



# GREEK ORTHODOX METROPOLIS OF CHICAGO

## ΙΕΡΑ ΜΗΤΡΟΠΟΛΙΣ ΣΙΚΑΓΟΥ

### 2023 Nomination Process

#### Introduction

As in previous years, the Archdiocesan Council, Metropolis Council, and Metropolis Audit Committee election process during our Clergy-Laity Assembly requires that each nominee submits a short biography and expresses why they wish to serve on the Archdiocesan Council, Metropolis Council, or Metropolis Audit Committee. This process has promoted diversity and inclusivity. In our continued effort to encourage active engagement in the life of the Church, **nominations from the floor at this year's Clergy-Laity Assembly will, once again, NOT be permitted.** Instead, the nomination process will again occur at the Parish Level, well before the actual Clergy-Laity Assembly.

Each parish, therefore, is asked to take the following steps for nominating lay members for the Archdiocesan Council, Metropolis Council, and Metropolis Audit Committee. Because many of the clergy of our Metropolis, especially the newly ordained clergy and those who reside beyond the Chicagoland area, are not well known among the laity, the nomination of clergy to both the Archdiocesan and Metropolis Councils is once again limited to the Clergy Brotherhood.

Names, photos, biographies, and personal statements of all nominees are due **Monday, September 11, 2023**, and will be shared online and will also be made available to each Assembly participant. **If all required documents and files in their entirety and in the correct format are not received by Monday, September 11, 2023, the nominee will not be added to the ballot.**

#### General Guidelines

##### Ecclesiastical Standing

According to [Article 18 of the Regulations of the Greek Orthodox Archdiocese of America](#), all nominees must be in good ecclesiastical standing. Given that nominations will occur on the parish level, the parish priest, who works the closest with the faithful, is asked to help make this determination.

##### Enhancing Participation and Diversity of Ideas

Since 2019, individuals are **NOT allowed to serve simultaneously** on the Saint Iakovos Retreat Center Board and the Metropolis Council of the Metropolis of Chicago. This has yielded greater diversity of ideas and helped avoid potential conflicts of interests. Of course, members of the Retreat Center Board may accept a nomination for the Metropolis Council; **however, they must first submit in writing their resignation from the Saint Iakovos Retreat Center Board.**

It is noted that the Saint Iakovos Retreat Center Board President and the Metropolis Philoptochos President are often invited to participate in Metropolis Council meetings as non-voting guests. Additionally, one **may serve simultaneously** on the Retreat Center Board and on the Archdiocesan Council.

##### Accountability and Best Practices

In 2018, the Metropolis Council initiated an independent audit of the Metropolis for the years 2015, 2016 and 2017. Given the results of [the audit](#), and in an effort to avoid repeating the mistakes of the past, individuals who were members of the Metropolis Council at any time between 2015-2017 **MAY NOT be nominated** to serve on the Metropolis Council.

## 2023 Metropolis Council Expectations and Competency Matrix

### Expectations of all Metropolis Council (MC) Members

Metropolis Council members should be active in the sacramental life of the Church. They should be problem-solvers, people-focused, team-oriented, willing to build relationships with Metropolis Council members and others across the six-State Metropolis, action-oriented, candid, and willing to offer and receive critical feedback from leadership. They must also have a strong desire to put faith into action.

### **Participate**

- MC members are expected to be active and engaged Orthodox Christians in the life of a parish. Participation in the sacramental life of the Church is meant to help MC members grow closer to Christ and also set an example for others to follow.
- Attend and participate constructively in all quarterly Metropolis Council general meetings, and any special sessions, held during their tenure of service.
- MC members will receive committee assignments and are expected to actively engage in committee work between council meetings.

### **Support**

- MC members are expected to assist the Metropolis including, but not limited to:
  - Completing requested assignments at both the MC and committee level.
  - Providing updates on committee work through set channels.
  - Connecting resources to the Metropolis to achieve set objectives.
- MC members are expected to make a prayerful, philanthropic commitment to the Metropolis corresponding with serving on the Council. During MC tenure, the Metropolis is expected to be among the top three giving priorities for MC members – including parish stewardship.
- MC members are expected to contribute to the effective execution of all Metropolis events, including but not limited to:
  - Chairing/Co-Chairing events.
  - Volunteering to assist with event planning.
  - Participating in every major Metropolis event.
  - Engaging resources, sponsorships, donors, and guests to make events successful.

### **Communicate**

- MC members are expected to respond to all email correspondence and calls within 24 hours.
- MC members are expected to be able to articulate the mission and vision of the Metropolis and the work of the Metropolis Council as an advocate to encourage support and engagement of Clergy, Laity, and community members within their circle of influence.
- Committee Chairs are expected to drive committee initiatives, including but not limited to setting and running meetings, and delegating assignments to achieve set objectives.

### **Outreach**

- MC members are expected to connect and engage others in the Metropolis to increase participation in activities, attendance at events, and support for Metropolis initiatives.
- MC members are expected to invite prospective stewards to support the Metropolis through philanthropic pledges and commitments. They are to also introduce new stewards to Metropolis leadership to help build new and strengthen existing relationships.

**Competency Matrix for MC Members**

While the Metropolis invites individuals with diverse backgrounds to consider a nomination to the Metropolis Council, the growing needs and opportunities of the Metropolis calls us to actively seek individuals with the following areas of expertise.

<p style="text-align: center;"><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>• All communications relevant to Metropolis stewards, external audiences, religious organizations, non-profits, government agencies.</li> <li>• Develop relationships and work with media outlets within Orthodox &amp; Hellenic community and beyond the community (local &amp; national newspapers, radio stations, online outlets).</li> <li>• Message development, financial communications, crisis &amp; issues management, writing and publishing, ability to facilitate brainstorming.</li> </ul>	<p style="text-align: center;"><b>MARKETING</b></p> <ul style="list-style-type: none"> <li>• Help create, organize and edit online content (including photos and videos).</li> <li>• Graphic design experience.</li> <li>• Help create and execute a Metropolis social media plan; help manage the Metropolis website; leverage online advertising and fundraising;</li> <li>• Utilize analytics and metrics to help expand the impact of the Metropolis and its parishes.</li> </ul>	
<p style="text-align: center;"><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• <b>CPA/Accountant:</b> experience with non-profit bookkeeping; ability to prepare financial reports on a monthly basis; prepare budgets; assist with independent audit process; and manage bookkeeping staff. Time commitment: approximately 3 hours/week</li> <li>• <b>Banking/Investment:</b> expertise in banking and investments. Ability to understand market and economic trends. Knowledge and experience in commercial loans.</li> <li>• <b>Financial Experience:</b> experience with company finance management.</li> </ul>	<p style="text-align: center;"><b>IT &amp; SECURITY MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Individual with the knowledge and experience using digital tools to organize Metropolis projects and initiatives.</li> <li>• Day-to-day experience running an IT infrastructure within a business or a parish. Someone with a background in managing an Office 365 environment.</li> <li>• Ability and knowledge to help the Metropolis keep track of all of its digital assets.</li> <li>• Cyber Security experience. Technology liaison with Archdiocese and parishes.</li> </ul>	
<p style="text-align: center;"><b>DEVELOPMENT &amp; STEWARDSHIP</b></p> <ul style="list-style-type: none"> <li>• Experience with fundraising and development to help broaden the Metropolis’ mission and philanthropic impact.</li> <li>• Related large-scale and fundraising event planning and organization.</li> <li>• Guiding and leading stewardship activities, programs, seminars, and workshops</li> <li>• Volunteer time and talents as needed to further stewardship goals.</li> <li>• Focus efforts on education, engagement, giving and outreach.</li> </ul>	<p style="text-align: center;"><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Understanding adult learning and an interest in increasing religious literacy across the Metropolis.</li> <li>• Background in education or experience with adult learners.</li> <li>• Experience with religious education programing, teaching, or curriculum guidance.</li> </ul>	<p style="text-align: center;"><b>REAL ESTATE</b></p> <ul style="list-style-type: none"> <li>• Commercial and investment real estate knowledge and experience.</li> <li>• Experience managing office, and retail properties.</li> <li>• Commercial real estate design, engineering, or development experience.</li> </ul>

# Nomination for Metropolis Council

## Nomination Process for Lay Candidates

- 1. Parish Nominating Committee:** Each Parish will form a special *Parish Nominating Committee* (PNC), comprised of 1) the Parish Priest(s) (both the presiding and associate clergy), 2) all Members of the Parish Council, and 3) every official Parish Delegate attending the Clergy-Laity Assembly. The PNC will receive and review all nominations for Archdiocesan Council, Metropolis Council, and Metropolis Audit Committee before submitting them to the Metropolis to be added to the election ballot.
- 2. Requests for Nominations:** Each Parish can develop its own process for soliciting Parish nominations for the Metropolis Council (e.g., online submission, Parish General Assembly meeting, etc.). However, all submissions must be reviewed by the Parish Nominating Committee.
- 3. Number of Nominees:** Each Parish Nominating Committee will submit to the Metropolis **up to three (3) Parishioners** it determines could best serve as a member of the Metropolis Council. The PNC must use the *2023 Metropolis Council Competency Matrix* as a guide when determining which names to submit to the Metropolis. Please note that the nomination of Clergy to the Metropolis Council is once again limited to nomination by the Clergy Brotherhood.

## Nomination Acceptance Process (for both Clergy and Laity)

Individuals who are nominated for the Metropolis Council must officially accept their nomination by completing the Nomination Form and submitting his/her Nominee Package to the attention of [Gail Holguin \(gholguin@chicago.goarch.org\)](mailto:gholguin@chicago.goarch.org) at the Metropolis Office by the close of the nomination process, **5:00 p.m. Central Time, Monday, September 11, 2023**. The following items are required to be submitted in the Nominee Package:

- A. A completed Metropolis Council Nomination Form (PDF format).
- B. A **short biography** (250 words maximum; Word format).
- C. A **personal statement** stating why s/he wishes to serve on the Metropolis Council. The personal statement should highlight his/her experience related to one (1) competency profile from the matrix set forth above and why the selected competency profile best describes the nominee's skillset. (750 word maximum; Word format).
- D. A digital self-photo (JPEG or PDF format).

When completing the nominee package, the nominee should be prepared:

1. To affirm that s/he is not a member of the St. Iakovos Retreat Center Board of Directors.
2. To affirm that s/he was not a member of the Metropolis Council at any time between 2015-2017. Given the results of the 2018 audit, and in an effort to avoid repeating the mistakes of the past, individuals who were members of the Metropolis Council at any time between 2015-2017 may not be nominated to serve on the Metropolis Council.
3. To identify only one (1) competency profile that best describes the nominee's skillset. For reference, a chart setting forth the eight (8) competency profile matrix is attached.

## Nomination for Metropolis Audit Committee Council

The Metropolis Audit Committee consists of at least two (2) individuals elected at the Metropolis Clergy Laity Assembly, and at least one (1) member of the Metropolis Council. The Audit Committee is primarily responsible for ensuring that the financial records of the prior year are independently audited or reviewed. Additional responsibilities of the Audit Committee including interviewing and selecting an independent certified public accountant (CPA), reviewing and monitoring internal control recommendations documented by the independent CPA, monitoring conflicts of interests, and investigating whistleblower complaints that are financial in nature.

[Article 12 of the Greek Orthodox Archdiocese Regulations](#) provides that the Audit Committee is responsible for completing its audits of the Metropolis financial records in accordance with the standards prescribed by the Archdiocese Audit Committee and preparing a report of its activities to the Metropolis Council and to the Metropolis Clergy Laity Assembly. Audit Committee members must have a financial competency to properly execute these responsibilities. A working knowledge of Generally Accepted Accounting Principles (GAAP) accounting is recommended.

### Nomination Process for Lay Candidates

- A. **Parish Nominating Committee:** Each Parish will form a special *Parish Nominating Committee* (PNC), comprised of (1) the Parish Priest(s) (both the presiding and associate Clergy), (2) all Members of the Parish Council, and (3) every official Parish Delegate attending the Clergy-Laity Assembly. The PNC will receive and review all nominations for Archdiocesan Council, Metropolis Council, and Metropolis Audit Committee before submitting them to the Metropolis to be added to the election ballot.
- B. **Requests for Nominations:** Each Parish can develop its own process for soliciting nominations for the Metropolis Audit Committee (e.g., online submission, Parish General Assembly meeting, etc.). However, all submissions must be reviewed by the Parish Nominating Committee.
- C. The aforementioned **Parish Nominating Committee** of each Parish will submit **one (1) Parishioner** it determines could best serve as a member of the Metropolis Audit Committee.

### Nomination Acceptance Process (for both Clergy and Laity)

Individuals who are nominated for the Metropolis Council must officially accept their nomination by completing the Nomination Form and submitting his/her Nominee Package to the attention of [Gail Holguin](mailto:gholguin@chicago.goarch.org) ([gholguin@chicago.goarch.org](mailto:gholguin@chicago.goarch.org)) at the Metropolis Office by the close of the nomination process, **5:00 p.m. Central Time, Monday, September 11, 2023**. The following items are required to be submitted in the Nominee Package:

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1. A completed Metropolis Audit Committee Nomination Form (PDF format).
2. A **short biography** (250 words maximum; Word format).
3. A **personal statement** stating why s/he wishes to serve on the Metropolis Audit Committee. Please highlight the skillset(s) that could prove helpful to the Audit Committee (750 word maximum; Word format).
4. A digital self-photo (JPEG or PDF format).

## Nomination for Archdiocesan Council

The Archdiocesan Council of the Greek Orthodox Archdiocese of America is the advisory and consultative body to the Archbishop and to the Synod. It is concerned with the life, growth, and unity of the Archdiocese. The Archdiocesan Council includes one (1) Clergy and two (2) lay persons from each Metropolis elected by the Metropolis Clergy-Laity Assembly held prior to the Archdiocesan Clergy-Laity Congress. The Archdiocesan Council members serve for a two (2) year term commencing at the conclusion of each Archdiocesan Clergy-Laity Congress. The next Archdiocesan Clergy-Laity Congress is scheduled to occur in the summer of 2024.

### Nomination Process for Lay Candidates

- A. **Parish Nominating Committee:** Each Parish will form a special *Parish Nominating Committee* (PNC), comprised of (1) the Parish Priest(s) (both the presiding and associate Clergy), (2) all Members of the Parish Council, and (3) every official Parish Delegate attending the Clergy-Laity Assembly. The PNC will receive and review all nominations for Archdiocesan Council, Metropolis Council, and Metropolis Audit Committee before submitting them to the Metropolis to be added to the election ballot. Please note that the nomination of Clergy to the Archdiocesan Council is once again limited to nomination by the Clergy Brotherhood.
- B. **Requests for Nominations:** Each Parish can develop its own process for soliciting nominations for the Archdiocesan Council (e.g., online submission, Parish General Assembly meeting, etc.). However, all submissions must be reviewed by the Parish Nominating Committee.
- C. The aforementioned **Parish Nominating Committee** of each Parish will submit **one (1) Parishioner** it determines could best serve as a member of the Archdiocesan Council.

### Nomination Acceptance Process (for both Clergy and Laity)

Individuals who are nominated for the Metropolis Council must officially accept their nomination by completing the Nomination Form and submitting his/her Nominee Package to the attention of [Gail Holguin](mailto:gholguin@chicago.goarch.org) ([gholguin@chicago.goarch.org](mailto:gholguin@chicago.goarch.org)) at the Metropolis Office by the close of the nomination process, **5:00 p.m. Central Time, Monday, September 11, 2023**. The following items are required to be submitted in the Nominee Package:

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1. A completed Archdiocesan Council Nomination Form (PDF format).
2. A short biography (250 words maximum; Word format).
3. A personal statement stating why s/he wishes to serve on the Archdiocesan Council. Please highlight the skillset(s) that could prove helpful to the Archdiocese (750 word maximum; Word format).
4. A digital self-photo (JPEG or PDF format).