

CHAPTER I INTRODUCTION AND AUTHORITIES

Section 1. Introduction. This Policies and Procedures Manual (the “Manual”) of The Annunciation Greek Orthodox Church of Mobile, Alabama (the “Church” or the “Parish”) was adopted by the Parish Council with the approval of the Priest in order to provide written administrative rules the purpose of which is to ensure the efficient and effective operation of the Church. This Manual does not modify or supersede any of the authorities listed in this Chapter. Instead, this Manual synthesizes these authorities to provide a one-stop reference guide for all authoritative sources for the Church, the Priest, the Parish Council, and the parishioners.

Section 2. List of Authorities. The following is a list of authoritative documents, writings and sources on matters relating to the administration, operation and governance of the Church (the “Authorities”).

- A. The Greek Orthodox Archdiocese of America Charter of 2003 (the “Charter”). The Charter is the ultimate written document which prevails over all other Authorities.¹
- B. The Greek Orthodox Archdiocese of America Rules and Regulations of 2014 (the “Regulations”). The Regulations contains the Archdiocesan Regulations, the Uniform Metropolis Regulations, and the Uniform Parish Regulations, all of which are subparts of the Regulations. The Regulations are superior to, and control in the event of any conflict in letter or spirit with, any Parish by-laws, articles or other Parish-level documents.²
- C. The Priest’s Handbook of 1987 (the “Handbook”). The Handbook was issued by the Archdiocese with a preface written by His Eminence Iakovos, Archbishop of the Greek Orthodox Archdiocese of North and South America.
- D. Alabama state laws, statues and administrative regulations (“Ala. Code” or other appropriate designation). The Church exists under the laws of the State of Alabama. As such, its operations are governed in part by state law.
- E. Letters and written statements or pronouncements of the Metropolis, the Archdiocese, or the Ecumenical Patriarchate. These letters and written statements carry the authoritative weight of their respective Hierarch.

¹ Charter §22.c.

² Regulations §21.1; *Id.*, at § 15.3. (Parishes shall be governed in accordance with the Regulations); *and Id.*, at §§ 15.1 & 21.2 (the assignment of an appointed Priest to a Parish shall bind the Parish to the Regulations as if they were adopted by the Parish).

- F. The By-Laws of the Church, Revised October 19th, 2010 (the “By-Laws”). The By-Laws are the operational rules of the Church, including the Parish Council, and are subject to the Regulations and the Charter. The By-Laws can be amended by a two-thirds (2/3) vote of parishioners in good standing at a special or regular meeting of the Parish Assembly, provided that (i) notice of the meeting is given at least fourteen (14) days in advance; (ii) such notice is given by mail to all parishioners on the Church roll; and (iii) copies of the proposed amendments are included along with such notice.³ The By-Laws must incorporate the Regulations by reference and are deemed to do so even if there is no such explicit incorporation by reference.⁴
- G. The Clergy-Laity Congress (the “Congress”). Congress decisions are binding upon Parishes, whether or not the Parish voted at or even attended such Congress.⁵ The Parish is also bound by the administrative decisions of the Archdiocesan Council and interim legislation adopted between Congresses by the Archdiocesan Council.⁶

Section 3. Nature and Interpretation. This Manual is a reference guide for the Authorities. Nothing in this Manual modifies or supersedes any of the Authorities. In the event this Manual is or appears to be contrary to or inconsistent with any of the Authorities, then the Authorities shall control and this Manual shall be immediately rewritten to remove such inconsistency. This Manual also contains rules, standards, terms, and conditions of employment with the Church (the “Employment Terms”). All employees are bound by such terms, and their signature on the attached Appendix A evidences their agreement to such terms as a valid and legally binding contract. The Employment Terms shall be construed under the laws of the State of Alabama. In the event any of the Employment Terms are determined by a court of competent jurisdiction to be invalid or unenforceable, then (1) then such term or terms shall be construed in a way that, to the fullest extent allowable by law, effects the intent of such term or terms and preserves all of the other Employment Terms; and (2) such invalidity or unenforceability shall not in any way modify any other of the Employment Terms. This Manual also contains policies and procedures for the effective operation of the Parish Council and the Church office. In the event any one or more of such policies or procedures are inconsistent or unclear, then such policies and procedures shall be interpreted by the Parish Council, and the Parish Council will interpret such policies and procedures in a way and manner consistent with the overall intent of the Authorities.

³ By-Laws §XII.

⁴ Regulations §21.1.

⁵ Charter §§ 10&11; *and* Regulations §15.7.

⁶ Regulations §15.7.

CHAPTER II RECORDS

Section 1. Parishioner Records. The Church shall maintain a Parish Record which shall include the following:⁷

- A. Baptismal and family names;
- B. Dates of baptism and/or chrismation and marriage;
- C. Complete family record of spouse and children;
- D. Date of entry into the Parish, indicating if the parishioner transferred from another parish;
- E. Occupation/profession;
- F. Record of payment of Parish, Archdiocesan, and all other Church-related financial obligations; and,
- G. Date of death, which shall close the parishioner's record.

Section 2. Priest's Records. The Priest must personally maintain the records for all Church sacraments that take place at the Church, including marriages, baptisms, chrismations, and funerals.⁸ These records shall include official sacrament documents and appropriate information related to such sacraments. The Priest must submit these sacramental records and completed ecclesiastical marriage licenses to the Metropolitan in a timely manner.⁹ The Priest shall keep a written inventory of all liturgical items and sacred vessels and appointments.¹⁰ No parishioner or Church employee shall be allowed to access the Priest's records without his permission.

Section 3. Corporate Documents. The Church must maintain and, where applicable, file with appropriate authorities corporate formation and governance documents and/or resolutions.¹¹ Corporate documents must meet all Archdiocesan requirements.¹² Official corporate documents or copies thereof must be maintained in a separate file in the Priest's office. New or amended formation or governance documents must be submitted to the Metropolitan for review before such new or amended documents can be approved and be placed into effective.¹³

Section 4. Church Software. The Church may use a software program (the "Software") to maintain its records in electronic format. The following rules apply to all Church employees and other persons regarding the Software:

- A. The Parish Council President, with the consent of the Priest, shall determine whether a particular person is authorized to access the Software,

⁷ Regulations §18.7; and By-Laws §II.5.

⁸ Regulations §17.3.

⁹ *Id.*

¹⁰ *Id.*, at §§ 17.3&.4.

¹¹ *Id.*, at §21.1.

¹² *Id.*

¹³ *Id.*, at §21.2.

including the level of his or her access, and whether he or she can change, add or delete information in the software. The Priest shall always have full access to the Software, and full rights to make any modifications to any electronic records.

- B.** The electronic records shall be kept as current as possible. Any new information coming to the Church office shall be recorded in the electronic records immediately.
- C.** All electronic record entries shall be clear, detailed and correct. Abbreviations and short-hands should not be used. Persons entering information into the electronic records should strive to make the information as accurate and complete as possible.
- D.** In order to maintain the electronic records in as current a state as possible, the Church shall periodically solicit updates from the Parish regarding any information which is kept in the electronic records.

CHAPTER III CHURCH EMPLOYEES

Section 1. Responsibilities and Requirements. The following are the responsibilities and minimum requirements for all Church employees, as well as more specific requirements for particular Church employment positions:

- A.** Specific features of each employment position not described below, including, but not limited to, exact compensation package, hours of work, and the combination of multiple roles into one position, shall be determined by the Parish Council President with the consent of the Priest as needed.

- B.** The minimum requirements of all Church employees are as follows:
 - a.** The individual must be organized and attentive to detail.
 - b.** The individual's appearance and workstation must be clean and presentable at all times.
 - c.** The individual must be motivated to finish a task correctly and completely. Shortcuts are not acceptable.
 - d.** The individual must be willing to work in a professional office environment.
 - e.** The individual must be capable of handling confidential and sensitive information and maintaining the confidence thereof.
 - f.** Professional and appropriate attire is required at all times.
 - g.** A positive attitude is expected at all times.
 - h.** The individual must be willing to perform repetitive office tasks such as data entry, copying, mailing, filing and printing.
 - i.** The individual must be willing to perform tasks outside of the specific scope of his or her position if reasonably requested by the Priest to do so.
 - j.** The individual must be honest, truthful and always forthright.
 - k.** The individual must conduct himself/herself with a demeanor appropriate for a Greek Orthodox church.

- l.** The individual must treat everyone with respect, courtesy and professionalism.
 - m.** The individual must address the Priest as “Father”.
 - n.** The individual must be willing promptly to return phone calls and respond to emails and letters.
 - o.** The individual must be willing to work continually to improve his or her job-related skills.
 - p.** The individual must be an effective oral and written communicator.
 - q.** A full criminal background check (including, specifically, a nationwide background check) and drug test will be required. Random drug tests may be performed at any time during the term of employment with no advanced notice.
 - r.** The individual must at all times abide by and promote the Church’s Youth Protection Manual and/or any other similar Church rules relating to interaction with the youth of the Church.
- C.** The following specific roles require the following additional minimum qualifications:
- a.** Office Administration:
 - i.** The individual must be proficient in Microsoft Outlook, Excel and Word. The individual must also be proficient in Microsoft Publisher or a similar software program.
 - ii.** The individual must be proficient with Shelby or other similar church software systems, or be willing and able to learn any such software used by the Church within a short period of time.
 - iii.** The individual must be capable of performing mail mergers for both email and physical mail correspondence.
 - iv.** The individual must be capable of keeping and maintaining Outlook calendars and task lists.
 - v.** The individual must be capable of organizing, utilizing and updating database information.
 - b.** Bookkeeping:
 - i.** The individual must be proficient in QuickBooks, Microsoft Excel, and general accounting rules and methods.

- ii. The individual must be proficient with payroll procedures and state and federal withholding and filing requirements.
- iii. The individual must have a basic understanding of local, state and federal income, sales and property tax laws applicable to churches.

c. Youth ministry:

- i. The Youth Minister reports directly to the Priest.
- ii. The individual must be an active Orthodox Christian who attends church regularly and is knowledgeable and enthusiastic about Orthodox Christianity.
- iii. The individual must be proficient with general computer applications.
- iv. The individual must be proficient in coordinating athletic and outdoor activities for children and teenagers.
- v. The individual must be proficient in supervising children and teenagers, including the resolution of disputes among such children and/or teenagers.
- vi. The individual must be comfortable with and capable of confronting children, teenagers and their parents about adolescent issues such as bullying, peer pressure, exclusion, self-image, and disrespect.
- vii. The individual must be creative and energetic, and capable of designing and implementing youth programs aimed at the cultivation in the participants of the Orthodox Christian faith and an understanding of the Church and the participant's role and responsibilities as a parishioner of the Church, and also aimed at promoting the positive social, emotional and spiritual growth of the participants.
- viii. The individual preferably should have a degree or other education or training in psychology, counseling, and/or social work, as well as Orthodox Theology or Orthodox Religious Education.
- ix. The individual must be willing to attend youth ministry activities and events, including out-of-town events.

Section 2. Compensation. The following are the Church policies relating to employee compensation packages:

- A. Hourly wage or salary shall be commensurate with the job requirements and the employee's quality of performance.
- B. There shall be no lock-step or stated salary or wage increases except that hourly wages must always comply with applicable minimum wage laws.

- C. There shall be no in-kind compensation. Salaries and other remuneration shall be paid solely by check.¹⁴
- D. Raises and bonuses shall be allowed based upon meritorious performance only and must be approved by the Parish Council with the consent of the Priest.
- E. No overtime may be performed unless prior approval is obtained from the Parish Council President with the consent of the Priest.
- F. No percentage-based compensation, commissioned or per-unit compensation, and no tips, shall be paid for or accepted by any Church employee.
- G. Any tips, bonuses or other remuneration tendered to the employee by parties other than the Church will be refused and reported to the Priest immediately. To the extent they cannot be refused, such remuneration will be reported and turned over to the Priest immediately. The one exception to this rule is that good-natured gifts such as holiday candy baskets may be accepted and kept, but such gifts shall still be reported to the Priest as soon as possible. Gifts from Parishioners to Employees of up to \$25 value and up to \$50 value per year are allowed.

Section 3. Holidays, Paid Days Off, Leave, and Absences. The following are the policies for Church employees relating to holidays, vacation, Paid Days Off (“PDOs”), and absences:

- A. The Church office will be closed on the following holidays (the “Closed Holidays”): Christmas, Christmas Eve, New Year’s Eve, New Year’s Day, Martin Luther King Day, Independence Day, Memorial Day, Labor Day, and Thanksgiving Day. If one of the foregoing holidays falls on a Saturday, then the next preceding business day shall be a Closed Holiday. If one of the foregoing holidays falls on a Sunday, then the next following business day shall be a Closed Holiday. For example, if Christmas Eve falls on a Friday and Christmas Day falls on a Saturday, then the preceding Thursday shall also be a Closed Holiday.
- B. Employees shall have PDOs at the specified number of fifteen (15) per calendar year for full-time employees. Such number may be modified by the Parish Council with the consent of the Priest. Such number shall be reduced pro-rata and rounded to the nearest whole number for part-time employees based on the number of weekly hours required of such part-time employee relative to a forty (40) hour workweek.

¹⁴ By-Laws §IV.5.3.

- C. New Employees, whether part-time or full-time, shall not have any PDO's until they have been continuously employed by the Church for ninety (90) calendar days. In the first calendar year of an employee's employment, but only upon the expiration of the foregoing ninety (90) day period, the number of PDOs allowed to the employee for the remainder of that calendar year shall equal (i) the specified number of PDOs for that calendar year (ii) multiplied by the number of days from and including the first day of the employee's employment until and through December 31st of that calendar year, (iii) then divided by three hundred sixty five (365), and (iv) then rounded to the nearest whole number.
- D. An employee may use one (1) PDO to be excused from work for one (1) day and still receive one (1) day's regular pay for such day. Without a PDO, any missed work day or Closed Holiday shall be completely unpaid. PDOs may be used for any reason or no reason at all.
- E. Except in the event of emergencies or sudden or unexpected needs to miss a work day, an employee must give the Priest at least twenty one (21) calendar days advance notice of his or her intent to use a PDO. An employee may not use PDOs on more than two (2) consecutive days without first obtaining the written consent of the Parish Council President or the Priest at least twenty one (21) calendar days prior to the first intended day of use of the PDOs.
- F. While an employee may not work on a Closed Holiday, the Closed Holiday will only be payable if the employee uses a PDO for such Closed Holiday. Otherwise, the Closed Holiday is just an unpaid holiday. Similarly, while an employee may miss a work day due to illness or other reasons, such missed work day will be unpaid unless the employee uses a PDO for such missed work day. Unpaid missed work days shall be recorded and included in the employee's performance review.
- G. Unused PDO's at the end of a calendar year or upon an employee's termination or other discontinuation of employment shall not carry forward, nor shall they be in any way redeemable for remuneration, but shall merely lapse.
- H. The minimum denomination of PDO's shall be one (1).
- I. Brief absences during the workday may be taken with the advance approval of the Parish Council President or the Priest, and such brief absences shall not count against the employee's PDOs. Any absence taken without the advance approval of the Parish Council President or the Priest, however, shall use one (1) of the employee's PDOs. Notwithstanding the foregoing, the Parish Council President or the Priest may waive the application of the

foregoing sentence if the unapproved absence was for an emergency or if the absence was brief and for good reason.

J. Parental or medical leave may be granted in the sole discretion of the Parish Council with the consent of the Priest. All of the terms of such parental or medical leave, including, specifically, the duration of such leave and whether such leave shall be paid or unpaid, shall be determined by the Parish Council with the consent of the Priest.

K. Written documentation of all PDO's shall be retained in the employee's personnel file.

Section 4. Attire and Presentation. Church employees shall wear business casual attire when on Church property unless more formal attire is requested by the Priest. Church employees shall always dress in professional and appropriate attire. Church employees shall wear clean, presentable, and appropriate attire, even at athletic or outdoor events, so as to set a good example.

Section 5. Training. Sufficient training shall be provided to each new Church employee to familiarize him or her with their resources, co-workers, and office environment. New employees are expected to require no training to meet the minimum job requirements described above.

Section 6. Employee Acceptance of this Manual. All employees are responsible for reading and understanding this Manual. By accepting employment with the Church, all employees agree to the terms and requirements of employment stated in this Manual, as this Manual may be amended from time to time. The terms and conditions in this Manual may be changed at any time without notice to or consent from any employees, and such employees, by the continued acceptance of employment with the Church, voluntarily agree to any and all of such changes.

Section 7. Employee Conduct. Employees must at all times be courteous, professional and respectable to everyone encountered in any way related to the Church. No discrimination or harassment of any kind shall be tolerated. Criminal behavior or acts of moral or ethical turpitude during or outside of work hours, on or off of Church property, and/or within or outside of the course of Church business, are grounds for immediate dismissal or other disciplinary action. It is the policy of the Church that any comment which could be construed in any way as harassing, demeaning, discriminatory, or otherwise hurtful is unacceptable for an employee of the Church. Anything which could conceivably be construed as sexual harassment, off-color jokes or comments, or other similar actions or statements, is strictly prohibited and shall in all events be grounds for immediate termination.

Section 8. Hiring and Discharge. Alabama is an at-will employment state. The Church may dismiss any employee at any time for any reason or no reason at all. No advanced notice, transition period, or explanation shall be required to be given, and such

dismiss may be effective immediately upon announcement to the employee. All Church employees, including schoolteachers, are engaged or discharged by the Parish Council President with the consent of the Priest.¹⁵ Upon termination, no employee is entitled to any severance pay or benefits except as may be expressly required by state and/or federal law. Further, the Church makes no representations or assurances that any form of state unemployment compensation or other unemployment insurance will be available for any employee upon discontinuation of employment.

Section 9. Church Property; No Employee Right of Privacy. The use of any and all Church property – including computers, scanners, email, internet, electronic storage, phones, physical files, fax machines, and other electronic devices or means of communication – shall be solely for Church-related use. The Church has sole rights of ownership over such property. The employee has no right of privacy, confidentiality or ownership in any such property, nor in any personal information or personal property which is placed in or on such Church property or brought onto Church grounds. The Church may, without prior notice to or permission from the employee, and for any reason or no reason at all, monitor, record, or otherwise place surveillance upon the employee’s computer or internet usage while on church property, or usage of a church telephone. The Church may, without prior notice to or permission from the employee, and for any reason or no reason at all, with or without cause or suspicion, access, review, duplicate, confiscate, and turn over to appropriate authorities:

- A. Any and all personal property placed in or on such Church property including, but not limited to, personal items, bags, photographs and documents brought onto Church property;
- B. The employee’s internet history, including specifically all social media websites and content thereof, accessed either through a Church-provided computer, device, or other internet connection, or through a personal computer, device, or other internet connection while on Church property;
- C. The employee’s printing, scanning, copying and/or faxing history with Church devices;
- D. Any electronic files placed on a Church computer or network file, or passed through a Church network or email facility;
- E. Any and all emails, whether in a Church account or personal account, accessed on a Church computer or through a Church internet access facility;
- F. The employee’s history of phone calls with a Church telephone.

¹⁵ Regulations §29.2.

Section 10. Service on Church Boards. No Church employee may serve on the Parish Council, Board of Auditors or the Board of Electors.¹⁶

Section 11. Church Hours. The regular operating hours of the Church office are 8 am to 5pm central time, Monday through Friday, or such other times as may be determined by the Parish Council or the Priest.

Section 12. Discipline. Employees taking unexcused absences from work, not abiding by the minimum job requirements, failing to perform their work, or otherwise violating this Manual shall be subject to discipline, including termination of employment and/or removal from the Church premises without prior notice, at the discretion of the Parish Council President with the consent of the Priest. No employee has any right to a hearing, appeal, warning or “second chance” prior to the implementation of punishment.

¹⁶ Regulations §24.4.

CHAPTER IV PARISHIONERS

Section 1. Parishioners. A parishioner is anyone who is baptized or chrismated according to the rites of the Orthodox Church.¹⁷ No one can be a parishioner if he or she retains membership in any non-Christian religion or in any Orthodox parish which defies the jurisdiction of the Archdiocese's authority, or if he or she deliberately disregards or transgresses moral laws as may be determined by an ecclesiastical tribunal.¹⁸

Section 2. Parishioners in Good Standing. In order to be a parishioner "in good standing" with the Church, a parishioner must:¹⁹

- A. Be eighteen (18) years of age or over;
- B. Have been baptized or chrismated according to the rites of the Orthodox Church;
- C. Live according to the faith and canons of the Greek Orthodox Church;
- D. Cooperate in every way towards the welfare and well-being of the Church;
- E. Abide by the Regulations and the By-Laws of the Church; and,
- F. Be current with his or her financial obligation to the Church.

Section 3. Determination of Good Standing. The Priest determines whether parishioners are in canonical and financial good standing.²⁰ The Priest shall judge any cases of special circumstances justifying the waiver of the financial obligations of a parishioner in good standing.²¹

Section 4. Rights of Parishioners in Good Standing. The following are the rights of parishioners in good standing:

- A. The right to attend, participate in and vote at all regular and special Parish Assemblies, as well as to vote in Parish Council elections.²²
- B. For those parishioners who are at least twenty-one (21) years of age, the right to be nominated for election to the Parish Council or as a Parish Council officer, or to represent the Parish at the Local Assembly or the Clergy-Laity Congress.²³

¹⁷ Regulations §18.1.

¹⁸ By-Laws §II.3.

¹⁹ By-Laws §II.1; *and* Regulations §18.1.

²⁰ Regulations §25.2.

²¹ Regulations §18.4.

²² Regulations §18.5; *and* By-Laws §II.8.

²³ Regulations §18.5; *and* By-Laws §II.8.

C. The right to participate in the sacramental life of the Church.

D. The right to use Church facilities according to the rules and conditions stated in this Manual.

Section 5. Dismissal from the Parish. No parishioner shall be dismissed from the Parish without first being notified by the Parish Council by registered mail as to the cause for the proposed dismissal, and the time, the date, and the place of a hearing before a meeting of the Parish Assembly.²⁴ The subject parishioner may answer the charges and shall not be dismissed from the membership of the Parish unless there is a two-thirds (2/3) vote of those parishioners present at the Parish Assembly.²⁵

Section 6. Non-Financial Duties of Parishioners. The religious, moral and social duties of a parishioner are to apply the tenets of the Orthodox faith to his or her life and activities; to attend the Divine Liturgy and other services of worship faithfully on Sundays and holy days; to keep the rules and fasts of the Orthodox tradition; to receive frequently the sacraments of Penance and Holy Communion; to train and teach the young according to the faith and spirit of Orthodoxy; to respect the clergy, the ecclesiastical authority and all governing bodies of the Church; to be obedient in matters of faith and ecclesiastical order; and to cooperate in every way towards the welfare and prosperity of the parish and the success of its sacred mission.²⁶

Section 7. Financial Duties of Parishioners. Parishioners must fulfill their financial obligation to the Church. Stewardship is recommended to be ten percent (10%) of annual income.²⁷ However, the definition of “fulfilling one’s financial obligation” is by necessity a flexible one.²⁸ New parishioners and persons not currently parishioners in good standing will have fulfilled their financial obligation to the Parish by merely pledging a sum certain for the current year.²⁹ Generally, for purposes of voting in Parish Assemblies and elections, one has fulfilled his/her financial obligation if he or she has pledged and paid an amount certain for the year prior to the current year, and also has pledged and paid an amount certain for the current year.³⁰ However, for purposes of voting in Parish Assemblies and elections, if an individual refuses or neglects to pledge a specific amount, he or she will still be considered to have fulfilled his or her financial obligation and be eligible to vote if he or she has committed himself or herself spiritually, morally and financially to the Greek Orthodox Faith, and the parish records so reflect such financial commitment.³¹

²⁴ By-Laws §II.9.

²⁵ By-Laws §II.9.

²⁶ By-Laws §II.6.

²⁷ Regulations §18.1.

²⁸ By-Laws §II.7.

²⁹ By-Laws §II.7.

³⁰ By-Laws §II.7.

³¹ By-Laws §II.7.

CHAPTER V PARISH ASSEMBLIES

Section 1. Parish Assemblies: In General. The Parish Assembly is the general meeting of the parishioners in good standing and it is also the general policymaking and appropriating body of the Church.³² A Parish Assembly can be convened for any Church-related reasons other than those involving canonical and dogmatic issues.³³ The Priest shall be a non-voting participant at Parish Assemblies.³⁴ Proxies are not allowed at Parish Assemblies.³⁵

Section 2. Notice. Notice of any regular or special Parish Assembly shall be mailed to all parishioners in good standing at least ten (10) days prior to the Parish Assembly, and such notice shall include the agenda for such Parish Assembly.³⁶ The agenda shall be prepared by the Priest and the Parish Council and shall include all items to be discussed at the Parish Assembly.³⁷

Section 3. Convening of Parish Assemblies. Regular Parish Assemblies shall be convened by the Priest and the Parish Council at least twice each year at dates fixed by the Parish Council.³⁸ The Church's Fall Assembly shall be held no later than November 30th, and the Church's Spring Assembly shall be held no later than May 10th.³⁹ Special Parish Assemblies shall be held when either the Priest and/or the Parish Council deems it necessary, or at least ten percent (10%) of the parishioners in good standing submit a written request for a special Parish Assembly to the Priest and the Parish Council stating the purpose for such special Parish Assembly.⁴⁰

Section 4. Participants and Voting. Only parishioners in good standing who have met their financial obligations to the Church may participate in and vote at the Parish Assembly.⁴¹ If a parishioner is delinquent in his or her financial obligation, he or she can participate in and vote at the Parish Assembly if he or she meets his or her financial obligation on or before the date of the meeting.⁴² If he or she is delinquent for more than the current calendar year, he or she can participate in and vote at the Parish Assembly only after he or she has met his or her unfulfilled financial obligations at least thirty (30) days before the Parish Assembly.⁴³ New parishioners may participate in and vote at the Parish Assemblies if they have been parishioners in good standing for at least

³² Regulations §31.1.

³³ Regulations §31.1.

³⁴ Regulations §31.3.

³⁵ Regulations §31.5.

³⁶ Regulations §31.2.

³⁷ Regulations §31.2.

³⁸ Regulations §31.6.

³⁹ By-Laws §III.3.

⁴⁰ Regulations §31.7; *and* By-Laws §III.8.

⁴¹ Regulations §31.3.

⁴² Regulations §31.3.

⁴³ Regulations §31.3.

three (3) months.⁴⁴ Absentee balloting is only allowed for Parish Council elections, and even then only if allowed under the By-Laws; further, 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 with the ballots personally cast, and proxies are not allowed.⁴⁵

Section 5. Quorum. At least twenty (20) parishioners in good standing shall be required to constitute a quorum for transaction of any business.⁴⁶ No action can be taken in the absence of a quorum.⁴⁷ A quorum remains even if enough of such parishioners in good standing depart during the meaning such that there remains fewer than twenty (20) parishioners in good standing, but any action which requires a two-thirds (2/3) vote at a first called meeting may not be voted upon and approved or rejected unless there are at least twenty (20) parishioners in good standing present for such vote.⁴⁸ If there is no quorum, then within twenty one (21) days a second (2nd) Parish Assembly must be called.⁴⁹ At such second (2nd) Parish Assembly, any decisions can be made and any action can be taken by any number of parishioners in good standing present, except that the purchase, sale or encumbering of Church property shall still require a quorum of twenty (20) parishioners in good standing.⁵⁰

Section 6. Conduct of Business and Consensus. At the beginning of each Parish Assembly, a Parish Assembly Chairman shall be elected by the parishioners in good standing.⁵¹ A Parish Assembly Secretary shall be appointed by the Parish Assembly Chairman and shall record the minutes of the Parish Assembly.⁵² The minutes shall be signed by the Priest, the Chairman and the Secretary.⁵³ Decisions shall be made by “consensus” unless a vote is specifically required by the authorities described in this Manual.⁵⁴ “Consensus” is broad unanimity: it does not require that all agree but rather that the participants can live with and support the decision or position.⁵⁵ Consensus, not majority vote, is an expression of Christian fellowship where all actions reflect the positions of everyone.⁵⁶ The latest edition of *Robert’s Rules of Order* shall control the order of Parish Assembly business if the Parish Assembly is unable to reach consensus and if the use of *Robert’s Rules of Order* is not inconsistent with the Regulations.⁵⁷

⁴⁴ Regulations §31.3.

⁴⁵ Regulations §25.6.

⁴⁶ Regulations §31.4; and By-Laws §III.2.

⁴⁷ By-Laws §III.2.

⁴⁸ By-Laws §III.2.

⁴⁹ Regulations §31.4; and By-Laws §III.2.

⁵⁰ Regulations §31.4; and By-Laws §III.2.

⁵¹ Regulations §31.8.

⁵² Regulations §31.9.

⁵³ Regulations §31.9.

⁵⁴ By-Laws §III.7.

⁵⁵ By-Laws §III.7.

⁵⁶ By-Laws §III.7.

⁵⁷ By-Laws §III.7.

CHAPTER VI PARISH COUNCIL

Section 1. In General. To serve on a Parish Council is a ministry and all those who serve are called to represent Christ and the Orthodox Faith to all whom they meet in all aspects of life.⁵⁸ The Parish Council is composed of the Priest and nine (9) parishioners in good standing.⁵⁹ The Priest is a non-voting member of the Parish Council, but has full standing as a Parish Council member in order to cooperatively administer the Parish.⁶⁰ The Parish Council is the board of trustees or other equivalent under state and local law when applicable.⁶¹

Section 2. Election of Parish Council: in General. Parish Council members are elected to a term of three (3) years.⁶² Three (3) Parish Council members will be elected annually on or before the second (2nd) Sunday in December, but no earlier than the first (1st) Sunday in November, each year.⁶³ Parish Council members shall be elected by the parishioners in good standing.⁶⁴ A parishioner under twenty one (21) years of age may not serve on the Parish Council if it is contrary to state or local law.⁶⁵

Section 3. Election of Parish Council: Nominations. The Parish Council shall, on the first (1st) Sunday of October, post in a conspicuous place on the Stewardship bulletin board in the Church Hall a list of parishioners in good standing.⁶⁶ All candidates for the Parish Council must have been parishioners in good standing for at least one (1) year immediately preceding the date of the election, and also must live their lives in accordance with the faith and canons of the Greek Orthodox Church.⁶⁷ Nominations shall be made and seconded in person by parishioners in good standing at the duly-convened Fall Parish Assembly.⁶⁸ Nominations will be accepted by mail if the nomination is attested to by two (2) other parishioners in good standing in addition to the nominating parishioner in good standing, and if the nomination is received on or before the last Sunday prior to the election of a member of the Board of Electors.⁶⁹ All candidates shall attend a seminar conducted by the Priest prior to the election at which the Priest shall discuss and explain the Regulations, the By-Laws and this Manual, and the significance of the Affirmation of Office.⁷⁰ In the event a candidate cannot attend for justifiable cause, the Priest shall meet privately with him or her to provide the seminar.⁷¹

⁵⁸ Regulations §24.1.

⁵⁹ Regulations §24.1; *and* By-Laws §IV.1.

⁶⁰ Regulations §24.1; *and* By-Laws §IV.1.

⁶¹ Regulations §24.1.

⁶² Regulations §24.3 (no more than 3 years); *and* By-Laws §IV.3.

⁶³ Regulations §25.1; *and* By-Laws §§ IV.3&VIII.1.

⁶⁴ Regulations §§ 24.3&25.1.

⁶⁵ By-Laws §II.1.

⁶⁶ By-Laws §VII.1.

⁶⁷ By-Laws §VII.2; *and* Regulations §25.2.

⁶⁸ By-Laws §VII.3. *See also* Regulations §25.2 (Candidates shall be nominated in accordance with Parish by-laws).

⁶⁹ By-Laws §VII.4.

⁷⁰ Regulations §25.3.A.

⁷¹ Regulations §25.3.C.

At the conclusion of the seminar, the candidates shall sign a statement acknowledging that they understand the Regulations, the By-Laws and this Manual, and will abide by them and the Affirmation of Office.⁷² Candidates must be given advanced notice of the time, date and place of the seminar, and must be given more than one reasonable opportunity to attend the seminar within close proximity to the Church.⁷³ If a candidate does not attend a seminar, his/her name shall be deleted from the list of candidates.⁷⁴

Section 4. Election of Parish Council: Voting. The following are the rules and procedures related to voting for the Parish Council elections:

- A. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate on the same day at 1:00 pm Central Time.⁷⁵
- B. The election shall be held at a place on Church premises previously announced by the Board of Electors.⁷⁶
- C. Votes shall be cast in person and after a signatory registration.⁷⁷ Voting shall conducted be by a secret ballot.⁷⁸ No proxy voting is allowed.⁷⁹
- D. Absentee balloting for the Parish Council elections is allowed, but only for the disabled, the ill, and those absent on election day.⁸⁰ Such ballots must be in the hands of the Board of Electors not later than the commencement of in-person voting, and such ballots shall be tabulated along with the ballots cast in-person.⁸¹ Absentee ballots can be obtained from the Church Office any time up to 1:00 pm Central Time on the Friday prior to the election.⁸² Absentee ballots must be in a sealed envelope marked “ballot”, and the envelope must be signed by the absentee voter prior to delivering it to the Board of Electors.⁸³ Upon receipt of an absentee ballot, the Board of Electors must write “absentee ballot” on the signatory register next to each absentee voter’ name, open the envelope, and place the ballot in the ballot box.⁸⁴

⁷² Regulations §25.3.D.

⁷³ Regulations §25.3.B.

⁷⁴ Regulations §25.3.D.

⁷⁵ Regulations §25.7; and By-Laws §VIII.5. (Regulations say it must terminate by a time specified in local by-laws, and the Church’s By-Laws specify 1pm).

⁷⁶ Regulations §25.7.

⁷⁷ By-Laws §VIII.4.

⁷⁸ Regulations §25.7.

⁷⁹ Regulations §25.6.

⁸⁰ Regulations §25.6; and By-Laws §VIII.4.

⁸¹ Regulations §25.6; and By-Laws §VIII.4.

⁸² By-Laws §VIII.4.

⁸³ By-Laws §VIII.4.

⁸⁴ By-Laws §VIII.4.

- E.** Only parishioners in good standing may vote in Parish Council elections.⁸⁵ A parishioner in good standing and duly enrolled in the Parish Records but delinquent in his or her financial obligations for the current year may vote in the election by meeting his or her financial obligations prior to the election.⁸⁶ 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 financial obligations at least thirty (30) days prior to the date of elections.⁸⁷ A parishioner duly enrolled in the Parish Register but delinquent in signing his or her Fair Share Pledge may vote by signing his or her Fair Share Pledge at any time prior to the balloting, or he or she may vote if he or she has committed himself or herself spiritually, morally and financially to the Greek Orthodox Faith and the Church and the Parish Records so reflect this financial commitment.⁸⁸ A new parishioner may vote in the election if he or she has been a parishioner in good standing at least three (3) months prior to the date of the election.⁸⁹
- F.** Candidates receiving the greatest number of votes shall be declared elected for the ensuing term, subject to ratification by the Metropolitan.⁹⁰ In the event of a tie, the other members of the new Parish Council shall fill the office from among the tied candidates by majority vote at their first (1st) Parish Council meeting, subject to ratification by the Metropolitan.⁹¹
- G.** The results of the election shall be entered in the minutes of the first (1st) Parish Council meeting, showing the number of votes for each candidate, and such minutes shall be signed by each member of the Board of Electors.⁹²
- H.** Within five (5) days after a Parish Council election, a group of at least five (5) parishioners in good standing may protest the validity of the election by lodging a written protest with the Metropolitan.⁹³ The protest shall be signed by all of the protesting parishioners in good standing and it shall list the reasons for the suspected invalidity.⁹⁴
- I.** If a member-elect of the incoming Parish Council resigns, or if a vacancy for any other reason occurs, during the interim between the date of the Parish Council election and the election of the Parish Council officers, the

⁸⁵ Regulations §25.1.

⁸⁶ Regulations §25.4. This provision allows for any alternative deadline stated in the By-Laws, but our By-Laws do not state an alternative deadline.

⁸⁷ Regulations §25.4. This provision does not provide for an alternative deadline under the By-Laws.

⁸⁸ By-Laws §§II.7&VIII.2.

⁸⁹ Regulations §25.5; and By-Laws §VIII.3.

⁹⁰ Regulations §25.5; and By-Laws §VIII.6.

⁹¹ Regulations §25.8; and By-Laws §VIII.6.

⁹² Regulations §25.8; and By-Laws §VIII.6.

⁹³ Regulations §25.9; and By-Laws §VIII.7.

⁹⁴ Regulations §25.9; and By-Laws §VIII.7.

members of the incoming Parish Council shall, after the election of the Parish Council officers, elect a new member from among the Church's parishioners in good standing to fill the vacancy.⁹⁵

- J.** In the event the number of nominated candidates is less than or equal to the number of vacancies, their election shall proceed as described above.⁹⁶ Following such election, any remaining vacancies shall be filled by the Parish Council from the parishioners in good standing as described above.⁹⁷

Section 5. Election of Parish Council: Certification. The Priest shall forward the results of the Parish Council election to the Metropolis no earlier than five (5) but no later than six (6) days after the election is held.⁹⁸ The Priest shall evaluate the authenticity of Parish Council elections and certify in writing to the Metropolitan that all those elected are reputable members of the Parish and are of Christian character; that all candidates were qualified to stand for election; and that the election was conducted in accordance with the Regulations and the By-Laws.⁹⁹

Section 6. Election of Parish Council: Ratification. The election shall not be final, and the Affirmation of Office may not be administered, until the Church has received the Metropolitan's ratification of the election.¹⁰⁰ The existing Parish Council shall continue to fulfill its duties until the election is ratified and the new members of the Parish Council have made the Affirmation of Office.¹⁰¹ Ratification will not occur if the Church is either not current on its Archdiocesan Total Commitment obligations or a payment arrangement for the same is not in place.¹⁰²

Section 7. Election of Parish Council: Affirmation of Office. Once the ratification is received, the Priest shall administer the Affirmation of Office to new and continuing Parish Council members in a special ceremony following the Divine Liturgy.¹⁰³ All Parish Council members shall repeat the Affirmation.¹⁰⁴ The Affirmation shall be administered not later than the third (3rd) Sunday in January.¹⁰⁵ If a member of the Parish Council cannot be present for the Affirmation of Office, then it will be administered by the Priest to him or her at the first (1st) Parish Council meeting following the Affirmation of Office and before the election of Parish Council officers.¹⁰⁶ Those refusing to make the Affirmation of Office shall have vacated their position as a Parish

⁹⁵ Regulations §§24.7&25.10; and By-Laws §VIII.8.

⁹⁶ Regulations §25.11.

⁹⁷ Regulations §25.11.

⁹⁸ Regulations §26.1 (within 5 to 8 days); and By-Laws §IX.1 (within 6 days).

⁹⁹ Regulations §26.1; By-Laws §IX.1; and Handbook p. 100.

¹⁰⁰ Regulations §26.2.

¹⁰¹ Regulations §26.2.

¹⁰² Regulations §34.8.C.

¹⁰³ Regulations §26.3 (modified in 2014 Regulations to change from all to 2/3 but By-Laws still requires all; also modified to extend deadline from 2nd to 3rd Sunday in January; make-up Affirmation may be done at first Parish Council meeting with members not in attendance); Handbook p. 100; and By-Laws §IX.3.

¹⁰⁴ Regulations §26.3.

¹⁰⁵ Regulations §26.3.

¹⁰⁶ Regulations §26.3.

Council member and/or officer.¹⁰⁷ All new and continuing Parish Council members shall also sign and execute the disclosures and written Affirmation of Office attached to the Regulations as Addendum A thereto.¹⁰⁸ Those refusing to do so shall have vacated their position as a Parish Council member and/or officer.¹⁰⁹ One (1) copy of the executed documents is to be sent to the Metropolis and one (1) is to be kept in the Church files.¹¹⁰ The following is the Affirmation of Office:¹¹¹

“I do solemnly affirm that I will uphold the dogma, 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.”

Section 8. Election of Parish Council Officers. Following the Affirmation of Office of the Parish Council members, the Parish Council shall promptly (but in no event later than the third (3rd) Sunday in January) convene to elect officers under the chairmanship of the Priest who shall not vote, and at least two thirds (2/3) of the Parish Council members must be present.¹¹² No absentee ballots or proxies are permitted for the election of Parish Council officers.¹¹³ The term of each office shall be for one (1) year.¹¹⁴ The offices of Treasurer and President shall not be held by the same person for more than six (6) consecutive years except by special permission from the Metropolitan.¹¹⁵ The officers of the Parish Council shall include, at a minimum, a President, a Vice-President, a Secretary and a Treasurer.¹¹⁶

Section 9. Transition. The out-going Parish Council and Parish Council officers, upon expiration of their respective terms, shall surrender to the succeeding Parish Council and Parish Council Officers all Parish Council records, including, but not limited to, lists, minutes, checkbooks, documents, reports, and financial records.¹¹⁷ The out-going Parish Council President shall prepare for the in-coming Parish Council President a transition plan and package, which shall include at least the following:

¹⁰⁷ By-Laws §IX.4.

¹⁰⁸ Regulations §26.4; *and* Handbook p.100.

¹⁰⁹ Regulations §26.4.B.

¹¹⁰ Regulations §27.4; *and* Handbook p.100.

¹¹¹ By-Laws §IX.4.

¹¹² Regulations §27.1 (modified in 2014 Regulations to require 2/3 Parish Council members present to elect officers; also modified to allow the vote to take place no later than 3rd Sunday in January). *See also* By-Laws §IV.2 (officers shall be elected at the organizational meeting held immediately after the Affirmation of Office); *and* By-Laws §IV.5.1.

¹¹³ Regulations §27.1.

¹¹⁴ By-Laws §IV.2.

¹¹⁵ Regulations §27.2.

¹¹⁶ Regulations §24.2; *and* By-Laws §IV.2. The Regulations require these four offices and any other offices required under local parish by-laws.

¹¹⁷ Regulations §29.4.

- A. All physical and electronic keys, logins and passwords.
- B. A contact list containing contact information for all persons and services relevant to the administration of the Church.
- C. A sample calendar listing the major recurring Church events on a monthly basis.
- D. A memorandum describing general tips, hints and advice for the efficient administration of Church business and Pascal traditions.
- E. A listing of the Church “odd-jobs” which need to be addressed by the Parish Council President, such as the development of a Parish Council duty roster for services.
- F. A memorandum summarizing the current state of all then-current projects, programs and committees under the direction of the Parish Council.

Section 10. Parish Council Meetings. The Parish Council shall generally hold regular meetings at least once per month, and it shall also hold special meetings whenever the Priest, President or majority of the Parish Council members shall deem it necessary.¹¹⁸ Notice of a special meeting must be given in writing to all Parish Council Members, except that it may be given orally at the direction of the President.¹¹⁹ Parish Council members must attend the regular and special meetings.¹²⁰ Emergency Parish Council meetings may be held by telephone only if called by the Priest and the Parish Council President, and only if permitted under applicable law.¹²¹

- A. The Parish Council may meet without the Priest when necessary, and such meetings shall be valid and all actions taken shall have full force and effect.¹²²
- B. A majority of the members of the Parish Council shall constitute a quorum for the transaction of business.¹²³ Vacancies on the Parish Council shall not be used in order to establish a quorum.¹²⁴
- C. The minutes of the meetings of the Parish Council shall be signed by the Priest, the President, and the Secretary.¹²⁵

¹¹⁸ Regulations §28.1.

¹¹⁹ By-Laws §IV.5.1.

¹²⁰ Regulations §24.6.

¹²¹ Regulations §24.6.

¹²² By-Laws §IV.1.

¹²³ Regulations §28.2; *and* By-Laws §IV.5.

¹²⁴ Regulations §28.2.

¹²⁵ Regulations §28.3.

- D. No proxies shall be allowed at Parish Council meetings.¹²⁶ Decisions shall be based upon consensus unless a vote is specifically required by the Regulations or By-Laws.¹²⁷ *Robert's Rules of Order* shall control on decisions only if it is not inconsistent with the Regulations and only if consensus cannot be reached.¹²⁸
- E. The transaction of business shall be preceded by and closed with a prayer, which shall be led by the Priest if he is present.¹²⁹
- F. The President, in consultation with the Priest, shall prepare an agenda including but not limited to: reading and approval of the minutes of the last Parish Council meeting; the President's report; a report from the Priest on matters requiring Parish Council action; the Secretary's report; the Treasurer's report; and reports of committees and ministries.¹³⁰

Section 11. Parish Council Duties: Members and Officers. The Parish Council is responsible to the Parish Assembly and to the Metropolitan for coordinating and conducting all Parish affairs in keeping with the mission, aims and purposes of the Greek Orthodox Church as set forth in the Charter and the Regulations.¹³¹

- A. The Priest and the Parish Council shall be responsible for all personnel employed by the Church, and also for the Church's adherence to all applicable personnel and volunteer policies promulgated by the Archdiocese.¹³²
- B. Parish Council members shall attend Divine Liturgy regularly and participate in the sacramental life of the Church, thereby setting an example for the parishioners.¹³³
- C. The Parish Council shall have the following specific duties:
 - a. It shall maintain in a conspicuous place a list showing all parishioners meeting their financial obligation, but such list shall not contain specific amounts pledged or paid.¹³⁴
 - b. It shall cooperate with and assist the Priest in maintaining the supplies necessary for Church services.¹³⁵

¹²⁶ Regulations §24.6.

¹²⁷ By-Laws §IV.5. The Regulations do not address Parish Council decision-making, but Archdiocesan materials do indicate that consensus is the default basis for decision making. *See* "Welcome to the Parish Council" (July 2010), p. 27.

¹²⁸ By-Laws §IV.5.

¹²⁹ By-Laws §IV.5.

¹³⁰ By-Laws §IV.5.

¹³¹ Regulations §24.1; *and* By-Laws §IV.5.

¹³² Regulations §29.3.

¹³³ Regulations §29.1.

¹³⁴ By-Laws §IV.5.1.

- c. It shall make a semi-annual inventory of the Church premises and the real property owned by the Church for purpose of maintaining a physical inventory of all property.¹³⁶
- d. It shall annually determine and publish all fees, dues and charges deemed appropriate for the use of any and all facilities owned by the Church.¹³⁷
- e. It shall assist the Priest in the administration of the affairs and ministries of the Parish.¹³⁸
- f. It shall establish appropriate committees, including but not limited to stewardship, finance, fundraising, and planning and real estate committees.¹³⁹
- g. It shall utilize the stewardship material provided by the Archdiocese to implement and expand the Parish stewardship program and ministries.¹⁴⁰
- h. It shall prepare budgets for the Church's administration and ministries, and it shall collect the revenues of the Church.¹⁴¹
- i. It shall provide for the Priest's remuneration and benefits in accordance with the Clergy Compensation Plan of the Archdiocese.¹⁴²
- j. It shall provide financing for the salaries of the Parish personnel.¹⁴³
- k. It shall provide financial resources for the Church's administration and for the Church's spiritual, educational and other ministries and expenses.¹⁴⁴
- l. It shall buy, sell, or mortgage parish property, subject to the approval of the parish assembly and the provisions of the By-Laws, the Regulations, this Manual, and applicable law.¹⁴⁵
- m. It shall provide for payments and assessments for support of the Archdiocese as fixed by the Congresses.¹⁴⁶
- n. It shall submit to the Metropolis and the Archdiocese at the end of each year the financial statements of the Parish for that year (certified by the Board of Auditors) and the Parish budget for the ensuing year.¹⁴⁷
- o. It shall submit annual Parish reports that may be required by the Archdiocese and/or the Metropolis.¹⁴⁸

¹³⁵ By-Laws §IV.5.4.

¹³⁶ By-Laws §IV.5.5.

¹³⁷ By-Laws §IV.5.6.

¹³⁸ Regulations §29.1.A.

¹³⁹ Regulations §29.1.B.

¹⁴⁰ Regulations §29.1.C.

¹⁴¹ Regulations §29.1.D.

¹⁴² Regulations §29.1.E.

¹⁴³ Regulations §29.1.F.

¹⁴⁴ Regulations §29.1.G.

¹⁴⁵ Regulations §29.1.H.

¹⁴⁶ Regulations §29.1.I.

¹⁴⁷ Regulations §29.1.J.

¹⁴⁸ Regulations §29.1.K.

- p.** It shall adhere to the Charter, the Regulations and the decisions promulgated at the Congresses.¹⁴⁹

D. The duties of the specific Parish Council officers are as follows:

- a.** The President's duties are:¹⁵⁰
 - i.** To be responsible for proper administration of the parish according to the Regulations, the By-Laws, the Parish Assembly, this Manual, and applicable laws.
 - ii.** To preside at all Parish Council meetings and also at the Parish Assemblies in the absence of a duly elected Parish Assembly Chairman.
 - iii.** To call special Parish Council meetings.
 - iv.** To sign the minutes of all Parish Council meetings together with the Secretary and the Priest.
 - v.** To execute all contracts on behalf of the Parish following due authorization to do so.
 - vi.** To appoint committees for the purpose of carrying out such duties as may be assigned to each committee.
 - vii.** To supervise the administrative functions of the Parish, including the duties of the office personnel and the other officers of the Parish Council.
 - viii.** To sit as ex-officio member of the Trust Fund Board of Trustees.
 - ix.** To sit as member of Stewardship Committee.
- b.** The duty of the Vice President is to act on any and all matters in the place of the President in the event of his or her absence.¹⁵¹
- c.** The duties of the Secretary are to oversee the keeping of the minutes of the meetings of the Parish Council and the Parish Assemblies; to supervise all Parish correspondences; and to ensure availability of the Parish seal within the custody of the Priest.¹⁵²
- d.** The duties of the Treasurer are:¹⁵³
 - i.** To supervise collection of Parish funds and to deposit such funds.
 - ii.** To keep adequate records of Parish revenues and expenditures.

¹⁴⁹ Regulations §29.1.L.

¹⁵⁰ By-Laws §IV.6.B.

¹⁵¹ By-Laws §IV.6.C.

¹⁵² By-Laws §IV.6.D.

¹⁵³ By-Laws §IV.6.E.

- iii. To submit a balance sheet and statement of receipts and expenditures to the Parish Council monthly.
- iv. To oversee the Parish accounting system.
- v. To call a meeting of the Board of Auditors prior to the end of each year to discuss the review of the accounting records.
- vi. To sit as a member of the Stewardship Committee.

Section 12. Parish Council Powers. The Parish Council shall have exclusive power to recommend to the Parish Assembly, after a majority vote of the Parish Council in favor of such recommendation, a sale or mortgage of Church property.¹⁵⁴ The Parish Council shall have the exclusive power to collect the revenues of the Parish against receipts for the same.¹⁵⁵ The Priest and the Parish Council and its officers may exercise any additional authority consistent with the Charter, Regulations and the Parish By-Laws.¹⁵⁶ The Parish Council may also delegate to persons not members of the Parish Council responsibility and authority for the execution of policies and directives established by the Parish Council, so long as such delegation does not conflict with the Charter, Regulations, By-Laws, or this Manual, and so long as such delegation promotes the efficient administration of the Church.

Section 13. Vacancies, Absence and Removal. A vacancy shall exist upon: death or resignation; physical or mental incapacity; invalidation of election; removal by the Metropolitan; and failure to be current on Church financial obligations.¹⁵⁷

- A. Except in the event of vacancy due to removal by the Metropolitan, vacancies shall be filled promptly by the Parish Council by electing a successor from the parishioners in good standing.¹⁵⁸ Such successor shall serve for the remainder of the vacated term.¹⁵⁹
- B. If a vacancy occurs after the Parish Council elections but before the first (1st) meeting of the council at which Parish Council officers are elected, the vacancy shall be filled after the election of the Parish Council officers.¹⁶⁰
- C. All newly appointed members who fill a vacancy must attend a Parish Council Seminar to be conducted by the Priest prior to taking the Affirmation of Office and assuming their duties.¹⁶¹
- D. If a Parish Council member misses three (3) consecutive meetings, then he or she shall have vacated his or her position on the third (3rd) such

¹⁵⁴ By-Laws §IV.5.2.

¹⁵⁵ By-Laws §IV.5.3.

¹⁵⁶ Regulations §29.5. This sentence is verbatim from the Regulations.

¹⁵⁷ Regulations §§24.5&24.7.

¹⁵⁸ Regulations §24.7.

¹⁵⁹ Regulations §24.7.

¹⁶⁰ Regulations §24.7.

¹⁶¹ Regulations §24.8.

absence.¹⁶² The Parish Council shall give him notice, and this notice will be put in the Parish Records.¹⁶³ However, if such member shows justifiable cause for such absences at the next regular Parish Council meeting, the Parish Council may elect, by majority vote, in a secret ballot vote, to retain him or her on the Parish Council.¹⁶⁴

- E.** The Metropolitan can remove Parish Council members for any of the following: cessation of loyalty to doctrine, canons, worship, discipline customs and practices of the Greek Orthodox Church; being in violation of the Regulations or encyclicals of the Archdiocese; not recognizing or refusing to recognize the authority of the Metropolis or Archdiocese; committing a serious moral transgression; violating his or her Affirmation of Office; or has engaged in actions which do not further the administrative or spiritual well-being of the Church, the Metropolis or the Archdiocese.¹⁶⁵ If the Priest suspects that removal is required for one of these reasons, then he shall submit his recommendation in writing to the Metropolis.¹⁶⁶
- F.** If the office of the President becomes vacant during term, the Vice President shall assume the office of the President, but any other vacancies shall be filled by election of the Parish Council.¹⁶⁷

¹⁶² By-Laws §IV.4.

¹⁶³ By-Laws §IV.4.

¹⁶⁴ By-Laws §IV.4.

¹⁶⁵ Regulations §24.5.A.

¹⁶⁶ Regulations §24.5.B.

¹⁶⁷ Regulations §27.3.

CHAPTER VII BOARD OF ELECTORS

Section 1. Composition. The Board of Electors shall consist of between three (3) and five (5) parishioners in good standing.¹⁶⁸ The Board of Electors shall be elected at the Fall Parish Assembly from among those who neither themselves nor any of their immediate family members are candidates for election to the Parish Council or are current members of the Parish Council.¹⁶⁹ The Priest shall certify that all candidates for the Board of Electors are parishioners in good standing.¹⁷⁰ Any vacancy on the Board of Electors shall be filled by the Parish Council by electing a successor from the parishioners in good standing who are not candidates for the Parish Council election.¹⁷¹

Section 2. Responsibilities. The Board of Electors shall, in cooperation with the Priest, verify the eligibility of the list of candidates, notify all eligible parishioners concerning the Parish Council election, supervise the Parish Council elections, and tabulate and report the results of balloting.¹⁷² Such notice shall contain: the name and address of each nominee for the Parish Council; the years of membership in the community of each nominee; the service and positions held in Church organizations of each nominee; the resume of attendance and duty record of each nominee seeking re-election to the Parish Council; and instructions on absentee balloting.¹⁷³ The Board of Electors shall supervise the Parish Council elections in accordance with the applicable rules.¹⁷⁴ The Priest shall be advised of all meetings of the Board of Electors, and he may attend any such meeting if he so desires.¹⁷⁵

¹⁶⁸ Regulations §32.1; *and* By-Laws §V.1.

¹⁶⁹ Regulations §32.1; *and* By-Laws §V.1.

¹⁷⁰ Regulations §32.2.

¹⁷¹ Regulations §32.3; *and* By-Laws V.4.

¹⁷² Regulations §32.2.; *and* By-Laws §§ V.2&V.3.

¹⁷³ By-Laws §V.2.

¹⁷⁴ By-Laws §V.3.

¹⁷⁵ Regulations §32.2.

CHAPTER VIII BOARD OF AUDITORS

Section 1. Composition. The Board of Auditors shall consist of three (3) to five (5) parishioners in good standing elected annually for a term of one (1) year.¹⁷⁶ The election of the Board of Auditors will be held along with Parish Council elections.¹⁷⁷ The Board of Auditors shall be elected from among those parishioners in good standing who have not served on the Parish Council for the year being audited, who are not candidates for the Parish Council or the Trust Fund Committee, and who are not sitting members of the Parish Council or the Trust Fund Committee.¹⁷⁸ Each candidate shall have the financial competency properly to execute its responsibilities.¹⁷⁹ Any vacancy shall be filled by the Parish Council by electing a successor from among the parishioners in good standing for the unexpired portion of the term of such vacancy.¹⁸⁰

Section 2. Responsibilities. The Board of Auditors shall audit the accounting records of the Church for the prior year and prepare a report of such audit for presentation to the Parish Assembly, with a copy of such report to be sent by the Parish Council to the Metropolis and the Archdiocese after review by the Parish Assembly.¹⁸¹ It shall, on a quarterly basis, conduct an audit of the accounting records of the Church and prepare in duplicate a report of each such quarterly audit for presentation to the Parish Council, with a copy of such report to be sent to the Metropolis.¹⁸² It shall have an annual financial report prepared by a licensed CPA or accounting firm, and each member of the Board of Auditors shall sign such annual financial report.¹⁸³ Parish Records will be available to the Board of Auditors in the Church office but may not be removed.¹⁸⁴ The Board of Auditors will review and inventory all Church insurance policies.¹⁸⁵

¹⁷⁶ Regulations §33.1; *and* By-Laws §VI.1.

¹⁷⁷ By-Laws §VI.1.

¹⁷⁸ Regulations §33.1; *and* By-Laws §VI.1.

¹⁷⁹ Regulations §33.1.

¹⁸⁰ Regulations §33.3.

¹⁸¹ Regulations §33.2; *and* By-Laws §VI.2.

¹⁸² By-Laws §VI.2.

¹⁸³ By-Laws §VI.2.

¹⁸⁴ By-Laws §VI.3.

¹⁸⁵ By-Laws §VI.4.

CHAPTER IX
PRIEST

Section 1. Role, Authority and Duties. The Priest is the head of the Parish.¹⁸⁶ As such head of the Parish, and by virtue of the ecclesiastical authority vested in him, he shall guide and oversee the Parish.¹⁸⁷ The Priest together with the Parish Council is responsible to the Metropolis for the whole life and activities of his Parish.¹⁸⁸ The Priest and the Parish Council shall be responsible for all personnel employed by the Church, and, in addition, the Priest and the Parish Council shall be responsible for the Church's adherence with all applicable personnel and volunteer policies promulgated by the Archdiocese.¹⁸⁹ The Priest and the Parish Council and its officers may exercise any additional authority consistent with the Charter, Regulations and the Parish By-Laws.¹⁹⁰ The Priest must always remind the Parish to faithfully observe the Regulations and the decisions of the Clergy-Laity Congresses.¹⁹¹

Section 2. Compensation, Vacation and Benefits. The following are the policies regarding the Priest's compensation, vacation and benefits package:

- A.** The Priest shall seek compensation increases and other financial considerations only through the Metropolitan.¹⁹²
- B.** The Parish shall not reduce, withhold or adversely alter a Priest's remuneration without the consent of the Metropolitan.¹⁹³
- C.** The Priest must join and maintain current his participation in the Archdiocesan Pension Program and the Orthodox Health Plan.¹⁹⁴
- D.** After review and approval of the Metropolitan, the Parish must provide the following to the Priest:¹⁹⁵
 - a. Moving and travel reimbursement when he is assigned to the Parish.
 - b. Compensation according to the Clergy Compensation Plan.
 - c. A housing allowance or a Parish house including the payment of all utilities for such Parish housing.
 - d. Family Orthodox Health Plan Coverage.

¹⁸⁶ Regulations §24.1.

¹⁸⁷ Regulations §30.1.

¹⁸⁸ Regulations §30.1. *See also* Regulations §30.2 ("Each Parish shall be administered by the Priest and the Parish Council cooperatively.").

¹⁸⁹ Regulations §29.3.

¹⁹⁰ Regulations §29.5.

¹⁹¹ Handbook p. 100.

¹⁹² Handbook p. 98.

¹⁹³ Regulations §17.8.B.

¹⁹⁴ Regulations §17.11.

¹⁹⁵ Regulations §17.8.A.

- e. The Parish shall pay the full cost of Social Security coverage at the full self-employment rate.
 - f. The Parish shall either purchase or lease an automobile for use by the Priest and shall also cover all related expense.
 - g. The Parish shall defray all expenses incurred in attending Clergy-Laity Congresses or Local Assemblies.
 - h. An annual paid vacation period of fifteen (15) calendar days plus one (1) additional week for each five (5) years of ordained service (up to a maximum of five (5) such weeks), regardless of the amount of time serving the Parish. The Priest shall procure the written permission of the Metropolis before taking any vacation described in this paragraph.
 - i. A paid sabbatical of three (3) months after six (6) years of continuous service in the Parish.
- E.** If the Priest becomes seriously ill or disabled while serving the Parish, he shall be fully compensated by the Parish during this illness for at least three (3) months during the illness and at fifty percent (50%) for the next three (3) months.¹⁹⁶
- F.** The Parish Council shall subsidize the cost of any continuing education, workshops or seminars of which the Priest desires to partake, provided that the Metropolitan has approved of such continuing education, workshop or seminar.¹⁹⁷ The Parish Council also shall pay the Priest his remuneration during participation in any such continuing education, workshop or seminar.¹⁹⁸

Section 3. Transition. Upon transfer to another parish or retirement, the Priest shall prepare for his successor a transition guide which shall include at least the following:

- A.** All keys, logins and passwords, both physical and electronic.
- B.** A list of all participants in all Church committees, ministries and programs.
- C.** A description of all Church Records.
- D.** A memorandum summarizing the then-current status of all Church committees, ministries, and programs.
- E.** A detailed contact list with contact information for all Church service-providers, such as utilities and security providers.
- F.** An up-to-date Church inventory.

¹⁹⁶ Regulations §17.9.

¹⁹⁷ Regulations § 17.10.

¹⁹⁸ Regulations §§ 17.8.B & 17.10.

CHAPTER X CHURCH FINANCES

Section 1. Church Finances in General. At least two (2) Parish Council officers authorized by the Parish Council shall sign all checks, and all checks must be fully completed prior to signing.¹⁹⁹ The Parish Council President, Vice-President, Secretary, Treasurer and at least one (1) other member of the Parish Council (who shall be appointed by the Parish Council President) shall be the only persons authorized to sign checks, and shall also be the only authorized parties on any account. Notwithstanding any of the foregoing, the Priest shall be the sole authorized party on the Priest's Discretionary Fund account, and the sole party authorized to sign checks written on such account. The Church's fiscal year shall be the calendar year.²⁰⁰ All transfers of money or other property to the Parish shall be deemed gifts unless, prior to the transfer, the Parish Council acknowledges in writing that the transfer is a loan.²⁰¹ All special contributions, bequests, gifts, and devises shall be used by the Parish only for the purposes for which they were made.²⁰²

Section 2. Unauthorized Accounts and Contracts. No checking, savings, bank or other cash-equivalent accounts shall be opened in the name of the Church for the deposit of funds belonging to the Church. No funds belonging to the Church shall be deposited in any account which is not an authorized Church account. No contract purporting to bind or binding the Church thereto shall be entered into in the name of the Church or otherwise, unless approved in advance in writing according to the rules described in this Manual, and unless done by the party authorized to do so according to the rules described in this Manual. Any person violating the rules of this section shall be personally liable for any funds in any such unauthorized accounts or for any claims, damages or liabilities incurred by the Church in connection with any such unauthorized contracts.²⁰³ Any such unauthorized accounts existing as of the date of adoption of this Manual shall, as swiftly as possible be closed, the funds shall be deposited into the Church's account, and such funds shall be reserved for the benefit of the Church function which had previously maintained the separate account.

Section 3. Custody of Assets, Funds and Accounts. The Parish Council shall be the custodian of all Parish funds.²⁰⁴ All assets of the Church shall be held and titled in the name of the Church. A new cash or cash-equivalent account may be opened by the Church only upon approval of the Parish Council, and the Parish Council President, Vice-President, Secretary, Treasurer and at least one (1) other member of the Parish Council (who shall be appointed by the Parish Council President) shall all be required to be

¹⁹⁹ By-Laws §IV.6.A.

²⁰⁰ Regulations §34.2.

²⁰¹ Regulations §34.10.

²⁰² Regulations §16.5.

²⁰³ Ala. Code §10A-3-8.01.

²⁰⁴ Regulations §34.1.

authorized parties on such accounts, and no other party shall be permitted to be an authorized party.

Section 4. Church Budget. The preliminary budget for the following Church year shall be submitted for approval by the Parish Assembly at the Fall Assembly, and such budget must show, at a minimum, the Parish's fair share assessment due to the Archdiocese, and appropriations for sending the Parish's delegates to the Clergy-Laity Congresses and Local Assemblies.²⁰⁵ Such preliminary budget is subject to final approval at the following Spring Assembly.²⁰⁶ At the first Parish Assembly of each year, the Parish Council shall submit a financial report detailing all income and expenses for the preceding year.²⁰⁷ At the Spring Assembly: the immediate past year's Parish Council Treasurer will provide a financial report of the Parish for the immediately preceding year, which report shall include a statement of receipts and expenditures from all properties owned by the Church; the Board of Auditors' report and the report of the independent auditor's compilation will be submitted to the Parish Assembly; and the Greek Festival Committee Chair will submit a financial statement showing income and expenses for the Greek Festival.²⁰⁸ The Parish Council shall publish all materials reflecting all reports on the budgets to be submitted at all Parish Assemblies and they will mail these materials to all parishioners no later than ten (10) days prior to the Fall Assembly and the Spring Assembly.²⁰⁹ The Education, Youth, Culture and Diakonia Committee, and all other Church programs or committees which prepare budgets, shall submit to the Parish Council their budgets for each coming calendar year by July 1st of the previous year.

Section 5. Archdiocesan Total Commitment. The Parish budget must also include a line item for Archdiocesan Total Commitment, which is calculated as determined by the most recent Clergy-Laity Congress.²¹⁰ The Parish is required to meet its Archdiocesan Total Commitment and financial reporting requirements.²¹¹ The Parish must remit the Archdiocesan Total Commitment monthly as determined by the Clergy-Laity Congress and the Metropolis.²¹² If the Parish does not pay its Archdiocesan Total Commitment, Parish Council elections will not be ratified and delegates to the Clergy-Laity Congress will not be allowed to vote.²¹³ If the Parish refuses to pay its Archdiocesan Total Commitment, the Metropolis or the Archdiocese can order a certified audit at the Parish's expense.²¹⁴

Section 6. Insurance. The Parish Council shall cause the Church to maintain insurance policies which, in the judgment of the Parish Council, are sufficient to meet the Church's needs given the Church's scope and size, including special insurance policies

²⁰⁵ Regulations §§ 34.3&34.4; and By-Laws §III.4.

²⁰⁶ By-Laws §III.4.

²⁰⁷ Regulations §34.2.

²⁰⁸ By-Laws §III.5.

²⁰⁹ By-Laws §III.6.

²¹⁰ Regulations §34.5.

²¹¹ Regulations §34.8.

²¹² Regulations §34.8.B.

²¹³ Regulations §§ 34.8.C&E.

²¹⁴ Regulations §34.8.D.

for events such as Greek Fest. The Church shall in all events maintain a policy of property casualty insurance sufficient to completely reconstruct or replace the Church and other Church buildings, as well as necessary personal property and equipment, in the event of a total or partial loss from fire or other casualty, but only if and to the extent that such insurance is available and economical. The Church shall in all events also maintain all insurance coverage required by the Metropolis or the Archdiocese; required under any loan or security agreement or any other contractual agreement; or required by any government entity, law, rule or regulation.

Section 7. Procurement. The Parish Council shall, with the consent of the Priest, maintain a procurement policy for all Church goods, supplies, and inventories (the “Procurement Policy”). The Parish Council shall regularly review and revise the Procurement Policy. The Procurement Policy shall be in writing, and a copy of it shall be maintained with this Manual. All purchases by any committee, ministry or program must comply with the Procurement Policy.

Section 8. Payment of Obligations. The Parish Council shall maintain a payables policy for the review and payment of all Church obligations (The “Payables Policy”). The Parish Council shall regularly review and revise the Payables Policy. The Payables Policy shall be in writing, and a copy of it shall be maintained with this Manual. The Parish Council may, according to this policy, specify certain operating obligations which are to be paid without prior approval of the Parish Council. All obligations not so specified under the Payables Policy, however, shall be reviewed and discussed by the Parish Council or a sub-committee of the Parish Council prior to payment.

Section 9. Reporting to the Archdiocese and the Metropolis. The Parish must respond to written financial records requests from the Archdiocese or Metropolis within thirty (30) days.²¹⁵ Parish financial reports for a year must be forwarded to the Archdiocese and the Metropolis no later than May 15th of the subsequent year and must.²¹⁶

- A. Include financial records of any and all entities under the direct or indirect control of the Parish or Parish Council.
- B. Include financial activities outside of the normal parish operating statements, however, they can be presented separately and need not be consolidated into the Parish operating statement.
- C. Include a balance sheet, an income statement, and budgets approved by the Parish Assembly.
- D. Be certified in writing as to their validity by the Priest, the President and the Treasurer.

²¹⁵ Regulations §34.8.A.

²¹⁶ Regulations §34.7.

- E. Be prepared according to the guidelines set forth by the Archdiocesan Council.
- F. Include and report all Parish activities, including but not limited to, building funds, festivals, special appeals or any and all restricted fund activities.
- G. Include complete copies of all insurance policies currently in force.

Section 10. Book-Keeping Rules. The following book-keeping and accounting rules shall be followed by all Church employees and any other persons performing book-keeping services for the Church:

- A. Receipts of cash, checks, money orders or other cash-equivalents shall be processed, appropriately recorded in the Church's physical or electronic journal, and deposited in the appropriate bank account as quickly as possible. A copy of the check and the relevant deposit receipt shall be retained in the Church's physical or electronic accounting records. Receipts pending deposit shall be kept in a secured place, neatly organized and designated for deposit.
- B. The Church's physical and electronic books, journals and ledgers shall be maintained in a secured place and shall always be kept in an organized, legible and clear manner. All journal entry notations shall be thorough, descriptive, and legible.
- C. All accounts payable shall be kept in a secured place and in a neatly organized manner which tracks the due dates of payment of such accounts payable.
- D. No receivables, payables, checks, books, or other Church accounting documents, work papers or items shall be removed from the Church office except with the express consent of the Parish Council President or except in the event that a duly-authorized and signed check is being delivered directly to a Church creditor, or except in the event that a duly-authorized deposit of Church receipts is being made.
- E. The Parish Council may establish certain protocols in addition to those specified in this Manual for the effective administration of the books and accounts of the Church.
- F. As stated above, all checks shall require two (2) authorized signatures.

CHAPTER XI CHURCH FACILITIES

Section 1. Maintenance. The Church, including all premises, buildings and property, will always be kept in a clean, organized and presentable condition. Regular maintenance and repair should be performed on the Church buildings, including the mechanical, electrical, plumbing, and HVAC systems, sufficient to maintain the good appearance of the Church and preserve and prolong the functional life of the real property. The Parish Council shall procure janitorial and maintenance personnel or contractors to perform the regular maintenance and up-keep of the Church necessary to achieve the goals described in this paragraph. When necessary, the Parish Council, in consultation with, and with the approval of, the Priest, shall engage experts approved by the Metropolis to preserve the iconography and other liturgical elements of the Church. The Parish Council shall establish a system for tracking the inventory of maintenance equipment and supplies owned by the Church, or take other measures necessary to ensure that these inventories are not misused, wasted or misappropriated.

Section 2. Use of Church Facilities. The Church and the Church buildings and premises may be used by Parishioners as well as non-Parishioners for events according to the following rules:

- A.** The Parish Council shall determine fees to be charged, if any, for the usage and/or rental of the Church facilities. These fees may also include reimbursement for janitorial expenses, maintenance expenses, insurance expenses, and utilities expenses incurred in connection with the event. The Parish Council shall also determine payment terms, reservation policies, hours of availability for usage, and any and all other terms and policies of the usage and/or rental of the Church facilities not inconsistent with this Manual.
- B.** For any event, the sole responsibility of the Church shall be to provide access to the designated Church facilities, including standard utilities for the use of these facilities. The Church will not provide additional services such as organists and chanters, and it shall be the responsibility of the event host to coordinate such services.
- C.** The Church is not responsible for planning, catering or coordinating any events, and no Church employee or Parish Council member may plan, cater or coordinate any event using Church facilities, except in a capacity outside of their role as Church employee or Parish Council member.
- D.** Any proposed event which is not a Church-related use or a wedding, funeral, or reception for a wedding or funeral, must first be approved by the Parish Council President and the Priest prior to allowance and scheduling of such event.

- E.** All third-party vendors and service providers engaged by the event host shall be approved by the Parish Council President and Priest prior to allowance and scheduling of such event. At a minimum, such vendors and service providers must present to the Parish Council (i) valid business licenses; (ii) certificates of automobile, worker's compensation, and general liability insurance evidencing coverage sufficient in the judgment of the Parish Council for the size, scope and type of event; and (iii) general credentials demonstrating a record of safety and professionalism.
- F.** Hosts of all events must agree in writing to indemnify the Church, its employees, and all Parish Council members for any costs, claims, damages or liabilities incurred (including reasonable attorneys fees) in connection with any negligent, reckless, or intentional acts or omissions of the event host, any event vendors or service providers, or any staff, employees, or authorized agents of the host, vendors or service providers.
- G.** The following specific rules apply for weddings:
- a.** No decorations, including candles, are to be placed in the aisles, or fastened to the pews, except the pews reserved for the families of the bride and groom: these may be designated by ribbons or flowers. These ribbons or flowers, or both, may be fastened to the pews only with rubber bands, ribbons, or protected clamps.
 - b.** The florist should take precautions to protect the finish of the furnishings of the Church. The event host may not use tacks, adhesive tape, nails, thumbtacks, scotch tape, or wire in attaching floral arrangements to the Church floor or furniture. Any damage will be charged to the florist or the party(s) responsible for scheduling the wedding at the option of the Church.
 - c.** All Church property must be left in the place and condition in which they are found.
 - d.** All decorations and floral arrangements need to be picked up immediately following the service.
 - e.** No rice or birdseed is permitted on Church property.
 - f.** The singing or playing of non-Orthodox hymns and other secular songs is not permitted before, during, or after the service. Only the traditional wedding march may be played. All other hymns before and after must be Orthodox Hymns.
 - g.** If the organ is used, the settings must be returned to the positions in which they are found.

Section 3. Administration of Church Property. All Church property shall be held in the Church's corporate name and used to carry out the purposes of the Orthodox Christian Faith as defined in Section 15 of the Regulations.²¹⁷ The Parish Council, in

²¹⁷ Regulations §16.1.

consultation with the Priest, shall administer the Church property for the benefit of the Parish.²¹⁸

Section 4. New Facilities and Improvements. The Parish must maintain aesthetic, architectural and iconographic integrity of all church edifices in accordance with Orthodox tradition.²¹⁹ The Parish must procure the Metropolitan's prior written approval for: the erection of a new Church structure or other Parish building; any major structural alteration to any Church or Parish building; and any additions or modifications of iconography or other appointments of a Church structure.²²⁰ The Parish shall maintain the architectural, iconographic and artistic integrity of all Church edifices in accordance with Orthodox Tradition.²²¹ The Parish shall submit to the Metropolitan, for his prior approval related to aesthetic and dogmatic concerns, all preliminary plans for: (1) the erection of a Church structure or other Parish building; (2) any major structural alteration to an existing Church structure or other Parish building; or (3) the iconography or any appointments of a Church structure.²²² All final plans shall also be submitted to the Metropolitan for his prior approval.²²³

Section 5. Disposition of Church Property. The Church may (1) purchase real and personal property; or (2) sell, mortgage or otherwise encumber its real property; or (3) construct a Church edifice or other building, only upon the satisfaction of all of the following conditions: (A) such action is approved by two-thirds (2/3) of parishioners in good standing present at a Parish Assembly duly called for such purpose with ten (10) days advanced written notice; (B) the Parish, following such approval, submits the following to the Metropolis in writing: (i) a request for approval; (ii) a copy of the notice of the Parish Assembly called for the purpose of approving of such action certifying the date of the mailing; (iii) a copy of the minutes of such Parish Assembly signed by the Priest, the Chairman and the Secretary; (iv) a survey of the realty and improvements, if any; (v) a description of the surrounding area, including its relationship to other Parishes, if any; (vi) financial statements as to the financing of the project including, but not limited to, the cost, the manner and terms of purchase, and the contemplated sources of income for payment and maintenance thereof; and (vii) such other information as may be pertinent or as may be requested by the Metropolitan; and (C) such action is approved by the Metropolis pursuant to Section 16.3.B of the Regulations.²²⁴ In addition to the foregoing, in the event the proposed action is to mortgage Church property, there shall also be the following three (3) requirements: (I) a Parish Council meeting must be called for the specific purpose of approving of the proposed borrowing and mortgaging; (II) a majority of the Parish Council must vote to incur the debt; and (III) a majority of the Parish Council must vote to execute the mortgage.²²⁵

²¹⁸ Regulations §161.2.

²¹⁹ Regulations §16.4.

²²⁰ *Id.*

²²¹ *Id.*

²²² *Id.*

²²³ *Id.*

²²⁴ Regulations §§ 10.2.M&16.3.

²²⁵ Ala. Code §10A-20-2.05.

CHAPTER XII MINISTRIES, PROGRAMS, AND COMMITTEES

Section 1. Authorization and Direction. The Parish shall establish educational and philanthropic activities to foster the aims and mission of the Parish and to edify its parishioners in the Faith and ethos of the Greek Orthodox Church.²²⁶ The Parish shall also engage in such inter-Orthodox, ecumenical and interfaith activities as are consistent with the policies of the Archdiocese.²²⁷ The Parish shall endeavor to have at least the following ministries: Chanters, Choir, Acolytes, a Sunday (Catechetical) School; a Greek Language/Cultural School; chapters of the Greek Orthodox Youth of America; Young Adult League; a Junior Orthodox Youth program; a chapter of the Ladies Philoptochos Society; an Outreach and Evangelism Ministry; and such other ministries as are necessary to meet the spiritual and cultural needs of the Parish.²²⁸

Section 2. Supervision and General Structure. All committees or boards of the Parish, except for the Board of Electors and the Board of Auditors, shall be under the jurisdiction of the Priest and the Parish Council.²²⁹ All Parish ministries and organizations shall be under the guidance and supervision of the Priest.²³⁰ The governing rules and documents of any parish organizations shall comply with the Charter and the Regulations, and shall be subject to the approval of the Priest, the Parish Council and the Metropolitan.²³¹

Section 3. Specific Ministries, Programs and Committees. The specific Committees and Groups of the Church are as described below. Additional Committees and Groups may be added, and existing Committees and Groups may be modified or dissolved, according to Sections 1 and 2 of this Chapter XI.

A. Liturgical Life. The following programs and ministries shall be supervised directly by the Priest as part of the Liturgical Life of the Church:

- a. Youth Choir
- b. Choir
- c. Chanters
- d. Iconography
- e. Acolyte Training

²²⁶ Regulations §15.4.

²²⁷ Regulations §15.4.

²²⁸ Regulations §19.3.

²²⁹ Regulations §30.3.

²³⁰ Regulations §19.1.

²³¹ Regulations §19.4.

B. Parish Council. See Chapter VI of this Manual for Parish Council rules. The following programs are accountable to, under the supervision of, and report to the Parish Council, and the Parish Council may create additional committees, consistent with its powers stated in Chapter VI of this Manual, as they are needed:

a. Education, Culture and Youth Diakonia Committee (the “ECYD Committee”):²³²

- i.** The ECYD Committee is charged with implementing the Priest’s vision of education and cultural and family enrichment. It shall develop policies and procedures for achieving this vision.
- ii.** The ECYD Committee should be comprised of at least six (6) members.²³³ Two (2), but in no event less than one-third (1/3), of these members must be on the Parish Council, and they serve in the “discretion and direction” of the Parish Council.²³⁴ Membership of the ECYD Committee should be made up of parishioners representing the Parish Council, parents of children participating in youth education and cultural activities, and other parishioners whose vocation is in education.²³⁵
- iii.** The ECYD Committee will be responsible for appointing, evaluating, and dismissing all volunteer program staff members, under the Priest’s supervision, with final authority to be made by the Parish Council and with consent of the Priest. Appointments should be made for one-year periods and reviewed by the ECYD Committee annually.²³⁶
- iv.** The following programs and ministries (the “ECYD Programs”) are the direct responsibility of the ECYD Committee, and the ECYD Committee shall be accountable to the Priest and the Parish Council for the progress, status and performance of these programs and ministries:

1. Family Unity

- a. Counseling & Marriage**
- b. Marriage & Family Enrichment**
- c. Bereavement**

²³² The Metropolitan encourages the use of a specific Education, Culture and Youth Diakonia Committee, and requires that it not be subsumed under another committee. Letter from the Metropolitan dated September 9th, 2008.

²³³ Metropolis Guidelines for the Education, Culture, Youth and Diakonia Committee.

²³⁴ Metropolis Guidelines for the Education, Culture, Youth and Diakonia Committee.

²³⁵ Metropolis Guidelines for the Education, Culture, Youth and Diakonia Committee.

²³⁶ Metropolis Guidelines for the Education, Culture, Youth and Diakonia Committee.

4. Changes to ECYD Program personnel, staff, and/or volunteers.
5. Problems, challenges and obstacles for any ECYD Programs.
6. On-going ECYD Program activities.
7. Church participation in each ECYD Program and/or its activities and events.

b. Stewardship

- i.** The Stewardship Committee shall consist of the President, the Treasurer, two (2) other parishioners in good standing appointed by the President, and two (2) other parishioners in good standing nominated and elected annually at the spring Parish Assembly.²³⁷
- ii.** The Stewardship Committee will elect its own Chairman and Secretary from among those members who are not currently sitting members of the Parish Council.²³⁸
- iii.** It shall cooperate with the Priest and Parish Council, and plan and execute the annual “Fair Share Stewardship Campaign”, in accordance with the Archdiocesan guidelines and local procedures.²³⁹
- iv.** The goals of the committee are to obtain stewardship commitments from the parishioners equal to the general fund budget needs of the Parish; educate the Parish as to why stewardship is part of our faith and its importance to our salvation; increase the stewardship roles of the Parish; and collect stewardship commitments.²⁴⁰

c. Finance

- i.** There shall be a standing Finance Committee at all times.
- ii.** The Finance Subcommittee shall consist of the members of the Executive Committee of the Parish Council, plus, if desired by the members of the Finance Subcommittee, an additional member, whether with voting non-voting status, who shall be a Certified Public Accountant.

d. Maintenance and Facilities

²³⁷ By-Laws §§ X.1&III.5. By-Laws §X.1 specifies a voice vote, but By-Laws §III.5 specifies a vote by show of hands.

²³⁸ By-Laws §X.1.

²³⁹ By-Laws §X.2.

²⁴⁰ By-Laws §X.3.

- i. There shall be a standing committee at all times the purpose of which is to oversee the maintenance and upkeep of Church facilities, and the management of other Church real estate.

C. Philoptochos. Philoptochos will report directly and solely to the Priest and assist with outreach, Evangelization, visitation, and other ministries.

Section 4. Greek Festival. The Greek Festival shall be administered and governed according to the attached Greek Fest Manual which is included as Appendix C to this Manual.

Section 5. Marinos Memorial Scholarship. The Parish Council shall, upon request, assist any parishioner eligible for the Marinos Scholarship in procuring an application for the Marinos Scholarship.

Section 6. Annunciation Greek Orthodox Church of Mobile, Alabama Endowment Trust. The Trust shall be administered and governed according to the attached By-Laws dated October 8th, 1987, and Trust indenture dated February 22nd, 1987, as amended by an undated First Amendment (the “Trust Documents”). All of the Trust Documents are included as Appendix D to this Manual.

Section 7. Youth Protection. The Church will follow the Archdiocesan Youth Protection Manual (the “YPM”), the latest edition of which is included in Appendix E of this Manual. The YPM is expressly incorporated into and made a part of this Manual. The Church will utilize the YPM in planning, staffing, conducting, and reviewing all youth-related events, camps, and activities (“Youth Events”). Youth Events includes any and all activities, jobs, positions, camps, or other events which are covered by the YPM, including, specifically, any and all part-time or full-time paid positions with the Church, or any part-time or full-time volunteer positions with the Church which require contact with any persons under the age of 19, or otherwise still in high school, or otherwise protected by applicable child neglect and abuse laws, or otherwise described as “Children and Youth” on Page 4 of the YPM. Each year, or at any other regular interval determined by the Parish Council, the Parish Council shall check applicable online resources to determine if any of the Youth Protection documents listed in Appendix E of this Manual have been updated, and if so, the Parish Council shall incorporate those updated versions into Appendix E of this Manual. All of the specific rules described below shall in all events be interpreted to comply with the YPM. In the event the rules listed below and the YPM are inconsistent, the more stringent rules shall be followed.

A. Staffing for Youth Events will require all of the following, at a minimum:

- a. Youth Event Staff Application (or Re-Application, as applicable) must be completed, including an authorization for the release of information required for the background checks, sex offender registry checks, and CAN Central Registry check, as applicable.

- b.** Performing a Praesidium background check. The Church may, at its option, for any one or more Staff Applications, perform one or more of the following additional screening procedures:
 - i. Checking the Alabama and federal sex offender registries at <http://dps.alabama.gov/Community/> and <http://www.nsopw.gov>. If the applicant has resided in any states other than Alabama in the previous seven (7) years, sex offender registry checks will be performed with each such state's sex offender registry checking resources.
 - ii. Performing a criminal background check with Alabama Background Check at <http://background.alabama.gov>. If the applicant has resided in any states other than Alabama in the previous seven (7) years, criminal background checks will be performed with each such state's criminal background checking resources.
 - iii. Seeking CAN Central Registry clearance using DHR-FCS-1598.
 - c.** The Youth Event Interview, or an outline similar in substance and content, shall be used to conduct an interview for the prospective staff member.
 - d.** Reference Checks of persons outside of the Church and Youth Event community who know the applicant, and preferably who know how the applicant works with children/youths. The Youth Event Guideline for Reference Checks shall be utilized.
 - e.** The prospective staff member shall be required to read the Conduct Documents (defined below) and initial and sign them as described below.
 - f.** Motor vehicle record review, if the person will or could be driving Youths.
 - g.** Review by the Parish Council of all documentation. External professionals shall be consulted as necessary.
 - h.** All documentation described above shall be placed in a permanent physical or electronic file.
- B.** All Youth Event Applicant/Staffing information shall be kept confidential and shall be provided to the Metropolis of Atlanta as required by the YPM (page 12).
- C.** To the extent allowable by law, any negative report or adverse findings regarding any Youth Event Staff Applicant shall be immediately forwarded to the National Director of the Department of Youth and Young Adult Ministries. In the event of

any such negative report or adverse findings, the Parish Council shall immediately meet to review the findings and determine the appropriate course of action.

- D.** The Conduct of all Youth Event *Personnel*, as defined on Page 4 of the YPM, at any Youth Event shall conform to the Youth Event Staff Policies & Procedures, the Youth Event Code of Conduct, and the Social Networking and Digital Communication Policy (collectively, the “Conduct Documents”). All Youth Event staff persons shall initial each page of every Conduct Document and sign and date where indicated (or if not indicated, on the front page prior) to serving at any Youth Event.
- E.** Appropriate education and training shall be provided to all Youth Event personnel. This training shall include: (1) directive to report all known, rumored, or suspected inappropriate behavior, abuse, neglect, or misconduct to the Youth Event director, who will be directed to report the same to the Parish Council (if the Youth Event director is involved, then the personnel will report directly to the Parish Council); (2) directive that all inappropriate behavior is to be reported immediately and fully; (3) education regarding the applicable legal requirements for reporting; (4) internet-based or in-person child abuse prevention training directed by the National Department of Youth and Young Adult Ministries; and (5) Youth Event directors who are responsible for screening, selection and supervision are required to complete an additional three (3) hours of specialized education and training in screen, selecting, and monitoring, as directed by the National Department of Youth and Young Adult Ministries.
- F.** No person will be allowed to supervise an immediate family member when working at a Youth Event.
- G.** No person will be allowed to serve as a Youth Event staff member until he/she has been endorsed by his/her local priest and known to such priest for at least six (6) months.
- H.** All Youth Event members should be Orthodox Christians in good standing or at the discretion of the Youth Event director.
- I.** Each Youth Event will provide the names and phone numbers of two people who can accept complaints about programming or Youth Event personnel.
- J.** Criminal background checks and sex offender registry checks shall be completed each year for Youth Event personnel who continue to participate in Youth Events. The Youth Event Application must also be completed each year.
- K.** Youth Event personnel who wish to participate in more than one Youth Event shall be required to undergo the screening and selection process outlined above for each Youth Event in which they will serve. This requirement may be met

through a transfer of a copy of their file to the new Youth Event file, together with completion of a new application, individual interview, and new reference checks.

- L.** Each Youth Event will provide the names and phone numbers of two (2) people who can accept complaints about programming or Youth Event personnel.
- M.** The Church will report to appropriate authorities suspicious or confirmed incidents of child abuse or neglect, or allegations of child abuse or neglect (all of which are an “Incident”), as required by law. The Church will immediately contact Mobile County Department of Human Resources by phone at 251-479-4616 to report an Incident (or if unavailable, the police or sheriff), and then will immediately complete and mail or fax the Form DHR-FCS-1593 to: Department of Human Resources, P. O. Box 1906, Mobile, AL, 36633-1906. The Church will also follow the reporting procedures described on Page 15-16 of the YPM: (1) an immediate discussion with the Youth Event director (however if he/she is involved in the inappropriate behavior, contact the Metropolis Youth Director); (2) a Notice of Concern (pages 31-32 of the YPM, and also included in Exhibit E of this Manual) shall be submitted to the Metropolis Youth Director; and (3) all reports of inappropriate behavior or policy violations with children or youth will be taken seriously.
- N.** In the event any employee, officer, or trustee of the Church receives any allegation of an Incident, there shall immediately be called an emergency meeting of the Parish Council to review the allegations and determine if immediate telephone reporting and Form DHR-FCS-1593 are required or prudent. The Parish Council shall then perform a thorough investigation of the facts and, if deemed prudent by the Parish Council, retain counsel. The person against whom the Incident has been alleged shall be informed of the allegation and shall be placed on leave (including pay, if the person is serving in a paid position) pending the resolution of the allegation. The Youth Event Notice of Concern may be used by the reporting person, or requested by the Parish Council to be used by the reporting person, to document a record of the reported incident.
- O.** The Church shall fully indemnify and hold harmless any Parish Council member, the Priest, or any other officer, volunteer, parishioner, or employee of the Church who reports an Incident in good faith, from and against any and all claims, losses, or costs, including reasonable attorney’s fees, in the event he or she incurs any of the foregoing in connection with his or her good faith reporting of an Incident. This indemnification shall include the advancement of attorney’s fees from the Church to the Indemnatee for the Indemnatee’s on-going legal representation by an attorney of Indemnatee’s choice.
- P.** With respect to Youth Events, the Church shall endeavor to follow all YPM guidelines to the extent practicable, including, but not limited to:

- a.** Monitoring and supervision is required at Youth Events. Youths may not be left unattended. Youth Event personnel are prohibited from being alone with a Youth or multiple Youths where other adults cannot easily observe them (Except for the Sacrament of Confession with a Priest, provided that all Confessions must take place in a visible location).
- b.** The following staff-to-Youth ratios are required at Youth Events:
 - i.** At least two (2) Youth Event staff members must supervise a Youth Event at all times. In transportation situations, only one Youth Event staff member may be in the vehicle as long as at least two (2) other people are in the vehicle.
 - ii.** Overnight Youth Events:
 - 1. 1:6, Ages 7-8.
 - 2. 1:8, Ages 9-14.
 - 3. 1:10, Ages 15-18.
 - iii.** Day Youth Events:
 - 1. 1:8, Ages 7-8.
 - 2. 1:10, Ages 9-14.
 - 3. 1:12, Ages 15-18.
- c.** Youth Event personnel under the age of 18 must be directly supervised by Youth Event personnel over the age of 21 at all times.
- d.** Each Youth Event will have age-appropriate procedures for appropriate restroom and shower/bath use designed to ensure the safety of Youths.
- e.** Conduct requirements on Pages 8-9 of the YPM, which are as follows:
 - i.** Actively monitoring and being vigilante of suspicious behavior or unsupervised Youths.
 - ii.** Youth Event staff members are prohibited from using, possessing, providing, being under the influence of, encouraging the use of, or making jokes about, alcohol or drugs.
 - iii.** Parents or guardians must complete written permission forms before Youth Event personnel may transport Youths to or from Youth Events for any purpose.
 - iv.** Youth Event personnel will: treat all Youths with courtesy, understanding, compassion, and respect; not discriminate in any

way on the basis of sex, race, religion, sexual orientation, culture or socio-economic status; always portray a positive role model by being respectful, patient, and mature; avoid even the appearance of favoritism.

- v. One-to-one counseling will be done in an open or public area in view of others but where private conversations are possible.
- vi. Forming personal relationships with Youths by Youth Event staff members is prohibited, and Youth Event staff members may not provide their personal contact information to Youths except that Youths may contact Youth Event staff members directly by email under special circumstances.
- vii. Youth Event staff members are prohibited from the following on Church property, at a Youth Event, or in the presence of Youths:
 - 1. Possessing sexually explicit materials (except as part of a pre-authorized educational program);
 - 2. Using the Internet to view or download sexually oriented materials;
 - 3. Using the Internet or any social networking site or method to inappropriately contact Youths;
 - 4. Discussing their own sexual activities, thoughts, dreams, or fantasies, or discussing sexually explicit materials or pornography (appropriate discussions about a Youth Event staff member's own abstinence can be held as long as another Youth Event staff member is present and should be consistent with the teachings of the Orthodox Church);
 - 5. Sleeping in the same beds or sleeping bags with Youths (other than a parent with his/her child; further, if Youth Event staff members are sharing a room or tent with Youths, parental consent of each Youth in the tent/room shall be required);
 - 6. At a hotel there must be one Youth per bed (unless Youths are siblings) and adults and Youths must change in the bathroom only; if an adult must be in the same room, they must be in a separate bed or sleeping bag, the written consent of the parents of all of the Youths must be procured, and there must be at least three (3) Youths in the same room per one (1) adult.
 - 7. It is acceptable to have multiple adults sleep with all of the Youths participating in one open space (such as a church basement or camp lodge);
 - 8. Dressing, undressing, bathing, or showering in the presence of a Youth;

9. Using any form of physical punishment (physical force may be used only to stop a behavior that may cause immediate harm to the individual or to a Youth);
10. Using inappropriate language, degrading punishment, or physical restraint mechanisms such as rope; participating in or allowing others to carry out any form of hazing.

f. Affection standards on 10-11 of the YPM shall be followed at all times.

- Q.** The requirements in this Chapter XII Section 7 may be waived on a case-by-case basis only by the Parish Council following a discussion of the matter at a meeting of the Parish Council. However, the Parish Council may not in any event waive any legal requirement or obligation. Further, in the event the Parish Council does waive a requirement, the Parish Council shall place in the Church files a written record of the waiver and the reason for the waiver. The reason for the waiver must include a justification of how the waiver will not jeopardize the safety and well-being of any Youths.
- R.** Any cover-up, concealment, or attempted cover-up or concealment of any Incident, shall itself be treated as an Incident.
- S.** The requirements in this Chapter XII Section 7, including the requirements of the YPM, also apply to conduct between Youths. If a Youth attending a Youth Event abuses another Youth, then the incident will be addressed in compliance with these requirements including, if applicable, reporting to legal authorities. The offending Youth will be immediately banned from all further Youth Events until the Parish Council deems that the offending Youth has been rehabilitated, which may, in the discretion of the Parish Council, include mandatory psychological treatment. Even if one or more Youths consents to an act, if the act would or could qualify as child abuse or neglect under applicable law, or otherwise qualify as an Incident under this Section, the Parish Council shall treat it as an Incident.

CHAPTER XIII DISPUTE RESOLUTION

Section 1. Interpretation of the Regulations. The Archdiocesan Council interprets all regulations promulgated under the Charter, except for certain regulations described in the Charter.²⁴¹

Section 2. Disputes Related to Canonical, Ecclesiastical, Theological, Church Governance or Church Property Issues. All disputes related to canonical, ecclesiastical, theological, Church governance or Church property issues shall be governed by Addendum B, “Disputes Resolution Procedures”, of the Regulations.²⁴² Disputes subject to this dispute resolution procedure are those which meet all of the following requirements: (i) it is a grievance, conflict, disagreement or dispute; (ii) it is between or among any person(s) or entity(ies); (iii) it requires mediation or resolution; (iv) it involves ecclesiastical, theological, canonical, Church governance or Church property issues; and (v) the issues pertains to the life of the Parish or Church community.²⁴³ In the event these requirements do not clarify whether a dispute is subject to this dispute resolution procedure, see Regulations Addendum B, §IV.m for further guidance.

Section 3. All Other Disputes. If a problem should arise between the Priest and the Parish Council, the matter shall not be brought before the Parish Assembly.²⁴⁴ The Priest or the Parish council shall have the right to refer the matter to the Metropolitan.²⁴⁵ The Metropolitan shall issue the final decision on any problem which may arise between the Priest and the Parish Council.²⁴⁶ In the event of issues related to moral, ethical or disciplinary transgression, or related to divorce and family problems, if a resolution is not reached within the Priest’s authority, the matter shall proceed through the Spiritual Courts.²⁴⁷

²⁴¹ Charter §22.e.

²⁴² Regulations §35.1.

²⁴³ Regulations Addendum B, §I.e.

²⁴⁴ Regulations §30.4.

²⁴⁵ Regulations §30.4.

²⁴⁶ Regulations §10.2.H.

²⁴⁷ Charter §9.

CHAPTER XIV
MISCELLANEOUS

Section 1. Dissolution for Inability to be Self-Sustaining. In the event the Parish Council determines that the Parish is incapable of sustaining itself and wishes to be dissolved, the procedures of Regulations §22 shall be followed.²⁴⁸

Section 2. Correspondences with the Archdiocese or the Ecumenical Patriarchate. Every written correspondence with the Ecumenical Patriarch must be transmitted only through the Archdiocese.²⁴⁹ Every Parish correspondence to the Archdiocese must be signed by the Priest, the President and the Secretary, and the outside of the envelope must indicate the Archdiocese department for which it is intended.²⁵⁰

Section 3. Graphics Standards. The Parish must follow the Greek Orthodox Archdiocese of America's Graphics Standards Manual when engaging in any written, oral, print, recorded, visual or other representation of the Church of any kind, and no matter the chosen media for such representation.²⁵¹

²⁴⁸ Regulations §22.

²⁴⁹ Handbook p. 99.

²⁵⁰ Handbook p.98.

²⁵¹ Regulations §15.8.