

**NATIONAL MINISTRIES COMMITMENT DATA  
SHEET CLARIFICATION**

**Total Parish Income:** This includes but is not limited to stewardship, candles, all parish fundraising events, holiday offerings, restricted and unrestricted funds, rental income, interest income and school income. Please exclude from this line item all donations from any sources to any parish sponsored endowment entity not spent in that calendar year. Please include any funds transferred from any such endowment to the parish during the year.

**Total Parish Expenditures:** This includes all expenses of the parish for any purpose.

**Detailed deductible Expenses: (see footnote \* below)**

- 1) This is your monthly payment to the Archdiocese and should only include the amounts actually paid.
- 2) The National Ministries include the following: Hellenic College and Holy Cross School of Theology, St. Basil's Academy, St. Michael's and St. Photios National Shrine
- 3) SCOBA authorized ministries include the follows: Eastern Orthodox Committee on Scouting (EOCS), International Orthodox Christian Charities (IOCC), Orthodox Christian Education Commission (OCEC), Orthodox Christian Fellowship (OCF), Orthodox Christian Mission Center (OCMC), Orthodox Christian Network, Orthodox Christian Prison Ministry, Orthodox Christian Association of Medicine Psychology and Religion (OCAMPR).
- 4) Includes all funds donated to the Metropolis
- 5) This includes all funds donated to the Ecumenical Patriarchate
- 6) This includes all expenses, including fees associated with such expenditures such as professional fees, licensing fees etc. which are over \$5,000 (per item) and should also include any capital expenditure which has a future use and/or extends the life of the asset which is improved by the expenditure. Each item should be listed separately. If the project or renovation has been approved by the Metropolis, please include the date of approval. Do not include any mortgage payments as they are deducted below in item 8).
- 7) This should include interest on construction loans or bridge loans that are not mortgages. Mortgage payments are deducted below in item 8).
- 8) This is the total mortgage payment.
- 9) These are funds incurred in connection with any fundraiser for the parish

- 10) This includes all funds paid to operate a day school. The school should be accredited by the relevant State agency and should operate at least three (3) hours a day between the hours of 8:00 am and 3:30 pm.
- 11) This should include funds spent to operate a Greek Education School, which will typically meet several afternoons a week or more frequently. This includes books and supplies spent in connection with operating the school. Do not include any indirect expenses of the parish.
- 12) Catastrophic insurance includes such items as flood, wind storm, earthquake, etc. Do not include the premiums paid for liability or property.
- 13) These are direct out-of-pocket moving expenses associated with moving a priest to your Parish.
- 14) These are direct cash donations made to not-for-profit charitable 501(c)3 organizations. Do not include any in-kind donations.
- 15) Include all direct expenses of the parish associated with the Clergy and lay representatives' attendance at the National Clergy Laity Congress.
- 16) Miscellaneous expenses as approved by the Hierarch. Details must accompany this form.

**\* Include only those expenses which are included in Total Parish Expenditures**

**IMPORTANT NOTE: Please notice the Fund Balance tab at the bottom of the Reporting Form. This worksheet must also be completed and submitted. Thank you.**