

New #	Name	Old #	Page #
	UOCC LEADERSHIP		
LED.01	Chancellor Transition	B2	2
LED.02	Salaries and Benefits	A2	2
LED.03	Chancellor Leave/Resignation	A3	2
	PRESIDIUM & CONSISTORY BD.		
BD.01	Consistory Bd. Committees	B8	4
BD.02	Conflict of Interest	B9	8
BD.03	Confidentiality	A6	10
BD.04	Conduct of Const. Bd. Meetings	A8	11
BD.05	HR Committee terms of ref.	A1	13
BD.06	Consistory Church Goods Bd.	B12	14
BD.07	Veselka Trailer Park	A11	14
BD.08	Ecclesia Publish Corp.	B13	15
BD.09	Visnyk Ed. Bd.	A9	16
BD.10	Sawchuk museum/archives	B14	16
	CLERGY		
CLG.01	Priests - Assignment/transfers	B6	19
CLG.02	Parish priests, salary, benefits	B3	20
CLG.03	Priests vacation	B4	23
CLG.04	Priest payments Eparchial Fund	B7	25
CLG.05	Death Benefits	A10	25
CLG.06	Staff/Priests substance abuse	B10	25
CLG.07	Priests' secular employment	B16	27
CLG.08	Language Fluency	B23	27
	PARISHES		
PRSH.01	Membership in two parishes	B18	29
PRSH.02	Congregation Disbandment	B22	29
PRSH.03	Non-payment of levies	B21	30
PRSH.04	Church cemeteries	B17	31
PRSH.05	Inactive parishes	B19	31
PRSH.06	Heritage Churches	B20	31
	FINANCIAL		
FIN.01	Spending Authority of Presidium	A4	33
FIN.02	Staff Travel and expenses	A5	33
FIN.03	Investment Authority for UOCC	A7	34
FIN.04	Non-Budgeted Items	A12	34
FIN.05	Travel Expenses Const. Bd./Comm.	B5	35
FIN.06	Chancellor Salary/Benefits	B1	36
	HUMAN RESOURCES		
HR.01	Harassment	B11	37
	SOBOR & AGM		
SBR/AGM.01	Sobor Voting/resolutions	B15	41
SBR/AGM.02	<i>Annual General Meeting (Electronic)</i>		43

UOCC LEADERSHIP (LED)

LED:01 - Transition between the Outgoing Chancellor and the Incoming Chancellor of the Presidium of the Consistory of the UOCC

Approved by: Consistory Board

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.

LED:02 - 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: Consistory Board

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.

LED:03 - Medical Leave and/or Resignation of the Chancellor of the Presidium of the Consistory of the UOCC

Approved by: Consistory Board

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.

PRESIDIUM AND CONSISTORY BOARD (BD)

BD:01 Committees of the Consistory of the UOCC

Approved by: Consistory Board

Approved: April 27, 1996 Church of Canada **Revised:** November 23, 1996; May 24, 1997; May 1, 1998; November 28, 1998; July 12, 2010; November 9, 2023

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 2024 Consistory Board, the Committee structure with specific mandates is as follows:

1. **Governance:** Responsibilities of the following former Committees fall under this Committee:
 - a. Policy & Procedure Committee:
 - i. review and recommend policy changes as required; and
 - ii. establish procedures as required.
 - b. PIPEDA Committee:
 - i. meet the requirements of both laws, that already apply and of laws that may apply in the future; and
 - ii. 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.
 - c. By- Laws Committee:
 - i. review, with a view to updating, the By-laws of the Ukrainian Orthodox Church of Canada;
 - ii. consider in its deliberations the various changes proposed by previous By-Laws Committees but not formally presented to the Sobor; and
 - iii. 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;
2. **Finance:** Responsibilities of the following former Committees fall under this Committee:
 - a. Finance Committee:
 - i. 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.);

- ii. recommend policies and specific plans for a national fund-raising campaign for the Church;
 - iii. recommend policies and specific plans for ensuring the long-range fiscal stability; and
 - iv. in all its deliberations the Finance Committee will bear in mind the fiscal position of the Church.
 - b. Metropolitan Residence/Land Use Committee:
 - i. review the requirements for the Metropolitan's Residence;
 - ii. review the current properties of the Ukrainian Orthodox Church of Canada; and
 - iii. establish a long-term goal for all properties of the Ukrainian Orthodox Church of Canada.
- 3. **Mission:** Responsibilities of the following former Committees fall under this Committee:
 - a. Joint USRL/UOCC Committee:
 - i. engage in joint projects that could increase the benefits to the memberships of UOCC/USRL.
 - b. Mission Committee:
 - i. 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. Standing Committee for Christian (& Heritage) Education (less heritage aspects of the previous committee which are a responsibility of the Small Communities Affairs Comm.):
 - i. 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:
 1. Church School (Ukrainian, Sunday, etc.);
 2. courses for teachers in all Church Schools;
 3. courses for young people (beyond Church School age);
 4. summer camps; courses for adults;
 5. courses for "diaky" (cantors);
 6. lectures for Church Elders and the Sisterhood;
 7. seminars for Church Board Members;
 8. program for youth organizations;
 9. preparation for altar services; and
 10. University chaplaincy.
 - ii. To undertake a study of Ukrainian Orthodox Church Music in our Ukrainian Orthodox Church of Canada parishes.
 - d. Gender & Family Issues Committee:
 - i. TBA.
- 4. **Human Resources** Responsibilities of the following former Committees fall under this Committee (less those responsibilities as set out in the Human Resource Issues Committee of the Presidium of the Consistory which remains a responsibility of the Presidium):
 - a. Centralized Pay & Benefits Committee:
 - i. prepare a feasibility study on centralizing priests' salaries/benefits; and
 - ii. establish a National Payroll Service for all parishes in Canada.
- 5. **Communications:** Responsibilities of the following former Committees fall under this Committee:

- a. Communication Committee:
 - i. 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;
 - ii. establish internet addresses and a Web Site for the Ukrainian Orthodox Church of Canada, and advise on its use;
 - iii. assist parishes with the development of Home Pages for the internet, as required;
 - iv. develop templates for internet information brochures, in conjunction with the Office of Missions and Education and the Consistory's Information Officer; and
 - v. prepare a proposal for the development of an informational CD-ROM about the Ukrainian Orthodox Church of Canada, including content, sources, timelines and costs.

- 6. **Small Communities Affairs Committee:** Responsibilities of the following former Committees fall under this Committee:
 - a. Heritage & Historical Sites Committee:
 - i. 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;
 - ii. recommend policies are to include, but are not limited to, the following:
 - 1. identification in terms of location;
 - 2. preservation of relevant historical documents;
 - 3. providing brief written historical accounts; and
 - 4. providing written physical descriptions and photographic and architectural records; and
 - iii. preservation as historic sites.
 - b. Rural Issues Committee:
 - i. facilitate the resolution of problems, as well as continuing the evangelization and strengthening of rural parishes; and
 - ii. give recommendations on the current policy re: the decommissioning of churches that are no longer required for services.
 - c. Standing Committee for (Christian) & Heritage Education (less Christian aspects of previous committee which are a responsibility of the Mission Comm.):
 - i. 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:
 - 1. Church School (Ukrainian, Sunday, etc.);
 - 2. courses for teachers in all Church Schools;
 - 3. courses for young people (beyond Church School age);
 - 4. summer camps; courses for adults;
 - 5. courses for "diaky" (cantors);
 - 6. lectures for Church Elders and the Sisterhood;
 - 7. seminars for Church Board Members;
 - 8. program for youth organizations;
 - 9. preparation for altar services; and
 - 10. University chaplaincy;
 - ii. To undertake a study of Ukrainian Orthodox Church Music in our Ukrainian Orthodox Church of Canada parishes.

7. AD HOC/Stand Alone Committees:

a. Clergy Development Committee:

- i. survey the Clergy regarding their needs and wishes regarding spiritual, vocational, and academic development;
- ii. Based on the results, to provide a plan of action with reference to, but not limited to, the following:
 1. proposals for spiritual development (retreats, study groups, etc.);
 2. proposals for vocational training and professional development;
 3. the establishing of information networks on topics relating not only to spirituality but to all aspects of the clerical vocation; and
 4. proposals for short seminars and courses (in-person, correspondence, internet, etc.) relating to all aspects of the clerical vocation and a cleric's life;
- iii. make concrete proposals for regular communication among priests on the local, eparchial, and national levels for the purposes of establishing:
 1. bonds of fellowship and mutual supports;
 2. peer advisory, consultative, and support groups; and
 3. a channel for providing advice to the Consistory on the improvement of a priest's life;
- iv. formulate a strategy for improving the academic and vocational training and professional development of the Clergy of the Ukrainian Orthodox Church of Canada;
- v. compile data for a Clergy Resource Manual;
- vi. prepare guidelines for:
 1. pastoral roles and responsibilities;
 2. a Code of Conduct for priests; and
 3. assignment and transferring priests;
- vii. provide concrete proposals for preparing Clergy to assume managerial positions in the Church and academic and managerial positions at St. Andrew's College; and
- viii. provide concrete proposals for attracting Ukrainian Canadian students to the clerical vocation.

b. Episcopal Search & Development Committee:

- i. outline procedures and authorities governing the process for election of bishops by the UOCC, which clarify, without limitation, the following:
 1. the process for determining when a bishop is required;
 2. the process for nomination of candidates for consideration and inclusion in the list of potential candidates for bishop;
 3. the process for determining the Episcopal candidate(s) for nomination at a Sobor, including canonical criteria and leadership capabilities relevant to this process;
 4. 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;
 5. the protocol for the election of Episcopal candidate(s) at a Sobor and order of consecration and assignment for services; and
 6. the protocol regarding timing and place of consecration.

- c. Sobor Planning:
 - i. recommend a program and procedures for each Sobor, including, but not limited to, the following;
 - 1. locale, dates, and program;
 - 2. recommended sub-committee structure; and
 - 3. 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; and
 - ii. present the final plans, complete with timelines, at the final spring Meeting of the Consistory prior to a Sobor.

- d. Legal Affairs

- e. Inter-Church Relations Committee:
 - i. 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;
 - ii. formulate policies on ecumenical relations;
 - iii. 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; and
 - iv. 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.

- f. Liturgical Committee:
 - i. recommend policies for overseeing the publication of standardized, bilingual (Ukrainian and English) Service books (e.g., baptism, marriage, and funeral) including:
 - 1. proposing translators and editors; and,
 - 2. if so requested by the Consistory, monitoring their production.
 - ii. Surveying other needs in this area and reporting on them to the Consistory; and
 - iii. Monitoring and providing advice to the Consistory on other related matters.

BD:02 - Conflict of Interest Guidelines for Members of the Consistory, Members of Standing Committees Elected by the Sobor (e.g., 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: Consistory Board

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,

- 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.

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.
- 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.

BD:03 - Confidentiality

Approved by: Consistory Board

Approved: April 30, 1999

Revised: July 12, 2010; January 11, 2024

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, members of UOCC Committees, members of external bodies such as but not limited to the Audit Committee and the Ecclesiastical Tribunal, 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, members of UOCC Committees, members of external bodies such as but not limited to the Audit Committee and the Ecclesiastical Tribunal, 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, members of UOCC Committees, members of external bodies such as but not limited to the Audit Committee and the Ecclesiastical Tribunal, will be deemed to have been advised on receipt of this policy.

A confidentiality agreement will be signed by all Members of the Consistory, members of UOCC Committees, members of external bodies such as but not limited to the Audit Committee and the Ecclesiastical Tribunal, and all employees of the Office of the Consistory and no information will be shared or provided to Members of the Consistory, members of UOCC Committees, Metropolitan and hierarchal advisors and secretaries, and all employees of the Office of the Consistory until such time as an executed original copy of the confidentiality agreement is filed with the Office of the Chancellor of the UOCC.

BD:04 - Conduct of Meetings of the Consistory of the Ukrainian Orthodox Church of Canada

Approved by: Consistory Board

Approved: November 28, 1998

Revised: April 30, 1999; 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 II.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).

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:

1) 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

2) 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:

1) 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]

2) 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.

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

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

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.

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

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.

BD:05 - Human Resource Issues Committee of the Presidium of the Consistory

Approved by: Consistory Board

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).

BD:06 - Board of Directors of Consistory Church Goods Supply

Approved by: Consistory Board

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:

- a. 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;
- b. supplying our laity with religious materials (including publications), which preserve the purity of the rite; and
- c. 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.

BD:07 - “Veselka Trailer Park” Sponsored Seasonal Lessees

Approved by: Consistory Board

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:

1. 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:
 - a. 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;

- b. 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;
- c. 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;
- d. 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;
- e. the sponsored seasonal lessee must sign a Veselka Trailer Park Seasonal Rental Agreement each year:
- f. the sponsored seasonal lessee must pay his/her rent in full by June 1 each year;
- g. 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;
- h. the sponsored seasonal lessee cannot participate in and does not have a vote at the Annual General Meeting of Veselka Summer Camp;
- i. 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; and
- j. 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.

BD:08 - Ecclesia Publishing Corporation

Approved by: Consistory Board

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:

- a. 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
- b. 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.

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.

BD:09 - Editorial Board of :“Visnyk” / “The Herald”

Approved by: Consistory Board

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.

BD:10 - The Rt. Rev. Dr. S.W. Sawchuk Museum, Library and Archives

Approved by: Consistory Board

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.

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.

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.

CLERGY (CLG)

CLG:01 - The Assignment and Transfer of Priests

Approved by: Consistory Board

Revised: May 12, 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; and
 - 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 affect 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.

CLG:02 - Salary and Benefits for Parish Priests

Approved by: Sobor, Consistory Board

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.

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.

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.

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.

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.

3. A qualified investment advisor will be available to members wishing investments of a nonguaranteed 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.

CLG:03 - Vacations, Holiday, "Days off" for Priests

Approved by: Consistory Board

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 (CLG:02, previously B3). 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 BD:05 (previously A1); 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:

	years of completed service	paid vacation
i)	1-5 years	2 weeks

ii)	6-10 years	3 weeks
iii)	11-25 years	4 weeks
iv)	26-35 years	5 weeks
v)	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 [Governance Committee note: There does not appear to be a “point 25.1.3 in the current UOCC bylaws, nor in either of the previous two policy documents. The committee will look into this reference in the future.]

c) The priest must have completed one full year in a given parish before becoming eligible for a vacation.

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.

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.

CLG:04 - Payment by Priests to the Eparchial Fund

Approved by: Consistory Board

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.

CLG:05 - Death Benefits for Priests Formerly Covered under the Short-Term Life Plan

Approved by: Consistory Board

Approved: November 26, 1991

Revised: November 17, 1995 July 12, 2010

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 Zmiyiwsky. 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.

CLG:06 - Substance Abuse and/or Process Addictions of Clergy and full Time Staff of the Ukrainian Orthodox Church of Canada.

Approved by: Consistory Board

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).

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; and
- 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.

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.

CLG:07 - Secular Employment for Clergy of the UOCC

Approved by: Consistory Board

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.

CLG:08 - Language Fluency

Approved by: Consistory Board

Approved: July 12, 2010

Revised: No revisions

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.

PARISHES (PRSH)

PRSH:01 - Membership in two Parishes (Congregations)

Approved by: Consistory Board

Approved: December 1, 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.

PRSH:02 - Parish (Congregation) Disbandment

Approved by: The Consistory of the UOCC

Approved: December 1, 2007

Revised: July 12, 2010

1. Parishes (Congregations) may only be disbanded under the following conditions:
 - a. 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
 - b. The parish (congregation) has fewer than five (5) dues-paying members; or
 - c. A Divine Liturgy has not been served in the Temple for three (3) consecutive years.
2. The procedure for officially disbanding a Parish (Congregation) is as follows:
 - a. Either:
 - i) 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
 - ii) one of the three other conditions for disbandment has been fulfilled.
 - b. 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.
 - c. 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).
 - d. 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.

- e. The trustees will initiate the transfer of title to the Consistory.
- f. 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.
- g. 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.
- h. 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!
- i. 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.
- j. 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.
- k. This policy does not apply to those Churches which have been designated as Heritage Churches by either governmental or Church agencies.

PRSH:03 - Non-payment of levies

Approved by: Consistory Board

Approved: December 1, 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.

PRSH:04 - Church Cemeteries

Approved by: Consistory Board

Approved: December 1, 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.

PRSH:05 - Inactive Congregations

Approved by: Consistory Board

Approved: December 1, 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.

PRSH:06 - Heritage Churches

Approved by: Consistory Board

Approved: December 1, 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.

FINANCIAL (FIN)

FIN:01 - Spending Authority of the Presidium

Approved by: Consistory Board

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.

FIN:02 - Travel and other related Expenses to the staff of the Office of the Consistory of the Ukrainian Orthodox Church of Canada

Approved by: Consistory Board

Approved: November 28, 1998

Revised: May 10, 2008; July 12, 2010

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 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; and

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.

FIN:03 - Investment Authority for the Ukrainian Orthodox Church of Canada

Approved by: Consistory Board

Approved: April 30, 1999

Revised: July 12, 2010

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.

FIN:04 - Non-budgeted items

Approved by: Consistory Board

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 Consistory Board rather than the Presidium alone.

FIN:05 - Travel Expenses for Attendees at Meetings of the Consistory, the Presidium and Committees of the Ukrainian Orthodox Church of Canada

Approved by: Consistory Board

Approved: April 27, 1996

Revised: May 1, 1998 July 12, 2010

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

- a. 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.
- b. 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).
- c. The Office of the Consistory will arrange for transport from the airport to the site of the Meeting accommodations and return.
- d. 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.
- e. 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.
- f. 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

- a. 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

- a. 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

- a. Reimbursement of expenses will be at the discretion of the Presidium of the Consistory.

5. Consistory Members attending Eparchial Meetings

- a. Eparchial Councils have evolved over the yeas 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.

FIN:06 - Salary and Benefits for the Chancellor of the Presidium of the Consistory of the Ukrainian Orthodox Church of Canada

Approved by: Consistory Board

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.

HUMAN RESOURCES

HR:01 - Harassment

Approved by: Consistory Board

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.

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.

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.

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:

a. 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:

- i) Notify the respondent in writing that an investigation is proceeding;
- ii) Provide the respondent with a copy of the formal complaint by hand-delivering, or causing to be hand-delivered, the complaint to him/her;
- iii) Advise the respondent, in writing, that he/she may wish to consult with counsel;
- iv) Allow the respondent a reasonable period of time to consult with counsel;
- v) Investigate the complaint and interview the complainant and the respondent, if possible;
- vi) 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);
and
- vii) Report the results of the investigations, in the case of a priest to the Metropolitan.

b. 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.

c. 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.

d. 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.

f. 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.

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.

SOBOR and AGM

SBR/ADM:01 - Procedure for Making Resolutions and Voting at the Sobor

Approved by: Consistory Board

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):

- a. The Bishops of the Ukrainian Orthodox Church of Canada;
- b. Priests and deacons of the Ukrainian Orthodox Church of Canada, including those who are retired and excluding those under suspension by the Church;
- c. 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;
- d. Members of the Consistory of the Ukrainian Orthodox Church of Canada;
- e. Members of Standing Committees of the Sobor;
- f. The editor of Visnyk/The Herald;
- g. Two representatives of St. Andrew's College, one of whom shall be from the Faculty of Theology;
- h. One representative from the Ukrainian Orthodox Church of Canada Foundation appointed by its Board of Directors; and,
- i. 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.

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.

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.

SBR/AGM:02 – Procedures for the Holding of an Annual General Meeting by Electronic Means

Approved by: Consistory Board

Approved: February 17, 2023

Revised: No revisions

Introduction:

- a) In accordance with a 24 SOBOR UOCC By-Law amendment, the UOCC shall hold an Annual General Meeting (AGM) not later than six (6) months after the UOCC fiscal year end and the Consistory Board was authorized to pass a resolution to hold the AGM electronically; and
- b) When the Consistory Board of the UOCC agrees to hold an AGM electronically, the procedure set out in this policy shall be followed.

1. General

- a) Only members who have fully paid their levy for the preceding fiscal year are permitted to attend the AGM;
- b) Notice of the AGM shall be published on the UOCC website and clergy shall be requested to provide their parishioners with a verbal notice of the meeting not later than 30 days prior to the AGM;
- c) The UOCC Consistory Board shall forward a copy of this policy, related to the holding of an electronic AGM, not later than 14 days prior to the AGM through the three eparchies of the UOCC;
- d) The three eparchies shall forward this policy to all clergy and parishes within their eparchy immediately upon receipt of the email with this policy attached;
- e) The parish council will request all members who wish to participate in the AGM to submit their names to the parish council not later than 7 days prior to the date of the AGM;
- f) The parish council will generate a list of names, surnames and current email addresses with a confirmation that each member wishing to participate in the AGM is a paid up member of the UOCC;
- g) The parish council shall submit this list of members to the UOCC Consistory AGM email addresses not later than midnight, 5 days prior to the AGM;
- h) The UOCC Consistory staff shall forward to each AGM registered member the following:
 - 1. instructions for accessing the electronic platform;
 - 2. a copy of the agenda;
 - 3. information how to access a copy of the auditor's report for the preceding fiscal year;
 - 4. information how to access a copy of the budget for the upcoming fiscal year;
 - 5. a motion ratifying the appointment of UOCC auditors; and

6. a motion confirming the members of the current Consistory Board (the UOCC By-Laws do not permit the nomination of any new members unless there are vacancies).

2. What is required of Members to attend and vote

To attend the AGM and vote a UOCC member must:

- a) Provide their parish council, their name, surname and current email address not less than 7 days prior to the AGM;
- b) Have access to their own computer and ensure that their name, not a phone number or other identifying information, is clearly visible on their internet connection to facilitate roll call votes;
- c) Technical requirements and malfunctions - each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting;
- d) If the member's name and surname is not clearly visible to the vice-chairs of the AGM, that member will not be able to vote or participate in the AGM;
- e) Log in information will be sent to members not less than 24 hours prior to the AGM;
- f) The Recording Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of the AGM;
- g) No one will be permitted to log in after the time established for the start of the AGM; and
- h) Proxy voting is not permitted.

3. Conduct of AGM

The meeting shall be held as follows:

- a) Each participant, will use his or her own computer or other device which can view all participants;
- b) Any member may request to speak to any agenda item by using the "raise hand" function on the video conferencing application and shall be allowed 2 minutes to pose their comment and question at which time the vice-chairs will use the mute function. Members should ensure that they are capable of monitoring their 2 minutes because the vice-chairs shall not provide any warning as to the amount of time left for their comment or question;
- c) The "Chat" function of the video conferencing application will not be used to pose questions and will not be monitored by the vice-chairs;
- d) Each member will only be allowed one 2 minute question followed by another 1 minute comment or question per agenda item;
- e) The vice-chairs shall have the discretion to allow a member additional comments or questions if time permits and no one else has asked a question or made a comment;
- f) When the member has been recognized they must turn on their camera to allow all participants to see them while they speak;
- g) The organizers of the meeting will have access to a control panel for use by the vice-chairs, the Recording Secretary, and their assistants, which enables them to perform their duties during the

meeting, such as assigning the floor to a member, opening and closing the polls for taking a vote, controlling the camera view, etc.;

h) Each member shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure prior to the adjournment;

i) If a member signs themselves out for any reason, it is left to the discretion of the vice-chairs whether to allow the member to sign back into the AGM;

j) Quorum for the AGM is 25 members. If a quorum is present at the opening of the AGM, the members present may proceed with the business of the AGM despite that a quorum may not be present throughout the meeting. If a quorum is not present at the opening of the AGM, the members present may adjourn the meeting to a fixed time and place, but may not transact any other business. (UOCC By-Law 4.1.7.);

k) Forced disconnections. The vice-chairs may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The vice-chair's Page of decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes;

l) To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition;

m) Voting - Votes shall be taken by a show of hands using the "Raise Hand" function on the video conferencing application. Upon the completion of the vote, the vice-chair shall announce when the vote is completed and all members shall then use the "Lower Hand" function, to lower their hand. When required or ordered by the vice-chairs, other permissible methods of voting may be by electronic roll call or by audible roll call. The vice-chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who chose not to vote. Business may also be conducted by unanimous consent;

n) Video display - The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report; and

o) Recognizing that, not all UOCC members may feel comfortable connecting to the AGM electronically from home, groups of two or more members may connect through their parish council facilities. Parish councils shall indicate at their location who will be there and provide this information to the UOCC Consistory Board and confirmation that they are all paid members, who will be attending in accordance with paragraph 1. g, above.