



SUPPLEMENTAL PARISH BY-LAWS  
OF  
HOLY TRINITY GREEK ORTHODOX CHURCH  
PITTSBURGH, PENNSYLVANIA

**AS APPROVED BY PARISH ASSEMBLY  
ON APRIL 21, 2013**

**AND AS APPROVED BY HIS EMINENCE METROPOLITAN SAVAS  
ON MARCH 6, 2014**

# SUPPLEMENTAL PARISH BY-LAWS

## ARTICLE 1

### Parish Name

Section 1.01. The legal name of this Parish according to the Articles of Incorporation dated August 29, 1923, is "The Greek Orthodox Community Holy Trinity Church of Pittsburgh, Pennsylvania," also known as "Holy Trinity Greek Orthodox Church."

## ARTICLE 2

### Archdiocese Special Regulations and Uniform Parish Regulations

Section 2.01. The Archdiocese Regulations and Uniform Parish Regulations attached hereto as Exhibit A (said Regulations, as the same may be hereafter amended, being collectively called the "UPR") are hereby incorporated herein by reference and made a part hereof as if fully set forth herein. These Supplemental Parish By-Laws are intended only to supplement the UPR. In case of any specific variation between the provisions of the UPR and the provisions hereof, the provisions of the UPR shall govern.

## ARTICLE 3

### Definitions

Section 3.01. Words or terms used in these Supplemental Parish By-Laws which are defined in the UPR shall have the same meanings in these Supplemental Parish By-Laws as defined in the UPR unless the context hereof clearly otherwise requires.

## ARTICLE 4

### Aims and Purposes

Section 4.01. The aims and purposes of the Parish shall be as provided in the UPR and the Articles of Incorporation of the Parish. In addition, the Parish unanimously adopted a Mission Statement on November 7, 1999, which further expresses the purposes of the parish, and which states the following:

Holy Trinity Greek Orthodox Church  
Pittsburgh, Pennsylvania

MISSION STATEMENT

The mission of Holy Trinity Greek Orthodox Church is to proclaim and live the Orthodox Christian Faith in its fullness as faithful members of the Body of Christ.

This sacred mission is fulfilled in the Holy Spirit through the following expressions of ministry:

- ✦ A *worship ministry* which nurtures the faithful through regular participation in the sacred services and holy mysteries of the Church.
- ✦ A *teaching ministry* which strives to educate and inspire the faithful through the Sacred Scriptures and Holy Tradition of the Church.
- ✦ An *outreach ministry* which fulfills the command of Jesus Christ to reach out to the sick and needy, to serve the least of our brethren, and to spread the Gospel both locally and throughout the world.
- ✦ A *hospitality ministry* which welcomes visitors and new members to the community with love and respect, and which actively embraces the parish=s involvement with other churches.
- ✦ A *fellowship ministry* which provides a variety of opportunities for all members of the parish to share in activities with one another through appropriate cultural, social and educational events that reflect the life, faith and cultural heritage of the community.
- ✦ A *stewardship ministry* which engenders the faithful dedication of the time, talents and treasures of parishioners in support of the ministries of the Church to the glory of God.

In accepting this mission we acknowledge and confess that it is not in our power alone to accomplish this divine and sacred work. We will succeed only through the use of our own God-given gifts blessed by the grace of our Lord Jesus Christ, love of God the Father, and the communion and fellowship of the Holy Spirit.

ARTICLE 5

Revenue of the Parish

Section 5.01. The revenue of the Parish shall be obtained through:

- (a) The annual contributions of its members;
- (b) Other gifts, bequests and devises made by its members or others;
- (c) Proceeds of social functions;

(d) Funds raised by other means consistent with the aims and purposes of the Parish as set forth in the Parish Mission Statement, these Supplemental Parish By-Laws and the UPR.

## ARTICLE 6

### Parishioners

Section 6.01 The Parish shall not require its members to pay dues or contribute or pledge any specific amount of money to the Parish. Rather, each member shall annually pledge by signing and delivering to the Parish a pledge card therefor, an amount which he or she believes to be consistent with his or her income and obligations. The pledge may be fulfilled through weekly payments or in such other installments as the pledger may elect to make. The pledge of each member shall remain a secret except from the Priest, the Stewardship Committee Chairman and a designated data entry individual nominated by the Stewardship Committee Chairperson and approved by the Parish Council on an annual basis at the first Parish Council meeting of the year and as circumstances dictate. However, neither the committee as a whole nor any member thereof individually shall disclose by a report or in any other manner the pledge of any member of the Parish. Any member signing and delivering the aforesaid pledge card shall be considered a member in good standing of the Parish, whether or not such member is able to fulfill his or her pledge.

## ARTICLE 7

### General Assembly

Section 7.01. There shall be two regular General Assemblies (referred to as "Parish Assemblies" in the UPR) each year.

Section 7.02. The dates of, and order of business for, the General Assemblies shall be as follows:

(A) Spring Assembly. The first Assembly shall be held during the first quarter of each year or, in the case of a scheduling conflict, as soon as possible thereafter. The order of business for the Spring General Assembly shall be as follows:

- (1) Opening prayer;
- (2) Election of a Chairman of the Assembly;
- (3) Reading of the Minutes of the previous meeting;
- (4) The Priest's Report;
- (5) The financial statement for the year ended.
- (6) A report by the President of the new Parish Council;
- (7) The budget recommended by the Parish Council;
- (8) Election of lay delegates to the Clergy-Laity Congress;
- (9) Such other matters as may be included in the agenda by the Parish Council;
- (10) Old Business;
- (11) New Business;

(B) Fall Assembly: The second Assembly shall be held during the fourth quarter of each year. The order of business for the Fall Assembly shall be as follows:

- (1) Opening Prayer;
- (2) Election of Chairman for that Assembly;
- (3) Reading of Minutes of the previous meeting;
- (4) The Priest's Report;
- (5) A report by the President of the Parish Council;
- (6) The Audit Committee Report;
- (7) Nominations for candidates for election to the Parish Council;
- (8) Election of the Audit Committee;
- (9) Election of the Board of Elections;
- (10) Such other matters as may be included in the agenda by the Parish Council;
- (11) Old business;
- (12) New business;

(C) Special Assemblies. Special Assemblies may be called in accordance with the UPR. Each Special Assembly shall be opened with a prayer and the election of the Chairman of the Assembly and shall consider only such matters as are included on the agenda.

Section 7.03. The following rules shall govern the proceedings of all General Assemblies:

(A) A quorum of thirty (30) members of the Parish must be present at all times to transact the business of the Parish. Attending members shall sign their names in an attendance register. A member must have signed a pledge card for the current year in order to be eligible to vote on any parish business or to be counted as part of a quorum for any General Assembly and must be free of any other spiritual or administrative impediments to membership in good standing. (See the Archdiocese Uniform Parish Regulations for a definition of membership in good standing.)

(B) The Parish Council Secretary shall be the Secretary of the General Assemblies, and shall keep the minutes thereof.

(C) The minutes of each General Assembly shall be signed by the Chairman of the Assembly, the Secretary and the Priest.

(D) The General Assembly shall be conducted according to the *Newly Revised Robert's Rules of Order*.

## ARTICLE 8

### Parish Council

Section 8.01. The Parish Council shall consist of the Priest, as an *ex-officio* member thereof, and thirteen (13) members elected from the Parish membership for terms of two years each. The Parish Council members shall be so elected that the terms of seven of such members shall expire one year, and the terms of the other six shall expire in the following year.

Parish Council members shall hold office until their successors have been elected and installed as defined in the UPR.

Section 8.02. The Parish Council shall hold a regular meeting once a month (unless the UPR require meetings more often) on such date as shall be set by it, and may hold special meetings as provided in the UPR. Except as otherwise provided herein, in the UPR or by the laws of the Commonwealth of Pennsylvania, resolutions and actions shall be adopted and taken upon the majority vote of the Parish Council members present at a meeting at which a quorum is present throughout.

Section 8.03. The Parish Council shall have such powers and duties as are set forth in the UPR and, in addition, shall have the powers and duties hereafter provided.

Section 8.04. Except in case of emergencies, the authority of the Parish Council to make expenditures shall be limited to \$20,000 per expenditure. If emergencies should arise and there is not sufficient time to convene a General Assembly, the Parish Council shall have the unrestricted authority to expend whatever amount may be required to handle such emergencies with the unanimous vote of the quorum present.

Section 8.05. The Parish Council shall have the power, with the consent of the Metropolis, to lease Parish property for a term of not more than one year at a time, and to execute an appropriate lease agreement therefor. For leases of Parish property having a term in excess of one year, before petitioning the Metropolis Hierarch for approval, the Parish Council must obtain the approval of the General Assembly. In addition, the Parish Council shall have the authority to enter into agreements for the sale of real property owned by the Parish, provided that all such agreements shall contain language making them specifically subject to approval by both the General Assembly and the Metropolis Hierarch.

Section 8.06. The Parish Council shall prohibit all parish organizations from sponsoring gambling events on or off the premises of the Parish.

Section 8.07. Parish Council members shall recuse themselves from voting on matters in which they have a financial interest.

## ARTICLE 9

### Elections of the Parish Council

Section 9.01. The date for annual Parish Council elections shall be set in accordance with the UPR for the seats which have terms expiring that year.

Section 9.02. On or before the October meeting of the Parish Council each year, the Nominating Committee established pursuant to Section 9.07 hereof shall solicit a sufficient number of candidates for election to the Parish Council to fill the upcoming vacancies. A written nomination form signed by the nominators and the candidate must be submitted for each candidate prior to the Fall General Assembly. At the Fall General Assembly, the Chairman of the Nominating Committee shall place in nomination the members of the Nominating Committee's list. In addition to the nominees selected by the Nominating Committee, other

candidates for election to the Parish Council may be nominated from the floor at that General Assembly in accordance with the standard UPR procedure.

Section 9.03. In the event that an insufficient number of individuals have been nominated and elected to fill all vacancies, the procedures set forth in the UPR shall be followed to seat the existing nominees and appoint the additional Parish Council members needed.

Section 9.04. For Parish Council members seated after the initial adoption of these by-laws (April 21, 2013), if a member of the Parish Council has served five (5) consecutive terms (totaling ten years), they shall not be eligible for election to a sixth consecutive term. No member of the Parish shall be eligible for election to the Parish Council if he holds office in another Parish. No member of the Parish shall be eligible for election to the Parish Council until after they have been a member in good standing of the Parish for at least three (3) years as indicated by a signed Stewardship Pledge Card dated at least three (3) years prior to the date of nomination. No two spouses shall be eligible to serve on the Parish Council at the same time. As indicated in the UPR, no employee of the Parish shall be eligible for election or appointment to the Parish Council.

Section 9.05. The Board of Elections shall confer with the Priest to determine the eligibility of each candidate. The name of each eligible candidate shall then be drawn by lot and listed on the ballot in the order so drawn. A list of the eligible candidates posted in that order shall be made available for inspection by the members of the Parish in the Parish office at least fifteen (15) days prior to the election date.

Section 9.06. At least ten days prior to the date of the elections, the members of the Parish shall be notified in writing by the Parish Council and Priest of the time and place of the elections and shall be furnished with a copy of the list of candidates.

Section 9.07. There is hereby established a Nominating Committee which shall be responsible for nominating candidates for election to the Parish Council each year, as set forth herein above. The Nominating Committee shall consist of three members who shall be appointed for a one year term by the Parish Council.

## ARTICLE 10

### Officers of the Parish Council

Section 10.01. The officers of the Parish Council shall be the President, Vice President, Secretary and Treasurer. Such officers shall hold office for a term of one year.

Section 10.02. The officers of the Parish Council shall constitute the Executive Committee of the Parish Council, together with the Priest, who shall not vote. All checks drawn on accounts under the purview of the Parish Council shall be signed by at least two Parish Council members of the Executive Committee or such signatories as the Parish Council may from time to time authorize.

Section 10.03. To be eligible for an office of the Parish Council, a candidate must have served one two-year term on the Parish Council immediately prior to the election.

Section 10.04. The powers and duties of the President of the Parish Council shall be as follows:

- (A) call meetings of the Parish Council;
- (B) preside over said meetings;
- (C) cooperate with the Priest in the supervision and operation of the office personnel;
- (D) maintain a constant check on the condition of the treasury; and
- (E) exercise such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.05. In the absence of the President, the Vice President shall have all of the powers and duties of the President. The Vice President shall exercise all such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.06. The powers and duties of the Secretary shall be as follows:

- (A) record and maintain the minutes of the meetings of the Parish Council and the General Assembly;
- (B) coordinate with the Parish office staff to keep the parish books and records (except the books of account) in a safe place in the Parish office; and
- (C) exercise such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.07. The powers and duties of the Treasurer shall be as follows:

- (A) receive the Parish funds and deposit the same in the name of the Parish with the depositories designated by the Parish Council;
- (B) coordinate with the Parish office staff to make all disbursements of Parish funds and maintain the financial records of the Parish; and
- (C) exercise such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.08. In the absence of the President and Vice-President, the Secretary shall have all powers and duties of the President. In the absence of the President, Vice-President and Secretary, the Treasurer shall have all powers and duties of the President.

## ARTICLE 11

### Committees of the Parish Council

Section 11.01. The committees of the Parish Council shall be include, but not be limited to the following:

1. Spiritual Life
2. Stewardship
3. Festival

4. Vision
5. Community Life
6. Catering/Hall
7. Council of Ministries
8. Cemetery
9. Finance
10. Community Relations
11. Agape Fund/Outreach
12. Welcome and Hospitality
13. House

The Parish Council may from time to time expand the powers and duties of the above-described committees, and establish and disband committees as it deems appropriate.

Section 11.02. The President of the Parish Council, in consultation with the Priest and the Executive Committee, shall appoint the members of the committees of the Parish Council. The Chairman or Parish Council liaison of each committee shall be a member of the Parish Council; other committee members shall be drawn from the list of parish members in good standing. These appointments shall be made at the first meeting of the year.

## ARTICLE 12

### Board of Elections

Section 12.01. The Board of Elections shall consist of three members of the Parish who shall be elected as provided in the UPR.

## ARTICLE 13

### Audit Committee

Section 13.01 The Audit Committee shall consist of at least three members who shall be elected as provided in, and shall have the powers and duties specified in, the UPR. The audit reports required by the UPR shall be made annually. In addition, the Audit Committee shall maintain an inventory of the personal property and equipment of the Parish, which inventory shall be submitted to the Parish Council and be made available to the General Assembly.

Section 13.02. The Audit Committee or the Parish Council may commission an audit of the parish by an independent public accountant. The audit shall be submitted to the next General Assembly.

## ARTICLE 14

### Vision Committee

Section 14.01. The Vision Committee of the Parish Council shall be responsible for executing and furthering the Parish Mission Statement and working with the Priest, the Parish Council and the various organizations of the Parish in order to achieve the goals of the Parish

Mission Statement. In addition, it shall be charged with developing and presenting such programs as may be consistent with the terms of the said Mission Statement for consideration by the Parish Council and the General Assembly, and for carrying out any directives of the Parish Council and the General Assembly in that regard.

Section 14.02. Any and all contracts to be executed by the Parish in connection with the activities of the Vision Committee shall be executed only upon authorization of the Parish Council, shall be in a form approved by the Parish Council and shall be executed by the President of the Parish Council.

## ARTICLE 15

### Authorized Parish Organizations

Section 15.01. The following organizations, which shall operate in conformity with the UPR as approved by the Archdiocese of America, shall be authorized Parish organizations:

- (A) Ladies Philoptochos Society;
- (B) Greek Orthodox Youth of America (GOYA);
- (C) Junior Orthodox Youth (JOY);
- (D) HOPE;
- (E) Choir;
- (F) Young Adult Ministry (YAM)
- (G) Seniors Ministry
- (H) Greek Language & Culture School
- (I) Other ministries and organizations as shall meet the spiritual, social and cultural needs of the Parish.

Section 15.02. All authorized Parish organizations shall furnish annual financial statements and social calendars to the Parish Council.

## ARTICLE 16

### By-Laws Committee

Section 16.01. A By-Laws Committee is hereby established to review these Supplemental Parish By-Laws from time to time and propose amendments hereto when necessary or appropriate, including without limitation, when amendments to the UPR necessitate amendments hereto.

Section 16.02. The By-Laws Committee shall consist of three members elected from the Parish membership for terms of two years each and the Priest as a non-voting member. Election of the By-Laws Committee members shall be held at the November General Assembly every year, with two members being elected in even-numbered years and one member being elected in odd-numbered years.

## ARTICLE 17

### Parish Seal and Registry Books

Section 17.01. The Parish shall have a seal bearing the name of the Parish in a form acceptable under the laws of the Commonwealth of Pennsylvania, the state of its incorporation, which seal shall be kept in the Parish office.

Section 17.02. The Parish Sacramental Registry books shall be kept in the Parish office in a fireproof safe.

## ARTICLE 18

### Amendment of the Supplemental Parish By-Laws

Section 18.01. The provisions hereof may be amended by majority vote of the General Assembly at its Spring meeting each year, upon motion made by the By-Laws Committee with prior approval from the Parish Council.

Section 18.02. Any member of the Parish may request an amendment to this document by submitting the proposed amendment in writing to the By-Laws Committee not later than the last day of the November preceding the next January General Assembly at which the amendment is to be considered. The By-Laws Committee, in its discretion, may approve for motion at the General Assembly or reject such amendment, provided, however, that the By-Laws Committee may not reject a proposed amendment accompanied by a petition endorsing such amendment and signed by twenty (20) members of the Parish in good standing.

Section 18.03. Amendments to these Supplemental Parish By-Laws shall not conflict with, or violate the spirit of, the UPR.

Section 18.04. All amendments must be approved in writing by the Hierarch after being adopted by the General Assembly and shall not be effective until so approved.

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