

SAINT BARBARA GREEK ORTHODOX CHURCH

OF OCEAN COUNTY

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BYLAWS

Revised as of the General Assembly Meeting on March 17, 2019

SAINT BARBARA GREEK ORTHODOX CHURCH BYLAWS

ARTICLE I

NAME

The Parish Council shall be known as the Greek Orthodox Church of Ocean County, d/b/a Saint Barbara Greek Orthodox Church under the jurisdiction of the Metropolis of New Jersey, the Greek Orthodox Archdiocese of America and the Ecumenical Patriarchate of Constantinople.

ARTICLE II

OBJECTIVE

Section I

Saint Barbara shall be governed in accordance with the holy canons, the Archdiocesan Charter and Regulations promulgated thereunder, and, as to canonical and ecclesiastical matters, by the decisions of the Holy Synod of the Ecumenical Patriarchate and the Eparchial Synod of the Archdiocese. In accordance with the Charter, the Parish shall express the life of the Church in the local community according to the Orthodox Christian Faith and Tradition, sanctifying the faithful through the Divine Liturgy and the Holy Sacraments. It shall edify the religious and ethical life of the faithful in accordance with the Holy Scriptures and the decrees and canons of the Holy Apostles and the Seven Ecumenical Councils of the Church, as interpreted by the practice of the Ecumenical Patriarchate. The Parish shall conform faithfully to the worship, sacramental life, doctrines, canons and discipline of the Church. It shall also adhere to the Archdiocesan Charter, the Regulations and all Hierarchical encyclicals. The Bylaws of Saint Barbara and its organizations shall comply with the Charter and Regulations and shall be subject to the approval of the Priest, Parish Council and the respective Hierarchy.

Section II

The diakonia (ministry) of Saint Barbara will include proclaiming and teaching the Gospel in accordance with the Orthodox Faith; sanctifying the faithful through God's grace in worship, the Divine Liturgy and the other sacraments; enhancing its parishioners' spiritual life; and adding to the numbers of the faithful by receiving persons into the Church through instruction, baptism and/or chrismation. In addition, 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 Church. The Parish shall also engage in such inter-Orthodox, ecumenical and interfaith activities as are consistent with the policies of the Archdiocese.

Section III

To erect, purchase, support and maintain Church, schools, community centers and any necessary annexes pursuant to Article 16, Parish Property, of the Archdiocese Regulations. All special

contributions, bequests, gifts, and devises beyond Stewardship shall be used by the Parish only for the purposes for which they were made.

ARTICLE III

MEMBERSHIP & STEWARDSHIP

Section I

Every person who is baptized and chrismated according to the rites of the Orthodox Church is a parishioner. A parishioner will be considered a Steward in good standing pursuant to Article 18; Section I of the Archdiocese Regulations provided that the parishioner's stewardship commitment contained in the parishioner's stewardship pledge card is paid in full by the end of the p calendar year. A parishioner in good standing practices all the religious and moral duties as described in this Section I. At a minimum, a parishioner in good standing must: be eighteen years of age or over; be current in his or her stewardship and other financial obligations to the Parish, abide by all the regulations herein stated and the Parish Bylaws; and cooperate in every way towards the welfare and well-being of the Parish. (Stewardship is recommended to be ten percent (10%) of one's annual income as stated in Holy Scripture to help meet the financial obligations of the Parish, the Metropolis and the Archdiocese.)

Section II

- A. A parishioner's stewardship obligation for each calendar year shall be the parishioner's stewardship commitment contained in the parishioner's stewardship pledge card. All parishioners shall complete a stewardship pledge card for each calendar year. All members of parish organizations must be stewards of the Church.
- B. Statements will be mailed or emailed, notifying parishioners if their stewardship commitment has not been paid or is in arrears.
- C. Parishioners who have not paid their stewardship obligation for one (1) full calendar year and have not received a waiver from the Parish priest may be removed from the Parish Register for nonpayment of their stewardship obligations and their voting rights suspended. Additionally, Parish mailings may be suspended pending reinstatement. Prior to removal from the Parish Register and the suspension of voting rights, parishioners shall receive 30 days written notice of the removal and an opportunity to fulfill their stewardship obligation.
- D. The Priest shall judge any cases of unusual circumstances justifying a waiver of a parishioner's stewardship financial obligations

ARTICLE IV

PARISH ASSEMBLY

(appropriating body of the Parish)

Section I

A Parish Assembly may be convened for matters other than those involving canonical and dogmatic issues. The Parish Assembly is the general meeting of the Stewards in good standing of the Parish and is the general policymaking and appropriating body of the Parish. The regular Parish Assemblies shall be convened at least twice each year. Special Parish Assemblies shall be held upon request from the Parish Council or upon request from the priest.

Section II

The first Parish Assembly will be called for on or about the 2nd Sunday in March. Exception to this would be if there was a delay in the ratification of the new Parish Council. The agenda shall include but not be limited to:

- A. The auditor's report will be prepared for the preceding year and presented to the parishioners.

Section III

The last regular Parish Assembly will take place on or about the 2nd Sunday in November and the agenda shall include but not be limited to:

- A. A Board of Elections, minimum of five (5), will be elected consisting of members in good standing, whose previous stewardship calendar year's financial obligations have been paid in full.
- B. Pursuant to Article 33, Section 1, of the Archdiocese Regulations, a Board of Auditors, minimum of three (3), will be elected consisting of members in good standing who have the financial competency to properly execute their responsibilities, and whose previous stewardship calendar year's financial obligations have been paid in full.
- C. Candidates for election to the Parish Council, consisting of members in good standing, can only be nominated when the previous stewardship calendar year's financial obligations have been paid in full.
- D. The budget for the ensuing fiscal year will be submitted for approval.

Section IV

A quorum for the Parish Assembly shall be ten (10%) percent of the list of Stewards in good standing as of the previous calendar year.

ARTICLE V
PARISH COUNCIL

Section I

The Parish Council shall consist of eleven (11) members whose term of office shall be two (2) years.

Section II

Five (5) members will be elected to serve on an odd numbered year & six (6) members will be elected to serve on an even numbered year.

Section III

A candidate for the Parish Council must be a Steward in good standing of the Parish whose previous calendar year's financial obligations have been paid in full.

Section IV

Elections for the Parish Council will be held no later than the 2nd Sunday in December.

Section V

After ratification of the election has been received from the Metropolitan, of the Metropolis of New Jersey, a special ceremony shall be held at the conclusion of the Divine Liturgy, during which at least two thirds (2/3) of those persons to serve on the new Parish Council shall take the affirmation of office jointly. The affirmation shall be administered by the priest and shall be repeated by all those present who are to serve on the Parish Council. The affirmation of office shall be administered no later than the third Sunday in January. Until such time, the prior Parish Council shall continue to fulfill the responsibilities of the Parish Council. If a person who is to serve on the Parish Council is not present for the affirmation of office, the Priest shall administer the affirmation to him/her at the beginning of the first Parish Council meeting that such person attends. Exceptions to the deadline imposed in this Article 26, Section 3 may be made at the discretion of the respective Hierarch.

Section VI

Parish Council members may be removed for the reasons and in accordance with the procedures expressed in the Archdiocese Regulations, Article 24, Section 5.

Section VII

The Parish Council shall elect a President, First Vice-President, Second Vice-President, Secretary, Treasurer and Assistant Treasurer from their own number, who shall hold office for one (1) year and shall continue to serve until their successors are chosen.

Section VIII

The Parish Council shall generally hold regular meetings at least once a month, and special meetings whenever the Priest, the President, or a majority of the Parish Council shall deem it necessary.

Section IX

A Parish Council member or any Committee Chairman elected or appointed, shall not have the right to spend monies or contract fees or labor with any organization or company without the authorization of the Parish Council.

Section X

The Parish Council will require a written financial report from any person authorized to spend Church funds. All financial reports shall be made available to the Parish Auditors upon request.

Section XI

The Parish Council shall have the following, but not limited to, the power to sue, lend or borrow money, invest its funds, make contracts, issue bonds, hire or fire personnel, retain professionals, sell or mortgage property and assets, take and hold by lease, gift, purchase, grant, devise or bequest any property, and have and exercise all other powers necessary or convenient to effect any of the purposes for which the church was formed. The Council of Saint Barbara may purchase real and personal property, or sell, mortgage or otherwise encumber its real property, or construct a church edifice or other buildings upon approval of two-thirds (2/3) of the Stewards in good standing present at a Parish Assembly duly called (with at least ten (10) days prior written notice) for that purpose, provided that approval from the respective Hierarch is received in accordance with the Archdiocese Regulations, Article 16, Section 3. The President will have the power to expend up to \$500.00 for emergency Parish expenses without Parish Council approval.

Section XII

When the Parish Assembly and the Parish Council have approved expenditures over \$1000.00, the Parish Council will have the right to authorize periodic payments of these funds without additional Parish Assembly approval.

Section XIII

A person who is invited to a Parish Council meeting to present a report or presentation shall, after receiving permission from the Council through its President, make the presentation immediately following the prayer and then leave. Such reports or presentations shall be submitted in writing to the Council. Such report should be precise and concise to permit the Parish Council enough time to exhaust its agenda.

TERM

Section XIV

- A. A Parish Council member's term shall be for a period of two (2) years.

ARTICLE VI

DUTIES AND RESPONSIBILITIES OF PARISH COUNCIL OFFICERS

Section I Presidential Duties

- A. The President is the President of the Parish Council and upon the recommendation of the Parish Council may represent and speak on behalf of this ecclesiastical body but not the community.
- B. The President shall appoint committees and their respective chairpersons necessary for the proper functioning of the Parish business.
- C. The President shall convene regular meetings at a minimum once a month, and special meetings whenever the Priest, the President, or a majority of the Parish Council shall deem it necessary.
- D. Call the meetings of the Parish Council to order and present the Agenda of the meeting. The Agenda for regular meetings shall include at a minimum, monthly financial reports as prepared by the Bookkeeper and authorized by the Treasurer.
- E. Preside over discussions and meetings, rule upon motions, submit questions to a vote, give the floor to the speakers, and to do whatever is necessary for the orderly transaction of business at Parish Council meetings.
- F. To sign checks jointly with the Treasurer, First Vice President, or the Assistant Treasurer.
- G. To sign all written contracts and obligations of the Parish, upon approval of the Parish Council and those required by the Archdiocese Regulations to be approved by the General Assembly.
- H. Serve as ex-officio member of all committees except the Nominating Committee.
- I. The President shall have the power to expend up to \$500 for Parish expenses without Parish Council approval.

Section II First Vice-Presidential Duties

- A. In the absence of the President, the First Vice-President shall perform all the duties of the President.
- B. Coordinate and serve as chairperson of both standing and special committees as designated by the President and report to the President.

- C. To sign checks jointly with the President, Treasurer, or the Assistant Treasurer.

Section III Second Vice-Presidential Duties

- A. Serve as chairman of Ways & Means.
- B. Assist other officers as the need arises.
- C. To coordinate all calendar activities of organizations within the Parish with that of the Parish Council.
- D. To establish the yearly activities calendar for the Parish Council.
- E. In the event of the resignation or demise of the First-Vice-President, the Second-Vice-President then becomes First-Vice-President with the vacancy to be filled from the ranks of the Parish Council.

Section IV Secretarial Duties

- A. To keep the Minutes, Records, Committee Reports, Documents and official correspondence of the Parish in such place as shall be designated by the Parish Council and such Records shall always be available to the Parish Council.
- B. To sign Parish Council meeting minutes with the President and Priest.
- C. To record all resolutions and proceedings of each meeting.
- D. To give notice for all meetings of the Parish Council and Parish Assembly.
- E. To conduct the general correspondence of the Parish Council.
- F. In the absence of the President and Vice-Presidents, to call the meeting to order until the election of a Chairperson Pro tem.
- G. To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of all existing Committees and their members.

Section V The office of the Treasurer will consist of the "Treasurer" and an "Assistant Treasurer."

- A. The "Treasurer's" duty shall be the following:
 - 1. To oversee and verify all monies payable to the Parish and shall direct the deposit of it in the name of the Parish.

2. To provide reports to the Parish Council at a minimum monthly from all Parish accounts, all deposits, all withdrawals, and all inter-fund transfers. Documentation provided to the Parish Council shall require all bank certifications of said transactions; and to verify the documentation of all receipts and expenditures.
3. To disburse routinely without Parish Council approval, those funds associated with employee payroll and benefits, Archdiocesan National Ministry obligations, and mortgage and occupancy obligations. All other debts shall require Parish Council approval prior to any disbursement of funds.
4. At the direction of the Parish Council President, and by resolution of the Parish Council, obtain proposals and documents necessary for the application for bonds, insurance, or any other legal papers providing protection of Parish property.
5. To set minimum cash amounts to be maintained within the operating account.
6. To sign checks with the President or the 1st Vice-President. The Treasurer and the Assistant Treasurer are not authorized to jointly sign any checks for the Parish.
7. The Treasurer shall promulgate financial procedures to be reviewed annually in conjunction with the Executive Board to ensure that procedures are current and best practice, that no violations of procedures have occurred in the last fiscal year, and that the needs of the Parish are fully addressed.

B. The "Assistant Treasurer" duties shall be the following:

1. To assist the Treasurer in providing to the Parish Council at a minimum a monthly report of all Parish accounts, all deposits, all withdrawals, and all inter-fund transfers. Documentation provided to the Parish Council shall require all bank certifications of said transactions; and to verify the documentation of all receipts and expenditures.
2. Direct the Bookkeeper to reconcile monthly, all financial accounts with all bank statements, to notify the Parish Council monthly of all irregularities or statements irreconcilable, and to prepare monthly financial statements at the direction of the Treasurer.
3. To assist the Treasurer in the preparation of a verified and reconciled Financial Report for presentation to the General Assembly, no later than 30 days prior to each General Assembly.
4. To sign checks with the President or the 1st Vice-President. The Treasurer and the Assistant Treasurer are not authorized to jointly sign any checks for the Parish.
5. Each Sunday to prepare a bank deposit slip for all funds received. The Treasurer/Assistant Treasurer will verify the correct amounts are represented on the deposit slip and shall complete the weekly bank deposit.

ARTICLE VII

ELECTIONS OF THE PARISH COUNCIL

Section I

The election of the Parish Council will be held no later than the second Sunday in December.

Section II

Candidates for the Parish Council must be Stewards in good standing whose previous calendar year's financial obligations have been paid in full.

Section III

A member duly enrolled in the Parish register but delinquent in his/her calendar year's financial obligations may vote in the election by paying in full his or her stewardship financial obligations any time prior to the balloting.

Section IV

Voting shall be by secret ballot.

ARTICLE VIII

STANDING & SPECIAL COMMITTEES

Section I

The President may create such Standing Committees, as he/she may deem necessary to promote the purposes and carry on the work of the committee.

Section II

The Chairperson of each Standing Committee shall present a written plan of recommended work to the Parish Council for approval. No committee work shall be undertaken without the consent of the Parish Council.

Section III

Standing Committees shall serve a term corresponding to that of the Officers and shall continue their duties until their successors are chosen.

Section IV

The power to form Special Committees and appoint their members rests with the President.

Section V

A Special Committee continues to exist until the duty assigned to it is accomplished, unless discharged sooner.

Section VI

All expenses incurred by committees, special or standing, more than \$100.00 must have the approval of the President and the Parish Council.

ARTICLE IX

BOARD OF ELECTIONS

Section I

The Board of Elections shall consist of a minimum of five (5) members and shall comply with the Archdiocese Regulations and Parish Regulations and Parish Bylaws governing elections.

Section II

The Board of Elections shall prepare the results and certify that the elections had been conducted in conformance with the Archdiocese Regulations and the Parish Bylaws. The results of the election submitted to the Parish Priest, immediately following the close of the elections and posting of the results.

Section III

All ballots, worksheets and election memoranda shall be retained under the seal of the Election Board until ratification of the election is received from the Archdiocese, whereupon the ballots shall be destroyed. An accurate record of the voting activity shall be retained by the Parish from year to year.

Section IV Election Procedures

- A. All nominees must accept or decline their nomination with seven (7) days after the General Assembly Meeting in November. In the event a nominee is not available to state his/her intention, a written declaration must be submitted to the election Board, signed by the nominee, within this seven (7) day period.

- B. Nominee by proxy must be submitted in writing and signed by the proposed candidate and two (2) members in good standing to the Election Board with the seven (7) day period following the General Assembly in November. Forms are to be made available at this General Assembly.
- C. The order of appearance of the candidates on the ballot shall be in alphabetical order.
- D. Nominees to the Board of Election must be present at the General Assembly November meeting and elected at the November General Assembly meeting.
- E. No one may serve on the Board of Elections if their wife/husband, mother/father, sister/brother is a candidate for the Parish Council.
- F. The Election Board will prepare the Election Notice for mailing immediately following the Pastoral Seminar. This letter will include a sample ballot and absentee procedures for voting.
- G. The member will then vote and return the marked ballot through the U. S. mail to a designated P.O. Box and received by the Saturday prior to the election.
- H. The Chairman of the Election Committee and the Priest shall be responsible for retrieving the ballots from the designated U. S. Mail P. O. Box by Post Office's closing time on Saturday prior to the election.
- I. Furthermore, all votes cast by absentee ballot must be opened and tabulated by the Election Committee following the election.
- J. Following voting, all parishioners will vacate the building. The only persons who are permitted to remain will be the Parish Treasurer and the Election Committee.
- K. No electioneering will be permitted in the Community Center following the opening of the election. You are to vote and leave.
- L. The names of those elected to the Parish Council will be posted in a prominent place in the Church.
- M. The Parish Council Treasurer will prepare and submit a list to the Election Board of all members eligible to vote. The Treasurer will be available on the day of elections, to receive membership stewardship obligations and certify voter eligibility.
- N. The Parish Council shall amend election procedures as needed or as required.

ARTICLE X

BOARD OF AUDITORS

Section I

The Board of Auditors shall consist of a minimum of three (3) members.

Section II

The Board of Auditors shall audit the accounting records of the Parish at least annually and express its opinion of the fairness of the financial statements.

ARTICLE XI

PARLIAMENTARY PROCEDURE

Section I

The rules contained in Robert's Rules of Order most recent edition shall govern this corporation in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, the Archdiocese Regulations and the Holy Canons of the Eastern Orthodox Church.

Section II

The UPR (Archdiocese Regulations) takes precedent over any Parish Bylaw and when in conflict, shall control.

ARTICLE XII

Parish Assembly

Section I

The Parish Assembly will have the right to amend the Parish Bylaws in conformity with the decisions adopted by a two third, (2/3rd) vote of the Stewards present of the Parish Assembly and is effective upon the approval of the Metropolitan of the Metropolis of New Jersey.

