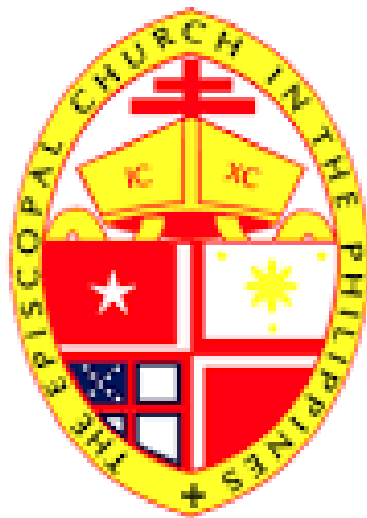


**The
CONSTITUTION and CANONS
of the
*Episcopal Church in the Philippines***

(As amended by the 12th Provincial Synod in 2024)



The Episcopal Church in the Philippines

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THE CONSTITUTION AND CANONS

of the

EPISCOPAL CHURCH IN THE PHILIPPINES

(As amended by the 12th Provincial Synod in 2024)

PREAMBLE

We, The Episcopal Church in the Philippines, declare our unanimous intention to be one Household of Faith, bound together by the common tradition of doctrine, discipline, and worship which we have most thankfully received from the Episcopal Church in the United States of America. And as we intend unity in Faith and Order so also do we intend unity in Ministry; in the proclamation of the Gospel of Christ, and in the celebration of the Sacraments of the New Covenant. And that this ministry may be more effectively and appropriately realized as our good inheritance, we intend further to reserve to the several dioceses which shall now and in the future be established such a measure of pastoral indigenization and Episcopal initiatives shall serve to proclaim that the one Church is authentically the Church of each place in which it is established. Thus united as one Church in Catholic Faith and Fellowship before our fellow Christians and before this nation, we seek that measure of pastoral diversity which will enable a more effective witness to the complex society we have been called to serve.

THE CONSTITUTION

ARTICLE I. OF THE CHURCH PROVINCE

Section 1. This Province of the Church, known as the Episcopal Church in the Philippines, otherwise known as the Philippine Episcopal Church, is a constituent member of the Anglican Communion, a Fellowship within the One, Holy, Catholic and Apostolic Church, of those duly constituted Dioceses, Provinces, and Regional Churches in communion with the See of Canterbury, upholding and propagating the historic Faith and Order as set forth in the Book of Common Prayer.

Section 2. The purpose of the existence of this Church is to proclaim the good news of the Kingdom of God; to baptize, teach and nurture New Believers; to respond to the human needs by a loving service; to seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation; and to strive to safeguard the integrity of creation and sustain and renew the life of the earth.

Section 3. This Church accepts the following standards as setting forth its Faith, Teaching, Sacraments and Discipline:

- (a) The Holy Scriptures of the Old and New Testaments as containing all things necessary to salvation and as being the rule and final standard of faith;
- (b) The Teaching and Practice of the early Church, including the decisions of the First Four General Councils;
- (c) The Apostles' Creed as the Baptismal symbol and the Nicene Creed as the sufficient statement of the Christian Faith;
- (d) The Principles of Worship set out in the Book of Common Prayer authorized for use in this Church.

Section 4. The Church of this Province shall consist of the following:

- (a) The Episcopal Diocese of Central Philippines
- (b) The Episcopal Diocese of Northern Philippines
- (c) The Episcopal Diocese of Southern Philippines
- (d) The Episcopal Diocese of Northern Luzon
- (e) The Episcopal Diocese of North Central Philippines
- (f) The Episcopal Diocese of Santiago
- (g) The Episcopal Diocese of Davao
- (h) And any diocese or mission area, which may in future time be created in accordance with the provisions of the Constitution and Canons of the Provincial Synod of this Church. The boundaries of each constituent diocese and jurisdiction shall be defined by Canons; however, in no case shall the geographic extent of any two episcopal dioceses overlap. *(As amended in 2021 Synod)*

Section 5. The Provincial Office and the Cathedral of the Prime Bishop of this Church are situated in Cathedral Heights, Quezon City.

ARTICLE II. OF THE MINISTRY

Section 1. The ministry of this Church includes lay persons, bishops, priests and deacons.

Section 2. Every Bishop, Priest, Deacon and Lay Person licensed to minister in a diocese, must accept and promise to obey the Constitution and Canons of this Province of the Church, as well as that of their respective canonical residence; must subscribe to the Oath of Conformity as provided by Canons; and be entered in the Diocesan List of Ministers, as well as in the Directory of Ministers under the safekeeping of the Provincial Office.

Section 3. No one shall be accepted as a lawful Bishop, Priest or Deacon in this Church or allowed to do any of the duties of these

Orders unless ordained according to the Ordinal of this Province, or ordained by some other Church whose Orders are accepted by this Province as being of Episcopal Orders.

Section 4. Priests, Deacons and Lay Persons who receive authority to minister in any Diocese of this Province must promise obedience under the laws of the Church to their Diocesan Bishop and the Bishops of the Province must promise to respect and be guided by the pastoral leadership of the Prime Bishop.

Section 5. The Book of Common Prayer shall be used in all the dioceses and episcopal jurisdictions of this Church.

ARTICLE III OF THE PROVINCIAL SYNOD

Section 1. There shall be a unicameral Provincial Synod (*generally to be called simply the Synod*) which shall be the governing body of this Church and, subject to certain exceptions as provided in this Constitution, is the final authority in all matters affecting the life, order and canonical discipline of this Church.

Section 2. The Synod shall consist of Bishops and duly chosen Clerical and Lay Delegates from each of the constituent Dioceses or episcopal jurisdictions and representatives of national sectoral organizations. The Chairpersons of the various Commissions established by the Constitution and Canons of this Church, and Presidents of national organizations recognized to report to the Synod, shall be entitled ex-officio to all the rights and privileges of membership in the Synod except that of voting. *[As amended in May 2011]*

Section 3. The Officers of the Synod shall be as follows:

- a) The President, who is the Prime Bishop;
- b) The Vice President, who is the most senior Diocesan Bishop in the order of consecration;
- c) The Treasurer, who is elected by the Synod;

- d) The Secretary elected by the Synod;
- e) The Registrar to be elected by the Synod;

They shall serve until their respective successors are chosen.

Section 4. There shall be a regular Synod once in three years at such time and place as designated by the preceding Synod, provided that, for urgent cause in which due notice shall be given, the Prime Bishop with the consent of the Executive Council may alter the place or time, or both place or time of meeting.

Special Synod may be called at the discretion of the Prime Bishop, and shall be called upon the request of the majority of the Diocesan Bishops, or shall be called upon the request of the Executive Council or of the Synod itself.

Whenever such Special Synod shall be called, the business to be transacted shall be specified in the call and no other business shall be transacted except by the approval of two-thirds of the delegates present and voting.

Section 5. The majority of the Clerical and Lay Delegates present and entitled to seat, voice and vote and representing the majority of the constituent Dioceses shall constitute a quorum for the transaction of business.

Section 6. Unless otherwise prescribed in this Constitution and Canons, the decisions of its members on matters brought for deliberation shall be determined according to the following:

- (a) Every member of the Synod as provided in Section 2 of this Article, and present, shall be entitled to one vote and the majority of all the votes cast in a single ballot shall be deemed sufficient to decide on the matter under deliberation. Whenever the matter under deliberation is determined by the President as one relating to theology or liturgy, the voting shall be done by three (3) orders:

Bishops, Presbyters and Laity, and a majority vote in all orders is required to pass the said matter.

- (b) All elections shall be by joint ballot of the Clerical and Lay Orders; unless determined otherwise by three-fourths majority of the members of the Synod present and voting. And no person shall be duly elected without having received a majority of votes of the members of the Synod, unless this majority is dispensed with by unanimous consent of the members present.
- (c) If any member of Synod, with the consent of the Presiding Officer in consultation with Synod, shall call for a vote by "Yeas" and "Nays" the secretary of the Synod shall call the roll, and each member shall announce his/her vote as the name is called. The votes so cast shall be recorded in the journal.

Section 7. The Synod may establish Standing Commissions to study and make recommendations to the Synod on major subjects considered to be of continuing concern to the Church. The name, size or composition and function of each such Commission shall be prescribed in Canons.

Section 8. The Synod shall adopt Rules of Order for the transaction of business.

ARTICLE IV OF THE PRIME BISHOP

Section 1. The Prime Bishop is the Overseer of the Provincial Cathedral as established and governed by a Special Charter, the Bishop in Charge of Mission Areas, and shall be the President of the Synod, the Head of the Provincial Office and Chairman of the Executive Council, the functions and responsibilities of which are prescribed by Canons.

Section 2. The Prime Bishop shall be elected by the Provincial Synod from among the diocesan bishops of this church. The Prime Bishop shall at that time of the election be at least 48 years of age

and certified to be of sound physical and mental condition by two independent and competent physicians designated by Executive Council.

Section 3. The manner of choosing the Prime Bishop shall be as follows:

- (a) The Executive Council shall announce no later than six months the forthcoming election of the Prime Bishop, to be held at a regular Synod preceding the expiration of the term of the predecessor.
- (b) There shall be a Nominating Committee composed of one in the Clerical or one in the Lay Order chosen by the Standing Committee of each constituent Diocese of this Church. Within one month after the announcement of the forthcoming election, the members of the Nominating Committee shall be convened by a person designated by Executive Council to organize itself and consistent with the Constitution and Canons, plan the execution of its functions relative to the following: to process and pronounce its nominations for Prime Bishop from the names submitted to it by a diocese or at least by three parishes within this Church; to gather and circulate information concerning the Nominee, as well as encourage Provincewide discussion on the past, present and future mission thrusts of the Church; and to submit the names of the Nominees at the Synod for deliberation. The Committee members shall serve until their successors shall have been duly chosen.
- (c) There shall be a Commission on Elections composed of one in the Clerical or one in the Lay Orders chosen by the Standing Committee of the constituent dioceses of this church. The Commission shall convene no later than one month before the forthcoming elections; to organize itself, and consistent with the Constitution and Canons, plan the execution of its function relative to the following; to draft the Rules of Election and submit such Rules to the Synod or the Executive Council for approval, to conduct the election

procedure and announce the results of the ballot; and, to receive and settle election irregularities, if any. The members of the Commission shall serve until their successors shall have been duly chosen.

- (d) The Synod shall elect by secret ballot, voting by Orders of the Clergy and the Lay.
- (e) The Nominee who receives the majority of the votes of each Order cast in the same ballot shall be declared Prime Bishop –elect by the Chairman of Synod then presiding.
- (f) The first election of the Prime Bishop of this Church shall be in accord with the Transitional Provisions, as provided in Article XI of this Constitution.

Section 4. When the Office of the Prime Bishop is rendered vacant, the Vice President of the Synod shall immediately act as President of the Synod as well as Overseer of the Provincial Cathedral; be in charge of the Provincial Office; and shall cause within two weeks the convening within one month of the Executive Council to announce the forth coming election within six months of the next Prime Bishop at a special Synod, unless the scheduled Regular Synod is to take place within that period, at which regular Synod the election of the next Prime Bishop shall take place, consistent with this constitution.

Section 5. Upon installation, the Prime Bishop-Elect shall hold the office and exercise the duties and functions appertaining thereto until the age of retirement, or unless the Prime Bishop voluntarily resigns, or is incapacitated, or dies, or is removed therefrom for reason of a judicial sentence rendered by an ecclesiastical court.

ARTICLE V. OF THE BISHOPS

Section 1. Each Bishop having jurisdiction of a Diocese, every Coadjutor Bishop or Suffragan Bishop, if there be such, in said Diocese; every Bishop who under an election to an office created by this Church, or for reason of mission and strategy has resigned and,

every retired Bishop canonically resident in any of the constituent Dioceses of this Church, shall together form the Council of Bishops and individually members of the Synod. The Council of Bishops shall set its own Rules consistent with this Constitution and Canons, and shall from time to time meet for the purpose of,

- (a) Taking council with one another on matters of mutual concern and on shared responsibilities;
- (b) Deliberating on matters of Doctrine, Discipline and Worship;
- (c) Issuing pastoral letters, or Statements, on matters of concern for the whole Church.

Section 2. In every diocese of this Church, the election of a Bishop shall be in accordance with its Constitution and Canons, provided, that should a diocese discern the need for a bishop coadjutor or a bishop suffragan or when a newly created diocese is electing a bishop for the first time, prior consent of the Synod to proceed with the election shall be necessary if Synod is scheduled to meet within three months. Otherwise, the prior consent of the majority of the Standing Committee in the Constituent dioceses and the majority of the Bishops having jurisdiction in the province shall be requisite. *(As amended in 2021 Synod)*

Section 3. A Bishop shall be at least thirty-five years of age at the time of election.

Section 4. No Bishop shall be consecrated without the consent of the majority of the Standing Committees in the constituent Dioceses and of the majority of the Bishops having jurisdiction in this Province.

Section 5. At least three active Bishops as provided in Article II, Section 2 of this Constitution, shall consecrate a new Bishop of this Church.

Section 6. A Bishop may not resign a jurisdiction without the consent of the majority of the Standing Committees in the

constituent dioceses and of the majority of the Bishops having jurisdiction in this Province, except when the reason for the resignation is election to another jurisdiction within this Province. *(As amended in 2021 Synod)*

Section 7. A Bishop exercising jurisdiction as the Ordinary, or Coadjutor, or Suffragan of a Diocese may be elected to another jurisdiction, provided that:

- (a) Said Bishop shall have served not less than five years in his current Diocese.
- (b) Before accepting election to another jurisdiction, the elected one shall have resigned from the diocese being served.
- (c) If a Coadjutor Bishop, the elected shall forfeit the right of succession to the Diocese being given up in favor of the new jurisdiction.

Section 8. A Bishop may retire at age sixty but shall retire at age sixty-five. However, for reason of mission strategy as determined by action of Convention/Synod, the Bishop is called to an Episcopal jurisdiction, retirement shall be upon or before reaching the age of sixty-eight.

Section 9. The duties and prerogatives of Bishops shall be prescribed in Canons.

ARTICLE VI. OF THE EXECUTIVE COUNCIL

Section 1. There shall be an Executive Council of the Synod *(which shall be generally be called simply the Council)* whose functions and powers shall be as follows:

- (a) To carry out the programs and policies adopted by Synod and shall have charge of the unification, development and prosecution of the Missionary, Educational, and Social Work of the Church, and such other work as may be committed to it by the Synod.

- (b) To exercise the powers conferred upon it by Canons, and such powers as may be designated by the Synod, and between sessions of the Synod may initiate and develop such work, as it may deem necessary. It may, subject to the provisions of this Constitution or by Canon, enact By-laws for its own government and of the government of its several departments.
- (c) To submit to the Synod a triennial budget, including the budget of the Provincial Office, and to determine any subsidy to any constituent Diocese, Episcopal jurisdiction, or institution, as well as to generate funds within and outside the Province.
- (d) To be the Board of Trustees of the Episcopal Church in the Philippines, as a religious society incorporated under Philippine Laws and as provided in Article IX of this Constitution. And it can and may enter into contract with any legal entity; acquire, alienate or encumber properties of said religious society, and can sue and be sued; provided, that in case of alienation, or encumberment of national Church property, prior consultation should be made with the dioceses.
- (e) The Council shall be responsible in confirming the appointment made by the Prime Bishop of the Chancellor and Auditor of this Church.

Section 2. The Executive Council shall have fifteen members consisting of the Prime Bishop, 4 other Diocesan Bishops to be nominated by the Council of Bishops, five (5) presbyters and five (5) lay persons to be elected by the Provincial Synod and who shall serve for a term of three (3) years. Any vacancy during the triennium shall be filled up by the Executive Council.

Section 3. The Executive Council shall have the following officers: The Chairperson, the Vice-Chairperson, a Secretary and a Treasurer, all of whom shall also be the officers of the Board of Trustees as stipulated in Section 1(d) of this Article.

ARTICLE VII. OF DIOCESES AND MISSION AREAS

Section 1. Every episcopal jurisdiction within this Province shall state in its Constitution and Canons or Charter that it is a constituent member of the Episcopal Church in the Philippines and that it shall abide by its Constitution and Canons and acknowledges the authority of the Provincial Synod. *(Amended in 2024 Synod)*

Section 2. As one household of faith and order, the dioceses and jurisdictions shall promote the unity and oneness of this Church through the pursuit of a common vision, sharing of human and material resources, and engaging in inter-diocesan endeavors that enhance the corporate mission and ministry of the entire Church Province. *(Amended in 2024 Synod)*

Section 3. In every Episcopal jurisdiction within this Province there shall be an annual convention or convocation which consist of the Bishops; Coadjutor; Assistant; Retired Bishops; if there be such; other members of the Clergy canonically resident therein and such lay delegates, as prescribed by each respective jurisdiction.

Section 4. In every Diocese of the Church of this Province there shall be a Standing Committee chosen by the convention thereof. When there is a Bishop presently in charge of the Diocese, the Standing Committee shall be his Council of Advice. When there is no Bishop or Bishop Coadjutor or Suffragan Bishop canonically authorized to act, the Standing Committee shall be the Ecclesiastical Authority of the Diocese. The rights and duties of the Standing Committee, except as provided in the Constitution and Canons of the Church in this Province may be prescribed by the canons of the respective Dioceses.

Section 5. The Constitution and Canons or Charter of each jurisdiction shall provide for a Council and Committees, the duties and responsibilities of which shall be prescribed by each jurisdiction.

Section 6. A new Diocese may be formed with the prior consent of the Synod and under such condition, as the Synod shall prescribe in the Canon or Canons,

- (a) by the division of an existing Diocese;
- (b) by the junction of two or more Dioceses or parts of two or more Dioceses; or,
- (c) by the creation into a diocese of an unorganized area evangelized as provided in Article 1.

The proceedings in the formation of such new Diocese shall originate in the convocation of the Clergy and Laity of the unorganized area called by the Bishop for that purpose; or with the approval of the Bishop of each of the Dioceses whose parts are to be joined, by the mutual agreement of the Conventions of the Dioceses concerned.

Section 7. The formation of a new Diocese by division or by junction shall be in accordance with the Constitution and Canons of the Provincial Synod respecting the following:

- (a) The right of the Convenor of the Primary Convention.
- (b) The rights of the Diocesan Bishop, and of the Coadjutor Bishop, if there be such, to choose which Diocese to take;
- (c) The prerogatives of Synod to give consent to the formation of a new Diocese and to admit such Diocese as a member of the Synod.

Section 8. No new Diocese shall be formed unless the following conditions are met, among other canonical provisions:

- (a) The Convention of the Diocese to be divided, or the Conventions of the Dioceses whose parts are to be joined shall have decided which portion or portions thereof shall become a part of the new Diocese;
- (b) The new Diocese shall have at least twelve ordained and licensed lay ministers, half of whom are ordained and canonically resident therein for at least one year. Such new

Diocese shall not be formed if thereby the number of canonically resident clergy in an existing Diocese is consequently reduced to less than twelve.

- (c) The new Diocese shall show evidence of its capacity to assume full financial responsibility respecting, at least, the salaries of its Diocesan Bishop and of the other clergy canonically resident therein;
- (d) In case the Episcopate of an existing Diocese be vacant, no proceedings towards its division shall be taken until the vacancy is filled;
- (e) The Primary Convention of the new Diocese shall adopt its Constitution and Canons for the government and administration of said Diocese, subject to the ratification by the Provincial Synod; or, in the case of a New Diocese formed by the division of an existing Diocese or by the junction of portions of existing Dioceses, the new Diocese shall be subject to the Constitution and Canons of that one of the said existing Diocese to which a greater number of clergy shall have belonged prior to the formation of such new Diocese.

Section 9. By mutual consent of the Conventions of two adjacent Dioceses, the consent of the Bishops of the Dioceses affected and the consent of the congregation affected, a portion of one of said Diocese may be ceded or retroceded to the other Diocese; such cession or retrocession to be considered complete upon ratification thereof by two-thirds of the members of Synod.

Section 10. The Synod may establish a Mission Area not within the boundaries of the existing jurisdictions, and may elect a bishop for that Mission Area. No congregation of this Church shall be outside the pastoral care or jurisdictions of a bishop of this Church, and no bishop, other than Coadjutor, Suffragan, Assistant and Retired Bishops shall be without pastoral jurisdiction and oversight.

Section 11. The Synod may also establish a Mission Area within the boundaries of existing jurisdictions but where is no active mission work, in coordination with the jurisdiction concerned. *(Amended in 2024 Synod)*

Section 12. A Mission Area shall be under the pastoral and administrative oversight of the Prime Bishop until such time as it is able to meet the requirements of a new diocese. If the Mission Area is within the boundaries of an existing diocese or dioceses, the congregations therein shall be admitted into union with the Convention of the diocese of coverage until such time as a separate Convocation with at least six (6) local congregations is established for the Mission Area. *(Amended in 2024 Synod)*

ARTICLE VIII OF RELATIONS BETWEEN THE PROVINCES AND DIOCESES

Section 1. It shall be within the purview of the Provincial Synod to deal with intra-provincial matters of concern, such as follows:

- (a) The business of the whole Province itself;
- (b) The inter-relationship of Dioceses and Mission Areas;
- (c) Any referral made to the Synod by or through the Convention of any constituent Diocese; however, any referral made by other than the Convention of a Diocese shall be thus made through the Prime Bishop or the Executive Council. *(Amended in 2024 Synod)*

Section 2. It shall also be within the purview of the Provincial Synod to deal with extra-Provincial matters of concern, such as the following:

- (a) The relationship of the Church in this Province with other Provinces of the Anglican Communion or with other world bodies;

- (b) Any relationship of any Diocese within this Province with another Diocese within another Province of the Anglican Communion, or with any agency of a world body. *(Amended in 2024 Synod)*

ARTICLE IX OF THE INCORPORATION OF THE CHURCH

Section 1. The Church in this Province shall be registered as a “religious society” under Philippine Laws; to be known as the “Episcopal Church in the Philippines”. It shall be registered as a non-profit, non-stock entity and shall be considered as comprehending all persons who are baptized members thereof.

Section 2. The Board of Trustees of this Religious Society shall be the Executive Council of this Church, as provided in Article VI, Section 1 (d) of this Constitution.

Section 3. There shall be an annual corporate meeting of the Religious Society which shall be participated in by all diocesan bishops and one clergy and one lay representatives from each diocese plus the presidents of national sectoral organizations, to be chaired by the Prime Bishop. All members of the Executive Council shall participate in this annual corporate meeting of the Religious Society and shall be among the clergy and lay representatives of their respective dioceses. *(Amended in 2024 Synod)*

Section 4. Any diocese, institution, or organization of this Church desiring to incorporate itself under the laws of the land shall state in its Charter or Articles of Incorporation and By-Laws that it shall abide and conform and be subject to the Constitution and Canons of this Church, as well as to the policies set by the Executive Council, and participate in the programs and financial support of the Church.

Section 5. Any institution or organization of this Church desiring to be incorporated must fulfill the following:

- (a) It must secure appropriate ecclesiastical consent and approval;
- (b) It must submit the names of the members of the Board, 70% of which are members of the Church in good standing, and must indicate the manner of choosing their replacement;
- (c) Institutions and Organizations of national character must state in their Articles of Incorporation and By- Laws that they shall not alienate any of its real estate property or encumber any part thereof without the written consent of Executive Council, and, in the event the corporation is dissolved, that all its assets shall revert to the Episcopal Church in the Philippines.

Section 6. Copies of the Incorporation Papers, By-Laws, Leases and other documents of incorporated entities of this Church shall be deposited in the Provincial Office.

ARTICLE X OF AMENDMENTS

Section 1. The mode of amending this Constitution in whole or in part shall be as follows: the proposed amendment or alteration shall be referred to and recommended by the Commission on Constitution and Canons and Structure in writing at the scheduled session or sessions of the Provincial Synod, and if approved by two-thirds of the voting members, it shall then be referred to the dioceses for consideration before it shall again be acted upon at the next Provincial Synod; when approved by majority of each Order, voting by Orders, the said proposed amendment shall become part of the Constitution of this Church pursuant to section 4 hereof.

Section 2. Each duly adopted alteration or amendment of this Constitution, unless otherwise expressly stated therein, shall take effect three months following adjournment of the Provincial Synod at which time it was enacted.

ARTICLE XI. THE TRANSITIONAL PROVISIONS

Section 1. The Constitution of the Province of the Episcopal Church in the Philippines shall take effect with and upon the convening of the First Regular Synod of the Province in 1990, at which time the Prime Bishop is scheduled to be installed; Provided, that the General Convention of the Episcopal Church in the United States of America shall have decided to release the Dioceses of the Episcopal Church in the Philippines to form a new Church Province; Provided further, that the Primary Synod shall be constituted and organized in accordance with the provisions of Article III and of Title I, Canon 2 of the Provincial Constitution and Canons.

Section 2. A Special National Convention of the Philippine Episcopal Church shall be convened in 1989 for the purpose of choosing the Prime Bishop in accordance with Article IV of this Constitution, and of setting the date and time of his installation. The members of National Council under the previous Constitution and Canons shall cause the convening of the Special Convention in accordance with Article III of this Constitution and shall evolve the Rules of Order governing the transaction of business subject to the approval of the same Special Convention.

Section 3. The incumbent Prime Bishop under the previous National Constitution and Canons shall continue to serve his term until the installation of the Prime Bishop of the Church in this Province, under the Constitution and Canons of the new Church Province.

Section 4. The new Church Province shall then assume all assets and obligations of the former dispensation.

Section 5. Where and when the Constitution and Canons of the new Province is silent on matters affecting the affairs of this Church, the provisions of the old Constitution and Canons shall prevail, except as local circumstances may prevent, until the same shall be altered and enacted by the Provincial Synod.

Section 6. A new diocese formed in accordance with appropriate Constitution and Canons after the Commitments and Consents, the certified copies of its Constitution and Canons including the choice of the name and unqualified accession to the Constitution and Canons of this Church, and certified copies of its Primary Convention proceedings shall have been filed with the Secretary of Provincial Synod and approved by the Executive Council of this Church, shall thereupon be admitted in union with the Provincial Synod of this Church.

THE CANONS

TITLE I. ORGANIZATION AND ADMINISTRATION

Canon 1. Of Constituents of the Province

Section 1. The Provincial Cathedral shall be the symbol of unity of the Province and the official seat and home of the Prime Bishop. The pastoral ministry of all national institutions within Cathedral Heights shall be centered in the Cathedral. The governance of the Provincial Cathedral shall be prescribed in a special Charter.

Section 2. The boundaries of the constituent Dioceses of this Province shall be determined on the basis of geographical contiguity and accessibility to and from the diocesan centers, and in no case shall diocesan jurisdictions overlap. The Constitution and Canons of each diocese shall contain therein a provision specifying the territorial limits of the Diocese.

Section 3. In case one Diocese shall be divided into two or more dioceses, the Bishop of the Diocese divided has the right to elect which one to serve, and this choice shall be made known at least three months before the election takes effect. The Bishop Coadjutor, if there be one may elect which diocese to serve, and if it be not the Diocese elected by the Bishop, said Coadjutor shall be the Bishop thereof.

Section 4. In case a diocese shall be formed out of parts of two or more Dioceses, each of the Bishops and Bishop Coadjutor of the several Dioceses out of which the new Diocese shall have been formed shall be entitled in order of seniority of consecration, to choose between the current Diocese and the Diocese so formed. In case the new Diocese shall not be chosen, it shall then have the right to choose its own Bishop.

Section 5. Whenever a new Diocese is formed and erected out of an existing Diocese, it shall be subject to the Constitution and Canons of the Diocese out of which it was formed except as local circumstances may prevent, until the same be altered in accordance with the Constitution and Canons by the Convention of the new Diocese. Whenever a new Diocese is formed out of two or more existing dioceses, it shall be subject to the Constitution and Canons of one of the said existing Dioceses to which the greater number of clergy shall have belonged prior to the erection of such new diocese, except as local circumstances may prevent, until the same be altered in accordance with such Constitution and Canons by the Convention of the new Diocese.

Section 6. Whenever a new Diocese shall be formed within the limits of the Diocese, or by the junction of two or more Dioceses, or part of Dioceses, and such action shall have been ratified by the Synod, the Bishop of the Diocese within the limits of which the diocese is formed, or in case of the junction of two or more Dioceses, or parts of Dioceses, the senior Bishop by the order of Consecration, shall thereupon call upon the Primary Convention of the new Diocese for the purpose of enabling it to organize, and shall fix the time and place of holding the same, such place and time being within the territorial limits of the new Diocese.

Section 7. In case there should be no Bishop who can call such Primary Convention, pursuant to the foregoing provision, then the duty of calling such Convention for the purpose of organizing and of fixing the time and place of meeting, shall be vested in the Standing Committee of the diocese within the limits of which the new one is erected, or in the Standing Committee of the oldest of the Dioceses by the junction of which or of parts of which the new Diocese may be formed. And such Standing Committee shall make the call immediately after ratification by the Synod.

Section 8. Whenever a new Diocese shall have organized in Primary Convention in accordance with the provision of the Constitution and Canons to which it subscribes, and in the manner prescribed in Article VII of this Constitution and in previous

Sections of this Canon, and shall have chosen a name and acceded to the Constitution and Canons of the Synod, and shall have laid before the Synod or the Executive Council certified copies of the Constitution and Canons adopted at its Primary Convention, and the proceedings preparatory to the formation of the proposed new Diocese, such new Diocese shall thereupon be admitted into union with the Synod of this Province.

Section 9. (a) In every Diocese the Standing Committee shall elect from among their members a President and a Secretary. They may meet in conformity with their own rules from time to time, and shall keep a record of their proceedings; and the President may summon a special meeting whenever it is deemed necessary. They shall be summoned on the requisition of the Bishop, whenever he shall desire their advice; and they may meet of their own accord and agreeable to their own rules when they may be disposed to advise the Bishop.

(b) In all cases in which the Constitution and Canons of the Synod directs any duty to be performed, or a power to be exercised by the Standing Committee or by the Clerical Members thereof, or by any other body consisting of several members, a majority of said members, the whole having been duly cited to meet, shall be a quorum; and a majority of the quorum so convened shall be competent to act, unless the contrary is expressly required by Canons.

Section 10. (a) In every Diocese, Parish, Mission and Institution connected with this Church, the following standard business methods shall be observed:

(1) Trust and permanent funds and all securities of whatsoever kind shall be deposited in a reputable bank or a Diocesan safe which is fire proof, or with some agency approved in writing by the Diocesan Council, under either a deed of trust or an agency agreement, providing for at least two signatories on any order of withdrawal of funds or securities.

(2) Records shall be made and kept of all trust and permanent funds showing at least the following:

- i. Source and Date
- ii. Terms governing the use of principal and income
- iii. To whom and how often reports of conditions are to be made
- iv. How funds are invested

(3) Treasurers or Finance Officers and custodians of funds, other than the banking institution shall be adequately bonded; except treasurers of funds that do not exceed twenty-five thousand pesos at any given time during the fiscal year.

(4) Books of account shall be so kept as to provide the basis for satisfactory accounting.

(5) The fiscal year shall begin January 1.

(6) All accounts of the Diocese shall be audited annually by an independent Certified Public Accountant, and may from time to time be subject to review by an audit committee as shall be authorized by the Executive Council. All accounts of Parishes, Missions, or other institutions of the Dioceses shall likewise be audited annually by an independent Certified or Licensed Public Accountant, or such audit committee as shall be authorized by the Finance Committee, Finance Office or other appropriate Diocesan Authority. And all reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or to implement recommendations contained in any such memorandum, shall be filed with the Ecclesiastical Authority not later than thirty days following the date of such report, and in no event, not later than the first day of the fourth quarter of the fiscal year.

(7) All buildings and their contents shall be kept adequately insured.

(8) The Finance Committee or Finance Office of the Diocese may require copies of any or all accounts described in this Section of the Canons to be filed with it and shall report annually to the Convention of the Diocese upon its administration of this Canons.

(b) Each constituent Diocese of this Church shall give effect to the foregoing standard business methods by enactment of Canons appropriate thereto, which Canons shall invariably provide for a Finance Committee and/or a Finance Office of the diocese.

(c) No Vestry, Trustee, or other Body Authorized by Civil or Canon Law to hold, manage or administer real property for any Parish, Mission or Institution of this Church shall encumber or alienate the same or any part thereof without the written consent of the Bishop and Standing Committee of which the Parish, Mission or Institution is a part, except under such regulations as may be prescribed by Canons.

(d) All real property held by or for the benefit of any Parish, Mission or Congregation is held in trust for this church and the Diocese or Episcopal jurisdiction in which such Parish, Mission Congregation or Institution is located. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission, Congregation or Institution otherwise existing over such property so long as the particular Parish, Mission, Congregation or Institution remains a part of, and subject to this Church and its Constitution and Canons.

Canon 2. Of the Provincial Synod

Section 1. The Provincial Synod shall consist of all Bishops, nine (9) Clerical Delegates and nine (9) Lay Delegates from each Diocese of this Province and one (1) representative each from the Brotherhood of St. Andrew, Episcopal Churchwomen and Samahang Kabataan ng Episcopal sa Pilipinas. Diocesan delegates shall be certified to the Secretary of Synod by the Ecclesiastical Authority of said Diocese as having been duly chosen as prescribed by the Diocesan Constitution and Canons. Representatives of national sectoral organizations shall be certified to the Secretary of Synod by the Secretary of each of the said organizations. In the event that there be called a special meeting of Synod before the next Regular Synod, the same Diocesan Delegates and organizational representatives shall represent their respective constituencies.

Section 2. (a) At the time and place appointed for the meeting, the Prime Bishop presiding, or in his absence, the most senior Diocesan Bishop in the order of consecration, shall call to order the members of Synod present. The Secretary, or in his absence a Secretary pro tempore, appointed by the Presiding Officer, shall call the roll of those whose testimonials in due form, have been presented to him, which record shall be prima facie evidence that the persons whose names are called are members of Synod and are entitled to all rights and privileges thereof. Where testimonials are received for persons from jurisdictions which have not previously been represented in Synod, the Secretary shall ascertain that the applicable provisions of Article VII, Section 5 to 7 and Title I, Canon I, Section 7 to 8 shall have been complied with prior to such persons being permitted to take their seats in the Synod with the rights and privileges appertaining thereto. If there be a quorum present, the Secretary shall so certify, and the Synod shall proceed to organize by the election of a Secretary. Upon such election, the Presiding Officer shall then declare the Synod organized for business.

(b) The Secretary shall keep full minutes of the proceedings of the Synod; record them with all reports, in a book provided for that purpose, preserve the Journals and record of the Synod in printed form; deliver them to the Registrar as hereinafter provided; and perform such other duties as may be directed by Synod. He shall be assisted by the Secretary of Executive Council and, if he is the Executive Secretary, he may, with the approval of the Synod, appoint an Assistant Secretary and both shall continue in office as Secretary and Assistant Secretary of the Synod until the organization of the next Synod and their successors chosen.

(c) The Treasurer shall be elected every regular meeting of the Synod who shall be bonded and remain in office until a successor shall have been elected. He shall be assisted by the Finance Officer of the Provincial Office. It shall be the duty of the Treasurer of the Synod to receive and disburse all moneys collected under the authority of the Synod, and of which the collection and disbursement shall not otherwise be prescribed; to determine the expenses relative to the meeting of the Synod, including the travel

and accommodation expenses of the members, subject to the approval of the Executive Council and to expend all sums of money relative to the meeting of the Synod subject to the approval of the Prime Bishop; to submit any surplus funds on hand to the Finance Officer of the Provincial Office and to submit to the Synod at each regular meeting thereof a detailed Synod budget for which he/she proposes to request appropriations for the ensuing budgetary period. The Treasurer shall be subject to internal audit from time to time and to external audit at the end of the budgetary period by an Auditor or Auditors appointed by the Synod.

(d) The Secretary and the Treasurer of the Synod, if not members thereof, shall be entitled to seats in the Synod and, with the consent of the Presiding Officer, may speak on the subjects of their respective offices.

(e) The Synod shall elect a Registrar, who shall also be the Recorder. It shall be the duty of the Registrar to receive all journals, files, papers, reports and other documents or articles that are or shall become, the property of the Synod, and to transmit the same to a qualified Archivist, who shall also be Historiographer, designated by Executive Council. The Synod shall designate a repository for each Archives, those of the Executive Council, and other historical records connected with the life and development of this Church, and shall provide their safe-keeping in some fireproof, accessible place of deposit and to hold the same under such regulations as the Synod may from time to time prescribe.

It shall be the duty of the Registrar to procure a suitable book, and to enter therein the record of ordinations and consecrations of all Bishops of this Church and to keep the List of Ordinations of the Clergy in regular standing; designating accurately the time and place of ordination or consecration, the name or names of the consecrating or ordaining bishop or bishops; and to have the same authenticated in the fullest manner possible by the Ecclesiastical Authority of the diocese concerned.

Section 3. There shall be the following Commissions of Synod:

(a) A **Commission on Constitution and Canons and Church Structure** consisting of one Bishop appointed by the Prime Bishop upon the recommendation of the Council of Bishops, and one Presbyter or one lay person appointed by the Ecclesiastical Authority of each constituent Diocese or jurisdiction who shall serve for three years. Should any vacancy occur, a replacement shall be appointed from the Diocese affected which shall serve for the unexpired term. It shall be the duty of the Commission:

- (1) To conduct a comprehensive review of the Constitution and Canons of the Church in the Province with respect to their internal consistency and clarity, and on the basis of such review, to propose to the Synod such technical amendments to the same Constitution and Canons as in the opinion of the Commission are necessary and desirable in order to achieve such consistency and clarity without altering the substance of any Constitutional and Canonical provisions. Provided, however, that the Commission shall propose for the consideration of Synod such amendments to the Constitution and Canons as in the opinion of the Commission are technically desirable but involve substantive alteration of a Constitutional or Canonical provision;
- (2) To review such proposed amendments of the Constitution and Canons presented or referred to it, placing such proposed amendment in proper Constitutional and Canonical form, and expressing its views with respect to the substance of such proposal to the proponent thereof; Provided, however, that no member of the Commission shall, by reason of membership, be disabled from expressing in the Synod his or her personal views with respect to the substance of such proposed amendment;
- (3) To study and make recommendations concerning the structure of the Synod and of the Church;
- (4) To review from time to time the operation of the several Commissions of the Synod to determine the necessity for

their continuance and the effectiveness of their efforts. Whenever a proposal is made for the creation of a new Commission or Committee of the Synod it shall wherever feasible be referred to this Commission for its consideration and advice.

(b) A **Commission on Evangelism and Ecumenical Relations** consisting of one Bishop appointed by the Prime Bishop upon the recommendation of the Council of Bishops, and one Presbyter or one Lay Person appointed by the Ecclesiastical Authority of each constituent Diocese or jurisdiction who shall serve for three years. It shall be the duty of the Commission:

- (1) To review from time to time the current evangelism thrust of the Church in the light of developments in the Church, the wider society, and the ecumenical movement, and propose plans and strategies for mission and evangelism in the Church;
- (2) To develop a comprehensive and coordinated policy and strategy on relations between this Church on the one hand and on the other hand, the Churches of the Anglican Communion and other Churches with national, Asia-regional and global ecumenical bodies;
- (3) To carry out such instructions on matters of interchurch and interfaith relations as may be given to it from time to time by the Synod.

(c) A **Commission on Liturgy and Christian Education** consisting of one Bishop appointed by the Prime Bishop upon the recommendation of the Council of Bishops, and one Presbyter or one Lay Person appointed by the Ecclesiastical Authority of each constituent Diocese or jurisdiction who shall serve for three years. It shall be the duty of the commission:

- (1) To provide policy directions and oversee the evolution of the Book of Common Prayer according to the use of this Church, and to propose to Synod changes and appendages to it when necessary and desirable;

- (2) To prepare and present to the Synod from time-to-time recommendations on Christian Education based on the Book of Common Prayer particularly the Catechism, Historical Documents of the Church and the Lectionary;
- (3) To provide policy directions and oversee the production of musical setting of liturgical texts, or to commission competent musicians to compose new music for liturgical use; Provided, however, that the text shall be reviewed by the commission as to its doctrinal content.

(d) A **Commission on Social Concerns and Development** consisting of one Bishop appointed by the Prime Bishop upon the recommendation of the Council of Bishops, and one Presbyter or one Lay Person appointed by the Ecclesiastical Authority of each constituent Diocese or jurisdiction who shall serve for three years. It shall be the duty of the Commission:

- (1) To study the theological, ethical and pastoral implications of current social issues and public policies most especially as such matters impinge on human rights, justice and peace, and recommend the policy and/or response of the Church thereof;
- (2) To study the nature and root causes of poverty and underdevelopment in the country and review the participation of the Church in the development process; and to evolve appropriate policies and strategies of the Church in connection thereto;
- (3) To review from time to time the various social concerns and development programs of this Church, including the work of the social service institutions of the Church like the schools and hospitals but, not limited therein and to see if the thrusts and operations of these programs and institutions are in accord with the standing social policy of this Church;
- (4) To recommend to the Synod, the Executive Council and the Prime Bishop positions and statements of this Church on pressing social and development issues facing the nation in order to guide the members of this Church as to appropriate Christian response therein.

(e) A **Commission on Stewardship and Finance** consisting of one Bishop appointed by the Prime Bishop upon the recommendation of the Council of Bishops, and one Presbyter or one Lay Person appointed by the Ecclesiastical Authority of each constituent Diocese or jurisdiction who shall serve for three years. It shall be the duty of the Commission:

- (1) To hold before the Church the responsibility of stewardship for mission in the institutional, diocesan and national levels through appropriate action by the Synod and the Executive Council;
- (2) To evolve and recommend a long-term plan to build up the resources and capacities of this Church for self-reliance;
- (3) To draw up the Triennial and Annual General Church Program Budget for the approval of the Executive Council and by the Synod, and to recommend allocation of undesignated revenues and provide advise on sources of funds not included in the regular budget.

Canon 3. Of the Prime Bishop

Section 1. As Pastor and Primate of this Church Province, the Prime Bishop shall:

(a) Exercise primatial authority, general leadership and pastoral care of the Church of this Province along with the Bishops of the constituent Dioceses and Mission Areas and in accordance with the Constitution and Canons of this Church and that of the constituent Dioceses; and speak God's word to the Churches and to the world as the representative of this Church and its episcopate in its corporate capacity; *(As amended in 2021 Synod)*

(b) Represent the Church of this Province to the rest of the Anglican Communion, as well as to other Communion, and in the name and on behalf of this Province shall correspond and act with other Archbishops and Primates of the Church;

(c) Visit every constituent Diocese of this Church within a triennium for the purpose of celebrating the Holy Eucharist,

preaching the Word, and holding pastoral consultations. If at any time the Council of Bishops, or the Provincial Synod itself or the convention of a diocese concerned, is of the view that the affairs of any constituent Diocese gravely require attention, the Prime Bishop shall make an official visitation to such a Diocese either in person or through a deputation;

(d) Take order for the consecration of Bishops, when duly elected and from time to time assemble the Bishops of this Church as a Council and preside thereat;

(e) Consult with the Ecclesiastical Authority of a Diocese in the event of an Episcopal vacancy to insure that adequate interim Episcopal services are provided.

Section 2. As president of Synod, or as Chairperson of the Executive Council, the Prime Bishop shall:

(a) Cause the convening of and preside at the sessions or meetings of the Provincial Synod, the Executive Council and the Council of Bishops;

(b) Address the Synod on the state of the Church, and it shall be incumbent upon the Synod to consider and act upon any recommendation contained in such address; shall report annually to the Church and may, from time to time, issue Pastoral Letters in person or along with the other Bishops.

(c) Be charged with the responsibility for leadership and developing policy and strategy of the Church and, as Chairperson of the Executive Council of the Synod with ultimate authority for the implementation of such policies and program authorized by the Synod or approved by the Executive Council of Synod.

(d) Be a permanent member of the Board of Trustees or Directors of every national church institution incorporated in the law of the land, and, if the Articles of Incorporation and By-Laws of the institution so provide and the Prime Bishop agrees, the Chairman of the Board of said institution may be the Prime Bishop.

Section 3. The Prime Bishop may appoint as Chancellor to the Prime Bishop, a communicant of the Church who is learned in both Ecclesiastical and Secular Law.

Section 4. As head of the Provincial Office, the Prime Bishop shall be the administrator thereof, have oversight of its organization and operations, and shall appoint its personnel, in accordance with canonical provisions and as directed by Executive Council.

Section 5. As Bishop-in-Charge of Mission Areas, the Prime Bishop shall be responsible for the deployment of Clergy for the pastoral, sacramental and administrative services of the congregations within the Mission Areas. He may also coordinate with the diocesan bishops in providing the assistance needed by Mission Areas. *(As amended in 2021 Synod)*

Canon 4. Of the Executive Council

Section 1. (a) The Prime Bishop shall be ex-officio, the Chairperson of the Executive Council. The Council shall elect the Vice-Chairperson from among its members and a Secretary and a Treasurer, who may or may not be members.

(b) The Council shall meet at such a place, and at such a stated time, at least three times a year as it shall appoint and at other times as it may be convened. The Council may be convened at the request of the Chairperson, or on written request of any seven members thereof. A majority of the members of the Council shall be necessary to constitute a quorum at any meeting of the Council. No action shall be taken in the name of the Council except when a quorum is present and voting.

(c) The key personnel of the Provincial Office shall be appointed by the Prime Bishop and confirmed by Executive Council within a reasonable period of time.

Section 2. (a) The Executive Council shall set policies governing the conduct of its committees and may establish its own internal rules in accordance and consistent with canonical provisions.

(b) In its capacity as the Board of Trustees of the Episcopal Church in the Philippines or Religious Society so called, the Council shall have the power to direct disposition of the moneys and other property of said Society in accordance with the provisions of the Canon and the orders and budgets adopted or approved by the Synod.

Section 3. The Executive Council shall prepare and provide standard form of securing and reporting an accurate view of the state of the Church. Such form shall be filled out in sufficient copies by every Minister with a Cure and the Vestry or Mission Council, as well, as by the Secretary and the Bishop of every Diocese. The report shall include the following information:

- (1) The number of baptism, confirmation, marriages and burials during the year, giving as well the total number of baptized persons and communicants in good standing up to the time of the report;
- (2) A summary of all receipts and expenditures from whatever source derived and for whatever purpose used;
- (3) A statement of the property held by the Parish, Mission or Institution, whether real or personal with an appraisal of its value together with a statement of indebtedness if any, and of the amount insurance carried; and,
- (4) Such other relevant information as is needed or called for to secure an accurate view of the state of the church.

Every Parish, Mission or Institution and every Diocese shall keep a copy of its report in its file and every Diocese shall forward a report annually to the Secretary of Executive Council, who shall maintain an updated report for the use of Synod and its Commissions.

Section 4. (a) The Council shall submit to the Synod at each regular session thereof a program for the ensuing triennium. The program so submitted shall include a detailed budget of that part of that program for the ensuing year, and estimate budgets for the succeeding portion of the triennium.

(b) At least three months before the session of the Synod, the Executive Council shall prepare the General Program Budget, which shall be transmitted to the Bishop of each Diocese along with a plan for the apportionment to the respective Diocese of the sum needed to execute the program for the ensuing triennium.

(c) Upon the adoption by the Synod of a program and plan for apportionment for the budgetary period, the Council shall formally advise each Diocese with respect to its proportionate part of the estimated expenditures involved in the execution of the program in accordance with plan of apportionment adopted by the Synod. Such objectives shall be determined by the Council upon an equitable basis. Thereupon, each Diocese shall notify each Parish, Mission or Institution of the amount of objective allotted to each Diocese, and the amount of such objective to be raised by each Parish, Mission or Institution.

Section 5. The Executive Council shall be accountable to the Synod and shall render a full report concerning the work with which it is charged to each meeting of the said Synod. As soon as practicable after the close of each fiscal year the Council as Board of Trustees of the Episcopal Church in the Philippine, shall make and publish a full report of its work to the Church. Such report shall contain an itemized statement of all receipts and disbursements and a statement of all such trust funds and property of said Religious Society, and of all trust funds in its possession and under its control including a detailed schedule of the salaries paid to all officers, principal employees and agents, to each Synod.

Section 6. The Council shall elect representatives of this Church to the Anglican Consultative Council (ACC) and to other Anglican and ecumenical bodies for which no other procedure is provided.

Section 7. The search and appointment of missionaries of this Church and of those ministers involved in Partners in Mission program shall be vested in the Council in accordance with guidelines and criteria determined beforehand by Council.

Canon 5. OF THE EPISCOPAL CHURCH IN THE PHILIPPINES PENSION FUND

Section 1. The pension system of this Church, which shall provide pensions and related benefits for clerical and lay employees who reach normal retirement age, for those disabled by age or infirmity, and for surviving spouses and minor children of deceased employees, shall be administered by the Episcopal Church in the Philippines Pension Fund, Inc., which is a separately incorporated non-stock non-profit entity.

Section 2. The membership of the Episcopal Church in the Philippines Pension Fund, Inc., shall consist of members of the Executive Council of this Church and such other persons nominated by its dioceses and approved by such Council. The members shall meet annually within the second quarter of each year.

Section 3. The corporate powers of the Episcopal Church in the Philippines Pension Fund, Inc., shall be exercised and its business conducted and properties controlled by its Board of Trustees, which shall have ten (10) members, consisting of the Prime Bishop, another Bishop and eight other persons who shall be nominated by the dioceses and other participating units of this Church and elected by the members at its annual meeting and who shall serve for a term of three (3) years.

Canon 6. OF DEANERIES, CONGREGATIONS AND INSTITUTIONS

Section 1. Every Congregation or Institution of this Church, except institutions of national character and the Provincial Cathedral, whether or not incorporated according to the law of the land shall belong to the Diocese or the Episcopal jurisdiction in which its place of worship is situated; and no Minister having a Parish or Cure in more than one jurisdiction shall have a seat in the Convention or Church Convocation of any jurisdiction other than that which he has canonical residence.

Section 2. (a) The ascertaining and defining of the boundaries of existing Deaneries, Parishes, Parochial Cures, as well as the formation or establishment of a new Deanery, Parish, Mission or Congregation within the limits of an existing Deanery or Parish is left to the action of the several Diocesan Conventions.

(b) Until a Canon or other regulation of a diocesan Convention shall have been adopted, the formation or the establishment of new Deaneries, Parishes, or Congregations within the limits of the existing Parishes shall be Vested in the Bishop of the Diocese acting by and with the advise and consent of the Standing Committee thereof, and, in case of there being no Bishop, of the Ecclesiastical Authority.

(c) Where Parish boundaries are not defined by Canons, or settled by Diocesan Authority under Section 2 of this Canon, or not otherwise settled, they shall be defined by the civil division of the State.

(d) If there be but one Church or Congregation within the limits of a village, town, city, or such division of a civil district, the same shall be deemed the Parochial Cure of the Minister having charge thereof. If there be two or more Churches or Congregation therein, it shall be deemed the Cure of the Minister thereof.

Section 3. (a) In every Parish or Congregation of this Church, the mode of selection and term of office of Wardens and Members of the Vestry or of the Mission Council, with the qualifications of voters shall be such as the State law or Diocesan Canons may permit or require, and the Wardens and Members of the Vestry or of the Mission Council selected under such laws or Canons shall hold office until their successors are duly selected.

(b) Except as provided by the law of the State or of the Diocese, the Vestry or Mission Council shall be legal representatives and agents of the Parish in all matters concerning its

corporate property and the relations of the Parish or its Clergy, the Rector or Priest-in-Charge, whenever present, shall preside in all meetings of the Vestry or of the Mission Council.

TITLE II. WORSHIP

Canon 1. Of Due Celebration of Sundays

All persons within this Church shall celebrate and keep the Lord's Day, commonly called Sunday, by regularly participating in the public worship of the Church, by hearing the Word of God read and taught, by giving regularly for the Mission of the Church, and by such other acts of devotion and works of charity, using all godly and sober conversation.

Canon 2. Regulations Respecting the Laity

Section 1. All persons who receive the Sacrament of Baptism with water "in the Name of the Father, and of the Son, and of the Holy Spirit," and whose Baptism, Confirmation, Reception have been duly recorded in this Church are members thereof.

Section 2. All such members who shall for one year next preceding have fulfilled the requirements of the Canons, "**Of the Due Celebration of Sundays**" unless for good cause prevented, are members of this Church in good standing.

Section 3. All persons who received the Sacrament of Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit and who are regularly worshipping in the Church, actively participating in its life and work and regularly giving support are worshippers thereof and every worshipper who receives Holy Communion in this Church is a communicant. *(As amended in 2021 Synod)*

Section 4. All such members of good standing who have been confirmed by the Bishop of this Church, or a Bishop of a Church in Communion with this Church, or have been received in this Church by a Bishop of this Church, and all worshippers, who shall, unless for good cause prevented, have received Holy Communion regularly during the next preceding year, are communicants in good standing. *(As amended in 2021 Synod)*

Section 5. Every communicant or baptized member of this Church shall be entitled to equal rights and status in any Parish or Mission thereof.

Section 6. (a) A communicant or baptized member in good standing removing from one Parish or Congregation to another, shall be entitled to receive and shall procure from the Rector or Minister of the Parish or Congregation of his or her enrollment or, if there be no Rector or Minister, from one of the Wardens, a certificate addressed to the Parish or Congregation to which removal is desired, stating that he or she is duly registered or enrolled as a communicant or baptized member in the Parish or Congregation from which he or she desires to be transferred. And the Rector or Minister or Warden of the Parish to which such a communicant or baptized member may remove shall enroll said member as a communicant or baptized member when such certificate is presented, or, on failure to produce such certificate through no fault of such communicant or baptized member, upon other evidence of his or her being such a communicant or baptized member, sufficient in the judgment of the said Rector or Minister. Notice of such enrollment in such Parish or congregation from which such communicant or baptized member shall have been removed shall be sent by the Rector or Minister of the Parish or Congregation from which the Communicant or baptized member is removed.

(b) Any communicant of any Church in communion with this Church shall be entitled to the benefits of this Section so far as the same can be made applicable.

(c) It shall be the duty of the Rector or Minister of every Parish or Congregation, learning of the removal of any member of the Parish or Congregation to another cure without having secured a letter of transfer, as herein provided, to transmit to the Minister of a Cure a letter of advise concerning the matter.

(d) When a person to whom the Sacraments of the Church shall have been refused, or who has been repelled from the Holy Communion under the Rubrics, or who desire a judgment as to said person's status in the Church, shall lodge a complaint or application with the Bishop, or Ecclesiastical Authority, unless the Bishop sees fit to require the person to be admitted or restored because of insufficiency of cause assigned by the Minister, to institute such an inquiry as may be directed by the Canons of the Diocese, and should no such Canon exist, the Bishop or Ecclesiastical Authority shall proceed according to such principles of law and equity as will insure an impartial decision, but no Minister of this Church shall be required to admit to the Sacraments a person so refused or repelled, without the written direction of the Bishop or Ecclesiastical Authority.

Canon 3. Of the Versions of the Bible

The lessons prescribed in the Book of Common Prayer shall be read from the translations of the Holy Scriptures commonly known as the King James or Authorized Version (which is the historical Bible of the Church); or from one of the three translations known as the Revised Version, including the English Version of 1881, the American Version of 1901, and the Revised Standard Version of 1952, from the Jerusalem Bible of 1966; from the New English Bible with the Apocrypha of 1970, or from the 1976 Good News Bible (Today's English Version), or from the New American Bible (1970); or from the Revised Standard Version, an Ecumenical Edition commonly known as "RSV Common Bible" (1973).

Canon 4. Of the Standard Book of Common Prayer

Section 1. The copy of the Book of Common Prayer and Administration of Sacraments and other Rites and Ceremonies of the Church according to the use of the Episcopal Church, together with the Psalter or Psalms of David, the form of making ordaining, and consecration of Bishops, Priest and Deacons, the form of Consecration of a Church or Chapel, and an office of an Institution of Ministers, and Historical Documents of the Church, including the Articles of Religion, ratified by the Bishops, Clergy, and Laity of the Anglican Province of the Episcopal Church in the Philippines convened in Synod on the 23rd day of May, 1999, is hereby declared to be the Standard Book of Common Prayer.

Section 2. (a) Whenever the Synod, pursuant to this Canon and Article II, Section 4 of this Constitution, as well as Title I, Canon 2, Section 2(e), shall authorize for "Trial Use" a proposed revision of the Book of Common Prayer, or of a portion or provisions thereof, the enabling resolution shall specify the period of such trial use, the precise text thereof, and any special terms or conditions such trial use shall be carried out.

(b) It shall be the responsibility of Executive Council through the Commission on Liturgy and Christian Education:

(1) To arrange for printing of such proposed revision, and to certify that the printed copies of such revision or revisions have been duly authorized by the Synod, and the printed text conforms to that approved by the Synod.

(2) To protect, by copyright, the authorized text of such revision, on behalf of Synod; which copyright shall be relinquished when such proposed revision or revisions shall have been adopted by the Synod as an alteration of, or addition to, or as part of the Standard Book of Common Prayer of this Church.

(c) During the period of Trial Use and under the modifying conditions specified, only the material so authorized, and in the exact form in which it has been so authorized, shall be

available as an alternative for the said Book of Common Prayer; Provided, however, that it shall be competent for the Bishop of a Diocese, on the endorsement of the Commission, to authorize variations and adjustments to, or substitutes for, or alterations on, any portion of the text under trial, which seem desirable as a result of such trial use, and which do not change the substance of a rite.

(d) In the event of the Authorization by the Synod of such variations, adjustments, or alterations as aforesaid, it shall be the responsibility of the Prime bishop to notify the Ecclesiastical Authority of every diocese of such action.

Section 3. It shall be the duty of the Ecclesiastical Authority of any Diocese in which unauthorized edition of the Book of Common Prayer, or any parts thereof, shall be published or circulated, to give public notice that the said edition is not of authority in this Church.

Section 4. In any Congregation within this Church, worshipping in other than the language used in Standard Book of Common Prayer, it shall be lawful to use a form of service in such language; Provided, that such form of service shall have previously been approved by the Bishop of the Diocese, until such time as an authorized edition of the Book of Common Prayer in such language shall be set forth by the authority of the Synod; and Provided, further, that no Bishop shall license any such form of service until said Bishop shall have first been satisfied that the same is in accordance with the Doctrine and Worship of this Church.

Section 5. It shall be the duty of every Minister to see that music is used as an offering for the glory of God and as a help to the people in the worship in accordance with the Book of Common Prayer and as authorized by the rubrics or by the Synod of this Church.

Canon 5. Of Dedicated and Consecrated Churches

Section 1. No Church or Chapel shall be consecrated until the Bishop shall have been sufficiently satisfied that the building on which it is erected are secured for ownership and use by the Parish, Mission, Congregation, or Institution affiliated with this Church and subject to its Constitution and Canons.

Section 2. It shall not be lawful for any Vestry, Mission Council, Trustee, or other body authorized by laws of the State to hold property for any Diocese, Parish or Congregation, to encumber or alienate any dedicated and consecrated Church or Chapel, or any Church or Chapel which has been used solely for Divine Service, belonging to the Parish or Congregation which they represent without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese.

Section 3. No dedicated and consecrated Church or Chapel shall be removed, taken down, or otherwise disposed of for any worldly or common use, without the previous consent of the Standing Committee of the Diocese.

Section 4. Any dedicated and consecrated Church or Chapel shall be subject to the trust declared with respect to real and personal property held by any Parish, Mission or Congregation as set forth in Section 12(d) of Title I, Canon 1.

TITLE III THE MINISTRY

Canon 1. Of the Commission on Ministry

Section 1. All parishes and congregations, coordinating with their priests, shall continually pursue a process of discernment towards the gift of Holy Orders in order to search, identify, encourage, guide and support congregation members and communicants who have the potentials of becoming Ordained Ministers of this Church. *(As amended in 2021 Synod)*

Section 2. In every Diocese there shall be a Commission on Ministry consisting of clergy and lay persons. The number of members, terms of office, and manner of selection of the Commission shall be prescribed by the Diocesan Canons.

Section 3. The Commission on Ministry shall assist the Bishop In determining the present and future needs for Ministry in the diocese; in matters pertaining to the enlistment, selection and continuing education of persons for Ministry; and, in the guidance, spiritual formation and pastoral care of the Professional Church Workers, Licensed Lay Ministers, Postulants, Candidates for Holy Orders, Deaconesses if there be such, and of Deacons.

Section 4. The Commission may adopt rules for its work, consistent with Provincial and Diocesan Canons and subject to the approval of the Diocesan Bishop. The rules may include the appointment of committees of the Commission (such as Selection, Examination, Interview and Continuing Education) to act on its behalf; Provided, that ultimate responsibility remains with the Commission as a whole to recommend to the Bishop and to the Dean of the Seminary applicants for admission as Postulant or Candidate, and to recommend applicants for ordination to the Diaconate and to the Priesthood. It shall be the responsibility of the Bishop's Office and the Commission to keep individual records of every applicant.

Canon 2. Of Lay Ministries

Section 1. The Church in each Diocese shall make provisions for the development, training, utilization, and affirmation of Lay Ministries. This may include identification of gifts, skills training, theological education and spiritual formation. Each Diocese shall assign responsibility for the implementation of this Canon to the Commission on Ministry or to such other committee or other agency as it shall deem fitting.

Section 2. A communicant in good standing may be licensed by the Ecclesiastical Authority, upon the recommendation of an ordained Minister in charge of a congregation, to serve as Lay Reader, Eucharistic Minister, Lay Preacher, Evangelist or Lay Pastor for the said congregation.

- (a) A Lay Reader is a lay person authorized to read portions of the service of public worship as the Book of Common Prayer and these Canons allow.
- (b) A Eucharistic Minister is a lay person authorized to deliver the Cup and administer the Bread at the Holy Communion. The Eucharistic Minister is likewise authorized to take the Consecrated Elements in a timely manner following a celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, are unable to be present at the celebration.
- (c) A Lay Preacher is a lay person authorized to give a sermon or homily of his or her composition during worship services. Persons so authorized shall only preach in congregations under the direction of the Member of the Clergy exercising oversight of the congregation.
- (d) An Evangelist is a lay person who regularly initiates, organizes or facilitates Bible Studies, prayer fellowships and other spiritual nurture activities in such a way that people are led to receive Christ as Savior and follow Christ in the fellowship of the Church. He or she is also authorized to prepare persons for Baptism, Confirmation, Reception and the Reaffirmation of Baptismal Vows.

- (e) A Lay Pastor is a lay person authorized to assist the Ordained Minister in performing pastoral functions for the spiritual care of congregation members and initiation and organization of outreach activities leading to the formation of new congregations. In the absence of the Ordained Minister, the lay pastor may be assigned by the Vestry or Mission Council pastoral or administrative responsibilities.
(As amended in 2021 Synod)

Section 3. (a) A competent person, ready and desirous to serve the Church as a lay minister in any, some or all of the offices enumerated in the foregoing section shall procure a written license from the Bishop or Ecclesiastical Authority of the Diocese of which that person is canonically resident. Where a Presbyter is in charge, the request and recommendation must have been previously signified to the Bishop or Ecclesiastical Authority.

(b) An applicant for any, some or all of the offices of Lay Minister must be regular in the worship of the Church and in receiving Holy Communion. He or she must be actively supporting his or her Parish or Mission. He or she shall submit to the Bishop or Ecclesiastical Authority a written application stating age, reason for seeking the office, evidence of Baptism and Confirmation, and a statement from the immediate Pastor or, if the applicant has none, from the Vestry of the Parish or from the Mission Council in which said applicant is canonically resident, declaring the person's fitness for the office.

(c) The license of a Lay Minister shall be granted for a definite period, not to exceed three years, and may be renewed or revoked at any time, at the discretion of the Bishop. Such renewal shall be determined on the basis of the Lay Minister's interest and qualification, as evidence in an annual written report made by the Lay Minister to the Bishop. Such report shall include the recommendation and endorsement of the local ecclesiastical superior of the Lay Reader.

(d) A Lay Reader and Eucharistic Minister shall be oriented on the following subjects: (1) The Holy Scriptures, content and background; (2) The Book of Common Prayer and Hymnal; (3) The Church's Doctrine as set forth in the Creed and the Offices of Instruction; and, (4) The Conduct of Public Worship.

(e) In addition to the subjects enumerated in the preceding paragraph, an evangelist, lay preacher and lay pastor shall be trained, examined and found competent in Church History, Parish Administration and Pastoral Care and Appropriate Canons.

The Commission on Ministry of every Diocese shall come up with a module and program, to be approved by the Ecclesiastical Authority, systematizing the orientation, training or examination of applicants in these subjects.

The Bishop may designate a representative or a Board to act in the initial approval of applicants for licensing and in their training, examination and certification for licensing by the Bishop.
(As amended in 2021 Synod)

Section 4. Lay ministries shall at all times be under the direction of the Presbyter in charge of the congregation. *(As amended in 2021 Synod)*

Section 5. A Lay Minister licensed in any Diocese may serve, as specified in the license, in a Congregation or another jurisdiction at the invitation of the Presbyter in charge and with the consent of the Bishop thereof. *(As amended in 2021 Synod)*

Section 6. A licensed Lay Minister may serve in a unit of the armed Forces with the permission of the Prime Bishop or the designated Episcopal Representative. The Prime Bishop or Episcopal Representative may grant a Lay Minister's license to a member of the Armed Forces for use therein, in accordance with the provision of this Canon as they are applicable. *(As amended in 2021 Synod)*

Canon 3. Of Professional Church Workers

Section 1. Any person, being a communicant of this Church, who is salaried, professional, Church Worker, who is employed or seeks to be employed as a Christian Education, College or Social Worker in the service of the Church in any Diocese, may be certified by the Bishop or Ecclesiastical Authority as a professional Church Worker and allowed to function as such; provided, that one of the following qualifications are met:

- (a) Completion of two years of graduate study in a Church Training School or,
- (b) Completion of five year combination of at least two of the following;
 - i. Attendance at college;
 - ii. Attendance at a Church Training School or Seminary;
 - iii. Employment in the field of Christian Education.

Provided, further, that at least 16 semester hours have been earned in two or more of the following fields; Religion, Christian Education, or Education.

Section 2. The Bishop shall keep a list of Certified Church Workers of the Diocese. All such Certified Church Workers shall report, either personally or by letter, to the Ecclesiastical Authority of the jurisdiction in which each such Worker is employed annually, during Advent, as to the progress of their work. They shall also report at other times, if requested to do so by the Ecclesiastical Authority.

Section 3. When a Certified Church Worker in one Diocese moves to another jurisdiction, the Ecclesiastical Authority shall give the said Worker a letter to the Bishop of the jurisdiction to which such Worker shall remove, certifying that the said Worker has been on the list of Certified Church Workers.

Canon 4. Of Religious Orders and Other Christian Communities

Section 1. (a) A Religious Order of this Church is a Society of Christians (in communion with the See of Canterbury) who voluntarily commit themselves for life or a term of years; to holding their possessions in common or in trust; to a celibate life in community; and obedience to their Rule and Constitution. Such Religious Order, to be recognized in this Church, must have at least four (4) professed members, and must be approved by the Council of Bishops and legally registered under the Executive Council in its capacity as Board of Trustees of the Episcopal Church in the Philippines.

(b) A Christian Community of this Church under this Section is a society of Christians (in communion with the See of Canterbury) who voluntarily commit themselves for life or a term of years, in obedience to their Rule and Constitution. Such Christian Community, to be recognized in this Church, must have at least four (4) full members in accordance with their Rule and Constitution, and must be approved by the council of Bishops and legally registered under the Executive Council in its capacity as Board of Trustees of the Episcopal Church in the Philippines.

Section 2. If there be less than four professed members of a Religious Order, or four full members of a Christian Community, such Order or Community shall associate itself with an existing Order or Community within the wider Episcopal Fellowship until officially recognized, as the Council of Bishops so decide. Every religious Order or Christian community of this Church shall elect its Bishop Visitor or Protector, who shall not of necessity be the Bishop in which the Order or Community is established or situated; Provided, however, that if the Bishop Visitor or Protector is not the Bishop of the Diocese in which the Mother House is situated, the said Bishop Visitor or Protector shall not accept the election without the consent of the Bishop of said Diocese. The Bishop Visitor or Protector shall be the guardian of the Constitution of the Order or Community, and shall serve as the arbiter in matters which the

Order or the Community or its respective members cannot resolve through its normal processes.

Section 3. Any person under vows in a Religious Order or under full commitment in a Christian Community, having exhausted the normal process of the Order or Community, may petition the Bishop Visitor or Protector for dispensation from those vows or that commitment. In the event the petitioner is not satisfied with the ruling of the Bishop Visitor or Protector on such a petition, the person may file a petition to the Prime Bishop of the Church, who shall appoint a Board of three Bishops to review the petition and the decision thereon, and to make recommendations to the Prime Bishop, who shall have the ultimate dispensing power for Religious Orders or Christian Communities, and whose ruling on the petition shall be final.

Canon 5. Of Postulants for Holy Orders

Section 1. Every person desiring to be admitted a Postulant for Holy Orders is, in the first instance, to consult the Presbyter in charge of his/her Parish or Mission, or in the absence of such, some Presbyter in good standing in the Diocese; setting before said Presbyter the grounds of, or circumstances leading to his/her desire for seeking admission as Postulant.

Section 2. If, as a result of consultation with and inquiry by the Presbyter, the person aspiring for Postulancy evidences personal stability and perseverance, said aspirant is encouraged to proceed writing a letter of application to the Commission on Ministry of the Diocese; seeking thereby for admission as Postulant for Holy Orders, stating on what grounds he/she is moved to seek the Ordained Ministry and providing the Commission the following information, fully documented as much as possible:

- a. Full name, date and place of birth, and marital status;
- b. When, and by whom, he/she was baptized and confirmed;

- c. Level of education attained with degree earned if any, and areas of specialization;
- d. Length of residency within the Diocese, and whether or not the aspirant has ever before applied for admission as Postulant for Holy Orders.

Section 3. The Presbyter and Vestry of the Parish or Council of the Mission, of which the applicant is a communicant shall submit a Certificate to the Commission on Ministry, setting forth the grounds upon which they judge the person to possess such qualifications as would fit the candidate to be admitted a Postulant, and whether their judgment is based on personal knowledge or on evidence satisfactory to them.

Both Presbyter of the Parish, or Priest-in-charge of the Mission, as the case may be, and majority of the Vestry of the Parish or of the Mission Council to which the applicant belongs shall sign the certificate; and the facts shall be attested to by the Minister, or by the Secretary or Clerk of the Parish Vestry or of the Mission Council in the following form, viz.:

I hereby certify that the foregoing certificate was signed at a meeting of the *(Vestry of the Parish or Mission Council)* of _____, duly convened at _____ on the _____ day of _____, and that the names attached are those of *(all or a majority of all)* the members of the *(Vestry or Council)*.

(Signed) _____
Clerk or Secretary

Should there be no Parish or Organized Congregation at the place of residence of the applicant, or should it be impracticable, through circumstances not affecting the applicant's moral or religious character, to obtain the recommendation of the Presbyter and Parish Vestry or Mission Council, it may suffice if said recommendation be made by at least:

- i. One Presbyter of the Diocese in good standing to whom the applicant is personally known; and,
- ii. Four lay Persons, communicants of this Church in good standing to whom the applicant is personally known.

The same Presbyter and Lay Persons shall along therewith sign the form of certificate as herein provided and giving the reasons for departing from the regular form:

I hereby certify that the Lay Persons whose names are attached to the foregoing recommendation are communicants of this Church in good standing, and that this form of certificate was used for no reasons affecting the moral and religious character of the applicant but, because.... (here, give the reasons for departing from the regular form.)

Signed _____
Presbyter of the Diocese of _____

Section 4. The Commission on Ministry of the Diocese shall thereupon review the application; confer personally with the applicant; require the applicant to submit to a thorough examination covering mental and physical condition, by professionals appointed by the Ecclesiastical Authority of said Diocese, and using the forms for medical and psychiatric reports prepared by the Executive Council of this Church; and, then prepare its recommendation to the Bishop with respect to the applicant's qualification to pursue a course of preparation for Holy Orders.

Section 5. The Bishop shall whenever possible confer in person with the applicant before rendering judgment whether or not to admit the applicant as Postulant. If and when the applicant is thus admitted as Postulant, the name, with the date of admission is recorded in a book to be kept for that purpose. The Bishop shall thereupon inform the Postulant, the Commission on Ministry, and the Dean of the Seminary or theological school, of such admission. All letters of application, certifications, recommendations, reports and other pertinent documents, thitherto and thereafter, shall be kept on file by the Bishop and shall be made available to the

Commission on Ministry and the Standing Committee of the Diocese.

Canon 6. Of Candidates for Holy Orders

Section 1. A Postulant for Holy Orders, having been duly received in accordance with Canon 5 above, may apply for admission as a Candidate for Holy Orders by the Bishop under the following conditions:

- (a) A space of one year shall have elapsed since the applicant's admission as a Postulant for Holy Orders;
- (b) The Postulant shall have been enrolled and is studying in a seminary or theological school or in some other theological program for the ordained ministry, as was approved or proposed by the Bishop or the Commission on Ministry for at least one full academic year, and received the evaluation and recommendation of the head of the seminary, school or program as to personal qualifications for the Ordained Ministry of this Church;
- (c) The Postulant shall have received from the Presbyter and the Vestry of the Parish or Council of the Mission to which the person belongs a reaffirmation in writing the recommendation and of the certification required in Title III, Canon 5, Section 3;
- (d) The Postulant shall have received the recommendation of the Standing Committee and the Commission on Ministry in writing as to the said person's readiness to be received as a Candidate for Holy Orders;
- (e) If a majority of the whole Standing Committee refuse to recommend an applicant for admission as a Candidate for Holy Orders, or shall fail to act within three months, although required certificates have been laid before the Committee, it shall be the duty of the Committee, without delay to give to the Bishop the reasons in writing, for such refusal or failure to act.

Section 2. Should the Bishop decide to admit the applicant as a Candidate for Holy Orders, the said Candidate, the Commission on Ministry and the Standing Committee shall be informed in writing; Provided, however, that no Bishop shall consider accepting as a Candidate any person who has been refused admission, or who, having been admitted, has afterwards ceased to be a Candidate of any other Diocese, until said Candidate shall have produced a letter from the Ecclesiastical Authority of the Diocese in which the Candidate has been refused admission, or in which the same has been a Candidate, declaring the cause of refusal or of cessation.

Section 3. (a) A Candidate must remain in canonical connection with the Diocese in which the Candidate has been admitted, until ordination to the Diaconate, except as hereinafter otherwise provided.

(b) For reasons satisfactory to the Ecclesiastical Authority, Letters Dimissory to any other diocese may be granted a Candidate on request; provided, that the same is acceptable to the Ecclesiastical Authority thereof, with the consent of the Commission on Ministry and the Standing Committee of that Diocese.

Section 4. All Candidates for Holy Orders shall communicate with the Ecclesiastical Authority, personally or by letter, four times a year in the Ember Weeks, reflecting on their academic experience and personal and spiritual development.

Section 5. During the course of the Candidate's academic preparations for Holy Orders, an annual report shall be rendered to the Bishop and to the Candidate by the theological school he/she is attending, or by the Presbyter or Presbyters under whom the person is assigned to pursue studies; which reports shall contain an evaluation of the Candidate's academic performance and personal qualification to exercise the ordained Ministry of this Church.

Section 6. (a) If a Candidate for Holy Orders fails to submit for canonical examinations within three years from the date of

finishing theological training, said Candidate after due notice, may be removed from the list of Candidates by the Bishop, after consultation with the Standing Committee.

(b) If a Candidate for Holy Orders fails to have passed the canonical examinations, or has passed the canonical examinations but on other grounds is refused recommendation for ordination, the Bishop with the consent of the Standing Committee may remove said Candidate from the list of Candidates after due notice and an indication of the grounds for removal have been given the Candidate.

Section 7. A Candidate for Holy Orders in any Diocese of the Church, or of any Church in Communion with this Church, whose name shall have been removed from the list of Candidates, except by Letters Dimissory, or whose application for ordination shall have been rejected, shall not be ordained without re-admission to Candidacy for a period of not less than one whole year.

Section 8. The Bishop of any Diocese which lacks ministers may appeal to the Bishops of other dioceses to allow any of their postulants or candidates for Holy Orders to be invited to transfer and serve in the said jurisdiction which requires additional ministers. When any such postulant or candidate feels called to respond to the invitation, he or she shall inform the Bishop of the jurisdiction to which he belongs and if the latter consents, a letter of removal shall be issued by the said Bishop effecting the transfer of the postulant or candidate to the Cathedral of the inviting Diocese or to any congregation within the said Diocese that is easily accessible to the postulant or candidate. Upon acceptance by the Cathedral or any such congregation, the rector or presbyter and the vestry or mission council of the accepting congregation shall thereupon assume their responsibilities set forth in this and the preceding Canons. The postulant or candidate shall thereafter be placed upon the Commission on Ministry and Standing Committee of the inviting Diocese who shall likewise thereupon assume their respective functions under this and the preceding Canons. *(As amended in 2021 Synod)*

Canon 7. Of the Normal Standard of Learning and Examination of Candidates for Holy Orders

Section 1. (a) Before ordination to the Sacred Ministry, the Candidate must pass examinations conducted by the Board of Examining Chaplains, hereinafter provided, in the following subject matters:

- 1) The Holy Scriptures;
- 2) Church History, including the Ecumenical Movement;
- 3) Christian Theology;
- 4) Christian Ethics and Moral Theology;
- 5) Studies in Contemporary Society, including Racial and Minority Groups;
- 6) Liturgics and Christian Spirituality; Worship and Church Music according to the contents and use of the Standard Book of Common Prayer and the Hymnal, respectively;
- 7) Theory and Practice of Ministry, including Polity.

(b) If the Candidate has been a Minister or Licentiate in some other body of Christians, the same shall also be examined on those points of Doctrine, Discipline, Polity and Worship, which the communion from which the Candidate has come agrees with or differs from this Church.

Section 2. In special cases or under different circumstances, with the approval of the Standing Committee and at the expressed intention of a Candidate, such a Candidate may be ordained to the Diaconate after passing examinations conducted by the Commission on Ministry covering the following subjects:

- 1) Holy Scripture: the Bible in English, its content and background;
- 2) Church History: A general outline;
- 3) Christian Theology: The Church's teaching as set forth in the Creeds and the Offices of Instruction;
- 4) Liturgics: The Contents and Use of the Book of Common Prayer;
- 5) Theory and Practice of Ministry, specifically on the Office and Work of a Deacon on the Conduct of Public Worship.

Provided, however, that, if said Candidate in pursuit of the provisions of this section subsequently seeks ordination to the Priesthood after at least a period of five years, the Commission on Ministry shall satisfy themselves, and shall certify to the Bishop, that such Candidate is qualified in the subject matter set forth in Section 1(a) of this Canon.

Section 3. It shall be the prerogative of the Bishop or a member of the Commission on Ministry, or the Priest who recommended the Candidate for Holy Orders, to be present at such canonical examinations.

Section 4. (a) Examinations at any theological institution shall not supersede any canonical examinations, nor shall any certificate or diploma be sufficient grounds for dispensing with any part of the canonical examination, except as provided in this Canons.

(b) The results of the canonical examinations shall be taken as rendering decision whether a person should be ordained and as part of the data, which, in a collegial way, the Bishop, the Standing Committee and the Commission on Ministry may use to assist them in making decisions on matters of ordination and the pastoral support of the person involved.

Canon 8. Of the Board of Examining Chaplains

Section 1. There shall be a Board of Examining Chaplains, consisting of one overseer-Bishop designated by the Council of Bishops and seven Presbyters or Deacons: one such Presbyter or Deacon shall be nominated by the Bishop of each Diocese. The remaining number, to complete the seven, shall be designated by the Executive Council. They shall serve for a period of six years, beginning with the close of the meeting of the Synod at which their members are chosen and ending with the close of the second regular meeting of the Synod thereafter. Should any vacancy occur, the Executive Council shall designate a replacement from the

Diocese affected; and the person so designated shall serve for the unexpired term.

Section 2. It shall be the duty of the Board to conduct canonical examinations, in part at least in writing, at a place and time no sooner than six weeks after due notice has been made to the Bishops and prospective examinees.

Section 3. (a) The Board shall promptly make a report in writing to the Bishop and Commission on Ministry of the Diocese where each Candidate belongs and to the Dean of the Seminary said Candidate has attended or is attending, the results of all examinations thus administered, whether satisfactory or unsatisfactory and as prescribed in Section 2 of this Canon. The report of the Board shall be made in the following form, viz.:

To the Right Reverend _____
Bishop of (or the Clerical Members of the Standing Committee, as the case may be) _____:
Place _____ *Date* _____

To the Dean of _____
Place _____
Date _____

We, having been assigned as Examiners of A. B., hereby testify that we have examined the said A.B. upon the subject matter prescribed in Canon III.7(a/b). Sensible of our responsibility, we give our judgment as follows: (Here specify the proficiency of A.B. in the subject matter appointed therein, as made apparent by the examination.)

Signed _____

(b) The Board shall make a triennial report in writing to the Synod concerning its work. It may prepare, in each Synodical period, guidelines upon the subjects contained in Title III, Canon 7, which guidelines will be available to all persons concerned.

Canon 9. Of General Provisions Respecting Ordination

Section 1. The provisions of these Canons for the admission of Postulants and Candidates, and for Ordination to the Order of Deacons shall be equally applicable to men and women; and, in other cases, as the Synod has decided upon.

Section 2. In no case shall the Standing Committee of a Diocese recommend a Candidate for Ordination to the Diaconate or to the Priesthood until appropriate provisions of Title III, Canon 8 have been satisfactory sustained. And no appointment for the ordination of any Candidate shall be made until the Bishop has had due notice that all the Canonical requirements have been complied with.

Section 3. (a) No certificate or testimonial, the form of which is supplied by Canon, shall be valid, and the omission of the date therefrom shall render the certificate or testimonial liable to rejection.

(b) Whenever the testimonial of the Standing Committee is required, such testimonial shall be signed at a meeting duly convened, and, in the absence of expressed provision to the contrary, by a majority of the whole committee.

(c) Whenever the certificate of a Parish Vestry or Mission Council is required, such certificate must be signed by a majority of the whole said Vestry or said Council, at a meeting duly convened, and the fact must be attested by the Secretary of said Vestry or Council or by the Minister.

(d) No Postulant or Candidate for Holy Orders shall sign any of the certificates prescribed in the Canons of Ordination.

Section 4. Whenever dispensation from any of the requirements of the Canons of Ordination is permitted, with the advice and consent of the Commission on Ministry, the application must be first made to the Bishop and, if the Bishop approves such dispensation, the same shall be referred to the Standing Committee.

Section 5. The Council of Advice of any jurisdiction within the Church, under the Episcopal oversight of the Prime Bishop and outside the boundaries of any constituent Diocese of this Church shall have the same powers as the Standing Committee of a Diocese.

Section 6. If after all canonical requirements having been sustained and the Bishop does not proceed within six months to ordain a Candidate, a written explanation shall be made by the Bishop to the Standing Committee and to all concerned.

Canon 10. Of Ordination to the Diaconate

Section 1. No one shall be ordained to the Diaconate until he/she shall be twenty -three years of age.

Section 2. No one shall be ordained to the Diaconate within two years from admission as Candidate for Holy Orders, unless under special circumstances, the Bishop, with the advice of a majority of the members of the Standing Committee, shall shorten the time of the person's candidacy; and in no case shall the time be shortened to less than six months.

Section 3. Before the ordination of a Deacon, the Bishop shall require the applicant to submit to a thorough examination, covering both mental and physical condition, by professionals appointed by the Bishop. The forms for medical and psychiatric reports approved by the Executive Council of this Church shall be used for these purposes. These reports shall be kept on file by the Bishop and shall be submitted to the Standing Committee when application is made by the Candidate to be ordained Deacon.

Section 4. No one shall be ordained to the Diaconate unless the candidate is first recommended to the Bishop by the Standing Committee of the Diocese to which said person belongs.

Section 5. In order to be recommended for ordination, the Candidate must lay before the Standing Committee the following:

1] An application therefor in writing, signed by the applicant which shall state the date of birth;

2] Certificates from the Bishop(s) who had admitted the applicant as a Postulant and a Candidate, declaring the dates of admission as such. But when such certificates cannot be had, other evidences satisfactory to the Committee shall suffice;

3] A Certificate from a Presbyter of this Church known to the Ecclesiastical Authority, in the following words, viz.:

*To the Standing Committee of _____
(Place) _____ (Date) _____*

I herby certify that I am personally acquainted with A.B. and that I believe him/her to be qualified to minister in the Office of Deacon, to the glory of God and the edification of His Church.

Signed _____

4] A Certificate from the Minister and Vestry of the Parish, or Mission Council of the Congregation of which said person is a member in the following, viz.:

*To the Standing Committee of _____
(Place) _____ (Date) _____*

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

Signed _____

This Certificate must be attested by the Minister of the Parish or Mission, or the Clerk or Secretary of said Parish or Mission, as follows, viz.:

I hereby certify that A.B. is a member of _____ in _____ and a communicant in good standing of the same; that the foregoing certificate was signed at a meeting of the Vestry (or Mission Council) duly convened at _____ on the _____ day of _____ and that the names attached are those of all (or a majority of all) the members of the Vestry (or Mission Council).

Signed _____

5] A Certificate from the theological seminary where the Candidate has been studying, or from those under whose direction the person has been studying or has been pursuing studies, showing the scholastic record in the subjects required by the Canons, and giving a judgment as to the candidate's personal qualifications for the Ministry of this Church.

Section 6. Should the Parish be without a Minister, it shall suffice that the certificate required in paragraph (4) above, may be signed instead by some Presbyter of the Diocese in good standing, the reason for the substitution being stated in the attesting clause.

Section 7. (a) Should there be no Parish or Organized Mission at the place of residence of the Candidate, or should it be impracticable, through circumstances not affecting the Candidate's moral or religious character, to obtain the signature of the Minister and Vestry or Mission Council, it may suffice if the certificate is signed by at least One Presbyter of the Diocese in good standing and Six Lay Persons, communicants of this Church in good standing, or should the Candidate within the space of three years past has been a Minister or Licentiate in some other body of Christians, by three Presbyters of the Church and six communicants of this Church in good standing.

(c) In such case, the reason for departing from the regular forms must be given in the attesting clause which shall be signed by the same or some other Presbyter of this church in good standing, and shall be in the following words, viz.:

I hereby certify that the Lay Persons whose names are attached to the foregoing certificate are communicants of this Church in good standing, and that this form or certificate was used for no reason affecting the moral or religious character of the Candidate, but because...(here, giving the reason for departing from the regular form).

Signed _____

Presbyter of the Diocese or Missionary Diocese of _____

Section 8. The Standing Committee, on receipt of the certificate prescribed above and the report of the Board of Examining Chaplains prescribed in Canon III.8 and having reasons to believe that all other canonical requirements have been complied with, and having no reason to suppose the existence of any sufficient obstacle, physical mental, moral or spiritual, may, at a meeting duly convened, a majority of all the members of the Committee consenting, recommend the Candidate for ordination by a testimonial address to the Bishop in the following words, viz.:

To the Right Reverend _____
Bishop of _____

We, being the majority of all the members of the Standing Committee of _____, and having been duly convened at _____ do testify that A.B., desiring to be ordained Deacon has laid before us satisfactory certificates, that, for the space of three years last past, he/she has lived a sober, honest and godly life and that he/she is loyal to the Doctrine, Discipline and Worship of this Church and does not hold any contrary thereto. And we hereby recommend him/her for ordination to the Diaconate.

Signed _____

This testimonial shall be signed by all consenting to its adoption.

Section 9. The testimonial having been presented to the Bishop, and there being no sufficient objection on grounds of physical mental, moral, doctrinal, or spiritual, the Bishop may take order for ordination; and, at the time of the ordination, the Candidate shall, in the presence of the ordaining Bishop and participating Presbyters, subscribe and make the following declaration:

I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary for salvation; and I do solemnly engage to conform to the Doctrine, Discipline and Worship of the Episcopal Church in the Philippines.

Canon 11. Of Ordination to the Priesthood

Section 1. In order to be ordained Priest, a Candidate must be at least twenty-five years of age.

Section 2. No one shall be ordained Priest until said person has been a Deacon for one full year, unless it seem good to the Bishop, . for reasonable cause, with the advise and consent of a majority of the Standing Committee, to shorten the time for not less than six months. And in no case shall the Candidate be ordained Priest within less than 18 months from admission as a Candidate for Holy Orders, or until the Candidate has been a Deacon for at least one year.

Section 3. Before the ordination to the Priesthood, the Bishop shall require the applicant to submit to a thorough examination, covering both mental and physical condition, by professionals appointed by the Bishop. The forms for medical and psychiatric reports approved by the Executive Council of this Church shall be used for these purposes. These reports shall be kept on file by the Bishop and shall be submitted to the Standing Committee when

application is made by the Candidate to be ordained Priest. (As amended in 2021 Synod)

Section 4. To be ordained Priest, the Deacon must first be recommended to the Bishop by the Standing Committee of the Diocese to which the Deacon belongs.

Section 5. In order to be recommended for ordination by the Standing Committee, the Deacon must lay before the committee the following:

1] A signed application in writing, which shall state the date of birth;

2] A certificate from the Bishop declaring the terms of the applicant's Postulancy and Candidacy and the period of completion of service in the Diaconate; but when such a certificate cannot be had, other evidences satisfactory to the Committee may suffice;

3] A Certificate from the Minister and Vestry of the Parish (or Mission Council) where the applicant resides, in the following words, viz.:

To the Standing Committee of _____
(Place) _____
(Date) _____

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

Signed _____

This Certificate must be attested by the Minister of the Parish (Mission), or by the Clerk or Secretary of said Parish (Mission), as follows, viz.:

I hereby certify that the Rev. A.B. is a member of _____ Parish in _____; that the foregoing certificate was signed at a meeting of the Vestry (Mission Council) duly convened at _____ on the _____ day of _____ and that the names attached are those of all (or a majority of all) the members of the Vestry (Mission Council).

*Signed _____
Minister or Clerk/Secretary*

But should the Parish (Mission) be without a Minister, it shall suffice that the certificate be signed by some Presbyter of the Diocese in good standing, the reason for the substitution being stated in the attesting clause.

Section 6. (a) Should there be no organized Parish or Mission at the place of residence of the Candidate, or should it be impracticable, through circumstances not affecting the Candidate's moral or religious character to obtain the signatures of the Minister and Vestry or Mission Council), it may suffice if the certificate be signed by at least:

- 1) One Presbyter of the Diocese in good standing; and,
- 2) Four Lay persons, communicants of this Church in good standing.

(b) In such case, the reasons for departing from the regular forms must be given in the attesting clause which shall be signed by the same or some other Presbyter of this church in good standing, and shall be in the following words, viz.:

I hereby certify that the Lay Persons whose names are attached in the foregoing certificates are communicants of this Church in good standing, and that this form of certificate was used for no reason affecting the moral or religious character of the Candidate, but because (here, give the reasons for departing from the regular form).

*Signed _____
Presbyter of the Diocese or
Missionary Diocese of _____*

Section 6. The Standing Committee, on receipt of the certificates prescribed above and the report of the Board of Examining Chaplains prescribed in Title III, Canon 8 and having reason to believe that all other canonical requirements have been complied with, and having no reason to suppose the existence of any sufficient obstacle, physical, mental, moral or spiritual, may, at a meeting duly convened, a majority of all members of the Committee consenting, recommend the Deacon for ordination by a testimonial addressed to the Bishop in the following words, viz.:

*To the Right Reverend _____
Bishop of _____*

We, being a majority of all the members of the Standing Committee of _____, and having been duly convened at _____, do testify that the Reverend A.B., Deacon, desiring to be ordained Priest, has laid before us satisfactory certificates that since the _____ day of _____ in the year _____, being the date of his/her ordination to the Diaconate (or, for the space of three years last past), he/she has lived a sober, honest and godly life and has not written, taught, or held anything contrary to the Doctrine, Discipline and Worship of this Church; and we hereby recommend him/her for ordination to the Priesthood.

Signed _____

This testimonial shall be signed by all consenting to its adoption.

Section 7. The testimonial having been presented to the Bishop, and there be no sufficient objection on grounds of physical, mental, moral, doctrinal, or spiritual, the Bishop may take order for the ordination, and, at the time of the ordination, in the presence of the ordaining Bishop and participating Presbyters, the Candidate shall subscribe and make the following declaration:

I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary for salvation; and I do solemnly engage to conform to the Doctrine, Discipline and Worship of the Episcopal Church in the Philippines.

Section 8. No Deacon shall be ordained Priest until *he/she* has been appointed to serve in some Cure within the jurisdiction of this Church, or as a Missionary under the Ecclesiastical Authority of some Diocese, or as an officer in some religious society organized by Synod, or as a Chaplain of the Armed Forces of the Philippines, or as Chaplain of some recognized hospital or other welfare institution, or as Chaplain or instructor in some school, college, seminary of learning, or with some other opportunity for the exercise of the office of a Priest judged appropriate by the Bishop.

Canon 12. Of Admission to Holy Orders in Special Cases

Section 1 – A person who: a] is at least twenty three years of age, at the time of application; b] has finished at least 75 academic units in college; c] has completed a course in any diocesan lay training institute covering the following subjects: Holy Scripture, Church History, Christian Theology, Liturgics and Theory and Practice of Ministry, specifically on the Office and Work of a Deacon on the Conduct of Public Worship, or in place thereof, has served as Catechist for at least ten years, may apply for ordination as Deacon

in Special Cases, who can serve as such only within the diocese in which he or she will be ordained.

Section 2 – A person desiring to be ordained as Deacon in Special Cases shall apply for admission as a Postulant for Holy Orders, following the processes laid down in Canon 5 of this Title and when such admission is granted, the Bishop shall instruct the Commission on Ministry to provide a Program to prepare the Postulant.

Section 3 – A Postulant for Holy Orders, seeking Ordination as Deacon in Special Cases, having been duly received in accordance with Canon 5 of this Title, may apply for admission as a Candidate for Holy Orders by the Bishop under the following conditions: (a) a space of one year shall have elapsed since the applicant's admission as a Postulant for Holy Orders; (b) the Postulant must have gone through a Preparation Program supervised by the Commission on Ministry and has completed the same to the satisfaction of the Commission; [c] the Postulant shall have received from the Presbyter and the Vestry of the Parish or Council of the Mission to which the person belongs a reaffirmation in writing the recommendation and of the certification required in Title III, Canon 5, Section 3; (d) the Postulant shall have received the recommendation of the Standing Committee and the Commission on Ministry in writing as to the said person's readiness to be received as a Candidate for Holy Orders.

Section 4. Should the Bishop decide to admit the applicant as a Candidate for Holy Orders, the Candidate, the Commission on Ministry and the Standing Committee shall be informed in writing. The Commission on Ministry shall then administer upon the Candidate a Canonical Examination on the five subjects stated in Section 2 above. If the Candidate passes the Canonical Examination, he or she shall then apply for ordination to the Order of Deacons in Special Cases, following the processes laid down in Title III, Canon 11, Sections 3, 4, 5, 7, 8 and 9.

Canon 13. Of the Ordination and Consecration of Bishops

Section 1. No one shall be ordained and consecrated Bishop unless the Candidate shall, in the presence of the ordaining and consecrating Bishops, subscribed to make the following declaration:

I do believe the Holy Scriptures of the Old and New Testaments to the Word of God, and to contain all things necessary for salvation; and I do solemnly engage to conform to the Doctrine, Discipline and Worship of the Episcopal Church in the Philippines.

Section 2. It shall be lawful, within six months prior to the effective date of the resignation or retirement of a Bishop, for the said Bishop, with the advice and consent of the Standing Committee, to call a special meeting of convention of the Diocese to elect a successor; Provided, that if the Convention is to meet in a regular session, meanwhile, it may hold the election during such regular session. The proceedings incident to preparation for the election, ordination consecration of such successor shall be as herein provided; but, the Prime Bishop shall not take order for the consecration and installation of said successor to be on any date prior to that upon which the recognition is to become effective.

Section 3. (a) Whenever the Church in any Diocese shall desire the ordination and consecration of a Bishop-elect, if the election shall have taken place within three months before the meeting of the Provincial Synod, the Standing Committee of the said Diocese shall, by their President or by some person or persons appointed, forward to the Secretary of the Synod evidence of the election of the Bishop-elect by the Convention of the Diocese, together with evidence of his having been duly ordered Deacon and Priest, and also a testimonial signed by a constitutional majority of such Convention, in the following words:

We, whose names are hereunder written, fully sensible how important it is that the Sacred Order and Office of a Bishop should not be unworthily conferred, and firmly persuaded that it

is our duty to bear testimony on this solemn occasion without partiality or affection, do, in the presence of Almighty God, testify that we known of no impediment on account of which the Reverend A.B., ought not to be ordained and consecrated to that Holy Office. We do, moreover, jointly and severally declare that we believe him to be of such sufficiency in good learning, of such soundness in the Faith and of such virtuous and pure manners and godly conversation, that he is apt and meet to exercise the Office of a Bishop to the honor of God and the edifying of God's Church, and to be a wholesome example to the flock of Christ.

The Secretary of such Convention shall certify upon this testimonial that it has been signed by a constitutional majority thereof. There shall also be forwarded with the testimonial and other documents, certificates from two licensed and recognized physicians, appointed by the Ecclesiastical Authority of the Diocese with the approval of the Prime Bishop, that they have thoroughly examined the Bishop-elect as to such person's physical and mental condition and have not discovered any reason why it would not be wise for such person to undertake the work for which such person has been chosen. The forms for medical and psychiatric reports approved by the Executive Council of this Church shall be used for this purpose.

The Secretary of the Synod shall lay the said testimonials before the Synod, and if a majority of the members of said Synod shall consent to the consecration of the Bishop-elect, the Prime Bishop shall without delay notify such consent to the Standing Committee of the Diocese electing and to the Bishop-elect. And upon notice of the acceptance by the Bishop-elect of the election, the Prime Bishop shall take order for the consecration of the said Bishop-elect, either in person and with two other Bishops of this Church, or by any three Bishops of the Church to whom the testimonials are communicated.

In all particulars the service at the consecration of a Bishop shall be under the direction of the Bishop presiding at such consecration.

(b) If the election of a Bishop shall have taken place more than three months before the meeting of the Provincial Synod, the Standing Committee of the Diocese electing shall, by their President or by some person or persons specially appointed, immediately send to the Standing Committee of the several Dioceses a certificate of the election by the Secretary of Convention of the Diocese, bearing a statement that evidence of the Bishop-elect's having been duly ordained Deacon and Priest and the certificates to physical and mental conditions as required in Section 3(a) of this Canon have been received and that a testimonial in the form set out in section 3(a) of this Canon has been signed by a constitutional majority of the Convention, and if a majority of the Standing Committee of all the Dioceses have given their consent to the consecration of the Bishop-elect, the Standing Committee of the Diocese electing shall then forward the evidence of said consent, with the other necessary documents described in Section 3(a) of this Canon, to the Prime Bishop, who immediately communicate the same to every Bishop of this Church or to the Council of Bishops convened for the purpose; and if a majority of such Bishops shall consent to the consecration, the Prime Bishop shall without delay notify such consent to the Standing Committee of the Diocese electing and to the Bishop-elect, and upon notice of the Bishop-elect's acceptance of the election, the Prime Bishop shall take order for the consecration of said Bishop-elect either in person and with two other Bishops of this Church or by any three Bishops to whom the testimonials may be communicated.

The evidence of the consent of the several Standing Committees shall be a testimonial in the following words, signed by a majority of the Standing Committees of all the Dioceses:

We, being a majority of all the members of the Standing Committee of the Diocese of _____, and having been convened at _____, fully sensible how important it is that the Sacred Order and Office of a Bishop should not be unworthily conferred, and firmly persuaded that it is our duty to bear testimony on this solemn occasion without partiality or affection, do, in the presence of Almighty God, testify that we

know of no impediment on account of which the Reverend A.B. ought not to be ordained and consecrated to that Holy Office.

In witness thereof, we hereunto set our hands this _____ day of _____ in the year of our Lord _____.

Signed _____

If the Prime Bishop shall not receive the consent of a majority of the Bishops within three months from the date of notice to them, the Prime Bishop shall then give notice of such failure to the Standing Committee of the Diocese electing.

(c) In case a majority of all the Standing Committees of the several Dioceses shall not consent to the consecration of a Bishop-elect within the period of six months from the date of notification of the election by the Standing Committee of the Diocese electing, the Prime Bishop shall declare the election null and void, and the Convention of the Diocese may then proceed to a new election.

(d) It shall be the duty of the Secretary of the Convention electing a Bishop, a Bishop Coadjutor or Suffragan Bishop, to inform the Prime Bishop promptly of the name of the person elected. It shall be the duty of the Bishop-elect to notify the Prime Bishop stating acceptance or declination of the election, at the same time and also notifying the electing Diocese.

Section 4. (a) When a Bishop of a diocese is unable, by reason of age or other permanent cause of infirmity, to discharge fully the duties of the office, or when a Bishop is about to reach the mandatory retirement age and desires to have an Assistant be elected for orderly transition, or when a Bishop is intending to retire prior to reaching the mandatory retirement age, a Coadjutor may be elected by and for said Diocese, who shall have the right of succession; Provided, that the consent of the Provincial Synod, or during the recess thereof, the consent of the Council of Bishops and the majority of the Standing Committees must be had and obtained.

Before the election of a Bishop Coadjutor, the Bishop of the Diocese shall read, or cause to be read to the Convention thereof, the Diocesan Bishop's written consent to such election, and in such consent, shall state the duties which are thereby assigned to the Bishop Coadjutor, when duly ordained and consecrated, and such consent shall form part of the proceedings of the convention. The duties assigned by the Bishop to the Bishop Coadjutor in any Diocese may be enlarged by mutual consent whenever the Bishop of the Diocese may desire to assign such additional duties to the Bishop Coadjutor.

In case of the inability of the Bishop of the Diocese to issue the aforesaid consent, the Standing Committee of the Diocese may request the convention to act without such consent, and such request shall be accompanied by certificates of medical persons as to the inability of the Bishop of the Diocese to issue written consent.

(b) In the case of a Bishop Coadjutor, the grounds for election, as stated in the record of the Convention, shall be communicated, with the other required testimonials, to the Provincial Synod, or to the Standing Committees and the Prime Bishop.

(c) In the case of application for the ordination and consecration of a Bishop Coadjutor, the Standing Committee shall forward to the Prime Bishop, in addition to the evidence and testimonials required by the preceding Section, a certificate of the Presiding Officer and the Secretary of the Convention that every requirement of this Section has been complied with.

(d) There shall not be in any Diocese at the same time more than one Bishop Coadjutor; Provided, if it is certified to the Ecclesiastical Authority of a Diocese by three competent physicians elected by that Authority that the Bishop Coadjutor in such Diocese is permanently unable, by reason of physical or mental condition to carry out the duties as Bishop Coadjutor, the Ecclesiastical Authority, upon advise of three Bishops of three neighboring dioceses, may declare that the right of succession of

such Bishop Coadjutor is terminated and in such event a new Bishop Coadjutor may be elected for such Diocese as provided in this Canons.

(e) The Bishop Coadjutor shall succeed the Diocesan Bishop upon installation as such by the Prime Bishop, or by another Bishop designated by the Prime Bishop.

Section 5. (a) A Suffragan Bishop may be elected in accordance with Canons enacted in each Diocese for the election of a Bishop, consistent with the Constitution and Canons of the Provincial Synod, and subject to all the provisions thereof; Provided, that the initiative shall always be taken by the Bishop of the Diocese asking for the assistance of a Suffragan, and that there shall not at any time be more than two Suffragan Bishops holding office in and for any Diocese.

(b) A Suffragan Bishop shall act, in all respect as the Assistant under the direction of the Bishop of the diocese; Provided, that no Suffragan Bishop, while acting as such shall be Rector or settled Minister in charge of a Parish or Congregation.

Canon 14: Of Admission of Ministers Ordained Elsewhere

Section 1 - Prior to reception or ordination of a Minister ordained elsewhere, the following must be conducted: (a) background check, according to criteria established by the Bishop and Standing Committee; (b) medical and psychological evaluation by professionals approved by the Bishop, using forms prepared for the purpose by the Executive Council, and if desired or necessary, psychiatric referral; if the medical examination, psychological examination, or background check have taken place more than thirty-six months prior to reception or ordination they must be updated; [c] evidence of training on theology, liturgy and Constitution and Canons of this Church; (d) The Minister ordained elsewhere seeking reception or ordination to this Church shall be

assigned a mentor Priest by the Bishop in consultation with the Commission on Ministry. The mentor and the applicant shall meet regularly to provide the latter an opportunity for guidance.

Section 2. Clergy Ordained by Bishops in Communion with this Church.

- (1) A Member of the Clergy, ordained by a Bishop of another Church in communion with this Church shall, before being permitted to officiate in any Congregation of this Church, exhibit to the Member of the Clergy in charge, or, if there be no Member of the Clergy in charge, to the Vestry thereof, a certificate of recent date, signed by the Ecclesiastical Authority of the Diocese that the person's letters of Holy Orders and other credentials are valid and authentic, and given by a Bishop in communion with this Church, and whose authority is acknowledged by this Church; and also that the person has exhibited to the Ecclesiastical Authority satisfactory evidence of (i) moral and godly character and of (ii) theological qualifications.
- (2) Before being permitted to take charge of any Congregation, or being received into any Diocese of this Church as a Member of its Clergy, the Ecclesiastical Authority shall receive Letters Dimissory or equivalent credentials under the hand and seal of the Bishop with whose Diocese the person has been last connected, which letters or credentials shall be delivered within six months from the date thereof. Before receiving the Member of the Clergy the Bishop shall require a promise in writing to submit in all things to the Discipline of this Church, and shall further require the person to subscribe and make in the Bishop's presence, and in the presence of two or more Presbyters, the declaration required in Title III, Canon 11, Section 9. The Bishop and at least one Presbyter shall examine the person as to knowledge of the history of this Church, its

worship and government. The Bishop also being satisfied of the person's theological qualifications, may then receive the person into the Diocese as a Member of the Clergy of this Church.

- (3) A Member of the Clergy who is a Deacon shall not be ordered Priest until having resided within the jurisdiction of this Church at least one year and all the requirements for ordination to the Priesthood as required by Title III, Canon 12 have been satisfied.

Section 3 – Clergy Ordained by Bishops in Churches in the Historic Succession but Not in Communion with this Church.

- (1) When a Priest or Deacon ordained in a Church by a Bishop in the Historic Succession but not in communion with this Church, the regularity of whose ordination is approved by the Prime Bishop, desires to be received as a Member of the Clergy in this Church, the person shall apply in writing to a Bishop, attaching the following: (a) evidence that the person is a received adult communicant in good standing in a Congregation of this Church; (b) transcripts of all academic and theological studies, evidence of ordination and previous Ministry and a certificate that all credentials are valid and authentic; (c) a certificate from at least two Presbyters of this Church stating that, from personal examination or from satisfactory evidence presented to them, they believe that the departure of the person from the Communion to which the person has belonged has not arisen from any circumstance unfavorable to moral or religious character, or on account of which it may not be expedient to admit the person to Holy Orders in this Church; (d) certificates in the forms provided in Title III, Canon 11, Section 5 (4) from the Rector or Member of the Clergy in charge and Vestry of a Parish of this Church; (e) statement of the reasons for seeking ordination in this Church.

- (2) If the applicant has exercised a ministry in the previous Church with good reputation and success and if the person furnishes evidence of satisfactory theological training in the previous Church, then he or she pass the Canonical Examinations administered by the Board of Examining Chaplains and show proficiency in the subjects enumerated in Title III, Canon 7, Section 1.
- (3) Before the person may be ordained or received into Holy Orders in this Church, the Bishop shall require a promise in writing to submit in all things, to the Discipline of this Church without recourse to any other ecclesiastical jurisdiction or foreign civil jurisdiction, and shall further require the person to subscribe and make in the presence of the Bishop and two or more Presbyters the declaration required in Article VIII of the Constitution.
- (4) Thereafter the Bishop, being satisfied of the person's theological qualifications and successful completion of the examination stated above and soundness in the faith, shall receive, with the advice and consent of the Standing Committee, the person into this Church in the Orders to which already ordained by a Bishop in the historic succession.
- (5) In the case of an ordination under this Canon, the Bishop shall, at the time of such ordination, read this preface to the Service:

The Ecclesiastical Authority of this Diocese is satisfied that A.B. accepts the Doctrine, Discipline, and Worship of this Church and now desires to be ordained a Deacon (or ordained a Priest) in this Church. We are about to confer upon A.B. the grace and authority of Holy Orders as this Church has received them and requires them for the exercise of the ministry of a Deacon (or a Priest).

- (6) The certificates of ordination in such cases shall contain the words:

Acknowledging the ministry which A.B. has already received and hereby adding to that commission the grace and authority of Holy Orders as understood and required by this Church for the exercise of the ministry of a Deacon (or a Priest).

- (7) No one shall be ordained or received as a Deacon or Priest until age twenty-four.
- (8) A Deacon received under this Canon, desiring to be ordained to the Priesthood must satisfy all the requirements for ordination as set forth in Title III, Canon 12.
- (9) No one shall be received or ordained under this Canon less than twelve months from the date of having been received as communicant of this Church.
- (10) Following reception or ordination each clergy person shall be assigned a mentor Priest by the Bishop in consultation with the Commission on Ministry. The mentor and clergy person shall meet regularly to provide guidance, information, and a sustained dialogue about ministry in this Church.

Canon 15. Of Duties of Bishops

Section 1. The Prime Bishop shall be the Bishop-in-charge of Missionary areas, as may be established by the Synod, outside the jurisdiction of any constituent diocese of this Church.

Section 2. (a) It shall be the duty of every Bishop having jurisdiction in a Diocese of this Church to reside within the limits of the diocesan jurisdiction. The Bishop shall not be absent from the

Diocese for more than six weeks without the consent of the Convention or the Standing Committee of the Diocese.

(b) It shall be the duty of the Bishop, whenever leaving the Diocese for the space of six weeks to authorize officially by writing the Bishop Coadjutor, or should there be none, the Standing Committee of the Diocese, to act as the Ecclesiastical Authority thereof, during such absence. The Bishop Coadjutor, or should there be none, the Standing Committee, may become at any time the Ecclesiastical Authority upon the written request of the Bishop, and continue to act as such until the request be revoked by the Bishop in writing.

Section 3. (a) Every bishop shall visit each Congregation within the Episcopal jurisdiction at least once in two years, for the purpose of examining their condition, consulting with the clergy, administering Confirmation, preaching the Word and celebrating the Sacraments of the Lord's Supper. At every visitation it shall be the duty of the Bishop to examine the records required by Canon III. 16.3(f)..

(b) If the Bishop shall decline for three years to visit a Parish or Congregation, the Minister and Vestry (or Corporation), or the Bishop in person may apply to the Prime Bishop to appoint three Bishops in charge of Dioceses who live nearest to the Diocese in which such Church or congregation may be situated as a Council of Conciliation, who shall amicably determine all matters of difference between the parties, and each party shall conform to the decision of the Council in the premises; Provided, that, in case of subsequent trial of either party for failure to conform to such decision, any constitutional or canonical right of the defendant in the premises, may be pleaded and established as sufficient defense, notwithstanding such former decision, and Provided, further, that in any case, the Bishop may at any time apply for such Council of Conciliation.

(c) Every Bishop shall keep record of all official acts, which record shall be the property of the Diocese, and shall be transmitted to the succeeding Bishop.

Section 4. Every Bishop shall deliver from time to time, a Charge to the Clergy of the Episcopal jurisdiction, and shall from time to time, upon the call of Convention, address to the people of said jurisdiction Pastoral Letters on points of Christian Doctrine, Worship, or manners, which the Clergy may be required to read to their congregations.

Section 5. At every Annual Convention, the Bishop shall make a statement of the affairs of the Diocese since the last meeting of the Convention, including the names of the Churches visited, the number of persons confirmed, the names of those who visited the Diocese, the names of those who have been received as Postulants and Candidates for Holy Orders, of those who have been ordained and those who have been licensed Lay Readers; the names of those who have been suspended or deposed from the Ministry, the changes by death, removal or otherwise, which have taken place among the Clergy; and all matters tending to throw light upon the affairs of the Diocese; which statement shall be inserted in the Journal.

Section 6. (a) Any Bishop of this Church, on the invitation of the Convention or of the Standing Committee of any Diocese where there is no Bishop, or where the Bishop is for the time under disability, may be invited to perform Episcopal offices in that Diocese, or in any part thereof, on instruction from the Prime Bishop; and this invitation may be for a stated period, and may at any time be revoked.

(b) A Diocese without a Bishop, or of which the Bishop is for the time under a disability by reason of a judicial sentence, shall be placed under the provisional charge and authority of the Prime Bishop, or may, by its Convention, be placed under the provisional charge and authority of the Bishop or Bishop Coadjutor of another Diocese, who shall be authorized by the Prime

Bishop to perform all the duties and offices of the Bishop of the Diocese so vacant or whose Bishop is under disability, until, in the case of a vacant Diocese, a Bishop be duly elected and consecrated for the same; or, in the case of a Diocese whose Bishop is disabled, until the disqualification be removed; or until, in either case, the said act of the Convention be revoked. *(As amended in 2021 Synod)*

(c) A Diocese while under the provisional charge of a Bishop, shall not invite any other Bishop to perform any Episcopal duty or authority.

Section 7. (a) Three months before attaining the age of sixty-five, every Bishop, Bishop Coadjutor and Suffragan Bishop shall forthwith resign from the jurisdiction, as required by Section 8 of Article V of the Constitution, by sending the resignation letter to the Prime Bishop who shall immediately communicate the same to the members of the Council of Bishops and shall declare the Bishop's resignation accepted, effective at the date the resigning bishop attains the age of sixty-five.

(b) The Prime Bishop shall communicate to the resigning Bishop the fact of the acceptance of the resignation and termination of jurisdiction effective as of the he attains the age of sixty-five; and, in the case of a Bishop or Bishop Coadjutor of a Diocese, shall certify the same to the Standing Committee of the Diocese concerned. The Prime Bishop shall also order the Secretary of the Provincial Synod to record the same effective as of the date fixed, to be incorporated in the journal.

(c) If any Bishop should for reason fail to resign upon attaining the age of sixty-five, as provided in Clause (a) above, the Prime Bishop shall certify that fact to the Council of Bishops. The Council of Bishops shall then declare the said Bishop's jurisdiction terminated, effective at a date not later than three months from the date of declaration, and shall order the Bishop's certificate and its own declaration and action to be entered into the record of the Proceedings of the Council. It shall then be the duty of the Presiding Officer of the Council of Bishops to pronounce such

jurisdiction terminated, effective as of the date fixed, and to communicate the fact to the Provincial Synod, if in session, and to the Ecclesiastical Authority of each Diocese.

Section 8. (a) If the Bishop of the Diocese, or Bishop Coadjutor, shall desire to resign, said Bishop shall communicate in writing to the Prime Bishop the reason thereof. The Prime Bishop shall then send a communication without delay, to all the bishops with jurisdiction and also to the Standing Committees of the constituent dioceses as well as to the Standing Committee of the Diocese of the Bishop desiring to resign, in order that the latter may on behalf of the Diocese be heard either in person or by correspondence upon the subject. By a majority vote, the bishops with jurisdiction as well as the Standing Committees of the other constituent dioceses may accept or reject the resignation. If the majority of such Bishops and Standing Committees shall consent to the resignation, the Prime Bishop shall, without delay, notify the resigning Bishop and the Standing Committee of the Diocese concerned, of the acceptance of such resignation and the termination of said Bishop's jurisdiction, effective as of the date fixed, to be incorporated in the proceedings of the Bishops and Standing Committees. It shall be the duty of the Prime Bishop of the to communicate the fact to the Provincial Synod, when in session and the Ecclesiastical Authority of each Diocese.

(b) A Bishop who is retired or whose resignation has been accepted by the Council of Bishops, may perform any Episcopal act, at the request of any Bishop of this Church, within the limits of the Bishop's jurisdiction. The Bishop may also, by the vote of Convention of any Diocese and with the consent of the Bishop of said Diocese, be given honorary seat in the convention with voice but without vote or such honorary seat in the Cathedral of the Diocese, subject to the authority competent to act in the premises. The Bishop shall report all ministerial acts to the Bishop and to the Diocese in which such acts are performed. The foregoing provisions shall also be applicable to a resigned Bishop of another Church in communion with this Church, subject to the approval of

competent authority within such other Church, where such approval may be required.

(c) A Bishop who is retired or whose resignation has been accepted by the Council of Bishops, may, at the discretion of the Bishop of the Diocese in which the resigned Bishop chooses to reside, and upon the presentation of Letters Dimissory from the Ecclesiastical Authority of the Diocese in which said Bishop has canonical residence, be enrolled among the Clergy of that Diocese, and be given seat and vote in the Diocesan Convention, except in so far as the Canons of the Diocese specifically provide otherwise.

(d) Such retired or resigned Bishop may, with the approval of the Bishop of the Diocese in which the Retiree chooses to reside, accept a pastoral charge in said Diocese, and, subject to its canonical provisions for the filling of vacancies, may accept election as the rector of a Parish therein. A resigned Bishop may accept any position created under the authority of the Diocesan Convention, including that of Assistant Bishop, and may, at the same time, occupy a pastoral charge; Provided, the Bishop of the Diocese in which the retired Bishop chooses to reside approves.

(e) A Bishop who ceases to have Episcopal charge shall not be deprived of seat and vote in the Council of Bishops and be subject in all matters to the Canons and authority of Synod.

Section 9. When it is certified to the Prime Bishop, by at least three competent physicians who shall have examined the case, that the Bishop of any Diocese is incapable of authorizing the Bishop Coadjutor, if there be one, or a Suffragan Bishop, if there be one, or the Standing Committee to act as the Ecclesiastical Authority, then upon the advise of three Bishops with jurisdictions, to be selected by the Prime Bishop, the Bishop Coadjutor, if there be one or the Suffragan Bishop, if there be one and if the Constitution and Canons of the Diocese so provide, or the Standing Committee, shall be declared by the Prime Bishop to be the Ecclesiastical Authority for all purpose set forth in these Canons, and shall retain such authority

until such time as, acting upon like certificate, the Prime Bishop shall declare said Bishop competent to perform official duties.

Section 10. (a) Every Bishop holding an office whose resignation has been accepted for reason of policy or strategy, or for reasons beyond the said Bishop's control, shall receive from the Executive Council a stipend in an amount fixed by its Finance Commission, and may be revised whenever such resigned Bishop shall receive a regular stipend from an ecclesiastical employment.

(b) Every Bishop whose resignation for cause of age or disability has been accepted shall receive a regular pension from the Church Pension Fund as provided for in its policies.

(c) The above provision of this Section of the Canons shall not preclude said Bishop from receiving a salary or honorarium for accepting a pastoral charge as provided in Section 8(d) of this Canon.

Canon 16. Of Ministers and their Duties

Section 1. (a) Every Deacon shall be subject to the direction of the jurisdiction for which said Deacon has been ordained, or, if there be no Bishop, that of the Clerical members of the Standing Committee, acting thru their President, until said Deacon is canonically transferred to some other jurisdiction. The Deacon shall officiate in such places only as the Bishop or the Clerical members of the Standing Committee, as the case may be, may designate. The Deacon shall not accept any appointment for work outside the jurisdiction of canonical residence without the consent of the Diocesan Bishop and of the Bishop in the other jurisdiction.

(b) No Deacon shall be a Rector of a Parish or a Congregation, nor be permitted to accept a Chaplaincy in the Armed Forces.

(c) A Deacon ministering in a Parish or Congregation under the charge of a Priest shall act under the direction of such Priest; or, if not under the charge of a Priest and not under the immediate direction of the Bishop, the Deacon shall be placed under the authority of some neighboring Priest, by whose direction, in subordination to the Bishop, said Deacon shall in all things be governed.

(d) In the case of a Deacon desiring to be transferred from one jurisdiction to another, the Ecclesiastical Authority of the former jurisdiction must state in the Letters Dimissory the exact standing of the Deacon as regards examinations passed or dispensations received; also the date of birth and admission as a Candidate and ordination.

Section 2. (a) The delineation of cures and congregations into Parishes, or however they may be called, under the jurisdiction of a Rector, shall be prescribed in the Canons of the Diocese, consistent with and subject to the Canons of the Synod as hereinafter provided.

(b) In no case shall a congregation (*hereinafter called Parish*) be under the charge of a person who is not ordained a Priest (*hereinafter called a Rector*) and assigned thereto by duly constituted authorities of the Diocese.

(c) The control of the worship and the spiritual jurisdiction of the Parish are vested in the Rector, subject to the Rubrics of the Book of Common Prayer, the Canons of the Church, and the godly counsel of the Bishop. For purposes of the Rector's office and for the full discharge of all functions and duties pertaining thereto, the Rector shall, at all times, be entitled to the use and control of the Church and Parish buildings with appurtenances and furniture thereof.

(d) All assistant Ministers of the Parish, by whatever name they may be designated, shall be selected by the Rector, subject to the approval of the Vestry where required by Diocesan Canons, and shall serve under the authority and direction of the

Rector. Prior to the selection of any assistant Minister, the name of the member of the Clergy proposed for selection shall be made known to the Bishop and sufficient time, not exceeding thirty days, shall be given for the Bishop to communicate with the Rector and Vestry on such selection. Any assistant Minister selected shall serve at the discretion of the Rector but may not serve beyond the period of service of the Rector except that, pending the call of a new rector, such assistant Minister may continue in the service of the Parish under such conditions as the Bishop and the Vestry shall determine.

Section 3. (a) It shall be the duty of Ministers of this Church who have charge of Parishes or Cures to be diligent in instructing the children and youth in the Catechism, and from time to time examine them in the same publicly before the Congregation. They shall also, by stated catechetical lectures and instructions, inform the youth on the Holy Scriptures and the Doctrines, Polity, History and Liturgy of the Church. They shall also instruct all persons in their Parishes and Cures concerning all the missionary work of the Church at home and abroad, and give suitable opportunities for offerings to maintain that work.

(b) It shall be the duty of the Ministers, before baptizing infants or children, to prepare the sponsors by instructing both the parents and the Godparents concerning the significance of Holy Baptism, the responsibilities of parents and Godparents for the Christian training of the baptized child and how these obligations may properly be discharged.

(c) It shall be the duty of Ministers to prepare young persons and others for Confirmation; and on notice being received of the Bishop's intention to visit any Church, which notice shall be at least one month before the intended visitation, the Minister shall announce the fact to the congregation on the first Sunday after the receipt of such notice and shall be ready to present for confirmation such persons as shall be judged to be qualified, and shall deliver to the Bishop a list of the names of those to be confirmed.

(d) It shall be the duty of every Minister of this Church to record in the Parish Register all Baptism, Confirmations, Marriages, Burials, and the names of all Communicants within the Cure. The Minister shall record in the Parish Register a list of all persons who have received Confirmation, or who have been received; indicate upon the Parish Register each year the names of those who have died in the past year or whose names have been removed by Letter of Transfer; indicate (1) those whose domicile is unknown, and (2) those whose domicile is known but inactive; and maintain as far as practicable a list of families and persons within the Cure, which list shall remain in the Parish for the use of the successor.

(e) The registry of every Baptism shall without delay be signed by the officiating Minister.

(f) At every visitation, it shall be the duty of the Minister, and of the Churchwardens, or Vestry members, or of some other officer, to exhibit to the Bishop the Parish Register and to give information on the state of the Congregation, spiritual and temporal, under such heads as shall have been previously signified to them, in writing, by the Bishop.

(g) Whenever the Council of Bishops shall put forth a Pastoral Letter, or the Diocesan Bishop adopts a Position Paper, it shall be the duty of the Minister to read it to the Congregation, not later than two weeks after the receipt of the same.

(h) The Alms and contributions, not otherwise specifically designated at the Administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the Minister of the Parish or with such Church officer as shall be appointed, to be applied by the Minister or under the Minister's superintendence, to such pious and charitable uses as shall be deemed fit. During the vacancy the Vestry or Mission Council shall appoint a responsible person to serve as Almoner.

Section 4. (a) Every Minister of this Church shall conform to the laws of the state governing the creation of the civil status of marriage, and also to the laws of this Church governing the solemnization of Holy Matrimony.

(b) No Minister of this Church shall solemnize any marriage unless the said Minister shall have ascertained:

- 1) The right of the parties to contract a marriage according to the laws of the State;
- 2) That both parties understand that Holy Matrimony is a physical and spiritual union of a man and a woman, entered into within the community of faith, by mutual consent of heart, mind and will, and with the intent that it will be lifelong;
- 3) That both parties freely and knowingly consent to such marriage, without fraud, coercion, mistake as to identity of a partner or mental reservation.
- 4) That at least one of the parties has received Holy Baptism; and that the Minister has instructed both parties as to the nature, meaning and purpose of Holy Matrimony or that both parties have received such instructions from persons known to the Minister to be competent and responsible.

(c) No Minister of this Church shall solemnize any marriage unless the following procedures are complied with:

- 1) The intention of the parties to contract marriage shall have been signified to the Minister at least thirty days before the service of solemnization; Provided, that, for weighty cause, the Minister may dispense with this requirement if one of the parties is a member of the congregation or can furnish satisfactory evidence of possessing responsibility. In case the thirty days notice is waived, the Minister shall report this action in writing to the Bishop immediately;
- 2) There shall be present at least two witnesses to the solemnization of the Marriage. The Minister shall record in the proper register the date and place of the marriage, the

names of the parties and their parents, the age of the parties, their residences, and their Church status, and the witnesses and the Minister shall sign the record and other pertinent documents;

- 3) The Minister shall have required that the parties sign the following declaration:

We, A.R. and C.D., desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of wife and husband as it is set forth in the liturgical forms authorized by this Church. We believe it is for the purpose of mutual fellowship, encouragement, and understanding, for the procreation (if it may be) of children, and their physical and spiritual nurture, and for the safeguarding and benefit of society and we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto.

(d) Any member of this Church whose marriage has been annulled or declared a nullity by final judgment of a civil court of competent jurisdiction may apply to the Bishop or Ecclesiastical Authority of the Diocese in which such person is canonically resident for a judgment as to his or her marital status in the eyes of the Church. Prior to the issuance of the judgment which may be a recognition of the nullity or of the annulment of such marriage, the Bishop or Ecclesiastical Authority may appoint a special committee to work with the parties to the null or annulled marriage to go through a process of healing and to ensure continuing concern for each other's well-being as well as that of any children of the prior void or annulled marriage. No member of the Clergy of this Church shall solemnize the marriage of any person whose prior marriage has been annulled or declared a nullity by a civil court unless a judgment recognizing such nullity or annulment has been issued by the Bishop of the Diocese in which such person is canonically resident. If the proposed marriage is to be solemnized in a jurisdiction other than the one in which the judgment has been given, an affirmation of the judgment by the Bishop of that jurisdiction shall be required.

(e) It shall be within the discretion of any Minister of this Church to decline to solemnize any marriage.

Section 5. No Minister of this Church shall officiate more than six weeks by preaching, ministering the Sacraments, or holding any public service, outside the Diocese where the Minister is canonically resident, without license from the Ecclesiastical Authority.

Section 6. (a) Any Minister of this Church desiring to officiate temporarily outside the confines of this Church, shall, in order to do so, obtain from the Ecclesiastical Authority of the Diocese in which the Minister is resident, a testimonial which shall set forth said Minister's true standing and character, and may be in the following words:

I hereby certify that the Reverend A.B. who has signified to me his/her desire to be permitted to officiate temporarily in churches not under the jurisdiction of the Episcopal Church in the Philippines, yet in communion with this Church, is a Presbyter (or Deacon) of _____ in good standing, and as such is entitled to the rights and privileges of his/her order.

This testimonial is valid for one year from the date of issuance and is to be returned to the Ecclesiastical Authority at the end of that period.

(b) The Ecclesiastical Authority giving such testimonial shall keep a record of issuance of such in which the date of issuance and of return shall be recorded, together with the name of the Minister to whom the testimonial has been issued.

Section 7. (a) A Minister of this Church removing into a Diocese shall, in order to gain canonical residence within the same, present to the Ecclesiastical Authority thereof a testimonial from the Ecclesiastical Authority of the Diocese in which the Minister last had canonical residence, which testimonial shall set forth this person's true standing and character. The said testimonial shall be given by the Ecclesiastical Authority to the applicant and a

duplicate thereof may be sent to the Ecclesiastical Authority of the Diocese to which the Minister proposes to remove. The testimonial may be in the following words:

I hereby certify that the Reverend A.C. who has signified to me his/her desire to be transferred to the Ecclesiastical Authority of _____, is a Presbyter (or Deacon) of _____ in good standing, and has not, so far as I know or believe, been justly liable to evil report, for error in religion or for viciousness of life, for three years last past.

Signed _____

(b) Such testimonial shall be called Letters Dimissory. The canonical residence of the Minister so transferred shall date from the acceptance of the Letters Dimissory, of which prompt notice shall be given both the applicant and the Ecclesiastical Authority from which it came.

(c) Letters Dimissory not presented within six months from the date of transmission to the applicant shall become wholly void.

(d) If a Minister, removing into another Diocese, has been called to a Cure in a Parish or Congregation therein, the same shall present Letters Dimissory in the form above given. It shall be the duty of the Ecclesiastical Authority of the Diocese to which the Minister has removed, to accept them within three months, unless the Bishop or the Standing Committee shall have heard rumors, which they believe to be well founded, against the character of the Minister concerned, which would form a proper ground for canonical inquiry and presentment, in which case the Ecclesiastical Authority shall communicate the same to the Bishop or Standing Committee of the Diocese to whose jurisdiction the said Minister belongs, and in such case, it shall not be the duty of the Ecclesiastical Authority to accept the Letters Dimissory unless and until the Minister shall be exculpated from the said charge.

(e) No Ministers, removing from one Diocese to another shall officiate as Rectors or Ministers of any Parish or Cures of the Diocese to which they remove, until they shall have obtained from the Ecclesiastical Authority thereof certificates in the words following:

I hereby certify that the Reverend A.B. has been transferred to my jurisdiction and is a Minister of good standing.

Signed _____

(f) No person who has been refused Ordination or Reception as a Candidate in any Diocese and who has afterwards been ordained in another Diocese, shall be transferred to the Diocese in which such refusal has taken place without the consent of its Bishop or Ecclesiastical Authority.

Section 8. (a) A Deacon or Presbyter of this Church desiring to enter into other than Ecclesiastical employment, or one ordained pursuant to Title III.11 or Title III.12 of this canon desiring to resign from the exercise of the office to which the said Minister was ordained, without renouncing or being released from the office itself, or a retired Deacon or Presbyter desiring to engage in any trade or occupation, shall make such desire known to the Bishop or the Ecclesiastical Authority of the Diocese in which the Minister is canonically resident. The Bishop with the advise and consent of the Standing Committee, after having been satisfied that the applicant will have, and use opportunities for the exercise of the office to which the applicant was ordained, may give approval, on the following condition: The trade, occupation or employment which the Minister seeks to engage in must not be contrary or must not appear to be contrary to the ordination vows and that the Minister shall report annually in writing, in a manner prescribed by the Bishop, the occasional services performed as provided in Canon I.4.3. (As amended in 2021 Synod)

(b) Any such Minister, active or retired, who fails to seek approval prior to entering into other than Ecclesiastical employment or to engage in any trade or occupation un-related to the office to which the Minister was ordained, or who omits, for a period of two years, to comply with the above provisions, may be removed by the Bishop from the roll of Clergy canonically resident in said Bishop's Diocese and transferred to the Special List maintained by the Council of Bishops, on the following conditions:

1. The Bishop shall give the Minister sixty days' written notice of that intention by registered or certified mail;
2. If, within the sixty-day period, the Minister shall seek approval and the same is granted by the Bishop with the advice and consent of the Standing Committee, or shall report to the Bishop as provided in Section 7(a) of this Canon, the Minister shall be retained on the roll of Clergy canonically resident in the said Bishop's Diocese.

(c) Deacons or presbyters, removing to another jurisdiction, shall present themselves to the Bishop of that jurisdiction within two months of their arrival in the jurisdiction. Such Deacon or Presbyter shall:

1. Officiate or preach in that jurisdiction under the terms of Section 5 of this Canon;
2. Notify in writing the Bishop of the Diocese of canonical residence within sixty days of removal; the Bishop from whose jurisdiction the Minister has removed shall notify in writing the Bishop to whose jurisdiction the said Minister has removed upon receipt of such removal;
3. Forward also a copy of the report required by Title I, Canon 4, Section 3 to the Ecclesiastical Authority of the jurisdiction to which the Minister has removed.

If the Deacon or Presbyter fails to comply with these conditions, the Bishop of the Diocese of the Minister's canonical residence may, upon sixty days written notice, transfer said Deacon or Presbyter to the Special List of the Council of Bishops.

(d) Any such Minister, removing to another jurisdiction, shall notify both the Diocese of canonical residence and the Bishop of the jurisdiction in which such Minister resides, as to which of the following options is preferred;

1. The Minister may request to remain canonically resident in the present Diocese. In such case, the Bishop of that Diocese shall retain the Minister on the roll of Clergy as long as said Minister fulfills the requirements of Section 8(a) of this Canon.
2. The Minister may request to have canonical residence transferred to the jurisdiction of civil residence. In such case, the Minister, shall before requesting Letters Dimissory, secure statement in writing from the Bishop of such jurisdiction (who may consult with the Standing Committee on the matter) that said Bishop is willing to receive such Minister and to enroll the same among the Clergy of the Diocese.

(e) Deacons or Presbyter in other than ecclesiastical employment without renouncing or being released from the exercise of their office, shall demonstrate to the Bishop of the Diocese in which they are canonically resident that they have and will continue to use reasonable opportunities for the exercise of the office to which they have been ordained.

(f) Deacons or Presbyters of this Church who desire to enter into other than ecclesiastical employment, who are not under presentment and who would be canonically permitted to renounce the exercise of their office, may declare in writing to the Ecclesiastical Authority of the Diocese in which they are canonically resident their desire to be released from the obligations of the office and that they desire to be relieved from the exercise of the office to

which they were ordained. A Bishop receiving such declaration shall proceed in the same manner as if the declaration were one of renunciation.

Section 9. (a) No Minister of this Church shall officiate, either by preaching, reading prayers in public worship, or by performing any other priestly function, in the Parish, or within the Cure of another Minister, without the consent of the Minister of that Parish or Cure; or one of its Church wardens if, in such Minister's absence or disability, the same fail to provide for the stated services of such Parish or Cure. If there be two or more congregations or Churches in one Cure, as provided by Canon I.5.2(d), the consent of the majority of the Ministers of such Congregations or Church, or of the Bishop shall be sufficient; Provided, that nothing in this section shall be construed to prevent any member of the Clergy of this Church from officiating, with the consent of a Minister, in the Church or place of public worship used by the Congregation of such Minister, or in private for members of the Congregation; and Provided, moreover, that the license of the Ecclesiastical Authority required in Section 5 be first obtained when necessary.

(b) If any Minister of this Church, from disability, or any other cause, neglects to perform the regular services in his Congregation, and refuses, without good cause, consent to any other duly qualified Minister of this Church to officiate within the Cure, the Church wardens, Vestrypersons, or Trustees of the Congregation, shall, on proof before the Ecclesiastical Authority of the Diocese of such neglect or refusal, have power, with the written consent of said Authority, to permit any duly qualified Minister of this Church to officiate.

Section 10. Any Minister of this Church desiring to serve as Chaplain in the Armed Forces with the approval of the Ecclesiastical Authority of the Diocese where said Minister is canonically resident, may be given ecclesiastical endorsement for such service by the Prime Bishop. The Minister shall retain canonical residency and not be subject to Section 7 and 8 of this Canon.

Section 11. Upon attaining the age of sixty years, Ministers of this Church occupying any position in this Church shall resign from the same and retire from active service, and their resignation shall be accepted. Thereafter, they may accept any position in this Church, except the position or positions from which they have resigned pursuant to this section; Provided, that (a) the tenure in such position shall be for a period of not more than one year, which period may be renewed from time to time, and (b) service in such position shall have the express approval of the Bishop and Standing Committee of the Diocese in which such service is to be performed, acting in consultation with the Ecclesiastical Authority of such Minister's canonical residence; and Provided, that (c) a Minister who has served in a non-stipendiary capacity in a position before retirement may, at the Bishop's request, serve in the same position for six months thereafter, and this period may be renewed from time to time.

Section 12. There shall accompany Letters Dimissory a statement of the record of the payments of the Church Pension Fund of the Minister concerned.

Section 13. A member of the Clergy of another Church in communion with this Church or from another Province of the Anglican Communion, before being licensed or permitted to officiate in any congregation of this Church shall submit a certificate of recent date, signed by the Ecclesiastical Authority of the church that the Person's Letters of Holy Orders and other credentials are valid and authentic.

Section 14 - Every Minister who has charge of a Parish or Cure shall keep residence in his/her Parish or Cure, or in one of them should he/she has charge of more than one Congregation, and in the Rectory belonging thereto. No Minister shall be absent from his/her residence for a total period of more than thirty days in any one year, except when he/she has permission from the Bishop or from the Parish Vestry to be so absent or when he/she is granted exemption from residence by the Bishop.

Section 15. (a) A Minister who is removed from the roll of Clergy canonically resident in a Diocese and transferred to the Special List of the Council of Bishops shall be inhibited from performing any function pertaining to the office to which he or she has been ordained. The inhibition shall take effect on the date of the notice of transfer to the Special List issued by the Prime Bishop.

(b) A Minister shall be allowed a period of sixty (60) days from the date of notice within which to apply for the reversal of the transfer and the restoration of his or her name in the Roll of the Clergy of his or her Diocese. The application shall be addressed to the Prime Bishop who shall then refer the same to the Bishop of the Diocese whose roll of Clergy the applicant formerly belonged to. The Bishop of the Diocese shall grant the reversal and restoration on good cause shown and upon the advice and consent of the Standing Committee.

(c) A Minister who shall not apply for reversal and restoration within the period of sixty (60) days shall be removed from the Ordained Ministry of this Church which removal shall take effect upon the issuance by the Prime Bishop of a notice to this effect.

Canon 17. Of Voluntary Renunciation

Section 1. If any Minister of this Church not under presentment shall declare, in writing, to the Ecclesiastical Authority of the Diocese in which he or she is canonically resident, his or her renunciation of the Ministry of this Church, and his or her desire to be removed therefrom, it shall be the duty of the Ecclesiastical Authority to record the declaration and request so made. The Bishop, being satisfied that the person so declaring is not liable for any canonical offense, and that the renunciation of the Ministry is not occasioned by foregoing misconduct or irregularity, but is voluntary and for causes, assigned or known, which do not affect his or her moral character, shall lay the matter before the clerical members of the Standing Committee, and with their advice and consent he or she may pronounce that such renunciation is

accepted, and that the Minister is released from the obligations of the Ministerial office, and that he or she is deprived of the right to exercise the gifts and spiritual authority as a Minister of God's Word and Sacraments conferred on him or her in his Ordination. The Bishop shall also declare in pronouncing and recording such action that it was for causes which do not affect the person's moral character, and shall, if desired, give a certificate to this effect to the person so removed from the Ministry. The Bishop shall give due notice of every such release and removal from the Ministry in the form in which the same is recorded.

Section 2. If a question of misconduct or irregularity is raised against a Minister making the declaration of renunciation of his or her Ministry or if he or she be under presentment for any canonical offense, or if he or she shall have been placed on trial for the same, the Ecclesiastical Authority to whom such declaration is made shall not consider or act upon such declaration until after the question has been resolved, or the said presentment shall have been dismissed, or the said trial shall have been concluded and sentence, if any, pronounced. If the Ecclesiastical Authority to whom such declaration is made shall have ground to suppose that the person making the same is liable to presentment for any canonical offense, such person may, in the discretion of the said Ecclesiastical Authority, be placed upon trial for such offense, notwithstanding such declaration of renunciation of the Ministry.

Section 3. If any Minister of this Church not under presentment and who would be canonically permitted to renounce the exercise of the office desires to enter into other than ecclesiastical employment, he or she may declare in writing to the Ecclesiastical Authority of the Diocese in which he or she is canonically resident such desire to be released and relieved from the obligations of the office to which he or she was ordained. A Bishop receiving such declaration shall proceed in the same manner as if the declaration was one of renunciation.

Canon 18. Of Restoration to the Ministry

Section 1. When a Minister who has been released and removed from the ordained Ministry of this Church under the preceding sections of this Canon desires to return to that Ministry, he or she shall apply in writing to the Bishop of the Diocese in which he or she was last canonically resident, stating the reasons for the application and attaching the following: a] evidence of previous ordination in this Church, (b) certificate of release and removal for causes which do not affect the person's moral character; (c) a statement from at least two members of the Clergy known to the applicant in support of the application; (d) certification from the vestry or mission council of a congregation attesting to the active membership of the application for at least one year; and, (e) certifications from medical and mental health professionals accredited by the Diocese stating that the applicant is fit to be restored to the ordained Ministry of this Church. The Bishop shall refer the application to the Standing Committee for study and recommendation. If the Standing Committee for valid grounds recommends the disapproval of the application, the Bishop shall review the recommendation and if he or she confirms the grounds for disapproval, he or she shall inform the applicant. Otherwise, with the advice and consent of the Standing Committee, the Bishop shall require the applicant in an appropriate service for the purpose to sign and make the following declaration:

I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary for salvation; and I do solemnly engage to conform to the Doctrine, Discipline and Worship of the Episcopal Church in the Philippines.

Thereupon, the Bishop shall declare that the applicant is restored into the ordained Ministry of this Church and shall give appropriate notice thereof. *(As amended in 2021 Synod)*

Canon 19. Of Dissolution of a Pastoral Relation

Section 1. Except as provided in Section 11 of this Canon, a Rector may not resign a Parish without the consent of the said Parish, or its Trustees, whichever may be authorized to act in the premises, nor may any Rector canonically or lawfully elected and in charge of any Parish be removed therefrom by said Parish, Vestry or Trustees, against the Rector's will, except as hereinafter provided.

Section 2. If for any reason a Rector or Minister as aforesaid, or the body authorized to elect a Rector in a Parish committed to the Minister's charge, shall desire a separation and dissolution of the pastoral relation, and the parties be not agreed respecting a separation, and dissolution, notice in writing may be given by either party to the Ecclesiastical Authority of the Diocese. In case the difference be not settled by the Bishop's judgment, the Bishop shall ask the advice and consent of the Standing Committee of the Diocese, and proceeding with its aid and counsel, shall be the ultimate arbiter and judge. If the Diocese be vacant, the Ecclesiastical Authority shall select a Bishop of the adjacent Diocese to act as the Bishop, and with like force and effect. The judgment shall be either that the pastoral relation between the parties shall cease and determine at a time and upon terms therein specified, or that the said relations shall not be terminated; and such judgment shall be binding upon both parties. In the event of the failure or refusal of either party to comply with the terms of such judgment, the Bishop may inflict such penalties as may be provided by the Constitution and Canons of the Diocese; and in default of any provisions for such penalties therein, the Bishop may (1) in the case of a Rector or Minister, suspend such Rector or Minister from the exercise of priestly office until said Minister shall comply with said judgment; (2) in the case of a Vestry or Trustees, recommend to Diocesan Convention that the union of the Parish or Mission with Convention shall cease until they have complied with the Bishop's judgment.

Section 3. In case of the regular and canonical dissolution of the connection between a Rector or Minister, and the Parish, under this Canon, the Ecclesiastical Authority shall direct the secretary of the Convention to record the same.

Section 4. This Section of the Canon shall not apply in any Diocese which has made, or shall thereafter make, provisions by Canon upon this subject, nor in contravention of any right of any Rector, Minister, Parish, Congregation or Vestry under the law of Civil Authority.

Canon 20. Of the Filling of Vacant Cures

Section 1. When a Parish or Congregation becomes vacant, the Churchwardens or other proper officers shall notify the fact to the Bishop. If the authorities of the Parish shall for thirty days have failed to make provision for the services, it shall be the duty of the Bishop to take some measures as may be deemed expedient for the temporary maintenance of the Divine Services.

Section 2. No election of a rector shall be had until the vestry shall have submitted to the bishop the list of nominees for approval. In case a nominee is canonically resident of a diocese other than the one where the parish electing belongs, a written permission from the said diocese is necessary.

Section 3. Written notice of the election, signed by the Churchwardens, shall be sent to the Ecclesiastical Authority of the Diocese. If said authority be satisfied that the person so chosen is a duly qualified Minister, and that said person has accepted the office, the notice shall be sent to the Secretary of Convention who shall record it. And such record shall be sufficient evidence of the relation between the Minister and the Parish.

TITLE IV. ECCLESIASTICAL DISCIPLINE

Canon 1. Of the Presentment of a Clergy, not being a Bishop, accused of the Offense for which he may be tried. (As amended in 2021 Synod)

Section 1. (a) Proceeding to cause the presentment for trial of a Clergy, not being a Bishop, for an offense against Provincial Canons or Canons of the Diocese shall be begun by an information in writing, signed by the person or persons making it, stating the name of the Clergy respondent, the offense or offenses charged, and the time, and place and other circumstances of each, and requesting his presentment and trial thereon. The information shall be made to the Bishop of the Diocese, who shall endeavor to adjust the matter to the peace and honor of the Church, and justice to those who may be aggrieved or failing therein, shall lay the information before the Standing Committee for Preliminary Consideration. (As amended in 2021 Synod)

(b) Any Clergy not being a Bishop finding himself charged by public rumor or otherwise, with an offense for which he might be tried, may in the form of an Information request the Bishop to investigate the Charge. Such request shall be received and acted upon in all respects as an Information.

(c) Whenever the Bishop himself learns that a Clergy of his Diocese is charged by public rumor, or otherwise, with an offense for which he might be tried, and believes that the honor of the Church requires an investigation, he shall state the matter to the Standing Committee in the form of an Information and such statement shall be considered and acted upon in all respects as an Information.

Section 2. Whenever an Information is laid before the Standing Committee, it shall proceed in the following manner to a Preliminary Consideration of it for the purpose of determining whether the responsibility of the person who signed it, the gravity

of the offense charged, and the evidence, are such as to warrant a Presentment for Trial of the respondent. It shall at once serve a copy to the respondent, except when he himself has signed it, and, as soon as may be, set a time and place for its consideration, and give reasonable notice to those who signed, and to the respondent, and so far as possible to every witness or participants named in it, that at the time and place set all may appear and may be heard in person or by counsel. It may continue the hearing, and after reasonable notice and opportunity for hearing, may allow an amendment of the Information, and may make such further effort to adjust without trial the matters set in the Information, as it may think consistent with or required by the peace and honor of the Church.

Section 3. Should the Standing Committee decide that the case is one for trial, it shall make a presentment of the respondent to the Bishop in writing specifying as far as possible the details of the alleged offense as to time, place, and circumstances. If the Standing Committee makes a presentment it shall immediately cause an attested copy thereof to be served on the respondent, and return of the service shall forthwith be made to the Bishop.

Section 4. If the Standing Committee decides to make no Presentment of the Respondent, it shall return the Information to the Bishop with a recommendation that it be dismissed. No further action shall be taken upon any charge once dismissed unless, within three years, new evidence is presented to the Bishop in the form of new Information, which, in his judgment, requires that the Charge be referred again to the Standing Committee.

Section 5. If for any reason, the Standing Committee recommends or if the Bishop of the Diocese desires, he may refer the Presentment to some other Bishop, who in that case shall perform all duties prescribed in this and the following Canon for the Bishop of the Diocese. In case of the death, resignation, or disability of the Bishop to whom the case shall have been referred as aforesaid, the Bishop shall at once refer the same to some other Bishop. If there be no Bishop, or in the case of death, resignation or

disability of the Bishop of the Diocese, the Standing Committee itself shall refer the Presentment to some other Bishop. Whenever reference to another Bishop is made during any period of time limited under these Canons on discipline for the performance or any act or before the Bishop, such period be extended as to begin at the time of such new reference.

Canon 2. Of the Trial of a Clergy not Being a Bishop.

Section 1. When a Presentment has been served on the respondent, provided in the foregoing Canon, the Bishop shall, within twenty days of such service, except as provided in the next paragraph nominate four Presbyters of the Diocese, entitled to seats in the Convention, and shall cause a list of their names to be served on the respondent, who shall after fifteen days of such service select three of them and notify their names in writing to the Bishop, but if he shall not give due notice to the Bishop within said fifteen days, the Bishop shall then select three and the Presbyters so selected shall form the Ecclesiastical Court.

Section 2. Within five days of the Presentment upon him, the respondent may unless he be charged in the Presentment with error in Doctrine, in writing request the Bishop to nominate also Laypersons in the Court, in which case the Bishop, within twenty days after receiving such request, shall with the names of the four Presbyters, send also the names of the seven Laypersons of the Diocese, Communicants of the Church, and, if possible men of legal training and of judicial experience, and therefrom the respondent shall, within fifteen days, select three Presbyters and two Laypersons, and notify the Bishop thereof, and the five so selected shall constitute the Court; but, if he shall not give such notification to the Bishop within fifteen days, the Bishop shall then select from three Presbyters and two Laypersons who shall form the Ecclesiastical Court.

Section 3. The Court, thus constituted, shall meet at such time and place within the Diocese, as the Bishop shall direct, and shall have power to adjourn from time to time, and from place to place, within the Diocese, as it will deem necessary. The Bishop shall cause a written notice of the time and place of the first meeting of said Court to be served, at least twenty days before the time of the meeting, on the respondent, and also on the Prosecution. If within six months from this date the Court for any reason, fails to proceed to trial, the Bishop may constitute a new Court in the manner aforesaid.

Section 4. If, at the time appointed for the first meeting of the Court, the whole number constituting the same shall not attend, those who are in attendance may adjourn from time to time, until in the case of a Clerical Court, the members are present, two of whom must be Clergy and one a Layman which number shall be competent to proceed with the trial.

Section 5. The Court, at its first meeting, shall organize by choosing one of its members President, who in case of a mixed court, shall be a Clergy, and the Clerk, who may or may not be a member, as the Court shall determine.

Section 6. The Presentment shall not be amended after service thereof on the respondent.

Section 7. If the Clergy presented, shall before the first session of the court summoned to try the case, voluntarily confesses himself to the Bishop to be guilty of the offenses as alleged in the Presentment, the Bishop shall cause such confession to be put in writing and signed by the respondent, and presented to the Court as its first session; and, the Court shall thereupon state in writing, addressed to the Bishop, its opinion as to the sentence pronounced.

Section 8. If on or during the trial, the respondent shall confess the truth of any charge or specification in the Presentment, the Court may dispense with hearing further evidence relating to

the charge or specification confessed and proceed to trial of charge to which the respondent pleads not guilty.

Section 9. If the Clergy prosecuted, as aforesaid after having due notice, shall fail or neglect to appear before the Court appointed for this trial, unless prevented by a sickness or other sufficient cause, the Court shall pronounce him guilty of contumacy and the Bishop shall thereupon suspend him from the exercise of his Clerical function for the term of six months; and if, during the period, he shall not present himself for trial, he shall then be degraded from the Ministry of contumacy.

Section 10. When the Court proceeds to the trial, it shall hear the evidence which shall be reduced to writing, and signed by the witness respectively, and some officers, authorized by law to administer oaths, shall at the desire of either party administer an oath or affirmation to the witnesses.

Section 11. The Court, having considered the evidence and noted the exceptions, shall declare, in writing signed by a majority of the whole number of the members of the Court, its decision on the charges contained in the Presentment, distinctly stating whether the respondent is guilty or not guilty of such charges respectively, and also stating the sentence which, in its opinion should be pronounced. This decision, together with the evidence and the exception, shall be delivered without delay to the Bishop, and a copy of the decision, and of the evidence and exceptions, shall at the same time be sent to each party.

Section 12. If the Court declares the respondent not guilty of any of the charges, then its judgment shall be final, and the Bishop shall cause notice thereof to be given to all the Clergy of the Episcopal Church in the Philippines, and otherwise made public as he may see fit; but if the Court declares the respondent guilty of the charge or charges set forth in the Presentment, or any of them, the Bishop unless an appeal for a new trial, as herein after provided, be granted, shall proceed to pronounce in a manner hereinafter provided, each canonical sentence as shall appear to him to be

proper; provided, the same shall not exceed in severity the specific sentence recommended by a majority of all members of the Court. If a Majority of all members of the Court shall have failed to recommend a specific sentence, the Bishop shall impose such canonical sentence as he may deem fit, and whatsoever sentence the Bishop shall pronounce shall be find.

Section 13. The Bishop shall give the respondent a hearing, if requested by him in writing ten days after the decision of the Court shall have been received by him, and may grant a new trial, if he shall be satisfied that justice requires it. If a new trial shall be granted, a new Court shall be constituted after the same manner as aforesaid.

Section 14. Before pronouncing sentence, the Bishop shall summon the respondent, the Prosecution and three or more Presbyters of the Dioceses, to meet with him at such time as in his opinion may be most convenient, in some Church of this Diocese to be designated by him, which shall be open to all persons who may choose to attend; and he shall then and there publicly pronounce the sentence.

Section 15. All citations and notices shall be signed by the Bishop, and together with all papers contemplated in this or the foregoing Canon, shall be served by a summoner or summoners to be appointed for the purpose by the Bishop whose certificate of such service shall be evidence thereof.

Section 16. No person shall take part in any Preliminary Consideration or be nominated as member of the Court if he be related to the respondent in or within the fourth degree of kindred, according to the rules of civil law, or if he be the party given against whom it is charged in the Presentment that he was concerned in the offense by participation or consent, or if he be a necessary or material witness in the case.

Section 17. Advocates shall be allowed both parties provided they are clergy canonically resident in the Diocese, or laypersons of

the Profession of the Law who are communicants of the Church. The Court shall select a Lay Communicant of this church learned in the law, and, if possible, having had judicial experience, as its Assessor, to act as its legal adviser; and, the Court shall be bound to consult its Assessor on all points of procedure before deciding the same. The Court may limit the number of advocates whom it will hear, provided, it grants an equal number to both parties.

Section 18. The opinion of the Bishop, his sentence, and all papers filed with him, together with the official record of the trials made up by the Clerk including the evidence, shall be deposited with the Registrar of the Diocese, copies of which shall be deposited in the Central Office.

Section 19. After the final decision of the Bishop, the respondent shall not be liable to trial for the same offense.

Canon 3 – Of the Presentment of a Bishop, charged with an offense for which he may be tried *(As amended in 2021 Synod)*

Section 1. (a) Any complaint against a Bishop of this Church for an offense against Provincial Canons or Canons of the Diocese shall be made through an Information in writing, signed by the person or persons making it, stating , the offense or offenses charged, and the time, and place and other circumstances of each, and requesting that disciplinary processes be conducted thereon. The complaint shall be made to the Prime Bishop, who shall endeavor to adjust the matter to the peace and honor of the Church and justice for those who may be aggrieved, and failing therein shall lay the complaint before the Council of Bishops.

(b) Any Bishop finding himself charged by public rumor or otherwise, with an offense for which he might be tried, may in the form of an Information request the Prime Bishop to investigate the charge. Such request shall be received and acted upon in all respects as an Information.

(c) Whenever the Prime Bishop himself learns that a Bishop of this Church is charged by public rumor, or otherwise, with an offense for which he might be tried, and believes that the honor of the Church and justice to those who may be aggrieved therein requires an investigation, he shall state the matter to the Council of Bishop in the form of an Information and such statement shall be considered and acted upon in all respects as an Information.

(d) If the complaint is against the Prime Bishop, or when the Prime Bishop finds himself charged by public rumor or otherwise, the Information required in the preceding paragraphs to be prepared by a person or persons making it or the request by the Prime Bishop himself which shall be deemed as an Information shall be submitted to the most senior Bishop in the order of consecration who shall endeavor to adjust the matter to the peace and honor of the Church and justice to those who may be aggrieved and failing therein shall lay the Information before the Council of Bishops.

(e) In all proceedings of the Council of Bishops, the Bishop who is the subject of the Information shall completely inhibit himself from participating therein.

(f) If the offense allegedly committed by the Bishop is covered by civil or criminal laws of the State and its judicial system has already acquired jurisdiction, the Bishop subject of the offense may request to defer ecclesiastical disciplinary processes until after the resolution of the civil or criminal proceedings. Pending such resolution, however, the Prime Bishop, in consultation with the Council of Bishops, may inhibit the Bishop from performing his functions or may place other restrictions on the ministry of the Bishop during the period.

Section 2. Whenever an Information is laid before the Council of Bishops, it shall proceed in the following manner to a Preliminary Consideration of it for the purpose of determining whether the responsibility of the person who signed it, the gravity of the offense charged, and the evidence, are such as to warrant a Presentment for

Trial of the Bishop being charged. It shall at once serve a copy to the respondent Bishop, except when he himself has signed it, and, as soon as may be, set a time and place for its consideration, and give reasonable notice to those who signed, and to the respondent, and so far as possible to every witness or participants named in it, that at the time and place set all may appear and may be heard in person or by counsel. It may continue the hearing, and after reasonable notice and opportunity for hearing, may allow an amendment of the Information, and may make such further effort to adjust without trial the matters set in the Information, as it may think consistent with or required by the peace and honor of the Church and justice to those who may be aggrieved. The Prime Bishop or the most senior Diocesan Bishop as the case maybe shall not participate in the preliminary consideration.

Section 3. Should the Council of Bishops decide that the case is one for trial, it shall make a presentment of the respondent Bishop to the Prime Bishop or the most senior Diocesan Bishop as the case may be in writing specifying as far as possible the details of the alleged offense as to time, place, and circumstances. If the Council of Bishops makes a presentment it shall immediately cause an attested copy thereof to be served on the respondent, and return of the service shall forthwith be made to the Prime Bishop or most senior Bishop as the case may be.

Section 4. If the Council of Bishops decides to make no Presentment of the respondent, it shall return the Information to the Prime Bishop or the most senior Diocesan Bishop as the case maybe with a recommendation that it be dismissed. No further action shall be taken upon any charge once dismissed unless, within three years, new evidence is presented to the Prime Bishop or the most senior Diocesan Bishop in the form of new Information, which, in his judgment, requires that the Charge be referred again to the Council of Bishops.

Canon 4. – Of the Trial of a Bishop
(As amended in 2021 Synod)

Section 1. When a Presentment has been served on the respondent Bishop, provided in the foregoing Canon, the Prime Bishop or the most senior Diocesan Bishop as the case maybe shall, within twenty days of such service, create an Ecclesiastical Court composed of three (3) retired bishops and two (2) active bishops.

Section 2. The Court, thus constituted, shall meet at such time and place within the Province, as the Prime Bishop or most senior Diocesan Bishop shall direct, and shall have power to adjourn from time to time, and from place to place, within the Province, as it will deem necessary. The Prime Bishop or most senior Diocesan Bishop as the case may be shall cause a written notice of the time and place of the first meeting of said Court to be served, at least twenty days before the time of the meeting, on the respondent, and also on the Prosecution.

Section 3. At least two (2) retired Bishops and 1 active Bishop who are members of the Court shall constitute a quorum to do business.

Section 4. The Court, at its first meeting, shall organize by choosing as President one of its members, who must be a retired Bishop.

Section 5. The Presentment shall not be amended after service thereof on the respondent.

Section 6. If the respondent, shall before the first session of the court summoned to try the case, voluntarily confesses himself to the Prime Bishop or the most senior Diocesan Bishop as the case may be to be guilty of the offenses as alleged in the Presentment, the Prime Bishop or the most senior Diocesan Bishop as the case may be shall cause such confession to be put in writing and signed by the respondent, and presented to the Court as its first session; and, the Court shall thereupon state in writing, addressed to the Prime

Bishop or the most senior Diocesan Bishop as the case may be, its opinion as to the sentence pronounced.

Section 7. If on or during the trial, the respondent shall confess the truth of any charge or specification in the Presentment, the Court may dispense with hearing further evidence relating to the charge or specification confessed and proceed to trial of charge to which the respondent pleads not guilty.

Section 8. If the respondent, as aforesaid after having due notice, shall fail or neglect to appear before the Court appointed for this trial, unless prevented by a sickness or other sufficient cause, the Court shall pronounce him guilty of contumacy and the Prime Bishop or the most senior Diocesan Bishop as the case may be shall thereupon suspend him from the exercise of his Clerical function for the term of six months; and if, during the period, he shall not present himself for trial, he shall then be degraded from the Ministry of contumacy.

Section 9. When the Court proceeds to the trial, it shall hear the evidence which shall be reduced to writing, and signed by the witness respectively, and some officers, authorized by law to administer oaths, shall at the desire of either party administer an oath or affirmation to the witnesses.

Section 10. The Court, having considered the evidence and noted the exceptions, shall declare, in writing signed by a majority of the whole number of the members of the Court, its decision on the charges contained in the Presentment, distinctly stating whether the respondent is guilty or not guilty of such charges respectively, and also stating the sentence which, in its opinion should be pronounced. This decision, together with the evidence and the exception, shall be delivered without delay to the Prime Bishop or the most senior Diocesan Bishop as the case may be, and a copy of the decision, and of the evidence and exceptions, shall at the same time be sent to each party.

Section 11. If the Court declares the respondent not guilty of any of the charges, then its judgment shall be final, and the Prime Bishop or the most senior Diocesan Bishop as the case may be shall cause notice thereof to be given to all the People of the Episcopal Church in the Philippines, and otherwise made public as he may see fit; but if the Court declares the respondent guilty of the charge or charges set forth in the Presentment, or any of them, the Prime Bishop or the most senior Diocesan Bishop as the case may be, unless an appeal for a new trial as herein after provided be granted, shall proceed to pronounce in a manner hereinafter provided, each canonical sentence as shall appear to him to be proper; provided, the same shall not exceed in severity the specific sentence recommended by a majority of all members of the Court. If a Majority of all members of the Court shall have failed to recommend a specific sentence, the Prime Bishop or the most senior Diocesan Bishop as the case may be shall impose such canonical sentence as he may deem fit, and whatsoever sentence pronounced shall be find.

Section 12. The Prime Bishop or the most senior Diocesan Bishop as the case may be shall give the respondent a hearing, if requested by him in writing ten days after the decision of the Court shall have been received by him. The Prime Bishop or the most senior Diocesan Bishop as the case may be, may grant a new trial, if he shall be satisfied that justice requires it. If a new trial shall be granted, a new Court shall be constituted after the same manner as aforesaid.

Section 13. Before pronouncing sentence, the Prime Bishop or the most senior Diocesan Bishop as the case may be shall summon the respondent, the Prosecution and Council of Bishops, to meet with him at such time as in his opinion may be most convenient, in some Church of this Province to be designated by him, which shall be open to all persons who may choose to attend; and he shall then and there publicly pronounce the sentence.

Section 14. All citations and notices shall be signed by the Prime Bishop or the most senior Diocesan Bishop as the case may

be, and together with all papers contemplated in this or the foregoing Canon, shall be served by a summoner or summoners to be appointed for the purpose by the former whose certificate of such service shall be evidence thereof.

Section 15. No person shall take part in any Preliminary Consideration or be nominated as member of the Court if he be related to the respondent in or within the fourth degree of kindred, according to the rules of civil law, or if he be the party given against whom it is charged in the Presentment that he was concerned in the offense by participation or consent, or if he be a necessary or material witness in the case.

Section 16. Advocates shall be allowed both parties provided they are clergy canonically resident in the Diocese, or laypersons of the Profession of the Law who are communicants of the Church. The Court shall select a Lay Communicant of this church learned in the law, and, if possible, having had judicial experience, as its Assessor, to act as its legal adviser; and, the Court shall be bound to consult its Assessor on all points of procedure before deciding the same. The Court may limit the number of advocates whom it will hear, provided, it grants an equal number to both parties.

Section 17. The opinion of the Prime Bishop or the most senior Diocesan Bishop as the case may be, his sentence, and all papers filed with him, together with the official record of the trials made up by the Clerk including the evidence, shall be deposited with the Registrar of the Diocese, copies of which shall be deposited in the Central Office.

Section 18. After the final decision of the Prime Bishop or the most senior Diocesan Bishop as the case may be, the respondent shall not be liable to trial for the same offense.

TITLE V CANONICAL LEGISLATION

Canon 3. Of Terminologies Used in These Canons

Section 1. (reserved)

Canon 1. Of Effectivity

This Canons of the Province of the Episcopal Church in the Philippines shall take effect with and upon the convening of the first regular Synod of the Province in 1990 at which time the Prime Bishop is scheduled to be installed.

Canon 2. Of Amendments to the Canons

Section 1. The Canons may be altered, or new Canons may be added at the Session of the Provincial Synod, by vote of two-thirds of the voting members present.

Section 2. Proposed amendments to the Canons shall be referred to the Commission on Constitution and Canons and Church Structure which shall present the proposals at a scheduled session of the Provincial Synod.

Section 3. Any amendment of Canons, unless otherwise expressly stated herein, shall take effect on the ninety-first day following the adjournment of the Provincial Synod at which time it was enacted or made.

