

**THE PRESBYTERIAN CHURCH
OF
TRINIDAD AND TOBAGO**



**CONSTITUTION
AND
BYELAWS**

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DOCTRINE

ARTICLE I OF GOD

We believe in the one only living and true God, a Spirit, infinite, eternal and unchangeable, in His being and perfections; the Lord Almighty who is love, most just in all His ways, most glorious in holiness, unsearchable in wisdom, plenteous in mercy, full of compassion, and abundant in goodness and truth. We worship Him in the unity of the Godhead and mystery of the Holy Trinity, the Father, the Son and the Holy Spirit, three persons of the same substance, equal in power and glory.

ARTICLE II OF REVELATION

We believe that God Has revealed Himself in nature, in history, and in the heart of the people; that He has been graciously pleased to make clearer revelation of Himself to people of God who spoke as they were moved by the Holy Spirit; and that in the fullness of time He has perfectly revealed Himself in Jesus Christ, the Word made flesh, who is the brightness of the father's glory and the express image of His person. We receive the Holy Scriptures of the Old and New Testament, given by inspiration of God, as containing the infallible rule of faith and life, a faithful record of God's gracious revelations, and as the sure witness to Christ.

ARTICLE III OF THE DIVINE PURPOSE

We believe that the eternal, wise, holy, and loving purpose of God so embraces all events that, while freedom of humankind is not taken away nor is God the author of sin, yet in His providence He makes all things work together in the fulfilment of His sovereign design and the manifestation of His glory.

ARTICLE IV OF CREATION AND PROVIDENCE

We believe that God is the creator, upholder and governor of all things; that He is above all His works and in them all; and that He made humankind in His own image, meet for fellowship with Him, free and able to choose between good and evil, and responsible to the Maker and Lord.

ARTICLE V OF THE SIN OF HUMANKIND

We believe that the first parents, being tempted, chose evil, and so fell away from God and came under the power of sin, the penalty of which is eternal death; and that, by reason of this disobedience, all persons are born with a sinful nature, that we have broken God's law and that no one can be saved but by His grace.

ARTICLE VI OF THE GRACE OF GOD

We believe that God, out of His great love for the world, has given His only begotten Son to be the Saviour of sinners, and in the gospel freely offers His all-sufficient salvation to all persons. We believe also that God, in His own pleasure, gave to His Son a people, an innumerable multitude, chosen in Christ unto holiness, service and salvation.

ARTICLE VII**OF THE LORD JESUS CHRIST**

We believe in and confess the Lord Jesus Christ, the only Mediator between God and humankind, who, being the eternal son of God, for us persons, and for our salvation, became truly man, being conceived of the Holy Spirit and born of the Virgin Mary, yet without taint. Unto us He has revealed the Father, by his Word and Spirit making known the perfect will of God. For our redemption He fulfilled all righteousness, offered Himself a perfect sacrifice on the Cross, satisfied Divine Justice and made propitiation for the sins of the whole world.

He rose from the dead and ascended into Heaven, where He ever intercedes for us. In the hearts of believers He abides forever as the indwelling Christ; above us and over us all He rules; wherefore, unto Him we render love, obedience and adoration as our Prophet, Priest and King.

ARTICLE VIII**OF THE HOLY SPIRIT**

We believe in the Holy Spirit, the Lord and Giver of Life, who proceeds from the Father and the Son, who moves upon hearts of persons to restrain them from evil and to incite them unto good, and whom the Father is ever willing to give unto all who ask Him. We believe that he has spoken by holy servants of God in making known His truth to persons for their salvation; that, through our exalted Saviour, He was sent forth in power to convict the world of sin, to enlighten people's minds in the knowledge of Christ, and to persuade and enable them to obey the call of the Gospel; and that He abides with the Church, dwelling in every believer as the spirit of truth, of power, of holiness, of comfort and of love.

ARTICLE IX**OF REGENERATION**

We believe in the necessity of regeneration, whereby we are made new creatures in Christ Jesus by the Spirit of God, who imparts spiritual life by the gracious and mysterious operation of His power, using as the ordinary means the truths of His word, and the ordinances of divine appointment in ways agreeable to the nature of human beings.

ARTICLE X**OF FAITH AND REPENTANCE**

We believe that faith in Christ is a saving grace whereby we receive Him, trust in Him alone for salvation as He is offered to us in the Gospel, and that this saving faith is always accompanied by repentance, wherein we confess and forsake our sins with full purpose of, and endeavour after, a new obedience to God.

ARTICLE XI**OF JUSTIFICATION AND SONSHIP**

We believe that God, on the sole ground of the perfect obedience and sacrifice of Christ, pardons those who, by faith receive Him as their Saviour and Lord, accepts them as righteous and bestows upon them the adoption of children of God, with a right to all privileges therein implied, including a conscious assurance of their new status as children of God.

ARTICLE XII **OF SANCTIFICATION**

We obedience and sacrifice of Christ, pardons those who, by faith receive Him as their Saviour and Lord, accepts them as righteous and bestows upon them the adoption of children of God, with a right to all privileges therein implied, including a conscious assurance of their new status as children of God.

ARTICLE XIII **OF PRAYER**

We believe that we are encouraged to draw near to God, our Heavenly Father, in the name of His Son, Jesus Christ, and our own behalf, and that of others, to pour out our hearts humbly yet freely, before Him, as becomes His loving children, giving Him the honour and praise due His Holy Name, asking Him to glorify Himself on earth as in Heaven, confessing unto Him our sins and seeking of Him every gift needful for this life and for our everlasting salvation.

We believe also that, in as much as all true prayer is prompted by His Spirit, He will in response thereto grant us every blessing according to His unsearchable wisdom and the riches of His grace in Jesus Christ.

ARTICLE XIV **OF THE LAW OF GOD**

We believe that the moral law of God, summarized in the Ten Commandments, testified to by the prophets and unfolded in the life and teachings of Jesus Christ, stands for ever in truth and equity, and is not made void by faith, but on the contrary, is established thereby. In the latter case the parents or guardians should train up their children in the nurture and admonition of the Lord, and should expect that their children will, by the operation of the Holy Spirit, receive the benefits which the sacrament is designed and fitted-to convey. We believe that God requires of every person to do justly, to love mercy, and to walk humbly with God; and that only through this harmony with the will of God, shall be fulfilled that community wherein the Kingdom of God is to be made manifest.

ARTICLE XV **OF THE CHURCH**

We acknowledge the Universal Church, the innumerable company of saints of every age and nation, who, being united by the Holy Spirit to Christ their Head, are one in body with Him, and have communion with their Lord and with one another. Further, we receive it as the will Of Christ that His church on earth should exist as a visible and sacred family of believers, consisting of those who profess faith in Jesus Christ and obedience to Him, together with their children and other baptized children, and organized for the confession of His Name, for the public worship of God, for the administration of the sacraments, for the up-building of the saints, and for the universal propaganda of the Gospel, and we acknowledge as a part, more or less pure of this universal family of believers, every particular Church throughout the world which professes this faith in Jesus Christ and obedience to Him as divine Lord and Saviour.

ARTICLE XVI**OF THE SACRAMENTS**

We acknowledge two sacraments, Baptism and the Lord's Supper, which were instituted by Christ, to be of perpetual obligation as signs and seals of the covenant ratified in His precious blood, as means of grace, by which, working in us, He doth not only quicken, but also strengthens and comforts our faith in Him, and as ordinances through the observance of which His Church is to confess her Lord and be visibly distinguished from the rest of the world.

(1) Baptism with water into the name of the Father and of the Son and of the Holy Spirit, is the sacrament by which are signified and sealed our union to Christ, and participation in the blessings of the new covenant. The proper subjects of baptism are believers, and infants presented by their parents or guardians in the Christian Faith. In the latter case the parents or guardians should train up their children in the nurture and admonition of the Lord, and should expect that their children will, by the operation of the Holy Spirit, receive the benefits which the sacrament is designed and fitted-to convey.

The Church is under the most solemn obligation to provide for their Christian instruction.

(2) The Lord's Supper is the sacrament of communion with Christ and with His people, in which bread and wine are given and received in thankful remembrance of Him and His sacrifice on the Cross; and who in faith, receive the same, do, after a spiritual manner, partake of the body and blood of the Lord Jesus Christ to their comfort, nourishment and growth in grace.

All may be admitted to the Lord's Supper who make a credible profession of their faith in the Lord Jesus Christ and of obedience to His Law.

ARTICLE XVII**OF THE MINISTRY**

We believe that Jesus Christ is the Supreme Head of the Church, has appointed therein a Ministry of the Word and Sacraments, and calls men and women to this ministry; that the Church, under the guidance of the Holy Spirit, recognises and chooses those whom He calls, and should thereupon duly ordain them to the work of the ministry.

ARTICLE XVIII**OF CHURCH ORDER AND FELLOWSHIP**

We believe that the Supreme and only Head of the Church is the Lord Jesus Christ; that its worship, teaching, discipline and government should be administered according to His Will by persons chosen for their fitness and duly set apart to their office; and that although the visible Church may contain unworthy members and is liable to err, yet believers ought not lightly to separate themselves from its communion, but are to live in fellowship with their brethren, which fellowship is to be extended, as God gives opportunity, to all who, in every place, call upon the Name of the Lord Jesus Christ.

ARTICLE XIX**OF THE RESURRECTION, THE LAST JUDGEMENT AND THE FUTURE LIFE**

We believe that there shall be a resurrection of the dead, both of the just and the unjust, through the power of the Son of God, who shall come to judge the living and the dead; that the finally impenitent shall go away into eternal punishment and the righteous into life eternal.

ARTICLE XX**OF CHRISTIAN SERVICE AND THE FINAL TRIUMPH**

We believe that it is our duty as disciples and servants of Christ to further the extension of His Kingdom, to do good unto all people, to maintain the public and private worship of God, to hallow the Lord's Day, to preserve the inviolability of marriage and the sanctity of the family, to uphold the just authority of the State, and so to live in all honesty, purity and charity, that our lives shall testify of Christ. We joyfully receive the word to make disciples of all nations, declaring unto them that God was in Christ reconciling the world unto Himself, and that He will have all persons saved and come to the knowledge of the truth. We confidently believe that by His power and grace all His enemies shall finally be overcome, and the Kingdom of our God and of His Christ established.

CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER 1

POLITY OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

1. PURPOSE OF CONSTITUTION

In the interest of the Church it is desirable that there shall be a substantial degree of similarity in the duties and functions of the Officers and Courts of the Church.

2. UNIFORMITY OF CHURCH GOVERNMENT

Both the forms of Church Government and methods of administration shall be the same in every Pastoral Region.

3. POLITY

The polity of the Presbyterian Church in Trinidad and Tobago is set forth as follows:

I - THE CHURCH

4. PASTORAL REGION AND LOCAL CHURCH

The unit of organisation shall be the Pastoral Region. A Pastoral Region may consist of more than one local Church. A local Church is a body of persons meeting for public worship in one place.

5. COURTS

The main bodies or Courts of the Presbyterian Church in Trinidad and Tobago shall be the Synod, the Presbytery, and the Official Board whose duties are defined in this CONSTITUTION.

II - THE PASTORAL REGION

6. PROPERTY

Subject to the provision of the next succeeding paragraph here- of, all property, real and personal, under the jurisdiction of the Government of Trinidad and Tobago, held in Trust for, or to the use of the Church, Region, or Congregation upon Trusts set forth and declared in a Model Trust Deed and should contain provision to the following effect: that the property is held for the Church, Region or Congregation as a part of the Presbyterian Church in Trinidad and Tobago, and that no property so held, shall be sold, unless Synod shall, at the instance of the Church, Presbytery or Congregation have given its sanction!

7. LOCAL FUNDS

Any property or funds owned by a church, Region, or Congregation solely for its own benefit, or vested in Trustees for the sole benefit of such Church, Region or Congregation shall be recognised as such by the Presbytery and Synod.

8. LIBERTY OF THE PASTORAL REGION

The liberty of the Pastoral Region shall be recognised to the fullest extent compatible with:

- (a) The oversight of the Spiritual interests of the Region by the minister (or ministers) and a body of persons elected and set apart for that work which shall jointly constitute The Official Board;
- (b) The hearty cooperation of the various Pastoral Regions in the general work and mission of the Church,
- (c) The exercise by the higher governing bodies or courts of their powers and functions, hereinafter set forth.

9. NEW CHURCHES/PASTORAL REGIONS

New Pastoral Regions or local churches shall be formed with the consent of Presbytery being given to persons residing within its bounds, who declare their adherence to the principles of the Church and their desire for the formation of such a church or Region.

10. MEMBERSHIP

The members of the Presbyterian Church of Trinidad and Tobago entitled to all privileges are those who, on profession of faith in Jesus Christ and obedience to HIM, have been received into full communion. ALL baptized persons including children are members of the Church.

It is their duty and privilege when they reach the age of discretion to enter into full communion after due instruction and guidance and confession of faith in Jesus Christ. The members of the Church who are entitled to vote at all meetings are people in full communion, whose names are in the communicant roll of the Church. With the consent of the majority of communicant members present and voting, non-communicants (baptized persons who are not communicants) may be allowed to vote on issues as decided by communicant members at a particular meeting of the congregation or Region.

11. SPHERES OF THE COURTS WITHIN THE PASTORAL REGION

Each Church within a Pastoral Region shall have a Local Board, which shall function in accordance with the provision of this Constitution.

Every Pastoral Region shall have a Session which shall be constituted in accordance with this Constitution.

III - PRESBYTERY

12. THE COURT OF PRESBYTERY- MEMBERSHIP

Presbytery shall consist of:

- (a) Ministers appointed by the Synod to pastoral work in the Pastoral Regions within the bounds of Presbytery.
- (b) Ministers appointed by Synod or with the consent of Synod to other kinds of work, and placed on the roll of the Presbytery or Synod.

- (c) Deaconesses appointed by Synod to do pastoral work in the Pastoral Region within the bounds of the Presbytery.
- (d) Interim Ministers and full time Lay Pastors appointed by Synod for work within the Presbytery including student pastors engaged in full-time Pastoral work.
- (e) Presiding Elders in active service appointed by Presbytery for voluntary service within the Presbytery.
- (f) Ministers, retired from active service, who have attended at least one previous Presbytery Meeting within the preceding twelve month period.
- (g) Lay Representatives from each Pastoral Region, elected by the Official Board, to which they shall report, in accordance with the provision of the Constitution of the Official Board - Chapter V: Section 2L).
- (h) **Corresponding Members i.e. (non-voting) as follows:**
 - (i) Retired Ministers who have not attended at least one meeting of Presbytery within the previous twelve-month period.
 - (ii) Candidates accepted for the Ministerial and Deaconess Order.
 - (iii) Ministers of other Churches serving as Pastors in union Churches which have Presbyterian Members within the areas of the Presbytery, and one (1) lay representative and one (1) alternate from such union congregation.
 - (iv) Part-time Lay Church Workers appointed by the Board of Women, Synod or Presbytery.
 - (v) Other regular or temporary corresponding members as determined by Presbytery.
 - (vi) Members of Synod.

The duties of Presbytery are set out in Section 3 of the Constitution of Presbytery.

IV - SYNOD

13. **MEMBERSHIP** Synod shall consist of:

- a. All Ordained Ministers, active, retired, part-time, on approved leave, who are placed on the roll of Presbytery by Synod.
- b. All persons serving an Internship period, prior to Ordination.
- c. All lay persons engaged in the full-time work of the Church.
- d. Deaconesses and other Women Workers (Office staff excepted) in the full employ of the Church.
- e. Lay Representatives elected by the Session in accordance with its Constitution.

- f. Chairman and Secretary of each Presbytery if not members already.
- g. One active Presiding Elder elected by each Presbytery,
- h. Corresponding members as determined by Synod at any of its sitting.

The duties of Synod are set out in the Constitution of Synod Chapter 111: Section 2.

CHAPTER II THE MINISTRY

PREAMBLE

We believe that Jesus Christ is the Supreme Head of the Church and calls all persons to share in His ministry to the world according to their particular gifts. Within the total ministry entrusted to the Church, there is a variety of functions.

Persons are called by God and set apart by His Church to exercise specific functions. Such persons function within the Church; they are subject to the direction of the Church and their duty is to build up the fellowship of believers. The particular ministry of the Word and Sacraments was instituted by Christ. He calls men and women to this ministry. The Church, under the guidance of the Holy Spirit, recognizes those whom He calls and duly ordains them to this work of the Ministry.

THE ORDAINED MINISTRY

1. Every Pastoral Region shall be under the supervision and over-sight of an Ordained Minister so that the entire Church may receive proper leadership and care.
2. The Ordained Ministry shall be a full-time vocation, open to men and women, and therefore no Minister shall be engaged in any other occupation - part-time or full-time, without the consent of Synod.
3. Every Minister in active service shall be assigned and inducted to a Pastoral Region, except where a Minister may be assigned to a special area of responsibility by the Synod, or is seconded by the Synod for a position not under Synod's direct jurisdiction.
4. An Ordained Minister entering or re-entering the service of the Presbyterian Church of Trinidad and Tobago shall be appointed by Synod/Synodical Council to a Pastoral Region for a period of two (2) years in the first instance. A Minister shall serve a Pastoral Region for a maximum of seven (7) years. Thereafter he/she shall be appointed to another Pastoral Region by Synod/Synodical Council. In effecting such appointments Synod/Synodical Council shall have consultation with the Minister concerned and the Session/Regional Congregational Meeting of the Region to which he/she is being assigned.

Synod/Synodical Council shall effect the appointment of an Ordained Minister when consultation does not provide a settlement. The decision of the Synod/Synodical Council shall be final.

The policy of rotation means that no full-time Minister will be eligible to return to a Pastoral Region in which he/she previously served for seven (7) years.

5. **Appointment**

All Pastoral appointments are made by Synod or Synodical Council in consultation with the Pastoral Region through a Regional Congregational Meeting or the Session as Synod/Synodical Council advises.

6. Every Minister shall be a member of Synod and of the Presbytery in which he/she is appointed and shall, at all times, share in the responsibility for the well-being of the total Church. He/she shall be required to attend all meetings of the Presbytery and Synod, and maintain a sound relationship of respect and charity towards the Courts of the Church.
7. **SUPERVISION**
All Ministers of the Church, whether in active Pastoral work or seconded to other positions by the Synod, on approved leave, or retired, are under the immediate jurisdiction of the Presbyteries in which they reside.
8. **VACANT PASTORAL REGIONS**
A vacant Pastoral Region through its Official Board is free to initiate discussion with any Minister with a view of inviting him/her through the Synod/Synodical Council to be its Minister. However, no Pastoral Region is free to seek the appointment of a Minister outside Synod's Roll.
9. **INDUCTION**
An Ordained Minister appointed to a Pastoral Region shall be duly inducted into the Region by the relevant Presbytery.
10. **GENERAL**
All Church Workers appointed to a Pastoral Region will be required to adhere to proper Ministerial ethics and etiquette in all Pastoral arrangements/functions where another Pastoral Region or Ministerial colleague is involved.
11. **PROCEDURE AND CANDIDACY**
Candidates for the Ordained Ministry shall apply through their Session and must satisfy the academic requirements for admission to St. Andrew's Theological College (see College Brochure) or any other Theological College/Seminary approved by Synod.
12. The Presbytery shall conduct interviews and recommend a candidate only upon a prior recommendation of the Session of the Pastoral Region in which the candidate holds membership.
13. The Presbytery will forward its recommendation, reports and/or any relevant information to the Board of Theological Education which shall recommend such a candidate to the Synod upon a successful interview for training at St. Andrew's Theological College or any Theological College/Seminary approved by Synod.
14. In the acceptance of any candidate for the Ministry, apart from academic requirements, careful consideration will be given to the candidate's religious upbringing, maturity, his/her relationship to the local congregation/Region, the sense of "call" to the Ordained Ministry and general suitability.
15. Each candidate, before final acceptance, shall be required to submit to a medical examination as prescribed by the Board of Theological Education.

16. **TRAINING**

Upon enrolment at St. Andrew's Theological College, the candidate will be expected to submit to the study programme, the regulation and discipline of the College. The Principal/Faculty of the College shall have the right to interview and admonish the candidate as deemed necessary and to report to the Board of Theological Education any serious breach of ethics and discipline.

17. The Presbytery shall be furnished with an annual report of the candidate's performance at the College and it shall be the duty of Presbytery to inquire into the personal character, doctrinal belief and general fitness of a candidate from year to year until recommendation for Ordination.

18. During a candidate's training at St. Andrew's Theological College, the Board of Theological Education shall recommend to the Synod/Synodical Council or its Executive, the Pastoral Region to which the candidate will be assigned from year to year. The Session of such Region shall provide the Board of Theological Education with a report on the candidate's work at the end of the academic year or at a shorter period as the Board of Theological Education may decide.

19. **STUDIES AND GRADUATION**

With a view to promoting standards of excellence in Ministerial training, the candidate will be required to spend adequate time in reading and research and sharing in the devotional life of the College.

20. Candidates for Ministry of Word and Sacraments must have successfully completed the prescribed Course of Study at St. Andrew's Theological College or any College/Seminary approved by Synod. Such a Course of Study must include the following basic subjects:

Systematic Theology
Comparative Religion
A Biblical Language
Ministerial Ethics
Homiletics
Old and New Testament Studies
Philosophy of Religion
Church History (with emphasis on the Reformation)
The History and Constitution of the Presbyterian Church in Trinidad and Tobago
Individual and Social Ethics
Use of English
Pastoral Counselling.

21. A candidate will proceed to graduation only when he/she passes the prescribed final examination or supplemental examinations in the subjects of the study programme.
22. Upon successful completion of the prescribed Course of Studies, the candidate will be interviewed by the Board of Theological Education acting for Synod, which may then

recommend for Internship or Probation.

23. Graduates of St. Andrew's Theological College will receive, upon graduation, the Official Certificate of the College.
24. A candidate for the Ordained Ministry of the Presbyterian Church in Trinidad and Tobago, upon graduation, and upon the recommendation of the Board of Theological Education, will be required to spend an Internship period in a Pastoral Region, to the satisfaction of Presbytery and the Board of Theological Education.

25. **LICENSING**

Candidates for the Ministry must have successfully completed the prescribed Course of Study at St. Andrew's Theological College, (Or at any Theological College or Seminary else where) and be duly licensed, to the satisfaction of the Board of Theological Education, acting for Presbytery and be duly Ordained.

26. **ORDINATION**

The duty of final enquiry into the personal character, doctrinal belief and general fitness of candidates for the Ministry presenting themselves for Ordination or reception as Ministers of the Presbyterian Church shall be laid upon Synod.

It will be the duty of the Presbytery and Board of Theological Education to recommend to Synod a candidate for Ordination.

These candidates shall be examined on the statement of doctrine of the Presbyterian Church and shall, before ordination, satisfy the examining body that they are in essential agreement there with and that as Ministers of the Church, they accept the statement as in substance agreeable to the teaching of Holy Scripture,

27. **VOWS**

Further, in the Ordination Service, these candidates shall answer the following questions, or questions of the same substance and effect.

- i. Do you promise as a Minister of the Church to seek its purity, peace and true prosperity, to cherish brotherly love towards all other Churches, and to endeavour always to build up the one holy catholic and apostolic Church?
- ii. Do you promise to give conscientious attendance upon the Courts of the Church, and to direct your best attention to the business thereof, doing all in a spirit of faithfulness, brotherly kindness and charity?
- iii. Seeing you believe you are called upon to exercise this Ministry within the Presbyterian Church in Trinidad and Tobago, will you accept its discipline and submit yourselves to the authority of the Courts of this Church?
- iv. Do you promise to give a dutiful attendance in the Courts, to submit yourself in the spirit of humility to the admonitions of the Presbytery and Synod, to follow no divisive course, to maintain according to your power, the unity and peace of the Church, endeavouring always to build the one, holy catholic and apostolic Church?

28. PRESBYTERIAL CANDIDATES NOT ENROLLED AT ST. ANDREW'S THEOLOGICAL COLLEGE

A candidate not enrolled at St. Andrew's Theological College, but at a College / Seminary approved by the Synod, will be accepted as a candidate for the Ordained Ministry of the Presbyterian Church in Trinidad and Tobago, providing the procedures (as outlined in 1-5) are followed. Such a candidate, upon successful completion of the Course of Studies, will be required to satisfy the Board of Theological Education and Faculty, of having reasonable competence in the areas of studies outlined in #20.

Any candidate, who was not under the discipline and oversight of St. Andrew's Theological College while pursuing a Course of Studies for the Ordained Ministry, will be required to spend a probationary period before recommendation for Internship; and that the probationary period be for at least one year.

29. NON-PRESBYTERIAN CANDIDATES

St. Andrew's Theological College is an ecumenical Institution and welcomes candidates for training in any area of Church work as recommended by their particular denomination. Such candidates will be expected to submit to the programme of studies and discipline of the College as stated in 14,15, & 16. It is to be understood that such candidates are under the authority and discipline of their particular denomination which will receive periodical reports of the candidates' performance at the College.

30. ADMINISTRATION OF THE PASTORAL REGION

The Minister and workers appointed shall give guidance and leadership to the Pastoral Region and shall plan with its Boards and Officers for the effective and proper worship within the Region, and for administration in accordance with the policy and relevant rules of the Church.

- (i) An Annual Meeting of the Local Congregation shall be summoned in consultation with the Minister not later than the end of March of each year to receive the reports and audited financial statements of the Local Board, and other groups under its supervision, to elect its Elders, members of the Local Board, the representatives to the Session and to hold other elections as may be necessary, and to plan for the work of the Local Church.
- (ii) An Annual Congregational meeting of the Pastoral Region shall be summoned by the Minister not later than the end of March to receive the Elders and Representatives elected by the Congregations, to receive Reports of the Secretary and the audited Report of the Treasurer of the Region, and other reports as may be required, and to elevate persons to the Honorary Eldership. Audited copies of the Central Treasurer and Secretarial Reports should be submitted to Presbytery and to the Synod's Office. The meeting may make recommendations which shall be forwarded to the Session.

- (iii) Special Congregational meeting of the Pastoral Region or Local Church shall be called by the Minister in charge, either upon personal initiative, or upon the requisition of the Session or Local Board as the case may be; or by the Presbytery or at the request of at least ten (10) Communicant Members of the Local Church or Pastoral Region. Unless otherwise provided for, the notice of any meeting of the Pastoral Region shall specify its object and shall be read during public worship at least one Sunday before the day of the meeting. When, however, the object of the meeting is the question of a change in Pastoral relationship, the notice shall be read during public worship two Sundays before the day of the meeting.
- (iv) The members of the Pastoral Region or Local Church who are entitled to vote are persons in full communion whose names are on the roll of the Local Churches concerned.
- (v) The Chairperson of a Regional Congregational Meeting shall be the Minister in charge or a Minister appointed by the Presbytery. In the case of an Annual Local Congregational Meeting, if the Minister, for prudential reasons, prefers not to preside, he/she shall ask another Minister or approved Church Worker, to preside.
- (vi) The Secretary of the Local Board shall be the Secretary of the Local Congregational Meeting. The Secretary of the Official Board shall be the Secretary of the Regional Congregational Meeting.

(vii) **VACANCIES**

Wherever a vacancy exists in a Pastoral Region, it shall be made known to all Pastoral Regions and Ministers of the Presbyterian Church in Trinidad and Tobago by the General Secretary of Synod.

The Pastoral Region through the Official Board may consult Ministers of the Presbyterian Church in Trinidad and Tobago with the view to filling such vacancies. Recommendations of the Pastoral Regions shall be forwarded through the Presbytery to Synod / Synodical Council for action.

Synod shall attempt to fill all vacancies as early as possible.

Until a full time Ordained Minister is appointed to the Region, the Presbytery shall appoint an Interim Minister to supervise the Region.

Synod / Synodical Council may after consultation with the relevant persons and Courts of the Church, appoint retired Workers of the Presbyterian Church in Trinidad and Tobago to Pastoral Regions on a month to month basis. Such appointments shall be reviewed by the Presbytery from time to time. The terms of such appointments shall be approved by the Synod/Synodical Council.

THE DEACONESS ORDER

31. The Deaconess Order shall be a valid order of service within the Church, with special emphasis on the development of women and youth work, Christian Education and Pastoral Care. The Deaconess shall be a full time worker.

A. RECRUITMENT

- i. The candidate must be a minimum of eighteen (18) years, and in good health, but not above fifty (50) years of age.
- ii. The candidate must have attended, for at least four years, a Secondary School, or attained the educational equivalent.
- iii. A candidate who does not possess the four (4) years Secondary School or its equivalent requirement, may be admitted to the Deaconess Order training programme on a one year pre-training probationary period, at the end of which she shall be examined by the St. Andrew's Theological College and, if proven satisfactory, shall be admitted to the full three (3) year course.
- iv. The candidate may be single or married.
- v. The aspiring candidate shall first be recommended by the Official Board of her Pastoral Region. Then the candidate shall be interviewed and recommended by both the Presbytery and the Board of Theological Education.

B. TRAINING AND PREPARATION

- (i) A minimum of three (3) years residential studies at St. Andrew's Theological College pursuing the prescribed course. Special arrangements to be made for married candidates re: residence.
- (ii) The candidates must have completed a special course in Christian Education during the three (3) year period.
- (iii) The candidate shall be expected to take a prescribed social work course after the third year.
- (iv) The candidate will be required to do field work while studying.
- (v) At least one (1) semester should be spent on the Rural or Urban Leadership Programme, or such Programmes as determined by St. Andrew's Theological College. The field work will begin after completing one (1) term's work. This work must be done under the supervision of a Minister and forms part of the training and as such is subject to examination and grading.
- (vi) Candidates must satisfy all academic requirements of the Board of Theological Education before being commissioned. This will include three (3) CXC General Proficiency passes or its equivalent in English, West Indian History and Social Studies.
- (vii) The Board of Theological Education and the Board of Women will be responsible for the interview respecting recommendation to Synod, which will give final approval.
 - (vii) The candidate must obtain the required number of credits before being considered for Commissioning.

C. COMMISSIONING

Commissioning is to be a Synod responsibility.

A Deaconess, upon "Commissioning" will be required to fulfil the following duties:

- (i) She will be appointed to a Pastoral Region to work with the Minister and the Official Board, or any appointment determined by Synod. The Minister will be the Senior partner in the team.
- (ii) She shall give leadership to such groups as Women's Groups, Youth Groups, etc. and others as directed by the Minister and Session.
- (iii) She shall assume responsibility in training Sunday School Teachers, in their recruitment and where necessary, shall be required to teach in such Schools. She shall assist in the Religious Education Programme in Presbyterian Schools.
- (iv) She will engage in Pastoral visits to homes/families.
- (v) She shall conduct worship services and prayer meetings and do such other Pastoral duties as may be assigned by the Session and Minister.
- (vi) The Deaconess shall present an annual report to the Session:

D. RELATIONS TO THE COURTS OF THE CHURCH

A Deaconess in active service shall be a member of the Session of the Region in which she serves, the Presbytery and the Synod. She shall attend the meetings of the Courts of the Church and contribute to the total welfare of the Church in cooperation with her fellow workers.

E. LIMITATION

The number of Deaconesses in the Church at any time shall be limited to the number of Pastoral Regions in the Church.

A Deaconess shall serve a Pastoral Region for a maximum period of four (4) years. The same principle for the rotation of Ministers shall apply.

F. GENERAL

It is understood that where there is no specific regulation on a particular matter that may arise, that the practice governing training of Ministerial Candidates would be used as a guide.

THE LAY PASTOR

32. The Lay Pastor shall be a full-time employee of the Presbyterian Church and shall be subject to the rules and regulations approved by Synod with respect to his/her employment.

A. RECRUITMENT

- (i) The candidate must possess at least five (5) G.C.E. 'O' Levels or CXC General Proficiency passes which must include Religious Knowledge, English Language, West Indian History and/or Social Studies.
- (ii) Must be an active communicant member (in full membership).

- (iii) Preference will be given candidates above the age of thirty (30) and under the age of fifty (50), having regard to the moral and spiritual maturity of the Candidate.
- (iv) Must be acceptable as a leader within the Pastoral Region and must be recommended by the Pastoral Region in which he/she has membership.
- (v) Must submit to the discipline and government of the Presbyterian Church of Trinidad and Tobago.
- (vi) Must submit himself/herself to the required training.

B. PROCEDURE FOR APPLICATION

Persons wishing to become Lay Pastors shall apply through their respective Official Board to the relevant Presbytery to be considered for Lay Pastorship. Presbytery's recommendation shall be forwarded to the Board of Theological Education for their consideration.

C. TRAINING

The Lay Pastor shall undergo a course of training of two (2) years at the St. Andrew's Theological College and shall be required to pass prescribed examinations.

D. ASSIGNMENT

Following satisfactory completion of the course, the Board of Theological Education shall determine the suitability of the candidate for pastoral work and recommend his/her appointment to Synod and Synodical Council. Upon appointment Presbytery shall license the appointee at a special service to preach and do Pastoral work.

E. FURTHER TRAINING

Lay Pastors shall be required to undergo further Theological Education at S. A.T.C. and to attend specific courses as Presbytery may recommend.

F. MAXIMUM AGE

The maximum age for training shall be fifty (50) years of age.

G. DUTIES

The Lay Pastor shall assist in performing the duties consistent with the Ministry of the Church, under the supervision and guidance of the Session and Minister of the Pastoral Region to which he/she is appointed. These would include:

- i. Conduct of Public Worship
- ii. Pastoral Visitation, Care and Counselling
- iii. Visits to Institutions such as Schools, Hospitals, Rehab Centres, etc.
- iv. Conduct Prayer Meetings, Funerals, Engagements, House Blessing Services and such other services and duties as requested by the Minister or the Session.

H. RELATIONS TO THE COURTS OF THE CHURCH

A Lay Pastor in active service shall be a member of the Session of the Region to which he/she has been appointed, the Presbytery, and the Synod, and shall be required to attend all meetings of these Courts.

I. CHANGE IN PASTORAL RELATIONS

Upon the request of either the Pastoral Region or the Lay Pastor for a change in pastoral relations, the Synodical Council acts.

ASSISTANT LAY PASTORS

33. Assistant Lay Pastors shall be voluntary workers, assigned by Presbytery to serve a maximum of two congregations under the direct supervision of the Ordained Minister and Session of the Pastoral Region.

A. QUALIFICATIONS

- (i) Candidates should have at least a Secondary School Education or its equivalent with G.C.E. 'O' Level or CXC General Proficiency in English Language and Religious Knowledge.
- (ii) Must be an active communicant member in the Presbyterian Church of Trinidad and Tobago.
- (iii) Preference will be given to candidates above the age of (thirty (30) having regard to the moral and spiritual maturity of the candidate.
- (iv) Must be acceptable as a leader within the Pastoral Region recommending him/her,
- (v) Must submit to the discipline and government of the Presbyterian Church of Trinidad and Tobago,
- (vi) Must submit himself/herself to the required training.

RECRUITMENT

Recruitment of Assistant Lay Pastors shall be the responsibility of St. Andrew's Theological College and the Board of Theological Education in consultation with the Minister and/ or Session and the relevant Presbytery.

COURSE OF STUDY

Assistant Lay Pastors shall undergo a course of studies at St. Andrew's Theological College and shall be required to pass prescribed examinations as stipulated by S.A.T.C. and required to attend further courses as recommended by the Presbytery.

ASSIGNMENTS

Following satisfactory completion of the course, the Board of Theological Education would determine the suitability of the Candidate for Pastoral work, and recommend his/her appointment by Presbytery. Presbytery shall license the appointed candidate to preach and do Pastoral work at a special service.

DURATION OF APPOINTMENT

- (i) Assistant Lay Pastors shall be appointed on a month to month basis.
- (ii) Presbytery reserves the right to terminate the appointment on one month's notice. Alternatively, one month's such notice may be given by the Assistant Lay Pastor.

TRAVEL ALLOWANCE

A travel allowance may be paid by Synod as determined by Synod from time to time.

RESPONSIBILITIES

- (i) The duty of the Assistant Lay Pastor should be limited to a maximum of two congregations and he/she shall assist the Minister in the conduct of Church Services and Prayer Meetings.
- (ii) Pastoral Work - Visiting of members, the sick, the aged, the needy, the troubled.
- (iii) To assist in the Religious Education Programme of the Church.
- (iv) To attend meetings of Official Board and Presbytery.
- (v) To keep a diary/report of all work performed, and to consult with the Minister at least on a monthly basis.
- (vi) Such other work as the Minister and Session may assign.

H. CONTINUING EDUCATION

Assistant Lay Pastors shall be required to undergo further Theological Education and to attend specific courses as the Presbytery may recommend.

I. REPORT ON WORK AND CONDUCT

Assistant Lay Pastors shall be required to undergo further Theological Education and to attend specific courses as the Presbytery may recommend.

PRESIDING ELDERSHIP**34. NAME AND FUNCTION**

- A.**
 - (i) The Presbyterian Church in Trinidad and Tobago shall have an order to be known as the Presiding Eldership.
 - (ii) The Presiding Elder shall be an active Lay Person serving voluntarily with special training and authority to assist the Minister in the administration of the Sacraments, and to administer them himself/herself in the absence of a Minister under the following regulations:
 - (iii) He/she shall act under the authority of Presbytery, and of the Minister (or Interim Minister) and Session of the Pastoral Region to which Presbytery assigned him/her.

B. SELECTION

- (1) He/she must be recommended by the Session of the Pastoral Region (of which he / she is a member or which he/she serves under Synod's appointment).
- (2) Presiding Elders shall be very carefully chosen by the Presbytery after being recommended by the Session of the Pastoral Region in the light of:
 - (i) their personal character (cf. 1 TIM. 3: 1-13, etc)
 - ii. their fitness for Pastoral Work.

- (3) The candidate will normally be chosen from among those who are already chosen as Elders of a Pastoral Region or appointed by Synod as a Lay Pastor or Deaconess.
- (4) He/she will be interviewed by the Presbytery Candidates Committee and must be recommended by this Committee to the Presbytery.
- (5) His/her ordination must be approved by ballot vote of Presbytery with at least a 2/3 majority.
- (6) He/she will be interviewed by the Board of Theological Education and must be approved by this Board before Ordination.

C. NUMBERS

The number of Presiding Elders under active appointment at any one time in the Presbytery shall be limited. The number shall be determined by Presbytery according to need, and available qualified personnel, but shall not exceed the number of Pastoral Regions in the Presbytery plus five. Where possible there should be at least one from each Pastoral Region. In addition, any fully trained Deaconess or full time Woman worker may be appointed a Presiding Elder.

D. REVIEW OF STATUS

The status of each Presiding Elder shall be reviewed annually by the Presbytery through its Candidates' Committee.

E. STATUS

1. The Presiding Eldership is a voluntary Office. It should be undertaken in the Spirit of Christian Stewardship of time and talent, not as a means to remuneration.
2. In cases where the same person is a full-time or part-time Lay Pastor or Woman Worker, this appointment is made separately and on its own merits. Such persons should not expect to be appointed as Presiding Elders except as the need of the Church and the choice of Presbytery may determine.
3. Where Presbytery, in consultation with a Pastoral Region requests a Presiding Elder to serve and the cost of travel is a difficulty, consideration for travel expenses shall be given by Synod.

F. REQUIRED STUDIES

1. In order to qualify for service as Presiding Elder, the following courses at least (to be provided or approved by St. Andrews Theological College) will be required.
 - (i) at least one course in Bible Study
 - (ii) a basic course in Christian Doctrine of the Sacraments
 - (iii) a course in public worship, including the celebration of the sacraments
 - (iv) a course in Pastoral work

A course in preaching is desirable and required, if frequent preaching is to be done. Credit will be given for approved courses already taken.

2. Examinations for the above courses should be practical rather than academic in

emphasis and may be either oral or written. If possible, text-books will be chosen and materials prepared, which can be covered by correspondence and self-study, at least one approved course per year with examinations.

G. DEFINITION OF AUTHORITY (THE SACRAMENTS)

1. The authority of the Official Board over the administration of the Sacraments must be carefully observed. In order to avoid any possible misunderstandings, the Presiding Elder shall be provided with written authority from the Session, including names of individuals to be baptized and the time and place of services of Holy Communion.
2. In the event of the inability of the Ordained Minister to be present, or in the case of the failure of the Minister to arrive at a duly announced Communion or Baptism Service, a Presiding Elder, with the approval of the other Elders present, shall proceed with the Sacraments.

H. BAPTISM

In the absence of written official authorisation, the Presiding Elder has only the power of any other layperson to perform a Baptism in extreme urgency such as imminent death of the person to be baptized.

I. COMMUNION

Communion for the sick may be administered by a Presiding Elder at the request of the Minister (or Interim Minister). In case of emergency, as in that of serious illness, if consultation with the Minister is not convenient, he/she may administer the Communion and report the circumstances afterwards.

J. PASTORAL WORK

The Pastoral work of the Presiding Elder shall be done in consultation with the Minister and the Deaconess/es serving in the same area.
A "Team Ministry" is desirable.

K. ORDINATION

- (i) Ordination to the Office of Presiding Elder shall be performed by the Presbytery. The Ordination shall normally be held in the Pastoral Region where the Presiding Elder is likely to give his/her main services.
- (ii) Ordination of a Presiding Elder shall not be repeated when the individual is re-elected either by his original Presbytery or another Presbytery.
- (iii) The sphere of service of a Presiding Elder is limited to the area within his /her own Presbytery to which he/ she is appointed by the Presbytery, or by invitation of Session or Minister in case of emergency needs.
- (iv) If another Presbytery seeks the services (apart from emergency) of a Presiding Elder, the invitation must be conveyed in writing and have the approval of both Presbyteries.

L. RELATION TO CHURCH COURTS

- (i) The Presiding Elder shall be a full member of the Session of any Pastoral Region to which he/she is appointed by Presbytery to give regular service.
- (ii) He/She shall be a full member of his/her Presbytery, but only a corresponding member of Synod, unless elected as a full-time member in the usual way.
- (iii) He/She shall be required to attend all meetings of his/ her Session and Presbytery.

**THE CONSTITUTION OF THE PRESBYTERIAN CHURCH
OF TRINIDAD AND TOBAGO**

CHAPTER III

**THE SYNOD SYNODICAL COUNCIL AND EXECUTIVE
OF SYNODICAL COUNCIL**

1-THE SYNOD**1. MEMBERSHIP**

- a. All Ordained Ministers, active, retired, part-time, on approved leave, who are placed on the roll of Presbytery by Synod.
- b. All persons serving an internship period, prior to Ordination.
- c. All Lay Pastors engaged in the full-time work of the Church.
- d. Deaconesses and other Women Workers (Office Staff excepted) in the full employ in the Church.
- e. Lay representatives elected by the Official Board in accordance with its Constitution.
- f. Chairperson and Secretary of each Presbytery if not members already,
- g. One active Presiding Elder elected by each Presbytery.

2. DUTIES

Synod shall be the highest Court of the Presbyterian Church of Trinidad and Tobago. Its decisions shall be binding on the entire Church. Its responsibilities would include:

- a. Oversight of Presbyteries, the reviewing of records and setting their bounds.
- b. Formulation of general policy on matters affecting the work and witness of the Church.
- c. Receiving and acting upon petitions, memorials or any other matter referred to it by lower Courts,
- d. Receiving annual reports of the work of the Boards and Standing Committees of the Church.
- e. To ensure the examination of candidates recommended for Ordination by the Presbyteries, and to ordain such candidates when it is satisfied they are fit for the Ministry of the Church.
- f. To make and review appointments of Ministers, Lay Pastors, Deaconesses, and other full-time and / or part-time Workers.

- g. To admit Ministers and other Church Workers in good standing in other Churches, recommended by their Church.
- h. To elect the members of the Boards and Standing Committees of Synod in accordance with the relevant sections of the Constitution.
- i. To forward matters to the respective Boards/Committees as the Constitution of the said Boards/Committees may require.
- j. To approve the annual budget forwarded by the Board of Stewardship and Finance.
- k. To revise/amend the Constitution after the Judicial Committee and the Presbyteries have studied the proposed changes.
- l. To set its own roll and the Ministerial roll in each Presbytery.
- m. To convene and constitute its Boards and Standing Committees.
- n. To convene a convention of Presbyterians biennially

3. **RIGHT TO RECALL**

Synod at a duly constituted meeting shall have the right to recall any of its Officers, Boards or Standing Committees for good cause, by a two thirds majority vote of those present and voting. Any individual member of Synod's Boards and Committees may be recalled upon the advice of the appropriate Boards or Standing Committees and/or at the discretion of Synod.

Such recall shall also be by a two thirds majority vote of those present and voting. Prior notice of recall shall be given, the reasons for such recall stated in writing to those concerned and the opportunity be given to the individual Board/Committee to present a defence. Synod shall determine the duration of such recall.

4. **OFFICERS**

A **MODERATOR**

Synod shall elect a Moderator from among its Ministerial members, biennially. The Moderator shall be styled "The Right Reverend" during his/her period of Office.

B **DUTIES OF MODERATOR**

- i. To be the Chairperson of Meetings of Synod, Synodical Council and Executive of Synodical Council.
- ii. To give leadership to the Church in spiritual matters.
- iii. To fulfil such assignments as Synod/Synodical Council may request.
- iv. To represent the Church on public occasions and Heads of Churches conferences or, if unable to attend, to appoint someone to deputize for him/her.
- v. To visit Pastoral Regions and Presbyteries and to give guidance and counsel.
- vi. To be the Pastor-Pastorum during his/her term of Office.

5. **ACTING MODERATOR**

In the absence of a Moderator the immediate past Moderator shall temporarily perform the duties of the Moderator. In the event of the resignation, death, removal, or permanent disability of the Moderator during his /her term of office, Synod shall elect from among its Ministerial members another Moderator to complete the remainder of the expired term. In the absence of the immediate past Moderator, Synod shall elect an Acting Moderator from its ministerial members.

6. GENERAL SECRETARY

Synod shall elect a General Secretary from among its members. He/she shall serve for four years and shall be eligible for re-election.

DUTIES OF GENERAL SECRETARY

- a. To keep a record of Minutes of Synod, Synodical Council and Executive of Synodical Council, and to give extracts to those having a constitutional right to them.
- b. To arrange for Synod Meetings in consultation with Synodical Council and the Moderator of Synod.
- c. To undertake any assignments which Synod, Synodical Council or Executive of Synodical Council may direct.
- d. To be responsible for the preservation of all records which are Synod's property and lodged in premises approved by Synod.
- e. To conduct correspondence on behalf of Synod, Synodical Council and Executive of Synodical Council, as instructed.
- f. To receive and disburse money on behalf of Synod, as instructed by Synod, Synodical Council, or Executive of Synodical Council.
- g. To prepare the draft budget of the Church before the beginning of the financial year, in consultation with the Board of Stewardship and Finance.
- h. To present to Synod each year for approval, an annual financial statement duly audited by auditors appointed by Synod.
- i. To provide a financial statement of Income, Expenditure and Balance for information of Pastoral Regions, Presbyteries, Synodical Council and Executive of Synodical Council, at the end of each quarter, in order to facilitate discussions on financial matters.
- j. To have oversight of all properties of the Presbyterian Church in conjunction with the Board of Stewardship and Finance and to report to appropriate Presbyteries/Boards/Committees concerning problems or needs.
- k. To take measures to update property records and to keep such other proper records of all properties and assets of the Presbyterian Church.
- l. To be responsible for the day to day administration of Synod's Office, working under the direction of the Moderator of Synod.
- m. To receive and collate annual statistical reports from Synod.
- n. To prepare the Agenda of Synod and Synodical Council Meetings in consultation with the Moderator of Synod and to forward same at least seven (7) days prior to the meeting of Synod, to all members.

7. MEETINGS

A General meeting of Synod shall be convened once a year. Other meetings during the year may be called as Synod deems necessary. The time and place of meetings of Synod shall, whenever possible, be fixed before adjournment. For all meetings of Synod, the General Secretary will send out notices to all members.

8. QUORUM

One third (1/3) of the members of Synod with no less than four Ministers and four Lay Representatives who are in the country and in good health, shall form a quorum of any meeting of Synod.

9. TRUSTEES

Synod shall appoint biennially, three Trustees, one of whom shall be the General Secretary, for the legal transaction of its business. Trustees shall be replaced (whenever a vacancy arises) at the discretion of Synod.

2 - THE SYNODICAL COUNCIL**10. PURPOSE**

The Synodical Council shall be the chief Standing Committee of the Synod and the regularly constituted body through which the annual budget and all other major matters of Finance shall be referred to Synod for final action.

11. MEMBERSHIP

The Synodical Council shall consist of:

The Moderator	1
The General Secretary of Synod	1
The Principal of St. Andrew's Theological College	1
The Immediate Past Moderator	1
Twenty-three Lay Representatives elected by Official Boards one (1) by each Board from among its membership on Synod	23
Eight Full-time Ordained Ministers (4 from each of the 2 Presbyteries in Trinidad) elected by Presbytery	8
Two Full-time Lay Pastors or Deaconesses (one from each Presbytery) elected by Presbytery	<u>2</u>
	<u>37</u>

The Standing Boards and Committees of Synod shall each elect one representative who shall be a corresponding member of Synodical Council. Failure of any body to elect its representative within the time stipulated by Synod shall not prevent the Synodical Council from being convened.

12. ALTERNATES

Each Session shall elect an Alternate from among its membership.

13. OFFICERS

The Moderator of Synod shall be the Chairperson and the General Secretary shall be the Secretary of Synodical Council. In the absence of the Moderator a Chairperson shall be elected from among its members. In the absence of the General Secretary, a Secretary shall be elected from among the members present, for that meeting.

14. QUORUM

Council shall fix its own quorum.

15. MEETINGS

The Synodical Council shall meet bi-monthly and at such other times as the Chairperson and Secretary or three other members of the Council may request.

16. DUTIES

It shall be the duty of the Synodical Council –

- a. To present recommendations and findings to Synod for review and action;
- b. To consider all matters referred to it by Synod or other bodies;
- c. To make emergency arrangements and decisions not extending to matters of policy, between sittings of Synod;
- d. To appoint the sub-committees consistent with the rules of Synod for the efficient working of the Church.
- e. To elect the Executive of Synodical Council;
- f. To authorize special expenditure in the interest of the Church out of contingency items in the budget, up to limit of such funds;
- g. To consider the estimated annual allocations of each Pastoral Region and Mission Station;
- h. To consider the question of salaries, remunerations, etc of Ministers and other Church Workers and make recommendations thereon to Synod for action;
- i. To recommend to Synod a unified plan of finance which shall operate within the bounds of Synod;
- j. To give special attention to the promotion and protection of the general interests of the Church;
- k. To make rules and regulations for the transaction of its business;
- l. To present a brief annual report to Synod for consideration and review.

3 – THE EXECUTIVE OF SYNODICAL COUNCIL**17. NAME**

This body shall be known as the Executive of Synodical Council.

18. PURPOSE AND FUNCTION

To act as the Executive Committee of the Synodical Council, to assist, advise and co-operate with the Officers of the Church, Moderator, General Secretary of Synod, in giving leadership in the Church;

To act as the Settlement Committee of Synod, which will receive requests regarding Pastoral Relations, consult with Pastors and Pastoral Regions regarding same and recommend appointments for Pastoral Regions to Synod or the Synodical Council.

19. DUTIES

The Duties of the Executive shall include the following:

- a. To recommend to Synodical Council as to the settlement and housing of Ministers and full-time Church Workers.
- b. To administer the routine finances according to the Budget of Synod.
- c. To recommend to Council on financial matters not covered by the Budget, which concern the housing, transport and general well-being of the Ministers and full-time Workers in the Church.
- d. To deal with financial proposals forwarded by the Presbyteries and to administer the Archibald Bequest and Church Loan Fund;
The Manse Building and Manse Furnishing Accounts:

The Car Loan Fund:
The use and rental of Synod Houses (former Head Teacher Quarters) and to recommend to Council in all such matters not covered by the Budget and Rules and Policy of the Church.
- e. To act on behalf of Synod and Synodical Council in emergencies.
- f. To provide for the needs of Overseas Personnel where such needs are not already met.

20. MEMBERSHIP

The Executive of Synodical Council	shall consist of:
The Moderator of Synod	1
The Immediate Past Moderator	1
The General Secretary of Synod	1
Fifteen (15) persons elected by the Council from among its membership (5 from each Presbyterial area, two of whom shall be ministers)	15
The Principal of St. Andrew's Theological College	<u>1</u>
	<u>30</u>

21. OFFICERS

The Chairperson of Synodical Council shall be the Chairperson of the Executive. A Recording Secretary may be appointed to assist the General Secretary.

22. MEETINGS

Regular meetings of the Executive shall be held bi-monthly and, if necessary, special meetings shall be called as required. Eight members shall form the Quorum.

CHAPTER IV

THE PRESBYTERY

1. PRESBYTERIES

The Presbyterian Church in Trinidad and Tobago shall be divided into two or more Presbyteries as may be determined by Synod. Any change in the number or boundaries of Presbyteries shall be made only after consultation with the Presbyteries concerned.

2. PURPOSE AND FUNCTION

The Presbytery shall be the Court of the Church responsible for the welfare and oversight of the Pastoral Regions under its jurisdiction. It shall act within the policies and financial planning of the Synod of the Presbyterian Church and shall interpret these to the Pastoral Regions through the Sessions.

The Presbyteries shall have regular consultations with Pastoral Regions under its jurisdiction through the Executive Committee of Presbytery, the Visitation Committee of Presbytery or any other authorised Committee of the Presbytery. These regular consultations shall be held with the Sessions or Regional Congregational Meetings.

The Presbytery shall seek all information concerning the policies of the Church from the Synod through the General Secretary and shall keep all its members informed about such policies.

In those matters which are the duties and responsibilities of Presbytery, this Court shall have the power to issue except in the case where an appeal is made by some interested party to the higher Court of Synod. Presbytery does not have the power to act in any way contrary to the decisions and policies of the Synod.

Sessions shall have access to Synod or Synodical Council, or the Executive of Synodical Council, only through Presbytery, except in cases of extreme urgency and in such cases a copy of all correspondence and documents must be sent simultaneously to the Presbytery.

3. DUTIES

The duties of Presbytery shall be as follows:

ASSISTANCE TO REGIONS

- a. The Presbytery shall give assistance and encouragement to Pastoral Regions under its jurisdiction and shall examine their books and records on a regular basis.

ROUTINE REVIEW

- b. It shall consider and review, at least once in two years, all matters relating to the proper administration of the Pastoral Regions with the Sessions or Congregational Meetings of the Region.

PROMOTION OF RELIGIOUS LIFE

- c. It shall adopt measures in the Pastoral Regions under its jurisdiction for promoting the work of the Church with special attention to Evangelism, Christian Education, Stewardship and Christian Literature.

OVERSIGHT OF REGIONS, ETC.

- d. Where a Pastoral Region is in an unsatisfactory state, the case may be brought before Presbytery for its consideration:
- i. Either by Presbytery itself
 - ii. Or by the Minister of the Region
 - iii. Or by petition transmitted through the Session or from ten members in full membership in the Region.
 - iv. Or through the Visitation Committee.

CALLING OF MEETINGS BY PRESBYTERY

- e. The Presbytery shall meet with the Session or Congregation of any Pastoral Region under its jurisdiction at any time to consider any matter of interest and may give directions as to who shall be the Chairman of such a Meeting. The Minister of the Pastoral Region shall ensure that the notice of such a meeting shall be read before each Congregation of the Pastoral Region at least two successive Sundays before the meeting. Such notice shall contain the subject matter to be considered at such a meeting.

PETITIONS, APPEALS, REFERRALS

- f. The Presbytery shall receive and dispose-of petitions and appeals from Sessions, Local Boards, and any organised groups of the Church, which are recognised by Sessions, as well as from ten communicant members of a Pastoral Region. A communicant member personally aggrieved by any decision of a lower Court shall have the right of appeal to Presbytery in accordance with Section 5 of the Constitution of the Judicial Committee of Synod. Such an appeal shall be forwarded to Presbytery within thirty (30) days of the receipt of the decision. Such petitions and appeal that come under the jurisdiction of Synod shall be forwarded to Synod. The Presbytery shall deal with matters referred to it by Synod or any of the Boards and Committees of Synod.

SALE, ETC, OF PROPERTIES

- g. The Presbytery shall receive applications from Sessions for the sale, mortgage, exchange and lease of trust property and shall make recommendations to Synod or Synodical Council on the said applications. Affected congregations and Sessions shall be informed of the decisions of Presbytery.

BUILDING PROTECTS

- h. The Presbytery shall receive and consider applications from Sessions on behalf of Congregations. It shall examine all building plans and shall forward financial proposals to Synod for approval if necessary.

FINANCIAL MATTERS, STATISTICAL DATA

- i. The Presbytery shall receive from Sessions, Budgets for the coming year and shall review and make recommendations on the same. It shall also receive from Sessions the statistical data, including audited financial statements of the past year and shall review and make recommendations on the same.

CANDIDATES FOR MINISTRY, DEACONESS ORDER, OTHERS

- j. The Presbytery shall enquire annually into the character, doctrinal beliefs, theological training and general fitness of approved candidates for the Ministry, Deaconess Order, and various other Orders of Ministry in the Church, who are recommended by their Sessions and the Board of Theological Education.

LICENSING

- k. It shall license candidates for the Ministry of the Word and Sacraments who have been approved under Section 'j' above, when they have completed the Course of study prescribed by the Board of Theological Education and have been recommended by the same for licensing.

INDUCTIONS AND INSTALLATIONS

- l. It shall induct Ministers and install Deaconesses and other Pastors who have been appointed by Synod to Pastoral Regions or to other work connected with the Church within the bounds of Presbytery.

REVIEW WORK OF WORKERS

- m. The Presbytery shall review the work and performance of Ministers, Deaconesses, Lay Pastors, Pre siding Elders, and other Workers under its jurisdiction.

RECOMMENDATIONS FOR APPOINTMENTS

- n. The Presbytery shall make recommendations to and consult with Synod, Synodical Council or Executive of Synodical Council, regarding appointments of Ministers, Deaconesses, Lay Pastors and other Workers within its bounds.

APPOINTMENT OF INTERIM MINISTER

- o. Presbytery shall appoint without delay, an Interim Minister to a Pastoral Region when the Minister of that Pastoral Region is on sick leave, annual vacation leave, study leave, or is absent from the Region for any reason.

NOTIFICATION RE CHANGES IN PASTORAL RELATIONS

- p. It shall notify at once each Region or Minister concerned of intimations received for a change in pastoral relations including appointments by the Executive of Synodical Council and shall confer with them if necessary.

SUPERVISION OF MANSE

- q. It shall make a periodical check on the condition of all Manses especially when a new Minister is to move in with a view to have them in good condition promptly.

APPLICATION FROM MINISTERS

- r. It shall receive and transmit to Synod with or without recommendation, applications for study leave, leave of absence or resignations of Ministers and other Church Workers.

DEDICATION OF NEW BUILDINGS

- s. Presbytery shall dedicate all new buildings within its bounds to the glory of God and for use in His Service with appropriate services of Dedication in consultation with relevant bodies.

APPOINTMENTS TO BOARDS AND COMMITTEES

- t. Presbytery shall appoint representatives to Synodical Council and other Boards and Committees in accordance with the respective constitutions.

PRESIDING ELDERS

- u. It shall consider the needs within the Presbytery for Presiding Elders and confer with Regions where insufficient candidates are recommended for training. It shall examine persons recommended by their Sessions to take the course of study prescribed by the Board of Theological Education for the Presiding Eldership. It shall vote by ballot on their suitability, recommending approved candidates to St. Andrew's Theological College and after further enquiries, ordain suitable candidates who have completed the course of Study.

COMMITTEE REPORT

- v. Presbytery shall receive reports from the Executive and other Committees. Such reports are to be in writing and shall be signed by the Chairperson and Secretary.

PRESBYTERY'S FINANCES

- w. Presbytery shall receive an annual grant from Synod for carrying on its business and it shall present to Synod and audited statement of Presbytery's financial position.

RECOMMENDATIONS RE: CONSTITUTIONAL CHANGES

- x. Presbytery shall consider and forward to Synod for its action, recommendations proposing changes in the Constitution from Sessions or arising in Presbytery itself.

SUBMISSION OF MINUTES

- y. It shall submit a copy of the Minutes of all its meetings to the General Secretary of Synod for information.

ENFORCEMENT OF POLICIES

- z. Presbytery shall uphold the policies, principles and doctrines of the Presbyterian Church on all matters within its

4. MEMBERSHIP

Presbytery shall consist of:

- a. Ministers, Deaconesses, Lay Pastors and other Church Workers who have been appointed to work in the Pastoral Regions of the Presbytery.
- b. Ministers appointed by Synod or with the consent of Synod to other kinds of work and placed on the roll of Presbytery by Synod.
- c. Full-time Lay Church Workers, Men and Women, appointed for work by the Synod in the Presbytery, including full-time Student Pastors.
- d. Presiding Elders appointed by the Presbytery.
- e. Retired full-time Church Workers who reside within the Presbyterial area.
- f. Lay representatives from each Region elected by the Session, to which they shall report, in accordance with the provisions of Article 2 (m) of the Constitution of the Session.
- g. Corresponding (i.e. non-voting members) as follows:
 - i. Retired Church Workers who have not attended at least one meeting of the Presbytery within the previous twelve-month period.
 - ii. Ministers of other Churches serving as Pastors in affiliated Churches which have Presbyterian members within the area of Presbytery, and one Lay Representative and one Alternate from such Union congregation.
 - iii. Part-time Lay Church Workers appointed by Synod.
 - iv. Other regular or temporary corresponding members as determined by Presbytery.
 - v. Alternates to members of Presbytery.
 - vi. Any member of Synod.

5. ALTERNATES

Alternates to Lay representatives from each Region shall be elected by the Session in accordance with the provisions of section 2: 1 (i) of the Constitution of the Session. Alternates shall attend as full members in the absence of full lay representatives.

6. OFFICERS

The Officers of the Presbytery shall be:

CHAIRPERSON
 VICE CHAIRPERSON
 SECRETARY
 ASSISTANT SECRETARY
 TREASURER

These Officers shall be elected at the first regular meeting of the year in which Synod elections are held. The newly elected Officers shall assume their duties immediately after their elections, and shall hold office for two years. The Chairperson and Vice-Chairperson shall have at least the status of an Elder in his/ her Pastoral Region before his/her election.

7. **CHAIRPERSON'S DUTIES**

The duties of the Chairperson shall be consistent with those of a Chairperson of any regular constituted meeting. He or she shall have only a casting vote.

8. **VICE CHAIRPERSON'S DUTIES**

The Vice Chairperson shall perform the duties of the Chairperson when the Chairperson is absent.

9. **SECRETARY'S DUTIES**

The duties of the Secretary shall be to send out notices of meetings, to keep a record of proceedings, to keep an accurate roll of the members, to give extracts to those having constitutional right to have them, and to conduct correspondence on behalf of Presbytery.

10. **ASSISTANT SECRETARY'S DUTIES**

The Assistant Secretary shall assist the Secretary in the performance of his or her duties. He/she shall also perform the duties of the Secretary when the Secretary is absent

11. **REPLACEMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

In the event of death, removal, permanent disability or resignation of the duly appointed Chairperson or Vice Chairperson, Presbytery shall elect another Chairperson or Vice Chairperson with full status to complete the unexpired term.

12. **ACTING CHAIRPERSON**

In the absence of the Chairperson and Vice Chairperson, an Acting Chairperson shall be elected to take charge of the proceedings.

13. **DUTIES OF TREASURER**

The Treasurer shall receive and disburse money under the direction of Presbytery. He shall prepare a statement of receipts and expenditure to be presented to Presbytery annually.

14. **AUDITOR**

Presbytery shall also elect an Auditor (who shall not be a member of the Presbytery) to audit the Treasurer's Account once a year and report to Presbytery.

15. **MEETINGS**

Presbytery shall meet at stated intervals, at least once in two months and at such special times as shall be considered necessary. The time of the regular meeting of Presbytery shall, whenever possible, be on a fixed day, so that members of Presbytery will avoid conflicting engagements and attend regularly. For all meetings of Presbytery the Secretary, in courtesy, will send out notices to members with the Agenda stated, at least ten clear days before the meeting.

16. **EXCUSE FOR ABSENCE**

It is the duty of members of Presbytery, if unable to attend a particular meeting, to send word, (if possible in writing) stating the reason for absence. No meeting at the level of the Pastoral Region, with the exception of funerals, shall be called at the time of a Presbytery meeting if it would interfere with attendance of members of Presbytery.

17. QUORUM

One third of the full members of Presbytery who are in good health and in the country, with no less than two ministers and two lay representatives, shall form a quorum of any meeting of Presbytery.

18. ABSENCE OF QUORUM

In the absence of a quorum, those present may constitute themselves into a Committee to deal with important business and report to the Executive of Presbytery, which shall have power to issue on urgent matters.

19. EXECUTIVE

Presbytery shall elect an Executive at the first meeting in the year in which Synod elections are held. The Executive shall have power to deal with emergency matters between meetings of Presbytery and to prepare recommendations to Presbytery on less urgent matters.

20. COMMITTEES

Presbytery shall set up a Visitation Committee and such other Committees it seems desirable for investigation and or action with or without power to issue on particular matters.

CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER V

SESSION

1. SESSION

There shall be only one administrative Board in each Pastoral Region.

A Pastoral Region shall entrust all of the Administrative responsibility both spiritual and material, in one body, which shall be the Session.

2. DUTIES OF SESSION

- a. To keep proper books and records to reflect all financial transactions, open to inspection by authorised Church Officers at reasonable times.
- b. To receive and judge petitions from members.
- c. To transmit appeals, etc. to Presbytery.
- d. To recommend suitable lay persons to Presbytery for employment as Lay Pastors.
- e. To recommend suitable candidates for the Ministry, Presiding Eldership, or for the Deaconess Order.
- f. To keep the roll of the Church, clearly recording the date of admission, demission, removal, suspension, or other action concerning each member.
- g. To keep the record of children and adherents.
- h. To recommend suitable candidates to the Primary School Board for appointments to the Teaching Service of Presbyterian Schools.
- i. To prepare an annual budget for submission to the Annual Congregational Meeting and to Presbytery.
- j. To conduct an annual person to person canvas for Church support, to secure contributions for the Pastoral Region to meet the Budget, including contributions to Synod's Funds.
- k. To undertake responsibility for maintaining Manse Grounds and Manse, and other Church property, to disburse funds for current local expenses; to transact the financial business of the Church in the interest of the Pastoral Region; to submit a report of the work of the Pastoral Region to Presbytery.
- l. To elect biennially, representatives and alternatives to Presbytery on the following basis:
 - i. For each Pastoral Region with 200 resident communicant members, or less, in good standing, two communicant members.
 - ii. For each Pastoral Region having from 201 to 400 resident communicant members in good standing, 3 members.
 - iii. For each Pastoral Region having 401 or more resident communicant members, four communicant members in good standing.
 - iv. Each Pastoral Region shall elect alternates, not more in number than the allotted representatives.
- m. To elect Lay Representative to Synod in accordance with the following conditions.

- i. From each Pastoral Region with 200 resident communicant members or less, one person shall be elected.
- ii. From each Pastoral Region having from 201 to 400 resident communicant members, two representatives are allowed.
- iii. From each Pastoral Region have 401 or more resident communicant members, three representatives are allowed.
- n. Study of the doctrine of the Church and social issues in relation to the faith.
- o. Pastoral care of the people.
- p. Administration of the Word and Sacraments.
- q. Matters of a spiritual or moral nature.
- r. Matters referred by the Regional Development Committee or the Minister.
- s. Disciplinary matters.

All findings shall be reported to the Session for decision and final action in keeping with the policy of the Presbyterian Church of Trinidad and Tobago.

3. MEMBERSHIP

The Session shall comprise the following categories of members:

- i. The Minister of the Pastoral Region who shall be the Chairperson.
- ii. The Lay Pastor, if any.
- iii. The Presiding Elder or Elders.
- iv. The Student Minister, if any.
- v. The Honorary Elders.
- vi. The full-time Deaconess who shall not hold membership in more than one Pastoral Region.
- vii. Elders who shall be ordained as such.
- viii. Any person appointed by Presbytery for full-time work in the Region.

4. QUALIFICATIONS

The members of Sessions who are the immediate representative of the people are chosen by them, that in association with the Pastors or Ministers, they may exercise government or discipline, and have authority over the interests of the particular Church, and also of the Church generally when called thereunto. It appertains to their Office both severally and jointly to watch diligently over the flock committed to their charge; that no corruption of doctrine or of morals enter therein. Evils which they cannot correct by private admonition, they should bring to the notice of the Session. Those who fill this Office ought to be blameless in life and sound in faith; they should be of discretion and wisdom; and in their walk and conversation, they should be examples to the flock.

5. ELECTION

For the purpose of election, a meeting of the Congregation shall be called by notices during public worship on each of the two preceding Sundays on which public worship is held. Voting may be by ballot or otherwise, as the congregation may determine.

The Congregation may elect, either after nominations made from the floor, or the Session may decide that nominations should be made in advance, providing that notice of advance nomination be given for at least two Sundays during public worship.

6. ELDERSHIP

The Elders of a Pastoral Region shall meet under the Chairpersonship of the Minister appointed by Synod or Presbytery at least once a quarter and shall be called Session. They shall deal with the following, working in close association with the Ministers:

7. RATIO OF ELDERS TO MEMBERS

Wherever there is a constituted congregation of not fewer than three Communicant members, there should be at least one Elder. The ratio of Active Elders to Communicant members in constituted congregations shall be as follows:

- a. For the first 100 Communicants on roll, allow one Elder to every unit of 20 or part thereof.
- b. When the number of communicants is more than 100 on the roll, but not more than 250, add one Elder for every unit of 25.
- c. When the number of Communicants is more than 250, add one Elder to every unit of 30 or part thereof.

8. TERM OF OFFICE

The Office of Elders shall be for five (5) years, three (3) years, or two (2) years, as the congregation may determine with a view to rotation of Elders. The term of office of other members shall be for two years and one year. Retiring members shall be eligible for re-election.

9. HONORARY ELDERSHIP

A Pastoral Region may, for long and devoted service, elevate a person to the status of an Honorary Elder. An Honorary Elder shall have, and enjoy, all the rights, duties and privileges of an Elder within the Region which elevated him/her and, unless removed for disciplinary reasons in accordance with the provisions of this Constitution, shall retain the status of Honorary Elder for life. Elders, who, in the past, were elected as Life Elders, shall be Honorary Elders.

Persons to be elevated as Honorary Elders shall have served as an Elder for fifteen (15) consecutive years, or twenty-five (25) years otherwise, and shall not be less than sixty years of age. However, if an Elder has given such service as above and is less than sixty years of age and, because of unavoidable circumstances cannot function, he/she may be considered for election as an Honorary Elder.

Persons shall be elevated to the Honorary Eldership by the Annual General Meeting of the Region on the recommendation of the Local Congregation of which they are members, and the Session. The number of Honorary Elders shall be limited to twenty (20) percent of the roll of Elders in a Region. Honorary Elders shall not be counted in the ratio of Elders to members.

10. LOCAL CONGREGATION ELECTIONS

Members of Sessions shall normally be elected by the Local Congregation and their election shall be presented at the Annual Congregational Meeting of the Pastoral Region for information.

11. VACANCIES

The Session shall notify the respective congregations of any vacancy or vacancies in its membership, either by removal, resignation or death.

12. FILLING VACANCIES DURING THE YEAR

For the purpose of filling vacancies among members during the year, a meeting of the Local Congregation may be called, duly announced from the pulpit during public worship on two Sundays prior to the election. Voting shall be by ballot or otherwise as the congregation may determine. Only communicant members shall vote, following nominations; and the voting shall be completed at one and the same meeting. The names of members shall be presented to the Annual General Meeting of the Pastoral Region for information. Such member or members shall only hold office until the time when the vacating member would have regularly gone out of office but shall be eligible for re-election.

13. INCREASE IN MEMBERSHIP OF SESSION

It shall be the duty of the Session to recommend to the congregation an increase in the membership of the Session.

14. ARRANGEMENTS FOR ORDINATION AND INSTALLATION

The Session, after conferring with elected members, shall arrange for their installation at a Service of public worship when the Minister, by prayer and appropriate ceremony, shall install them to office. Members of the Session shall then extend the right hand of fellowship to all new members who are being admitted to the Session whose names shall then be inscribed on the roll of the Session. Where there is an entirely new Session, it shall be the duty of the Minister to make the necessary arrangements for installation and constituting of the Session. New Elders shall be installed to their Office by appropriate ceremony.

15. REMOVAL OF MEMBERS FROM THE ROLL

Members shall be removed from the roll of the Session when, in the opinion of the Session or Presbytery, they are unable to perform efficiently their duties as such, under the following circumstances:

1. Prolonged illness.
2. Prolonged absence or removal from the Pastoral Region or the particular congregation which elected him/her.
3. Absence during a period when three consecutive meetings are held or non-attendance for six months without adequate cause, whichever period is the lesser.

4. For disciplinary reasons.
5. Absence from public worship for a period of six (6) months without adequate excuse.

But no vacancy in its membership shall invalidate its decisions. A member removing to another Pastoral Region does not ipso facto become a member of the Session of that Pastoral Region unless elected and admitted in the usual way. Similarly, a member removing from one congregation to another in the same Pastoral Region automatically forfeits his/her place on the Session unless he/she continued to function in the congregation which elected the member.

16. CHAIRPERSON

The Minister in charge is the Chairperson of the Session. Where a Pastoral Region has more than one settled Minister, they may preside alternately. In the absence of the Minister/Ministers, the Lay Pastor is permitted to act as Chairperson of the Session of the Pastoral Region. In the event that there is no stated Lay Pastor in a Pastoral Region, a Presiding Elder shall be permitted to preside. Where there is neither a stated Lay Pastor nor a Presiding Elder in the Pastoral Region, either a Minister from another Pastoral Region in the same Presbytery, or a Presiding Elder shall be asked to preside, if available. When the Pastoral Region is vacant, or if the Minister is under suspension, the Presbytery shall appoint a temporary Presiding Officer.

When, for prudential reasons, it may appear advisable that some other Minister, Lay Pastor, or Presiding Elder should be invited to preside, the Minister shall invite another Minister or Lay Pastor, or Presiding Elder belonging to the same Presbytery to preside. In the case of sickness or absence of the Minister, the same expedient may be adopted. In the event these alternatives are not possible, the Session shall elect a Chairperson.

17. DUTIES OF THE CHAIRPERSON

The duties of the Chairperson shall be to preserve order, take a vote, announce decisions and, when necessary, pronounce censures. The Chairperson may introduce any business competent to the Session and express views on matters under discussions. The Chairperson has a casting vote only.

18. OFFICERS AND THEIR ELECTIONS

The officers in addition to the Chairperson shall be a Clerk of Session, an Assistant or Recording Secretary, and a Treasurer. With the exception of the Chairperson, the other Officers shall be elected from among the membership by the Session and their term of Office shall be one year. They however, shall be eligible for re-election.

29. DUTIES OF CLERK OF SESSION

It shall be the duty of the Secretary to see that fit and proper records of the proceedings are kept, to preserve all papers, to give certified extracts from the Minutes when directed to do so by the Session or the Presbytery, to forward to the Secretary of Presbytery, immediately following the regular annual meeting of the Pastoral Region, a list of the members of the Session within the Pastoral Region, to notify Presbytery of the installation

or ordination of elected members. It shall be his/her duty to submit notices of meetings to the Pastor for announcements during Public Worship, to summon members to attend meetings, to prepare the Agenda in consultation with the Chairperson of the Session to attend to all correspondence, to be Secretary of all Congregational Meetings of the Pastoral Region and to prepare, with the approval of the Session, statement on the year's activities for presentation to the Annual General Meeting. He/she will also submit Session's records, including the membership roll and the Baptismal record, annually to the Presbytery for review. Every Session shall keep registers or rolls of persons admitted to or suspended from the Lord's Table, and the deaths or other removals of Church members; but the names of members shall be placed on, or removed from the rolls of the Church only by order of the Session. The Session shall also keep a register of marriages and of adult and infant baptisms, with the dates of the births of the infants baptized. The Session shall also keep complete registers of members with the names of the Churches in which they were installed, the date of their installation or ordination, their terms of active service, and the record of their deaths or other removals, if such removals may have occurred. The Minister shall be assigned to keep certain records as the Session may decide.

Minutes and all other Official records of the Session, which should include General Meetings and records of other committees of the particular Churches, are the property of the Session and the Clerk of Session is responsible for their safe keeping.

20. DUTIES OF TREASURER

It shall be the duty of the Treasurer to keep an accurate account of Income and authorized Expenditure, to be responsible for all monies representing the receipts of the Church, to present a statement of account at all regular meetings of the Session and to present a duly audited statement of the year's income and expenditure to the Annual General Meeting.

All Special Funds not in immediate use shall be deposited either in a bank or in the name of the Pastoral Region under three responsible names or with the Synod. Pastoral Regions shall encourage Local Church Organisations to bank with Synod.

21. DUTIES OF AUDITORS

It shall be the duty of the Auditors who shall not be members of the Session or members of the Treasurer's immediate family to inspect the Treasurer's books and papers and, at the end of the year, to certify whether the Treasurer's statement is correct.

22. MEETINGS

The Session shall meet at least bi-monthly, or at such times as the conduct of business may require, not being fewer than six times in any year; a Special Meeting of the Session may be called at any time by the Chairperson or on written request to the Clerk of Session by five (5) members. Presbytery shall have power to summon a meeting of the Session at any time after due notice has been given. It shall be the practice of the Session to open and close its meetings with prayer.

23. QUORUM

One third of the membership who are in the country and in good health shall be necessary to constitute a quorum.

24. DELEGATION OF RESPONSIBILITY

The Session may set up Special Committees comprising members of the Session and the congregations, and may delegate responsibility as it sees fit.

25. LOCAL BOARDS

Local Boards of particular congregations shall be responsible to the superior authority of the Session.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER VI

THE LOCAL BOARD

1. NAME

Each established congregation within a Pastoral Region shall have a Local Board which shall function in accordance with the provisions of the Constitution of the Church. Presbytery may decide otherwise on Mission Stations upon recommendations of Sessions under whose immediate jurisdiction the Mission Station falls.

2. PURPOSE AND FUNCTION

The Local Board acts on behalf of the Session of the Pastoral Region to transact business at the local congregational level according to the duties outlined in Section three (3).

3. DUTIES

The Local Board shall act in close co-operation with, and subject to the authority of the Session, and shall carry out the following duties:

- a. to make and carry out plans for the raising of the local Allocation as determined by the Session. This is to be given top priority.
- b. to have oversight of the care of Church Buildings, Grounds, and/or other Church property in the area of the congregation (not including educational institutions) and provide for lighting, cleaning, repairs, etc. of same.
- c. to raise funds by Stewardship campaigns and special projects within the general policies of the Presbyterian Church for the following purposes:
 - i. to make up the allocation to the Session if this has not been done by the regular offerings as above;
 - ii. to repair and otherwise improve Church Buildings and grounds, or to erect new buildings, subject to the approval of the Session and Presbytery.
 - iii. to render service to the needy, and to approved charitable organizations.
 - iv. to encourage, assist and, where necessary, initiate or supervise local organizations such as the Sunday School, Youth Groups, Presbyterian Church Women, Men's Fellowships, Choirs, etc.
 - v. to prepare and submit an Annual Report, including the Statistical Report.
 - vi. to make recommendations to the Session on matters concerning the Pastoral Region as a whole, or recommendations for consideration of the Session on matters concerning the Church as a whole which, if approved by the Session, shall be sent to the Presbytery.

- vii. to preserve all Minutes, Reports, Documents, Reports, etc as part of the permanent records of the Local Congregation to be preserved as part of its archives.

4. MEMBERSHIP

The Local Congregational Meeting shall elect members of the Local Board, who shall be communicant members of the Church, and shall specify the number of these members who shall be elected at the Annual Congregational Meeting.

The Annual Local Congregational Meeting shall elect the following Officers of the Local Board – CHAIRPERSON SECRETARY TREASURER

The Officers shall serve for one year and shall be eligible for re-election.

5. SPECIAL REPRESENTATION

In addition to the members mentioned above, each of the following organizations - Women's, Men's, Youth Groups, the Sunday School Staff and the Choir, shall have the right to appoint one representative on the Local Board who shall be communicant members.

6. VACANCIES

In the event of death, resignation, prolonged illness, removal from the district, or failure to attend three consecutive meetings without adequate excuse of a member of the Local Board, a Local Congregational Meeting shall be called to fill the vacancy created.

(The regular congregational meeting may also provide in advance for such exigencies by appointing one or more alternates).

7. MEETINGS

The Local Board shall meet normally once a month and, in any case, not fewer than six times a year, as determined by the Board itself, or at the call of at least two of its Officers or five of its members. The Minister shall have the power to summon a meeting of the Local Board in case of need.

Announcements of meetings at two regular Church Services preceding the meeting shall be sufficient notice, but maybe supplemented by oral or written notice from the Secretary where desired. It shall be the practice of the Local Board to open and close its meetings with Prayer.

8. QUORUM

One-third of the membership of the Local Board shall constitute a quorum.

9. CHAIRPERSON

It shall be the duty of the Chairperson to preserve order, take a vote, and announce decisions. The Chairperson may introduce any business competent to the Local Board

and express views on any matter under discussion. The Chairperson has a casting vote only.

10. SECRETARY

It shall be the duty of the Secretary -

- a. to see that the Minutes, Correspondence and other records are well kept;
- b. to give certified extracts from the Minutes when directed to do so by the Local Board or the Session;
- c. to forward to the Clerk of Session, a list of members of the Local Board immediately following their elections;
- d. to summon members to attend meetings;
- e. to prepare the Agenda of the Local Board meetings in conjunction with the Chairperson;
- f. to attend to all correspondence as directed by the Board;
- g. to prepare a statement of the Congregation's activities as directed by the Board for presentation to the Annual Congregational Meeting;
- h. to assist the Minister, Elders and the Clerk of Session in preparation of the Statistical Report and other records such as those listed in the Session Constitution;
- i. to prepare announcements in consultation with the Minister to be read at public worship;
- j. to be Secretary of Local Congregational Meetings;
- k. to submit regular reports to the Session.

11. TREASURER

It shall be the duty of the Treasurer –

- a. to keep an accurate account of Income and authorized Expenditure.
- b. to be responsible for all monies representing the receipts of the Church.
- c. to forward monthly to the Regional Treasurer, all Church offerings, including those of the Church Services, the Sunday School, Prayer Meetings, House Dedications, Memorial Services, Harvest Thanksgiving (and harvest sales and other Services).

- d. to present a statement of account at all regular meetings of the Local Board.
- e. to present a duly audited statement of the year's income and expenditure to the Annual Congregational Meeting, and to the Session.
- f. to forward monthly sums allocated for Central fund, Regional fund, or any other fund set up by the Session, to the Central Treasurer.

12. HANDING OVER OF RECORDS

All outgoing Officers shall hand over all documents and records pertaining to the Local Board/Congregation to incoming Officers.

13. LOCAL EXPENSES

Minor expenses authorized by the Session, such as lighting, cleaning, minor repairs of the Local Church Building, cost of Communion elements, etc. may be defrayed after the monthly remittance to the Regional Treasurer is made. Special arrangements may be made with the Session concerning Church Building Fund and other Special Offerings.

14. SPECIAL FUNDS

All special funds including donations for particular projects of congregations, must be reported to the Session and, if not in immediate use, they shall be deposited either as a Trust Fund with the General Secretary of Synod or with the Treasurer of the Session, or in a bank under three responsible names which have been approved by the Session.

15. FUND RAISING PROJECTS

All fund-raising projects by congregations or organizations of congregations must be approved by the Session.

16. CONTRIBUTION BY LOCAL CONGREGATIONS

At least 25% of all funds raised by Organizations of congregations may be forwarded to the Treasurer of the Local Board at the discretion of the Local Board.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER VII

STANDING BOARDS AND COMMITTEES

1. STANDING BOARDS AND/OR COMMITTEES

The following shall be Standing Boards and/or Committees of the Synod of the Presbyterian Church:

1. Synodical Council
2. Board of Christian Education
3. Board of Stewardship and Finance
4. Board of Theological Education
5. Board of Men
6. Board of Women
7. Judicial Committee
8. Primary Schools Board of Education
9. Secondary Schools Board of Education
10. Board of Youth Affairs.

Such other Boards or Committees as named by Synod.

2. NOMINATIONS (Eligibility)

Before proceeding to elect members of the various Standing Boards and/or Committees of Synod, whose membership in full or in part is elected by Synod, Synod shall receive the Nominations of the Nominating Committee. However, members shall have the right to nominate others to such Boards and /or Committees for election from the floor of Synod.

Except where special provision is made in the Constitution of the Presbyterian Church of Trinidad and Tobago the term "member" with respect to election to Standing Boards and/or Committees of Synod shall mean "Member of Synod or Presbytery".

3. VOTING

Voting shall normally be by show of hands except as set out in Chapter 17 – Section 31.

4. NOTIFICATION OF APPOINTMENT

When the Boards and Committees have been appointed, the General Secretary of Synod shall formally notify members of their election within twenty-one (21) days.

5. CONVENING OF BOARDS AND/OR COMMITTEES

The General Secretary of Synod shall convene the first Meeting of all Standing Boards and/or Committees after they have been duly elected and notified. The Moderator of

Synod, or in his absence, his duly appointed representative, shall preside over these meetings and conduct the elections of their Officers.

All outgoing Officers of the Standing Boards and/or Committees shall hand over to the General Secretary of Synod, all relevant documents and records.

6. POWERS

Decisions of all such Boards and /or Committees, except where Synod has given the right and power to issue, shall be subject to the review of Synod.

7. CHAIRPERSON

The Chairperson of all such Boards and/or Committees shall have only a casting vote.

8. LIMITS OF MEMBERSHIP

No member other than ex-officio members of the specific Boards and/or Committees shall serve on more than three Standing Boards and/or Committees. A member who has served two consecutive terms or part thereof on any Standing Board and/or Committee shall not be eligible for re-election to the said Standing Board and/or Committee until after an absence of one term (2) years.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER VIII

THE BOARD OF CHRISTIAN EDUCATION

1. NAME

The Board shall be known as the Board of Christian Education and shall be a Standing Committee of the Synod of the Presbyterian Church in Trinidad.

2. PURPOSE AND FUNCTION

- i. The Board shall undertake responsibility for planning and directing a co-ordinated programme of Christian Education with specific reference to Sunday Schools, Youth Work, and Christian Education in Primary and Secondary Schools.
- ii. In co-operation with related Boards of Synod, the Board shall provide opportunity for each individual at every stage of his or her developing life, to come to know, love, and serve God as revealed in Jesus Christ.
- iii. The Board shall help to formulate and implement the Official policy of the Church in relation to Christian Education.
- iv. The Board shall consider new developments in Christian Education. Such developments may be proposed within the Board or referred to it.
- v. The Board shall be responsible for submitting an annual report and a Budget to Synod.
- vi. The Board shall have power to act for and on behalf of the Church within the limits of its Budget in co-operative ventures with other denominations except in matters which require prior approval of the Synod or Synodical Council.
- vii. The Board shall recommend and facilitate as far as possible, the dissemination of appropriate literature and audio visual materials to Churches and related groups.
- viii. The Board shall formulate a curriculum of Christian Education for use in Primary and Secondary Schools.
- ix. The Board shall supervise the work of the Directors of Christian Education.

2. MEMBERSHIP

a.	One from each Session	23
b.	Two from each Presbytery (one to be a Minister)	6
c.	One from Board of Theological Education	1
d.	Principal of St. Andrew's Theological College	1
e.	Moderator and General Secretary as Ex-officio	2
f.	One from Board of Primary Education	1
g.	One from Board of Secondary Education	<u>1</u>
		<u>35</u>
h.	Two Directors (one from each Presbyterial area appointed by Synod) who shall be corresponding members.	

3. TERM OF OFFICE

Members of the Board and its Committees shall hold office for one term of two consecutive years and shall be eligible for re-election, subject to the Constitution of the Church.

4. OFFICERS

The Board shall at its first meeting in each (two-year) term, elect from its members the following Officers:

1. CHAIRPERSON
2. SECRETARY
3. TREASURER

5. MEETINGS

The Board shall meet at least six times a year and as many other times as needed.

6. QUORUM

One third of the members of the Board shall form a Quorum, at least three must be from Pastoral Regions.

7. EXECUTIVE

The Executive of the Board shall comprise the following:

1.	the Officers	3
2.	Elected by the Board	4
3.	Directors	<u>2</u>
	Total	<u>9</u>

8. DUTIES OF EXECUTIVE

The duties of the Executive shall be:

1. To deal with matters referred to it by the Board.
2. To deal with urgent matters between meetings of the Board.

9. QUORUM OF EXECUTIVE

Four members of the Executive shall form a quorum.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER IX

BOARDS OF EDUCATION

1- GENERAL

1. NAME

Synod shall establish two (2) Boards of Management for Schools, one for Primary Schools which shall be known as the Presbyterian Primary Schools Board of Education, and one for Secondary Schools which shall be known as the Presbyterian Secondary Schools Board of Education. These shall be under the jurisdiction of Synod and shall be Standing Boards.

2. PURPOSE AND FUNCTION

These Boards shall be the properly constituted and competent authorities of the Presbyterian Church of Trinidad and Tobago in certain matters relating to Education in their respective spheres in accordance with the Policy of the Church and of the Government, as well as with the existing Education Act/Ordinance and Regulations made thereunder.

- a. They shall promote on the basis of Christian principles, Educational programmes of the highest quality possible.
- b. They shall help to determine and implement Official Policies of the Church in relation to Education.
- c. They shall consider new developments in Education suited to the needs of the Church and the nation and propose to Synod from time to time, necessary changes affecting the overall Policy of the Church regarding Education.
- d. They shall be responsible for the Construction, Repairs, and Maintenance of the School Building and other facilities attached to the Schools in collaboration with the appropriate Sessions.
- e. They shall also exercise such powers and perform such duties with regard to the control and management of such other Schools as are established by the Church, Secondary or Primary, classified as Government Assisted Schools.
- f. Their decisions in respect to administration, recommendations for appointments, transfers, suspensions, termination of service, resignations or retirement or any other decisions relating to Principals or Vice Principals, shall be subject to approval or review by Synodical Council or Synod, and the decision of Synodical Council or Synod be referred to the Boards for necessary action.

- g. They shall consider such matters of Educational Policy as are referred to them by Synod and recommend appropriate action.
- h. They shall foster and encourage new areas of work recommended by Synod.
- i. They may act in concert with other similar Organizations concerned with Education, provided they do not contravene the policy of the Church.
- j. Each Board shall present to Synod before the end of February of each year, an Annual Report of all finances which must include an audited financial statement together with a Budget for the ensuing year. Auditors must be appointed by Synod.
- k. Each Board shall present to Synod or Synodical Council on its own initiative, or as may be requested from time to time, Reports and Recommendations on matters educational.

Each Board shall appoint a representative on the Board of Christian Education.

3. RELEVANT AUTHORITIES TO BE INFORMED

- (a) Principals of Primary and Secondary Schools shall be supplied with approved copies of these constitutional instruments.
- (b) A list of Officers of both Boards shall be supplied to the Ministry of Education and Culture and the Teaching Service Commission, immediately after these Boards are duly constituted.

4. PERIOD OF SERVICE

- a. Each member of each Board shall be elected for a two-year term and shall be eligible for re-election for a further period of two years, but no member shall serve for more than two consecutive terms or a maximum of four years.
- b. A term or a part of a term nevertheless, shall be considered a term, either for a member elected at the beginning of the term or one serving the un-expired term of that member.
- c. No member shall serve on both Boards during the same term.

5. RECALL OF BOARDS

- (a) The Boards shall be subject to recall by Synod at any time at a properly constituted meeting of Synod on a two-thirds majority vote of those present and voting.
- (b) A new Board shall be appointed by Synod to complete the term of service if such a recall is effected.

6. RE-ENTRY TO THE BOARDS

- a. No person shall serve on any one Education Board for 1 more than four (4) consecutive years. Such person shall be eligible for re-election after an absence of one term (2 years) or part thereof.
- b. Any person who has served one term (2 years) or part thereof, on any one Board and the following two years on the other Board shall be eligible for re-election on any one of these Boards after an absence of one term (two years or part thereof).

7. ELECTIONS

The Moderator shall convene and preside at the first meeting of the members elected to form each Board and to conduct the Election of Officers.

8. OFFICERS

The two Boards meeting separately at their first meeting shall elect from their members the following Officers:

1. Chairperson
2. Deputy Chairperson
3. General Secretary
4. Recording Secretary
5. Treasurer

9. EXECUTIVE

The Executive shall act on behalf of the Board between Meetings and shall present its report to the Board at its next meeting for ratification.

10. LEGAL ADVISOR

The legal Advisor to the Synod shall be the legal Advisor to both Boards.

11. QUORUM

One half the immediate membership of the Boards shall form a quorum for both Boards.

II - THE PRESBYTERIAN PRIMARY SCHOOLS BOARD OF EDUCATION

12. DUTIES

The Presbyterian Primary Schools Board of Education shall be responsible for the affairs of Primary Schools established by the Church in accordance with the policy of the Church and the Education Act/Ordinance and the provisions made thereunder.

It shall be the duty of the Board:

- a. to ensure that all Primary Schools are organized, operated, and maintained in accordance with the Education Act/Ordinance and the regulations made thereunder.
- b. to implement the policy of the Church in the field of Primary Education.
- c. to recommend to the Synod, measures affecting educational policy re - the spiritual development and moral well-being of pupils and teachers consistent with the doctrine and practice of the Church.
- d. to work with the Board of Christian Education and other related Boards of the Church for the furtherance of Christian values.
- e. to make recommendations to Government on the appointments, transfers, discipline, suspension, termination of service, resignation and retirement of Principals and Vice Principals in assisted Primary Schools established or maintained by the Church. For this purpose all Principals and Vice Principals shall be Presbyterians in good standing, i.e. active communicant members for at least fifteen (15) consecutive years. All recommendations to Government concerning Principals or Vice Principals must be submitted to Synodical Council for approval. The Board shall also make recommendations to the Teaching Service Commission with respect to other members of Staff. Qualified Presbyterians shall be given preference.
- f. to receive recommendations from Sessions with reference to Principals, Vice Principals, and other members of the staff.
- g. to present to Synod before the end of February of each year a comprehensive annual report together with an audited Financial Statement on disbursements of maintenance , building and other grants received from all sources, and on capital expenditure involving funds from all sources other than Government, and a Budget for the ensuing year.
- h. to carry out such duties and responsibilities as are assigned to it by Synod from time to time.
- i. to make rules and regulations from time to time with the approval of Synod.
- j. to organise and carry out fund-raising projects for the repairs, maintenance, and re-building of Primary Schools in accordance with the principles of the Church.

13. MEMBERSHIP

- (a) The Presbyterian Primary Schools' Board of Education shall comprise –
 - i. One representative from each Pastoral Region, either Lay or Ministerial, elected by the Session by secret ballot from among the members of the Session.

- ii. One representative of the Presbyterian Teachers Association appointed by the Association, who shall be a Principal.
 - iii. Two Ordained Ministers, one from each Presbytery, elected by Presbytery.
- (b) Each Session of a Region shall elect an alternate to its representative from the membership of the Session. Alternates may attend meetings only in the absence of the permanent representatives and will then have the status of full membership for that meeting only.
- (c) Sessions shall have the power to recall either their permanent representatives or alternates at a duly constituted meeting of the Session on a two-thirds majority of the members present and voting. Members of the Sessions shall be informed at previous meetings by a notice of motion for such a recall. This shall be circulated at least two (2) weeks in advance and included on the Agenda of the meeting at which the decision is to be taken.

14. HEADQUARTERS

The Headquarters of the Board shall be located at an Office determined by Synod.

15. MEETINGS

The Presbyterian Primary Schools Board of Education shall meet at the Headquarters of the Board in regular session at least once a month, and on such occasions as may be necessary for the transaction of the business of the Board.

16. DUTIES OF OFFICERS

Chairperson

- a. The Chairperson shall preside over meetings of the Board and shall have a casting vote only.

Deputy Chairperson

- b. The Deputy Chairperson shall be a regular member of the Board and shall carry out the duties of the Chairperson in his/her absence, but shall have the powers of the Chairperson at that meeting only.
- c. In the absence of the Chairperson and Deputy Chairperson, the Board shall elect a Chairperson from among its members.

General Secretary

- d. The General Secretary shall ensure that all decisions of the Board are carried out promptly to follow up on all appointments, promotions, transfers, and all matters determined by the Board under "Purpose and Function" and "Duties" as may be determined by the Board.

Recording Secretary

- e. Recording Secretary shall keep an accurate record of all matters discussed or agreed upon at all meetings of the Board in a Bound Book and see that a summary of the business of meetings is submitted to the General Secretary for circulation to members of the Board.

Treasurer

- f. The Treasurer shall keep a proper account of all monies collected and disbursed by the Board. He shall be the Financial Officer of the Board and shall be accountable to the Board and/or Synod on Financial matters. He shall submit audited Financial Statements as prescribed by this Constitution and the Constitution of the Synod.

Signing Officers

- g. The Signing Officers shall be the Chairperson, Secretary and Treasurer. Any two shall sign on behalf of the Board.

17. CHAPLAINCY

The Minister of each Pastoral Region shall be appointed the Chaplain of the Schools within his/her Pastoral Region.

18. SCHOOL MANAGERS

The Presbyterian Primary Schools Board of Education shall appoint suitable persons as Managers of all Primary Schools under the jurisdiction of Synod. They shall also foster and encourage the formation of groups, committees and Parent-Teacher Associations to look after the maintenance of Primary Schools. Managers shall be recommended by the Sessions from among their membership.

19. IMPLEMENTATION

Accepted by Synod on Friday, 23rd April, 1976, the Constitution of the Board of Education as finally adopted on 30/03/68 S.F. #100 and subsequently amended in 1973, is replaced by this Constitution.

III - THE PRESBYTERIAN SECONDARY SCHOOLS BOARD OF EDUCATION**20. NAME**

Synod shall appoint for the management and control of all Secondary Schools established under its jurisdiction, a Board of Management which shall be known as The Presbyterian Secondary Schools Board of Education.

21. DUTIES

1. The Presbyterian Secondary Schools Board of Education shall be directly accountable to Synod for all matters pertaining to the welfare/maintenance, and development of Secondary Education of the Schools under its jurisdiction.

2. The Presbyterian Secondary Schools Board of Education shall advise its Principals on matters affecting the establishment and maintenance of highest possible standards in the efficient management of the Secondary Schools under its jurisdiction.
3. The Presbyterian Secondary Schools Board of Education shall exercise such powers and perform such duties with regard to the control and management of assisted Secondary Schools by the Education Act/Ordinance and the regulations made under the Act/Ordinance, including the twenty percent (20%) intake as a result of the Secondary Entrance Assessment (SEA) Examination, or by any other method used to govern the intake of pupils into Secondary schools under the jurisdiction of Synod. The Principal (if unable to attend) or the Vice Principal, together with two members appointed by the Board, shall select such pupils for these schools, based upon applications received by each School through Sessions.
4. The Board shall make recommendations to Synodical Council for its approval with respect to the appointment, transfer, discipline, suspension, dismissal, resignation and retirement of Principals and Vice Principals of Assisted Secondary Schools. Such recommendations, if approved by Synodical Council, shall be referred to the Board for necessary action. For this purpose all Principals and Vice Principals must be Presbyterians in good standing, i.e. active communicant members for at least fifteen consecutive years.
5. If, in the event that a recommendation is not yet approved by the Teaching Service Commission because of any irregularity, then the Synodical Council, through the Board, has the right to recall the recommendation and review its decision.
6. All other appointments with respect to other staff in Secondary Schools shall be recommended to the Teaching Service Commission by the Board. In all such cases, all things being equal, qualified Presbyterians in good standing shall be preferred.
7. Sessions shall submit reports on a candidate's church activities, church support, moral and spiritual standing etc.; an appropriate questionnaire will be prepared and supplied by the Board of Education for Secondary Schools.

MEMBERSHIP

1. The Presbyterian Secondary Schools Board of Education shall comprise one representative from each Pastoral Region either Lay or Ministerial, elected from among the members of the Session by secret ballot, and there shall be two Principals elected by the Synod on a rotation basis for one term, two (2) years.
2. Each Session of a Region shall elect an alternate to its representative from the membership of the Session. Alternates may attend meetings and, in the absence of the permanent representatives, will then have the status of full membership for that meeting only.
3. Sessions shall have the power to recall either their permanent representative, or

alternate, at a duly constituted meeting of the Session on a two-thirds majority vote of the members present and voting. Members of the Sessions shall be informed at a previous meeting of a notice of motion for such a recall. This shall be circulated at least two (2) weeks in advance and included on the Agenda of the meeting in which the decision is to be taken.

23. ELECTIONS

The Moderator shall convene and preside at the first meeting of the Board to conduct the election of Officers.

24. OFFICERS

The Board, at its first meeting under the convenorship of the Moderator, who shall also conduct the elections, shall elect the following Officers:

1. Chairperson
2. Deputy Chairperson
3. General Secretary
4. Recording Secretary
5. Treasurer

25. DUTIES OF OFFICERS

- (a) The Chairperson shall preside over meetings of the Board and shall have a casting vote only.
- (b) The Deputy Chairperson shall be a regular member of the Board, but shall carry out the duties of the Chairperson in his/her absence and shall have the powers of the Chairperson for that meeting only.
- (c) The General Secretary shall see that all decisions of the Board are carried out promptly, to follow up on all appointments, promotions, transfers and all matters decided upon by the Board.
- (d) The Recording Secretary shall keep an accurate account of all matters discussed or agreed to at all meetings of the Board in a bound book and ensure that a summary of the business of meetings is submitted to the General Secretary for circulation to members of the Board.
- (e) The Treasurer shall keep a proper account of all monies collected and disbursed by the Board. He/she shall be the Financial Officer of the Board and shall be accountable to the Board and/or Synod, on financial matters. He/she shall submit audited Financial Statements as prescribed by this Constitution and the Constitution of the Church.

26. QUORUM

One-third (1/3) of the membership of the Board shall form a quorum.

27. MEETINGS

The Presbyterian Secondary Schools Board of Education shall meet at the Headquarters of the Board in regular session at least once a month and on such other occasions as may be necessary for the transactions of the business of the Board.

28. HEADQUARTERS

The Headquarters shall be at an Office designated by Synod.

29. ADMINISTRATIVE COMMITTEE

Every Secondary School shall have an Administrative Committee. This Committee shall not be a Standing Committee of Synod.

30. DUTIES

The Administrative Committee shall be a sub-committee of the Board and shall be responsible for the maintenance of the property of the school and the development of the facilities attached thereto.

31. ELECTIONS

The Principal shall convene the first meeting of the Administrative Committee within fourteen (14) days after he/she is presented with the list of members. He/she shall preside over this meeting and conduct the election of Officers.

32. MEMBERSHIP

Every Administrative Committee shall comprise seven (7) members, as follows:

1. The Principal - Ex Officio
2. The Vice Principal - Ex Officio
3. Four (4) members appointed by Synod from among its membership.
4. Three (3) members of Presbytery appointed by the Presbytery from among its membership.

33. TERM OF OFFICE

With the exception of the Principal and Vice Principal, members shall be appointed for a two year term and shall be eligible for re-election at the end of the term, but these members shall not serve for more than four consecutive years.

34. OFFICERS

At its first meeting the Administrative Committee shall elect a Chairperson and Treasurer who shall be members of the Presbyterian Church in good standing. The Principal shall be the Secretary of the Committee and the Vice Principal shall be the Recording Secretary.

35. ACCOUNTABILITY

The Administrative Committee shall not undertake any projects in excess of \$25,000.00 without the prior approval of the Board - save and except for salaries to staff and approved projects.

The Administrative Committee shall present to the Presbyterian Secondary Schools Board of Education, before the end of February of each year, a report on its work for the preceding year, together with a Financial Report.

36. SIGNING OFFICERS.

All vouchers, cheques, etc., shall be signed by the Principal and Vice Principal and, failing either, a person appointed by the Administrative Committee for this purpose at the first meeting of the Administrative Committee.

37. MEETINGS

The Administrative Committee shall meet at least once every term on a date to be fixed by its members. Special meetings may be called by the Chairperson and Secretary or on the request of three members.

Such requests shall be in writing to the Chairperson and /or Secretary, stating the specific nature of the business to be discussed. The nature of the business shall be circulated to members and this shall be the only business discussed at the meeting.

38. QUORUM

Five members shall form a quorum.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER X

THE JUDICIAL COMMITTEE

1. MEMBERSHIP

The Judicial Committee shall comprise ten (10) members of Synod as follows:

The Moderator
 The General Secretary
 The Immediate Past Moderator
 Two (2) other Ministers
 Five (5) other persons.

2. QUORUM

The presence of two (2) full-time Ministers and two (2) other persons shall constitute a quorum.

3. OFFICERS

The Officers shall be a Chairperson who shall be elected by Synod and a Secretary who shall be elected by the Committee.

4. DUTIES

The duties of the Committee shall be:

- i. To consider and advise on all matters in connection with Church Government and procedure.
- ii. To investigate and report on all matters referred to it through the appropriate channels.
- iii. To interpret the Constitution and by-laws of the Church.
- iv. To hear appeals on matters relating to the Constitution from lower Courts of the Church, referred by Synod, Synodical Council and Presbytery.
- v. To frame rules of order and procedure as requested by Synod, and to be approved by Synod for use throughout the Church.
- vi. To recommend to Synod amendments to the Constitution and Bye-laws after the following procedure is observed:

- a. Presbytery shall forward to Synod, proposals for amendments emanating from the Session;
- b. Other Boards and Committees shall forward proposals to Synod;
- c. Synod shall determine the question of referrals to the Judicial Committee;
- d. The Judicial Committee shall study the proposals in the light of the total Constitution and present proposed amendments to the Presbyteries for consideration. Presbyteries shall have a maximum of six (6) months to respond.
- e. After consultation with Presbyteries, the Committee shall then present the proposed amendments to Synod for a final decision.

5. APPEALS TO SYNOD

Any communicant member of the Church may appeal to the Synod against a decision of a lower court which affects him or her. Copies of the appeal shall be sent to the Session and Presbytery. Synod and Synodical Council, upon receipt of such appeals, may refer the matter to the Judicial Committee for consideration. Both the appellant and the respondent shall have the right to appear in person before the Judicial Committee. They may be represented by a communicant member of the Church who shall not be a member of the Judicial Committee.

Decisions arising out of such hearings shall be laid before Synod or Synodical Council for necessary action.

The decisions of the Synod shall be recognized as morally binding on all members of the Church.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XI

THE BOARD OF MEN

1. NAME

This Organisation shall be called the Board of Men of The Presbyterian Church of Trinidad and Tobago, and shall be referred to in succeeding articles as the Board. The Board shall be a Standing Committee under the jurisdiction of Synod.

2. PURPOSE

The purpose of the Board is to lead men to an understanding of the witness of the Church, that through commitment to Christ they may fulfil the ministry to which they are called in the Church, in the home, in daily work, in the community and in the world.

3. OBJECTIVES

- a. To deepen the spiritual life of men of the Church.
- b. To secure among men an increasing knowledge of, interest in, and loyalty to the Church and its mission.
- c. To enlist an active working force of men in every Presbytery and Pastoral Region.
- d. To co-ordinate and have general oversight of all men's organisations within the Church.
- e. To promote the formation of Men's Fellowship, such as AOTS Men's Club in Pastoral Regions.
- f. To develop and promote a programme for men which shall give emphasis to such elements as Christian Fellowship and Service, Evangelism, Family Life, Youth Work, Stewardship, Lay Preaching and Speaking, Community Service and Missionary Education.
- g. To develop effective lay leadership throughout the Church in co-operation with other Boards and Committees whenever possible.

- h. To prepare, publish, obtain and promote the use of such literature and other materials as will aid in the fulfilment of the objects of the Board.
- i. To work with Men's Fellowships of other Churches.
- j. To arrange for the observance of Laity Sunday.

4. **AGENCIES**

The Agencies for the attainment of the objects of the Board shall be:

- a. Men's Fellowship which shall be recognised as the Official Men's Groups of the Pastoral Region.
- b. Conference, Rallies, Retreats and Laity Sunday.
- c. Study Groups, Prayer Fellowships.
- d. Programmes and Projects.
- e. News Letter.
- f. Any other agency as agreed by the Board.

5. **MEMBERSHIP**

The Board shall consist of thirty-three (33) members elected as follows:

- | | | |
|----|---|----|
| a. | Two (2) elected by the Synod (one must be a Minister) | 2 |
| b. | Five (5) elected by the Annual Convention of Men's Fellowship | 5 |
| c. | One (1) elected by the Board of Women | 1 |
| d. | One (1) from each Pastoral Region | 23 |
| e. | Past Chairman and Editor of News Letter | 2 |

In the case of 'd' above, where there are Men's Clubs in the Region, the Session shall receive nominations from the clubs before election. In other cases, members shall be elected from the Session itself.

6. **QUORUM AND DURATION OF MEMBERSHIP**

Eleven members shall form a quorum of the Board. Duration of membership shall be as stipulated by the Synod for all Boards.

7. **OFFICERS**

All Officers shall be representatives of a Session save and except the Chairman who shall be a member of a Session.

The Officers of the Boards shall be:

- a. Chairman (Member of a Session)
- b. Vice Chairman
- c. Secretary
- d. Recording Secretary
- e. Treasurer
- f. Assistant Treasurer

- g. Past chairman
- h. Editor of News Letter

The Officers shall be elected at the first meeting of the newly constituted Board and shall hold office for two (2) years. All Officers shall be eligible for re-election. No one shall be eligible for office after two consecutive terms.

8. EXECUTIVE

The Executive shall comprise the above Officers of the Board and the co-ordinators of the Standing Committees. The Executive shall determine its own quorum.

9. MEETING/COMMITTEES

- a. The Board shall meet at least once every quarter.
- b. The Board shall arrange for the holding of conferences in co-operation with the Board of Women.

10. COMMITTEES

The Board shall appoint the following Committees and any other it may deem necessary:

- a. Boys' Work
- b. Programme and Projects
- c. Communication and Literature
- d. Men's Fellowship
- e. Conference
- f. Editorial Committee

11. ANNUAL CONFERENCE OF MEN'S FELLOWSHIP

There shall be an Annual Conference to be held on Whitsuntide Weekend, when reports of the activities of the Fellowships would be presented. Election of the five members to serve on the Board will also take place.

12. FINANCE

- i) The funds for the work of the Board shall be financed from the following sources:
 - a. Contributions from the Fellowships
 - b. Donations and Subscriptions
 - c. Proceeds from projects
 - d. Any other source, in accordance with the policy of Synod.
- ii) Audited Statement
An audited annual financial statement is to be presented to the Synod.

The Board shall agree on a major project to raise funds.

13. LAITY SUNDAY

Laity Sunday shall be observed on the second Sunday in October every year.

14. AMENDMENTS

The Board may propose to the Synod amendments to the Constitution.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XII

THE BOARD OF STEWARDSHIP AND FINANCE

1. NAME

The Board shall be known as the Board of Stewardship and Finance and shall be a Standing Board of the Synod of the Presbyterian Church in Trinidad.

2. PURPOSE AND FUNCTION

The Board shall act as the agent of Synod being responsible for informing and educating the Church in Mission and Stewardship, in consultation with other appropriate Standing Boards and advising the Synod on financial policy.

3. DUTIES

- a. To inform the membership of the Church on all matters of financial policy.
- b. To provide Stewardship Education and Training, working closely with other Boards and Committees of the Church.
- c. To recommend to Synod, long term financial policy, including long term planning.
- d. To assist the Incorporated Trustees of the Church by dealing with applications for the sale, mortgage, exchange or lease of trust property of congregations or institutions, forwarded by Presbyteries, and to recommend to Synodical Council with respect to these.
- e. To report annually, all property changes in such forms as to be easily included in the minutes of Synod - number, date, etc., registration of each property transaction, (and readily available to the Auditor),
- f. To recommend and assist the General Secretary in matters concerning investments.
- g. To serve as the Pension Committee of Synod and the Board of Women.
- h. To serve as the Salaries Commission.
- i. To advise and assist the General Secretary in the preparation of Synod's Annual Budget before presentation to Synodical Council.

4. MEMBERSHIP

One from each Session	23
The General Secretary	1
The two Trustees	2
Two from each Presbytery (at least one to be a full-time worker)	6
Two from the Board of Women (at least one to be a full-time worker).	<u>2</u>
	<u>34</u>

Two Stewardship Co-ordinators, one from each Presbytery, elected by Synod, who shall be corresponding members of the Board.

5. **TERM OF OFFICE**

The members of the Board shall hold office for two consecutive years and shall be eligible for re-election, subject to the Constitution.

6. **MEETING**

The Board shall meet at least once per month on a statutory date to be fixed, or on the call of the Chairperson and secretary.

7. **QUORUM**

One third of the members shall form a quorum of the Board.

8. **OFFICERS**

The Officers of the Board shall be a Chairperson, a Secretary, and a Treasurer, and they shall be elected at the first duly constituted meeting of the Board.

9. **EXECUTIVE**

The Board may appoint an Executive Committee and determine its duties.

10. **COMMITTEES**

The Board shall appoint other Committees as it deems necessary.

11. **DUTIES OF CO-ORDINATORS**

The duties of the Co-ordinators of Stewardship shall be:

- a. To organise a programme of Christian Stewardship throughout the Church.
- b. To assist Ministers, Deaconesses and Official Boards in planning and implementation of a Christian Stewardship Programme.
- c. To organise seminars, workshops, lectures and Bible Study on the Principles of Christian Stewardship so as to gain an understanding of stewardship and the mission of the Church.
- c. To submit to the Board of Stewardship and Finance and the Synod, an estimate of expenditure for programmes to be undertaken.
- d. To submit annual reports to the Board of Stewardship and Finance for presentation to Synod at its annual general meeting.
- e. To recommend suitable stewardship literature for use by the Church.
- f. To be responsible for the safe keeping of all Stewardship materials entrusted to his/her care and keeping and to hand over the said material to his/her successor.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XIII

THE BOARD OF THEOLOGICAL EDUCATION

1. NAME

The Board shall be known as the Board of Theological Education and shall be a Standing Board of the Presbyterian Church of Trinidad.

2. PURPOSE AND FUNCTION

The Board shall act -

- 1.** Under the authority of Synod, and
- 2.** In accordance with the policy of the Church in the following fields:
 - i. Full-time Theological Training of candidates for the Deaconess Order and Ordained Ministry, as well as for lay persons and part-time workers of the Church.
 - ii. The Mission and Outreach of the Church.
 - iii. The affairs of overseas personnel serving within our Church.
 - iv. To foster closer ecumenical relationships.

3. DUTIES

- a. To plan, in co-operation with other bodies concerned, an adequate programme of Theological Education and leadership training.
- b. To seek ways and means of strengthening the Ordained and lay ministry, and Deaconess Order of the Church.
- c. To supervise the Theological Education of lay persons, candidates, ministers, other full-time workers, and part-time workers.
- d. To investigate, prescribe and regulate courses of study and the standard of examination for candidates for the Ministry, and Women's work.
- e. To examine candidates for the Ordained Ministry, and other specialised Church work recommended by the Session and the Presbytery concerned, and recommend their suitability to Synod.
- f. To consult with, to counsel, and to discipline, if necessary, candidates accepted for Church work.
- g. To recommend termination of candidates to relevant Presbytery.
- h. To recommend to Synod for Ordination, Candidates for the Ministry, and for Commissioning Candidates for the Deaconess Order, upon the fulfilment of the requirements as defined by the Synod.
- i. To recommend to Synod such persons as are suitable for further studies on scholarships or otherwise, provided that such course of studies is related to the needs of the Church.
- j. To guide the Church in the fulfilment of its mission through Evangelism, Outreach, Witness and Ecumenical conversations.

- k. To represent the Presbyterian Church in all ecumenical projects and developments approved by Synod.
- l. To administer funds allocated to the Board for the work of St. Andrew's Theological College.
- m. To undertake the task of relating the Church to the University community and other institutions of higher learning in consultation with other relevant bodies, as necessary.
- n. To advise on the admission of Ministers and other trained workers from other Churches and on the transfer of such persons from other Churches on a temporary or permanent exchange basis.
- o. To study and recommend on matters of doctrine and the Christian Life.
- p. To recommend action on social issues.
- q. To prepare an annual budget for submission to Synodical Council.
- r. To receive quarterly reports from its committees.
- s. To report annually to Synod.
- t. To carry out such other duties as are assigned to it by Synod.

4. **MEMBERSHIP**

The Board shall comprise thirty-six (36) members to be elected as follows:

a.	Two from each Presbytery (one to be a full-time worker)	6
b.	One from each Session	23
c.	Four (4) Ministers from Synod, and one (1) Deaconess	5
d.	Principal and Assistant Principal of St. Andrew's Theological College	<u>2</u>
		<u>36</u>

5. **TERM OF OFFICE**

Members of the Board and of its Committees, if any, shall be eligible for re-election, subject to the Constitution of the Church.

6. **OFFICERS**

The Chairperson, Secretary, and Treasurer of the Board shall be elected by members at the first duly constituted meeting. The Principal of St. Andrew's Theological College, or the person appointed to act, shall be the Executive Officer of the Board.

7. **MEMBERS**

The Board shall meet in regular session at least once in every two months on a date to be fixed by its members.

8. **SPECIAL MEETING**

A special meeting of the Board shall be called by the Chairperson and Secretary of the Board, or at the request of five members. Such a request is to be made in writing to the Chairperson and/or Secretary, and/or Executive Officer and shall set out the specific nature of the business to be discussed. The meeting shall be held within twenty-one (21) days of the date of the request.

9. **QUORUM**

One-third of the number of members shall form a quorum of the Board.

10. **EXECUTIVE**

The Board shall appoint an Executive and determine its powers

11. **COMMITTEES**

The Board may have the following Committees and determine their powers -

- a. Candidates Committee
- b. The Mission of the Church
- c. Such other Committees from time to time as it considers necessary.

12. **COMMITTEE MEMBERS**

Each Committee shall comprise of at least five members from the Board.

13. **OFFICERS**

The Chairperson and Secretary of Committees of the Board shall be elected by the Committee so appointed.

14. **MEETINGS**

A Committee of the Board shall meet as and when required by the Board, or on its initiative, or at the call of the Chairperson and Secretary of the Committee.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XIV

THE BOARD OF CHRISTIAN EDUCATION

1. In accordance with the policy and doctrine of the Presbyterian Church in Trinidad and Tobago, the Directors of Christian Education shall be responsible for the following:
 - a. Administrative and professional work in formulating and administering the Christian Education Programme of Primary and Secondary Schools, Sunday Schools, Youth Groups, and Adult Classes.
 - b. Planning and implementing the curriculum for other institutions and Church Groups.
 - c. The supervision of Christian Education in collaboration with the relevant authorities in clearly defined institutions and Church Groups.
 - d. Submitting regular reports to the Board or Synodical Council through the Board of Christian Education.
 - e. Reviewing termly reports by Principals, Sunday Schools Superintendents and Leaders of other Church Groups and submitting collated reports to the Board of Christian Education and Synod.
 - f. Promoting relevant extra-curricular activities e.g. Rallies, Conferences, Seminars, Workshops, etc.

2. The qualifications of the Directors of Christian Education shall be as follows:
 - a. Adequate knowledge of the Bible, Christian Literature, Hymns, Religious Songs, Drama, Handicraft, and preferable, with considerable experience gained as a Minister, Teacher, Deaconess, or full-time Church Worker.
 - b. Adequate knowledge and experience of modern teaching methods, principles and techniques.
 - c. Knowledge of various types of apparatus and teaching aids and their proper use in the Christian Education Programme of the Presbyterian Church.
 - d. Ability to supervise the work of others and to establish and maintain effective working relationships.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XIV

THE BOARD OF WOMEN

1. NAME

This Board shall be known as the Board of Women and shall be a Standing Board of the Synod of the Presbyterian Church of Trinidad and Tobago.

2. PURPOSE AND FUNCTION

The Board shall act under the authority of Synod in the following areas:

- a. To encourage and assist the Presbyterian Church Women's Groups in the local congregation in their programmes and activities.
- b. To inspire a spirit of prayer and service among Presbyterian Church Women.
- c. To encourage and promote a study of Christian faith.
- d. To develop a Christian spirit in the women, girls and children of the Church and the community.
- e. To cultivate the grace of giving, and to co-operate with the total mission of the Presbyterian Church.

3. DUTIES

The duties of the Board shall be:

- a. To promote the work of the Presbyterian Church women Groups in local congregations.
- b. To recommend to Synod the placements and terms of service of women workers in consultation with the Regions and the Board of Theological Education.
- c. To have general oversight of the Iere Home for Girls and Archibald Vocational Institute.
- d. To help to promote the work among girls, e.g. T.G.I.T.
- e. To present to Synod before the end of February of each year, an annual report including the audited financial statement and a budget for the ensuing year.

4. MEMBERSHIP

The Board shall comprise of thirty-five (35) members:

a.	Representatives elected by the Presbyterian Church Women's Conference (ex-officio)	6
b.	One (1) female representative elected from each Session	23
c.	One from the Archibald Institute Committee	1
d.	One from the Iere Home for Girls' Committee	1
e.	One from the Girls' Work Board	1
f.	Two elected from Synod who shall be full-time Women Workers	2
g.	Past President of the Board of Women	<u>1</u>
		<u>35</u>

In the case of 'b' above – where PCW groups exist in the Pastoral Region, they shall forward nominations to the Sessions.

Corresponding Members

- a. All other full-time employed Women Church Workers;
- b. One from each of the following Boards:
 - i. Board of Theological Education
 - ii. Board of Men
 - iii. Board of Christian Education.

5. TERM OF OFFICE

Members of the Board shall serve for two consecutive years and shall be eligible for re-election, subject to the Constitution of the Church.

6. OFFICERS

The Board shall elect its own Officers who shall be:

Chairperson
 First Vice Chairperson
 Second Vice Chairperson
 Recording Secretary
 Corresponding Secretary
 General Treasurer
 Associate Treasurer
 Publicity Officer

7. EXECUTIVE

The Executive of the Board shall consist of:

- a. The Officers
- b. Three additional members from among members of the Board, appointed biennially by the Board, as follows:
 - One from Synod
 - One from Northern Presbytery
 - One from South-Central Presbytery
 - One from South-Eastern Presbytery

8. COMMITTEES

The Board shall have the following Committees:

- a. The Iere Home Committee.
- b. The Archibald Vocational Institute Administrative Committee.
- c. Such other Committees as the Board shall deem necessary.
- d. The Board shall define the terms of reference of each of its Committees.

9. MEETINGS

- a. The Board shall hold at least four regular meetings for the year.
- b. The Executive shall meet two weeks prior to each Board meeting if necessary.
- c. Emergency meetings of the Board shall be called by the Chairperson, or on the written request of four of its members, which request must state the object of the meeting. Any such meeting shall be called within twenty-one (21) days of receipt of such request.

10. APPOINTMENTS

The Board shall appoint representatives to Synod's Standing Boards and Committees in accordance with the Constitution, and such other appointments to other bodies as may be necessary.

11. QUORUM

The quorum of the Board and its Executive shall be one-third of its respective membership.

12. CONSTITUTIONAL CHANGES OF THE BOARD OF WOMEN

Amendments to the Board of Women agreed upon by two-thirds majority vote of the Conference of the Presbyterian Church Women, shall be presented as recommendations to Synod in accordance with Chapter IX - Section 4 b of the Constitution of the Presbyterian Church in Trinidad.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XV

BOARD OF YOUTH AFFAIRS

1. NAME

The Board shall be known as the Board of Youth Affairs and shall be a Standing Board of the Presbyterian Church in Trinidad and Tobago.

2. PURPOSE

To provide leadership for the Youth of our Church, that they may be led to know, love and serve God as revealed in Jesus Christ, our Lord and Saviour.

3. DUTIES

- a. To develop and promote programmes to enable youths to reflect upon their faith with a view to make the Gospel more relevant and meaningful.
- b. To formulate and implement programmes of activities and study in co-operation with the Board of Theological Education.
- c. To develop leadership among youths.
- d. To draw up programmes of service, recreation and fellowship.
- e. To assist in organising and co-ordinating Youth Groups in the Church.
- f. To organize national meetings and rallies and Annual Youth Conventions.
- g. To co-operate with youths of other denominations, to witness to the Nation and World.
- h. To interview and make recommendations to the Board of Theological Education for the appointments of Youth Directors, which Board shall determine the suitability of the candidates, and shall forward its findings to Synodical Council for action.
- i. To make annual reports to Synod which include audited financial statements.
- j. To elect Committees of the Board as it may deem necessary.

4. MEMBERSHIP

Regional Representatives approved by Session Board	23
Synod's Representatives – One full-time Church Worker and one lay person	2
Representative of the Board of Theological Education	<u>1</u>
	<u>26</u>

Ex-officio: Member of Faculty SATC – Advisor Member of Synod

Corresponding: Youth Directors

All full-time Theological (Presbyterian) Students.

Membership of the Board of Youth Affairs shall "be restricted to persons 35 years and under, except for Ex-officio and Corresponding Members.

5. **QUORUM**

One third of the membership of the Board shall constitute a quorum.

6. **MEETINGS**

The Board shall meet once a month and at other times as it may deem necessary.

7. **TERM OF OFFICE**

Members of the Board and its Committees shall hold Office for one term of two consecutive years and shall be eligible for re-election, subject to the Constitution of the Church.

8. **ELECTION OF OFFICERS**

The Board shall, at its first Meeting, in each two-year term, elect from its members the following Officers:

Chairperson
Vice Chairperson
Secretary
Assistant Secretary
Treasurer

9. **EXECUTIVE**

The Executive of the Board shall comprise the above Officers together with two (2) members elected by the Board.

10. **DUTIES OF EXECUTIVE**

The Executive shall act on behalf of the Board between meetings and shall present its report to the Board at its next meeting for ratification.

11. **RECALL OF BOARD**

The Board shall be subject to recall by Synod at any time at a properly constituted meeting of Synod, on a two-thirds majority vote of those present and voting.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XVI

CHURCH DISCIPLINE

1. **DEFINITION**

Discipline is an exercise of that spiritual authority which the Lord Jesus Christ has appointed in His Holy Church.

2. **PURPOSE**

The ends contemplated by discipline are the maintenance of the purity of the Church, the spiritual benefit of the members, and the honour of the Redeemer.

3. **DISCIPLINE ECCLESIASTICAL IN SCOPE**

In the exercise of discipline there should be no inter-meddling with matters which are purely civil.

4. **STANDARDS OF DISCIPLINE**

The Holy Scripture of the Old and New Testament, and the faith and practice of the Presbyterian Church in Trinidad and Tobago set forth in this Constitution as in substance agreeable to the Word of God, are the standards by which faith and conduct are to be tested.

5. **COURTS OF DISCIPLINE**

The primary courts of discipline are:

- a. the Session, in the case of members and office bearers of the local church; and
- b. the Presbytery, in the case of Ministers and candidates for the Ministry, and all full-time or part-time workers.

6. **LAYING OF CHARGES**

If any member or minister of the Church has knowledge or reliable information of an offence by a member, candidate for the Ministry, or Minister, which is a proper ground for discipline, it shall be his/her duty to lay a charge, in writing, before the proper authority. No other person may institute charges.

7. **INVESTIGATION OF SCANDAL**

However, should a scandal arise within the jurisdiction of a Presbytery or Session respectively, and no charge is laid, the court concerned may appoint a committee to investigate the scandal. Should the investigation discover ground for a charge, the Presbytery or Session may appoint one of its members to lay the charge and the trial will proceed as elsewhere provided.

8. ADMONITION OR REPROOF

If the offence be such as does not seem to the Court in the first instance, to require a trial, it may empower its presiding officer, or other member or members, to visit, admonish, or reprove the accused if necessary, and if there be contrition and promise of amendment, let him/her be borne with. If earnest and brotherly efforts to secure contrition and promise of amendment be of no avail, or if the offence be repeated, the trial shall proceed.

9. NOTICE OF TRIAL

A copy of the charges, with distinct specifications, and a notice in writing of the time and place of trial shall be given to the accused and to the complainant, at least ten (10) days before the day fixed for the trial. The prescribed forms of procedure in trials and appeals shall be used.

10. TRIAL IN ABSENTIA

If an accused person or a complainant does not appear after proof of due notice has been given, the trial may proceed and a decision be rendered in his absence.

11. ADMISSIBILITY OF EVIDENCE

Church Courts should exercise great care in estimating the credibility of witnesses. Questions put to witnesses must be pertinent. Mere hearsay evidence is not admissible.

A full record of the proceedings of the Court, including charges and evidence, shall be kept by the Secretary of the Court. However, no entry is to be made in the permanent record until the trial in that Court has been completed. If the accused is acquitted, the fact that charges had been made and the Court's judgement of acquittal shall be entered in the minutes of the Court, and the detailed record of proceedings shall be kept on file. If the accused is convicted, the record of proceedings, including the charges, the answer and the judgement, shall be entered in the permanent record, and the minutes of the Trial, including all acts and orders of the Court relating hereto, with the evidence adduced, shall be attached and carefully preserved.

g. FORMS OF DISCIPLINE

When guilt has been proven, the court within its jurisdiction shall admonish, rebuke, suspend, depose, or expel, according to the character of the offence. Admonition may be in private and consists in exhorting to greater circumspection. Rebuke is a more severe form of reproof and may be administered in public. Suspension may be for a longer or shorter period, from membership or office, or both, and involves the loss of the privileges of the status from which the guilty person is suspended. Deposition of an office-bearer consists in depriving him of his office. Expulsion consists in the solemn exclusion of the offender from the fellowship of the Church and is the most extreme form of ecclesiastical discipline.

14. TRIAL OF A MINISTER BY PRESBYTERY

When a charge is laid against a Minister and the Presbytery decides that a trial shall be held, it may proceed with the trial or, it may appoint a committee of trial to hear the

evidence and present recommendations to Presbytery which may further deliberate and pronounce judgement. It shall be within the jurisdiction of Presbytery to acquit, admonish, rebuke or suspend. If Presbytery deems the offence such as to warrant deposition or expulsion, it shall suspend the offender, pending action of Synod.

The Presbytery shall transmit the case, with all relevant documents, including charges, evidence, and findings to the Synod, in which rests the power to adjudicate, and which may acquit, rebuke, suspend, depose, or expel the accused. When suspension for more than six months, or deposition or expulsion has taken place, the Presbytery or Synod shall send notice to the Presbyteries throughout the Church.

15. RESTORATION OF PERSONS SUSPENDED

When the period of suspension has expired and in the judgement of the Session or Presbytery, the ends of discipline have been attained, the offender shall be restored. If the court is not satisfied that the ends of discipline have been attained, it may continue the suspension. If any person under suspension desires to be restored before the expiration of the period, he shall apply to the Session or Presbytery, and when the court is fully satisfied he may be re-admitted to his privileges without further delay. In the case of a Minister, if the charges have been advised of suspension, they shall also be notified of- restoration.

16. RESTORATION BY ANOTHER COURT

When suspension has been imposed by the Session or Presbytery, restoration shall not take place by another session or Presbytery until the court which pronounced the suspension has received notice and has had due time for reply.

17. RESTORATION OF DEPOSED MINISTER

A deposed Minister may be received into Church membership by a Session after leave has been granted by Synod. He or she can be restored to the office of the ministry by Synod only.

18. ADVISER TO ACCUSED

The employment of legal counsel, as such, is not permitted in any court of the Church. However, this does not prevent either the accused or the complainant from having as adviser a Minister or a member of the Church acceptable to the court and subject to its authority. Such person may examine witnesses and address the court, but the permission given to appear may be withdrawn at any time during the progress of the case.

19. SESSION'S REFERENCE TO PRESBYTERY

A session does not proceed to deposition or expulsion without reference to Presbytery for advice.

20. SECURING OF ADDITIONAL EVIDENCE

The court may appoint a commission to secure any evidence which cannot be secured directly at the trial. Each party to the case shall have notice of the time and place appointed for the taking of such evidence, and shall be given the right to cross-examine the witnesses.

21. COPIES OF PROCEEDINGS

Certified copies of the judgement shall be given to both parties within six days of the decision of the court. In the event of an appeal, both parties are entitled to the copies of the record of proceedings of the original trial.

22. NEW EVIDENCE IN APPEALS

If, in the prosecution of an appeal, new evidence is offered, which in the opinion of the court has an important bearing on the case, that court may refer back the case to the lower court for a new trial, or, with the consent of the parties, may receive the further evidence and bring the case to an issue.

22. JUDGEMENT IN APPEALS

If a complaint or appeal be dismissed, the decision of the lower court stands affirmed. If it be sustained, the decision is not necessarily reversed, but may be altered in part, or in whole, and the matter may be remitted to the lower court with instructions. Or the higher court may, if circumstances appear to require it, waive altogether the merits of the complaint or appeal, and give such a decision in the original case as is consistent with truth and justice.

24. REFERENCE TO HIGHER COURT

A lower court, at any stage of its inquiry, may refer a case to a higher court for advice or judgement. Cases of particular difficulty or delicacy, the decision of which may establish an important precedent, or in which, for any reason, it is desirable that a larger body should first decide, are proper subjects for such reference.

25. RIGHT OF APPEAL

Appeals shall be taken from the decision of the Session to Presbytery or from Presbytery to Synod. Nothing herein contained shall deprive a member or minister of his right of appeal to a higher court. Any member of a court, though not a party to the case, who is not satisfied with a decision of that court, may enter an appeal to a higher court.

26. NOTICE OF APPEAL

See Chapter IX - Section 5.

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO.

CHAPTER XVIII

RULES OF DEBATE AND ORDER
(PRINCIPLES OF ORDER)

1. WITHDRAWAL AND ABSENCE OF MEMBERS

Any member at meetings of a Church Court or any member of a Committee or a Congregation shall not withdraw himself/herself without permission.

Any member who is absent without permission or a legitimate excuse forfeits the right to dissent from action taken at meetings in his/her absence

2. PRESIDING OFFICER

At all meetings the Presiding Officer shall attend to the ordinary duties pertaining to that office. He/she may express an opinion on any matter before the Court. If he/she wants to introduce a motion or present a report some other member shall preside. While out of the Chair, he/she is an ordinary member. If he/she proposes a motion, until the matter is disposed of, he/she cannot take the Chair.

3. HIS/HER VOTE

In Church matters the Presiding Officer shall have only a casting vote.

4. ORDER OF PRIVILEGE OF MOTION

The Order of Privilege of Motion shall be as follows:

- a. To fix the time to adjourn
- b. To adjourn
- c. To raise question of Privilege
- d. To call for Order of the Day
- e. To lay on the table
- f. To take an immediate vote (two-thirds vote required)
- g. To limit or extend limits of debate (two-thirds vote)
- h. To postpone definitely
- i. To commit
- j. To amend
- k. To postpone indefinitely
- l. To deal with main motions

5. ITS SIGNIFICANCE

The significance of the above Order is that when any of these motions is before the Court, any Motion higher on the list is in order, any Motion lower down on the list is out of order.

6. **OPENING OF DISCUSSION**

Before any motion is open for discussion the following conditions must be fulfilled:

- a. A member must rise and address the Presiding Officer after the floor has been relinquished;
- b. Such member must be recognized by the Presiding Officer;
- c. The member thus recognized must propose a Motion;
- d. The Motion must be seconded;
- e. The Motion must be stated by the Presiding Officer and declared open for discussion;
- f. A Motion is out of order when it conflicts with a resolution previously passed at the same general session;
- g. A member who is standing before the floor is relinquished is out of order and cannot claim the floor.
- h. A member who has proposed a Motion may claim the floor to introduce discussion even if another has risen before him/her;
- i. A member shall speak only once on any Motion or amendment, except by permission of the Court;
- j. A member who has spoken on any Motion has the right to speak on any proposed amendment or amendments thereto;
- k. The mover of a Motion has the right of reply before the final vote is taken on the main Motion. He/she may also defend his/her Motion against all amendments when these are regularly open for discussion;
- l. When a Motion to take an immediate vote has been carried on the whole question, but it does not deprive the mover of the Motion of his/her right to reply;
- m. When a Motion has two or more clearly defined parts or points of issue and, any two members request that it be divided, a separate vote must be taken on each part.

AMENDMENTS

7. **DEFINITIONS**

A Motion is amended by striking out certain words or clauses and adding certain words or clauses. An amendment which merely negatives a Motion before the Court is out of order.

8. **LIMITATIONS**

There is no limit to the number of amendments to any Motion which may be proposed and considered, but there can be only a Motion, an amendment and an amendment to the amendment before the Court at one time. When an amendment is disposed of, other amendments may be proposed.

9. **ORDER OF PROCEDURE**

When a motion, an amendment and an amendment to the amendment are before the Court, the two first named are "pending questions" and the last is the "immediately pending" question. The discussion is always on the immediately pending question, which must also be voted on first. When the immediately pending question is disposed of, the one above it then becomes the immediately pending question, until the whole matter is disposed of.

10. VOTING

When a vote is to be taken on an amendment, the Presiding Officer must first call for the votes in favour of the amendment - saying, "Shall the motion be thus amended? He/she shall then ask for the votes of those opposed to the amendment. If the amendment is lost, the motion stands, and is still open for discussion and further amendment. If the amendment is carried the form of the Motion is amended accordingly, and in the amended form is open for discussion and further amendment, unless discussion has been closed.

11. EFFECT OF AMENDMENT

When an amendment is carried it is not thereby adopted as the finding of the Court, but only changes the proposition under discussion.

12. SEPARATE VOTE REQUIRED

When a motion, amendment, and amendment to the amendment are before the Court, three separate votes, including "for" and "against" must be taken. The first determines whether the amendment shall be amended. The second determines whether the motion shall be amended, and the third determines whether the motion, in whatever form it is then before the Court, shall be adopted or rejected.

13. IMMEDIATE VOTE

A Motion to take an immediate vote may apply to an amendment to the amendment, or to the pending amendments, or to the whole question. When such a Motion, including the whole question, is carried the mover of the original motion has the right of reply before the vote is taken. After such reply no further discussion, or amendment, is in order.

MOTION TO RECONSIDER**14. WHEN MADE**

A Motion to reconsider may be made at any time when the floor is vacant, but actual reconsideration has only the same privilege as the Motion to be reconsidered.

15. EFFECT OF SECONDING

When a Motion to reconsider has been seconded, all action on the motion or by its authority is suspended until the question of reconsideration is disposed of

16. WHO MAY MOVE AND SECOND

A motion to reconsider must be moved by a member who voted with the majority. Any member may second.

17. MAJORITY REQUIRED

If a motion to reconsider is considered at the same sitting at which it has been presented, a two-thirds majority of members voting is required for its adoption. If it is moved and seconded to be considered at a future sitting, a majority determines the question.

18. LIMITS

If any action has been taken to put a resolution into effect after its adoption, it cannot be re-considered.

19. RESOLUTIONS AFFECTING PERSONS

If a resolution affects persons by appointing them to office, or otherwise, and they have been informed of such action, or were present when it was taken, and have not declined to comply, the motion cannot be reconsidered.

20. NO REPEATED RE-CONSIDERATIONS

A motion cannot be re-considered twice unless materially changed on the first reconsideration. If a motion to re-consider has been lost, it cannot be repeated.

21. WHEN DEBATABLE

A motion to re-consider is debatable only when the motion to be re-considered is debatable. It cannot be amended, postponed indefinitely, or committed.

ORDER OF THE DAY**22. GENERAL ORDERS**

The adoption of a programme which specifies the order in which business shall be transacted, but does not specify the time when it will be dealt with, constitutes general orders. General orders cannot interrupt a question under discussion. A two/ thirds vote is required to depart from general orders.

23. SPECIAL ORDERS

The adoption of a programme which specifies the order in which, and the time when, business shall be dealt with, constitutes Special Orders of the Day. Also the adoption of a motion by a two-thirds vote, stating a time when an item shall be considered, constitutes a Special Order of the Day. :

24. PRIVILEGE OF SPECIAL ORDERS

No special order can be made which will interfere with special orders previously made. When the consideration of one special order infringes upon another, the order that was first made has the higher privilege. Special Orders may be called for at any time except when a motion of higher privilege is pending or becomes effective, or during the taking of a vote. A call for Orders requires no seconder. A two-thirds vote is required to suspend or change Special Orders of the Day.

QUESTIONS OF ORDER**25. POINT OF ORDER AND RULING OF CHAIR**

A point of order may be raised even while a question is pending or when a speaker has the floor. When a point of order is raised it must be decided by the Presiding Officer without debate. If a speaker has the floor when a point of order is raised he/she must sit

down immediately until a ruling is made when the Presiding Officer shall again call upon him/her to proceed.

26. APPEALS

Any member of the Court may appeal from a ruling of the Chair, but only at the time when the ruling is made. But as a ruling is a precedent the general question of correctness may be brought up later when there is no business pending, but cannot then affect the business transacted under the ruling.

27. VOTE ON APPEALS

When an appeal from a ruling is made, the Presiding Officer should state the point of issue, and may give reasons for the ruling. The Secretary shall then put the question in the following form: "Is the ruling of the Moderator (or President, or Chairman) to be sustained?" If the vote is a tie, the Presiding Officer is sustained. The Secretary shall declare the result.

28. VALIDITY OF VOTE TAKEN

On all points of general procedure the vote of the meeting is final for the question under discussion, even if inherently incorrect. A vote of a meeting could not make valid the violation of a constitution or render ineffective Bye-laws adopted by a higher Court.

TO LAY ON THE TABLE

29. TABLING OF MOTIONS

A Motion to lay on the table, when in order, must be put without debate. If the Motion is lost it cannot be/repeated or reconsidered. If carried, it, along with all amendments, is laid on the table.

30. TAKING FROM THE TABLE

At any time when there is no business before the Court, it may be taken from the table by Motion duly seconded and carried. In such case the question is before the Court, in exactly the position it held at the time it was laid on the table.

31. NO CONDITIONS

A Motion to lay on the table can have no conditions attached to it. If a time is specified it immediately ceases to be a Motion to lay on the table and becomes the less privileged Motion "to postpone definitely" and is debatable.

GENERAL RULES

32. MOTION TO ADJOURN

A motion to adjourn is not debatable. If, however, any conditions, such as time, or place of re-assembling, are attached, the Motion loses its privilege and becomes a main Motion. If there is no provision for re-assembling, a Motion to adjourn becomes debatable.

33. METHOD OF VOTING

A vote is generally taken viva voce or by a show of hands. The Presiding Officer may, at his/her discretion, ask for a standing vote. The vote, however, shall be taken by ballot on the request of five members. On the request of two members, the Roll must be called and the vote recorded as the final vote.

34. OFFENSIVE LANGUAGE

When a member utters language which another member considers offensive, the latter may require that the words be taken down. The speaker is then allowed to proceed. When the speaker yields the floor, the words complained of may be considered and dealt with.

35. POINT OF ORDER RE: MOTIONS

When a Motion is under consideration, a question of order cannot be raised against it. A point of order can be raised only when the rule is broken, and before the Court has begun to deal with it. If, however, the Motion proposes action which is beyond the powers of the body, objection may be validly taken at any time.

36. WITHDRAWAL FROM MEETINGS

(a) No member shall leave any meeting of the Courts of the Church or its Committees without first obtaining the permission of the Chair.

37. POINTS NOT COVERED HERE

(b) In any point not covered in the Constitution, the ordinary parliamentary rules shall be followed.

INSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

CHAPTER XVIII

APPENDICES 1 – CERTIFICATE OF MEMBERSHIP

_____20_____

This certifies that _____ is at this date a member in full communion of the Presbyterian Church of Trinidad and Tobago, and leaves the congregation of _____ in good and regular standing.

_____ is hereby commended to the care and fellowship of the Church to which this certificate is presented.

Minister

Clerk of Session

**II – APPLICATION TO BE RECEIVED AS A CANDIDATE FOR THE
MINISTRY**

Place and Date: _____

To: The Right Reverend _____

Moderator of Synod,

I hereby make application to be received as a candidate for the Ministry.

Name in full _____

Permanent Address _____

The applicant is required to answer the following questions:

1. When and where were you born?
2. When and where were you received into full membership in the Church?
3. What part have you had in the work of your home Church (Sunday School, Youth Groups, etc?) _____
4. What experience have you had in public speaking? _____
5. What Schools have you attended (with dates)? _____
6. What class, form, or year have you completed in school or university? _____
7. What experience have you had in manual labour, business, professional life, or recreation?

8. When did you begin to think of the Ministry as your life work? _____
9. What drew your thoughts to the work of the Ministry? _____
10. Have you carefully considered the renunciation involved? _____
11. Are you willing to go where the Church thinks you can serve best? _____
12. State as simply as you can why you offer yourself for this work? _____

The applicant will note that in addition to answering the above questions, he will be called upon to meet with the Board of Theological Education (BOTE) as indicated in the Constitution. Presbytery shall inquire into the character, faith, motives and general fitness of each candidate so recommended. This inquiry shall be made primarily through the Board of Theological Education which shall report to Presbytery.

III – RECOMMENDATIONS FOR ORDINATION

This certifies that _____, a candidate for the Ministry of the Presbyterian Church of Trinidad and Tobago, having completed the prescribed course of study, having been examined by Presbytery and duly Licensed to preach, is hereby recommended by the Board of Theological Education to Synod for Ordination to the Office and Work of the Ministry.

On behalf of the Board of Theological Education of Synod.

Chairperson

Secretary.

Place and Date _____

IV – NOTIFICATION TO SYNOD AS TO APPLICATION FOR ADMISSION OF A MINISTER FROM ANOTHER CHURCH

Notification is hereby given that the Board of Theological Education, acting on behalf of Synod, having received an application from the Reverend _____ a Minister of _____, now serving in the Church of _____, for admission to the Ministry of the Presbyterian Church of Trinidad and Tobago, and having examined his/her credentials, educational standing and ministerial efficiency, will recommend to Synod at its meeting in _____ day of _____ 20____, the admission of the said Reverend _____, to the Ministry of the Presbyterian Church of Trinidad and Tobago.

On behalf of the Board of Theological Education of Synod.

(Signed) _____
Chairperson

Place _____

Date _____

Of the Presbyterian Church of Trinidad and Tobago and other questions prescribed to be put to candidates for ordination.

-
9. For further enquiry regarding my personal character, doctrinal beliefs and general fitness for the ministry of the Presbyterian Church, I refer you to the following Ministers and laypersons of the said Church with whom I am now or have been personally acquainted.

10. My present Region is _____

11. My present age is _____.

12. Further information that may be required will be supplied.

Dated at _____ this _____ day of _____ 20_____.

Signature of Applicant _____.

VI – ADMISSION OF A MINISTER FROM ANOTHER CHURCH

This is to certify that Reverend _____,
having been ordained to the Office of the Ministry according to the usages of the

_____ Church, of which he has been a
Minister and, having satisfied Synod as to his/her educational standing, moral character and
general fitness, has been received by the said Synod as a Minister of the Presbyterian Church of
Trinidad and Tobago and is hereby authorized to exercise the functions of his/her office in the
Presbyterian Church of Trinidad and Tobago.

Signed on behalf of Synod _____
Moderator

General Secretary

Place _____

Date _____

VII – MEDICAL CERTIFICATE

(To be presented to Synod by applicants before their reception as Candidates for the Ministry)

Applicant's Name _____

Date of Birth _____

Do you, after careful examination, find any evidence of past or present disease –

- a. Of the brain or nervous system? _____
- b. Of the heart and lungs? _____
- c. Of the stomach or abdominal organs? _____
- d. Of bones, muscles or joints? _____
- e. Of the eyes and ears? _____
- f. Does chemical examination of the urine show any abnormality? _____
- g. Has the applicant been vaccinated? _____
- h. Do you recommend acceptance of the applicant? _____
- i. Do you qualify this recommendation in any way? _____

The medical certificate of health shall indicate the physician's judgement as to the emotional stability of the applicant and his/her ability to make those necessary adjustments which the office and work of the ministry require. Synod may ask an independent practitioner to furnish such evidence. When Synod is satisfied that the applicant is well qualified, it shall formally receive him/her as a Candidate for the Ministry.

Date _____

Place _____

Signature _____

THE CONSTITUTION OF THE PRESBYTERIAN CHURCH OF TRINIDAD AND TOBAGO

VIII – NOTICE OF INDUCTION OR INSTALLATION

The Presbyterian Church of Trinidad and Tobago, having completed the necessary steps for the induction of Reverend _____ duly appointed to be Minister of the _____ Pastoral Region, notice is hereby given that Presbytery will meet in the _____ Church at _____ on the _____ day of _____ at the hour of _____ for the purpose of inducting or installing the said Reverend _____ to the Pastoral Region of _____.

By order of the Presbyterian Church of Trinidad and Tobago.

Signature _____
Secretary of Presbytery

Date _____

Place _____

IX – NOTICE OF ORDINATION OR SETTING APART OF MEMBERS OF SESSION

Whereas A _____ B _____
C _____ D _____

Members of this Church, have been duly elected by this congregation to be members of its Session, notice is hereby given that they will be ordained or set apart to this Office at a service of public worship, the _____ day of _____ at the hour _____ of _____ unless some valid objection has been handed to the Chairperson of Session within ten (10) days from this date.

Place _____

Date _____

Chairperson of Session

Clerk of Session

X – CHARGE AGAINST A MEMBER OR MINISTER

To the _____ Presbytery,

_____ Session

In the matter of A _____ B _____ Complainant

C _____ D _____ Defendant

I, _____ member (or Minister, as the case may be) of the Presbyterian Church of Trinidad and Tobago, do hereby charge that the said _____ defendant, a member (or Minister, as the case may be) of the Presbyterian Church of Trinidad and Tobago, in the Pastoral Region, on or about the _____ day of _____ A.D. 20____ at (Name of place at which the offence charged was committed) did _____ (here state the offence; if the charge is one of false teaching, give as nearly as possible the words and the book or publication, with page, in which the said words appear; also the time and place at which the alleged offence was committed).

I charge that this conduct is an offence against the law of God and, or, the faith and practice of the Presbyterian Church of Trinidad and Tobago and I hereby request the _____ Presbytery to take proper steps to bring the said _____ defendant to trial.

Date _____

Place _____

Signature _____.

XI – CITATION OF PARTY CHARGED

In the matter of A _____ B _____ Complainant

C _____ D _____ Defendant

I, E _____ and F _____ Clerk of Session of the _____ Pastoral Region
(or Secretary of Presbytery as the case may be) hereby give you C _____ D _____

Notice that a complaint, a true copy of which is hereby annexed, has been laid against you.

Further, take notice that the said complaint will be read before the Session of the _____

Pastoral Region (or Presbytery) at its meeting on _____ day, the _____ day of _____ 20 ____

at the hour of _____, when you are required to appear and, when the said Session/Presbytery shall determine the manner in which this complaint shall be investigated as provided in the Constitution.

Date _____

Place _____

Signed _____.

XII – CITATION OF WITNESS

In the matter of A _____ B _____ complainant

C _____ D _____ defendant

To G _____ H _____

You are hereby required, as a member/Minister of the Presbyterian Church of Trinidad and Tobago, to attend a meeting of the Session of the _____ Pastoral Region/Presbytery to be held on _____ the _____ day of _____ 20____ at the hour of _____, there and then to give evidence as far as you know concerning a charge of (here cite the alleged offence briefly) made by A _____ B _____ against C _____ D _____.

Signed _____.

XIII – CERTIFICATE FOR LAY PREACHERS

_____, having been recommended by the Session of the ____ Church/Pastoral Region to be approved as a Lay Preacher in the Presbyterian Church of Trinidad and Tobago and, having passed satisfactorily a written examination on the course of study for Lay Preachers as prescribed, Presbytery, having satisfied itself, after due enquiry as to his/her ability, character and doctrine, hereby certifies that he/she is approved as a Lay Preacher under the direction of the Session of the Church/Pastoral Region of which he/she is a member.

Issued at _____ on _____ 20____.

Chairperson of Presbytery

Secretary of Presbytery.

RENEWALS BY PRESBYTERY

The Secretary of Presbytery will inscribe hereunder the date of each Renewal of this certificate:

Date of Renewal

Secretary of Presbytery
