

THE OFFICE OF THE CONSISTORY

POLICIES AND PROCEDURES MANUAL

July 12, 2010

**THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL**

July 12, 2010

TABLE OF CONTENTS

	<u>Page</u>
1. Human Resource Issues Committee of the Presidium of the Consistory	3
2. Management of Salaries and Benefits for: (a) the Metropolitan, the Bishops, and the Chancellor of the Presidium; (b) the Clergy; and (c) the employees of the Consistory Operations	4
3. Medical Leave and/or Resignation of the Chancellor of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada	5
4. Spending Authority of the Presidium	6
5. Travel and other related Expenses to the Staff of the Office of the Consistory of the Ukrainian Orthodox Church of Canada	7 -8
6. Confidentiality	9
7. Investment Authority for the Ukrainian Orthodox Church of Canada	10
8. Conduct of Meetings of the Consistory of the Ukrainian Orthodox Church of Canada	11 - 14
9. Editorial Board of “Visnuk”/ “The Herald”	15
10. Death Benefits for Priests Formerly Covered under the Short-Term Life Plan	16
11. “Veselka Trailer Park” Sponsored Seasonal Lessees	17 – 18
12. Non-budgeted items	19

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 1

Page: 1

**Subject: Human Resource Issues Committee
of the Presidium of the Consistory**

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

Approved: May 1, 1998
Revised: July 12, 2010

1. The Human Resources Issues Committee is a sub-committee of the Presidium of the Consistory and reports directly to it.
2. The Human Resources Issues Committee shall consist of the two (2) elected clergy (other than the President of the Consistory and the Chancellor of the Presidium of the Consistory) and the two (2) elected lay Members of the Presidium.
3. The Members of the Committee shall elect a Chair from among themselves.
4. The Human Resources Issues Committee shall manage human resources issues relating to the senior officials of the Church, i.e., the Metropolitan, the Bishops, and the Chancellor of the Presidium of the Consistory, specifically:
 - recommending salary schedules and increments;
 - managing the financial aspect of sick leaves and annual leaves; and
 - approving and managing the financial aspect of academic and training requests (e.g., computer training, conference attendance, academic upgrading).

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 2

Page: 1

Subject: Management of Salaries and Benefits for
(a) the Metropolitan, the Bishops, and the Chancellor of the Presidium;
(b) the Clergy; and
(c) The employees of the Consistory Operations

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

Approved: November 28, 1998

Revised: July 12, 2010

1. The salaries and benefits for the Metropolitan, the Bishops, and the Chancellor of the Presidium shall be managed by the Human Resources Issues Committee of the Presidium of the Consistory, in accordance with Salary and Benefits for the Chancellor of the Presidium Policy.
2. Recommendations on salaries and benefits for clergy shall be made by the Clergy Development Committee to the Presidium for disposition.
3. Salaries and benefits for the employees of the Consistory are the responsibility of the Chancellor of the Presidium with consultation with the Finance Manager, who will act in consultation with the Presidium.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 3

Page: 1

Subject: **Medical Leave and / or Resignation of 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: July 12, 2010

1. In the event of a medical leave or the resignation of the Chancellor prior to the completion of his term, the Vice-Chair shall immediately present the circumstances at a meeting of the Presidium, which he has called for this purpose.
2. The Metropolitan and the Presidium, having satisfied themselves that the Chancellor is unable to fulfill his duties and responsibilities, will instruct the Vice-Chair to assume all these duties and responsibilities as Acting Chancellor, until such time as a special meeting of the full Consistory can be called for the sole purpose of electing a new Chancellor.
3. A special meeting of the full Consistory will be called as soon as possible for the sole purpose of electing a new Chancellor.
4. In the event of his resignation, the Chancellor's salary package shall cease on the effective date of his resignation.
5. In the event of a medical leave, the Chancellor's salary package will continue for 120 days, at which time his disability insurance comes into effect.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 4

Page: 1

Subject: **Spending Authority of the Presidium**

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

Approved: November 28, 1998
Revised: November 23, 2000
July 12, 2010

1. The annual budget for the Consistory operation is adopted at a meeting of the full Consistory. Currently this is at the fall meeting because of the dates the Consistory has established for its fiscal year.
2. The annual operating budget sets spending limits in a fairly detailed way, taking into account all anticipated expenditures, for the entire Consistory operation.
3. However, from time to time situations arise which were not foreseen in the annual budget but necessitate a fairly sizable commitment of funds. These situations may include emergencies, usually involving building maintenance (e.g., elevator breakdowns). In these situations it may not always be possible for the Presidium to consult with the full Consistory.
4. However, bearing in mind the means of communication currently at our disposal, it would truly be an extraordinary and/or emergency situation which would not allow the Presidium to consult with the full Consistory prior to any sizable expenditure. This policy is designed only for such an extraordinary and/or emergency situation.
5. The Presidium, by majority vote, may commit up to \$10,000 in discretionary/emergency spending per item to a maximum of three times/year to cover emergency situations, involving building maintenance (e.g., elevator breakdown).

The Consistory will be informed as soon as reasonably possible of any such expenditure.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 5

Page: 1 of 2

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

Approved: November 28, 1998

Revised: May 10, 2008

July 12, 2010

Subject: Travel and other related Expenses to the staff of the Office of the Consistory of the Ukrainian Orthodox Church of Canada

Operating Principles:

1. All requests for travel, reimbursement of expenses and related travel advances must be approved prior to incurring these costs and within the allocated budgets.
 - Staff requests must be approved by Managers
 - Managers' requests must be approved by the Chair of the Presidium
 - Chair of the Presidium requests must be approved by the Presidium
2. Mileage and meal expenses (per diems) will be paid according to the Government of Canada standards (currently \$ 0.45 per kilometer and \$45 for meals)
3. Mileage will only be paid to employees not receiving monthly car allowances.
4. Hospitality claims can include the costs for the employee as well as the guests and should be in a range equivalent to the per diem rates and exclusive of any liquor expenses.
5. Cash Advances will only be provided when there is travel requiring overnight stay or when there is a sizeable expense that has been previously approved. Original receipts related to any cash advances must be submitted within 30 days of receiving the advance.
6. Charges to corporate credit cards that are over the above approved rates of expense reimbursement must be repaid to the Consistory by the claimants.
7. It is recognized that in some cases, the Chancellor of the Presidium or other senior personnel may receive invitations to attend events which are not readily specified as being either personal or business in nature. These cases should be clarified prior to accepting the invitation.
8. Similarly monetary gifts may be offered to the employees of the Consistory (Chancellor of the Presidium, clergy and lay people) and the following conditions will govern the acceptance of these gifts:
 - a. If a monetary gift or stipend is given to a staff member (e.g. for leading a parish retreat or educational workshop in accordance with their job descriptions) the staff members

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 5

Page: 2 of 2

would not be entitled to time off from their normal hours in lieu of the time spent at the particular event.

- b. If no monetary stipend is offered / accepted, the staff member is entitled to time off their regular work schedule, not to exceed 1 working day per 24 hour period spent away from the office.
- c. This policy does not apply to stipends of gifts offered to Consistory employees for services which are not identified as employment responsibilities in their job description and which do not take place during regular working hours.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 6

Page: 1

Subject: Confidentiality

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

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

Preamble:

The Members of the Consistory and the employees of the Office of the Consistory are privy to matters of a confidential nature on a fairly regular basis, particularly in relation to Clergy. Everyone privy to this type of information should be aware of the irreparable harm that may be done to an individual through the disclosure of confidential information and that the disclosure of any confidential information is highly detrimental to the interests of the Church.

- 1.** Members of the Consistory and employees of the Consistory Office will not, at any time, disclose confidential information to anyone who is not a Member of the Consistory or to a fellow employee for any purpose unless, in the case of employees of the Consistory Office, required by her/his supervisor, or, in the case of a Member of the Consistory, as directed by a decision of the Consistory.
- 2.** Members of the Consistory and employees of the Consistory Office will not, at any time, or in any way, take or reproduce confidential information for distribution unless, in the case of employees of the Consistory Office, required by her/his supervisor, or, in the case of a Member of the Consistory, as directed by a decision of the Consistory.
- 3.** All employees of the Consistory Office will be apprised of this policy. Members of the Consistory will be deemed to have been advised on receipt of this policy.

A confidentiality agreement will be signed by all Members of the Consistory and all employees of the Office of the Consistory.

THE OFFICE OF THE CONSISTORY
POLICY AND PROCEDURE MANUAL

Policy: 7

Page: 1

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

Approved: April 30, 1999

Revised: July 12, 2010

**Subject: Investment Authority for the
Ukrainian Orthodox Church of Canada**

1. Long-range investment policy for the Church will be set by the Taras Shevchenko Foundation and reviewed by the Finance Committee on a yearly basis. A copy of the Taras Shevchenko Foundation investment policy is available at the Consistory
2. This policy has been largely replaced following the Consistory's 2007 decision to transfer its large funds to the Taras Shevchenko Foundation to be managed in accordance to a specified agreement.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 8

Page: 1 of 4

Subject: **Conduct of Meetings of the Consistory
of the Ukrainian Orthodox Church of Canada**

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

Approved: November 28, 1998

Revised: April 30, 1999

Revised: December 1st, 2007
July 12, 2010

Preamble:

The concept of the “Consistory” of the Ukrainian Orthodox Church of Canada is outlined in article 8, 1 and 2, of the 1929 Charter and Section II, articles 11.01 – 11.17 of the August 2008 By-Laws of the Ukrainian Orthodox Church of Canada. (These sections of the documents are appended.) These articles contain both explicit and implicit references to the conduct of meetings of the Consistory. Specific references are noted in the policy which follows.

1. Governance

- a) “The Consistory shall consist of eighteen (18) persons, nine (9) clergymen and nine (9) lay persons elected by the General Council, together with all the Bishops of the Church, who by virtue of their office are members of the Consistory” (Article 11.02).
- b) “In the event of death, resignation, disability, illness or dismissal of a Member of the Consistory, the remaining Members of the Consistory shall appoint a new Member for the remainder of the vacated Member’s term” (Article 11.09). This is to be interpreted to mean that the Consistory will appoint a duly qualified member of the Church to fill the vacancy. Every attempt will be made to appoint the new Member from the same Eparchy as the vacated Member.
- c) “Meetings of the Consistory are held, whenever necessary, but not less than once a year and are called by the Primate through the Presidium of the Consistory” (Article 11.10). The current practice is to hold regular meetings two times per year, in the spring and in the fall to coincide with the fiscal year obligations and operating principles of Consistory operations.
- d) “Meetings of the Consistory are valid when a majority of Members of the Consistory are present” (Article 11.07). This is to be interpreted as a majority of the elected clergymen, a majority of the elected lay persons, and the Primate or a Bishop the Primate designates.
- e) “Decisions of the Consistory are made by a majority vote of the elected Members present at the Meeting” (Article 11.11). “In the event of lack of unanimity on the part of the Primate with the decision of the Consistory, the matter is referred for resolution to a General or Special Church Council” (Article 11.12).

Policy: 8

Page: 2 of 4

**Subject: Conduct of Meetings of the Consistory
of the Ukrainian Orthodox Church of Canada**

- f) “The Primate is the President of the Consistory by virtue of his office” (Article 11.04). Should the Metropolitan decide not to chair the meeting of the Consistory, there are two possibilities, at the pleasure of the Metropolitan, for the selection of the chair(s) for the Consistory Meeting:
- a) the Consistory Members in attendance at a given meeting shall elect (in accordance with article 18.1.4) co-chairs, one clerical and one lay, to alternately chair portions of the Meeting, or
 - b) the Chancellor of the Presidium of the Consistory will chair the Meeting of the Consistory and the Vice-Chair of the Presidium will act as the vice-chair of the Meeting.
- g) The proposed agenda for meetings of the Consistory is prepared by the Chancellor of the Presidium in consultation with the Presidium and with the approval of the Primate, as President/Chair of the Consistory. The agenda is adopted by the Consistory in accordance with standard procedures, i.e., Robert’s Rules of Order, and with the approval of the Primate, as President/Chair of the Consistory.
- h) The Consistory at its Meeting shall:
- (a) hear the report of the Presidium for the past period and resolve matters which were not resolved at the deliberations of the Presidium of the Consistory. [sic]
 - (b) resolve all administrative, liturgical, missionary, publication, judicial and all other matters, or delegates [sic] the same to the Presidium of the Consistory for such resolution (Article 11.08 (a) to (r)).

The “Report of the Presidium” (referred to in [a] above) shall be presented by the Chancellor of the Presidium and shall incorporate the Minutes of all the Presidium meetings since the last Meeting of the Consistory. The Minutes of the Presidium meetings, which record the actions and contemplated actions of the Presidium, shall be circulated to the Members of the Consistory in advance of the Meeting of the Consistory.

All reports which will be presented at meetings of the Consistory must be circulated in written form to all members of the Consistory no later than two (2) weeks in advance of each regularly scheduled meeting.

- i) Meetings of the Consistory are conducted in accordance with standard procedures, i.e., Robert’s Rules of Order, without infringing on the Church’s canon law.

Policy: 8

Page: 3 of 4

Subject: **Conduct of Meetings of the Consistory
of the Ukrainian Orthodox Church of Canada**

- j) The Secretary of the Presidium is Secretary of the Consistory, although this is to be reaffirmed at each meeting of the Consistory in keeping with Article 11.13 of the By-Laws (“the secretary elected at such meeting of the Consistory”). In the absence of the Secretary of the Presidium, or in other specific circumstances, the Assistant Secretary of the Presidium will act as the Secretary of the Consistory.
- k) “Minutes of Consistory meetings are signed by the Primate, as Chairman of the Consistory, and by the Secretary elected at such meetings of the Consistory.” (Article 11.12). Minutes not signed by the Primate and the Secretary are not valid.
- l) Specific arrangements for the taking of Minutes will be made by the majority of the Consistory on the advice of the Presidium and with the consent of the Primate.
- m) Since the Minutes of Consistory Meetings are required for various matters (e.g., in the preparation of financial statements by auditors), the official Minutes of Consistory Meetings will be in English. Any Ukrainian version will be a direct translation of the official English-language Minutes.
- n) Minutes of the Consistory Meetings will be distributed as soon as possible to the Members of the Consistory and to the Members of the Audit Committee, in any event no later than one month from the conclusion of the most recent meeting.

2. Location of Meetings

a. Meetings of the Consistory are held in Winnipeg or at other locations which are deemed by the majority of the elected Consistory Members to best serve the general interests of the Ukrainian Orthodox Church of Canada. In order to facilitate communication with the Members of our Church and to increase their involvement with the Church, it would be desirable if at least one meeting per year of the Consistory would be held outside Winnipeg, with the sites alternating between the Eastern and the Western Dioceses, providing that this is feasible financially.

3. Participation of St. Andrew’s College

- a) When required, an effort will be made to schedule meetings of the Consistory in close proximity to meetings of the Board of Directors of St. Andrew’s College so as to accommodate joint sessions on issues of mutual interest.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 8

Page: 4 of 4

4. Participation of Members of the Ukrainian Orthodox Church of Canada

- a)** At least one Meeting per year, or some portion of a Meeting of the Consistory will be open to members of our Church as observers. A special session of each Consistory Meeting will be set aside for questions and discussion with members of the Church.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 9

Page: 1

Subject: Editorial Board of “Visnyk” / “The Herald”

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

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

Preamble:

“Visnyk” / “The Herald”, the voice of the Ukrainian Orthodox Church of Canada, is published by Ecclesia Publishing Corporation.

1. Editorial Board

- a) Editorial policies for “Visnyk” / “The Herald” shall be set by the Editorial Board of “Visnyk” / “The Herald”, which shall consist of the five (5) members of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada.
- b) The Chair of the Editorial Board shall be the Chancellor of the Presidium; the Vice-President of the Editorial Board 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 Editorial 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) Members of the Editorial Board shall form a quorum for the transaction of business.
- e) No remuneration will be paid to the Members of the Editorial Board.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 10

Page: 1 of 1

Subject: **Death Benefits for Priests Formerly Covered
under the Short-Term Life Plan**

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

Approved: November 26, 1991
Revised: November 17, 1995
July 12, 2010

1. In view of the termination of the Death Benefit Plan by Crown Life, in respect of the eight (8) priests alive in 1995 previously covered under the short-term life plan, the Church designated the sum of \$16,000 from the Clergy Mutual Aid Fund to Death Benefits Payable for investment. As of July 2010 there were 2 remaining priests out of the original group of 8: Rev. Wolodymyr Sluzar, and Rev. Paul Zmiyivsky. The sum of \$2,000 per insured life is to be paid out on the demise of these individuals to the estates, as approved by the Full Consistory.
2. Subject to the approval of the Presidium, the sum of \$2,000 may be used to cover funeral arrangements made in advance of death. Such payment will be made directly to the funeral director, upon submission of all relevant documents.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 11

Page: 1 of 2

Subject: “Veselka Trailer Park” Sponsored Seasonal Lessees

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

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

Preamble:

Veselka Trailer Park is part of *Veselka Summer Camp*, located north of Gimli on the west side of Lake Winnipeg. *Veselka Summer Camp* is the property of the Ukrainian Orthodox Church of Canada. It is currently managed by the Board of Directors selected from among the Winnipeg parishes.

October 1 is the deadline for members of the Ukrainian Orthodox Church of Canada to lease vacant *Veselka Trailer Park* lots, with a deposit of 25% of the annual rent.

“Veselka Trailer Park” Sponsored seasonal Lessees:

If, after October 1, vacant lots are still available, they may be leased to non-members of the Ukrainian Orthodox Church of Canada on a seasonal basis, in accordance with the following provisions:

- 1) the proposed sponsored seasonal lessee must be sponsored, in writing, by a paid-up member in good standing of the Ukrainian Orthodox Church of Canada, as attested to by the priest of the parish to which the member belongs;
- 2) the Veselka Executive shall inform, in writing (enclosing a copy of the seasonal lease), the proposed sponsored seasonal lessee by October 15 each year, as to whether the said lot is available;
- 3) the sponsored seasonal lessee must return the signed seasonal lease, together with a deposit of 25% of the annual rent, to the *Veselka Executive* by October 31;
- 4) the sponsored seasonal lessee must vacate the site and remove all trailers and other structures each year by October 31; if the proposed seasonal lessee already occupies a seasonal site, he/she may request that the *Veselka Executive* waive this condition, as long as the request is made prior to October 31;
- 5) the sponsored seasonal lessee must sign a *Veselka Trailer Park Seasonal Rental Agreement* each year;
- 6) the sponsored seasonal lessee must pay his/her rent in full by June 1 each year;
- 7) the sponsored seasonal lessee is entitled to attend Trailer Park Tenant Meetings as a non-voting participant and be able to voice his/her opinion and make recommendations, but not hold office;

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 11

Page: 2 of 2

Subject: “Veselka Trailer Park” Sponsored Seasonal Lessees

- 8) the sponsored seasonal lessee cannot participate in and **does not have a vote** at the Annual General Meeting of *Veselka Summer Camp*;
- 9) currently, a maximum of four(4) sponsored seasonal leases (20% of the current total number of leases) can be issued on a seasonal basis at any one time;
- 10) the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada will appoint a Trustee to serve on the Board of the *Veselka Summer Camp*.

THE OFFICE OF THE CONSISTORY
POLICIES AND PROCEDURES MANUAL

Policy: 12

Page: 1

Subject: **Non-budgeted items**

Approved by: Full Consistory

Approved: 1 December 2007

Revised: July 12, 2010

Non-budgeted financial expenditures of an emergency or unforeseen nature will be dealt with in the following manner:

1. The Financial officer will be consulted to determine whether funds are available for disbursement.
2. If the answer is in the affirmative, the Presidium members will be contacted by phone or e-mail and asked for their decision.
3. Pending a positive response from the majority of the Presidium members the expenditure will be made, with a proper motion made, seconded and passed at then nearest upcoming Presidium meeting.
4. This procedure applies to all expenditures of less than \$25,000, which is the spending limit of the Presidium. For expenditures of \$25,000 or over the same procedure is to be followed, but involving the entire consistory rather than the presidium alone.