

PARIS COUNCIL GUIDELINES  
NOVEMBER 1975

I ACCURATE, COMPLETE, AND CURRENT FILES

Accurate and complete files must be kept current and passed on to Parish Council successors.

II DEACON'S DISPENSATION TO OFFER VARIOUS RELIGIOUS RITES

A copy of Deacon Manoog's dispensation to offer various religious rites shall be kept on file by the Parish Council Secretary along with the Specific Parish Council Guidelines.

III DEACON'S STIPEND

In regard to Deacon Manoog's stipend, the following message was received from Archbishop Torkom in 1975:

..... There are no provisions in the Assembly decision for Deacons-in-Charge, though it has always been our position that they are to be regarded as reverend clergy and treated as all our pastors are.

We, therefore, urge that the schedule be followed as adopted, with the following qualifications:

Since it is necessary to invite priests to perform badarak and sacraments, and since this entails additional costs above and beyond the customary stipend, accommodation should be made in the Deacon's stipend to account for such expense.

Based on this principle, your parish council and the Deacon should, we feel, come to some mutually satisfactory understanding regarding this stipend.

In addition, the Parish is responsible for purchasing, providing, and maintaining a car as well as the automobile insurance for the resident clergy. Also, the lodging, utilities, telephone expenses, weekly gas allotment, and clergy insurance are the responsibility of the Parish.

Regarding the stipend in specific, Deacon Manoog in 1975 received \$4,680. In 1976, Deacon Manoog's stipend shall be \$5,200.

#### IV DEACON'S VACATION AND LEAVES

According to Diocesan standards, the following is the established norm regarding clergymen's vacations:

A clergyman is entitled to at least three continuous weeks of vacation (including two Sundays) during a calendar year with full stipend. Attendance at Diocesan Assembly, ACYOA Annual Assembly, or Diocesan Clergy Conference shall not be included in the clergyman's vacation. A clergyman can apply unused vacation time to another calendar year, provided that the accumulated time not exceed two years' vacation. Vacation schedule shall be mutually agreed upon by the Parish Council and Clergyman, provided that, if the clergyman is to be absent for more than a month, the Diocesan Primate must receive at least three months prior notification (In the event of a transfer, a clergyman will be entitled to his full allowance of three weeks vacation, to be proportioned among the two parishes on the basis of one week of vacation for each third of a calendar year's service).

To further explain, according to Archbishop Torkom, the above "is the policy for the entire Diocese and applies to all parishes and pastors, and must be followed accordingly. Any question or proposed deviation from it must be cleared with the Primate".

If invited, the resident clergyman is encouraged to participate in the Midwest Hye Camp and the Midwest Youth Retreat. Any additional lengthy church-related leave (over one day) shall be jointly considered by the resident clergy and the Parish Council. The consideration is to be based on the benefits for and effects on the Holy Shoghagat Parish.

#### V DISTRIBUTION AND FILING OF GUIDELINES

Copies of the Parish Guidelines (which are distributed to parishioners) and copies of the Specific Parish Council Guidelines (which are not distributed to parishioners) shall be filed by the Parish Council Secretary. A list of present dues-paying members shall be attached to the Parish Guidelines distributed to the parishioners. Same shall be done regarding the copies filed by the Parish Council Secretary.