

Rev. Ignatius Hunter  
*Rector*  
Rev. David Smith  
*Priest-in-Charge, Chapel of the Holy Spirit*  
Pdn. Mark Oleynik  
*Director of Christian Education*



*Holy Trinity Orthodox Church*  
119 S Sparks St  
State College, PA 16801  
*Chapel of the Holy Spirit*  
145 N Kern St  
Beavertown, PA 17813

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# 2023 Annual Meeting

November 19, 2023

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## Agenda

- i. Opening Prayer: "O Heavenly King..."
  - ii. Rector's Report
  - iii. President's Report
  - iv. Determination of a Quorum
  - v. Minutes of the 2022 Annual Meeting
  - vi. Treasurer's Report
  - vii. Auditors' Report
  - viii. Review and Approval of 2024 Parish Budget
  - ix. Election of Officers
  - x. Election of Auditing Committee
  - xi. Discussion of Parish Property
  - xii. CHS Independent Incorporation
  - xiii. Approval of Proposed By-Law Changes
  - xiv. Adjournment
  - xv. Closing Prayer: "It is truly meet..."
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## Minutes of the 2022 Annual Meeting

**Sunday, November 13, 2022**

### **I. Call to order**

The Annual Parish Meeting opened at 12:40pm, with the chanting of the "O Heavenly King..." prayer.

## **II. Rector's Report**

Father Ignatius Hunter, our Rector, presented his report which is set forth more fully in the 2022 Annual Report (see attached).

Father Ignatius highlighted: a) the challenge of overall community planning and discernment. Father spoke about the feasibility study that was done by Hoffman Leakey Architects and K&W Engineers. The good news is that it is feasible to expand our church building but the bad news the cost is very expensive, and we are not able to modify our church parking lot. Another option besides renovating our existing buildings would be to find property in the State College area vicinity. A committee will be devised to research this option and report back to the parish council. We must do our "due diligence" in a decision of this magnitude in order to be faithful stewards., b) another challenge is stewardship giving and reducing our current mortgage. In 2025, our mortgage rate lock will expire, and we will be subject to the current mortgage rates. We need a plan to pay off our mortgage before this occurs. Our stewardship giving has been "soft" and we haven't been able to meet our stewardship budget, and c) good news, over the past year attendance has gone up, there are new catechumens, there were 4 babes baptized and 2 adults converted.

### **Associate Rector's Report**

Father David Smith, our Associate Rector, presented his report which is set forth more fully in the 2022 Annual Report (see attached).

Father David highlighted: a) CHS has sustained growth (average attendance is 23) given the rural area in which the chapel is located, b) stewardship continues to be steady and strong, c) CHS is working towards becoming more independent from HTOC and is beginning to be more self-sufficient. CHS is looking to go into a "Mission" status once they have the number of members needed to be a Mission Church, d) CHS needs more space and would like to seriously entertain the adding on of the north and south transepts to provide additional space.

## **III. President's Report**

Justin Houser, Parish Council President, presented his report which is set forth more fully in the 2022 Annual Report (see attached).

Justin will be completing his term as Parish Council President. He has served on the Parish Council since 2015, first as Parish Council Secretary and then a year later as President. He has been serving the church in this current role for 7 years. Justin highlighted some of the experiences over the seven years, such as the falling asleep of our beloved Father John, the COVID-19 pandemic, the departure of Father Alexander, the celebration of 25 years of ministry, the arrival of Father Ignatius and Mka. Seraphima and their family, the ordination of Father David to the holy priesthood, the elevation of Pdn. Mark, the ordination of Sdn. Michael, the tonsures of Rdrs. Evan and Evan, the expansion of the Chapel, and the reception of adults and children into our holy faith.

**IV. Establishment of Quorum**

As 51 members at Holy Trinity Orthodox Church (HTOC) and the Chapel of the Holy Spirit (CHS) signed the attendance sheets, the quorum was established.

**V. Minutes of the 2021 Meeting**

There were no edits or corrections made to the 2021 annual meeting minutes. After a motion by Karen Cattell, second by Bruce Haupt, the 2021 annual meeting minutes were unanimously approved.

**VI. Treasurer's Report**

Sdn. Michael Stickles, Treasurer, presented his report which is set forth fully in the 2022 Annual Meeting Report (see attached). After a motion by Rdr. Samuel Leathers, seconded by Judy Fryncko, the Treasurer's Report was unanimously accepted.

Sdn. Michael highlighted that HTOC 2022 stewardship giving was \$184,535 through October and is on pace to reach around \$230,000 by the end of December. We are expected to come in lower than 2022 stewardship budget. CHS 2022 stewardship giving continues to be strong, as of October it was \$52,048 and they will likely exceed their \$59,200 stewardship budget.

**VII. Review and Approval of the 2023 Parish Budget**

Father Ignatius Hunter and Sdn. Michael Stickles presented the 2023 Budget for Holy Trinity Orthodox Church, which is set forth fully in the 2022 Annual Meeting Report (see attached). After a motion by Jim VanDerlin, seconded by Corielle Stickles, the 2023 Budget for HTOC was unanimously adopted with a footnote (*see below*).

Father Ignatius informed the parish that our Archdiocesan assessment will decrease by \$6,200 for HTOC and \$180 for CHS. The Archdiocese approved separating out the financials for HTOC and CHS in October 2022. Prior to this approval the HTOC and CHS financials were combined which resulted in a higher assessment. Father Ignatius also informed the parish that we have been trimming our expenses as much as possible, but we need to increase our stewardship giving to cover our current expenses.

It was also noted that there is a 2% increase to Father Ignatius's pension contribution. The Archdiocese approved this in early November. This will be an increase in the OCA Pension contribution category in the budget.

*A recommendation was made and approved that the 2023 presented budget be footnoted with the decrease to the Archdiocesan Assessment and increase to the OCA Pension contribution.*

A question was raised on why the Campus Fellowship Chaplain reflected zero dollars in the budget. It was explained that Evan Ashmore stepped down and with Nate Kovscek moving the OCF activities from the campus to Trinity House, that we didn't need to pay a Campus Fellowship Chaplain. Another question arose on the funds allocated to the OCF fund. The budget is summarized at a high level and doesn't show the monies allocated by ministry. It was confirmed that money (\$1,000) has been allocated to the OCF fund ministry.

Thereafter, Rdr. Evan Kerstetter presented the 2023 Budget for the Chapel of the Holy Spirit, which is set forth fully in the 2022 Annual Meeting Report (see attached). After a motion by Sdn. Michael Stickles, seconded by Brad Kerstetter, the 2023 Budget for CHS was unanimously adopted.

Rdr. Evan Kerstetter indicated that the CHS was increasing Father David's salary by 8%, to \$40,000. They are targeting the median income for the Beavertown area, which is an annual salary between \$58,000-\$60,000. The increase to the OCA Pension contribution doesn't affect CHS as Father David currently doesn't participate in the OCA pension plan. CHS is preparing for the future to include this expense item in their budget.

#### **VIII. Election of Officers**

The Offices of President, Vice President, Grounds and Chapel of the Holy Spirit Delegate are up for election. The following slate of candidates was put forth: Evan Ashmore, Vice President; A.T. Pelikan accepting another term as Grounds coordinator; and Wesley Hoffman, Holy Spirit Delegate. For the office of President there were three nominations, Rdr. Samuel Leathers, David Swisher and Darren Torbic. After a vote took place by HTOC and CHS the new Parish Council President is Darren Torbic. There being no other nominations from the floor, a motion to cast the ballot in favor of these candidates was made by Bruce Haupt, and seconded by Karen Cattell, and was thereafter unanimously approved. It should also be noted that Sdn. Michael Stickles will be resigning from the office of Treasurer in early 2023 in favor of Cameron Johnson, pending approval from the Parish Council.

#### **IX. Election of Audit Committee**

Per the bylaws, an annual audit review of the financials needs to be performed. Nominations took place to elect two people to the audit committee. Rdr. Samuel nominated Justin Houser and Bruce Haupt second, Justin accepted. Mary Aigler nominated Brad Kerstetter and Gina Lyter second, Brad accepted. The nominations were unanimously approved.

#### **X. Discussion of Parish Property**

Father Ignatius communicated to the parish the next steps with the parish property. Hoffman Leakey Architects and K&W Engineers have presented three options on how we can rebuild our existing property with costs associated with each option. In addition, the Parish Council will appoint a property research committee to gather information and costs on property options in the vicinity of Holy Trinity / State

College area. This option will help satisfy the need our community expressed at previous charrette meetings with K&W on the importance of us having a cemetery, sufficient parking and play area for the children. Once we have this information, we will need to discuss what is the best option(s) for our community.

Father Ignatius also communicated that the Parish Council will propose a plan to reduce our current mortgage.

**XI. Adjournment and Closing Prayer**

Whereupon, there being no further business, a motion to adjourn was made by Bruce Haupt and seconded by Judy Fryncko, the meeting was unanimously concluded at 2:15pm by singing of “It is Truly Meet...”.

Respectfully submitted,  
Maria Fiori, Parish Council Secretary

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*✠ Editor’s note: these minutes are prepared initially for the review and approval of the Archbishop, and any instances of the phrase “see attached” in the above minutes are in reference to the 2022 Annual Meeting reports that were submitted to His Eminence with these minutes. For the sake of brevity, the full packet of the 2022 materials is not reproduced within the 2023 packet. However, for the sake of full disclosure to any interested party, the packet of 2022 materials is available on our website at <https://holytrinity-oca.org/annual-reports/>.*  
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# Rector's Report

To say it succinctly, 2023 has been a whirlwind of a year. The parish has fully revived from its covid-induced slumber, and there is much that can be said about what has happened in the past twelve months and our direction going forward. Some highlights include:

- Like many Orthodox parishes throughout the country, we have seen an upsurge in inquirers, catechumens, and converts in the past year. Since last November, we have received eight converts into the faith. We presently have five catechumens, and it seems abundantly likely that we will have additional catechumens soon as well. Providing adequate catechism for these folks has been a challenge for me for many reasons, not least of which has been the constant difficulty of trying to construct a “book list” of things I expect catechumens to read. I am extremely thankful to the OCA for releasing this year its first-ever catechism,<sup>1</sup> which I hope will eliminate the need for me to employ an outside booklist and help me in constructing a standardized outline for catechesis in the parish.
- The internet continues to be both a difficulty and a land of opportunity for us. I am extremely thankful to the parish council for being willing to permit the unbudgeted hiring of Amber Ashmore to manage the somewhat-dormant webpage and the completely dormant Facebook page. It is very gratifying to be able to see current parish events or priorities directly publicized on the main website. There is much work still to be done, but I am very happy with what we have accomplished to this point.
- The livestreaming of services and certain events has continued throughout the last year at a greatly reduced cost to the parish. Our streaming quality is not nearly at a professional level, of course, but it seems like this is the medium-long term form streaming will take for our parish. I am thankful for the many benefits of streaming, including the ability of inquirers to “lurk” a little before they take the plunge and attend a service, and also the ability of parishioners who are disabled to participate in this way. However, the presence of streaming is not without its drawbacks, and clearly for some it has become an excuse not to actually attend services. Yet our faith is a sacramental faith, and any able-bodied parishioner is expected to attend in person, prepare themselves, and receive the body and blood of Christ unto their salvation. Christ gave us the sacraments as a means of grace; He did not give us vicarious participation through audiovisual technology. And that is simply the truth of the matter.
- The property discussions of previous years have been relatively muted this year, and the parish council elected to focus instead on reducing the current mortgage

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<sup>1</sup> Available online at <https://www.oca.org/cdn/PDFs/2023-0609-EOCB.pdf>.

and setting up the Chapel of the Holy Spirit as an independent parish rather than continuing to focus quite so intensively on the property question. The status quo from the prior year remains: we know we can rebuild/reconfigure our present property for somewhere in the neighborhood of three to four million dollars. We also know that such a reconfiguration will not accomplish certain important parishioner aspirations, including outdoor space, a sizeable parking lot, and a cemetery. It is also my continuing sense that when we are presented with a “stay or go” option, the parish is deeply divided on the question, and divided for reasons (on both sides) that I believe to be of merit. Therefore, it is my suggestion that we look to acquire land suitable for a parish church in the near outskirts of State College and build a cemetery there, with the hope and eventual aim of creating a second parish church on that site in the future which can minister more to the needs of growing families whilst our continued presence in the downtown provides us with an opportunity for further evangelism to students and young professionals.

- Per our discussions with diocesan authorities, the Chapel of the Holy Spirit is expected to become an independent parish in the year ahead. There are still a number of issues to work out, including especially the question of incorporation, but the Chapel has made great strides toward self-sufficiency, and we believe a 2024 separation timeline is both reasonable and feasible.
- The issue of vocations remains urgent in my thinking. Speaking beyond the parish, if the Orthodox Church is going to survive and flourish in the decades ahead in this land, she needs competent, spiritually mature, prayerful, and intellectually developed leaders. Although we have sent one seminarian to school this year and the other parishes of our diocese have sent another (reversing a long trend of total barrenness), we need to send many more, and we need to prepare the best among our young men for the priesthood. Fr. John, on the subject of tithing, used to say that our offerings needed to be “our first and our best.” If we give the best of our young men up to the service of Christ’s altar, He will bless us abundantly in the years ahead. If we give Him nothing, He will surely pay us back in kind. I would also note that our women should not think the possibility of advanced theological education is something only for men or only for clergy candidates. There are many ways in which non-clergy can serve the Church and we need educated and developed leaders to be scholars, teachers, missionaries, leaders of social ministries, musicians, liturgists, composers, iconographers, textile artists, and so on. I am proud of our parish for sending and supporting Evan Ashmore this past year and I am thankful to His Eminence and to our Lord for the ordination of Dn. John Kerstetter, but we need to have the thought “and who is next” in our minds as well, even as we continue to see Evan through his education.
- In the past year there have been many engagements in the parish and (at the time of this writing) two weddings. Certainly this is a joyous thing and portends future

growth, but I must confess that the counselling materials I have used with the couples (one by SVS Press and one published by the GOA) have been of very poor quality and I continue to search for practical and theologically rich materials to use in the counselling process.

- Finally, I want to make note of a few things that I wish I had done in the past year or that I think we can do better. First of all, it had been my intention to try to give serious consideration to the curriculum of our Sunday School program this past summer. Due to Matushka's illness, I was unable to do this as I had planned. Secondly, while I am very pleased with my own interactions with the OCF in the 2022-2023 school year, I feel that I have been too distant from them so far this year and I hope for more time and ability in the coming semester. While I have been quite involved with event scheduling and planning, nothing can replace personal, boots-on-the-ground pastoral attention. Thirdly, I very much regret watching certain people drift away from active participation in the life of the Church. This is an ancient problem, going back to the first century and the pastoral calls to "stand fast" and "abide" or to "finish the race," and so forth. Nevertheless, given all of the pressures on me and on my time, I feel as though I do not have it in me to pursue every straying sheep. Further, I do not have even remotely the ability to attend to the home-bound elderly that I would desire. While an ideal solution to these problems might be found in establishing a second priest for the parish, I also think that the reinvigoration of a lay ministry such as "TLC1" is in order. On a personal level, I do care very much about every single parishioner. On a practical level, there is no way I can reach out to everyone with the attention they need to show them that their pastor and their parish do indeed care about them. My primary piece of advice to those who feel pastorally neglected would be: reach out to me. "The squeaky wheel gets the grease." And to those who are straying more generally, I can only refer you back to the words of the Lord: "remember from what you have fallen; repent and do the works you did at first" (Rev 2:5). Pray daily, come to church, confess, receive the sacraments, keep the feasts, love and serve your neighbor, walk in the expectation of the kingdom. "Forsake foolishness and live" (Prov 9:6). "Take words with you and return to the Lord" (Hos 14:2)!

This last year has been a whirlwind and a challenge. The furnace broke. Appeals were made and met with generosity. A mortgage drive was initiated. Refugees here harbored. The homeless were sheltered. A seminarian was sent. A deacon was ordained. By-laws were crafted for our daughter parish. Matushka came close to death, and the parish ministered to her profoundly in her hour of need. Marriages. Births. Baptisms. Engagements. Funerals. Converts and inquirers. A betrothal in Kansas. An active campus fellowship.

Truly, we are blessed, but all of this is a lot of hard work. Please pray for me, for my family, for Pdn. Mark, for our parish council and for all who faithfully minister in our parish. And



more than that: offer yourselves to the Church for the work of ministry as an act of service to God and your brethren. We are offering a common sacrifice to God. Let us offer Him our utmost, our best, our greatest, and our highest, that He might bless us and save our souls.

With Deep Love in Jesus Christ,

*Fr. Ignatius Hunter*

Fr. Ignatius Hunter

# Associate Rector's Report

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

- CHS continues to offer a healthy liturgical fare, serving (Vesperal) Liturgy at the 12 Great Feasts; serving Great Vespers (with Litya) on festal occasions, as well as serving Akathists. Of note this year, this is the first time since our inception in 2008 that we have had to purchase a second case of Altar wine prior to the end of the year! In most circumstances, that is not significant. But, it is for us, given our size and what it is that we are blessed to offer and provide our members.
- CHS is working with Orthodox designer and draftsman, Andrew Gould, to design and oversee the construction of an iconostasis. Based upon a couple of articles he wrote on mission churches and their liturgical needs, Andrew has designed iconostases scaled more to a mission setting striving to make them both affordable as well as beautiful.
- A beautiful timber frame bell tower was erected to house the bell we inherited from the former Orthodox parish in Jerome, PA, St. Mary's (Holy Assumption).
- We continue to participate in the OCMC SAMP program seeking to go outside of ourselves by supporting a missionary priest. Giving has been strongly supported for this endeavor over the years we have been participating in it. This year it was decided to support our "missionary" Deacon with any of those offerings above and beyond our \$600 annual commitment.
- Thanks be to God, Reader Evan (John) Kerstetter was ordained to the Holy Diaconate on 6 May of this year. It has truly been a blessing to CHS and to this Priest to have a Deacon serving on a regular basis at the Altar.
- To date, we have 16 sacramentalized adults, 6 sacramentalized children, and 1 catechumen. Sadly, we had to say good-bye to a longstanding and faithful member due to acute health reasons. Although this is a blip in most parishes, given our setting and numbers, such a loss is magnified, thus driving home poignantly what the holy Apostle Paul says, "When one suffers, we all suffer; when one rejoices, we all rejoice" (1 Cr. 12:26).
- To date, the 2023 average attendance for Liturgy is 23.
- Sunday School/catechesis continue to be offered with our Deacon spearheading the adult catechesis. Children continue to use the nave to gather in while adults meet at the rectory. This arrangement, however, is untenable on a long-term basis, and so the transepts are a reality that, Lord willing, are not too far off. Of course, the need for a parish hall is also apparent so that the sacred space of the Temple might better be honored and preserved.
- An outbuilding (shed) is on order at the time of this writing with anticipated delivery in either November or December. It will provide much needed storage space for items currently stored in our limited closet spaces as well as in the basement of the rectory. It will also provide room for a lawn tractor. Currently, a neighbor of ours has been caring for both the lawn at the church and at the rectory as a way of occupying himself in retirement. However, his age is catching up with him and CHS will need to assume responsibility for the church lawn in the not-so-distant future.
- Proposed Bylaws have been submitted to the Archbishop and are awaiting review by a canonical lawyer. CHS is also working with Atty. Justin Houser in drafting Articles of

Incorporation, obtaining an EIN, as well as federal tax number. We appear to be on track yet for mutual separation from HTOC in 2024.

- The Archbishop has given his blessing for us to, upon separation, use the name of Orthodox Christian *Church* of the Holy Spirit instead of Chapel. The name change, hopefully, will communicate that we are a full-service parish (although we have always been) once we are free standing, so to speak. We will intentionally retain *Christian* as a way to avoid confusion by folks who have thought we are Jewish or who may have wondered if we are a mosque. Such a name change will have minimal impact on what we presently offer as well as on our records. We will remain CHS and our link will remain holyspirit-oca.org.
- We are in conversation with Orthodox Web Solutions for a new website and will be purchasing church membership software for record management.
- Stewardship remains, by the mercy of God, strong and healthy. CHS has always emphasized tithing as the Biblical way of giving from her inception. However, with the loss of a prominent and faithful member, we have felt that in our giving. Again, in most parishes of larger numbers, this is usually a hiccup. But, with numbers such as ours, that hiccup gets magnified. Nevertheless, “we know Whom we have believed and are persuaded that He is able to keep that which we have committed unto Him against that day” (2 Tm. 1:12). As Fr. John of blessed memory was wont to say, “You can’t out give God!” Indeed!
- Finally, for official purposes, I am requesting HTOC to bless our future separation (as a child from its mother) and to grant us release as soon as is practicable, transferring to us both assets and liabilities (with the proviso of the approved Archdiocesan mortgage which is a shared payment).

It is difficult to digest our anticipated separation since we have been at this together since 2008. It is both joy and sadness (a very Orthodox thing!). It has truly incarnated the mission statement of HTOC of “Building up the Church beyond the parish.” Yet, this is what we were given birth for, isn’t it? May God bless our endeavors both in State College and in Beavertown. Pray for us and remember us at the Altar (as we do you) and never forget that, though on our own, we will always be your child and you, our mother.

Glory to God for all things!

Humbly and thankfully submitted,

Fr. David Smith  
Priest-in-Charge  
Orthodox Christian Chapel of the Holy Spirit

# Council President's Report

Darren J. Torbic

Beloved Brothers and Sisters in the Lord

Glory to Jesus Christ!

I would like to begin this report by first giving thanks to God for the blessings and trials that our parish has experienced this past year. God continues to bless our parish. I would also like to give thanks to His Eminence Archbishop Melchisedek, Fr. Ignatius, Fr. David, Dn. Mark, and Dn. John for their faithful devotion in ministering to the parishioners of Holy Trinity and the Chapel of the Holy Spirit.

This past year it seems like our parish has finally started to recover from the COVID pandemic and is in a much better place than we were several years ago. A few highlights from my perspective are the following:

1. Attendance at Sunday Liturgies seems to be increasing. Without looking at the attendance numbers, the sanctuary just seems much fuller during Liturgy, especially with college students.
2. The number of children attending Sunday School dramatically increased from last year; and as a result, we increased the number of Sunday School classes, even adding a class for adult education.
3. The number of catechumens we have enrolled and the number of baptisms performed this past year is an indication that our parish is growing.
4. The number of students involved in OCF has increased, and OCF has more activities planned this coming year than in recent years.
5. The number of weekly events that we have at the parish is amazing, especially the opportunities for adult education.
6. Dn. John (Evan) Kerstetter from the Chapel of the Holy Spirit was ordained to the holy diaconate.
7. We sent off to seminary (with some financial assistance) one of our own parishioners, Rdr. Evan Ashmore and his family. It has been a number of years since someone has gone onto seminary from our parish.
8. The first full Slavonic Liturgy was held in our parish this past year, and the goal is to have more in the future.

These are just a few of the highlights about our parish from this past year for which I am grateful, and for which I give thanks to God.

When I was elected Council President, I thought a good portion of my time would involve activities related to potential building options. However, it is difficult as Council President to consider potential building options, when the treasurer's report each month shows that

our stewardship giving is regularly below our targeted budget. For our parish to grow and do God's will, we have to consider our commitment to stewardship in all areas: time, talent, and treasure. Luke 12:48 tells us, "Everyone to whom much is given, from him much will be required; and to whom much has been committed, of him they will ask for more." If you are generous with your time and talents, as well as your treasure, one day no doubt you will hear the words, "Well done, good and faithful servant ... Enter into the joy of your lord" (Matthew 25:23).

The Council has taken an important step towards improving the parish's financial stability through the mortgage paydown campaign, which will benefit the parish, if by God's grace, we get to the point of needing to start a capital building campaign, either for this property or elsewhere in the future. But more commitment and contributions to this campaign are needed. I will also add, especially given the financial conditions across the country and here in State College, that the Parish Council is mindful, recognizes, and appreciates the generosity of our parishioners when special offerings are requested to help those in need or, for example, when the parish needed to purchase a new furnace.

We just recently had a ministry fair. I was encouraged to hear that about half of the parishioners are involved in a ministry within our parish, but we are all called to minister (Ephesians 4:11-16). I will again reiterate, for our parish to grow and do God's will, we as a parish have to consider our commitment to stewardship in time, talent, and treasure.

I look forward to continue working with you in the year to come for the glory of God.

Respectfully submitted,

*Darren J. Torbic*

Darren J. Torbic  
Council President  
Holy Trinity Orthodox Church

# Treasurer's Report

## Account Balances (as of Oct. 31 each year)

Category	2021	2022	2022
<b>Assets</b>			
<b>Bank Accounts</b>			
<i>HTOC Checking/Money Market/CD Accounts (Fulton Bank)</i>	164,433	179,481	<b>145,588</b>
<i>CHS Checking Account (Fulton Bank)</i>	0	0	<b>60,000</b>
<b>Total Bank Accounts</b>	<b>164,433</b>	<b>179,481</b>	<b>205,588</b>
<b>Fixed Assets</b>			
<i>Holy Trinity—Building/Land/Improvements</i>	445,000	445,000	<b>445,000</b>
<i>Chapel of the Holy Spirit—Building/Land/Improvements</i>	209,858	209,858	<b>209,858</b>
<i>Trinity House—Building/Land/Improvements</i>	450,521	450,521	<b>450,521</b>
<b>Total Fixed Assets</b>	<b>1,105,379</b>	<b>1,105,379</b>	<b>1,105,379</b>
<b>Total Assets</b>	<b>1,269,812</b>	<b>1,284,861</b>	<b>1,310,968</b>
<b>Liabilities</b>			
<i>Holy Trinity / Trinity House Mortgage Balance</i>	363,132	348,598	333,534
<i>Chapel of the Holy Spirit Mortgage Balance</i>	142,000	136,000	130,000
<i>Accounts Payable (OCA Pension Contributions, Tax Escrow, etc.)</i>	1,018	3,499	3,631
<b>Total Liabilities</b>	<b>506,150</b>	<b>488,097</b>	<b>467,165</b>
<b>Equity</b>			
<b>Total Equity (Assets minus Liabilities)</b>	<b>763,662</b>	<b>796,764</b>	<b>843,803</b>
<b>Unrestricted Funds</b>			
<i>Operating Cash Balance</i>	270	(3,414)	7,642
<b>Restricted Funds</b>			
<i>Building Fund</i>	2,370	2,719	<b>2,919</b>
<i>Mortgage Paydown Fund</i>	0	0	<b>30,627</b>
<i>Property Reserve Fund Balance</i>	13,524	18,524	<b>23,354</b>
<i>Memorial Fund Balance</i>	1,605	1,995	<b>2,734</b>
<i>Icon Fund Balance</i>	6,700	7,100	<b>5,500</b>
<i>Matthew 25 Fund Balance</i>	6,253	5,169	<b>4,049</b>
<i>Parishioner Assistance Fund Balance</i>	0	50	<b>150</b>
<i>Bookstore Fund Balance</i>	194	738	<b>466</b>
<i>Sobor Fund Balance</i>	3,344	832	<b>2,332</b>
<i>Camp Scholarship Fund</i>	0	0	<b>2,000</b>
<i>Sunday School Special Event Fund Balance</i>	2,369	890	<b>890</b>
<i>Choir Projects Fund Balance</i>	120	132	<b>532</b>
<i>Rector's Continuing Ed. Fund Balance</i>	755	1,126	<b>1,176</b>
<i>Assoc. Rector's Continuing Ed. Fund Balance</i>	3,050	2,761	<b>2,861</b>
<i>Rector's Discretionary Fund Balance</i>	1,596	1,301	<b>900</b>
<i>Assoc. Rector's Discretionary Fund Balance</i>	1,793	1,476	<b>1,353</b>
<i>OCF for THON Fund Balance</i>	310	310	<b>310</b>

<i>Capital Projects Fund Balance</i>	27,061	31,234	<b>25,383</b>
<i>Campus Ministry Fund Balance</i>	7,368	6,663	<b>4,408</b>
<i>Chapel Operating Fund Balance</i>	52,385	60,752	<b>64,583</b>
<i>Chapel Building Fund Balance</i>	24,759	28,328	<b>26,113</b>
<i>Chapel Memorial Fund Balance</i>	6,288	6,021	<b>6,050</b>
<i>Chapel Missions Fund Balance</i>	980	1,249	<b>744</b>
<i>Chapel Sobor Fund Balance</i>	0	0	<b>750</b>
<i>Chapel Pass Through Fund Balance</i>	0	0	<b>(209)</b>
<i>Pass Through Account Balance</i>	320	25	<b>2,142</b>
<b>Total Fund Balances</b>	<b>163,414</b>	<b>175,982</b>	<b>219,757</b>

As of the end of October 2023, HTOC stewardship giving was \$185,346 for the year and is roughly on pace to match last year's year-end total of \$231,748. Total budgeted income for the year is about \$1,100 behind budgeted expenses, and while November and December will likely overcome that gap to give us a net income on the year, it's likely that the net income will be less than the amount of a special large one-time gift received during the summer, meaning we are effectively running a deficit.

To date, \$83,710 has been pledged towards the mortgage paydown campaign, just over a quarter of the goal. A total of \$30,667 has been given.

The Chapel's giving started out strong but dropped off over the summer and has not fully recovered. CHS stewardship giving through the end of October was \$48,543 (down \$3,505 from the same period last year) and is likely to fall around \$3,000 short of the \$62,200 target, although slightly below-budget expenses should balance that out almost exactly.

**Michael Stickles**



# **HOLY TRINITY ORTHODOX CHURCH**

## *Proposed 2024 Budget with Prior Year Comparisons*

<b>INCOME</b>	<b>2022 Actuals</b>	<b>2023 YTD<sup>α</sup></b>	<b>2023 Budget</b>	<b>Proposed 2024 Budget</b>	<b>% Change</b>
STEWARDSHIP OFFERINGS	231,748	149,022	251,606	256,356	2%
PARKING <sup>γ</sup>	7,846	3,844	10,800	5,400	(50%)
CANDLES / FLOWERS	3,105	2,891	2,900	3,300	14%
SEMINARIAN APPEAL	---	---	---	6,000	[New]
MISC. (IN-KIND, REWARDS, ETC)	1,521	13,258	75	1,200	1500%
<b>TOTAL BUDGETED INCOME</b>	<b>244,220</b>	<b>169,014</b>	<b>265,381</b>	<b>272,256</b>	<b>3%</b>
<b>EXPENSES</b>					
PERSONNEL	δ 126,557	88,507	129,502	140,212	8%
RECTOR – STIPEND + HOUSING	77,250	53,349	80,023	83,200	4%
RECTOR – SOC. SEC. ALLOWANCE	6,399	4,419	6,629	6,900	4%
RECTOR – OCA PENSION CONTRIBUTION	8,365	6,932	8,665	10,812	ε 25%
BOOKKEEPER/OFFICE ASST.	10,175	6,675	10,000	10,500	5%
CUSTODIAN	9,000	6,667	10,000	10,500	5%
COMMUNICATIONS COORD.	4,800	3,200	4,800	5,100	6%
CHOIR DIRECTOR	3,600	3,200	4,800	4,800	---
SUPPLY CLERGY	750	350	1,400	1,400	---
CLERGY CONTINUING ED.	1,320	1,067	1,600	1,000	(38%)
WEBSITE ADMINISTRATOR	---	800	---	4,800	[New]
PAYROLL TAXES	2,098	1,848	1,584	1,200	(24%)
ARCHDIOCESE/OCA	29,514	15,706	35,975	26,539	(26%)
MORTGAGE <sup>β</sup>	27,330	18,220	27,330	27,330	---
UTILITIES	13,870	12,142	13,700	14,350	5%
OUTREACH AND FELLOWSHIP	8,670	5,860	11,700	21,200	ζ 81%
OFFICE ADMINISTRATION	6,083	4,276	6,275	6,725	7%
LITURGICAL	3,365	2,054	5,800	5,800	---
PROPERTY	3,310	3,343	5,700	5,700	---
INSURANCE	3,814	3,994	4,000	4,200	5%
LICENSES/FEES/SERVICE CHARGES	5,019	3,895	3,700	5,300	43%
CHRISTIAN EDUCATION	1,091	623	1,700	1,200	(29%)
OTHER (REFURNISHING, ADA, ETC)	185	0	300	300	---
OUTLAYS FOR RESTRICTED FUNDS	15,346	9,577	19,700	13,400	(32%)
CAPITAL PROJECTS FUND <sup>γ</sup>	7,846	3,844	10,800	5,400	(50%)
PROPERTY RESERVE FUND	5,000	3,333	5,000	5,000	---
ALL-AMERICAN COUNCIL FUND	1,500	1,000	1,500	1,200	(20%)
DISCRETIONARY FUNDS	1,000	800	1,200	1,200	---
MATTHEW 25 FUND	---	600	1,200	600	(50%)
<b>TOTAL BUDGETED EXPENSES</b>	<b>244,154</b>	<b>168,197</b>	<b>265,381</b>	<b>272,256</b>	<b>3%</b>

α 2023 YTD income and expenses are for 1-1-2023 through 8-31-2023.

β 08-31-2023 balance of 119/123 S. Sparks St mortgage was \$336,076.

γ All parking income is currently designated for the Capital Projects Fund.

δ 2022 Personnel total includes \$2,800 for the Campus Ministry Chaplain position which is not listed in the detail section.

ε In January 2023, the OCA changed the required parish pension match from 10% of salary/housing to 12%.

ζ Outreach includes \$10,000 in seminarian support for Evan Ashmore. Without that, there would be a 4% decrease.

# **CHAPEL OF THE HOLY SPIRIT**

## *Proposed 2024 Budget with Prior Year Comparisons*

<b>INCOME</b>	<b>2022 Actuals</b>	<b>2023 YTD<sup>α</sup></b>	<b>2023 Budget</b>	<b>Proposed 2024 Budget</b>	<b>% Change</b>
STEWARDSHIP OFFERINGS	65,193	37,771	62,200	64,400	4%
CONTRIBUTIONS FROM HTOC	3,000	2,000	3,000	3,000	---
<b>TOTAL BUDGETED INCOME</b>	<b>68,193</b>	<b>39,771</b>	<b>65,200</b>	<b>67,400</b>	<b>3%</b>
<b>EXPENSES</b>					
PERSONNEL	36,000	26,350	40,000	41,950	5%
PRIEST-IN-CHARGE	36,000	26,000	39,000	40,950	5%
SUPPLY CLERGY	0	350	1,000	1,000	---
MORTGAGE <sup>β</sup>	6,000	4,000	6,000	6,000	—
ARCHDIOCESE/OCA	5,543	3,371	5,300	5,800	9%
OPERATING EXPENSES	3,146	3,073	4,500	4,600	2%
OUTREACH AND FELLOWSHIP	1,969	1,722	3,000	2,850	(5%)
UTILITIES	1,959	1,575	2,300	2,600	13%
PROPERTY	1,530	932	2,100	1,600	(24%)
INSURANCE	0	0	600	600	---
OUTLAYS FOR RESTRICTED FUNDS	500	933	1,400	1,400	---
DISCRETIONARY FUND	500	333	500	500	---
ALL-AMERICAN COUNCIL FUND	0	600	900	900	---
<b>TOTAL BUDGETED EXPENSES</b>	<b>56,645</b>	<b>41,957</b>	<b>65,200</b>	<b>67,400</b>	<b>2%</b>

α 2023 YTD income and expenses are for 1-1-2023 through 8-31-2023.

β 08-31-2023 balance of 145 N. Kern St mortgage was \$131,000.

# Proposed Slate of Parish Officers

## Vacant Offices for 2024-2025 and Parish Council Proposed Candidates

- 1) *Treasurer – Corielle Stuckles*
- 2) *Secretary – Maria Fiori (2<sup>nd</sup> term)*
- 3) *Building Chair – N. Scott Parkhill (2<sup>nd</sup> term)*
- 4) *Chapel of the Holy Spirit Delegate – Wesley Hoffman*

## List of 2023-2024 Incumbents on the Parish Council

- 1) *President – Rdr. Darren Torbic (1<sup>st</sup> term)*
- 2) *Vice President – Nicholay Golosov (special appointment)<sup>2</sup>*
- 3) *Grounds Chair – Anne Therese Pelikan – (2<sup>nd</sup> term)*

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<sup>2</sup> Rdr. Evan Ashmore vacated the position of Vice President on July 31, 2023 due to his becoming a “stavropegial” seminary student and thus no longer being eligible to hold office at Holy Trinity. The parish council, per the by-laws and with the confirmation of the Archbishop, elected Nicholay Golosov to fulfill the remainder of his term (August 2023 – December 2024).

# 2023 Annual Meeting By-Law Revisions Proposals

## Executive Summary Highlights

- There are numerous changes the parish council is seeking throughout the by-laws.
- The understanding of the need for revisions came about as a part of the process of developing the Chapel of the Holy Spirit's future by-laws.
- The changes envisioned in these revisions are aimed primarily at bringing the by-laws into sync with actual parish practice. The only major change occurs in III.5.e, where the procedure for electing an auditing committee and its duties are enumerated.

## Reading Key

- Original 2021 By-Law text is in black.
- Recommended deletions are in ~~Red-Strikethrough~~.
- Recommended additions are in Green.

*For any questions about proposed changes and what they might mean, inquiries can be directed to By-Laws Committee Members: Fr. Ignatius, Justin Houser, Fr. David, and Dn. John or to Darren Torbic. A vote to approve these changes will be held at the November 19 Annual Parish Meeting.*

# **Parish Bylaws**

Holy Trinity Orthodox Church

Archdiocese of Western Pennsylvania

Orthodox Church in America

Adopted 1995

Amended 1999, 2013, 2021, 2023

119 South Sparks Street • State College, Pennsylvania

## **PREAMBLE**

The Holy Trinity Orthodox Church, located in State College, is a Parish in the autocephalous Orthodox Church in America, and incorporated as a religious (not-for-profit) corporation in the State of Pennsylvania, on January 1, 1995.

As the local community of the Church, the Parish exists for the purpose of worshiping God according to the Holy Scriptures and Tradition of the Holy Orthodox Church, to encourage union with God among the members of the Parish, to provide religious education and charitable aid for its members, and to defend and promote the Orthodox Faith in America.

The Parish is part of the Orthodox Church in America, and therefore, its organization and administration are subject to the Statute of the Orthodox Church in America, adopted by the Second All-American Council of October 19-21, 1971, and amended by subsequent All-American Councils, and to the decisions of the Diocesan Assemblies of the Archdiocese of Western Pennsylvania.

The Parish is primarily a spiritual body recognized by the canons and disciplines and regulations of the Orthodox Church in America. Its adoption of a civil corporate existence is done to allow it recognition in the secular world. If a discrepancy exists between the civil Certificate of Incorporation or civil Bylaws and ecclesiastical canons, disciplines, regulations of the then current Statute of the Orthodox Church in America, such discrepancy shall be eliminated. Until the Certificate of Incorporation of the Bylaws **actually** may be amended, the Parish **meanwhile** shall be bound to the canons, discipline, regulations of the Statute of the Orthodox Church in America with the same force and effect as if the same were fully recited therein. All other provisions of the Certificate of Incorporation or Bylaws not in conflict shall remain in effect as written.

The Parish shall be regulated by the following Bylaws which are intended to express the spirit of the Holy Orthodox Tradition, as interpreted by the Orthodox Church in America, on a practical level in the life of the Parish as a whole, so that the Parish might fulfill its divinely appointed mission in a peaceful and orderly way.

## **ARTICLE I. THE PARISH MEMBERSHIP**

### **Section 1. Voting Member**

A voting member of the Parish shall fulfill the following requirements:

- a) be a Baptized and Chrismated Orthodox Christian, and
- b) be at least 18 years of age, and
- c) partake regularly of the Sacraments of Confession and Communion in this home parish, and
- d) have been a faithful participant of the Parish for a prior consecutive three-month period, and
- e) regularly fulfill such financial obligations as may be established by the Parish.

## Section 2. Transfer Members

A person who was a “voting member” in another Parish of the Orthodox Church in America and who has transferred into ~~the Parish another Parish, in accordance with the authorized transfer form (Appendix A),~~ shall have full “voting member” status.

## Section 3. Multiple Parish Membership

Voting membership in two or more parishes is not permitted.

## Section 4. Assessments

Each year the Parish shall remit to the Diocesan Treasurer its financial obligation to the Diocese and to the Orthodox Church in America as stipulated by the Diocesan Assemblies and the All-American Councils.

## Section 5. Parish Membership Registration

The Parish, ~~through its Council and Secretary,~~ is responsible for submitting annually the census and membership information to the office of the Diocesan Bishop, ~~in accordance with the form as determined in current Diocesan Directives.~~

## Section 6. Exclusion of Voting Membership

The ~~Parish Council together with the~~ Rector shall, ~~within its jurisdiction, initiate action to~~ ~~at his discretion~~ remove from voting membership that person who:

- a) directly or indirectly defies the Dogma or Canons of the Orthodox Church; or
- b) directly or indirectly obstructs those decisions rendered by the Parish or the Diocesan Bishop; or
- c) directly or indirectly causes such disruption so as to affect adversely the spiritual life of the Parish; or
- d) fails to fulfill any of the requirements for voting membership outlined above in Article I, Section 1.

~~Action to remove rights of voting membership shall be referred to higher Diocesan authority in the manner set forth in the current Diocesan Directives.~~

## ARTICLE II. THE PARISH CLERGY

### Section 1. Vacancy

Upon the death, retirement, or transfer of the Rector, the vacancy in office will be filled on a temporary basis by the Diocesan Bishop until the office is filled on a permanent basis.

### Section 2. Assignment

The Rector is assigned, transferred or removed by the Diocesan Bishop by virtue of the authority of his office and in accordance with the Canons, ecclesiastical procedure and the needs of the Parish and of the

Diocese. The Rector cannot be removed or leave his assignment without the specific permission of the Diocesan Bishop. The Parish shall be responsible for the support and welfare of its Rector until such time as he is removed from his position by the Diocesan Bishop.

### **Section 3. Responsibility**

The Rector of the Parish shall:

- a) serve the liturgical and sacramental needs according to the order of the Typikon of the Orthodox Church in America;
- b) instruct members of the Parish in the tenets of the Orthodox Faith and piety;
- c) implement and be responsible for the religious education of the Parish and stimulate church growth;
- d) strive to raise the level of spirituality and morality of the members of the Parish;
- e) preside at all Parish Meetings;
- f) keep the Parish records of baptisms, chrismations, receptions into the faith, marriages, and burials; issue copies of the same, and report the statistics annually to the Diocesan Bishop;
- g) report as may be required by law to civil authority marriages performed;
- h) be the intermediary between the Parish and the Dean and the Diocesan Bishop;
- i) keep the church seal;
- j) be responsible for the well-being of the Parish;
- k) implement the decisions of the All-American Councils, of the Diocesan Assemblies, of the Diocesan Bishop, of the District Dean, of the Annual and Special Meetings of the Parish, and of the Parish Council;
- l) check and sign the Minutes of the Annual and Special Meetings of the Parish and of the Parish Council meetings;
- m) be responsible for the supervision of additional clergy who are appointed or assigned by the Diocesan Bishop;
- n) be an *ex officio* member of all Committees and of the Parish Council.

### **Section 4. Compensation**

To be free from material preoccupations and wholly committed to his sacred ministry, the Rector must be compensated by the Parish, the amount and terms of such compensation shall be determined prior to the time of his assignment and which shall conform to the then current Diocesan Guidelines concerning compensation and benefits for the clergy.



## **Section 5. Additional Clergy**

Additional clergy as appointed by the Diocesan Bishop shall assist the Rector. The provisions of Article II, Sections 1, 2, and 4, shall be applicable to them. In addition to the general pastoral duties, such additional clergy shall be responsible for those specific duties in the assignment in concurrence with the Rector and Parish Council as approved by the Diocesan Bishop.

## **ARTICLE III. THE PARISH MEETING**

### **Section 1. Meetings**

#### a) Annual Meeting:

An annual meeting of the voting members of the Parish shall be held on the second Sunday in the eleventh month of every year (following the celebration of the Divine Liturgy) for the purpose of electing members of the Parish Council and for the transaction of such other business as may come before the Meeting. Should circumstances preclude having the annual Parish Meeting at its regularly appointed time, then an alternate date agreed upon by the Rector and the Parish Council can be selected.

#### b) Special Meetings:

Special Meetings of the voting members of the Parish may be called by the Rector, the Parish Council, the Diocesan Bishop or his designee, or by not less than 51% of the voting members of the Parish. When 51% of the members of the congregation shall call a Meeting, they shall file with the President of the Parish Council at least thirty (30) calendar days prior to the date of said Meeting a written request signed by them stating the object of such Meeting. Arrangements shall then be made for notice to be given as per Subsection (d) hereof.

#### c) Place of Meeting:

The Annual Meeting and any Special Parish Meeting shall be held on the Parish premises. *At the option of the Parish Council and with the approval of the Rector, and for good cause shown, voting members not on Parish premises may participate and vote verbally in a meeting via the use of advanced communications technology that permits all parties to simultaneously hear one another.*

#### d) Notice of Meetings:

Notice of the Annual and any Special Parish Meeting shall be given by the Rector from the ambo, or the Council President, at the Divine Liturgy on three (3) consecutive Sundays prior to the Meeting and published in the Church bulletin. The agenda of any Meeting shall be posted in the Church. In the case of Special Meetings, or when the Annual Meeting shall have as part of its agenda capital expenditures, the purchase, sale, mortgage, lease or encumbrance of real property of the Parish, or the amendment of these Bylaws, the agenda shall specify the matter or matters to be acted upon at said Meeting. The exact procedure shall be determined by the Parish Council prior to the vote.

### **Section 2. Quorum**

a) The quorum for Parish Meetings shall be **33%** of voting members enrolled at the end of the ecclesiastical year preceding the date of the Meeting. In the absence of a quorum at the Annual Parish Meeting, that Meeting may be adjourned to a time determined by the majority of voting members present at that Meeting. (At the Adjourned Meeting those in attendance shall constitute a quorum at that Meeting.) These provisions for an Adjourned Meeting shall not apply either to any Special Meeting or to any subject matter at an Annual Meeting pertaining to the amendment of these Bylaws or the acquisition or alienation of Parish property or capital expenditures. In those instances, the quorum requirements outlined in this Section must be applied.

b) In the event the Parish shall seek to sell or purchase property or encumber the same, a ~~50~~**51%** quorum of voting members shall be required.

### **Section 3. Voting**

a) A simple majority vote by those voting members shall determine the decision of any Parish Meeting, except as provided **in Subsection (b) below**, in Article V, Section 2, and in Article VIII, Section 1, concerning amendments to these Bylaws.

b) A two-thirds (2/3) vote of the voting members present shall be required in connection with any capital expenditures including the purchase, sale, mortgage or lease of said property, but in no event may such expenditure be made with the approval of less than 51% of all voting members of the Parish.

c) There shall be no voting by proxy.

d) For votes taken by physical ballot, a list of voting members will be prepared, with a copy placed at ~~each of~~ the premises of the Parish ~~and of any Parochial missions~~. Members voting will sign the list as a prerequisite to receiving a ballot, and return the ballot prior to leaving the premises. ~~Sealed ballots and voter lists with signatures will be conveyed from Parochial missions to the Parish premises for determination of the quorum and counting of votes~~. No voting member may cast more than one ballot. Nothing in this provision permits voting by proxy; voting members must be present ~~at the balloting location~~ in order to cast a vote.

### **Section 4. Order of Meetings**

a) Officers of the Parish Meeting:

1) The Rector is the Chairman and presiding officer at the Parish Meeting unless the Rector designates a substitute chairman.

2) The President of the Parish Council, or his designee, may conduct portions of the Meeting as designated by the Rector.

3) A Secretary, who may be the Secretary of the Parish Council, shall record the Minutes of the Parish Meeting.

b) The Agenda of the Annual Meeting, **subject to amendment at the discretion of the Rector and Parish Council, shall be:**

- 1) Opening Prayer
- 2) Rector's Report
- 3) President's Report
- 4) Determination of a Quorum
- 5) Minutes of Previous Annual Meeting
- 6) Financial Statement and Auditor's Report
- 7) Adoption of Parish Budget
- 8) Election of the Parish Council, Auditing Committee, and representatives ~~(to the Diocesan Assembly and)~~ to the All-American Council
- 9) Unfinished Business
- 10) New Business
- 11) Adjournment
- 12) Closing Prayer

c) The Agenda of the Special Meeting, **subject to amendment at the discretion of the Rector and Parish Council, shall be:**

- 1) Opening Prayer
- 2) Determination of a Quorum
- 3) Statement of Purpose of Meeting
- 4) Resolutions
- 5) Adjournment
- 6) Closing Prayer

d) Record of a Parish Meeting:

Two copies of the Minutes of a Parish Meeting, Annual or Special, signed by the Secretary of the Meeting and the Rector, including financial data and attached reports, if any, shall be sent to the Diocesan Bishop with an additional copy to the District Dean within no more than thirty (30) days of such Meeting.

1) In case of disagreement with any or several decisions of a Parish Meeting, a statement of dissent may be submitted in writing by the Rector, the Parish Council, or one-tenth (1/10) of the voting members present at a Parish Meeting, and attached to the Minutes.

2) After review of the Parish Meeting Minutes, the Diocesan Bishop shall approve or disapprove the decisions and resolutions, including elections, in those Minutes. If approved, those decisions and resolutions, including elections, shall become effective as of the date of approval by the Diocesan Bishop. If disapproved, those decisions and resolutions, including elections, shall be remanded back to the Parish for correction or amendment. No decisions or action of a Parish Meeting shall become effective until approved in writing by the Diocesan Bishop.

## **Section 5. Delegation**

a) The Annual Parish Meeting may expand the number of members of the Parish Council by a two-thirds (2/3) vote of those present and voting should cause warrant.

b) The Annual Parish Meeting may subsequently reduce the number of members of the Parish Council by a two-thirds (2/3) vote, provided:

1) there are at no time less than six members, in addition to members representing parochial missions, and

2) that an interval of two (2) years shall have elapsed between the addition of Council members before the number may be reduced.

c) All items for consideration at an Annual Parish Meeting shall be submitted in writing to the Parish Council for discussion in advance of the Annual Parish Meeting by members of the Parish in good standing. If the Parish Council deems the matter not within the competence of the Annual Parish Meeting, it shall not be brought forward for consideration, the reasons for such being duly recorded in the Parish Council Minutes by the Secretary.

d) No items may be introduced from the floor.

e) There shall be elected every year for a one-year term an Auditing Committee consisting of two voting members of the Parish who are not permitted to be members of the Parish Council during their terms as auditors. The Auditors shall:

1) Conduct a review of the parish financial records at least once each year, which review may be of a random set of data, covering at least one thirty-day period from the preceding six (6) months, said review involving a matching of all recorded income and expenditures during said period with the documentation therefor, and confirming that the resulting balances are as stated in the parish financial records; and

2) Reporting the results of said audit, with any qualifications, concerns, or recommendations, in writing, to the Rector and the Parish Council within thirty (30) days after the conclusion of the audit, but in no case later than fourteen (14) days prior to the next scheduled Annual Meeting.

- 3) The reports of the auditors from the most recent audit shall be included with the materials distributed to the participants of the Annual Meeting.

#### **ARTICLE IV. THE PARISH COUNCIL**

##### **Section 1. Election**

- a) The Parish Council shall function as the Board of Trustees and shall be composed of the Rector, *ex officio* with vote and six elected members. ~~In addition, one student designated by the Orthodox Christian Fellowship of The Pennsylvania State University will serve as a nonvoting member.~~
- b) The election of members of the Parish Council shall take place at the regular Parish Meeting.
- c) Eligibility of Elected Members:

Voting members of the Parish are eligible for election to the Parish Council with the following exceptions:

- 1) any full-time employee of the Parish is not eligible to serve on the Parish Council;
- 2) only one member of any household, including the Rector's household, is eligible to serve at the same time as a member of the Parish Council.
- 3) other clergy assigned or attached to the Parish, and their wives, shall be ineligible to serve on the Parish Council.
- 4) qualifications for members of the Parish Council shall be the same as those specified in the Normal Statute of the Orthodox Church in America for any elective or appointive office.

##### **Section 2. Term of Office**

- a) Half of the Trustees shall be elected for a term of two years at each Annual Meeting of the Parish so that there shall be staggered terms of membership on the Parish Council with some terms expiring annually.
- b) No member of the Parish Council may serve more than six consecutive years.
- c) Notwithstanding any provisions contained in this Section under Subsections (a) and (b), all officers and members of the Parish Council shall hold office until their successors are duly elected, qualified and confirmed, and installed;

##### **Section 3. Composition**

The Parish Council shall consist of the President, who will serve as Warden; the Vice-President, who will serve as Assistant Warden; the Secretary, and the Treasurer, plus at least two additional members, for a minimum of six.

##### **Section 4. Confirmation and Installation**

a) ~~The Secretary of the Annual Parish Meeting shall attest by signature to the election of the Parish Council, and supply the data and list of officers and members of the Parish Council on the “Confirmation of Parish Council” form.~~

b) ~~The Rector shall validate the “Confirmation of Parish Council” form by affixing the Parish Seal and his signature and shall forward the form to the Diocesan Bishop.~~

e) The Parish shall report the results of the Parish Council election to the Diocesan Bishop. Only upon the confirmation of the election of the Parish Council by the Diocesan Bishop can the Parish Council be installed. Installation shall occur in the context of a liturgical gathering of the Parish. ~~It is then installed in accordance with the “Office of Installation of Parish Council,” and its members can begin their term of office.~~ Incumbents shall hold office until new officers or members are actually installed.

### **Section 5. Removal from Parish Council**

a) All Parish Council members must continue to fulfill the qualifications for membership in the Parish during their entire tenure of office. Failure to retain membership as described in Article I and Article IV, Section 1, Subsection ~~(d)~~(c), will bring automatic dismissal from the Council.

b) All Parish Council members are expected to attend all Council Meetings during their tenure of office. The unexcused absence of any Council member for three (3) consecutive meetings will render him subject to dismissal by the Parish Council.

c) The Parish Council, in consultation with the Rector, initiates all dismissal procedures. ~~However, the Diocesan Bishop through the District Dean may intervene in cases in which a Council member becomes subject to dismissal for causes stated in Subsections (a) or (b) of this Section 5. If a dismissal occurs, it must be reported to the Diocesan Bishop and can only be considered effective upon his approval.~~

### **Section 6. Vacancies in Parish Council**

Any vacancy which occurs shall be filled by the Parish Council by electing a successor with confirmation by the Rector, for the remainder of the vacated term.

### **Section 7. Parish Council Meetings**

a) Day, Time and Place: The Parish Council shall establish regular times for its monthly meetings, to be held on the Parish premises.

b) Chairman: The Rector shall preside at all meetings of the Parish Council. He may appoint the Council President to chair meetings with him or in his stead ~~[viz. Normal Statute of the Orthodox Church of America, Article X, Section 8, Subsection (c)].~~

c) Agenda: The Parish Council shall conduct its business from a pre-established agenda.

d) Quorum: A simple majority of the Parish Council shall constitute a quorum.

e) Voting: A majority vote of those members in attendance can decide issues brought before the Parish Council.

f) Implementation of Decisions: **If the Rector is not present at a meeting,** ~~a~~All decisions of the Council must be submitted to the Rector for confirmation before becoming effective.

g) Minutes: The Minutes of the Parish Council meetings shall be signed by the Secretary and the Rector. The original of the Minutes is the property of the Parish and becomes part of the Parish Archives.

h) Open Meetings: Parish Council meetings are open for attendance to all members of the Parish. An open forum may be held, at which time a member of the Parish, recognized by the Chair, may speak on an issue. However, only members of the Parish Council may make a formal resolution or vote on any issue.

i) Closed Meetings: At its discretion the Parish Council may hold a Closed Meeting, i.e., one that is restricted to Council members and accordingly noted in the Minutes.

j) In the event that a matter is brought before the agenda of the Parish Council, which the Rector finds to be in violation of the Canons of the Orthodox Church, The Statute of the Orthodox Church in America, or the Diocesan Directives, including, but not limited to matters of:

- 1) Doctrine, or
- 2) Canons, or
- 3) Liturgical practice, or
- 4) sacramental observance, or
- 5) ecclesiastical discipline,

the Rector has the right to veto both discussion and vote on said matter within the Parish Council. Any appeals from this decision shall be handled as provided in Article IV, Section 9, Subsection (c).

## **Section 8. Officers of the Parish Council**

a) President.

The President shall:

- 1) be an *ex officio* member of all Standing Committees; and
- 2) represent the Council on all appropriate occasions.

b) Vice-President.

The Vice-President shall:

- 1) act in the place of the President during the latter's absence;
- 2) automatically succeed to the office of President in the event of its vacancy; and
- 3) perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed from time to time by the Parish Council.

c) Secretary.

The Secretary shall:

- 1) keep an accurate record of the transactions of all meetings of the Parish Council; and
- 2) ~~be responsible for posting notice of all Meetings of the Parish and of the Parish Council;~~
- 3) ~~maintain a membership list of the Parish which shall contain the address and voting qualifications of each member, and shall record therein the fact and date of termination, if any, of the membership of any such member;~~
- 4) ~~submit to the Diocesan Bishop and the District Dean copies of all appropriate reports, lists and Minutes; and~~
- 5) perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed from time to time by the Parish Council.

d) Treasurer.

The Treasurer shall:

- 1) receive and safely keep all money and securities of the Parish and shall invest and disburse the same under the direction of the Parish Council;
- 2) render a statement at the Annual Parish Meeting and at such other times as may be requested by the Parish Council. ~~The annual statement shall be audited and certified;~~
- 3) keep a complete account of the finances of the Parish which shall be and remain the property of the Parish and which shall be open for inspection at any reasonable time by the Parish Council;
- 4) prepare all appropriate financial reports and statements which are to be submitted by the Secretary to the Diocesan Bishop and District Dean; and
- 5) perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws, or as may from time to time be prescribed by the Parish Council.

e) Other Members.

The duties of additional members shall be determined by the Parish Council, annually, as needs warrant.



- f) Parochial Mission Representative(s).

At the Annual Parish Meeting, each parochial mission (chapel) of the Parish shall present for ratification the name of one of its membership to serve on the Parish Council with voice and vote for the upcoming year; with concurrence of its Priest-in-charge; in addition to the six members specified above.

### **Section 9. Parish Administration**

- a) The Rector as head of the Parish, by virtue of the ecclesiastical authority vested in him, shall guide and oversee the total Parish program, and is ultimately responsible with the Parish Council to the Bishop for the life and activity of the Parish.
- b) Each Parish shall be administered by the Rector and the Parish Council cooperatively.
- c) If a problem should arise between a Rector and the Parish Council, the matter shall not be brought before the Parish at a Parish Meeting. The Rector or the Parish Council may refer the matter to the District Dean according to the then current "Deanery Guideline." However, in matters of appeal the decision of the Diocesan Bishop shall be deemed final.

## **ARTICLE V. THE PARISH PROPERTY**

### **Section 1. Title of Ownership**

The Parish or Parish corporation is the sole owner of all Parish property, assets, and funds. In administering them, however, the parishioners and the officers elected by them must always remember the religious nature, purposes, and goals of the Parish and act as trustees of God's, not man's, property. The Parish, as the whole Church, serves God and cares for God's work in the world, and all decisions concerning Parish property must be inspired by that care and by the spiritual needs of the Church.

### **Section 2. Real Property**

The Parish may purchase real property, or sell, mortgage, lease or otherwise encumber its real property upon approval of a two-thirds (2/3) majority vote of the voting members of the Parish in attendance at the Annual Parish Meeting or a Special Meeting convened for that purpose, at which a quorum is present, due notice having been given, on a resolution presented by the Parish Council and Rector, and subject to final approval of the Diocesan Bishop. However, in no event may such action be taken with the approval of less than 51% of all voting members of the Parish.

### **Section 3. Special Bequests**

As far as possible all special bequests, gifts and devises should be used by the Parish for the purpose for which they were made. In the event the purpose of such gift, devise, or bequest is not feasible or practical, as so determined by the Parish Council and Rector, an alternate use may be determined by the Parish Council and Rector upon consultation with the donor or the estate representative.

### **Section 4. Defection**

The Parish is an integral part of the Orthodox Church in America, therefore in the event the Parish were to decide to withdraw from the jurisdiction of the Orthodox Church in America, the Orthodox Church in America shall be entitled to full title to all the Parish assets and property. In the event that a group in a Parish decides to withdraw from the jurisdiction of the Orthodox Church in America, that segment of the Parish which remains loyal to the jurisdiction of the Orthodox Church in America shall retain full title to all the Parish assets and property.

## **Section 5. Dissolution**

A Parish may be dissolved by the decision of the Parish subject to the ratification of the decision to dissolve by the Diocesan Bishop. Only the Diocesan Bishop shall have the power to declare the Parish dissolved. Upon the dissolution of a Parish, the sacred and untouchable items, such as the Holy Antimension, the Tabernacle and the Sacred Vessels, shall be delivered directly to the Diocesan Bishop. After all encumbrances have been satisfied, all the remaining property, whether real, personal or mixed, or the proceeds from the sale thereof, shall be distributed by the Diocesan Bishop to institutions or charities of the Orthodox Church in America, preferably within the local Deanery or within the state of incorporation.

## **ARTICLE VI. THE PARISH ORGANIZATIONS**

### **Section 1. Organizations**

- a) From time to time individually affiliated Parish Organizations may be established or recognized by the Parish for specific purposes deemed compatible with Parish life. Such Organizations shall have the approval of, and are accountable to, the Parish Council and Rector. The Bylaws of such Organizations shall be consistent with these Bylaws, the regulations of the Parish, the directives of the Diocesan Bishop, and the Statute of the Orthodox Church in America. Such Organizations shall make an annual report of activities and accountability, and shall make an annual financial statement available to the Parish Council. This section shall not apply to any chapters of a nationally affiliated organization, unless that chapter so provides in its own Bylaws.
- b) In the event that any such Organization is dissolved, its assets shall be turned over to the Parish.
- c) In the event that the Parish is dissolved, the Organizations which were subsidiaries of that Parish likewise shall be dissolved, with all of those Organizations' assets to be disposed pursuant to Article V, Section 5 of these Bylaws.

### **Section 2. Parochial Missions (Chapels)**

- a) All parochial missions (chapels) shall operate under this article.
- b) In the event that a parochial mission shall have attained sufficient development and financial security to warrant its becoming a free-standing mission or parish of the Archdiocese of Western Pennsylvania of the Orthodox Church in America, to the satisfaction of the Archdiocesan authority, it may petition the Archdiocese for reception as the same on the affirmative vote of two-thirds (2/3) of its particular membership, with concurrence of a two-thirds (2/3) vote of those present and voting at a parish meeting as provided in Article III, Section 2, Subsection (b) and Article III, Section 3, Subsection (b).

- c) Upon confirmation by the Archdiocesan authority of such a request:
- 1) the new mission or parish shall incorporate under Pennsylvania state law as a not-for-profit corporation and adopt Bylaws to the satisfaction of the Archdiocesan authority; and
  - 2) the Parish Council shall then begin to devolve and divest all real and liquid property held for the parochial mission to the new free-standing mission or parish within thirty (30) days of its incorporation to the satisfaction of the Archdiocesan authority.

## **ARTICLE VII. THE PARISH DEPARTMENTS**

### **Section 1. Parish Representation**

Each Parish, through its Rector and Parish Council, shall elect persons to be representatives within the Parish for the Departments of the Deanery established by the Diocese.

### **Section 2. Election of Delegates**

The election of Department delegates to the All-American Council and the Diocesan Assembly will be subject to the appropriate provisions of the Statute of the Orthodox Church in America.

## **ARTICLE VIII. THE AMENDMENTS, REGULATIONS AND GENERAL PROVISIONS**

### **Section 1. Amendment**

These Parish Bylaws may be altered or amended by a two-thirds (2/3) majority vote of the voting members of the Parish in attendance at the Annual Parish Meeting at which a quorum is present or a Special Meeting convened for that purpose at which a quorum is present, provided that timely written notice is given to the membership specifying the proposed addition, change or amendment. All amendments, changes or additions so proposed shall not take effect unless approved by the Diocesan Bishop.

### **Section 2. Procedures**

For matters not covered by these Bylaws the Parish may enact procedures and regulations to meet the need of a particular situation in the Parish. Such additional procedures and regulations must be presented to the Diocesan Bishop for his approval before they become effective.

### **Section 3. Scope of Rights**

Notwithstanding any provisions contained herein or any provisions that might be assumed from the civil law concerning not-for-profit or religious corporations, nothing in these Bylaws shall be deemed to have granted any individual parishioners or group of parishioners any rights, as members of the present corporation, that are in conflict with, or at variance with, or superior to those recognized in the Statute of the Orthodox Church in America.

### **Section 4. Text**

- a) For all purposes the English text of these Bylaws shall be deemed to be the official text.
- b) In these Bylaws the word “State” shall refer to the Commonwealth of Pennsylvania.
- c) In these Bylaws the word “Diocese” shall refer to the Archdiocese of Western Pennsylvania of the Orthodox Church in America, and the words “Diocesan Bishop” and “Diocesan Authority” shall refer to the Bishop of the Archdiocese of Western Pennsylvania and those persons or groups duly appointed by him for the governance of the Diocese, respectively.
- d) In the appropriate context the singular use of a word may refer to the plural, and the masculine may refer to the feminine.

### **Section 5. Adoption**

These Bylaws were accepted at a Parish Meeting held on the fourteenth day of November, 2021, at which the appropriate quorum was present, the Parish members having been duly notified, and have become effective on the 15th day of December, 2021, by the approval of the Diocesan Bishop. They revoke, supplant and replace any and all Parish Bylaws, whether corporate or not, previously in use.

[NOTE: Upon approval of any changes, the above dates will change]

**APPENDIX A**

**Summary of Quorum and Voting Requirements**

<b>Event</b>	<b>Who Can Call</b>	<b>Quorum</b>	<b>Vote Needed</b>
<i>Annual Parish Meeting</i>	N/A	33% of Voting Members Enrolled at Close of Previous Ecclesiastical Year	Simple Majority
<i>Annual Parish Meeting (Adjourned)</i>	N/A	Those in Attendance	Simple Majority
<i>Special Parish Meeting</i>	Rector, Council, Bishop/Designee, <u>or</u> 51% of Voting Members of Parish	33% of Voting Members Enrolled at Close of Previous Ecclesiastical Year	Simple Majority
<i>Decision to Sell, Purchase, or Encumber Property</i>	See above	51% of Voting Members Enrolled at Close of Previous Ecclesiastical Year	2/3 vote of those present <u>AND</u> 51% of Voting Members Enrolled at Close of Previous Ecclesiastical Year
<i>Decision to Amend Bylaws</i>	See above	33% of Voting Members Enrolled at Close of Previous Ecclesiastical Year	2/3 vote of those present