

New Parish Council Letter of Transmittal

(Note: This Letter is to be sent AFTER the ratification of the new Council and AFTER taking the affirmation of office by the new Council!)

Your Eminence,

We, the undersigned members of the current year (20__) (*outgoing*) Parish Council hereby attest that we have surrendered to the forthcoming year (20__) (*succeeding*) Parish Council all Parish records, including the membership lists, minute books, bank books, check books, journals, financial records, and all other property of the Parish, including the Official Seal of the Parish.

Names and signatures of the Members of the current year (20__) (*outgoing*) Parish Council:

<i>Name (Printed)</i>	<i>Signature</i>
_____ <i>Present Year Parish Council President</i>	_____
_____ <i>Present Year Parish Council Vice President</i>	_____
_____ <i>Present Year Parish Council Treasurer</i>	_____
_____ <i>Present Year Parish Council Secretary</i>	_____
_____ <i>Member</i>	_____
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We, the undersigned members of the forthcoming year (20____) (*succeeding*) Parish Council, hereby attest that we have taken the following Affirmation of Office administered to us by the (Very) Reverend _____, following the Divine Liturgy on _____:

"I do solemnly affirm that I will uphold the dogmas, teachings, traditions, holy canons, discipline, worship and moral principles of the Greek Orthodox Church, as well as the Charter and Regulations of the Greek Orthodox Archdiocese of America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council. So help me God."

We further attest that we will administer the material affairs of the Parish cooperatively with our Priest, in accordance with the Holy Canons of the Orthodox Church, the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, and our local Parish By-Laws.

Names and signatures of the Members of the forthcoming year (20____) Parish Council:

<i>Name (Printed)</i>	<i>Signature</i>
_____ <i>Forthcoming Year Parish Council President</i>	_____
_____ <i>Forthcoming Year Parish Council Vice President</i>	_____
_____ <i>Forthcoming Year Parish Council Treasurer</i>	_____
_____ <i>Forthcoming Year Parish Secretary</i>	_____
_____ <i>Member</i>	_____
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_____ <i>Member</i>	_____
_____ <i>Member</i>	_____

VERIFICATION

I hereby verify that the above information and signatures are true, and I pledge as head of the Parish to administer its material affairs cooperatively with the above-named Council Members.

Parish Priest