

Administrative Guidelines for Parish Council Elections

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INTRODUCTION

1. The Orthodox Church is a hierarchical ecclesiastical body, and its administration is governed by "The Sacred and Divine Canons of the Holy and Renowned Apostles, of the Holy Councils, Ecumenical as well as Regional, and of individual Divine Fathers", referred to as the "Canons."

2. These Canons establish the See of Constantinople as second only to that of Rome, and following the Great Schism Constantinople became the senior See in honor with responsibility not only for the churches throughout Asia Minor and the Balkans, but of all churches beyond Western Europe, the Middle East, or Africa. The Greek Orthodox Christians immigrants to America came from churches under the historic ecclesiastical jurisdiction of the Ecumenical Patriarch of Constantinople, and in their diaspora beyond the canonical boundaries of Europe, Africa, and Asia, remained under the jurisdiction of the Ecumenical Patriarchate.

3. In accordance with canonical procedure, the Patriarch of Constantinople established the Greek Orthodox Archdiocese of North and South America in 1922 with one Hierarch appointed to

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administer the spiritual and canonical needs of the Greek Orthodox parishes in America. The diocesan scope of this Archdiocese encompassed the entire North and South American continent

4. As more parishes were established, and as the administration of the Archdiocese became more complex, auxiliary Hierarchs were elected by the Patriarchate of Constantinople to assist the Archbishop. In 1978 the Holy and Sacred Synod of the Ecumenical Patriarchate established other dioceses in addition to the Archdiocese: Atlanta, Boston, Buenos Aires, Chicago, Denver, Detroit, New Jersey, Pittsburgh, San Francisco, and Toronto.

5. In November 1996 the Dioceses of Buenos Aires and Toronto became separate Metropolitanates along with the Metropolis of Panama. At the same time the Greek Orthodox Archdiocese of North and South America became the Greek Orthodox Archdiocese of America, administering parishes in the United States of America. Today it comprises the Archdiocesan District together with the eight Metropolises of Atlanta, Boston, Chicago, Denver, Detroit, New Jersey, Pittsburgh, and San Francisco.

6. The Greek Orthodox Metropolis of Denver was established on 1 September 1979, and extends over 1.3 million square miles encompassing the states of Colorado, Idaho, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, and Wyoming, as well as the western parts of Louisiana and Missouri. The Hierarch duly elected and appointed by the Holy and Sacred Synod of the Ecumenical Patriarchate to the Metropolis of Denver, oversees the forty-nine parishes and two chapels which presently comprise the Metropolis.

8. The Metropolitan of Denver, like every other Orthodox Bishop, has absolute and sole authority over his clergy. This relationship is defined in Canon XXXIX of the 85 Canons of the Holy and Renowned Apostles which specifies:

"Let Presbyters and Deacons do nothing without the consent of the Bishop. For he is the one entrusted with the Lord's people, and it is from him that an accounting will be demanded with respect to their souls."

9. The Metropolitan of Denver also has absolute authority over the property of the church and its administration. Canon XLI of the 85 Canons of the Holy and Renowned Apostles specifies:

"We command that the Bishop have authority over the property of the church. For if the precious souls of human beings ought to be entrusted to him, there is little need of any special injunction concerning money; so that everything may be entrusted to be governed in accordance with his authority, and he may grant to those in need through the Presbyters and Deacons with fear of God and all reverence, while he himself may partake thereof whatever he needs (if he needs anything) for his necessary wants, and for brethren who are his guests, so as not to deprive them of anything, in any manner. For God's law has enjoined that those who serve at the altar are to be maintained at the altar's expense. The more so in view of the fact that not even a soldier ever bears arms against belligerents at his own expense."

According to this and other canons the administration and disposal of all church property within his Metropolis falls under the exclusive and absolute authority of the Metropolis Hierarch.

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10. Accordingly, the parishes are subject to the Canon Laws of the universal Orthodox Church and under the hierarchical authority of the Hierarch into whose pastoral care they are entrusted, and are moreover subject to such administrative regulations as may be deemed appropriate by their Hierarch. At the present time, parishes of the Archdiocese of America, including those within the Metropolis of Denver, are governed in accordance with the Holy Canons, the Archdiocesan Charter, and Regulations promulgated thereunder. (*see 2005 UPR Article 15, Section 3*)

13. The civil government of the United States of America has been called upon at various times to interpret and define the status of the Greek Orthodox Church in America and of the parishes. Courts at various levels, including the Supreme Court, have held that:

- a. The Greek Orthodox Church is a hierarchical (as opposed to congregational) Church
- b. The Greek Orthodox parishes are affiliated with, or are part of, the Greek Orthodox Church,
- c. As such, the secular court declines to become involved in any determination of theological or ecclesiastical issues, including governance of the Church; these issues are the exclusive prerogative of the Hierarchs since they deal with the internal life of the Church.

GENERAL ADMINISTRATIVE REGULATIONS

I. Authority

1. Since all authority to administer the Church issues from the Metropolis Hierarchy, all functions related to the election and service of the Parish Council shall be done in accordance with the Canons of the Church, in compliance with the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, according to these Administrative Guidelines, and with the full knowledge and approval of the Metropolis Hierarchy.

II. Eligibility

1. Only a parishioner in good standing is eligible to:

- a. Speak at, or otherwise participate in, a Parish Assembly
- b. Vote at a Parish Assembly
- b. Vote in the election of Parish Council members
- c. Be a nominee to serve on the Parish Council
- d. Continue to serve on a Parish Council
- e. Be a member of the Board of Elections or the Board of Auditors.
- f. Represent the Parish at a Local Assembly or the Congress.

2. A Parishioner is defined as follows:

- a. Every person who is baptized and chrismated according to the rites of the Orthodox Church is a parishioner. *(2005 UPR Article 18, Section 1)*
- b. The religious, moral and social duties of a parishioner are to apply the tenets of the Orthodox Faith to his/her life and to: adhere to and live according to the tenets of the Orthodox faith; faithfully attend the Divine Liturgy and other worship services; participate regularly in the holy sacraments; respect all ecclesiastical authority and all governing bodies of the Church; be obedient in matters of the Faith, practice and ecclesiastical order; contribute towards the progress of the Church's sacred mission; and be an effective witness and example of the Orthodox Faith and Traditions to all people. *(2005 UPR Article 18, Section 1)*

3. A Parishioner in good standing is defined as follows:

- a. A parishioner in good standing practices all the religious and moral duties as described in 2. a. and 2.b. above. *(2005 UPR Article 18, Section 1)*
- b. At a minimum, a parishioner in good standing must: be eighteen years of age or over; be current in his or her stewardship and other financial obligations to the Parish, abide by all the Uniform Parish Regulations and the Parish Bylaws; and cooperate in every way towards the welfare and well being of the Parish. *(2005 UPR Article 18, Section 1)*

(1) Stewardship is recommended to be ten percent (10%) of one's annual income as stated in Holy Scripture to help meet the financial obligations of the Parish, the Metropolis and the Archdiocese. *(2005 UPR Article 18, Section 1)*

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(2) A member in good standing is expected to submit the proportional share of his or her stewardship pledge on a weekly basis to the Parish.

c. Any person wishing to be a parishioner in good standing in more than one Parish must remit his or her Stewardship financial obligation to each Parish as stated above. A parishioner wishing to move from one Parish to another must present a letter of transfer from the Priest of the Parish from which he or she is moving stating that he or she is in good standing. *(2005 UPR Article 18, Section 2)*

d. No person shall be deemed a parishioner in good standing while: not adhering to the standards outlined above; retaining affiliation in an Orthodox Parish which defies the jurisdiction or the ecclesiastical authority of the Archdiocese; being a member of or practicing a non-Orthodox faith or other religion; and deliberately disregarding and transgressing the moral law of the Church. *(2005 UPR Article 18, Section 3)*

III. Parish Assembly

1. Regular Parish Assemblies shall be convened by the Priest and the Parish Council at least twice a year. In regard to Parish Council elections, a Parish Assembly of parishioners in good standing shall be called in the Autumn to accomplish all of the following minimum items by majority vote:

- a. Formally establish the date of the elections
- b. Elect the members of the Board of Elections
- c. Elect the members of the Board of Auditors
- d. Approve a budget for the ensuing year
- e. Nominate members for the upcoming Parish Council elections.

IV. Date of Elections

1. The election of the members of the Parish Council shall be held no earlier than the first Sunday in November, and no later than the second Sunday in December. *(2005 UPR Article 25, Section 1)*

- a. Voting shall begin after the conclusion of the Divine Liturgy.
- b. Voting shall terminate on the same day at such time as determined by local Parish by-laws.
- c. All voting shall be conducted within one single day.

V. Board of Elections

1. The Board of Elections shall consist of no fewer than three (3) members elected at a Regular Parish Assembly within the same year as the election from among those who are not candidates for election to the Parish Council. Immediate family members of candidates and incumbent Parish Council members are not eligible to serve on the Board of Elections. *(2005 UPR Article 32, Section 1)*

2. The Board of Elections shall, in cooperation with the Parish Priest, verify the eligibility of the list of candidates, notify all eligible Parishioners concerning the elections, supervise the elections and tabulate and report the results. The Priest shall be advised of all meetings of the Board of

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Elections, which he may attend if he so desires. The Priest shall certify that all the candidates are Parishioners in good standing. (2005 UPR Article 32, Section 2)

3. A vacancy on the Board of Elections shall be filled by the Parish Council by electing a successor therefor from among the parishioners in good standing who are not candidates for election to the Parish Council. (2005 UPR Article 32, Section 3)

4. Upon receipt of the Metropolis Hierarch's verification of the elections, the Board of Elections is dissolved.

VI. Board of Auditors

1. The Board of Auditors shall consist of at least three parishioners none of whom are members of the Parish Council. The Board of Auditors shall be elected at the last Parish Assembly preceding an election from among those who have not served on the Parish Council for the year being audited and who are not candidates for election to the Parish Council. The Board of Auditors shall have the financial competency to properly execute its responsibilities. (2005 UPR Article 33, Section 1)

2. The Board of Auditors shall audit financial records of the prior year and prepare a report of such audit for presentation to the Parish Assembly. After review by the Parish Assembly, the Parish Council shall transmit copies of the final audit to the respective Hierarch and the Archdiocese. (2005 UPR Article 33, Section 2)

3. A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor therefor from amongst the parishioners of the Parish in good standing for the unexpired portion of the term of such vacancy. (2005 UPR Article 33, Section 3)

4. The Board of Auditors is dissolved upon submission of their report to the Parish Council, and the acceptance of that report by the Parish Council.

VII. Following Year Budget

1. The Parish fiscal year shall be the calendar year. (2005 UPR Article 34, Section 2)

2. The budget for the ensuing year shall likewise be submitted for approval by the Parish Assembly at the last regular meeting of the prior year. (2005 UPR Article 34, Section 3)

3. The Parish budget shall include appropriations for sending its delegates to the Clergy-Laity Congresses and Local Assemblies. (2005 UPR Article 34, Section 4)

4. The Parish budget must include a line item for Archdiocesan Total Commitment, which shall be calculated in accordance with the decisions of the most recent Congress. (2005 UPR Article 34, Section 5)

5. The Parish budget process does not begin with a consideration of income/revenue. The budget process is not a matter of "cutting expenses," and it especially is not a matter of determining what expenses can be afforded based on previous or expected income.

6. The Parish budget process does begin with a consideration of parishioner needs (previously referred to as "expenses"); the parish needs:

- a. A full-time priest

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- b. Religious Supplies
- c. Sunday School materials
- d. Utilities
- e. Maintenance
- f. To pay its mortgage
- g. Etc.

The real costs associated with these needs can be readily determined, and are obviously not negotiable amounts. After these costs are totaled, that amount is the minimum stewardship (previously referred to as "income") that the parishioners must contribute to meet their spiritual needs. The budget process is essentially a matter of determining what the parish needs, and then exerting the effort to provide the revenue necessary to fulfill them.

VIII. Nomination Process

1. Candidates for election to the Parish Council shall be nominated in accordance with the provisions of the Parish Bylaws. (2005 UPR Article 25, Section 3)
2. Candidates for election to the Parish Council shall be nominated at the regular Autumn Parish Assembly. Nominations may be made by a nominating committee and/or by members of the Parish in good standing.
2. Nominations shall be made and seconded by members of the Parish in good standing at the Autumn Parish Assembly.
3. All Parish Council candidates who are nominated shall be present at the Autumn Parish Assembly and shall personally accept or decline the nomination.
 - a. Nominations of individuals *in absentia* shall not be accepted.
4. If the parish chooses to have a nominating committee, this committee shall submit its list of candidates at the Autumn Parish Assembly.
 - a. Each name shall be submitted individually by the president or chairman of the nominating committee, and each name shall be individually seconded by a member in good standing in attendance at the Autumn Parish Assembly.
 - b. The nomination shall be accepted or declined by the nominee.
 - c. The nominating committee is dissolved upon submission of its list of candidates at the Autumn Parish Assembly.
5. The existence of a nominating committee shall not preclude any member in good standing from making a nomination from the floor which may be seconded by any other member in good standing and accepted or declined by the nominee.
6. The list of all persons who accept nomination as candidates for the Parish Council shall be submitted to the Board of Elections for review and validation.
7. Additional candidates may apply for nomination after the General Assembly by submitting an Application for Nomination to the Board of Elections up to an announced cut-off date.

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IX. Candidate Requirements

1. A candidate for the Parish Council must be a parishioner in good standing of the Parish for at least one (1) year immediately preceding the date of the election and must live his or her life and activities in accordance with the Faith and canons of the Church. The Priest determines whether the Parishioners are in canonical and financial good standing *(2005 UPR Article 25, Section 2)*

The Priest shall certify that all the candidates are Parishioners in good standing. *(2005 UPR Article 32, Section 2)*

a. The parish Priest shall review the list of nominated candidates and shall remove from that list any individual who, in his opinion, does not live his or her life and activities in accordance with the Faith and canons of the Church.

(1) This determination is the sole responsibility and prerogative of the parish Priest, and is not open to public discussion.

(a) A married Orthodox Christian who has not been married in the Orthodox Church may not be a candidate for, or a member of, the Parish Council.

(2) Individuals removed from the list may discuss their removal in private with the parish Priest.

(3) The decision of the parish Priest in this matter is final.

b. The parish Priest shall review the list of nominated candidates and shall remove from that list any individual who, in his opinion, is not in financial good standing

(1) A member in good standing shall have submitted the full amount of his or her annual stewardship obligation by the date that the list of candidates is prepared for the elections.

c. The parish Priest shall also delete the name of any listed candidate who does not attend the required seminar to discuss the responsibilities of a Parish Council member prior to the elections.

(1) The Priest shall judge any cases of special circumstances justifying the waiver of a parishioner's stewardship financial obligations.

d. The Board of Elections shall, in cooperation with the Parish Priest, verify the eligibility of the list of candidates. *(2005 UPR Article 32, Section 2)*

(1) The Board of Elections has no authority to add or remove any name from the list of candidates; it shall accept the decisions of the parish Priest as final.

(2) The final list of qualified candidates shall be posted by the Board of Elections from the list provided to them by the parish Priest.

2. Each candidate for the Parish Council shall submit an Application for Nomination (Attachment A).

a. The Application for Nomination shall be submitted to the Parish Priest at the time of the seminar.

b. The Parish Priest shall forward all Applications for Nomination (no photocopies) to the Metropolis Hierarch together with the Official Election Results Package.

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3. All candidates shall attend a seminar conducted by the Priest prior to the election at which the Priest shall discuss and explain to the candidates the Uniform Parish Regulations, and the significance of the affirmation of office. *(2005 UPR Article 25, Section 3, Part A)*

- a. The candidates must meet together as a body with the priest and not individually.
- b. At the conclusion of the seminar all candidates must sign a statement (Attachment B) acknowledging that they understand the Regulations and will abide by them and the affirmation of office. *(2005 UPR Article 25, Section 3, Part D)*
- c. The Priest shall attempt to schedule the seminar at a convenient meeting time, and if he chooses to do so may offer a second seminar for those whose schedules do not permit them to attend the first one.

(1) In the event that an otherwise eligible candidate(s) cannot attend the scheduled seminar(s) for justifiable cause, the Priest shall meet privately with such individual(s) to provide the seminar. *(2005 UPR Article 25, Section 3, Part C)*

- c. Since the Metropolis Hierarchy is the source of all authority within his Metropolis including all authority in each parish, and since the Priest is his personal representative to the parish as well as being the head of the parish, this seminar shall clearly express to the parish council nominees that if elected they are to work cooperatively with the Priest in the administration of the parish in accordance with the Uniform Parish Regulations.
- d. The Priest shall thoroughly explain the ecclesiology of the Church and its Canon Law, and the relationship of the Uniform Parish Regulations to them.
- e. All nominees, regardless of prior service on the Parish Council or previous experience shall attend the seminar without exception.
- f. The Parish Priest shall forward all signed statements (no photocopies) to the Metropolis Hierarchy together with the Official Election Results Package.
- g. If a candidate for the Parish Council does not attend a seminar and sign the statement, his/her name shall be deleted from the list of candidates. *(2005 UPR Article 25, Section 3, Part D)*

X. Conduct of the Election

1. Elections shall be held at a place on Parish premises previously announced by the Board of Elections and voting shall be by secret ballot. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate on the same day at such time as determined by local Parish Bylaws. *(2005 UPR Article 25, Section 7)*

- a. The Parish Council shall determine the date of the elections.
- b. The elections shall be held on one day only.
- c. The elections shall be held on Sunday.

2. The Board of Elections shall ... notify all eligible Parishioners concerning the elections. *(2005 UPR Article 32, Section 2)*

- a. The notification shall be mailed to all parishioners in good standing at least ten (10) days prior to the election.

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3. The Board of Elections shall ... supervise the elections and tabulate and report the results. (2005 UPR Article 32, Section 2)

4. Parish by-laws may provide for absentee balloting only in the case of elections of the Parish Council. Such ballots must be in the hands of the Board of Elections not later than the commencement of voting and shall be opened and tabulated together with the ballots personally cast. No proxies shall be allowed. (2005 UPR Article 25, Section 6)

a. If parish by-laws may provide for absentee balloting, absentee ballots shall be handled as follows:

(1) The Parish Council Secretary shall be informed of members who need absentee ballots and shall mail the absentee ballot forms to those members; the mailing shall include two envelopes for return of the ballots to the Secretary.

(2) Individuals voting by absentee ballot shall complete the ballot, seal it inside the first envelope, then seal these inside a second outside envelope.

(3) The Parish Council Secretary shall receive the completed ballots by mail or in hand, and shall verify that the members to whom the ballots were mailed are the same as those who returned them.

(4) The Parish Council Secretary hands the ballots over to the board of Elections without opening the outside envelopes.

(5) The Parish Council Secretary shall also give a list of the members who voted by absentee ballot to the Board of Elections, so that their names can be checked off on the master roster on the day of elections.

(6) During the final minutes of the voting period, the members of the Board of Elections shall open the outside envelopes of the absentee ballots and, without looking at the ballots, deposit them in the ballot box.

b. The use of a Post Office box for receipt of absentee ballots is prohibited

c. Absentee ballots shall not be mailed to "listed" donating members who do not have a permanent address of residence in the general region of the parish and/or who have not been actively involved in the active life of the parish for the previous five years.

d. Proxy balloting shall not be permitted; duly signed and properly submitted absentee ballots are the only acceptable ballots from individuals not physically present on the day of the elections.

5. "Bullet voting" is not permitted. Bullet voting is the process of voting for only one candidate on a ballot rather than for the total number of openings on the Council so as to ensure that a particular candidate will definitely be voted upon as a council member.

a. Ballots shall be voided if submitted with fewer than half the requisite number of votes to fill the vacant positions on the Parish Council.

b. If fewer candidates are running for election than the total number of vacant positions on the Parish Council, ballots shall be voided if submitted with votes for fewer than half the number of candidates.

c. For example:

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- (1) There are four vacancies on the Parish Council, and four or more individuals are running for election; all valid ballots must have two (half) or more votes for individuals to fill the vacancies.
 - (2) There are five vacancies on the Parish Council, and five or more individuals are running for election; all valid ballots must have three (one more than half) or more votes for individuals to fill the vacancies.
 - (3) There are four vacancies on the Parish Council, and three or less individuals are running for election; all valid ballots must have two (one more than half) or more votes for individuals to fill the vacancies.
 - (4) There are five vacancies on the Parish Council, and four or more individuals are running for election; all valid ballots must have two (half) or more votes for individuals to fill the vacancies.
6. Election of Parish Council members shall not be done by voice acclamation, or by a show of hands; elections will not be ratified by the Metropolis Hierarch unless they are held by secret ballot as specified in these Regulations.
- a. This is psychologically very vital for the morale of all parishioners, since a positive action will have taken place (the casting of the secret ballot) to elect the Parish Council members.
 - b. This process may ensure that more members than those present at a given assembly will be able to participate in the election process, especially if absentee ballots are included.
 - c. Even if the number of candidates nominated is the same or less than the number of vacancies on the Parish Council to be filled, the parish must nevertheless go through the process of elections by secret ballot after the Divine Liturgy.
7. The election results shall be entered in the minutes of the first Parish Council meeting, showing the number of votes cast for each candidate, and shall be signed by each member of the Board of Elections. *(2005 UPR Article 25, Section 8)*
8. The candidates receiving the greatest number of votes shall be declared elected for the ensuing term, subject to ratification by the respective Hierarch. *(2005 UPR Article 25, Section 8)*
- a. No nominee shall assume that his or her "election" is final until after the election results are ratified by the Metropolis Hierarch; all Parish Council members serve with the blessing of the Hierarch.
 - b. At the First Sunday Divine Liturgy after receipt of the ratification letter from the Metropolis Hierarch, the new Parish Council member(s) shall take the affirmation of office administered by the parish Priest.
 - c. The parish Priest shall not administer the affirmation of office to any person until they are ratified by the Metropolis Hierarch.
9. In the event of a tied vote, the other members of the incoming Parish Council shall fill the office from among the tied candidates by majority vote at their first Parish Council meeting, pending the ratification by the respective Hierarch. The tied candidates, if otherwise found to be qualified, may be provisionally approved by the respective Hierarch if he ratifies the election results and the elected individual(s) may, upon his/her/their election, take the affirmation of office and participate in the election of officers. *(see 2005 UPR Article 25, Section 8)*

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- a. For example in an election for four vacancies on a nine-person Parish Council:
 - (1) The three nominees receiving the greatest number of votes shall be indicated on the letter to the Metropolis Hierarch requesting ratification.
 - (2) The tied nominees receiving the next greatest number of votes shall also be indicated on the letter to the Hierarch requesting ratification.
 - (3) The Metropolis Hierarch's ratification letter will ratify the three nominees receiving the greatest number of votes, and will provisionally ratify the tied nominees.
 - (4) On the Sunday after receiving the Metropolis Hierarch's ratification letter, the three nominees who received the greatest number of votes will take the affirmation of office together with the five standing Parish Council Members following the Divine Liturgy.
 - (5) All Parish Council members will immediately meet under the chairmanship of the priest to elect by majority vote one of the tied nominees to fill the fourth vacancy on the parish council.
 - (6) Upon election, this final Parish Council nominee will take the affirmation of office administered by the priest.
 - (7) Immediately thereafter, all nine Parish Council members will meet under the chairmanship of the Parish Priest to elect the Parish Council officers.

XI. Nomination of the Same or Fewer Candidates than the Number of Parish Council Vacancies

1. In the event that an insufficient number of candidates shall be nominated for election to the Parish Council, or the number nominated is equal to the number of vacancies, the election of those nominated shall take place in accordance with the election procedures established by these Regulations. The Parish Council, after the ratification and the taking of office of any new members, and the election of officers shall proceed to fill any vacancies on the Council from among the Parish's parishioners in good standing. Those elected by the Parish Council shall, in such order as may be determined by the Council, and following ratification by the respective Hierarch, serve the term that a member duly elected by the Parish would have served. (2005 UPR Article VIII, Section 11)

- a. No nominee to fill a vacancy shall assume that his or her "election" is final until after those chosen by the Parish Council are ratified by the Metropolis Hierarch; all Parish Council members serve with the blessing of the Hierarch.
- b. The parish Priest shall forward a letter to the Metropolis Hierarch requesting ratification, indicating which individuals were chosen by the Parish Council to fill the vacancy(ies), enclosing the Application(s) for Nomination (Attachment A) and the Statement(s) of a Candidate for Membership on the Parish Council (Attachment B).
- c. At the First Sunday Divine Liturgy after receipt of the ratification letter from the Metropolis Hierarch, the new Parish Council member(s) shall take the affirmation of office administered by the parish Priest following the Divine Liturgy.
- d. The parish Priest shall not administer the affirmation of office to any person until they are ratified by the Metropolis Hierarch.

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XII. Members of the Parish Eligible to Vote

1. Only members in good standing of the Parish are eligible to vote.
2. The Parish Priest alone has the responsibility for determining which individuals are members in good standing.
 - a. The Parish Council Secretary shall prepare the Parish Roster (Attachment J) on Parish stationery.
 - b. The Roster shall include full and complete names, addresses, and telephone numbers of all members in good standing of the Parish.
 - (1) This shall not be simply a copy of the Parish mailing list.
 - (2) This shall be a complete listing of all members in good standing as herein defined.
 - c. The Roster shall be signed by the Parish Priest, the Parish Council President, and the Parish Council Secretary.
5. A parishioner in good standing and duly enrolled in the Parish Record but delinquent in his or her Parish stewardship obligations for the current year may vote in the election by meeting his or her stewardship obligation prior to the election, unless Parish Bylaws have established alternate deadlines in this regard. If a Parishioner is delinquent for more than the current calendar year, he or she may vote in the Parish Council elections only if he or she has met his or her unfulfilled stewardship financial obligations at least thirty (30) days prior to the date of the elections. (2005 UPR Article 25, Section 4)
 - a. The Board of Elections shall review the list of members duly enrolled in the Parish register and shall issue a ballot only to those individuals who have fulfilled their stewardship commitment.
 - b. In regard to stewardship, certain basic procedures have been established throughout the Greek Orthodox Archdiocese of America which apply to all of our parishioners and their parishes.
 - (1) First, we are asked to submit an annual pledge card to the Parish which specifies an amount we intend to return to the Lord and His Church on an annual basis. This pledged amount is recorded by the Parish Council Treasurer and helps the Council estimate the expected monthly and annual income they will have available to pay the expenses of operating the parish.
 - (2) Second, once our pledge is made we regularly submit a proportional share of the pledged amount to the parish. In other words, members attending the Divine Liturgy every Sunday would normally submit an amount equal to one fifty-second of their annual stewardship pledge in the collection taken up by the Parish Council. This provides a consistent cash flow which enables the parish to function financially.
 - (3) Third, the annual stewardship pledge amount should be considered a spiritual matter that is properly discussed with the parish Priest. In truth, we owe everything to the Lord, for all good things come from Him.

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(4) Fourth, stewardship is recommended to be ten percent (10%) of one's annual income as stated in Holy Scripture to help meet the financial obligations of the Parish, the Metropolis and the Archdiocese. *(2005 UPR Article 18, Section 1)*

c. There should not be any "minimum acceptable" stewardship amount specified in a parish, since such "minimums" usually become the annual "maximum" that parishioners pledge; this limits the potential giving.

d. Although pledge amounts equivalent to about \$20 per week have been average in the parishes of this Metropolis, it should be noted that this would represent ten percent from a family with a total annual income of about \$10,000. In fact, for most of us our pledge amounts should greatly exceed this current level of contribution to our parishes.

e. Since stewardship is a spiritual concern, our annual pledge amounts should not decrease from year to year, but should increase relative to the increase in our personal income and individual commitment to our Lord and Savior Jesus Christ.

f. By the same token, annual pledge amounts should not be ridiculously low; pledges of \$1 or \$20 per year are an affront to the Lord Who has given us all good things, and are certainly not indicative of a member in good standing. When a person who can give \$500 per year without creating any financial difficulty for himself drops that amount to \$20 per year because he wants to express a personal prejudice, for instance against the priest, he in fact is not harming the priest. Rather he is harming his own parish and places the parish in difficult straits for the current and following years.

g. Only the parish Priest may determine that an individual is exempt from his or her financial responsibilities due to indigence or other financial disability and can therefore be recognized as a "member in good standing" and eligible to participate fully in the administrative affairs of the parish, including voting in parish council elections. The determination of indigence will normally have existed for some time and is not one usually to be made at the last minute prior to elections; moreover, this determination is not a topic for public discussion.

h. It is true that our Uniform Parish Regulations allow a member to fulfill his or her stewardship commitment up to the moment of receiving a ballot by submitting the full amount of that obligation to the Parish Council Treasurer. This allowance notwithstanding, however, members should nonetheless regularly (i.e., weekly) submit a proportional share of their annual stewardship pledge.

i. The Parish Council Treasurer may issue a receipt to those members fulfilling their stewardship obligations on the day of the elections; and those members having so fulfilled their stewardship obligation can present their receipt in proof thereof to the Election Board.

j. These provisions notwithstanding, the parish Priest alone determines whether an annual stewardship pledge amount is acceptable or not in fulfilling the requirements of a parishioner in good standing.

6. A new member of the Parish may vote in the election if he/she has become a member in good standing at least three (3) months prior thereto. *(2005 UPR Article 25, Section 5)*

a. Such new members should only be expected to submit a proportionate share of their annual stewardship commitment; e.g., a member for three months should only have to submit one fourth of their annual stewardship pledge.

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b. Such new members must have been parishioners in good standing for the prior three months, as determined by the parish priest.

XIII. Questions Regarding Validity of Elections

1. Any parishioner in good standing of the Parish questioning the validity of any election may, within five (5) days after such election, lodge a written protest with the respective Hierarchy. Such protest shall be signed by the questioning parishioner and at least four (4) other parishioners in good standing and shall list in detail all the reasons for the protest. In the event that a protest is filed and such protest is upheld and deemed valid, the respective Hierarchy will declare the protested election void and a new election will be ordered. The decision of the respective Hierarchy thereon shall be final. *(2005 UPR Article 25, Section 9)*

a. All protests shall be submitted in writing to the Metropolis Hierarchy with a cover letter from the Parish Priest.

XIV. Election Ratification

1. No earlier than five (5) and not later than eight (8) days after the election is held, the Priest shall forward the results to the respective Hierarchy. The Priest shall at the same time verify in writing that all candidates were qualified and that the election was conducted in accordance with these Regulations and the Parish Bylaws. It shall be confirmed that the Parish has met its financial obligations to the Archdiocese including the Total Commitment and the Archdiocese Benefits Program Assessment. *(2005 UPR Article 26, Section 1)*

a. The results shall be reported using the Official Election Results Package comprising Attachments C through J, and enclosing the requisite copies of Attachments A and B. Unless this package is submitted in its entirety the election results may not be ratified.

b. The Metropolis Hierarchy is prohibited from ratifying parish council elections unless a parish has fulfilled both its Total Commitment to the national ministries and the Archdiocese Benefits Program Assessment.

(1) The parish must remit its annual obligation as well as any balance due amount to the Archdiocesan Stewardship Department before the Metropolis Hierarchy can ratify the elections.

(2) Fulfillment of the Total Commitment obligation will be verified by the Metropolis Office from the printout issued by the Archdiocesan Stewardship Department.

(3) The Parish Priest, together with the outgoing Parish Council President and Treasurer shall sign a Declaration to this effect (Attachment G) which will be included as part of the Official Election Results Package.

2. The election will not be considered final until receipt of ratification by the respective Hierarchy, following the process described in Section 1 above. The affirmation of office shall not be administered until such ratification is received. The existing Parish Council shall continue to fulfill its function until the election of the new Parish Council is ratified and members have taken the affirmation of office. *(2005 UPR Article 26, Section 2)*

3. Elections will not be ratified by the Metropolis Hierarchy unless they are held by secret ballot as specified in these Regulations.

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4. Once the Priest's forwarding letter is received, no action will be taken by the Metropolis office for ten days following the date of the election to permit the receipt of any potential protests.

XV. Affirmation of Office

1. After ratification of the election has been received from the respective Hierarchy, a special ceremony shall be held at the close of the Divine Liturgy in which all the members of the Parish Council shall take the affirmation of office jointly. In the event that a member elected to the Parish Council is not present for the affirmation of office, the Priest shall administer the affirmation to such member at the first Parish Council meeting, prior to the election of officers. The affirmation shall be administered by the Priest and shall be repeated by all the members of the Parish Council. The affirmation of office shall be administered no later than the second Sunday in January. Until such time, the prior Parish Council shall continue to fulfill the responsibilities of the Parish Council.

a. Every member of the Parish Council shall take the affirmation of office; this includes newly-elected members as well as those whose terms continue into the next year.

(1) The affirmation of office is taken to serve for only one year at a time.

(2) A member of the Parish Council who took the affirmation the previous year, but does not do so for the current year is no longer considered a member of the Parish Council.

b. The Parish Council members remain such from the date they take the affirmation until the new Council takes the affirmation of office for the following year and its officers are elected.

(1) If the standing and newly-elected members of the Parish Council do not take the affirmation of office, such as may occur when elections are protested and a new election is directed, the Metropolis Hierarchy may appoint a caretaker, or interim, Parish Council to administer the Parish until the new council is installed.

(a) The interim Parish Council may consist of the previous year's Parish Council members, or past presidents of previous councils, at the discretion of the Metropolis Hierarchy.

(b) Caretaker Parish Council members shall take the affirmation of office, after the letter appointing them is received from the Metropolis Hierarchy.

2. Each member or member-elect of the Parish Council is obliged, without exception, to take the following affirmation of office and thereafter subscribe his/her name thereto:

A. "I, (name) do solemnly affirm that I will uphold the dogmas, teachings, traditions, holy canons, discipline, worship and moral principles of the Greek Orthodox Church, as well as the Charter and Regulations of the Greek Orthodox Archdiocese of America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council. So help me God."

B. A person refusing to take the affirmation of office and subscribe to same shall not assume duties as a member of the Council or be elected as an officer of the Parish Council. (2005 UPR Article 26, Section 4)

a. All Parish council members and members-elect shall attend and participate in the Divine Liturgy and shall receive Holy Communion.

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- b. The parish Priest shall administer the affirmation of office after the Divine Liturgy.
 - c. The parish Priest shall ensure that each member has signed his or her name below a written copy of the affirmation of office as stated above, Attachment M.
 - d. The election of any person refusing to take the affirmation of office and/or subscribe thereto on the appointed day shall be considered void, and a vacancy on the Parish Council shall be declared.
3. The newly-ratified members, both continuing and newly-elected, may receive the affirmation of office at the close of the Divine Liturgy on the first Sunday after receiving the letter from the Metropolis Hierarch ratifying the election.

XVI. Election of Parish Council Officers

1. Following the administering of the affirmation of office, the Parish Council shall promptly convene to elect its officers under the chairmanship of the Priest who shall not vote. No absentee ballots or proxies shall be permitted. *(2005 UPR Article 27, Section 1)*
 - a. The Priest shall chair this first meeting, calling it to order, and presiding over the election of officers. Upon completion of the elections, he shall relinquish the chair to the newly-elected President who shall preside over all remaining business of the meeting.
 - b. Should a tie vote occur when electing officers, the priest may, as acting president of the meeting at that point, break the tie by having the officers-elect draw lots.
2. The offices of the President or Treasurer shall not be held by the same person for more than six (6) consecutive years, except by special permission of the Bishop. *(2005 UPR Article 27, Section 2)*
3. In the event that the office of the President of the Parish Council shall become vacant, the Vice President, or if more than one the First Vice President, shall assume the office of President. Any other office, which may become vacant, shall be filled by election of the Parish Council. *(2005 UPR Article 27, Section 3)*
 - a. By definition, the President is that Parish Council officer who presides at the meetings.
 - b. The Parish Council President is not the "ruler" of the Council or of the Parish, nor should he or she take positions or "sides" on parish issues. Rather he should remain impartial.
 - c. Neither the Parish Priest nor the Parish Council President votes on the Parish Council. The Parish Council President may, however, vote to break a tie.
 - d. The Parish Council President does help to coordinate parish activities and is a principal point of contact between the Parish Council and the parishioners.
 - e. No one may seek, or accept, to be an officer on the parish council if she/she anticipates being frequently absent from the scheduled monthly meetings.

XVII. Vacancies on the Parish Council

1. In case of the resignation of any member-elect of the incoming Parish Council, or a vacancy for any other reason, in the interim between the day of Parish Council elections and the election of officers, the members of the incoming Council shall, after the election of officers, elect a new

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member from among the Parish's parishioners in good standing to fill the vacancy. (2005 UPR Article 25, Section 10)

2. In the event that an insufficient number of candidates shall be nominated for election to the Parish Council, or the number nominated is equal to the number of vacancies, the election of those nominated shall take place in accordance with the election procedures established by these Regulations. The Parish Council, after the ratification and the taking of office of any new members, and the election of officers shall proceed to fill any vacancies on the Council from among the Parish's parishioners in good standing. Those elected by the Parish Council shall, in such order as may be determined by the Council, and following ratification by the respective Hierarchy, serve the term that a member duly elected by the Parish would have served. (2005 UPR Article 25, Section 11)

3. These same procedures shall also apply whenever a vacancy occurs on the Parish Council after the election of officers and throughout the term of the Parish Council; local Parish by-laws may provide additional guidance regarding the selection of a new member(s) during the term of the Parish Council.

4. The new member(s) shall meet candidate requirements as described above in Section VII of these Guidelines.

a. Upon proposing a new member(s), the parish Priest shall verify that the nominee(s) is/are a member(s) in good standing. The nominee shall submit an Application for Nomination (Attachment A) to the Priest.

b. The newly-elected member(s) shall meet with the parish Priest at which time the Priest shall discuss and explain the Uniform Parish Regulations, particularly the affirmation of office. At the conclusion of the meeting, the newly-elected member(s) will acknowledge by signing a statement (Attachment B) that they understand the Uniform Parish Regulations and will abide by them and the affirmation of office.

c. The parish Priest shall forward a letter to the Metropolis Hierarchy for ratification, indicating which individuals were elected by the Parish Council to fill the vacancy(ies), enclosing the Application(s) for Nomination and the Statement(s) of a Candidate for Membership on the Parish Council.

d. No newly-elected nominee shall assume that his or her "election" is final, and no newly-elected member(s) shall be considered voting members of the Parish Council until their election has been ratified by the Metropolis Hierarchy and they have taken the affirmation of office administered by the parish Priest; all Parish Council members serve with the blessing of the Hierarchy.

e. At the First Sunday Divine Liturgy after receipt of the ratification letter from the Metropolis Hierarchy, the new Parish Council member(s) shall take the affirmation of office administered by the parish Priest.

f. The parish Priest shall not administer the affirmation of office to any person until they are ratified by the Metropolis Hierarchy.

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XVIII. Meetings of the Parish Council

1. The Parish Council shall generally hold regular meetings at least once a month, and special meetings whenever the Priest, the President, or a majority of the Parish Council shall deem it necessary. *(2005 UPR Article 28, Section 1)*

a. All Parish Council meetings shall be held at the Parish; no meetings shall be convened at any other location.

b. The parish Priest shall be present at all Parish Council meetings; a meeting held without the knowledge of the parish Priest shall not be considered valid.

c. Parish Council meetings may be open to parishioners; procedural rules should be established to limit active participation of non-Council members in the interest of good order.

d. Any proceedings, discussions, or votes taken at a "closed" Parish Council meeting at which parishioners have been purposely excluded shall not be considered valid or representative of the Parish.

e. The Priest shall not sign any minutes from a "closed" Parish Council meeting.

f. The President, or such other officer as he may appoint, shall prepare an agenda for each Parish Council meeting, and shall review the agenda with the parish Priest prior to the meeting.

2. A majority of the members of the Parish Council shall constitute a quorum for the transaction of business. Vacancies on the Parish Council shall not be used in order to establish a quorum. *(2005 UPR Article 28, Section 2)*

3. The minutes of the meetings of the Parish Council shall be signed by the Priest, the President, and the Secretary. *(2005 UPR Article 28, Section 3)*

a. Any minutes not signed by the Priest and/or the President and/or the Secretary shall be considered invalid, and all proceedings, discussions, or votes recorded therein shall likewise be invalidated until such minutes are signed.

b. The Priest, the President, and the Secretary must sign the minutes of a Parish Council meeting; if they disagree with anything stated therein, they shall so note under their signature.

XIX. Duties of the Parish Council

1. The Priest assigned as Pastor by the Metropolis Hierarchy, not the President, heads and administers the parish. *(see 2005 UPR Article 17, Section 1)*

The Priest as head of the Parish, by virtue of the ecclesiastical authority vested in him, shall guide and oversee the Parish. The Priest together with the Parish Council is responsible to the respective Hierarchy for the whole life and activities of his Parish. *(see 2005 UPR Article 30, Section 1)*

Each Parish shall be administered by the Priest and Parish Council cooperatively. *(see 2005 UPR Article 30, Section 2)*

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a. The Pastor is exclusively responsible to the Metropolis Hierarch regarding the parish, since the Hierarch is the Apostolic overseer of all the Metropolis parishes.

b. Neither the Pastor, nor any other assigned Priest or Deacon, is an employee of the Parish nor of the Parish Council.

c. A Priest or a Deacon is assigned to a Parish by the Metropolis Hierarch. Since the Hierarch knows the Priest or Deacon and his qualifications better than a Parish Council, the idea of a Council "interviewing" a Priest or Deacon has no logic or validity.

(1) Neither the Parish Council nor any Parish Committee may "fire," "remove," "lay-off," or otherwise dismiss any assigned Priest or Deacon.

d. The financial responsibility, if any, of the Parish to a Priest or Deacon is established by the Metropolis Hierarch.

e. The financial status of the Priest(s) is that of a clergyman who is an employee of the Archdiocese, and the parish is the payor of the salary assigned by the Metropolis Hierarch.

(1) The Clergy Compensation provided to the Priest does not imply or establish an employer-employee relationship between the Parish and the Priest.

(2) The Metropolis Hierarch will designate the Clergy Compensation Package to the Parish Council, and will thereafter designate annual raises as he may deem appropriate in accordance with the Archdiocese Clergy Compensation Plan.

(3) The parish is responsible for paying the full Clergy Compensation Package in a timely manner on a monthly basis; failure to do so will be grounds for the Metropolis Hierarch to dismiss any or all Parish Council Members.

(b) The Archdiocese Benefits Plan contribution is not assigned to the pension plan account of any priest(s) assigned to the parish as has previously been erroneously assumed; rather it supports the Benefits Plan as a whole and is not considered part of a clergyman's compensation package.

f. The Pastor represents the Metropolis Hierarch in all matters regarding the Parish.

g. All clergy, including assistant Priest(s), Deacon(s), Subdeacon(s), Chanter(s)/Psalti(s), and Reader(s) are exclusively subordinate and responsible only to the Pastor in regard to the execution of their ecclesiastical duties and functions.

2. The Holy Apostles asked the early Christian Church in Jerusalem to chose individuals of good reputation, full of the Holy Spirit and wisdom, whom the Apostles could appoint to administer the business of that community (cf. Acts 6:3). In like manner, the members of the Parish Council, are co-workers in the sacred task of administering the operational affairs of Christ's Holy Church at their parish.

a. These responsibilities are sacred inasmuch as they are a ministry to Christ, and consequently Parish Council Members must never take this ministry lightly or use their position for personal gain or to further any personal desire, but must exercise it to the glory of Christ and His Holy Church and for the benefit of the members.

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b. Parish Council Members should understand that in administering the affairs of the Parish they have a direct impact upon the spiritual life of the faithful; they should consequently discharge their duties with all fear and humility before the Lord.

c. Parish Council Members should understand that as the effective "board of trustees" for parishes organized under the incorporation laws of their respective states, they are legally answerable in the civil courts for any suit or complaint brought against the Parish corporation during the time of their tenure.

(1) This includes suits brought against the parish at a later date involving alleged activities during the tenure of a particular Parish Council Member.

3. The Parish Council is not a policy-making body, but rather an executive agent for the Parish General Assembly. The Parish Council shall therefore carry out the will of the Parish General Assembly, and shall not make decisions nor take actions contrary to that will.

4. The Parish Assembly is a policy-making and appropriating entity, not an executive or administrative body.

a. Under the Uniform Parish Regulations, the administrative functions of the Parish are exclusively vested in the Priest and the Parish Council, except for the conduct of elections and the audit of the Parish books.

5. All committees or boards of the Parish, except for the Board of Elections and the Board of Auditors, shall be under the jurisdiction of the Priest and Parish Council. (*see 2005 UPR Article 30, Section 3*)

a. All Administrative committees, except the Board of Elections and the Board of Auditors, are to be appointed by the Parish Council and are accountable solely to it.

b. The Parish Assembly can not perform administrative or executive duties either directly or indirectly through committees.

c. If the Parish Assembly appoints any committees, they are advisory only and not administrative, and they may not raise funds, deposit funds, spend money or perform duties independent of the Parish Council.

(1) With the prior approval of the Metropolis Hierarchy, exceptions can be made such as may occur in the case of a building committee whose existence necessarily spans the tenures of two or more parish councils.

6. The members of the Parish Council shall attend the Divine Liturgy regularly and participate in the sacramental life of the Church, thereby setting an example for the Parishioners. Under the leadership of the Priest, the Parish Council shall:

A. Assist the Priest in the administration of the affairs and ministries of the Parish;

B. Establish the appropriate committees, including but not limited to Stewardship, Finance, Fundraising, Planning and Real Estate committees;

C. Utilize the Stewardship material provided by the Archdiocese to implement and expand the Parish Stewardship program and ministries;

D. Prepare budgets for the Parish's administration and ministries and collect the revenue of the Parish;

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- E. Provide for the Priest's remuneration and benefits in accordance with the Clergy Compensation Plan of the Archdiocese;
- F. Provide financing for the salaries of the Parish personnel;
- G. Provide financial resources for the Parish's administration and for the Parish's spiritual, educational and other ministries and expenses;
- H. Buy, sell or mortgage Parish property, subject to the approval of the Parish Assembly and the provisions of these Regulations;
- I. Provide for payments and assessments for support of the Archdiocese as fixed by the Congresses;
- J. Submit to the respective Hierarch and the Archdiocese, at the end of each year, the financial statement of the Parish for that year (certified by the Parish's Board of Auditors) and the Parish budget for the ensuing year;
- K. Submit annual Parish profile reports that may be required by the Archdiocese and the respective Archdiocesan District/Metropolis; and
- L. Adhere to the Charter, the Regulations and decisions promulgated at the Congresses. *(2005 UPR Article 29, Section 1)*
 - a. Upon receipt of a letter from the Parish Priest that a Parish Council member has been absent from the Divine Liturgy on Sunday for three or more consecutive Sundays, the Metropolis Hierarch may remove that member from the Parish Council by so notifying him or her via written correspondence.
 - (1) Attendance at the Divine Liturgy means active participation throughout the entire service in the Church; engaging in other activities during the Divine Liturgy implies absence from the service.
 - b. Failure to actively support the stewardship programs of the Parish, the Metropolis, and the Archdiocese may be cause for a Parish Council member to be removed from the Parish Council by the Metropolis Hierarch through written notification.
 - (1) Active support of Parish stewardship programs means that a Parish Council member should regularly submit his or her own stewardship commitment, thereby setting an example in the Parish.
 - (2) Active support of Metropolis, and Archdiocese stewardship programs means that a Parish Council member should ensure that all Metropolis and Archdiocesan commitments are paid in a prompt and timely manner.
 - c. The Parish Financial Statement for the previous year shall be prepared at the beginning of the calendar year, and shall be presented at the Spring General Assembly for review (and correction, if necessary) by the parish membership.
 - (1) The Audit Committee report shall be presented at the same time as the Financial Statement.
 - (2) The Parish audited Financial Statements from the two previous years shall be used in determining the following year Total Commitment allocation (for example, the 2006 and 2007 Financial Statements will be used used to determine the year 2009 Total

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Commitment amount which will be a proportionate allocation of the Metropolis assessment).

(3) After the previous year Financial Statement is presented to the Spring General Assembly, the Parish Council shall submit the Financial Statement together with a Adjusted Expenses Calculation Form to the Metropolis Hierarch.

7. All personnel employed by the Parish including schoolteachers, are engaged or discharged by the Parish Council with the consent of the Priest. *(2005 UPR Article 29, Section 2)*

The Priest and Parish Council shall be responsible for all personnel employed by the Parish. In addition, the Priest and the Parish Council shall be responsible for the Parish's adherence with all applicable personnel and volunteer policies promulgated by the Archdiocese. *(2005 UPR Article 29, Section 2)*

a. The Priest shall have the right to veto the proposed employment of any parish employee, since the employee must also recognize the leadership of the Priest.

b. The Priest shall have the right to direct the Parish Council to terminate the employment of any parish employee who refuses to acknowledge the leadership role of the Priest in the Parish.

c. Parish personnel do not include any clergy; i.e., Priests, Deacons, Subdeacons, Chanters/Psaltis, and Readers.

(1) The Proistamenos alone has the sole and exclusive right to decide which Parish clergy (including Assistant Priests, Deacons, Subdeacons, Chanters/Psaltis, and Readers) may serve in the Parish, under the guidance of the Metropolis Hierarch.

8. Upon the expiration of its term, the Parish Council shall surrender to the succeeding Parish Council all Parish records, including the list of Parishioners, minute books, bankbooks, checkbooks, financial records, and all other property of the Parish. *(2005 UPR Article 29, Section 4)*

a. A sample letter of transmittal is included as Attachment M.

b. The new Parish Council will keep the Book of Minutes, the Official Seal of the Parish, the treasury, and all real and personal property of the Parish, which shall be transmitted to it with a letter of transmittal, signed by both the retiring and the newly-elected officers of the Parish Council.

9. The Priest and Parish Council and its officers may exercise any additional authority, consistent with the Charter, Regulations and the Parish Bylaws. *(2005 UPR Article 29, Section 5)*

XX. Parish Finances

1. Full disclosure of each Parish's finances and support through the Total Commitment program are critical to the operation of the Archdiocese and the fulfillment of its mission and ministries. The respective Hierarch is responsible for ensuring that each Parish in his Archdiocesan District/Metropolis submits the financial records required under these Regulations and meets its Total Commitment to the Archdiocese, as required under these Regulations. As such, he has the authority to take such measures and to impose such financial and other restrictions, as he deems necessary and appropriate to enforce the Parish's obligations. *(2005 UPR Article 34, Section 6)*

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- a. All Parish monies and funds shall be held in trust by the Parish Council on behalf of the Parish membership. No Parish funds shall be maintained in any account other than those established by the Parish Council and administered by the Parish Council through the duly elected Treasurer.
2. Parish Financial Statements must be forwarded to the Archdiocese and Metropolis no later than May 15th of the subsequent year and must:
 - A. Include any and all Corporations, Institutions and Entities under the direct or indirect control of the Parish or Parish Council. Financial activities outside of the normal Parish operating statements must be reported, however, they can be presented separately and need not be consolidated into the Parish operating statements.
 - B. Include a Balance Sheet, Income and Loss Statement and Budgets approved by the Parish Assemblies.
 - C. Be certified in writing as to their validity by the Parish Priest, Parish Council President and Treasurer.
 - D. Be prepared according to the guidelines as set forth by the Archdiocesan Council.
 - E. Include and report all activities of the Parish including but not limited to Building Funds, Festivals, Special Appeals or any and all restricted Fund Activities.
 - F. Submit the Parish's Financial Statements and complete copies of all insurance policies currently in force for the Parish. *(2005 UPR Article 34, Section 7)*
 3. Each Parish is required to meet the Total Commitment financial obligations and financial reporting requirements as outlined in Section 5 of this Article.
 - A. In the event a Parish does not submit the required financial records to the Archdiocesan District/Metropolis within thirty (30) days of receipt of a written request for such records, the Parish's commitment may be raised twenty-five percent (25%) from the previous year's amount. No meetings or discussions with a Parish will be held until such records are received.
 - B. Each Parish must remit monthly to the Archdiocese the portion of its Total Commitment allocation for Archdiocesan and Metropolis needs as determined by the Clergy-Laity Congress and the respective Hierarch.
 - C. Failure to remain current in the Parish's Total Commitment and Archdiocesan Benefits Assessment prevents ratification of Parish Council elections. Parish Council elections will not be ratified until the year's commitment is met or agreed arrangements are approved by the respective Hierarch.
 - D. If a Parish refuses to remit its Total Commitment, the Archdiocesan District/Metropolis may conduct a certified audit of the Parish at the Parish's expense.
 - E. If a Parish is delinquent in its Total Commitment to the Archdiocese for the prior year, the Parish's delegates will not be allowed to vote at the Clergy-Laity Congress unless authorized otherwise by the respective Hierarch, as specified in Article 4, Section 6. *(2005 UPR Article 34, Section 8)*

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- a. The parish is responsible for paying their obligations to the national ministries of the Church in a timely manner and on a monthly basis; failure to do so will be grounds for the Metropolis Hierarchy to dismiss any or all Parish Council Members.
 - b. The specific parish obligations to the national ministries of the Church are:
 - (1) Total Commitment allocation; the amount will be calculated as a proportion of the Metropolis assessment.
 - (a) The proportion will be calculated by considering the prior two years total and adjusted expenses of all parishes in the Metropolis.
 - (2) Archdiocese Benefits Plan contribution; this amount is \$5,400 per annum, or \$450 per month.
 - (a) The Archdiocese Benefits Plan contribution is provided by all parishes of the Archdiocese, regardless of size and regardless of whether a priest is presently assigned.
 - (b) The Archdiocese Benefits Plan contribution is not assigned to the pension plan account of any priest(s) assigned to the parish; rather it supports the Benefits Plan as a whole.
 - (c) Larger parishes having two or more assigned priests are asked to contribute a multiple amount to the Archdiocese Benefits Plan, equal to the number of clergy assigned times \$5,400 per annum.
 - c. The Parish Priest may maintain a separate "Pastor's Benevolent Fund" which is administered by him alone since it is used to benefit individuals in need whose privacy should be respected.
4. All Parish records are public records.
- a. Any parishioner may request access to the financial records of the Parish, or copies of the same, and the Parish Council shall be obliged to provide such access in an appropriate and timely manner.
 - b. Any parishioner may request access to the minutes of Parish General Assemblies and Parish Council Meetings, or to copies of the same, and the Parish Council shall be obliged to provide such access in an appropriate and timely manner.
 - c. Any parishioner may request information from the Parish record books of Baptisms, Marriages, and Deaths, or to obtain transcripts of the same, by making their desire known to the Parish Pastor in an appropriate and timely manner. The Pastor, in turn, shall provide such information as he deems appropriate in a timely manner.
5. All Parish financial records and all other treasury materials (e.g., the checkbook(s) and/or check register(s)) shall be maintained on the Parish property. They should not be taken home by the Parish Council Treasurer nor may they be kept at any location other than at the Parish. The Treasurer shall personally maintain all financial records, with the assistance of another Parish Council member if necessary.

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- a. Neither a professional accountant who is not a member of the Parish Council, nor an accounting/bookkeeping firm, shall be engaged to maintain and/or manage the financial records of the Parish.
 - b. The large Parishes may hire an accountant/bookkeeper if, and only if, all of their bookkeeping work is done on the Parish premises during normal daytime working hours. Such accountant/bookkeeper should be a regular employee of the Parish.
6. Unless indicated otherwise herein, all official Parish correspondence shall be signed by the Priest, the Parish Council President, and the Parish Council Secretary. Any correspondence not having these three signatures shall be considered personal correspondence between the signatories and addressee(s) and shall not be considered as an official representation or communication from the Parish.

PROCEDURES FOR SUBMITTING OFFICIAL ELECTION RESULTS

1. Official Election Results shall be submitted by the Parish Priest to the Metropolis Hierarch for ratification. In addition to the Official Election Results Checklist (Attachment C) which shall serve as a cover sheet, all of the ten following documents are required:
 - a. Statement of the Parish Priest (Attachment D); with enclosures (Attachments A and B for each candidate)
 - b. Statement of the Parish Priest and Board of Elections (Attachment E)
 - c. Election Report by the Board of Elections (Attachment F)
 - d. Total Commitment Submission Declaration (Attachment G)
 - e. Parish Budget (Attachment H).
 - f. Parish Financial Statement and Balance Sheet (Attachment I)
 - g. 2008 Parish Council Roster (Attachment J)
 - h. Board of Auditors Roster (Attachment K)
 - i. Parish Roster (Attachment L).
2. Statement of the Parish Priest (see sample, Attachment D)
 - a. This shall be prepared by the Priest on Parish stationery.
 - b. This letter is exclusively between the Parish Priest and the Metropolis Hierarch.
 - c. The signed Applications for Nomination, or photocopies thereof, by each candidate shall be attached (Attachment A).
 - d. The signed statements, or photocopies thereof, by each candidate stating that he or she attended the seminar and understands the Uniform Parish Regulations shall be attached (Attachment B).
3. Statement of the Parish Priest and Board of Elections (see sample, Attachment E)
 - a. This shall be prepared by the Board of Elections on Parish stationery.
 - b. This Statement shall clearly indicate whether any protest(s) were received.
 - (1) All protest(s), if any, shall be attached, together with a cover letter from the Parish Priest with his private and confidential comments on the substance and nature of the protest(s).
 - (2) The cover letter from the Parish Priest with his comments on the substance and nature of the protest(s) is a private and confidential communication between the Priest and the Metropolis Hierarch.
4. Election Report by the Board of Elections (see sample, Attachment F)
 - a. This shall be prepared by the Board of Elections on Parish stationery.
5. Total Commitment Submission Declaration (see sample, Attachment G)

Elections for 2008 Parish Council

- a. This shall be prepared by the Parish Council Treasurer on Parish stationery.
6. Parish Budget (see sample cover letter, Attachment H)
 - a. This shall be prepared by the Parish Council Treasurer on Parish stationery.
 6. Parish Budget (see sample cover letter, Attachment I)
 - a. This shall be prepared by the Parish Council Treasurer on Parish stationery.
 7. 2008 Parish Council Roster (see sample, Attachment J)
 - a. This shall be prepared by the Parish Council Secretary on Parish stationery.
 - b. The Roster shall include full and complete names, addresses, and telephone numbers of the newly-elected members, as well as the continuing members, of the Parish Council.
 8. Board of Auditors Roster (see sample, Attachment K)
 - a. This shall be prepared by the Parish Council Secretary on Parish stationery.
 - b. The Roster shall include full and complete names, addresses, and telephone numbers of the newly-elected members of the Board of Auditors.
 9. Parish Roster (see sample cover letter, Attachment L)
 - a. This shall be prepared by the Parish Council Secretary on Parish stationery.
 - b. The Roster shall include full and complete names, addresses, and telephone numbers of all members in good standing of the Parish.
 - 1) This shall not be simply a copy of the Parish mailing list.
 - 2) This shall be a complete listing of all members in good standing as herein defined.

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Application for Nomination as
a Candidate for Election to the Parish Council

I _____
First Name *Last Name*

residing at _____,
Address

in _____, _____
(City) *(State)*

desire to serve as a member of the Parish Council. I hereby certify that I am a member in good standing and that my Parish Stewardship Commitment is current. Specifically, I certify that:

- a. I have been Baptized in the name of the Holy Trinity
- b. I have been Chrismated in the Orthodox Christian faith
- c. If married, I have been married in the Orthodox Church
- d. I participate regularly in the Mysteries of Holy Confession and Holy Communion
- e. I regularly attend the Sunday and weekday liturgical services of the Parish
- f. I observe the fast days and fasting periods of the Orthodox Church and try to live my life according to the teachings and dogmas of the Orthodox faith.
- g. I have been a member of the Parish for at least one year prior to the date of this application.

I further certify that I will attend a seminar given by the Parish Priest at which he will explain the duties of a Parish Council Member and the manner by which Parishes are administered in accordance with the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America.

I also certify that if elected, and if my election is ratified by the Metropolis Hierarch, I will take the following affirmation of office:

"I do solemnly affirm that I will uphold the dogmas, teachings, traditions, holy canons, discipline, worship and moral principles of the Greek Orthodox Church, as well as the Charter and Regulations of the Greek Orthodox Archdiocese of America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council. So help me God."

(Date)

(Witness)

(Applicant)

(Parish Priest)

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Statement of a Candidate for Membership to the Parish Council
Certifying Attendance at the UPR Seminar

I _____
First Name *Last Name*

residing at _____
,
Address

in _____, _____
(City) *(State)*

do hereby certify that I attended a seminar given by the Parish Priest on _____,

at which he explained the duties of a Parish Council Member and the manner by which Parishes are administered in accordance with the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America.

I also certify that if elected, and if my election is ratified by the Metropolis Hierarch, I will take the following affirmation of office:

"I do solemnly affirm that I will uphold the dogmas, teachings, traditions, holy canons, discipline, worship and moral principles of the Greek Orthodox Church, as well as the Charter and Regulations of the Greek Orthodox Archdiocese of America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council. So help me God."

(Date)

(Witness)

(Applicant)

(Priest)

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Official Election Results Checklist

The Priest shall fill out all items:

1. Are all documents completely filled out, including:

- (1) Full street, city, and state addresses?
- (2) Complete Phone numbers?
- (3) Full Month, day, and year dates?

Yes

2. Are the following items attached?

- a. Statement of the Parish Priest
- (1) Applications for Nomination of each candidate
- (2) Signed statements attesting to attendance of the required seminar
 on the Uniform Parish Regulations by each candidate
- b. Statement of the Parish Priest and Board of Elections
- c. Election Report by the Board of Elections
- d. 2007 and 2008 Total Commitment Declaration.....
- e. 2008 Parish Council Roster.....
- f. Board of Auditors Roster
- g. Parish Roster
- h. Parish Budget
- i. Parish Financial Statement and Balance Sheet

(Date)

(Priest)

**DO NOT SUBMIT OR MAIL TO THE METROPOLIS OFFICE
UNLESS ALL INFORMATION IS COMPLETE**

*** OTHERWISE THIS PACKAGE WILL BE RETURNED *
WITH NO ACTION TAKEN BY THE METROPOLIS**

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Statement of the Parish Priest

I, the undersigned Parish Priest, do hereby verify that:

a. Parish Council Elections were conducted in accordance with the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, and the guidelines provided by the Metropolis of Denver, and the Parish By-Laws

b. Each elected candidate is a member in good standing (spiritually, canonically, and financially) of the Parish and is therefore eligible to be a member of the Parish Council

c. Each elected candidate lives his or her life and activities in accordance with the faith and canons of the Church to the best of his or her understanding

d. Each elected candidate has attended the required seminar conducted prior to the election at which the Uniform Parish Regulations were discussed and explained, and has acknowledge by signing a statement that he or she understands the Uniform Parish Regulations and, if elected, will abide by them and the affirmation of office

e. I have attached the signed Applications for Nomination, or photocopies thereof, from each elected candidate

f I have attached the signed statements, or photocopies thereof, from each elected candidate stating that he or she attended the required seminar and understands the Uniform Parish Regulations.

(Date)

PARISH SEAL

(Priest)

- Enclosures: (1) Signed statements attesting to attendance of the required seminar on the Uniform Parish Regulations
(2) Applications for Nomination

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Statement of the Parish Priest and Board of Elections

We, the undersigned Parish Priest and members of the Board of Elections who supervised the election of candidates to be members of the Parish Council, do hereby verify that the elections were conducted in accordance with the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, and the local Parish By-Laws, and the guidelines provided by the Metropolis of Denver.

We also verify that:

- a. The members of the Parish were notified of the elections at least ten (10) days in advance.
- b. Elections were held by secret ballot and not by voice vote.
- c. All who voted and all who were elected are members in good standing of the Parish, meaning that they meet the specific qualifications cited in Article V of the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America.
- d. There was no protest submitted to contest these elections.
 The elections were contested by written protest; all written protests are attached with a cover letter from the Priest.
- e. We acknowledge that upon receipt of the Metropolis Hierarch's verification of these elections, the Board of Elections is dissolved.

(Date)

PARISH SEAL

(Priest)

(Chairman)

(Member)

(Member)

(Member)

(Member)

(Member)

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Election Report by the Board of Elections

On Sunday, _____, we, the undersigned members of the Board of Elections, conducted elections to choose _____ members to serve on the Parish Council, in accordance with the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, and our local Parish By-Laws.

The voting began at the conclusion of the Divine Liturgy and ended promptly at _____ PM.

A total of _____ ballots were cast. Of these _____ were filled out correctly with at least _____ votes cast for the _____ openings on the Parish Council. In addition _____ were filled out incorrectly and therefore voided for the following reason(s):

Each candidate received the following number of votes:

<i>Name</i>	<i>Votes</i>	<i>Name</i>	<i>Votes</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We hereby certify that these election results were accurately and properly reported.

THE BOARD OF ELECTIONS:

_____	_____
<i>(Chairman)</i>	<i>(Date)</i>
_____	_____
<i>(Member)</i>	<i>(Member)</i>
_____	_____
<i>(Member)</i>	<i>(Member)</i>

PARISH LETTERHEAD

(This form is not valid unless printed on parish stationery)

2007 and 2008 Total Commitment Declaration

We, the undersigned Parish Priest, Parish Council President, and Parish Council Treasurer, do hereby verify that the attached budget report truthfully and accurately reflects all of the current year (2007) actual and next year (2008) projected expenditures and income for our parish.

On behalf of the parish, we declare our commitment to fully and generously provide the necessary funds to make it possible for the parish to grow and expand its ministry in fulfillment of the Lord's commandment, to "make disciples of all the nations" (Matthew 28:19).

We also acknowledge the responsibility and commitment of the Parish Council to:

- a. Collect all of the revenue of the Parish.
- b. Provide for the Priest's remuneration and benefits in accordance with the annual Clergy Compensation Plan of the Archdiocese, and to pay him in a prompt and timely manner.
- c. As necessary, provide for the salary(ies) of the Parish personnel and to pay such salary(ies) in a prompt and timely manner.
- d. Provide financial resources for the Parish's administration and for the Parish's spiritual, educational, and other ministries and expenses.
- e. Provide for payments and assessments for support of the national ministries of the Archdiocese as fixed by the Clergy-Laity Congresses, specifically:
 - (1) To budget the Total Commitment allocation amount as determined by the Metropolis Finance Committee, which will be a proportion of the Metropolis assessment.
 - (2) To accept the parish subsidy for the Archdiocese Benefits Plan, this amount being \$5,400 per annum per assigned clergyman.
 - (3) To remit the proportionate payment of the Total Commitment allocation and of the Archdiocese Benefits Plan subsidy on a monthly basis in a prompt and timely manner.

We declare and verify that the Parish Council is the custodian of all Parish funds. No Parish funds are maintained in any account other than those established by the Parish Council, and all funds are administered by the Parish Council through the duly elected Parish Council Treasurer.

We moreover declare and verify that full and transparent disclosure of all parish funds and finances is being made to the parish membership and to the Metropolis office.

We verify that our 2007 Total Commitment allocation is \$ _____ .

As of this date we have submitted \$ _____ of our 2007 Total Commitment allocation to the Archdiocese Stewardship Office, and \$ _____ of our 2007 Archdiocese Benefits Plan subsidy to the Archdiocese Benefits Office.

We verify that our 2008 Total Commitment allocation is \$ _____ .

(Date)

(Priest)

PARISH SEAL

(2007 Parish Council President)

(2007 Parish Council Treasurer)

Enclosure (2006 Parish Financial Statement)

Rev. Sept. 2007

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Parish Budget

The Parish Council hereby submits herewith to the Archdiocese and to the Metropolis the Parish Budget for the year 2007.

The Parish Council under the leadership of the Priest acknowledges its responsibility to establish a stewardship program and to appoint a stewardship committee to implement and expand the stewardship program of the Parish.

The Parish Council additionally acknowledges its responsibility to collect the revenue of the Church, issuing receipts thereof and paying by check the salaries of the Parish personnel, Parish expenses, budgetary grants-in-aid for the Parish educational and philanthropic organizations and such sums as may be fixed by the Clergy-Laity Congresses for the support of the Archdiocese.

a. The Parish acknowledges that it is responsible for paying the full Clergy Compensation Package in a timely manner on a monthly basis to all assigned clergy.

a. The Parish acknowledges that it is responsible for paying the full Clergy Compensation Package in a timely manner on a monthly basis to all assigned clergy.

b. The Parish also acknowledges that its obligations to the national ministries of the Church are:

(1) Total Commitment allocation; this amount is as determined by the Metropolis Finance Committee, which will be a proportion of the Metropolis assessment.

(2) Archdiocese Benefits Plan contribution; this amount is **\$5,400** per annum (payable in twelve monthly installments of **\$450**).

(a) If two or more Priests are assigned to the Parish, the contribution to the Archdiocese Benefits Plan, will be equal to the number of clergy assigned times **\$5,400** per annum.

(Date)

PARISH SEAL

(Priest)

(2007 Parish Council President)

(2007 Parish Council Treasurer)

Enclosure

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Parish Financial Statement and Balance Sheet

The Parish Council hereby submits the enclosed end of the year report of its stewardship and also submits herewith to the Archdiocese and to the Metropolis both the audited financial statement and the balance sheet for 2004.

All Parish moneys and funds are held in trust by the Parish Council on behalf of the Parish membership. No Parish funds are maintained in any account other than those established by the Parish Council and administered by the Parish Council through the duly elected Parish Council Treasurer.

(Date)

PARISH SEAL

(Priest)

(2007 Parish Council President)

(2007 Parish Council Treasurer)

Enclosure

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Parish Financial Statement

The Parish **financial statement** shall indicate the following:

Expenses:

Expenses of all categories paid out of all accounts:

Every parish account must be included (general fund, building fund, festival fund, etc.)

Excluding Philoptochos, GOYA, and pastor's benevolent fund

Income:

Income of all categories to all accounts:

Every parish account must be included (general fund, building fund, festival fund, etc.)

Excluding Philoptochos, GOYA, and pastor's benevolent fund

Parish Balance Sheet

The Parish **balance sheet** shall indicate the following:

Assets:

Fixed (e.g., value of: Church building, administrative building, school building, contents of buildings [office equipment, classroom furnishing, kitchen equipment], art work, mosaics, parking, real estate holdings)

Liquid (all bank accounts -- except Philoptochos, GOYA, and pastor's benevolent fund -- all certificates of deposit, all stock and/or money market accounts, etc.)

Liabilities:

(e.g., accounts payable, mortgage, etc.)

Capitalization:

(Difference between Assets and Liabilities)

Note: Failure to submit both a financial statement *and* a balance sheet — reflecting all accounts — will preclude the Metropolis Hierarch from ratifying Parish Council elections.

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

2008 Parish Council Roster

The names, addresses, and telephone numbers of the 2008 Parish Council members, including continuing members from previous elections are:

<i>Name</i>	<i>Address</i>	<i>Phone</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

Use reverse for additional names if necessary

PARISH LETTERHEAD
 (This form is not valid unless printed on parish stationery)

<i>Name</i>	<i>Address</i>	<i>Phone</i>
12. _____	_____ _____	_____
13. _____	_____ _____	_____
14. _____	_____ _____	_____
15. _____	_____ _____	_____
16. _____	_____ _____	_____
17. _____	_____ _____	_____
18. _____	_____ _____	_____
19. _____	_____ _____	_____
20. _____	_____ _____	_____

(Date)

(Priest)

(Parish Council President)

(Parish Council Secretary)

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Board of Auditors Roster

The responsibilities of the Board of Auditors are:

- a. To regularly audit the accounting records of the Parish.
- b. To prepare a report of such audit for presentation to the Parish Assembly.
- c. To prepare and transmit copies of such audit to the Parish Council which shall be forwarded to the Metropolis Hierarch and to the Archdiocese Stewardship Department.

The Board of Auditors is dissolved upon submission of their final report to the Parish Council.

The Board of Auditors consists of at least three members elected at the last Parish Assembly preceding the Election from among those who have not served on the Parish Council for the year being audited and who are not candidates for election to the new Parish Council. The names, addresses, and phone numbers of the members of the Board of Auditors are:

<i>Name</i>	<i>Address</i>	<i>Phone</i>
1. _____	_____	_____

2. _____	_____	_____

3. _____	_____	_____

4. _____	_____	_____

5. _____	_____	_____

(Date)

(Priest)

(Parish Council President)

(Parish Council Secretary)

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

Parish Roster

The attached roster lists the names, addresses, and phone numbers of all members in good standing of the Parish who were eligible to vote in the Parish Council elections.

A member in good standing of the Parish is any person:

- (1) Eighteen years of age or older
- (2) Who was Baptized according to the rites of the Church, or was received into the Church through Chrismation.
- (3) Who lives according to the faith and canons of the Church to the best of his or her ability
- (4) Who has met his or her stewardship obligation to the Parish
- (5) Who accepts and abides by the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America and the Bylaws of the Parish

No person shall be accepted for membership in good standing in a Parish:

- (1) While retaining membership in an Orthodox Parish that defies the jurisdiction or the ecclesiastical authority of the Archdiocese, or a non-Orthodox Church, or any Christian denomination, or in a non-Christian religion
- (2) Who deliberately disregards and transgresses the moral law as may be determined by a Spiritual Court.

(Date)

(Priest)

(Parish Council President)

(Parish Council Secretary)

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

New Parish Council Letter of Transmittal

(Note: This Letter is to be sent AFTER the ratification of the new Council and AFTER taking the affirmation of office by the new Council!)

Your Eminence,

We, the undersigned members of the 2007 (outgoing) Parish Council hereby attest that we have surrendered to the 2008 (succeeding) Parish Council all Parish records, including the membership lists, minute books, bank books, check books, journals, financial records, and all other property of the Parish, including the Official Seal of the Parish. Names and signatures of the Members of the **2007** Parish Council:

<i>Name (Printed)</i>	<i>Signature</i>
_____ <i>2007 Parish Council President</i>	_____
_____ <i>2007 Parish Council Vice President</i>	_____
_____ <i>2007 Parish Council Treasurer</i>	_____
_____ <i>2007 Parish Secretary</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____

Continued on next page ...

PARISH LETTERHEAD
(This form is not valid unless printed on parish stationery)

We, the undersigned members of the **2008** (*succeeding*) Parish Council, hereby attest that we have taken the following Affirmation of Office administered to us by the (Very) Reverend _____, following the Divine Liturgy on _____ :

"I do solemnly affirm that I will uphold the dogmas, teachings, traditions, holy canons, discipline, worship and moral principles of the Greek Orthodox Church, as well as the Charter and Regulations of the Greek Orthodox Archdiocese of America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council. So help me God."

We further attest that we will administer the material affairs of the Parish cooperatively with our Priest, in accordance with the Holy Canons of the Orthodox Church, the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, and our local Parish By-Laws.

Names and signatures of the Members of the **2008** Parish Council:

<i>Name (Printed)</i>	<i>Signature</i>
_____ <i>2008 Parish Council President</i>	_____
_____ <i>2008 Parish Council Vice President</i>	_____
_____ <i>2008 Parish Council Treasurer</i>	_____
_____ <i>2008 Parish Secretary</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____
_____ <i>Member</i>	_____

VERIFICATION

I hereby verify that the above information and signatures are true, and I pledge as head of the Parish to administer its material affairs cooperatively with the above-named Council Members.

Parish Priest