

PARISH MANUAL

St. Gregorios Malankara (Indian) Orthodox Church

Raleigh, North Carolina, USA

(For the exclusive use of the Parish)

Inaugural Edition 2017

Revision 1, DEC 2017



Abstract

The Parish Manual describes the standard operating procedures for the Parish, based on the General Body decisions over the years, as well as recommended guidelines for the consistent operation of the Parish on a year-to-year basis

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Parish Manual of SGMOSC Raleigh

St. Gregorios Malankara (Indian) Orthodox Church

229 Bashford Road,
Raleigh, NC 27606



PREFACE

The constitution of the Malankara Orthodox Syrian Church has enshrined in it the principle “The Voice of the people is the Law of the Church” in all matters pertaining to the material world. This voice of the parish as heard in the General Body decisions have been compiled into a Parish Manual in 2017 for the guidance of the Managing Committee.

We have gone through the available minutes of the General Body meetings between years of 2005 and 2017, and have incorporated the decisions recorded in those minutes. Except for the records of a few years prior to 2005, all relevant decisions of the General Body are a part of this Parish Manual, to the best of our knowledge.

In addition to the General Body decisions, the Parish Manual also provides the set of standard operating procedures provided as recommended guidelines to enable the Managing Committee to conduct the operations of the Parish in a consistent manner year to year.

The Vicar, Assistant Vicar, Managing Committee and members of the Parish have provided valuable support to us in this task. We take this opportunity to place on record our gratitude for their support.

We hope this manual will be of assistance to the Managing Committee for years to come, and that it will be updated periodically for any corrections, additions or improvements to remain relevant with the changing needs of the Parish.

SGMOSC Managing Committee 2017
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Parish Manual of SGMOSC Raleigh

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1. The Parish

- 1.1.1 *The Parish abides by the Constitution of the Malankara Orthodox Syrian Church as listed here:*
<http://mosc.in/wp-content/uploads/2015/05/MOSC-Constitution.pdf>
- 1.1.2 *The Parish is registered with the State of North Carolina, USA, on 10/11/2004, as 501(c)(3) non-profit entity, with the official name of “Saint Gregorios Malankara Orthodox Syrian Church”. The official incorporation of the Parish with the State of North Carolina, USA is available here:*
<http://www.sosnc.gov/Search/profcorp/6536448>
- 1.1.3 *All official and legal communications, including the Parish letterheads shall use the name registered with the State of North Carolina, USA. (G.B. Feb 22, 2015)*
- 1.1.4 *The Parish is named as “St. Gregorios Malankara (Indian) Orthodox Church, Raleigh” for public communications through social media, email newsletters etc.*
- 1.1.5 *The Parish is part of the North-East American Diocese of the Malankara Orthodox Syrian Church, as per Kalpana from the Malankara Metropolitan.*
- 1.1.5.1 *The Parish resolved to change status from congregation to Parish as per GB resolution in Jan 2010. (G.B. Jan 24, 2010)*
- 1.1.5.2 *The Parish was formally inducted into Diocese of South-West America in April 2010*
- 1.1.5.3 *The Parish resolved to change from being part of South-West Diocese to the North-East Diocese as per GB resolution*
- 1.1.6 *The Parish has property at the following locations*
- 1.1.6.1 *Raleigh, North Carolina, USA*
- <http://services.wakegov.com/realestate/Account.asp?id=0008821>
 - 2.76 acres purchased for \$305,000 on Feb 09, 2009.
- 1.1.6.2 *Durham, North Carolina, USA*
- <http://property.spatalest.com/nc/durham/property/199841/card/1>

2. Organizational Structure of the Parish

2.1 Vicar and Assistant Vicar

- 2.1.1 *Currently, the Vicar of the Parish is Rev. Dr. M.K. Thomas (ThomasAchen). The Vicar is the President of the Parish and will be part of all the committees, sub-committees and organizations of the Parish. The roles and responsibilities of the Vicar will be governed by the Constitution of the Malankara Orthodox Syrian Church.*
- 2.1.2 *At present, the Assistant Vicar of the Parish is Rev. Dr. Timothy Thomas (TennyAchen), appointed on May 25, 2017 via Kalpana No. K 21/20017 from the Diocesan Metropolitan HG Zachariah Mor Nicholovos. The Assistant Vicar is the Vice-President of the Parish and will be part of all the committees, sub-committees and organizations of the Parish. The roles and responsibilities of the Assistant Vicar will be governed by the Constitution of the Malankara Orthodox Syrian Church.*

2.2 Church Managing Committee

- 2.2.1 *There are nine (9) committee members + ex-officio, included as the Church Managing Committee (CMC) of the Parish. The roles and responsibilities of the CMC will be governed by the Constitution of the Malankara Orthodox Syrian Church. Where appropriate, the guidelines specified in this Parish Manual will provide additional clarity to the CMC for the proper functioning of the Parish.*
- 2.2.1.1 *Trustee (1), Secretary (1), regular committee members (7) - for a total of nine (9) committee members, of which at least two newly elected committee members must be women.*
- 2.2.1.2 *Ex-officio (Trustee from previous year). Note that the ex-officio is a full-fledged member of the CMC with all the roles and responsibilities of a regular committee member.*
- 2.2.2 *The term period for each of the committee member is one (1) year, except for the Trustee who will automatically be part of the next year's committee as the ex-officio.*
- 2.2.3 *Managing committee meetings should have a quorum of at least seven (7) members, not counting Vicar, and Assistant Vicar.*

2.3 Spiritual Organizations

- 2.3.1 *Spiritual Organizations of the Parish run under the guidance and active mentoring of the Vicar, and Assistant Vicar. Each of the spiritual organizations have a lead (additionally a team of people, if applicable) from the members of the Parish. The list of the spiritual organizations is listed below, and the lead (teams) for the current year are listed on the Parish website.*
- 2.3.1.1 *Sunday School*
- 2.3.1.2 *Prayer Meeting*
- 2.3.1.3 *MMVS*
- 2.3.1.4 *Men's Fellowship*
- 2.3.1.5 *Youth Group / MGOCSM*
- 2.3.1.6 *Children's Ministry*

- 2.3.2 *There will be a MC liaison for each of the spiritual organizations to work as the main contact point from the MC. It is the responsibility of the MC liaison as well the leads of the spiritual organizations to interact frequently to review any needs and expectations of help and support for upcoming events and activities. The list of the MC liaisons for the current year is listed on the Parish website.*
- 2.4 **Church Development Committee (CDC)**
- 2.4.1 *The CDC, on account of being elected by the G.B. works along with the CMC but reports to the CMC for any decisions to be approved and executed.*
- 2.4.2 *The CDC, will have a set of standing members and elected members (G.B. Apr 17, 2016)*
- 2.4.2.1 *The standing members of the CDC are Vicar, Assistant Vicar, Trustee, Secretary and ex-Offico.*
- 2.4.2.2 *The elected members are selected by the General Body, and will continue as members unless they choose to relinquish voluntarily or relinquished by the General Body. The current list of the elected members is listed on the Parish website.*
- 2.4.3 *The objectives of the CDC are as follows as per directions of the General Body. (G.B. May 22, 2016)*
- 2.4.3.1 *Do a thorough study of the land to be purchased during the 30day contract period. The responsibility to complete this study was added as an objective to the Church Development Committee (CDC).*
- 2.4.3.2 *Explore the usability of the current property (225/229) Bashford road, for further development to meet our immediate needs such as Sunday school, Social Hall, additional parking space etc.*
- 2.5 **Sub-Committees under the Managing Committee**
- 2.5.1 *The Sub-Committee Teams are formed for meeting a specific purpose to assist the CMC, and works together with the CMC to fulfil the mission statement of that particular sub-committee. A subcommittee (Team) is a standing committee sanctioned by the Managing Committee of SGMOSC Raleigh Parish, and as such, will continue in existence until the Managing Committee decides to discontinue it. By default, the Vicar, Assistant Vicar(s), Trustee and Secretary will be committee members of every sub-committee. Additionally, there shall be, at least three (3) but no more than five (5), other members of the Parish as part of the Team, and one of them will be the team lead and main coordinator. The other members of the Team are selected by the Managing Committee, and such members will remain part of the Team until they request to be relieved from the team or the Managing Committee decides to relieve them of their duties. It is expected that each member of the Team, who accepts the responsibility, stays on the team for at least one full year, and preferably for a period of two years.*
- 2.5.2 **Facilities Maintenance Team**
- 2.5.2.1 *The purpose, role and responsibilities of the Facility Maintenance Team (FMT) is listed in the Appendix 15.3*
- 2.5.3 **Audio-Visual Team**
- 2.5.3.1 *The purpose, role and responsibilities of the Audio-Visual Team (AVT) is listed in the Appendix 15.4*
- 2.5.4 **Digital Media Team**
- 2.5.4.1 *The purpose, role and responsibilities of the Digital Media Team (DMT) is listed in the Appendix 15.5*

2.5.5 Harvest Festival Coordinators

2.5.6 Christmas Carols Coordinators

- 2.5.6.1 MC Carols Coordinator(s) will arrange for area coordinators to manage the logistics for house-to-house Carols visit for the various areas.*
- 2.5.6.2 Carols visits are recommended to be covered only for Parish member homes. Additionally, if any non-Christian family request for Carols, their request will be encouraged.*
- 2.5.6.3 As much as feasible the timings for the Carols should be attempted to fit within the timeslots of Fri 6-9PM, Sat 9-4PM, Sun 1-5PM*
- 2.5.6.4 The Bible reading passage (laminated handout) is taken from St. Luke Chapter 2 Verses 4 - 15*
- 2.5.6.5 Area coordinators will be provided with the area wise distribution of houses based on previous year visits. They will contact the list of potential homes to visit and check into the possibility of clubbing few families together to reduce the number of homes to visit.*
- 2.5.6.6 Area coordinators will arrange for the main food (breakfast, lunch, dinner) at specific houses on the route plan.*
 - 2.5.6.6.1 The main food should be kept simple (vegetarian, mild spice, nut-free) and nominal quantity considering that there are usually snacks served at most of the houses we visit.*
 - 2.5.6.6.2 The expense for the main food is shared between the member homes on the route plan that we visit or clubbed together. The area coordinator will inform the member families in the route plan their share of the expense for which the member families can write a check to the Parish with the memo field "Carols food contribution" along with their Carols donations.*
 - 2.5.6.6.3 The area coordinator(s) will be provided reimbursement check from Trustee regards the food expense.*

3. Financial Year

3.1.1 *Financial year of the Parish is January 1st to December 31st of each year. (G.B. Feb 28, 2010)*

4. Income

4.1 Subscription

4.1.1 *The minimum subscription for a member is \$120 per month, i.e. \$1440 per year (G.B Jan 22, 2017).*

4.2 Offertory

4.2.1 *The offertory collected on Sundays, or any other day's form part of the Parish income (if not earmarked for any other special purposes) and has to be counted and documented in the prescribed form "Offertory Cash Count Form" duly signed by two members of the Parish and the Trustee. .*

4.3 Marriage Donations

4.3.1 *An amount of \$250 each shall be collected from the respective parish members. No specific minimum amount is fixed for non- parish member.*

4.3.2 *No dues confirmation by the Trustee for the respective parish members is required.*

4.3.3 *"Desakuri" shall be issued only on clearance of all arrears for eligible members.*

4.4 Baptism Donations

4.4.1 *\$250 amount is fixed as donation for conducting Holy Baptism. No additional charges for photography/ videography. However, any additional charges for premises shall be borne by the parents.*

4.5 Birthday, Wedding Anniversary etc.

4.5.1 *Birthday and Wedding Anniversary greeting cards will be mailed to the member's residence address, but without any offertory covers. At least one Managing Committee member will have responsibility to assist the Secretary and Vicar in ensuring these cards are mailed out on time ahead of the event dates of the members.*

4.5.1.1 *Birthday and Wedding Anniversary is announced in church for special prayers, for the dates occurring in the past week (previous Monday to current Sunday). So, the cards for all those members whose dates fall within the upcoming week should be posted by Monday so that they would have received the greeting cards before their date is announced in church next Sunday.*

4.5.1.2 *Situations of members receiving their greeting cards after their name is announced in church is undesirable, and should be prevented from happening by due diligence in sorting through the dates and mailing the greeting cards as per the timetable mentioned above.*

4.5.2 *100% of all the amounts collected for these purposes shall be transferred to the Parish Income.*

4.6 Harvest Festival

4.6.1 *From the net income generated from the Harvest Festival, 10% is allocated for general charity while the rest is allocated to Parish Income.*

4.7 Christmas Carols

4.7.1 *Donations collected from house-to-house Carols visits are allocated towards Parish Income.*

4.8 Church Development Fund (CDF)

4.8.1 *The Church Development Fund is amended to include the following clauses: (G.B Jan 22, 2017)*

- Multiple contribution levels to choose, starting from \$400.
 - \$400, \$600, \$800, \$1000, \$1000+.
- Members can choose and commit to any of the above contribution levels, based on ability and willingness (similar to tithing).
- Any payment balance due from the committed levels of \$400, \$600, \$800, \$1000, \$1000+ for the Church Development Fund will become arrears at year-end, unless the member has paid at least \$5000 in the past years or by yearend, towards the Church Development Fund. **(G.B Jan 22, 2017)**

4.9 Appropriation of Collections

4.9.1 *If a member has outstanding arrears, any money collected from the member towards the Parish will be accounted towards fulfilling the outstanding arrears first before any of the remaining amount can be accounted for the stated purpose.*

4.9.2	Offertory	100% for Parish Income
4.9.3	Church Development Fund	100% for Church Development Fund
4.9.4	Harvest Festival (Net Profit)	90% for Parish Income, 10% for General Charity
4.9.5	Christmas Carols Collections	100% for Parish Income,
4.9.6	New Year Charity Collections	100% for General Charity
4.9.7	Birthday Collections	100% for Parish Income
4.9.8	Wedding Anniversary Collections	100% for Parish Income
4.9.9	Marriage Donations	100% for Parish Income
4.9.10	Baptism Donations	100% for Parish Income
4.9.11	Donations towards Self-Denial, Remembrance of Departed, etc.	100% for Parish Income
4.9.12	Sponsor a Qurbana Donations	100% for Parish Income
4.9.13	Catholic Day & Diocesan Collections	100% to the respective causes

4.10 Mandatory Payments by Members

4.10.1 *Monthly subscription for members is \$120/month, i.e. \$1440/year (G.B Jan 22, 2017)*

4.10.2 *Any payment balance due from the annual subscription will become arrears at year-end, and will be carried over. (G.B Apr 17, 2016)*

4.10.3 *The minimum expected contribution from each member family towards the Church Development Fund is \$5000. (G.B. Sep 28, 2008)*

4.10.4 *Any payment balance due from the committed levels of \$400, \$600, \$800, \$1000, \$1000+ for the Church Development Fund will become arrears at year-end, unless the member has paid at least \$5000 in the past years or by yearend, towards the Church Development Fund. (G.B Jan 22, 2017)*

4.10.5 *It is recommended for the members to pay up all their mandatory dues by Dec 31st of the financial year. Arrears will be listed on the Church Notice Board (G.B Feb 22, 2015)*

4.10.5.1 *Along with listing the quarterly contributions of the members for the current year on the Church Notice Board, the arrears carried over from previous years will be listed on the Church Notice Board*

4.11 Member Contributions Statements

4.11.1 *The statement of member contributions to the Parish in the current year should be emailed in PDF form to the members on a quarterly basis as per the suggested timetable schedule of April 1st week, July 1st week, October 1st week*

4.11.2 *Additionally, to ensure the proper closure of accounts by Dec 31st of the current year, a reminder statement of member contributions should be emailed to the members' in PDF form during the first week of December.*

4.11.3 *Additionally, any members with potential arrears should be reminded about it as part of their December contribution statement.*

5. Parish Members

5.1 Associate Membership

- 5.1.1 *Any Malankara Orthodox member seeking membership in our Parish is granted a temporary membership (Associate) after approval by the Vicar. There will be no other mandatory payments during the valid term of the Associate membership (maximum one (1) year)*
- 5.1.2 *Associate Membership is contingent upon receiving a reference letter from their previous Parish.*
- 5.1.3 *The Associate Member shall not be eligible to attend the General Body, but conducting holy sacraments like baptism, marriage, “Desa Kuri” etc. will be at the discretion of the Vicar.*
- 5.1.4 *The Associate membership is valid for a period of maximum one (1) year. If within the time period, if the Associate member doesn’t transfer status to regular member, their status will be reviewed and reconsidered by the Vicar.*

5.2 Full Membership

- 5.2.1 *Full eligibility shall be granted only if the member starts to pay the mandatory dues collected by the Parish.*
- 5.2.2 *Members in dire need or financial distress can approach the Vicar to extend the Associate Membership beyond the term of one (1) years. Such members will have all the rights like the regular members, but outstanding arrears for that year will be written-off. Member will need to renew his/ her Associate membership with dire need status every year with the Vicar to write-off the arrears.*
- 5.2.3 *Full eligibility as parish member shall be granted when “No Objection Certificate” from his/ her mother parish is submitted along with all mandatory payments. “No Objection Certificate” shall have all the details of the family members.*
- 5.2.4 *Children of the Parish members, who are employed and above 21 years of age, are eligible for membership.*

6. Funds and Schemes

6.1 Church Development Fund (CDF)

6.1.1 *The Church Development Fund (CDF) is a reserved fund set aside specifically for the future developmental needs of the Parish, e.g. property purchase/ redevelopment, mortgage loan down payment, and other similar needs approved by the General Body.*

6.1.1.1 *Restrict the use of church & facility Development fund only for future facility development and excess mortgage principal payment, if needed. (G.B. Apr 17, 2016)*

6.1.2 *The CDF shall be maintained in a separate bank account as well as accounted separately within the Parish financial records.*

6.1.2.1 *It was decided to create a separate physical account to move the savings obtained by reducing the monthly mortgage payments as a restricted account to be utilized only for facility development purposes. (G.B. Apr 17, 2016)*

6.1.3 *Any use of the CDF funds should be first approved by the General Body.*

6.1.4 *Any re-scope of the purpose or usage of the CDF should be first approved by the General Body.*

6.1.5 *The Church Development Fund is amended to include the following clauses: (G.B Jan 22, 2017)*

- Multiple contribution levels to choose, starting from \$400.
 - \$400, \$600, \$800, \$1000, \$1000+.
- Members can choose and commit to any of the above contribution levels, based on ability and willingness (similar to tithing).
- Any payment balance due from the committed levels of \$400, \$600, \$800, \$1000, \$1000+ for the Church Development Fund will become arrears at year-end, unless the member has paid at least \$5000 in the past years or by yearend, towards the Church Development Fund. (G.B Jan 22, 2017)

6.2 Priest Welfare Fund (PWF)

6.2.1 *The Priest Welfare Fund (PWF) is a special reserved fund mainly funded by Thomas Achen's donations to the Parish from his yearly allowance. The PWF purpose is to use for the needs of the clergy engaged in the activities of the Parish.*

6.2.2 *The PWF will be maintained in a separate bank account as well as accounted separately within the Parish financial records.*

6.2.3 *Any use of the PWF funds should be first approved by the General Body*

6.3 Member Loan Repayment Fund (MLRF)

6.3.1 *This is a reserved fund to pay off loans from the members towards the Parish.*

6.4 New Years' First Check Charity

6.5 MMVS Charity Scheme

6.6 Sunday School Charity Scheme

6.7 Men's Fellowship Charity Scheme

7. Gifts, Mementos, Awards and Send-off

7.1 Gifts and Send-off for outgoing members

7.1.1 *Any fully eligible member of the Parish relocating to another place away from our Parish will be given a small memento on behalf of the Parish, as well as their farewell message announced in Church.*

7.1.1.1 *The expense towards the send-off / farewell to the member is suggested to be \$100 or less.*

7.1.1.2 *Any farewell function in Church, suggested not to exceed 15 minutes, for a slideshow or speeches in honor of the member's contributions to the Parish, may be conducted at the discretion of the Managing Committee.*

7.2 Graduation Awards

7.2.1 *Graduation recognition awards will be presented to the members and/or their children who graduate from Grade 12th or higher studies.*

7.2.2 *A short graduation ceremony, held annually, for an appropriate date (as per school year calendar) would be scheduled and would be conducted after Sunday Qurbana where such graduating students would be felicitated and presented with mementos on behalf of the Parish.*

7.2.3 *The list of eligible graduates should be informed to the Vicar or the Secretary in advance of the graduation ceremony.*

8. General Information

8.1 Managing Committee Team Communications

- 8.1.1 *The Managing Committee will use effective modes of communication within the team, so that day to day activities and responsibilities for the Parish are being discussed and decided upon with the intent of keeping all the CMC members aware of the state of affairs.*
- 8.1.2 *The mode of communication should allow for multiple channels of subject topics so that different areas of relevance are being discussed within their own subject channels rather than clubbing everything together which leads to confusion.*
- 8.1.3 *The mode of communication currently in use by CMC is Slack (<https://www.slack.com>).*
- 8.1.3.1 *Each year's CMC will have their own Slack team named as per the format sgmosc-mc-YYYY, e.g. sgmosc-mc-2017*
- 8.1.3.2 *The Slack team should have separate public channels for each topic of relevance for the MC's operation of the Parish. Note – it is recommended to create public channels rather than private channels.*

8.2 Food Service Groups, Church Supplies, Managing Committee member weekly rotation

- 8.2.1 *A group of Parish member families will assist for the Sunday food service. The groups will be generated as randomly as feasible, but under the following guidelines*
 - 8.2.1.1 *Managing Committee members are distributed across the food service groups.*
 - 8.2.1.2 *Not more than 1/2 of each group for a given Sunday should have infant children (aged 3 years and below)*
 - 8.2.1.3 *At least 2/3rd of each group for a given Sunday should be regular and active member families. For any exceptions, Managing Committee will backfill as needed.*
 - 8.2.1.4 *Senior members (aged 70 years and above) are excluded from the food service groups. They can still participate if interested, by informing the Secretary of their intent.*
- 8.2.2 *As part of the Sunday food service, providing food for clergy as well as children is mandatory. Providing light snacks or meals for adults is optional per the discretion and convenience of the food service group families.*
- 8.2.3 *A template of the food service notification email as well as the list of responsibilities of the food service is provided in Appendix 15.7*
- 8.2.4 *The food service group assignments will be listed physically on the Parish Notice Board, with a note – “Please do not make any changes without prior notification to the Secretary and please contact the Secretary for any change request.”*
- 8.2.5 *The expenses incurred for the food service supplies (e.g. paper/plastic products, water, milk) will be accounted as operational expense within the Annual Budget. (G.B. 2017)*
- 8.2.6 *The supplies used for the food service will be maintained by the Managing Committee and tracked to ensure there is enough inventory on hand for the upcoming days. This ensures that we standardize on the supply list, and reduce wastage. (G.B. 2017)*
 - 8.2.6.1 *The supply inventory spreadsheet is maintained and updated in the MC Google Drive at this location - https://drive.google.com/open?id=1QZAUrggXnQOG4t_A0x6-ANEofWTAqPU-l-VHk5Giao*

- 8.2.7 *It is recommended to coordinate within your food group families to pay directly to the caterer. Instead, if you prefer the payment check to be issued from church to the caterer, please meet with the Trustee and give him your individual checks towards Church first, so that in return, he can issue the check with the correct amount from church on your behalf to the caterer. Please write your check as payable to SGMOSC Raleigh with the memo field "Sunday food groups catering payment"*
- 8.2.8 *The Managing Committee will have one team member on a weekly basis rotation to share in the responsibilities for the general upkeep and smooth running of the Parish. The list of responsibilities for this point person from the Managing Committee is provided in Appendix 15.2*
- 8.2.8.1 *The weekly rotation list is maintained and updated in the MC Google Drive at this location - <https://drive.google.com/open?id=1gg0in7i3fe34Zs-ZQPP-OnCa7dpXR8iselGkVXrybg>*
- 8.3 *Timetable schedule of Parish events*
- 8.3.1 *In addition to the usual schedule of church and spiritual events, the Parish conducts few other events that are traditions of the Parish, and conducted at different times of the year. This timetable schedule and list of events are listed in Appendix 15.9*
- 8.3.2 *The list of Parish events should be reviewed by Managing Committee to ensure the appropriate responsivities and adherence to schedule are worked upon by the designated persons.*
- 8.4 *Guests of Parish, Visitors & Fund Raising*
- 8.5 *Assets Insurance*
- 8.6 *Inventory Register*
- 8.6.1 *A Master inventory of all the assets of the Parish facility(s) should be maintained and kept updated with current information. (G.B. Dec 15, 2013)*
- 8.7 *Facility Maintenance Restrictions*
- 8.7.1 *Parish members shall exercise reasonable caution for volunteering any repair or maintenance work inside or outside of the Parish facility. Professional services should be contracted for any work that require climbing heights beyond the safety standards specified by the Parish owned ladder(s).*
- 8.8 *Volleyball Ground*
- 8.8.1 *The Volleyball ground on the Parish premises and associated equipment are part of the Parish property and governed by the rules and guidelines of the Parish*
- 8.8.2 *The use of the Volleyball ground should not interfere with other activities scheduled at the Parish. Especially when there are other activities being conducted in the Church, use of the Volleyball grounds should be avoided.*
- 8.9 *Equipment Rental Fees*
- 8.9.1 *There will be a rental fee of \$75 for borrowing the sound system from the Parish. (G.B Jul 24, 2016)*
- 8.9.1.1 *Note that the new indoor sound equipment is not available for rent/borrow. Only the old outdoor equipment is available to borrow with the rental fee of \$75*

8.10 HVAC System(s)

8.10.1 *There are five (5) HVAC systems in the Parish main facility, installed in Oct 2013.*

8.10.1.1 *Over the Office room - front-left side of the church - conditions air in the left room, left part of Madbaba, and front-left part of sitting area.*

8.10.1.2 *Over the Madbaba room - front-right side of the church - conditions air in the right room, right part of Madbaba, and front-right part of sitting area.*

8.10.1.3 *Over the Kitchen - back-left side of the church - conditions air in back-left part of sitting area.*

8.10.1.4 *Over the Cry room - back-right side of the church - conditions air in back-right part of sitting area.*

8.10.1.5 *Over the Women's restroom - back-corner side of the church - conditions air in foyer, restrooms.*

8.10.2 *Associated with this HVAC are 5 ducts smoke detectors with the key reset and switch system.*

8.10.3 *The Switch above the thermostat is to turn ON/OFF the HVAC system.*

8.10.4 *The smoke detectors cannot be turned off. If the alarms trigger, you should reset it using the switch key above the thermostat near the ceiling. (Not Tested and learned)*

8.10.5 *The air filters for the HVAC systems should be changed at least two times a year on a regular basis.*

8.11 Thermostat Settings

8.11.1 *All the thermostats used by the Parish facility should have a lock box to prevent the inadvertent, ad-hoc changing of the temperature controls. The same key should open and lock all the thermostat boxes. The thermostat key should be included in each of the sets of the church keys held by responsible persons.*

8.11.2 *When the Parish facility is occupied, and need to change the temperature settings from the pre-programmed settings, please remember to reset it to the "Run Schedule" settings before you leave the facility. Also, note that the thermostat fan should be set to ON while the facility is occupied, and reset to "Auto" before you leave.*

8.11.3 *The thermostat programmed settings are as follows.*

For the 4 Sanctuary Thermostats								
Period	Time	Required	Heat (Mon to Fri)	Cool (Mon to Fri)	Heat (Sat)	Cool (Sat)	Heat (Sun)	Cool (Sun)
Wake	5:00 AM	Yes	55	83	55	83	68	72
Leave	12:00 PM	Only Sun	NA	NA	NA	NA	55	83
Return	NA	No	NA	NA	NA	NA	NA	NA
Sleep	NA	No	NA	NA	NA	NA	NA	NA
For the 1 Lobby Thermostat								
Period	Time	Required	Heat (Mon to Fri)	Cool (Mon to Fri)	Heat (Sat)	Cool (Sat)	Heat (Sun)	Cool (Sun)
Wake	5:00 AM	Yes	55	83	55	83	68	72
Leave	12:00 PM	Only Sun	NA	NA	NA	NA	55	83
Return	NA	No	NA	NA	NA	NA	NA	NA
Sleep	NA	No	NA	NA	NA	NA	NA	NA

8.12 Facility Maintenance Contracts and Inspections

8.12.1 *Fire Extinguisher (s) should be inspected two times in a year, and should be replaced before the expiry date marked on the equipment.*

8.12.2 *Pest Control is contracted out to professional providers.*

8.12.3 *Facility Cleaning that includes all the indoor facilities of the Parish is contracted out to professional provider(s) occur every week.*

8.12.4 *Termite Inspection should be conducted on an annual basis by certified professionals. Any remediation required needs to be notified to FMT and CMC.*

8.12.5 *The HVAC air filters and smoke detectors needs to be inspected as serviced as per instructions in section 0*

8.13 Parish Web Site

8.13.1 *<https://www.stgregoriosnc.org/>*

8.13.2 *<https://www.harvestfestnc.com/>*

8.14 Annual Reports

8.14.1 *The Annual Reports shall be emailed to the members (G.B. Feb 28, 2016)*

8.15 The Parish Manual

8.15.1 *Any changes to decisions recorded as part of the G.B. decisions in this Parish Manual cannot be changed without another G.B. decision to supersede the previous decisions.*

8.15.2 *Revisions to the Parish Manual should be versioned as per the naming convention of “Revision X, MMM YYYY”, e.g. Revision 3, JUL 2018.*

8.15.3 *Any changes to the Parish Manual, other than the recorded G.B. decisions, will need to be reviewed and approved by at least 2/3rd majority of the Managing Committee as well as recorded into the revision table listed in Appendix 16*

8.15.3.1 *The format for recording changes into the revision table should use the convention of “Section X (e.g. 8.14.2) has been changed (or added/removed) in Version Y (e.g. Revision 4, DEC 2018) from prior version Z (e.g. Revision 3, JUL 2018)”*

8.15.4 *Any future G.B. decisions should be added to the Parish Manual as soon as possible. G.B. decisions are binding within the Parish Manual even if not recorded into the Parish Manual appropriately.*

8.15.5 *The newly approved version of the Parish Manual should be announced to the Church as well as emailed to the members.*

8.15.6 *The Parish Manual may be posted to the Parish website as long as only eligible parish members can access it.*

8.16 Baptism and Marriage

8.17 Spiritual Organizations Charity

8.18 Spiritual Organizations Programs

8.19 Spiritual Organizations Leadership

8.20 Obituary Announcement

8.21 Meeting Minutes

8.21.1 *Meeting minutes' serves as an official record of the meeting, used in a variety of ways including tracking decisions, reasons for those decisions and serving as a reference point.*

8.21.2 *The soft copy of the meeting minutes will use the following file naming convention.*

SGMOSC_<Mtg>_Minutes_MMM_DD_YYYY.DOCX or PDF

8.21.2.1 *e.g. SGMOSC_GB_Minutes_Apr_01_2012.docx*

8.21.2.2 *e.g. SGMOSC_CMC_Minutes_Apr_01_2012.docx*

8.21.2.3 *e.g. SGMOSC_CDC_Minutes_Apr_01_2012.docx*

8.21.2.4 *e.g. SGMOSC_FMT_Minutes_Apr_01_2012.docx*

8.21.3 *The Meeting minutes of any MC meeting should be sent to the MC within one week of the meeting. A rough draft of the decisions made in the MC meeting could be sent out immediately to the MC working communication channel. A more formal and reviewed version of the MC meeting minutes should be emailed to the MC members within one week of the meeting. Any exceptions to this schedule should be informed to the MC upfront and approved by the Vicar.*

8.21.4 *It is recommended to have the meeting minutes be reviewed within the Managing Committee before being submitted for approval.*

8.21.5 *The meeting minutes will include an Executive Summary section that provide concise information on when and where the meeting was held, who chaired it, what was the attendance counts as well as the list of decisions made. This Executive Summary will be read out during next meeting to provide consent.*

8.21.6 *The meeting minutes will be sent for approval ahead of the next meeting with reasonable time for feedback and corrections. While only the Executive Summary is read out during the next meeting, the meeting minutes in its entirety will be used for signatures from Vicar and Secretary as well as the seal of the parish.*

8.21.7 *The format and scope of the meeting minutes is recommended to include the following information.*

- *Date of the meeting, as well as start and end time.*
- *Name(s) of the chair-person as well as Secretary taking the notes.*
- *Names of the attendees, as well a total count.*
- *Corrections and amendments to previous meeting minutes*
- *Current agenda and any additions to the current agenda*
- *Decisions taken or rejected, reasons for the approval or rejection of the decision points.*
- *Open discussion items, any follow-ups needed*
- *Voting- if any decisions needed voting or unanimous decision.*
- *Actions taken or agreed to be taken*
- *Next steps*
- *Items to be held over for future meetings*
- *New items to be considered for future meetings*

8.22 Records Retention Periods

8.22.1 Financial Records – Bank statements, Tax related etc.

8.22.1.1 Bank statements and related financial transactions for the parish accounts would be kept for the last 7 year

8.22.2 Property Records, Maintenance Contracts

8.22.2.1 Tax submissions and related transactions for the parish properties would be kept for the last 7 years

8.22.2.2 Deeds and legal documentation for the parish properties would be kept current and stored indefinitely.

8.22.2.3 Maintenance contracts and warranty documentation would be kept for the duration of those contracts.

8.22.3 GB Decisions, meeting minutes – stored for last 7 years

8.22.4 Managing Committee meeting minutes – stored for last 3 years

9. Expenses

9.1 Salary and Allowance

9.1.1 *Fiscally support a full-time resident priest this year by allocating \$30,000 as annual base allowance. (G.B Jan 22, 2017)*

9.1.2 Vehicle Purchase, Insurance & Maintenance

9.1.2.1 *The funding source for the vehicle purchase is Priest Welfare Fund. There would be additional expenses such as Insurance and maintenance, etc., at cost of approximately \$250/month. (G.B. Aug 16, 2015)*

9.1.3 *Allocate \$9,000 towards caregiver support for Thomas Achen. (G.B Jan 22, 2017)*

9.2 Travel Expenses for visiting priests and dignitaries

9.2.1 *Travel related expenses for visiting clergy would be limited to the budgeted amounts in the Annual Budget for each year.*

9.2.1.1 *For 2017, the budgeted amounts are: Priest Travel Expense \$13,100 and Visiting Dignitaries Travel Expense \$1700. (G.B. Jan 22, 2017)*

9.2.1.2 *Honorarium for visiting dignitaries will be travel expenses and \$250 gift cover.*

9.3 Parish Property Loan / Mortgage

9.3.1 *The outstanding mortgage (refer to Appendix 17) for the Parish property is currently at the following terms with Wells Fargo Bank. (G.B. Oct 25, 2015)*

- *Fixed Rate: 3.95%*
- *Term: 60 months*
- *Amortization: 180 months*
- *Approximate Payment: 59 Payments of \$2811 (First principal payment of approximately \$1543 to increase with each payment) with balloon due on the 60th payment.*
- *PRE-PAYMENT PENALTY: On Fixed Rate Options Only*
- *Loan will be subject to 3% prepayment penalty in year 1, 2% in year 2, 1% in year 3. Borrower will have the opportunity to prepay the loan up to 20% of the loan balance each year at no penalty.*

9.3.2 *Reduce the Excess Principal Payment to only \$2812 per month from \$5500. (G.B. Apr 17, 2016)*

9.4 Annual “kymuth” to the Diocesan Bishop

9.4.1 *Honorarium amount is suggested to be \$400*

9.5 Catholicate Day Collection

9.6 Diocesan Collection

9.7 Parish Organizations

9.7.1 *Marth Mariam Samajam*

9.7.2 *Men’s Fellowship*

9.7.3 Youth Group – Senior and Junior

- 9.7.3.1 The Youth Group consists of the children of the members of the Parish who are at least 13 years of age. The youth of the Parish ages into the Youth Group as per the following suggested guidelines. If the youth is 13 years of age or attending 7th grade school as of Jan 1st of the calendar year will be considered as part of the Youth Group. Such new entrants to the Youth Group are inducted in the new year of every calendar year. It is suggested for new members who join the Parish mid-year, to wait till the next calendar year for their children to take part in Youth Group.*
- 9.7.3.2 The Youth Group is divided into two main groups to ensure similar aged youth can work on activities together. Youth in 7th grade to 9th grade at the start of the calendar year are part of the Junior Youth. The Senior Youth is for youth in 10th grade and above.*
- 9.7.3.3 The Vicar (and Assistant Vicar) guide the Youth Group in various activities with one MC member helping as liaison for Junior Youth and another MC member as liaison for Senior Youth*
- 9.7.3.4 The Youth Groups have their own group communication mechanism for keeping in touch and informational updates, which is currently the GroupMe chat application. The Achen's and MC liaison(s) are part of this GroupMe chat to help and guide the Youth in various matters.*

9.7.4 Children's Ministry

- 9.7.4.1 All children of the members of the Parish of the ages between 5 years and 12 years are part of the Children's Ministry.*
- 9.7.4.2 The purpose of the Children's Ministry and working structure is described in Appendix 15.8.*
- 9.7.4.3 An amount of \$500 is budgeted annually towards expenses related to Children's Ministry activities.*

9.7.5 Sunday School

9.7.6 Church Choir

9.7.7 Acolytes/Deacons

9.7.8 OVBS

9.7.9 Audio-Visual Team (AVT)

- 9.7.9.1 An amount, based on prior history and current needs, is budgeted annually towards expenses related to the audio-visual equipment upgrades and on-going maintenance.*
- 9.7.9.2 The Audio-Visual Team can be contacted by email address: mosc-nc-audiovideo@googlegroups.com*
- 9.7.9.3 For any event conducted on Parish premise, that requires the need for audio-visual equipment, the AVT should be notified upfront about the overview of the programs as well as the order/ sequence of programs and the various requirements for each of those programs.*
- 9.7.9.4 The AVT should be provided with the required information at least one day in advance of the event.*
- 9.7.9.5 There should be a single point of contact for any event conducted on Parish premise. The Vicar and Assistant Vicar is responsible for informing the AVT who will be the Point-of-Contact to provide the required information needed for AVT to run the audio-visual needs of the program effectively.*

9.8 Facility Maintenance

9.8.1 *Ongoing contract for weekly cleaning service for the Church premises and Old Bashford House (G.B. Dec 15, 2013)*

9.8.2 *Ongoing contract for maintenance of the grounds belonging to the Parish (G.B. Dec 15, 2013)*

9.8.3 *Ongoing pest control contract for the prevention and treatment insects/ small pests in and around all the Parish Facilities.*

9.8.4 *Ongoing Handyman contract for upkeep of the high-altitude items (e.g. Air filters, Ceiling cleanup, Bulb replacement etc.)*

9.8.5 *Ongoing Water delivery contract for large size drinking water cans and water dispenser machine rental.*

9.9 Fund for Parish Managing Committee

9.9.1 *It is recommended to set aside a nominal amount for the discretionary expense of the CMC.*

10. Funds Distribution

10.1 Charity Fund

10.2 Special Projects

10.3 Records of Charity Disbursement

10.3.1 The specifics of the charity disbursement for the current year will be provided in the Annual Report at the end of the year.

10.4 Acknowledgement of charity disbursement

11. Budget and Accounting Policies

11.1 Annual Budget

11.1.1 The financials and budget should be presented in an income statement, balance sheet and cash flow format (not necessarily the bank format) (G.B. Feb 22, 2015)

11.2 General Reserve

11.3 Limits of the Managing Committee

11.4 Parish Bank Accounts

11.5 Accounting Practices

11.6 Audit of Accounts

11.7 Part-time Accountant

12. Significant Accounting and Financial Policies

12.1 Non-profit Income Tax Filing

- we need to include a copy of Form 1023, "Application for Recognition of Exemption" from IRS for tax exempt status.
- <https://www.irs.gov/pub/irs-pdf/i990.pdf>, which states that as church we are tax exempt.

12.2 Sales Tax Reimbursement

- http://www.dor.state.nc.us/publications/nonprofit_booklet.pdf
- http://www.dornc.com/downloads/e585_faq.pdf
- http://www.dornc.com/downloads/fillin/e585_webfill.pdf

12.3 W-2 for the salary payments for the Vicar & Assistant Vicar(s).

12.4 Income

12.4.1 All income is accounted on accrual basis. We now have subscription receivable, accounts receivable, and will be adding church development receivable from 2017 onwards. We also have accounts payable.

12.5 Expenses

12.5.1 Expenses are accounted on accrual basis.

12.6 Depreciation

12.6.1 Depreciable assets are depreciated under straight line method estimating the life and salvage value of each asset.

13. General Body Meetings

13.1 General Body

13.1.1 The General Body meetings shall be conducted only at SGMOSC-Raleigh premises.

13.1.2 The Agenda for the General Body will be announced in Church as well as emailed to the members at least two weeks in advance.

13.2 Half Yearly General Body

*13.2.1 The Trustee shall prepare the half yearly financial statements, discuss in the Managing Committee and shall present the **audited** accounts in the half yearly General Body. Budget adjustments if any can be demanded by the Managing Committee.*

13.2.2 Auditor's report is not required for the Half-Yearly General Body, but the audited accounts should be presented in the General Body.

13.2.3 The Half Yearly General Body should be conducted before Aug 31st of every year.

13.3 New Year Budget General Body

13.3.1 The Pro Forma Operating Budget for the current year shall be presented to the Annual General Body. The Pro Forma Budget will be focused more on the projected income and expenses for the current year, rather than actual cash flow and/or balance sheet. The Pro Forma Budget will be updated after the previous year's accounts are audited and the actuals of the year-end accounts are available. The Pro Forma Operating Budget should be approved and adopted by the General Body. (G.B. Feb 28, 2016)

13.3.2 The New Year Budget General Body should be conducted before Jan 31st of every year. (G.B. Feb 28, 2016)

13.4 Annual General Body

13.4.1 The audited financial statements for the previous year and the Budget (modified for Actuals) for the current year shall be presented to the Annual General Body. The accounts should be approved and the annual report to be adopted by the General Body. (G.B. Feb 28, 2016)

13.4.2 The Annual General Body should be conducted before Mar 15th of every year.

13.5 Election General Body

13.5.1 The election general body is exclusively for the election of office bearers for the new financial year, however other matters with the recommendation of the managing committee can be taken up and shall be conducted before December 15th of every year.

13.5.2 The minutes of the election general body shall not be presented in the new managing committee, but shall be presented by the previous secretary in the consecutive general body.

13.6 General Body Decisions

13.6.1 The general body decisions shall be published on the Parish website within one month and accessible for members with member LOGIN facility only.

13.6.2 The minutes of the General Body shall be reviewed and approved in the next GB. The approved minutes should be signed by the Secretary and Vicar as well as dated and stamped with the seal of the Parish.

14. Vouchers and Forms

The following vouchers and forms are in use in the Parish:

	Name of Voucher / Form	Purpose	Remarks
1.	Church Stewardship Pledge Form	Yearly pledge form for the members to provide their stewardship pledge towards the Parish for the new year.	Listed in section 15.6
2.	Church Equipment/Furniture Rental Form	Loaner / Rental form for sign-in & sign-out of equipment or furniture from the Parish	<u>Google drive link</u>
3.	Goods Received Voucher	To document all the details of the goods received as a form of receipt for tax exemption considerations	
4.	Offertory Cash Count Form	To document cash collection by way of offertory.	

15. Appendix for associated documents

15.1 Church Development Committee - List of elected members

- The list of the current members of the Church Development Committee is posted to the Parish website.

15.2 Managing Committee member weekly rotation duties

SGMOSC Managing Committee operational model of one MC member being the point-person on a rotation basis for one full week starting from Sat morning to next week Fri night. The main areas of responsibilities for the MC person assigned for the rotation week are as follows (listed generally in order of execution from Sat to Fri)

- Check with Vicar, Assistant Vicar, Trustee, and Secretary if any support or assistance is needed with church matters during your assigned week, especially if there are guest Achen(s) visiting or other special services.
- Coordinate within the MC to fill your spot if you cannot fulfill some of your week's rotational responsibilities.
- Ensure the Church Sanctuary is ready for the weekend services of Saturday evening prayer and Sunday Qurbana. Especially related to the Service books being organized in the shelf's as well as the general tidiness inside the Sanctuary.
- Be available for the Saturday evening prayer, and if possible arrive early to help with opening the Church facility in preparation for the evening prayer.
- Stay back after Saturday evening prayer to help with the final cleanup and walkthrough of the Bashford House, Church buildings, Storage Shed, Trash, Grounds etc., before final lockup of the Church facilities.
- Be available at least 15-20 minutes before the start of the Sunday Service to help with opening the Church facility in preparation for the Sunday Service.
- Ensure two gallons of milk is available on Sunday morning at the Bashford House.
- Be available during and after the Sunday Service to help with the food service matters, and especially to ensure there are enough people available to serve the food.
- Ensure the cleanup is done by the food group families after the Sunday food service at Bashford House.
- Stay back after Sunday Service to help with the final cleanup and walkthrough of the Bashford House, Church buildings, Storage Shed, Trash, Grounds etc., before final lockup of the Church facilities.
- Check the state of the Bashford House and Storage Shed and identify any needs to organize the stuff in there for the week. Coordinate with MC if any work is needed to be done.

- Visit Thomas Achen's Home and Church premises, at least once during the week. Inform the MC regards any matters that might need attention.
- Before Wednesday of the week, crosscheck supplies inventory and update inventory spreadsheet to provide current counts/quantities of supply list. This work-task, preferably should be completed on the Sunday after the food service and before final lockup of the Church facility. This will ensure that there is enough time to coordinate the purchase of the required inventory items.
- By Wednesday of the week, if inventory levels are low, coordinate with MC to replenish required items, especially drinking water and milk.

15.3 Facilities Maintenance Team Charter

Purpose Statement

The Facilities Maintenance Team is chartered as a sub-committee under the Managing Committee of SGMOSC Raleigh Parish and its purpose is to manage the maintenance and upkeep of the facilities (i.e. buildings, sheds, grounds, roads, pavements and surrounding areas) that belong to the SGMOSC Raleigh Parish.

Mission Statement

The mission of the Facilities Maintenance Team is to identify the list of maintenance and upkeep work-tasks for the facilities belonging to the SGMOSC Raleigh Parish, as well as develop a plan to address each of them on a priority basis, in consultation with the Managing Committee of SGMOSC Raleigh Parish.

Team Structure and Time-frame

The Facilities Maintenance Team is a standing committee sanctioned by the Managing Committee of SGMOSC Raleigh Parish, and as such, will continue in existence until the Managing Committee decides to discontinue it. By default, the Vicar, Assistant Vicar(s) as well as the current year Trustee and Secretary will be committee members of the Facilities Maintenance Team. Additionally, there shall be, at least three but no more than five, other members of the Parish as part of the team, and one of them will be the team lead and main coordinator. The other members of the Facilities Maintenance Team are selected by the Managing Committee, and such members will remain part of the Facilities Maintenance Team until they request to be relieved from the team or the Managing Committee decides to relieve them of their duties. It is expected that each member of the Facilities Maintenance Team, who accepts the responsibility, stays on the team for at least one full year, and preferably for a period of two years.

Scope of Operation

- The Vicar and Assistant Vicar, as part of being members of the Facilities Maintenance Team, will provide the executive oversight, guidance and be the final arbiter of any decision-making process.
- The Trustee, as part of being a member of the Facilities Maintenance Team, will ensure that the team is staffed at the appropriate levels and adequately engaged in the pursuit of the objectives as well as provide financial oversight.
- The Secretary, as part of being a member of the Facilities Maintenance Team, will ensure that there are appropriate levels of communication within the team, assist the team lead in scheduling work-tasks as well as inform the Managing Committee and General Body regards any important matters related to the Facilities Management Team. Additionally, the Secretary

shall provide a monthly report to the Managing Committee regards the work-tasks completed in the past month as well as the list of work-tasks planned for the upcoming month.

- The Team Lead will be the main coordinator to work with all the team members in the pursuit of the objectives. All the team members will help with pursuing the objectives.
- All expenses incurred for the maintenance and upkeep of the facilities will require receipts to be maintained and provided to Trustee for reimbursement.
- Any project expense higher than \$500 would need to be pre-approved by the Managing Committee before the work-task can be started upon.
- Any complaints and/or concerns raised by the members of the Parish regards the Facilities Maintenance Team, or its activities should be brought to the attention of the Managing Committee.

Team Objectives

- Maintain a prioritized list of work-tasks that needs to be done for the maintenance and upkeep of the facilities. Discuss and collaborate within the team to keep this list up to date.
- Develop a high-level plan of action for completing each work-task. Consult with other members of the Parish regards their domain expertise or any assistance that might be helpful for the work-task.
- If required, seek quotes from professional contractors for any work-tasks, and evaluate the available options within the team.
- Seek the support of the Vicar and Assistant Vicar and/or Managing Committee in soliciting other church members to help with the identified work-tasks.
- For any work-task that is scheduled and worked up, coordinate the activity with the persons (church members and/or external contractors) engaged in completing the worktask.
- Work within the team to identify success criteria for each work-task, and ensure that those success criteria are met upon the completion of the work-task.
- Identify any major expense items or impediments coming up on the long-term horizon and notify the Managing Committee for the due consideration.
- Work with the Managing Committee and Vicar, during events of adverse weather to implement plan of action, as deemed appropriate, to handle the impact of such adverse weather on the facilities.

15.4 Audio-Visual Team Charter

Purpose Statement

The Audio-Visual Team is chartered as a sub-committee under the Managing Committee of SGMOSC Raleigh Parish and its purpose is to manage the usage, maintenance and upkeep of the audio and video equipment that belong to the SGMOSC Raleigh Parish.

Mission Statement

The mission of the Audio-Visual Team is to help with the day-to-day operation and maintenance of the audio systems including mics and speaker system, as well as the video systems including the projectors and the computers used for the audio systems as well as overhead projection.

Team Structure and Time-frame

The Audio-Visual Team is a standing committee sanctioned by the Managing Committee of SGMOSC Raleigh Parish, and as such, will continue in existence until the Managing Committee decides to discontinue it. By default, the Vicar, Assistant Vicar(s) as well as the current year Trustee and Secretary will be committee members of the Audio-Visual Team. Additionally, there shall be, at least three but no more than five, other members of the Parish as part of the team, and one of them will be the team lead and main coordinator. The other members of the Audio-Visual Team are selected by the Managing Committee, and such members will remain part of the Audio-Visual Team until they request to be relieved from the team or the Managing Committee decides to relieve them of their duties. It is expected that each member of the Audio-Visual Team, who accepts the responsibility, stays on the team for at least one full year, and preferably for a period of two years.

Scope of Operation

- The Vicar and Assistant Vicar, as part of being members of the Audio-Visual Team, will provide the executive oversight, guidance and be the final arbiter of any decision-making process.
- The Trustee, as part of being a member of the Audio-Visual Team, will ensure that the team is staffed at the appropriate levels and adequately engaged in the pursuit of the objectives as well as provide financial oversight.
- The Secretary, as part of being a member of the Audio-Visual Team, will ensure that there are appropriate levels of communication within the team, assist the team lead in scheduling work-tasks as well as inform the Managing Committee and General Body regards any important matters related to the Audio-Visual Team.
- The Team Lead will be the main coordinator to work with all the team members in the pursuit of the objectives. All the team members will help with pursuing the objectives.
- All expenses incurred for the maintenance and upkeep of the Audio-Visual systems will require receipts to be maintained and provided to Trustee for reimbursement.

- Any expense for buying equipment or maintenance repair costs sanctioned under the yearly budget would need to be discussed and confirmed within the Audio-Visual Team as well as notified to the Trustee prior to incurring the expense.
- Any complaints and/or concerns raised by the members of the Parish regards the Audio-Visual Team, or its activities should be brought to the attention of the Managing Committee.

Team Objectives

- Maintain an active communication channel (e.g. Whatsapp, Slack etc.) within the team members to discuss the day-to-day or weekly operations of the Audio-Visual needs of the Parish.
- Staff the operations of the Audio-Visual equipment for each of the Parish activities and events. In case there is forecasted shortage of staff for an upcoming event, the Secretary and Trustee should be notified upfront so backup staff can be arranged for.
- Identify any major expense items or impediments coming up on the long-term horizon and notify the Managing Committee for the due consideration.
- Ensure the Audio-Visual equipment of the Parish are in good condition of maintenance and plan for any preventative repairs to ensure the smooth operation of the equipment.
- Maintain an inventory list of the Audio-Visual equipment as well as track the locations of storage items that are not frequently used.
- Help with the check-out and check-in procedures for any Audio-Visual equipment that is borrowed by Parish members as per allowed policy guidelines.
- Co-ordinate audio-visual requirements with the Event coordinators of the various programs conducted by the Parish.
- Manage the transportation, setup and tear down of any Parish owned Audio-Visual equipment that is being taken out of the Parish premise for an activity or event that is allowed as per policy guidelines.

15.5 Digital Media Team Charter

Purpose Statement

The Digital Media Team is chartered as a sub-committee under the Managing Committee of SGMOSC Raleigh Parish and its purpose is to manage the usage, maintenance and upkeep of the digital media assets that belong to the SGMOSC Raleigh Parish.

Mission Statement

The mission of the Digital Media Team is to help manage the usage of the various digital media assets of the Parish, including but not limited to, email accounts, websites, computer software, social media accounts, cloud based software, online photo albums and video recordings etc.

Team Structure and Time-frame

The Digital Media Team is a standing committee sanctioned by the Managing Committee of SGMOSC Raleigh Parish, and as such, will continue in existence until the Managing Committee decides to discontinue it. By default, the Vicar, Assistant Vicar(s) as well as the current year Trustee and Secretary will be committee members of the Digital Media Team. Additionally, there shall be, at least three but no more than five, other members of the Parish as part of the team, and one of them will be the team lead and main coordinator. The other members of the Digital Media Team are selected by the Managing Committee, and such members will remain part of the Digital Media Team until they request to be relieved from the team or the Managing Committee decides to relieve them of their duties. It is expected that each member of the Digital Media Team, who accepts the responsibility, stays on the team for at least one full year, and preferably for a period of two years.

Scope of Operation

- The Vicar and Assistant Vicar, as part of being members of the Digital Media Team, will provide the executive oversight, guidance and be the final arbiter of any decision-making process.
- The Trustee, as part of being a member of the Digital Media Team, will ensure that the team is staffed at the appropriate levels and adequately engaged in the pursuit of the objectives as well as provide financial oversight.
- The Secretary, as part of being a member of the Digital Media Team, will ensure that there are appropriate levels of communication within the team, assist the team lead in scheduling work-tasks as well as inform the Managing Committee and General Body regards any important matters related to the Digital Media Team.
- The Vicar, Trustee and Secretary will hold the administrator access to the various digital media accounts. The Digital Media Team should never revoke the administrator access privileges for the Vicar, Trustee or Secretary.

- The Team Lead will be the main coordinator to work with all the team members in the pursuit of the objectives. All the team members will help with pursuing the objectives.
- All expenses incurred for the maintenance and upkeep of the digital media assets will require receipts to be maintained and provided to Trustee for reimbursement.
- Any expense for buying equipment or maintenance repair costs sanctioned under the yearly budget would need to be discussed and confirmed within the Digital Media Team as well as notified to the Trustee prior to incurring the expense.
- Any complaints and/or concerns raised by the members of the Parish regards the Digital Media Team, or its activities should be brought to the attention of the Managing Committee.

Team Objectives

- Maintain an active communication channel (e.g. Whatsapp, Slack etc.) within the team members to discuss the day-to-day or weekly operations of the Digital Media needs of the Parish.
- Staff the operations of the Digital Media equipment for each of the Parish activities and events. In case there is forecasted shortage of staff for an upcoming event, the Secretary and Trustee should be notified upfront so backup staff can be arranged for.
- Identify any major expense items or impediments coming up on the long-term horizon and notify the Managing Committee for the due consideration.
- Ensure the Digital Media assets of the Parish are in good condition of maintenance and plan for any preventative repairs or security measures to ensure the assets are not compromised by external entities.
- Maintain an inventory list of the Digital Media assets and accounts as well as track the logins of various folks who are authorized to access those assets for specific purposes.
- Co-ordinate digital media requirements with the Event coordinators of the various programs conducted by the Parish.
- Ensure the feature requirements of the Parish and the office bearers are addressed by the current capabilities of the digital media assets. If there are anything lacking, work within the Digital Media Team to build or procure additional assets to satisfy those needs.

15.6 Yearly Stewardship Pledge Form

ST. GREGORIOS MALANKARA ORTHODOX CHURCH, RALEIGH

229 Bashford Road, Raleigh, NC 27606

www.stgregoriosNC.org

2017 Stewardship Pledge Form

Dear _____ and Family,

Beloved in Christ,

Let me first take this opportunity to thank God Almighty for the blessings He has showered upon our parish community. Your prayerful and financial support was the driving force behind the many things we were able to accomplish and do this past year.

St. Gregorios Parish in Raleigh is a growing parish in this community. Looking ahead, there is still much for us to do and many goals that we must achieve. We need to expand our parking facility, get a city sewage connection, aim for a multi-purpose hall, and also pay off our existing loan. As Christians, we have a responsibility to offer back to God what He has given us. I am aware of the economic crisis and financial obligations that each of us has, but I urge each and every member to prayerfully consider how much you can contribute to the parish this coming year. Please note, as of this year, we have subscription of \$120/month (\$1440/year) for the Church General Fund to be used for month-to-month operational expenses. We have also prepared a slab of \$400, \$600, \$800, \$1000, \$1000+ donations towards the Church Development Fund for the above-mentioned projects. Please prayerfully consider your own family income and financial obligations and present your offering before God for the year 2017. Kindly fill out this form and return it to the Trustee, Mr. Balu Joseph, by Sunday, March 26th, 2017.

Wishing you and your family a most blessed New Year!

Yours in Christ,

Fr. M. K. Thomas and Fr. Timothy Thomas
Vicar, St. Gregorios Malankara Orthodox Church, Raleigh

In faith, prayer, and sacrifice, my family and I wish to share in the support and work of the **St. Gregorios Malankara Orthodox Church, Raleigh**. Out of our love and gratitude to God for all His blessings, we would like to pledge the following amounts for the year 2017.

Church Subscription: \$120/month (\$1440/year)

Church Development Fund: \$ _____

These amounts will be paid as follows (please make one selection):

- () One payment prior to May 1" () Bi-annually () Quarterly - every 3 months () Monthly
() I have financial hardship, or new to the area since Jan 1" 2016, and would like to discuss with the Vicar before making a pledge.

Name: _____

Signature: _____ Date: _____

Your pledge is **strictly confidential and will only be known by the Vicar and Trustee.*

15.7 Food Service groups email and list of responsibilities

Hi Family1, Family2, Family3,

On behalf of the Managing Committee of our Church I would like to thank you and your family for all the efforts, time and hard work you have put in towards our wonderful Church, and for making our Church an important part in your lives.

Acts 2:42 "And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers."

Fellowship through partaking in food together is one of the many ways of our fellowship at Church and the Managing Committee helps coordinate food group assignments of about three families per group for each Sunday. The food group families are assigned to share in the food service responsibilities (listed below) to help one another. The 2017 Managing Committee has completed the food assignment schedule for the first half of 2017. We are glad to inform you that your families have been assigned for Sunday, March 5th 2017.

Date	Month	Food Category	Family Names		
3/5/2017	March	Veg or Non Veg	Family1	Family2	Family3

All the approved food service supplies (plates/cups/bowls, spoons/forks, napkins, table covers, garbage bags, water, milk, sugar, coffee/tea powder) will be provided by Church, and hence you don't need to bring such supply items.

The primary responsibilities of the food group families towards the Sunday food service are listed below.

- 1) **Please make sure you provide snacks/food for our children & Priests.** If possible, please try to bring couple of home-cooked items for our Priests (quantity just for 1 or 2 adults). Please try to keep it simple. Note - Due to allergy issues for kids please avoid nuts in food.
- 2) Please help in serving food to our Priests and setting up the Church kitchen room for that, as well as cleanup after food service.
- 3) Please prepare coffee & tea for all, including boiling the milk for coffee/tea. Instructions are provided on the notice board in Bashford house.
- 4) **Light meals or snacks for adults are optional. If you do provide food for adults, please try to keep it simple.** Please let us know if you need assistance with estimating the food quantities required. Note - Due to allergy issues for kids please avoid nuts in food.
- 5) As part of the food service setup, if you notice any supply list items missing or in shortage for your food service, please let us know.
- 6) Please wash, rinse, clean and dry any utensils from the kitchen used for serving.
- 7) Please ensure that the milk/coffee/tea/ pot(s) are washed, rinsed and cleaned.
- 8) Please clean up Bashford house after the food service, including putting away the tables and chairs.
- 9) Please empty all garbage receptacles and ensure that the garbage bags are tied up and placed inside Blue trash container for garbage pickup.

Please seek the assistance of any Managing Committee members for any help you need in this regard.

Once again, we would like to thank you for everything you do towards helping one another at our Church and taking part in food service efforts. If you have any questions, please do not hesitate to reach out to me.

Note: - We recommend you coordinate within your food group families to pay directly to the caterer. Instead, if you prefer the payment check to be issued from church to the caterer, please meet with our Trustee, <Name> and give him your individual checks towards church first, so that in return, he can issue the check with the correct amount from church on your behalf to the caterer. Please write your check as payable to SGMOSC Raleigh with the memo field "Sunday food groups catering payment"

Thanks

<Name>

Secretary SGMOSC

15.8 Children's Ministry Vision Statement and Introduction

“To grow and nurture lifelong friendships, that guide future members in their spiritual growth, to build a stronger SGMOSC Church”

Children's Ministry is a forum for young children aged 5 to 12 years from MOSC Church Raleigh to interact together outside of church functions. We strive to help our children grow spiritually by providing opportunities for nurturing friendships amongst themselves through active games, singing songs, encouraging spiritual growth etc.

The Children's Ministry sessions, in terms of game nights and other fun activities are held periodically.

The Vicar and Assistant Vicar lead and guide the Children's Ministry along with the Youth Group liaisons from the MC. Additionally there shall be between two to five other members of the Parish who are part of the team helping with the Children's Ministry activities. Such team members from outside of the MC shall be appointed by the Vicar, with the term of the responsibility for a suggested period of two years.

15.9 Timetable schedule of Parish Events

Event	Date	Description
Christmas Tree Decoration by Youth	The Sunday following Thanksgiving	The Youth and children of the Parish get together in church to setup and decorate the Christmas Tree. The required materials for this event should be made available to the Youth prior to this date.
First check for church charity collection	First weeks of Jan	Initiative for members to write their first checks for the Parish to go towards charity collection.
Harvest Festival	Sept or Oct	
Spring Cleanup	April or May	Storage Shed clean-up, organization as well as general cleanup of the various Parish facilities.
Fall Cleanup	Following Harvest Festival	Ensure the Storage Shed is organized, and any unwanted items from Harvest Festival is discarded appropriately.
Carols House Visits	Weekends after Thanksgiving	Friday evening, Saturday full day, Sunday after church

The following table lists the church calendar event dates as well as Parish events for the year 2017. It is recommended to prepare a similar timetable at the start of each year by the incoming CMC.

Date	Month	Day	Day Category	Orthodox Calendar Description	SGMOSC Calendar Notes (Tentative)
1/1/2017	January	Sunday		New Year Day	New MC New Committee Provided Food
1/6/2017	January	Friday		Danaha (Theophany)	
1/7/2017	January	Saturday		Beheading of John the Baptist	
1/8/2017	January	Sunday		St. Stephen	
1/15/2017	January	Sunday		Second Sunday After Danaha	
1/22/2017	January	Sunday	Church-Mgmt	a) Commemoration of Philipose Mar Eusebius(09) b) Third Sunday After Danaha	GB - 2017 Budget Presentation
1/26/2017	January	Thursday		Commemoration of H.H.Baselios Marthoma Mathews II(06)	
1/29/2017	January	Sunday		Fourth Sunday After Danaha	
2/2/2017	February	Thursday		Mayaltho (Jesus' Entry into the Temple)	
2/3/2017	February	Friday		All Departed Holy Fathers	
2/5/2017	February	Sunday	Church-Mgmt	Fifth Sunday after Danaha	GB- 2016 Accounts, 2017 Actuals
2/6/2017	February	Monday	Lent	3 Day Lent Starts	
2/9/2017	February	Thursday		a) 3 Day Lent Ends b) Commemoration of Mathews Mar Epiphanius Metropolitan(09)	
2/12/2017	February	Sunday		All Departed Priests	

2/19/2017	February	Sunday		All Departed	
2/23/2017	February	Thursday		Feast of St.Geevarghese Mar Dionysius Vattasseril	
2/26/2017	February	Sunday		Sunday of Cana	
2/27/2017	February	Monday	Lent	Great Lent Starts	
3/5/2017	March	Sunday		Garbo (Leper)	
3/11/2017	March	Saturday		40 Martyrs of Sebaste	
3/12/2017	March	Sunday		M'Shario (Paralytic)	
3/19/2017	March	Sunday		Knanaitho (Cananite Woman)	
3/22/2017	March	Wednesday		Middle of Lent	
3/25/2017	March	Saturday		Annun-ciation to St. Mary	
3/26/2017	March	Sunday		Kpiptho (Cripple Woman)	
4/2/2017	April	Sunday		a) Samiyo (Blind Man) b) Catholicate Day	
4/5/2017	April	Wednesday		Pampady Thirumeni	
4/7/2017	April	Friday		40th Day of Lent	
4/8/2017	April	Saturday		Saturday of Lazarus	
4/9/2017	April	Sunday		Hosanna (Palm Sunday)	
4/13/2017	April	Thursday		Pesaha(Maundy Thursday)	
4/14/2017	April	Friday		Good Friday	
4/15/2017	April	Saturday		Good Saturday	
4/16/2017	April	Sunday		Kyamto (Easter)	Church Provided Food
4/13/2017	April	Sunday		St. George New Sunday	
4/30/2017	April	Sunday		Second Sunday After Easter	
5/7/2017	May	Sunday		Third Sunday After Easter	
5/14/2017	May	Sunday		a) Fourth Sunday After Easter b) Mother's Day	Fathers Cook
5/21/2017	May	Sunday		Fifth Sunday After Easter	
5/25/2017	May	Thursday		Ascension	
5/28/2017	May	Sunday		Sunday before Pentecost	
6/4/2017	June	Sunday		Pentecost	
6/6/2017	June	Tuesday		Commemoration of H.G.Augen Mar Dionysious(07)	
6/11/2017	June	Sunday		First Sunday After Pentecost	
6/16/2017	June	Friday	Lent	Apostles' Lent Starts	
6/18/2017	June	Sunday		a) Second Sunday After Pentecost b) Father's Day	Mothers Cook
6/25/2017	June	Sunday		Third Sunday After Pentecost	
6/29/2017	June	Thursday		St. Peter & St. Paul Apostles' Lent Ends	
7/2/2017	July	Sunday		Fourth Sunday After Pentecost	
7/3/2017	July	Monday		St. Thomas	

7/8/2017	July	Saturday	Church-Activity		Picnic
7/9/2017	July	Sunday		Fifth Sunday After Pentecost	
7/16/2017	July	Sunday		Sixth Sunday After Pentecost	
7/23/2017	July	Sunday		Seventh Sunday After Pentecost	
7/30/2017	July	Sunday		Eighth Sunday After Pentecost	
8/1/2017	August	Tuesday	Lent	15 Day Lent Starts	
8/6/2017	August	Sunday		Trans-figuration	
8/13/2017	August	Sunday		First Sunday After Trans-figuration	
8/15/2017	August	Tuesday		Shoonoyo (Assumption of St. Mary)	
8/19/2017	August	Saturday	Church-Activity		Something Special For SGMOSC
8/20/2017	August	Sunday		First Sunday After Shoonoyo	
8/27/2017	August	Sunday		Second Sunday After Shoonoyo	
9/1/2017	September	Friday	Lent	8 Day Lent Starts	
9/3/2017	September	Sunday		Third Sunday After Shoonoyo	
9/8/2017	September	Friday		Nativity of St. Mary	
9/10/2017	September	Sunday		Fourth Sunday After Shoonoyo	
9/14/2017	September	Thursday		Festival of the Holy Cross	
9/16/2017	September	Saturday	Church-Activity		Harvest Festival
9/17/2017	September	Sunday		First Sunday After Festival of Holy Cross	
9/24/2017	September	Sunday		Second Sunday After Festival of Holy Cross	
10/1/2017	October	Sunday	Church-Activity	Third Sunday After Festival of Holy Cross	Carol Practice Day1
10/3/2017	October	Tuesday		Baselios Eldo Catholics	
10/8/2017	October	Sunday		Fourth Sunday After Festival of Holy Cross	Carol Practice Day2
10/15/2017	October	Sunday		Fifth Sunday After Festival of Holy Cross	Carol Practice Day3
10/22/2017	October	Sunday		Sixth Sunday After Festival of Holy Cross	Carol Practice Day4
10/29/2017	October	Sunday	Church-Activity	Seventh Sunday After Festival of Holy Cross	Perunaal Kodiyettu
11/2/2017	November	Thursday		Feast of St. Gregorios of Parumala	
11/4/2017	November	Saturday		SGMOSC Perunaal Saturday	
11/5/2017	November	Sunday	Church-Activity	a) SGMOSC Perunaal Sunday b) Koodosh Eetho c) Commemoration of H.G.Stephanos Mar Theodosius(07)	Church Provided Food
11/12/2017	November	Sunday		Hoodosh Eetho	Carol Practice Day4
11/19/2017	November	Sunday		Annun-ciation to Zachariah	Carol Practice Day5
11/23/2017	November	Thursday		Thanksgiving	
11/26/2017	November	Sunday	Church-Activity Lent	Annun-ciation to St. Mary	Carol Rounds Day 1- North Raleigh
12/1/2017	December	Friday	Church-Activity	Lent of Advent Starts	Carol Rounds Day 2- Morrisville Day1
12/2/2017	December	Saturday	Church-Activity		Carol Rounds Day 3- Morrisville Day2
12/3/2017	December	Sunday	Church-Activity	St. Mary visits Elizabeth	Carol Rounds Day 4- Durham/CH/Burlington

12/4/2017	December	Friday	Church-Activity		Carol Rounds Day 5-Cary Day1
12/5/2017	December	Saturday	Church-Activity		Carol Rounds Day 6-Cary Day2
12/10/2017	December	Sunday	Church-Activity	Birth of John the Baptist	Carol Rounds Day 7-SC/Apex/HS
12/11/2017	December	Friday	Church-Activity		Carol Rounds Day 8-Morrisville Day3
12/12/2017	December	Saturday	Church-Activity		Carol Rounds Day 9-FV/MH/GV
12/17/2017	December	Sunday	Church-Activity	Annun-ciation to Joseph	Christmas Program
12/21/2017	December	Thursday		Martyrdom of St. Thomas, Apostle of India	
12/22/2017	December	Friday	Church-Activity		Carol Rounds Day 10-Morrisville Day4
12/23/2017	December	Saturday			Carol Rounds Day 11-Cary Day3
12/24/2017	December	Sunday		Christmas Eve	
12/25/2017	December	Monday		Yeldo (Christmas)	Church Provided Food
12/31/2017	December	Sunday		a) First Sunday After Christmas b) New Year Eve	

16. Revision and amendment table for Parish Manual

Index #	Page #	Description	G.B. Ref:	Approvals

17. Mortgage Loan Terms



100203629658512935



BUSINESS LENDING CONFIRMATION LETTER

December 10, 2015

SAINT GREGORIOS MALANKARA ORTHODOX SYRIAN CHURCH, INCORPORATED
225 BASHFORD RD
RALEIGH, NC 27606-1106

RE: \$380,000.00 Term Loan

Wells Fargo Bank, National Association ("Lender") agrees to make available to SAINT GREGORIOS MALANKARA ORTHODOX SYRIAN CHURCH, INCORPORATED ("Borrower") a Term Loan (the "Credit"). The obligations of each Borrower shall be joint and several. The Credit shall bear interest and be repayable in accordance with the terms and conditions of the Agreement. The Agreement consists of (1) this Confirmation Letter (this "Letter"), (2) the Business Lending Disclosure dated February 18, 2013 (the "Disclosure") and (3) any Related Documents. All terms and conditions of the Disclosure and Related Documents are incorporated herein by reference for all purposes. All capitalized terms not defined in this Letter are defined in the Disclosure.

Promise To Pay. Borrower promises to pay to Lender, or order, the principal amount of \$380,000.00, together with interest on the outstanding principal balance. Borrower will pay Lender at Lender's address shown in this letter or at such other place as Lender may designate in writing.

Interest. Interest will accrue on the outstanding principal balance at a fixed rate of 3.950%. Interest will be calculated as described in the Interest Accrual Basis paragraph below.

Interest Accrual Basis. Interest shall be computed on an actual/360 simple interest basis; that is, by multiplying the applicable interest rate, times the outstanding principal balance, times the actual number of days the principal is outstanding and dividing by a year of 360 days.

Repayment. Payments shall be due and payable monthly in the amount of \$2,812.33 commencing on February 01, 2016 and continuing on the same day of each month thereafter until maturity. The Credit shall mature on January 01, 2021, at which time all unpaid principal, accrued interest, and any other unpaid amounts shall be due and payable in full. Unless otherwise agreed, all sums received from Borrower may be applied to interest, fees, principal, or any other amounts due to Lender in any order at Lender's sole discretion.

Automatic Debit of Payments. Borrower agrees to maintain Wells Fargo Bank, National Association deposit account number 2000041482960 from which Lender is authorized to debit loan payments, fees and such other sums as may be payable under the Agreement or Related Document as they become due with respect to this Credit and any renewals and extensions of this Credit, and shall keep such deposit account in good standing at all times. This authorization shall remain in full force and effect until discontinued by Lender, or written revocation from Borrower has been received and processed by Lender at its office at BBSG Winston-Salem Loan Ops, 401 Linden Street, 3rd Floor, MAC #D4004-032, Winston-Salem, NC 27101-4157. If this authorization is revoked, or if the account is not maintained in good standing, or if Lender is not able to collect such amounts from the account as they become due for any reason, then Lender may increase the pre-maturity interest rate applicable to this Credit immediately and without notice by one quarter percent (1/4%).

Primary Deposit Account. Borrower agrees to maintain Borrower's primary deposit account with Lender or any banking affiliate of Lender and keep such account at all times in good standing. If Borrower does not maintain a separate deposit account for its operations, but rather its operations are primarily administered through a deposit account of Borrower's parent or affiliate, then Borrower agrees to cause such parent or affiliate to maintain its primary deposit

ConfirmationLetter Job 1078463591-2036296585 Term Loan Vers.8 12/07/2015

Page 1 of 4

account with Lender or any banking affiliate of Lender. As used herein, "primary deposit account" means the deposit account into which substantially all of the receipts from the operations of Borrower, or of Borrower's parent or affiliate if applicable, are deposited and from which substantially all of its disbursements for its operations are made.

Disbursement Information. The proceeds of the Credit shall be disbursed as follows (estimated):

\$380,000.00	Robert J. Mermelstein, Esq.	Wired/Deposit Funds
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Fees. Borrower will pay at closing fees as follows:

\$1,000.00	Loan Fee	From Account 2000041482960
\$53.50	Tax Service Fee	Borrower To Pay Lender by Check
\$2,400.00	Appraisal Fee	Borrower To Pay Lender by Check
\$16.00	Flood Zone Rating/Determination Fee	Borrower To Pay Lender by Check
\$600.00	Appraisal Review Fee- Internal	Borrower To Pay Lender by Check

Late Charges. For each payment of principal, interest, and/or fees which has not been paid in full within fifteen days after its date due, Borrower will pay to Lender a late charge of four percent (4%) of the amount due. Acceptance by Lender of any late payment without an accompanying late charge shall not be deemed a waiver of Lender's right to collect such late charge or to collect a late charge for any subsequent late payment received. Borrower acknowledges and agrees that the amount of this late fee is reasonable with respect to this Credit, taking into account Lender's expectation of timely receipt of payments with regard to the favorable pricing of this Credit, and the operational, administrative and regulatory burdens flowing from late payments and delinquencies. To the extent this late fee or any other fee or charge set forth in this Agreement may be prohibited or exceed any limit provided by any present or future applicable law, such fee or charge shall be reduced to the maximum amount allowed.

Prepayment. Borrower may prepay principal of the Credit in any amount at any time. In consideration of Lender providing this prepayment option to Borrower, if the Credit is prepaid in whole or in part, or if the Credit shall become due and payable at any time prior to the maturity date hereof by acceleration or otherwise. Borrower shall pay to Lender, at the time of such prepayment, a prepayment fee calculated as follows:

Borrower shall pay to Lender a prepayment fee equal to (i) 3% of the amount prepaid if said payment is received within one year of the date of this instrument or agreement, (ii) 2% of the amount prepaid if said payment is received in the second year of this instrument or agreement, (iii) 1% of the amount prepaid if said payment is received in the third year of this instrument or agreement. There shall be no prepayment fee for amounts prepaid more than three years after the date of this instrument or agreement evidencing the Credit.

Borrower acknowledges that prepayment of such amount may result in Lender incurring additional costs, expenses and/or liabilities, and that it is difficult to ascertain the full extent of such costs, expenses and/or liabilities. Borrower, therefore, agrees to pay the above-described prepayment fee and agrees that said amount represents a reasonable estimate of the prepayment costs, expenses and/or liabilities of Lender. If Borrower fails to pay any prepayment fee when due, the amount of such prepayment fee shall thereafter bear interest until paid at the Default Rate or, at Lender's option, the rate of interest applicable to the unpaid principal of this Credit (even if no principal remains owing). All prepayments of principal shall be applied on the most remote principal installment or installments then unpaid. The prepayment fee shall not be applicable to any sum refinanced by Lender.

Notwithstanding the forgoing, Borrower may prepay without any prepayment fee in any Note Year an amount not to exceed 20.000% of the unpaid principal balance of the Credit at the time of the prepayment. "Note Year" means each 365 (or 366) day period commencing on the anniversary date of the Credit. Such freely prepayable amounts shall not be cumulative; that is, they shall not carry over from prior years in which such amounts were not prepaid. Such freely prepayable amounts are in addition to amounts (if any) prepayable without a fee pursuant to the subject prepayment provision.

Insurance. Borrower shall assure that insurance is maintained pursuant to any insurance requirements set forth in the Agreement to Provide Insurance and any Related Documents or other related agreements, if applicable.

Facsimile and Counterpart. This document may be signed in any number of separate copies, each of which shall be effective as an original, but all of which taken together shall constitute a single document. An electronic transmission or other facsimile of this Letter or any signed document shall be deemed an original and shall be admissible as evidence of the document and the signer's execution.

Applicable Law. The Agreement and any claim, controversy or dispute arising under or related to the Agreement shall be governed by the laws of the state of North Carolina and applicable Federal Law except to the extent any related

document is governed by the law of another state due to the location of the collateral.

Purpose. The proceeds of the Credit shall be used solely for business or commercial purposes. Borrower represents that the specific purpose of the Credit is: RE Long Term Financing (includes Purchase or Refinance of: Multi-Family, 1-4 Family dwelling, Non-dwelling or acquisition of land not for development). Lender may permit or prohibit other uses in its discretion.

Related Documents. The Credit also is conditioned upon execution and delivery of this Confirmation Letter and any Related Documents requested by Lender including without limitation:

- Agreement to Provide Insurance
- Deed Of Trust (North Carolina)
- Escrow Instructions
- Notice of Insurance Requirements (to be used for requesting binder/policy from Agent, does not have to be returned)
- Wells Fargo U.S. Consumer Privacy Notice

At the time the Agreement is signed and delivered to Lender, the persons signing below, including without limitation the Borrower(s), any Grantor(s) and any Guarantor(s), acknowledge receipt of the Agreement, including the Disclosure and Related Documents, and accept all terms and conditions contained in them. Unless a fully signed copy of this Letter and all Related Documents is received by Lender within 30 days, this offer to extend credit will expire. This offer is not transferable or assignable, and may be withdrawn or modified at any time prior to Lender's receipt of the above fully signed documents.

Final Agreement. The persons and entities signing below ("Party", or collectively, the "Parties") acknowledge and agree that each Party's execution of this Agreement constitutes acknowledgment that such Party (i) agrees that there are no oral agreements relating to this Credit (this "Loan"), (ii) agrees that agreements will be binding upon Lender only if in writing and signed by Lender, and (iii) acknowledges receipt of the following Notice, and to the fullest extent allowed by law, agrees to be bound by the terms of this Agreement and this Notice:

NOTICE: THIS DOCUMENT AND ALL OTHER DOCUMENTS RELATING TO THIS LOAN CONSTITUTE A WRITTEN LOAN AGREEMENT WHICH REPRESENTS THE FINAL AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE CONTRADICTED BY EVIDENCE OF PRIOR, CONTEMPORANEOUS, OR SUBSEQUENT ORAL AGREEMENTS OF THE PARTIES. THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES RELATING TO THIS LOAN.

Time is of the Essence. Time is of the essence in the performance of the Agreement.

Please sign and return this original letter to: **Wells Fargo Bank, National Association**, 3211 Shannon Rd, 4th Floor, Durham, , NC 27707. If you have any questions, please contact me at (919) 419-3515. For future reference, please send all correspondence to the Lender to the following address: BBSG Winston-Salem Loan Ops, 401 Linden Street, 3rd Floor, MAC #D4004-032, Winston-Salem, NC 27101-4157.

Wells Fargo Bank, National Association

By:  [SEAL]
Name: James S. Smith
Title: Vice-President
Date: December 10, 2015

Borrower Acknowledgment and Acceptance:

By signing below, and intending to be legally bound, Borrower acknowledges receipt of the Agreement, including the Disclosure and Related Documents, and agrees to the terms and provisions contained in them, including without limitation the prepayment terms described in the Prepayment section of this Letter, if any. Borrower represents and warrants that the primary business address is 225 BASHFORD RD, RALEIGH, NC 27606-1106. **THIS AGREEMENT, INCLUDING THE DISCLOSURE AND RELATED DOCUMENTS, IS DELIVERED UNDER SEAL AND IT IS INTENDED THAT THIS AGREEMENT IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.**

SAINT GREGORIOS MALANKARA ORTHODOX SYRIAN CHURCH, INCORPORATED

By: M. K. Thomas [SEAL]

Name: M. K. Thomas

Title: President

By: Abraham M Zachariah [SEAL]

Name: Abraham M Zachariah

Title: Treasurer

By: P. I. Mathew [SEAL]

Name: Mathew Idiculla

Title: Secretary