

Should you be interested in serving on the parish council, the following is a description of the Executive board positions and their duties.

The executive board of the Church-School Congregation performs the following:

- decides and announces the date of the annual or special assembly and the place where it is to be held;
- keeps in good order the list of parishioners in good standing;
- represents the interests of the Church-School congregation whenever the need arises;
- executes the decisions of the assembly and directives from the higher church authorities;
- proposes in the budget to the assembly the priest's salary;
- appoints and releases employed personnel and proposes in its budget to the Assembly the amount of payment of said personnel and sees to it that the salaries are paid on time;
- Keeps an inventory of personal and real properties in its archives of the church-School congregation;
- Proposes the means for acquiring funds for the building and repair of the church, school, parish home and other buildings; submits plans and building estimates to the assembly for their initial approval and thereafter, submits the same to the diocesan authorities for final approval;
- Administers the property of the church-school congregation and provides for the needs of the church-school congregation;
- Prepares the agenda for the assembly and takes care of all matters needed for the work of the assembly'
- Prepares and submits budgets and annual financial statements to the assembly for its review and approval and forwards the same to the diocesan authorities for final approval;
- Submits reports of its work to the assembly;
- Sees that the budget of the church-school congregation is realized;
- Cares for the church library;
- Regularly inspects the condition, maintenance, order and cleanliness of all the church buildings of the church, school congregation;
- Regularly pays its prescribed assessments and financial obligations to the diocese, in accordance with the decisions of the church assembly (sabor) and the diocesan authorities

President – In addition to the priest, the president is the church school congregation's lawful representative before civil and ecclesiastical authorities. He calls meetings, open/closes them, proposes matters for discussion, and announces findings and decisions. He ensures peace & order maintained at meetings and all members adhere to agenda.

Vice president – When the president is unable to perform his duties, the Vice president is his substitute.

Secretary – to keep minutes of the board meetings; conduct all correspondence which they sign with the president; maintain the register of official church-school acts and maintain the archives of the congregation, exclusively in the church office.

Treasurer – keep a record of all income and expenditures throughout entire year; receives money from financial secretary and deposits in bank, pays salaries of priest and other personnel, pays all bills. He submits financial report to executive board and to annual assembly. Responsible for paying out all assessments to the diocese.

Financial secretary – is to keep a list of parishioners in good standing, with regard to their financial obligations and to received and record all income from all sources and to submit to treasurer. The treasurer and financial secretary must be bonded/insured by the church school congregation.

These positions are outlined in the UNIFORM RULES AND REGULATIONS FOR PARISHES AND CHURCH CONGREGATIONS OF THE SERBIAN ORTHODOX CHURCH IN NORTH AND SOUTH AMERICA and GENERAL REGULATIONS. If you wish to have more information, please call the office.