CHURCH OF UGANDA
DIOCESE OF KAMPALA

DIOCESE OF KAMPALA C.O.U.

Diocesan Constitution- 1972 as Amended in 2022

with Annexure of

Church Policies, Procedures & Administration Guidelines, 2016 as Reviewed in 2022

DIOCESAN CONSTITUTION-1972 AS AMENDED IN 2022

WITH ANNEXTURE OF

CHURCH POLICIES, PROCEDURES & ADMINISTRATION GUIDELINES, 2016 AS REVIEWED IN 2022

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THE CHURCH OF UGANDA

APPROVAL OF THE CONSTITUTION

OF

THE DIOCESE OF KAMPALA

The Provincial Assembly of the Church of the Province of Uganda convened and held this ...26th..... Day of ...AUGUST..... Year 2022 at Uganda Christian University, Mukono Do hereby **APPROVES** the Constitution of the Diocese of Kampala as revised by the Synod of Diocese of Kampala which was convened and held on the .....

Approved this ...14th..... Day of ...FEB..... the year of our LORD ...2023...

Muhairwe Naboth
LLM (PACIFIC), LLB (MUK), Dip LP (LDC)
ADVOCATE
P. O. BOX 8700 KAMPALA

.....

PROVINCIAL CHANCELLOR

.....

PROVINCIAL SECRETARY

.....

ARCHBISHOP CHURCH OF UGANDA

PREAMBLE

In the name of the Father, the Son and the Holy Spirit, One God forever blessed. Amen.

WHEREAS, the Bishop, the Clergy and the Laity representing the Diocese of Kampala in the Church of Uganda (Anglican), have found it desirable that the Constitution of the Diocese of Kampala which has been in operation since 1972, be revised and promulgated; AND in accordance with Article 14 of the Constitution of the Province of the Church of Uganda, WE, do hereby revise the said Constitution for the governance and administration of the Diocese of Kampala.

THEREFORE, in accordance with the powers aforesaid, we, the Synod of the Diocese of Kampala in the Special Diocesan Synod meeting convened and held on Thursday the 26th day of May in the year of our Lord Jesus Christ 2022 under Special Diocesan Synod Minute No. MIN. 7/ EXTRA-ORDINARY SYNOD/ 2022 (c) do hereby promulgate this revised Constitution for the Diocese of Kampala, which comprises of part of Kampala Metropolitan Area and some Districts in Uganda; namely, Kampala, and parts of Wakiso and Mukono Districts or as may later be determined by the Diocesan Synod with the approval of the Provincial Assembly.

In the name of the Father, the Son and the Holy Spirit, AMEN.

DIOCESAN SECRETARY

Muhairwe Naboth
LLM (PACIFIC), LLB (MUK), Dip LP (LDC)
ADVOCATE
P. O. BOX 8700 KAMPALA

DIOCESAN CHANCELLOR

BISHOP, DIOCESE OF KAMPALA

ENDORSEMENT

Whereas the Christians of the Church of Uganda in the Diocese of Kampala, acting through their duly elected and representatives in Synod, assembled for this purpose, through a representative and participatory process of consultations found it desirable to review, amend/ make the Diocesan Constitution to re-align and bring it in conformity with the Provincial Constitution and the Canons of the Church of Uganda.

Now therefore we the several representatives of the Christians in the Diocese of Kampala duly congregated as the 2022 Special Synod of the Diocese of Kampala on this Thursday, the 26th day of May 2022 AD in the Year of our Lord DO HEREBY Pass and Adopt this 2022 Constitution as the Supreme Diocesan Constitution of the Diocese of Kampala.

Attached is a schedule signed List of Members of Synod who attended/ participated in the Session for the Amendment and Passing of the Revised Diocesan Constitution.

THE DIOCESAN CONSTITUTION

ARTICLE 1: THE NAME AND EXTENT OF THE DIOCESE OF KAMPALA

1) This Diocese shall be called the "DIOCESE OF KAMPALA" being a constituent part of and an Ecclesiastical See in the Church of Uganda and in communion with all the other Churches in the worldwide Anglican Christian Faith.

2) The Diocese of Kampala shall consist and or include the Archdeaconries, Parishes, Chaplaincies, Sub-parishes and all the local Churches professing the Anglican Christian Faith comprised/located in the geographical area that form the Local Government Administrative Units in parts of Kampala, Wakiso and Mukono Districts (i.e.: as at the date of Thursday 26th May 2022 and such adjustments as may, from time to time be made for any such ecclesiastical units to be formed within and or added to the said geographical area as hereinabove described.

3) The Official Diocesan headquarters shall be located at Nakasero Hill or, such other place as the Synod shall from time-to-time designate.

4) The Diocesan See shall be in All Saints Cathedral Kampala wherein shall be the Episcopal Throne of the Bishop (Cathedra) or, such other consecrated church building as the Synod shall from time-to-time designate.

5) All documents and or records of the Diocese bearing the Name, Inscription and or expression "KAMPALA DIOCESE" which, prior to this date were, in good faith authored, used and or presented for any lawful purpose, by and or for and on behalf of the Diocese, shall all be owned-up and continue to be recognized as having been used in reference to the DIOCESE OF KAMPALA.

ARTICLE 2: THE DIOCESAN CONSTITUTION: INTERPRETATION AND APPLICATION

1) This Constitution, read in conformity with the Provincial Constitution and the Provincial Canons shall be the supreme law governing the running of the affairs of the Diocese.

2) In this Constitution the words, terms, expressions and or usage of certain words as well as their respective derivatives, variants and or contextual usages of such words, terms and or expressions, shall have the same meaning as prescribed to them in the Provincial Canons and or, as may be ascribed and attached to them and or defined or otherwise subsequently interpreted in or as may be stipulated under the provisions of the Provincial Constitution.

3) The Diocesan Synod shall have the power to promulgate other Bylaws and or Provisions/ Policies, Regulations and Guidelines which shall all be subject to this Constitution, PROVIDED that this Constitution and all such Bylaws and or regulations made thereunder, shall not be inconsistent and or in conflict with the Provincial Constitution of the Church of Uganda and or the Provincial Canons AND where such a conflict arises, the provisions of the Provincial Constitution and or Provincial Canons shall prevail, at any rate to the extent of the inconsistency.

4) Other than for matters relating to Faith, Doctrine and Worship which are dealt with in accordance with Article 2 of the Provincial Constitution, any other dispute arising from or relating to the interpretation or application of any of the provisions of this Constitution, shall first be referred to a Constitutional Interpretation Committee of the Diocese comprising of the Diocesan Chancellor, Deputy Diocesan Chancellor and three members of the Synod appointed by the Bishop and whose interpretation thereby rendered shall be consistent with and not in conflict with the Provincial Constitution and Provincial Canons.

5) Any challenge to and or further need for interpretation beyond the Constitutional Interpretation Committee of the Diocese, shall be referred to the Interpretation Committee established under the Provisions of the Provincial Constitution.

ARTICLE 3: FAITH, DOCTRINE AND WORSHIP

The Diocese of Kampala being a constituent Diocese in the Church of Uganda, shall observe and uphold the Doctrine and Worship principles severally stipulated in the Canons of the Church of Uganda and stipulated in Article 2 of the Provincial Constitution and further expounded upon in the Provincial Canons and herein broadly outlined as follows that: -

1) The Church of Uganda in the Diocese of Kampala being in communion with churches in the Anglican Communion throughout the world receives the Canonical Scriptures of the Old and New Testament as being the ultimate standard of faith, given by inspiration of God, and containing all things necessary for salvation.

2) The Church in the Diocese of Kampala holds the Faith of Christ as preached by the Apostles, summed up in the historical Creeds and confirmed by the undisputed General Councils of the One, Holy, Catholic and Apostolic Church.

3) The Church in the Diocese of Kampala maintains this faith as embodied in the Doctrine, Sacraments, and Discipline of the Church as they have been received by and passed on from the Church of England and set forth in the Book of Common Prayer and the Ordinal and in the Articles of Religion commonly called the 39 Articles.

4) The Church in the Diocese of Kampala accepts the Principles of Worship set forth in the Book of Common Prayer and, except as herein provided, disclaims any right to depart from the standards of Faith and Order or the principles of Worship set forth in the said formularies of the Church of England.

5) The Diocese of Kampala shall accept, if it shall so determine through the Diocesan Synod, any alterations in the 1662 Book of Common Prayer and the aforesaid ordinal and any additional formulation of Doctrine and Discipline so long as they conform to the standards of Faith and Order and the Principle of Worship set forth in the aforementioned formularies and are the result of consultations within the Church of Uganda PROVIDED THAT

6) The Diocese of Kampala through the Diocesan Synod may make and authorize such deviations from and additions or alternatives to the forms of service provided in the 1662 Book of Common Prayer and such new forms as may, in its judgment, be required to meet its needs and are consistent with the spirit and teaching of the said 1662 Book of Common Prayer and the 39 Articles of Religion, – in as much as such deviations, additions and or alternatives have been approved by the Provincial Assembly of the Church of Uganda.

7) The Diocesan Synod shall have power to make such changes in the form of conducting Services provided for Public Worship and authorize such special services in addition to those provided in the 1662 Book of Common Prayer as may be desirable to meet the pastoral needs of the people PROVIDED THAT, such changed form of services shall not depart from the doctrine of the Church of Uganda and will have been approved by the Provincial Assembly of the Church of Uganda.

8) If questions of interpretation arise concerning Faith, Doctrine and Worship, the jurisdiction to determine any such matters arising in the Diocese of Kampala, is vested in and shall be decided by the House of Bishops to which the Diocese shall refer such matter and the decision of the House of Bishops shall be final.

ARTICLE 4: THE DIGNITY AND RIGHTS OF PEOPLE

(1) In conformity with the established Biblical Christian doctrine, the Church in the Diocese of Kampala shall proclaim and hold that people have equal value, right and dignity in the sight of God and, while mindful to provide for the special needs of different people committed to its charge, shall not allow discrimination in membership and in the government of the Church solely on the ground of colour, sex (biologically and anatomically male and female), tribe, age, ethnicity, region or disability.

(2) Notwithstanding the provisions of Article 4(1) above, any person who renounces the rule and standard of faith as expounded in Article 3 of this Constitution shall be deemed to have excluded himself or herself generally from the membership of the Church of Uganda and of the Church in this Diocese.

ARTICLE 5: MISSION AND MINISTRY OF THE DIOCESE

The Ministry of the Church in the Diocese of Kampala shall be carried out in accordance and/or compliance with the provisions of the Provincial Constitution, Provincial Canons and this Constitution.

(1) Ordained Ministry: Orders of Bishops, Priests and Deacons

a) The Church in the Diocese of Kampala holds and teaches that from the Apostles' times, there have been these Orders in Christ's Church: Bishops, Priests and Deacons; and, no person shall be accounted or taken to be a lawful Bishop, Priest or Deacon (and hereinafter collectively referred to as Clergy) in the Diocese of Kampala or permitted to execute any priestly functions, pastoral roles and/or of the functions of the said offices and/or positions in the church, except if he or she is called, tried and examined and admitted to such a calling according to an ordinal approved and/or conducted in accordance with the provisions of Article 3 of this Constitution, or has had Episcopal Consecration, Ordination and Ordering in a Church whose Orders are recognized and accepted by the Church of Uganda.

b) No person shall be allowed to serve as Minister, or Bishop, or Priest or Deacon of the Church of Uganda in the Diocese of Kampala unless he or she has been ordained and/or consecrated as such and, licensed by the Archbishop in the case of a Bishop or, by the Diocesan Bishop in other cases.

c) The Bishop, Priest, Deacon or any other person who exercises authority in the Diocese of Kampala shall do so under and shall be bound by the Provincial Constitution, Provincial Canons and this Constitution.

d) Priests and Deacons who have received authority to minister in the

e) Any dispute regarding the formal qualifications of any person to minister as Bishop, Priest or Deacon in the Diocese of Kampala shall be determined by the House of Bishops in case of a Bishop and by the Diocesan Bishop in other cases.

f) Every person serving as clergy in and/or on secondment from, and to the Diocese of Kampala shall retire on attainment of the age of 65 (sixty-five) years of age.

g) Any serving clergy of the Diocese may however retire voluntarily in accordance with the Human Resource Policy at the time.

h) The retirement of a Bishop shall be in accordance with the Provincial Policies governing retirement of Bishops.

(2) Lay Ministry:

a) The Diocese of Kampala shall encourage and promote the ministry of the Laity and the work of biblically authentic voluntary associations and as such, the Diocese of Kampala recognizes the institution and or service of the Laity as a form of ministry in the church.

b) The Church in the Diocese of Kampala shall abiide by the guidelines established in the Church of Uganda and as stipulated in Section 4 of the Canons of the Church on the structures, roles, functions and on all other practices and conduct pertaining to Lay leadership in the Church and in particular, - on Lay Readers, Lay Canons, Lay Workers, Heads of Laity, Church Wardens, Sidesmen & Sideswomen (referred to as Assistant Wardens) and such other church officers as may be desirable.

c) No person shall be appointed or elected to serve in any role, office or position of Lay Ministry, such as Lay Reader, Lay Canon, Lay Worker, Church Warden, Head Laity in the Diocese of Kampala unless that person has met the standards and/or qualifications for serving and/or performing the functions of a Lay leader as may be prescribed by the Provincial Canons of the Church of Uganda.

d) Any dispute regarding the formal qualifications of any person to

minister in any office or position of Lay leadership in the Diocese of Kampala shall be determined by the Diocesan Bishop in consultation with the House of Bishops.

e) Any person who has received authority to serve and/or minister in the Diocese of Kampala in any role, office or position of Lay leadership or as a Lay Canon shall owe canonical obedience to the Diocesan Bishop and shall be bound by, the Provincial Constitution/ Provincial Canons and this Constitution, as well as by the policies enacted by the Diocesan Synod.

3) There shall be a Head of Laity at all Ecclesiastical levels of the Church in the Diocese and, as such an elected representative of members of the respective church, shall serve for the life of the Synod - that is to say:

a) Diocesan Head of Laity who shall be elected by the House of Laity during the first sitting of the Diocesan Synod or at such other times as the position may fall vacant.

b) Archdeaconry Head of Laity who shall be elected by the Archdeaconry Council.

c) Parish Head of Laity who shall be elected by the Parish Council where the parish has more than one local church.

d) In the event that the Parish is constituted by one local Church, the Head of Laity shall be elected from the Parishioners during the Annual General Meeting.

e) Local church, Sub-Parish Head of Laity who shall be elected by the Sub-parish Council.

(4) Every church in the Diocese shall have Two (2) Church Wardens who may be assisted by such a number of assistant wardens known as Sidesmen and Sideswomen constituted in accordance with Clause 2(b) hereinabove and as stipulated in the Provincial Canons PROVIDED THAT the number of Assistant Wardens shall be a minimum of : -

1) Cathedral - 10 Assistant Wardens

2) Parish - 8 Assistant Wardens

3) Sub-parish/ Chaplaincy - 6 Assistant Wardens
4) Local Church - determined by the number of Wards/ Home Cells in the jurisdiction of that church

b) The Assistant Wardens shall be elected by the respective congregations and approved by the Church Council.

ARTICLE 6: THE GOVERNANCE STRUCTURES/ ORGANS OF THE DIOCESE

(1) The Affairs and/or Ministry of the Church in the Diocese of Kampala shall be governed, administered through the established ecclesiastical structures as follows: -

a) The Synod
b) Diocesan Council as a Standing Committee of the Synod
c) Cathedral Chapter
d) Archdeaconry Councils
e) Parish Councils
f) Sub-Parish Council/ Local Church Council

(2) The Diocesan Synod and/or through any other duly delegated arrangement as may be provided under this Constitution, shall constitute such other bodies and/or organs of the Church as may be deemed fit, for any such body or organ to assist, support and/ or guide the Diocesan leadership, Management team and staff and/or any other groups of people in the Diocese generally by providing professional and/or technical guidance and/or share expertise, in the planning, monitoring, oversight and/or ensure the proper conduct in the affairs and/or activities of the Diocese and generally to carry out and perform such specified roles and functions as may be assigned to them.

(3) The Diocesan Boards, Commissions and/or Bodies, by whatever name they shall be called, as may be established under Article 6 and 14 in accordance with the Provincial Constitution shall include the following:

a) Board of Missions and Outreach

b) Board of Education
c) Board of Health
d) Board of Finance and Investment
e) Board of Household and Community Transformation
f) Board of Management and Support Services
g) Board of Land and Management
h) Board of Audit and Assurance Services
i) Diocesan Tribunal
j) Commission on Ministry
k) Board of Planning & Development[1]
l) Staff Board
m) Board of Communication and Information Communication Technology (ICT)
n) Board of Children and Youth

(4) The governance of the Diocesan structures and organs shall in as far as practicable be administered in accordance with the Diocese of Kampala Church Policies Procedures and Administrative Guidelines annexed to this constitution as Annex 3 PROVIDED THAT in the event of a conflict between the two, the Diocesan Constitution shall prevail.

(5) There shall be a Diocesan Secretariat which shall be organized in Departments and or such other functional units as may be established, for the proper administration as well as the overall coordination, supervision and direction in the planning, implementation and execution, of the affairs and activities of the Church and its affiliate entities in the Diocese.

ARTICLE 7: DIOCESAN SYNOD

a) There shall be a Diocesan Synod which shall be the supreme governing organ of the Diocese.
b) The Diocesan Synod shall be constituted of the House of Clergy and House of Laity.

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1 *The Diocesan Synod of 2022 resolved to setup the these Boards (k to n) also for the proper governance of the Diocese.*

c) The Synod of the Diocese shall be constituted in accordance with the provisions of this Article and the membership shall comprise of Diocesan Bishop, Clergy and Lay Christian Communicants representatives in good standing.

d) The Diocesan Synod shall be constituted of House of Clergy and House of Laity each with a House Chair elected from among its members during the first sitting of that Synod and both Houses generally congregating in Plenary presided over by the Diocesan Bishop.

e) The Membership of the Synod shall be composed of Christian communicants as provided for in the Diocese of Kampala Church Policies, Procedures and Administrative Guidelines.

f) There shall be a Chairperson for the House of Clergy who shall assume the Title of Diocesan Head of Clergy and, another for the House of Laity who shall assume the Title of Diocesan Head of Laity.

g) Each of the said Chairpersons shall be elected by a simple majority of the Clergy or Lay members of Synod sitting separately for this purpose in the first meeting of each House as the case may be, prior to engaging in the business of the separate houses.

h) Nothing in this article shall prevent the Diocesan Bishop from inviting any person to attend Synod as an occasional Guest and or Observer who, otherwise as a spouse to another delegate, would be prevented from being a Synod member.

i) Any person whose attendance in Synod is indicated as Ex officio, Guest and or Observer, - shall not be entitled to and will be excluded from taking part in voting on any issue.

j) No member of this Synod whether Lay or Clergy shall concurrently serve as a Member of Synod of another Diocese.

ARTICLE 8: FUNCTIONS AND POWERS OF THE SYNOD

(1) Subject to Article 2 of this Constitution, the Synod shall have the overall authority and power to ensure implementation of the principles and basic policies of the Church of Uganda in the Diocese and as such, shall exercise overall direction on the affairs of the Diocese consistent

with the intent and spirit of this Constitution, with the power and/or authority to carry out the following functions: -

a) To formulate, enact, make policies, by-laws and regulations for the proper governance and administration of the affairs of the Diocese;

b) To ensure proper functioning and administration of the Diocese; the Secretariat, Archdeaconries, Parishes/ Chaplaincies, Sub-parishes and generally all activities of the Church in the Diocese.

c) To provide for how funds to run and support such functions and activities referred to in (b) above shall be subscribed to.

d) To set up the Diocesan Council, Boards, Commissions, Committees, Tribunals and/or such other Bodies and/or governance structures as may be desirable for the proper functioning and/or carrying out of the work of the Church in the Diocese;

e) To provide for the proper auditing of the Diocesan accounts and give directions to the Diocesan Treasurer in the exercise of his or her functions under this Constitution;

f) To receive and consider the annual audited accounts as recommended by the Diocesan Council;

g) To set up and provide for the administration of schemes for the retirement, health insurance or any other scheme for the benefit of the various categories of Church ministers and Clergy as well as for the Lay employees of the Diocese;

h) To provide for the establishment, operation, supervision and or regulation of Church founded tertiary institutions, schools, foundations, unions, societies and other institutions and entities necessary for the proper propagation of the Christian faith and beneficial to the mission of the Diocese;

i) To ensure that the provincial, diocesan quota and other assessments are paid in a timely manner.

j) To provide for the establishment and operation of appropriate business initiatives or ventures for generating finances to support the mission of the Diocese;

k) To create, subdivide, re-arrange, amalgamate and/or, abolish

archdeaconries, parishes and/or any other ecclesiastical units and/or such other similar church structures within the Diocese;

l) To make and or amend the Diocesan Constitution, PROVIDED THAT the Constitution so made and/or amended shall be submitted to the Provincial Assembly for formal approval in accordance with the Provincial Constitution;

m) Do and/or perform all other functions as vested in it by the Provincial Constitution, Provincial Canons and this Constitution;

n) The passing of the Diocesan Constitution and or approval of any amendment(s) thereto shall be the exclusive function of the Synod.

(2) Notwithstanding Section (i) above the Diocesan Synod shall have the power to delegate any of its functions and or powers to the Diocesan Council and/or, to any Board, Commission, Tribunal, Committee or such other body as may from time-to-time be formed, for the carrying out of and/or convenient exercise of its functions and or powers and/or, for the execution of any mandate granted under the Provincial Constitution, Provincial Canons and this Constitution.

ARTICLE 9: THE TERM AND SESSIONS OF THE SYNOD

(1) The Life of the Diocesan Synod shall be for a term of Four (4) years aligned to and/or running concurrently with that of the Provincial Assembly for which it is constituted/formed and, during that term the Synod shall meet at least once every two years.

(2) The business of the Synod shall be conducted in English.

(3) The Bishop shall preside over all meetings of the Synod and in his/her absence the Assistant Bishop or a person delegated by the Bishop.

(4) Notwithstanding the provisions of clause (a) of this Article the Bishop or a person authorized by him in that capacity shall call a meeting of the extraordinary Diocesan Synod upon requisition presented in writing for that purpose, by one-third of the members of the Synod or two-thirds of either Houses of the Synod.

(5) Every meeting of the Diocesan Synod shall be opened with the celebration of Holy Communion at the Cathedral or any other place that the Bishop as the case may be, shall designate or approve.

(6) The quorum for Synod meetings shall be constituted when chaired by the Bishop or by any other person as may be delegated by the Bishop in writing, with at least 1/3 of the members of the House of Clergy and 1/3 of the members of the House of Laity in attendance.

(7) There shall be two (2) Minute Secretaries for the Synod to be elected by/in the Synod plenary, - One from the house of Clergy and the other from the house of Laity, who shall serve for the Life of the Synod in which they are elected.

(8) Notices for the sitting of the Synod for ordinary business, shall be given two months in advance except for the extraordinary Synod which may be held on Notice of at least Seven (7) calendar days.

ARTICLE 10: AGENDA OF THE SYNOD

(1) The business and the agenda of the Synod shall be prepared by the Diocesan Council.

(2) Provided that any Synod member supported by five (5) others under their signature may, through the Diocesan Secretary and copy to the Bishop, submit to the Diocesan Council, any item(s) they may consider pertinent and, which shall be considered for inclusion on the Synod Agenda.

(3) Once the Draft Agenda has been approved by the Diocesan Council the same shall then be sent out to members at least Fourteen (14) days before the sitting of Synod and, unless a new item is introduced and only if proposed and supported by two thirds (2/3) of all members present, the Synod shall strictly abide by the Agenda so set for the sitting.

(4) The Synod shall make orders relating to the conduct of its meetings and other matters connected therewith and may alter or annul such orders.

ARTICLE 11: THE BUSINESS AND VOTING OF THE SYNOD

(1) Subject to Article 2 of this Constitution, the Synod shall have the overall authority and power to ensure implementation of the principles and basic policies of the Church of Uganda in the Diocese and as such, shall exercise overall direction on the affairs of the Diocese consistent

(2) From time-to time in the deliberations of the Synod, the House may caucus and meet separately on a matter, or such matters as each House may deem fit and/or, as may be directed by the Chair.

(3) The Clergy and the Laity shall vote together in Plenary at every Synod meeting Provided however that if at the request of any member seconded by five (5) other members for separate voting of the clergy and the laity, the Chairman may so order and the Houses shall proceed to deliberate and/or decide on such a matter in their respective caucus Houses by separate voting.

(4) Every decision of Synod shall require the assent of a simple majority of the members present at a duly constituted/convened meeting of the Synod/ and or any resolution of Synod, not being a resolution to amend the Constitution, shall be carried and passed by a simple majority of members present.

(4) On matters of Faith, Doctrine and Worship, the Synod may only make proposals; no resolution shall be carried or passed unless it is assented to by the Bishop who shall forward the proposal(s) to the House of Bishops for consideration.

(5) Where the Bishop does not assent to a resolution on any other matter other than of faith, doctrine and worship, an appeal by petition in writing under the hand of at least a third (1/3) of the members of Synod may be made to the Provincial Dean for consideration by the Provincial Assembly Standing Committee.

ARTICLE 12: TERMINATION OF MEMBERSHIP OF THE SYNOD

(1) Membership to the Synod shall be deemed terminated in any of the following situations:

a) A lay member of the Synod may resign in writing to the Diocesan Secretary with a copy to the Diocesan Head of Laity.

b) Membership for a Lay member to the Synod shall be terminated if the lay member: -

i. Is involved a conduct leading to conviction for any indictable offence.

ii. Is convicted of heresy, schism and apostasy which is, seceding or withdrawing from the communion of the Church;

iii. Immorality
iv. Conduct causing scandal
v. Negligence in the performance of official duties
vi. Impugning the formularies of the Church
vii. Violation of any provision of the Provincial Constitution or Canons of the Church or of this Constitution by which he/she is bound.
viii. Contemptuous or disrespectful conduct towards the Bishop or the Assistant Bishop in matters pertaining to the administration of the affairs of the Diocese or a Parish
ix. Disobedience to the Bishop to whom such a person has sworn canonical obedience in regard to matters that are lawful and doctrinally right.
x. Contempt of the Tribunal
xi. Becomes physically or mentally incapacitated;
xii. Upon death.

c) Clergy Membership to the Synod shall be terminated if the clergy member: -

i. Is involved in any offence which has led to conclusive conviction in a court of law in Uganda and is considered serious by the Archbishop or the Diocesan Bishop, as the case may be;
ii. Conduct giving just cause for scandal or offence;
iii. Heresy or false doctrine
iv. Schisms, apostasy or heresy
v. Willful violation of the Provincial Constitution, Provincial canons or this Constitution and any of the Regulations of the Diocese;
vi. Disobedience, that is to say, willful contravention of lawful orders, rules, regulations, either of the Provincial Assembly or the Diocesan Synod of this Diocese or, in matters of faith and Order, of the House of Bishops;
vii. Neglect of the duties of his/her office;
viii. Declares in writing to the Diocesan Bishop intent to relinquish

the exercise of the ordained ministry and Receives from the Diocesan Bishops a formal acceptance of the relinquishment;

ix. Abandons exercise of ordained ministry for two years without the approval of the Bishop;

x. Abandons the Church of Uganda either by public renunciation of its doctrine or discipline or by formal admission to another religious body or in any other manner;

xi. Becomes physically or mentally incapacitated;

xii. Requests for and is granted release to another Diocese or any other ministry or organization;

xiii. Upon retirement;

xiv. Is defrocked;

xv. Is convicted of a criminal offence involving moral turpitude.

xvi. Upon death

d) A vacancy created by reason of sub article 12(a), (b) and (c) above shall be filled by electing and/or secondment/assignment of another person to serve for the remaining life of the Synod following guidelines as may be issued by the Diocesan Council.

e) No lay member of the Synod shall serve on the Synod for more than two (2) consecutive Synod terms.

ARTICLE 13: THE DIOCESAN COUNCIL

(1) There shall be a Diocesan Council which shall be the Standing Committee of the Synod.

(2) The composition and functions of the Diocesan Council shall be as provided for in the Church Policies, Procedures and Administrative Guidelines:

(3) The quorum of the Diocesan Council shall be at least Half of the total membership of the persons stipulated in Clause (b) hereinabove.

(4) The term of the Diocesan Council shall run concurrently with that of the Synod that appointed it and during that term, the Council shall sit at least three (03) times in a year.

(5) If any member of the Diocesan Council resigns, dies or for any reason becomes incapable of continuing to participate and or perform his/her duties as such a member, the Diocesan Council shall request the appropriate House of the Synod or otherwise as the case may be, for a replacement for the remaining term of that Council.

(6) The Diocesan Council shall establish and or appoint members to such of the various Boards, Commissions, Tribunals and or Constitutional Bodies of the Diocese as the Synod may direct and, consistent with the spirit of this Constitution may, from time to time as the need may arise, form and or otherwise constitute its own Committees as may be deemed proper and, such Boards, Commissions, Tribunals and or Constitutional Bodies and Committees, as the case may be, shall transact such business as assigned to them by and/or otherwise be accountable to the Diocesan Council.

(7) The Diocesan Council shall prepare and table before the Diocesan Synod, a report of its work including the presentation of the audited accounts and financial statements on all the activities of the Diocese for the preceding two years and shall then generally render an account on the state of affairs of the Diocese.

(8) The Diocesan Council shall be dissolved at the end of the life of the Diocesan Synod PROVIDED THAT the Diocesan Council in operation immediately before the expiry of the Synod, shall continue in office until a new Diocesan Council has been put in place in accordance with this Constitution.

ARTICLE 14: THE DIOCESAN BOARDS

(1) The composition, the role and functions, as well as the quorum frequency and scope of individual/respective Boards shall be as laid out in the Church Policies, Procedures and Administrative Guidelines of the Diocese of Kampala.

(2) From time to time, the Diocesan Council, in consultation with the Synod, may appoint other boards as and when it is considered necessary.

ARTICLE 15: LAND AND PROPERTY OF THE CHURCH

(1) The Diocese of Kampala shall have a right to own property which shall be registered in the names of "The Registered Trustees of the Church of Uganda"

(2) It shall be the obligation of the Diocese and every Parish/chaplaincy and Sub-Parish to procure and ensure that all church land and property is registered in the name of "The Registered Trustees of the Church of Uganda".

(3) It shall be the obligation of the Diocese and every Parish/chaplaincy and Sub-Parish to ensure that all land and property gifted or donated to the church is transferred and / or registered in the name of 'The Registered Trustees of the Church of Uganda' and ensure that deeds of ownership are obtained and kept in safe custody.

(4) The Land and other property in the Diocese of Kampala shall be managed and governed by the Diocesan Estates office set up under the Board Estates and Management or other body designated by the Diocesan Synod under the oversight of the Diocesan Bishop and Secretariat for that purpose.

(5) Management of property:

a) No person or Body or Organ shall use any part of the Church land and property without the due authorization by the Board of Land and Estates, Diocesan Council, and final approval of the Board of Trustees.

b) The word 'Land' shall also include permanent fixtures found on such land.

c) No church land shall be sold, leased or in any way part with possession of the said land without the written permission of the Board of Trustees of the Church of Uganda.

d) Church land shall not be mortgaged or used as security for any loan facility without the Board of Trustees' written consent. Where church land is mortgaged for a loan facility, the Diocese through the Diocesan Secretary, shall give a quarterly progress report with details of the performance of the loan repayments by the Diocese to the Board of Trustees.

e) No Church land belonging to the Diocese of Kampala shall be used to accommodate or foster any of the following:-

i) Witchcraft, sorcery and fetish; including any evil malicious and harmful activities.

ii) Places of worship other than those approved and acceptable to the Christian faith as taught by the Church of Uganda.

iii) Brothels or trade related to immorality and prostitution.

iv) Growing and selling of intoxicating drugs as well as the brewing and sale of alcohol.

v) Any other trade or activity against the Christian Faith as taught by the Church of Uganda.

vi) The Diocese shall in the event it needs to sell, lease or mortgage church land make an application in the prescribed form to the Registered Trustees of the Church of Uganda provided there will be a written authorization from the Parish/Chaplaincy or Ministry organ where the land is located or secured the land.

vii) Any person who contravenes this provision shall be subjected to disciplinary action in accordance with this Constitution and the Canons.

ARTICLE 16: THE CATHEDRAL CHAPTER.

1) The Synod shall constitute a Cathedral Chapter of All Saints' Cathedral Kampala responsible for the governance of the Cathedral, safeguarding the precepts, norms and doctrine of the Church of Uganda in all matters of faith and order; to promote lively, united, dynamic and dedicated fruitful worshipping Christian disciples.

2) The Chapter shall ensure that the faith professed by the Church of Uganda as outlined in Article 3 of this Constitution and its worship and liturgy as well as the ministry at the Cathedral conforms to the Canons and Doctrines of the Church of Uganda. The Cathedral Chapter shall also ensure that resources for the management of the Cathedral are mobilized. The Chapter shall provide oversight to the Cathedral Council in their day to day management and administration of the Cathedral affairs.

a) The Chairperson of the Chapter shall be the Diocesan Bishop deputized by the Assistant Bishop.

b) The Chapter shall comprise:

i) The serving Clergy Canons and Lay Canons of the Cathedral of All Saints' Cathedral Kampala PROVIDED THAT the number of Canons does not exceed what is stipulated in Canon 3.18.3 and Canon 4.7.1 of the Provincial Canons 1997 Reviewed in 2018.

ii) The Diocesan Chancellor,

iii) Diocesan Secretary,

iv) The Provost

v) The Diocesan Treasurer

vi) Three (3) senior clergy appointed by the Bishop in addition to

vii) Five (5) members of the Parish Council of All Saints' Cathedral Kampala among whom shall be the Head of Laity, the Provost's Warden and other three officials at senior level in the Parish Council including two young people of opposite sex.

viii) Three (3) members of the Archdeaconry Council from each Archdeaconry

ix) Two young people of opposite sex and a Children's Ministry Representative.

3) The Secretary to the Chapter shall be chosen among the members in their first sitting.

4) The life of the Chapter shall be the same as that of the Synod except for the sitting Bishop, Assistant Bishop, Diocesan Chancellor, Diocesan Secretary, Diocesan Treasurer, the Provost and the Archdeacons.

ARTICLE 17: THE ARCHDEACONRY COUNCIL

1) The governance structures and systems at the Archdeaconry Council shall be as provided for in the Church Policies, Procedures and Administrative Guidelines.

ARTICLE 18: THE PARISH AND CHAPLAINCY/CHURCH COUNCILS

1) The governance structures and systems at the Parish, Chaplaincies /Church Councils shall be as provided for in the Church Policies, Procedures and Administrative Guidelines.

ARTICLE 19: THE SUB PARISH COUNCIL

1) The governance structures and systems at the Sub-Parish, shall be as provided for in the Church Policies, Procedures and Administrative Guidelines.

ARTICLE 20: DIOCESAN FELLOWSHIPS

1. The Diocese of Kampala shall establish Fellowships outside its geographical boundaries of the Diocese to meet the Christian needs of the people of God in the "Diaspora".
   a) The Diocese shall through the Synod establish Fellowships outside the Geographical boundaries of the Diocese to cater for the spiritual and other needs of Christians hailing from the Diocese but resident outside the geographical boundaries of the Diocese.
   b) The Fellowships created shall in no way amount to the creation of an Archdeaconry, Parish or Sub-Parish outside the Geographical boundaries of the Diocese;
   c) The Synod may by a resolution decide on the nature of representation to the Diocesan Synod by the Fellowships.

2. **The functions of the Diocesan Fellowships:**
   The functions of the Fellowships of the Diocese of Kampala shall include the following:
   a) To cater for the spiritual and other needs of Christians hailing from the Diocese but resident outside the geographical boundaries of the Diocese.
   b) To mobilize the Christians of the Diocese for development of projects in the Diocese;
   c) To act as a focal point of Christians from the Diocese to which communication to and from the Diocese can be channeled;
   d) To act as a meeting point for the Bishop and other officials from the Diocese to meet with Christians of the Fellowships and share ideas about the development of the Diocese.

ARTICLE 21: THE DIOCESAN BISHOP

1. Position and Functions of the Diocesan Bishop and other Bishops in the Diocese

   a) The Archbishop of the Church of Uganda shall be the Bishop of the Diocese of Kampala in accordance with the Provincial Constitution.

   b) There shall be an assistant Bishop who shall be nominated by the Bishop with approval of the House of Bishops.

   c) There shall be a Diocesan Bishop for the Diocese of Kampala who shall be the Episcopal Head for and or, shall serve as the Chief Executive Officer over all the affairs of the Diocese.

   d) The Diocesan Bishop shall exercise a general pastoral care, leadership over all matters ecclesiastical and shall provide spiritual leadership, supervision and discipline, as well as act as the Overall Spokesperson of the Church in the Diocese of Kampala.

   e) In the exercise of the powers and or functions of the office of Diocesan Bishop, the incumbent may be assisted in that regard by any other person appointed as a Suffragan Bishop or Assistant Bishop as the case may be.

ARTICLE 22: PRINCIPAL OFFICERS OF THE DIOCESE

1. The Diocesan Bishop shall, acting on the recommendations made by the Diocesan Staff Board and, with the approval of the Diocesan Council, appoint suitable persons to serve as principle officers of the Diocese in executing the tasks assigned to the following established Diocesan Offices whose terms of service shall be determined by the Diocesan Council; -

2. **The Diocesan Secretary**

   a) There is established the Office of Diocesan Secretary for the Diocese of Kampala who shall be the Registrar and Chief Administrative Officer of the Diocese responsible for the proper functioning of the Diocesan Secretariat and the carrying out of the decisions of Synod and the Diocesan Council and generally ensure for the smooth operations of the Diocese.

b) The role, functions and powers of the Diocesan Secretary

Shall include the following responsibilities: -

(i) As Secretary of the Synod and of the Diocesan Council, be responsible for all the activities necessary for the convening of Synod and the Diocesan Council meetings, as well as for the communication and overall implementation of the decisions emanating there from;

(ii) Shall be the medium of communications between the Diocese and all its constituent ecclesiastical Units (archdeaconries, parishes and all churches within the Diocese) as well as with other Institutions, partners and stakeholders internal and external, in regard to the affairs and or activities of the Church in the Diocese;

(iii) Act as the Chief Administrative Officer of the Diocese responsible for the day- to- day administrative functions of the Diocesan Secretariat and the centerpiece in the overall coordination, facilitation, supervision and or discipline of all Diocesan Officers, Staff and other church workers serving in the various organs, bodies, departments and or functional units of the Diocese;

(iv) As the Registrar of the Diocese, shall be the Custodian of the Seal of the Diocese and in charge of all the important documents, records and or archives relating to the various Diocesan bodies and or activities and shall, as such, be a Co-Signatory to all the essential Instruments, Deeds and all such Documents executed on behalf of the Diocese;

(v) Custodian of all the chattels and or moveable properties of the Diocese;

(vi) Generally be responsible for the carrying out of all such other duties and responsibilities as may, from time to time, be assigned to him/ her by the Diocesan Bishop, Diocesan Council and or Synod.

a) In the execution of his/her duties, the Diocesan Secretary shall be, functionally responsible to the Diocesan Council and Synod but, and or operationally responsible to and or under the direct supervision and or direction of the Diocesan Bishop.

b) The Qualifications required of and the procedures for the Selection, Recruitment and Appointment as well as the Terms &Conditions of Service in regard to the Office/Position of the Diocesan Secretary, shall be in accordance with the Provincial Canons and the Human Recourse Policies in force from time to time.

3) The Diocesan Treasurer

a) There is established the Office of Diocesan Treasurer for the Diocese of Kampala who shall be responsible for the overall management of the Diocesan financial matters and the efficient utilization of Diocesan finances and all other resources necessary and or required for the maintenance, development and or sustainable operations and or activities of the Church in the Diocese.

b) The role, functions and or duties of the Diocesan Treasurer shall include the following responsibilities:

i) The coordination, supervision, monitoring and overall management of all the financial transactions and or activities in and or with all the ecclesiastical units (archdeaconries, parishes and local churches) and the various organs, bodies, departments functional units, programs, projects and or affiliate entities of the Diocese as well as with other institutions, partners and or stakeholders internal and external on financial matters with the diocese.

ii) Act as the Chief Financial Officer of the Diocese and ensure proper receipt for and or safe custody of, as well as for the appropriate use of all the monies, revenues, donations, grants, funds of any sort maintained, and or any other resources of monetary value, as well as any form of financial facility, received from any source and or put at the disposal of and/or meant for any purpose in regard to the activities of the Church in the Diocese.

iii) Devise appropriate ways and means of securing funds for the Diocese and the proper utilization of the funds of the diocese from whatever source, as well as for the proper accountability of all such funds.

iv) Coordinate the processes for the preparation of, and derive Annual Budgets for the Diocese and present the same before the appropriate organs of the Diocese for approval.

v) Ensure that proper books of accounts are kept and maintained for the Diocese and shall provide for the proper auditing of all Diocesan finances.

vi) Give directions and or guidance to financial managers and the other staff/ workers of the Diocese and all units and or entities under it in

the line of financial management, - for the efficient administration and proper management of finances and the financial affairs generally conducted by all such officers.

vii) Be the Custodian of all the financial records and instruments, monetary valuables and reserves, chattel paper, financial securities, bonds, stocks and or valuable articles as well as other forms of financial or monetary value, and shall also be in charge of the safety vaults of the Diocese.

viii) Generally, be responsible for the carrying out and or the proper execution of all such other line duties and responsibilities as may, from time to time, be assigned to him/ her by the Diocesan Bishop, Diocesan Council and or Synod.

ix) The Diocesan Treasurer shall report to the Diocesan Secretary and shall be secretary to the Board of Finance, Planning and Investments.

x) The Qualifications required of and the procedures for the Selection, Recruitment and Appointment as well as the Terms & Conditions of Service in regard to the Office/Position of the Diocesan Treasurer, shall be in accordance with Provincial Canons, the Human Recourse Manual and or any other Operational Manuals of the Diocese in force from time to time.

4) Other Officers

a) There shall be such other officers of the Diocese, including but not limited to Heads of the various Departments, Programs, Projects and or functional Units of the Diocese and or any other position or office as may be deemed necessary and as such, established from time to time,- by the Diocesan Bishop acting in consultation with and or on the recommendations of any organ, board or committee of the Diocese and, with the approval of the Diocesan Council.

b) The Qualifications required of and the procedures for the Selection, Recruitment and Appointment as well as the Terms & Conditions of Service in regard to any of such other Positions and or Offices as may herein be established, shall be in accordance with this Constitution and or as may be stipulated in the Canons of the Church of Uganda, the Human Recourse Manual and or any other Operational Manuals of the Diocese in force from time to time.

ARTICLE 23: DIOCESAN CHANCELLOR

1. The Diocesan Chancellor:

There shall be a Chancellor as an Honorary Position in the Diocese, who shall be the Chief Legal Advisor of the Diocese.

a) For one to be appointed, occupy the position and carry the title of Chancellor, the person shall have to fulfill the following criteria;

i) Is a committed Christian communicant of the Church of Uganda,
ii) admitted in the legal profession and enrolled as an Advocate of the High Court;
iii) Commissioned to administer Oaths and,
iv) Is a person of high professional integrity.

b) The Diocesan Chancellor shall be nominated by the Diocesan Bishop for the approval of Synod and once appointed, shall hold office and serve as such for the duration of the Synod life but not exceeding twelve (12) years.

c) The Diocesan Chancellor and or Deputy shall be removed by the Diocesan Bishop with the approval of the Synod on the following grounds;

i) If he/she fails to carry out the functions assigned.
ii) If he/she ceases to be a commissioner for oaths
iii) If he/she is debarred.
iv) If he/she denounces the Christian faith and denounces membership of the Church of Uganda
v) If he/she ceases to be a communicant.
vi) If he/she is mentally and physically incapacitated
vii) Willful violation of the Diocesan constitution.

d) The Chancellor shall at all times remain in good standing in the legal profession and shall provide a copy of his Practicing Certificate to the Diocesan Secretary every year.

e) The Diocesan Chancellor shall also be the Chairperson of the Diocesan Tribunal.

2. Deputy Chancellor

a) There shall be a Deputy Chancellor for the Diocese who shall deputize for the Chancellor.

b) The qualifications required of, the appointment process and the term of office herein prescribed for the Diocesan Chancellor shall also apply to the position of Deputy Chancellor.

c) The Deputy Chancellor shall assist in all the duties and or roles undertaken by the Diocesan Chancellor and may be called upon to act in the absence of the Diocesan Chancellor, in which instance the Deputy Chancellor shall have the full powers and or authority of the Chancellor.

3. The Chancellor and or Deputy Chancellor may at any time resign their respective positions by giving six months' notice in writing to the Diocesan Bishop.

4. Unless otherwise specified in one's Instrument of Appointment, the position and or office of Chancellor and or Deputy Chancellor is voluntary and of pro bono service to the Church and as such, does not carry nor attract any emoluments PROVIDE THAT the holder may be accorded a stipend and or allowance for disbursements and or reimbursable expenses incurred in the performance of the duties of that office.

5. The Diocesan Chancellor or Deputy Diocesan Chancellor shall not serve as Diocesan Chancellor or Deputy Diocesan Chancellor of another Diocese.

ARTICLE 24: THE DIOCESAN TRIBUNAL

1) The Christians of the Diocese of Kampala, the Bishop, Clergy and the Laity in the Diocese of Kampala shall not seek redress in any external adjudicatory and or secular Courts of law on matters of the Church unless all the dispute resolution mechanisms provided for herein and in accordance with the Canons of the Church of Uganda and the Provincial Constitution have been fully exhausted;

2) There shall be a Diocesan Tribunal consisting of the Diocesan Chancellor

as Chairperson and four Clergy as well as four Lay communicants of good standing in society as members, and all of whom shall be elected by Synod and drawn from the Christians of the Diocese PROVIDED THAT at least two persons on the membership of the Tribunal shall be female;

3) The Diocesan Tribunal shall exercise mandatory ecclesiastical discipline over the Clergy and persons in Lay Church Ministry, as well over the Laity generally who may submit to its jurisdiction and as such, shall be responsible for the trial of ecclesiastical offences as may be prescribed by the Canons of the Church of Uganda and shall have the power to deal with complaints and or cases brought against the Clergy and persons in Lay ministry whether in active service or retirement, for misconduct and or canonical disobedience, as well as for the settlement of other disputes among and or between Christians of the Diocese;

4) Any person aggrieved by the conduct and or affected by an act alleged to be done by a Clergy and or Lay person serving in Church ministry and constituting an ecclesiastical offence, as well as any member of the laity in the diocese having a dispute with a fellow Christian in the diocese, may lodge a complaint before the Diocesan Tribunal;

5) All complaints against the Clergy and or Lay persons serving in Church ministry for misconduct, as well as any disputes between and or among the laity in the diocese, shall be heard by the Diocesan Tribunal, except for complaints regarding faith, which shall be heard and determined by the Bishop/House of Bishops.

6) In the exercise of its mandate under this constitution, the Tribunal shall observe and or be guided by the principles of Natural Justice and shall follow the Rules of Procedure as may be prescribed, (and or adapted) by the Canons of the Church of Uganda for the conduct of its proceedings PROVIDED THAT in absence of such Rules being so prescribed, the Tribunal shall regulate its own procedures/ proceedings which must be conducted within the tenets of natural justice.

7) All the Tribunal decisions shall be delivered by the Chancellor and all such decisions must have been supported by the majority of the members of the Tribunal.

8) The Bishop shall not be a member of the Tribunal but shall have the power to:

a) disallow or refer a complaint being taken to the Tribunal;

b) after the decision of the Tribunal, to pardon, reduce or approve the penalty at his discretion.

9) Any party aggrieved by the decision of the Diocesan Tribunal may appeal to the Provincial Appeals Tribunal whose decision shall be final. Similarly, any person aggrieved by the decision of the Bishop on any matter regarding faith may, appeal to the House of Bishops whose decision shall be final.

10) The Tenure of the Tribunal shall run concurrently with the life of the Synod that elected it.

ARTICLE 25: THE FINANCES OF THE CHURCH:

1) The Finances of the Church shall be derived from the following sources:

a) Monies received from the collections of Christians

b) Monies realized from fundraising and cost of services rendered

c) Monies realized from rents, charges and fees

d) Monies from Pledges, Tithes, Thanksgiving, Offerings and Grants

e) Monies accruing from sales, interest, profits and hire of property

f) Monies received as donations, grants, loans, equities and income from other Churches, organizations and friends of the Church.

g) Any other money that shall come in to the Church and called Church money by the Synod

2) All funds received in the Diocese shall be under the general control of the Synod.

3) All funds of the Church shall be managed in accordance with policies and guidelines issued from time to time by the Diocesan Council through the Board of Finance.

4) The policies and guidelines under the rule 9 below shall apply to the Church funds of the Diocese down to the Church congregation.

5) The Diocesan Council on behalf of the Synod shall fix the beginning and the end of the Diocesan Financial year and shall not conflict

with that of the Province of the Church of Uganda.

6) Before the beginning of the financial year, the Treasurer of every Unit of the Church shall present Budget proposed estimates to the relevant and appropriate Council, through a known procedure established by the Diocesan Council, for approval.

7) If for any acceptable reason the relevant and appropriate Council fails to approval the proposed budget estimates before the beginning of the financial year, the Council may authorize the Treasurer to spend up to twenty five percent (25%) of the estimated income before the final approval by the Council of the Budget for that year.

8) The Treasurer of every unit of the Church shall keep proper and approved books of accounts including an Inventory of all the property of the Church.

9) All the Accounts of the Church in the Diocese shall be audited by a competent Audit Firm every year, which firm shall have been approved by the Council. The Auditors shall submit their report to the Diocesan Bishop who shall cause it to be presented to an appropriate Board of the Diocesan Council within the last six months of the end of each financial year together with any other financial reports and/or comments for consideration by the Board. Then the Board's recommendations shall be presented to the Diocesan Council within the last three months of the end of each financial year.

10) The Diocesan Council shall scrutinize and deliberate on all submitted financial and audit reports and recommendations received by it during the period of its life and then make appropriate recommendations to the Synod for consideration and action.

ARTICLE 26: THE AMENDMENT OF THE DIOCESAN CONSTITUTION

This Constitution may be amended in whole or in parts only in accordance with the procedure outlined below:

1) Proposals for the amendment of the Constitution may emanate from any member or organ of the Church of Uganda in the Diocese of

Kampala being submitted for consideration through the respective church organs of the Diocese.

2) Preceding any amendment being done to the Constitution, a Recommendation in regard thereto must first be made by the Diocesan Council as a Standing Committee of the Synod or, by purpose or, by any other organ of the Church of Uganda.

3) The Diocesan Council or a Diocesan Constitution Review Committee appointed in that regard shall, in consultation with the Diocesan Chancellor, review, draft, redraft the amendment and or in any other desirable manner, reformulate the provisions of the Constitution to incorporate the amendment/s being recommended.

4) Notice of three (3) months required for sitting of Synod to consider any amendments to Constitution is then given to the members of Synod, which Notice shall be accompanied by the Draft and any other explanatory note if any, on the proposed amendments being circulated to all the members of Synod for their study, comments if any and subsequent consideration in Synod for a Two-Thirds majority resolution to amend.

5) The amendment shall then be submitted to the Provincial Standing Committee through the Provincial Chancellor for formal endorsement in accordance with the Provincial Constitution and thereafter come into force as may be provided.

6) If the amendment as passed by Synod is not approved by the Provincial Standing Committee for contradicting and or not being in compliance with any of the provisions of the Provincial Constitution, any such inconsistency shall be pointed out to the Diocesan Chancellor who shall in conjunction with the Provincial Chancellor shall reformulate the offending provisions as required for the same to come into force. However if the reformulation entails a substantial departure from spirit and or intent of the amendment that was submitted for endorsement, the same shall accordingly be reformulated to as near to the original intent as possible and if the new draft is found acceptable by the Provincial Assembly the same shall deemed endorsed and then referred back to the Diocese for

confirmation, ownership and implementation or such other action as the case may be.

7) To signify the coming into force of the amendments so effected, The Constitution so amended shall then be endorsed by the signatures of the Diocesan Bishop, Diocesan Head Laity and the Diocesan Head Clergy and as Witnessed by the Diocesan Secretary and the Diocesan Chancellor.

ARTICLE 27: GENERAL AND SAVING PROVISIONS

1) It is hereby declared that the Diocesan Constitution in force immediately before the Commencement of this Constitution shall cease to have effect from the commencement of this Constitution.

2) Notwithstanding Clause (1) of this Article, the existing Provincial Canons, and the Offices, positions and Officials thereby in occupation of such positions and or offices, and the institutions of and within the Diocese of Kampala, their functions, powers and or duties shall continue in force but to be construed with such modifications, adaptations, qualifications and or exceptions as may be necessary to bring them into conformity with this Constitution.

3) All legal and valid acts done by the Diocese under any other law or guideline prior to the coming into force of this constitution shall continue to be in force to the extent of their legality and validity.

4) Any person who is subject to this Constitution by virtue of being a member of the Church of Uganda, shall not seek redress in the secular courts and or any external adjudicatory bodies in connection with all such matters as are herein provided for and which can be handled and or conveniently dealt with under structures and or procedures established under this Constitution, before and or without first exhausting all dispute resolution mechanisms under this Constitution, the Cannons of the Church of Uganda and or the Provincial Constitution of the Church of Uganda.

ANNEXES

1. List of Parishes and Chaplaincies in the Diocese of Kampala as in 2022
2. Church Policies, Procedures and Administrative Guidelines as amended by the Diocesan Synod 2017.
3. The List of Delegates/Attendance of the Special Synod 2022

DIOCESE OF KAMPALA CHURCHES

CENTRAL ARCHDEACONRY

1. All Saints Cathedral
2. All Saints Chapel Lweza
3. St Stephen's Kitara
4. St Francis Chapel MUK
5. Kabanyolo Chapel
6. St John's Makerere
7. St Peter's Wandegeya
8. St Nicholas Kalerwe
9. Holy Trinity Kivulu
10. St Paul's Mulago
11. St Luke's Chapel Mulago
12. Allied Health Anglican Chapel
13. St John's Kamwokya
14. St James Kifumbiro
15. St Philips, Kyebando Kisalosalo

EASTERN ARCHDEACONRY

16. St Peter's Naguru
17. St. Paul's Okuvu
18. St Andrew's Bukoto
19. Kampala Community Chapel (WEC)
20. St Luke's Ntinda
21. Ebenezer Chapel Kigoowa
22. Jubilee Community Chapel Kulambiro
23. Kakumba Chapel, Kyambogo
24. St James Chapel MUBS
25. Thornycroft Chapel Kyaggwe (UCU)

SOUTHERN ARCHDEACONRY

26. St Stephen's Kisugu
27. Church of the Resurrection, Bugolobi
28. Christ Community Church, Mutungo
29. Kasokoso COU
30. St Stephen Nsambya
31. St Emmanuel, Fire Brigade
32. Gogonya COU
33. St Janan Luwum
34. St Paul's Kiwuliriza
35. St Philips Wabigalo COU
36. Namwongo COU
37. St Luke's Chapel Butabika
38. St John's Luzira Prisons

THE CHURCH OF UGANDA

Diocese of Kampala

CHURCH POLICIES, PROCEDURES, AND ADMINISTRATION GUIDELINES

December 2016 as Reviewed 2022

Foreword

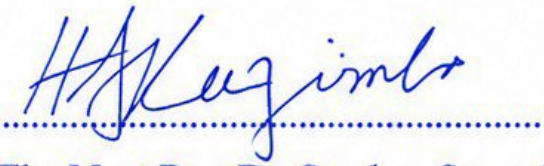
The Diocese of Kampala (Church of Uganda) is a dynamic organisation that is increasing in complexity with every year. As ministries and services grow, it becomes very important to correspondingly have policies, systems, processes and procedures that can enhance and facilitate this growth while keeping the Diocese relevant to the needs of its parishioners.

The Diocese is also a learning establishment and seeks to follow best practices in the fulfilment of its vision and mission.

These instruments are intended to clearly spell out and streamline roles and tasks, reporting relationships and chain of command, thereby removing possible duplication of roles and ambiguity, which can so easily result into organisational lethargy.

I do hereby endorse these tools to form the performance framework of the Diocese in matters of policy, governance, procedures and processes and administration.

Dated this 11th day of FEB in the 2003 year of our Lord



The Most Rev. Dr. Stephen Samuel Kaziimba Mugalu
Archbishop of Church of Uganda/ Bishop of Diocese of Kampala

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1. BACKGROUND TO THE ADMINISTRATIVE POLICIES, PROCEDURES, AND GUIDELINES OF THE DIOCESE OF KAMPALA

1.1 PREAMBLE

The Diocese of Kampala (Church of Uganda) has, as its primary functions, the preaching of the gospel, nurturing of believers, teaching, making disciples, and holistic healing in the power of the Holy Spirit in fulfilment of the Great Commission of our Lord Jesus Christ. There are support functions to streamline the operations of the Church which necessitate the existence of the policies, procedures and guidelines as herein contained. As the Church grows in numbers, there should be corresponding growth in systems to accommodate this growth. These instruments therefore are intended to help define the Vision, Mission, and relationships in the execution of the tasks by the various Stakeholders or Organs and Officers of the Church from the Diocesean to the Sub Parish / Local Church Congregation. Annex 2 shows the map of the Diocese of Kampala.

1.2 Vision

A Christ-Centred, Self-Sustaining Church

1.3 Mission

To proclaim the Gospel of Jesus Christ in the City of Kampala

1.4 Values

- Upholding the Bible as originally given
- Upholding Biblical family values
- Unity in Christ
- Godliness
- Integrity
- Excellence
- Team spirit
- Selfless service
- Conservation of nature and protection of the environment
- Responsibility

2. ORGANS OF THE DIOCESE

The following shall be the organs of the Diocese of Kampala.

2.1 Synod of the Diocese of Kampala

The Diocesan Synod shall have supreme authority to enact laws, policies, procedures and guidelines that govern the Diocese of Kampala.

2.1.1 Composition of the Synod

The Synod shall be composed of the following:-

- Bishop (Chairman)
- Assistant Bishop (Vice Chairman)
- Diocesan Secretary
- Provost
- Archdeacons
- All Saints' Cathedral Canons in active service
- Chairpersons of Boards
- Parish Synod representatives
    - Vicar/Chaplain (or Associate Vicar/Chaplain where the Vicar/ Chaplain is the Archdeacon)
    - Chief Warden
    - Treasurer
    - a male representative (from either Fathers Union or any other Men's fellowship in the Church)
    - a female representative (from either Mothers Union or any other Women's fellowship in the Church)
    - a youth representative, and
    - a Children's Ministry representative elected by the Parish at an Annual General Meeting
- Four (4) members nominated by the Bishop
- A Lay Minister representing an Archdeaconry elected by the Archdeaconry Council
- The leader of the Christian Women's Ministries at the Diocesan level
- The leader of the Christian Men's Ministries at the Diocesan level

There shall be two (2) Synod Secretaries elected from its membership at its first sitting from the House of Clergy and Laity respectively.

The Diocesan Chancellor or his/ her Deputy shall be in attendance at the Diocesan Synod and Council meetings. He shall be the Chairperson of the Diocesan Tribunal.

Heads of departments shall be ex officio members of the synod. All other clergy may attend as observers at their cost or with sponsorship from their local churches.

2.1.2 Functions of the Diocesan Synod

The functions of the Diocesan Synod shall be:-

a) To consider matters concerning the Diocese of Kampala and to make provision for such matters in relation to the Diocese, Archdeaconry, Parish, Sub Parishes / Church Plant, and to consider and express their opinion(s) on any other matters of religious or public interest;

b) To constitute Diocesan Organs; Diocesan Council, Boards, Tribunals, Commissions, Committees in accordance with the Canons and Constitution of the Church of Uganda

c) To advise the Bishop on any matters on which he may consult the Synod;

d) To consider and express opinion(s) on any matters referred to it by the Provincial Assembly, and in particular to approve or disapprove provisions referred to the Synod by the Provincial Assembly in accordance with the Church of Uganda Constitution;

e) To consider proposals for the annual budget for the Diocese and to approve or disapprove them;

f) To receive and consider the annual audited accounts as duly recommended by the Diocesan Council.

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church of Uganda on any question.

2.2 The Diocesan Council

The Diocesan Council shall be the Standing Committee of the Synod.

2.2.1 Composition of the Diocesan Council

The composition of the Diocesan Council shall be as follows:-

a) Bishop as Chairman
b) Assistant Bishop as Vice Chairman
c) Diocesan Secretary
d) Provost
e) Archdeacons
f) Chairpersons of Diocesan Boards
g) Chairperson House of Clergy
h) Chairperson House of Laity
i) The leader of the Women's Ministry in the Diocese
j) The leader of the Men's Ministry in the Diocese
k) A youth elected by the Diocesan Synod
l) A Children Ministry representative elected by the Synod

The Human Resource Coordinator shall provide minute secretarial services to the Diocesan Council.

2.2.2 The Roles of the Diocesan Council

The Council shall:-

1. Plan the business of the Synod, prepare the agenda for its sessions and circulate to members information about matters for discussion;
2. Initiate proposals for action by the Synod and advise it on matters of policy which are placed before it;
3. Advise the Bishop on any matters which he may refer to the House of Bishops or Provincial Assembly
4. Subject to the directions of the Synod, transact the business of the Synod when it is not in session
5. Appoint members of Councils, Boards, Commissions, Tribunals, Committees, and Working Groups or nominate members for election to the same, subject to the directions of Synod;
6. Receive reports of the Councils, Boards, Commission, Committees and Working Groups, set up under these provisions on actions taken and, subject to any direction from the Synod, to give policy guidelines to any of them;

2.2.3 Frequency of Diocesan Council Meetings

The Diocesan Council shall meet at least twice a year.

2.3 Diocesan Boards

There shall be the following Boards, Commissions, and Tribunals:-

(1) Staff Board
(2) Board of Mission and Evangelism
(3) Board of Education
(4) Board of Finance
(5) Board of Land and Estates
(6) Board of Planning & Development
(7) Board of Health and Social Transformation
Technology (ICT)
(9) Commission on Ministry
(10) Diocesan Tribunal

From time to time, the Diocesan Council, in consultation with the Synod, may appoint other boards as and when it is considered necessary.

2.3.1 Composition of the Boards

The selection of members of the Boards shall try as much as possible to consider the individual's commitment to Christ and to the Vision and Mission of the Church of Uganda. The members shall bring useful experience, expertise, or suitable competencies onto the Boards / Commissions / Tribunals on which they serve. As much as possible, the composition shall be gender sensitive. The appointing authority shall be deliberate in ensuring compliance with the Church's standards and expectations.

Each Board shall be composed of Nine (9) members including a Chairman nominated by the Bishop and appointed by the Diocesan Council, representatives of clergy and lay members elected by the Synod, and

such other members with expertise and experience as appointed by the Diocesan Council. The respective Head of Department at the Diocesan Secretariat shall be the Secretary of the respective Board. The Chairman shall delegate to one of the members to act as Chairman in the case of absence from a meeting or any other forum.

2.3.2 Purpose of Boards:

The purpose of Diocesan Boards shall be to provide oversight, articulate goals and strategic plans of the Church, and serve as a source of specialised expertise and knowledge in a given area.

2.3.3 Expectations of Diocesan Boards shall include:

1) Share the workload of the Church
2) Utilise the talent and expertise of Board members
3) Promote broader participation by the Church through various Board members
4) Expedite the work of the Diocesan Council and Synod by removing routine tasks from periodic considerations
5) Facilitate learning and satisfaction for various Church leaders and the congregations
6) Present Board reports / recommendations to the Diocesan Council for action. The report shall always be presented by Board Chairperson or, in his /her absence, his / her delegated Board member.

2.3.4 Frequency of Board Meetings:

Every Board in the Diocese of Kampala shall meet at least once a quarter.

2.3.5 Management/Staff Support to the Boards:

The Secretary of the Board shall offer support in the following areas:-

- Generation and distribution of the agenda
- Distribution of materials for review
- Arranging for venue and such other items (such as members' transport refunds, projectors, flip charts, stationery, etc) to facilitate the meeting, and
- Offering secretarial functions to the Board

2.4 Board of Education

The areas of work for the Board of Education shall cover guidance and support for both formal and informal education in the Diocese through Schools and institutions (from Nursery Schools to post Secondary schools).

2.4.1 Role of the Board of Education

Church founded schools are extensions of the Vision and Mission of the Church. The Board therefore shall offer oversight and leadership in the following areas:

- Christian distinctiveness
- Policy and governance
- Relationship management with the Government of Uganda, local authorities, and other strategic partners
- Head teachers', teachers', and chaplains' recruitment and induction process
- Legal queries and advice on 'Buildings, land, and assets'
- Admissions
- Curriculum design and implementation especially Christian Religious Education (CRE)
- Collective Worship and its expressions (liturgy)
- School/Parish/Clergy relationship
- Inspection preparation, execution and follow-up
- To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop

2.4.2 Composition of the Board of Education

- Chairperson
- Three (3) clergy members and two (2) lay members elected by the Synod (one of whom should be representing land and estates interests)
- Two (2) members appointed by the Diocesan Council
- Education Coordinator as Secretary to the Board

2.5 Board of Finance

The Board of Finance shall offer guidance and oversight functions in the areas of financial planning (budgeting, monitoring cash flow, and expenditure), controls (ensure funds are properly accounted for, and put to good use), and reporting (to both the top leadership of the Diocese and other stakeholders, and the Parishioners).

2.5.1 Composition of the Board of Finance

- Chairperson
- Three (3) clergy members and three (3) lay members elected by the Synod
- One (1) member appointed by the Diocesan Council
- Diocesan Treasurer as Secretary to the Board

2.5.2 Role of the Board of Finance

The roles of the Board of Finance shall be:-

1) To develop long range financial planning for the Diocese of Kampala
2) To formulate, review, and recommend accounting policies and internal controls, and other related matters
3) To formulate, review, and recommend investment and resource mobilization policies, guidelines, and strategies for implementation
4) To review periodic financial reports, and assess performance and compliance to the set policies and guidelines, and recommend the course of action to correct or improve performance
5) To review, agree, and recommend to the Diocesan Synod and Council for approval of annual budgets and annual audited financial statements
6) To review and recommend to the Diocesan Synod and Council the appointment of external auditors
7) Reviewing and approving material dispositions, acquisitions, leases, borrowings, or encumbrances of diocesan assets
8) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop

2.6 Board of Planning and Development

The primary responsibility of the Planning Board is to advise the Diocesan Synod, Diocesan Council, the Bishop, Diocesan Secretariat, and the Churches in the Diocese, and other Boards on matters affecting Church development both in the present and future. The Board is responsible for strategy formulation, implementation, monitoring, and review.

2.6.1 Composition of the Board of Planning and Development

- Chairperson
- Three (3) clergy members and Three (3) lay members elected by the Synod
- One (1) member appointed by the Diocesan Council
- Coordinator of Planning as Secretary to the Board

2.6.2 Roles of the Board of Planning and Development

The Board shall take the lead at all the three (3) levels of planning i.e. before, during, and after the planning process. In particular, the roles of the Board of Planning shall include:

(1) To initiate a process for the preparation, implementation, monitoring, and the related review of the strategic plan that provides for the improvement of the Diocese and its future growth, protection and development

(2) To offer an oversight function in the monitoring of implementation of annual work plans and strategic plans of the Diocese of Kampala on a periodic basis

(3) To offer an oversight function in the various research activities within the Diocese of Kampala

(4) To develop, review, recommend and monitor implementation of planning and evaluation templates to be adopted for use within the Diocese of Kampala

(5) To forecast future growth opportunities and challenges and recommend action and interventions to take advantage of the opportunities and minimise the impact of the challenges within the Diocese of Kampala

(6) To liaise with the other Diocesan Boards and other organs in the

(7) To conduct an annual self-evaluation of the performance of the committee, its effectiveness and compliance with its stated Roles and Responsibilities.

(8) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop.

2.7 Board of Land and Estates Management

The main duty of this Board shall be to co-ordinate and offer guidance and oversight functions on acquisition, ownership, management, and disposal of land and properties by the Diocese of Kampala.

2.7.1 Composition of the Board of Land and Estates Management

- Chairperson
- Three (3) clergy members and Three (3) lay members elected by the Synod
- One (1) member appointed by the Diocesan Council
- Estates Manager as secretary to the Board

2.7.2 Roles of the Board of Land and Estates

The roles of the Board shall include:-

1) To develop, review and recommend land acquisition, use, and disposal policy, procedures, and guidelines
2) To ensure all Church land is properly registered, and titles kept under appropriate custody arrangement
3) To protect Church land from abuse, loss, or mismanagement by any users, be it internal or external
4) To oversee and offer guidance on the adoption of appropriate and timely maintenance, construction and reconstruction practices for properties in the Diocese of Kampala
5) To develop, review, and recommend a master plan for land use in the whole Diocese of Kampala
6) To coordinate and oversee the management of tenants for the properties and land of the Diocese.

7) To liaise with and advise the Board of Finance on the collection of rentals from users of properties and land

8) To review periodic estates and land management reports, and assess performance and compliance to the set policies and guidelines, and recommend the course of action to correct or improve performance

9) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop

2.8 Board of Mission and Evangelism

The Board of Mission and Evangelism shall offer guidance and oversight functions in the areas of mission planning and execution, discipleship, and Church planting within the Diocese of Kampala.

2.8.1 Composition of the Board of Mission and Evangelism

- Chairman appointed by the Bishop
- Three (3) clergy members and three (3) lay members elected by the Synod
- One (1) member appointed by the Diocesan Council
- Mission Coordinator as secretary to the Board

2.8.2 Roles of the Board of Mission and Evangelism

The roles of the Board shall include:-

1) To develop long range Church growth planning for the Diocese of Kampala

2) To develop, review and recommend for use curricula and other discipleship material within the Diocese of Kampala

3) To formulate, review, and recommend policies, procedures, and guidelines for the mission planning and conduct, and preservation of the harvest from missions

4) To formulate, review, and recommend discipleship and nurture policies, guidelines, and strategies for implementation within the Diocese of Kampala

5) To formulate, review, and recommend Church planting policies, guidelines, and strategies for implementation within the jurisdiction the Diocese of Kampala

6) To review periodic mission, discipleship, nurture, and Church planting reports, and assess performance and compliance to the set policies and guidelines, and recommend the course of action to correct or improve performance
7) To review, agree, and recommend to the Diocesan Synod and Council the approval of annual mission, discipleship, and Church planting work plans and budgets
8) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop

2.9 Staff Board

The staff Board shall work for the benefit and welfare of the clergy and lay staff, and shall provide guidance on staff recruitment, deployment, welfare initiatives, appraisals, promotions, retirement and exit related matters.

2.9.1 Composition of the Staff Board

- Bishop as the chairperson
- Assistant Bishop
- A senior Archdeacon
- One (1) senior clergy elected by the Synod
- One (1) lay member elected by the Synod
- Diocesan Chairman of clergy
- Diocesan Chairman of laity
- Diocesan Secretary is Secretary of the Board
- Diocesan Treasurer
- The Human Resource Manager shall be the Minute Secretary

2.9.2 Roles of the Staff Board

The Staff Board has roles and responsibilities as listed hereunder:-

1) To review and make recommendaitions on policies, procedures and guidelines regarding the recruitment, deployment, discipline and dismissal, retirement of staff within the Diocese

2) To advise on manpower needs, development, and planning in the Diocese
3) To develop, review, and recommend for implementation the staff welfare strategies within the Diocese of Kampala
4) To review and make recommendations on succession planning within the Diocese of Kampala
5) To develop, review, and recommend for implementation the performance management systems in the Diocese of Kampala
6) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop.

2.10 Communication and ICT Board

The Communication and ICT Board shall Support the Diocese of Kampala in its overall publicity, mobilization, sensitization, and communication strategies. It shall also oversee the networking of the Diocese and other key stakeholders, including organizations that the Diocese shall be in partnership and fellowship with. It shall aim at overseeing a consistent and active communication strategy to all stakeholders for the purposes of program messaging, fundraising, Church of Uganda brand promotion, awareness and the spread of the good news.

2.10.1 Composition of the Board

- Board Chairman appointed by the Bishop
- Three (3) clergy and three (3) lay members elected by the Diocesan Synod
- 1 member appointed by the Diocesan Council who shall be skilled and experienced in communication
- The Diocesan Secretary as the Secretary to the Board
- The Communication Officer shall be the Minute Secretary.

2.10.2 Roles of the Board of Communication & ICT

The roles and responsibilities shall include:

1) To review and approve mobilization and communication plans and initiatives in the Diocese as well as monitoring their implementation.
2) To liaise with the Mission and Evangelism Board and ensure appropriate publicity of mission outreach programmes.
3) To advise the Bishop, Clergy and other leaders on strategies for mobilization, communication and publicity matters in the Diocese of Kampala
4) To build, maintain and oversee the relationships with key Church partners and members of the press.
5) To promote skill and usage of ICT opportunities so that the Church keeps in tandem with ICT developments and challenges.
6) To develop, review and monitor implementation of the communication policy, procedures, and guidelines in the Diocese of Kampala.
7) To develop and review communication strategies and monitor their implementation in Church's publicity campaigns and in the mobilization of Parishioners, Churches, and Church leaders in the Diocese of Kampala.
8) To review, approve, and monitor overall advertising and publicity plan, publications, media releases, announcements, press briefings, white papers, and other communication and promotional materials in a variety of media outlets consistent with the strategic plan provided that the materials, releases, and briefings are not on doctrinal issues of the Church of Uganda.
9) Oversee the management of web sites in the Diocese of Kampala to ensure that the contents of the messages to the Churches are of high quality, relevant, current, and consistent in design and branding.
10) To oversee the design and update of social networking sites in the Diocese of Kampala
11) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop

2.11 Board of Health and Social Transformation

This board shall perform many important and crucial duties intended or aimed at protection of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution. These requirements reflect the Diocese's

understanding that many critical health problems are best handled by the involvement of each Parishioner starting at the individual and family level and then at the Church level. This is in conformity with Church's desire for every individual taking himself / herself as a temple of Holy Spirit.

2.11.1 Composition of the Board

- Board Chairman appointed by the Bishop
- Three (3) clergy and three (3) lay members elected by the Diocesan Synod
- Two (2) other members appointed by the Diocesan Council who shall be skilled and experienced in the health sector.

The Diocesan Secretary and the Co-ordinator Health shall be Ex-officio members to the Board. The Diocesan Health Co-ordinator shall perform the functions of the Minute Secretary.

2.11.2 Roles of the Board of Health and Social Transformation

The roles and responsibilities of this Board shall be:-

1. To establish long-term direction for the Diocese's Health Facilities through participation in, approval of, and periodic review of their missions, values, and strategic plans
2. To design, review, and monitor Health Care and Disease Control policies, procedures, and guidelines in the Diocese of Kampala
3. To design, review, and recommend sanitary living, housing, nutrition, waste disposal, and protection of the environment policies, procedures, and guidelines for the Parishioners in the Diocese of Kampala to adopt in an effort to improve their livelihoods
4. To plan and oversee implementation of Health Care, nutrition, wellness, and Disease Control programmes in the Diocese of Kampala
5. To design, review, and monitor implementation of policies, procedures, and guidelines for the health facilities in the Diocese of Kampala

6) To oversee, direct, inspect, and advise on the operations of health facilities in the Diocese of Kampala
7) To regularly monitor health environment in the Diocese of Kampala jurisdiction and recommend actions to be undertaken by the Church and Parishioners to maintain or improve health or living conditions
8) To review, approve, and monitor health, social services, and livelihood work plans consistent with the strategic plan of the Diocese of Kampala
9) To monitor the effectiveness of significant Church programmes and recommend action where appropriate to improve, modify, or eliminate such programs as necessary to maintain the Diocese's drive for excellence
10) To oversee and promote positive relationships with the professional staff (medical, nutritional, environmentalists, etc) to enhance their participation in Church interventions within the Diocese of Kampala
11) To carry out any other function as delegated to the Board by the Diocesan Synod, Council or Bishop

2.12 Diocesan Tribunal

The Diocesan Tribunal shall be the Court for the trial of clergy and laity and shall also consider other matters as the Bishop may from time to time refer to it. The role of the Diocesan Tribunal shall be as pelt out in Canon 3:27 of the Canons of the Church of Uganda 1997 as Reviewed in 2018.

2.12.1 Charges or Accusations

The following are the charges or accusations on which any clergy or laity of the Diocese of Kampala may be presented for a hearing:-

(1) Heresy or false doctrine;
(2) Schism, that is to say, causing members of the Church to divide into separate groups hostile to each other,
(3) Apostasy from the Christian faith;
(4) Violation of the Constitution or canons or policies, procedures or guidelines of the Church;
(5) Disobedience, that is to say, wilful contravention of the acts, rules, and regulations of the Diocesan Synod, Council or any other lawful

organ of the Church;

(6) Habitual irregularity or neglect in the performance of the ecclesiastical duties or other duties relating to in the case or laity to his office;

(7) An offence which has led to conclusive conviction in the criminal courts

(8) Sexual immorality and / or harassment, and other sexually related offences;

(9) Financial impropriety;

(10) Any act, habit, conduct, or contumacy which has given or is likely to give just cause of scandal or offence or which is unworthy of clergy or laity and is likely to bring the Ministry of the Church or the office of the laity into disrepute, including the institution of any proceedings in the secular courts against the Church or any Bishop or other officer in their respective capacities without first following the internal mechanisms and due process within the Church.

2.12.2 The Composition of the Diocesan Tribunal

The Diocesan Tribunal shall be composed of the following:-

1. The Diocesan Chancellor as the Chairman (or in his absence, the Deputy Chancellor)
2. Three (3) senior clergy (of at least ten (10) years of standing) and three (3) senior lay members elected by the Diocesan Synod
3. One (1) senior clergy and one (1) senior layman appointed by the Bishop.
4. The Diocesan Human Resource Officer shall be the Minute Secretary as an ex-officio member of the Tribunal.

2.12.3 The Procedures for the Diocesan Tribunal

Any aggrieved Communicant on the Church's register may lodge a complaint, Such a complaint shall be in writing, clearly specifying grounds of the complaint, and addressed to the Bishop.

The procedure for the conduct of business by the Diocesan Tribunal shall be as follows:-

a) A complaint in writing and specifying the grounds, and signed by the presenter(s) shall be submitted to the Bishop's office.

b) The Presenter shall be:-
   (i) a priest employed by the Diocese of Kampala, or
   (ii) Two (2) wardens of a Parish, or
   (iii) Five (5) communicants of at least twenty one (21) years of age

c) The accusation shall be titled "Articles of Presentation", and a copy shall be provided to the accused or his / her agent free of charge.

d) The charges in the document shall specify all the particulars of time, place, and circumstances alleged by the presenters and intimating the name and address of the person if any, acting as the agent of the presenters.

e) The accused may, if he /she wishes, have the aid of counsel or an agent and may submit his / her defence in writing. The presenters may be aided by Counsel or be represented by their appointed agent.

f) No testimonies shall be received at the trial except from witnesses who shall, before giving their evidence, make an affirmative answer to the following question:

   "Do you promise, in the presence of the Almighty God, that you will speak the truth, the whole truth whether in the declaration which you shall make or in the answers to the questions you may be asked?"

g) No original proceeding shall be instituted before the Tribunal if more than two years have elapsed since the date of the alleged offence, except with leave given by the Bishop.

h) Where it is necessary to take the testimony of an absent witness or witnesses, such evidence shall be in writing and signed, and it shall be read and used in the trial, provided that no such application shall be made to the Tribunal except after twenty-four hours' notice in writing.

i) The proceedings shall be public, unless the Chairman of the Tribunal hearing the charges shall deem it advisable on the grounds of public morals or in the general interest of the Church that they should be private and the accused does not object. In case of objection by the latter, the Chairman's ruling shall be final.

j) Where a person tenders in a resignation letter to appropriate person or authority after a charge is brought against him or her but before

k) Where an accused person in the course of proceedings shall in writing make an admission of guilt, and offer to submit to whatever sentence may be pronounced against him / her, the Bishop shall have power to dispose of the case, on the basis of admission made, in such a way as shall seem appropriate to him, provided always that no sentence pronounced under such circumstances shall exceed that which the Tribunal would have pronounced had the accusation been proved to the extent of the admission made after a trial regularly concluded.

l) Every sentence passed shall be in writing.

m) The sentence so given shall be subject to the Confirmation by the Bishop.

n) The Bishop may institute initiatives like counselling, agreement, or mutual settlement between the 2 or more aggrieved parties before the complaint is sent to the Tribunal for a hearing.

o) Where the complaint remains unresolved for 3 months from the date the complaint is submitted, the Bishop shall forward the complaint to the Chairman Diocesan Tribunal. The Bishop may review the 3 months time limit if the circumstances of the case so demand.

p) The Diocesan Tribunal shall take decisions by a majority vote, and two-thirds of the total membership of the Tribunal shall constitute a quorum.

q) Any person dissatisfied with the Diocesan Tribunal's decision shall be at liberty to appeal as per Church of Uganda Canons 3.25(h) and 3.26(m).

r) The Diocesan Tribunal shall keep a record of the proceedings including the Articles of presentation, with the name of the presenters and the accused, the evidence, and the judgement of the Tribunal.

s) A Priest or Deacon found guilty after due trial shall be subject to any of the following sentences:

   a. Admonition
   b. Suspension
   c. Deprivation
   d. Fine or with recommendation for reprimanding

e. Deposition

t) A Bishop may at his discretion withdraw his licence from a clergy who is suspended or deprived of the charge of his / her office;

u) A laity found guilty after due trial shall be subject to any of the following sentences:-

a. Admonition
b. Penitence
c. Suspension from the holy communion table and / or exercise of ministry or office
d. Excommunication

2.13 Commission on Ministry

The Commission on Ministry shall conduct and evaluate the examination of persons for Holy Order; support the development, training, utilization and affirmation of the ministry of the laity in the Diocese of Kampala; and perform such other duties as may be assigned to it by the Bishop.

The primary function of the Commission on Ministry (COM) shall be to assist the Bishop in three distinct areas:

1. In matters relating to the selection, examination, interviewing, and screening of applicants for admission as candidates for ordained Ministry in the order of Deacon and Priesthood
2. In determining the requirements for the present and future Ministry in the Diocese; and
3. In the design and oversight of the ongoing process for recruitment, discernment, formation for ministry, and assessment for readiness thereof.

2.13.1 Composition of the Commission on Ministry

The commission shall be composed of the following:-

a) A senior Archdeacon (time of service as Archdeacon) as the chairman
b) Three (3) senior clergy and three (3) senior laity members elected by the Synod
c) The Diocesan Secretary as a member
d) The Education Coordinator as the minute secretary

The procedures laid down in Canon 3.3 and Canon 3.4 (Church of Uganda Canons) detailing the procedure from a person developing a desire to the ordination time) shall be adhered to.

2.14 The Cathedral

The Cathedral is the Principal Church building of the Diocese where the Bishop's throne (Cathedra) is situated. Canon seats shall also be present in the Cathedral.

2.15 Cathedral Chapter

There shall be a Cathedral Chapter composed of the College of Canons chaired by the Bishop of the Diocese. The Cathedral Chapter shall be the governing body of the Cathedral, and shall have the overall management or authority for the administration of the Cathedral. The Cathedral Council shall be under the Cathedral Chapter.

The composition and functions of the Cathedral Chapter shall be as spelt out in the Diocesan Constitution of 1972 as Reviewed in 2022.

2.16 College of Canons

The Bishop's discretion notwithstanding, the College of Canons shall be constituted as follows:-

1) Canon – Mission and Evangelism
2) Canon – Marriage and family life
3) Canon – Culture and History
4) Canon – Church / Public relations and media
5) Canon – Stewardship (Finance, Planning, and Development)
6) Canon – Administration, Order, and clergy affairs
7) Canon – Doctrine. Theology, Liturgy, Ecumenism
8) Canon – Education, ICT, and Research
9) Canon – Children and Youth
10) Canon – Health and Social Services
11) Canon – Civic and Political Affairs
12) Canon – Special Duties

2.17 Archdeaconry Council

There shall be Archdeaconry Councils whose composition shall be as follows:-

1. Archdeacon as Chairman
2. Most senior Vicar/Chaplain as the Vice Chairman
3. Vicars/Chaplains
4. People's Wardens in the Parishes
5. Two Family Life Ministries representatives from the Parishes
6. One Representative of Children Ministry from the Parishes
7. One Youth representative from the Parishes

The Archdeaconry Council shall have a Secretary (clergy) and a Vice Secretary (lay) who shall be elected in the first sitting. The decisions of the Archdeaconry Council shall be binding on the archdeaconry.

The Archdeaconry Council shall perform the following roles/tasks/ duties:-

1. To plan the business of the archdeaconry, prepare the agenda for its sessions and to circulate to members information about matters for discussion;
2. To initiate proposals for action by the Archdeacon and to advise him / her on programmes matters
3. To advise the Archdeacon on any matters which he/she may refer to the Bishop and the Diocesan Council
4. To appoint members of Committees and Working Groups or nominate and elect members to the Synod in accordance with the Diocesan guidelines and procedures
5. To receive the reports of the Committees, Working Groups and officers on actions taken
6. To jointly plan and execute mission and ministry programmes
7. To carry out such other functions as delegated to it by superior officers and organs.

2.18 Parish /Chaplaincy Council

2.18.1 Composition of the Parish/Chaplaincy Council

Each Parish/Chaplaincy shall have a Parish/ Chaplaincy Council whose composition shall be as follows:-

1. Vicar/Chaplain as Chairperson (also chairman of AGM)
2. Other Clergy in active service in that Parish
3. Chief Warden (elected)
4. Vicar's Warden (appointed by the Vicar / Chaplain)
5. Council Secretary (elected)
6. Treasurer (elected)

Councillors (elected):

7. Family Life Ministry representative (Mothers' Union representative, Fathers' Union representative, Christian Women Fellowship representative)
8. Youth Ministry representative
9. Children Ministry representative
10. Planning and Development representative
11. Infrastructure, Equipment and ICT representative
12. Mission and evangelism representative
13. Pastoral care (including home cells and visitations)
14. Worship/expressions representative (elected)
15. Representatives from sub Parishes / Church plants (2 from each sub Parish or Church plant)
16. Co-opted members – depending on skill and experience required (not exceeding 3 people)

2.18.2 Terms of Reference for the Parish /Chaplaincy Council

The Parish /Chaplaincy Council's Terms of Reference shall include:-

1. Set the strategic direction, approve strategies and policies, annual budgets and work plans.

2. Monitor implementation of strategic plan of the Parish/Chaplaincy.
3. Fundraise for Parish/Chaplaincy ministries, programs, projects and activities
4. Provide oversight and ensure that resources are managed effectively.
5. Ensure compliance with national laws, rules, and regulations
6. Evaluate progress toward ministry, program and financial goals.
7. Supporting and assisting the Vicar and other senior staff
8. Ensure the assets of Parish/Chaplaincy are safe guarded
9. Serve as a court of appeal for unresolved lay staff issues or complaints and, where necessary, refer them to higher organs
10. To select committees to perform the various functions of the Parish/ Chaplaincy
11. Implement Diocesan policies, procedures, and guidelines (e.g. clergy welfare, financial management, procurement and disposal, etc)
12. Work with management to safeguard Parish/Chaplaincy's reputation and credibility.
13. Appoint external auditors
14. Identify investment opportunities and invest on behalf of Parish/ Chaplaincy in order to raise additional funds from investment returns.
15. In consultation with the appropriate Diocesan authorities, the Council may at Parish/Chaplaincy's expense, seek legal or other professional advice on any matters within its terms of reference
16. Ensure that committees conduct annual appraisals based on the agreed tasks at the beginning of the period in their approved work plans.
17. Work with management to ensure that Council resolutions are implemented
18. Conduct affairs of the Council including Council development and transition

19. Conduct an annual performance evaluation of the Council
20. Create sub Parishes and the way they will be administered
21. Appoint lay staff in consultation with the Archdeaconry Council
22. Any other assignment as given by appropriate authorities.

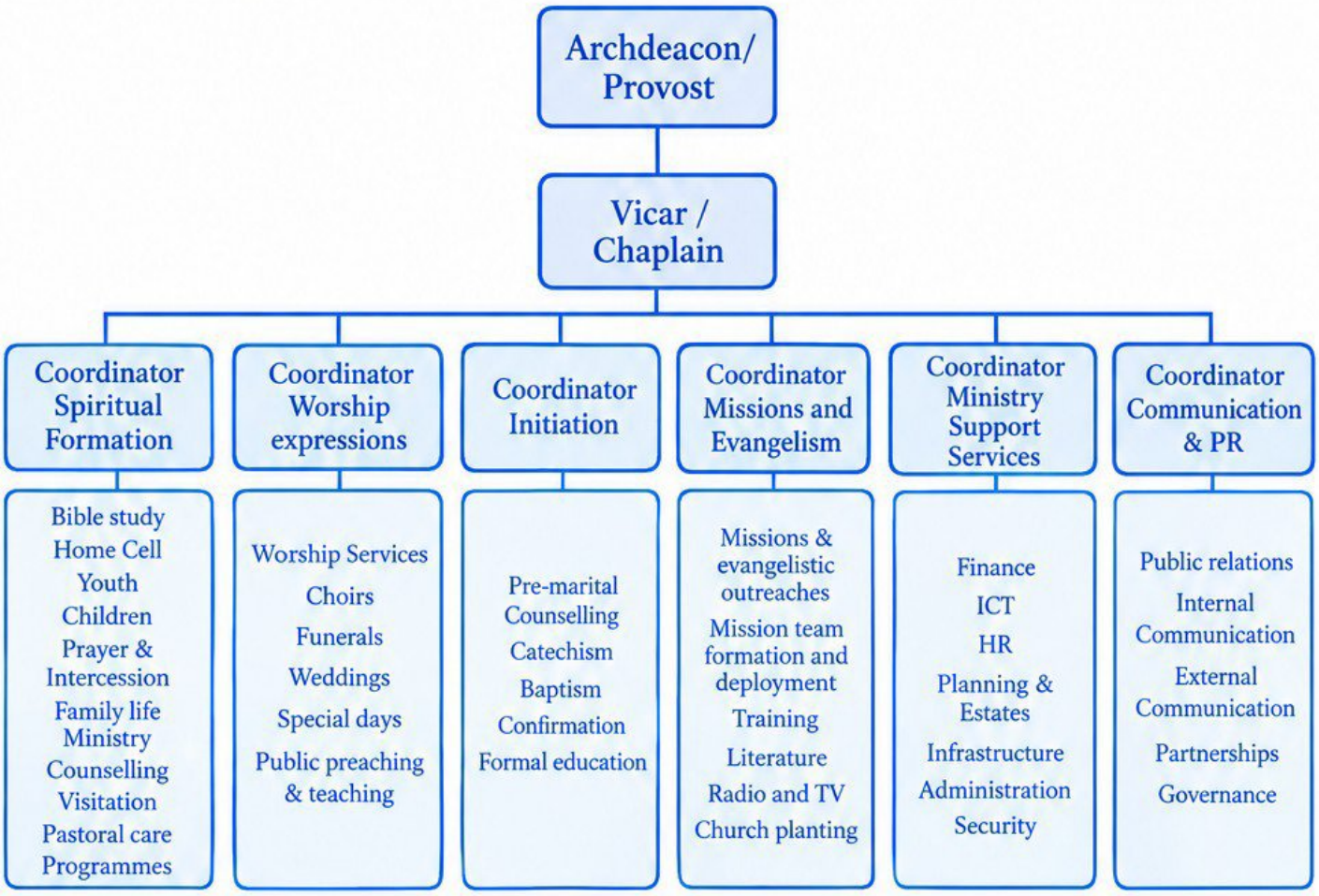
2.18.3 Parish/Chaplaincy Council Committees

The following shall be the Parish/Chaplaincy Council Committees under each Parish/Chaplaincy Council:-

1. Executive Committee (Provost / Vicar / Chaplain, Chief Warden elected, Secretary, Treasurer, Clergy's Warden (appointed by the Clergy), another senior priest where applicable). This is a standing committee of the Parish / Chaplaincy Council.
2. Ministry Committee (Mission & Evangelism, Health & Social transformation, Education & Training, Pastoral Care, Family Life, Youth, Children, Choirs or Worship, Communication)
3. General Purpose Committee (Land, Estates & Infrastructure, Planning & Development, Human Resource, Finance, Procurement & Disposal)
4. Elections Committee

The Council may from time to time create committees to perform specific tasks. The terms of reference, membership, reporting relationships shall be established at the time of establishing the committee.

2.18.4 Organisation Structure of a Parish / Chaplaincy



Coordinators shall be full time staff and may be deputised by volunteer lay ministers.

2.18.5 Ministry Teams

Sub Parishes/Local Churches shall form and equip Ministry teams to carry out various forms of Ministry. This is to prepare God's people for works of service so that the body of Christ may be built up, thereby expanding the span of influence with greater effectiveness. Ministry teams shall not become isolated groups but shall fit within the whole functioning organization of the Sub Parish Local Church. The ultimate goal of each Ministry Team is to know the Lord and make him known through their ministry's work. Ministry teams shall be under the shepherding of the pastor who shall be a coordinator as per Parish/Chaplaincy structure.

Ministry teams shall:-

1. Promote a greater experience of the priesthood of all believers
2. Provide an environment in which diversity of opinions can safely be expressed and not a defensive and divisive atmosphere
3. Serve with a spirit of cooperation and communication and not one of control and bureaucracy
4. Serve together
5. Enjoy fellowship with one another.

The pastor's role shall be:-

1. To coordinate the activities under the various ministry teams under his/her care
2. To ensure that the team fits into the overall vision and purpose of the Sub Parish/Local Church
3. To offer pastoral related services to the team members
4. To care for and build up the teams
5. To arrange for equipping of team leaders and members for purposes of enhancing skills required for ministry
6. To arrange for any support that shall be required for purposes of building Christ-like character among team members
7. To develop and channel intrinsic, godly motivations and maturity within the teams.
8. To diligently cultivate key qualities within the team such as:
    - Ownership of the church's vision (integration) and how the team fits within it (identity)
    - Commitment to one another as well as a passion for the cause
    - Mutual submission, respect, and cooperation out of a Christ-like humility, openness, and honesty in communication in a climate of trust
9. To undertake any other duty as shall be assigned by the Parish Vicar/ Chaplain

The Ministry team leader shall be a full time staff and deputized by a volunteer (where full time staff's are in place). The Ministry team leader's role shall be:

1. To identify and link with organizations, people, and resources in and beyond the congregation that are concerned with the Ministry of the team.
2. To coordinate with the pastor(s) and leadership of the church to plan and implement vital, comprehensive ministry for the church
3. To ensure that the team is accountable for its Ministry activities
4. To work closely with the Pastor/Vicar and the entire Sub Parish/Local Church leadership to ensure that the Ministry vision and Mission are clear and that there are strategies to achieve them
5. To help maintain unity within the team
6. To plan and budget for the Ministry team's activities
7. To manage and monitor the budget of the Ministry team as allocated and agreed with the Church Council
8. To communicate to the Church Members and congregation both the ongoing activities and future of the ministry
9. To oversee the development of young and emerging leaders.
10. To oversee the team's compliance to the various church policies, procedures, and guidelines
11. To ensure smooth running of the various ministry activities
12. To review and monitor progress of implementation of the ministry activities
13. To research and provide access to relevant resources for the ministry and team members
14. To arrange and lead the periodic ministry meetings
15. To undertake any other duty as shall be assigned by the Parish / Chaplaincy Council

2.18.6 Annual Work-plans for the Council and its Committees

On an annual basis, the Council and its committees shall develop work plans with specific goals and objectives, aligned to the strategic plan of Parish / Chaplaincy, as well as the terms of reference to enable them focus on attainment of these objectives. The work plans shall be approved by the Council. In Council meetings, each committee reports on the status of implementing its own work plan.

2.18.7 Committee Reports

Each committee chair shall in the Council meeting present the committee report to the Council. The report shall segregate items requiring Council approval and those presented for Council's information.

2.18.8 Frequency Meetings

The Parish/Chaplaincy Council shall meet at least once a quarter while the each Council Committee shall meet at least once a month.

A quorum for the Council committees shall be at least 50% of the committee membership.

2.18.9 Meeting Minutes

Minutes for all Council and its committee meetings shall be distributed to the members prior or at its meeting. The Committee chair shall report at full Council meetings.

2.18.10 Agenda

All meetings shall have an agenda prepared for meetings with relevant documents attached and distributed to members at least five days prior to the meetings.

2.18.11 Annual Review

On an annual basis, there shall be a review of the operations and functioning of the Council and its committees, with particular reference to the extent to which the Council and its committees have discharged their roles and responsibilities.

2.18.12 Membership of the Council

The composition of the Council as well as its committees should as much as possible take into consideration the knowledge and skills of members, maturity of discipleship, good standing in the Church and community, and commitment to the Lord Jesus Christ and the Church of Uganda.

The secretary is responsible for the preparation and circulation of the meeting agenda and documents as well as writing Council meeting minutes. Communication between the secretariat and Council members may be by email, fax or other agreed forms of written communication.

2.18.13 Dissolution of Council

The Bishop may in consultation with the Diocesan Council dissolve the Parish/Chaplaincy Council if the Bishop is convinced that the Council has acted irresponsibly or negligently. If the Bishop takes such action, he will appoint a commission of 7 members of that Parish to run that Parish under the supervision of the Vicar or Archdeacon for a period not exceeding 3 months after which the Bishop shall convene a special AGM to carry out fresh elections of the Parish/Chaplaincy Council. The Bishop shall request the Archdeacon to chair the meeting. In the case of the Sub Parish/Local Church/Church plant, the Archdeacon will handle the dissolution in consultation with the Archdeaconry Council, and the special AGM shall be chaired by the Vicar/Chaplain responsible for that Parish /Chaplaincy.

2.18.14 Induction of Council Members

It is the responsibility of the chair to provide new Council members with a copy of the following documents prior to its first meeting as part of the Induction process:

a) Council Terms of Reference
b) Minutes of the last two Council meetings
c) Parish/Chaplaincy strategic plan
d) Copies of the constitutions of the Church of Uganda, Diocese of Kampala, Canons,

e) Diocesan administrative guidelines and strategic plans,
f) Copies of existing policies of Parish/Chaplaincy
g) The organization structure of Parish/Chaplaincy
h) Approved budget and work plans for the current period
i) Most recent annual report of Parish/Chaplaincy
j) Most recent audit report on Parish/Chaplaincy

The Parish Council shall be installed / inducted in a service led by the Archdeacon.

2.18.15 Continuous education for Council Members

Continuous education for the Council members is relevant to enhance governance skills and competences.

The Council shall develop a schedule for continuous education and determine the most appropriate way in which to attend said continuous education.

2.18.16 Committee Self Assessment

The approved annual work plan for each Council committee shall form the basis of performance appraisal. The committee shall be assessed based on the agreed outputs at the beginning of the year.

In addition, the committee should address the following fundamental questions:

a) Is the committee satisfied that it has effectively discharged its responsibilities as per its terms of reference?
b) How can the committee improve its operating efficiency and effectiveness?

2.19 Executive Committee

The Executive Committee:-

1. Shall be the standing Committee of the Council chaired by the Provost/Vicar/Chaplain.
2. Shall be responsible for the implementation of Council resolutions.
3. Shall develop annual committee work plans (including the budget) for Council approval.
4. Shall coordinate all Human Resource-related matters including recruitment, appraisal and termination of the Parish/Chaplaincy non clergy staff.
5. Shall make recommendations for Council approval on matters of staff salaries and staff benefits.
6. Shall act as an arbiter on staff grievances, and where necessary refer to the Council.
7. Shall explore and propose ways of enhancing income for the parish, and fundraise for Parish/Chaplaincy activities.
8. Shall provide support to the Provost/Vicar/Chaplain through prayer and fellowship, intensive orientation, regular meetings, objective advice and conducting annual performance appraisals.
9. Shall review the staff structure periodically to ensure it is appropriate for the current strategic objectives of Parish/Chaplaincy and make recommendations thereof.
10. Shall draft and recommend to Council the Human resource policies for Parish / Chaplaincy and carry out periodic reviews to ensure they are appropriate and up to date.
11. Shall ensure compliance with relevant local and national laws and regulations.
12. Shall continuously review implementation and report progress to the Council to ensure adherence to the strategic plan.
13. Shall conduct periodic performance evaluation of the committee and report to the Council.

2.20 Elections Committee

This shall be a committee of the Parish/Chaplaincy Council.

1. It shall be appointed by the Vicar/Chaplain in consultation with the Council, clearly specifying the Chairperson

2. It shall be composed of not less than 5 and not more than 7 members who shall be individuals not eligible/interested in being elected, but well known practicing communicants of good standing in the Church
3. It shall receive duly signed nomination forms at least 1 month before the election day
4. It shall conduct due process on every nominated person for any office
5. It shall publish the list of nominees against the office they are nominated for at least 1 week before election day
6. It shall share information regarding the process, nature and procedure of election (education)
7. In consultation with the Diocesan office, it shall communicate the nominations and the elections day and time
8. It shall conduct elections, document, and announce results

2.21 Ministry Committee

This shall be a committee of the Parish/Chaplaincy Council. It shall:-

1. Develop annual committee work plans and budgets that are aligned to the Parish/Chaplaincy strategic goals for Council approval
2. Review annual work plans for mission and training activities to ensure they are in line with strategic goals
3. Ensure evangelism is mainstreamed in all Parish/Chaplaincy activities
4. Receive quarterly reports on mission activities, evangelism, discipleship, pastoral care, health and social transformation, education, worship, youth, children, family life programmes, and review their performance
5. Monitor and evaluate the effectiveness of ongoing ministry programs
6. Receive and review progress of strategic plan implementation regarding mission activities, evangelism, discipleship, pastoral care, health and social transformation, education, worship, youth, children, family life programmes, and review their performance
7. Fundraise for ministry activities

8. Review and evaluate ministry opportunities identified by management and make recommendations to the Council.
9. Approve procedures for recording, reporting, and follow up of new converts.
10. Recommend to the Council a policy for selecting and supporting ministry outreaches
11. Review and recommend networking policy of Parish/Chaplaincy to ensure it addresses issues of interest to the Parish/ Chaplaincy
12. Review and agree to local and international organizations/Churches/ ministries to partner with in ministry and training activities
13. Periodically review corporate worship and, where necessary, make recommendations to Council to ensure that it is dynamic, relevant, appropriate, and edifying
14. Review volunteer and internship policy periodically to ensure it is relevant and supports the current ministry programs
15. Conduct an annual performance evaluation of the committee and report to the Council
16. Any other assignment as given by appropriate authorities.

2.22 General Purpose Committee

(a) This committee of Council relates to Land, Estates & Infrastructure, Planning & Development, Human Resource, Finance, and Procurement & Disposal. It primarily concerns ministry support functions of the Church; planning and development, mobilization, appropriation, usage, and accountability of resources and assets of the Parish/ Chaplaincy.

(b) This committee shall be composed of the following:-

1. Chairman appointed by the Council
2. Honorary Treasurer
3. Council member for planning & Development
4. Council member for infrastructure, equipment, and ICT

5. I members appointed by the Council (skilled in Human resource management)
6. I professional appointed by the Council
7. A representative of clergy
8. Administrator as an ex-officio minute secretary (or Council Secretary where there no administrator)

(c) The Terms of Reference (TORs) for the General Purpose Committee shall be to:-

1. Develop annual committee work plans (including budgets) for Council approval
2. Review financial policies periodically and recommend for Council approval
3. Review and make recommendations to the Council on annual budgets
4. Review quarterly financial reports submitted by the Treasurer
5. Ensure there is integrity and accountability in all financial processes
6. Initiate and review the annual and strategic planning processes
7. Handle procurement and disposal of assets for the Parish/ Chaplaincy in accordance with the established policies and procedures
8. Regularly review the fundraising needs for Parish/Chaplaincy, recommend strategies, and participate in fundraising for Parish/ Chaplaincy ministries
9. Identify and review all investment opportunities and make recommendations for Council approval.
10. Anticipate/foresee infrastructural and space needs of the Parish and recommend contingency plans to address them.
11. Review Information Communication Technology (ICT) installations and make recommendations for the Council
12. Formulate and recommend policies regarding social media engagement and website management

13. Review and recommend to Council knowledge management initiatives and strategies to enhance storage of information and assets of the Parish/Chaplaincy
14. Review management's proposals regarding strategic plans, annual objectives and targets and make recommendations for Council approval
15. Plan, recommend, and monitor maintenance and management of the Parish/Chaplaincy assets
16. Review and recommend to Council for approval the financial management, procurement and disposal, storage, communication, human resource, land estates policies, procedures, and guidelines
17. Conduct an annual performance evaluation of the committee and report to the Council
18. Annually review and recommend to the Council external auditors for appointment
19. Any other assignment as given by appropriate authorities.

(d) Sub-Committees: The General Purpose and Ministry Committees may appoint subcommittees to further carry our such delegated work. Such Sub Committees as Procurement and Disposal,

2.23 Tenure of office

The tenure for a Parish Council member shall be 4 years in line with the cycle of the Provincial Assembly and the Diocesan Synod and eligible for re-election only once.

2.24 Organs at the Sub Parish/Local Church

2.24.1 a) There shall be a Sub Parish Council set-up in every sub parish and which shall comprise of the following as members: -

i) The Sub Parish Priest or Lay Reader;
ii) All Clergy in active service still on license including Chaplains in charge of chaplaincies within the jurisdiction of that Sub Parish; the Sub Parish Head of Laity and All Lay members of the Synod from that Sub Parish;

iii) All Lay readers, Catechists and or church teachers at the sub parish;
iv) Sub Parish Mothers Union Leader;
v) Sub Parish Fathers Union Leader;
vi) Sub Parish Youth Leader;
vii) Sub Parish Treasurer;
viii) Christian Rural Service worker/ Development Worker;
ix) One Sunday School Teacher;
x) The Two Parish/Sub Parish Church Wardens, one elected by the Parish Priest/ Lay Reader and the other by the Christian Congregation of that Parish/Sub Parish, provided that the two are communicants.

a) Members of a Sub Parish Council shall hold office for four years and during that term the Sub Parish Council shall convene and meet at least thrice every year.

b) The quorum for meetings of the Sub Parish Council shall be one half of all the members of the Council and decisions and or resolutions of the council shall be determined by consensus or a simple majority of the members present.

c) Meetings of the Sub Parish Council shall be chaired by the Sub Parish Priest or Lay Reader and in his/her absence, a person authorized by any of the above two shall, on his/her behalf chair the meeting.

d) The secretary of the Sub-Parish Council shall be elected by and from among the members of the Sub Parish Congregation.

e) The Parish Priest of the area, at his/her own option or at the request of the Sub Parish Priest or Lay Reader, may attend and or, chair any meeting of the Sub Parish Council within his/her Parish.

f) Termination of membership to the Sub Parish and the lower Council shall follow the same rules as those stipulated for the Diocesan Synod members in Art 12 with necessary modifications, provided that no person shall serve on the Sub Parish Council for more than twelve (12) years.

2. Functions of The Sub Parish Council shall include:

a. The Sub Parish council shall have the primary responsibility for the overall development, mission, teaching and pastoral ministry

of the Church to persons, households and or the grass root Communities of the people in the Sub Parish as well as the teaching of Christian Religious Education in Schools within its jurisdiction;

b. Promote the overall Strategic objectives of the Church by formulating and or aligning Sub Parish Strategic and or Operational plans with the Church of Uganda and or Diocesan Strategic Plans, as well as ensuring the implementation of Church policies at the local and or parish level;

c. The Sub Parish council shall be responsible for the property and finances of the Church in the sub parish;

d. Form the basic electoral college for the selection of Sub Parish representatives to the Parish Council, Archdeaconry and to the Diocesan Synod;

e. Feed into, facilitate and or support the proper functioning of the structural operations of the Parish, Archdeaconry Council, the Diocesan Council and Synod;

f. Submit periodic Reports thereto and or, ensure the doing of all such other things as may be required in that regard;

g. Identify and nurture suitable persons for initiation into and or for eventual training in Church Ministry;

h. The Sub Parish Council may initiate and or make recommendations for the initiation, in the Sub Parish of such activities and or projects for the propagation of Christian faith and or to advance the work of the Church in the sub parish as may be initiated on such matters as but not limited to founding and or upgrading churches, Home cells, Fellowship and or Mission Groups and, other Church or Christian associations, as well as to establish church schools and to recruit, appoint, promote, discipline lay church readers and teachers and, -on all such related matters;

i. Generally, have the authority to deliberate upon, perform such other functions, undertake such actions and or exercise such powers over all such matters within its jurisdiction as may be vested in it by the traditions and practices of the Christian faith, th e Canons of the Church of Uganda, directives of the Parish or Diocesan Synod/ Council and or in accordance with this Constitution.

2.25 Functions of the Sub Parish/Local Church

The functions of the Sub Parish/Local Church shall be:-

1. To actively support the ministry of the Church so as to ensure that the Bishop fulfils the tasks he accepted during his consecration and enthronement.
2. To actively support and work with the Parish priest(s) in the initiation of evangelistic activities, pastoral care, sacramental ministry, and development of Church work within the Sub Parish/Local Church and Parish/Chaplaincy with a view of establishing the truth of the gospel more widely and deeply in the lives of the faithful and preparing and equipping them for effective witness in and outside the Parish/ Chaplaincy.
3. To elect and establish committees and representatives at the Sub Parish / Local Church level, Parish/Chaplaincy, and Diocesan levels in accordance with established rules.
4. To strengthen the unity and commitment in the Sub Parish/Local Church and among the Churches forming the Parish.
5. To seek ways and means of bringing back to fellowship of the Church those who are backsliding, and evangelizing the unreached within the Parish.
6. To ensure the Sub Parish/Local Church meets its obligations to the Parish, Archdeaconry, and the Diocese.

The Sub Parish/Local Church shall establish and maintain a membership register.

2.26 Resolutions

The decisions of the Parish Council shall be binding within the Parish and those resolutions shall be sent in good time to the Archdeacon who shall select those which are referred to the Archdeaconry Council.

2.27 Special Requirements for Members of the Councils

For all the Church Boards, Councils, and committees (that is from the synod to the lowest Church Council), it is required that:-

a) They shall have reached at least 21 years of age
b) They shall be active communicants

Functional and administrative organograms are attached as Annex 3 and 4 respectively.

3. OFFICERS IN THE DIOCESE OF KAMPALA

3.0 Diocesan Management Team

1) Bishop as Chairman
2) Assistant Bishop as Vice Chairman
3) Diocesan Secretary
4) Heads of Departments
5) The Archdeacons may from time to time be invited depending on the need and business at hand.

These shall be the drivers of the day to day business of the Diocese of Kampala.

3.1 Bishop

3.1.1 The Diocesan Bishop

In accordance with the Provincial Constitution of the Church of Uganda, the Archbishop of the Church of Uganda automatically becomes the Diocesan Bishop of Kampala. He is the Principal leader of the Diocese whose authority is given by the Provincial Constitution, Provincial Canons, and the Diocesan Constitution.

3.1.2 Duties of the Bishop

The duties of the Bishop shall include:-

1) Being the Chief Shepherd
2) Guarding the doctrine of the Church
3) Being responsible for all diocesan matters
4) Making pastoral visits all over the diocese at different levels, namely: Archdeaconry, Parish and Sub-Parishes

5. Chairing Synod and Diocesan Council. He may delegate chairing of different boards and committees to others
6. Confirming candidates into the Christian Faith
7. Ordaining Deacons/Priests and other Church leaders according to normal arrangements
8. Overseeing the normal running of the different Church organizations
9. Counselling and advising the pastors/priests and the whole of his flock
10. The bishop has the authority to appoint and transfer any Church worker i.e. archdeacon, priests, deacons or lay leaders for the well being of the Church
11. The bishop has the authority to suspend any Church organization or committee which he cites as not functioning for the wellbeing of the Church
12. Being an example of righteous and Godly living
13. Acting as the Public Relations Officer of the Diocese and promote the image of the Diocese within and outside the Diocese.

3.1.3 Assistant Bishop

He is responsible for all the duties as assigned to him/her by the Diocesan Bishop, and periodically reports to the Diocesan whose decision shall always be final.

3.1.4 Roles of the Assistant Bishop

The roles of the Assistant Bishop shall include:-

1. To develop, pastor, counsel, and mentor clergy and other staff in the Diocese of Kampala
2. To implement the confirmation programmes in the Diocese
3. To oversee Diocesan ministries e.g. higher education, schools, planning & development in Parishes
4. To represent the Bishop in various meetings – international, local, and departmental
5. As a teacher, to coordinate ministry reviews and training (e.g. Ministerial formation, stewardship, leadership development, and congregational development) in the Diocese
6. To oversee financial management and accountability in the Diocese

7. In the absence of the Diocesan Bishop, in accordance with Church of Uganda Diocese of Kampala policies, procedures, and guidelines, to execute Episcopal ministry and services.
8. To carry out any other responsibility as may be delegated by the Bishop.

3.2 Diocesan Secretary

There shall be a Diocesan Secretary as a chief administrator of the Diocese. This is an executive officer in the Diocese, and such a member of the various Diocesan organs such as Synod, Council, and the various Boards. The person for this office shall be a strategic thinker and an effective manager, with skills in finance and budgetary control, and human resource management. The roles of the Diocesan Secretary shall include:-

1. To work with clergy and laity across the Diocese to promote the mission and ministry of the Church.
2. To lead the administration in the full implementation of the strategy of ministry, thus enabling and promoting the mission of the Diocese, with the scope extending to Parishes and Archdeaconries.
3. To deliver both internal and external professional support, advice, and guidance to enable the Diocesan Synod, Diocesan Council, Diocesan Boards, Bishop's Court, and the Diocesan staff meetings to uphold their core values.
4. To supervise the human resource management and development in the Diocese (recruitment, management of performance, appraisal of human resource, staff welfare initiatives, disciplinary actions, capacity development, leave management, retirement planning, and other HR related actions)
5. To lead in the management and maintenance of the Diocese's land and properties, and other immovable or movable assets, and keep an inventory of the Church's assets.
6. To enhance financial management and accountability in the Diocese
7. To authorize expenditures within budgets agreed
8. To sign formal contracts on behalf of the Diocese – whether financial, employment, or otherwise

9. To be the Diocesan Registrar (licensing of Churches and therefore marriages, licensing of ministers, licensing of Churches, custody of the Diocesan Seal, Episcopal staff, letters of orders for deacons, priests, and canons, and other registrar duties)
10. To handle various administrative roles – in charge of organising the Diocesan Synod, Council, and other bodies, overseeing the heads of departments and Archdeacons, deployment and policy consultations
11. To be a member of the Staff Board
12. Any other duty as may be assigned by the Bishop

3.3 Heads of Department

Each of the Boards shall have a corresponding head of department as the implementer of the decisions of the respective board. The functions of a head of department shall include:-

1. To lead in the implementation of decisions of the respective board within the Diocese
2. To offer technical advice to the leadership of the Diocese on issues pertaining to the particular technical area
3. To act as a custodian of documents, materials, and equipment for the respective area
4. To plan and budget for the particular area, and monitor expenditures within the approved limits
5. To supervise staff under his / her area of jurisdiction and appraise their performance
6. To act as a Secretary to the respective Board
7. To periodically account and report on activities within their respective areas
8. Any other duty as may be assigned by the Diocesan Secretary and / or Bishop

3.4 The Dean/Provost

He shall be a Canon appointed to oversee the ministry and leadership of the Cathedral Parish. Additionally, he shall be responsible for the following:-

a) He/she shall be the Dean of the Cathedral
b) He/she shall be the chairman of the College of Canons
c) He/she shall be the chairman of the Cathedral Chapter
d) He/she shall be the chairman of the Cathedral Parish Council
e) He / she shall perform the duties of Vicar / Chaplain as specified in 3.6 of this manual
f) Any other duty as may be assigned by the Diocesan Secretary and / or Bishop

3.5 The Archdeacon

The Archdeacon shall be the Bishop's representative in his/her area of Jurisdiction. He shall be responsible for effecting the Diocesan Policies, programmes, and activities in his/her area of administration.

The roles and responsibilities of the Archdeacon shall include the following:-

1) To oversee the Parishes in his area
2) To administer the teaching of Christian religious education in the Churches and schools in his/her area
3) To give pastoral advice and counsel to the ordained and lay-ministers and leaders in his/her area
4) To oversee the acquisition and management of Church assets such as land, buildings, and other movable and immovable assets and investments in his/her area
5) To initiate the formation of new church congregations, Parishes, and define their boundaries
6) To visit every Parish at least twice a year
7) To preside over installation and induction services for priests, deacons, lay ministers and wardens
8) To oversee the work of the Parish Councils, committees and boards
9) To chair the Archdeaconry Council meeting
10) To supervise the teaching of the Catechumen
11) To oversee the collection, recording, and remittance of the finances at all levels in his/her area
12) To promote a high standard of ministry among all service ministry givers
13) To inspect all projects at all levels in his/her area

14) To participate in initiatives for mobilizing funds and other resources for the development and implementations of work plans and programmes
15) To cause the development and implementations of work plans and programmes
16) To appraise the staff under his/her direct supervision and gives appropriate reports
17) In consultation with the Archdeaconry Council, to review and recommend persons for ministerial formation, ordination, and placement
18) As a vision bearer in the Archdeaconry, to initiate plans and programmes aimed at building teams and fellowship
19) To ensure proper and lively worship following the approved Diocesan liturgy in the Archdeaconry
20) Any other duty as may be assigned by the Bishop or Diocesan Secretary

3.6 The Vicar/Chaplain

The primary role of the Vicar/Chaplain shall be to oversee all aspects of Parish/Chaplaincy life and to provide leadership, pastoral care and counselling, teaching and preaching, and spiritual support in the Parish and in the wider community. He/she shall be the Bishop's representative in the Parish / Chaplaincy. The roles of the Vicar/Chaplaincy shall include the following:-

1) To fulfil the great commission;
2) To provide general leadership with a view to fostering a strong spiritual, scriptural and sacramental base within the community so that it may reach out beyond the Parish/Chaplaincy;
3) To oversee the administrative work that supports the Parish/ Chaplaincy, ensuring that programs and activities are coordinated so as to contribute to the effectiveness of Parish life;
4) To implement policies, procedures, and guidelines as set or advised by the Diocese of Kampala
5) To preside at the Parish/Chaplaincy Council meetings, working with Council to establish goals, manage the Parish/Chaplaincy's resources, and develop stewardship programs;

6) To arrange the liturgies and worship life of the Parish so that the corporate and individual lives and ministries of the Parish community are given expression;

7) To prepare people for sacraments and marriages

8) To preside over during funeral and memorial services

9) To oversee the pastoral life of the Parish/Chaplaincy, identifying and training pastoral care team members and providing administrative and communication procedures to support a healthy pastoral care ministry and other volunteer ministries in the Parish/Chaplaincy;

10) To ensure that holistic Christian Education programs are available to people of all ages in the Parish/Chaplaincy and to oversee their delivery;

11) Together with the Parish team (other clergy, Churchwardens, lay ministers, lay leaders and vergers) to manage the affairs of the Parish with appropriate regard to economy, efficiency and effectiveness;

12) To seek opportunities for partnership ecumenical collaboration with other stakeholders as per policies, procedures and guidelines of the Diocese of Kampala for purposes of building mutual understanding and respect among Christians and Churches within the Parish/ Chaplaincy;

13) To share in the work of the diocese and to support colleagues in ministry, taking part in committee work and diocesan activities;

14) To organise and/or attend inductions, ordinations, conferences, meetings (of the Parish/Chaplaincy, archdeaconry, Diocese), and other special days as shall be advised by the Bishop, Diocesan Secretary, Diocesan Heads of Departments , or Archdeacon;

15) To keep up to date with changes in Canons, Policies, Procedures, and Guidelines of the Diocese of Kampala and with other administrative matters that affect the Diocese of Kampala, Archdeaconry, Parish/ Chaplaincy, or sub Parish;

16) With the help of the Council, to ensure that annual work plans and budgets are prepared, approved, implemented, and monitored in accordance with the policies, procedures, and guidelines of the Diocese;

17) To oversee and support approved fund raising initiatives organized in the Parish/Chaplaincy;

18) To ensure proceedings and events at the Parish/Chaplaincy are recorded, ensure proper inventory and custody at the Parish/ Chaplaincy records, and report periodically as required;

19) Where there are other employees at the Parish or sub Parish (clergy or lay), the Parish Vicar/Chaplain shall be the supervisor. The Vicar/ Chaplain shall owe a duty to act fairly in discharging the duties of supervisor/employer and to abide by applicable laws of Uganda and policies, procedures, and guidelines of the Diocese of Kampala;

20) To initiate and promote channels for conflict resolution and ensure there is discipline at the Parish/Chaplaincy

21) To be a signatory to the Parish/Chaplaincy's bank accounts

22) To promote a clean Church environment;

23) To ensure that clerical vestments and other Church linen are kept clean. His/her ordinary clothing should also be clean;

24) To supervise and manage appraisals of staff, and oversee handovers at the Parish/Chaplaincy and sub Parishes/chaplaincies;

25) To regularly consult the Archdeacon on administrative and pastoral issues, and keep the Archdeacon updated

26) To perform other duties as may from time to time be required by the Bishop, Synod, Diocesan Council, Archdeacon, Archdeaconry Council, or Parish/Chaplaincy Council.

3.7 Associate Vicar

The Associate Vicar/Chaplain shall deputise the Vicar/Chaplain in accordance with guidance and posting instructions from the Bishop. The roles of the Associate Vicar shall be:-

1. Where the Vicar/Chaplain is away on official leave or attending to some other work in the Diocese, the Associate Vicar/Chaplain shall perform duties of the Vicar/Chaplain
2. To assist the Vicar/Chaplain in the following:-
   a. To fulfil the great commission;
   b. To attend to the spiritual needs of the Parishioners of the Parish/ Chaplaincy.

Chaplaincy through Sunday services and other services in the Parish/Chaplaincy organized as per Diocese's policies, procedures, and guidelines;

c) To attend to Parishioners and others in need through responding to their pastoral care needs, individual counselling and guidance; and responding to the pastoral needs of the Church

d) To provide religious instruction in collaboration with other priests in the preparation of children/adult Parishioners for baptism, confirmation, and marriage

e) In consultation with the Vicar/Chaplaincy, to organize and lead retreats for the Parish/Chaplaincy and other activities designed to foster the spiritual development of Parishioners

f) To support Parish projects that help build and enrich the Church, as well as to foster outreach into the Parish/Chaplaincy and beyond

g) In consultation with the Vicar/Chaplaincy, to foster and maintain good links at the Diocesan/Archdeaconry levels and with the other partners that the Parish/Chaplaincy is in fellowship with as per policies, procedures, and guidelines of the Diocese

3) To carry out ministry programmes / duties as may be assigned by the Vicar/Chaplain, or duties that may be assigned from time to time

3.8 Priest in Charge

The Priest in Charge shall be in charge of a Sub Parish / Local Church falling under a particular Parish / Chaplaincy or Sub Parish, reporting to the Vicar/Chaplain in accordance with guidance and posting instructions from the Bishop. The roles of the Priest in Charge shall be:-

1) To fulfil the Great Commission;
2) To attend to the spiritual needs of the Parishioners of the Parish/ Chaplaincy through Sunday services and other services in the Parish/Chaplaincy organized as per Diocese's policies, procedures, and guidelines;
3) To attend to Parishioners and others in need by attending to their pastoral care needs, individual counselling and guidance; and responding to the pastoral needs of the Church;

4) To provide religious instruction in collaboration with other priests in the preparation of children/adult Parishioners for baptism, confirmation, and marriage;
5) To support church projects that help build and enrich the Church, as well as to foster outreach into the church and beyond;
6) To perform pastoral duties
7) To supervise staff at the sub Parish or Church plant
8) To oversee financial management in accordance with the Diocesan policies, procedures, and guidelines
9) To ensure proper recording of events and proceedings
10) To create inventory and ensure safe custody of records
11) To ensure assets and equipment are well serviced and maintained
12) To be a signatory to the sub Parish / Church plant's bank accounts
13) To oversee and ensure there is a direct link between the Parish / Chaplaincy and the sub Parish or Church plant; and
14) To carry out lawful duties as may be assigned by the Vicar / Chaplain, or duties that may be agreed between clergy from time to time

3.9 Clergy as Coordinator in Ministry

3.9.1 Coordinator, Spiritual Formation

Reporting to the Parish Vicar / Chaplain, the Coordinator shall see to it that the work of spiritual formation is conducted properly. The role of the Spiritual Formation Coordinator shall be:-

1) To fulfil the Great Commission;
2) To plan and oversee children and youth worship services in the parish / chaplaincy
3) To plan, budget for and monitor implementation of family life activities in the Parish/Chaplaincy
4) To plan and monitor implementation of Bible study amongst the members of the families
5) To preach and teach the word, especially on the family

6) To plan and implement counselling sessions for children, youth, marrieds, widows, and other family life groups;

7) To attend to the hopes, concerns, and needs of children and youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbours.

8) To advocate that all children and youth are welcome and expected to be fully engaged in the ministries of the church.

9) To work with others to plan and carry out a comprehensive program for children and youth that includes worship, study, fellowship, service experiences, and other experiences that guide children and youth as they grow in faith.

10) To lead the church in creating and annually updating Safe Sanctuaries policies and guidelines and living into them as a community of nurture.

11) To develop and secure theologically aligned and developmentally appropriate resources and curricula that support the work of teachers and group leaders in ministry with children and youth.

12) To teach catechumen and other regular Bible study and prayer classes.

13) To carry out pastoral visits to institutions such as schools, prisons, army, police, markets, offices, health facilities, and other areas of the community

14) To conduct services such as weddings, funerals / memorials, thanksgiving, etc for church members and others

15) To visit grieving family members

16) To serve as an effective liaison to the church's family life committees and team ministry efforts.

17) To develop and exercise Personal Evangelism within and outside the church.

18) To perform other duties as assigned by the Vicar / Chaplain

3.9.2 Coordinator, Worship Expressions

Reporting to the Parish Vicar/Chaplain, the Coordinator, Worship Expressions shall see to it that the work of Worship Expressions and ministry in general is done properly. The role of the coordinator worship expressions shall be:-

1) To fulfil the Great Commission;
2) To maintain a growing and healthy spiritual life and lead others to do the same.
3) To regularly review the goals of the congregation in order to support and expand the ministry goals through worship. Learn about worship and the people in your congregation and community so worship opportunities are planned appropriately to the community.
4) To coordinate with the other clergy and other worship leaders in identifying, training and supporting worship leaders and teams (such as acolytes, scripture readers, ushers, artists and others).
5) To plan, and monitor implementation of worship expressions activities in the Parish/Chaplaincy
6) To review and recommend for use, purchase and maintenance of worship resources and equipment
7) To promote individual and family worship and opportunities for spiritual formation.
8) To work with other ministry leaders so that worship celebrates the whole life of the congregation and community
9) To oversee all counselling needs from the worship team members and other church members and requests from the community, and pray with them.
10) To teach catechumen and other regular Bible study and prayer classes.
11) To carry out pastoral visits to institutions such as schools, prisons, army, police, markets, offices, health facilities, and other areas of the community

12) To conduct services such as weddings, funerals / memorials, thanksgiving, etc for church members and others

13) To visit grieving church members

14) To supervise and cooperate with staff to promote the entire ministry plan of the church.

15) To serve as an effective liaison to the church worship teams and the church leaders and congregation.

16) To develop and exercise Personal Evangelism within and outside the church.

17) To perform other duties as assigned by the Vicar / Chaplain

3.9.3 Coordinator, Initiation

Reporting to the Parish Vicar/Chaplain, the Coordinator of Initiation shall see to it that the work of initiation ministry is done properly. The role of the priest shall be:-

1) To fulfil the Great Commission;
2) Maintains a current list of initiation preparation team members
3) Maintains contact list of parents/guardians wanting to participate in the initiation preparation
4) Ensures any changes in the list of initiation preparation team members are communicated promptly to the Vicar/Chaplain and other preparation team members
5) Implements the initiation preparation process as developed in consultation with the other parish/chaplaincy clergy
6) Recommends to the Vicar/Chaplain for recruitment and training of initiation preparation team members and supervises and evaluates their performance
7) Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Vicar / Chaplain
8) Ensures initiation certificates are prepared correctly, signed by the appropriate authorities, and issued to the rightful beneficiaries or the representatives

9) To plan, budget for and monitor implementation of initiation programmes in the Parish/Chaplaincy

10) Assists in setting dates and preparing for liturgies

11) Facilitates information and candidates / parent / guardian / intending couples meetings for initiation preparation

12) Ensures that a spirit of prayer and hospitality prevails throughout the Preparation process

13) Collaborates with the Vicar / chaplain and with other members of the parish /chaplaincy staff, integrating his/her own area of responsibility with the overall parish process

14) Schedules and is available for all team meetings

15) To oversee all Ministry counselling needs from the parents / guardians / candidates, and to pray with them.

16) To teach catechumen and other regular Bible study and prayer classes.

17) In consultation with other clergy, to carry out pastoral visits to institutions such as schools, prisons, army, police, markets, offices, health facilities, and other areas of the community

18) To conduct services such as weddings, funerals / memorials, thanksgiving, etc for church members and others

19) To visit grieving church members

20) To supervise and cooperate with staff to promote the entire ministry plan of the church.

21) To develop and exercise Personal Evangelism within and outside the church.

22) To perform other duties as assigned by the Vicar/Chaplain

3.9.4 Coordinator, Mission and Evangelism

Reporting to the Parish Vicar/Chaplain, the Coordinator for mission and evangelism shall see to it that the work of ministry is done properly. The role of the priest shall be:-

1) To fulfil the Great Commission;

2) To lead members of the church to a deeper commitment of personal evangelism

3) To give oversight and direction to the evangelistic ministries of the church, including but not limited to the Sunday School, Outreach, Special Evangelism Events, and Missions

4) To assist members of this church in fulfilling the task of evangelism through new and existing ministries of the church

5) To preach and teach the Bible

6) To work with the Vicar/Chaplain in communicating the priority of evangelism as a part of the vision for ministry

7) To coordinate with the Vicar/Chaplain and the Parish/Chaplaincy Council team to plan and implement a vital, comprehensive outreach ministry for the congregation to reach people of all ages with Christian love and healing

8) To assess trends in congregational growth and recommend appropriate mission and evangelism approaches

9) To plan including budgeting) and monitor implementation of mission and evangelism programmes in the parish / chaplaincy

10) To recommend and participate in resource mobilization initiatives for purposes of widening ministry

11) To engage with others to carry out programs of membership care, including plans for growth in devotional life and distribution of devotional materials

12) To participate in all ministry counselling needs from the church members and requests from the community.

13) To pray with church members and guests who express prayer needs in their lives.

14) To teach catechumen and other regular Bible study and prayer classes.

15) To carry out pastoral visits to institutions such as schools, prisons, army, police, markets, offices, health facilities, and other areas of the community

16) To conduct services such as weddings, funerals / memorials, thanksgiving, etc for church members and others

17) To serve as an effective liaison to the church mission and evangelism committee and team ministry efforts.

18) To develop and exercise Personal Evangelism within and outside the church.

19) To perform other duties as assigned by the Vicar/Chaplain

3.9.5 Coordinator, Ministry Support Services

Reporting to the Vicar / Chaplain, the coordinator for ministry support services shall be responsible for administering the business affairs of the church, working with members and staff to achieve the objectives of the church. Responsibilities include overall direction for the daily management of the church office, the coordination of all Human Resources, finance, accounting, facilities, maintenance, operations, events scheduling and management, purchasing and the church's technology systems.. The role of the priest shall be:-

1) To support the fulfilment of the Great Commission;
2) To give general direction to the day to day operation of the church office
3) to help ensure church websites and programs are updated, calendars are updated, bulletins are published and newsletters are published and distributed
4) To oversee the daily management of the church office, including all of Human Resources for all non-clergy staff
5) To ensure the necessary maintenance repairs of all office equipment and computer systems is carried out
6) To oversee the development and administration of the human resource policies and procedures of the church
7) To maintain the church records – whether financial, personnel, etc
8) To ensure that the parish / chaplaincy complies with the state laws and regulations, and with the Diocesan policies, procedures, and guidelines
9) In consultation with the Vicar / Chaplain, to coordinate all matters related to human resource management in the parish/ chaplaincy

10) To oversee the church finances in the receipt, deposit and disbursement of all church
11) Funds
12) To oversee the procurement process and maintain vendor relationships
13) To oversee the preparation of financial reports to ministries
14) To oversee the administering of the payroll for church employees
15) To develop and administer policies and procedures concerning the use of all church properties, and facilities
16) To work with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities
17) To evaluate periodically the insurance needs of the church
18) To oversee the security of the church
19) To maintain an inventory of church property and equipment
20) To participate in periodic staff meetings and scheduled committee meetings
21) To facilitate the organization of volunteer help as needed
22) To support the Vicar/Chaplain in implementing Council decisions and resolutions
23) To oversee infrastructural developments and repairs by the parish/ chaplaincy
24) To regularly review and recommend for implementation Information and Communication Technology (ICT) initiatives for the parish/Chaplaincy
25) To perform other duties as assigned by the Vicar/Chaplain

3.9.6 Coordinator, Communication and Public Relations

Reporting to the Parish Vicar/Chaplain, the role of the priest shall be:-

1) To support the fulfilment of the Great Commission;
2) To create and maintain avenues for two-way communication between the congregation and church leadership

3) To ensure there is a consistent experience across multiple communications touch points including website, print, promotions, social media, design, video, worship arts, brand management, media relations

4) To oversee the marketing and communication of the church's brand and message through various media to ensure accurate, creative, and consistent tone, look, voice, and delivery

5) To cultivate, lead and manage a team of communications professionals and ministry volunteers

6) To work with church and ministry leaders to develop communication messages to reach those not currently associated with the church

7) To collaborate with department heads/ministry leaders to develop a comprehensive communications strategy

8) To maintain the public relations function of the organization

9) To establish and maintain active relationships with secular, denominational and other media

10) To create and implement a strategy for becoming more visible in the community

11) To be current on creative, communication and technological trends and look for opportunities to more effectively communicate with the community

12) To be visionary with a contagious spirit to see how the church can be concise, clear and creative in their communication.

13) To assess and determine the most effective ways to communicate a message to its intended audience

14) To Identify, write and share stories for media, online and printed publications

15) To engage with parishioners to help generate news stories to share across the parish / chaplaincy and to help streamline communications strategies, and make recommendations.

16) To work with the parish / chaplaincy team to ensure content on the website is attractive, up to-date, clear and audience focussed.

17) To be set, participate, manage and monitor the day-to-day operation of the social media accounts

18) To support the Vicar / Chaplain in responding to press enquiries, and making available stories to local contacts.

19) To Support the roll-out of new parish / chaplaincy strategies during preparation, launch, and after the launch monitoring activities.

20) To oversee the identification and sourcing of a range of contributors for opinion pieces via the parish / chaplaincy and online mediums, and selectively making these attractive to other sites and publications;

21) To attend events and oversee taking of photographs and sourcing stakeholder input.

22) To carry out any other assignment as may be advised by the Vicar / Chaplain from time to time.

3.10 Non Stipendiary Clergy

These are clergy in the Diocese of Kampala whose regular deployment is outside Church, but occasionally are called upon to support ministry in the Diocese through Parishes / chaplaincies. The role of this category of clergy shall be, when called upon to support ministry, limited to the tasks that are specified by the Vicar/Chaplain, Archdeacon or the Bishop deploying or assigning them.

4.0 THE CHURCH

4.1 Formation of a New Parish

The following shall be the pre-requisite for the creation of a new Parish:-

i) At least 300 communicants

ii) An analysis of the area's annual income for the three preceding years should indicate capability to sustain the Parish financially

iii) There should be enough land of relative size depending upon its locality to accommodate the Church structure

iv) A secure and an adequate priest's residence of acceptable standard or an arrangement to hire. It should at least comprise: A House with 4 bedrooms one of which should be a study room, sitting room, a dining room, a store, a garage, a pantry, a bathroom, toilets, kitchen, and a servant quarters

v) There shall be prior consideration of whether the mother-Parish is willing to let go a portion of its congregation and particularly whether both the mother-Parish and portion applying for independence will be able to support themselves individually

vi) All Church Councils that will fall under the jurisdiction of the Parish being suggested should all have written resolutions consenting to the formation of the new Parish

vii) The Diocesan planning board should present a formal resolution to the Diocesan Synod through the Diocesan Council consenting to the information of the Parish under consideration

viii) Availability of transport and communication arrangements for the priest(s)

ix) Access road free of encumbrances

4.2 Temporary and indefinite closure of a Parish

a) A Parish so established in accordance with these regulations may be closed temporarily by the Diocesan Council pending the decision of the Synod when it cannot meet the conditions under chapter II of this hand book.

b) The decision for indefinite suspension shall be made by the Synod

c) The Diocesan Council may lift the suspension if the closed Parish positively works on the conditions causing closure.

d) A Parish so closed shall be administered under any of the following conditions as the Synod or Synod Standing committee (Diocesan Council) may decide

(i) The Parish from which it was established will take over its former administrative responsibility over this Parish

(ii) The Bishop may decide on any other administrative authority and method of administration of the Parish so closed

4.3 Changing the Administrative Centre of the Parish

A Parish may change its administrative centre under the following conditions:-

i) After there are new developments in another part of this Parish that makes administration of the Parish more convenient

ii) After problems that constantly hinder the administration of the Parish from the current location of the administrative centre

iii) After the consent of a two third majority of the Parish Council

iv) After the minute has been passed to the Diocesan Council

v) If the change affects the administrative convenience of some Churches under this Parish, they may submit their application through the archdeaconry Council to the diocesan Council

The Diocesan Council may extend the period to allow such Churches to change their administrative allegiance to another Parish.

After the change, the Church at the present centre shall remain a Sub Parish/Local Church.

4.4 Redefining the boundaries of the Parish

Due to the developments pertaining to a given geographical area, which development may be due to social mobility, economic wealth and infrastructural development, a Church in a given Parish that wishes to change its allegiance to another Parish shall be given periodically after every five years. This opportunity shall be announced and the archdeacon and the Parish priests shall consider the application and their resolution shall be presented to the Diocesan Council for approval.

4.4.1 The Parish

The Parish is that area which is under the jurisdiction of the respective priest formally appointed by the Bishop in order to care for God's flock in this area

4.4.2 The Parish Council

This is the supreme Council of the Parish. It has powers to decide on all matters concerning the respective Parish

Its agenda comprises of matters from within the respective Parish (and beyond it, for example; the Archdeaconry) and the Diocese. The Council may delegate its powers to committees

The committee's resolution will be presented to the Council for approval

5.0 OTHER CHURCH OFFICIALS

5.1 The Wardens

Each Church shall have two (2) wardens i.e. Chief Warden and the Clergy's Warden. The other assistant wardens shall be assisting the Chief Warden. Depending on the size of the congregation, each service shall have an appropriate number of assistant wardens to assist the 2 wardens.

The election process shall be as communicated by the designated Committee which shall always conduct this business in accordance with the Diocese of Kampala. Nominees and electorship shall be exclusively communicants and the members of that particular Church. The Wardens and Assistant Wardens shall normally be installed by the Provost/Vicar/ Chaplain of the respective Church. This duty shall be exercised according to special Liturgy provided for in the "SPECIAL PRAYER" book.

5.1.1 The principle qualities of a Warden

Any person to be elected / appointed as a warden shall have the following qualities:-

a) Shall be a God-fearing person of good standard among the Christian community, preferably saved
b) Shall be a person who is usually present during worship except when it is inevitable
c) Shall be a good example to those he/she counsels and one who is not double tongued
d) Shall be one who can work well with other wardens
e) Shall be one who respectfully welcomes and gives seats to the congregation
f) Shall be one who can keep time for service, and can allocate time to arrange the Church before the service actually starts

5.1.2 Duties of Wardens

The following shall be the duty of wardens:-

1) To care for the clergy and lay ministers
2) In consultation with Church leaders, to visit the sick, the prisoners, and other needy people in order to pray, counsel and comfort them
3) Can lead (and should be taught to lead) worship
4) To assist the leaders during worship
5) To collect the people's gifts (offertory and physical), count them and to see that they are properly recorded in the respective books
6) To care for the Church and its premises
7) To care for the congregation and keep order
8) To care for the Church equipment and see to it that there is proper repair and maintenance
9) To identify those who have not attended service, inform the priest/ lay-leader and where possible to inform him/her of the reasons of their absence
10) To work with the priest/lay minister in all matters and finding out from the priest/lay minister well before hand how he/she may help during a particular service
11) During the service, in addition to other duties, he/she should pay attention to the priest/lay minister or the service just in case they need his/her help
12) To welcome visitors, receive/register them, and introduce them to the priest / lay minister
13) He/she participates in the design and implementation of the priests' programmes periodically
14) To advise the congregation about discipline during the services (e.g. no entering during the reading of the lessons or during the affirmation of the Creed or during the time for notices or during the preaching)

5.1.3 Chief Warden

There shall be a Chief Warden elected by and from the Parishioners during the Annual General Meeting (AGM) whose roles shall include:-

1) To assist the clergy/lay ministers in the development of the Church
2) To act as mediator between the Council, ministers, wardens, and the congregation
3) To oversee stewardship of the Church's resources
4) In consultation with clergy/lay ministers, to lead in the mobilization of funds for Church development
5) To cooperate with the clergy/lay ministers in order to promote mutual consultations
6) To assist the clergy/lay ministers to fulfil the programmes of the Church
7) To carry out any other assignment as advised by the Council
8) He / she shall be a member of the Parish/Chapel Council
9) He /she shall be a member of the Executive Committee
10) Periodically to update the Parish/Chapel Council on activities and challenges faced by the wardens department
11) To carry out any other assignment that the Parish Council may assign
12) The chief warden shall be head of the Assistant Wardens serving as ushers in the Church. The role of the Chief Warden in this regard shall be:-
    (i) To allocate specific tasks and duties amongst the wardens in consultations with the pastors
    (ii) To supervise the Assistant Wardens in the performance of their tasks
    (iii) To chair the meetings of wardens

5.1.4 Clergy's Warden

This person shall be appointed by the Provost/Vicar/Chaplain /Priest in charge of the Church in consultation with other priests during the Annual General Meeting. The role of the Provost/Vicar/Chaplain's warden shall include:-

a) To care for and support the clergy and lay ministers
b) To be a person to whom clergy can turn for advice and support
c) To ensure that the clergy or lay ministers are relieved of administrative and some other tasks

d) To provide feedback as a critical friend of the clergy and lay ministers
e) To help resolve disputes or disagreements amongst clergy or lay ministers and the congregation or with the local community
f) To carry out any other assignment as advised by the Council.

This shall person shall be a mature confessing Christian.

5.1.5 Assistant Wardens

There shall be assistant wardens whose number shall be determined by the size of the congregation. Their duties shall be to assist the clergy and Church Wardens and to discharge such other duties as shall be assigned to them by the Parish Council from time to time. The Assistant Wardens shall be appointed by the Parish Council, and their term of office shall be one (1) year. The special duties of the Assistant Wardens shall be:-

(a) To make an annual survey of the Parish in order to provide a list with addresses of all families professing to be members of the Church of Uganda
(b) To assist the clergy by securing and reporting the names of new comers and strangers, by seeking out men / women and families in need, by visiting homes of men, women and families habitually neglecting divine worship
(c) To assist church wardens:
    (i) In making every member canvass for the support of the work of the church
    (ii) In receiving and seating in the congregation in church
    (iii) In taking up the gifts such as offertory, tithe, and thanksgiving, and at the conclusion of the service, in the counting, recording, and handing over of the gifts to the church staff
    (iv) In maintaining order in and about the church during divine service

5.1.6 Ceasing to be a warden

The following shall be the circumstances under which a warden will cease to hold office:-

1) Following his/her resignation from office of warden
2) If he/she fails to fulfil the qualities of a warden
3) Upon conviction by a competent court for any criminal offence(s)
4) Disqualification order under the Diocesan Tribunal ruling
5) Order by the Bishop

5.2 The Verger

The verger shall be a confessing Christian and responsible person. The roles of the verger shall include:-

a) To assist clergy during services
b) In consultation with clergy, to develop a programme for services
c) To arrange for teachings (i.e. baptism, confirmation, and marriage) and any other meetings at the Church premises
d) To care for clergy during services
e) To care for the altar (flowers, table arrangement, Eucharistic wafers and wine)
f) To assist in the opening and closing the Church and sounding of the alarm
g) To clean the Church, linen, chalices, and any other related matter at the holy table
h) The verger does all duties as may be assigned to him or her by the Priest / Lay Minister of that particular Church
i) To carry out any other assignment that the Clergy or Lay Ministers may assign

5.3 Volunteer Management and Screening

5.3.1 Definition of a volunteer

A volunteer shall be defined as a person who voluntarily offers himself or herself for a service or undertaking within the Diocese of Kampala; a person who performs a service willingly and without pay.

In seeking to reduce and eliminate abuse or harm within the Churches of the Diocese of Kampala, there shall be an effective screening and management programme:-

- To help ensure that people in positions of trust and authority are well suited to their positions in terms of skills, interests and attitudes, so that they do not cause harm to others.
- To provide people with the proper training, support, supervision, follow-up, and recognition to ensure that their ministries are life-giving to themselves and others.

5.3.2 Volunteer positions

Whereas by its nature, a lot of the services and ministry are rendered by the body of believers as volunteers, care shall be taken regarding any volunteer position that is associated with the Church, whether the ministry is lay or ordained, takes place on Sunday or through the week, on Church premises or off-site.

5.3.3 Assess risk associated with each position

Each position shall be assessed for the amount of risk inherent to it, and assigned a rating of low, medium, or high. In determining the degree of risk associated with a particular position, the Parish shall consider:

1) The age and vulnerability of the people being ministered to
2) The size of group typically being ministered to
3) The location and visibility of ministry (Church premises or off-site, if off-site, private home or specified hotel or camp, etc)
4) The type of activity involved in ministry (Bible Study, preaching, resource mobilization and management, etc)
5) The level of supervision and monitoring that takes place
6) The degree of authority associated with the position (e.g. warden vs. Church decorator)
7) Any other significant attributes of the position

In all cases, Churches shall be encouraged to reduce the amount of risk associated with a position as much as possible. Where risk reduction is not possible, more stringent screening, training, and follow-up management shall be required.

5.3.4 Appropriate screening procedure for each position

Based on the risk assessment, the Elections and Nominations Committee of the Church Council shall decide on the appropriate screening procedure for each position. A particular screening procedure shall be determined and maintained for each position, and shall not be altered based on the person currently holding that position or based on the person being considered for that position.

Typical screening procedures shall include, but are not limited to:

1) Meeting with clergy or another direct supervisor to discuss the duties and responsibilities of the position and the candidate's suitability for the position
2) Application Forms or Submission of CV
3) Reference Checks
4) Police Records Check

In general, for most low-risk positions, a meeting shall be the only procedure that is necessary. For high-risk positions, reference checks shall be carried out, and for some positions (all positions where one-on-one meetings or counselling occur in closed settings, All positions requiring significant involvement with money, or all positions involving residential programs with children, youth, or vulnerable adults), a Police Records Check shall be required. Individuals who hold more than one volunteer position within a Parish shall be screened in a manner consistent with the position that holds the highest level of risk and has the most stringent screening requirements.

5.3.5 Appropriate training, supervision, and follow-up procedures

All positions shall be assigned appropriate training, supervision, and follow-up procedures. Based on the natures of different positions and the levels of risk associated with them, different levels of training, supervision, and follow-up shall be required. In general, positions at higher levels of risk shall be monitored more closely.

The type and frequency of follow-up, as well as who is responsible for supervisory activity shall be decided before a person is assigned to a position. As with screening procedures, appropriate follow-up

procedures shall be established by considering the nature of the position, not the nature of the person holding the position.

5.3.6 Job Descriptions for volunteers

Every position within the Diocese of Kampala shall have a corresponding job description. At a minimum, each job description shall be finalised to include:

1) A job title
2) A defined length of term
3) A brief, one or two sentence summary of the nature of the position
4) A description of the ages and types of people being ministered to
5) A statement clearly outlining the goal(s) of the ministry
6) A list of the duties, responsibilities, and activities associated with the position
7) A list of necessary skills or experience required to perform the position
8) A list of expected benefits that the volunteer or staff person will realize through performing this ministry
9) A statement clearly outlining any specific training that the volunteer or staff person must receive from the Parish in order to fulfil the requirements of the position
10) A statement clearly outlining the support and supervision that the volunteer or staff person will receive and any follow-up that they can expect
11) A statement clearly outlining the boundaries and limitations that the volunteer or staff person will adhere to

5.3.7 Training and Assistance

The Diocese of Kampala shall supply training in the proper application of Staff and Volunteer Screening and Management methods to every Parish / Chaplaincy. In addition to training, the Diocese of Kampala shall assist individual Parishes by supplying sample job descriptions, risk assessments, screening procedures and follow-up procedures for the most typical Parish positions. Further, the Diocese shall supply a resource person to answer questions and assist Parishes as they begin to implement their own Staff and Volunteer Screening and Management Program.

At least one clergy representative and one lay representative from each Parish / Chaplaincy shall attend a Diocesan sponsored training day on Volunteer Screening and Management.

5.3.8 Outside Groups Renting or Using Church Property

While the Church shall not be directly responsible for screening leaders of these organizations, it could be named in a legal action and be held liable should there be charges of abuse. It is therefore incumbent on the Church to inquire into the screening procedures of the groups using their facilities. Where the screening procedures of an outside organization do not meet the standards of the Church, a discussion shall take place between the Church and the user organization to determine an appropriate course of action.

5.3.9 Elected Positions within the Parish

These positions shall be subject to the same risk-assessment, job description, screening, and follow-up procedure as all other positions. It shall be made clear to both the nominated or elected individual and to the Parish at large that such individual(s) shall be subjected to the screening process before acceptance of the position (s). Screening requirements shall be addressed with nominees, prior to election, in order to avoid potential confusion and / or embarrassment.

5.3.10 Police Records Checks

When a Church decides that a Police Records Check (sometimes referred to as certificate of good conduct) is required for a particular position, the individuals concerned shall be responsible for obtaining their Police Records Checks from the police at their costs. The Police Records Check shall remain the property of the individual for whom it is produced and he or she shall retain possession of it after having it checked by the appropriate supervisory person(s) and it has been photocopied. A police Records Check shall remain valid for a maximum period of 3 years.

5.3.11 Confidentiality of Information

It is understood that through the course of Screening and Management for Staff and Lay Ministries, information about individuals becomes

available to those in supervisory positions. This information shall be treated as strictly personal and confidential. The dissemination of personal information through casual conversation or other means shall be restricted to lawful ones. Those who hold supervisory positions shall need to be trained or reminded to hold this information as confidential, and shall be trusted to be able to do so.

5.3.12 Keeping and Maintaining of Records

Records shall be kept on a consistent basis with respect to the screening and management of individuals. Privacy of confidential information and security of records shall be of prime consideration in the administration of the screening process. In general, those involved in screening activities shall document their activities. Documenting shall involve creating a diary of the activities that is dated, signed, and easily identifies:

- Who was being screened
- Who did the screening
- When the screening took place
- How the screening took place (in person, by phone, through the mail, etc.)
- What was said and by whom

A separate file shall be created for each volunteer and this file shall contain:

- The position description(s) for which they were being considered
- Their application form(s) or resume (If collected)
- Any and all records created during interviews or meetings (At a minimum, notes should be taken when a position is discussed with an individual to ensure that they are suitable for the position and that they can meet the obligations of the role.)
- Authorization to contact references (Where applicable)
- Records of conversations with references (Where applicable)
- A photocopy of Police Records Check
- Letters of Appointment (Where applicable)

- Supervisory or Evaluative Notes
- Other pertinent information

Any documents created in connection with screening activities shall be stored in a locked filing cabinet. Access to the filing cabinet should be severely limited. Normally, the only people to have access to these files would be the incumbent, the Parish administrator, and the Parish volunteer manager.

5.3.13 Compliance

To ensure compliance with these requirements, each Parish / Chaplaincy shall be required to submit to the Diocese:

1) Their list of volunteer and staff positions
2) Their risk-assessments
3) Their screening procedures
4) Their follow-up procedures
5) And their job-descriptions

Changes to any of the above materials shall be submitted to the Diocese on an annual basis.

5.3.14 Payment of allowances or re-imbursement of costs

The volunteer shall not be remunerated for their voluntary services to the Church. The church, however, may approve payment of allowances to facilitate the volunteer for specified services, or approve reimbursement of costs incurred in the delivery of services provided that such approval shall be made before the volunteer delivers the services.

In case of emergencies and the volunteer is not in position to obtain approval prior to the delivery of the services, the re-imbursement shall be made after the necessary approvals and authorisations are obtained.

5.4 Code of ethics for Church employees and volunteers

All employees and volunteers shall adhere to the following:-

1) Volunteers and Employees shall be personally accountable for

their decisions and actions in order to create a safe and supportive environment in working for the Church.

2) Volunteers and Employees shall be honest and trustworthy in all matters.

3) Volunteers and Employees shall be expected to ensure that all people understand the services offered and the nature and purposes of those services.

4) Church volunteers and employees shall treat all with whom they come in contact - regardless of tribe, race, gender, age, national origin, political or other opinion, status, health, intelligence or any other differentiating character - with respect and courtesy.

5) Church volunteers and employees shall avoid all behaviour that could reasonably be interpreted as harassment. Harassment encompasses a broad range of physical or verbal behaviour, including but not limited to: physical or psychological abuse, racial insults, derogatory ethnic slurs, unwelcome touching or sexual advance, and sexual jokes or comments. Harassment can occur as a result of a single incident or a pattern of behaviour where the purpose or effect is to create a hostile, offensive or intimidating environment.

6) Volunteers and Employees shall not access websites which are pornographic or to use email material which is inappropriate and inconsistent with the behaviour required of a Church worker.

7) Volunteers and employees shall avoid any activities, whether connected with their position or otherwise, which would compromise their integrity, and/or bring their message, the people they work with, their colleagues or the wider Church community into disrepute.

8) At all times volunteers and employees shall conduct themselves in a manner, which ensures that all people are supported, and empowered through the services they provide.

9) Volunteers and employees shall have a responsibility to recognize their strengths and limitations. This ensures that they know how their decisions and actions affect the people they work with.

10) Volunteers and employees shall offer only services that come within their competence, qualifications and mandate. They will refer matters outside of these areas to the appropriate superiors or bodies.

11) Volunteers and employees shall seek regular supervision which will provide them with an avenue to talk through issues and seek advice.

12) Volunteers and employees shall be accountable to the Ugandan judicial system.

6.0 LAY CHRISTIAN MEETINGS AND THEIR ADMINISTRATION

6.1 The Sub Parish/Local Church Annual General Meeting

There shall a Sub Parish/Local Church /congregation Annual General Meeting hereafter called the AGM.

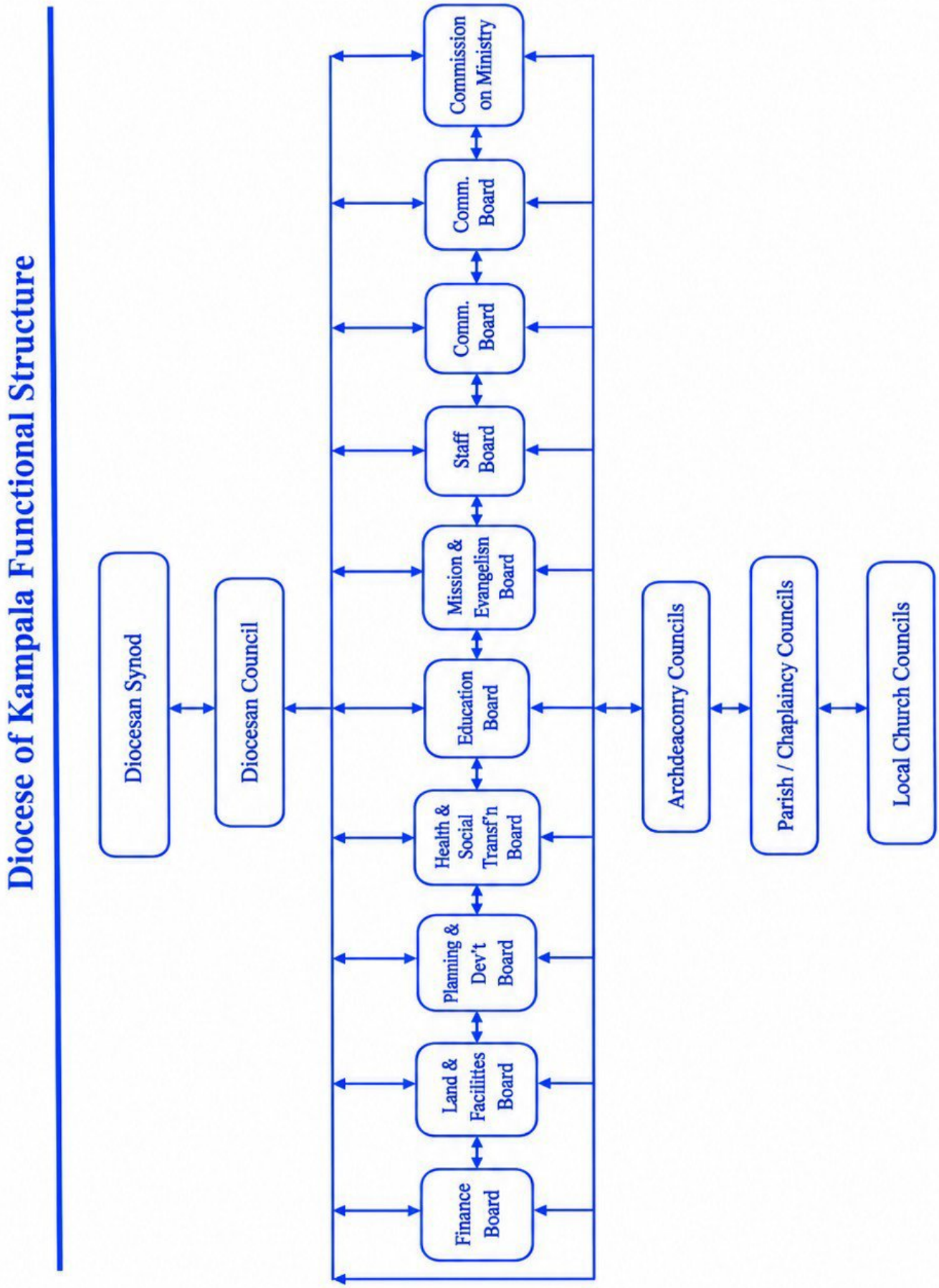
1. The AGM shall be composed of
   a) The Provost/Vicar/Chaplain/Priest or Lay Minister in Charge as chairman
   b) The Parish Council Secretary as Minute Secretary
   c) All regular communicant members who are 18 years and above duly registered as communicants and attend Church at least 12 months prior to the AGM
2. The business of the AGM shall be:-
   a. To receive reports from the Priest /Lay Minister in charge
   b. To receive a financial report and audited accounts by the Treasurer
   c. To elect members to the Parish /Chaplaincy Council and Diocesan Synod
   d. To elect wardens, and
   e. Discuss any other such matters as the Chairman through the agenda that is agreed
3. The quorum for the AGM shall be one third of the members on the register as at that time of the AGM.
4. The relevant documents for the AGM shall be availed on the Church's notice board at least 7 days before the AGM.

7.0 Glossary

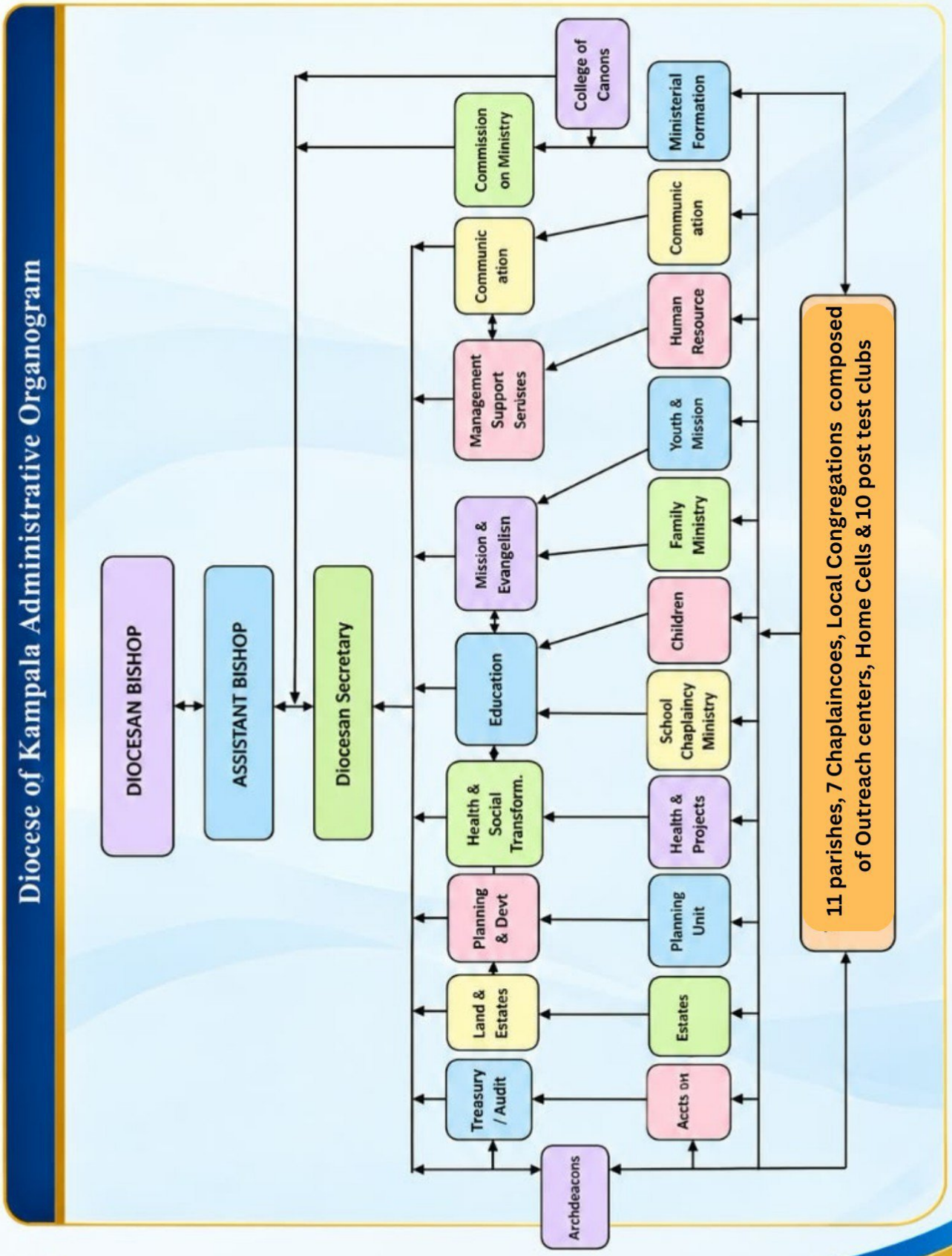
Annex 1: Task Force Team Composition and the TORs

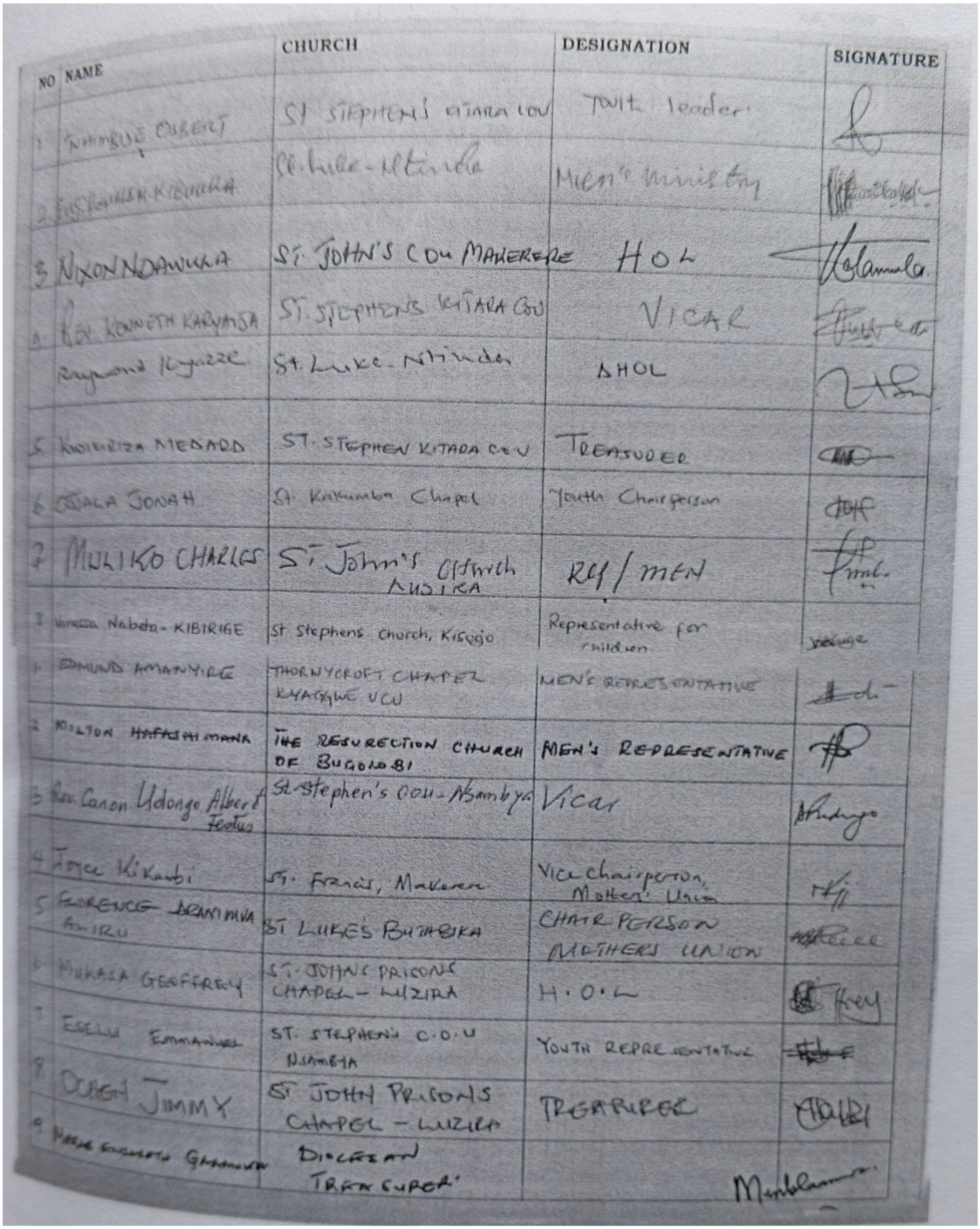
1. Rev. Canon Geoffrey Byarugaba, Chairman
2. Rev. Sam Kizito Kyakulagira, Secretary
3. Very Rev. Canon. Michael Mukhwana, Member
4. Ven. Canon. Bernard Bakunda, Member
5. Rev. Canon Dr. Nathan Wakhungu, Member
6. Rev. Canon Hellen Oneka, Member
7. Rev. Janet Kayondo, Member
8. Rev. Canon Dr. Rebecca Nyegenye, Member
9. Rev. Canon Amos Turyahabwe, Member
10. Rev. Canon Grace Erisa Sentongo, Member
11. Mr. Balaam Muheebwa, Technical Consultant

Annex 2: The functional Organogram of the Diocese of Kampala



Annex 3: The Administrative Organogram of the Diocese of Kampala

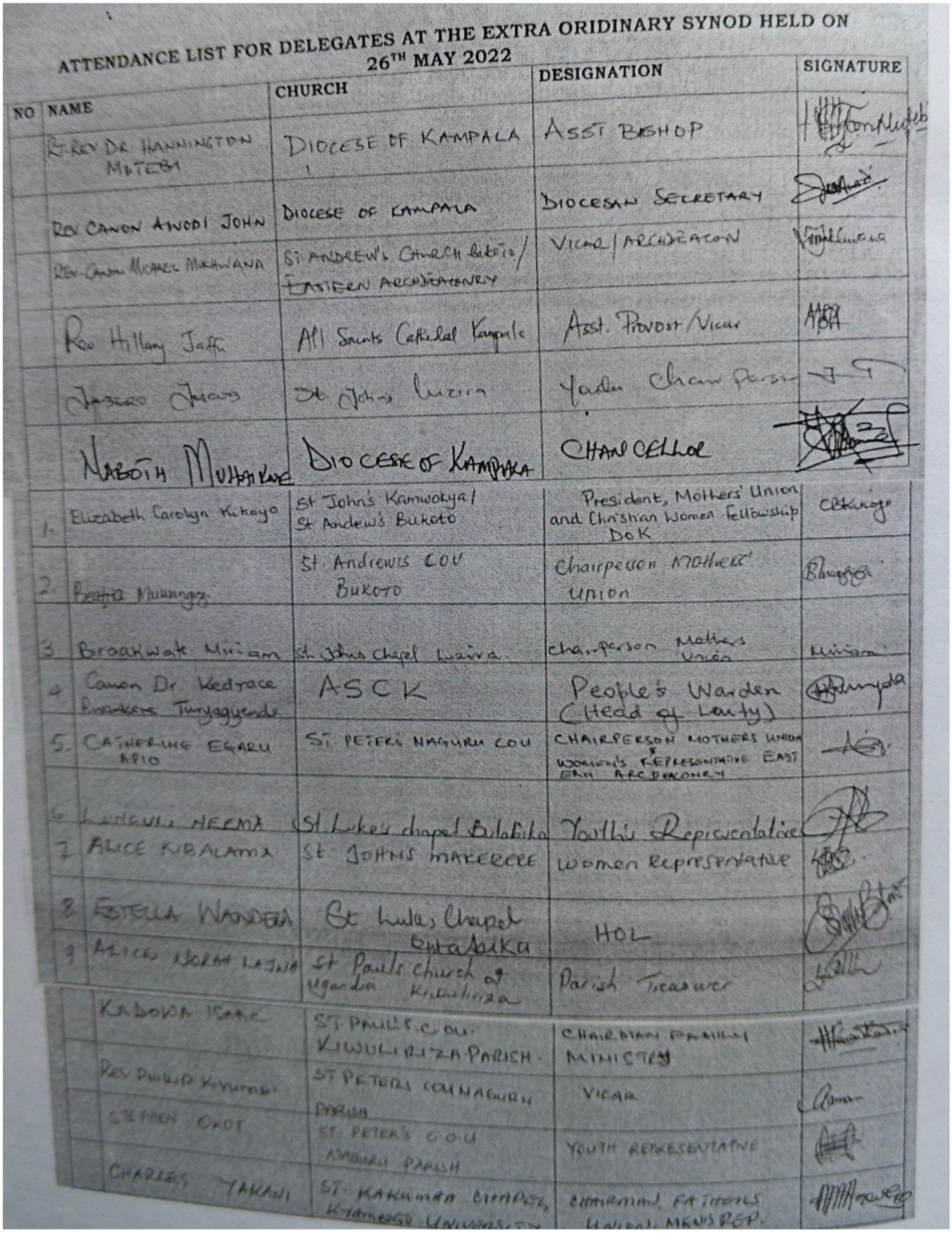




NO	NAME	CHURCH	DESIGNATION	SIGNATURE
1	NTAMBUSE OSBERT	ST STEPHEN'S KITARA COU	Youth leader	
2	[illegible] KIBUUKA	[illegible] Ntinda	MEN's ministry	
3	NIXON NDAWULA	ST JOHN'S COU MAKERERE	HOL	
4	Rev KENNETH KARYAMSA	ST STEPHENS KITARA COU	VICAR	
	Raymond Kyazze	St. Luke - Ntinda	AHOL	
5	KWIKIRIZA MEDARD	ST. STEPHEN KITARA C.O.U	TREASURER	
6	OJALA JONAH	St Kalkumba Chapel	Youth Chairperson	
7	MULIKO CHARLES	ST John's Cathedral NJOJRA	REG / MEN	
8	Vincent Nabeta - KIBIRIGE	St Stephens Church, Kisugu	Representative for children	
9	EDMUND AMANYIRE	THORNYCROFT CHAPEL KYATEGWE UCU	MEN'S REPRESENTATIVE	
10	MILTON [illegible] MANA	THE RESURRECTION CHURCH OF BUGOLOBI	MEN's REPRESENTATIVE	
11	Rev. Canon Udongo Albert Festus	St Stephen's COU - Nsambya	Vicar	
12	Joyce Kikambi	St. Francis, Makerere	Vice chairperson, Mothers' Union	
13	FLORENCE [illegible] KWIRU	ST LUKES BUTABIKA	CHAIR PERSON MOTHERS UNION	
14	MUKASA GEOFFREY	ST. JOHNS PRISONS CHAPEL - LUZIRA	H.O.L	
15	ESELU EMMANUEL	ST. STEPHEN'S C.O.U NSAMBYA	YOUTH REPRESENTATIVE	
16	OUGH JIMMY	ST JOHN PRISONS CHAPEL - LUZIRA	TREASURER	
17	[illegible]	DIOCESAN TREASURER		

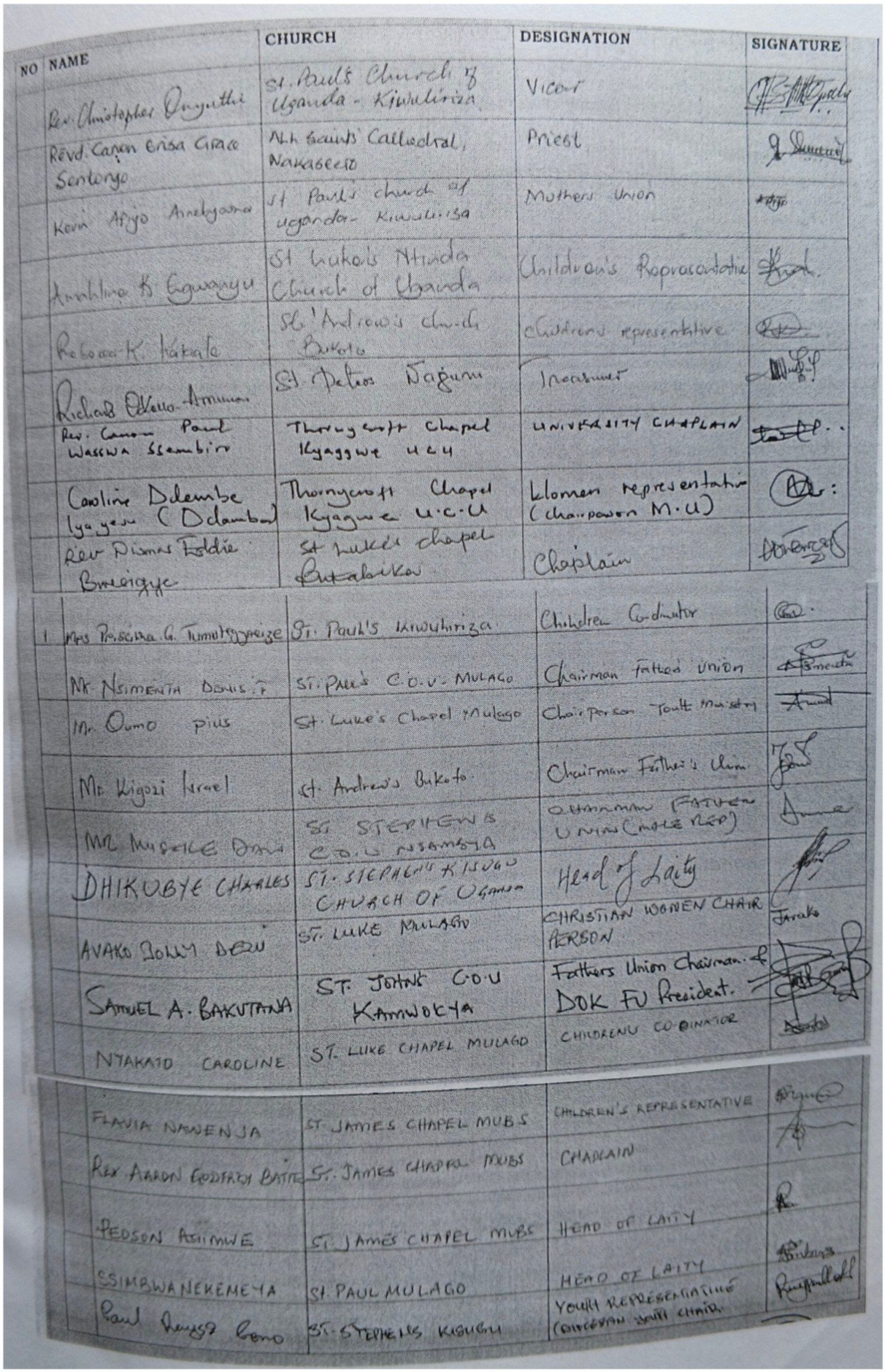
Annex III

DIOCESE OF KAMPALA



ATTENDANCE LIST FOR DELEGATES AT THE EXTRA ORIDINARY SYNOD HELD ON 26TH MAY 2022

NO	NAME	CHURCH	DESIGNATION	SIGNATURE
	RT-REV DR. HANNINGTON MATEBI	DIOCESE OF KAMPALA	ASST BISHOP	
	REV CANON ANODI JOHN	DIOCESE OF KAMPALA	DIOCESAN SECRETARY	
	REV. CANON MICHAEL MUCHWANA	ST ANDREW'S CHURCH BUKOTO / EASTERN ARCHDEACONERY	VICAR / ARCHDEACON	
	Rev Hillary Jaffu	All Saints Cathedral Kampala	Asst. Provost / Vicar	
	Jasero Jmara	St Johns Luzira	Yadin Chairperson	
	NABOTH MUTHAKWE	DIOCESE OF KAMPALA	CHANCELLOR	
1.	Elizabeth Carolyn Kikoyo	St John's Kamwokya / St Andrew's Bukoto	President, Mothers' Union and Christian Women Fellowship DoK	
2	Betty Nuwagaba	St Andrews COU Bukoto	Chairperson MOTHERS' UNION	
3	Broakwate Miriam	St Johns chapel Luzira.	chairperson Mothers Union	
4	Canon Dr Kedrace Bwogyeke Turyagyenda	ASCK	People's Warden (Head of Laity)	
5.	CATHERINE EGARU APIO	ST PETERS NAGURU COU	CHAIRPERSON MOTHERS UNION & WOMEN'S REPRESENTATIVE EASTERN ARCHDEACONERY	
6	[illegible] NEEMA	St Lukes chapel Bulabika	Youths Representative	
7	ALICE KIBALAMA	St JOHNS MAKERERE	Women Representative	
8	ESTELLA WANDERA	St Lukes Chapel Bulabika	HOL	
9	ALICE NDAM LAJWA	St Pauls church of Uganda Kiwuliriza	Parish Treasurer	
	KABOWA ISAAC	ST. PAULS C.O.U. KIWULIRIZA PARISH.	CHAIRMAN FAMILY MINISTRY	
	REV PHILIP KIYUTSO	ST PETERS COU NAGURU PARISH	VICAR	
	STEPHEN OKOT	ST. PETERS C.O.U NAGURU PARISH	YOUTH REPRESENTATIVE	
	CHARLES TAKANI	ST. KAKUMBA CHAPEL, K-[illegible] UNIVERSITY	CHAIRMAN FAITHFUL MEN'S REP.	



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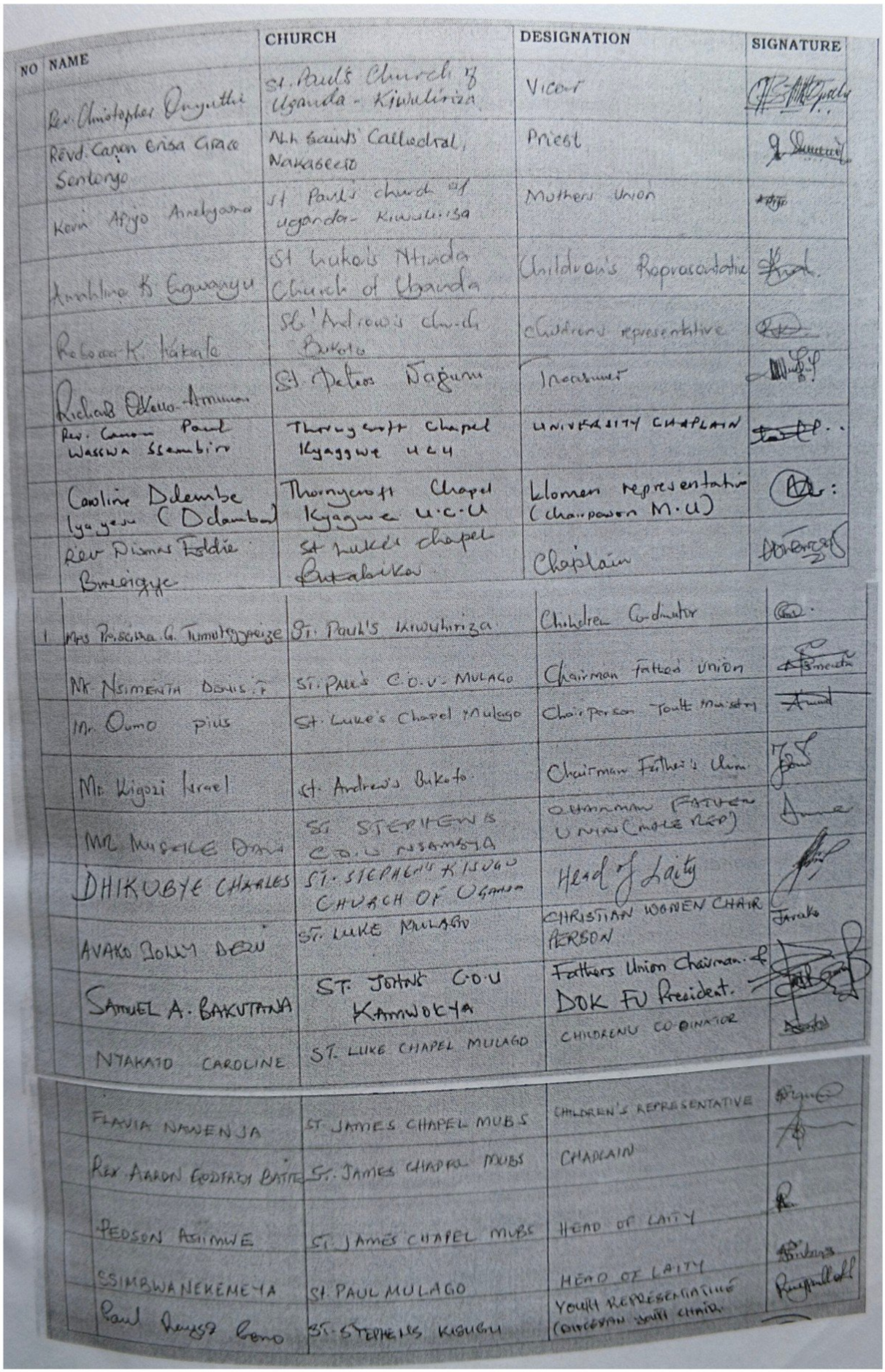
	Rev. Christopher Onyuthi	St. Paul's Church of Uganda - Kiwuliriza	Vicar	
	Revd. Canon Erisa Grace Senteryo	All Saints' Cathedral, Nakaseero	Priest	
	Kemi Apijo Ainebyoona	St Paul's church of uganda- Kiwuliriza	Mothers Union	
	Annabline K. Tugwagyu	St Lukas Ntinda Church of Uganda	Children's Representative	
	Rebecca K. Nakato	St Andrew's church Bukoto	Children representative	
	Richard Ekwalu-Amuron	St Peters Nagurru	Treasurer	
	Rev. Canon Paul Wasswa Ssambiro	Thorngrotte Chapel Kyaggwe U.C.U	UNIVERSITY CHAPLAIN	
	Caroline Ddembe Iyayesu (Ddamba)	Thorngrotte Chapel Kyaggwe U.C.U	Women representative (chairperson M.U)	
	Rev Dismas Eddie Bwengye	St Lukes chapel Nutabikka	Chaplain	
1	Mrs Priscilla G. Tumutegyereize	St. Paul's Kiwuliriza	Children Co-ordinator	
	Mr Nsimenth Denis F	St. Paul's C.O.U. Mulago	Chairman Fathers Union	
	Mr. Oumo pius	St. Luke's Chapel Mulago	Chairperson Youth Ministry	
	Mr Kigozi Israel	St. Andrew's Bukoto	Chairman Fathers Union	
	MR MUSEKE DENIS	ST STEPHENS C.O.U NSAMBYA	CHAIRMAN (FATHERS UNION CHAPTER REP)	
	DHIKUBYE CHARLES	ST. STEPHENS KISUGU CHURCH OF UGANDA	Head of Laity	
	AVAKU JOHN DEO	ST. LUKE MULAGO	CHRISTIAN WOMEN CHAIR PERSON	
	SAMUEL A. BAKUTANA	ST. JOHNS C.O.U KAMWOKYA	Fathers Union Chairman & DOK FU President.	
	NTAKATO CAROLINE	ST. LUKE CHAPEL MULAGO	CHILDRENS CO-ORDINATOR	
	FLAVIA NAMENJA	ST. JAMES CHAPEL MUBS	CHILDREN'S REPRESENTATIVE	
	Rev. AARON GODFREY BATTE	ST. JAMES CHAPEL MUBS	CHAPLAIN	
	PEDSON ASIIMWE	ST. JAMES CHAPEL MUBS	HEAD OF LAITY	
	SSIMBWANEKEMEYA	ST. PAUL MULAGO	HEAD OF LAITY	
	Paul Ruggu Bono	ST. STEPHENS KISUGU	YOUTH REPRESENTATIVE (DIOCESAN YOUTH CHAIR)	



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	Mr Kigozi Israel	St. Andrew's Bukoto	Chairman Fathers Union	
	Mr Musoke Dan	St STEPHENS C.O.U NSAMBYA	CHAIRMAN (FATHERS UNION CHOIR REP)	
	DHIKUBYE CHARLES	ST. STEPHENS KISUGU CHURCH OF UGANDA	Head of Laity	
	AVAKU JOHN DEO	ST. LUKE MULAGO	CHRISTIAN WOMEN CHAIR PERSON	
	SAMUEL A. BAKUTANA	ST. JOHNS C.O.U KAMWOKYA	Fathers Union Chairman & DOK FU President.	
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	FLAVIA NAMENJA	ST. JAMES CHAPEL MUBS	CHILDREN'S REPRESENTATIVE	
	Rev AARON GODFREY BATTE	ST. JAMES CHAPEL MUBS	CHAPLAIN	
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	Paul Ruggu Bono	ST. STEPHENS KISUGU	YOUTH REPRESENTATIVE (DIOCESAN YOUTH CHAIR)	