply the Registrar with a list of such constituent Parishes and Mission Churches duly certified by him to be true and correct.
- 4.3 The list of names of constituent Parishes and Mission Churches certified by the Diocesan Bishop of the Diocese of Western Kowloon and registered with the Registrar shall be the conclusive evidence of such constituent Parishes and Mission Churches of the Diocese of Western Kowloon.

**5 The Missionary Area of Macau**

- 5.1 The Missionary Area of Macau shall be constituted by Parishes and Missionary Churches within the boundaries as hereinafter defined in these Canons.
- 5.2 The priest-in-charge shall, upon the request of the Registrar or his duly authorised officer or upon the occurrence of any change in the constituent Parishes or Mission Churches in the Missionary Area of Macau, supply the Registrar with a list of such constituent Parishes and Mission Churches duly certified by him to be true and correct.
- 5.3 The list of names of constituent Parishes and Mission Churches certified by the priest-in-charge of the Missionary Area of Macau and registered with the Registrar shall be the conclusive evidence of such constituent Parishes and Mission Churches of the Missionary Area of Macau.

**6 Dioceses, Missionary Diocese, Missionary Area and the Province**

The Dioceses, Missionary Dioceses and Missionary Areas shall follow the policies of the Province.

## **CANON TWENTY-THREE**

### **BOUNDARIES FOR THE DIOCESE AND MISSIONARY AREA**

#### **1 Boundaries**

Boundaries for the Dioceses and Missionary Area are laid out in detail as follow:

Boundaries of the three (3) Dioceses shall be as delineated in dotted line on the approved maps hereof annexed.

- 1.1 Diocese of Hong Kong Island shall comprise:—  
Islands District; Tsuen Wan (South), see (2.2) below; Central and Western District; Wan Chai District; Eastern District; and Southern District.
- 1.2 Diocese of Western Kowloon shall comprise:—  
Yuen Long District; Tuen Mun District; Tsuen Wan (North), see (2.2) below; Kwai Tsing District; Sham Shui Po District; and Yau Tsim Mong District.
- 1.3 Diocese of Eastern Kowloon shall comprise:—  
North District; Tai Po District; Sha Tin District; Wong Tai Sin District; Kowloon City District; Kwun Tong District; and Sai Kung District.
- 1.4 The Missionary Area of Macau is defined as the area of the present area of Macau under the administration of the Macau S.A.R. Government.

#### **2 Definition of District**

- 2.1 With the exception of the Tsuen Wan District (see 2.2, below), all Diocesan boundaries follow the delineations of district areas as defined by the Chief Executive in Council under Section 3(1) of the District Councils Ordinance (Chapter 547, the Laws of Hong Kong).

- 2.2 Tsuen Wan District is deemed to be divided by the Ma Wan Marine Fairway into two sections, to form Tsuen Wan (North), the mainland section (Diocese of Western Kowloon); and Tsuen Wan (South), the offshore section comprising the northern end of Lantau, and Ma Wan Chau (Diocese of Hong Kong Island).

## **CANON TWENTY-FOUR**

### **CONSTITUTION OF DIOCESES**

#### **1 Provisions of Constitution of Dioceses, Missionary Diocese and Missionary Area**

- 1.1 Every Diocese, Missionary Diocese and Missionary Area shall have a constitution and canons to regulate its operation and activities.
- 1.2 Constitution of every Diocese, Missionary Diocese and Missionary Area shall conform to the requirements under these present Canons.
- 1.3 Addition and amendment of constitution and canons of a Diocese, Missionary Diocese or a Missionary Area shall not contravene any of the provisions of the Constitution and Canons.

#### **2 Submission of draft to Chancellor**

- 2.1 proposed addition or amendment to the constitution and canons of a Diocese, Missionary Diocese or Missionary Area shall be first submitted to the Chancellor for checking and verification in relation to compliance with requirements contained in these Canons and against possible contravention to the provisions of the Constitution.
- 2.2 Within twenty-eight (28) days of the submission from a Diocese, Missionary Diocese or Missionary Area, the Chancellor shall furnish the Diocese, Missionary Diocese or Missionary Area concerned with a response and advice.
- 2.3 The Diocese, Missionary Diocese or Missionary Area concerned shall comply with recommendations issued by the Chancellor in revising draft amendments.

2.4 Any dispute between the Diocese, Missionary Diocese or Missionary Area and the Chancellor concerning amendments to its constitution and canons which cannot be amicably resolved shall be referred to the Standing Committee whose decision on the issue shall be final.

2.5 Upon being satisfied that:

2.5.1 proposed amendment or addition is not in contravention with provisions of the Constitution; and

2.5.2 requirements under these present Canons have been duly complied with,

the Chancellor shall issue a certificate to the same effect to the Diocese, Missionary Diocese or Missionary Area concerned.

### **3 Registration of Constitution and Canons with the Registrar**

3.1 Upon the request of the Registrar or any change being made to its constitution or canons, the Diocesan Bishop or Missionary Diocese Bishop of the Diocese or Missionary Diocese concerned shall forward a copy of the amended constitution or canons duly certified by him to be a true and complete copy of the same to the office of the Registrar for registration.

3.2 The Registrar shall not register any amendment to or amended version of the constitution and canons of any Diocese, Missionary Diocese or Missionary Area unless the same is accompanied by the Chancellor's certificate issued under Section (2.5) hereof.

### **4 Amendments Not to Take Effect until Duly Registered**

4.1 Any amendment or addition to the constitution and canons of any Diocese, Missionary Diocese or Missionary Area shall not come into effect until and unless the same shall have been duly registered with the Registrar.

- 4.2 The Registrar shall within seven (7) days from the date of submission of any Diocese, Missionary Diocese or Missionary Area of any amendment or addition to its constitution and canons for registration, register or refuse with reason to register the same and issue to the party concerned a certificate to such effect.
  
- 4.3 Any dispute between the Diocese, Missionary Diocese or Missionary Area and the Registrar hereunder which cannot be amicably resolved shall be referred to the Standing Committee. Decision of the Standing Committee on such disputes shall be final.



## **CANON TWENTY-FIVE**

### **NEW DIOCESES**

#### **1 Establishment of New Dioceses**

- 1.1 Before application for any new Diocese can be made, there must be already, within the limits of such proposed Diocese, at least five (5) parishes served by at least five (5) clergy in holy order.
- 1.2 A new Diocese shall be financially independent.

#### **2 Name of the New Diocese**

- 2.1 Names of the new dioceses shall as much as possible reflect the geographical location of such dioceses and shall carry “Hong Kong Sheng Kung Hui” and “香港聖公會” in such names in the English and Chinese languages respectively.
- 2.2 Proposed name of a new diocese shall be submitted for the approval of the Standing Committee before its adoption at the first synod of the new diocese.
- 2.3 Proposed changes of the name of an existing Diocese shall likewise be submitted for the approval of the Standing Committee.
- 2.4 The Standing Committee shall, in approving the name of the new diocese, take into consideration the views of the new diocese. The decision of the Standing Committee thereon shall be final.

### **3 Convening the Synod of the New Diocese**

- 3.1 Whenever a new diocese shall be formed within the limits of any of the Dioceses, or by the junction of two or more Dioceses, or parts of Dioceses, and such action shall have been ratified by the General Synod, the Bishop of the Diocese within the limits of which a diocese is formed, or in case of the joining of two or more Dioceses, or parts of Dioceses, the senior Bishop by consecration, shall thereupon convene the synod of the new diocese, for the purpose of enabling it to organise, and shall fix the time and place of holding the same.
- 3.2 In case there shall be no Bishop who can convene such synods, pursuant to the foregoing provision, then the duty of convening such synods for the purpose of organising and of fixing the time and place of its meeting shall be vested in the standing committee of the Diocese within the limits of which the new one is erected, or in the standing committee of the oldest of the Dioceses by the joining of which, or of parts of which, the new diocese may be formed. And such standing committee shall convene the synod forthwith after ratification of the General Synod.

### **4 Division of Existing Dioceses**

Whenever one Diocese is about to be divided into two (2) dioceses, the synod of such Diocese shall declare which portion thereof is to be in the new diocese, and shall make the same known to the General Synod before the ratification of such division.

### **5 Admission into Union with General Synod**

Whenever a new diocese shall have been organised in a synod in accordance with the provisions of the constitution and canons in such case made and provided, and in the manner prescribed in the previous Sections of this Canon, and shall have chosen a name and acceded to the Constitution of the Church in accordance with the Constitution, and shall have laid before the General Synod certified copies of the constitution adopted at its synod, and the proceedings preparatory to the formation of the proposed new diocese, such new diocese shall thereupon be admitted into union with the General Synod.

**6 Establishment of a Missionary Diocese into a Diocese**

In the event of the establishment of a Missionary Diocese into a Diocese of the Province the Missionary Diocesan synod shall be entitled to elect delegates to the succeeding General Synod, and also to elect a Bishop. Upon the admission of a Missionary Diocese into a Diocese, any special jurisdiction previously assigned to the Archbishop in respect of such Missionary Diocese shall be terminated and replaced by the usual jurisdiction of the Archbishop over a Diocese.

## **CANON TWENTY-SIX**

### **PARISHES & VESTRY**

#### **1 Affiliation and Membership in a Diocese**

- 1.1 Parishes are affiliated to the Province through their membership in one of the Dioceses of the Province and shall follow the policies of the Diocese concerned and the Province.
- 1.2 Any new congregation which is desirous of becoming part of the Province shall apply to become either a Parish or a Mission Church of one of the Dioceses of the Province.
- 1.3 The area covered by the Parishes in a Diocese shall be defined by the standing committee of the Diocese concerned, recorded in writing and informed to the Parishes. The standing committee of the Diocese concerned shall be entitled to re-define the boundary of any of its Parishes from time to time.
- 1.4 Parishes shall be assigned into Dioceses of the Church by reference to the geographical location of the place of worship of the Parishes.

#### **2 Qualifications of a Parish**

- 2.1 To be qualified for recognition as a Parish by any of the Dioceses of the Province, a Mission Church shall fulfill the following qualifications:—
  - 2.1.1 there shall be at least fifty (50) registered members;
  - 2.1.2 its constitution, which shall not contain any provision inconsistent with the Constitution, Canons, By-laws and Regulations, of the Province and the Diocese concerned, shall have been approved and accepted by the standing committee of the Diocese;
  - 2.1.3 it shall be able to maintain a vicar who shall be in charge of all affairs of the congregation;

- 2.1.4 there shall be a permanent place of worship. A permanent place of worship shall mean that in the course of one (1) year the congregation shall be worshipping at the same premises for not less than six (6) months;
  - 2.1.5 it shall undertake to accept and abide with all provisions of the Constitution, Canons, By-laws and Regulations of the Province and the Diocese concerned; and
  - 2.1.6 there shall be a vestry constituted in accordance with provisions set out herein below and in the constitution of the Diocese concerned.
- 2.2 The Standing Committee of the General Synod may, with or without imposing any conditions, suspend or waive any of the qualifications set out in paragraph 2.1 hereof.
- 2.3 It shall be lawful for the standing committee of the synod of the Diocese concerned to provide for assistance to a congregation in a manner it deems appropriate so that such congregation shall qualify to become a Parish of the Diocese.

### **3 The Vestry**

- 3.1 The vestry of a Parish shall be the governing body of the Parish. It shall supervise all functions and activities of the Parish. It shall be entitled to make rules and regulations for better management and administration of the Parish.
- 3.2 The vestry shall consist of the following who shall be voting members of the vestry:
  - 3.2.1 the vicar of the Parish appointed by the Diocesan Bishop;
  - 3.2.2 curate or curates of the Parish appointed by the Diocesan Bishop;
  - 3.2.3 clergy of the Church who are serving in the Parish appointed by the Diocesan Bishop;

- 3.2.4 ordinary members to be elected from registered members of the Parish;
  - 3.2.5 senior active members to be elected in the manner as hereinafter set out; and
  - 3.2.6 nominated members to be appointed by the vicar in the manner as hereinafter set out.
- 3.3 The number of vestry members shall be those as determined from time to time by the vestry of the Parish, but it shall not be constituted by less than ten (10) registered members of the Parish.

#### **4 The Vicar**

The vicar of a parish, representing the Diocesan Bishop, shall perform and fulfill his duties in accordance with the licence granted to him from the Diocesan Bishop. His duties are:

- 4.1 To the vestry:
  - 4.1.1 to be chairman to the vestry;
  - 4.1.2 to recommend qualified and registered members of the parish as candidates to be nominated members of the vestry;
  - 4.1.3 to appoint a chairman respectively for the Sunday school, youth fellowship and the church choir; and
  - 4.1.4 to make casting vote in vestry meetings, when the number of votes on the two opposite sides come to a tie.
- 4.2 To the Parish:

To officiate Divine Services, teach doctrines and preach.
- 4.3 On financial matters:
  - 4.3.1 to supervise the finance and keeping of accounts of all funds of the Parish;

4.3.2 to countersign with the treasurer or another member of the vestry (who shall be elected by the vestry) all paying orders and cheques drawn on the bank accounts of the Parish; and

4.3.3 to supervise the use of funds of all departments of the Parish.

4.4 On administration:

4.4.1 to take charge of the administration of the Parish and of recruitment and supervision of staff under him;

4.4.2 to manage the church building, vicarage, school(s) and other building within the Parish;

4.4.3 to make, with the collaboration of the vestry, rules and regulations for all departments of the Parish;

4.4.4 to determine the scope of activities for all departments of the Parish; and

4.4.5 to oversee operation and activities of the various sub-committees of the vestry.

4.5 On Education and Other Services:

The Vicar shall supervise schools and other services operated by the Parish.

**5 Terms of Reference of the Vestry**

The vestry shall be responsible for:—

5.1 In relation to the spiritual life of the Parish:—

5.1.1 supporting the vicar in his pastoral care of the congregation of the Parish;

5.1.2 assisting the vicar in promoting missionary activities; and

- 5.1.3 promoting spiritual growth and fellowship among the congregation.
- 5.2 In relation to the management and administration of the Parish:
  - 5.2.1 maintaining a complete roll of members of the Parish;
  - 5.2.2 nominating qualified and suitable candidates for the consideration of the standing committee of the Diocese for ordering to diaconate and priesthood;
  - 5.2.3 nominating qualified and suitable candidates for the consideration of the standing committee of the Diocese for appointment as lay readers to assist in the worshipping service of the Parish;
  - 5.2.4 electing from amongst themselves appropriate members to head different departments of the Parish;
  - 5.2.5 electing from amongst themselves appropriate members to serve on the other related bodies of the Church; and
  - 5.2.6 overseeing the annual election of the Parish.
- 5.3 In relation to the finance of the Parish:—
  - 5.3.1 managing financial affairs of the Parish and its affiliated bodies;
  - 5.3.2 raising sufficient funds for paying the emolument of staff of the Parish including clergy of the Parish and activities and functions of the Parish;
  - 5.3.3 preparing the annual budget of the Parish;
  - 5.3.4 keeping relevant statements of accounts of the Parish and arranging for the same to be audited by professionally qualified accountants; and



5.3.5 investing money of the Parish not immediately needed for its expenditure appropriately and managing investments of the Parish.

5.4 In relation to the Parish property and facilities:

5.4.1 maintaining and managing the use of all buildings, premises and facilities of the Parish;

5.4.2 maintaining all equipment of the Parish in good working conditions;

5.4.3 providing all necessities for religious services of the Parish; and

5.4.4 providing an appropriate vicarage for the vicar and residence for the curate which are approved by the standing committee of the Dioceses.

5.5 In relation to education and other services:

5.5.1 To provide and manage such schools and other services operated by the Parish.

## **6 Lay Vestry Members**

6.1 A parishioner shall be vestry member of only one Parish of any of the Dioceses at one and the same time.

6.2 To be eligible for election to become a member of the vestry of any Parish, a parishioner shall be a registered member of the Parish concerned.

6.3 Members of the vestry shall be classified in the following manner:

6.3.1 Ordinary members—registered members of a Parish shall be eligible to be nominated as candidates for the annual election of ordinary members. The number of ordinary members shall be fixed from time to time by the vestry and shall be announced at least one (1) month before the date scheduled for annual election;

- 6.3.2 Senior active members—senior active members shall be elected at the annual election from permanent advisors of the Parish.
- 6.3.3 Nominated members—nominated members are nominees of the vicar of the Parish who are intended to perform a special duty or serve a special function on the vestry. Number of nominated members shall be fixed by the vicar but shall not be in excess of one-fifth of the total number of ordinary members of the vestry. The names of the vicar's nominees shall be announced at least one (1) month before the date scheduled for annual election.
- 6.4 Members of the vestry shall be elected by registered members of the Parish at the annual election of the Parish. All registered members of the parish shall each be entitled to one vote. The vestry of the Parish shall make rules to regulate its annual election which shall be consistent with provisions of this Canon as well as the requirements under the constitution, canons and regulations of the Diocese of which the Parish is a member. Annual election of the Parish shall be held not later than the last day of November of each year.
- 6.5 The vestry may appoint a nomination committee for compiling respective lists of candidates who are eligible to participate in the annual election. Such lists shall be announced to the Parish at least one month before the date scheduled for annual election.
- 6.6 The list of candidates for ordinary members of the vestry shall consist of registered members of the Parish who are ordinary resident in Hong Kong/Macau for the period of twelve (12) months prior to the date of annual election and recommended by the nomination committee of the Parish. A candidate who fulfils the residency requirement may also be jointly nominated by not less than five (5) registered members in the Parish.
- 6.7 At no time shall the number of nominated candidates be less than two (2) times of the number of vestry members to be elected, provided that this requirement may be waived on application by the Parish to the House of Bishops.

- 6.8 The nomination committee of the Parish shall comprise the vicar and all licensed clerics serving in that Parish, not fewer than two members of the vestry appointed by the vicar, and not fewer than three members of the vestry elected among themselves.
- 6.9 The list of candidates for senior active members of the vestry shall consist of permanent advisors of the Parish who are agreeable to serve as members of the vestry and as such have confirmed in writing to the vicar that they are willing to attend meetings of the vestry on a regular basis as well as serve as heads of departments of the Parish if elected.
- 6.10 In the annual election the voters shall be asked to:
- 6.10.1 cast their votes for candidates on the list of ordinary members of the vestry. The number of candidates equivalent to the number of vacancies receiving the majority of votes shall be declared elected ordinary members of the vestry; and
- 6.10.2 endorse or reject names on the list of candidates for senior active members or nominated members of the vestry. Candidates in respect of whom two-thirds or more voters have cast a negative vote shall be declared rejected and shall not be eligible to serve as members of the vestry.
- 6.11 For the purposes of this paragraph, a person shall be deemed to be an ordinary resident of Hong Kong/Macau if he shall not be absent from Hong Kong or Macau, as the case may be, for more than one hundred and eighty-one (181) days in a calendar year.
- 6.12 Tenure of office for a vestry member shall be for one (1) calendar year, from the first day of January to the thirty-first day of December of the year.
- 6.13 Casual vacancies occurring amongst ordinary members of the vestry shall be filled by the candidate with the next highest votes at the last annual election.

- 6.14 On or before the thirty-first day of December of each year, the vicar of a Parish shall forward to the Registrar of the Province as well as the diocesan office of the Diocese of which the Parish concerned is a member, a copy of registered members of the Parish and a list of its vestry members.
- 6.15 All paid staff of a Parish shall not at the same time be a vestry member. At the invitation of the vestry, he may attend the meeting of the vestry but he shall have no right to vote.

## **7 Registered Member of a Parish**

- 7.1 A Christian who:
- 7.1.1 is at least eighteen (18) years of age;
  - 7.1.2 has been baptised and confirmed;
  - 7.1.3 is regularly receiving Holy Communion at the Parish concerned; and
  - 7.1.4 is making monthly contributions regularly to the Parish concerned,
- shall be eligible to apply and become a registered member of a Parish of one of the Dioceses of the Church.
- 7.2 Anyone who decides to apply to become registered member of a Parish of one of the Dioceses of the Church shall comply with registration requirements of the Parish concerned.
- 7.3 Vicar of the Parish concerned shall duly notify the applicant upon his name being entered into the register of the Parish.
- 7.4 A person shall only be eligible to be registered member of one Parish in any of the Dioceses of the Church at one time.

- 7.5 Any registered member of a Parish who is desirous of transferring to become registered member of another Parish, shall first notify the vicar of his existing Parish, who shall complete the transfer form as prescribed by the Diocese and forward the same to the vicar of the intended Parish to serve as formal notification and introduction. Upon the subject member being accepted to be registered member of the intended Parish, the vicar thereof shall forthwith notify the vicar of the original Parish, who shall then cancel registration of the subject member in his Parish.
- 7.6 Such transfer shall be notified by the vicar of the Parish to whom the subject member has transferred his membership to the secretariat of the Diocese concerned.

## **8 Permanent Advisors of the Parish**

- 8.1 Registered members of a Parish who have served as ordinary or nominated members of the vestry for a cumulative period of fifteen (15) years within that same Parish, whether consecutively or intermittently, or for a cumulative period of twenty (20) years in one or more Parishes of any of the Dioceses of the Church, shall be permanent advisors of the Parish.
- 8.2 In the case of a parishioner transferring from one parish to another, the parishioner must have served as an ordinary or nominated member of the vestry in the new parish for at least three years before the parishioner can become a permanent advisor in the new parish, even if the parishioner has already acquired the necessary qualification to be eligible for permanent advisorship at the time of the parishioner's moving to the new parish.
- 8.3 Permanent advisors shall serve as such until he ceases to be a registered member of the Parish, or by notice in writing that he declines to be permanent advisor of the Parish.
- 8.4 Permanent advisors of the Parish shall be eligible and be elected as senior active member of the vestry as provided in Section 5 hereof, unless so elected permanent advisors shall be entitled to attend meetings of the vestry and address the meeting, but shall not be counted as members constituting quorum nor voting.

## **9 Duties of Members of the Vestry**

Members of the vestry shall have the following duties:—

- 9.1 attending meetings of the vestry regularly;
- 9.2 serving as heads of departments of the Parish if so elected;
- 9.3 attending services and activities of the Parish regularly;
- 9.4 attending planning and organisation of activities of the Parish;
- 9.5 supporting and promote all activities undertaken by the vestry;  
and
- 9.6 acting with other members of the vestry in executing and implementing resolutions of the vestry.

## **10 Meetings of the Vestry**

- 10.1 The vestry of the Parish shall meet as often as required for proper management of the Parish; it shall meet for at least four (4) times a year.
- 10.2 One-third of members of the vestry present in person shall constitute quorum of meeting of the vestry.
- 10.3 Vicar of the Parish shall chair all meetings of the vestry. If the vicar is not available for any meeting of the vestry, or if he so wishes he shall appoint the curate or a member of the vestry to chair meetings of the vestry.
- 10.4 All questions before the vestry shall be decided by simple majority vote of the meeting. In case of equality of votes the chairman of the meeting shall have a casting vote.

- 10.5 Disagreement on any question between the vicar and the vestry shall be referred to the Bishop of the Diocese concerned for resolution or adjudication. The decision of the Bishop thereon shall be final.

## **11 Office-bearer of the Vestry**

- 11.1 The vestry of a Parish shall be entitled to appoint some of its members to be office-bearers of the vestry to undertake duties assigned to them. Until the vestry otherwise decides, the vestry shall have the following office-bearers:—

- 11.1.1 a secretary, who shall be responsible for serving notices to members of the vestry convening meetings of the vestry, keeping minutes and other records of the meetings, making all necessary arrangements for the annual election of the Parish and handling all correspondence of the vestry;
- 11.1.2 a treasurer, who shall be responsible for overseeing all financial matters of the Parish including collection and disbursement of funds, keeping of accounts and making financial reports to the vestry and managing all investments of the Parish;
- 11.1.3 a choirmaster, who shall be responsible for organising and leading the choir of the Parish, overseeing all music ministries of the Parish;
- 11.1.4 a head of Sunday School who shall be responsible for organising and operating the Sunday School of the Parish. He shall also head up religious education work of the Parish;
- 11.1.5 a head of youth fellowship who shall be responsible for leading all youth fellowships of the Parish and ministry towards the younger generation; and
- 11.1.6 heads of other departments of the Parish.

- 11.2 With the exception of the choirmaster, heads of Sunday School and youth fellowship, who are appointed annually by the vicar of the Parish, all other officers of the vestry shall be elected by members of the vestry from amongst themselves.



## **CANON TWENTY-SEVEN**

### **FINANCE OF A PARISH**

#### **1 A Parish shall be Self-sufficient**

- 1.1 A Parish in any of the Dioceses shall be responsible for paying for all its own expenses.
- 1.2 A Parish, to qualify as such, shall have sufficient funding to pay for and maintain a permanent place of worship for its congregation.

#### **2 Emoluments and Vicarage for the Vicar**

- 2.1 A Parish shall be responsible for paying the emolument package of its vicar through the Diocesan office.
- 2.2 It shall be standard arrangement of the Diocese that emolument of the vicar be paid through the Diocesan office. The Parish concerned shall forthwith reimburse the Diocesan office the full amount of such emolument.
- 2.3 A Parish shall accord first priority in applying its resources to pay for emolument of the vicar of the Parish.
- 2.4 A Parish shall be responsible for providing the vicar of the Parish with a vicarage and shall furnish it appropriately with furniture and equipment in accordance with directions of the standing committee of the Diocese.

#### **3 Emolument and Residence for the Curate**

- 3.1 A Parish may request from the Bishop of the Diocese for the service of a curate and shall, when a curate is being assigned to serve in the Parish, be responsible for paying the emolument package of its curate.

- 3.2 It shall be standard arrangement of the Diocese that emolument of the curate be paid through the Diocesan office, the Parish concerned shall forthwith reimburse the Diocesan office with full amounts of such emolument.
- 3.3 A Parish shall be responsible for providing the curate of the Parish with a reasonable residence and shall furnish it appropriately with furniture and equipment in accordance with directions of the standing committee of the Diocese.

#### **4 Donation to Bodies Outside the Church**

- 4.1 In sharing the Blessings and Love of Christ, a Parish may in its annual budget set aside not more than ten percent (10%) of its normal contribution collected in the previous year and designate it as part of the charity fund of the Parish.
- 4.2 A Parish may also accept donation from its members or donors directed specifically as donation to its charity fund.
- 4.3 The vestry of a Parish may decide to apply its charity fund for charitable donations or support to missionary work in Hong Kong/Macau and overseas.
- 4.4 Subject to the approval of the Diocesan Standing Committee being obtained a Parish may organise fund-raising activities for other bodies or organisations which are not part of or member agencies of the Church or to make donations to such bodies or organisations other than from its charity fund.
- 4.5 Save as hereinbefore provided, a Parish shall not make donations to bodies or organisations which are not part of or member agencies of the Church out of donations it receives or from its general revenue.

#### **5 Contribution to Diocese Concerned and Province**

- 5.1 A Parish shall promptly make payment to the Diocese concerned and the Province as its agreed financial contributions to the Diocese concerned and the Province.

- 5.2 Treasurers of the Diocese and the Province shall discuss with Parishes annually for the amount to be contributed by the Parishes to the Diocese concerned and the Province. Such amount shall be determined by reference to the number of registered members of the Parish concerned.
- 5.3 Unless excused by the Standing Committee of the General Synod, a Parish which is in arrears of payment to the Diocese concerned or the Province for more than twelve (12) months shall be liable to have all its rights and privileges as a Parish suspended until such arrears shall have been paid.

## **CANON TWENTY-EIGHT \***

### **MISSION CHURCH & MISSION CHURCH COUNCIL**

#### **1 Organisation**

- 1.1 Several registered members of the Diocese shall be appointed by the Bishop to form a Mission Church council. Members of the Mission Church council are to be appointed once every year, or be elected from among registered members of the Church on the approval of the Diocesan Bishop.
- 1.2 The priest-in-charge appointed by the Diocesan Bishop shall be chairman of the Mission Church council. Under extraordinary circumstances, the Diocesan Bishop may appoint a member of the Mission Church council to be acting chairman. From among remaining members, one (1) shall be elected to be secretary and the other one (1) to be treasurer.
- 1.3 The Mission Church council shall meet at least four (4) times a year.
- 1.4 Quorum for meetings of the Mission Church council shall be one-third of the total number of council members.
- 1.5 Should the Mission Church council and the chairman of the council show diversity in opinions over a certain issue, the issue shall be presented to the Diocesan Bishop for decision.

#### **2 Terms of Reference of the Mission Church Council**

- 2.1 On Evangelical Aspect:
  - 2.1.1 to assist in missionary work in the Mission Church;
  - 2.1.2 to promote spiritual life and fellowship of the Mission Church members;

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\* The Archbishop has ordered that the repeal of Canon Twenty-eight and the renumbering of all ensuing Canons, as mandated by Resolution 12 of the Seventh General Synod, shall not take effect until further notice.

- 2.1.3 to select and recommend suitable leaders to take charge of various groups of the Mission Church; and
  - 2.1.4 to recommend to the Diocesan Standing Committee, people apt to assist in conducting worshipping services to be appointed as lay readers.
- 2.2 On Official Business:
- 2.2.1 minutes of all meetings of the Mission Church council shall be kept by the secretary of the council, and shall be properly and carefully kept;
  - 2.2.2 to prepare the list of Mission Church members;
  - 2.2.3 to elect delegates to attend synod as observers, and the number shall not exceed two (2);
  - 2.2.4 to raise funds necessary for activities of the Mission Church; and
  - 2.2.5 to present plans suggesting building and developing the Mission Church to the Diocesan Bishop.
- 2.3 On Financial Matters:
- 2.3.1 the priest-in-charge shall supervise the bank book and keeping of funds of the Mission Church;
  - 2.3.2 the Mission Church council shall elect a treasurer to assist the priest-in-charge to manage all financial matters;
  - 2.3.3 all sums of money given to the Diocese by Parishes and Mission Churches shall be handed to the Diocesan Finance Committee as instructed;
  - 2.3.4 all financial incomes shall be kept in the bank account of the name of the Mission Church as specified by the Mission Church council;

- 2.3.5 all payment orders and cheques shall be signed by two (2), one of whom shall be the priest-in-charge or the council member he appoints, and the other one of whom shall be the treasurer or the elected council member;
  - 2.3.6 all books kept shall be audited annually by Government registered auditors or accountants. The audited financial report shall be presented to the Diocesan Finance Committee for reference;
  - 2.3.7 all property contracts shall be signed in the name of the Church Body of the Hong Kong Sheng Kung Hui or the Charitable Association of Sheng Kung Hui (Macau). The contracts shall be taken care of by the bodies concerned;
  - 2.3.8 the deposit and withdrawal of all special and trusted sums of money shall be signed by priest-in-charge or the council member appointed together with the treasurer of the council or any member elected by the council; and
  - 2.3.9 provisions of "Donation to Bodies Outside the Church" set out in Canon Twenty-five is applicable to Mission Church.
- 2.4 On Property:
- 2.4.1 to be responsible for the repairing of Church building and the maintenance of facilities;
  - 2.4.2 to prepare all necessities for religious services; and
  - 2.4.3 if the Church is unable to provide the priest-in-charge with quarters of a standard deemed suitable by the Diocesan Standing Committee, then the Diocesan Finance Committee shall undertake to furnish the priest-in-charge with such lodging, furniture and other facilities as deemed suitable by the Diocesan Standing Committee.

### **3 Limitations on the Rights of the Mission Church Council**

The Mission Church council shall follow the Provincial Constitution and Canons as well as Diocesan constitution, canons, and regulations to function and supervise all activities in the Church. These pre-parish Churches shall dismiss the Mission Church councils as soon as they are recognised as Parishes by the Diocesan Standing Committee.

### **4 Rights and Duties of the Priest-in-charge**

The priest-in-charge of a Mission Church, representing the Diocesan Bishop, shall perform and fulfill his duties in accordance with the licence granted to him from the Diocesan Bishop. His duties are:

#### 4.1 to the Mission Church Council:

4.1.1 shall be the chairman of the council;

4.1.2 shall appoint persons to be in charge of the various groups of the Church; and

4.1.3 shall make a casting vote when voting for a certain motion comes to a tie.

#### 4.2 to the Church:

shall officiate Divine Services, and teach doctrines and preach.

#### 4.3 on Financial Matters:

4.3.1 shall supervise the finance and keeping of account;

4.3.2 shall countersign with the treasurer or the elected member of the Church council all paying orders and cheques drawn on the bank accounts of the Mission Church; and

4.3.3 shall supervise the use of funds of all groups of the Mission Church.

4.4 on Administration:

- 4.4.1 shall take care of administration of the Mission Church and supervision of staff under him;
- 4.4.2 shall manage the Church building, school(s) and other buildings of the Mission Church;
- 4.4.3 shall make, with collaboration of the Church council, rules and regulations for all departments of the Mission Church;
- 4.4.4 shall determine the scope of activities for all departments of the Mission Church; and
- 4.4.5 shall oversee operation and activities of the various sub-committees of the Mission Church.

4.5 on Education and other services:

the priest-in-charge shall supervise schools, classes and other services operated by the Mission Church.



## CANON TWENTY-NINE

### CANDIDATES FOR HOLY ORDER

#### **1 Consultation with Vicar or Clergy**

Every person desiring to be admitted as candidate for Holy Order shall consult the vicar of his Parish or some clergy (including the Diocesan Bishop) to whom he is personally known setting before him grounds of his desire for admission to the ministry, together with such circumstances which may affect his qualifications, or his course of preparation.

#### **2 Notification to Diocesan Bishop**

If, as the result of a careful inquiry into the physical, intellectual, moral, emotional, and spiritual qualifications of the applicant, he is counselled by the aforesaid clergy to persevere in his intentions, he shall make his desire known personally, if possible, or in writing, to the Diocesan Bishop having jurisdiction over the Parish where he is member.

#### **3 Information to be furnished**

The applicant shall furnish to the Diocesan Bishop in writing:

- 3.1 his full name, date of birth, marital status and family background;
- 3.2 the length of time he has been resident in the Diocese;
- 3.3 when, and by whom, he was baptised;
- 3.4 when, and by whom, he was confirmed;
- 3.5 when, and where, he was admitted to Holy Communion;
- 3.6 whether he has ever before applied for admission as candidate for Holy Order;
- 3.7 on what grounds he is moved to seek sacred ministry;
- 3.8 the level of education which he has attained, with degrees earned if any, and areas of specialisation; and

- 3.9 a record of services he has rendered to the Mission Church, Parish, Diocese or Province.

#### **4 Meeting with Diocesan Bishop**

- 4.1 Before the admission of a candidate, the Diocesan Bishop shall whenever possible confer in person with the applicant, and shall require the applicant to submit to a thorough examination, covering both mental and physical condition, by professionals appointed by the Diocesan Bishop.
- 4.2 The Diocesan Bishop shall entrust the Standing Commission of Examining Chaplains to meet with the applicant to review the application and the applicant's qualifications to pursue a course of preparation for Holy Order.
- 4.3 The Standing Commission of Examining Chaplains on completion of the enquiries and review shall furnish a report to the Diocesan Bishop which shall include:
- 4.3.1 formal application duly signed by the applicant;
  - 4.3.2 recommendation of the Standing Commission of Examining Chaplains;
  - 4.3.3 if the applicant is or has been a student in a theological college, a transcript of his academic record together with the school's evaluation of his personal qualifications for the ministry of the Church;
  - 4.3.4 a certificate from the vicar and vestry of the Parish of which the applicant is communicant, setting forth grounds upon which they judge him to possess such qualifications as would fit him to be admitted as candidate for Holy Order, and whether their judgement is based on personal knowledge or on evidence satisfactory to them; and

- 4.3.5 the certificate must be furnished by both the vicar of the Parish to which the applicant belongs and by the a majority of the vestry of the Parish, and must be attested by the vicar, or by the secretary of the vestry, as follows, viz.:

### **Certificate**

I hereby certify that the foregoing certificate was approved at a meeting of the Vestry of \_\_\_\_\_ Parish, \_\_\_\_\_, duly convened at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_ and that the same is approved by (or a majority of all) the members of the Vestry present.

(Signed) \_\_\_\_\_  
Vicar and Secretary of Vestry

## **5 Admission of Candidate for Holy Orders**

- 5.1 The Diocesan Bishop may, prior to admitting an applicant to be a candidate for Holy Order, require the applicant to pursue a course of study and training preparatory to the work of the ministry.
- 5.2 When requirements set out hereinbefore have been complied with, the Diocesan Bishop may admit the applicant as a candidate for Holy Order.
- 5.3 No Diocesan Bishop shall consider accepting as candidate for Holy Order any one who has been refused admission as candidate for Holy Order in any other Diocese, or who, having been admitted, has afterward ceased to be a candidate, until he shall have produced a letter from the ecclesiastical authority of the Diocese in which he has been refused admission, or in which he has been a candidate, declaring the cause of refusal or of cessation.
- 5.4 A candidate for Holy Order must remain in canonical connection with the Diocese in which he has been admitted until his ordering to the diaconate.

## **6 Removal from the List of Candidates for Holy Orders**

- 6.1 If a candidate for Holy Order shall fail to present himself for canonical examinations within three (3) years from the date of his admission as a candidate, his name may, after due notice, be removed from the list of candidates by the Diocesan Bishop, after consultation with the standing committee of the Diocese concerned.
- 6.2 If a candidate for Holy Order shall have passed his canonical examinations, but on other grounds is refused recommendation for ordination, the Diocesan Bishop, after notifying the standing committee of the Diocese concerned, may remove his name from the list of candidates.
- 6.3 A candidate for Holy Order, in any Diocese of the Church, or of any church in communion with the Church, whose name shall have been removed from the list of candidates or whose application for ordination shall have been rejected, shall not be ordained without re-admission to candidacy, said candidacy to continue for not less than one (1) whole year.

## **7 Exemption from the process**

The Diocesan Bishop may at his discretion exempt or waive the aforesaid process in any application by a candidate for ordination.

## **CANON THIRTY**

### **ORDERING TO THE DIACONATE**

#### **1 Minimum Age and Age of Retirement**

No one shall be ordained a deacon until he be twenty-four (24) years of age. A deacon shall retire at the end of the calendar year in which he shall attain the age of seventy (70).

#### **2 Examination Before Ordination**

Before the ordination of a deacon the bishop shall require the candidate to submit to a thorough examination, covering both mental and physical condition, by the Standing Commission of Examining Chaplains and professionals authorised by the Diocesan Bishop. These reports shall be kept on file by the Diocesan Bishop and shall be submitted to the standing committee when application is made by the candidate to be ordered deacon.

#### **3 Recommendation from Standing Committee**

No one shall be ordered deacon unless he be first recommended to the Diocesan Bishop by the standing committee of the Diocese to which he belongs.

#### **4 Information to be Supplied to the Standing Committee**

The candidate shall supply or cause to be supplied to the standing committee of the Diocese to which he belongs the following:

- 4.1 an application in writing duly signed by the candidate;
- 4.2 certificates from bishop(s) by whom he was admitted a candidate, declaring dates of admission as candidate; but when such certificate cannot be produced, other evidence satisfactory to the committee shall suffice;

- 4.3 a certificate from a clergy of the Church, known to the ecclesiastical authority, in the following words, viz.:

**Certificate**

To the Standing Committee of \_\_\_\_\_  
(Place) \_\_\_\_\_ (Date) \_\_\_\_\_

I hereby certify that I am personally acquainted with A.B., and that I believe him to be well qualified to minister in the office of deacon, to the glory of God and the edification of His Church.

(Signed) \_\_\_\_\_

- 4.4 a certificate from the vicar and vestry of the parish of which he is a member, in the following words, viz.:

**Certificate**

To the Standing Committee of \_\_\_\_\_  
(Place) \_\_\_\_\_ (Date) \_\_\_\_\_

We do certify that, after due inquiry, we are well assured and believe that A.B., for the space of three years last past, hath lived a sober, honest, and godly life, and that he is loyal to the Doctrine, Discipline, and Worship of the Church, and does not hold anything contrary thereto. And, moreover, we think him a person worthy to be admitted to the Sacred Order of Deacons.

(Signed) \_\_\_\_\_  
Vicar and Secretary of Vestry

This certificate must be attested by the vicar of the Parish or by the secretary of the vestry, as follows, viz.:

**Attestation**

I hereby certify that A.B. is a member of \_\_\_\_\_ parish in \_\_\_\_\_ and a communicant of the same; that the foregoing certificate was approved at a meeting of the vestry duly convened at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_; and by all (or a majority of all) the members of the vestry.

(Signed) \_\_\_\_\_  
Vicar or Secretary of Vestry

4.5 a certificate from the theological college where he has been studying, or from those under whose direction he has been pursuing his studies, showing his scholastic records, and giving a judgement as to his personal qualifications for the ministry of the Church.

**5 Recommendation of the Standing Committee**

5.1 The standing committee of the Diocese concerned, on receipt of the certificates prescribed above and the report of the Standing Commission of Examining Chaplains, and having reason to believe that all other canonical requirements have been complied with, and having no reason to suppose the existence of any sufficient obstacle, physical, mental, moral, or spiritual, may, at a meeting duly convened, a majority of all members of the committee consenting, recommend the candidate for ordination by a testimonial addressed to the Diocesan Bishop in the following words, viz.:

### Testimonial

To the Right Reverend \_\_\_\_\_, Bishop of \_\_\_\_\_:

We, being a majority of all the members of the Standing Committee of \_\_\_\_\_, and having been duly convened at \_\_\_\_\_, do testify that A.B., desiring to be ordained deacon, hath laid before us satisfactory certificates that for the space of three (3) years last past he hath lived a sober, honest, and godly life, and that he is loyal to the Doctrine, Discipline, and Worship of the Church and does not hold anything contrary thereto. And we hereby recommend him for ordination to the diaconate.

In witness whereof, we have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

(Signed) \_\_\_\_\_  
Secretary, Standing Committee  
Diocese of \_\_\_\_\_

- 5.2 The testimonial shall be signed and attested by the secretary of the standing committee of the Diocese concerned

## 6 Arrangement for Ordination

- 6.1 The testimonial having been presented to the Diocesan Bishop, and there being no sufficient objection on grounds physical, mental, moral, doctrinal or spiritual the Diocesan Bishop may proceed with arrangements for ordination.
- 6.2 The Diocesan Bishop may at his discretion exempt or waive the aforesaid process in any application by a candidate for ordination.



## **CANON THIRTY-ONE**

### **ORDERING TO THE PRIESTHOOD**

#### **1 Minimum Age and Age of Retirement**

No one shall be ordained a priest until he be twenty-five (25) years of age. A priest shall retire at the end of the calendar year in which he shall attain the age of seventy (70).

#### **2 Serving as Deacon**

No one shall be ordered priest until he has been deacon for one full year, unless it shall seem good to the Diocesan Bishop, for reasonable causes, with the advice and consent of a majority of all members of the standing committee of the Diocese concerned, to shorten the time; nor within two (2) years from his admission as candidate for Holy Order, unless the bishop, for urgent reasons fully stated, with the advice and consent of a majority of all members of the standing committee of the Diocese concerned, shall shorten the time.

#### **3 Recommendation from the Standing Committee**

No deacon shall be ordered priest unless he be recommended to the Diocesan Bishop by the standing committee of the Diocese to which he belongs.

#### **4 Information to be furnished to the Standing Committee**

In order to be recommended for ordination by the standing committee, the deacon shall furnish the standing committee with:

- 4.1 an application in writing duly signed by himself;
- 4.2 a certificate from the Diocesan Bishop declaring that terms of his candidacy and time of his service in the diaconate have been completed, but when such certificate cannot be available, other evidence satisfactory to the committee may suffice;

- 4.3 a certificate from the vicar and vestry of the Parish where he resides, in the following words, viz.:

**Certificate**

To the standing committee of \_\_\_\_\_  
(Place) \_\_\_\_\_ (Date) \_\_\_\_\_

We do certify that, after due inquiry, we are well assured and believe that the Reverend A.B., deacon since the \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, being the date of his ordination to the diaconate (or for the space of three (3) years last past), hath lived a sober, honest, and godly life, and hath not written, taught, or held anything contrary to the Doctrine, Discipline or Worship of this Church. And, moreover, we think him a person worthy to be admitted to the Sacred Order of Priests.

(Signed) \_\_\_\_\_  
Vicar and Secretary of Vestry

- 4.4 the certificate must be attested by the vicar of the Parish, or by the secretary of the vestry, as follows, viz.:

**Attestation**

I hereby certify that the Reverend A.B. is a resident of \_\_\_\_\_ parish in \_\_\_\_\_; that the foregoing certificate was approved at a meeting of the Vestry duly convened at \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, and by all (or a majority of all) the members of the Vestry.

(Signed) \_\_\_\_\_  
Vicar or Secretary of Vestry

**5 Recommendation of the Standing Committee**

5.1 The standing committee of the Diocese concerned, on receipt of the certificates prescribed above and the report of the Standing Commission of Examining Chaplains, and having reason to believe that all other canonical requirements have been complied with, and having no reason to supposed the existence of any sufficient obstacle, physical, mental, moral, or spiritual, may, at a meeting duly convened, by a majority of all members of the committee consenting, recommend the deacon for ordination by a testimonial addressed to the Diocesan Bishop in the following words, viz.:

**Testimonial**

To the Right Reverend \_\_\_\_\_, Bishop of \_\_\_\_\_:

We, being a majority of all the members of the Standing Committee of \_\_\_\_\_, at a meeting duly convened at \_\_\_\_\_, do testify that the Reverend A.B., deacon, desiring to be ordered priest, hath laid before us satisfactory certificates that since the \_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, being the date of his ordination to the diaconate (or for the space of three (3) years last past), he hath lived a sober, honest, and godly life, and hath not written, taught, or held anything contrary to the Doctrine, Discipline, or Worship of this Church; and we hereby recommend him for ordination to the priesthood.

In witness whereof, we have hereunto set our hands this \_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.

(Signed) \_\_\_\_\_  
 Secretary, Standing Committee  
 Diocese of \_\_\_\_\_

5.2 The testimonial shall be signed and attested by the secretary of the standing committee of the Diocese concerned.

**6 Arrangement for Ordination**

- 6.1 The testimonial having been presented to the Diocesan Bishop, and there being no sufficient objection on grounds physical, mental, moral, doctrinal or spiritual, the Diocesan Bishop may proceed with arrangements for ordination.
- 6.2 The Diocesan Bishop may at his discretion exempt or waive the aforesaid process in any application by a candidate for ordination.

## CANON THIRTY-TWO

### OATHS AND DECLARATIONS

#### 1 Oath of Obedience

- 1.1 Every person who is elected and to be consecrated bishop or is appointed an Assistant Bishop shall first take the Oath of Due Obedience to the Archbishop and to the metropolitan authority of the Hong Kong Sheng Kung Hui in the form and manner prescribed in and by the Ordinal.

##### **Oath of Due Obedience**

“I, (name of Bishop making the Oath), do swear by Almighty God that I will pay true and due obedience to Archbishop (name of the Archbishop), Archbishop of the Hong Kong Sheng Kung Hui and his successors in all things lawful and honest: So help me God.”

- 1.2 Every person who is to be ordered priest or deacon, or to be instituted to any benefice or to be licensed either to any curacy, lectureship, preachingship, or to serve in any place, shall first take the Oath of Canonical Obedience to the Bishop of the Diocese by whom he is to be ordained, instituted or licensed, in the presence of the said Bishop or his commissary and in the following form:

##### **Oath of Canonical**

“I, (name of the person making the Oath), do swear by Almighty God that I will pay true and canonical obedience to Bishop (name of the Bishop), the Bishop of (name of the diocese) and his successors in all things lawful and honest: So help me God.”

## 2 Declaration of Assent

- 2.1 Declaration of Assent to be made under this Canon shall be in the form hereinbelow set out:

### **Preface**

The Hong Kong Sheng Kung Hui is part of One Holy Catholic and Apostolic Church, worshipping the one true God; Father, Son and Holy Spirit. It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation. Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies, the Book of Common Prayer and the ordering of bishops, priests and deacons. In the declaration you are about to make will you affirm your loyalty to this inheritance of faith as your inspiration and guidance under God in bringing the grace and truth of Christ to this generation and making Him known to those in your care?

### **Declaration of Assent**

I, (name of the person making the declaration), do so affirm, and accordingly declare my belief in the faith which is revealed in the Holy Scriptures and set forth in the catholic creeds and to which the historic formularies of the Anglican Church bear witness; and in public prayer and administration of the sacraments, I will use only forms of service which are authorised or allowed by Canons.

- 2.2 The preface which precedes the Declaration of Assent in the form set out above (with in each case such adaptations as are appropriate) shall be spoken by the Archbishop or Diocesan Bishop or commissary in whose presence the Declaration is to be made in accordance with the following provisions of this paragraph and shall be spoken by him before the making of the Declaration.

- 2.3 Every person who is to be consecrated Bishop or Assistant Bishop shall on the occasion of his consecration publicly and openly make and subscribe the Declaration of Assent in the presence of the Archbishop by whom he is to be consecrated and of the congregation there assembled.
- 2.4 Every person who is to be ordained priest or deacon shall before ordination make and subscribe the Declaration of Assent in the presence of the Archbishop or Diocesan Bishop by whom he is to be ordained.
- 2.5 Every person who is to be instituted or admitted to any benefice or other ecclesiastical preferment or licensed to any lectureship or preachingship shall first make and subscribe the Declaration of Assent in the presence of the Diocesan Bishop by whom he is to be instituted or licensed or of the Bishop's commissary.
- 2.6 Every person who is to be licensed to any curacy shall first make and subscribe the Declaration of Assent in the presence of the Diocesan Bishop by whom he is to be licensed or of the Bishop's commissary unless he has been ordained the same day and has made the Declaration.

### **3 Declaration to be made by the Archbishop and Bishops**

- 3.1 Every Archbishop and Diocesan Bishop shall, on the occasion of his installation in the cathedral church of his province or diocese, as the case may be, and before he is installed, publicly and openly make the Declaration of Assent in the presence of the congregation there assembled.
- 3.2 Before the Archbishop or Diocesan Bishop makes the Declaration, the preface which precedes the Declaration in the form set out in paragraph 1(1) of this Canon (with appropriate adaptations) shall be spoken by the dean of the Cathedral Church or, if the dean is absent, abroad or incapacitated through illness or the office of dean is vacant, by such one of the residentiary canons of the Cathedral Church as those canons may select.

- 3.3 An Assistant Bishop who is to be invested by the Archbishop under which he is to serve shall on the occasion of his installation publicly and openly make the Declaration of Assent in the presence of the congregation there assembled.
- 3.4 Before the Assistant Bishop makes the Declaration the preface which precedes the Declaration in the form set out in paragraph 1(1) of this Canon (with the appropriate adaptations) shall be spoken by the Archbishop.



## **CANON THIRTY-THREE**

### **LITURGICAL SERVICES**

Authorised services of worship of the Church shall be those as set out in this Canon.

#### **1 Calendar and Rules**

Calendar and Rules shall be as defined by the Standing Commission on Liturgical Matters.

#### **2 Lectionary, Psalter and Collects**

Lectionary, Psalter and Collects shall be as defined by the Standing Commission on Liturgical Matters.

#### **3 Common Prayer**

Common Prayer shall include:

- 3.1 Morning Prayer (Mattins);
- 3.2 Evening Prayer (Evensong);
- 3.3 Litany;
- 3.4 Occasional Prayers and Thanksgiving;
- 3.5 Compline; and
- 3.6 Family Prayers.

## **4 Initiation Services**

Initiation Services include:

### **4.1 Baptism;**

Baptism shall include:

4.1.1 Baptism of adults or children able to answer for themselves;

4.1.2 Baptism of infants;

4.1.3 Private Ministration of Baptism; and

4.1.4 Renewal of Baptismal Vows.

### **4.2 Catechism;**

### **4.3 Order of Confirmation;**

### **4.4 Thanksgiving for the Birth of a Child; and**

### **4.5 Thanksgiving after Adoption.**

## **5 Ministry of Reconciliation**

Ministry of Reconciliation shall include:

### **5.1 Penitential Service;**

### **5.2 Renewal of Baptismal Vows; and**

### **5.3 Confession and Absolution.**

## **6 Eucharist**

## **7 Liturgy of Lent and Holy Week**

Liturgy of Lent and Holy Week shall include:

- 7.1 Distribution of Ashes on Ash Wednesday;
- 7.2 Palm Sunday Parade;
- 7.3 Tenebrae Offices;
- 7.4 Blessing of the Oils on Maundy Thursday;
- 7.5 Commemoration of the Last Supper of the Lord;
- 7.6 Good Friday Liturgy; and
- 7.7 Holy Saturday Vigil.

## **8 Occasional Offices**

Occasional Offices shall include:

- 8.1 Solemnisation of Matrimony / Blessing of Civil Marriage;
- 8.2 Ministry to the Sick;

Ministry to the Sick shall include:

- 8.2.1 Visitation;
- 8.2.2 Laying on of Hands and Anointing of the Sick;
- 8.2.3 Communion of the Sick; and
- 8.2.4 Commendation of the Soul.

8.3 Funeral;

Funeral shall include:

8.3.1 Order for the Burial of the Dead;

8.3.2 Order for the Burial of a Child/Baby; and

8.3.3 Memorial and Requiem.

8.4 Consecration of churches.

**9 The Ordinal**

The Ordinal shall include:

9.1 The Making of Deacons;

9.2 The Ordering of Priests;

9.3 The Installation of Clergy; and

9.4 The Consecration of Bishops.

**10 Others**

10.1 Any other form of service not contained in this Canon or the Book of Common Prayers may only be used with prior approval of the Diocesan Bishop.

10.2 The Standing Commission on Liturgical Matters may approve and announce forms of service for use on temporary basis with/without limited period as specified.

## **CANON THIRTY-FOUR**

### **COMPLAINTS AND OFFENCES**

#### **1 Offences which may be subject to Disciplinary Proceedings**

A Bishop, priest, or deacon of the Church may be subject to disciplinary proceedings for the following offences:

- 1.1 crime or immorality;
- 1.2 holding or preaching any doctrine contrary to that professed by the Church;
- 1.3 habitual violation of the use of the Book of Common Prayer;
- 1.4 violation of any provisions of the Constitution, Canons or By-laws of the Church;
- 1.5 violation of any of the provisions of the constitution, canons or regulations of the Diocese to which he belongs;
- 1.6 any act which is in violation of the ordination oath and pledges;
- 1.7 habitual neglect of the duties of his office without justifiable cause;
- 1.8 habitual neglect of public worship and the Holy Communion according to the order and use of the Church;
- 1.9 disobedience or disregard of a reasonable direction of the ecclesiastical authority over him; and
- 1.10 conduct unbecoming of a member of the clergy or of an officer of the Church.

## **2 Lodging of a Complaint**

- 2.1 A complaint of an offence under paragraph (1) hereof; if made against a Bishop, may be made to the Archbishop or the House of Bishops; if made against the Archdeacon of the Diocese, may be made to the Diocesan Bishop concerned; if made against a priest or a deacon of the Church, may be made to the archdeacon of the Diocese to which the party being complained of belongs or to the General Secretary of the General Synod.
- 2.2 A complaint under paragraph 2.1 hereof shall be in writing and signed by the complainant. The complainant shall, upon request of the Archbishop or the archdeacon concerned, as the case may be, verify contents of the complaint upon oath.
- 2.3 A complaint may be in either Chinese or English language; and shall be supported by all relevant material and documents.

## **3 Dealing with a Complaint**

- 3.1 Upon receipt of a complaint, the Archbishop, or the archdeacon as the case may be, or their respective assistant duly appointed for such purposes shall peruse all material submitted by the complainant, arrange for the complainant to be interviewed, and consider all relevant facts before them.
- 3.2 After due consideration the Archbishop or the archdeacon, as the case maybe, may dismiss the complaint if they are of the view that such complaint does not tantamount to any of the disciplinary offences set out in paragraph (1) hereof, and accordingly inform the complainant.
- 3.3 If after due consideration the Archbishop or the archdeacon, as the case may be, is of the view that the complaint may tantamount to one of the disciplinary offences set out in paragraph (1) hereof, the Bishop, priest or deacon being complained of (hereinafter referred to as "the respondent") shall be informed of the complaint and be asked to furnish a response within a specified period. If such period is not specified in the notice it shall be deemed to be a period of twenty-one (21) days from the date of notice.

- 3.4 The respondent may confess truth of the charges made against him and in writing waive the right to a hearing and submit himself to disciplinary action, the matter shall then be referred to the House of Bishops for sentencing.
- 3.5 Unless the respondent enters a confession to the charges pursuant to the provisions of paragraph (3.4) hereof, the complaint together with material submitted by the respondent and findings of the investigation by the Archbishop or the archdeacons as the case may be shall be forwarded for the consideration of the House of Bishops in the case of the respondent being a Bishop and in any other cases to the Standing Committee of the Diocese of the respondent.

#### **4 Establishment of a Prima Facie Case**

- 4.1 The House of Bishops or the standing committee of the Diocese of the respondent, as the case may be, shall meet and consider the complaint before them.
- 4.2 After careful consideration of all relevant facts and material and on coming to the conclusion that a prima facie case of one or more disciplinary offences having been established, then:
  - 4.2.1 in the case of a respondent being a Bishop, the House of Bishops shall charge the respondent with disciplinary offences and refer the matter to the Provincial Review Board for further action; or
  - 4.2.2 in the case of any other respondent the standing committee of the Diocese concerned shall charge the respondent with disciplinary offences and refer the matter to the Provincial Review Board for further action.
- 4.3 On coming to the conclusion that a prima facie case of disciplinary offence not having been established, the House of Bishops or the standing committee concerned shall dismiss the complaint.
- 4.4 Complainant and respondent shall be informed of the decision of the House of Bishops or the standing committee concerned.

## **5 Presentation of Offence of Crime and Immorality**

In the case of a Bishop, priest, or deacon convicted in a Magistracy or a Court of Justice of any crime or misdemeanor involving immorality, or against whom a judgement has been entered in a civil court in a cause involving immorality, in the case of a Bishop, it shall be the duty of the Archbishop; in the case of a priest or deacon, it shall be the duty of the standing committee of the Diocese in which he is working or serving; to institute an inquiry into the matter. If in the judgement of either there is sufficient reason for further proceedings, it shall be their duty to present him, or to cause that he be referred to the Provincial Review Board.

## **6 Referral Time Limit**

No referral shall be made or conviction be upheld for any offence, unless the offence shall have been committed or have been discovered within three (3) years immediately preceding the time of referral, except that in a case of a conviction in a Magistracy or Court of Justice exercising criminal jurisdiction or in a case of judgement having been entered in a civil court for a cause involving immorality as aforesaid, a referral may be made at any time within one (1) year after such conviction or judgement, notwithstanding three (3) years may have elapsed since the commission of the offence.

## **7 Suspension during the Course of Disciplinary Proceedings**

If a priest or deacon who is charged with an offence under paragraph 1 hereof, or in the case of a priest or deacon being convicted of any crime involving immorality, or against whom a judgment has been entered in a Civil Court for a cause involving immorality, or in the case of the abandonment of the communion of the Church by a priest or deacon, the Bishop in whose jurisdiction the priest or deacon is working or serving may, upon probable cause, suspend the priest or deacon from officiating in said jurisdiction until after the judgment of the disciplinary proceedings becomes final, or sentence has been pronounced against him.



**8 Application to other officers of the Church**

Rules contained in this Part on ecclesiastical discipline may be extended to officers of the Church who are not within Holy Order if so decided by the House of Bishops in circumstances deemed appropriate by its members.

## **CANON THIRTY-FIVE**

### **HEARING OF DISCIPLINARY PROCEEDINGS**

#### **1 Offence Referral**

A Bishop, priest, or deacon of the Church being charged with one or more disciplinary offences shall be referred to the Provincial Review Board for adjudication.

#### **2 Amendment of Offence**

2.1 Disciplinary offences for which the respondent is being charged with may be amended at any time before the pronouncement of the decision of the Provincial Review Board as the case may be.

2.2 The respondent shall be provided with sufficient time to give an answer to the new disciplinary offences for which he is being charged.

2.3 The respondent shall also be provided with the opportunity to present new evidence in defence of the new disciplinary offences for which he is being charged.

#### **3 Directions for Hearing**

3.1 The Provincial Review Board shall, at an appropriate time before the date set for the hearing, meet and give directions to the parties in relation to the hearing.

3.2 The Chancellor, as chairman of the Provincial Review Board, may direct that a legal advisor of the Church to be advisor to the Board at the hearing on law and procedure.

3.3 Directions for hearing shall include but not limited to:

3.3.1 the officer of the Church who shall be prosecuting the disciplinary offences;

3.3.2 the deposition of the witnesses and documents to be filed by the parties and the time specified for filing;

- 3.3.3 use of expert witnesses;
- 3.3.4 the estimated length of hearing; and
- 3.3.5 any other matters relevant to the hearing.

#### **4 Duty of Church Members to Give Evidence**

- 4.1 It is hereby declared to be the duty of all members of the Church upon being directed by the Provincial Review Board to give evidence, either by way of making a deposition or by personal attendance, on any matter which is relevant to the hearing before the Provincial Review Board.
- 4.2 In giving evidence at the hearing the witness may be required to testify on oath or affirmation.
- 4.3 The oath shall be in the following format or other suitable format and shall be administered by a person permitted under the laws of Hong Kong to administer an oath:

##### **Oath**

“I, [name of the person], a witness in this present hearing, now pending, do most solemnly call the Lord to witness that the evidence I am about to give shall be the truth, the whole truth, and nothing but the truth. So help me God.”

- 4.4 The affirmation shall be in the following format or other suitable format and shall be administered by a person permitted under the laws of Hong Kong to administer such affirmation.

##### **Affirmation**

“I, [name of the person], a witness in this present hearing, now pending, do solemnly and truly affirm and say that the evidence I am about to give shall be the truth, the whole truth, and nothing but the truth.”

## 5 Hearing

- 5.1 Hearings shall be conducted at a venue to be decided by the Provincial Review Board and shall be a close hearing. Only parties concerned shall be allowed to be present at the hearing.
- 5.2 Notwithstanding the provisions set out in paragraph (5.1) hereof, the Provincial Review Board may on application of the respondent, open the hearing to members of the General Synod.
- 5.3 Hearings may be conducted in either Chinese or English Language. Interpretation shall be provided to the parties who are not familiar with the language of the hearing.
- 5.4 Hearings shall be in the format of a business meeting rather than a trial.
- 5.5 The Provincial Review Board may appoint an officer or staff of the Church to be clerk of the hearing to supervise all administrative work of and arrangements for the hearing.
- 5.6 Save as herein otherwise provided, no legal representation shall be allowed for any of the parties at the hearing before the Provincial Review Board.
- 5.7 The Chancellor may direct that proceedings of the hearing be recorded and kept as a record of such hearings. Keeping of a full transcript of the proceedings shall not be required.
- 5.8 Hearings may be adjourned either at the request of the parties for good reasons or at the initiation of the chairman of the hearing.
- 5.9 The Provincial Review Board may make rules to regulate the hearing before them so long as they are not inconsistent with provisions herein or any of the provisions of the Constitution, Canons or By-laws.
- 5.10 Normal rules of evidence as applied in the courts of Hong Kong as part of the common law shall be applied at the hearings before the Provincial Review Board.

- 5.11 Any party of a set of disciplinary proceedings shall not approach any member of the Provincial Review Board for any matter relating to such proceedings unless in the presence of all other parties to such proceedings.

## **6 Decision and Judgment**

- 6.1 Upon the conclusion of evidence being presented by the parties of the hearing, the prosecuting officer representing the Church and the respondent shall be given opportunity to address the hearing.
- 6.2 The Provincial Review Board shall then adjourn the hearing for their own deliberation in private.
- 6.3 Decision of the Provincial Review Board shall then be pronounced at the resumed hearing and shall be reduced into writing and signed by all members of the adjudicating panel.
- 6.4 Decisions so signed shall be recorded as judgement and date of the judgement shall be the date when the same is being pronounced to the parties of the proceedings.

## CANON THIRTY-SIX

### PENALTY AND SENTENCES

#### 1 Pronouncement of Penalty and Sentences

- 1.1 At the conclusion of the hearing before the Provincial Review Board and upon the respondent being found guilty of one or more disciplinary offences, the Provincial Review Board shall forward its findings and conclusion to the House of Bishops for appropriate sentence or penalty to be passed by the House of Bishops.
- 1.2 No sentence shall be passed until an opportunity shall have been given to the respondent, either on conviction or on confession, to show cause, if any, why sentence should not be pronounced against him, and to offer any matter or grounds in mitigation for the consideration of the House of Bishops.
- 1.3 The House of Bishops may in passing a sentence against a respondent:
  - 1.3.1 reprimand the respondent;
  - 1.3.2 suspend the respondent for a specified period;
  - 1.3.3 revoke the respondent's licence;
  - 1.3.4 remove the respondent from his office;
  - 1.3.5 depose the respondent from sacred ministry; or
  - 1.3.6 make any other order.
- 1.4 The House of Bishops may order more than one of the items set out in paragraph (1.3) hereof in passing sentence against the respondent.
- 1.5 The House of Bishops may also require the respondent to bear costs incurred by the Church in prosecuting offences against the respondent.

1.6 When a clergy is deposed from sacred ministry, he is deposed therefrom entirely, and not from a higher to a lower Order.

**2 Sentence to be Recorded**

2.1 Sentence pronounced by the House of Bishops shall be communicated to the Registrar, who shall be responsible for entering the same in the records of the Church.

2.2 The House of Bishops may, in passing sentence, order the respondent to be reprimanded and under appropriate circumstances order that the sentence passed against the respondent not to be recorded or be removed from the records of the Church after a specified period.

## **CANON THIRTY-SEVEN**

### **APPEALS**

#### **1 Appeal to the Board of Appeal**

- 1.1 A respondent of disciplinary proceedings found guilty of one or more disciplinary offences shall have the right to appeal to the Board of Appeal.
- 1.2 In the case of a Bishop, a priest or a deacon being charged with an offence relating to the holding and teaching of doctrine contrary to that held by the Church, the prosecuting officer of the Church shall have like right to appeal.

#### **2 Notice of Appeal**

- 2.1 Within thirty (30) days from the date of judgement of the Provincial Review Board as the case may be, the party desirous of bringing an appeal shall give notice in writing to the General Secretary of the General Synod and to the other party in the proceedings, specifying in the notice grounds for appeal.
- 2.2 If no notice of appeal is being received by the General Secretary of the General Synod within the time specified hereinbefore in paragraph (2.1) hereof, it shall be deemed that the parties to the proceedings have waived their rights to appeal.
- 2.3 The party who is out of time in filing the notice of appeal may apply to the Board of Appeal for necessary extension of time to do so. The Board of Appeal may impose conditions in granting an extension of time for the filing of notice of appeal or refuse the application.

#### **3 Hearing of the Appeal**

- 3.1 The chairman of the Board of Appeal, upon receipt of a notice of appeal, shall appoint a time within ninety (90) days thereafter for the hearing of the appeal and fix the venue of the hearing.



- 3.2 The General Secretary of the General Synod who shall be clerk of the Board of Appeal shall thereupon give notice of the hearing of the appeal to parties of the proceedings and in any event shall not be less than twenty-one (21) days before the date scheduled for hearing.
- 3.3 Hearings may be conducted in either Chinese or English Language. Interpretation shall be provided to parties who are not familiar with the language of the hearing.
- 3.4 Hearings shall be close hearings and in the format of a business meeting rather than a trial.
- 3.5 The General Secretary of the General Synod or his deputy shall be clerk of the Board of Appeal at the hearing to supervise administrative work of the hearing.
- 3.6 The Church may be represented at the hearing by an office-bearers of the Church. No legal representation shall be allowed for any of the parties at the hearing before the Board of Appeal.
- 3.7 The chairman may direct that proceedings of the hearing be recorded and kept as a record of such hearing. Keeping of a full transcript of the proceedings shall not be required.
- 3.8 Hearings may be adjourned either at the request of the parties for good reasons or at the initiation of the chairman.
- 3.9 The Board of Appeal may make rules to regulate hearings before them so long as they are not inconsistent with the provisions herein or any of the provisions of the Constitution, other Canons or By-laws.

#### **4 Transcript of Record**

- 4.1 Upon notice of appeal being given, clerk of the first hearing shall prepare and send to the General Secretary of the General Synod a transcript of the hearing and evidence and documents before the first hearing.
- 4.2 Such transcript of the record of the first hearing shall be made available to all parties to the appeal.

## **5 Evidence**

No oral testimony shall be heard by the Board of Appeal, nor shall new evidence be introduced at the hearing of the appeal, except by permission of the Board of Appeal.

## **6 Decision and Judgment**

6.1 The Board of Appeal may affirm or reverse any judgement brought before it on appeal, and may enter final judgement in the case, or may remit the same for re-hearing, or for such further proceedings as the interests of justice may require.

6.2 If the respondent shall have been found guilty of any offence in relation to the holding and teaching of doctrine contrary to that held by the Church, the sentence so passed by the House of Bishops shall not be so imposed until after conclusion of hearing of the appeal by the Board of Appeal.

6.3 The Board of Appeal may, if it is desirous of varying the order made by the House of Bishops in passing sentence on the respondent, revert to the House of Bishops such desire with or without its recommendations as to how such order should be varied. The House of Bishops shall consider such proposal from the Board of Appeal and decide on what steps to be taken. The decision thereon of the House of Bishop shall be conclusive and binding on all parties concerned.

6.4 In dismissing the appeal brought by the respondent the Board of Appeal may also order the respondent to pay for expenses incurred by the Church in the appeal on an indemnity basis or on such other basis as the Board of Appeal may deem appropriate.

## **7 Discontinuance of an appeal**

7.1 The appellant may at any time before the commencement of the hearing of the appeal by notice in writing addressed to the General Secretary of the General Synod discontinue the appeal.

7.2 After the commencement of the hearing of the appeal, the appellant may only discontinue the appeal with the consent of the Board of Appeal.

- 7.3 Upon discontinuance of an appeal, the Board of Appeal may order the respondent or appellant to pay for all expenses of the Church in connection with the appeal on an indemnity basis or on such other basis as the Board of Appeal may deem appropriate.

## **CANON THIRTH-EIGHT**

### **ENACTMENT, AMENDMENT AND REPEAL**

#### **1 Enactment of New Canons and Amendments**

- 1.1 No new Canon shall be enacted or existing Canon amended or repealed, except by approval of the General Synod.
- 1.2 Proposals for enactment of new Canons, or amendment or repeal of existing Canons, shall be submitted to the Standing Commission on Constitution and Canons for its consideration for the drafting of provisions and for formulation of an appropriate resolution for introduction to the General Synod.
- 1.3 The Standing Commission on Constitution and Canons may, on the completion of vetting of proposed provisions and formulation of resolutions, introduce any resolution on its own motion or refer the same back to the body submitting the original proposal for its introduction into the General Synod.

#### **2 Consideration and Adoption**

- 2.1 The General Synod shall consider and adopt the motion to enact new Canons or amend the Canons in a joint session.
- 2.2 Mover of motions to enact new Canons or amend the Canons may address the session of the General Synod during which such motion is being considered.
- 2.3 Resolution to adopt motions to enact new Canons or amend the Canons shall be passed by simple majority of delegates present and voting at the session.

#### **3 Certification of Changes**

- 3.1 The General Secretary of the General Synod, at the conclusion of session of the General Synod, shall certify changes to the Canons passed at that session of the General Synod.

- 3.2 The amended Canons duly consolidated shall be presented by the General Secretary of the General Synod to the Archbishop for his acceptance and signature.
- 3.3 Upon such revised and consolidated Canons being signed by the Archbishop, the same shall be considered duly enacted.

#### **4 Effective Date of the New Canons**

All new or amended Canons duly enacted shall, unless otherwise expressly ordered by the Archbishop, take effect on the last day of the month following the adjournment of the session of the General Synod at which they were adopted.

## **CANON THIRTY-NINE**

### **INDEMNITY TO HONORARY OFFICE-BEARERS**

#### **Indemnity**

Any honorary office-bearer of the Church shall be indemnified out of the funds of the Church against all costs, charges, losses, damages, and expenses which they shall incur or be put to on account of any contract, act, deed, matter, or thing, which shall be made, done, entered into, or executed by them respectively on behalf of the Church and shall be reimbursed by the Church all reasonable expenses incurred by him in or about any legal proceedings or arbitration on account of the Church or otherwise in the execution of his office except as herein otherwise provided, and except such costs, damages, and expenses as shall happen through his willful neglect or default. And he shall not be chargeable for any money which he shall not actually receive, nor be answerable for the act, receipt, neglect, or default of any other officer, nor for any banker, broker, collector, agent, or other person appointed by the Church, with whom or into whose hands any property or money of the Church shall be deposited, or for the insufficiency of any security upon which any of the money of the Church shall be invested, nor any loss or damage which may happen unless through their own willful neglect or default.