

# PARISH MANUAL

St. Gregorios Indian Orthodox Maha Edavaka  
Kuwait



(For the exclusive use of the Parish)

*2023 Edition. Last Revised on 17.02.2023*

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## 1. PARISH

- 1.1. The parish has been renamed as St. Gregorios Indian Orthodox Church (Maha Edavaka), Kuwait. (G.B. Decision 28/10/'14).

The parish has been renamed as St. Gregorios Indian Orthodox Maha Edavaka – Kuwait. Kalpana # 277/'07, dated 23/10/'07 from H.H. Baselios Marthoma Didymos, Catholicos and Malankara Metropolitan.

- 1.2. St. Mary's Indian Orthodox Church is established as a Chapel for the convenience of our members with regular Friday services at the Greek Catholic Church or any other suitable place, but all other activities including Sunday school and special day services will be with the main parish St. Gregorios Indian Orthodox Maha Edavaka. St. Mary's Indian Orthodox Church will not have a separate membership register and the managing committee of the St. Gregorios Indian Orthodox Maha Edavaka will be in charge of all the administrative activities for both. St. Mary's Indian Orthodox Church shall be later upgraded as an independent parish. (G.B. Decision 11/06/'96 & 26/10/04, Kalpana # 277/'07, dated 23/10/'07 )

- 1.2.1.1. It is resolved to lease a suitable place in Salmiya for a chapel. (G.B. Decision 29/11/'11)

- 1.3. It is resolved to lease a suitable place in Jleeb Al-Shuyoukh for conducting parish services and activities including Holy Qurbana on all Fridays. The Holy Qurbana timing shall be different from the NEC & Salwa services and all existing services and activities at NEC & Salwa shall continue. (G.B. Decision 06/07/'04 & 26/10/'04)

- 1.4. It is resolved to name the Jleeb Al-Shuyoukh prayer hall as St. George Chapel. (G.B. Decision 26/04/'11).

- 1.5. It is resolved to publish in the web site the General body approved "Usage Guidelines" for the St. George Chapel. (G.B. Decision 29/11/'11).

- 1.6. It is resolved to permit temporarily the new parish "St. Basil Indian Orthodox Church", for their registration purposes with NECK, to conduct Holy Qurbana on all Saturday mornings at NECK, except the Saturday after the 4<sup>th</sup> Friday which will be exclusively for the Maha Edavaka. (G.B. Decision 21/06/'11).

- 1.7. It is resolved that the parish will be fully responsible for any legal & financial issues arising from the rental of the halls for chapel at Salmiya and Jleeb Al-Shuyoukh since these hall contracts are in the name of designated Parish members. Any major modification in these halls shall be with the consent of those members. (G.B. Decision 19/03/'13).

- 1.8. Central Abbassiya Area Worship: Based on the decision of G.B. dated 28<sup>th</sup> May 2019, a hall of approximately 560 sq. mtr. (at the basement of the new building in place of the old Hot Breads) is now finalized at a monthly rent of KD 1500. The layout plan, design of Altar and ceiling are also approved by the managing committee. (G.B. 10.12.2019).

1.9. The hall was consecrated on 14th October 2020 (G.B. 16.04.2021) The hall is named as Baseliious Hall as per the directives of the Edavaka Metropolitan and as decided in G.B. 26.02.2018.

1.10. It was decided that the chapels can be rented out for use of spiritual organisations of the Parish. (G.B. 15.06.2021)

## **2. HOLY QURBANA**

2.1. It is resolved to conduct the Holy Qurbana in English on all the second Fridays at NECK. (G.B. Decision 30/11/'10). Parish shall provide for children free transport facility under the responsibility of Sunday school authorities for attending the Holy Qurbana in English. (G.B. Decision 27/03/'12). No more snacks shall be provided for children after the Holy Qurbana in English. (G.B. Decision 24/03/'15)

2.2. Holy Qurbana in Malayalam can be conducted at NECK on second Fridays, as required by the parish. (G.B. Decision 27/11/'12).

## **3. CLERGY**

### **3.1. Vicars & Associate Vicars**

3.1.1. It is resolved to request the services of a vicar for the parish. (G.B. Decision 19/07/'91)

3.1.2. It is resolved to request the services of an Associate vicar for the parish. Suitable accommodation / parsonage shall be established in Salmiya. (G.B. Decision 25/02/'03 & 28/03/'14)

3.1.3. It is resolved that the services of a 3rd priest is necessary for the smooth functioning of the church and decided to inform the decision to H.G. Dr. Joseph Mar Dionysius, the Edavaka Metropolitan. The new Associate Vicar will have the same facilities as of the existing Associate Vicar. An evening service will be conducted on every Saturday at Salmiya Chapel upon the appointment of the new Associate Vicar. (G.B. 12.12.2017)

### **3.2. Salary & Allowance**

Detailed pay slip indicating basic salary, allowances, P.F, annual increment, other payments, joining date etc. shall be prepared and given along with the monthly salary to Vicar & Associate Vicar. (G.B. Decision 31/05/'05)

3.2.1. Leave salary - The Vicar and Associate Vicar are entitled to one month's basic salary and allowances as leave salary each year.

3.2.2. Air Passage, Visa & Residence fee - The vicar and Associate Vicar are entitled for Visa & Residence fee and air passage for self and family to and from once during the tenure of his posting or once in three years, whichever is earlier. (G.B. Decision 26/08/2014)

3.2.3. Provident Fund - 10% of the basic salary is contributed by the parish to the provident fund; and an equal share is deducted from the salary of Vicar and Associate Vicar as their contribution and the combined amount is remitted to the Diocesan Bishop annually.

3.2.4. Rent - The Vicar and Associate Vicar are provided with furnished accommodation free of charge.

3.2.5. Electricity, Water, Newspaper, Petrol for car - All actual Electricity, Water, Newspaper, Petrol for car bills are reimbursed.

3.2.6. It is resolved to revise the salaries of Vicar and Asst. Vicar as follows:

**VICAR - (All figures in KD)**

Year	Basic	Allowance	Guest Allowance	Service Allowance	Total KD
1st	300	145	25	30	500
2nd	310	145	25	30	510
3rd	320	145	25	30	520

**Associate Vicar – (All figures in KD)**

Year	Basic	Allowance	Guest Allowance	Service Allowance	Total KD
1st	275	145	-	30	450
2nd	285	145	-	30	460
3rd	295	145	-	30	470

(G.B. 16.11.2021)

**3.3. Farewell Purse for Vicar & Associate Vicar**

3.3.1. Appropriate farewell function shall be organised by the parish. The managing committee shall visit all parish members and take a collection on behalf of the outgoing vicar and all the amount collected shall be given to the vicar. (G.B. Decision 13/05/'97)

3.3.2. It was decided to increase the farewell purse of the Vicar from KD 750 to KD 1000. It was also decided that the farewell purse of the Associate Vicar and the new Assistant Vicar will also be KD 1000. (G.B 28.05.2019)

**4. FINANCIAL YEAR**

Financial year of the parish is 1st April to 31st March of each year.

**5. INCOME**

**5.1. Subscription**

5.1.1. The minimum subscription of a member is KD 12/= per annum (KD 1/= per month) (G.B. Decision 4/04/'95). The subscription for an Associate member is KD 3/= per annum (G.B. Decision 28/10/'14)

## **5.2. Offertory**

5.2.1. The offertory collected on Fridays, Tuesdays and any other days form part of the parish income (if not earmarked for any other special purposes) and has to be counted and documented in the prescribed form "Statement of cash account" duly signed by two managing committee members and the vicar.

5.2.2. Total amount in offertory register (Statement of cash count) shall be recorded in words and figures (G.B. Decision 4/06/'02)

5.2.3. An offertory box shall be maintained for the services at Jleeb Al-Shuyoukh. (G.B. Decision 6/07/'04)

## **5.3. Marriage & Baptism**

5.3.1. For conducting holy sacraments like baptism, marriage etc; either the parents or the person shall be a member of this parish. (G.B. Decision 30/11/'10)

5.3.2. An amount of KD 50/= each shall be collected from the bride & bridegroom if both are our parish members. No specific minimum amount is fixed for non-parish member. 20% of the donation is payable to the Diocesan Bishop as marriage "Kymuth".

5.3.3. "Desakuri" shall be issued only on clearance of all arrears for eligible members and charges for the same shall be KD 10/=.

5.3.4. Charges for videography is fixed as KD 15/= (G.B. Decision 26/10/'04).

5.3.5. No amount is fixed as donation for conducting Holy Baptism. No additional charges for videography. However, any additional charges for premises shall be borne by the parents. No dues confirmation by Hon Trustee is mandatory. (G.B. Decision 26/10/'04).

## **5.4. Birthday, Wedding Anniversary, Self-denial, Remembrance of Departed, Thanks Giving Prayers.**

5.4.1. 100% of the amounts collected from special covers for "Remembrance of Departed" shall be transferred to the Parish Income. (G.B. Decision of 06/07/'04)

5.4.2. Thanks Giving Prayers shall be held after the Holy Qurbana at Jleeb Al-Shuyoukh hall for honouring

- Senior members who have completed 25 years with our Parish.
- Members on their 60<sup>th</sup> & 70<sup>th</sup> Birthdays.
- Members on their 25<sup>th</sup>, 50<sup>th</sup> & 60<sup>th</sup> Wedding Anniversaries.

Greeting cards with invitation & offertory covers shall be sent to these members and they shall be called to the front seat for the Thanks Giving Prayer. 100% of the amounts collected from these special covers shall be transferred to the Parish Income. (G.B. Decision of 06/07/'04)

- 5.4.3. Parish members completing 60 years shall be honoured with “Ponnaada” on parish day. They shall have completed minimum 10 years of parish membership with no arrears. (G.B. Decision of 06/07/'10 & 10/11/'15)
- 5.4.4. Due to the postal delay the Birthday & Anniversary cards with the Offering covers shall be distributed by the managing committee members and the area prayer group secretaries. (G.B. Decision of 24/11/'09)
- 5.4.5. 100% of the amounts collected from Self denial offerings shall be transferred to parish Charity Fund account. (G.B. Decision of 29/11/'11)

### **5.5. Harvest Festival & X'mas Carol**

- 5.5.1. Harvest festival and X'mas carol shall be under the prayer group divisions (G.B. Decision 28/03/'03)
- 5.5.2. 25% of the net collection of harvest festival shall be transferred to a separate charity fund exclusively for the Marriage and housing aid projects, undertaken as special projects every year. (G.B. Decision 26/11/'03) Refer
- 5.5.3. 5% of the net collection of harvest festival shall be transferred to Job Seekers Loan Fund. (G.B. Decision 23/03/'01) Refer JOSEL
- 5.5.4. Separate income and expenditure statements shall be prepared for harvest festival and X'mas carol collections. (G.B. Decision 3/06/'03)
- 5.5.5. All income of the Edavaka, including Harvest Festival income, be considered and accounted as Total Income under appropriate heads.
- 5.5.6. Harvest Festival net income shall be after deducting the receivables of HF. (G.B. 19.10.2013 & 24.03.2015)

**Refer Appropriation of collections (Sec. 5.6) and Accounting practices (Sec. 15.5) for details.**

### **5.6. Appropriation of Collections**

- |  |   |
|--|---|
| 5.6.1. Offertory   | 100 % for Parish Income   |
| 5.6.2. Offertory Box - Jleeb Al-Shuyoukh, NECK, St. Mary | 100 % for Parish Income<br>100 % for Parish Income (G.B. Decision 29/10/'13)  |
| 5.6.3. Subscription                                      | Rs 4 Lakhs for Diocesan Centre Fund for Undeveloped Parish (G.B. Decision 10/11/'15) and remaining as Parish Income |

5.6.4. Harvest Festival	<b>See 5.6.17</b>
5.6.5. X'mas Collections	100 % for Parish Income
5.6.6. MGM Box Collections	NECK - 100 % for PMGM Fund (G.B. Decision of 29/10/'13)
5.6.7. Salmiya Box Collections	100 % for Parish Income
5.6.8. Self Denial Cover collections	100% for General Charity. (G.B. Decision of 29/11/11 & 24/03/'15)
5.6.9. Birthday Cover collections	100% for General Charity. (G.B. Decision of 24/03/'15)
5.6.10. Wedding Anniversary Cover collections	100% for General Charity. (G.B. Decision of 24/03/'15)
5.6.11. Marriage Donations	80% as Parish Income & 20% for Diocesan Bishop
5.6.12. Baptism Donations	100 % for Parish Income
5.6.13. Cover collection for Remembrance of Departed	100 % for Parish Income
5.6.14. Cover collection for Honouring Senior Members	100 % for Parish Income
5.6.15. Cover collection for 60th & 70th Birthday - Thanks giving prayers	100 % for Parish Income
5.6.16. Cover collection for 25th, 50th & 60th Wedding Anniversary - Thanks giving prayers	100 % for Parish Income

5.6.17. It is resolved that the accounting practice of the Edavaka be modified as follows:

- A) All income of the Edavaka, including Harvest Festival income, be considered and accounted as Total Income under appropriate heads.
- B) Harvest Festival net income shall be after deducting the receivables of HF.
- C) 50% of the surplus amount of each year (after considering Total Income as above) shall be earmarked for Special Charity.
- D) Medical & Educational charity to be included in Special Charity also (in addition to the existing in General Charity)



Special Charity will hence constitute:

- 1) Marriage [Rs 40000 - 10 numbers],
- 2) Church Renovation [Rs 25000 each]
- 3) House Construction [Rs 100000- 5 numbers]
- 4) House renovation [Rs 20000]
- 5) Medical & Education [Rs 10000 to Rs 25000 - Managing committee can decide on the number, considering the income of each year].

E) 100% of the income from Birthday, Wedding Anniversary and Self Denial cover collections be earmarked for General Charity.  
(G.B. 19.10.2013 & 24.03.2015)

## **5.7. Mandatory Payments by Members & Write-offs**

5.7.1. The General Body has decided that Subscriptions, Catholicate Day Contributions, Diocesan day, Theological seminary Day, Mission Sunday, Sunday school, Lepers Day and Resissa are to be treated as mandatory.

5.7.1.1. Minimum annual subscription is KD 12/= (G.B. Decision 04/04/'95).  
For Associate members subscription is KD 3/= (G.B. Decision 28/10/'14)

5.7.1.2. Catholicate Day contribution is supposed to be one day's average income - however minimum payable is fixed as KD 1/=.

5.7.1.3. Resissa is collectable at KD 0.250 from all adult (above 21 years of age) male members. (G.B. Decision of 18/03/'77)

5.7.1.4. Minimum amount payable are fixed for Diocesan day as KD 0.750, Theological seminary Day as KD 0.250, Mission Sunday as KD 0.250, Sunday school as KD 0.250 and Lepers Day as KD 0.250.

5.7.2. Members have to clear all their arrears for conducting holy sacraments and for eligibility purposes to the general body. Members in distress can apply to the vicar in writing for waiver of arrears for conducting holy sacraments. (G.B. decision 9/10/'87)

5.7.3. Month of February in any financial year shall be set apart for the dues collection and in this period no other collections shall be taken-up. (G.B. Decision 30/11/'10)

5.7.4. It is resolved to write-off the arrears of all widow members up to the year 2012. (G.B. Decision 27/03/'12)

5.7.5. It is resolved to announce continuously in all service centres for four weeks, before the dues collection month, that the list of members with arrears of three years or more will be published in the notice board. List of members not cleared the dues even after this period shall be published continuously for four weeks in all service centres. (G.B. Decision 24/03/'15)

5.7.6. Any write-offs in accounts shall be done only with the permission of General Body. (G.B. 06.06.2017) **See also 9.3.7**

## 5.8. Special Collections

5.8.1. A specified Friday's offertory is earmarked for the following special collections in addition to the special cover collections:

- |          |                          |   |
|----------|--------------------------|---|
| 5.8.1.1. | Diocesan Day             | : Offertory of first Friday following the New Year          |
| 5.8.1.2. | Catholicate Day          | : 40th Friday of the lent                                   |
| 5.8.1.3. | Sunday School Day        | : 1st Friday of December, Birthday of St. John The Baptist. |
| 5.8.1.4. | Mission Sunday           | : First Friday of July                                      |
| 5.8.1.5. | Theological Seminary Day | : 1st / 2nd Friday October                                  |
| 5.8.1.6. | Lepers Day               | : 2nd Friday of the lent                                    |

## 6. NEW MEMBERS AND PRAYER GROUPS

### 6.1. New Members

6.1.1. Any Orthodox member seeking membership in our parish is granted a temporary membership on introduction by two managing committee members on the membership form and approved by the vicar. The initial payment shall be KD 3/= minimum towards subscription. The temporary members shall not be eligible for attending the General Body and conducting holy sacraments like baptism, marriage, "desakuri" etc: (G.B. Decision 26/10/'04). See

The Civil ID number is mandatory in the application form and shall be entered in the parish data. Shall produce the proof in case of request by the Vicar or the Managing committee members. (G.B. Decision 30/11/'10). **See 6.1.8**

6.1.2. Full eligibility shall be granted when "No Objection Certificate" from his/her mother parish is submitted along with all mandatory payments. Holy confession is also mandatory. (G.B. Decision 26/10/'04). "No Objection Certificate" shall have all the details of the family members. (G.B. Decision 06/07/'10).

6.1.3. However, eligibility for attending the General body is after 90 days from the date of application provided all mandatory requirements are fulfilled. (G.B. Decision 26/10/'04).

6.1.4. Children of the Parish members shall apply for new membership in the prescribed application form. They are exempted from the clause of providing "No Objection Certificate" and 90 days lapse for attending general body, but all

other mandatory requirements are applicable. (G.B. Decision 26/10/'04). Children above 21 years are eligible for new membership (Permission given by Edavaka Metropolitan) G.B. Decision 16/06/'15. **See 6.1.8**

- 6.1.5. Associate (Provisional) parish membership is granted for financially backward orthodox members residing in Kuwait as a bachelor by paying KD 3/= as annual subscription, but not eligible to attend the general body or to hold any official positions. The maximum monthly earning of these associate members shall not exceed KD 150/= and their status in Kuwait shall be bachelor. NOC is mandatory and type of membership shall be recorded on the application form. Separate declaration form shall be attached with the application form. (G.B. Decision 28/10/'14)
- 6.1.6. Associate (Provisional) membership shall be transferred to regular membership with full rights once the monthly earnings exceed KD 150/= or on the arrival of spouse and/or children to Kuwait on a permanent residence. (G.B. Decision 28/10/'14)
- 6.1.7. Application form for converting regular member (bachelor) status to associate member status shall be submitted to Vicar, Trustee or Secretary. Associate membership can be granted after scrutiny by Vicar, Trustee, Secretary and area committee member to verify the financial difficulties and family status. On confirmation of associate membership, the existing dues can be written-off with the approval of managing committee. (G.B. Decision 28/10/'14)
- 6.1.8. All adults above 21 years of age and having a source of income, shall have independent membership. This decision is as per the directive of Diocese Metropolitan H.G. Dr. Joseph Mar Dionysius vide Kalpana DOC/GEN/03/2015 dated 28.02.2015 (G.B. 12.12.2017)
- 6.1.9. Spouse of a member, if she continues to reside in Kuwait after the member has left Kuwait for good, cannot continue with the same registration number as of the Husband. She can however continue with the same registration number, provided the member has not collected his farewell memento. (G.B. 16.11.2021)

## 6.2. Prayer Groups

- 6.2.1. The parish is divided into 22 wards and 22 prayer groups. (G.B. Decision 16/12/'08 & 26/8/'14)

Jleeb Al-Shuyoukh	- 14 Wards
Farwania, Khaitan	- 1 Ward
Reggai	- 1 Ward
City	- 1 Ward
Salmiya, Maidan Hawally & Other areas	- 5 Wards

(It is resolved to combine St. Stephens "A" & St. Stephens "B" and from next financial year it will be known as St. Stephens) (G.B. Decision 29/11/'11)

- 6.2.2. Each of the Prayer group will have one prayer group secretary. (G.B. Decision 26/10/'04).

- 6.2.3. Each of the wards will elect one managing committee member from the fully eligible members of the wards (G.B. Decision 29/03/'05) and later the Parish Annual General body will ratify their elections in the election general body. (G.B. Decision 26/10/'04). Order of the time schedule for ward election shall be by lot. (G.B. Decision 19/03/'13).
- 6.2.4. A parish member moving residence from one ward to another automatically becomes the member of the new ward's prayer group and by no reason he can continue the voting right and prayer group membership of the old ward. (G.B. Decision 19/06/'07)
- 6.2.5. A parish member moving residence from one ward to another shall be notified to the Area managing committee member or the Prayer group secretary and also the Vicar. No ward change request will be accepted after the General body final list cut-off date. Also resolved to introduce a form for necessary updating of the Ward / Prayer Group changes. (G.B. Decision 11/05/'10). Vicar shall take necessary steps to ascertain the membership in the new ward. (G.B. Decision 26/08/'14)
- 6.2.6. It is resolved to form "Brahmavar prayer group" for the Brahmavar community under the St. Mary's ward and this prayer group will not have any committee member in the parish managing committee. (G.B. Decision 30/11/'10)
- 6.2.7. It is resolved to issue Bill books to prayer group secretaries to collect the subscriptions. (G.B. Decision 16/07/'13)

### **6.3. Bachelors Prayer Meeting**

- 6.3.1. It is resolved to name Bachelors Prayer Meeting as "St. Bassouma's Bachelors Prayer". (G.B. Decision 11/05/'10)
- 6.3.2. It is decided to conduct the Bachelors Prayer group (Bassouma Prayer) meetings at the Parsonage Office and food for the prayer be arranged in coordination with the Managing Committee. (G.B. 22.11.2016)

## **7. SUNDAY SCHOOL**

### **7.1. Attendance and General Information**

- 7.1.1. Attendance coupon shall be given to Sunday school children attending Holy Qurbana on second Fridays in any of the worship locations. Eligibility strictly for Children who arrive before the commencement of the Holy Qurbana and coupon distribution will not be the responsibility of the parish managing committee. (G.B. Decision 24/03/'15).
- 7.1.2. It is resolved to approve Sunday School Alumni Association as a spiritual organisation of the Parish. No grant shall be allotted for the Sunday School Alumni Association. (G.B. Decision (10/11/'15).

- 7.1.3. It is resolved that General Body approval is mandatory for conducting Sunday school classes above the existing 7th standard class at St. George chapel, Abbasiya. (G.B. Decision 29/03/'16).
- 7.1.4. It is resolved to conduct 8th standard classes of Sunday School at Abbasiya. (G.B. 26.02.2019)
- 7.1.5. It is resolved that attendance given for Sunday School children attending the Holy Qurbana on the second Friday of the month, be stopped from 1st January 2018. (G.B 12.12.2017)
- 7.1.6. It is resolved that children who completes 12th standard academic class, if they pass 12th in Sunday School, they shall be conferred Vedapraveen diploma awarded by OSSAE-OKR. The practice of awarding 10th and 12th academic class toppers, provided they complete 10th in Sunday School, will continue. (G.B. 13.03.2018) Refer in Gifts

## **7.2. Sunday School Grant**

- 7.2.1. An amount decided by the General Body is payable to the parish Sunday School as grant each year to meet the Sunday school expenses. At present this amount is KD 3500/= (G.B. Decision 31/05/'05). A refundable loan of KD 500/= can be given for Sunday school expenses. (G.B. Decision 03/06/'03).
- 7.2.2. Sunday school accounts shall be audited by the parish auditors with effect from 2007-'08. (G.B. Decision 19/06/'07)
- 7.2.3. Sunday school can print its own receipts and payment vouchers. (G.B. Decision 19/06/'07)

## **7.3. OVBS (Orthodox Vacation Bible School)**

- 7.3.1. Parish will bear all the expenses for OVBS and registration fees collected shall go to the parish account. Registration fee shall be KD 1/=. Parish Trustee shall be included during the OVBS budget preparations. (G.B. Decision 06/07/'10)

## **7.4. Sunday School Alumni Association**

- 7.3.1. No grant shall be allotted for the Sunday School Alumni Association. (G.B. Decision (10/11/'15)

## **7.5. Jubilee Veda Mahavidyalaya Scholarship**

- 7.5.1. It is resolved that KD 5184.995 (Rs. 11 Lakhs), received as balance from the Sunday School Golden Jubilee collections, shall be set aside as endowment fund for providing scholarship to Orthodox students who receive highest marks in 12<sup>th</sup> class (academic) and financially challenged. This scholarship is in association with OSSAE, Kottayam. An MOU signed in this regard is attached herewith. (G.B. 31.05.2016)

## **8. SPIRITUAL ORGANISATIONS & ASSOCIATIONS**

### **8.18. Spiritual Organisations Leadership**

- 8.18.1. Executive committee members of Spiritual organisations shall clear all subscription arrears and shall be eligible members as per Church constitution. (G.B. Decision 29/10/'13)

### **8.19. Spiritual Organisations Programs**

- 8.19.1. Spiritual organisations shall submit full year program in advance to the Parish Managing Committee. (G.B. Decision 26/06/'12)
- 8.19.2. Official programs and photo sessions of the spiritual organisations shall be with the participation of Vicar, Associate Vicar, Hon Treasurer and Hon Secretary and they shall be intimated in advance. (G.B. Decision 10/11/'15).

### **8.20. Spiritual Organisations Charity**

- 8.20.1. The spiritual organisations receiving grant from the parish budget shall not undertake any charity work and if at all undertake it shall be in the name of parish. (G.B. Decision 26/06/'12 & 26/08/'14)
- 8.20.2. The spiritual organisations receiving grant from the parish budget shall return the grant in case they spend more than the grant for charity purpose. (G.B. Decision 16/07/'13)
- 8.20.3. Spiritual organisations, receiving grant from the church shall not have their own charity disbursements, unless under special circumstances. In such circumstances, the programme may be conducted with the permission of the President of the organisation. (G.B. 31.05.2016)
- 8.20.4. The spiritual organisations receiving grants from the parish budget shall maintain their financial accounts according to the parish financial year – ie. April 1<sup>st</sup> to 31<sup>st</sup> March (G.B. Decision 23/06/'09)
- 8.20.5. The spiritual organisations receiving grant from the parish budget shall audit their accounts by the parish auditors. Allotted grant for Sunday School KD 3500/=, MGOCSM KD 500/- (G.B. Decision 06/07/'10), Martha Mariam Samajam KD 500/= (G.B. Decision 21/06/'11); Orthodox Christian Youth Movement (OCYM) KD 750/= (G.B. Decision 21/06/'11); Anti Alcoholism Movement KD 500/= (G.B. Decision 21/06/'11).

### **8.21. Martha Mariam Samajam**

- 8.21.1. An amount of KD 100/= yearly is allotted as transportation charges to NECK and back for Martha Mariam Samajam meetings. (G.B. Decision 30/11/'10)

### **8.22. OCYM (Orthodox Christian Youth Movement)**

8.22.1. Parish will meet all expenses towards bookings in NECK for the monthly meetings of OCYM. (G.B. Decision 30/11/'10)

### **8.23. Akhila Malankara Orthodox Shishrushaka Sangam (AMOSS)**

8.23.1. It is resolved to start a unit of the centrally instituted Akhila Malankara Orthodox Shishrushaka Sangam to (AMOSS) in our parish. (G.B. Decision 11/05/'10)

## **9. FUNDS AND SCHEMES**

### **9.1. Family Welfare Scheme**

9.1.4. Family welfare scheme is governed by the by-laws specially adopted by the parish general body and as amended from time to time. This fund to have a maximum ceiling of KD 10,000/= at any given time. (G.B. Decision 04/06/'02). This ceiling amount shall be kept for the whole year and if the fund falls below the mark for lack of income, it shall be treated as deficit. (G.B. Decision 24/03/'15). The funds will be from Parish Income as per the decision on H.F income by G.B 19.10.2013 & 24.03.2015.

9.1.5. Vicar is authorised to sign and up-date the available application forms of the Family welfare scheme in our records file, where vicar signature is missing. (G.B. Decision 28/10/'14)

9.1.6. Missing application forms in our records for the Family welfare scheme members shall be updated with duplicate forms with the present vicar signature and all of them shall be personally contacted. (G.B. Decision 24/03/'15)

9.1.7. The following decisions were taken in the G.B. regarding Family Welfare Scheme:

- Membership fee shall be KD 5/-.
- The spouse and children of the members shall be eligible for the scheme, provided they have valid Kuwait residence.
- If a member leaves Kuwait for good and the spouse continues to reside in Kuwait, membership shall be transferred to the spouse.
- 80% and above disability shall be considered as Permanently Unfit for job. (G.B. 22.11.2016)

### **9.2. PMGM Society & Fund**

9.3.1. PMGM Society fund is governed by the by-laws specially adopted by the parish general body (G.B. Decision 08/03/'85) and as amended from time to time.

9.3.2. It is resolved to allot 100% of the MGM box collections to PMGM society. (G.B. Decision 29/10/'13).

9.3.3. It was resolved to review and amend the rules and regulations governing the PMGM Charitable Society, keeping in view of the present scenarios and circumstances. (G.B. 06.06.2017)

### **9.3. Emergency Relief Loan / Aid**

9.3.1. Eligibility: Shall be a fully paid member of the parish for minimum three months and the family income shall be less than KD 300/= per month. Maximum one-year arrears allowed and the application shall be forwarded to area managing committee member and prayer group secretary through an eligible parish member as the guarantor. (G.B. Decision 25/03/'08 & 23/06/'09)

9.3.2. School fees for children limited to one child for one year for a maximum amount of KD 300/= Priority shall be for senior students. Applicable for students studying in Kuwait only. (G.B. Decision 25/03/'08 & 23/06/'09)

9.3.3. The loan / aid facility is available only for one time for the parish members. (G.B. Decision 25/03/'08)

9.3.4. In case of a death of an immediate family member (including parents of the spouse) in Kuwait or India, actual cost or maximum amount of KD 125/= for one air ticket is the criterion, provided the application for the same shall be scrutinized and recommended in writing by the Vicar, Hon Trustee, Hon Secretary and the area managing committee member. The recommendation for the air ticket shall be submitted to the succeeding managing committee meeting for ratification. (G.B. Decision 25/03/'08)

9.3.5. Emergency Loan / Aid Fund: It is resolved to increase the fund amount from KD 1500/= to KD 2000/= (G.B. Decision 29/11/'11). This ceiling amount shall be kept for the whole year and if the fund falls below the mark for lack of income, it shall be treated as deficit. (G.B. Decision 24/03/'15). The funds will be from Parish Income as per the decision on H.F income by G.B 19.10.2013 & 24.03.2015.

9.3.6. Details of loan shall be linked to the personal account of loan availed members and this should in no way affect the eligibility of these members (G.B. Decision 26/08/'14)

9.3.7. In the event of a write-off of a loan, the Church registration number of the loanee shall also be mentioned in the minutes of the General Body which decides to write off the loan.

**JOSEL FUND:** It is decided to cancel the Job Seekers Loan (JOSEL) fund and transfer the KD 1000 of the fund to the General Reserve. The head 'JOSEL Fund' shall hence be removed from Parish Accounts. All sections related to JOSEL fund shall also be removed from Parish Manual. (G.B. 16.11.2021).

## **10. CHARITIES**

**For details regarding distribution of charity funds see 14.1**



## **10.1. General Charity & Local Charity**

- 10.1.1. It is resolved to increase the amount for general charity to KD 4,250/= of which KD 2000/= is for the distribution as local charity (G.B. Decision 06/07/'10 & 29/11/'11).
- 10.1.2. The local charity for Parish members are for registered members only for medical assistance, residence permit fine, return tickets to India or any other deserving cases as applicable, for six members at KD 100/= each (total KD 600/=). Requests shall be submitted to the parish managing committee with due recommendations from the area prayer group secretary and the area managing committee member. (G.B. Decision 06/07/'10).
- 10.1.3. The local charity for non-Parish members can be distributed for six persons at KD 25/= each (total KD 150/=) with the approval of the vicar based on compassionate grounds, especially those approaching us at NEC or other gatherings. (G.B. Decision 06/07/'10). It is resolved to increase the 'Local Charity' amount from KD 25 to KD 50. (G.B. 31.05.2016)
- 10.1.4. The local charity details shall be included in the Charity disbursement records. (G.B. Decision 28/10/'14).

## **10.2. Charity for the Family of the Deceased**

- 10.2.1. It is resolved to set apart an amount of maximum KD 1,000/= from the interest of the bank accounts every year in a separate head to help the needy family members of the deceased as local charity. The maximum amount to be given is limited to KD 250/= for any individual case. (G.B. Decision 28/03/'14)

## **11. GIFTS, MEMENTOS, AWARDS AND SEND-OFF**

### **11.1. Parish Gifts / Mementos**

- 11.1.1. All gifts / mementos given in the name of parish shall have the name of the Parish and the Vicar. (G.B. Decision 21/12/'96)
- 11.1.2. Gifts for invitees to church functions like convention shall be included in the budget. (G.B. Decision 31/05/'05)
- 11.1.3. Amount given as X'mas gifts to Vicar & Associate Vicar shall be included in the budget. (G.B. Decision 31/05/'05)
- 11.1.4. Harvest Festival Convenor shall be presented a memento (G.B. 15.06.2021)
- 11.1.5. **All convenors of various Harvest Festival committees shall be given a memento and all joint convenors shall be given a 'Ponnada'. The size of the memento for convenors shall be different (smaller) from the memento given to the H.F General Convenor. (G.B. 16.11.2021)**

## **11.2. Gift for Top Ranking Students of Class X & XII**

11.2.1. Five prizes for top scorers in Class X and eight prizes for top scorers in Class XII (2 prizes each for 4 groups) shall be given. The budget amount for the gift is revised to KD 250/= (G.B. Decision 12/12/'95 & 10/11/98)

11.2.2. Eligibility criteria shall include the student have minimum 50% attendance in the Parish Sunday school and a pass in the SSFC exam. (G.B. Decision 15/11/'05). The parent shall be a full paid-up member of the parish. (G.B. Decision 10/11/'98)

## **11.3. SSFC Exam Winners**

11.3.1. Awards instituted for meritorious performance in Sunday School Final Certificate Examination to be given from Sunday school budget commencing from 2001 – 2002. (G.B. Decision 21/11/'00)

11.3.2. H.G. (Dr.) Stephanos Mar Theodosius memorial gold medal of St. Gregorios Indian Orthodox Maha Edavaka, Kuwait instituted for meritorious performance in Sunday School Final Certificate Examination for outside Kerala region (OKR) shall be given for each of the first two rank holders as 8 grams gold & 6 grams gold medal for Class X SSFC and Class XII SSFC winners respectively. The top scorer from Kuwait parish for Class X SSFC shall be presented with a 6 grams gold medal. (G.B. Decision 30/11/'10). No sealing on the cost of the gold medals due to the fluctuations in the gold prices. (G.B. Decision 29/11/'11)

11.3.3. Due to the difficulty in sending the gold medal to India it is resolved to send required amount to the Bhilai OKR president and authorize him to make and distribute. (G.B. Decision 28/03/'14)

11.3.4. It was decided that henceforth Orthodox Bible will be awarded in place of the Gold coin awarded to the toppers on 10th and 12th classes of Kolkatta Diocese. Yearly a maximum amount of IRS 1 Lakh is earmarked for this purpose. (G.B. 11.12.2018)

## **11.4. Class V to XII Students Send-off**

11.4.1. The parish shall arrange a send-off function for students of Class X & XII leaving Kuwait and a suitable memento shall be presented. Students shall have 50% attendance in the Sunday school General Register and studied up to 10<sup>th</sup> standard. The parents shall be full paid parish members. (G.B. Decision 26/10/'04 & 25/03/'08).

11.4.2. It is resolved to include students of Class V to XII leaving Kuwait for the parish send-off function and they shall have attendance in the Sunday school. (G.B. Decision 27/03/'12)

11.4.3. It is resolved to gift "Orthodox study Bible" to each of the outgoing students in the parish farewell function. (G.B. Decision 27/11/'12)

11.4.4. The parish send-off function shall be arranged in the NECK campus and food shall be arranged for all the attendees. (G.B. Decision 29/03/'16)

11.4.5. The gift of Orthodox Bible given to outgoing students, shall now be extended to children leaving Kuwait (without completing their studies in Kuwait) as the family is forced to leave the country for any reasons of their own. However, all conditions set by the Church for receiving such gifts shall be fulfilled by the member /family. (G.B. 31.05.2016)

### **11.5. Gift for outgoing members**

11.5.1. Any fully eligible member of the parish leaving Kuwait after a minimum of two years (G.B. Decision 21/11/'06) in Kuwait parish shall be given a memento of not more than KD 15/= provided no dues are pending. (G.B. Decision 22/03/'96)

11.5.2. It is decided that the size of the memento given to outgoing members shall be A4. The memento shall record all the positions held by the member in the Parish. A separate form shall be filled, signed by the member and kept in Parish records indicating the positions held by the member. (G.B. 16.11.2021)

11.5.3. If the member has held a position more than once but in different years, this need to be recorded only once. The following positions shall be mentioned on the memento:

a) Parish Trustee. b) Parish Secretary. c) Managing Committee Member. d) Prayer Group Secretary. e) Auditor. f) Malankara Sabha Managing Committee Member. g) Diocesan Council Member. h) Harvest Festival Convenor. i) Finance Convenor. j) Program Convenor. k) Malankara Association Member. l) Diocese G.B. Member. m) Sunday School Officials & Teacher. (G.B. 16.11.2021)

## **12. GENERAL INFORMATION**

### **12.1. Guests of Parish, Visit Visa & Fund Raising**

12.1.1. The invited guests of the parish should attend other public meetings only with concurrence of the current managing committee. This decision should be conveyed by the vicar to the guests. (G.B. Decision 22/03/'96)

12.1.2. Any visit to Kuwait by our Bishops, Priests and those related to Spiritual organisations shall be through the parish and the visit visas from NECK only. (G.B. Decision 19/03/'13)

12.1.3. The unofficial guests of the parish shall not make any fund-raising announcements and with the Kalpana from the Diocesan Bishop they are allowed to conduct one Holy Qurbana by the end of the visit. Attending any meeting of the prayer groups or spiritual organisations shall be with concurrence of the current managing committee. This decision should be conveyed to the guests by the vicar. (G.B. Decision 26/06/'12)

12.1.4. Consent of the parish managing committee is obligatory before any fund-raising visit to the parish by Priests and guests with Kalpana for. (G.B. Decision 19/03/'13)

- 12.1.5. Any Bishop of the Malankara Orthodox church invited by the parish shall be given a “kaimuth” of KD 301/= (G.B. Decision 22/03/'96)
- 12.1.6. Any Bishop of the Malankara Orthodox church on a casual visit to the parish shall be given a “kaimuth” of KD 101/= (G.B. Decision 22/03/'96)
- 12.1.7. The diocesan Bishop on his visit to the parish shall be given a “kaimuth” of KD 401/= (G.B. Decision 23/05/'95) See also 13.3
- 12.1.8. All priests who visit the parish shall be given KD 25/- (G.B. Decision 23/05/'95)
- 12.1.9. Priests invited by the parish for OVBS, 8 days lent and annual convention shall be given Rs. 50,000/- (G.B. Decision 23/05/'95)

## **12.2. Assets Insurance**

- 12.2.1. Assessment shall be made by the Managing Committee for the Parish assets and shall be insured if worthwhile. (G.B. Decision 4/06/'02)

## **12.3. Inventory Register**

- 12.3.1. An Inventory Register listing all the fixed assets of the parish shall be maintained. (G.B. Decision 13/11/'00)

## **12.4. Registration with Indian Embassy**

- 12.4.1. Register the parish with Embassy of India in Kuwait as a Cultural Organisation. (G.B. Decision 12/12/'95)

## **12.5. Parish Web Site & Mobile App, Social Media**

- 12.6.1. Spiritual organisations of the parish receiving grant from parish shall not start their own web sites. (G.B. Decision 04/06/'02)
- 12.6.2. The vicar shall be nominating the web master for the parish web site. (G.B. Decision 26/10/'04). It is resolved to appoint an eligible parish member to assist the web master. (G.B. Decision 16/07/'13)
- 12.6.3. It was resolved to appoint an Assistant Webmaster to assist the Webmaster. The appointee shall be adequately qualified and shall be a member of the Parish. (G.B. 13.03.2018)
- 12.6.4. Based on the recommendation of the managing Committee, it was resolved that a logo for the Edavaka shall be created. The managing Committee shall decide the criteria, announce the same in the church 3 times and then shall select an appropriate logo from the entries received. It was also resolved that a mobile app shall be created for the Edavaka. (G.B. 10.12.2019)
- 12.6.5. It was decided to procure a Zoom meeting Licence for the Parish. (G.B. 15.06.2021)

12.6.6. It was decided that a Media Team be constituted under the Webmaster to assist in live telecast of Parish programmes, Holy Qurbana etc. (G.B. 16.11.2021)

## **12.6. Parish Day & Sunday School Annual**

12.7.1. The parish day and the parish “Perunal” shall be celebrated separately. Parish day shall be celebrated on 3<sup>rd</sup> or 4<sup>th</sup> week of November, either on a Thursday or Friday and venue can be NECK or any other convenient location. For distribution of food on parish day an amount of KD 0.250/= shall be charged for coupons. (G.B. Decision 16/06/'15)

12.7.2. For convenience the annual meetings of Sunday school and Spiritual organisations shall be conducted together. (G.B. Decision 31/05/'05)

12.7.3. Number of guests invited for food during Parish Day and other functions shall be limited to ten. (G.B. Decision 16/07/'13)

12.7.4. It was resolved that the Parish Perunal shall be celebrated on the same day as that the Perunal falls or on the nearest Friday. Any change required on the date/day shall be done with the permission of the General Body. (G.B. 12.12.2017)

## **12.7. Food Coupons**

12.8.1. For distribution of food in the parish an amount of KD 0.500/= shall be charged for coupons (G.B. Decision 16/06/'15)

12.8.2. For distribution of food on parish day an amount of KD 0.250/= shall be charged for coupons (G.B. Decision 16/06/'15)

## **12.8. Obituary, Death of an Orthodox Church member**

12.9.1. If an Orthodox Church member who is not a member of our parish passes away in Kuwait and the vicar conduct the offices of the departed on the grounds that the deceased is a member of the Indian Orthodox Church, a wreath shall be placed on behalf of the parish. (G.B. Decision 4/06/'02)

12.9.2. If a member of our parish or immediate family member (wife or children) passes away in Kuwait, amount required (approximately KD 250/=) for the repatriation of the mortal remains in the national carrier shall be given as an aid or advance on a written request from the immediate family members. (G.B. Decision 06/06/'06)

12.9.3. In the General Body ex-members who passed away (from the time of previous GB to this GB) shall be commemorated. (G.B. 31.05.2016)

12.9.4. Obituary Announcement: It is resolved to limit the obituary announcement of the immediate relatives of the registered members and ex-members of the parish to father, mother, brother, sister, father-in-law and mother-in-law only. (G.B. Decision 28/10/'14)

12.9.5. In the event of the death of a Parish member, an announcement in the papers can be made at the expense of Edavaka. This applies in the demise of:

- Member having full membership, spouse or children below 21 years residing in Kuwait or outside Kuwait.
- Member only, if the membership is an Associate membership.

The following conditions are applicable:

- Dues if any, shall not exceed three years
- **Announcement shall be only in the local edition of Malayala Manorama to which the member belongs. (G.B. 16.11.2021)**
- Black & White, single column, size 10 x 1 (G.B. 13.03.2019)

## **12.9. Annual Gregorian, Kaleidoscope & Annual Reports**

12.10.1. The Annual Gregorian shall be published containing Parish Annual report, audited accounts (only the Income & Expenditure of the financial year to be published - G.B. Decision 06/07/'10) and the annual reports of the Sunday school and other Spiritual / Charitable organisations. Editors of the monthly Gregorian shall be the editors of Annual Gregorian along with Vicars, Trustee, Secretary and the Sunday school Headmaster. (G.B. Decision 06/07/'04)

12.10.2. The Annual Gregorian shall be published in the parish web-site and not to be printed. (G.B. Decision 29/10/'13)

12.10.3. The Annual Gregorian shall be published within three months from the Annual General body meeting with the available matter. (G.B. Decision 19/06/'07)

12.10.4. Sunday school Kaleidoscope shall be printed and published separately. (G.B. Decision 19/06/'07)

12.10.5. It is resolved to record in a separate book the Annual report and copies of the typed report shall be distributed in the general body. A separate section of the report shall have all the important decisions of the year and this shall be updated in the Parish Manual and also in the website. (G.B. Decision 23/06/'09)

12.10.6. Very brief report of the Spiritual and Charitable organisations shall be included in the parish report to read out in the Parish day report presentation. Detailed reports shall be published in the Annual Gregorian. (G.B. Decision 27/11/'12)

## **12.10. The “Muthukudas”**

12.11.1. The “Muthukudas” shall be given as a loan only to sister parishes or our own spiritual organisations. (G.B. Decision 13/05/'97)

## **12.11. The Parish Manual**

12.12.1. The outgoing Managing committee shall handover along with all the official documents and assets the updated Parish manual incorporating all the General body decisions of the current year to the incoming Managing committee. (G.B. Decision 26/10/'04).

12.12.2. The Parish Manual shall be published in the Parish Web site. (G.B. Decision 26/10/'04).

### **12.12.St. Gregorios Geriatric Center - Mar Theodosius Memorial Kuwait Home**

12.13.1. Kuwait Maha Edavaka shall nominate two governing body members for the St. Gregorios Geriatric Center - Mar Theodosius Memorial Kuwait Home at Parumala. (G.B. Decision 24/06/'08).

12.13.2. Hon. Trustee & Hon. Secretary of the concurrent year shall be the nominated governing body members of the St. Gregorios Geriatric Center - Mar Theodosius Memorial Kuwait Home at Parumala. It is mandatory for both to attend all the "Governing Body Meetings". (G.B. Decision 24/06/'08)

12.13.3. Kuwait Maha Edavaka can admit four inmates in the St. Gregorios Geriatric Center - Mar Theodosius Memorial Kuwait Home at Parumala free of charge. (G.B. Decision 11/05/'10)

12.13.4. Till the new Cancer Center and blood bank is operational, temporary blood bank can be operated from the St. Gregorios Geriatric Center - Mar Theodosius Memorial Kuwait Home at Parumala. (G.B. Decision 19/03/'13)

12.13.5. The free treatment value given by Parumala Cancer Centre, considered as the interest on the donation amount of 1 Crore given by the Edavaka, will now be 4 lakh per year (reduced from 5 lakh per year). This is as informed by the Cancer centre considering the reduction of bank interest in India. The members of the Edavaka, their family members and parents are eligible to avail this free treatment. (G.B. 28.05.2019)

### **12.13.Junior Choir**

12.14.1. It is resolved to start Junior choir for Sunday school children to participate in the Holy Qurbana on Tuesdays. (G.B. Decision 25/03/'08)

12.14.2. Permission is given for the Junior Choir to assist the Holy Qurbana on every third Friday and the Saturday following fourth Friday. (G.B. 31.05.2016)

### **12.14.Bible Quiz Competition**

12.15.1. It is resolved to constitute on behalf of parish a trophy "Mar Theodosius memorial ever rolling trophy" for the first and second place winners in the Bible quiz competition conducted for the parish prayer groups. (G.B. Decision 21/06/'11)

### **12.15.Transportation**

12.16.1. It is resolved to arrange transport from Abbassiya and Salmiya for members to attend the Holy services and commuters has to bear the cost. (G.B. Decision 16/07/'13)

### **12.16.60<sup>th</sup> Anniversary Project**

12.17.1. Due to the prevailing circumstances and COVID, it was decided to cancel the 60<sup>th</sup> Anniversary project. (G.B. 15.06.2021)

## **13. EXPENSES**

### **13.1. Parsonage cleaning**

13.1.1. A person can be appointed at a monthly salary of not exceeding KD 40/= for parsonage cleaning and this expense shall be accounted under a special head "Parsonage cleaning". (G.B. Decision 26/11/'02 & 26/08/'14)

13.1.2. A monthly charge of KD 10/= is included in this account towards payment as tip to the Watchman of the parsonage building and for washing the car.

### **13.2. Diocesan Centre Fund for Undeveloped Parish**

13.2.1. An annual contribution is made to the Diocesan Centre to be utilized for the benefit of undeveloped parishes of the Diocese. This contribution shall be Rs 4 (four) lakhs. (G.B. Decision 10/11/'15)

### **13.3. Annual "Kaimuth" to the Diocesan Bishop**

13.3.1. The payment as "Annual Kaimuth" to the Diocesan Bishop is fixed as one lakh. (Kalpana 01/2005, dated 19/1/'05) (G.B. Decision 31/05/'05)

### **13.4. N.E.C. Maintenance + Cemetery Fund**

13.4.1. In accordance with the decision of the Church Council a monthly contribution is to be made to the N.E.C. and currently it is KD. 287/= per month.

### **13.5. Catholicate Day Collection**

13.5.1. Any deficit to meet the target amount set by the church authorities for the Catholicate Day collection shall be allotted from the parish funds. (G.B. Decision 22/03/'11)

### **13.6. Church Sundries**

- Neck Cleaning Charges - 20 KD
- St. George Chapel Cleaning Charges - 35 KD
- St. Mary's Chapel Cleaning Charges - 40 KD



- Baseliious Memorial Hall Cleaning Charges - 35 KD
- Office Parsonage Cleaning Charges - 15 KD

Other sundry expenses (food etc.) on all places of worship shall be payable at actuals on a monthly basis. (G.B. 16.11.2021)

### **13.7. Fund for Parish Managing Committee**

13.7.1. An amount of KD 250/= is allotted for each financial year to meet the committee expenses. (G.B. Decision 06/07/'10)

## **14. FUNDS DISTRIBUTION**

### **14.1. Charity Fund**

- 14.1.1. The funds transferred to this account are to be utilized for charitable purposes such as Sick aid and Education aid. The disbursement amount for educational aid and sick aid can vary from Rs. 10,000/= to Rs. 25,000/= depending on the justification. (G.B. Decision 26/11/'02 & 26/08/'14). The total amount collected in any financial year for charity fund shall be distributed fully in the same year. (G.B. Decision 23/11/'10).
- 14.1.2. The managing Committee of the Parish is empowered to disburse this fund. The following procedure should be observed:
- 14.1.3. Charity disbursement shall be made quarterly, equal to one fourth of the budgeted amount for that purpose. Announcement inviting applications shall be inserted in the "Malankara Sabha" at the beginning of each quarter. (G.B. Decision 4/06/'02). Applications from deserving candidates in the prescribed manner shall be duly attested by the Vicar. (G.B. Decision 06/07/'10).
- 14.1.4. Charity disbursement shall benefit all the dioceses in Kerala and Calcutta. Hence the applications for charity shall have the approval of the respective diocesan Metropolitan. (G.B. Decision 23/05/'95) & (G.B. Decision 06/07/'10).
- 14.1.5. The managing committee shall scrutinize the applications and select the most deserving ones and allocate the available funds on the merits of each application category wise. (G.B. Decision of 01/06/'84)
- 14.1.6. It is resolved to keep a separate register with all details and the approval dates for all the parish charity disbursement. (G.B. Decision of 24/11/'09)
- 14.1.7. It is resolved to send the charity amount, if possible, directly to the applicant bank account. Acknowledgement receipt shall be obtained from the applicant or DD receiving priest. (G.B. Decision of 16/06/'15)
- 14.1.8. Based on the Kalpana of Diocesan Metropolitan, Ref. No. Doc/Gen/118/2017, it is decided to pay Rupees 5 lakh per year for the next 5 years starting from the financial year of 2018-19, towards the diocese mission charity. (G.B. 12.12.2017)

## **14.2. Special Projects (G.B. Decision 25/02/'03 & 23/06/'09)**

- 14.2.1. A separate account shall be maintained under the head "Special Project for Housing & Marriage Aid.
- 14.2.2. The maximum amount disbursed under this head during any financial year shall be limited to KD 5000/= and the balance amount shall be carried over to the next financial year.
- 14.2.3. In case of large number of deserving applications, those which cannot be paid from the limit set in the budget of the parish, can be disbursed by calling for voluntary donations from members of the parish.
- 14.2.4. Proper receipts shall be issued for amount received as voluntary donation for this purpose and the amount shall be transferred to the project fund. The Managing committee shall be empowered to disburse this amount.
- 14.2.5. The Managing committee shall ensure that an advertisement is placed in the Malankara Sabha magazine, stating very clearly all the requirements set out by our parish, calling for applications for the marriage aid and housing aid, to appear not later than January of the year,
- 14.2.6. The short listing of applications shall be so done as to enable verification of authenticity if required by members of our parish who travel to India in June, July of the year.
- 14.2.7. The applicant for the aid shall be contacted by the Managing committee through his/her parent parish and requested to furnish an undertaking by the Vicar and Managing committee of the said parish that the project will be executed under their supervision and responsibility.
- 14.2.8. The Managing committee shall ensure that the benefits of this project are made available for all the Dioceses of the Malankara Orthodox Church.
- 14.2.9. Disbursement of this aid under the project shall be made by Demand Draft taken in the name of the applicant and forwarded to the applicant through the vicar of the parent parish. It was decided that the disbursement of aid shall be done by Bank Transfer to the beneficiary's account. (G.B. 31.05.2016)

## **14.3. Housing Aid (G.B. Decision 25/02/'03, 23/06/'09 & 29/11/'11)**

- 14.3.1. Five houses of around 250 sq. ft. costing Rs. 100,000/= shall be constructed each year.
- 14.3.2. The advertisement shall state that the following information are required with each application for consideration.
- Complete personal details of the applicant
  - The number of family members
  - Annual income of the head of the family

- Copy of the tax receipt for land owned by applicant
- Certificate that the applicant has no other residence.
- Recommendation from Vicar and managing committee of the parent parish of the applicant.
- Recommendation from Vicar and managing committee of the nearest orthodox parish for Non-Orthodox applicants. (G.B. Decision 28/03/'03)
- Recommendation from respective Diocesan Metropolitan. (G.B. Decision 29/11/'11)

14.3.3. Payment shall be made one time for the full amount. (G.B. Decision 10/11/'15)

14.3.4. Payment shall be on receipt of the undertaking from the home parish.

14.3.5. There shall be an assurance from the vicar of the parent parish that the work shall be completed within six months and that the progress of work shall be intimated by him to the vicar of Kuwait parish.

14.3.6. Obtain assurances from the parent parish that necessary construction permits from Government agencies and other authorities will be obtained.

14.3.7. The applicant shall be informed that the fund will be available during the current and succeeding financial years only and later will be lapsed. (G.B. Decision 10/10/'07)

14.3.8. In addition to the construction of new five houses, it is resolved to disburse Rs. 100,000/= for maintenance of houses. However, this will be limited to a maximum amount of Rs. 20,000/= for each case.

#### **14.4. Marriage Aid (G.B. Decision 25/02/'03, 23/06/'09 & 29/11/'11)**

14.4.1. Disburse Rs. 40,000/= each to **ten** indigent girls.

14.4.2. The advertisement shall state that the following information are required with each application for consideration.

- Complete personal details of the applicant
- Complete details of the family
- Annual income of the head of the family
- Recommendation from Vicar and managing committee of the parent parish of the applicant.
- Recommendation from Vicar and managing committee of the nearest orthodox parish for non-Orthodox applicants. (G.B. Decision 28/03/'03)
- Recommendation from respective Diocesan Metropolitan. (G.B. Decision 29/11/'11)

14.4.3. The applicant shall be informed that the fund will be available during the current financial year only and otherwise will be lapsed

14.4.4. The fund shall be forwarded immediately on receipt of “desakuri”.

#### **14.5. Assistance for Church renovation (G.B. Decision 30/11/'10)**

14.5.1. It is resolved the applications for church renovations shall have the approval of the respective diocesan Metropolitan.

## **14.6. Amiri Grant disbursement**

- 14.6.1. It is resolved to transfer 80% of the Amiri Grant to the Church building fund and allot 10% each for Centenary charity Projects and furnishing of the new chapels. (G.B. Decision of 29/11/'11)
- 14.6.2. **It is resolved that the amount earmarked as 'Church Building Fund' may hence be utilised for any purpose that is beneficial to the Parish. (G.B. 22.03.2022)**

## **15. BUDGET AND ACCOUNTING POLICIES**

### **15.1. Budget**

- 10.1.1. The Hon. Treasurer of each year shall prepare a budget for each financial year. The budgeted accounts shall be discussed by the reigning Managing Committee in office and agreed decisions of the Managing Committee are incorporated. The Budget is then presented to the "Budget General Body" of the Parish.
- 10.1.2. Budget when adopted by the parish general body, becomes a sanction for the disbursements / activities narrated there-in.
- 10.1.3. Budget being an estimate / projection of the matters to be pursued during a defined period of time, precision in many of the budgeted expenses cannot be maintained. Therefore, a variance up to 10% is considered as acceptable by the General Body. (G.B. Decision of 19/03/'76).
- 10.1.4. The Hon. Treasurer is empowered to disburse the routine and normal day to day expenses of the Parish. All extra ordinary items should be brought to the attention of the Managing Committee.
- 1.1.1. 50% of the surplus collection over the budget shall be transferred to the separate charity fund exclusively for the Marriage and housing aid projects, undertaken as special projects every year. This amount shall be dispersed, after auditing, by the current managing committee from the applications received. (G.B. Decision 29/10/'13)

### **15.2. General Reserve**

- 15.2.1. With a view to support any future lean years and to support any needy members of the parish the General Body decided to set aside 50% of the surplus of each year together with the 25% each appropriated from the Birthday Collections to a General Reserve account. (G.B. Decision of 18/04/'86).

### **15.3. Limits of the Managing Committee**

- 15.3.1. Though not sanctioned by the budget the Managing Committee is empowered to incur expenses in the following circumstances with the prescribed limits:
- 15.3.2. Unforeseen or extra ordinary expenses without limit, but to be ratified in the immediately following General Body (G.B. Decision of 10/06/'83)

15.3.3.The maximum amount that can be spent by the managing committee outside budget is limited to KD 75/= (G.B. Decision 24/03/'00)

#### **15.4. Parish Bank Accounts**

15.4.1.The parish bank accounts are operated by the joint signatures of the Vicar and the Hon. Treasurer or the Hon. Secretary if the Hon. Treasurer is out of Kuwait. (G.B. Decision of 02/06/'78)

15.4.2.A bank account shall be opened in a bank in India, operated jointly by the office bearers of the parish, to facilitate charity disbursements. (G.B. Decision 31/05/'05). The maximum amount in this account shall be Rs 15 lakhs and all payments in India shall be from this account. (G.B. Decision 06/07/'10 & G.B. Decision 16/07/'13). This account shall be an NRE joint account in the name of Vicar, Trustee and Secretary of the Parish (G.B. Decision 21/06/'11).

15.4.3.The “CBK” fixed deposit in the parish name shall be converted as a joint account in the name of the Vicar, the Hon. Treasurer and the Hon. Secretary of the parish. (G.B. Decision 19/06/'07). This fund cannot be used for any other purposes other than the construction of a church (G.B. Decision 21/06/'11).

15.4.4.The name of the office bearers for operating the Current account with “CBK” shall be informed officially the bank authorities for updating, every year, immediately after the elections. (G.B. Decision 10/11/'15).

15.4.5.It is resolved that the bank account of the church can be in the name of the Trustee alone, should we face any difficulties in continuing the status as a ‘Joint account’. (G.B. 31.5.2016)

#### **15.5. Accounting Practices**

15.5.1.The managing committee has to be informed the income and expenditure account every month. (G.B. Decision 3/06/'03)

15.5.2.Trustee shall present quarterly audited accounts in the managing committee meeting. (G.B. Decision 3/06/'03)

15.5.3.Audited accounts for six months shall be presented in the half yearly G.B for approval. (G.B. Decision 3/06/'03)

15.5.4.Trustee shall not make any cash payment for more than KD 500/= (G.B. Decision 27/11/'12)

15.5.5.All income received shall be directly deposited in the bank. (G.B. Decision 3/06/'03)

15.5.6.Cash books shall be maintained by Trustee. (G.B. Decision 3/06/'03 & 17/10/'03). Printed copy of the cash book account with the signatures of vicar and trustee shall be presented in the monthly managing committee meeting. (G.B. Decision 28/10/'14)

- 15.5.7. Trustee shall not keep more than KD 2000/= as cash in hand. (G.B. Decision 27/11/'12) Increased to KD 3500/- (G.B. 15.06.2021)
- 15.5.8. Vicar has to supervise trustee in financial matters. (G.B. Decision 3/06/'03)
- 15.5.9. Separate income and expenditure statements shall be prepared for harvest festival and X'mas carol collections. (G.B. Decision 3/06/'03)
- 15.5.10. Receipts shall be given for incomes under all heads except cover and special collections. Separate register shall be maintained for Cover & Special collections. All harvest festival and X'mas collections shall have separate receipts. (G.B. Decision 26/10/'04). Separate receipts shall be issued for donations collected for Harvest festival food expenses. (G.B. Decision 16/06/'15).
- 15.5.11. Receipt vouchers shall be printed with voucher number in sequential order. (G.B. Decision 4/06/'02)
- 15.5.12. Any collection taken for special purposes shall have separate receipts and the income shall be accounted separately. A new set of receipt books for this purpose shall be printed. (G.B. Decision 15/06/'01)
- 15.5.13. Parish should have permanent record of all donations for charity and the account package to be suitably configured to include the same. (G.B. Decision 04/06/'02)
- 15.5.14. Each Prayer group shall be entitled for an amount of maximum KD 60/= towards the X'mas carol expenses against vouchers. (G.B. Decision 26/10/'04 & 30/11/'10). Transport expenses if any will be given separately. (G.B. 06.06.2017)
- 15.5.15. Participating Prayer groups and spiritual organisations are entitled for KD 25/=, towards the X'mas & New Year programme. (G.B. Decision 30/11/'10). There will be no competitions in this programme. (G.B. Decision 06/07/'10).
- 15.5.16. The Vicar shall sign on all the Payment vouchers and new Payment vouchers shall be printed with the space for the same. (G.B. Decision 24/11/'09).
- 15.5.17. It is resolved to maintain a separate head as "Financial Assistance to Bishops & Priests" in the Yearly Accounts for all the financial assistance given to aged and ailing Bishops & Priests of our Church. (G.B. Decision of 27/03/'12)
- 15.5.18. It is resolved to maintain a separate head for Obituary/ Remembrance/ Announcement insert in the newspapers. (G.B. Decision of 27/03/'12)
- 15.5.19. Any additional expenditure shall be from the General Reserve Account. (G.B. Decision of 27/11/'12)

## **15.6. Audit of Accounts**

- 15.6.1. Accounts of the Parish shall be audited for each quarter of the financial year by the Auditors appointed by the General body for the purpose. The audited

accounts should be discussed and adopted by the Managing Committee in which the Hon. Auditors also will be present. (G.B. Decision 3/06/'03).

15.6.2. The audited financial statements for the half year and the full year shall be presented to the Half Yearly and Annual General Body meetings respectively.

15.6.3. The spiritual organisations receiving grant from the parish budget shall audit their accounts by the parish auditors.

15.6.4. Auditing of the annual accounts shall be completed within 45 days of the financial year closing. Audited report shall be presented to the general body before 30<sup>th</sup> June of the same year (G.B. Decision 26/08/'14).

15.6.5.

### **15.7. Part time Accountant**

15.7.1. A part time accountant shall be engaged, if the Hon. Treasurer requires such an assistance, with a maximum remuneration of KD 100/= monthly. (G.B. Decision 31/05/'05)

15.7.2. The salary of the accountant of the parish shall be revised from KD 150 to KD 175 (G.B. 12.12.2017)

## **16. GENERAL BODY MEETINGS**

### **16.1. General Body**

16.1.1. The General Body meetings shall be conducted only at NECK premises. (G.B. Decision 26/08/'14)

16.1.2. The general body decisions shall be published in the Parish Website within one month and accessible for members with member LOGIN facility only. (G.B. Decision 29/03/'16)

16.1.3. Person who gives in writing any matter for discussion in the General Body shall compulsorily attend the General Body. (G.B. 13.03.2018)

### **16.2. Half Yearly General Body**

16.2.1. The treasurer shall prepare the half yearly financial statements, discuss in the Managing Committee and shall present the audited account in the half yearly General Body. Budget adjustments if any can be demanded by the Managing Committee.

### **16.3. Annual General Body**

16.3.1. The audited financial statements for the previous year and the budget for the current year shall be presented to the Annual General Body. The accounts should be approved and the annual report to be adopted by the General Body.

#### **16.4. Election General Body**

16.4.1. The election general body is exclusively for the election of office bearers for the new financial year, however other matters with the recommendation of the managing committee can be taken up (G.B. Decision 29/03/'05), and shall be conducted before 31st March of every year.

16.4.2. The minutes of the election general body shall not be presented in the new managing committee, but shall be presented by the previous secretary in the consecutive general body.

### **17. SIGNIFICANT ACCOUNTING POLICIES**

#### **17.1. Income**

1.1.2. All Incomes are accounted on cash basis only.

#### **17.2. Expenses**

17.2.1. Expenses are accounted on accrual basis.

#### **17.3. Depreciation**

17.3.1. Fixed assets are fully written off in the year of acquisition.

### **18. ACCOUNTING ENTRIES**

18.1. A new accounting software package is accepted for Parish accounting and shall meet the following minimum criteria.

18.1.1. In case the software company cannot provide the maintenance contract, there should be a contract agreement with the company to provide the "Software source code". (G.B. Decision 11/05/'10)

18.1.2. The existing arrears waiver / subscription write-off practice to be closed with effect from 2007. (G.B. Decision 11/05/'10)

18.1.3. Any member leaving Kuwait temporarily due to residence or job status, his membership can be suspended and to be re-instated on his return. (G.B. Decision 11/05/'10)

18.1.4. Any subscription entry shall fill automatically the arrears of the previous years, if any and this information shall be printed in the receipt vouchers. (G.B. Decision 11/05/'10)



- 18.1.5. Any advance yearly subscription shall be accounted as income for the succeeding years. (G.B. Decision 11/05/'10)
- 18.1.6. Details of all Charity disbursements by parish shall be included with option to generate reports. (G.B. Decision 27/03/'12)
- 18.1.7. Shall have facility to include the Holy Confession date of the dependants of parish members. (G.B. Decision 27/03/'12)
- 18.1.8. Trustee and Accountant shall be included with the group of authorised personal for operating the new software as per the agreed "Policy and procedure" point (2) of the accounting software. (G.B. Decision 26/08/'14)

## 19. VOUCHERS AND FORMS

The following Vouchers and forms are in use in the Parish.

	<b>Name of Voucher / Form</b>	<b>Purpose</b>	<b>Remarks</b>
1	Journal Voucher	To document all accounting transactions.	Only original required. Not serially numbered, but serially numbered when used.
2	Receipt Voucher	To document all cheque & cash receipts and form a support to the journal entries.	Original + 2 copies Original to the member, 1 <sup>st</sup> copy for accounting and 2 <sup>nd</sup> copy to be retained in the book.
3	Deposit Voucher	To document all cheque & cash deposits and form a support to the journal entries.	
4	Goods Received Voucher	To document all the details of the goods received.	
5	Cheque Payment Voucher	To document all cheque payments and form a support to the journal entries.	
6	Cash Payment Voucher	To document all cash payments and form a support to the journal entries.	
7	Statement of Cash count Form	To document cash collection by way of offertory and	Only original required. The statement should be

		form a support to the journal entries.	signed at least by two committee members present at the time of count in addition to the vicar / celebrant.
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**St. Gregorios**

**Indian Orthodox Syrian Church**

**Kuwait**

**Family Welfare Scheme**

**(As amended by the Parish General Body held on 22<sup>nd</sup> November 2016)**

## **Introduction**

*“A good Christian creates the good and rejoices in God's plenty and co-operate with God in creating supreme joy for himself and for the Society”*

'The Family Relief Scheme' is introduced with a view to look into the heart of this Christian message and receive its inspiration when we are given the privilege to share each other.

### **1. Name of the Scheme**

The name of the Scheme shall be "The Family Relief Scheme of the St. Gregorios Indian Orthodox Church, Kuwait" hereinafter referred to, for convenience, as the "Scheme".

### **2. Objective**

The objective of the Scheme shall be to provide financial assistance to the family of a member in the event of his/her natural/accidental death or physical disability within or outside Kuwait. This clause is further clarified as follows:

- Disability shall be understood as 100% physical disability by which the victim become permanently unfit for a job to meet his livelihood.

### **3. Membership**

A. Any fully subscribed member of our Parish whose name appears in the register of the Parish or his wife shall be eligible for membership, and any such member of the Parish or his wife may become a member of the Scheme upon submitting an Application for membership to the Secretary of the parish, in the prescribed form, counter-signed by the Vicar of the Parish, and paying the necessary subscription towards the Scheme.

- The spouse and children of the members shall be eligible for the scheme, provided they have valid Kuwait residence. (G.B 22.11.2016)

- If a member leaves Kuwait for good and the spouse continues to reside in Kuwait, membership shall be transferred to the spouse. (G.B 22.11.2016)

B. A member shall automatically forfeit his/her membership if and when:

1. A member ceases to be a member of the Parish.
2. A member is absent, for any reason whatsoever from the State of Kuwait continuously for a period of 180 days or more. This is not applicable to female spouses of Members who are also members of the Scheme and residing outside Kuwait for whatever reason.
3. A member, if present in Kuwait and fails to subscribe towards the Scheme within 45 days from the first announcement of a fresh call for subscription. However, at the time of a fresh call, if the member is not in Kuwait, he/she will have the right to subscribe within 45 days from arrival in Kuwait or 180 days from the date of the call, whichever is earlier.
4. A member is in arrears, whether in part or full, for a period of one year to

settle his Parish dues.

5. A dependent member whose head of the family (husband) is in arrears, whether in part or full, for a period of one year to settle his Parish dues.
  6. A member leaves the State of Kuwait for good.
- C. A person ceased to be a member of the Scheme for any reason as contained in B.2, B.3, B.4 & B.5 shall be at liberty to reinstate his/her membership without submitting fresh application for membership, at any time after paying a fresh subscription fee.
- D. However, for such reinstated members, a gestation period of 1 month from the date of payment of subscription will be applicable, and no claim for benefits will be entertained during this period.
- E. A person ceased membership as contained in B.1 & B.6, should submit a fresh application form to regain his/her membership in the Scheme together with the subscription fee.
- F. For all new applicants, there will be a gestation period of 3 months from the date of payment of subscription, during which period no claim for benefits will be entertained under this Scheme.
- G. During the call period, as referred in Clause 3.B.3, members are fully covered and eligible for benefit
- H. Failure in the part of a member to receive a call, either verbally from the Prayer Group Secretaries or Managing Committee members or as announced in the Church by the Vicar after the Holy Qurbana shall not be interpreted or accepted as excuse or reason for failure to pay the subscription.

#### **4. Subscription**

- A. Each member shall pay a non-refundable sum of KD. 5/- (Kuwaiti Dinars Five only) as subscription as and when:
1. The application is made for membership
  2. A fresh subscription is called at any time, which will be announced in the church by the Vicar after the Holy Qurbana or verbally informed by Managing Committee Members or Prayer Group Secretaries.

(Existing members of the Scheme who have already paid KD. 3/- as subscription shall only be required to pay the new fee on a fresh call).

- B. Subscription, as above shall be understood to be on the basis of "one subscription, one incident of death/ disability of a member"

#### **5. Fund**

- A. Church shall create a fund with an initial amount of KD. 3,000/- (Kuwaiti Dinars Three thousand only) paid as loan and each and every subscription collected shall be utilized to repay the loan. Church shall always top-up the amount to KD. 3,000/- irrespective of the amount collected or membership in the Scheme and pay a fixed amount to the beneficiary of each incident.
- ~~B. 10% of the total collection of Harvest Festival shall be allocated to this fund every year, until the total amount in the Scheme reaches KD. 10,000/- after paying off any loans outstanding in the church books on account of the Scheme. At any given time, the total amount available in the Scheme shall not exceed KD. 10,000/=~~

## **6. Nominee**

- A. A member shall declare through the membership form one or two nominee(s) and in case of his/her having two nominees, specifically mention for the purpose of payment that the nominees are to be treated as 'either or survivor', 'first or survivor' or 'first and second'. In the absence of clear instruction, the amount available to the full extent shall be equally divided among the nominees.
- B. A member shall advise the Secretary of the Parish, in writing, endorsed by the Vicar, to be acknowledged by the Vicar or the Secretary, of any change in his/her nominee(s), and in such cases, the nominee(s) last advised by the member shall be considered for all intents and purpose as his/her nominee in all respects eligible for receiving the benefit under the Scheme.

## **7. Payment of Benefit**

- A. In the event of permanent disability or death of a member, an amount of KD. 1,000/- (Kuwaiti Dinars One thousand only) shall be paid to the member or to the nominees of the deceased member as benefit under the Scheme. (80% and above disability shall be considered as Permanently Unfit for job. (G.B 22.11.2016))
- B. However, if a situation arise where the Church has to undertake the responsibility to repatriate the body of a deceased member or some initial expenses in connection with repatriating the body of the deceased person needs to be met locally or some initial expenses to be met locally for a 100% physically disabled member in Kuwait, then such expenses shall be deducted fully from the amount payable to the beneficiary and the beneficiary shall be duly notified of such expenses/deductions, with details, at the time of payment of the balance amount.
- B. In case of multiple incidents in excess of (3) at any one time and if the funds available at that time is not enough to pay at the above mentioned rate of KD. 1000/- per claim, then the full amount available under the Scheme shall be equally divided among all the claimants/ beneficiaries.
- C. In the event of disability of a member, the payment to the member shall be paid only after producing 100% disability certificate from the Ministry of Health attested by the Vicar of his/her home or local parish.
- D. In the event of the nominee(s) of a deceased member not surviving and/or the

member did not declare a nominee, the benefit will be paid to the legal heir/heirs of the deceased who will be identified as the appropriate person(s) by the Managing Committee of the Kuwait Parish.

- E. In the event of a nominee refusing to accept the benefit in writing for any reason whatsoever, the full benefit will be payable to the second nominee.
- F. In the event of both the nominees refusing to accept the benefit in writing for any reason whatsoever, the benefits available under the scheme shall be retained in the books for payment as and when the next claim occurs. In this case, a fresh invitation for subscription will not be called.
- G. In the event of death of a member and the nominee is in Kuwait, the benefit shall be paid by crossed bank draft drawn from a local bank after receipt of a written request for receiving the benefit from the nominee(s), countersigned by his/her Parish Vicar.
- H. In the event of death of a member and the nominee is not in Kuwait, the church shall take immediate steps to inform the nominee(s) about the benefits and formalities to be complied with. In such cases, the benefit shall be paid only against production of an identity certificate by the nominee(s), obtained from not below the rank of a Gazetted Officer together with a written request, countersigned by his/her Parish Vicar.
- I. In the event of death of a member and the nominee is not in Kuwait, the benefit shall be paid by crossed Demand Draft drawn from a local bank and to be mailed by registered post with acknowledgement due.

## **8. Administration**

- A. The Relief Scheme shall be administered by the Vicar and the Secretary of the Parish and if necessary a member of the Managing Committee can be elected (by the Managing Committee) to provide necessary assistance.
- B. There shall be a separate Ledger for the Relief Scheme, which shall be subject to yearly audit by the auditors of the Parish.
- C. The general body of the Parish is the only body empowered to make amendments to the By-law of the Scheme, by simple majority.
- D. Any disputes arising from the interpretation of the Bylaw or the mode of implementation of the Scheme shall be decided / settled by the Managing Committee of the Parish and such decision(s) shall be final.
- E. If, owing to circumstances beyond control, the Scheme could not be continued, then the Managing Committee shall have the right to decide the manner of disposal of any / all funds available under the Scheme, subject to the approval of the Parish General Body.

*"With the joyful be joyful, and mourn with the mourners".*

*"Always aim at doing the best you can for each other and for all men".*

*"Help one another to carry these heavy loads and in this way you will fulfil the law of Christ".*



# **PARUMALA MAR GREGORIOUS MEMORIAL CHARITABLE SOCIETY OF THE KUWAIT ORTHODOX PARISH**

**REGISTERED UNDER THE TRAVANCORE-COCHIN  
LITERARY, SCIENTIFIC AND CHARITABLE SOCIETIES  
REGISTRATION ACT 1955  
(ACT XII OF 1955)  
(REGISTRATION NO A-563/86)**



**(RULES AND REGULATIONS)**

**RULES AND REGULATIONS OF THE PARUMALA MAR  
GREGORIOUS MEMORIAL CHARITABLE SOCIETY OF THE  
KUWAIT ORTHODOX PARISH**

1. NAME: The name of the Society shall be "PARUMALA MAR GREGORIOUS MEMORIAL CHARITABLE SOCIETY OF THE KUWAIT ORTHODOX PARISH"
2. OFFICE: The Registered Office of the Society shall be at PARUMALA (MANNAR) in the State of Kerala.
3. AREA OF OPERATION: KERALA STATE.
4. OBJECT: The Objects of the Society shall be:
  - a. To render financial assistance to the deserving people.
  - b. To establish and administer orphanages, hospitals, educational institutions and other institutions for philanthropic purpose.
  - c. To take over, absorb or amalgamate with any other society whose objects are similar to the objects of this society.
  - d. To receive gifts and subscriptions in cash or kind, to acquire by any other lawful ways & means assets and to disburse the same in fulfilment of all or any of the objects of the society.
5. DEFINITION In these Rules & Regulations, unless there be anything repugnant to or inconsistent with the subject or context:
  - a. "Act" means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act xii of 1955).
  - b. "Society" means "Parumala Mar Gregorious Memorial Charitable Society of the Kuwait Orthodox Parish...
  - c. "Member" means registered member of the Society male or female over 21 years of age under each class of membership as stated hereunder, who shall have paid the membership fees and enlisted in the register of members maintained by the society and shall not have terminated in accordance with the rules and regulations stated hereunder and also those ex-officio members under rule 6 (a).
  - d. "Parish" means Kuwait Parish of the Malankara Orthodox Syrian Church.
  - e. "Fund" means money accumulated by the Society from various sources but excluding earnings from investments or assets.
  - f. "Donation" shall include all receipts in cash and kind without consideration or other obligation to the donor which will form part of the fund/assets.

- g. “Income” means and include any earnings movable or immovable from the fund/assets of the society.
  - h. h. “Proxy” means a person nominated by a member of any class of the society to attend the meeting of such class of the society. He shall have only the voting right.
  - i. “Governing Body” means body constituted by the Society to manage the affairs of the Society as under this Rules & Regulations. For functional purposes the promoters shall form the first governing body of the society and its duration shall be only up to the first General Body meeting to be convened under rule 14 (b) of the Society.
  - j. “Registrar” means officer empowered by the Government of Kerala to Register Societies under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. (Act XII of 1955).
  - k. “General Body Meeting” means meeting of the registered members of the Society.
  - l. Save as otherwise expressly stated hereunder the provisions in the Rules and Regulations shall apply subject to the provisions in the Memorandum of Association of the Society.
6. MEMBERSHIP: The Society shall have three classes of registered members namely ex-officio members, founder members and honorary members.
- a. Ex-Officio Members: The respected persons holding the following offices of the Malankara Orthodox Syrian Church from time to time.
    - 1. His Holiness the Catholicos of the Malankara Orthodox Syrian Church, Kottayam.
    - 2. His Grace the Metropolitan of the Diocese of the Malankara Orthodox Syrian Church in which Kuwait Parish is affiliated.
  - b. Founder Members: All members of the Kuwait Parish of the Malankara Orthodox Syrian Church registered in the members register maintained by the parish shall be eligible to be founder member of the society.
  - c. Honorary Members: Ex-members of the Parish and still continuing as member of the Malankara Orthodox Syrian Church shall be eligible to be the honorary members of the society and also include those nominees under clause 6 j.
  - d. Ex-Officio Members are not to pay any membership fees whereas the founder members and honorary members shall pay a membership fee of Rs.100- or its equivalent in foreign currency along with the application for registration as such member.
  - e. The Promoters of the Society as named and signed in the Memorandum of Association who have paid the prescribed subscriptions and hereunder shall be Founder or Honorary Members of the Society as the case be on its incorporation.

- f. Persons other than the promoters shall apply for founder membership or honorary membership in the society by submitting an application along with membership *fees*. The application duly verified and recommended by the Vicar of the Parish and as approved by the Founder Member Body (By the Promoters till the first General Body Meeting) will be admitted as members of the respective category.
  - g. Clause 6 (f) shall be null and void in the event at a later stage the parish does not exist. In such case the general body shall decide and set rules *for* admitting new members from that date onwards.
  - h. Founder member shall cease to be a founder member, as and when he leaves the country of Kuwait. He shall apply *for* Honorary membership after leaving Kuwait and no membership *fee* is required *for* registering him a Honorary member.
  - i. Subject to clause 6 (b) An Honorary Member shall become founder member on his becoming a resident of Kuwait, and no membership *fees* is required *for* registering him as founder member.
  - j. A registered member may retire from his membership at any time at will by notification in writing to the Hon. Secretary. He may nominate another person as his successor, at the time of his retirement from membership, provided:
    - (i) Such nominee is a member of the Malankara Orthodox Syrian Church.
    - (ii) He shall pay Rs.100/- as his membership *fee*.
    - (iii) Subject to clause 6 (f) and (i), the society shall register such nominee as a registered member with effect from the date following the approval of his nomination.
  - k. All classes of membership shall be automatically forfeited as and when the member loses the membership of the Malankara Orthodox Syrian Church.
  - l. Notwithstanding anything contained in clause 6 (j) and unless specifically nominated in the application form for membership or applied separately in writing during the validity period of the membership; the death of a member shall automatically terminate his membership. In case of accepted nominations by the concerned authority the nominee shall become the successor of the respective member and the class of membership shall be in accordance with clause 6 (b) or (c).
7. FUND: Society shall collect donations; fees etc. and all such collections shall form part of the “Fund” of the society and shall not be used for any purpose other than investment in fixed assets or other secured investments. Such investments shall be made by the governing body as per rules framed by the general body. The main sources of fund shall be:
- a. The membership fee collected by the society.
  - b. The various contributions and donations from Kuwait Parish of the Malankara Orthodox Syrian Church from their Mar Gregorios Memorial

Charity Fund and other sources.

c. Any other legal contribution/donation from any other source.

8. PAYMENTS: The earning from the investments and assets of the Society shall be the “Income” of the Society which shall be utilised for charitable purposes only as under:

- a. Forty percent of the net annual income shall be disbursed as sick-aid *for* deserving people, without bar of caste and creed, towards cost of medical assistance on actual basis or subject to a maximum of Rs. Two thousand per person unless otherwise so decided by the general body.
- b. Forty percent of the earnings shall be disbursed in accordance with the decisions of the Governing body *for* other charitable purposes.
- c. The remaining 20 percent shall be added to the fund.
- d. Undisbursed money if any in any particular year under 8 (a) and (b) shall be carried forward to the next financial year and disbursed for the same purposes.
- e. On emergency sick aid assistance cases which shall be justified; the Hon. Secretary of the society with the prior consent of the President or in his absence the Vice President shall disburse an amount not exceeding Rs. One thousand, per person subject to a maximum of Rs. 5,000/= in total until it is ratified by the immediately succeeding governing body.

9. PATRON: The patron of the society shall be His Holiness the Catholicos of the East.

10. PRESIDENT: The president of this society shall be His Grace the Metropolitan of the diocese of the Malankara Orthodox Syrian Church in which Kuwait Orthodox Parish is affiliated. He shall jointly operate the bank account of the society with the Secretary of the society. In the event of the non existence of the Parish, the director of the mission board shall be the president.

11. VICE PRESIDENT of the society shall be elected from among the members of the General Body for a period of one year. In the absence of the President the Vice President shall exercise all the powers of the President including operation of bank account as one of the signatories.

12. HON. SECRETARY shall be elected by the General body from among its members. The Hon. Secretary shall be paid an honorarium of Rs.500 p.m. or any other amount as decided by the General body, excluding actual expenses incurred for the business of the society. He shall use ordinary means of conveyance for travelling to conduct the business of the society.

13. CHAIRMAN OF THE MEETING: The president or vice president or vicar of the parish or in their absence any of the members elected by the respective meeting shall be the Chairman of the meeting of governing body, General Body or Founder Members of the society. The Chairman shall control the meetings, adjourn the meetings from time to time and allow any matter for discussion and dissolve the meeting as deemed fit.

14. GENERAL BODY MEETING:

- a. The general body meeting of the society shall be the meeting of the registered members of the society.
- b. The promoters of the society shall convene the first general body meeting of the society within six months from the date of its registration.
- c. All general meetings of the registered members other than annual general meeting shall be called extra ordinary general meetings.
- d. The annual general meeting of the society shall be held at least once every calendar year and not later than fifteen months after the holding of the last annual general meeting.
- e. The Hon. Secretary of the Society shall convene the annual general meeting or extra ordinary general meeting of the society at the request of the governing body or 25% of the registered members or by resolution passed by the founder members of the society.
- f. The registered members as per the members register shall be given one months notice to convene the general meeting of the society. A notification in this respect in the Malayala Manorama daily and a telegram to the Vicar of the Parish shall be treated as served notice. The Vicar shall announce the contents of the telegram in the Parish in the immediately succeeding two normal services.
- g. The quorum for the general meeting shall be one third of its strength, fractions being ignored. If there be no quorum the meeting shall be adjourned and at the adjourned meeting the business of the original meeting shall be disposed of and the members present shall be quorum.
- h. The annual general meeting shall:
  - (i) Elect members to the governing body to hold office until the next annual general meeting of the society.
  - (ii) Receive and consider audited balance sheet and income & expenditure accounts for the year/period ended on the date of closing of the books of accounts of the society.
  - (iii) Appoint auditors to audit the balance sheet and income & expenditure accounts of the society.

- (iv) Consider such other matters as allowed by the Chairman of the meeting.
- i. The Hon. Secretary of the Society shall cause minutes of all proceedings of general meeting to be recorded in the minutes book maintained for the purpose and such minutes shall be signed by the Chairman of the meeting.
- j. A list of the members of the governing body of the society shall be filed with the registrar within fourteen days from the date of registration of the society and the date of each annual general meeting of the society.
- k. The general body meeting shall pass resolutions with simple majority.
- l. The general body meeting specially convened for the purpose may at its 2/3 majority opinion terminate any of the Regd. members from their membership; change any of the office bearers excluding the ex officio members of the society from their office; suspend any member/office bearer for specific period without assigning any reason which is unquestionable and binding.

#### 15. FOUNDER MEMBERS MEETING:

- a. The Vicar of the Parish shall cause to convene by one month notice by announcing twice in the Parish after the regular service, the meeting of Founder Members, at least once in a year or as necessary, in the State of Kuwait or at the request of the President, Vice President or by not less than twenty five percent of the founder members.
- b. The quorum of the meeting shall be 30% of its strength as per the founder members register maintained at Kuwait, fractions being ignored. If there be no quorum the meeting shall be adjourned and at the adjourned meeting the business of the original meeting shall be disposed of and the members present shall be quorum.
- c. The meeting of founder members shall:
  - (i) Elect, from among themselves, a member as Hon. Secretary of the founder member body for a period of one year or as allowed by the meeting.
  - (ii) Discuss the function of the society and give necessary instructions to the governing body of the society.
  - (iii) Discuss the balance sheet and income & expenditure account of the society.
  - (iv) Maintain minutes of the meeting signed by the chairman of the respective meeting.
  - (v) Elect members to the governing body of the society.
  - (vi) Consider such other matters as allowed by the chairman of the meeting.
- d. Duties of Hon. Secretary of the Founder Member body:
  - 1) To implement the decisions of the Founder member body meetings.

- 2) To receive communications from the Secretary of the society and do the necessary correspondence with the consent of the Vicar of the Parish.
- 3) To convene meetings of the Founder Member body on the direction of the Vicar of the Parish and maintain the minutes book of the Founder member body meetings.
- 4) Maintain and update records of the Founder Member body as per decisions of the body and also an up-to-date record of all the registered members of the Society and Governing Body.
- 5) To receive applications and membership fees; process the same and forward the eligible cases to the Secretary of I the society and dispose other cases as per the rules etc.
- 6) Any other duties to be assigned by the Founder Member body meetings from time to time.

#### 16. GOVERNING BODY:

- a. The society and its properties shall be managed and controlled by a governing body consisting of:
  - (i) Patron of the society.
  - (ii) President of the society.
  - (iii) Vice President of the society.
  - (iv) Hon. Secretary of the society.
  - (v) Eleven members in total out of which 5 elected by the General Body and 6 nominated by the Founder Members.
- b. The governing body shall be responsible to the general body and founder member body of the society.
- c. It shall send soon after its each meeting, a detailed report of the meeting to the Vicar of the parish to be placed before the immediately succeeding founder member body.
- d. The quorum of the governing body shall be 50% of its strength excluding the patron.
- e. The governing body shall be convened by the Hon. Secretary of the society whenever needed by giving one month's notice either personally or by registered post along with agenda of the meeting.
- f. The governing body meeting shall consider and adopt the annual financial statements of the society such as balance sheet, Income & Expenditure etc, auditors report, report of the Hon. Secretary and budget for the next year before these are presented to the General Body meeting.
- g. The founder members of the governing body shall attend the meeting



personally or delegate a registered member of the Society on his behalf through written authorisation to attend the meeting and such delegates will have the full rights and privileges of the Governing Body Member.

17. **PROPERTIES:** The property, movable & immovable, belonging to the society shall be vested in the governing body of the society, and in all civil or criminal proceedings, may be described as the property of the governing body of the society.

18. **ACCOUNTS:** The funds of the society shall be operated through State owned / Nationalised Banks located nearest to the Registered office of the Society and shall be operated jointly by the President or Vice President and the Secretary. The Hon. Secretary of the society shall maintain or cause to maintain books of accounts and other records of the society and the accounts shall be closed on 31 st day of December every year. The annual audited accounts of the society shall be presented to the governing body within six months from the closing of the financial year. The balance sheet and income and expenditure account shall be signed by not less than three members of the governing body of the society including President or Vice President, Secretary and anyone as decided by the governing body.

19. **REGISTER:** The Hon. Secretary of the society shall maintain or cause to maintain registers of each class of members separately and shall include therein.

- a. The name, address and occupation if any; of the members.
- b. The date on which each person became a member.
- c. The date on which any person ceased to be a member.

20. **DUTIES OF THE HON. SECRETARY OF THE SOCIETY:**

The Secretary of the society shall be responsible:

- a. To implement the decision of the various meetings.
- b. General administration of the Society under the provision of law and of this rules and regulations.
- c. To operate jointly the bank account of the Society with either the President or in his absence with the Vice President.
- d. To convene meetings of the governing body and general body of the society.
- e. To receive membership fees, donations and other amounts.
- f. To maintain books of accounts, registers and other records of the society and prepare balance sheet.

- g. To send detailed reports as required under rule 16 (c) to the Vicar of the Parish.
- h. Submit periodical reports and returns to the Registrar as required under the act.

21. AUDITORS: The auditors of the society, to audit the balance sheet and income and expenditure account of the society as required u/s 13 (2) of the Travancore-Cochin Literary, Scientific and Charitable societies registration Act, 1955 and u/s 12A (b) of the income tax act 1961 and other provisions of law, shall be appointed:

- a. In the case of the first auditors; by the governing body meeting of the society, to hold office of the auditors up to the first annual general body meeting of the society.
- b. In other case; by the general meeting of the society, to hold the office of the auditors from the conclusion of that meeting until the conclusion of the next annual general meeting of the society.
- c. In the case of casual vacancies due to death or other disability of the auditors, the governing body shall appoint auditors to hold the office until the conclusion of the next annual general meeting.

22. AMENDMENTS: The amendments of the rules and regulations shall be made through the following procedure read with section 22 of the Act:

- a. If any member is desirous of amending one or more of the clause of the rules and regulations, he shall bring this to the notice of the governing body with reasons for such amendment, in writing.
- b. Hon. Secretary shall include this in the agenda before the next meeting of the governing body for consideration.
- c. If the governing body, passed the amendment resolution with simple majority, the resolution shall then be brought to the consideration of the founder member meeting.
- d. If the resolution with a 2/3 majority of members present in the founder member meeting passed the amendment, the resolution shall then be returned to the Secretary of the Society who shall convene an extra ordinary general meeting to consider the amendment resolution. If the general meeting with the 2/3 majority of the members present passed the resolution it shall be considered as secured the final approval.

23. DISSOLUTION: The dissolution of the society shall be done in accordance with the provisions of the Act. In case of dissolution all the assets including funds movable / immovable shall be given to other society with the same objects or to the Government of Kerala.

## **IOCQ8SSAA**

### **Kuwait St. Gregorios Indian Orthodox Church (Maha Edavaka) Sunday School Alumni Association**

#### **BYE - LAWS**

##### **1. NAME:**

The association shall be known as Kuwait St. Gregorios Indian Orthodox Church (Maha Edavaka) Sunday School Alumni Association and in abbreviated form IOCQ8SSAA.

##### **2. OBJECTIVES:**

The objectives of the association are:

- A. To promote spiritual life, friendship and interaction among its members and families living in Kuwait and abroad.
- B. To provide a forum, to exhibit Cultural and Artistic talents for the members
- C. To provide assistance in the matters of employment, career development and personal or family matters as and when required

##### **3. PATRON:**

The Catholicose of the East and Malankara Metropolitan, consecrated on the throne of St. Thomas shall be the patron of the Association.

##### **4. VICE – PATRON:**

The Diocesan Metropolitan of the St. Gregorios Indian Orthodox Church Maha Edavaka, Kuwait shall be the vice - patron of the Association.

##### **7. ELIGIBILITY FOR MEMBERSHIP:**

Adults who are ex-students of the Sunday School of the St. Gregorios Indian Orthodox Church, Kuwait shall become eligible for membership to the association.

##### **8. MEMBERSHIP FEE:**

The annual membership fee shall be KD 5.000 to be paid by the members, for a term, on or before the Annual General Body meeting.

##### **9. ADMINISTRATION:**

The management and control of the association and its affairs shall rest with an Executive Committee. The Executive Committee shall be elected by the General Body from amongst the members resident in Kuwait, for a period of one (1) term, during the annual meeting and shall comprise of the following positions.

#### **PRESIDENT**

The Vicar of the St. Gregorios Indian Orthodox Church Maha Edavaka, Kuwait shall be the president of the Association. He shall be the Head of the association, responsible for the proper overall conductance of the activities and shall chair all meetings of the

Association and the Committee. In the absence of the Vicar, the Associate Vicar of the St. Gregorios Indian Orthodox Church Maha Edavaka, Kuwait shall officiate and perform the duties of and have the same authority of the President.

#### VICE PRESIDENT

Shall be elected from the General Body and shall assist the President in his duties and shall officiate as President during his absence. The Vice President shall be elected from amongst eligible members of the St. Gregorios Indian Orthodox Church (Maha Edavaka), Kuwait who are also members of the Association.

#### GENERAL SECRETARY

Shall be responsible for main co-ordination of all activities, all correspondences, proper records keeping and all other properties except cash and accounts. Shall prepare and present the Annual report during the General Body meeting. The General Secretary shall be elected from amongst eligible members of the St. Gregorios Indian Orthodox Church (Maha Edavaka) Kuwait who are also members of the Association. The outgoing Secretary shall be an Ex-officio member in the ensuing Committee.

#### JOINT SECRETARY

Assist the General Secretary in his duties and shall officiate during his absence. He / she shall also organize and maintain all data of the association and issue news letters and other related activities. The Joint Secretary shall be elected from amongst eligible members of the St. Gregorios Indian Orthodox Church (Maha Edavaka) Kuwait who are also members of the Association.

#### TREASURER

Shall keep the funds of the Association and maintain proper accounting during the period. Shall prepare and present the Annual Statement of Accounts during the General Body meeting. The Treasurer shall be elected from amongst eligible members of the St. Gregorios Indian Orthodox Church (Maha Edavaka), Kuwait who are also members of the Association.

#### ARTS SECRETARY

To organize and implement all extracurricular activities of the association.

#### AREA REPRESENTATIVES (COMMITTEE MEMBERS)

There shall be five Committee Members and they shall liaise continuously with the members in their respective areas and communicate the Executive Committee decisions to the members. And shall also assist other members of the Executive Committee as and when required. Interim vacancies can be filled in by nomination by President with the approval of Executive Committee.

#### AUDITOR

Shall be responsible to check and verify all accounts and funds of the association.

ADVISOR

The Head Master of the St. Gregorios Indian Orthodox Church Maha Edavaka Sunday School, Kuwait shall be the advisor to the Association.

TERM

One Term shall be a period of one year from April 1st to March 31st.

SUB-COMMITTEE

Sub-Committees can be formed by the Executive Committee as and when required to carry out special tasks.

10. FUNDS

The subscriptions collected shall form the funds of the association. All funds shall be secured in a bank account and be jointly operated by the Vice President and Treasurer.

The disbursement of the funds shall be in accordance with the decisions of the Executive Committee.

14. EXECUTIVE COMMITTEE MEETING

The Executive Committee shall meet once every month to discuss past and future activities of the association. A minimum of 50% members of the Executive Committee shall be present in such meetings. A member who is absent for three consecutive meetings, without sufficient reasons, will cease to be a member and he will be replaced by another member, by the President, with the approval of the Executive Committee.

15. GENERAL BODY

A gathering of paid-up members with a minimum of 25% attendance shall be called a General Body Meeting. Such meeting shall be convened at least once in every term. In the event that there is no available quorum, the Meeting shall be adjourned and reconvened in ½ hour with the available quorum. President will be the only authorized member to request a General Body Meeting. An extra ordinary meeting of the General Body, within a month, may be held with the request from 50% of the members.

16. AMENDMENT

Any amendments to the bylaws, for approval, shall require a minimum of 2/3rd majority in the General Body.

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