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SUPPLEMENT TO THE
**CEYLON GOVERNMENT
GAZETTE**

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UNOFFICIAL ANNOUNCEMENT

ADDITION TO THE CONSTITUTION AND THE FUNDAMENTAL
PROVISIONS AND REGULATIONS NON-FUNDAMENTAL OF THE
DIOCESAN COUNCIL OF THE CHURCH OF CEYLON
PUBLISHED AS A SUPPLEMENT TO THE *Ceylon
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(Passed at the 56th Annual Session of the Diocesan Council
held on the 16th and 17th October, 1941).

CHAPTER XV
Non-Fundamental

REGULATIONS FOR PASTORATES

(1) The Diocesan Authority for Pastorates to fulfil the
functions hitherto performed by the C M S Patronage Board
is hereby set up and its membership is as follows :—

The Lord Bishop of the Diocese	} <i>ex-officio</i>
The Archdeacon(s)	
The C M S Representative	
The Registrar of the Diocese	
Secretary of the Diocese, who shall be Secretary of the Diocesan Authority	
2 Clergymen	
2 Laymen	

(2) (a) The following Pastorates shall be under the said Diocesan Authority for Pastorates :—

Colombo Sinhalese Pastorate
 Colombo Tamil Southern Pastorate
 Colombo Tamil Northern Pastorate
 Nugegoda Pastorate
 Kotte-Talangama Pastorate
 Dickoya Tamil Pastorate
 Dimbula Tamil Pastorate
 Badulla-Haputale Pastorate (Uva Pastorate)
 Nuwara Eliya-Uda Pussellawa Pastorate
 Gampola Tamil Pastorate
 Kandy Tamil Pastorate
 Matale Tamil Pastorate
 Sabaragamuwa Pastorate
 Kelani Valley Pastorate
 Chundikuli Pastorate
 Nallur Pastorate
 Kopay Pastorate

(b) It shall be competent for the Diocesan Authority either on its own motion or on application of any Pastorate to rule whether any Pastorate shall be exempted from the sphere of its authority, on the ground that no reason exists for the Pastorate in question to be governed by the Regulations for Pastorates and/or that the Diocesan Constitution and Provisions are adequate for all requirements in respect of the Pastorate. In which case the term "Pastorate" shall no longer be used in connection with the Church or Churches concerned.

Such decision of the Diocesan Authority shall become operative only after it has been reported to the Diocesan Council

(3) That whereas the Pastoral and Evangelistic areas and congregations hitherto known as C M.S. Pastorates are composed, in most cases, of a number of congregations having joint responsibilities for the support of an Incumbency and the maintenance of Churches, which can only be adequately and equitably carried out through joint conference and mutual agreement, sustained by responsible decisions of a recognised body representative of all concerned :—

There shall be a Pastorate Committee in every Pastorate to co-operate with the Pastor and his assistants for the furtherance of the work of the Church in that Pastorate, the Pastor of which shall be *ex-officio* Chairman.

(4) Whereas the Lay Officers of each congregation under the Diocesan Constitution (Chapter VI) are bound to perform the duties therein set forth, and whereas in the case of Churches that are included within the larger ecclesiastical areas known as Pastorates, it is considered advisable that these officers should meet in a formal manner and should in some cases have the assistance of others in an advisory capacity who are not Lay Officers :—

Similarly there shall then be a Church Committee representative of each congregation of a Pastorate, having the Pastor as *ex-officio* Chairman, and including the Lay Officers duly appointed in accordance with Chapter VI of the Diocesan Constitution, and such others in an advisory capacity, not having the power to vote as are permitted in the Regulations for Pastorates hereinafter set forth.

SCHEDULE REFERRED TO.

REGULATIONS FOR THE GUIDANCE OF THE DIOCESAN AUTHORITY FOR PASTORATES IN THE DIOCESE OF COLOMBO FORMERLY ASSOCIATED WITH THE CHURCH MISSIONARY SOCIETY, AND FOR THE GUIDANCE OF THE PASTORS, LAY OFFICERS, PASTORATE COMMITTEES CONNECTED WITH THE PASTORATES.

The scheme embodied in these Regulations is intended to supplement and in no way to displace the Government of the Diocese as a whole by the Bishop and the Diocesan Council and aims at providing for those congregations in the Diocese formerly associated with the Church Missionary Society and hitherto controlled by its Local Governing Body and now by the Diocese, such help and mutual support as may aid in their healthy development and secure for them under God the ministry of devoted, earnest and missionary-hearted clergy and catechists Preamble

Much is said in the following Regulations as to the organization and machinery of the Pastorates, and the duties of the Pastor in relation to that machinery. But it must be always borne in mind that this part of the Pastor's work is only incidental to those special duties which are his in virtue of his spiritual vocation

The calling of the Pastor is that of a Priest of the Church of God. It is his duty under the Bishop to lead the congregation in the worship of Almighty God, to preach fearlessly the Gospel of the living Christ, to minister the Sacraments as a steward of the mysteries of God, and to watch over his flock as a Pastor

in the service of the Chief Shepherd. It is the privilege of his people to be associated with him in this noble Ministry. They are to be fellow-workers with him in the service of God and are to assist him in the furtherance of the Kingdom of Heaven, endeavouring in every way so to labour that they may set him free for the discharge of his spiritual functions. It is with such principles in mind that the following Regulations are to be read and interpreted.

Interpretations.

1. These regulations are to be read in conjunction with the constitution of the Diocesan Council.

2. In these Regulations :—

- (a) The Diocesan Authority means the Board created to undertake and fulfil the duties of the former Patronage Board other than the exercise of Patronage.
- (b) A Pastorate means the sphere of a Pastor or Incumbent which may include one congregation or several congregations so situated that the members may come individually under the care of the Pastor and his assistants.
- (c) Pastor, or Incumbent, hereinafter called the Pastor, means the clergyman for the time being in charge of the Pastorate holding the Bishop's licence, and directly responsible to him.
- (d) Pastorate Committee means the Committee representing the Pastorate duly formed in accordance with the Rules hereinafter provided
- (e) Pastorate Fund includes all monies collected or received by or on behalf of any Pastorate and at the disposal of the Pastorate Committee.
- (f) The term "Treasurer" is applied to the Treasurer of the Pastorate Committee and the term "Asst Treasurer" is applied to his assistant in the Church Committee.

I. The Diocesan Authority.

1. The Diocesan Authority shall consist of :—

(a) *Ex-officio* Members :—

- The Lord Bishop of Colombo,
(Chairman)
- The Archdeacon(s)
- The C. M. S. Representative
- The Registrar of the Diocese
- The Secretary of the Diocese, who shall be Secretary

- (b) One Clergyman and one layman to be nominated by the Bishop annually.
- (c) One Clergyman to be elected for one year by the Incumbents of all Pastorates associated with the Authority

One layman to be elected for one year by the lay representatives on the Diocesan Council representing the Churches within the Pastorates.

These elections shall take place at the time when the Diocesan Council is held under the Chairmanship of the Archdeacon of Colombo or his deputy.

2. Functions of the Diocesan Authority.

- (a) To exercise general oversight over the Pastorates with a view to the proper carrying out of these regulations and of the Diocesan Constitution and to this end to receive from the Secretary of each Pastorate an Annual Report a copy of the audited accounts of each year, and copies of the minutes of all meetings of the Pastorate Committees.
- (b) To make provision for their training for the ministry of suitable candidates approved by the Bishop
- (c) To exempt from the sphere of its authority any Pastorate and to report such action to the Diocesan Council.
- (d) To form new Pastorates and to re-arrange existing Pastorates and to report to the Diocesan Council.
- (e) To consider and decide any matter submitted for arbitration by a Pastorate Committee or a Church Committee.
- (f) To see that no alterations are made in the fabric of the Churches vested in the Church Missionary Trust Association Limited whether by removal of

any part of them or addition to them, and that no important change in the furniture or ornaments be introduced, save with the approval of the Authority and its permission previously obtained, and subject also to the sanction of the C. M. S. Finance Committee in the case of additions or alterations to the fabric of Churches or the erection of new buildings on lands vested in the C. M. S. Trust Association Limited.

3 Powers of the Bishop as Chairman

- (a) The Diocesan Authority shall, subject to the approval of the Bishop or his Commissary, have power to withdraw a recognition of a Pastorate Committee working under C M S. Regulations for Pastorates, where a Committee refuses to abide by a decision or order given by the Bishop or Archdeacon acting within the powers appertaining to their respective offices.
- (b) Lay Officers or members of a Pastorate Committee shall hold office for a period not exceeding one year, but shall be eligible for re-election. In the case of misconduct by such persons, the Bishop may himself hold an enquiry, or refer the matter for enquiry and report to such person or persons as he may elect, always provided that the person or persons charged with misconduct be first notified of the charge brought against him or them and be given opportunity of offering a defence. If after such enquiry, the person or persons concerned be found guilty by the Bishop, the Bishop may, in the exercise of his discretion, remove him or them from their office, or suspend him or them, or make any other order as to the Bishop may seem expedient.

II. Pastorate Committees.

I. Membership.

The Pastorate Committee shall consist of :—

- (a) The Pastor in charge of the Pastorate.
- (b) Any other clergy whether priests or deacons duly appointed as assistants to such Pastor.
- (c) Two Lay Officers (one Vicar's Warden and one people's warden) for each congregation numbering 50 or more accustomed members.
- (d) One additional Lay Officer for each congregation for every hundred or part of a hundred accustomed members, provided that not more than two such additional lay officers shall be so added.

2 Method of Election.

- (a) The election of Lay Officers shall take place at the Annual General Meetings of the congregations comprising the Pastorate, in accordance with the Constitution of the Diocesan Council Chapter V and Chapter III (Church Committees), of these Regulations, the results of the elections being forwarded by the Chairman presiding at each meeting in the usual manner to the Archdeacon, and also to the Diocesan Authority through the Secretary of the Diocese.

- (b) At each such meeting there shall be presented the duly audited accounts of the Pastorate which shall include the separate accounts of congregations.

See Diocesan
Constitution
V. (2).

3. Meetings of Pastorate Committee.

- (a) First Meeting and election of Office Bearers.

The first meeting of the newly elected Pastorate Committee shall be convened by the Chairman, acting with the Secretary for the previous

year, and shall take place within one month of the last Annual General Meeting of congregations

At this meeting the Committee shall elect a Vice-Chairman, a Treasurer for the ensuing year, who shall forthwith take over the accounts, and a Secretary, who shall take over all Minute books and other records of the Pastorate Committee. At this meeting also the Committee shall elect an Auditor for the current year who shall be approved by the Diocesan Authority.

- (b) The Committee shall ordinarily meet not less than once a quarter, and the Secretary shall give at least seven days notice in writing of all meetings to members and shall also supply an Agenda paper to members before the day appointed for the meeting
- (c) In case of sudden emergency or other special circumstances requiring immediate action by the Committee, a meeting may be convened by the Chairman at not less than three days' notice in writing to the members, but the quorum for the transaction of any business at such Meetings shall be a majority of the then existing members of the Committee and no business shall be transacted at such Meeting except such as is specified in the notice convening the Meeting.

The Chairman shall also call an Emergency Meeting of the Pastorate Committee, if requested to do so, in writing by three members of the Committee.

- (d) No business shall be transacted at any meeting of the Pastorate Committee unless at least one-third of the full number of members are present thereat (three being a minimum) If half of the members are not present any Resolution involving a question of

Emergency Meeting.

Quorum.

Patronage or Finance which may be passed shall not be valid unless it is again brought forward and confirmed at the next Meeting.

- (e) When a meeting of the Pastorate Committee is held, it shall be competent for any member to bring up for discussion any important matter which is not on the Agenda, but no action in connection with it shall be taken on any Resolution passed at such Meeting until such Resolution shall have been included on the Agenda and confirmed at the next regular Meeting of the Committee. Matters not on the Agenda.
- (f) Should any matter arise which, in the opinion of the Chairman or of a majority of the meeting, is too important to be settled at that Meeting, decision thereupon shall be postponed to the next Meeting, previous to which the subject on which decision is deferred shall be notified by the Secretary to members. Postponement of matters to next Meeting.
- (g) Questions if not settled unanimously shall ordinarily be decided by a majority of votes. In case of an equal division of votes, the Chairman of the Meeting shall have a second or casting vote. If any decision appears to the Chairman unsatisfactory, he may, if he thinks fit, suspend action upon it, and the question shall be referred immediately to the Diocesan Authority; whose decision shall be final. Majority to decide

4. Chairman and Duties of Chairman

The Pastor shall be Chairman of the Pastorate Committee and it shall be his duty :—

- (a) To fix the date of Meetings and notify the same to the Secretary.

(b) To prepare the Agenda of Meetings in consultation with the Secretary and include therein the following :—

1. Subjects forwarded for discussion by the Bishop, and the Diocesan Authority
2. Matters of general interest in the Pastorate.
3. Subjects forwarded for discussion in writing by any member of the Committee at least ten days before the Meeting

(c) To see that the Resolutions of the Committee are duly carried out.

(d) To forward to the Diocesan Authority through the Secretary of the Diocese copies of proceedings of Meetings as set forth in Rule 5 (d).

(e) To see that an Annual Meeting as required under Rule 3 is held in respect of each of the congregations comprising his Pastorate.

(f) To send to the Diocesan Authority through the Secretary of the Diocese a return showing the number of communicant members of each congregation in his Pastorate and such other particulars as from time to time be required by the Diocesan Authority.

5. Duties of Secretary.

The duties of the Secretary shall be as follows :—

(a) To have charge of all documents relating to current business of the Committee.

(b) To convene a Meeting of the Committee when notified by the Chairman that a Meeting is to be held.

(c) To be responsible for keeping the Minutes and for recording them in a book provided for that purpose.

II

- (d) To send to the Chairman, not later than seven days after each Meeting, two copies of the proceedings of the Meeting, one of which the Chairman shall initial and forward to the Diocesan Authority through the Secretary of the Diocese.
- (e) To prepare yearly an Annual Report and submit it to the Committee for approval at a Meeting to be held in January or as soon as possible thereafter.

6. Pastorate Fund and Duties of Treasurer.

- (a) All Funds received by the Treasurer shall be lodged in the Post Office Savings Bank or in a Bank approved by the Pastorate Committee in the name of the Committee to be operated upon jointly by the Pastor and the Treasurer for the time being. All cheques should be paid into the Bank immediately and no cash should be kept on hand more than is required to meet the usual monthly payments.
- (b) Audit.
All accounts shall be sent to the Auditor appointed under Regulation II 2(a) at least one month before the first of the Annual Meetings of congregations, and shall include the accounts not only of the Pastorate Committee but also of Church Committees.
- (c) The Treasurer shall normally receive all money collected or otherwise received in connection with the Pastorate.
- (d) In so far as these rules provide for Assistant Treasurers to be appointed by Church Committees, Church Committees shall be allowed to retain with their Assistant Treasurer such moneys as are agreed upon by the Pastorate Committee, whether for the current expenses of each such Church or for any other specified purpose.

- (e) Nothing in this clause shall exempt the Treasurer who receives the collections and other moneys from those Churches which have not been entrusted with the administration of their own money, from the obligation to keep a separate account of the moneys received and expended by him on behalf of each such Church and congregation.
- (f) The Treasurer shall at each ordinary Meeting render an account of all sums received and disbursed by him and lay on the table a statement showing the money available in the Pastorate Fund together with the Bank Pass Book which shall be made up to the end of the month previous to the date of the Meeting, and also an account of any investments or change of investments made in any capital sum in his keeping. He shall also place before the Committee annually an account made up to 31st December of all sums received and expended by him during the year.
- (g) The Treasurer shall promptly make all payments sanctioned in the Annual Budget of the Pastorate Committee, and payable by him.
- (h) The Treasurer shall in no case make payment of any sum exceeding Rs 10.00 without such payment being authorised by resolution of the Committee.
- (i) The Treasurer shall not resign office during the year without first accounting for all sums of money received and disbursed by him.

7. Duties of Pastorate Committees.

It shall be the primary duty of the Pastorate Committees to co-operate with the Pastor and his assistants in the initiation, conduct and development of the work of the Pastorate.

This, however, does not mean that the Pastorate Committee should undertake such duties as are normally (in accordance with the Constitution of the Diocese) to be carried out by the Lay Officers of each congregation. It is one object of these revised Regulations to provide that such Lay Officers acting in Church Committees (with or without additional representatives) shall fulfil these duties which are enumerated in the Diocesan Constitution Chapter VI, Section 16, and which are made applicable to all Churches in the Diocese in Section 17 of the same Chapter. The duties enumerated below should therefore be taken in the light of the Diocesan Constitution, and the Pastorate Committee should fulfil its own obligations by endeavouring to ensure that the duties allotted to the Lay Officers are well and truly performed.

It shall be the duty of the Pastorate Committee :—

- (a) To collect Church Funds and receive contributions from all sources, also grants-in-aid if any.
- (b) To disburse from the Pastorate Fund the stipend of the Incumbent and Assistant Clergy. The payment of the stipends of the clergy shall be the first charge on the funds of the congregations comprising the Pastorate.
- (c) To settle the question of the stipends of the Incumbent and Assistant Clergy according to the Diocesan scale and the proportion in which these payments should be shared by the various congregations composing the Pastorates.
- (d) To settle the amounts to be paid as salary to catechists and the proportions in which these payments shall be shared by the congregations they serve and to ensure that the catechists' salaries are regularly paid to them.

(e) To prepare as soon as possible each year an estimate in detail of the amount expected to be necessary for the maintenance of the work of the Church in the parish and otherwise in the coming year, and of the amounts expected to be received from all sources ; and also to take such steps as they think necessary for the raising, collecting and allocating of the funds required. In this connection the Pastorate Committee shall do everything in its power to promote self-support by the Pastorate, and to provide adequate means for the support of its Evangelistic and Educational work.

(f) To provide for and superintend the repairs of the Churches, Pastors' and Catechists' houses, and the Schools connected with the Pastorate, and to care for all buildings and landed or other properties of which the Pastorate has the charge. In this connection it should be noted that the Pastorate Committee for the time being is the custodian of the Church and its furniture. While it is the duty of the Committee to see that these are kept in good order and, when necessary, repaired, the Committee is not at liberty to make alterations in the fabric of a Church or to introduce into the Churches any important change in the furniture or ornaments

For this the permission of the Diocesan Authority is necessary.

(g) To determine with the Incumbent the objects to which all monies to be given or collected in Church shall be allocated

III. Church Committees.

I. The Church Committee shall consist of :—

(a) The Pastor in charge of the Pastorate.

- (b) Two lay officers being the two Wardens referred to under Pastorate Committees I (c).
 - (c) One additional lay officer for each hundred or part of a hundred accustomed members provided that no more than two such additional Wardens (or four in all be appointed).
(These shall form the representatives of the congregation on the Pastorate Committee).
 - (d) Two additional members where in the opinion of the Diocesan Authority and at the request of the Pastor and Lay Officers such additional members are needed. Such additional members shall be chosen from the number of the Sidesmen elected at the Annual General Meeting. They shall attend meetings of the Committee in an advisory capacity only.
- 2 Annual General Meeting and Election of Church Committee.
- (a) The Lay Officers and other members of the Church Committee shall be elected at the Annual General Meeting of the congregation as described in Pastorate Committee II (2).
In forwarding the results of the election the Chairman shall clearly state which members are lay officers, and which members, if any, are not lay officers.
- 3 Meetings of Church Committee.
- (a) The first Meeting of the newly elected Church Committee shall be convened by the Chairman acting with the Secretary for the previous year and shall take place immediately after the election.
At this meeting the Committee shall elect an Assistant Treasurer for the ensuing year, who shall take over the accounts and a Secretary who shall take over all Minute Books and other records of the Church Committee.

- (b) The Committee shall ordinarily meet not less than once a quarter and the conduct of all meetings shall follow the rules laid down for Pastorate Committees in Section II of these Regulations

4. Duties of Chairman.

The Pastor shall be Chairman of the Church Committee and it shall be his duty :—

- (a) To fix the date of meetings in consultation with the Lay Officers and to notify the same to the Secretary.
- (b) To prepare the Agenda of Meetings in consultation with the Secretary.
- (c) To see that the resolutions of the Committee are duly carried out.

5. Duties of Secretary.

The duties of the Secretary shall be as follows :—

- (a) To have charge of all documents relating to current business of the Committee.
- (b) To convene a meeting of the Committee when notified by the Chairman that a meeting is to be held.
- (c) To be responsible for keeping the Minutes for recording them in a book provided for that purpose.
- (d) To send to the Chairman not later than seven days after each meeting, two copies of the proceedings of the meeting, one of which the Chairman shall initial and forward to the Secretary of the Pastorate Committee

6. Church Funds and duties of Assistant Treasurer.

- (a) All funds received by the Assistant Treasurer shall normally be forwarded to the Treasurer of the Pastorate and dealt with by him in accordance with Rule II 5.

- (b) Such monies as under Rule II 5 (d) are to be retained with the Assistant Treasurer shall be lodged in the Post Office Savings Bank or in a Bank approved by the Pastorate Committee in the name of the Lay Officers of the Church in question.
- (c) The Assistant Treasurer shall at each meeting render an account of all sums received and disbursed by him and lay on the table a statement showing the money available in the Pastorate Fund together with the Bank Pass-book which shall be made up to the end of the month previous to the date of the meeting, and also an account of any investments or change of investments made in any capital sum in his keeping. He shall also place before the Committee annually an account made up to 31st December of all sums received and expended by him, and forward the accounts duly audited by the Pastorate Auditor to the Treasurer of the Pastorate Committee.
- (d) The Assistant Treasurer shall promptly make all payments sanctioned in the Annual Budget of the Pastorate Committee and payable by him.
- (e) The Assistant Treasurer shall in no case make payments of any sum exceeding Rs. 10 without such payment being authorised by resolution of the Committee.
- (f) The Assistant Treasurer shall forward to the Treasurer of the Pastorate on or before the 25th of each month the proportionate share of the stipends of the Incumbent and Assistant Clergy. These payments shall be the first charge on the Church Funds
- (g) The Assistant Treasurer shall hand over to the Incumbent before the end of each month for payment to catechists the amount due from the Church Fund towards their salary.

- (h) The Assistant Treasurer shall not resign office during the year without first accounting for all sums of money received and disbursed by him.

7. Duties of Church Committees.

- (a) The Church Committee, being composed of the Incumbent together with the Lay Officers of the Church and such other advisory members as are allowed for under Rule III 1 (d) shall carry out the duties of Lay Officers laid down in the Diocesan Constitution.
- (b) The Church Committee shall, as soon as possible each year prepare an estimate of its receipts for its ensuing year, and shall also prepare an estimate of its essential needs and shall then submit that to the Pastorate Committee for approval as the Budget for the year, and shall through the Lay Officers attending that Committee come to an agreement as to the monthly contribution to be made towards the stipend of the Incumbent and Assistant Clergy and others employed in connection with the Church. They shall also then submit their proposals as to what sums of money are to be retained with the Assistant Treasurer, and for what purposes.

8. Appeals

- (a) In the case of any difference of opinion arising between the Church Committee and the Pastorate Committee reference may be made by the Lay Officers of the Church in question to the Diocesan Authority, whose decision in such matters shall be final
- (b) In all other questions that may arise in the application, and administration of the foregoing provisions and regulations, the decision of the Diocesan Authority shall be final

9. Omissions.

If any question or dispute shall hereafter arise relating to the interpretation or application of these regulations or to matters which form the subject thereof and are not herein expressly provided for, the same shall be referred to and decided by the Standing Committee of the Diocese, whose decision shall be final and conclusive.

AMENDMENT passed at the 56th Annual Session of the Diocesan Council held on the 16th and 17th October, 1941.

That Chapter VI ¶ 10 be amended by the omission of the word "gross" before "misconduct" in line 3.