MEMORANDUM

TO: Parish Priests of the Holy and God-Protected Metropolis of Pittsburgh
FROM: Fr. George S. Callos, Chancellor
DATE: October 17, 2017
RE: Parish Council Ratification Packets

Dear Fathers,

Enclosed you will find the annual Parish Council Ratification Packets. I have enclosed a checklist that you may find useful in completing the paperwork associated with the annual Parish Council Elections.

I have also enclosed the “Conflicts Disclosure Policy Statement,” with accompanying signature form for the Parish Council. These forms should be duplicated from the enclosed master copies, and upon distribution and completion, they should be collected filed in the parish office. They are not to be sent to the Metropolis or Archdiocese.

Please be sure to review the Uniform Parish Regulations (UPR), especially Chapter 2 (Articles 24-29), which focuses exclusively on the Parish Council. Copies of the UPR are available from the Archdiocese, or online at: www.goarch.org.

The Archdiocese Department of Outreach & Evangelism has a variety of Parish Council related materials available on their website. Please be sure to visit: www.outreach.goarch.org.

Please be reminded that the Parish Council Affirmation of Office is administered after the Metropolitan has ratified your elections (UPR, Article 26).

Conveying to you the Metropolitan’s blessings and Archpastoral love,

Your servant in His vineyard,

+ Fr. George S. Callos
Chancellor
Parish Council Election Ratification Check-list

All items are to be addressed to the Metropolitan, and clearly marked: Attn: Parish Council Ratifications.

□ A letter from the parish priest:
  ○ Certifying the eligibility of the candidates
  ○ Attesting to the proper conduct of the election process
  ○ Requesting ratification of the election results (clearly identifying the names of those elected)

□ The “seminar attendance” signature form

□ Signed minutes from the Elections Committee recording the votes and results of the election

□ A complete list of presently elected and ongoing parish council members including current mailing addresses, telephone numbers, and email addresses.

□ Updated contact information for your parish leadership: clergymen, secretary/administrative assistant, Sunday/Church School Director, Greek School Director, Choir Director, Chair of the Parish’s Audit Committee, Youth Director(s)/Advisors, Stewardship Chairperson, Cantor, Philoptochos President.

□ A copy of your parish’s 2018 budget as distributed and approved at your fall Parish Assembly

□ If the parish is not current in its National Ministries Allocation or Metropolis Ministries Allocation for the current year (2017), a letter from the Treasurer outlining when the parish will become current in its payments.

□ “Conflicts Disclosure Policy Statement - Parish Council.” These forms may be duplicated from the enclosed master copy. Upon completion, they may be kept on file in the parish office. They are not to be sent to the Metropolis or Archdiocese.

The affirmation of office is not conducted until after the Metropolitan has ratified your elections. Your parish’s elections will not be ratified until the above items are received at the Metropolis, and processed according to our established procedures. Following the affirmation and election of officers, please send the (a) Signed Affirmation form, and the (b) List of elected officers for the new year.

PLEASE REFER TO UPR CHAPTER 2 (ARTICLES 24-29) FOR PARISH COUNCIL ELECTION AND RATIFICATION PROCEDURES.

Revised Oct 2015
October 17, 2017

To the Reverend Clergy, Parish Councils, Boards of Elections and the Faithful of the God-kept Metropolis of Pittsburgh

OUTLINE OF THE ELECTION PROCESS

Election Procedure:
- The procedures for those elections must be in accordance with the Uniform Parish Regulations and the parish Bylaws.

Eligibility:
- Candidates who are nominated for the Parish Council must be a parishioner in good standing of the Parish for at least one year immediately preceding the date of the election and must live his or her life in accordance with the Faith and canons of the Church (UPR, Article 25).
- They must understand that their duties include attending divine services regularly, participating in the sacramental life of the Church thereby setting an example for the parishioners, and aiding the parish priest in fulfilling the aims and purposes of the parish (UPR, Article 29).
- The Council President is also expected to represent the parish at the Archdiocesan and Metropolis Clergy-Laity gatherings (or, in their absence, another member of the Council)

Pre-Election:
- All candidates for election must attend a seminar conducted either by the parish priest or by other clergy and lay leaders within your Metropolis region prior to the date of the election. Any candidate who does not attend the seminar and signs the declaration enclosed will have their name deleted from the ballot.

Post-Election:
- A letter from the parish priest is to be sent to the Metropolitan:
  o Certifying the eligibility of all the candidates
  o Attest to the proper conduct of the election process, and,
  o Requesting ratification of the election results, with the names of those elected clearly identified.
- This letter is to be accompanied by:
  o The signed minutes of the Board of Elections recording the votes and results of the election,
  o The declaration of seminar attendance by the candidates,
  o A list of elected as well as ongoing parish council members with their addresses, telephone numbers, and email addresses,
  o A copy of your parish’s approved budget for the coming year, as distributed at your fall Parish Assembly, and,
  o If your parish is not current in either its Archdiocesan or Metropolis Allocations, a letter from the Parish Council Treasurer indicating when the parish will catch up to its
current obligation.
- The “Conflicts Disclosure Policy Statement - Parish Council” -- is to be signed by each newly-elected Parish Council member, and kept on file in the parish office. *They are not to be sent to the Metropolis or Archdiocese.*

**After the Ratification is received by the parish:**
- Perform the affirmation of office at the end of a Sunday Divine Liturgy. Following the Liturgy, the council should convene (presided over by the Priest) for the election of officers, beginning with the President. Once the President is elected, s/he will preside over the remainder of the elections.
- Have all the members sign the Affirmation form, and send the original of that form to us at the Metropolis (along with the results of the election of officers), and keep a copy for your files.
Parish Council Seminar

Declaration of Seminar Attendance and Understanding

We, the undersigned candidates for positions on the Parish Council, do hereby declare that we have attended the Parish Council Seminar conducted parish priest, or regionally, on the following date (s):

__________________________________________________________________________

In addition, we further declare that we have reviewed and understand the Uniform Parish Regulations of the Greek Orthodox Archdiocese, and that we will abide by them and the affirmation of office.

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Parish Council Affirmation of Office

We, the undersigned members of the Parish Council of our beloved parish, do hereby affix our signatures to the affirmation of office we have taken before the Holy Altar and declare that we will abide by that affirmation and the *Uniform Parish Regulations.*

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

Signed and attested to this __________ day of __________________, 20___.

Printed Name                                  Signature

This form is to be returned to the Metropolis immediately upon completion. Thank you.
ADDENDUM A

GREEK ORTHODOX ARCHDIACOSE OF AMERICA

CONFLICTS DISCLOSURE POLICY ("Policy")
FOR MEMBERS OF THE ARCHDIOCESAN, METROPOLIS AND PARISH COUNCILS

Members of the Archdiocesan Council, the Metropolis (Local) Councils and the Parish Councils, herein referred to collectively as “Council(s)” and “Council Member(s)” of the Greek Orthodox Archdiocese of America (“Archdiocese”)¹ are entrusted with sacred responsibilities which affect the whole of the Archdiocese. All such individuals shall honor that trust, with honesty, competence and care in managing the affairs of the Archdiocese and, as Council Members, shall always act in the best interests of the Archdiocese.

The purpose of this Policy is to set forth procedures for properly disclosing and addressing conflicts of interest.

A “Conflict” exists when the financial or other interests of a Council Member, or a member of his/her immediate family, compete or conflict with the interests of the Archdiocese. For example, this includes situations in which an individual’s judgment is or may be influenced by considerations of personal gain or benefit to that individual, or his/her immediate family, or when participation in a decision creates the appearance of a conflict of interest, whether or not such a conflict actually exists.

Prior to or at the commencement of a new term of a Council, each Council Member shall be given a copy of this Conflicts Disclosure Policy and shall sign the applicable Conflicts Disclosure Statement (as attached hereto as Addenda A1-A3).

If, at any time, an Archdiocesan Council or Metropolis Council member discovers that he/she may have a Conflict, he/she shall immediately report it to the President, Vice President and Secretary of the Council. If at any time, a Parish Council Member discovers that he/she may have a Conflict, then he/she shall immediately report it to the Parish Priest, as well as to the President and Secretary of the Parish Council.

The determination of whether a Conflict exists shall be made, in the case of an Archdiocesan Council Member or Metropolis Council Member, by the President, Vice President and Secretary. In the case of a Parish Council Member, the determination shall be made by the Priest, Parish Council President and Parish Council Secretary and their determination shall be disclosed to the Parish Council at its next meeting. The minutes of the meeting shall reflect when the Conflict was disclosed and the final determination on the matter. At any time, the Priest or any member of the Parish Council may request a review by the respective Hierarch, whose determination shall be final.

If it is determined that a Conflict exists, the affected Council Member may not vote or otherwise participate in the matter in which he/she has a Conflict. The foregoing shall not preclude the Council Member from making a brief statement or answering any questions the Council may ask. In no event shall the affected Council Member be present or participate in any deliberations on the matter or be present when the vote on the matter is taken.

A lay employee of: a) the Archdiocese shall not serve as a member of the Archdiocesan Council; b) the Metropolis shall not serve as a member of the Metropolis Council; or c) a Parish shall not serve as a member of the Parish Council.

¹ “Archdiocese” as used herein includes the Archdiocese, the Direct Archdiocesan District, the Metropolises and the Parishes.
ADDENDUM A-3

Conflicts Disclosure Policy Statement – Parish Council

For Members of the Parish Council of the Greek Orthodox Church

___________________________________________ (“Council”)

I, ____________________________, understand that my role as a Parish Council member is one of sacred honor and trust and, as such, will act, at all times, in the best interests of my Parish and the Archdiocese.

I have received and read a copy of the Conflicts Disclosure Policy of the Archdiocese. I agree to abide by the Policy. I affirm that, to the best of my knowledge, I am not engaged in any activity or business, or have any other association that would pose a financial or other conflict with the best interests of my Parish, except as has been disclosed, in writing, to my Priest and to the President and Secretary of the Parish Council.

If I become aware of any conflict that arises after the date of this affirmation, I will immediately disclose that conflict, in writing, to the individuals specified above.

Date: ___________________________200 Signature: ________________________________

Please Print Name: ________________________________

Parish Council Conflicts Disclosure Statement 10/29/05