

 SAINTS  
PETER  
& PAUL  
GREEK ORTHODOX CHURCH

*Living the Faith...*



# PARISH ASSEMBLY

November 17, 2019

## PARISH ASSEMBLY AGENDA- November 17, 2019

1. Opening Prayer
2. Approval of Minutes – 2019 Spring Regular Parish Assembly
3. Priest's Report
4. Parish Bylaws Revision Approval
5. Parish Articles of Incorporation Revision Approval
6. Youth Protection Policy Implementation Plan
7. Parish Finances Reports
  - 2018 Parish Financial Statements Audit Report
  - 2019 Festival Report
  - 2019 Treasurer's Report
  - 2019 Stewardship Report
  - 2019-2020 Capital Projects Report
  - 2020 60<sup>th</sup> Anniversary Plan
8. 2020 Budget Presentation and Approval
9. 2020 Audit Committee Election (for 2019 statements)
10. 2020 Parish Council Candidates Nominations
11. 2019 Metropolis Clergy-Laity Meeting Report
12. Old Business
13. New Business
14. Adjourn and Closing Prayer

# APPROVAL OF MINUTES

# CLERGY REPORT

# PARISH BYLAWS UPDATE

The parish approved a complete revision to the parish bylaws at the 2018 Spring General Assembly. By established process in the Uniform Parish Regulations (UPR), the revision was sent to the Metropolis for review and subsequent approval by the Archdiocese.

- During recent Metropolis review, the parish was notified of proposed changes to the submitted revision.
- The Metropolis edits will have to go back for review to the council and will be brought back to the assembly once the changes have been reviewed.

# Parish Articles of Incorporation Revision Approval

The proposed revisions include:

- (1) amending the purpose of the parish to expressly state that it is “operated exclusively for religious, charitable, literary or educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code”;
- (2) adding a provision that the net earnings of the parish shall not inure to the personal benefit of any individual (not including reasonable compensation) and that a substantial part of the parish’s activities will not be political in nature;
- (3) adding a provision regarding the distribution of the parish’s assets upon dissolution (in compliance with regulations promulgated by the Archdiocese); and
- (4) minor typographical corrections.

# Youth Protection Policy Implementation



**What are  
the Policies?**

# Youth Protection Policy Implementation

## What is a youth worker?

- A “Youth Worker” is any person, whether clergy or laity, and whether paid or volunteer, who has successfully satisfied the required registration, training, and screening and is thus eligible to assist in any Youth Ministry Program or Event of the GOARCH.
- Youth workers ***are the only adults eligible to participate*** in youth ministry programs and events.
- How do you become a youth worker?
  - Submit your information to the parish safety administrator
  - Complete the background check (every 2 years) and training (every year)



# Youth Protection Policy Implementation

## What does this mean for us at SSPP?

- All ministries related to youth work will have to abide by the policies. This includes Agape, Hope Group, FLJ (Faith, Love, and Joy), GOYA, Altar Boys, Sunday School, Greek School, Athletics, and Children's Choir.
- All adults involved in these ministries, including parents who volunteer, will have to complete training and a background check in order to participate in youth ministry.
- The main goal is to get everyone trained and background checked by December 15<sup>th</sup>, 2019.
- After this, each ministry will receive a customized policy document with procedures and guidelines to follow.

# Youth Protection Policy Implementation

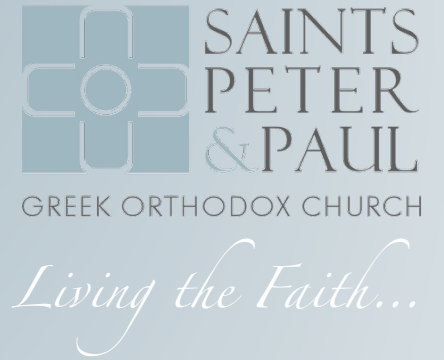


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For more information, visit [goarch.org/safety](http://goarch.org/safety) or contact your youth safety administrator by calling the church office at 847-729-2235 or email [\*parishadmin@ssppglenview.org\*](mailto:parishadmin@ssppglenview.org)

# PARISH FINANCE REPORTS

## 2018 Audit Report



### ■ 2019 Audit Board

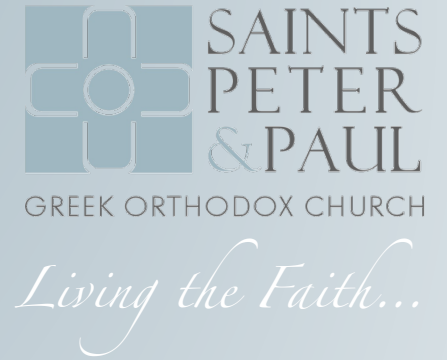
- *Patty Damisch*
- *Themis Galanis*
- *George Seletos*
- *Julie Stefanski*

### ■ 2018 Financial Statements

- Independently Audited by firm:  
FGMK
  - *Second year with FGМК*
  - *Audit Report available in  
September 2019*

# PARISH FINANCE REPORTS

## 2019 Festival Report



total collected = \$123,167.00  
total expenses = \$38,800.83  
total donations = \$16,873.22  
net proceeds = \$67,492.95

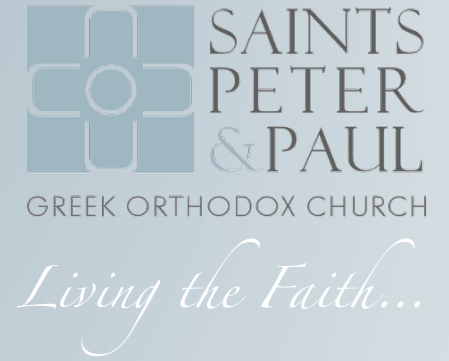
2018 Net: \$56,369.79

2017 Net: \$48,087.25



# PARISH FINANCE REPORTS

## Treasurer's Report



# Stewardship Report as of October 31, 2020

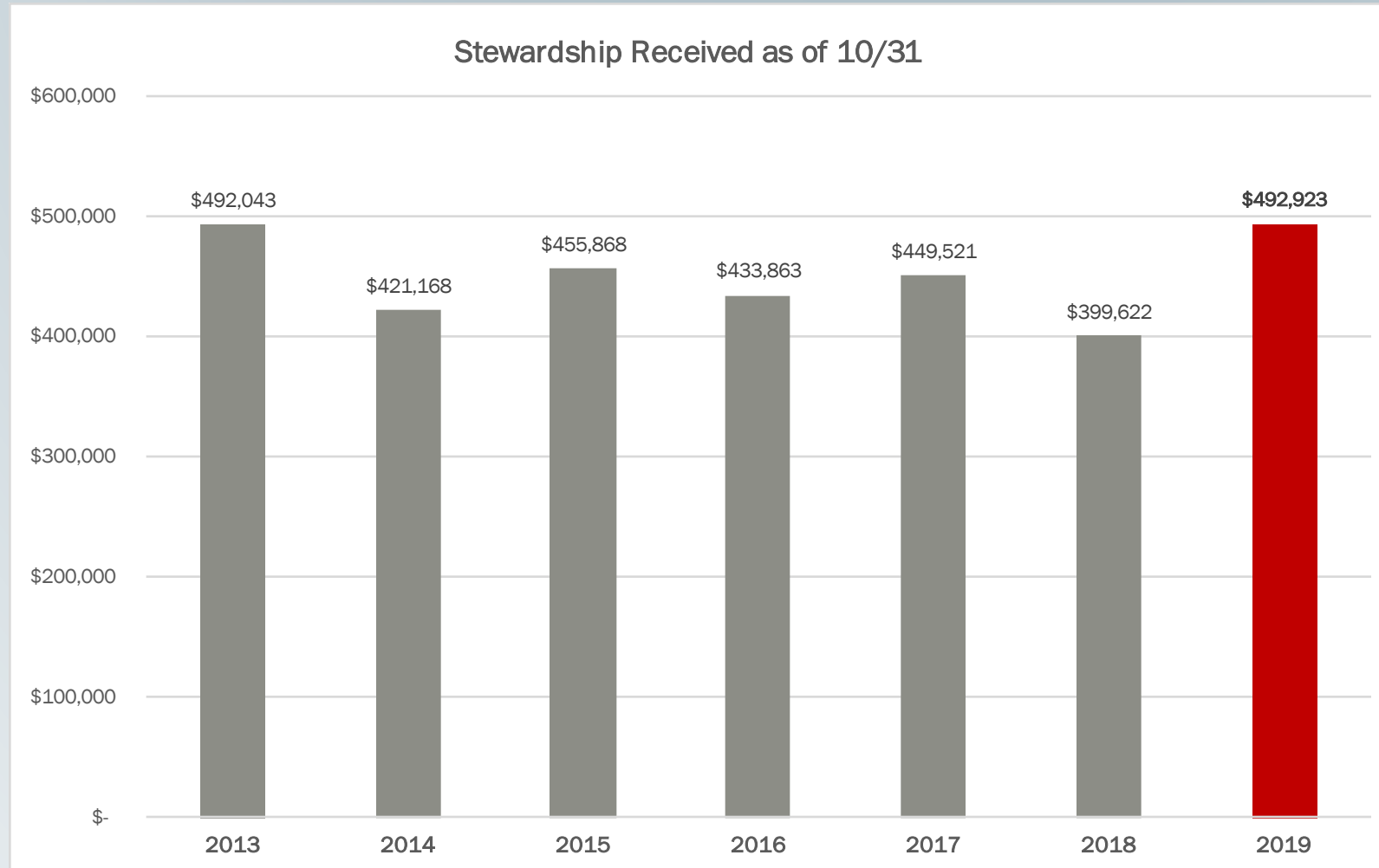
## *“Living the Faith-Putting God First”*

# Stewardship Trending

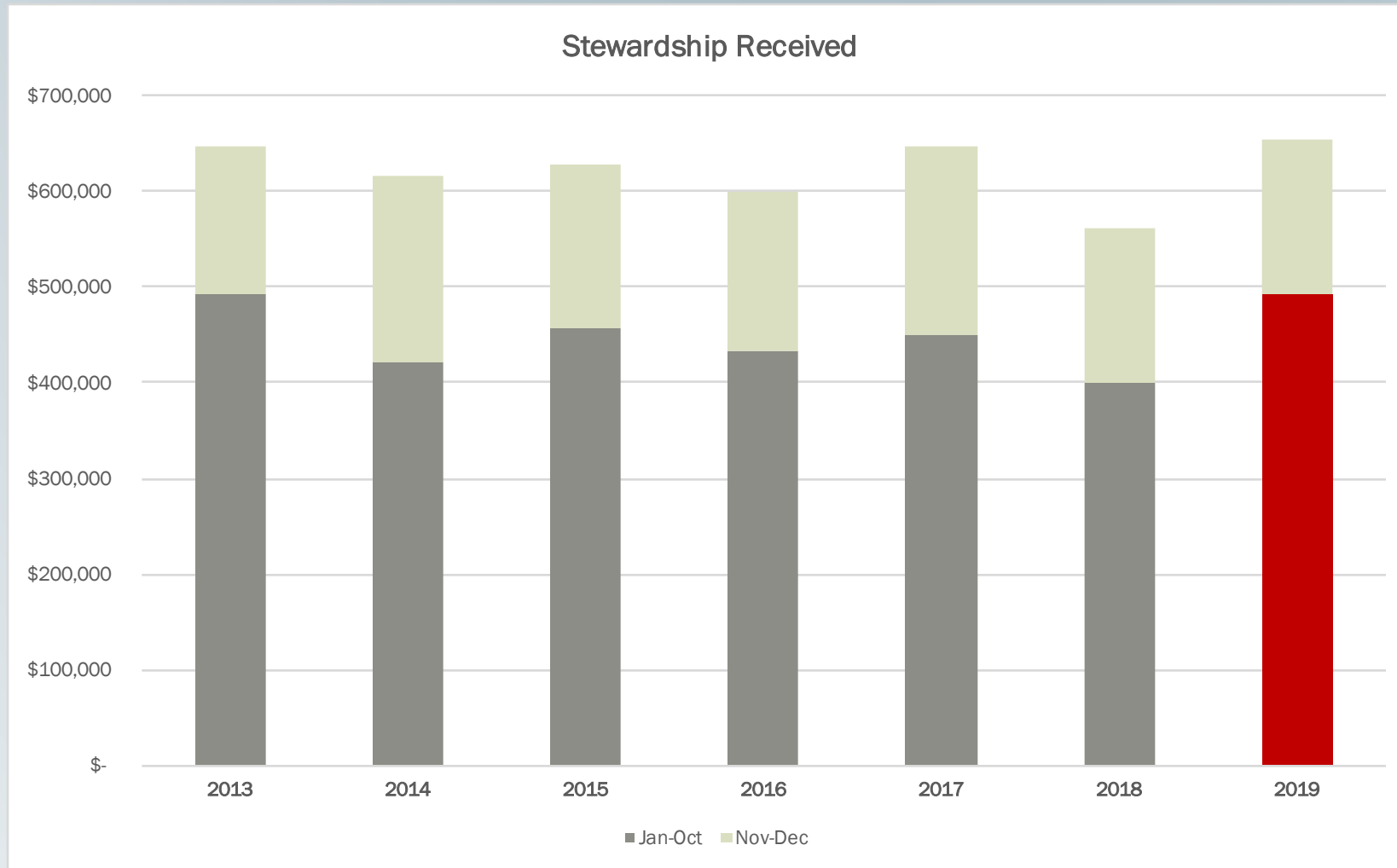


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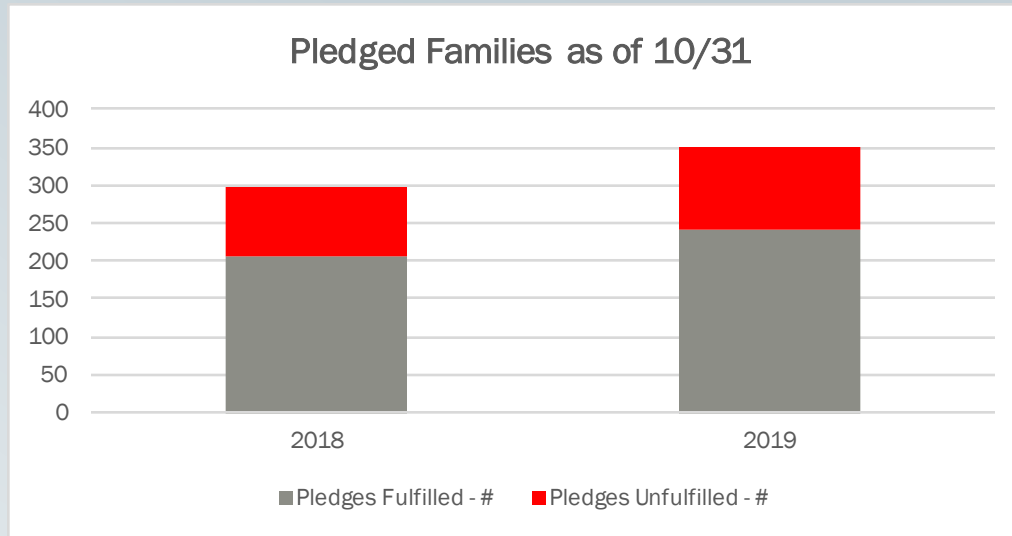
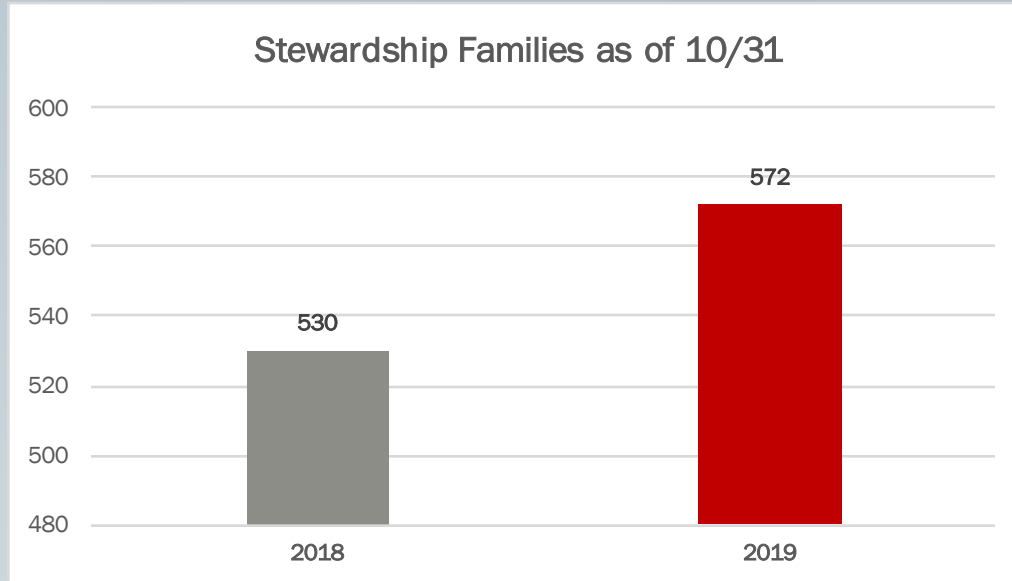


# Stewardship Trending





# Stewardship Family Trending

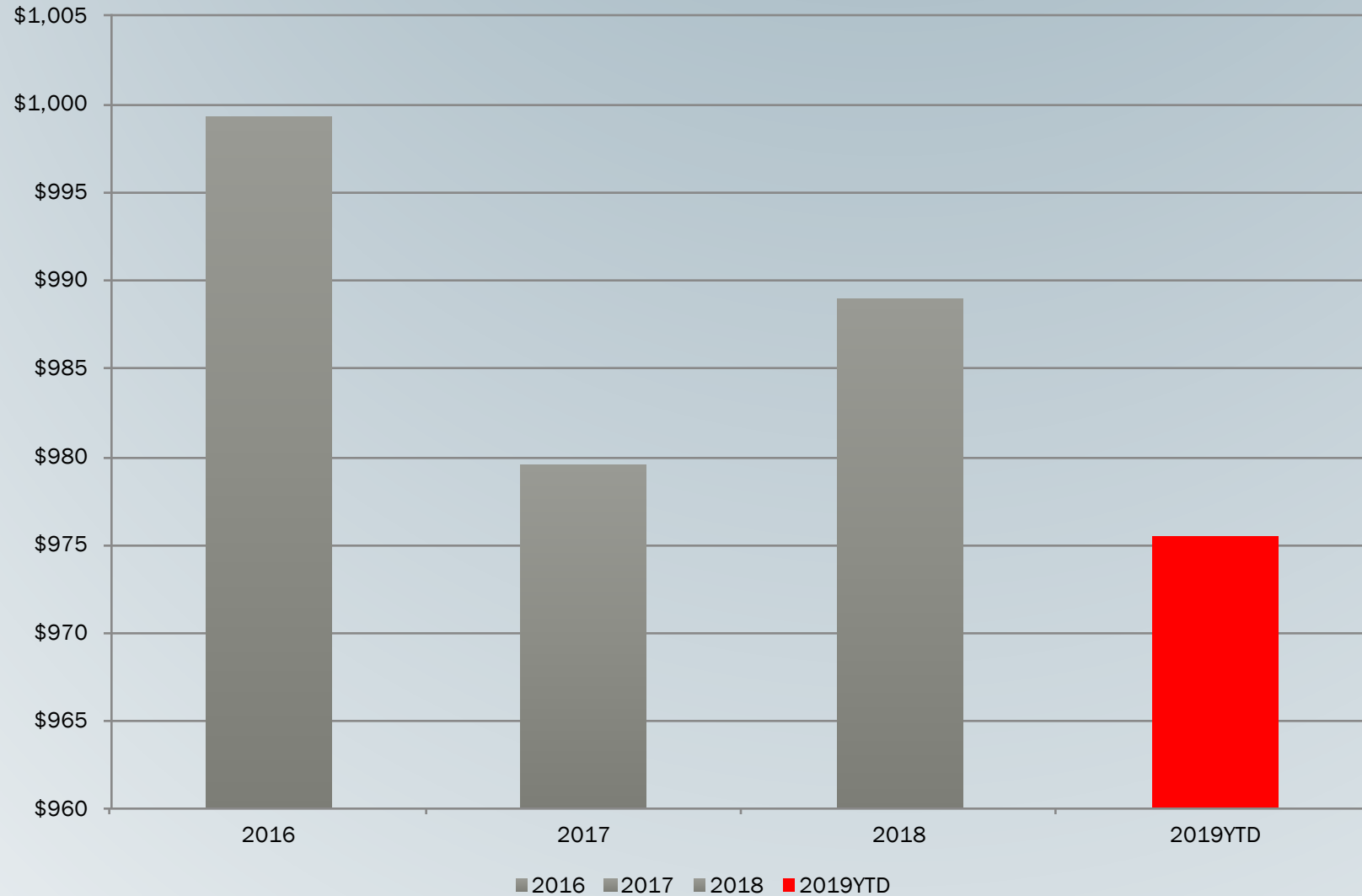


# Average Stewardship Trending



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# Stewardship=Operational Costs + Capital Campaign



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- Proliferation of our ministries and philanthropic work as a result of being fully staffed
- Capital Improvements underway; and more to come
- Current Stewardship levels must increase in order to cover Operational costs + Capital campaign investments

*“Where we have made up our mind to sow” – Saint Paul*

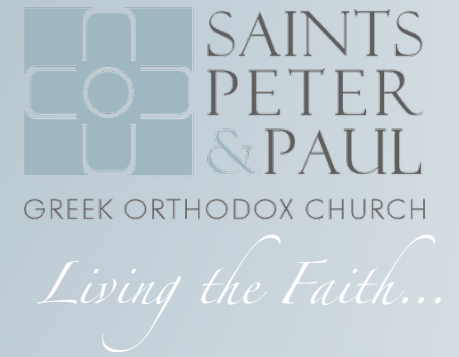
Giving 2% of your gross income to the parish in the form of Stewardship allows us to continue to invest in our youth, support our ministries, and follow through with the Sacraments in our church.

Please consider increasing your giving today  
by donating at [ssppglenview.org/stewardship-information](http://ssppglenview.org/stewardship-information)  
or by calling the church office at (847) 729-2235

If you should have any questions, please do not hesitate to contact  
Steve Callas- Stewardship Chair at [stevecallas@yahoo.com](mailto:stevecallas@yahoo.com) or 312.282.2765.

# PARISH FINANCE REPORTS

## CAPITAL PROJECT SUMMARY 2019-2020



### SPRING ASSEMBLY 2019

- Assembly approved the Capital Project for Year 1 (2019) on 05MAY2019
- Resolution as amended:
  - *Replace Community Center Roof and HVAC and Clerestory for not more than \$600K with capital funds*
- Total Estimates = \$589K
  - *Roof, Community Center (\$207K)*
  - *Roof, Gymnasium (\$125K)*
  - *HVAC, Community Center (\$207K)*
  - *Clerestory, Community Center (\$50K)*
- Next Steps:
  - ✓ *Execute Year 1 Capital Project – In process*
  - *Survey parish for inputs and next priorities*

## CAPITAL PROJECT SUMMARY 2019-2020

- Capital Project for Year 1 (2019) Summary
  - *Parish Council received and reviewed three (3) bids in response to the Community Center Roof and (4) bids for HVAC – Request for Quote (RFQ)*
  - *Parish Council on 19SEP2019 awarded the following bids:*
    - Contract to Reliable Roofing for up to \$265K; Roof
    - Contract to Althoff for up to \$290K; HVAC
  - *Completion of the project is expected mid-December*





Clerestory  
Repair in  
Progress



Clerestory  
Repair  
Complete



# Atrium Roof Replacement



# Gym Roof Replacement



# CAPITAL PROJECT SUMMARY 2019-2020

## OTHER ITEMS

- 🎬 Parking lot repairs approved by the Parish Council, originally scheduled for this week, have been deferred to April due to the construction and weather. Signs have been replaced, adding three additional handicapped parking spaces.
- 🎬 Temporary repairs were completed in the playground to stabilize the erosion from the streambed. Engineering costs alone estimated at \$14,000 for permanent repair
- 🎬 Develop priority for calendar year 2020 improvements

### ▪Next Steps:

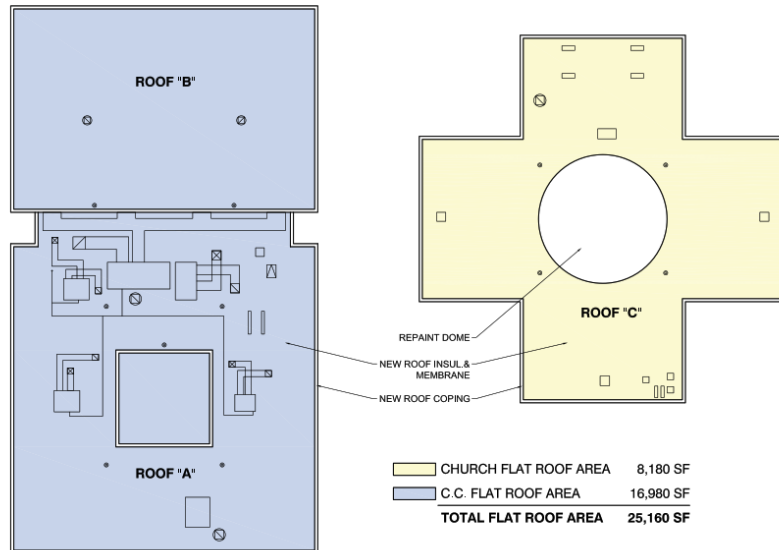
- Bring the Capital Project for Year 2 (2020) for approval at the Spring Assembly 2020
  - Refer to the Capital Campaign Master Plan report dated 26APR2019 by Behles + Behles for the Capital Project for Year 2 (2020)
    - Sanctuary Roof and HVAC

# CAPITAL PROJECT SUMMARY 2019-2020

- Capital Project for Year 2 (2020)
  - *Sanctuary Roof and HVAC*
  - *Total Estimate = \$500K*
  - *Reflected the capital project needs in SSPPs 2020 Budget Profit and Loss Statement*

## Building Exterior: Roofing

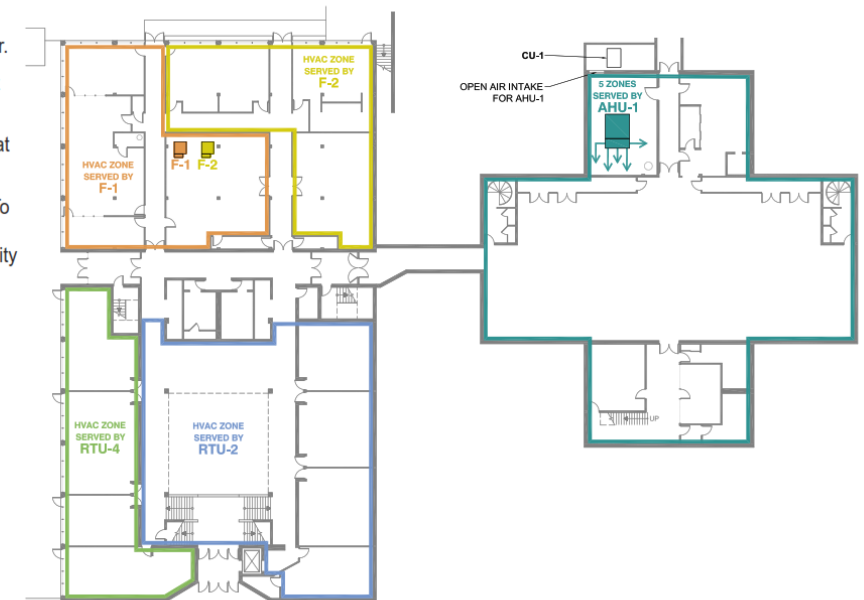
- Tear Off Existing Roof Membrane & Insulation
- Provide New Roof Insulation & Membrane
- Provide New Roof Flashing & Copings
- Repaint Church Dome



ROOF PLAN

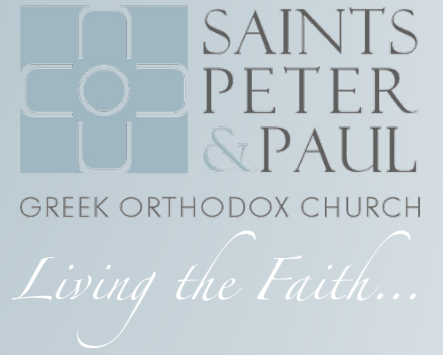
## Infrastructure: HVAC Systems

- Replace (5) Existing RTU's at Community Ctr.
- Replace 5-Zone AHU at Church
- Replace Exterior CU-1 at Church
- Upgrade (2) Furnaces To Provide Code Required Outdoor Air at Community Ctr.



LOWER LEVEL PLAN

# 60<sup>TH</sup> ANNIVERSARY CELEBRATIONS

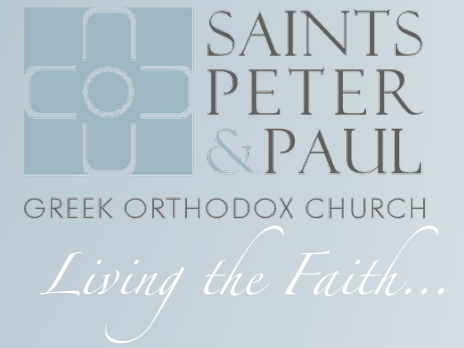


- Save the Dates in 2020:
  - *12-JANUARY: Parish Vasilopita*
  - *21-MARCH: Parish Lenten Service at Feed My Starving Children*
  - *19-SEPTEMBER: Parish Talent Show*
  - *11-OCTOBER: Parish Dinner Dance*
- Events target break even goals to maximize parish involvement and participation

# 2020 BUDGET PRESENTATION AND APPROVAL

# 2020 AUDIT COMMITTEE ELECTION

# ELECTION OF MEMBERS TO 2020 AUDIT BOARD



## ■ Duties

- *No less than 3 members elected at Fall Assembly*
- *Cannot become candidates for Parish Council*
- *Conduct audit review*
  - Parish 2019 financial reports
  - Review with independent audit firm
  - Report to assembly in 2020

## ■ 2019 Audit Board

- *Patty Damisch*
- *Themis Galanis*
- *George Seletos*
- *Julie Stefanski*

## ■ 2020 Audit Board Candidates



# 2020 PARISH COUNCIL CANDIDATES NOMINATIONS

# PARISH COUNCIL ELECTIONS

Parish Council General Elections  
to be held in Fellowship Hall on  
November 24 following Divine  
Liturgy

## Terms Complete in 2019

- Mary Alukos
- Keith Anderson
- George Burbules
- Voula Colburn
- Michael Carrozza
- Nicholas Colis
- Steve Koulogeorge
- James Santos
- Therese Speropoulos

## Applicants for 2020-21

- Mary Alukos
- Keith Anderson
- Voula Colburn
- Michael Carrozza
- Nicholas Colis
- Steve Koulogeorge
- Alex Michalakos
- James Santos
- Therese Speropoulos

# 2019 METROPOLIS CLERGY-LAITY



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## Highlights from Metropolis Clergy-Laity Assembly

### 1) Audit

- a. Most documentation missing 2015-2018Q1
- b. Burton Place value undocumented

### 2) 2020-21 budget

- a. Increased buffer to ~7% to ensure full Archdiocese reimbursement
  - i. Limited mean increase to parishes
  - ii. Parish assessments still pending
- b. Balanced with fundraisers
- c. Passed by assembly

### 3) Burton Place Sale

- a. FYI. ~\$700K in needed repairs for residential or office purposes
- b. Motion. Sale through professional realtors proposed
  - i. Large range on pricing from ~\$2-8M
- c. Motion. Proceeds to form Foundation
  - i. Restricted first use for funding of a Metropolis Center
  - ii. Subsequent use for endowment, proceeds divided to sustain center and metropolis operations
- d. Motions combined and passed by assembly

# 2019 METROPOLIS CLERGY-LAITY

## 4) St. Iakovos Retreat Center Funding

- a. Center actively pursues outside users, like local Catholic groups.
- b. 2016-2017 funding was ~ a 13<sup>th</sup> installment of the Assessment
- c. 2018-2019 no assembly, no budget, so funding voluntary
- d. 2020-2021 mandatory parish funding, but planned to diminish annually below the prior levels
- e. Actual levels per parish pending assessment breakdown
- f. Passed by assembly

## 5) Strategic Plan

- a. Start with why: *The Greek Orthodox Metropolis of Chicago exists to receive and share unconditional love, mercy, healing, and peace so that life has greater meaning and purpose.*
- b. Action plan in 16 areas to formulate ministries from best practices
  - i. Metropolis looking for volunteers to work on committees

## 6) Youth and Young Adults

- a. Protection policy implementation overview

# OLD BUSINESS

# NEW BUSINESS

# ADJOURN AND CLOSING PRAYER