

# Parish Council Candidate Application for Nomination

I \_\_\_\_\_  
*First Name* *Last Name*

residing at \_\_\_\_\_  
*Address*

in \_\_\_\_\_, \_\_\_\_\_  
*(City)* *(State)*

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

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

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

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

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

\_\_\_\_\_  
*(Date)* *(Witness)*

\_\_\_\_\_  
*(Applicant)* *(Parish Priest)*

\_\_\_\_\_  
*(Date)* *(Witness)*

\_\_\_\_\_  
*(Applicant)* *(Parish Priest)*

# Parish Council Candidate Disclosure Statement

1. No member of the Parish Council or of his/her immediate family shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation with the organization.
2. Each individual shall disclose any personal interest which he or she may have in any matter involving the Parish and shall refrain from participation in any decision on such matter.
3. Any member of the Parish Council who is also an owner, officer, board member, committee member, or staff member of a lender, contractor, vendor, or supplier of or to the Parish, shall identify his or her affiliation with such entity or entities.
4. Further, in connection with any Parish Council action specifically directed to any such entity, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the Council.
5. Any member of the Parish Council shall refrain from obtaining any list of Parishioners or friends of the Parish for personal or private solicitation purposes at any time during the term of his/her affiliation without the prior consent of the Priest and the President of the Parish Council.

At this time, I am a director, officer, member, a committee member, consultant to, or employee of the following organizations:

<u>Name of Entity</u>	<u>Position/Title</u>
_____	_____
_____	_____
_____	_____

*If additional space needed, continue on separate page.*

### ***Certification***

This is to certify that I, except as described herein, am not now nor at any time during the past year have been:

- a. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any lender, vendor, supplier, or other party doing business with the Parish which has resulted or could result in personal benefit to me.
- b. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Parish.

Any exceptions to a. or b. above are stated in the attachment hereto with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Parish.

_____ <i>(Date)</i>	_____ <i>(Witness)</i>
_____ <i>(Applicant)</i>	_____ <i>(Priest)</i>



# Official Election Results Checklist

The Priest shall fill out all items:

1. Are all documents completely filled out, including:

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

Yes

2. Are the following items attached?

- a. Statement of the Parish Priest ..... 
  - (1) Application for Nomination from each candidate .....
  - (2) Certificate of Attendance at the UPR Seminar from each candidate.....
  - (3) Disclosure Statement from each candidate .....
- b. Statement of the Parish Priest and Board of Elections .....
- c. Election Report by the Board of Elections .....
- d. Current Year and Following Year Total Commitment Declaration.....
- e. Following Year Parish Council Roster .....
- f. Board of Auditors Roster .....
- g. Parish Roster .....
- h. Parish Budget .....
- i. Parish Financial Statement and Balance Sheet .....

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Priest)

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

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

# Statement of the Parish Priest

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

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

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

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

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

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

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

\_\_\_\_\_  
(Date)

*PARISH SEAL*

\_\_\_\_\_  
(Priest)

Enclosures: (1) Original, signed Applications for Nomination from Each Candidate  
(2) Original, signed Disclosure Statements from Each Candidate  
(2) Original, signed Certificate of Attendance at the UPR Seminar from Each Candidate

## Statement of the Parish Priest and Board of Elections

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

We also verify that:

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

\_\_\_\_\_  
(Date)

*PARISH SEAL*

\_\_\_\_\_  
(Priest)

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

# Election Report by the Board of Elections

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

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

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

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Each candidate received the following number of votes:

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

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

***THE BOARD OF ELECTIONS:***

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

# Current Year and Next Year Total Commitment Declaration

We, the undersigned Parish Priest, Parish Council President, and Parish Council Treasurer, do hereby verify that this Declaration, along with the attached Previous Year Financial Statement and Next Year Budget, truthfully and accurately reflect all parish expenditures and income.

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

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

- a. Collect all of the revenue of the Parish.
- b. Provide for the Priest's remuneration and benefits in accordance with the annual Clergy Compensation Plan of the Archdiocese, and to pay him in a prompt and timely manner.
- c. As necessary, provide for the salary(ies) of the Parish personnel and to pay such salary(ies) in a prompt and timely manner.
- d. Provide financial resources for the Parish's administration and for the Parish's spiritual, educational, and other ministries and expenses.
- e. Provide for payments and assessments for support of the national ministries of the Archdiocese as fixed by the Clergy-Laity Congresses, specifically:
  - (1) To budget the Total Commitment allocation amount as determined by the Metropolis Finance Committee, which will be a proportion of the Metropolis assessment.
  - (2) To accept the parish subsidy for the Archdiocese Benefits Plan, this amount being \$5,700 per annum per assigned clergyman.
  - (3) To remit the proportionate payment of the Total Commitment allocation and of the Archdiocese Benefits Plan subsidy on a monthly basis in a prompt and timely manner.

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

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

We verify that our 20\_\_ Total Commitment allocation is \$ \_\_\_\_\_ .

As of this date we have submitted \$ \_\_\_\_\_ of our 20\_\_ Total Commitment allocation to the Archdiocese Stewardship Office, and \$ \_\_\_\_\_ of our 20\_\_ Archdiocese Benefits Plan subsidy to the Archdiocese Benefits Office.

We verify that our 20\_\_ Total Commitment allocation will be \$ \_\_\_\_\_ .

*PARISH SEAL*

\_\_\_\_\_  
(Present Year Parish Council President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Priest)

\_\_\_\_\_  
(Present Year Parish Council Treasurer)

Enclosures:

1. Last Year's (20\_\_\_\_) Parish Financial Statement
2. Next Year's (20\_\_\_\_) Budget

## Following Year (20\_\_\_\_) Parish Budget

The Parish Council hereby submits herewith to the Archdiocese and to the Metropolis the Parish Budget for next year, 20\_\_\_\_.

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

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

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

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

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

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

(2) Archdiocese Benefits Plan contribution; this amount is **\$5,700** per annum (payable in twelve monthly installments of **\$475**).

(a) If two or more Priests are assigned to the Parish, the contribution to the Archdiocese Benefits Plan, will be equal to the number of clergy assigned times **\$5,700** per annum.

\_\_\_\_\_  
(Date)

*PARISH SEAL*

\_\_\_\_\_  
(Priest)

\_\_\_\_\_  
(Present Year Parish Council President)

\_\_\_\_\_  
(Present Year Parish Council Treasurer)

Enclosure: Next Year's (20\_\_\_\_) Budget

# Previous Year (20\_\_\_\_) Financial Statement and Balance Sheet

The Parish Council hereby submits the enclosed end of the year report of its stewardship and also submits herewith to the Archdiocese and to the Metropolis both the audited financial statement and the balance sheet for last year, **20**\_\_\_\_\_.

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

\_\_\_\_\_  
*(Date)*

*PARISH SEAL*

\_\_\_\_\_  
*(Priest)*

\_\_\_\_\_  
*(Present Year Parish Council President)*

\_\_\_\_\_  
*(Present Year Parish Council Treasurer)*

Enclosures: Last Year's (20\_\_\_\_) Audited Financial Statement and Balance Sheet

## ***Parish Financial Statement***

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

### **Expenses:**

Expenses of all categories paid out of all accounts:

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

Excluding Philoptochos, GOYA, and pastor's benevolent fund

### **Income:**

Income of all categories to all accounts:

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

Excluding Philoptochos, GOYA, and pastor's benevolent fund

## ***Parish Balance Sheet***

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

### **Assets:**

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

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

### **Liabilities:**

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

### **Capitalization:**

(Difference between Assets and Liabilities)

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

## Forthcoming Year (20\_\_\_\_) Parish Council Roster

The names, addresses, and telephone numbers of the forthcoming year (20\_\_\_\_) Parish Council members, including continuing members from previous elections are:

<i>Name</i>	<i>Address</i>	<i>Phone</i>
1. _____	_____ _____ e-mail: _____	_____
2. _____	_____ _____ e-mail: _____	_____
3. _____	_____ _____ e-mail: _____	_____
4. _____	_____ _____ e-mail: _____	_____
5. _____	_____ _____ e-mail: _____	_____
6. _____	_____ _____ e-mail: _____	_____
7. _____	_____ _____ e-mail: _____	_____
8. _____	_____ _____ e-mail: _____	_____

*Use reverse for additional names if necessary*

<i>Name</i>	<i>Address</i>	<i>Phone</i>
9. _____	_____ _____ e-mail: _____	_____
10. _____	_____ _____ e-mail: _____	_____
11. _____	_____ _____ e-mail: _____	_____
12. _____	_____ _____ e-mail: _____	_____
13. _____	_____ _____ e-mail: _____	_____
14. _____	_____ _____ e-mail: _____	_____
15. _____	_____ _____ e-mail: _____	_____

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Priest)

\_\_\_\_\_  
(Present Year Parish Council President)

\_\_\_\_\_  
(Present Year Parish Council Secretary)

# Board of Auditors Roster

The responsibilities of the Board of Auditors are:

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

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

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

<i>Name</i>	<i>Address</i>	<i>Phone</i>
1. _____	_____	_____
	_____	
2. _____	_____	_____
	_____	
3. _____	_____	_____
	_____	
4. _____	_____	_____
	_____	
5. _____	_____	_____
	_____	

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Priest)*

\_\_\_\_\_  
*(Present Year Parish Council President)*

\_\_\_\_\_  
*(Present Year Parish Council Secretary)*

# Parish Roster

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

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

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

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

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

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*(Date)*

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*(Priest)*

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*(Present Year Parish Council President)*

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*(Present Year Parish Council Secretary)*

Enclosure (Parish Roster)

# New Parish Council Letter of Transmittal

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

Your Eminence,

We, the undersigned members of the current year (20\_\_) (outgoing) Parish Council hereby attest that we have surrendered to the forthcoming year (20\_\_) (succeeding) Parish Council all Parish records, including the membership lists, minute books, bank books, check books, journals, financial records, and all other property of the Parish, including the Official Seal of the Parish.

Names and signatures of the Members of the current year (20\_\_) (outgoing) Parish Council:

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

*Continued on next page ...*

We, the undersigned members of the forthcoming year (20\_\_\_\_) (*succeeding*) Parish Council, hereby attest that we have taken the following Affirmation of Office administered to us by the (Very) Reverend \_\_\_\_\_, following the Divine Liturgy on \_\_\_\_\_:

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

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

Names and signatures of the Members of the forthcoming year (20\_\_\_\_) Parish Council:

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

**VERIFICATION**

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

\_\_\_\_\_  
*Parish Priest*