

# Parish Constitution

---

## **St John the Baptist Ukrainian Orthodox Church Portland, Oregon**

### **GENERAL PRINCIPALS**

1. An integral component within the system of the organization of the Ukrainian Orthodox Church of the USA (hereinafter referred to as the UOC of USA), St. John the Baptist Ukrainian Orthodox Church of Portland, Oregon (hereinafter referred to as the Parish) is the parish which unifies a group of Orthodox faithful. It has been accepted, according to the regulations of the UOC of USA Constitution, into the body of the Ukrainian Orthodox Church of the USA.
2. The mission of St. John the Baptist Ukrainian Orthodox Parish is the salvation of souls through the Orthodox Christian faith, worship, education and service to all people.
3. The Parish shall conduct and direct its life in accordance with the following:
  - a) Sacred Scripture;
  - b) Sacred Tradition:
    - i) The 85 Canons of the Holy and Glorious and All-laudable Apostles;
    - ii) The Canons of the Seven Ecumenical Councils;
    - iii) The Canons of the Ten Regional councils, recognized by the Holy Ecumenical Orthodox Church;
    - iv) The Canons and writings of the Holy Fathers, approved by the Ecumenical Councils;
    - v) The Sacred Statutes regulating Divine Worship;
    - vi) The Sacred Statutes regulating Monastic Life;
    - vii) The traditions and history of the Holy Ukrainian Orthodox Church;
  - c) The Articles of the UOC of USA Constitution;
  - d) The Articles of the Parish Constitution;
  - e) The decisions of Sobor, which conform to the Sacred Scripture and Sacred Tradition.
4. St John the Baptist Ukrainian Orthodox Church of Portland, Oregon is incorporated under the Oregon State Law as a nonprofit domestic corporation religious with members (Chapter 65 of Oregon State Legislature) under No.060029-19 and have been granted tax exempt status under section 501(c)(3) of the Internal Revenue Code.
5. The Parish may not withdraw from the UOC of USA without the approval and release of the Council of Bishops.
6. All the personal and real property of the Parish, as that of a component of the UOC of USA, shall belong to the Parish, and shall be under the management and control of the parish board elected in accordance with the Parish constitution.
7. The Parish having full rights shall be under an obligation of submitting to the Consistory:
  - a) an annual report of its activity;

- b) the minutes of the Parish annual meeting;
  - c) an annual financial report;
  - d) the Parish information form supplied by the Consistory which includes census of parish membership.
8. The Parish shall pay dues to the Treasury of the Consistory, the rates which shall be fixed by the Church Sobor or by the Metropolitan Church Council.
9. The Parish is a legal body and as such, has the right:
- a) to acquire and to mortgage real and personal property;
  - b) to build, to purchase, and to sell property;
  - c) to establish various Church and cultural organizations;
  - d) to aid parishioners and the faithful of our Church in various ways to the extent permitted by the federal laws, Oregon State laws, OUC of USA Constitution and Parish Constitution.
10. Parish income may be gained in the following manner:
- a) membership dues and donations;
  - b) offerings collected during services;
  - c) selling of candles, religious literature, and other articles for church purpose;
  - d) profits from various affairs, bazaars, concerts, lectures and studies on religious, moral, church and secular subjects, which are held by the Parish;
  - e) renting of parish halls and buildings;
  - f) other income, earned through legal means in a manner consistent with Orthodox Christian moral teachings.

## **THE CLERGY**

11. Relations between the Parish and its clergymen and clerics, shall be regulated by the provisions of the present UOC of USA Constitution, by the Parish constitution approved by the Consistory, by the decisions of the Church Sobor, by those of the Council of Bishops, by those of the Metropolitan Church Council, and by the orders of the Consistory.
12. Rectors, Vicars of the Rectors, and Deacons, shall be appointed and dismissed by the Consistory. The Parish may propose the names of desired candidates. A decision of the Consistory concerning these matters shall be final.
13. Clerics (Chanters and Choir Directors) shall be engaged and dismissed by the Parish with the prior consent of the Consistory. A request from the Parish to the Consistory to give its consent for the engagement or dismissal of a cleric should be accompanied by an opinion of the Parish Rector.
14. The monthly remuneration for Clergymen may not be less than the minimum established by the Metropolitan Church Council at the time of the assignment of the Priest to the Parish. Monthly payment to Clerics should be mutually agreed on between the Parish and the Clerics.
15. For its Clergy and registered Cantors and Choir Directors, beside monthly remuneration - the Parish is obliged to cover the full costs of medical insurance, Social Security and Medicare tax (FICA) according to civil law.

16. Honoraria presented by the faithful for the celebration of the Sacred Rites for them, shall belong exclusively to the Clergymen and clerics.
17. In the event of the Pastor's illness, the Parish is obliged to pay his monthly stipend for a period of 90 days and is not to evict him from the rectory. The Pastor's replacement is to be paid from the Parish treasury that is not to be deducted from the Pastor's stipend.
18. Relations between the Parish and the Clergymen may in no instance be based on private agreements (Contracts) between the Parish and the clergymen.
19. The Parish priest shall bear responsibility for the spiritual condition of the Parish. In his pastoral and liturgical service, he acts at the direction of and answers to the Bishop alone.
20. Responsibilities. The parish priest shall:
  - a) Promote religious and moral life of the parish;
  - b) Conduct all liturgical services and celebrate all the Mysteries (Sacraments) for the faithful of his parish;
  - c) Instruct and educate the faithful in the teaching of the Holy Orthodox Faith and the traditions and history of the Holy and Apostolic Ukrainian Orthodox Church;
  - d) Visit and minister to parishioners who are ill, incapacitated, or isolated in their homes, hospitals or nursing homes;
  - e) Render pastoral services to all in need;
  - f) Determine the time and order of Divine Services;
  - g) Attempt to visit the homes of his parishioners at least once a year;
  - h) Participate in Sobor and Annual Clergy Conferences, Eparchial meetings and Deanery activities, the expenses of which shall be the responsibility of the parish;
  - i) Represent the parish at inter-Orthodox events and in community activities, and in civic organizations.
21. The parish priest shall not jeopardize well-being or assets of the Parish by his own behavior or actions.
22. The Parish priest shall have the right and obligation to participate in any and all meetings in the Parish, especially meetings of the parish board with the right of vote.
23. The parish priest shall have the right of access to the financial records of the Parish. He shall have care of the parish seal and validate minutes of the parish annual meetings with his signature.
24. The parish priest shall keep the parish sacramental register of Baptism, Chrismation, Marriage, funerals, and monitor participation in the Mysteries of Confession and Eucharist.

## **THE ORGANS OF THE PARISH GOVERNMENT**

25. The Ukrainian Orthodox Parish of St. John the Baptist, as a component part of the Ukrainian Orthodox Church of the USA, faithfully keeping the fundamental principles of the Constitution of the UOC of USA, shall organize and conduct its life in accordance with those principles. The organs of the parish government and, in particular, their rights and duties, are brought into conformity with the state laws of religious corporations.

- 26.** The general meeting of parish members shall be the supreme organ of government as to the activity of the Parish involving matters pertaining to the property, financial, management, administrative, cultural and educational, as well as other parochial affairs, with the exception of those within the competence of the Clergymen and that of the spiritual Leadership of the Ukrainian Orthodox Church of the United States of America.
- 27.** To the competency of the general parish meeting belong the following:
- a) To endeavor through the Parish Council to approach the Consistory of the Ukrainian Orthodox Church of the United States of America in appointing a Rector and other members of the Clerus to vacancies in the Parish;
  - b) To review, modify and approve the parish constitution and the constitutions of various parochial organizations: the brotherhood, the sisterhood, cultural groups and the like;
  - c) To elect the parish board for the purpose of providing daily directions of the life of the parish, and for that of exercising care for, and managing its property;
  - d) To elect a control commission;
  - e) To review, modify and approve the annual budget of the Parish;
  - f) To review, modify and approve annual reports of the parish board, and those of the control commission;
  - g) To set the rates of the annual membership dues of the parish members;
  - h) To investigate, and to provide for the material resources for the needs of the Parish, namely, additional assessments, voluntary offerings, the organization of funds, and the like;
  - i) To have discussions and make decisions on the acquisition and sale of real property of the Parish in accordance with the State and federal laws and with the parish constitution;
  - j) To organize and maintain the parish school and library;
  - k) To organize and maintain a church choir;
  - l) To organize and have oversight of the activity of various cultural and educational groups affiliated with the Parish, for the purpose of fostering the Ukrainian culture, and deepening the national consciousness of parish members and their children;
  - m) To deal with other matters originating from the ecclesiastical and cultural life of the Parish.
- 28.** A general membership meeting shall take place at least once a year. General meeting can be annual (for board member reports, election of the Church board members for the new term, passing the budget for the upcoming year, reports from control commission, etc.) and ordinary (for taking care of other business that wasn't considered during Annual General Meeting). A general meeting shall be called by the board upon the request from the Consistory, Rector, one fourth of parish members, or upon the board's decision. A request to the board to call the general meeting should be substantiated in writing.
- 29.** All parish members should be sent a notice two weeks prior to the appointed day of general meeting with attached agenda for the meeting.
- 30.** The general meeting can take place if the majority of parish members in good standing are present. If there is no quorum the general meeting shall take place the following week no matter how many members are present.

31. General meeting shall be called to order by the Chairman of the board. The Presiding Committee consisting of a Chairman, Vice-Chairmen and Secretary shall be elected to conduct the meeting. The Parish Rector is an honorary Chairman of Presiding Committee.
32. For any motion to be considered and ratified, it must be seconded, and then open to discussion. All motions at the general meeting shall be passed by a simple majority of parish members in an open vote. A secret ballot shall be utilized upon a motion, which is seconded and passed by a simple majority of parish members. In all instances not covered by the parish constitution "Roberts Rules of Order" shall be parliamentary authority for the general meeting.

## **THE PARISH BOARD AND ITS EXECUTIVE BODY**

33. For the purpose of: exercising daily care for, and carrying on, the affairs of the Parish; pertaining to its temporal economy and administration; carrying out the annual budget of the Parish, and for carrying out the decisions and orders of the higher ecclesiastical organs of the Ukrainian Orthodox Church of the United States of America, the General Meeting of parish members shall elect, from among the full-fledged parish members, a parish board composed of Chairman of the Board, Vice Chairman, Recording Secretary, Treasurer, Vice Treasurer, and Starosta for one year term.
34. The membership of the parish board shall include, besides its elective members, also the Rector of the Parish, as its non-elective (ex officio) member with the right of a vote. The Rector of the parish shall be Honorary President of the parish board.
35. The parish board shall be charged with the following:
  - a) To grant admission to new members of the parish and to keep an accurate register of its members;
  - b) To deprive of membership in the parish persons conducting a life incompatible with the fundamentals of Christian morality, and violating by their actions the norms established by the General Constitution of the Ukrainian Orthodox Church of the United States of America and by the Constitution of the Parish;
  - c) To safeguard the Orthodox Faith against anti-religious and sectarian influences;
  - d) To heighten the morality of the life of parishioners as well as their national consciousness;
  - e) To have oversight of external order during the Divine Services;
  - f) To look after the cleanliness of the Church and after its beauty;
  - g) To collect offerings during Divine Services, and to sell candles in the church;
  - h) To collect membership dues from the parish members, other contributions for the needs of the parish, and for those of the Ukrainian Orthodox Church of the USA, instituted by the general meetings of parish members, as well as other voluntary offerings;
  - i) To keep the register of the parish members, containing their vital statistics, as well as those of the members of their families and recording all their financial contributions and offerings;
  - j) To have the care for the increase of the material resources of the parish;
  - k) To have the care of, and to manage, all the personal and real property of the parish, valuable papers and other material valuables of the parish;
  - l) To have the care of parish schools and of all educational and charitable organizations of the parish, namely, the brotherhood, the sisterhood, the cultural groups, the clubs and the like;

- m) To prepare the annual budget of the parish, and to carry it out after its approval by the general meeting of parish members;
  - n) To prepare an annual report on the activity of the parish;
  - o) To prepare the agenda of the general meetings of parish members, and to carry out the preliminary work on the questions put on the agenda of the meetings;
  - p) To keep the prescribed parish books and records, and to have the custody of them and of the archives;
  - q) To acquire all the property necessary for the church and for the church buildings, and to keep its inventories;
  - r) To have care of the church buildings and to take care of necessary repairs of them;
  - s) To purchase and to sell real property of the parish in accordance with the decision of the general meetings of parish members, and to dispose of its funds within the limits of the annual budget;
  - t) To represent, and to protect the legal interests of the Parish in the Church and government courts, and in other civil institutions;
  - u) To deal with questions pertaining to the moral, civic and social interests of the Parish, to care for the sick and for the orphans, to aid the poor, and the like; and to deal with other matters, provided they should not be within the competence of the general meeting of the parish members, within that of the Parish Clerus, or within that of the higher institutions of the Church.
- 36.** Each newly elected member of a parish board or control commission, on the following Sunday participates in the Mysteries of Confession and Communion shall in the Church take an oath of fidelity to the Ukrainian Orthodox Church of the USA, promising to serve the Parish conscientiously and honestly.
- 37.** An elected board member can leave or resign his/her post voluntarily at any time or they can be dismissed by a unanimous vote of no confidence issued by the rest of the board. After such dismissal or resignation all paperwork, documents, and parish property shall be returned to the board in presence of Control Commission.
- 38.** The board meeting shall be called by the Chairman of the board, or upon the request from the Consistory, Rector, or one third of the board members. The dates and time of board meetings shall be set by the Chairman of the board. Board meeting can take place if two thirds of the board members are present.
- 39.** During board meeting for any motion to be considered and ratified, it must be seconded, and then open to discussion. All motions at the board meeting shall be passed by a simple majority of board members in an open vote. A secret ballot shall be utilized upon a motion, which is seconded and passed by a simple majority of board members. In all instances not covered by the parish constitution "Roberts Rules of Order" shall be parliamentary authority for the general meeting. Board meeting minutes are taken by the Recording Secretary and signed by the Chairman and Secretary.
- 40.** In instances when a question is discussed during the board meeting that concerns the Parish Rector or a board member personally a motion could be passed by majority of board members to exclude the Parish Rector or a board member from being present and taking a part in this discussion.
- 41.** The Chairman is responsible for: oversight of external order during the Divine Services, membership, making sure that the other board members are tending to their duties, making sure the Church has

everything necessary for the Service, insures that the Parish is staffed with parish priest and clerics, making sure the parish budget is used correctly, signing parish documents in agreement with the board, to prepare an annual report on the activity of the Parish, to care for the increase of material resources.

42. The Vice Chairman performs tasks delegated by the Chairman and in case of the Chairman's absence performs his duties.
43. The Recording Secretary is responsible for taking board meeting minutes, keeping a list of parish members, keeping inventory lists, keeping parish correspondence in understanding with the board and the Parish Rector.
44. The Treasurer is responsible for: collecting all the Parish income, depositing it into the Parish bank account, taking care of the Parish bills in understanding with the board, signing all financial documents with the Chairman of the board, preparation of financial reports and composing a proposed Parish budget to present at the annual meeting.
45. The Vice Treasurer performs tasks delegated by the Treasurer and in case of the Treasurer's absence performs his duties.
46. The Starosta is responsible for the maintenance and overall condition of the sanctuary. He/she makes sure that everything in the sanctuary is kept in order and that all things necessary to conduct the Liturgies are provided for, He/she oversees the general cleanliness of the Church and its splendor. They are entrusted with the care and security of the Parish's Holy relics, icons, religious artifacts, all the clergy's and cleric's vestments, and the like.

## **THE PARISH CONTROL COMMISSION**

47. The control commission composed of three members and one alternative that shall occupy no staff or elective positions in the Parish, shall be elected by the general meeting of parish members for the term of one year.
48. The duties of the control commission shall be as follows: to verify the financial activities of the parish, those of the parish board, and those of the other parish organizations; to verify the vouchers for the payments; to verify the bank balances and the valuable papers; to verify the inventory; to verify insurance coverage; to verify documents, as well as other matters pertaining to the temporal economy of the parish; and to make reports of its verifications to the general meeting of the parish members, and also to the parish board upon the request of the latter.

## **PARISH MEMBERSHIP**

49. All persons of the Orthodox Faith, no less than eighteen years of age, admitted upon the recommendation of the Rector of the Parish, by the decision of the parish board, whose names are on the register of the Parish, shall be considered members of the Parish. The faithful, who for some reason transfer from one parish of the Ukrainian Orthodox Church of the USA to another, must transfer with a

certificate signed by the former Pastor and Parish Council President, attesting to the fact that they have been a faithful member of their former parish and that they have paid all financial responsibilities.

- 50.** On the register of the Parish, there shall be recorded the baptismal name and the family name of the parish member, his/her family status, the composition of his/her family; date of birth, Baptism and marriage; the instances of his/her making a confession and partaking of the Holy Communion; the date of his/her joining the parish and withdrawal from it; date of death; and also information concerning his/her payments of the fixed parish dues, of the Membership Fund of the Ukrainian Orthodox Church of the USA, and of the offerings. The form of the register shall be determined by the Consistory of the Ukrainian Orthodox Church of the United States of America, and the register shall be kept in the Parish office.
- 51.** Within the scope of religious, moral and ecclesiastical duties of a parish member, there shall be the following:
- a) Conducting his/her life and activity in accordance with the Orthodox Faith;
  - b) Attending the Holy Liturgy and the other Church Services;
  - c) Observing the rules of the Orthodox Church concerning the fasts;
  - d) Going to Confession, and partaking of the Holy Communion not less than once a year;
  - e) Rearing his/her children, and instructing them, in the Orthodox Faith and in the spirit of the Ukrainian Orthodox Church;
  - f) Showing respect for the Hierarchy, for the Clerus, and for the Church authorities;
  - g) Obeying Church order and following the religious guidance of the Parish Rector;
  - h) Participating in the Parish life, contributing to its growth and success;
  - i) Fulfilling membership obligation according to the decisions of the general parish meetings;
  - j) Fulfilling, through the Parish board administration, obligations to the UOC of USA according to the decisions of the Sobor and Council of the Metropolia.
- 52.** Parish members in good standing shall have the right to take part in all the meetings of the Parish members, to elect, and to be elected as officers of the parish government. A newly accepted parishioner may be elected to an administrative office of the Parish after one year of membership.
- 53.** A parish member is considered a member in good standing if he/she fulfills his duties listed in article 51, at least half of his/her membership fee is paid during first six month of the calendar year, and membership fee is paid in full at least one week prior to the Annual general parish membership meeting.
- 54.** In accordance with a special decision of a parish board and with the consent of the Rector of the Parish and his Eparchial Bishop, a member of the Parish may be deprived of his/her membership in it either temporarily or permanently for the following offenses:
- a) Ignoring, or failing to comply with the provisions of the general Constitution of the Ukrainian Orthodox Church of the United States of America, those of the parish Constitution, and the decisions of the General Meetings of parish members;
  - b) Breaking of decorum and of order in the church or during a parish meeting;
  - c) Dishonoring of the Orthodox Faith by his/her behavior or words;
  - d) Inflicting damage secretly or openly, to the well being of the Church or to that of the parish;
  - e) Affiliating with anti-ecclesiastical organizations;



f) Dishonoring of the good name, or undermining the prestige, of the Rector of the parish, of the members of the Clerus, of the hierarchy, or of the organs of the Church government.

**55.** Complaints against the decision of a parish board concerning the expulsion from among the members of the Parish, may be lodged before the Consistory of the Ukrainian Orthodox Church of the United States of America, which may settle the case itself, or transfer it to the general Church Court.

## **DISSOLUTION**

**56.** The Parish may be dissolved at the general membership meeting with the quorum of three fourths of all parish members in good standing only by the resolution passed by at least three fourths of parish members present at the meeting. This resolution must be approved by the Consistory and Council of Bishops, and adhere to state and federal laws. In the case, when the quorum of three fourth is not reached after three attempts, the parish board may seek blessing from Eparchial Bishop to consider dissolution resolution passed at the next general meeting with the quorum of simple majority passed by at least three fourth of the present parish members.

**57.** After the sale of the Parish property and payment of debts all remaining proceeds shall be signed over to the UOC of USA. All such proceeds shall be deposited in a special interest bearing trust within the Permanent Endowment Fund of UOC of USA in memory of Patriarch Mstyslav for a period of five years. During these five years, such funds shall be available to assist no fewer than twenty-five Orthodox Christians – at least five of whom were members of the Parish prior to dissolution – who present a feasible plan to the Consistory for the re-establishment of the Parish in the same city or vicinity.

**58.** After five years, these funds shall be divided equally between the Endowment and Mission Funds for the establishment of parishes in new locations according to the UOC of USA Constitution.

**59.** Should the dissolution of the Parish be in conjunction with unification to another parish of UOC of USA, all the Parish assets shall become that of the unified parish.

**60.** Under no circumstances may the Parish property or finances be divided amongst its remaining members, since this would be in violation of federal and state laws.

## **AMENDMENTS TO THE PARISH CONSTITUTION**

**61.** The authority to amend parish constitution shall be vested in the general parish membership meeting with the quorum of two thirds of all parish members in good standing. All such amendments must be passed by a two thirds majority vote of the parish members present at the meeting and later approved by the Consistory of UOC of USA.

**62.** Drafts of amendments to this Constitution, along with supporting rationale, shall be submitted in writing to the parish board. The parish board shall set the date and the time for the general membership meeting to present, discuss, and vote on proposed changes based on its own resolution or on demand of one forth of parish members.

- 63.** All proposed changes must be made available to parish members at least two weeks prior to the general membership meeting.

Constitution was approved by general parish membership meeting on June 20<sup>th</sup>, 2010

Parish Rector Rev. Ivan Petrouchtchak

Parish Board Chairman Vasyl Zadorozhny

Presiding Committee Chairman Nataliya Helychak

Recording Secretary Mariya Kamsha