

**St. Spyridon Greek Orthodox Church
2012 Parish Council**

Father Andrew Scordalakis	Ben De La Riva
Bill Navrides, President	Dino Dougenis
Vlassi Kouris, 1 st Vice President	Jim Gilpin
Anthony Kyriakidis, 2 nd Vice President	John Kalas
Francesca Captain, Secretary	Ken Kleinhenz
Stephen Thiros, Treasurer	Jim Leventis
Anne Marie Almaraz	Jeff Mamalakis
Art Balourdas	Spero Tzathas

**Parish Council Standing Committees & Responsibilities
2012 Committee Members
1/27/2012**

Budget & Finance

Prepare the annual budget, monthly operating statements, set accounting controls and procedures of receiving and depositing of funds to the bank, supervise and/or monitor the cash activities of the Annual Festival and other Church functions, negotiate insurance contracts.

Evan Arapostathis	Bill Navrides
Daralynne Baddour	Spiro Preovolos
Jim Kesaris	Stephen Thiros, Chairperson
Vlassi Kouris	Spero Tzathas

Building, Aesthetics & Beautification

Assist the expansion and maintenance committee in color, furniture, fixtures and equipment coordination in order to attain a warm and comfortable feeling of the Church interior, hall and educational building.

Anne Marie Almaraz	Vlassi Kouris
Art Balourdas, Chairperson	Jim Leventis

By-Laws

Search for possible conflicts of the Archdiocese and Parish By-Laws and regulations, propose periodic Parish By-Laws revisions, have general knowledge of the Roberts Rules of Order to act as the Parish Council Parliamentarian.

Art Balourdas	Francesca Captain, Chairperson
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Choir

Assist the Choir to attain the optimum performance of the various programs and report to the Parish Council on needed financial and moral support.

Anthony Kyriakidis, Chairperson	Jim Leventis
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Church Procedures

Consult with the Priest and prepare a written outline with a brief explanation of the Church activities, provide a copy of the outline to all participants on duty during Church services, make sure that the participants understand and follow the outlined duties, review procedures periodically, and consult with the Priest for necessary revisions.

Evan Arapostathis	Jim Leventis
Vlassi Kouris	Jeff Mamalakis, Chairperson

Communications/Bulletin

Serve as a liaison between the Parish Council and all the Church organizations, report complaints and recommendations, promote communications between the Parish Council and the parishioners by any means you deem appropriate, improve the quality and contents of the parish media (bulletin, newsletter, website, etc.)

Anthony Kyriakidis	Stephen Thiros
Jeff Mamalakis	Spero Tzathas, Chairperson

Directory

Maintain and update the membership director noting necessary changes, additions and deletions; take steps to periodically print a new and revised directory.

Francesca Captain	Christina Frangos, Chairperson
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Elections Committee

Assist the Board of Elections and Nomination Committee on matters related to the Archdiocese and Parish By-Laws and regulations.

Jim Gilpin, Chairperson	Bill Navrides
Ken Kleinhenz	

Expansion Committee

Review the short term needs of the Parish, set priorities of the various projects and assist the Foundation on its long-term expansion program.

Mike Angeles	John Kalas
Art Balourdas	Anthony Kyriakidis, Chairperson
Dino Dougenis	Stephen Thiros
Jim Gilpin	Spero Tzathas

Festival Committee

(This committee was added per the minutes of the 1/12/99 General Assembly)

Will oversee all aspects of the annual festival and act as the liaison between the Parish Council and the festival chairperson (s) including the chairperson (s) of each booth. At least one member of the committee shall attend the festival meetings and report back to the Parish Council on items that the Parish Council can assist to better the events.

Anne Marie Alamaraz	Vlassi Kouris
Art Balourdas, Co-Chairperson	Anthony Kyriakidis, Co-Chairperson
Francesca Captain, Co-Chairperson	Stephen Thiros
Tony Demopoulos	Spero Tzathas, Co-Chairperson
Dino Dougenis	Michael Yeatts

Golf Committee

To conduct an annual golf tournament as a fundraiser for the benefit of the Church, including selection of the golf course, involvement of sponsors and players, organization of auction and games to raise funds, maintenance of a separate Church bank account as “seed money” and delivery of the net proceeds to the Church.

Francesca Captain	Jim Leventis
Christina Frangos	Spero Tzathas, Chairperson

Greek School

Maintain and improve the teaching quality of the Greek language, strive for high student enrollment and attendance. Per past years, the Director of the Program will give quarterly reports to the Parish Council and Educational Board.

Angel Gilpin	Jeff Mamalakis
Julie Karagianides, Chairperson	

Hall Rental Committee

To review and edit a Hall Rental Agreement, establish policies, set standards and monitor the Hall Rental and oversee all aspects of the Hall Rental and management.

Dino Dougenis	NEED CHAIR FOR THIS COMMITTEE
Jim Kesaris	Stephen Thiros
Anthony Kyriakidis	Spero Tzathas

Library/Bookstore Committee

The Library/Bookstore Committee’s mission is to ensure that the spiritual, educational, and cultural heritage needs of the community are served. The committee will maintain open communication and cooperation between the Parish Council and Library/Bookstore managers. To achieve this goal the committee will periodically meet with Library/Bookstore managers and then report back to the Parish Council. Specifically, the committee will:

- a) Informally review the Library/Bookstore’s financial condition on a semi-annual basis, and ensure that a year-end financial report is turned in by the end of each January for inclusion in the Parish’s annual audit.
- b) Review the Library/Bookstore’s organizational structure and assess its ability to achieve its goals.
- c) Assist the Library/Bookstore’s managers when miscellaneous issues require Parish Council attention.

Anne Marie Almaraz, Chairperson	Jeff Mamalakis
Evan Arapostathis	Spero Tzathas
Ben De La Riva	

Legacy and Gift Planning Committee

(This committee was added per the minutes of the General Assembly of March 23, 2008).

The Legacy Committee plans for, solicits, and manages long-term and large-scale donations to St. Spyridon. The committee works in conjunction with financial professionals to assist parishioners with estate planning intended to benefit the Church. The Legacy Committee also coordinates the capital campaign to raise funds for the future development of the Parish.

Mike Couris, M.D.	Jim Mellos
Themis Gallanis, Chairperson	Bill Navrides
Vince Hormovitis	Maria Trompas Stokes
John Kalas	Spero Tzathas
Jim Marinos	

Maintenance/Space and Storage Committee

Maintenance – Provide proper and timely maintenance of the Parish real and personal property, report functional inadequacies to the Parish Council, negotiate and request approval of all service contracts and overview the daily running of the Church.

Andreas Capetanakis	Jim Leventis, Co-Chairperson
Dino Dougenis	Jeff Mamalakis
Vlassi Kouris	Michael Strongylos
Anthony Kyriakidis	Spero Tzathas, Co-Chairperson

Space & Storage – Review periodically the storage needs of the Church, inspect the stored articles, dispose of items having no value and/or functional utility, secure sanitary conditions of all spaces and stored items, secure from Foundation rental agreements for space needed by Church and other Church related organizations.

Safety – (Sub-Committee)

Andreas Capetanankis, Co-Chairperson	Jeff Mamalakis
Dino Dougenis, Co-Chairperson	Michael Strongylos
Anthony Kyriakidis	Spero Tzathas

Personnel & Salary Review

Maintain open communications with all persons performing services (employees and non-employees) resolve conflicts resulting from “overlap” in duties and responsibilities or other Church related activities, find means to increase the morals to the highest possible level, set written objectives of all clerical and maintenance staff, conduct annual performance appraisals and submit recommendations for salary and benefit adjustments.

Evan Arapostathis	Bill Navrides, Chairperson
Jim Kesaris	Stephen Thiros
Vlassi Kouris	Spero Tzathas

Scholarship

Maintain policies and procedures to promote quality of education by means of our scholarship programs, administer the existing funds, encourage parishioners contributions to the scholarship program, coordinate with the City School Administration for the selection of eligible recipients of the annual Scholarship Grant, appoint the team of judges for the selection and set the time and place to grant the awards.

Evan Arapostathis	Anthony Kyriakidis
Ken Kleinhenz, Chairperson	Jim Mellos

Special Events

Schedule in October of the current year, ALL the special events for the NEXT year and report to the Parish Council for discussion and/or recommendations, assign sub-committee for each event in ADVANCE (secure reservations of public places, parks, etc.) and Community Hall on time, prepare and submit to the treasurer immediately after each event an accounting report. Help set up and schedule a MASTER CALENDAR with all Church groups/organizations.

Francesca Captain	Julie Karagianides, Chairperson
Nancy Chaconas (Epiphany Only)	Jim Leventis
Christina Frangos (Epiphany Only)	Bill Navrides

Stewardship/Membership

Stewardship – Explore the feasibility of other optional members contribution programs based on a stewardship concept, analyze the economic impact on the Church revenues and set up methods of its implementation. (According to the By-Laws there must be at least four members.)

Membership – Encourage members to attend all religious and social functions of the Parish, search for new members and encourage their financial support and personal services to the Church and cooperate with the Stewardship Committee to secure adequate revenues for a balanced budget.

Ben De La Riva	Bill Navrides
Jim Gilpin	Stephen Thiros, Co-Chairperson
John Kalas, Co-Chairperson	Spero Tzathas
Greg Kostas	

Youth/Sunday School

Youth – Determine and evaluate the needs of the Youth, assist in the implementation of the various activities, encourage involvement in all religious, social and business affairs of our community.

Sunday School – Enhance the quality of religious education for our Sunday School by means of working and interacting with the Sunday School personnel, monitor the quality of the teaching materials and procedures, search for quality teaching participation, promote full participation in enrollment and attendance of all children of our parish.

Anne Marie Almaraz	Dino Dougenis
Vlassi Kouris	Anthony Kyriakidis, Chairperson
Jeff Mamalakis	Bill Navrides

Welcome Committee

(This committee was added per the minutes of the General Assembly of March 20, 2011).

The Welcome Committee will be responsible for organizing a team with the mission to do the following:

- a) Meet and greet visitor(s), whether members or not of the Greek Orthodox Church, to the Church.
- b) The Welcome Committee will ask for their name, address, phone number and email address in the guest book.
- c) The Welcome Committee will introduce visitors to the members of the Community.
- d) The Welcome Committee will follow-up with a “thank you” call or card to the visitor(s).

Janet Burgess	Alina Kleinhenz
John Burgess	George Stanley
Maria Kelmis, Chairperson	Maria Trompas Stokes

St. Spyridon Community Vision & Strategy Committee

(This committee was added per the minutes of the General Assembly of November 27, 2011).

Parish Council approved names for committee at March 13, 2012 PC meeting.

Assess and explore the range of options using the Feasibility Study as a basis and present viable options to the community to receive a consensus on a final decision.

Father Andrew Scordalakis	John Kalas
Mike Angeles	Vlassi Kouris
Evan Arapostathis	Anthony Kyriakidis
Art Balourdas	Stephanie Mastorakos
Michelle Capetanakis	Bill Navrides
Michelle Joseph DeFelippi	Peter Preovolos
Ben De La Riva	Stephen Thiros
Dino Dougenis	Christine Trompas Tradas
John Frangos	Spero Tzathas
Jim Gilpin	Marilyn Kromydas Yeatts