

THE UKRAINIAN ORTHODOX CHURCH OF CANADA

POLICIES AND PROCEDURES MANUAL

July 12, 2010

THE UKRAINIAN ORTHODOX CHURCH OF CANADA

POLICIES AND PROCEDURES MANUAL

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**Subject: Salary and Benefits for the Chancellor of the Presidium
 of the Consistory of the Ukrainian Orthodox Church of Canada**

Approved by: The Consistory of the Ukrainian Orthodox
 Church of Canada

Approved: November 17, 1995

Revised: May 1, 1998

 Sept 23, 2005

 July 12, 2010

1. The base salary of the Chancellor of the Presidium will start at **two** times the minimum salary of a full-time priest.
2. The salary package of the incoming Chancellor shall begin on his full assumption of the duties and responsibilities as Chair, i.e., on the day following his election.
3. The Chancellor of the Presidium is to be provided, rent-free, with a suitable residence and the necessary furnishings. The cost of utilities is to be covered.
4. If the Chancellor owns his own house, a housing allowance is to be provided for the Chancellor of the presidium in the amount of \$1,200.00 per month.
5. In the event the incoming Chancellor is leaving a parish where he resided in a furnished manse, the Consistory will offer an interest-free housing transition loan of \$25,000 for the duration of time that he occupies the position of the Chancellor of the Presidium and that the loan would be repaid in full within 90 days of vacating the position.
6. A Car Allowance of **\$550.00 per month** will be provided to the Chancellor of the Presidium.

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Subject: Transition between the Outgoing Chancellor and the Incoming Chancellor of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada

Approved by: The Consistory of the Ukrainian Orthodox Church of Canada

Approved: November 17, 1995
Revised: September 23, 2005
July 12, 2010

1. A transition period of twenty (20) working days, from the date of the election of the new Chancellor, shall be provided for the outgoing Chair to complete his affairs and to assist the incoming Chancellor in assuming his responsibilities by fully informing him about all matters relating to the outgoing affairs of the Consistory.
2. The incoming Chancellor shall assume responsibility for all matters relating to the operation of the Office of the Consistory immediately on his election, however, during the transition period, he shall make all decisions in consultation with the outgoing Chancellor.
3. To ease his transition, the outgoing Chancellor shall receive: (i) the regular salary package of the Chancellor of the Consistory for the month of the transition period, (ii) one additional month's salary package, and (iii) one month's salary package for each five-year term, pro-rated for each partial term, he has served as Chancellor. He shall receive this total amount regardless of how soon he assumes another salaried position.

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Subject: **Salary and Benefits for Parish Priests**

Approved by: Sobor of the Ukrainian Orthodox
Church of Canada/The Consistory
Of the Ukrainian Orthodox Church of Canada

Approved: July 15, 1995
Revised: November 17, 1995
July, 2005
July 12, 2010

1. Each parish priest is to receive a minimum salary of \$2,500 per month effective January 1, 2006.
2. Each parish priest is to be provided, rent-free, with a suitable residence and the necessary furnishings. The cost of utilities is to be covered by the parish.
3. If the priest owns his own home, a suitable housing allowance, including the cost of utilities, will be provided.
4. Each parish priest is to be given a reasonable car allowance.
5. Any request from a parish for an exemption from the above (points 1 – 4) must be made in writing (including the reasons for the request) to the Chancellor of the Presidium of the Consistory for approval by the Metropolitan and the Presidium.
6. Each priest is to be enrolled in a Group Insurance Plan supported and administered through the Office of the Consistory of the Ukrainian Orthodox Church of Canada.
7. Each priest is to be enrolled in a Retirement Savings Program supported and administered through the Office of the Consistory of the Ukrainian Orthodox Church of Canada.

Subject: Salary and Benefits for Parish Priests

Group Insurance Plan – Clergy and Lay Employees

It is the policy of the Ukrainian Orthodox Church of Canada to maintain and administer a **Group Insurance Plan** on behalf of its clergy and lay employees, which will be administered through the Office of the Consistory.

For further clarity, the following points outline several operational aspects of this policy:

1. All eligible clergy and lay employees of the Ukrainian Orthodox Church of Canada will be provided with access to an insured Group Benefits Plan which at minimum provides the following elements:

Employee Life Insurance: in an amount equivalent to not less than one times annual earnings, to a maximum of \$100,000. The termination age for the employee life insurance is at age 70 or retirement, whichever is earlier.

Employee Optional Life: in amounts, and at rates, readily available in standard insured plans. The benefits amounts are in increments of \$10,000 to a maximum of \$200,000. The termination age for the employee optional life insurance is at age 65 or retirement, whichever is earlier.

Dependent Optional Life: in amounts, and at rates, readily available in standard insured plans. The benefits amounts for the spouse are in increments of \$10,000 to a maximum of \$200,000. The termination age for the spouse optional life insurance is at age 65 or retirement, whichever is earlier. (Child is not applicable)

Accidental Death and Dismemberment: in an amount equivalent to not less than one times annual earnings, to a maximum of \$100,000. The termination age for the employee life insurance is at age 70 or retirement, whichever is earlier.

Long-term disability: in the amount equal to 66 % of the employee's annual compensation to a maximum of \$3,000 monthly. Definition of disability to be in accordance with third party insured to contracts arranged through the Office of the Consistory on behalf of participants. The termination age for the employee long-term disability is at age 65 or retirement, whichever is earlier.

Subject: Salary and Benefits for Parish Priests

Dental coverage: to include Basic Services, Supplementary Basic Services, Dentures, Major Restorative Services, and dependant children (non-adult) Orthodontics. All dental benefits subject to: Deductibles, Co-insurance, Maximums, Annual and Lifetime, Exclusions, and Age Limits as may be incorporated or amended from time to time in accordance with market pricing and plan design as determined solely by the Presidium of the Ukrainian Orthodox Church of Canada. The basic benefit percentage coverage is 80%. The termination age for the employee Dental coverage is at age 80 or retirement, whichever is earlier.

Extended Health Care: to include Prescription Drugs, Vision Care and Professional Services. All extended health care are subject to: Deductibles, Co-insurance, Maximums, Annual and Lifetime, Exclusions, and Age Limits as may be incorporated or amended from time to time in accordance with market pricing and plan design as determined solely by the Presidium of the Ukrainian Orthodox Church of Canada. The basic benefit percentage coverage is 80% for Drugs, Medical Services and Supplies and Professional Services and 100% for Hospital Care, Vision and Ambulance. The termination age for the employee Extended Health Care coverage is at age 80 or retirement, whichever is earlier.

2. The above noted benefits are to be provided through commercially available employees benefit plan structures as arranged at the discretion of the Presidium of the Consistory. Carriers of the Insurance Plan may be changed from time to time as market conditions dictate. Booklets outlining all benefits provided, coverage, terms, conditions, exclusions, etc., will be provided to each employee through the Office of the Consistory. Any changes in coverage made will be communicated in a timely fashion.
3. Participation in this plan is a condition of employment if eligible. Clergy and lay employees under the age of 65 will participate in all components outlined above. Employed clergy and lay employees over the age of 65 and under the age of 70 are excluded from long-term disability benefits. On the attainment of the age of 70 years all benefits terminate, with the exception that under the dental care benefit, the termination age will be 80 or retirement, whichever is earlier.

Subject: Salary and Benefits for Parish Priests

4. Exemptions from participation will only be made if the eligible priest/employee has a spouse whose employer provides superior coverage to that provided through the Ukrainian Orthodox Church of Canada. Applications for exemptions will be processed through the Office of the Consistory or its Plan consultants.
5. Premium costs will be split evenly between the priest/employee and his/her parish/employer by way of payroll deduction and remittance to the Office of the Consistory as invoiced monthly. All Plan administrative costs will be provided by the Office of the Consistory without charge to the parish/employer.
6. Benefits claims made under the coverage provided will be coordinated through the Office of the Consistory or the Plan consultants.

Retirement Savings Plan – Clergy and Lay Employees

It is the policy of the Ukrainian Orthodox Church of Canada to maintain and administer a **Retirement Saving Plan** on behalf of its clergy and lay employees, which will be administered through the Office of the Consistory.

For further clarity, the following will outline several specific operational aspects of this policy:

Contract

1. The Office of the Consistory of the Ukrainian Orthodox Church of Canada will contract with a commercial administrator of Structured Group RRSP's to assure inter-provincial and federal legislation is complied with.
2. From time to time the commercial administrator selected may be changed at the discretion of the Presidium.
3. A copy of each contract entered into will be available for review by any Plan member at the Office of the Consistory.

Participation, Eligibility, and Enrolment

1. All clergy and lay employees of the Ukrainian Orthodox Church of Canada will be provided with access to a Structural Group RRSP Plan.
2. Participation in this Plan is a condition of employment for all employees under the age of 69 years.

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Subject: Salary and Benefits for Parish Priests

3. Each priest/lay employee will complete and submit a plan enrolment form to the Office of the Consistory within 30 days of beginning employment with the Ukrainian Orthodox Church of Canada.

Contributions

1. Contributions are required to be made by both employee and employer.
2. Contributions will be a percentage of overall compensation paid. Compensation will include: salary, fair market value of any/all housing accommodation provided, automobile allowances provided/paid.
3. Each employee will contribute a minimum of 6% of overall compensation received to the Structured RRSP Plan.
4. Each parish/employer will contribute an amount equal to 6% on the employee's overall compensation as defined in item 3 above to the Structured RRSP Plan.
5. Contribution levels may be amended from time to time. Advice of such amendment will be provided with a minimum of 90 days notice.
6. Each paymaster will remit from the contributions accumulated under 3 and 4 to the Office of the Consistory in a form prescribed by the Office of the Consistory and at intervals satisfactory to the Office of the Consistory.
7. The Office of the Consistory will in turn remit contributions received, not less than monthly, to the Plan carrier.
8. Clergy and lay employees may contribute additional voluntary amounts to this Plan if they so choose, provided they are eligible to do so under Canada Revenue Agency rules and regulations. These additional voluntary contributions may be made by lump sums or by payroll deduction. The parish/employer is under no obligation to match these additional voluntary contributions.

Investments

1. The Structured RRSP contracts arranged through the Office of the Consistory will have available a range of investment options. These will include guaranteed interest term investments and a variety of investment funds commonly available within the retirement plan market.
2. In the absence of direct written instructions from any Plan members, all contributions will be invested in guaranteed interest, guaranteed term products.

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Subject: Salary and Benefits for Parish Priests

3. A qualified investment advisor will be available to members wishing investments of a non-guaranteed nature.

Withdrawals

1. The existence of this plan is to specifically provide for retirement income of clergy and lay employees of the Ukrainian Orthodox Church of Canada. It is the express intent that monies contributed to the Structured Group RRSP be utilized for retirement income only.
2. Notwithstanding, certain extreme circumstances may arise within which capital contained within any Plan member's account may be made available for withdrawal prior to his/her retirement or employment termination. For any such circumstance to be considered, a written request clearly outlining the reasons for the request must be forwarded to the Chair of the Presidium of the Consistory for consideration (example: the first Homebuyer as approved by CRA).
3. Upon retirement, any Plan member may choose to begin a retirement income. A qualified consultant will be made available to any retiring Plan member to assist with choices and necessary arrangements.
4. Upon death, amount contained within any member's account will be paid to his/her named beneficiary in accordance with written instructions received. Again, a qualified consultant will be made available to any Plan members, or to his/her legal representative or beneficiary, to discuss these alternatives.
5. Upon disability, amounts contained within any member's account may be converted to income in accordance with written instructions received. A qualified consultant will be made available to any disabled Plan member to assist with choices and any necessary arrangements.
6. Upon employment termination, Plan amounts may be left on deposit, withdrawn, or transferred to any subsequent qualified plan. Written instructions will be required. A qualified consultant will be made available to any termination Plan member to discuss available alternatives and arrangements.

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Subject: Vacations, Holiday, “Days off” for Priests

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 30, 1999
Revised: July 12, 2010

Preamble

The nature of the priest’s role is unique. The priest is responsible to the Bishop, but his salary is paid by the parish, which is also responsible for other benefits (see Policy 6). For the purpose of this Policy, the parish will be considered the “employer.”

The provincial labour employment standards of Manitoba and Ontario have been consulted in the preparation of this Policy. The legislation appears to cover priests, although they are not specifically listed among those covered or those excluded.

Because the legislation is very detailed, priests are advised to study their respective province’s standards, bearing in mind the unique nature of their duties. The present Policy covers only the most basic issues relating to vacations, holidays, and days off.

This Policy is based on the following premises:

- (a) it covers all priests, regardless of their specific responsibilities (e.g., parish priests, employees of the Consistory Office), except for the senior officials of the Church as delineated in Policy 19 (Human Resources Issues Committee of the Presidium of the Consistory); and
- (b) the only criteria is years of service (i.e., other possible criteria such as education are not taken into account).

1. Paid Vacation Time

- a) The following are the minimal guidelines for paid vacation time:

<u>years of completed service</u>	<u>paid vacation</u>
1-5 years	2 weeks
6-10 years	3 weeks
11-25 years	4 weeks
26-35 years	5 weeks
36 years and over	6 weeks

- b) Seniority is cumulative, i.e., completed years of service in the Church are taken into account, regardless of length of stay in a specific parish, except for point 25.1.3.
- c) The priest must have completed one full year in a given parish before becoming eligible for a vacation.

Subject: Vacations, Holiday, “Days off” for Priests

- d) Two weeks is defined as including one Sunday; three weeks is defined as including two Sundays, etc. This definition will apply whether or not the vacation is taken in consecutive weeks. For example, if the two weeks are broken up into two one- week periods, only one Sunday will be included in the vacation period.
- e) Both Manitoba and Ontario labour employment standards indicate that the employer shall determine when an employee may take the vacation to which he/she is entitled. Hopefully, the priest and the Parish Executive can arrive at a mutually agreeable time, with due consideration given to the priest’s need for several consecutive weeks of vacation and the Parish Executive’s concerns about their priest’s availability for specific services. Two weeks (i.e., one Sunday) would probably be the maximum time to be taken consecutively.
- f) The priest is responsible for making suitable arrangements, in consultation with the diocesan Bishop, for all services and emergency duties. The parish will pay the appropriate honouraria of the replacement priest.

2. General Holidays

- a. There are seven (7) general holidays throughout the year:

- i) New Year’s Day
- ii) Good Friday
- iii) Victoria Day
- iv) Canada Day
- v) Labour Day
- vi) Thanksgiving Day
- vii) Christmas Day

Manitoba’s provincial legislation provides that, in order to be paid for a general holiday, employees, other than minimum wage earners, must

- earn wages for part, or all, of 15 of the 30 calendar days before the general holiday;
- be available for work on their regular working days before and after the general holiday.

Should the priest’s services be required on a general holiday, or should the holiday occur on a Sunday, the priest can take another day off with pay on a day mutually agreed upon by the priest and the Parish Executive.

Subject: Vacations, Holiday, “Days off” for Priests

- b) Holy days which are generally taken as days off by the Ukrainian Orthodox Church Faithful, and during which the offices of the Consistory and of St. Andrew’s College are closed — namely, January 7, January 14, January 19 and Holy Friday — are obviously not “days off” for priests. Consequently, priests will be entitled to take another day off. This day(s) should not be added to vacation time, unless specifically agreed to by the Parish Executive.

3. “Days off”

- a) Insofar as possible, priests should have two days off per week, with the specific days agreed upon by the priest and Parish Executive. Should the priest’s services be required on a day he would normally be “off,” he would be entitled to take another day that same week. “Days off” not taken are not cumulative and are not to be added to vacation time.

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Subject: Travel Expenses for Attendees at Meetings of the Consistory, the Presidium and Committees of the Ukrainian Orthodox Church of Canada

Approved by: The Consistory of the Ukrainian Orthodox Church of Canada

Approved: April 27, 1996
Revised: May 1, 1998
July 12, 2010

1. Travel Expenses for Consistory Members Attending Meetings of the Consistory

1. In order to obtain the most advantageous rates, the Office of the Consistory, in consultation with individual Members of the Consistory, will make all arrangement for air travel to Meetings of the Consistory, and the Consistory will cover the cost of return airfare. In the event that any Member makes his/her own arrangements, the Consistory will reimburse the Member only to the extent of the cost that would have been incurred had the office of the Consistory made the arrangements.
2. Members traveling by car will be reimbursed at the Government of Canada mileage rate (currently \$0.45) from the point of departure to the site of the Meeting and return. In no case will the total reimbursement exceed the cost of return airfare (as arranged by the Office of the Consistory).
3. The Office of the Consistory will arrange for transport from the airport to the site of the Meeting accommodations and return.
4. Members choosing not to stay in accommodations as arranged by the Office of the Consistory shall arrange their own transportation to the site of the Meeting; and such additional expenses incurred are the sole responsibility of the Member and will not be reimbursed by the Consistory.
5. Arrangements for accommodation will be made by the Office of the Consistory. Members choosing to reside elsewhere will be reimbursed by the Consistory on the presentation of original receipts (not copies), an amount equivalent to the accommodations arranged by the Office of the Consistory, regardless of the actual rate paid by the Member staying elsewhere.

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Subject: Travel Expenses for Attendees at Meetings of the Consistory, the Presidium and Committees of the Ukrainian Orthodox Church of Canada

6. During the Meetings, all meals will be provided at no cost to any Members, including those residing in city where the meeting is taking place. The Consistory will not reimburse expenses for meals taken elsewhere, i.e. outside those arranged for the Meetings by the Office of the Consistory.

2. Travel Expenses for Members of the Audit Committee Attending Meetings of the Consistory

1. Members of the Audit Committee if invited by the Presidium to attend those portions of the Consistory Meetings dealing with the audited financial statements and related matters, will be reimbursed according to the same policies governing Consistory Members.

3. Travel Expenses for Consistory Members Attending Meetings of the Presidium

1. Members of the Consistory, if invited to attend a Presidium meeting, will be reimbursed according to the same policies governing attendance at Consistory meeting.

4. Travel Expenses for Committee Members Attending Meetings of Committees Struck by the Consistory

1. Reimbursement of expenses will be at the discretion of the Presidium of the Consistory.

5. Consistory Members attending Eparchial Meetings

1. Eparchial Councils have evolved over the years as administrative entities for the three geographic regions of the Church. As part of the duties of Consistory Members, there is an expectation they participate in Eparchial meetings and ensure representation of Eparchial issues on the Consistory. All Consistory Members will be encouraged to participate, however, it is the responsibilities of the Presidium to ensure that at least one member of the Consistory from each Eparchy, be delegated to attend each Annual Eparchial Conference. If required, the Consistory will cover expenses in a similar fashion as the policy for Consistory Members attending meetings of the Consistory.

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Subject: The Assignment and Transfer of Priests

Approved by Full Consistory

**Revised: May 12th 2007
July 12, 2010**

1. Clergy transfers may be initiated by the Metropolitan in council with the Consistory and Eparchial Bishop; a parish / parish district; or an individual clergyman.
2. Under normal circumstances clergy transfers are effective on August 1st. In the year that a General Council is convened, the effective date for clergy transfers may be moved by the Consistory.
3. All clergy transfer requests, whether from clergy or congregations, shall be submitted to the Chancellor of the Presidium no later than March 15th of the year in which a transfer is desired.
4. Transfer requests from Parishes or Parish Districts must be made in the following manner: A motion requesting a clergy transfer must be made and passed at a duly constituted Parish/Parish District General Meeting or Parish/Parish District Executive Meeting. A letter, signed by both Parish/Parish District President and Secretary will then be written to the Chancellor of the Presidium, indicating the date of said meeting and quoting the motion and vote
5. The Congregation (or parish district) Executive “mediates between the Congregation Community and the Consistory of the Ukrainian Orthodox Church of Canada”. (Sample Statute for Congregations, par. 23 (d), therefore any petitions or interventions from individual members of the Parish will not be taken into consideration. The Consistory will discuss with all priests and parish or district executives requesting or requiring a clergy transfer in order to assure the best possible match between priest and congregation(s).
6. In accordance with the resolution of the 13th Sobor the Metropolitan in consultation with the Consistory can, if it is felt such a move is warranted, transfer a priest on their own initiative to a parish or position which will bring the greatest benefit to the Church as a whole.
7. Decisions regarding clergy transfers are made by the “Primate in consultation and approval of the Consistory Board” (Church By-Laws, Section 5.09(b)). Such decisions are final.
8. Moving expenses associated with clergy assignments and transfers are covered by the “receiving” parish or Church institution. All parties (Consistory/parish or parish district and clergy) will do their utmost to insure that moving costs are kept to a minimum. To this end:
 - a. clergy who are being transferred must obtain at least three different quotes for moving costs, which must be submitted to the receiving parish/district executive or Church institution well in advance for approval.

b. Clergy and Parish/District councils will do their utmost to avoid frivolous and unnecessary transfers. It is reasonable to assume that under normal circumstances a priest will stay in a given parish or district for a minimum of 8 – 12 years.

9. Should the need arise to effect a clergy transfer during the year due to an extraordinary or emergency situation, such transfers will be actioned by the Metropolitan in consultation with and approval of the Consistory Board. Every effort will be made to inform and involve all members of the full consistory as conditions permit.

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Subject: Payment by Priests to the Eparcial Fund

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: November 17, 1995

Revised: July 12, 2010

1. All active priests shall make annual payments to the Eparchial Fund.
2. All other requests for exemptions must be made in writing to the Chancellor of the Presidium of the Consistory, for approval by the Metropolitan and the Presidium. The reasons for the request must be detailed in the letter.

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Subject: **Committees of the Consistory of the
Ukrainian Orthodox Church of Canada**

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 27, 1996
Revised: November 23, 1996
May 24, 1997
May 1, 1998
November 28, 1998
July 12, 2010

Introduction

1. The Consistory Board shall appoint Standing or Ad Hoc Committees as may be required to carry out specific assignments for the betterment of the Church. (Section 11.08(o))
2. The Presidium, with the approval of the Consistory, may appoint Committees for the consultative purposes in respect of the operation of the Church. (Section 12.03(g)). All mandated Committees must have their terms of reference, membership, governance structure, annual work plans, operating budgets and annual activities reports approved by the Presidium.
3. Committee Chairs must work with the Office of the Consistory in making meeting arrangements (telephone conference, travel, etc.) which will only be done within the approved budget amounts.
4. Based on Vision 2000 (Sobor 2000) and reaffirmed by the 2005 Consistory, the Presidium has established three Commissions to coordinate the activities of its mandated special Committees: Stewardship, Spiritual Renewal and Christian Education.
5. As approved by the 2005 Consistory, the Commission structure with specific mandates is as follows:

A. Stewardship Commissions:

a) Policy and Procedure Committee

- To review and recommend policy changes as required;
- To establish procedures as required

b) PIPEDA Committee

- To meet the requirements of both laws, that already apply and of laws that may apply in the future.
- To meet the obligations regarding how and when personal information can be collected, used and disclosed and administrative obligations concerning the maintenance of personal information that has been collected.

**Subject: Committees of the Consistory of the
Ukrainian Orthodox Church of Canada**

c) Finance Committee

- To provide advice on the long-term financial management of the entire Consistory operation (the Office of the Consistory, Ecclesia Publishing Corporation, Consistory Church Goods Supply, etc.)
- To recommend policies and specific plans for a national fund-raising campaign for the Church.
- To recommend policies and specific plans for ensuring the long-range fiscal stability.
- In all its deliberations the Finance Committee will bear in mind the fiscal position of the Church.

d) Inter-Church Relations Committee

- To recommend policies relating to the development of closer relationships between the Ukrainian Orthodox Church of Canada and the Ukrainian Orthodox Churches in the diaspora and in Ukraine, and, in general, with Orthodox Churches in the world;
- To formulate policies on ecumenical relations;
- To keep informed on planning by other Churches for the celebration of the Second Millennium of Christianity and to inform the Second Millennium of Christianity Committee and the Consistory of developments;
- To prepare position papers to assist the Metropolitan, the Council of Bishops, the Chair of the Presidium and the Consistory in general, in formulating policies on issues affecting the Church, in light of the enhanced international role and statute.

e) By-Laws Committee

- To review, with a view to updating, the By-laws of the Ukrainian Orthodox Church of Canada;
 - the committee will consider in its deliberations the various changes proposed by previous By-Laws Committees but not formally presented to the Sobor;
- To recommend a policy regarding the inclusion of the Ukrainian Orthodox youth as voting delegates at a Sobor, by allocating a general block to them, allowing at least one youth per parish over and above the parish allocation, or by some other method;

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f) Centralized Pay and Benefits Committee

- To prepare a feasibility study on centralizing priests' salaries/benefits.
- To established a National Payroll Service for all parishes in Canada.

g) Episcopal Search and Development Committee

- To outline procedures and authorities governing the process for election of bishops by the UOCC, which clarify, without limitation, the following:
 - The process for determining when a bishop is required;
 - The process for nomination of candidates for consideration and inclusion in the list of potential candidates for bishop;
 - The process for determining the Episcopal candidate(s) for nomination at a Sobor, including canonical criteria and leadership capabilities relevant to this process;
 - The mechanism(s) by which the membership and congregations will be given the opportunity to meet, get to know and consider the candidate(s) in sufficient depth, for election;
 - The protocol for the election of Episcopal candidate(s) at a Sobor and order of consecration and assignment for services; and
 - The protocol regarding timing and place of consecration.

h) Joint USRL / UOCC Committee

- To engage in joint projects that could increase the benefits to the memberships of UOCC/USRL.

i) Metropolitan Residence / Land Use Committee

- To review the requirements for the Metropolitan's Residence
- To review the current properties of the Ukrainian Orthodox Church of Canada
- To establish a long term goal for all properties of the Ukrainian Orthodox Church of Canada

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j) Sobor Planning Committee

- To recommend a program and procedures for each Sobor, including, but not limited to, the following;
 - locale, dates, and program;
 - recommended sub-committee structure;
 - detailed proposals for the submission of resolutions, discussion groups, and general procedures for the adoption of resolutions so as to incorporate wide discussion in groups and to provide adequate time for thorough discussion of the issues by the delegates;
- To present the final plans, complete with timelines, at the final spring Meeting of the Consistory prior to a Sobor.

k) Heritage and Historic Sites Committee

- To recommend policies on the identification, recording, and preservation of churches, other buildings, cemeteries and other sites which are of historic significance to the Ukrainian Orthodox Church of Canada, including those who are no longer in use or have been abandoned;
- Recommended policies are to include, but are not limited to, the following:
 - identification in terms of location;
 - preservation of relevant historical documents;
 - providing brief written historical accounts;
 - providing written physical descriptions and photographic and architectural records; and
 - preservation as historic sites.

B) Spiritual Renewal Commissions:

a) Clergy Development Committee

- To survey the Clergy regarding their needs and wishes regarding spiritual, vocational, and academic development;
- Based on the results, to provide a plan of action with reference to, but not limited to, the following:
 - proposals for spiritual development (retreats, study groups, etc.);
 - proposals for vocational training and professional development;
 - the establishing of information networks on topics relating not only to spirituality but to all aspects of the clerical vocation;
 - proposals for short seminars and courses (in-person, correspondence, internet, etc.) relating to all aspects of the clerical vocation and a cleric's life;

**Subject: Committees of the Consistory of the
Ukrainian Orthodox Church of Canada**

- To make concrete proposals for regular communication among priests on the local, eparchial, and national levels for the purposes of establishing:
 - bonds of fellowship and mutual supports;
 - peer advisory, consultative, and support groups;
 - a channel for providing advice to the Consistory on the improvement of a priest's life;
 - To formulate a strategy for improving the academic and vocational training and professional development of the Clergy of the Ukrainian Orthodox Church of Canada;
 - To compile data for a Clergy Resource Manual;
 - To prepare guidelines for:
 - pastoral roles and responsibilities;
 - a Code of Conduct for priests;
 - assignment and transferring priests;
 - To provide concrete proposals for preparing Clergy to assume managerial positions in the Church and academic and managerial positions at St. Andrew's College;
 - To provide concrete proposals for attracting Ukrainian Canadian students to the clerical vocation.
- b) Rural Issues Committee
- To facilitate the resolution of problems, as well as continuing the evangelization and strengthening of rural parishes
 - To give recommendations on the current policy re: the decommissioning of churches that are no longer required for services.
- c) Liturgical Committee
- To recommend policies for overseeing the publication of standardized, bilingual (Ukrainian and English) Service books (e.g., baptism, marriage, and funeral) including:
 - proposing translators and editors; and,
 - if so requested by the Consistory, monitoring their production;
 - Surveying other needs in this area and reporting on them to the Consistory;
 - Monitoring and providing advice to the Consistory on other related matters, e.g.,
- d) Gender and Family Issues Committee
- TBA

**Subject: Committees of the Consistory of the
Ukrainian Orthodox Church of Canada**

C) Christian Education Commissions:

a) Standing Committee for Christian and Heritage Education

- To recommend overall national policies and co-ordinate national activities directed at providing ongoing religious education for all sectors of the Ukrainian Orthodox community, including children, young people and adults, including, but not limited to, the following:
 - Church School (Ukrainian, Sunday, etc.)
 - courses for teachers in all Church Schools;
 - courses for young people (beyond Church School age);
 - summer camps;
 - courses for adults;
 - courses for “diaky” (cantors);
 - lectures for Church Elders and the Sisterhood;
 - seminars for Church Board Members;
 - program for youth organizations;
 - preparation for altar services;
 - University chaplaincy;
- To undertake a study of Ukrainian Orthodox Church Music in our Ukrainian Orthodox Church of Canada parishes.

b) Mission Committee

- To recommend programs that will involve clergy and laity, in all spheres of Church life, in enhancing spirituality, as well as encouraging outreach and missionary activity.

c) Communication Committee

- To make recommendations on the communications technologies required to link, through electronic communication (fax, e-mail), all parishes, the Consistory Office, St. Andrew’s College, and other Orthodox centers in the world.
- To establish internet addresses and a Web Site for the Ukrainian Orthodox Church of Canada, and advise on its use;
- To assist parishes with the development of Home Pages for the internet, as required;
- To develop templates for internet information brochures, in conjunction with the Office of Missions and Education and the Consistory’s Information Officer;
- To prepare a proposal for the development of an informational CD-ROM about the Ukrainian Orthodox Church of Canada, including content, sources, timelines and costs.

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Subject: Conflict of Interest Guidelines for Members of the Consistory, Members of Standing Committees Elected by the Sobor (i.e., Church Court, and Audit and Nominating Committees), Members of the Committees of the Consistory, Employees of the Church Operations (“Visnyk”/”The Herald” [Ecclesia Publishing Corporation], Consistory Church Goods Supply, Rt. Rev. Dr. S.W. Sawchuk Museum, Library and Archives, Office of Mission and Education, and the Consistory Office)

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 27, 1996

Revised: May 23, 1997

May 1, 1998

July 12, 2010

Preamble:

The clergy, parishioners, mission, congregations and parishes of the Ukrainian Orthodox Church of Canada, as well as the employees of the Consistory operations, are in the service of the Church in its role as propagator of the Orthodox Faith.

As “the sole ruling and executive body of the Church, in all its temporal and spiritual matters,” the Members of the Consistory should ensure that conflicts of interest neither exist nor appear to exist.

The Members of the Standing Committees of the Sobor (the Church Court, and the Audit and Nominating Committees) and of Committees of the Consistory and the employees of the Church operations (“Visnyk,” etc) should also ensure that conflicts of interest neither exist nor appear to exist.

Members of the Consistory, of Standing Committees of the Sobor, and of Committees of the Consistory and employees of the Consistory operations who have a conflict of interest which is not disclosed or resolved may be asked to resign or be dismissed from committee membership/employment for having breached their duty of fidelity to the Church or for lacking trustworthiness.

1. Definitions

i.) “Conflict of interest” is any situation in which:

- a Consistory Member, a Member of a Standing Committee of the Sobor or of a Committee of the Consistory, or an employee of the Church operations, has an existing or a potential personal or financial interest,
- or is aware that a member of his/her family (spouse, parents, siblings and any other relative residing in the same household) has an existing or a potential personal or financial interest,

Subject: Conflict of Interest Guidelines for Members of the Consistory, Members of Standing Committees Elected by the Sobor (i.e., Church Court, and Audit and Nominating Committees), Members of the Committees of the Consistory, Employees of the Church Operations (“Visnyk”/”The Herald” [Ecclesia Publishing Corporation], Consistory Church Goods Supply, Rt. Rev. Dr. S.W. Sawchuk Museum, Library and Archives, Office of Mission and Education, and the Consistory Office)

- or is (or a member of his/her family is) an officer, director, employee, member, partner, trustee, or a stockholder of an organization which has an existing or potential financial interest

which results in

an interference with the objectivity with which he/she is expected to exercise his/her responsibilities to and/or duties at the Ukrainian Orthodox Church of Canada;
and/or

financial or material gain or an advantage (e.g., a political advantage) by virtue of his/her position on the Consistory or a Standing Committee of the Sobor or a Committee of the Consistory or at the Church operations to him/her and/or other person(s) with whom he/she does not deal at arm’s length;

- ii.) the “appearance of a conflict of interest” exists when a reasonable person, who has no knowledge of the matter beyond knowledge of a situation in which a Consistory Member, a Member of a Standing Committee of the Sobor or of a Committee of the Consistory, or an employee of the Church operations has an existing or potential personal or financial interest might think that there was a conflict of interest, even if someone else with inside knowledge of the character of the member/employee might say that there was no real likelihood of a conflict of interest;
- iii.) “gifts” means property, or monies, or other benefits other than those of a contractual or token nature;
- iv.) “political activities” are those activities by which one becomes a candidate for, or is elected to, a political office at the municipal, provincial, or federal government level;
- v.) “private interest or activities” include the acquisition and disposition of personal assets (such as whole or part ownership of real or personal property) or indirect or direct financial dealings, including whole or part ownership of equity in a privately held corporation or appointment as an office in a privately held or charitable corporation.

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Subject: Conflict of Interest Guidelines for Members of the Consistory, Members of Standing Committees Elected by the Sobor (i.e., Church Court, and Audit and Nominating Committees), Members of the Committees of the Consistory, Employees of the Church Operations (“Visnyk”/”The Herald” [Ecclesia Publishing Corporation], Consistory Church Goods Supply, Rt. Rev. Dr. S.W. Sawchuk Museum, Library and Archives, Office of Mission and Education, and the Consistory Office)

2. St. Andrew’s College

St. Andrew’s College is “an institution of the Ukrainian Greek-Orthodox [sic] Church of Canada and is under its control “(Resolution of the Eleventh Sobor, 1955). However, the operations of the Church and the College have become so complex that a pecuniary relationship with the College and/or membership on its Board of Directors or Senate, although not a conflict of interest per se, must be disclosed.

3. Procedures

- a) No member of the Consistory, of a Standing Committee of the Sobor, or of a Committee of the Consistory shall vote on any matter under consideration at a meeting of the Presidium, the Consistory, of a Standing Committee, or of a Committee of the Consistory, in which the member has a conflict of interest.
- b) The Minutes of such meeting shall reflect that a disclosure was made and that the Member having a conflict of interest abstained from voting.
- c) Any Member of the Consistory, a Standing Committee of the Sobor, or a Committee of the Consistory, who is uncertain whether a conflict of interest may exist in any matter, shall so inform the Consistory, which shall seek a legal opinion(s) on the issue. The same shall apply to employees of the Church operations.
 - a. Failure to disclose a conflict of interest shall result in the matter being referred to the Church Courts, in accordance with procedures outlined in Section 19, Clauses 19.01 to 19.35 of the By-laws of the Church. Conviction shall result in a request for the resignation of the Member from the Consistory or the Standing Committee of the Sobor and the dismissal of a Member of a Committee of the Consistory. In the case of an employee of the Church operations, failure to disclose a conflict of interest shall result in dismissal from employment by the Chair of the Presidium, in consultation with the Presidium.
- d) The above points also apply to the appearance of a conflict of interest.

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Subject: Conflict of Interest Guidelines for Members of the Consistory, Members of Standing Committees Elected by the Sobor (i.e., Church Court, and Audit and Nominating Committees), Members of the Committees of the Consistory, Employees of the Church Operations (“Visnyk”/”The Herald” [Ecclesia Publishing Corporation], Consistory Church Goods Supply, Rt. Rev. Dr. S.W. Sawchuk Museum, Library and Archives, Office of Mission and Education, and the Consistory Office)

- e) A copy of this Policy will be provided to all Members of the Consistory, Standing Committees of the Sobor, and Committees of the Consistory as soon as reasonably possible after its adoption. New Members will be provided with copies of this Policy immediately on taking office. Employees of the Church operations will be provided with a copy of this Policy immediately after its adoption, and new employees, immediately after being hired.
- f) This Policy does not apply to the Members of the Human Resources Issues Committee of the Presidium of the Consistory.

THE UKRAINIAN ORTHODOX CHURCH OF CANADA
POLICIES AND PROCEDURES MANUAL

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Subject: **Substance Abuse and/or Process Addictions of Clergy and full Time Staff of the Ukrainian Orthodox Church of Canada.**

Approved by: The Consistory of the
Ukrainian Orthodox Church of Canada

Approved: April 27, 1996
Revised: July 12, 2010

Introduction: This policy applies to all Canadian employees of the Ukrainian Orthodox Church of Canada

Purpose: The purpose of this policy is to ensure that any full time employee experiencing personal problems and requesting assistance is offered consulting support and a further assessment if appropriate.

The Church recognizes that substance abuse (drug addiction, alcoholism) and process addictions (gambling, eating disorders) may be regarded as illnesses, and believes that, if they are treated as such, the majority of people who are diagnosed can be helped. The Church believes that it is in the best interest of the individual and of the Church to have the disorders diagnosed and treated at the earliest possible stage of development. During treatment the available treatment programs and insurance benefits shall apply.

The Church is generally interested in the welfare of its clergy and staff, and becomes especially concerned with the individual substance abuse and addiction habits of its clergy and staff when these problems result in the unsatisfactory fulfillment of their duties. The Church views the decision to seek diagnosis and accept treatment for substance abuse/process addiction, as with any illness, as the responsibility of the individual. However, when it appears that substance abuse/process addiction is causing dereliction of duties or unsatisfactory job performance, continued refusal by the individual to seek diagnosis and accept treatment will not be tolerated. The Church recognizes that confidential handling of the diagnosis and treatment is essential. All information relating to individual problems with substance abuse/process addictions will be treated with the strictest confidence.

Eligibility: Services are offered to all Ukrainian Orthodox Church of Canada full time employees. (Full time as defined by the Ukrainian Orthodox Church of Canada).

Subject: **Substance Abuse and/or Process Addictions of Clergy and full Time Staff of the Ukrainian Orthodox Church of Canada.**

Procedures:

The following procedure will be followed when a Bishop or Chancellor of the Presidium receives information regarding a cleric's or staff member's job performance is related to his/her substance/process addiction. The Consistory shall be informed of the situation as soon as reasonably possible.

Step 1:

The Bishop shall discuss the problem with the cleric. In the case of a staff member, if the staff member is an employee of Consistory operations, the discussion shall be between the Chancellor of the Presidium and the staff member, where the employee is employed by a member parish, the President of the parish shall discuss the problem with the staff member.

Step 2:

If the cleric refuses to meet, and if the performance problem is not remedied by the cleric, the bishop, in consultation with the Metropolitan and the Chancellor of the Presidium, shall issue a letter of warning to the cleric and review such letter with the cleric. All correspondence shall be by registered mail. The correspondence from the Bishop to the cleric shall identify the evidence that the substance abuse/process addiction of the priest is the cause of the performance problem. He shall also advise the priest that:

- a. the Church considers substance abuse and process addiction an illness and all insurance benefits will apply to clerics who seek treatment in a genuine attempt to overcome the problem;
- b. the Church will assist the cleric by putting him in contact with professionals who can help him;
- c. The proper application process to receive assistance.

If the cleric refuses to acknowledge, or fails to overcome, the job performance problem, the Bishop will recommend to the Consistory, through the Metropolitan, that the cleric be suspended from carrying out his priestly duties until his substance/process addiction has been treated and, subsequent to the treatment, his case has been reviewed by the Council of Bishops and presented by the Council to the Consistory.

In the case of a staff member of the Consistory Operations, step 2 will be carried out by the Chancellor of the Presidium of the Consistory.

Subject: **Substance Abuse and/or Process Addictions of Clergy and full Time Staff of the Ukrainian Orthodox Church of Canada.**

Should the Consistory operations staff member refuse to overcome or acknowledge the job performance problem, the Chancellor, after consulting with the Presidium, will advise the staff member that a process of disciplinary action shall immediately be enforced, which may include suspension of employment until his/her problem has been overcome.

In the case of a staff member of a member parish, step 2 will be carried out by the President of the parish.

Should the staff member refuse to overcome or acknowledge the job performance problem, the President of the parish shall immediately enforce disciplinary action, which may include suspension of employment until his/her problem has been overcome.

Step 3:

If the cleric or staff member agrees to accept treatment, the Bishop/Chancellor of the Presidium/President of the parish will arrange, together with the cleric or staff member, an appointment with the appropriate counseling service with an identified treatment program. Time-off to participate in the program will be considered sick leave.

Step 4

If all attempts to rehabilitate fail, the case of a priest, the Metropolitan shall recommend to the Consistory that the priest be stricken from the list of clergy of the Ukrainian Orthodox Church of Canada.

In the case of Consistory Operations staff member, the Chancellor of the Presidium, in consultation with the Consistory, will inform the staff member in writing of his/her termination.

In the case of a parish staff member, the President of the Parish, in consultation with the local church council, will inform the staff member in writing of his/her termination.

Subject: Harassment

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 15, 2005
Revised: July 12, 2010

What is harassment?

Harassment is behaviour that is unwelcome, one-sided and makes the receiver feel uncomfortable, embarrassed, offended, coerced or intimidated. It may be derogatory comments, condescension, or patronizing behaviour that undermines self-confidence.

It may be unwelcome invitations or requests.

At its worst, harassment may be threats, intimidation or assault.

For the most part, harassment is characterized by its repetitive nature. However, it need occur only once to be considered harassment.

Conduct becomes “harassment” when the person knows or ought to know that his/her action is unwelcome.

Harassment is against the law

1. Introduction:

The Ukrainian Orthodox Church of Canada is committed to maintaining an environment that embodies the fair treatment of all members of the Church and of the community generally, and is conducive to relationships based on cooperation, understanding, love and mutual respect for the dignity and worth of each person. The Church does not condone behaviour that is likely to undermine the self-esteem or productivity of the aforementioned.

The Church considers harassment in any form to be a serious offence, which may lead to a range of disciplinary measures up to, and including, dismissal or expulsion.

A complaint may be made by any person who believes that they have been subjected to harassment by any member of the Clergy of the Ukrainian Orthodox Church of Canada, by an employee of the office of the Consistory in the course of Church or Church-related activities, by a Member of the Consistory in the course of Consistory or Consistory related activities and by any member of the faithful of the UOCC. An incident involving the Church may properly be considered harassment under this policy whether or not it occurs on Church property (e.g. a church, church-owned hall, the Consistory Building), or whether or not it occurs during working hours.

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Subject: Harassment

Members of the aforementioned Church family have a right to freedom from harassment that includes sex or gender, ancestry, place of origin, race, ethnic origin, citizenship, creed, age, record of offenses, marital status, family status, employment status, disability or perceived disability. Harassment may be physical and/or psychological in nature. For the purpose of this policy, “priest” is deemed to include all members of the Clergy including bishops, monks, nuns and deacons.

Harassment is deemed to include but is not restricted to:

- Unwelcome remarks, jokes, taunts or insults
- Discrimination of any form
- Displaying insulting graffiti, pictures or material
- Practical jokes, teasing or insulting gestures which can cause embarrassment
- Slander or libel – by word, print or e-mail
- Unwelcome attention (sexual or otherwise)
- Expressed or implied promise of reward for a sexually-oriented request
- Unwelcome physical contact
- Unwelcome remarks, jokes, leering or other gestures of a sexual nature, or other sexually aggressive remarks
- Displaying or distributing pornographic or other offensive material
- Sexual assault

2. Responsibility

The Episcopate and the Chancellor of the Presidium are expected to contribute positively to the development of an environment in which harassment does not occur.

Along with a competent lay person, designated by the Consistory, they are expected to deal expeditiously and fairly with any such instance or allegation of which they are aware or ought reasonably to be aware, and to investigate whether or not there has been a complaint

Since failure to act could be interpreted as condoning the prohibited behaviour and may in itself be constructed as Human Rights offence, the Episcopate / Chancellor of the Presidium / lay person must act promptly. They must keep a written record of the date, time and nature of the incident(s), the names of any witnesses and the steps taken in dealing with the situation.

Subject: Harassment

3. Confidentiality

All enquiries shall be treated in strict confidence.

4. Complaint Procedure

Persons believing that they have been subjected to any form of harassment should take direct action in making the disapproval known to the respondent immediately. A lack of such action may be interpreted as acceptance and the harassment may continue. Harassment complaints should be brought forward as soon as possible having due regard to the circumstances.

When there is a complaint and the respondent is unknown, the Eparchial Bishop / Chancellor of the Presidium / lay person shall make reasonable efforts to identify the respondent. The Eparchial Bishop / Chancellor of the Presidium / lay person may cause an investigation to be conducted in the absence of a complaint, in circumstances where he deems it appropriate to do so.

5. Informal complaints

A complainant who wishes to resolve a complaint informally should seek advice, counseling, or assistance from the Eparchial Bishop / Chancellor of the Presidium / lay person.. The Eparchial Bishop / Chancellor of the Presidium / lay person, in consultation with the Metropolitan, shall endeavour to deal with the matter expeditiously and fairly. When an informal complaint cannot be resolved, the complainant shall be advised to file a formal complaint.

6. Formal Complaint

A formal complaint is a complaint made in writing and submitted to the Eparchial Bishop / Chancellor of the Presidium / lay person. The complaint should include all pertinent details of the alleged incident(s) upon which the complaint is based.

An investigation can only be launched by the Eparchial Bishops / Chancellor of the Presidium / lay person upon receipt of a written complaint. If a written complaint is received the Eparchial Bishop / Chancellor of the Presidium / lay person, in consultation with the Metropolitan shall determine whether the alleged incident(s) upon which the complaint is based would fall within the definition of harassment as set out in the Policy Against Harassment. If the alleged incident (s) would not constitute harassment as set out in the policy, the complainant shall be so advised and there shall be no further investigation of that complaint.

Subject: Harassment

If, in the opinion of the Eparchial Bishop / Chancellor of the Presidium / lay person, in consultation with the Metropolitan, the alleged incident(s) would constitute harassment as set out in the Policy, an investigation shall be launched. The investigation should be concluded as expeditiously as possible. However, if in the opinion of the Eparchial Bishop / Chancellor of the Presidium / lay person, it would be appropriate for the complainant and the respondent to seek resolution through mediation and when they both consent to do so the Eparchial Bishop / Chancellor of the Presidium / lay person may interrupt the investigation for such period(s) of time as he considers reasonable to facilitate such a resolution. Any such resolution may provide for withdrawal of the complaint or a portion thereof.

7. Investigation Procedures

The following procedures shall apply to investigations conducted under the policy:

1. The Eparchial Bishop, in the case of a priest, the Chancellor of the Presidium and/or the lay person in the case of an employee of the Consistory Operations or lay person shall:
 - a) Notify the respondent in writing that an investigation is proceeding;
 - b) Provide the respondent with a copy of the formal complaint by hand-delivering, or causing to be hand-delivered, the complaint to him/her;
 - c) Advise the respondent, in writing, that he/she may wish to consult with counsel;
 - d) Allow the respondent a reasonable period of time to consult with counsel;
 - e) Investigate the complaint and interview the complainant and the respondent, if possible;
 - f) If agreeable, convene a mediation session with both parties present. The complainant or respondent may be accompanied during the interview by a representative(s) of the party(ies).
 - g) Report the results of the investigations, in the case of a priest to the Metropolitan.
2. In the case of a priest, the Metropolitan, after consultation with the Eparchial Bishops / Chancellor of the Presidium, shall determine the course of action to be taken and shall inform the complainant and the respondent of the determination in writing.
3. In the case of an employee of the Consistory Operations, a Member of the Consistory, a Member of a Consistory Committee or lay person, the Chancellor of the Presidium / lay person, in consultation with the Presidium, shall determine the course of action to be taken and shall inform the complainant and the respondent of that determination in writing.
4. No record of a complaint shall be kept in the complainant's personal file unless the Eparchial Bishop and/or the Chancellor of the Presidium / lay person determine that the complaint was frivolous or vexatious.
5. All information pertaining to a written complaint shall be retained in a confidential file in the Office of the Consistory.

8. Frivolous or Vexatious Complaints

The Church may take disciplinary action against a complainant in cases where frivolous or vexatious complaints are submitted.

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Subject: Harassment

9. Interference or Retaliation

Interference with the conduct of an investigation or retaliation against a complainant or witness, whether the complaint was substantiated or unsubstantiated, may itself result in disciplinary action by the Church. A breach of confidentiality by any individual with respect to a complaint may also constitute interference or retaliation.

10. Appeal

Any decision of the Metropolitan / Eparchial Bishop / Chancellor of the Presidium / lay person may be appealed to the Consistory or, failing that, to a Sobor.

11. Other Proceedings

It should be noted that a person alleged to have engaged in harassment may be subject to civil and/or criminal proceedings whether or not a complaint has been filed under these procedures, or an investigation completed, and regardless of any course of action taken as a result.

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**Subject: Board of Directors of Consistory
Church Goods Supply**

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 27, 1996
Revised: July 12, 2010

Preamble:

The Consistory Church Goods Supply is a retail business of the Consistory of the Ukrainian Orthodox Church of Canada.

The Consistory Church Goods Supply is responsible for:

2. supplying our clergy with suitable vestment and other materials (including publications), which preserve the purity of the Ukrainian Orthodox rite and are necessary in carrying out Church rites, evangelization, and missionary work;
3. supplying our laity with religious materials (including publications), which preserve the purity of the rite; and
4. providing a reasonable profit to help support the general operation of the Ukrainian Orthodox Church of Canada.

1. Governance

- a. The affairs of the Consistory Church Goods Supply shall be managed by a board of five (5) directors, who are the Members of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada.
- b. The Chancellor of the Board shall be the Chair of the Presidium; the Vice-Chair shall be the Vice-Chair of the Presidium; and the Secretary of the Board shall be the Secretary of the Presidium.
- c. Meetings of the Board may be called as required by the Chair, who shall ensure that all Members of the Board are advised in advance.
- d. Three (3) of the Directors shall form a quorum for the transaction of business.
- e. No remuneration will be paid to the Directors.

THE UKRAINIAN ORTHODOX CHURCH OF CANADA
POLICIES AND PROCEDURES MANUAL

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Subject: **Ecclesia Publishing Corporation**

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 27, 1996
Revised: July 12, 2010

Preamble:

The Ecclesia Publishing Corporation is governed by the Letters Patent of Incorporation, dated 1 November 1956, including Schedule “A”, General By-Laws, dated 24 November 1956, and the Articles of Amendment under the Corporations Act, dated 2 May 1995. (These documents are appended.)

Ecclesia Publishing Corporation is a non-share and non-profit corporation, whose purposes and objects are:

1. To publish, without profit, religious newspapers, periodicals, books, photographs, and such other publications and materials as may be necessary for the propagation and dissemination of the Orthodox Faith, and
2. To have, to hold, and to acquire, by purchase or by gift, real or personal property of every kind or nature for the use and purpose of the Corporation.

The Ukrainian Orthodox Church of Canada, being the holder of all of the issued shares of Ecclesia Publishing Co. Ltd., shall become and remain as the sole member of Ecclesia Publishing Corporation.

The Corporation has no authorized capital and shall be carried on without pecuniary gain to its members, and any profits or other accretions to the Corporation shall be used in furthering its undertaking.

Any remaining property of the Corporation upon dissolution, after payment of all debts and liabilities, shall accrue to, vest in, and become the property of the Ukrainian Orthodox Church of Canada.

The following procedures are designed for the practical implementation of the By-laws dated 24 November 1956. They will be in effect until such time as new by-laws are formulated.

1. Governance

- a)** The affairs of the corporation shall be managed by a board of five (5) directors, who are the Members of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada.

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Subject: Ecclesia Publishing Corporation

- b)** The President of the Board of Directors shall be the Chancellor of the Presidium; the Vice-President shall be the Vice-Chair of the Presidium; and the Secretary shall be the Secretary of the Presidium.
- c)** Meetings of the Board may be called as required by the President, who shall ensure that all Members of the Board are advised in advance.
- d)** Three (3) of the Directors shall form a quorum for the transaction of business.
- e)** No remuneration will be paid to the Directors.

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Subject: **The Rt. Rev. Dr. S.W. Sawchuk Museum,
Library and Archives**

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: April 27, 1996
Revised: July 12, 2010

Preamble:

The Rt. Rev. Dr. S. W. Sawchuk Museum, Library and Archives, currently housed at the Consistory of the Ukrainian Orthodox Church of Canada, is the repository of the archives of the Ukrainian Orthodox Church of Canada, its library, and Church-related artifacts such as vestment and liturgical articles.

The cataloguing of the archives is proceeding under the supervision of the trained archivist. The library holdings are basically uncatalogued. The aim is to provide ready access to the documents, books, and the artifacts while preserving them in optimum conditions.

1. Governance

- a)** The affairs of the Rt. Rev. Dr. S. Sawchuk Museum, Library and Archives shall be managed by the board of five (5) directors who are the Members of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada.
- b)** The Chancellor of the Board of Directors shall be the Chair of the Presidium; the Vice-Chair shall be the Vice-Chair of the Presidium; and the Secretary of the Board shall be the Secretary of the Presidium.
- c)** Meetings of the Board of Directors may be called as required by the Chair, who shall ensure that all Members of the Board are advised in advance.
- d)** Three (3) of the Directors shall form a quorum for the transaction of business.
- e)** No remuneration will be paid to the Directors.

2. Access to and Loans from the Museum, Library and Archives

- a)** Because the Archives contain confidential, restricted, and uncatalogued materials, limited, supervised access to the Archives, Library and Museum will be granted in accordance with the specific terms listed below.

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**Subject: The Rt. Rev. Dr. S.W. Sawchuk Museum,
 Library and Archives**

3. Access to the Archives

- a) Because the Archives contain confidential, restricted, and uncatalogued materials, access is restricted.
- b) Persons seeking access to the Archives must request permission in writing, outlining their credentials, the reasons for the request, and a description of the materials to which access is being requested.
- c) The written request will be given to the Chair of the Board (the Chancellor of the Presidium of the Consistory) who, after consulting with the Board (the Presidium), will advise the archivist of the decision in writing.
- d) If access is granted, it will be under the direct supervision of the archivist and during the archivist's regular hours of work.
- e) A permanent record will be kept of all persons granted access.

4. Access to the Museum

- a) Because the Museum contains rare and uncatalogued materials, access is restricted.
- b) Persons seeking access to the Museum must request permission in writing, outlining their credential, the reasons for the request, and a description of the materials to which access is being requested.
- c) The written request will be given to the Chair of the Board (the Chair of the Presidium of the Consistory) who, after consulting with the Board (the Presidium), will advise the archivist of the decision in writing.
- d) If access is granted, it will be under the direct supervision of the archivist and during the archivist's regular hours of work.
- e) A permanent record will be kept of all persons granted access.

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**Subject: The Rt. Rev. Dr. S.W. Sawchuk Museum,
Library and Archives**

5. Access to the Library

- a) Because the Library is uncatalogued, access is restricted.
- b) Persons seeking access to the Library must request permission in writing, outlining their credentials, the reasons for the request, and a description of the materials to which access is being requested.
- c) The written request will be given to the Chair of the Board (the Chancellor of the Presidium of the Consistory) who, after consulting with the Board (the Presidium), will advise the archivist of the decision in writing.
- d) If access is granted, it will be under the direct supervision of the archivist and during the archivist's regular hours of work.
- e) A permanent record will be kept of all persons granted access.

6. Loans from the Museum, Library and Archives

- a) The above procedures governing access to the Museum, Library and Archives shall also apply to requests for loans.

**Subject: Procedure for Making Resolutions
and Voting at the Sobor**

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: November 27, 1999
Revised: July 12, 2010

1. The Sobor shall be composed of the following persons who alone shall have the right to vote at a Sobor (Section 4.03 of the By-Laws):
 - i) The Bishops of the Ukrainian Orthodox Church of Canada;
 - ii) Priests and deacons of the Ukrainian Orthodox Church of Canada, including those who are retired and excluding those under suspension by the Church;
 - iii) Lay delegates elected to the Sobor by the congregations of the Ukrainian Orthodox Church of Canada, proportionately one delegate per 25 members or more than one half of same; when there are fewer than 25 members, the congregation still has the right to one delegate; each congregation will be allowed one delegate aged 18-30 over and above the approved allocation; all delegates must be members in good standing and members of the congregation which they have been elected to represent;
 - iv) Members of the Consistory of the Ukrainian Orthodox Church of Canada;
 - v) Members of Standing Committees of the Sobor;
 - vi) The editor of *Visnyk/The Herald*;
 - vii) Two representatives of St. Andrew's College, one of whom shall be from the Faculty of Theology;
 - viii) One representative from the Ukrainian Orthodox Church of Canada Foundation appointed by its Board of Directors; and,
 - ix) Such other members as may be appointed by the Sobor.
2. A concerted effort will be made by parishes/congregations to ensure gender equity in the election of delegates.
3. Special financial considerations will be made for young people attending the Sobor as guests.
4. Retired clergy shall receive free registration. All *dobrodiyky*, including *dobrodiyky* of retired priests or widowed *dobrodiyky*, shall receive free registration as guests, unless they have been elected as delegates, in which case the same rules apply to them as to all other delegates.
5. At the sessions of the Sobor, all delegates and those listed above shall be seated in areas specifically designated for delegates (as distinct from areas set aside for guests).
6. Every delegate and all those listed in Section 1. of this Policy shall display at all times her/his official Sobor identification badge, which s/he will receive with her/his registration material.

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7. Only those persons may be guests at the Sobor who are able to produce proof from their local parish that they are members in good standing of said parish or have been specially invited by the Consistory. Guests will be seated in areas designated for them.
8. The following procedure will be used for bringing forward resolutions:
 - 8.1 A Resolutions Committee will be struck by the Consistory at least eighteen months prior to the Sobor. The Committee will be chaired by a member of the Consistory and will consist of members of the Consistory and others. The Committee will be as representative of the Church as a whole as feasible in terms of age, gender, diocese, and location. The optimum number of members on the Committee is 10-12.
 - 8.2 The Resolutions Committee will present a preliminary draft of proposed resolutions for discussion by the Consistory at its fall meeting (currently November) prior to the Sobor.
 - 8.3 Following the adoption of the preliminary draft of proposed resolutions by the Consistory, the preliminary draft of proposed resolutions will be sent before the end of February to all priests and parish executives of the Ukrainian Orthodox Church of Canada for discussion, amendment, additions, deletions, and prioritization. With the blessing of the Metropolitan, priests and parish executives will convene special meetings of their parishes for this purpose. All parishes will be instructed to submit their comments and any new resolutions to the Resolutions Committee by March 31. All parishes will be advised that this will be their primary opportunity to submit proposed resolutions and ensure their consideration at the Sobor.
 - 8.4 The Resolutions Committee will meet following March 31 to study all the submissions and present a coherent list of proposed resolutions to the Consistory at its spring meeting (currently April-May).
 - 8.5 Following the approval of the proposed resolutions by the Consistory, the resolutions will be sent to all delegates to the Sobor for their further consideration.

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and Voting at the Sobor**

8.6 At the Sobor, the resolutions will again be presented to all delegates as soon as feasible following the opening of the Sobor. The presentation of the resolutions will be made by members of the Resolutions Committee or by persons designated by the Resolutions Committee.

8.7 The delegates will then be divided into as many discussion groups as there are groups of resolutions. The discussion groups will be representative insofar as possible of all dioceses, all areas of the country, all sizes of parishes, clergy, and membership (age, gender). Each group will discuss each of the major areas under the guidance of a facilitator/recorder and with the assistance of experts in each area (e.g., chairs of Consistory committees). Even though all the membership will have had an opportunity to discuss this material at the parish level, this will be the one opportunity for working out differences that may exist, for example, among various parts of the country, large/small parishes, etc. It is intended that these differences be worked out at this point in order that the final discussion/debate on the floor not be unduly drawn out.

8.8 Ideally, voting on the resolutions will take place on the day following their presentation to the Sobor. Comments/questions from the floor will be limited to two minutes per person. A person may address each resolution only once. concerted effort will be made to alternate between speakers speaking in favour of and against a given resolution. How long each resolution will be discussed, will be at the discretion of the Resolutions Committee?

8.9 Resolutions which have been moved, seconded, and submitted in writing from the floor will be discussed following the voting on the resolutions which were submitted through the process outlined above. There will be a definite time limit (e.g., one hour) established by the Resolutions Committee for the discussion of resolutions from the floor.

8.10 Voting will be by a show of hands (with the official delegate voting card) or by standing or, on the request of at least five members of the Sobor who are present, by secret ballot.

9. Delegates taking part in any of the above discussions at the Sobor must state their names and the location and the name of the parish/congregation they represent.

10. Resolutions are adopted by a majority vote (50% + 1) of delegates and others having the right to vote as outlined above.

11. Only parishes/congregations which are in good standing by April 15 of the year of the Sobor will be able to send delegates to the Sobor. "Good standing" is understood to mean that all levies are paid or covered with post-dated cheques.

12. Robert's *Rules of Order* will be followed throughout the Sobor.

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Subject: Secular Employment for Clergy of the UOCC

Approved by: The Consistory of the Ukrainian Orthodox
Church of Canada

Approved: 12 May 2007

Revised: July 12, 2010

1. In all matters clergy of the UOCC are to conduct themselves in accordance with the Holy Canons, the directives of the Hierarchs of the UOCC (“Архирейські Послання”) and the Statute and By-laws of the UOCC.
2. Under normal circumstances it is expected that a priest will engage in full-time ministry, and will not be engaging in secular employment.
3. In the case of clerics who for whatever good reason (meagerness of parish stipend, small size of parish, missionary status, lack of parish assignment, etc.) are forced to seek secular employment, they may engage in such employment according to the following guidelines:
 - a. They must inform the Primate of the UOCC in writing of their need to engage in secular employment, and the specific employment they are seeking.
 - b. They must receive the written blessing of the Primate of the UOCC prior to engaging in such employment.
 - c. Any change in status (change of job, change of employer, etc.) must be communicated to the Primate of the UOCC in a timely fashion.
4. It is understood that clerics of the UOCC will not engage in any type of employment not in keeping with the clerical state, nor any which could not be blessed by their Primate.
5. The policy regarding clerics holding business interests is the same, *mutatis mutandis*, as that regarding secular employment. In both cases it must be absolutely clear that in all business dealings honesty, integrity, and respect for all civil and governmental laws and regulations must be manifested.

Subject: Policy Regarding Church Cemeteries

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

- 1. Congregation/parish cemeteries:** Any parish (congregation) that has a cemetery must establish a perpetual care fund, whereby monies are set aside to make sure the cemetery is taken care in a proper and respectful manner. An insurance policy to fix and or replace monuments that have been defaced or destroyed should also be in place.
- 2. Closed parishes (congregations) with cemeteries:** Besides being registered as a cemetery with the local civil authorities, all Church cemeteries should also be registered with the local or nearest Parish (Congregation) or Parochial District for proper pastoral care, and with the local diocesan administration for inclusion in a diocesan registry of cemeteries. The responsibility for the disposition of cemeteries lies with the local or nearest parish (congregation) or parochial district, and with the diocese. The perpetual care fund should be entrusted to the local or nearest parish (congregation) or parochial district for administration.

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Subject: **Membership in two Parishes (Congregations)**

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

1. It is permissible for a member of the UOCC to be a dues-paying member of two parishes (congregations).
2. Members of the UOCC may only serve on the parish executive of one parish (congregation) at any one time.

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Subject: Inactive Congregations

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

Insofar as the primary purpose for the existence of Church Temples is for use as places of worship; but

- a) due to population migrations and other factors temples (especially in rural areas) are occasionally abandoned or are left without the necessary critical mass of congregants to insure their viability; and
- b) the Consistory does not have the physical, human, or financial means to maintain or dispose of such temples; and
- c) it is disrespectful and irresponsible to permit Church Temples to fall into a state of neglect and disrepair,

1. The term and category “inactive congregation” is null and void.
2. All current “inactive congregations” must either
 - a) resume active status as a member congregation in a parochial district,
 - b) officially request liquidation, or
 - c) be accorded “heritage” status.

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Subject: Heritage Churches

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

1. A Heritage Church is a temple (and its cemetery/grounds) which for valid architectural or historical reasons is deemed to be worthy of preservation.
2. It is the responsibility of the local Ukrainian Orthodox Parish or Parochial District, in cooperation with the Eparchy and Consistory, to determine the desirability, viability and practicality of maintaining a given temple as a heritage building.
3. A sub-committee of the local Parish or Parochial District Executive must be formed whose responsibility it is to respectfully and properly maintain the physical premises and assist the local pastor in making sure that appropriate spiritual ministry is arranged.

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Subject: Non-payment of levies

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

1. Congregational levy payments should be received by the consistory office no later than March 31st of the calendar year for which they are due. They may be paid in full, or by post-dated cheques (either quarterly or monthly).
2. Levy payments are calculated based on the numbers of dues-paying parish members as of December 31st of the previous year (i.e., if there were 100 dues-paying members on December 31st of 2005, the levy payment to the consistory for 2006 will be for 100 members).
3. If a congregation (parish) has not completed their levy payment by December 31st of the calendar year for which the levy payment is due, they are in arrears.
4. Congregations (parishes) which are in arrears may not send delegates to Church Sobors or Eparchial conferences. Members of such congregations may, of course, be present at such gatherings as guests. In a Sobor year congregations (parishes) must their levies paid, or have made arrangements for full and timely payment of their levy in advance of the Sobor.
5. The members of a congregation which is in arrears for more than one year will cease to receive the Church organ, the Visnyk/Herald.
6. When a congregation of the UOCC has been in arrears for three years, the consistory may name three (3) trustees to replace the parish council of the given congregation, one of whom will be a member of the Consistory.
7. In accordance with the policy on Congregation disbandment, if the congregation has less than five (5) dues-paying members, or a Divine Liturgy has not been served in the Temple for three (3) consecutive years the consistory may disband the congregation.

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Subject: Parish (Congregation) Disbandment

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

A. Parishes (Congregations) may only be disbanded under the following conditions:

1. The congregation, at a duly constituted General Parish (Congregation) Meeting, with due notice to all members having been given in advance, votes by a 2/3rds majority to request the Consistory to officially disband the Congregation. If at all possible a representative of the consistory will be present at this meeting as an observer; or
2. The parish (congregation) has fewer than five (5) dues-paying members; or
3. A Divine Liturgy has not been served in the Temple for three (3) consecutive years.

B. The procedure for officially disbanding a Parish (Congregation) is as follows:

1. Either a) an official request quoting the decision of a General Parish (Congregation) Meeting to disband the congregation is received by the Chancellor of the Presidium of the Consistory, or b) one of the three other conditions for disbandment has been fulfilled.
2. The Presidium (or Consistory), after granting the request of the Congregation to disband, will name 3 trustees to oversee the closure of the Church and the disposition of the assets. If at all possible these trustees will be chosen from the membership of the Congregation which has requested disbandment. These trustees will replace and function in place of the parish council, and are responsible to keep a clear record of all expenses incurred in the closure of the Congregation.
3. If the Parish (Congregation) has a cemetery, in accordance with the policy on Church cemeteries, the cemetery must be registered with the local civil authorities, with the Parochial District for proper pastoral care, and with the local diocesan administration for inclusion in a diocesan registry of cemeteries. A perpetual care fund for the cemetery should be established and entrusted to the parochial district which will have responsibility for the cemetery of the disbanded Parish (Congregation).

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Subject: Congregation Disbandment

Approved by: The Consistory of the UOCC

Approved: 1 December 2007

Revised: July 12, 2010

4. Following a final service in the Church (if possible), all sacred vessels, icons, bells, and other ecclesiastical items are to be removed and transferred either to the Consistory or with prior approval of the Consistory to other parishes (congregations) who can use them.
5. The trustees will initiate the transfer of title to the Consistory.
6. Church structures will be disposed of in the most pious and solemn manner possible. If at all possible they should either be burned, with the ashes buried, or disassembled and buried. A Cross, cairn, or other marker should be raised at the place where the Holy Table stood.
7. When it is impossible to either burn or disassemble the structure, it should be sold, if at all possible, to another Orthodox, or Christian, or Religious body, to a Service Club or to another group which will treat it with due respect.
8. The land/structure will be sold, donated, or disposed of in the most appropriate and responsible way. Cemeteries may not be sold under any circumstances!
9. In accordance with the Section 14.08 of the By-laws of the UOCC and Section 16 (d) of the By-Laws for Parishes and Missions, any remaining assets, after paying all expenses and regulatory obligations of the Congregation, become the sole property of the Ukrainian Orthodox Church of Canada. Following this, in accordance with Resolution 16 of the 21st Sobor of the UOCC, these assets will be transferred into the UOCC Foundation and used in accordance with the conditions as outlined in Resolution 16 for mission purposes.
10. Upon receipt of the final accounting as well as monies representing the final disposition of assets of the congregation, the Consistory will officially declare the congregation closed.
11. This policy does not apply to those Churches which have been designated as Heritage Churches by either governmental or Church agencies.

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Subject: Language Fluency

Approved by: The Consistory of the UOCC
(Under Consideration)

Approved: July 12, 2010
Revised:

The demographics and current composition of the community of faithful served by the UOCC reflects a broad spectrum of Ukrainian and English language utilization within the Church. Based on this reality, the UOCC reaffirms the continued relevance of bilingualism as a fundamental character of the Church and calls on its Hierarchs and Clergy to develop and maintain a working ability to communicate and serve in both Ukrainian and English languages.

It is also understood that for those Clergy serving parishes in those regions where French is an Official or working language, it would be desirable that they have the capacity to provide service in French when possible.