

Regulations of The Syban Church

Uniform Archdiocesan Regulations

Uniform Diocese Regulations

Uniform Parish Regulations

2024

Syban Church Trust REG Gibraltar

TABLE OF CONTENTS

| | |
|--------------------------|-----|
| Preamble..... | 3 |
| Definition of Terms..... | 4-5 |

PART ONE PRIORY REGULATIONS

PART TWO ARCHDIOCESAN REGULATIONS

| Article | Page |
|--|------|
| 1 Organization of the Archdiocese..... | 6-8 |
| 2 Governance of the Archdiocese..... | 9 |
| 3 Responsibilities and Rights of the Cardinal..... | 10 |
| 4 Clergy-Laity Assembly..... | 11 |
| 5 Archdiocesan Council..... | 13 |
| 6 Archdiocesan Presbyters Council..... | 20 |
| 7 Amendment of the Charter..... | 20 |

PART THREE UNIFORM Diocese REGULATIONS

| Article | |
|---|----|
| 8 Organization..... | 21 |
| 9 Governance of the Diocese..... | 21 |
| 10 Responsibilities and Rights of the Bishop..... | 21 |
| 11 Local (Diocese) Clergy-Laity Assemblies..... | 23 |
| 12 Local (Diocese) Councils..... | 24 |
| 13 Diocese CLERGY Council..... | 25 |
| 14 Property of the Diocese..... | 25 |

PART FOUR UNIFORM PARISH REGULATIONS Chapter One: Parish and Parish Organization

| Article | |
|----------------|----|
| 15 Parish..... | 26 |

16 Parish Property..... 27
 17 Clergy..... 28
 18 Parishioner.....31
 19 Parish Ministries and Organizations..... 32
 20 Organizing New Parishes..... 32
 21 Organization and Parish Bylaws..... 33
 22 Non-Viable Parishes..... 34
 23 Merger of Parishes..... 34

Chapter Two: Parish Council

Article
 24 Parish Council..... 35
 25 Election of Parish Council..... 36
 26 Ratification of Election of Parish Council
 and Affirmation of Office..... 38
 27 Election of Parish Council Officers..... 39
 28 Meetings of Parish Council..... 39
 29 Duties of Parish Council..... 40

Chapter Three: Parish Administration and Finance

Article
 30 Parish Administration..... 42
 31 Parish Assembly..... 42
 32 Board of Elections..... 43
 33 Board of Auditors..... 43
 34 Parish Finances and Archdiocesan Total
 Commitment..... 44

**PART FIVE
 DISPUTE RESOLUTION PROCEDURES**

Article
 35 Dispute Resolution Procedures.....46

**PART SIX
 REVISION OF REGULATIONS**

Article
 36 Amendment of Regulations and Official Text..... 47

 Addendum A..... 48
 Addendum A-a..... 50
 Addendum A-1..... 51
 Addendum A-2..... 52
 Addendum A-3..... 53
 Addendum B..... 54

PREAMBLE

On January 3, 2012 the Syban Church was founded under its Charter, the Declaration of Trust of the Syban Church, by the Prioress of Syban with consideration, reflection, and spiritual awareness. The Syban Charter affirms the unity and oneness of the Syban Church. Until such time as there are enough Parishes and parishioners, the Priory of the Syban Church shall act as the Archdioceses and Diocese to chartered Parishes and chartered entities. In due course, entities will be established and elevated to the respective positions within the body of the Syban Church. These Regulations of the Syban Church, and its respective components, such as Archdioceses, address contemporary issues and needs, and reflect the true spirit of the Holy Book of Syban and our mission as members of the faithful of the Syban Church, and provide for the promulgation of the Regulations to implement the governance of the Church and its organs.

In July 2011, Prioress Aphrodite envisioned the establishment and foundation of the Syban Church. Prioress Aphrodite then directed the Pre-Foundation Administration Committee of the Syban Council to lead the work to author these Regulations of the Syban Church. The Syban Church would be formed upon the works completion. The intense labors of the Pre-Foundation Administration Committee was enhanced by significant contributions from the Prioress. The Regulations contained herein are the result of that work, a work of high quality, a spirit of unity and responsibility, representing well over one thousand hours of cumulative effort.

The Regulations of the Syban Church contain the policies, rules, operation procedures and controls to promote effective governance of Church activities at all levels; plus, communications procedures to assure those in positions of responsibility understand these policies, rules and regulations and the obligations of their position.

The Regulations of the Syban Church include Part One, Archdiocesan Regulations; Part Two, Uniform Diocese Regulations; Part Three, Uniform Parish Regulations; and, Part Four, Revision of Regulations.

On January 3, 2012, after the establishment of the Syban Church Trust REG in Gibraltar, the proposed Regulations of the Syban Church, contained herein, were adopted by the 1st Council of the Syban Church in Gibraltar, and was ratified by the Prioress of Syban.

DEFINITION OF TERMS

ARCHDIOCESE The eparchy of the Priory in a respective continent which serves and pastors to the Syban Parishioners who live on the said continent.

ARCHDIOCESAN CHARTER or CHARTER The canonical and jurisdictional grant of authority from the Prioress of Syban to a respective Archdiocese together with any modifications or amendments thereto.

ARCHDIOCESAN CLERGY-LAITY ASSEMBLY or ASSEMBLY The highest legislative body of a respective Archdiocese in matters other than tenets and canonical.

ARCHDIOCESAN COUNCIL or COUNCIL The advisory and consultative body to the Cardinal and the Council as well as the interim decision making body between Assemblies. In the alternative, the members thereof.

ARCHDIOCESAN PRESBYTERS COUNCIL or APC The representative body of the Clergy of the Archdiocese.

BISHOP The Leading Clergy Member in a respective Diocese who serves under the authority of the respective Cardinal.

CARDINAL The Leading Clergy Member of a respective Archdiocese of the Syban Church, Exarch of the Prioress of Syban for their respective continent and President of the respective Council.

CHANCELLOR The Leading Clergy Member of a tribunal.

CONSORT TO THE Prioress / PRIOR of SYBAN The escort / spouse, and auxiliary to the Head and Protector of the Syban Church.

DEACON an ordained minister of an order ranking below that of Priest / Priestess, or a lay officer appointed to assist a minister, especially in secular affairs.

DIOCESE An ecclesiastical see of the Archdiocese headed by a Bishop in a respective country.

DIOCESE COUNCIL or COUNCIL The Diocese Council of a respective Archdiocese and the ecclesiastical instrument (body) of governance of said Archdiocese comprised of the Cardinal and Bishops as members.

DIOCESE CLERGY COUNCIL The representative body of the Clergy of a Diocese.

DIRECT ARCHDIOCESAN DISTRICT or ARCHDIOCESAN DISTRICT The local ecclesiastical see of a respective Cardinal.

LEADING CLERGY MEMBER The highest ranking clergy member of a respective subdivision of the Syban Church.

HIGH PRIESTESS / HIGH PRIEST A canonically ordained clergy-person who is has gone through the Matrix Initiation of the Syban Church by nomination of the Prioress/Prior only.

HOLY COUNCIL The Council of Syban. The 26 member spiritual advisors to the Syban Church, where each member is called a “Councilor”.

LOCAL CLERGY-LAITY ASSEMBLY or LOCAL ASSEMBLY The meeting of the parishes within the Archdiocesan District and each Diocese.

LOCAL (DIOCESE) COUNCIL or LOCAL COUNCIL The advisory and consultative body to the Cardinal for the Archdiocesan District and to the local Bishop for each Diocese.

PARISH The local organized congregation of members of the faithful of the Syban Church within a respective Diocese headed by a Priestess/Priest.

PARISH ASSEMBLY The general meeting of the members of the Parish.

PARISH COUNCIL The administrative body of the Parish.

PRIESTESS / PRIEST A canonically ordained clergy member in the Syban Church. May be appointed to become a Leading Clergy Member of a respective parish.

PRESIDING PRIESTESS / PRIEST The Leading Clergy Member of a respective Parish where more than one Priest / Priestess is assigned.

PRIORESS / PRIOR of SYBAN or PRIORY The Holy and Universal Head and Protector of the Syban Church.

REGULATIONS OF THE SYBAN CHURCH or REGULATIONS Including the Regulations, the Archdiocesan Regulations, the Uniform Diocese Regulations and the Uniform Parish Regulations.

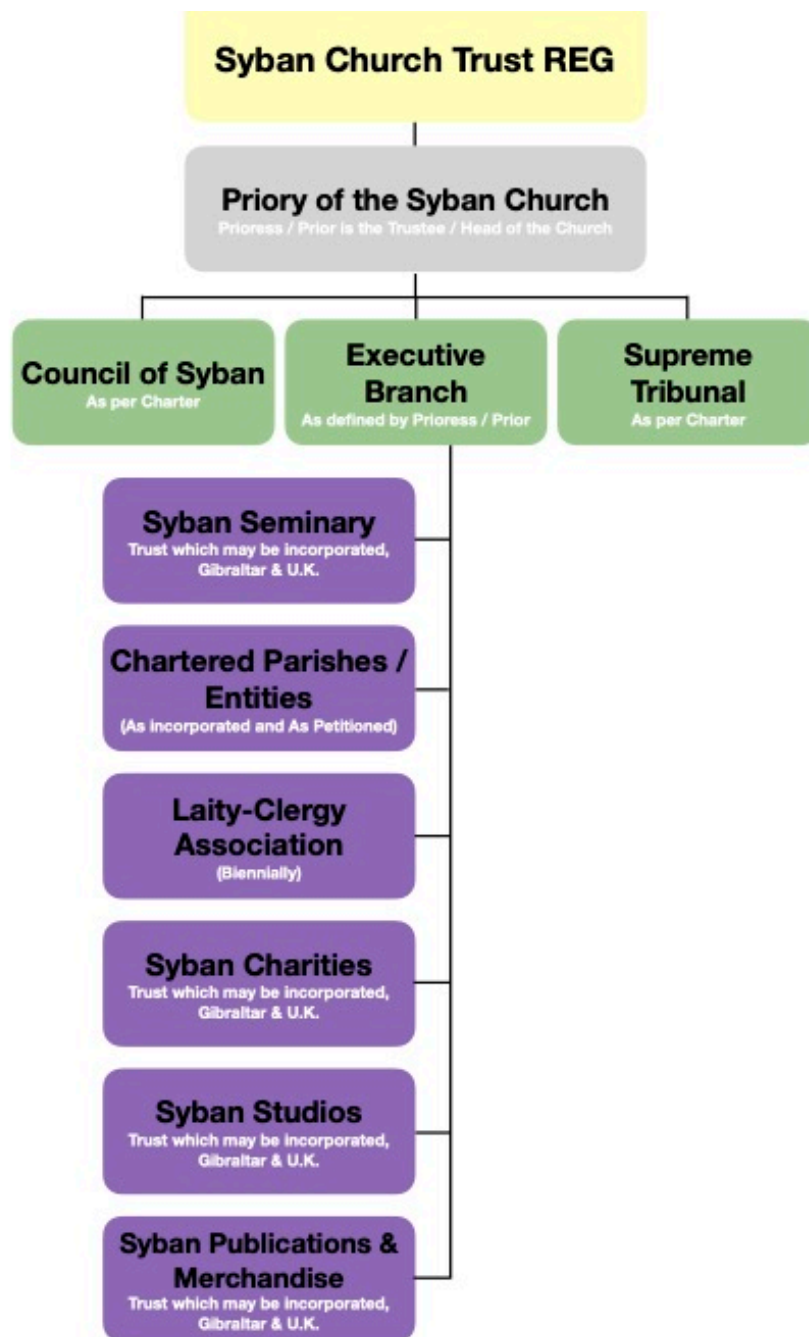
SEMINARIAN A member of the Syban Faith who is enrolled in the courses of study of the Seminary of the Syban Church.

SPIRITUAL COURTS / TRIBUNALS The judicial bodies of the Syban Church having jurisdiction over spiritual and canonical matters.

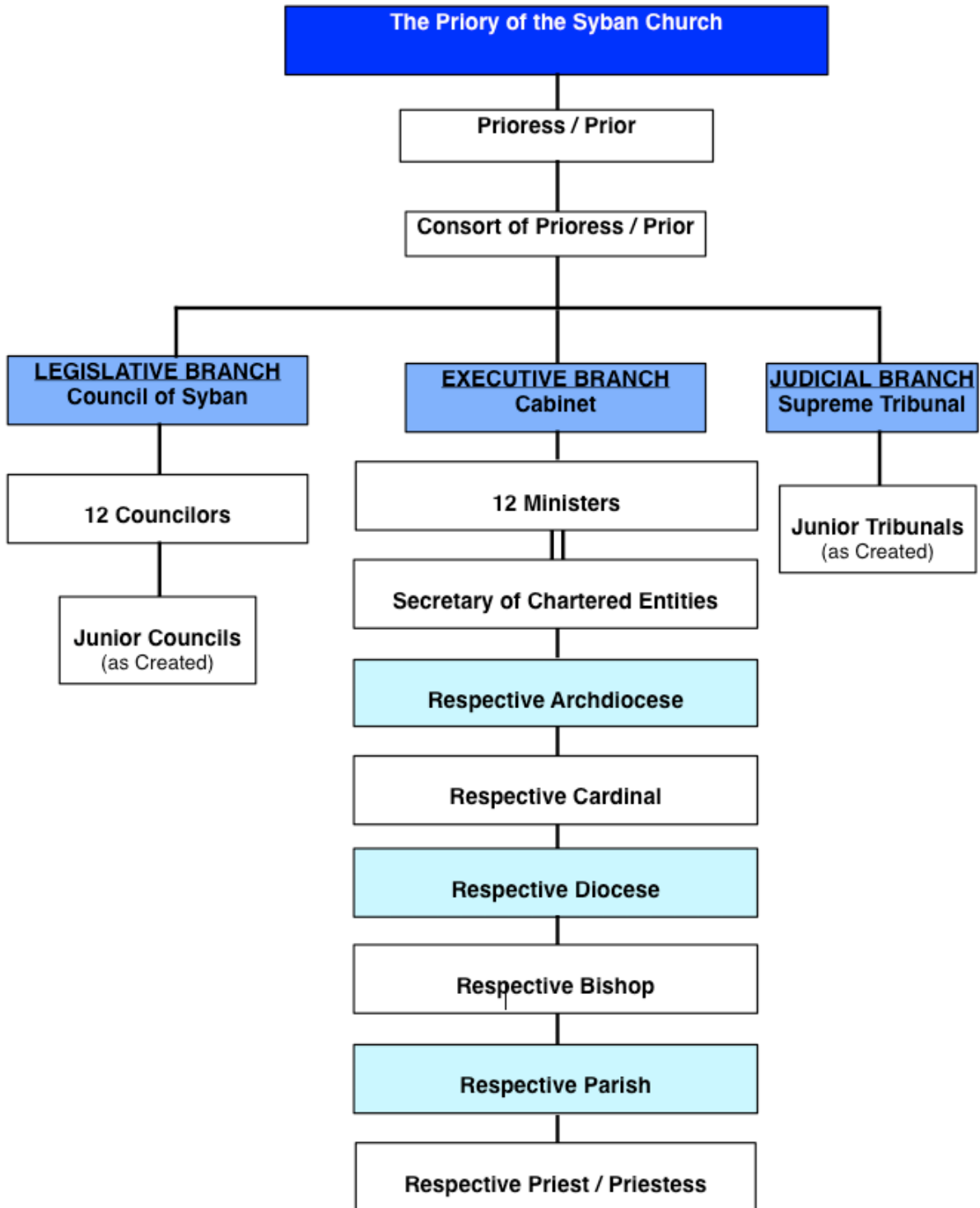
SYBANIST A member of the Syban Faith.

SYBANISTERY (IES) Communities of SYBANISTS of a respective Diocese organized and functioning in accordance with the canons of the Church and the Special Regulations pertaining to SYBANIST Communities.

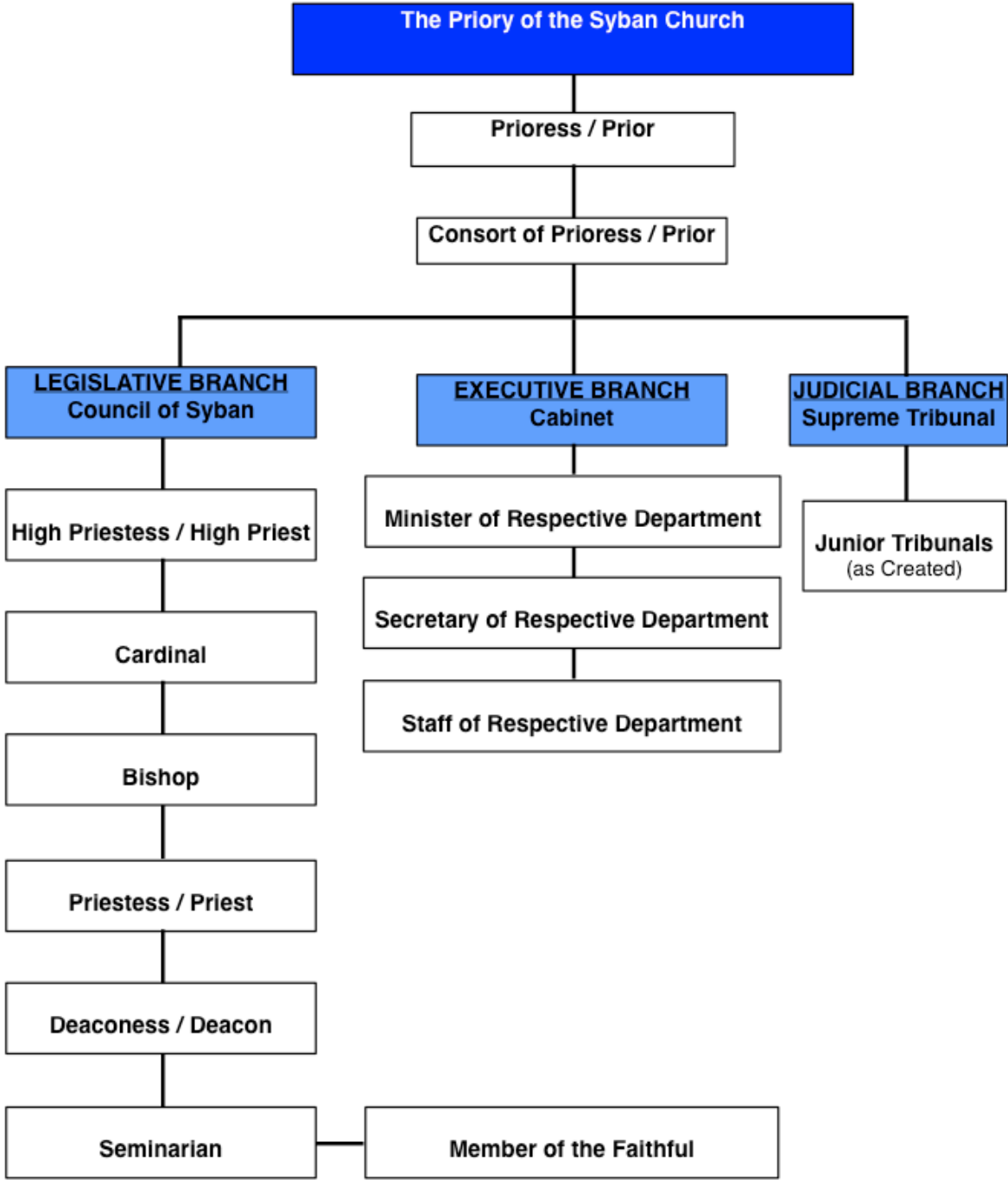
Chartered Entities Organization Chart



Syban Church Organization Chart



Ecclesiastic Organization Chart



REGULATIONS OF THE SYBAN CHURCH

PART ONE: PRIORY REGULATIONS.

See the Charter of the Syban Church, also known as the Declaration of Trust of the Syban Church.

PART TWO: ARCHDIOCESAN REGULATIONS

ARTICLE 1: ORGANIZATION OF THE ARCHDIOCESE

Section 1: The Archdiocese, the Eparchy of the Priory in a respective continent is one indivisible entity in its entirety. It is comprised of the Direct Archdiocesan District, headed by the Cardinal, and the respective Dioceses of the Archdiocese, each of which is headed by a Bishop.

Section 2: The number, seat and boundaries of each Diocese are designated by the Archdiocesan Council and are submitted to the Priory for evaluation and decision. The decision of the Priory is final.

Section 3: Each Archdiocese shall have its seat in a city that is selected by the Priory and shall be established as a legal entity in that jurisdiction.

Section 4: Neither the Archdioceses nor their respective Dioceses are membership organizations.

ARTICLE 2: GOVERNANCE OF THE ARCHDIOCESE

Section 1: An Archdiocese is governed and administered in accordance with the Faith, Tradition and principals of the Syban Church together with the provisions of the Charter of the Syban Church, these Regulations, and the decisions of the Priory, the Council, and of the Assembly.

Section 2: Comprised of the Cardinal as President and the Bishops as members, the Council is the ecclesiastical instrument of governance of the Archdiocese.

Section 3: Except for tenets and canonical matters, the Clergy-Laity Assembly is concerned with matters which affect the life, mission, growth and unity of the Archdiocese. It is the legislative instrument of governance of the Archdiocese.

Section 4: Except for tenets and canonical matters, the Council is concerned with matters which affect the life, mission, growth and unity of the Archdiocese. The Council is an advisory and consultative body to the Cardinal as well as the interim decision making body between Assemblies.

Section 5: In the event that action becomes necessary between Assemblies, the Council shall exercise the authority of the Assembly when so convened by the Cardinal and advised as to the purpose and necessity therefor.

ARTICLE 3: RESPONSIBILITIES AND RIGHTS OF THE CARDINAL

Section 1: The Cardinal of a respective Archdiocese presides over the Diocese Council and is the Exarch of the Prioress of Syban on their respective continent. In their capacity as Cardinal, as

President of the Diocese Council and as Exarch of the Prioress of Syban, among their other rights and responsibilities, the Cardinal:

A. Exercises and performs all of the rights and duties designated for their office by the Holy Canons and the Charter.

B. Is responsible, together with the Diocese Council over which they preside, to the Prioress of Syban concerning the canonical and orderly functioning, life, governance and activities of the one and indivisible Archdiocese.

C. Reports to the Prioress of Syban, to which they forward an annual report on the status of the entire Archdiocese.

D. Administers the Archdiocese as a whole and is directly responsible for pastoring and governing their own Archdiocesan District.

E. Oversees and coordinates, together with the Diocese Council and the Archdiocesan Council, the work which is planned and carried out in each Diocese, through which the unity of the indivisible Archdiocese is secured and enhanced.

F. Ordains and installs the Bishops in their Dioceses.

G. Supports their fellow Leading Clergy Members in a brotherly/sisterly manner as they implement the unified programs of the Archdiocese.

H. Presides over the Council, the Archdiocesan Clergy-Laity Assemblies, the meetings of the Council and the boards of trustees of the major institutions and organizations of the Archdiocese.

I. Represents the Archdiocese and the Prioress of Syban in any dealings with all ecclesiastical and civil authorities within their respective Archdiocese.

J. Presides as Exarch of the Prioress of Syban over Pan-Syban Councils, meetings and Assemblies and promotes and fosters harmony and cooperation among all Syban Faithful in the Archdiocese.

K. Is responsible for internal Syban and inter-religious activities in the Archdiocese.

L. Cultivates and strengthens the bond of unity between the Archdiocese and the Prioress of Syban.

M. Presides at the Spiritual Court of the Second Instance.

N. Distributes the Ceremonial Utensils, Gifts, and other items received from the Prioress of Syban, to the Bishops in the Archdiocese in accordance with the instructions of the Prioress.

O. Submits the decisions of the Assembly on behalf of the Diocese Council to the Prioress of Syban for approval.

P. Submits the Regulations on behalf of the Diocese Council to the Priory for final review and approval.

Q. Makes the initial placement of a clergyman in consultation with the Bishop in whose Diocese the clergyman will be placed.

R. Carries out and implements the provisions of the Charter.

ARTICLE 4: CLERGY-LAITY ASSEMBLY

Section 1: The Archdiocese shall hold an Assembly biennially convened by the Cardinal or in special session as they may determine. The location and dates of the Assembly shall be determined by the Cardinal in consultation with the Council.

Section 2: Except for tenets and canonical matters, the Assembly is concerned with all other matters which affect the life, mission, growth and unity of the Archdiocese and especially the uniform administration of the Archdiocesan District, the Dioceses, and the Parishes. It is also concerned with the educational programs, financial programs and philanthropic concerns of the Archdiocese as well as the participation and role of the Archdiocese in the life of its respective continent. The Assembly makes such decisions as it deems appropriate.

Section 3. The Assembly is the legislative instrument of governance of the Archdiocese.

Section 4: The presiding officer of the Assembly shall be the Cardinal or their designee. The Secretariat shall be appointed by the Chair.

Section 5: The Assembly is comprised of the Cardinal, the members of the Council, Bishops, the voting members of the Archdiocesan Council, the Chancellors of the Dioceses, the Vice Presidents of the Diocese Councils, each of whom are voting Delegates (collectively referred to herein as the “Ex Officio Delegates”) and clergy and lay representatives of each Parish in the Archdiocese.

Section 6: Each Parish, which is current in its financial obligations to the Archdiocese for the year preceding the Assembly, shall be represented by the Parish Priest/Priestess, the Parish Council President and in their or her absence the Vice President or in their or her absence any member of the Parish Council designated by it, and two (2) persons elected by the Parish Assembly. In the event of need and upon request, a Parish which is not current in its financial obligations to the Archdiocese may be authorized to participate in the Assembly by its respective Leading Clergy Member.

Section 7: Each delegate to the Assembly shall be in good standing in a Parish as described in the Article 18, Sections 1 through 3.

Section 8: Each delegate to the Assembly shall:

A. Be entitled to one (1) vote on any issue put to a vote. No proxies shall be permitted.

B. Serve on only one (1) Assembly Committee and may not serve on another unless:

1. The work of the first Committee has been concluded; and,
2. No other delegate from the same Parish is serving on the second Committee;

and

3. The Chairperson of the second Committee approves the participation of the delegate.

C. Provide a written report of the proceedings of the Assembly together with copies of any written reports that were distributed, to their or her Parishes, at the Parish Assembly immediately following each Assembly.

Section 9: The Ex Officio Delegates and the Parishes shall be notified in writing of the dates and location of the convening of the Assembly no later than one hundred and eighty (180) days in advance of the Assembly. This written notice shall be sufficient if published in the official publication of the Archdiocese.

Section 10: Any Parish having issues it wishes considered at the Assembly shall:

A. First obtain the approval of its Parish Assembly;

B. Present them to the Local Assembly for consideration; and,

C. If approved, the Diocese shall transmit them to the Archdiocese for inclusion in the Agenda of the appropriate Assembly Committee.

Section 11: If the Local Assembly does not meet within one (1) year prior to the forthcoming Assembly or within sufficient time for the submission of issues as specified herein, the Parishes in that Diocese may submit their proposals and recommendations to the Local Council for consideration provided that such proposals and recommendations have been approved by the Parish Assembly of any such Parish and that proof of such approval accompanies the submission. Upon approval by the Local Council and within the time provided for in Section 12 of this Article, the issues shall be submitted to the Archdiocese. In addition, the Local Council may submit, within the time provided for in Section 12 of this Article, to the Archdiocese for inclusion on the Assembly agenda, any item approved by a two thirds (2/3) vote of the Local Council.

Section 12: In order to assist the Archdiocese in the preparation of the agenda, each Local Assembly or Local Council where applicable shall submit the items which have been approved for inclusion in the agenda of the appropriate Committee of the Assembly within thirty (30) days after they have been approved and not later than ninety (90) days before the convening of the Assembly, together with the reasons for each item.

Section 13: The Archdiocese shall prepare the Agenda for the Assembly and shall submit it to the Ex Officio Delegates and the Parishes no later than sixty (60) days prior to the convening of the Assembly. It is the responsibility of each Parish to disseminate the Agenda and any other materials pertaining to the Assembly to its delegates.

Section 14: The decisions of the Assembly are submitted by the Council through its President, the Cardinal, to the Priory for approval. In the event that no response is received from the Priory within ninety (90) days following receipt of the decisions by it, the decisions shall be deemed approved.

Section 15: Following approval, the decisions must be faithfully and firmly adhered to by the Archdiocesan District/Dioceses as well as all Parishes, whether or not they were represented at the Assembly and regardless of whether they voted with the minority or abstained.

Section 16: The Assembly or any of its Committees may adopt Rules of Procedure for the conduct of their business.

Section 17: Except for canonical and tenets matters and insofar as is consistent with this Article and custom and practice of prior Assemblies, *Robert's Rules of Order, Newly Revised*, latest edition, shall be the official parliamentary authority for the Plenary Sessions of the Assembly.

Section 18: A majority of the Parishes of the Archdiocese who are present and represented by one or more delegates shall constitute a quorum.

Section 19: A majority vote of the delegates present and voting shall be required in order to adopt any proposals before the Assembly except as may be otherwise specified in these Regulations or in *Robert's Rules of Order*, whichever may be applicable.

ARTICLE 5: ARCHDIOCESAN COUNCIL REGULATIONS AND RULES OF PROCEDURE

Section 1: Purpose and Duties:

A. Except for doctrinal and canonical matters, the Council is concerned with matters and issues that affect the life, growth and unity of the Archdiocese and takes such decisions thereon as are required.

B. The Council is the advisory and consultative body to the Cardinal and to the Council.

C. The Council is concerned with the ministries, institutions and financial affairs of the Archdiocese.

D. The Council interprets and implements the decisions of the Assembly.

E. The Council interprets and implements the Regulations adopted by the Assembly pursuant to the Charter on matters within its jurisdiction.

F. The Council exercises interim authority in lieu of the Assembly when:

1. So convened by the Cardinal; and,
2. Advised as to the purpose and necessity therefor.

G. The Council has a role with respect to Leading Clergy Member Elections as follows:

1. An advisory opinion regarding the person of the Cardinal to be elected.
2. A consultative role regarding the qualifications and nomination of candidates for Bishops.

H. The Council proposes Regulations for promulgation by the Assembly and proposals for Amendment of the Charter to the Priory.

Section 2: Membership and Term

A. Composition of the Council: The Council shall be comprised of the following voting members:

1. The Cardinal as President
2. The Bishops of the Archdiocese
3. The Chancellor of the Archdiocese
4. The High Priests & The High Priestesses of the Archdiocese

B. Term: The members of the Council shall serve for a term beginning at the conclusion of each Assembly until the conclusion of the next succeeding Assembly or until their successors shall be elected or appointed, whichever is later.

C. Service as a member of the Council is an ecclesiastical ministry and as such constitutes a high honor. For this reason, all voting members of the Council shall execute the Disclosure Statement (attached hereto as Addendum A-1) pursuant to the Disclosure Policy (attached hereto as Addendum A) prior to assuming their office.

D. Compensation/Reimbursement: No Council member shall be compensated for their or her services nor shall any member receive reimbursement from the Archdiocese for any expenses incurred in connection with their service as a Council member. The travel desk of the respective Archdiocese shall pay for all necessary travel, lodging, and accommodations for traveling Councilors in accordance to regulations and legal restrictions of the local jurisdictions.

E. Proxies: No proxies shall be permitted.

F. Cessation of Membership: Any member of the Council may be suspended or dismissed by the mutual agreement of the Cardinal and the Chancellor or cease to be a member for the following reasons:

1. Unexcused absence from two (2) consecutive meetings of the Council.
2. Conduct unbecoming a member of the Council or inconsistent with the directives and objectives of the Council or not in good standing in their or her Parish as specified in Section D. above.
3. The submission of a letter of resignation to the Cardinal by a Council member.
4. Failure or refusal to execute a Disclosure Statement as provided in Subsection F. above.

J. Vacancy: In the event of the resignation, or inability of any member of the Council to serve for any reason, the Cardinal, with respect to their appointees or with respect to the Archdiocesan District or the Bishop from whose jurisdiction the member serves, may appoint a successor to serve for the unexpired term.

Section 3: Officers and Duties:

A. Officers: The Council shall have the following Officers:

1. President: The Cardinal is the President and Chairman and presiding officer of the Council. They convene meetings of the Council, of the Executive Committee or of any Standing or Special Committee as they may deem necessary or appropriate. They may also designate another person as the presiding officer of the meetings.

2. Vice President: the person who, upon designation by the Cardinal, shall preside at the meetings of the Council and the Executive Committee. The Vice President shall serve as the Corporate Vice President of the Archdiocese with such authority and powers as are provided for under applicable law. The Vice President shall also undertake such other responsibilities as may be assigned by the President.

3. Secretary: who shall be responsible for the maintenance and distribution to the proper parties of the minutes of all meetings of the Council, the Executive Committee and of the Assembly and shall serve as Corporate Secretary of the Archdiocese with such authority and powers as are provided for under applicable law.

4. Treasurer: who shall serve as an ex-officio member of the Finance and Audit Committees and shall also serve as the Corporate Treasurer of the Archdiocese with such authority and powers as are provided for under applicable law.

B. Election: Except for the Cardinal, the Vice President, the Secretary, and the Treasurer of the Council shall be elected from among the members of the Council. The Officers shall be elected at the first meeting of the Council following the Assembly and shall serve until the next such election.

C. Vacancy: In the event of a vacancy in any of the foregoing offices, the Cardinal shall appoint the successor.

D. Term Limits: Neither the Vice President nor the Treasurer shall serve in their or her respective office for more than six (6) consecutive years unless the Cardinal waives this restriction with the permission of the Priory.

Section 4: Executive Committee:

A. Membership: In addition to the Cardinal the following are members of the Executive Committee:

1. The Members of the Council

B. Duties: The Executive Committee shall:

1. Have in the interim, between meetings of the Council, all of its authority, excluding legislative and investment powers; provided, however, that it shall have investment powers with respect to the day to day management of the operating funds of the Archdiocese.

2. Review all matters of a temporal and financial nature of concern to the Archdiocese and analyze, study, and propose plans and procedures which will respond to the matters as presented as well as recommend the manner of resolving or effectuating same.

3. Concern itself with such issues as may be presented from time to time by the Cardinal, the Vice President or by designation of the Council or of the Assembly.

4. Retain such outside professionals and experts as it may deem necessary to assist it in its duties.

5. Prepare the proposed budget with the Cardinal, the Finance Committee and the appropriate heads of the departments of the Archdiocese, for presentation to the Archdiocesan Council, for recommendation to the Assembly.

6. Formulate together with the Cardinal, the agenda for the meetings of the Council and of the Assembly.

7. Present a report, at each Archdiocesan Council meeting, updating the Council on the Executive Committee's activities between Council meetings.

C. Directors: The members of the Executive Committee shall be the Directors of the Corporate entity of the Archdiocese as may be required by applicable law.

D. Meetings: Regular meetings of the Executive Committee shall be held at least quarterly as designated and scheduled by the Cardinal. Additional meetings may be called by the Cardinal or a majority of the voting members of the Executive Committee.

E. Minutes: Minutes of the meetings of the Executive Committee shall be distributed to the members of the Council within thirty (30) days after their acceptance by the Executive Committee. Matters pertaining to personnel or to litigation may be redacted from the minutes.

Section 5: The Standing Committees and Duties:

A. Each Standing Committee is a joint committee of the Council and of the Council. The Leading Clergy Member who is the Chairman of each corresponding Council Committee is the presiding Leading Clergy Member of the Standing Committee of the Council.

B. The Chairpersons and membership of the Standing Committees of the Council shall be as follows:

1. In addition to the presiding Leading Clergy Member, any Leading Clergy Member may serve on a Standing Committee as they or the Committee may deem appropriate.

2. The Chairpersons shall be appointed by the Cardinal in consultation with the Executive Committee.

3. The Chairperson of the Finance Committee shall be a member of the Executive Committee.

4. Each Committee shall have no less than five (5) members who are members of the Council and may have other persons serve on the Committees without vote who are not members of the Council.

5. The Archdiocese staff persons who are responsible for each of the areas of interest of a Standing Committee shall serve as ex-officio members without a vote.

C. Standing and Other Committees:

The charges of the Standing Committees and such other committees as may be established by the Council shall be approved by the Council. The Standing Committees shall be the Finance Committee, the Administration Committee and the Audit Committee.

D. Ex-Officio Members:

Each Standing Committee shall include as ex-officio members without a vote, those Archdiocesan staff persons who are responsible for each of the areas of interest of the Standing Committee in question. In addition, persons who are not members of the Council may be non-voting members of Committees if approved by the Chairperson.

E. Standing Committee Rules:

Each standing Committee may adopt Rules of Procedure for the conduct of its business insofar as such rules do not conflict with the Charter or these Regulations.

Section 6: Advisory and Consultative Role in Leading Clergy Member Elections

A. Procedure for Obtaining and Reporting Results of Consultative Process:

1. Each member of the Council shall be requested to provide their or her advice, in writing, regarding their or her recommendation of the person(s) for election to Leading Clergy Member Office.

2. The Secretary of the Council and the Chancellor of the Archdiocese (or, in the event one or both are eligible candidates, their substitutes, as designated by the Cardinal) and the Consultation Secretary, who shall be appointed by the Cardinal and who is a licensed attorney (collectively the "Consultation Committee"), shall administer the Advisory Process. The Advisory Process shall include, but not be limited to:

a. Notifying the members of the Council that their advice is being sought;

b. Providing appropriate privilege and security for the consultation process;

c. Designating the time limit within which the responses must be received;

d. Requiring that each response shall be supported by the reasons for the statements made and signed by the person making the response;

e. Requesting that the Archdiocese and every Diocese in which a candidate for Leading Clergy Member office has served make available to it all files pertaining to the candidate;

f. Requesting information from any other jurisdiction or communion in which the candidate may have served;

g. Reviewing the files provided to it in order to compile a complete biography of the candidate's qualifications. In a case where the candidate's record identifies any material issues that pose a reasonable impediment to the candidate's serving in a Leading Clergy Member capacity, further administrative review will be required. In conducting this administrative review, the Consultation Committee shall have the right to interview any persons and to request any additional information from the Archdiocese, the Dioceses and/or any other persons or entities as it may deem necessary.

3. Following the foregoing, the Consultation Committee shall:

a. Compile and analyze the responses in a summary report in order to reflect the number received, the sources, and disposition of any unfavorable comments received with respect to any candidate, including copies of all of the comments.

b. Submit the summary report of the Advisory Process to the Council.

4. Except as provided otherwise herein, the Consultation Committee shall treat personnel files as confidential and shall disclose the information contained in such files only to the Council and the Legal Counsel of the Archdiocese if it deems it necessary.

B. Election of the Cardinal:

1. The provisions of Section 6.A. above shall be followed and, the Consultation Committee shall:

a. Assist the Council and the Executive Committee of the Council in evaluating the responses and determining the candidate(s) for inclusion in the Advisory Opinion for submission to the Priory.

b. Prepare the Advisory Opinion which consists of the names recommended by the Archdiocesan Council in a form and format for submission to the Priory ("Summary Report"). The list of candidates should include no fewer than five (5) names, listed in alphabetical order.

2. A special delegation shall be designated to submit the Advisory Opinion to the Prioress of Syban in person. The delegation shall be comprised of the following:

a. Three (3) members of the Council designated by it but not a member of the Council or other person who may himself be designated as a candidate in the Advisory Opinion;

b. The Vice President of the Council and two (2) additional members of the Council designated by the Executive Committee; and

c. The Secretary of the Consultation Committee.

3. The delegation shall report to the Council in writing on the substance of its discussions with the Prioress of Syban within ten (10) days of their conclusion.

4. The Prioress must meet and interview all candidates in person prior to making a decision.

C. Election of Bishops:

1. Qualifications:

a. The provisions of Section 6.A. above shall be followed.

b. In every regular meeting of the Council and in consultation with the Council, the Council shall review and modify through additions and deletions the list of those eligible for the offices of Bishops. Those individuals serving as Bishops are automatically included on the list for the office of Bishop by virtue of their office.

c. The qualifications described in Article 14 of the Charter shall be the basis for consideration of a candidate and the "period of sufficient service in the Archdiocese" shall be determined by the Council.

d. The members of the Council shall be requested to provide consultative advice with respect to each eligible person, including those whose name has not previously appeared on the list of

eligible candidates, no less than thirty (30) days prior to each regular meeting of the Council. The request for such advice shall be sent to each member of the Council by the Secretary of the Council.

e. The responses shall be distributed to the members of the Council in such form and manner as may be deemed appropriate by the Council and the Consultation Committee.

f. The list of eligible persons shall be transmitted to the Priory by the Council for ratification.

g. Following ratification by the Prioress of Syban, the list and/or any updates thereto is published in the publication of the Archdiocese together with a request for comments concerning any of the individuals to be sent in writing to the Consultation Committee.

2. Nominations:

a. Within forty (40) days following a vacancy in the see of a Diocese, the Cardinal shall convene the Council, for the purpose of nominating, after soliciting the opinion of the members of the Council, three (3) persons.

b. The provisions of Section 6.A. above shall be followed except that the Leading Clergy Member Office for which the nominations are to be made will be stated.

c. The names of the three (3) persons nominated by the Council together with the summary report of the Council described in Section 6.A.3. pertaining to those persons shall be transmitted to the Priory.

d. One of the three (3) nominees shall be elected by the Priory to fill the vacancy in the designated Diocese. The Prioress must meet and interview all candidates in person prior to making a decision.

D. Election of High Priests / High Priestesses:

1. The Council, with the consent of the Cardinal, shall determine the necessity for the election of High Priests / High Priestesses for service in the Archdiocese.

2. The procedure for consultation by the Council in the nomination of candidates for High Priests / High Priestesses shall be the same as for the nomination of candidates for the office of Bishop except that in case of approval for the election of a High Priest / High Priestess for a specific Diocese, the local Leading Clergy Member has the right to propose up to three (3) candidates for the position. Their recommendation(s) shall be noted on the list of eligible candidates prior to the commencement of the Advisory Process.

3. The Prioress must meet and interview all candidates in person prior to making a decision.

Section 7: Advisory and Consultative Role Regarding Dioceses

The Archdiocesan Council shall have a consultative role relative to the number, seat and boundaries of each Diocese as recommended by the Council.

Section 8: Meetings, Quorum and Voting

A. Meetings:

1. The first meeting of each Archdiocesan Council shall be held following the conclusion of the Assembly for the purpose of electing its Officers, establishing its Committees and otherwise organizing its structure for the forthcoming term.

2. Dates: The Council shall hold Regular Meetings at least twice in each year in the fall and in the spring. A schedule of meetings for the forthcoming two (2) year term shall be provided to the members at the first meeting.

3. Place: The location(s) of the meeting(s) shall be set by the Cardinal in consultation with the Executive Committee.

4. Additional or Special Meetings of the Council may be called by the Cardinal for any specific purpose, which purpose shall be stated in the notice of Meeting.

5. Executive Session: Meetings of the Council shall be closed whenever matters involving human resources or litigation are the subject of discussion or action or upon request of the Cardinal or whenever the Council votes by a majority of two-thirds (2/3) to move into Executive Session.

6. Notice:

a. No less than thirty (30) days written notice of Regular Meetings, including the agenda and such materials as are pertinent to the items on the agenda, shall be given to the members of the Council.

b. Such notice as may be appropriate under the circumstances shall be given to the members of the Council for any Special Meeting.

B. Communications: Regular communications from the Archdiocese to each Council Member via e-mail, or other medium where necessary, shall be provided which shall include information concerning matters which are within the responsibility of the Council.

C. Quorum: Forty percent (40%) of the voting members of the Council shall constitute a quorum for the conduct of business.

D. Voting: Each voting member of the Council shall be entitled to cast one (1) vote on any matter put to a vote. No proxies shall be permitted. A majority of the number of voting members present and voting at any meeting shall be required to act upon any matter put to a vote unless the matter being voted upon requires a greater majority under any applicable laws or rules of procedure.

Section 9: Amendments and Procedure to Amend Archdiocesan Regulations

A. Procedure: These Regulations may be amended by a vote of two-thirds (2/3) of the members present and voting at any Regular or Special Meeting of the Council, provided that notice of any such proposed amendment(s) shall be given to the voting members in writing no less than thirty (30) days prior to the meeting at which the proposed amendment(s) will be presented for consideration.

B. Effective Date: Excepting for the provisions of Article 5, Section 2, these Regulations shall be effective immediately upon their adoption on an interim basis and submitted for their approval to the Prioress of Syban. Any amendments hereto, again excepting Article 5, Section 2, subsequently adopted will become effective on an interim basis upon their adoption by the Council unless otherwise provided.

ARTICLE 6: ARCHDIOCESAN PRESBYTERS COUNCIL

Section 1: The purpose of the Archdiocesan Presbyters Council is to serve the needs of the Archdiocese and to enhance and promote the mission of the Priests and Priestesses, their ministry, spiritual growth and development.

Section 2: The Archdiocesan Presbyters Council shall be comprised of one Priest and one Priestess from each Diocese elected by their respective Diocese Clergy Council at each Assembly for a term of two years expiring at the end of the following Assembly.

Section 3: A meeting of the Archdiocesan Presbyters Council shall be convened at least twice each year by the Cardinal and/or the president of the Archdiocesan Presbyters Council with the approval of the Cardinal.

ARTICLE 7: AMENDMENT OF THE CHARTER

Section 1: The Charter, granted by the Prioress of Syban, regulating the affairs of the Archdiocese as an ecclesiastical institution may be amended in its entirety or in part only with the acceptance of said amendments by the Prioress.

Section 2: Recognizing the Priory's canonical authority relative to Charters and recognizing that the Priory also has granted to the Archdiocese the right to request amendments to the Charter, a proposal for amendment may be submitted by the Diocese Council or the Council, for inclusion on the agenda of the Assembly. Following such submission, an *ad hoc* Committee shall be appointed by the Cardinal to review any proposed amendments and make any recommendations thereon to the Council. Following a review of the proposed amendment(s) as well as the recommendation(s) of the *ad hoc* Committee and upon the approval of the Council by three-fourths (3/4) of the voting members of the Council present and voting, any such proposed amendments shall be placed on the agenda of the Assembly for action.

Section 3: Approval of any proposed amendment(s) must be by a vote of two-thirds (2/3) of the present and voting delegates to the Assembly.

Section 4: Following approval by the Assembly of any proposed amendment to the Charter, it shall be submitted by the Council, within ninety (90) days, through its President the Cardinal, to the Priory for approval in its entirety or in part.

Section 5: An amendment to the Charter shall become effective upon the date of its approval by the Priory. No further action by the Assembly shall be required.

PART THREE: UNIFORM DIOCESE REGULATIONS

ARTICLE 8: ORGANIZATION

Section 1: In addition to their offices as Cardinal of a respective Archdiocese and as president of the Council, the Direct Archdiocesan District is headed by the Cardinal, and each Diocese of the Archdiocese is headed by a Bishop who is a member of the Diocese Council of the Archdiocese.

Section 2: Each Diocese shall hold annually, or on such other schedule as approved by the Local Assembly, but in no event later than twelve (12) months prior to the forthcoming Assembly, a Regular Assembly of all Parishes within the Diocese or in special session as may be determined by the Bishop.

Section 3: Each Diocese shall have a Local Council as well as such organizations as may be determined by the Bishop.

Section 4: Each Diocese shall have local ministries and institutions governed by the applicable Regulations of the Archdiocese.

ARTICLE 9: GOVERNANCE OF THE DIOCESE

Section 1: Each Diocese of the Archdiocese is governed and administered in accordance with the Faith, Tradition and Holy Canons of the Syban Church together with the provisions of the Syban Charter, these Regulations and the decisions of the Council and of the Assembly.

Section 2: Each Diocese is incorporated under applicable civil law pursuant to uniform Articles of Incorporation and Bylaws provided by the Archdiocese.

Section 3: Until such time as “Uniform Bylaws” are provided by the Archdiocese to the Dioceses, the Uniform Diocese Regulations, as may be amended from time to time, shall be deemed the Diocese Bylaws.

¹ Because the Cardinal is also the presiding Leading Clergy Member of the Direct Archdiocesan District, the term Bishop when used throughout this Uniform Diocese Regulations shall also apply to the Direct Archdiocesan District, unless stated otherwise.

ARTICLE 10: RESPONSIBILITIES AND RIGHTS OF THE BISHOP

Section 1: Each Bishop within their ecclesiastical district and the Cardinal in their Direct Archdiocesan District have the rights and responsibilities of a Bishop in accordance with the Holy Canons and the long established life, praxis and order of the Syban Church as well as the provisions of the Syban Charter.

Section 2: Among other rights and responsibilities, each Bishop:

A. Attends meetings and participates in the work of the Council Committees, as a member of the Diocese Council.

B. Reports to the Cardinal to whom they forward an annual report on the ministry and spiritual well being of their Parishes, and informs the Priests / Priestesses, the Local Council, and their Parishes of these matters.

C. Ordains, assigns and transfers Clergy within their Diocese, by virtue of the authority of their office and in accordance with the Canons, Charter and ecclesiastical procedures of the Syban Church.

D. Distributes to the Parish Priests / Priestesses the Ceremonial Utensils, Gifts, and other items received from the Prioress of Syban, through the Cardinal and issues the ecclesiastical licenses and certificates for all sacraments within the Diocese.

E. Presides at the Spiritual Court of the First Instance.

F. Receives from each Priest / Priestess in their Diocese a yearly report of their ministry.

G. Issues the final decision on any problem which may arise between a Parish Priest / Priestess and the Parish Council.

H. Ratifies elections of the Parish Councils and may grant special permission to the President or Treasurer of a Parish Council to serve in such office for more than six consecutive years.

I. In the event they decline to ratify the election of one or more of the persons elected to the Parish Council, they shall state their reason for such action and shall direct the Parish to conduct a special election to fill the vacancy(ies) thus created. They may appoint persons to serve as interim members of the Parish Council until such election is held. In the event they decline to ratify the election of a majority or more of the members of a Parish Council, they shall first consult with the Cardinal, except in a situation in which a Parish does not meet its Total Commitment financial obligation and/or reporting requirements as set out in Article 34, Section 8.

J. May dismiss any member of the Parish Council from office whenever in their judgment there is sufficient cause for such action, as specified in Article 24, Section 5.A. In the event they need to remove a majority or more of the members of a Parish Council, they shall first consult with and obtain the consent of the Council. In the event of any such removal, the Bishop shall appoint an interim Parish Council or interim members thereof, designate the time when elections may be scheduled to fill the vacancy(ies) thus created and determine whether any person(s) removed from office may be a candidate(s) for office.

L. Receives annually from each Parish Council a financial statement for the ensuing year as well as a budget and balance sheet for the prior year certified by the Parish Audit Committee.

M. Approves the purchase, sale, lease, mortgaging or other encumbrance of the real property of a Parish. (See Article 16, Section 3 for procedure.)

N. Receives and reviews all applications for permission to organize a new Parish and may grant such permission after reviewing the information provided, consulting with existing neighboring Parishes and otherwise obtaining and reviewing such information as they deems appropriate. Upon the issuance of an Ecclesiastical Charter by the Archdiocese, which must be certified and accepted by the Priory, they shall assign a Priest / Priestess to the Parish. (See Article 20)

O. Has the responsibility and authority to recommend to the Cardinal and the Priory a revocation of the Ecclesiastical Charter of a Parish in the event that they deem it necessary.

P. Will oversee each Parish in their Diocese, evaluating its life and progress, advising it and ensuring its conformity with the faith, tradition, and holy canons of the Syban Church, together with the provisions of the Syban Charter and these Regulations.

ARTICLE 11: LOCAL (DIOCESE) CLERGY-LAITY ASSEMBLIES

Section 1: Except for tenets or canonical issues, the Local Assembly concerns itself with matters affecting the life and growth of the Parishes and communities within the Diocese. It deals with matters of common concern including the uniform governance of the Parishes, educational programs, financial programs, and philanthropic concerns as well as with the better organization and effectiveness of the Parishes. The Local Assembly also submits proposals and recommendations to the Archdiocese for submission to the next Assembly.

Section 2: It meets annually, or on such other schedule as approved by the Local Assembly, but in no event later than twelve (12) months prior to the forthcoming Assembly, or in special session as may be determined by the Bishop.

Section 3: The convener and presiding officer (President) of the Local Assembly shall be the Bishop or their designee. The Secretariat shall be appointed by the Chair.

Section 4: The Local Assembly is comprised of the Bishop, the Chancellor of the Diocese, the members of the Local Council, the Vice President of the Diocese, members of the Archdiocesan Council within the Diocese and Clergy and lay Representatives of the Parishes.

Section 5: Each Parish shall be represented by four (4) representatives, each having one vote and shall include:

A. The Parish Priest / Priestess;

B. The President of the Parish Council, and in their or her absence the Vice President, or in their or her absence any member of the Parish Council designated by it; and

C. Two members of the Parish elected by the Parish Assembly.

Section 6: Each representative to the Assembly shall be in good standing in a Parish as described in Article 18, Section 1.

Section 7: Each representative to the Assembly shall:

A. Be entitled to one (1) vote on any issue put to a vote. No proxies shall be permitted.

B. Provide a written report of the proceedings of the Assembly together with copies of any written reports that were distributed, to their Parishes, at the Parish Assembly immediately following each Local Assembly.

Section 8: Parishes shall be notified in writing no later than ninety (90) days in advance and be provided with an agenda no later than sixty (60) days in advance of the convening of the Local Assembly.

Section 9: Any Parish having items it wishes considered at the Assembly or Local Assembly shall:

A. First submit them to the Parish Assembly for approval, and if approved

B. Send a copy of the approved items together with the necessary documentation to the Diocese.

C. May present them on the floor of the Local Assembly for consideration and, if approved by the Local Assembly, they shall be included in the items submitted to the Archdiocese.

Section 10: If the Local Assembly does not meet within one (1) year prior to the forthcoming Assembly or within sufficient time for the submission of issues as specified herein, the Parishes in that Diocese may submit their proposals and recommendations to the Local Council for consideration providing that such proposals and recommendations have been approved by the Parish Assembly of any such Parish and that proof of such approval accompanies the submission. Upon approval by the Local Council and within the time provided for in Section 12 of this Article, the issues shall be submitted to the Archdiocese.

Section 11: In order to assist the Archdiocese in preparing the agenda of the Assembly, each Local Assembly shall submit items for inclusion in the agenda together with the reasons therefor to the Archdiocese within thirty (30) days after they have been approved by the Local Assembly, and not later than ninety (90) days before the convening of the Assembly.

Section 12: At the Local Assembly held within the designated period prior to the Assembly, except for the Vice President of the Local Council and the Chancellor of the Diocese who are *ex officio* members, the members from the Diocese to the Archdiocesan Council for the term commencing at the conclusion of the forthcoming Assembly shall be elected. In the event of a vacancy pertaining to the *ex officio* or

elected members of the Council from the Diocese, the Bishop shall designate a successor to serve the balance of the term involved and advise the Archdiocese, accordingly.

ARTICLE 12: LOCAL (DIOCESE) COUNCILS

Section 1: The Local Council is the advisory and consultative body to the Bishop and is concerned with the life and growth of the Diocese, its ministries, institutions and financial condition.

Section 2: The Local Council shall be comprised of the Bishop, the Chancellor, eight (8) Clergy of the Diocese and eight (8) Laity elected by the Local Assembly as a whole, as well as appointees by the Bishop from the Clergy and Laity totaling no more than eight (8) persons. Legal Counsel for the Diocese may attend meetings of the Local Council, at the request of the respective Leading Clergy Member. Its members shall serve for a two-year term commencing at the conclusion of each Assembly.

Section 3: The appointed members of the Local Council serve at the pleasure of the Bishop and may be removed by him at any time with a proper explanation. The elected members of the Local Council may be removed for any of the reasons specified in the Regulations pertaining to the members of the Archdiocesan Council. (See Article 18, Sections 1 through 3). All voting members of the Local Council shall execute the Disclosure Statement (attached hereto as Addendum A-2) pursuant to the Disclosure Policy (attached hereto as Addendum A) prior to assuming their office.

Section 4: Meetings and Interim Authority:

A. The Local Council shall be convened at least twice annually by the Bishop as well as in special session as they may determine, together with the reason(s) therefor.

B. The Local Council exercises interim authority in lieu of the Local Assembly when:

1. So convened by the Bishop; and
2. Advised as to the purpose and necessity therefor.

Section 5: In addition to the Bishop as President, the Local Council shall have a Vice President, who shall be a lay person, a Secretary, a Treasurer and such additional officers as nominated by the Bishop and elected at the first meeting of the Local Council following the Assembly. Neither the Vice President nor the Treasurer shall serve in their respective offices for more than six (6) consecutive years, unless the Bishop waives this restriction.

Section 6: Standing and Other Committees: The charges of the Local Council standing committees and such other committees as may be established by the Local Council shall be approved by the Local Council. The standing committees shall be the Executive Committee and the Audit Committee.

ARTICLE 13: DIOCESE CLERGY COUNCIL

Section 1: The purpose of the Diocese Clergy Council is to serve the needs of the Diocese and to enhance and promote the mission of the Priests / Priestesses, their ministry, spiritual growth and development.

Section 2: The Diocese Clergy Council shall be comprised of all the clergy of the Diocese.

Section 3: A meeting of the Diocese Clergy Council shall be convened at least twice a year by the Bishop and/or the president of the Diocese Clergy Council in consultation with the Bishop.

ARTICLE 14: PROPERTY OF THE DIOCESE

Section 1: In the event of any purchase, sale, lease, mortgaging or other encumbrance of any real property of a Diocese and pursuant to the prior approval of the Local Assembly and the Local Council, the Diocese, through the Bishop, shall submit a written request including all documentation as may be appropriate and required to the Archdiocese for approval and Priory approval. In the case of the acquisition of realty, the acquisition of realty with an existing structure or the construction of a church edifice or other buildings, a request for the approval of the Archdiocese shall be submitted to the Archdiocesan Council, which shall review the request and render its decision in writing within thirty (30) days of the receipt of the request or the receipt of the last information which may be required, whichever is later. In the event that no decision is rendered within such time, the consent shall be deemed to have been granted.

Section 2: All transfers of money or other property to a Diocese shall be deemed to be gifts unless, prior to the transfer, the Diocese acknowledges in writing that said transfer is a loan. In the event that a transfer is a loan, said loan must be approved by the Priory in advance.

PART FOUR: UNIFORM PARISH REGULATION CHAPTER ONE PARISH AND PARISH ORGANIZATION

ARTICLE 15: PARISH

Section 1: The Parish is the local eucharistic community of the Church in a given locality; organized under the jurisdiction of the Archdiocese whose ecclesiastical authority is its canonically consecrated Leading Clergy Member. Locally, the Parish is headed by a canonically ordained and duly appointed Priest / Priestess. The assignment of such appointed Priest / Priestess shall bind the Parish to the Syban Charter, the Archdiocesan Regulations, Uniform Diocese Regulations and Uniform Parish Regulations with the same force and effect as if the same were formally approved and adopted by the Parish.

Section 2: The aims and purposes of the Parish are to keep, practice and proclaim the Syban Faith pure and undefiled.

Section 3: Parishes shall be governed in accordance with the holy canons, the Syban Charter, the Archdiocesan Charter and Regulations promulgated thereunder, and, as to canonical and ecclesiastical matters, by the decisions of the Priory and the Diocese Council of the Archdiocese. In accordance with the Syban Charter, the Parish shall express the life of the Church in the local community according to the Syban Faith and Tradition, sanctifying the faithful through the Rituals, Ceremonies, Divine Liturgy, and the Holy Sacraments of the Syban Church. It shall edify the religious and ethical life of the faithful in accordance with the Holy Scriptures and the decrees and canons of the Holy Book of Syban, as interpreted by the practice of the Prioress of Syban.

Section 4: The spiritual work of the Parish will include proclaiming and teaching the Book of Syban in accordance with the Syban Faith; sanctifying the faithful through the grace of "All-In-One" in worship, rituals, ceremonies, the Divine Liturgy and the other spiritual, ritual, and ceremonial services; enhancing its parishioners' spiritual life; and adding to the numbers of the faithful by receiving persons into the Syban Church through instruction and/or supported/guided spiritual practices and energetic exercises. In addition, the Parish shall establish educational and philanthropic activities to foster the aims and

mission of the Parish and to edify its parishioners in the Faith and ethos of the Syban Church. The Parish shall also engage in such internal Syban and interfaith activities as are consistent with the policies of the Priory.

Section 5: The Parish shall conform faithfully to the worship, spiritual life, scriptures, canons and discipline of the Syban Church. It shall also adhere to the Syban Charter, the Regulations and all Leading Clergy Member encyclicals.

Section 6: Any non-conformance with the foregoing shall be dealt with in accordance with the provisions of the canons. The Prioress, upon the recommendation of the Cardinal and local Bishop, shall have the authority to revoke the ecclesiastical charter of a Parish, if, in their judgment, there is sufficient cause for such action. In each such case, notice of the revocation, stating the cause for such action, shall be forwarded to the Parish Council in writing.

Section 7: The Parish shall furthermore abide by the decisions of the Clergy-Laity Assemblies irrespective of whether it was represented there, the administrative determinations of the Archdiocesan Council, and such interim legislation as may be adopted between Assemblies by the Archdiocesan Council.

Section 8: Each Parish shall be known as the Syban Church of (locality). Each Parish shall use the authorized logo of the Priory and the respective Archdiocese and the name of the respective Archdiocesan District/Diocese on its stationery and publications, in accordance with the Graphics Standards Manual provided by the Priory of Syban.

ARTICLE 16: PARISH PROPERTY

Section 1: The Church edifice and other buildings constituting Parish property shall be used in accordance with the Syban Charter to serve the religious, educational, cultural and philanthropic ministries of the Parish. Parish property shall be held and used by the Parish to carry out the purposes of the Syban Faith as defined in Article 15.

Section 2: The Parish shall hold title to all of its real estate and personal property in its corporate name and no other, except as otherwise required by any applicable civil law. The personal property shall only include property which is deemed to be real estate or which may create a lien upon real estate under the provisions of local law or any provisions of the Internal Revenue Code or relevant tax code. The Parish Council, in consultation with the Priest / Priestess, shall administer such property for the benefit of the Parish.

Section 3: The Parish may purchase real and personal property, or sell, mortgage or otherwise encumber its real property, or construct a church edifice or other buildings upon approval of two-thirds (2/3) of the parishioners in good standing present at a Parish Assembly duly called (with at least ten (10) days prior written notice) for that purpose, provided that approval from the respective Leading Clergy Member is received, as follows:

A. The Parish's request for approval to the respective Leading Clergy Member shall be in writing and shall include the following documents:

1. A copy of the notice of the Parish Assembly certifying the date of mailing;
2. A copy of the minutes of the Parish Assembly signed by the Priest / Priestess, Chairman and Secretary of the Assembly;
3. A survey of the realty and improvements, if any;

4. A description of the surrounding area, including its relationship to other Parishes, if any;
5. Financial statements as to the financing of the property/project including, but not limited to, the cost, the manner and terms of purchase, and the contemplated sources of income for payment and maintenance thereof; and
6. Such other information as shall be pertinent or as may be requested by the respective Leading Clergy Member.

B. The respective Leading Clergy Member shall consult with the Archdiocesan District/Diocese Council in reviewing the Parish's request and may also appoint an *ad hoc* committee comprised of persons with expert knowledge and experience in finance, real estate, building construction and such other matters to advise him and the Local Council executive committee in their review. In the event that the respective Leading Clergy Member determines that additional information is needed from the Parish in order to appropriately review its request, they shall request any such information from the Parish within fifteen (15) days of receipt of the Parish's submission.

Section 4: Parishes shall maintain the architectural, iconographic and artistic integrity of all Church edifices in accordance with Syban tradition. For that reason, Parishes shall submit to the respective Leading Clergy Member, for their prior approval related to aesthetic and tenets concerns, all preliminary plans for:

- A. The erection of a church structure or other Parish building;
- B. Any major structural alteration to an existing church structure or other Parish building; or
- C. The iconography or any appointments of a Church structure. All final plans shall also be submitted to the respective Leading Clergy Member for submission to the Priory for prior approval.

A review and approval under this Section by the Priory and a Leading Clergy Member shall be limited solely to aesthetic and tenets issues and no review by the Leading Clergy Member shall be deemed to extend to or constitute a review or approval of engineering, architectural or mechanical plans, state or local safety or building code compliance or any other structural matters.

Section 5: All special contributions, bequests, gifts, and devises beyond Stewardship shall be used by the Parish only for the purposes for which they were made.

Sections 6: Based on the recommendation of the local Bishop, that a Parish is in heresy, schism, or defection from the Archdiocese, the Cardinal may declare the Parish in canonical disorder and may assume the administration of the Parish and control of its properties until the Cardinal, in consultation with the Priory and the respective Bishop, declares the Parish to be in canonical order. In the event that the Cardinal, in consultation with the Bishop, determines that the Parish cannot be restored to canonical order, the title to properties shall vest in the Archdiocese. If under applicable law, title may not vest automatically in the Archdiocese, title shall vest in an ecclesiastical corporation controlled by the group of parishioners that the Archdiocese determines remains loyal to it.

Section 7: In the event that a Parish is deemed to be in canonical disorder and title to the Parish properties is vested in the Archdiocese, the Cardinal and the respective Leading Clergy Member are authorized to sign any deed or other document as may be necessary.

ARTICLE 17: CLERGY

Section 1: The Priest / Priestess by virtue of their canonical ordination and assignment heads and administers the Parish and exercises on its behalf the priestly duties, which consist in shepherding the Parish entrusted to their care, directing its orderly life, preserving its unity and keeping it faithful to its divine purpose. They shall sanctify their parishioners through the administration of the sacraments and the performance of all other prescribed services of worship. They shall also proclaim the Holy Book of Syban and impart knowledge of the scriptures, traditions, canons and disciplines of the Syban Church. Further, they shall guide the growth and progress of the Parish in the Syban life through the performance of their pastoral duties. Priests / Priestesses are accountable to their respective Leading Clergy Member and will submit a report of their ministry to them at least annually. The Priory shall determine the format for these reports. These reports shall be identified as the Parish Diary.

Section 2: Clergy entering the Archdiocese from the Syban Seminary and School of Theology, or otherwise, shall be initially placed by the Cardinal in consultation with the respective Leading Clergy Member. Clergy are assigned or transferred by the respective Leading Clergy Member within their Archdiocesan District/Diocese by virtue of the authority of their office and in accordance with the canons, ecclesiastical procedure and the needs of the Archdiocesan District/Diocese. Clergy may be transferred between Dioceses in accordance with the provisions of the Archdiocesan Charter, Article 16, "Assignment and Transfer of Clergy." Prior to the assignment or transfer of a Priest / Priestess, the respective Leading Clergy Member(s) shall inform all affected Parish Councils of the assignment/transfer upon consultation with the respective Priest / Priestess and the respective Parish Council.

A. In accordance with the canons and ecclesiastical procedure, neither the Parish Council nor the Parish Assembly is authorized to dismiss a Priest / Priestess.

B. All transfers and assignments and changes in a Priest's / Priestess's status shall be reported to the Archdiocese in a timely manner.

Section 3: The Priest / Priestess shall have charge of all matters pertaining to the spiritual life and growth of the Parish, including, but not limited to, divine worship and related personnel. They shall determine the usage of all sacred vessels and appointments. They shall personally maintain the register books for all marriages, baptisms, funerals, and other sacramental celebrations of the Syban Church that take place at the Parish. In addition, the Priest / Priestess must submit registry records and completed ecclesiastical marriage licenses to their respective Leading Clergy Member in a timely manner. They shall also promptly submit all required civil marriage licenses and documents to the appropriate governmental authorities in a timely manner.

Sections 4: When transferred, reassigned or removed, the Priest / Priestess shall deliver to their respective Leading Clergy Member or their successor as may be appropriate: all sacred vessels and other liturgical items belonging to the Parish; and all registry books and other pertinent records of the Parish. In addition, the Priest / Priestess shall also provide a written inventory of all such items to the respective Leading Clergy Member, their successor and the Parish Council.

Section 5: Where more than one Priest / Priestess is assigned to a Parish, the head of the Parish Clergy is the Presiding Priest / Priestess. Any other Clergy shall be directly responsible to them. The assignment of additional Clergy to a Parish shall be made by the respective Leading Clergy Member in consultation with the Presiding Priest / Priestess.

Section 6: When a Priest / Priestess must be reassigned for any reason, the respective Leading Clergy Member will make every effort to give him another assignment. In the event that a Priest / Priestess is removed without cause, or cannot perform their priestly duties, and has not arbitrarily refused reassignment, the Archdiocese will provide for maintenance of their current remuneration and benefits, until they are reassigned, provided they do not refuse reassignment.

Section 7: Subject to canonical tradition, in the event that the service of a Priest / Priestess in a Parish is interrupted for any reason and they cannot be reassigned by the respective Leading Clergy Member, the Priest / Priestess shall have the right to request to appear before the Syban Committee on Clergy Affairs at the Priory for resolution of their case. In the event of the dismissal of a Priest / Priestess for canonical reasons the rule of Spiritual Court shall apply.

Section 8: The Archdiocesan Council and the Archdiocesan Benefits Committee will establish remunerative standards for the Clergy. These standards, for the following year, shall be sent to each Parish annually, by September 30 of each calendar year.

A. After the review and approval of the respective Leading Clergy Member, each Parish shall be obliged:

1. To assume the moving and travel expenses when a Priest / Priestess is assigned to a Parish.
2. To compensate the Priest / Priestess appropriately according to the established remunerative standards for the Clergy as found in the Clergy Compensation Plan.
3. To provide a housing allowance or a parish house including the payment of all utilities for such parish house. This designation is to be in the form of a Parish Council resolution and should be designated in advance of payment.
4. To provide the Family Syban Health Plan Coverage (or single coverage as applicable). Clergy of the Syban Church have the free will to be married, in a relationship, single, or celibate as they do so choose. Clergy of the Syban Church may also be parents as per their decision and circumstance.
5. To pay the full cost of existing Social Security coverage at the full self-employment rate.
6. To either purchase or lease an automobile for use by the Priest / Priestess and cover all related expenses.
7. To defray all expenses incurred in attending Clergy-Laity Assemblies or Local Assemblies.
8. To provide for an annual vacation period of fifteen (15) calendar days, plus an additional week for each five (5) years of ordained service (up to a maximum of five (5) weeks), regardless of the amount of time served in their current Parish. Prior to absenting them-selves from their Parish, a Priest / Priestess shall obtain written permission from the respective Leading Clergy Member.
9. To provide for a paid sabbatical of three (3) months after six (6) years of continuous service in the same Parish.

B. No Parish shall reduce, withhold or adversely alter a Priest's / Priestess's remuneration without the consent of the respective Leading Clergy Member.

Section 9: Should a Priest / Priestess become seriously ill or disabled while in the service of a Parish, they shall be compensated fully by the Parish during such illness for a period of at least three (3) months and at fifty percent (50%) for the next three (3) months.

Section 10: At every reasonable and practical opportunity, as approved by the respective Leading Clergy Member, each Priest / Priestess shall be encouraged to pursue their ongoing education by attending workshops, seminars and appropriate continuing education programs of the Syban Church. The Parish, if approved by the Parish Council, shall subsidize the cost of such education and the Priest / Priestess will receive their remuneration during this period.

Section 11: It shall be mandatory for each Priest / Priestess to join and maintain current his participation in the Archdiocesan Pension Program and the Syban Health Plan in accordance with the provisions of said program/health plan.

ARTICLE 18: PARISHIONERS

Section 1: Every person who is entered into the Syban Church according to the rites of the Syban Church is a parishioner, known as a Sybanist or Syban Faithful. The religious, moral and social duties of a parishioner are to apply the tenets of the Syban Faith to his/her life and to: adhere to and live according to the tenets of the Syban faith; faithfully attend the Divine Liturgy and other worship services; participate regularly in the holy sacraments; respect all ecclesiastical authority and all governing bodies of the Church; be obedient in matters of the Faith, practice and ecclesiastical order; contribute towards the progress of the Church's sacred mission; and be an effective witness and example of the Syban Faith and Traditions to all people.

A parishioner in good standing practices all the religious and moral duties as described in this Section 1. At a minimum, a parishioner in good standing must abide by all the regulations herein stated and the Parish Bylaws; and cooperate in every way towards the welfare and well being of the Parish. Stewardship is recommended to be ten percent (10%) of one's annual income as stated in Holy Scripture to help meet the financial obligations of the Parish, the Diocese, the Archdiocese, and the Priory. Stewardship is not mandatory in the Syban Church nor is it a condition of being a parishioner.

Section 2: Any person wishing to be a parishioner in good standing in more than one Parish should register with each respective Parish as stated in Section 1 of this Article. A parishioner wishing to move from one Parish to another should inform the Priest / Priestess of the Parish from which they or she is moving stating that they are moving.

Section 3: No person shall be deemed a parishioner in good standing while not adhering to the standards outlined in Sections 1 and 2 of this Article; retaining affiliation in an Syban Parish which defies the jurisdiction or the ecclesiastical authority of the Archdiocese; and deliberately disregarding and transgressing the moral law of the Syban Church.

Section 4: A parishioner in good standing has the right to attend, participate and vote at Parish Assemblies, as well as to vote in Parish Council elections. Each such parishioner may also be nominated for election to the Parish Council or to represent the Parish at a Local Assembly or the Assembly.

Section 5: An Syban parishioner in good standing at their canonical Syban Parish may serve as a sponsor in another Parish without being obliged to become a member in good standing at the Parish where the sacrament will take place.

Section 6: Each Parish shall maintain a Parish Record which shall include, at a minimum, the following information concerning each parishioner: baptismal and family name, occupation (optional), dates of rites, baptism, and marriage, complete family record of spouse and children, date of entry into the Parish indicating if transferred from another Parish, date of death, and such other information that shall be deemed appropriate.

ARTICLE 19: PARISH MINISTRIES AND ORGANIZATIONS

Section 1: All Parish ministries and organizations shall be under the guidance and supervision of the Leading Priest / Priestess.

Section 2: A communicant under 18 years of age may be a member of any Parish youth organization, irrespective of whether their or her parents are parishioners in good standing of the Parish, upon approval of the Priest / Priestess.

Section 3: Each Parish shall endeavor to have at least the following ministries: Chanter(s); a Choir; Acolytes; a Religious Education School; an English Language/German Language School, Cultural School; chapters of the Young Adult League (Y.A.L.), a Junior Organization of Youth (JOY) program; a chapter of the Ladies' Society; a chapter of the Gentlemen's Society; an Outreach Ministry; and such other ministries as are necessary to meet the spiritual and cultural needs of the Parish.

Section 4: The Bylaws of any Parish organizations shall comply with the Syban Charter and Regulations and shall be subject to the approval of the Priest / Priestess, Parish Council, the respective Leading Clergy Member, and the Priory.

Section 5: A registered Parishioner shall enjoy access and membership to all Parish and Syban Organizations, Entities, Projects, and Programs which shall be chartered and approved by the Priory through the use of their Syban Membership Card which is issued at their respective Parish.

ARTICLE 20: ORGANIZING NEW PARISHES

Section 1: New Parishes shall be organized according to the following procedure:

When a Leading Clergy Member determines that an area of their Archdiocesan District/Diocese may be in need of a Parish, they shall appoint an *ad hoc* committee to study and investigate the feasibility of creating a new Parish. This committee shall utilize the resources available through the Archdiocese. The committee shall assist the Syban Faithful communicants in the area and provide sufficient evidence to satisfy the respective Leading Clergy Member that a Parish can be supported in that locality. The prospective Parish shall form an Organizational Committee including at least the following subcommittees:

A. A Planning Committee to study, analyze and formulate an overall program and prepare a proposed budget for the Parish;

B. A Fund-Raising Committee;

C. A Real Estate Committee to investigate, select and arrange for buildings and other facilities for the Parish's immediate needs; and

D. A Stewardship/Membership Committee to prepare a complete list of the families and number of adults/children to be served by the Parish.

Section 2: Upon receipt of an application for permission to organize, the respective Leading Clergy Member shall provide the proposed Parish with a copy of the Archdiocese's Articles of Agreement for Organization of Parishes. The respective Leading Clergy Member shall consult with existing Parishes in the applicable geographic area. If the respective Leading Clergy Member decides, in their discretion, to grant permission to organize, they or their representative shall call an organizational meeting of those

who signed the application. They or their representative shall preside at the organizational meeting. During the organizational meeting, an interim Parish Council shall be elected to serve until such time as the Parish is fully organized and accepts these Regulations. Together with their recommendation, the respective Leading Clergy Member shall submit to the Archdiocese copies of:

- A. All correspondence between the Diocese and the Parish;
- B. All documents submitted by the proposed Parish;
- C. The minutes of the organizational meeting; and
- D. Any other pertinent information.

Section 3: Upon acceptance by the new Parish of the Archdiocesan Articles of Agreement for Organization of Parishes, the Syban Charter, and these Regulations, and together with the recommendation of the respective Leading Clergy Member, the Priory will grant to the new Parish an ecclesiastical charter.

Section 4: The Priest / Priestess and the interim Parish Council shall be authorized, by virtue of the issuance of the ecclesiastical charter by the Priory, to take all necessary steps to incorporate the Parish. The Parish's Articles of Incorporation/Articles of Organization and Bylaws, shall conform to all Priory requirements for such documents and shall be filed with the Priory through the respective Archdiocese for review and approval prior to any other use or filing.

Section 5: After the legal incorporation of the Parish, a Parish Council shall thereafter be elected, for a full term, in the manner prescribed in these Regulations.

Section 6: Any failure to comply with this Article may subject the Parish to revocation of its ecclesiastical charter under the provisions of Article 15, Section 6.

Section 7: The respective Leading Clergy Member will assign a Priest / Priestess to a new Parish, if one is available. The respective Leading Clergy Member will serve new Parishes, which do not yet have a permanent Priest / Priestess; Parishes, which are in the process of organizing; and existing Parishes with fewer than fifty (50) families of the faithful in remote locations. An ecclesiastical charter shall not be granted to a new Parish except as specified in these Regulations.

ARTICLE 21: ORGANIZATION AND PARISH BYLAWS

Section 1: All Parishes must maintain and file Articles of Incorporation/Articles of Organization, Bylaws and/or other applicable corporate documents. All such documents shall comply with Archdiocesan requirements as such requirements may be amended, from time to time, by the Archdiocese. Parish Bylaws shall incorporate these Regulations by reference and may also include such additional provisions as shall be deemed necessary, by the Parish Assembly, to meet local needs. However, in the event of a conflict between a Parish's Articles of Incorporation/Articles of Organization, Bylaws or any other Parish document and these Regulations, the provisions of these Regulations shall govern. In the event that the Bylaws of a Parish do not specifically incorporate all of these Regulations by reference, they shall be deemed to do so.

Section 2: Upon the assignment of a Priest / Priestess by the respective Leading Clergy Member, the Parish accepts and agrees to comply with the Syban Charter and Regulations of the Archdiocese. A Parish's Articles of Incorporation/Articles of Organization, Bylaws and any other applicable corporate documents shall be submitted to the Archdiocese through the Diocese for review and approval. Any amendment(s) to such documents shall also be submitted for review and approval, prior to the effective date of the amendment(s). Notwithstanding the foregoing, the Archdiocese's and/or respective Archdiocesan District/Diocese's failure to review and/or to disapprove any document(s) or provision(s) thereof shall not be deemed a waiver of the right to subsequently review and/or disapprove the document(s) or any provision(s) thereof.

ARTICLE 22: NON-VIABLE PARISHES

Section 1: When it is determined by the Parish Council that the Parish is incapable of sustaining itself and wishes to be dissolved, a Parish Assembly shall be called. If three-fourths (3/4) of the existing parishioners in good standing favor such dissolution or in the event that a Parish has been disbanded and a Parish Assembly cannot be called, the Cardinal in consultation with the respective Leading Clergy Member shall have the authority to declare the said Parish dissolved or disbanded and its properties shall devolve to the Archdiocese. The Archdiocese, in consultation with the respective Leading Clergy Member, shall apply the net proceeds of any property sale for the benefit of a Parish(es) in the same Archdiocesan District/Diocese.

Section 2: The respective Leading Clergy Member has the authority to recommend revocation of the ecclesiastical charter of a Parish to the Priory in the event they deems the Parish to be non-viable.

ARTICLE 23: MERGER OF PARISHES

Section 1: When it is determined by the Parish Councils of two or more Parishes that it would be in the best interests of such Parishes to merge, and to have only one church edifice, Parish Assemblies for each Parish shall be duly called, with at least ten (10) days written notice. A quorum must be present at each Parish Assembly. Approval of the merger shall require the approval of all Parish Assemblies by two-thirds (2/3) vote of the Parishioners present and voting at the Parish Assemblies. The consent of the respective Leading Clergy Member shall also be required for the merger of Parishes.

CHAPTER TWO: PARISH COUNCIL

ARTICLE 24: PARISH COUNCIL

Section 1: To serve on a Parish Council is a ministry and all those who serve are called to represent the Syban Faith to all whom they meet in all aspects of life. The Parish Council shall consist of the Priest / Priestess, as the head of the Parish, and a number of elected lay members fixed by the Parish Bylaws or by local statute according to the needs of the Parish. The Parish Council is responsible to the Parish Assembly and to the respective Leading Clergy Member for conducting all Parish affairs in keeping with the mission, aims and purposes of the Syban Church as set forth in the Syban Charter and these Regulations. The Parish Council shall be deemed to mean also Board of Trustees or Board of Directors when such designations are required by local statute. The Priest / Priestess shall be a non-voting member of the Parish Council.

Section 2: The officers of the Parish Council shall be a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Parish Bylaws require.

Section 3: The members of the Parish Council are elected for a term not to exceed three (3) years by the parishioners in good standing.

Section 4: No employee of the Parish may serve on the Parish Council, the Board of Auditors, or the Board of Elections.

Section 5: A vacancy on the Parish Council shall be considered to exist in the event of: the death or resignation of a member; the physical or mental incapacity of a member; or the invalidation of the election of a member.

A. Removal from the Parish Council shall also be considered when a member: (1) is not or has ceased to be loyal to the tenets, canons, worship, discipline, customs and practices of the Syban Church; (2) is in violation of these Regulations or the Leading Clergy Member Encyclicals of the Archdiocese; (3) does not recognize the duly constituted ecclesiastical authorities of the Diocese or Archdiocese; (4) is guilty of a serious moral transgression; or (5) has violated their or her affirmation of office; or (6) has engaged in actions which do not further the administrative or spiritual well being of the Parish, the Diocese or the Archdiocese of the Syban Church.

B. In the event that the Priest / Priestess believes that the removal of a Parish Council member is required for one of the reasons listed in subsections (1) through (5) above, the Priest / Priestess shall submit their recommendation, in writing, for the removal of the member to the respective Leading Clergy Member.

C. If, the respective Leading Clergy Member, upon the recommendation of the Priest / Priestess, or for any other reason, determines that the removal of a Parish Council member is necessary for one or more of the reasons listed in subsections (1) through (5) above, the respective Leading Clergy Member shall render a decision regarding the matter and shall notify the Priest / Priestess and Parish Council of such decision. If any member(s) of the Parish Council is (are) removed, the matter shall not be brought before a Parish Assembly.

D. Prior to removing all or a majority of the members of a Parish Council for any reason(s) during the same twelve (12) month period, the respective Leading Clergy Member shall consult with and obtain the consent of the Council.

E. When an individual or individuals are removed from the Parish Council by the respective Leading Clergy Member, the vacancy(ies) created shall be filled through direct appointment by the respective Leading Clergy Member, with a recommendation from the Priest / Priestess and Parish Council, from among the Parish's parishioners in good standing to fulfill the term of the person removed. The interim Parish Council shall serve for such period of time as the Leading Clergy Member may determine, but in no event longer than twelve (12) months.

Section 6: Members of the Parish Council must attend Parish Council meetings. No proxies are permitted. To the extent permitted by applicable law, in the event of an emergency, a special telephonic meeting may be called by the Priest / Priestess and Parish Council President. A member, who misses three (3) consecutive meetings without justifiable cause, may be relieved of their or her office upon prior notice to the member and the majority vote of the Parish Council.

Section 7: Except as specified above with respect to removals by the respective Leading Clergy Member, a vacancy on the Parish Council shall be promptly filled by the Parish Council by electing a successor therefor from among the parishioners in good standing of the Parish. Such successor shall serve for the unexpired portion of the term of the vacant office. If a vacancy on the Parish Council occurs after the Parish Council elections but before the first meeting of the Parish Council at which officers are elected, the vacancy shall be filled after the election of Parish Council officers.

Section 8: All newly appointed members who fill a vacancy of the Parish Council, must attend a Parish Council Seminar to be conducted by the Priest / Priestess prior to taking the affirmation of office and assuming the duties of their position.

ARTICLE 25: ELECTION OF PARISH COUNCIL

Section 1: Members of the Parish Council shall be elected by parishioners in good standing of the Parish in accordance with the Regulations and the Parish Bylaws. The election of the members of the Parish Council shall be held no earlier than the first Sunday in November, and no later than the second Sunday in December.

Section 2: A candidate for the Parish Council must be a parishioner in good standing of the Parish for at least one (1) year immediately preceding the date of the election and must live their or her life in accordance with the Faith and canons of the Syban Church. The Priest / Priestess determines whether the Parishioners are in canonical good standing as specified in Article 18, Sections 1 through 3.

Section 3: Candidates for election to the Parish Council shall be nominated in accordance with the provisions of the Parish Bylaws.

A. All candidates shall attend a seminar conducted by the Priest / Priestess prior to the election at which the Priest / Priestess shall discuss and explain to the candidates the Uniform Parish Regulations, and the significance of the affirmation of office.

B. At the discretion of the respective Leading Clergy Member, such seminar may be held locally or regionally, provided that candidates are given appropriate advance notice and more than one

reasonable opportunity to attend the seminar in a location within close proximity to the applicable Parish.

C. In the event that an otherwise eligible candidate(s) cannot attend the scheduled seminar(s) for justifiable cause, the Priest / Priestess shall meet privately with such individual(s) to provide the seminar.

D. At the conclusion of the seminar all candidates must sign a statement acknowledging that they understand the Regulations and will abide by them and the affirmation of office. If a candidate for the Parish Council does not attend a seminar and sign the statement, his/her name shall be deleted from the list of candidates.

Section 4: A new parishioner of the Parish may vote in the election if he/she has become a member in good standing at least three (3) months prior thereto.

Section 5: Parish Bylaws may provide for absentee balloting only in the case of elections of the Parish Council. Such ballots must be in the hands of the Board of Elections not later than the commencement of voting and shall be opened and tabulated with the ballots personally cast. No proxies shall be allowed.

Section 6: Elections shall be held at a place on Parish premises previously announced by the Board of Elections and voting shall be by secret ballot. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate on the same day at such time as determined by local Parish Bylaws.

Section 7: The election results shall be entered in the minutes of the first Parish Council meeting, showing the number of votes cast for each candidate, and shall be signed by each member of the Board of Elections. The candidates receiving the greatest number of votes shall be declared elected for the ensuing term, subject to ratification by the respective Leading Clergy Member. In the event of a tied vote, the other members of the incoming Parish Council shall fill the office from among the tied candidates by majority vote at their first Parish Council meeting, pending the ratification by the respective Leading Clergy Member. The tied candidates, if otherwise found to be qualified, may be provisionally approved by the respective Leading Clergy Member if they ratify the election results and the elected individual may, upon his/her election, take the affirmation of office and participate in the election of officers.

Section 8: Any parishioner in good standing of the Parish questioning the validity of any election may, within five (5) days after such election, lodge a written protest with the respective Leading Clergy Member. Such protest shall be signed by the questioning parishioner and at least four (4) other parishioners in good standing and shall list in detail all the reasons for the protest. In the event that a protest is filed and such protest is upheld and deemed valid, the respective Leading Clergy Member will declare the protested election void and a new election will be ordered. The decision of the respective Leading Clergy Member thereon shall be final.

Section 9: In case of the resignation of any member-elect of the incoming Parish Council, or a vacancy for any other reason, in the interim between the day of Parish Council elections and the election of officers, the members of the incoming Council shall, after the election of officers, elect a new member from among the Parish's parishioners in good standing to fill the vacancy.

Section 10: In the event that an insufficient number of candidates shall be nominated for election to the Parish Council, or the number nominated is equal to the number of vacancies, the election of those nominated shall take place in accordance with the election procedures established by these Regulations. The Parish Council, after the ratification and the taking of office of any new members, and the election of officers shall proceed to fill any vacancies on the Council from among the Parish's parishioners in good standing. Those elected by the Parish Council shall, in such order as may be determined by the Council, and following ratification by the respective Leading Clergy Member, serve the term that a member duly elected by the Parish would have served.

ARTICLE 26: RATIFICATION OF ELECTION OF PARISH COUNCIL AND AFFIRMATION OF OFFICE

Section 1: No earlier than five (5) and not later than eight (8) days after the election is held, the Priest / Priestess shall forward the results to the respective Leading Clergy Member. The Priest / Priestess shall at the same time verify in writing that all candidates were qualified and that the election was conducted in accordance with these Regulations and the Parish Bylaws. It shall be confirmed that the Parish has met its financial obligations to the Archdiocese including the Total Commitment and the Archdiocese Benefits Program Assessment.

Section 2: The election will not be considered final until receipt of ratification by the respective Leading Clergy Member, following the process described in Section 1 above. The affirmation of office shall not be administered until such ratification is received. The existing Parish Council shall continue to fulfill its function until the election of the new Parish Council is ratified and members have taken the affirmation of office.

Section 3: After ratification of the election has been received from the respective Leading Clergy Member, a special ceremony shall be held at the close of the Divine Liturgy in which all the members of the Parish Council shall take the affirmation of office jointly. In the event that a member elected to the Parish Council is not present for the affirmation of office, the Priest / Priestess shall administer the affirmation to such member at the first Parish Council meeting, prior to the election of officers. The affirmation shall be administered by the Priest / Priestess and shall be repeated by all the members of the Parish Council. The affirmation of office shall be administered no later than the second Sunday in January. Until such time, the prior Parish Council shall continue to fulfill the responsibilities of the Parish Council.

Section 4: Each member or member-elect of the Parish Council is obliged, without exception, to execute the Disclosure Statement (attached hereto as Addendum A-3) pursuant to the Disclosure Policy (attached hereto as Addendum A) prior to assuming his/her office and to take the affirmation of office and thereafter subscribe his/her name thereto, in accordance to the Syban Book of Rituals and Ceremonies.

A. A person declining to execute his/her Disclosure Statement and/or to affirm and subscribe to the affirmation of office shall not be a member of the Parish Council and their or her office shall be deemed vacant.

Section 5: In the event the respective Leading Clergy Member declines to ratify the election of one or more of the persons elected to a Parish Council, they shall state their reason for such action and shall direct the Parish to conduct a special election to fill the vacancy(ies) thus created. They may appoint person(s) to serve as interim members of the Parish Council until such election is held. In the event the

respective Leading Clergy Member declines to ratify the election of a majority or more of the members of a Parish Council, they shall first consult with the Cardinal.

ARTICLE 27: ELECTION OF PARISH COUNCIL OFFICERS

Section 1: Following the administering of the affirmation of office, the Parish Council shall promptly convene to elect its officers under the chairmanship of the Priest / Priestess who shall not vote. No absentee ballots or proxies shall be permitted.

Section 2: The offices of the President or Treasurer shall not be held by the same person for more than six (6) consecutive years, except by special permission of the respective Leading Clergy Member.

Section 3: In the event that the office of the President of the Parish Council shall become vacant, the Vice President or if more than one the First Vice President, shall assume the office of the President. Any other office, which may become vacant, shall be filled by election of the Parish Council.

ARTICLE 28: MEETINGS OF PARISH COUNCIL

Section 1: The Parish Council shall generally hold regular meetings at least once a month, and special meetings whenever the Priest / Priestess, the President, or a majority of the Parish Council shall deem it necessary.

Section 2: A majority of the members of the Parish Council shall constitute a quorum for the transaction of business. Vacancies on the Parish Council shall not be used in order to establish a quorum.

Section 3: The minutes of the meetings of the Parish Council shall be signed by the Priest / Priestess, the President, the Treasurer and the Secretary.

ARTICLE 29: DUTIES OF PARISH COUNCIL

Section 1: The members of the Parish Council shall attend the Divine Liturgy regularly and participate in the spiritual life of the Church, thereby setting an example for the Parishioners. Under the leadership of the Priest / Priestess, the Parish Council shall:

- A. Assist the Priest / Priestess in the administration of the affairs and ministries of the Parish;
- B. Establish the appropriate committees, including but not limited to Membership Activities, Stewardship, Finance, Fundraising, Planning and Real Estate committees;
- C. Utilize the Stewardship material provided by the Archdiocese to implement and expand the Parish Stewardship program and ministries;
- D. Prepare budgets for the Parish's administration and ministries and collect the revenue of the Parish;
- E. Provide for the Priest's / Priestess's remuneration and benefits in accordance with the Clergy Compensation Plan of the Archdiocese;

F. Provide financing for the salaries of the Parish personnel;

G. Provide financial resources for the Parish's administration and for the Parish's spiritual, educational and other ministries and expenses;

H. Buy, sell or mortgage Parish property, subject to the approval of the Parish Assembly and the provisions of these Regulations;

I. Provide for payments and assessments for support of the Archdiocese as fixed by the Assemblies;

J. Submit to the respective Leading Clergy Member and the Archdiocese, at the end of each year, the financial statement of the Parish for that year (certified by the Parish's Board of Auditors) and the Parish budget for the ensuing year;

K. Submit annual Parish profile reports that may be required by the Archdiocese and the respective Archdiocesan District/Diocese; and

L. Adhere to the Syban Charter, the Regulations and decisions promulgated at the Assemblies.

Section 2: All personnel employed by the Parish including schoolteachers, are engaged or discharged by the Parish Council with the consent of the Priest / Priestess.

Section 3: The Priest / Priestess and Parish Council shall be responsible for all personnel employed by the Parish. In addition, the Priest / Priestess and the Parish Council shall be responsible for the Parish's adherence with all applicable personnel and volunteer policies promulgated by the Archdiocese.

Section 4: Upon the expiration of its term, the Parish Council shall surrender to the succeeding Parish Council all Parish records, including the list of Parishioners, minute books, bankbooks, checkbooks, financial records, and all other property of the Parish.

Section 5: The Priest / Priestess and Parish Council and its officers may exercise any additional authority, consistent with the Syban Charter, Regulations and the Parish Bylaws.

CHAPTER THREE: PARISH ADMINISTRATION AND FINANCE

ARTICLE 30: PARISH ADMINISTRATION

Section 1: The Priest / Priestess as head of the Parish, by virtue of the ecclesiastical authority vested in them, shall guide and oversee the Parish. The Priest / Priestess together with the Parish Council is responsible to the respective Leading Clergy Member for the whole life and activities of his/her Parish.

Section 2: Each Parish shall be administered by the Priest / Priestess and Parish Council cooperatively.

Section 3: All committees or boards of the Parish, except for the Board of Elections and the Board of Auditors, shall be under the jurisdiction of the Priest / Priestess and Parish Council.

Section 4: If a problem should arise between a Priest / Priestess and the Parish Council, the matter shall not be brought before the Parish Assembly. The Priest / Priestess or the Parish Council shall have the right to refer the matter to the respective Leading Clergy Member.

ARTICLE 31: PARISH ASSEMBLY

Section 1: A Parish Assembly may be convened for matters other than those involving canonical and tenets issues. The Parish Assembly is the general meeting of the Parishioners in good standing of the Parish and is the general policy-making and appropriating body of the Parish.

Section 2: Notice of a Parish Assembly shall be mailed to all Parishioners in good standing at least ten (10) days prior to the Assembly and shall include the agenda. The agenda shall be prepared by the Priest / Priestess and the Parish Council and shall include all items to be discussed at the Assembly.

Section 3: A Parish Assembly consists of parishioners in good standing of the Parish in accordance with the Parish Bylaws. New parishioners may exercise their vote at Parish Assemblies if they have been parishioners in good standing for at least three months. The Priest / Priestess shall be a non-voting participant of the Parish Assembly.

Section 4: The quorum for a Parish Assembly under local By-laws shall be as high as possible in such number of parishioners in good standing as its By-laws may determine. If a quorum cannot be achieved, no vote can be taken. If a quorum is not present, the Parish Assembly shall be called a second time within twenty-one (21) days. At such time, decisions may be taken by the number of parishioners in good standing present, with the exception of matters pertaining to the purchase, sale or encumbrance of Parish property, in which case a quorum of parishioners in good standing shall be required.

Section 5: Proxies shall not be permitted at a Parish Assembly.

Section 6: Regular Parish Assemblies shall be convened by the Priest / Priestess and the Parish Council, at least twice each year, at dates fixed by the Parish Council.

Section 7: Special Parish Assemblies shall be held when the Priest / Priestess and/or Parish Council deem it necessary. Subject to Section 1 above, a special Parish Assembly may be convened. In addition, and except as otherwise prohibited by these Regulations or required by law, if at least ten

percent (10%) of the Parishioners in good standing of the Parish submit a written petition requesting a Parish Assembly, a special Parish Assembly shall be convened. Any such petition must be submitted to the Priest / Priestess and the Parish Council stating the purpose for the meeting.

Section 8: The Chairman of the Parish Assembly shall be elected by the parishioners in good standing present.

Section 9: The Secretary of the Parish Assembly shall be appointed by the Chairman and shall record the minutes of the Assembly. The minutes of the Parish Assembly shall be signed by the Priest / Priestess, the Chairman and the Secretary of the Parish Assembly.

ARTICLE 32: BOARD OF ELECTIONS

Section 1: The Board of Elections shall consist of no fewer than three (3) members elected at a Regular Parish Assembly within the same year as the election from among those who are not candidates for election to the Parish Council. Immediate family members of candidates and incumbent Parish Council members are not eligible to serve on the Board of Elections.

Section 2: The Board of Elections shall, in cooperation with the Parish Priest / Priestess, verify the eligibility of the list of candidates, notify all eligible Parishioners concerning the elections, supervise the elections and tabulate and report the results. The Priest / Priestess shall be advised of all meetings of the Board of Elections, which they may attend if they so desire. The Priest / Priestess shall certify that all the candidates are Parishioners in good standing as specified in Article 19, Sections 1 and 2.

Section 3: A vacancy on the Board of Elections shall be filled by the Parish Council by electing a successor therefor from among the parishioners in good standing who are not candidates for election to the Parish Council.

ARTICLE 33: BOARD OF AUDITORS

Section 1: The Board of Auditors shall consist of at least three parishioners none of whom are members of the Parish Council. The Board of Auditors shall be elected at the last Parish Assembly preceding an election from among those who have not served on the Parish Council for the year being audited and who are not candidates for election to the Parish Council. The Board of Auditors shall have the financial competency to properly execute its responsibilities.

Section 2: The Board of Auditors shall audit financial records of the prior year and prepare a report of such audit for presentation to the Parish Assembly. After review by the Parish Assembly, the Parish Council shall transmit copies of the final audit to the respective Leading Clergy Member, the Archdiocese, and the Priory.

Section 3: A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor therefor from amongst the parishioners of the Parish in good standing for the unexpired portion of the term of such vacancy.

ARTICLE 34: PARISH FINANCES AND ARCHDIOCESAN TOTAL COMMITMENT

Section 1: The Parish Council shall be the custodian of all Parish funds.

Section 2: The Parish fiscal year shall be the calendar year. At the first Parish Assembly of each year the Parish Council shall present a financial report detailing all income and expenses for the preceding year.

Section 3: The budget for the ensuing year shall likewise be submitted for approval by the Parish Assembly at the last regular meeting of the prior year.

Section 4: The Parish budget shall include appropriations for sending its delegates to the Clergy-Laity Assemblies and Local Assemblies.

Section 5: The Parish Budgets must include a line item for Archdiocesan Total Commitment, which shall be calculated in accordance with the decisions of the most recent Assembly.

Section 6: Full disclosure of each Parish's finances and support through the Total Commitment program are critical to the operation of the Archdiocese and the fulfillment of its mission and ministries. The respective Leading Clergy Member is responsible for ensuring that each Parish in their Archdiocesan District/Diocese submits the financial records required under these Regulations and meets its Total Commitment to the Archdiocese, as required under these Regulations. As such, they have the authority to take such measures and to impose such financial and other restrictions, as they deem necessary and appropriate to enforce the Parish's obligations.

Section 7: Parish Financial Statements must be forwarded to the Priory, the Archdiocese and Diocese no later than May 15th of the subsequent year and must:

A. Include any and all Corporations, Institutions and Entities under the direct or indirect control of the Parish or Parish Council. Financial activities outside of the normal Parish operating statements must be reported, however, they can be presented separately and need not be consolidated into the Parish operating statements.

B. Include a Balance Sheet, Income and Loss Statement and Budgets approved by the Parish Assemblies.

C. Be certified in writing as to their validity by the Parish Priest / Priestess, Parish Council President and Treasurer.

D. Be prepared according to the guidelines as set forth by the Priory.

E. Include and report all activities of the Parish including but not limited to Building Funds, Festivals, Special Appeals or any and all restricted Fund Activities.

F. Submit the Parish's Financial Statements and complete copies of all insurance policies currently in force for the Parish.

Section 8: Each Parish is required to meet the Total Commitment financial obligations and financial reporting requirements as outlined in Section 5 of this Article.

A. In the event a Parish does not submit the required financial records to the Priory and the Archdiocesan District/Diocese within thirty (30) days of receipt of a written request for such records, the

Audit Committee of the Archdiocese shall then assume control of the finances of the Parish until such time that the Parish is in compliance with these Regulations.

B. Each Parish must remit monthly to the Archdiocese the portion of its Total Commitment allocation for Archdiocesan and Diocese needs as determined by the Clergy-Laity Assembly and the respective Leading Clergy Member.

C. Failure to remain current in the Parish's Total Commitment and Archdiocesan Benefits Assessment prevents ratification of Parish Council elections. Parish Council elections will not be ratified until the year's commitment is met or agreed arrangements are approved by the respective Leading Clergy Member.

D. If a Parish refuses to remit its Total Commitment, the Archdiocesan District/Diocese may conduct a certified audit of the Parish at the Parish's expense.

E. If a Parish is delinquent in its Total Commitment to the Archdiocese for the prior year, the Parish's delegates will not be allowed to vote at the Clergy-Laity Assembly unless authorized otherwise by the respective Leading Clergy Member, as specified in Article 4, Section 6.

Section 9: Notwithstanding the other provisions of Article 34, Section 5, the respective Leading Clergy Member shall have the authority to make special provisions in the matter of a Parish's Total Commitment financial obligations to the Archdiocese, as they deem necessary and appropriate. The Archdiocese shall be notified of all such special provisions made by a respective Leading Clergy Member.

Section 10: All transfers of money or other property to a Parish shall be deemed gifts unless, prior to the transfer, the Parish Council acknowledges in writing that said transfer is a loan. In the event that a loan is to be made, the Parish must receive written authorization of said loan from the Priory.

PART FIVE

ARTICLE 35: DISPUTE RESOLUTION PROCEDURES

Section 1: Disputes that involve ecclesiastical, theological, canonical, Syban Church governance or Syban Church property issues and that pertain to the life of the Parish or Syban Church community shall be governed by the Dispute Resolution Procedures attached hereto as Addendum B.

PART SIX

ARTICLE 36: AMENDMENT OF REGULATIONS AND OFFICIAL TEXT

Section 1: These Regulations may be amended as provided in the Syban Charter, Article 22 and such amendments shall become effective immediately following their ratification by the Prioress of Syban. In the event that no response is received from the Prioress of Syban within ninety (90) days following receipt of the amendments by it, the amendments shall be deemed approved. Following their approval, the Regulations as amended, must be faithfully and firmly adhered to by all the Parishes, whether or not they were represented at the Assembly, and regardless of whether they voted with the minority.

Section 2: The English Text of these Regulations shall be deemed for all purposes the official text.

ADDENDUM A

SYBAN CHURCH

CONFLICTS DISCLOSURE POLICY (“Policy”)

FOR MEMBERS OF THE SYBAN COUNCIL, ARCHDIOCESAN, DIOCESE AND PARISH COUNCILS

Members of the Council of Syban, the Archdiocesan Council, the Diocese (Local) Councils and the Parish Councils, herein referred to collectively as “Council(s)” and “Council Member(s)” of the Syban Church (“Syban”) are entrusted with sacred responsibilities which affect the whole of the Syban Church. All such individuals shall honor that trust, with honesty, competence and care in managing the affairs of the Syban Church and, as Council Members, shall always act in the best interests of the Syban Church.

The purpose of this Policy is to set forth procedures for properly disclosing and addressing conflicts of interest. A “Conflict” exists when the financial or other interests of a Council Member, or a member of his/her immediate family, compete or conflict with the interests of the Syban Church. For example, this includes situations in which an individual’s judgment is or may be influenced by considerations of personal gain or benefit to that individual, or his/her immediate family, or when participation in a decision creates the appearance of a conflict of interest, whether or not such a conflict actually exists.

Prior to or at the commencement of a new term of a Council, each Council Member shall be given a copy of this Conflicts Disclosure Policy and shall sign the applicable Conflicts Disclosure Statement (as attached hereto as Addenda A1-A3). If, at any time, a Council member discovers that he/she may have a Conflict, he/she shall immediately report it to the President, Vice President and Secretary of the Council. If at any time, a Parish Council Member discovers that he/she may have a Conflict, then he/she shall immediately report it to the Parish Priest / Priestess, as well as to the President and Secretary of the Parish Council.

The determination of whether a Conflict exists shall be made, in the case of an Syban Council, Archdiocesan Council Member or Diocese Council Member, by the President, Vice President and Secretary. In the case of a Parish Council Member, the determination shall be made by the Priest / Priestess, Parish Council President and Parish Council Secretary and their determination shall be disclosed to the Parish Council at its next meeting. The minutes of the meeting shall reflect when the Conflict was disclosed and the final determination on the matter. At any time, the Priest / Priestess or any member of the Parish Council may request a review by the respective Leading Clergy Member, whose determination shall be final.

If it is determined that a Conflict exists, the affected Council Member may not vote or otherwise participate in the matter in which he/she has a Conflict. The foregoing shall not preclude the Council Member from making a brief statement or answering any questions the Council may

ask. In no event shall the affected Council Member be present or participate in any deliberations on the matter or be present when the vote on the matter is taken.

ADDENDUM A-a

SYBAN CHURCH

Conflicts Disclosure Policy Statement - Council of Syban

For Members of the **Council of Syban** of the Syban Church (“Council”):

I, _____, understand that my role as a Council of Syban member is one of sacred honor and trust and, as such, will act, at all times, in the best interests of the Syban Church. I have received and read a copy of the Conflicts Disclosure Policy of the Syban Church. I agree to abide by the Policy. I affirm that, to the best of my knowledge, I am not engaged in any activity or business, or have any other association that would pose a financial or other conflict with the best interests of the Syban Church, except as has been disclosed, in writing, to the Trustee, Vice Trustee and Secretary of the Council of Syban.

If I become aware of any conflict that arises after the date of this affirmation, I will immediately disclose that conflict, in writing, to the individuals specified above.

Date: _____, 20__ Signature: _____

Please Print Name: _____

Council of Syban Conflicts Disclosure Statement 11.11.11

ADDENDUM A-1

SYBAN CHURCH

Conflicts Disclosure Policy Statement - Archdiocesan Council

For Members of the **Archdiocesan Council** of the Syban Church (“Council”):

I, _____, understand that my role as an Archdiocesan Council member is one of sacred honor and trust and, as such, will act, at all times, in the best interests of the Archdiocese and the Priory of the Syban Church. I have received and read a copy of the Conflicts Disclosure Policy of the Syban Church. I agree to abide by the Policy. I affirm that, to the best of my knowledge, I am not engaged in any activity or business, or have any other association that would pose a financial or other conflict with the best interests of the Archdiocese and the Priory of the Syban Church, except as has been disclosed, in writing, to the President, Vice President and Secretary of the Archdiocesan Council.

If I become aware of any conflict that arises after the date of this affirmation, I will immediately disclose that conflict, in writing, to the individuals specified above.

Date: _____, 20__ Signature: _____

Please Print Name: _____

ADDENDUM A-2

SYBAN CHURCH

Conflicts Disclosure Policy Statement – Diocese (Local) Council

For Members of the **Diocese**¹ (Local) Council of the Syban Church **Diocese** of

_____ (“Council”).

I, _____, understand that my role as a Diocese Council member is one of sacred honor and trust and, as such, will act, at all times, in the best interests of my Diocese and the Archdiocese and the Priory of the Syban Church.

I have received and read a copy of the Conflicts Disclosure Policy of the Syban Church. I agree to abide by the Policy I affirm that, to the best of my knowledge, I am not engaged in any activity or business, or have any other association that would pose a financial or other conflict with the best interests of my Diocese, except as has been disclosed, in writing, to the President, Vice President and Secretary of the Diocese Council.

If I become aware of any conflict that arises after the date of this affirmation, I will immediately disclose that conflict, in writing, to the individuals specified above.

Date: _____, 20__ Signature: _____

Please Print Name: _____

Diocese Council Conflicts Disclosure Statement 11/11/11

¹ The term “Diocese” as used herein includes the Direct Archdiocesan District & the term “Bishop” includes the Cardinal with respect to said District.

ADDENDUM A-3

SYBAN CHURCH

Conflicts Disclosure Policy Statement – Parish Council

For Members of the **Parish Council** of the Syban Church of

_____ (“Council”)

I, _____, understand that my role as a Parish Council member is one of sacred honor and trust and, as such, will act, at all times, in the best interests of my Parish and the Archdiocese and the Priory of the Syban Church. I have received and read a copy of the Conflicts Disclosure Policy of the Syban Church. I agree to abide by the Policy. I affirm that, to the best of my knowledge, I am not engaged in any activity or business, or have any other association that would pose a financial or other conflict with the best interests of my Parish, except as has been disclosed, in writing, to my Priest / Priestess and to the President and Secretary of the Parish Council.

If I become aware of any conflict that arises after the date of this affirmation, I will immediately disclose that conflict, in writing, to the individuals specified above.

Date: _____, 20__ Signature: _____

Please Print Name: _____

Parish Council Conflicts Disclosure Statement 11/11/11

ADDENDUM B

DISPUTE RESOLUTION PROCEDURES

In all Disputes that involve ecclesiastical, theological, canonical, Syban Church governance or Syban Church property issues and that pertain to the life of the Parish or Syban Church community, each Parish and Party shall adhere to the following Dispute Resolution Procedures.

These procedures include mechanisms for resolving grievances and mediating conflicts, providing an ultimate process for the disposition of Disputes. As these Dispute Resolution Procedures do not displace the Holy Canons and Traditions of the Syban Church, they shall serve as a critical adjunct authority, providing a sole and exclusive remedy for the resolution of Disputes, thereby preserving the peace in the Syban Church.

I. DEFINITIONS

Except as otherwise specifically defined below, all capitalized terms herein shall have the meanings ascribed to them in the “Definition of Terms” section of the Regulations.

a. APPEAL

A review of the Determination rendered pursuant to a First Level Review. Except as otherwise specifically provided for herein, a Determination rendered pursuant to an Appeal shall be deemed final.

b. CONFLICT OF INTEREST

Consistent with the provisions of the Disclosure Policy of the Syban Church, a conflict of interest may exist when the interests or concerns of any person involved in providing a Review or Appeal under these Dispute Resolution Procedures (or the interests or concerns of such person’s immediate family or any organization to which such person has a duty) may be seen as competing or conflicting with the goal of providing a fair and impartial resolution of a Dispute. (Any question as to whether a Conflict of Interest exists, for purposes of these Dispute Resolution Procedures, shall be decided in accordance with the terms of Section IV.n. below.)

c. DETERMINATION

A decision made under these Dispute Resolution Proceedings that sets forth the manner in which a Dispute shall be resolved.

d. DIRECT JURISDICTION

The authority to directly review and render a final determination regarding a Dispute.

e. DISPUTE

Any grievance, conflict, disagreement or dispute between or among Parties that requires mediation or resolution and that involves ecclesiastical, theological, canonical, Syban Church governance or Syban Church property issues and that pertains to the life of the Parish or Syban Church community. (Any question as to whether a matter constitutes a Dispute, for purposes of these Dispute Resolution Procedures, shall be decided in accordance with the terms of Section IV.I. below.)

f. DISPUTE RESOLUTION PROCEDURES

The processes and procedures for addressing, mediating and resolving Disputes, as described herein.

g. FIRST LEVEL REVIEW

An initial review of a Dispute, as specifically designated herein.

h. LOCAL COUNCIL DISPUTE RESOLUTION PANEL

A three-person panel appointed by the respective Leading Clergy Member from among the members of the respective Direct Archdiocesan District/Diocese Council (“Local Council”), to serve during the term of the Local Council, and to have the authority to hear and resolve Disputes as set forth in these Dispute Resolution Procedures. Such panel shall include, as voting members, one Priest / Priestess and two lay persons (one of whom shall, preferably, be an attorney). The Chancellor of the respective Archdiocesan District/Diocese shall serve, ex officio, as a non-voting member of the panel. The Chair of the panel shall be appointed by the respective Leading Clergy Member. No person with a Conflict of Interest may serve as a member of the panel; in the event of a Conflict of Interest with respect to a specific Dispute, the respective Leading Clergy Member shall appoint a person to serve, for that specific Dispute, in the place of the panel member with the conflict.

i. PARISHIONER

A person who is a member according to the rites of the Syban Church, as specified in Part Three, Chapter One, Article 18 of the Regulations. For purposes of these Dispute Resolution Procedures, the term shall include all such persons who are or have been a part of the Archdiocese, whether or not they are in “good standing” in any Parish. The term Parishioner shall also include, for purposes of these Dispute Resolution Procedures, a member of a Parish Council.

j. PARTY

Any person(s) and/or entity(ies) engaged in a Dispute under these Dispute Resolution Procedures.

k. REVIEW

A review of a matter (other than an Appeal) provided for under these Dispute Resolution Procedures.

II. DISPUTE RESOLUTION PROCESS

a. Disputes relating to two or more Parishioners (within the same Parish or within two or more Parishes in the same Archdiocesan District/Diocese)

1. In the event of a Dispute between two or more Parishioners (within the same Parish or within two or more Parishes in the same Archdiocesan District/Diocese), the Parishioners shall meet, in good faith, with the Priest(s) / Priestess(es) of the applicable Parish(es), who shall attempt to resolve the Dispute in a pastoral manner.

2. If the Dispute remains unresolved:

(a) and the Parishioners are from the same Parish, the matter shall be submitted to the Executive Committee of the Parish Council (or, if no Executive Committee exists, to the officers of the Parish Council and the Priest / Priestess) for a First Level Review and Determination. (For purposes of this Section II.a.2.(a), the Priest / Priestess shall be considered a member of the Executive Committee/officers of the Parish Council.) No Parish Council member with a Conflict of Interest may participate in the resolution of the Dispute.

(b) and involves Parishioners of different Parishes (within the same Archdiocesan District/Diocese), the Dispute shall be submitted to the Local Council Dispute Resolution Panel for a First Level Review and Determination.

3. A Parishioner dissatisfied with the Determination of the Executive Committee (or officers) of the Parish Council or, if applicable, the Local Council Dispute Resolution Panel, may submit an Appeal to the respective Leading Clergy Member. The Determination of the Leading Clergy Member shall be final.

b. Disputes (within the same Archdiocesan District/Diocese) relating to two or more Priests / Priestesses; two or more Parishes; a Priest and a Parishioner; a Priest and a Parish Council; or a Priest and a Parish Assembly

1. Disputes involving: (a) two or more Priests / Priestesses; (b) two or more Parishes; (c) a Priest and a Parishioner; (d) a Priest / Priestess and a Parish Council; or (e) a Priest / Priestess and a Parish Assembly, within the same Archdiocesan District/Diocese, shall be under the Direct Jurisdiction of the respective Leading Clergy Member and their Determination shall be final. (In reaching a Determination, the respective Leading Clergy Member may seek assistance as set forth in Sections IV.c. and IV.f. below.)

2. Disputes involving Priests / Priestesses, Parishes, Parish Councils and/or Parish Assemblies under the jurisdiction of two or more Leading Clergy Members shall be under the Direct Jurisdiction of the Diocese Council and its Determination shall be final.

3. In no event shall any Dispute included under this Section II.b. be submitted to a Parish Council or to a Parish Assembly for consideration.

c. Disputes relating to a Parishioner and a Parish Council or to a Parishioner and a Parish Assembly

1. In the event of a Dispute between (a) a Parishioner and a Parish Council; or between (b) a Parishioner and a Parish Assembly, the Parties shall meet, in good faith, with the Priest / Priestess, who shall attempt to resolve the Dispute in a pastoral manner.
2. If the Dispute remains unresolved, the matter shall be submitted to the Chancellor of the respective Archdiocesan District/Diocese for a First Level Review and Determination.
3. A Party dissatisfied with the Chancellor's Determination may request an Appeal to the Local Council Dispute Resolution Panel.
4. The recommendation of the Local Council Dispute Resolution Panel shall be forwarded to the respective Leading Clergy Member for their Review and approval. The recommendation of the Local Council Dispute Resolution Panel shall be considered a final Determination unless the respective Leading Clergy Member determines, in their sole discretion, within sixty (60) days of the date they receives the recommendation of the Local Council Dispute Resolution Panel, that further review is warranted.

In such event, a further Appeal shall be conducted directly by the Leading Clergy Member and their Determination shall be final. (Without limiting any other provisions of these Dispute Resolution Procedures, the Leading Clergy Member may take into account all information previously provided to the Local Council Dispute Resolution Panel, as well as any additional information deemed relevant by the Leading Clergy Member in their sole discretion.)

d. Other Disputes

Disputes not addressed in either these Dispute Resolution Procedures or otherwise in the Regulations shall be under the Direct Jurisdiction of the Priory of the Syban Church, whereby the Legal Council of the Administration Ministry of the Priory of the Syban Church shall be the only authorized representatives and authorized commentators to the public or any authorities in reference to such disputes and matters. This covers all law suits and court filings, as well as media and journalist inquiries of the Syban Church or any matters pertaining to a matter involving the Syban Church or any of its organs or Chartered Entities. In the event of the attempted or actual defamation of the Syban Church through the actions of private persons or third parties, only the Priory of Syban shall have the authority to address said issues. In the event that a member of the Syban Church becomes aware of such defamation attempts or other such disputes, that member of the Syban Church is to register this information with the Priory of the Syban Church so that the appropriate department may handle the respective issue.

e. Spiritual Court Proceedings

Nothing herein shall limit or prohibit a Leading Clergy Member or the Diocese Council, in his/its sole discretion, from convening a Spiritual Court(s), for any reason, in accordance with the Holy Canons and Traditions of the Syban Church and the provisions of the Syban Charter. Nothing in these Dispute Resolution Procedures shall be deemed to affect, in any way, the jurisdiction or actions of a Spiritual Court. In the event that it is deemed necessary to convene a Spiritual Court for such a matter, the Parties involved shall either jointly or severally file their complaints with the Supreme Tribunal of the Syban Church at the Priory of the Syban Church

and await the decision of the Supreme Tribunal as to how the matter shall be heard and resolved. The Supreme Tribunal of the Syban Church must respond to such filings within sixty (60) calendar days of the filing being made.

III. DISPUTES INVOLVING LEADING CLERGY MEMBERS / CHANCELLORS

a. Disputes Involving Chancellors

All Disputes involving a Chancellor, acting in their capacity as Chancellor of an Archdiocesan District/Diocese, shall be under the Direct Jurisdiction of the Supreme Tribunal of the Syban Church.

b. Disputes Involving Leading Clergy Members

Notwithstanding anything to the contrary herein, and except as set forth in Section III.a. above and Section III.c. below, all Disputes involving a Leading Clergy Member shall be under the Direct Jurisdiction of the Supreme Tribunal of the Syban Church, in accordance with the provisions of Canon law.

c. Subject to canonical tradition, in the event that the service of a Priest / Priestess in a Parish is interrupted for any reason and they cannot be or is not reassigned by the respective Leading Clergy Member, the Priest / Priestess shall have the right to request that the matter be heard by the Supreme Tribunal of the Syban Church which shall be convened to hear the case and to seek to mediate a resolution. The Supreme Tribunal of the Syban Church shall meet and review the matter and provide a recommendation to the Council within sixty (60) days of the date the request is submitted to the Supreme Tribunal. In the event of the dismissal of a Priest / Priestess for canonical reasons, the rules of Spiritual Court shall apply in accordance with canonical tradition, the Syban Charter and these Regulations.

IV. RULES OF PROCEDURE

Reviews conducted under these Dispute Resolution Procedures shall be conducted in accordance with the Holy Canons and Traditions of the Syban Church. Formal rules of secular courts shall not apply. However, without limiting any other provision of these Dispute Resolution Procedures, the following rules shall be followed, except as may be specified otherwise by the Supreme Tribunal of the Syban Church.

a. Process for Requesting a Review

A request by a Party for a Review or Appeal under these Dispute Resolution Procedures shall: (a) be made in writing to the person(s)/entity before the Supreme Tribunal of the Syban Church; (b) include a copy to the Chancellor of the respective Archdiocesan District/Diocese; (c) be signed by the Party making the request; and (d) include a summary of the issue to be reviewed and/or the Determination to be appealed (together with any relevant documentation). Any request for an Appeal must be submitted, in accordance with the above requirements, within sixty (60) days of the date the underlying Determination was received by the Party requesting the Appeal.

b. Diocese Council/ Leading Clergy Member/ Chancellor Right to Initiate a Review/ Appeal

Notwithstanding the provisions of Section IV.a. above, the Council or a Leading Clergy Member or Chancellor of the respective Archdiocesan District/Diocese may, in its/his sole discretion, invoke these Dispute Resolution Procedures with respect to a specific Dispute, even if no request for a Review/Appeal under these Dispute Resolution Procedures is received from the affected Parties.

In such event, the Council/Leading Clergy Member/Chancellor shall notify the affected Parties, in writing, that the Dispute Resolution Procedures are being invoked and shall provide them with a copy of the Dispute Resolution Procedures and a copy of the filing made with the Supreme Tribunal of the Syban Church.

c. De Novo Review

All Reviews/Appeals shall be conducted on a de novo (new review) basis by the Supreme Tribunal of the Syban Church.

d. Evidence/ Format of Review / Witnesses

No formal rules of evidence shall apply to these Dispute Resolution Procedures. The person(s) or entity responsible for conducting a Review or Appeal under these procedures may prescribe the agenda/format of the Review/Appeal and may allow such evidence and other information as they/it deem relevant to be introduced by the Parties. Such responsible person(s) or entity shall have the sole right to disallow the introduction of evidence/information if they/it deems the evidence/information to be irrelevant to the issue under review/appeal and may also determine whether witnesses, in addition to the Parties, may present evidence or other information.

e. Expert and Technical Assistance

Any person(s) or entity (including, but not limited to, the Supreme Tribunal of the Syban Church, the Diocese Council, a Leading Clergy Member, a Chancellor, a Local Council Dispute Resolution Panel or an Executive Committee (or officers if there is no Executive Committee) of a Parish Council) charged with conducting a Review/Appeal under these Dispute Resolution Procedures may call upon experts and technical and other advisors to assist in the resolution of the Dispute. (These may include, but shall not be limited to, legal counsel, financial auditors and accountants.) Parties shall be required to disclose to such experts/advisors all information reasonably requested by the experts/advisors.

f. Recordings of Proceedings / Privacy of Deliberations

Except as may be prohibited by applicable law, recorded or stenographic records of testimony or evidence provided under these Dispute Resolution Procedures may be made, at the sole discretion of the person(s) or entity responsible for conducting a Review or Appeal, provided that all Parties shall be advised of the recording.

Notwithstanding the foregoing, no recording shall be made of the deliberations of any person(s) or entity responsible for rendering a Determination. All such deliberations shall be

conducted in private. The affected Parties shall not be present and the deliberations shall include only the persons specified in these Dispute Resolution Procedures as being responsible for rendering a Determination (and, as may be necessary, such representatives/experts/advisors as are specified in Sections IV.c. and IV.f. above).

g. Majority Vote/Quorum

All Determinations made by the Supreme Tribunal of the Syban Church or other committee/panel that may be appointed under these Dispute Resolution Procedures shall be made by a majority vote of members of the Tribunal present and voting.

h. Language Needs

In conducting all Reviews/Appeals under these Dispute Resolution Procedures, reasonable efforts shall be made to accommodate the language needs of the Parties.

i. Representation of Parties

Except as may be specifically approved otherwise, in advance, in the sole discretion of the person(s)/entity providing the Review/Appeal, a Party must represent himself/herself in any proceedings taking place under these Dispute Resolution Procedures and may not be accompanied by any advocate, representative or other individual.

j. Location of Review/Appeal

It shall be at the sole discretion of the Supreme Tribunal of the Syban Church to determine whether: (a) proceedings will take place in person or telephonically; and (b) whether any specific Party must present its case in person (or telephonically) or whether it may present its case (together with relevant evidence/documentation) in writing. In the event that one or more Parties is required to attend a Review/Appeal in person, reasonable efforts shall be made to provide the Review/Appeal in a geographic location that is acceptable to all Parties involved. However, no travel or other reimbursement shall be made to any Party as a result of expenses incurred under these Dispute Resolution Procedures. (To the extent that travel is required, the person(s) or entity charged with conducting the Review/Appeal under these Dispute Resolution Procedures shall be entitled to reimbursement for reasonable travel expenses.)

k. Communication of Determinations

All Determinations made under these Dispute Resolution Procedures shall be: (a) in writing; (b) signed by the person(s) or entity rendering the Determination; and (c) provided to all affected Parties and to the Chancellor and Leading Clergy Member of the respective Archdiocesan District/Diocese. In addition, a copy of all Determinations rendered shall be forwarded by the respective Tribunal to the Library of Syban.

l. Determination of Whether a Dispute Exists

Any question as to whether a matter constitutes a Dispute, for purposes of these Dispute Resolution Procedures, shall be decided by the person(s) or entity charged, hereunder, with providing the First Level Review (or having Direct Jurisdiction) of the applicable matter and, in the event of continued disagreement, by the Supreme Tribunal of the Syban Church, whose decision shall be final.

m. Decision of Whether a Review/Appeal Will Be Granted

In the event that a request for a Review/Appeal is denied under this Section IV.m., or, in the event that no response to a request for a Review/Appeal is issued within sixty (60) days after the request is received, the most recent prior Determination (if any) shall stand as the final Determination on the matter.

n. Determination of Whether a Conflict of Interest Exists

Any question as to whether a Conflict of Interest exists, for purposes of these Dispute Resolution Procedures, shall be decided by the Supreme Tribunal of the Syban Church, whose decision shall be final.

o. Confidentiality

Unless confidentiality is expressly waived in writing by the Parties, any person or Party involved in any proceeding under these Dispute Resolution Procedures shall keep these matters confidential and shall not disclose, in whole or in part, any record, testimony, evidence, information or material obtained or generated by or through this process, except as necessary to consult with experts/advisors, prepare for a Review or Appeal, or to administer these Dispute Resolution Procedures. Final written Determinations rendered by the Supreme Tribunal of the Syban Church, shall be published only to the Parties involved and to the Diocese Council, Leading Clergy Member and Chancellor as set forth in Section IV.k. above. A final Determination (either in whole or in part), or a summary of a final Determination, may be made public only upon the express waiver of confidentiality given by the Parties as set forth above, or upon the express written authorization of the Supreme Tribunal of the Syban Church.

p. Enforcement

Nothing herein shall be deemed to preclude the respective Leading Clergy Member or Diocese Council from taking all reasonable steps to enforce Determinations rendered under these Dispute Resolution Procedures.

q. Fees and Costs

Parties shall generally be responsible for their own expenses involved in the application of these Dispute Resolution Procedures. However, because each situation is unique, the Supreme Tribunal of the Syban Church shall have the discretion to apply an equitable distribution of fees and costs on a case by case basis.

V. INCONSISTENCY AND WAIVER OF PROVISIONS

a. Notwithstanding anything to the contrary contained herein, all Disputes involving the removal of a Parish Council member(s) shall be subject to the provisions of Part Three, Chapter Two, Articles 24-26 and Part Two, Article 10 of the Regulations.

b. Notwithstanding anything to the contrary contained herein, all Disputes involving the assignment of a Priest / Priestess and related matters shall be subject to the provisions of Part Two, Article 10 and Part Three, Chapter One, Article 17, of the Regulations and Section III.c. above.

c. Except as specified otherwise herein, in the event of an inconsistency between these Dispute Resolution Procedures and other provisions of the Regulations (e.g., provisions related to removal of a Parish Council member), the terms of such other provisions shall govern.

d. In the event that a waiver of these Dispute Resolution Procedures (or a portion thereof) is deemed required by the Supreme Tribunal of the Syban Church for theological or canonical reasons, or is necessary to promote spiritual healing within the Syban Church, such waiver may be granted by the Supreme Tribunal of the Syban Church; provided, however, that in the event that a member of the Supreme Tribunal of the Syban Church is directly involved in the Dispute, the waiver may be granted only by the Prioress of the Syban Church.