



HOLY APOSTLES ORTHODOX CHURCH

ORTHODOX CHURCH IN AMERICA

Summary of Parish Council Roles and Responsibilities

The *Statute* of the Orthodox Church in America states that the Parish Council, “*assists the Parish Priest in the administration of the Parish*” (or Mission). The Parish Priest acts as the father to the community, and, through Ordination, is given authority from Jesus Christ and the Bishop to provide all due leadership and care for the people entrusted to his ministry. All liturgical services, programs, and other actions in the life of the community take place with the blessing of the Bishop's assigned Parish Priest.

The following summary descriptions are provided to help explain to our community the roles of our Council Members. It doesn't mean that all of the work and activities of the Church are done or organized by them – *everyone* is uniquely needed to participate in their own way, using the gifts that God has entrusted to them.

President / Co-Chair

1. In the absence of the Parish Priest, and with the blessing of the Diocesan Bishop, presides over (serves as Chair of) the Parish Council Meeting, or the Annual Meeting of the Parish.
2. Formally greets the Diocesan Bishop, on behalf of the Parish, during Archpastoral visits.
3. Leads the other Council Members in ensuring that Parish commitments to the Archdiocese are fulfilled.
4. Offers assistance and advice to the Parish Priest, as required.
5. Encourages fellow parishioners to fully participate in the life of the Church.

Vice-President:

1. Fulfills the responsibilities of the President / Co-Chair, in his or her absence.
2. Provides leadership pertaining to the physical maintenance, stewardship, and order of the Church premises, involving the members of the Parish community in this work, and making recommendations, as needed.
3. Offers assistance and advice to the Parish Priest, as required.
4. Encourages fellow parishioners to fully participate in the life of the Church.

Treasurer:

1. In coordination with the Parish Priest, ensures that all financial records and Minutes of the Parish are appropriately maintained. with all due diligence and care, according to the highest standards of ethics and accountability.
2. Provides appropriate financial reports to the Parish Council and Annual Meeting of the Parish.
3. Offers assistance, counsel, and advice to the Parish Priest, as required.
4. Encourages fellow parishioners to fully participate in the life of the Church.

Secretary / Member-at-Large:

1. Offers assistance and advice to the Parish Priest, as required.
2. Records Minutes of Council and Parish Meetings, and assists in facilitating Parish communication.
3. Encourages fellow parishioners to fully participate in the life of the Church.