

St. Sabas St. Mesrot, Wynnewood, Pa 3/31

ITEMS TO CHECK BEFORE RATIFICATION OF NEWLY ELECTED PARISH COUNCIL MEMBERS

- ✓ 1. Legality of the meeting (quorum). *(no ballot sample)*
- 2. Copies of:
 - ✓ a) notice of meeting (with mailing date). ?
 - ✓ b) Agenda
 - ✓ c) Ballot sheets with received ballots for:
 - ✓ 1. Officers of the assembly *"Open ballot" with one candidate only*
 - ✓ 2. Parish Council
 - ✓ 3. Auditing Committee
 - ✓ 4. Nominating Committee
 - 5. ~~Diocesan Delegates~~
- ✓ 3. Report form submitted by Diocese with signatures.
- 4. Reports presented to Parish Assembly:
 - ✓ a) Pastor's Report *(not signed)*
 - ✓ b) Parish Council's Report *- should be signed by all PC members not just chair*
 - ✓ c) Committee's reports
- ✓ 5. Financial Report
- ✓ 6. Minutes of the Parish Assembly *signed*
- ✓ 7. Have assessments been paid?
- ✓ 8. Have 1982 assessment figures been included in the budget?
- 9. Certification of newly elected Diocesan Delegates
- 10. Clergy Stipend *form* \bar{n} *not filled in*

~~11. Were minutes of previous year read to members of not ready at assembly~~

11.