



# Regulations

**Methodist Deaconess**

**Order**



**NA LAWА ME VAUCA NA TABACAKАCАKА NI VADA NI TURAGA**  
**NILOTU WESELE E VITI KEI ROTUMA.**

**1. Cavuti**

- 1.1 O koya e cavuti kina veiqaravi oqo e dodonu me sa Dauvunau ni Lotu Wesele, ka sa dau vakaitavi sara tikog ena veiqaravi Vakarisito eso ena loma ni Lotu ena loma ni dua na yabaki.
- 1.2 O koya e cavuti me sa ruasagavulu ka dua ka sega ni sivia na tolusagavulu - ka- lima na yabaki ni nona bula, ia o koya e sa sivia na yabaki tolusagavulu- ka- lima, e sa na dikevi vakamatau ka vakatau mai na rua na i katolu ni digidigi ni lewe ni Bose ko Viti era tiko rawa e na gauna ni digidigi.
- 1.3 I vakarau ni Veitarogi
  - a. O koya e cavuti me sa yacova na form 5 se 6; ka me sa vuli talega ena koronivuli ni Wasewase, ka me tiko vua na sitivikiti ni Cioloji.
  - b. Na cavuti e yaga me kila vakavinaka sara na nona vosa, kei na dua tale na vosa.
  - c. Me sa na vakarautaka na Lesoni, ni Cavuti ki na Vada ni Turaga na Komiti ni Vada ni Vada ni Turaga ena vei ulutaga oqo: Cioloji, veika vakai Vola Tabu, veikararaba ena lotu kei na vosa vaka Peritania.
- 1.4 E sa yaga vua na cavuti me kauta tiko mai e dua na i tukutuku nuitaki vakavuniwai ni nona bula kei na nona ivola ni sucu.
- 1.5 Sai koya oqo na i vakarau me muri ena vuku ni nodra digitaki mai na cavuti ki na veiqaravi vaka Vada ni Turaga:
  - a. O koya e gadreva me cavuti me vakaraitaka kina Bose Vulavou na nona gagadre.
  - b. Me laveta cake na yacana kina Bose vula tolu ni vula ko Maji, na nona i Talatala ni Tabacakacaka ka qai kerea sara yani edua nai vola ni kerekere mai na Deaconess House.
  - c. Ke sa ciqomi na yacana ena Bose vula tolu, me sa na laveti sara yani kina Bose Vaka yabaki ni Wasewase, ka na vakatulewa me sa dabeca na veitarogi se sega

## REGULATIONS OF THE METHODIST DEACONESS ORDER

*The Deaconess Order of the Methodist Church consists of women who believe that God is calling them to full-time service in the Church, who desire to answer that call, and who have been accepted, trained and ordained in the Conference. They are committed to a ministry of service in Christ's Name in response to the physical, social and spiritual needs of persons in both Church and community.*

### **1. Candidates to the Deaconess Order**

- 1.1 *A candidate for the Order must be an accredited Lay Preacher of the Methodist Church in Fiji and shall have been actively engaged in some Christian service in the Church for at least one year.*
- 1.2 *A Candidate must be at least 21 years of age and not more than 35 years. In the case of any Candidate over 35 years of age, her case must be considered very carefully and may be accepted only through a vote of two thirds of members present and voting at a Ministerial Session of Conference.*
- 1.3 *Standard of Entrance*
  - a. *A candidate should be at least Form 5 or 6 standard and have been in a Divisional Circuit School with Certificate in Theology*
  - b. *A candidate must possess a thorough knowledge of her own language and the English language.*
  - c. *The Deaconess Committee shall arrange an entrance examination for the following subjects: Biblical knowledge, Theology, General Knowledge and English.*
- 1.4 *Each candidate must present a satisfactory medical report and a certified birth certificate.*
- 1.5 *The following shall be the procedure for the presentation of a candidate for the Deaconess Order:*
  - a. *Each intending candidate should inform the Leaders Meeting of her intention to offer as a Candidate.*
  - b. *Her Circuit Minister will submit her name to the March Quarterly Meeting, and request an application form from the Deaconess House.*
  - c. *If the Quarterly Meeting endorses her application, her name should be submitted to the Annual Divisional Meeting, which will determine whether she should sit for the written examination.*

- d. Ke sa rawata vakavinaka na kena veitarogi, sa na rairai o koya ki na Komiti ni Vada ni Turaga me na vakatarogi kina. Na Komiti ni Vada ni Turaga ni sa vakadeitaka ni sa dodonu me cavuti ka sa na vakauta na yacana ki na Komiti ni Cakacaka Levu me sa ciqomi me Cavuti. Na Komiti ni Cakacaka Levu, sa na qai vakauta sara na yacana ki na Bose Vakaitalatala ni Bose ko Viti me me rairai kina me ciqomi ka vakadonui kina me sa Cavuti.

## **2. Vakatovolei**

- 2.1. Me lima taucoko na yabaki ni nona vakarautaki o koya me Cavuti, ka me rua na yabaki na nona vakarautaki e koronivuli. Nai ka tolu ni yabaki sa yabaki ni vuli tara, kei na rua na yabaki me sa lesi me tiko Vakatofolei ena dua na Tabacakacaka se Koronivuli.
- 2.2. Ena nodratou i tavi na Komiti ni Vada ni Turaga nai tuvatuva ni lesoni ni veituberi ena veigauna ka me oka tiko kina nai Vola Tabu, Cioloji, Veiqaravi vakayalo, veiqaravi vei ira na lewe ni vanua, vakavuvuli Vakarisito, kei na tiki ni veiqaravi e rawa ni yaga vaka levu sara kina.
- 2.3. Ni sa vakacavara vakavinaka na veilesoni kei na vuli -tara esa na qai vakai lesilesi vakatovolei na Vada ni Turaga o ya mai na Bose ko Viti me rua na yabaki. Ena tiko ena ruku ni veituberi ni Talatala ni tabacakacaka, Liuliu ni Koronivuli kei nai Liuliu ni Wasewase.
- 2.4. Ena loma ni gauna ni nona vakatovolei ena vakacavara tiko kina na vei lesoni tale eso.
- 2.5. Ena qarava e dua na vuli vei ira na lewe ni vanua sei vavakoso ena ulutaga ka sa volavola oti kina ena gauna ni nona yabaki 3.
- 2.6. Ni bera na nona vakatabui ena rairai taumada kina Bose vakai Talatala ena Bose vakayabaki ni wasewase kei na Bose ko Viti.
- 2.7. Ena gauna ni vuli ena soli tiko vua edua nai vakayaga ia ni sa talai ki na dua nai lesilesi ena qai lewa na Bose ko Viti na nonai votavota.
- 2.8. Ena vakadeitaki tiko nai tikotiko ni vuli Vada ni Turaga.

## **3. Nona Tabaki**

- 3.1. Ni sa vakacavara vakavinaka na nona vuli kei na vakatovolei, esa na qai vakatabui ena nona tabaki ena liga ka vakacurumi kin a Matakacacaka vaka Vada ni Turaga.

## **4. Nonai Lesilesi**

- 4.1. Na nodra i lesilesi na Vada ni Turaga ena dikevi ena Komiti ni Vada ni Turaga ka na qai vakatutu kina Bose ko Viti.

d. *When the applicant for Candidacy has passed all her examinations, she shall appear before the Deaconess Committee for oral examination. If the Committee is satisfied that she is a suitable Candidate, then her name is recommended to the Ministerial Session of Standing Committee. The Standing Committee will then submit her name to the Ministerial Session of Conference where she will appear for acceptance as a Candidate.)*

## **2. (Probationers); (Training).**

2.1. *A Candidate shall undergo training for a period of five years, the first two years of which shall be in full time studies. The third year shall be for more practical training and the final two years on appointment as a Probationer in a Circuit or Institution.)*

2.2. *The course of training shall be determined from time to time by the Deaconess Committee but shall include Bible, theology, pastoral work, social work, Christian Education, and other necessary practical skills, counselling and specialized Ministry.*

2.3. *After completing the set course of study and practical training, a Deaconess on probation shall be given an appointment for two years by the Conference. She shall be accountable to the Circuit Minister, Head of Institution, and Divisional Superintendent.*

2.4. *During her appointment as a Probationer, she shall complete a further course of study.*

2.5. *She shall organize a workshop on the topic she has written on during her year 3.*

2.6. *Prior to ordination she shall appear before the Ministerial Session of the Annual Divisional Meeting and of the Conference.*

2.7. *During training an allowance shall be provided.*

2.8. *A central Deaconess training institution shall be maintained.*

## **3. Ordination**

3.1. *After satisfactorily completing the period of training and probation, she shall be ordained by the laying on of hands and admitted into full membership of the Deaconess Order.*

## **4. Appointments**

4.1. *The appointments of Deaconesses and Deaconesses on probation shall be considered by the Deaconess Committee which will make recommendations to the Annual Conference.*

- 4.2 Sa na vakatulewa na Bose ko Viti me baleta nai votavota me soli vei ira na Vada ni Turaga Vakatovolei era sa lesi kin a dua nai lesilesi.
- 4.3 Sa na sauma nai votavota ni Vada ni Turaga nai Wasewase, Tabacakacaka se tikotiko ni veiqaravi e lesi kina.
- 4.4 Sai tavi ni Wasewase, Tabacakacaka se Tikotiko ni veiqaravi ka gadreva e dua na Vada ni Turaga me vakarautaka na nonai tikotiko na Vada ni Turaga.
- 4.5 Me sa curu sara ki na Fiji National Provident Fund na Vada ni Turaga Vakatovolei
- 4.6 **Na nona vakacegui**
  - a. E rawa ki na Bose Vakaitalatala ni Komiti ni Cakacaka Levu, kei na Qase Levu ena gauna ni leqa tubu koso, me vaka e virikotori ena tikina e 7.3.5 ena Yavu ni Vakatumulewa, me vakaceguya e dua na Vada ni Turaga ena vuku ni dua na cala ka sa vakadinadinataki vakavinaka, ka a vakasalataki taumada kina na Vada ni Turaga koya ena vuku ni ka e beitaki kina ka sa soli talega vua na galala me taqomaki koya mai kina ena mata ni Komiti ni Cakacaka Levu (se vua na Qase Levu ena gauna ni leqa tubu koso) ni bera ni vakatauci na lewa me sa vakacegui mai na i lesilesi koya..
  - b. Me kakua ni vakaitavi ena cakacaka ni lewa oqo e dua e rau veiwekani voleka kei na i Vada ni Turaga e beitaki se kei koya e cakava na veibeitaki.

## 5. Na vei Matabose e lewena

- 5.1 Sa na lewe ni Bose Vulavou kei na Bose vumatolu ni Tabacakacaka e vakaililesi kina, na Vada ni Turaga ka lewe talega ni Bose Vakaitalatala ni Komiti ni Cakacaka Levu kei na Bose ko Viti.
- 5.2 Sa na lewe ni Bose Vulavou kei na Bose Vumatolu, ena vanua ka vakaililesi kina na Vada ni Turaga Vakatovolei, ka lewe talega ni Bose Cokovata ni Bose ni Yabaki ni Wasewase ka tiko kina.
- 5.3 Sa na lewe ni Bosevulavou kei na Bosevumatolu ena Tabacakacaka ka tiko kina na Vada ni Turaga sega ni vakaililesi ka na lewe talega ni Bose Vakaitalatala ken a Bose Cokovata ni Bose ni Yabaki kei na Bose ko Viti

## 6. Nona itavi

- 6.1 Na Vada ni Turaga me bulataka na nona bula kei na veiqaravi ka sa lesi kina me salavata kei na bubului ka a vakayacora ena gauna ni nona tabaki.

- 4.2 *The stipend to be paid to a Deaconess and a Deaconess on probation in an appointment shall be determined by the Conference.*
- 4.3 *The stipend shall be paid to the Deaconess or Deaconess on probation by the Division, Circuit or institution she is currently appointed to.*
- 4.4 *It shall be the responsibility of the Division, Circuit, or Institution requesting a Deaconess appointment to provide a separate accommodation for the Deaconess.*
- 4.5 *When a Deaconesses or a Deaconess on probation is appointed she shall join the Fiji National Provident Fund.*
- 4.6 ***Termination of Appointment***
- a. *An appointment of a Deaconess may be terminated at any time by the Ministerial Session of Standing Committee, or by the President in case of urgency pursuant to section 7.3.5 of the Constitution, for reasons that are considered to be good and sufficient provided that the Deaconess and Deaconess Committee are advised of any relevant complaint and the reasons for the proposed termination and given time and opportunity to respond to the Standing Committee (or the President in case of urgency) before a decision to terminate is made.*
- b. *A person who is closely related by friendship or family relationship to the Deaconess or to any person who has made a complaint against the Deaconess, shall not participate in the making of the decision to terminate.*

## **5. *Relationship to Official Meetings***

- 5.1 *An Ordained Deaconess shall be a member of the Leaders' Meeting and the Quarterly Meeting of the Circuit in which she is a member, and of the Ministerial and Representative Sessions of the Divisional Meeting and the Conference.*
- 5.2 *A Deaconess on probation shall be a member of the Leaders' Meeting and the Quarterly Meeting of the Circuit in which she is a member, and of the Representative Session of the Annual Divisional Meeting.*
- 5.3 *An ordained Deaconess without pastoral charge shall be a member of the Leaders Meeting and Quarterly Meeting of the Circuit in which she is a member, and of the Ministerial and Representative Sessions of the Annual Divisional Meeting of the Division in which she is member, and the Ministerial and Representative Sessions of the Conference.*

## **6. *Duties of Deaconesses***

- 6.1 *A Deaconess shall live, and exercise such ministry as she is appointed to, in accordance with the vows that she made at the time of ordination and, where applicable, induction.*

- 6.2 Me dau vakarorogo ki vua na nonai liuliu vakacakacaka (Talatala/ Liuliu ni Koronivuli/ talatala Qase).
- 6.3 Me qarava vinaka na nonai tavi ka lesi kina.
- 6.4 Me dau qarava na veisiko ka dau tukuni Jisu.
- 6.5 Me dau yadrava na veiqaravi ni bula vakayalo ena vanua e lesi kina.
- 6.6 Me dau tu vakarau me qarava talega na nodra vakasalataki nai vavakoso.
- 6.7 Me dau qarava na nodra vuli nai vavakoso lotu.
- 6.8 Me dau vakayagataka vaka vinaka nai solisoli ni yalo tabu ena vanua e veiqaravi kina.

## 7. Gade

- 7.1 Me 14 na siga veitaravi ni oti e dua na yabaki ni cakacaka, ka na sega ni rawa ni soqosoqoni vata, ka me 42 na siga veitaravi na nona gade ni sa oti e tolu na yabaki ni cakacaka, ka sega talega ni rawa ni soqosoqoni vata.
- 7.2 Me vakadonuya na gade vakayabaki na Tuirara ni Tabacakacaka se Liuliu ni Tikotiko ni veiqaravi. Na gade balavu me qai vakau cake ki na Bose ko Viti me vakadonui kina ka me vakau taumada vua na Vunivola Levu nai vola kerekere ni gade.
- 7.3 Ko ira na Vada ni Turaga ka ra cakacaka tiko ena vei koronivuli se vanua ni veivakarautaki tale eso, era na taura na nodra gade me vaka e virikotori mai cake ena gauna ga ni sereki ni vuli; se ena nodra sa lesi tale ki na dua na Tabacakacaka ka tekivu vou tale e dua na veiqaravi vou. Ena sega ni sauma na Bose ko Viti na veilakoyaki ena gauna ni gade.
- 7.4 Gade ni vakasucu. Me 84 na siga veitaravi na nona gade. Ena soli tiko vua na nonai votavota taucoko enai matai kei nai karua ni gone. Na Vada ni Turaga ka sa rua oti mai na luvena ni bera ni mai vakailesilesi ena Lotu, sa na sega ni taura na nonai votavota ke mani vakasucu tale.
- 7.5 Ke sa sega ni tiko rawa ena vanua ni nona cakacaka ena vuku ni tauvi mate, me sa na solia e dua nai vola vakadinadina ni vuniwai ke sivia e 24 na aua.
- 7.6 Na gauna ni tauvimate ka sega ni salavata kei nai vola mai vua na vuniwai me 6 na siga ena dua na yabaki.



- 6.2 *A Deaconess shall be obedient and show loyalty to her superiors (Circuit Minister/ Head of Institution/ Divisional Superintendent).*
- 6.3 *She shall give her best in her appointment.*
- 6.4 *She shall do visitation and witnessing for Jesus.*
- 6.5 *She is to be alert to see to the spiritual life of her congregation or institution.*
- 6.6 *She shall be readily available to counsel her congregation or institution if need arises.*
- 6.7 *She shall conduct training on Biblical lessons or other relevant topics.*
- 6.8 *She shall utilize her spiritual gifts in her ministry.*

## **7. Leave**

- 7.1 *14 consecutive days' annual leave which cannot be accumulated; 42 consecutive days' vacation after 3 years continual service which cannot be accumulated,*
- 7.2 *All Annual Leave to be approved by the Circuit Steward or Head of institution and the Divisional Superintendent Minister. Vacation leave to be approved by the Conference upon submission of the relevant form to the General Secretary. No travel expenditure will be met by the Church whilst a Deaconess is on leave.*
- 7.3 *Deaconesses serving in schools and training institutions shall take annual leave or vacation leave due to them as set out above, only during the school or institution's vacation; or on transfer to a circuit shall start a fresh tour of service on the condition applicable to Deaconesses in Circuit.*
- 7.4 *Maternity Leave – 84 consecutive days is granted. Such leave is granted to a woman as paid leave for her first two confinements only. If she already has two children upon commencing employment with the Church, she is not entitled to be paid maternity leave.*
- 7.5 *If a person is away from her place of appointment due to sickness, a doctor's certificate must be produced for an absence of more than 24 hours.*
- 7.6 *The maximum number of days' leave due to sickness allowed to be taken in any one year without the doctor's certificate is 6.*

- 7.7 Na levu ni siga e rawa ni gade kina edua ena vuku ni tauvimate ena dua na yabaki me 12 ka tokoni mai na dua na i vola ni vuniwai (ka oka kina na 7.6 e cake)
- 7.8 Sa na soli vua e dua e curu ki Valenibula e 21 na siga ena nona vakatutu e dua na vuniwai se valenibula ka me soli tale e vitu na siga ni vakabulabula ka mai qaravi tiko kina e taudaku ena nona vakatutu na nona vuniwai. Ke balavu cake na nona siga ni yali mai na cakacaka ena vuku ni tauvimate, sa na sega ni saumi vakavo ga kevaka e tiko na nona gade e rawa ni taura ka na vakatulewa kina na Komiti ni Cakacaka Levu.

## **8. Vakawati**

- 8.1 Sa na rawa vua e dua na Vada ni Turaga me vakamau ni sa tabaki oti.
- 8.2 Na Vada ni Turaga e gadreva me vakamau me na volavola ki na Komiti ni Vada ni Turaga me tukuna kina na nona gagadre.
- 8.3 Na Vada ni Turaga e vakamau, san a vagalalataki me kakua ni vakaillesilesi me dua na yabaki.
- 8.4 Ena lewe tikoga ni Matacakacaka vaka Vada ni Turaga, o koya sa vakawati.

## **9. Vakacegu**

- 9.1 Ena vakacegu e dua na Vada ni Turaga ni sa vakacavara na yabaki vakacakacaka ni donuya na yabaki 60; ia sa rawa ni kerea koso na nona vakacegu kevaka sa vakacavara na nona yabaki ruasagavulu ka lima ni veiqaravi mai na gauna e tabaki oti kina. Sa rawa ni kerea na nona vakacegu ni sa yabaki 60; ia me sa vakacegu mai na nona ilesilesi ni sa yabaki 65 na nona bula.
- 9.2 Sa nai tavi ni Bose ko Viti na nona vakau lesu ki na nonai tikotiko na Vada ni Turaga sa vakacegu main a nona cakacaka.
- 9.3 Na Vada ni Turaga vakacegu me taura na nonai votavota ena vei vulatolu mai na gauna e vakacegu kina.

## **10. Segai ni Vakai Lesilesi**

- 10.1 Me volavola ki vua na iliuliu ni Vada ni Turaga ka kerea me kua mada ni vakai lesilesi, na Vada ni Turaga ena vuku ni :
- a. gole enai lakolako vakavuli;
  - b. se dua tale na ka

7.7 *The maximum number of days' leave due to sickness allowed to be taken in any one year with doctor's certificate (including 7.6 above) is 12.*

7.8 *Upon the recommendation of a doctor or hospital, an allowance of up to 21 days as a hospital patient will be granted, plus further seven days as an outpatient for recuperation upon the recommendation of a doctor. Any further period of absence required in such situations will be unpaid unless there is vacation leave due, when Standing Committee may approve the amount accrued to be first used.*

## **8. Marriage**

8.1 *A Deaconess may decide to get married after Ordination.*

8.2 *A Deaconess who intends to get married shall inform the Deaconess Committee in writing.*

8.3 *A Deaconess who marries shall be without appointment for one year.*

8.4 *A married Deaconess may continue as an active member of the Deaconess Order.*

## **9. Supernumerary**

9.1 *A Deaconess shall normally retire at the end of the Connexional year in which she attains the age of 60, but may retire earlier if she has completed twenty five years of service from the time of ordination. She may request retirement at the age of 60 and must retire by the time she reaches 65 years of age.*

9.2 *The Conference shall be responsible for fares from the last appointment to the home of the Deaconess retiring from active work.*

9.3 *A retired Deaconess shall receive a quarterly allowance, after retirement, from the Supernumerary Fund.*

## **10. Without Appointment**

10.1 *A Deaconess shall write to the Deaconess Committee and request that she may go without appointment for the following reasons:*

- a. *Further studies.*
- b. *Any other reasons.*

10.2 Na Vada ni Turaga ka sa rogoca na kaci ki na bula ni veiqaravi ena yaca i Karisito ka sa sa curu kina ki na mata cakacaka vaka Vada ni Turaga e sa na yalodina kina ka na sega ni cavuti kina cakacaka vaka i talatala.

## 11. Na Veivunauci

11.1 Na Vada ni Turaga Yaco , era na vakarorogo ki na Bose Vakaitalatala ni Bose ni Yabaki ni nonai Wasewase ena vuku ni nona lotu, i tovo, i vakarau, kei na vakabauta ka na dau tarogi kina me vaka e virikotori ena kena taro. Sa na dau vakarorogo vaka kina ki na nona veiliutaki na i Liuliu ni Wasewase. .

11.2 Ena Lawa oqo, na veibeitaki sai koya edua na kudru sa volai me baleta e dua na Vada ni turaga ni sa:

(a) sega ni via qarava na cakacaka kei nai tavi vaka Vada ni Turaga;

(b) sega ni muria na Yavu ni Vakavulewa ni Lotu kei na kena Lawa tale eso;

(c) voroka e dua na i Vakarau Kilikili ni veiqaravi sa vadonuya na Lotu me vakayagataki; ka ra vauci kina na Vada ni Turaga.

Na veibeitaki me volai vakamatata kina nai tukutuku vakadinadinataki ni dua se so vei ira na yavu ka tuvai koto mai cake.

11.3 Me sa lesia na Bose ko Viti edua na Vunilewadodonu kei na Veivunauci ka na vakatokai ena vo ni Lawatu oqo me Vunilewa, ka me nona i tavi me dau vukei ira na lewe ni lotu me ra vakarautaka na veibeitaki, vakasalataka ira ka vukei ira na Vakaillesilesi ni Lotu ena kena rogoci edua na veibeitaki; raica me volai vakamatata ka tu vaka i vola na veika e baleta ka cakacakataka na nodra vakavulici ko ira na Vakaillesilesi era qarava na veibeitaki,

11.4 Kevaka sa via beitaka edua na Vada ni Turaga e dua na tamata, sa na rawa vua me kerea na veivuke nei koya na Vunilewa ena kena vakarautaki vaka i vola na veibeitaki, ka sa na solia na nona veivuke na Vunilewa ke nanuma ni dodonu me vaka kina.

11.5 a) Na veibeitaki me baleta e dua na Vada ni Turaga ka tiko ena dua na Tabacakacaka, Vada ni Turaga sega ni vakaillesilesi, Vada ni Turaga sa sa vakacegu ka tiko ena dua na Tabacakacaka , se Koronivuli, i tikotiko se dua tale nai lesilesi, me vagolei ki vua na i Talatala Qase ni Wasewase ka tiko kina, se ki vua na Vunilewa ka lesi mai na Bose ko Viti, se ki vua na Vada ni Turaga Liu.

10.2 *A Deaconess has responded to the call of God to a ministry of service in Christ's name in the Deaconess Order and will remain faithful to that call and will not candidate into the Ministry of the Word Sacraments and Pastoral Care.*

## **11. *Discipline of Deaconesses***

11.1 *Deaconesses are answerable to the Annual Divisional meeting in regards to their beliefs, teaching and discipline. They shall therefore be answerable to the Divisional Superintendent, who is the chair of the Divisional Meeting.*

11.2 *In this Regulation 11, a 'charge' is a complaint in writing that a Deaconess has:*

- (a) wilfully and persistently neglected the duties of a Deaconess; or*
- (b) failed to comply with the Constitution, Regulations, rule or resolution of the Church.*
- (c) breached a code of conduct that has been adopted by the Church and is applicable to Deaconesses.*

*The written complaint should include a statement of the factual information that allegedly establishes one or more of the grounds mentioned in paragraphs (a) to (c) above.*

11.3 *The Conference will appoint an 'Ethics and Discipline Officer' who will advise and assist people bringing a charge; advise and assist Church officers and committees dealing with a charge; ensure proper record keeping; and arrange for adequate training of people involved in implementing the Church's process for dealing with charges.*

11.4 *If a person decides to make a charge against a Deaconess, the person may request assistance from the Ethics and Discipline Officer in preparing the written charge, and the Ethics and Discipline Officer shall provide assistance when the Ethics and Discipline Officer considers it appropriate to do so.*

11.5 a) *A charge against a Deaconess in a Circuit, or a Deaconess without appointment or a Supernumerary Deaconess who is a member of a Circuit in the Division shall be directed to the Divisional Superintendent or to the person designated in the Conference office as the Ethics and Discipline Officer or to the Senior Deaconess.*

- b) Na veibeitaki vua na Vada ni Turaga ena dua na i lesilesi tani me vagolei vei koya e vakarorogo vua na Vada ni Turaga oya, se ki vua na Vada ni Turaga Liu.
  - c) Na Vada ni Turaga ka vaka i tikotiko mai vanua tani ena vagolei vua na Vunivola Levu se na Vunilewa, se na Vada ni turaga Liu.
- 11.6 Na i Talatala Qase( se o koya e vakarorogo kina na Vada ni Turaga), se Vada ni Turaga Liu, me na vakaraitaka vua na Vunilewa ni sa tiko edua na veibeitaki me baleta na Vada ni Turaga.
- 11.7 Kevaka sa ciqomi mai vua na i Talatala Qase se mai vua e dua ka vakarorogo vua na Vada ni Turaga, se mai vua e dua tani tale na tamata e dua na veibeitaki, me sa vakasalataka vakatotolo sara na Vada ni Turaga Liu.
- 11.8 Ke beitaki na Vada ni Turaga enaa dua na cala vakalawa ni matanitu, me sa vakasalataki okoya e veibeitaki me tukutuku vei iratou na Ovisa.
- 11.9 Me soli vua na Vada ni Turaga ka beitaki tiko na i tukutuku kece ni veika e beitaki kina, ka me soli vua na gauna kei na galala me vakarautaka e dua na nona i vakamacala ka me soli vua ena vakatulewataka na veibeitaki oya.
- 11.10 Me tukutuku vakatotolo na Vada ni Turaga Liu ki na Komiti ni Vada ni Turaga ena vuku ni veibeitaki ka rawa vua me vaqaqa ke vakasalataki vaka kina mai vua na Vunilewa. Na veiqaqai me qarava ena kena gauna totolo duadua edua na Komiti lesi ga mai na Komiti ni Vada ni Turaga. Ke tagane e veibeitaki, me tiko talega ena Komiti ni veivaqaqai e dua se sivia na tagane.
- 11.11 O koya me vaqaqa na veibeitaki, se o koya e tu vua na dodonu me na vakatulewa ena nona vakatikitikitaki na Vada ni Turaga ka beitaki tiko me kakua ni veiwekani se veitokani voleka vei koya e cakava na veibeitaki se kei koya e beitaki. Kevaka e vauci ena tikina oqo na Qase Levu se Talatala Qase se o koya na i Liuliu vakacakacaka nei koya e beitaki, ka sega ni rawa, me ra cakacaka kina, sa vakaitavi na Qase Levu sa qai vakacegu ena vukuna na Qase Levu, se Qase Levu, ena vukuna na i Talatala Qase, se o koya na i Liuliu Vakacakacaka, ka me digitaki e dua me qarava na i tavi ena veivakasalataki ni Vunilewa.
- 11.12 O ira kece era beitaki se o ira era veivaqaqai mera sa maroroya matua na i tukutuku kece ni veibeitaki

- b) *A charge against a Deaconess in any other appointment shall be directed to the person to whom the Deaconess is accountable, or to the Senior Deaconess.*
  - c) *A charge against a Deaconess living overseas shall be directed to the General Secretary, or to the Ethics and Discipline Officer or to the Senior Deaconess.*
- 11.6 *The Divisional Superintendent or (if the Deaconess is not in a Circuit appointment) the person to whom the Deaconess is accountable, or the Senior Deaconess shall inform the Ethics and Discipline Officer that the charge has been received.*
  - 11.7 *If a charge against a Deaconess is received by the Divisional Superintendent or a person to whom a Deaconess is accountable, or any other person, the Senior Deaconess shall be advised promptly.*
  - 11.8 *If a charge alleges a criminal offence, the person bringing the charge shall be encouraged to report the matter to the police.*
  - 11.9 *A Deaconess against whom a charge is made, shall be given sufficient information to know what is being alleged against the Deaconess, and shall be given time and opportunity to prepare a response and present it to the persons who will make a decision regarding the charge.*
  - 11.10 *The Senior Deaconess shall promptly inform the Deaconess Committee, who may investigate the charge if so advised by the Ethics and Discipline Officer. The investigation shall be undertaken as soon as possible by an ad hoc sub-committee of the Deaconess Committee. If the person making the complaint is a man, the ad hoc sub-committee shall include at least one man.*
  - 11.11 *A person who investigates a charge or who would otherwise have authority to stand a Deaconess aside when a charge is made against the Deaconess, should not be the complainant or be closely related by friendship or family relationship to either the person making the complaint, or the Deaconess against whom the complaint is made. If this requirement prevents the President or a Divisional Superintendent or the person to whom the Deaconess is accountable from acting, the Immediate Past President (in the case of the President) or the President (in case of a Divisional Superintendent or the person to whom the Deaconess is accountable) after consultation with the Ethics and Discipline Officer will appoint a substitute person to act.*
  - 11.12 *Confidentiality shall be strictly observed by all persons to whom a charge is made, and by all persons investigating a charge.*

- 11.13 Ena vuku ni i lesilesi ni Vada ni Turaga ka vakarorogo kina Bose ni Yabaki, sa na rawa vua na i Talatala Qase se ena vuku ni i lesilesi tale eso, na Qase Levu se dua e veisosomitaki ka digitaki ena tikina e 11.11 me vakatikitikitaki koya na Vada ni Turaga ka beitaki tiko ena gauna e qaravi tiko kina na veivaqakai ka me raica tale edua me qarava nai tavi ena Tabacakacaka koya se Mataveiqaravi oya, me yacova ni sa cava na veivaqakai ka sa tau edua na lewa.
- 11.14 Me sa qarava na i Talatala Qase kei na Vada ni Turaga Liu se kevaka e sega ni lesilesi ni Tabacakacaka se Wasewase, na Vunilewa na nona qaravi vaka i Vakatawa ni sipi na okoya e veibeitaki, na Vada ni Turaga ka beitaki kei na nodra dui matavuvuale.
- 11.15 Kevaka e sega ni vauci ena tikina 11.11, sa na vaqaqa na veibeitaki vua na Vada ni Turaga na i Talatala Qase se okoya na nona i Liuliu Vakacakacaka se Vunilewa ka okati ena veivaqakai oqo na veitalanoa vei koya e cakava na veibeitaki kei koya e beitaki.
- 11.16 Sa na vakau ena gauna totolo duadua vua na Qase Levu, na macala ni veivaqakai mai vua na i Talatala Qase, se mai vei koya na nonai liuliu na Vada ni Turaga ka beitaki ke sega ni vakailesilesni ni Tabacakacaka, se mai vei koya e lesi ena ruku ni tikina 11.11 ka me vakaraitaki ena Bose Vakaitalatala ni Komiti ni Cakacaka Levu, ka vakau talega vua na Vada ni Turaga Liu.
- 11.17 Na macala ni veivaqakai ni Komiti ni Vada ni Turaga, me vakau ena gauna totolo duadua ki vua na Qase Levu ka me vakaraitaki ena Bose Vakaitalatala ni Komiti ni Cakacaka Levu.
- 11.18 E rawa vua na Komiti ni Cakacaka Levu me digitaka e dua na komiti lesi ga me vaqaqa tale na i tukutuku ni veibeitaki ka me tukutuku tale yani ki na Komiti ni Cakacaka Levu ena gauna totolo duadua. E rawa ni ra tauri mera lewe ni Komiti ni veivaqakai oqo ko ira e tu vei ira na kila-ka ena veika e beitaki kina. Ke sa beitaki tiko e dua na tagane, ia me tiko ena komiti ni veivaqakai e dua na tagane. Kevaka e yalewa, me tiko talega ena Komiti oqo e dua na yalewa.
- Ke dua e rau veiwekani voleka kei na Vada ni Turaga e beitaki se kei koya e cakava na veibeitaki, ka lewe ni Komiti ni Cakacaka Levu, me kakua ni vakaitavi ena komiti ni veivaqakai se na kena veivosakitaki ena Komiti ni Cakacaka Levu.
- 11.19 a) Ke sa vakadinadinataki e dua na veibeitaki vua na Vada ni Turaga:



- 11.13 *When the Deaconess is accountable to the Annual Divisional Meeting, the Divisional Superintendent, and in other cases the President or a substitute appointed under section 11.11 may stand the Deaconess aside while the charge is being investigated, and make alternative arrangements for the care of the Circuit or other appointment until the investigation and its outcomes are completed.*
- 11.14 *The Divisional Superintendent and the Senior Deaconess or, if the Deaconess is not in a Circuit appointment or residing in a Circuit in the Division, the Ethics and Discipline Officer shall arrange pastoral care for the person making the charge, the Deaconess against whom the charge is made, and their families.*
- 11.15 *Subject to section 11.11, the Divisional Superintendent or the person to whom the Deaconess is accountable, may investigate the charge if so advised by the Ethics and Discipline Officer and any such investigation shall include separate conversations with the complainant and the Deaconess.*
- 11.16 *The report of any investigation by the Divisional Superintendent or, if the Deaconess is not in a Circuit appointment, the person to whom the Deaconess is accountable, or a substitute person appointed under section 11.11 shall be sent to the President, General Secretary and the Senior Deaconess as soon as possible to be tabled at the Ministerial Session of the Standing Committee, and shall also be sent to the Senior Deaconess.*
- 11.17 *The report of any investigation by the Deaconess Committee shall be sent to the President as soon as possible to be tabled at the Ministerial Session of the Standing Committee.*
- 11.18 *The Ministerial Session of Standing Committee may appoint an ad hoc Committee of its members to investigate or further investigate the matter as soon as possible and make its report to the Standing Committee. Other people with professional expertise in areas relevant to the charge may be co-opted to the ad hoc Committee. At least one woman shall be a member of the ad hoc Committee. If the person bringing the complaint is a man, at least one man shall be a member of the ad hoc Committee.*
- A person who is closely related by friendship or family relationship to the Deaconess or to any person who has made a complaint against the Deaconess, shall not participate in the Ministerial Session of the Standing Committee, or any ad hoc committee, regarding this matter.*
- 11.19 a) *If a charge is proven against a Deaconess,*

- (i) Sa na vakatulewa na Bose Vakaitalatala se na Qase levu ka cakacaka ena ruku ni tikina 7.3.5 ni Yavu ni Vakavulewa, sa rawa ni vakatikitikitaki na Vada ni turaga mai na cakacaka vaka Vada ni Turaga ena dua na gauna yalani kei na veika e lavaki kina; se
- (ii) Vakatura na Bose Vakaitalatala ni Komiti ni Cakacaka Levu ki na Bose ko Viti me sa sivo na Vada ni Turaga.
- b) Na vakatulewa me sa vakasivoi e dua na Vada ni Turaga esa na cakava na Bose Vakaitalatala ni Bose ko Viti.
- c) Na lewa me sa vakalesui tale ki na cakacaka vaka Vada ni Turaga e dua na Vada ni Turaga ka a vakatikitikitani sa na vakatulewa kina na Bose Vakaitalatala ni Komiti ni Cakacaka Levu ni sa dikeva na vakatutu mai na Komiti ni Vada ni Turaga.

11.20 Ni sa vakasivoi se tu vakawawa na nonai lesilesi e dua na Vada ni Turaga, me sa na sauma na nona I vodovodo lesu ki na nona koro, na Bose ko Viti.

11.21 Ke sa vakadinadinataki na nona cala edua nai Vada ni Turaga Vakatovolei, sa na vakacegu vakadua mai na nona cakacaka vaka Vada ni Turaga. Ia kevaka sa via curu tale mai me sa na muria tale na sala ni Cavuti ni sa oti e lima na yabaki.

11.22 Na curu tale

- a. Sa rawa ni kerea tale me Vakaillesilesi e dua na Vada ni Turaga ka sa vakasivoi ni sa oti e lima na yabaki.
- b. Me sa volavola kokoya ki na Komiti ni Vada ni Turaga me sa vakatikori lesu ki na cakacaka vaka Vada ni Turaga. Me sala vata na nona i vola ni kerekere kei na dua na i vola ni vakadinadina ni vei qaravi mai vua nai Talatala Qase, Talatala ni Tabacakacaka se Liuliu ni Marama.
- c. Me sa na rairai kokoya ki na Komiti ni Vada ni Turaga ni oti na kena ciqomi na nona i vola kerekere.
- d. Sa na vakaturi na yacana na Komiti ni Vada ni Turaga ki na Bose Vakaitalatala ni Komiti ni Cakacaka Levu me sa vakacurumi tale okoya ki na Cakacaka vaka Vada ni Turaga.

- (i) *the Ministerial Session of Standing Committee, or the President in case of urgency acting under section 7.3.5 of the Constitution, may suspend the Deaconess from active work for such period of time and on such conditions as are considered appropriate; or*
  - (ii) *the Ministerial Session of Standing Committee may recommend to the Annual Conference that the recognition of the Deaconess as a Deaconess be withdrawn.*
- b) *A decision on withdrawal of recognition of a Deaconess shall be made by the Ministerial Session of the Annual Conference.*
  - c) *A decision on return to active work for a Deaconess who has been suspended shall be made by the Ministerial Session of the Standing Committee after considering a recommendation from the Deaconess Committee.*
- 11.20 *When a Deaconess is suspended or had her recognition as a Deaconess terminated by the Church, the fares for her travel back to her home village shall be met by the Conference.*
- 11.21 *If a Deaconess on probation is found guilty of a charge, she shall be dismissed as a Deaconess on probation. In the event that he or she expresses a desire to re-enter the Deaconess Order, she will need to go through the candidature process but not until five years have passed since the offence.*
- 11.22 *Reinstatement.*
- a. *A former ordained Deaconess whose recognition as a Deaconess has been withdrawn shall be eligible for reinstatement after a period of five years.*
  - b. *She may write to the Deaconess Committee for her reinstatement into the Methodist Deaconess Order. The letter is to be submitted with a written statement of proven active service in her Circuit by the Divisional Superintendent, Circuit Minister and Women's Fellowship Leader.*
  - c. *She will be interviewed by the Deaconess Committee subsequent to receipt of her application and required letters.*
  - d. *The Deaconess Committee may recommend to the Ministerial Session of the Annual Meeting of the Conference names for reinstatement into the Methodist Deaconess Order.*