

**THE ETHIOPIAN ORTHODOX
TEWAHEDO CHURCH**

**QALE AWADEE
(ECCLESIASTICAL CONSTITUTION)**

A BYLAW OF PARISH COUNCIL

**REVISED FOR THE FOURTH TIME
AND ISSUED IN 2009 E.C.
TO STRENGTHEN THE UNITY
AND ADMINISTRATION
OF THE CHURCH**

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**In the name of the Father, and the Son,
and the Holy Spirit One God**

**Ecclesiastical Constitution (Qale Awadee)
of Parish Council Revised for the Fourth
Time and Issued in 2009 E.C. to
Strengthen the Unity and
Administration of the Holy Church**

INTRODUCTION

Whereas, the Ethiopian Orthodox Tewahedo Church (EOTC) is required to be organized in parish council through the union of clergies and the faithful as per the pronouncement of proclamation No. 83/65, the first year, No. 1 Ecclesiastical Constitution (Qale Awadee) issued on Tikmit 15, 1965 E.C. (October 25, 1972); the revised Ecclesiastical Constitution (Qale Awadee) of the parish council issued on Miazia 19, 1970 E.C. (April 27, 1978); the revised bylaw of the parish council issued on December 10, 1974 E.C.; the revised bylaw of the parish council issued on Ginbot 9, 1977 E.C. (May 17, 1985); and the bylaw revised for the third time and issued in 1991 E.C (1998) as well as the direc-

tives passed at different times required to be amended and combined together in one fold;

Whereas, the church is organized through the congregation of clergies and the faithful, and its being led by the parish council administration is not a new trend, rather it is of early times on the basis of church history and holy scriptures, particularly the texts in Acts of the apostles; Whereas, being cognizant of its leadership and administration has been as per the law and practice deliberated and decided as well as passed through the council of apostles held at Jerusalem and considering that it has been led through the heads who have been spiritually nominated and elected by the congregation of clergies and followers general assembly (Acts of the Apostles, 6:1-6);

Whereas, by recognizing that the assets and property of the church are solicited from the contribution of the faithful to be mobilized for accomplishment of apostolic missions and supporting the destitute (Acts of the Apostles, 4:32, 5:11, 1 Cor. 16:1-11);

Whereas, by recognizing that disagreement, if happens with church administration, should be seen and resolved through spiritual justice; Whereas, as provided in the Holy Scriptures (Leviticus 27:26-33, Deuteronomy 14:22, Numbers 18:20-29, Malachi 3:7-12, Wisdom of Sirach 7:31-32, 32:10-13, 1 Corinthians 16:1-5, Acts of the Apostles 4:32-36 to notify that it is the spiritual obligation of the clergies and the faithful that they pay the tithe for the temple of God and for its servants, the clergies, from every wealth and property they acquire;

Whereas, as a whole, in order to ensure that the church operates being led and organized by its own law and system in terms of administration, spiritual justice, service and economic issues; Whereas, it is deemed essential to issue rules and regulations through the Holy Synod of the church that enable the parish councils that are already established and yet to be established at different levels to be reinforced with their respective legal framework, as well as the powers and functions of the various departments be identified properly; With the help of the Most

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High God, Who is the owner of all of the laws, and as per its spiritual authority, the EOTC's Holy Synod has issued the Qale Awadi (Ecclesiastical Constitution) presented as follows:

Chapter One

General

Article 1

Short Title

This Qale Awadi (Ecclesiastical Constitution) may be cited as The Parish Council "Qale Awadi" (Bylaw) revised for the fourth time and enacted in 2009 E.C. (2017) to strengthen the unity and administration of the Ethiopian Orthodox Tewahedo Church.

Article 2

Definitions

1. "Parish Council" means:
 - A. The parish council of the local church comprising clergies, the faithful, and the youth of the Sunday School, who can provide aids for the church with their knowledge, labor, and services, and who are also eligible to elect and

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be elected as members of the parish church administration council (Executive Committee) already established or yet to be established at local church level.

- B.The Woreda (sub-city) parish council comprising clergies, the faithful, and the youth of Sunday School, who are representatives of each local church's parish council, and who are eligible to elect and be elected as members of the Woreda parish administration council already established and yet to be established to expand and control the wealth and services of the locality
- C.The archbishop diocese parish council comprising clergies, the faithful, and the youth of Sunday School, who are representatives of each Woreda parish administration council, and who are eligible to elect and be elected as members of the archbishop diocese parish administration council already established and yet to be established at diocese level
- D.The Patriarchate General parish council- (the national general council of church) compri
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sing clergies, the faithful, and the youth of Sunday School, who are representatives of each archbishop diocese parish administration council, and who are eligible to elect and be elected as members of the Patriarchate Parish Administration Council (Executive Committee) already established and yet to be established.

2. “Parish administration council” means an executive committee appointed by the respective parish councils already established and yet to be established at different levels, the local church, district, diocese, and the general patriarchate, for the services of the respective parish councils
 3. “The parish church administrator” means:
 1. Chief (teacher) of a monastery (The abbot)
 2. The head of church
 3. The chief priest or head appointed for rural church
 4. “Manager” means:-
 - A. Manager of Woreda diocese (district diocese)
 - B. Manager of the diocese
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5. “General Manager” means General Manager of the Head Diocese

Chapter Two

Common Provisions for Parish Councils Established and Yet to be Established at Different Levels

Article 3

Establishment of the Ethiopian Ortho- dox Tewahedo Church Parish Council

Parish council is established by the Qale Awadee (Ecclesiastical Constitution) from the patriarchate to the local church level under the Ethiopian Orthodox Tewahedo Church Holy Synod.

This Qale Awadee (Ecclesiastical Constitution) hereby imposes an obligation for the establishment of parish council at every place where the Ethiopian Orthodox Tewahedo Church and Diocese offices exist.

Renown union monasteries are not obliged to establish a parish council as they are administered by monastery administrative rules and regulations enacted by the Holy Synod; excep-

tions may however be made depending on the area and the necessity thereof.

Parish councils established and to be established from local church and Woreda to the patriarchate level shall be accounted on behalf of the Ethiopian Orthodox Tewahedo Church as per articles 398 and 399 of the Ethiopian Civil Code.

City of the bishopric of each diocese shall be considered as one Woreda and shall establish its own parish council.

Article 4

Structure of Parish Councils

1. Parish Council of clergies and the faithful of the local church
2. Parish council of Woreda (district)
3. Parish council of the Archbishop diocese;
4. The Patriarchate General Parish Council

Article 5

Objective of the Parish Council

The Parish Council will have the following objectives:

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1. Protecting the Holy church and ensuring the accomplishment of its services;
2. Organizing church servants with apostolic functions and improving their skills and livelihoods;
3. Ensuring that the faithful become matured with spiritual knowledge and that they stay firm with faith and good deeds
4. Strengthening church administration and enabling it to become economically self sufficient;

Article 6

Functions of the Parish Council

The parish council shall accomplish the following functions towards the realization its objectives:-

1. Preach the gospel of God and expand its teaching;
2. Establish and organize spiritual and modern schools of church;
3. Deliver spiritual and social services to all followers;
4. Establish and strengthen Sunday schools;

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5. Fulfill all those needs required for church service;
 6. Ensuring that the administration and services of church are directed by spiritual laws and regulations;
 7. Ensuring that the church become self-sufficient in terms of wealth and property;
 8. Ensuring that the wealth and property of the church are recorded and inventoried and developed as per the rules and regulations enacted by the Holy Synod;
 9. Ensuring the implementation of laws, rules, regulations, decisions, and orders passed by superiors as per the law of the church;
 10. Ensuring that parish councils, whether they are near or far, collaborate and support each other
 11. Establishing different welfare organizations and fulfilling their services;
 12. Preparing plans and programs as well as supervising timely implementation of activities of building renovation and maintenance
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13. Keeping timely record and reporting to the pertinent bodies of statistical data pertaining to the number of followers of the Ethiopian Orthodox Tewahedo Church as well as the property, finance, revenue and expenses and other related data;
14. Ensuring that all matters concerning the church are implemented as per this bylaw;
15. Assessing the functions mentioned from number 1 to 14 of this article, and acting accordingly, and when necessary collaborating with the concerned individuals and organizations to ensure that they are implemented;

Chapter Three

Parish Council of the Local Church

Article 7

Formation and Structure of Local Church Parish Council

1. Formation:

- A. As per this bylaw, clergies, the faithful and the youth of Sunday School of a certain local church shall jointly establish parish council of the local church;

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- B. The parish council established in this manner shall hold a general congregation in the attendance of the local church's clergies and the faithful twice a year accordingly;
- C. The parish council shall elect an executive committee that shall meet twice a month to accomplish the tasks and responsibilities bestowed upon it, and thereby implement the objectives and functions of the Qale Awadee (Ecclesiastical Constitution)
- D. No association of clergies, of the faithful or of the youth of Sunday School can be established by the name of the Ethiopian Orthodox Tewahedo Church, unless it is recognized by the parish council of the local church; or unless it is permitted by the diocese, or by the Head diocese, or by the Holy Synod

2. Structure

- A. One parish council presided by the church administrator;
 - B. One parish administrative council (executive committee) presided by the church administrator;
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- C. Office of the local parish council;
- D. Different work units of the locality;

Article 8

Work Implementation of the Local Church's Parish Council

1. Upon a call to the church clergies and the faithful by the parish church administrator or concerned bodies, quorum of general congregation shall be constituted.
2. Abiding by the rules and regulations of church, the members of the parish council, by chairmanship of the church administrator, shall ensure that all works are implemented; and on those matters that are to be settled by vote, they shall do accordingly.
3. Members entitled to vote:
 - A. Followers of the religion of the Ethiopian Orthodox Tewahedo Church;
 - B. And the faithful registered by the local parish council with ID cards; and those who have been in the locality at least for six months

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- C. Those who have legal IDs as evidence that they are dwellers of the locality (area)
 - D. Those who fulfill their membership duties at the local church;
 - E. Clergies and the faithful of above 18 years, irrespective of genders (male and female)
4. An electoral committee, comprising clergies, the faithful, and the youth of Sunday School, and whose number is not less than five and not exceeding 15, shall be appointed to conduct the parish election process. The electoral committee shall carry out the election on the very day. And the members of the committee shall fulfill the requirements stated in No 3 of this article, they shall be known with their religious devotion and ethical conduct; and they shall also be literate.
5. As per article 11 No 3 of the Qale Awadee (Ecclesiastical Constitution), one month ahead of the conduct of a new parish council election, a standard report of the outgoing parish council on accomplishments during its tenure, its planned activities as well as its overall works and financial performances shall be present-
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ed to the diocese, and then the plan and the report will be reviewed and presented to the locality.

6. The members of the executive committee mentioned in article 10 of the Qale Awadee (Bylaw) under shall be appointed by the electoral committee from amongst the presented candidates.
 - A) Upon nomination by the administrative council (the executive committee), the parish council shall elect heads for the work units of the parish council, cited in chapter 4, article 15 of the Qale Awadee (Ecclesiastical Constitution).
 - B. With regard to permanent servants, the diocese, assessing the revenue and activities of the local church, shall decide in congregation and assign ordained priests upon recruitment on the basis of their religious devotion, ethical manner, knowledge and experience
 - C. In those low income churches, the works shall be done by those members who are
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elected from amongst priests and the faithful

8. Upon investigation and agreement on the annual budget assessed and presented by the administrative council, it shall present it in its standard to the office of archbishop diocese for permission.
 9. It shall get the finance and asset of the local church as well as revenue and expenditure audited by the end of the budget year or at another time of need, either by the accountant of the diocese, or as needed and upon permission by the diocese, by external auditor hired by the Head diocese as well as by the diocese.
 10. It shall hear the financial, asset, and performance statement as well as audit report of the parish church submitted by the administrative council; and if any doubtful matter, it shall decide with majority vote.
 11. The accountability of this council shall be to the woreda (district) parish administrative council or to woreda (district) diocese office as per the hierarchy.
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Article 9

Function and Implementation of the Electoral Committee

1. The electoral committee shall get nominated candidates and carry out the election on the very day; and if not successful, it shall hold the election by the following Sunday.
 2. The electoral committee shall assess the candidates running for membership of the executive committee and present the same to the local clergies and the faithful for election.
 3. It shall also check the criteria of the voters as per article 8 No 3 of the Qale Awadee (Eccl esiastical Constitution).
 4. The electoral committee shall give briefings to the voters before the commencement of the voting regarding the identity and qualification of the candidates so that they can make an informed choice.
 5. The voting process, depending on the area, shall be either by writing, on card or by raising hands and getting them counted.
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6. The electoral committee shall have responsibility that if its candidates aren't supported by the local priests and the faithful, shall bring other nominees, by the tip of the congregation, for the election.
7. The electoral committee, upon the completion of the voting, shall count the votes thereupon, sign the memo and present the same to the church's administrator.
8. The church's administrator shall present the election minute submitted by the electoral committee to the woreda (district) diocese for ratification and implementation.

Article 10

Members of the Parish Administrative Council (Executive Committee) of the Local Church

The type and number, electoral procedure, and the criteria of members for the local church parish administrative council (executive committee) shall be as follows:-

1. Composition and Size of Members

The local church parish administrative council (executive committee) shall have, along with

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the church administrator, members not less than five and not exceeding nine as follows:

- A. The parish church administrator Chairman of the council.
 - B. As mentioned under this section in letters C & D, amongst clergies and the faithful who is capable of administration, church law-abiding, with good conduct, and whose age is not less than 30 and not exceeding 60 Deputy Chairperson of the council.
 - C. Clergies from amongst those serving the local church on regular basis, and not less than two and not exceeding four in numbers..... Members of the council.
 - D. One youngster from Sunday School along with other members to be elected from amongst the faithful not less than two and not exceeding four in numbers..... Members of the council.
 - E. The regular secretary of the church shall be the secretary of the local parish council; however, his vote shall not be considered during
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decision. And in those local churches where there is no regular secretary, a clergy, among those who serve on regular basis, shall be secretary of the parish churchSecretary of the council.

2. Election Procedures

A. Criteria of Elects from Clergies

The nominees from the clergies shall:

1. Those regular clergies fit for administrative duty;
 2. Those who are free from actions of non-Christians, and those who are not influenced by matters such as ethnicity and related issues
 3. Those who are far from conspiracy, intoxication, greed for money and who are ethical, humble and descent;
 4. Those who are dedicated to church services through prayer and hasty for preaching of the gospel;
 5. Those who are free of financial fraud; and free from other crime records or conviction, and those whose rights, by any circumstance,
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are not suspended, and whose ages are above 21 years shall be elected.

B. Criteria of Elects from the Faithful

The nominees from the faithful regardless of gender:

1. Church-law abiding, and those who are registered as members of the parish council of the Ethiopian Orthodox Tewahedo Church, and fulfill their duties
 2. Those who have IDs for their being residents of the locality;
 3. Those who are free from actions of non-Christians, and those who are not influenced by affairs such as ethnicity and related issues
 4. Those who are far from conspiracy, intoxication, greed for money and who are ethical, humble and descent; and free of financial fraud or other crime records or convictions; and those whose rights, by any circumstance, are not suspended,
 5. And residents of the locality, whose ages are between 21 and 60 years, shall be elected.
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C. Criteria of Elects from Sunday School

The nominees from Sunday school shall, their category being among the faithful and:

1. Those who are registered members of the parish Sunday School;
2. Those whose ages are between 18 to 35 years;
3. Competent and those who are known for their proficiency;
4. Those who are firm with the faith of the Ethiopian Orthodox Tewahedo;
5. Those young people, who have never had problem with issues pertaining to dogma, canon and order of the church, shall be elected regardless of their genders.

Article 11

Amendment, Invalidation and Ratification of Election and Tenure of Elects

1. Amendment, Invalidation, and Ratification of the Election:-

- A. All parish council elections at the level of local church, upon the submission by the woreda (district) diocese, shall be approved

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by the archbishopric diocese. The archbishop may amend or invalidate the election if he finds its implementation incorrect.

- B. If flaw of religion, embezzlement or other problem is encountered after the members of the parish council have commenced works, the diocese may, upon assessment by administrative council, cancel the decision.
 2. The elected clergy or a faithful shall stay in duty for a term of three years; the member may be eligible for reelection; however the member cannot serve for more than two consecutive terms.
 3. The local church parish council shall present its performance report before the end of its term and the conduct of the next election
 4. Election of new members shall be done one month before the end of the term of incumbent members; the newly elected members shall however commence work upon the full expiry of the term of the incumbent members.
 5. Training shall be organized for newly elected members on the Qale Awadee (Ecclesiastical Constitution) and other church matters
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6. Replacement Members

If the position of a member is vacant due to death or transfer or for the reasons cited under article 10 No 2 (A-C), or because the member is elected for the woreda (district) administrative council, the member who has obtained the second highest vote after the winning member of the previous election shall assume the position. And if there is no member for such replacement, the clergies and the faithful shall hold yet another election to fill the vacant space. And the elected member shall serve till the expiry of the term.

Article 12

Powers and Functions of the Local Church Parish Administrative Council (Executive Committee)

The local church's parish council administrative council (executive committee), in addition to its tasks vested by virtue of chapter two, articles 5 and 6 of the Qale Awadi (Ecclesiastical Constitution), shall have the following powers and functions:-

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1. Shall have obligations to ensure that the beliefs and orders of the church as well as structure of Synod are maintained
 2. Shall study and consult on preservation of ecclesiastical objects, Holy Scriptures, and different heritages and ensure that they are well maintained.
 3. Shall set up special congregation of clergies to oversee matters related to faith and mysteries of church in the local parish
 4. Shall, through the congregation of clergies appointed thereof, preside over matters related to accusations that arise among couples who are married with church matrimony as well as matters related to priesthood. If the matter is beyond the mandate of this congregation, it shall, as per the hierarchy, present it to the higher body.
 5. Shall protect the youth of Sunday School from all forms of evil; ensuring that all the teaching to them and the songs which they sing are on the basis of the dogma, canon, and tradition of the Ethiopian Orthodox Tewahedo Church;
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Qale Awade

it shall have the obligation to follow and supervise that their actions and conducts would not be out of the teaching of Christianity; it shall help those young people who are not registered in Sunday School be registered and be firm with faith and deed.

6.1.

- A. Shall take delivery of contributions and report it to the pertinent unit
- B. Shall sue and be sued on behalf of the local church

6.2. In agreement with the Qale Awadee (Ecclesiastical Constitution), by submitting its plan and study to the diocese, and upon permission, on behalf of the local parish church, it:

- A) shall sign contractual agreement
- B) enter litigation
- C) in the extent of its operation, can lease and render lease for both fixed and non-fixed assets
- D) can obtain bank loan when necessary, only for feasible development works, upon a cons-

Qale Awade

ensus of the Diocese Administrative Council under the chairmanship of the archbishop, and upon the archbishop's permission by written approval.

7. Without prejudice to the abovementioned, when necessary for entering an agreement on fixed assets and on matters with high estimation, upon decision by the administrative council under the chairmanship the archbishop, and upon permission by written approval, can sign contractual agreement.
 8. As per the rules and regulations enacted by the Holy Synod, determine on details pertaining to the asset and resource management of the local church
 9. Notify the amount of money contributed by priests and the faithful at the parish, and ascertain the submission of the same as per article 56/1 of this Qale Awadee.
 10. Ensure timely submission to the diocese, as per article 57/1 of this Qale Awadee, 20% of the parish church's total income for the purpose of general administration of the Ethio-
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pian Orthodox Tewahedo church, education, evangelization, development, charity, as well as for joint plans and various activities by different parishes.

11. Ensure submission, upon permission at central level, 20% of the income obtained during the construction of new church-building, school, clinic etc, except by charity from individuals, organizations, and donors
 12. Allocate budget for teachers and students of church schools at the local church parish for the expansion and strengthening of the schools
 13. Deposit, in the name of the parish church, all revenues of the church in a bank account opened by the permission of the diocese archbishop
 14. A) Without prejudice to article 57 of this Qale Awadee, examine and present the annual budget of the church to the office of the archbishopric diocese;
B) Implement the budget upon receiving it after its examination, agreement, and approval by the office of the Archbishopric diocese.
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15. Establish the church's parish council office and work units
 16. Look into and take decision on the performance statement submitted at the agreed schedule by the church office and the audit report of the parish supervisor.
 17. When it is necessary to construct a building at the local parish, it shall establish a construction committee for the planned project upon receiving permission and direction from the diocese; it shall get members of this committee elected by the congregation of priests and the faithful of the local church.
 18. Open a separate bank account in the name of the church, upon permission of the diocese, as per number 13 of this article, for the construction project
 19. When money is withdrawn from bank:-
 - A. If it is the regular parish council's expense, it shall be withdrawn upon the joint signatures of the church's administrator and Deputy Chairperson of the parish.
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- B.If it is the construction expense, it shall be withdrawn by withdrawal cheque upon the joint signatures of the administrator and construction committee's chairperson or in the absence of the construction committee's chairperson the deputy shall be a joint signatory.
20. Examine and amend, annul, and approve those decisions passed by the different units of the local church on various matters
21. Examine the faults committed by servants of the parish church and identify administrative matters from within and pass verdict accordingly; and bring those issues related to crime to be dealt according to the law.
22. Elect and send to the Woreda's general parish council, one priest, one faithful and one young Sunday school student from the members of the administrative council.
23. It shall, as per article 7/1 (B) of this Qale Awadee, upon permission of the diocese, present to the congregation of priests and
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the faithful, a report, at the meeting held in every six month and also one month ahead of the expiry of the tenure of the parish administrative council, on its performance and financial expenses

24. Oversee and prevent unnecessary activities that are out of canon of the church, during major holidays and celebrations of the church
 25. Supervising and prohibiting activities with loud speakers and noises, except for those with permission, of cassette vending and other items on the premises of the church and its environs
 26. Oversee and prohibit activities carried out on the premises of the church, either at halls or various shelters within it, at times of Mahlet (church service), liturgy, gospel teaching, and other spiritual services
 27. The parish administrative council of the local church shall be accountable to the office of the woreda (district) diocese.
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Article 13

Power and Function of the Local Parish Church Administrator

In order to implement the objective and function mentioned in Articles 5 and 6 of this Ecclesiastical Constitution (Qale Awadee), the administrator shall have the following powers and functions:

1. Being a chief executive of the parish, the church administrator, as per this Ecclesiastical Constitution (Qale Awadee) and as per bylaws enacted following this Ecclesiastical Constitution, shall be accountable for the parish clergies and the faithful as well as for spiritual services and administration of the local church.
2. shall lead the administration and spiritual services of the local parish church as per the rules and regulations enacted by the Holy Synod for the church workers spiritual services and administration
3. shall conduct and facilitate orientation for the whole clergies and the faithful of the lo-

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cal church before the election of the executive committee of the local parish council

4. shall closely follow and supervise the organization and proper implementation of the work units mentioned in chapter 4, article 16, number 1 of this Ecclesiastical Constitution (Qale Awadee)
 5. shall supervise and check that workers of the local church and the faithful have identification cards; and that all the faithful are registered at the local parish; and that documents of baptism, matrimony, and the deceased are used properly.
 6. shall teach and keep the faithful of the local church and their children with the teachings of the Ethiopian Orthodox Tewahedo Church; furthermore, shall give order to soul fathers to teach and keep their soul children
 7. shall closely follow that revenues of the church are collected properly; and that every fixed and non-fixed assets of the church are well maintained, and that they are properly utilized
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8. as per the budget allocation from superior, approve implementation of every expenditure
 9. pursuant to article 12 sub-articles 7-9, upon the acceptance from the parish administrative council as well as upon approval and permission by letter of the diocese parish administrative council, the administrator, jointly with the deputy chairperson, shall enter and sign agreement
 10. shall call meeting of the parish administrative council; shall act according to the decisions and supervise the implement
 11. shall submit to the woreda (district) diocese for approval of the election of members of the local parish administrative council and heads of the different work units
 12. on behalf of the local parish administrative council, the administrator shall present bi-annual report on matters pertaining to the parish clergies and the faithful; the church workers; finance and property, as well as about performances of the different work units, to congregation of the parish clergies
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- and the faithful; and shall refer the decision to the woreda (district) diocese.
13. shall not take unilateral decision, without discussion and consensus of the parish executive committee, and without the consent of superior body, on issues related to salary increment, promotion, transfer, and firing of workers
 14. shall supervise performances of workers, based on report submitted by different pertinent heads; shall advise; shall reprove wrong doers; and shall issue oral and written warning
 15. shall implement all the assigned functions in line with the decision made as per the Ecclesiastical Constitution

Article 14

Power and Function of Deputy Chairperson of the Local Church Parish Administrative Council

1. The deputy shall act in place, but absence of the church administrator.
 2. The deputy shall, by joint signatures with the
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administrator, release the approved regular expense of the parish

3. The deputy shall not deal with matters related to church mysteries if he is not ordained priesthood.
4. The deputy shall be accountable to the church administrator.

Article 15

Administration of Monasteries and Procedure of Taking Vow

1. Administration of Monasteries

- a. Unified monasteries shall, according to the monasteries, have their own bylaws and administrative regulations effective upon examination and approval by their respective dioceses. If necessary, it can be enacted by the Holy Synod upon request by the diocese.
- b. As per the procedure of the monastery, different work units and offices shall be established in the monasteries.

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- c. Pursuant to the prayer and fasting procedure, fields for education of monks and areas of careers for different services shall be put in place.
 - d. Nuns shall, being confined within the premises of the designated monastery as per the order of monastic system, live helping themselves and others
 - e. Monasteries shall have their own designated places
 - f. Whether they are organized with parish or not, the faithful who live in the surrounding of unified monasteries, without prejudice to article 3/3 of the Qale Awadee, shall make financial contribution or in kind.
 - g. Any revenue of the monasteries shall be collected only by receipts printed by supervision of the Head Diocese and authorization of the office of the diocese; and models 30 and 64 shall be used for collection of money, and model 19 for revenue in kind. A monastery, which collects revenue in amount or in kind with unauthorized receipts that are not approved by the Head Diocese or by the diocese, shall be held accountable legally.
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- h. Any revenue of the monastery shall be deposited in the bank account opened by the approval of the archbishop of the diocese. The account is operated by the joint signatures of the head of the monastery and a representative elected by the congregation of the monks/nuns.
 - i. All monasteries, where parish council prevails or not, shall pay 20% to the diocese of their income from the faithful and other sources.
 - j. Monks and nuns in the monastery as well as the faithful living around shall be registered on the parish council's record by the monastery.
 - k. Vow shall be given for those who meet the requisite of sub-article 3 of this article and who will have stayed three years in the monastery
 - l. Vow shall not be given outside monastery, except for ordained priests with recognition and approval of an archbishop.
 - m. For a head of monastery (teacher), in time of need for travel out of the monastery, shall request permission and approval from the archbishop of the diocese
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- n. The monastery shall be accountable to the archbishop and the office of the diocese.

2. Head of Monastery

- A. The head of the monastery shall administer the unified monastery served by the congregation of monks and nuns as per the order and decision of the Holy Synod.
- B. Give ranks to monks who are elected and presented on the basis of high values of moral, education, and dedicated prayers, and assign them for different activities in the monastery, as chief of seat, chief of disciples, and feeder of
- C. Establish development, through consultation with the administration of the monastery and permission from the archbishop of the diocese, whereby monks and nuns of the monastery can get handicraft vocational training to be self-sufficient and support the monastery as well, thereby expanding the spiritual and social services of the monastery.
- D. Vest the vow through the Archbishop of the diocese when qualified monks of the monastery, who fulfill the requisite cited under subsection 3 of this article.

- E. Issue certificate for nuns and monks, who take vow
- F. Conduct tight supervision on monks moving out and in of the monastery area with no good reason and without permission, and take canonic punishment

3. Requisite for Taking Vow

A) The Faithful Who Are Taking Vow

1. Those who are recognized and certified by their respective local parish councils that they are firm with the faith of Ethiopian Orthodox Tewahedo Church
2. Those who have proper understanding on the life of monastery, and who are also committed to fulfilling their vows properly
3. Those who can provide evidence for their virginity or their marriage before taking vow
4. Except in cases of adequate ground, they must reach 30 years of age and above
5. Those who are sane, calm and patient;

6. Those faithful, who have spent a three-year trial period in the monastery, shall take vow
7. The three-year trial period shall not be implemented with the faithful who are above 60 years of age

B) Church Servants Who Are Taking Vow to Serve with Priesthood

1. Those who fulfill the requirements set under this number in (a) from 1-7;
2. Those who have knowledge of books of monasteries (monks), and who keep the order of monastery
3. Those who have church education and knowledge of Holy scriptures;
4. And those, who are recognized for their being exemplary, their wisdom and skills, shall take vow and be ordained

4. After Taking Vow

- (A) As they have made covenant upon taking vow, they should keep their vows till the end of earthly life
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- (B) They are expected to serve their respective monasteries according to their ability and talent
 - (C) They must not leave the monastery without good reason and permission;
 - (D) Monks and nuns living out of the monastery upon permission shall remain in good conduct being away from all forms of evil acts, and serve as an image to the society;
 - (E) Monks and nuns must remain away from inappropriate activities; and they must keep their bonnet at all times;
 - (F) Monks and nuns assigned in rural and urban churches must demonstrate humbleness in their speech and conduct; and shall serve as an image to the society;
 - (G) They must adhere to the norms of monks, and they must never act as holy and must be calm and humble at all times
 - (H) Unless chosen from among the monks and exclusively assigned on the basis of their abilities, they must not preach
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Chapter Four

The Office and Work Units of the Local Church Parish Council

Article 16

Establishment of the Office and Work Units of the Local Church Parish Council

Appointment and Service Term of Heads

1. The local parish administrative council (executive committee) shall have one office and the following work units to accomplish its objectives and duties as cited under articles 5 and 6 of this Qale Awadi (Bylaw), and shall establish, as per the law of church article 21, the different work units listed below:

- A. Evangelical Service Unit
- B. Spiritual Education Unit
- C. Clerical Service Unit
- D. Sunday School Unit
- E. Planning and Development Unit
- F. Charitable Activities Unit
- G. Legal Affairs Unit

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- H. Ecclesiastical Objects, Property and Heritage Unit
 - I. Accounting Unit
 - J. Finance Unit
 - K. Supervision unit
 - L. Construction, Renovation and Maintenance Unit
 - M. Statistics Unit
 - N. Parish Council Coordination Unit
 - O. Monasteries Unit
2. Without prejudice to the type and nature of works at the units mentioned in this Article, Number 1 from (A) to (O), same work leader may be assigned for two or more similar work units at a time; and committees may also be formed as need be.
3. The Parish Council office shall have one secretary and permanent heads of work units.
4. For rural churches, clergies and the faithful with renowned ethics, skills and experience, shall be assigned as secretary and head of unit, upon election at clergies congregation
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in the presence of the head of the woreda diocese and under chairmanship of the church administrator.

5. For urban monasteries and churches, they shall assigned by the office of the diocese according to their training and skills
 6. Workers to be assigned on cashier and treasurer positions shall have obligation to present a guarantor with adequate guarantee.
 7. At circumstances and times when assignment for the work units mentioned under this article, number 1 from (A) to (O) of this Qale Awadee is not possible, the administrative council shall nominate candidates known with their good conducts, skills and experiences, and they shall be assigned upon approval by the woreda (district) diocese.
 8. The service term for volunteers other than the regular paid workers shall be determined as per article 11 number 2 of this Qale Awadee pertaining to the parish administrative council (executive committee); the appointment of the heads of the work units shall be made after
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the election of the Parish's administrative council (executive committee) members.

Article 17

Power and Function of the Secretary

General of the Local Church Parish Council

1. The secretary general of the local parish council shall be an ordained; shall be accountable to the administrator of the church and shall lead and supervise secretarial, financial works, and property management; he shall also closely follow up on the performance of different work units of the parish church office.
 2. Shall get clergies and the faithful of the parish church registered and provided with membership identity cards.
 3. Shall ascertain that all baptized children and adults are registered with their names, names of their parents, name of godfather or godmother; the secretary general must also register marriages conducted in church and issue certificates.
 4. Shall follow the collection of revenues, from each member of the parish, in due time
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5. Shall organize the archives, lead the works in due order and maintain all records and registries; he shall function in the place of registrar in the absence of the latter registering the alive and deceased members.
 6. Shall, in the absence of a statistics officer, register and keep records of the alive and the dead
 7. Shall prepare a performance and financial statement of the church along with the budget to be allocated for the coming year; and shall, through the administrator, present it to the administrative council.
 8. Shall appear at meeting of the administrative council as a secretary and record minutes thereof; and shall get the minutes signed by attending members and sign upon it himself.
 9. Shall notify the administrator and conduct assessment on matters pertaining to the spiritual and social services of the church.
 10. Supervise and report to the administrator on the attendance of the church clergies and other workers on their duties, and shall take measures accordingly
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11. Shall present quarterly report with statistical data to the parish administrative council about the parish church members and workers; statement of finance and asset; and performances of the different work units
12. Carry out every church assignment given by the church administrator and the parish administrative council
13. Shall cover vacant posts where there is shortage human resource, and upon the decision of the administrative council, shall carry out the task of the finance head

Article 18

Duty and Responsibility of Evangelical Service Unit

1. Shall prepare the daily schedule and facilitate delivery of education, by the recognized and accredited teachers, to the faithful during holidays and on Sundays
 2. Shall gather the faithful at suitable times and facilitate the teaching on Holy Scriptures.
 3. Shall follow that the gospel is preached during and after liturgical service.
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4. Shall discharge apostolic missions that the gospel is preached in a language which the faithful can understand, and that followers of the Ethiopian Orthodox Tewahedo faith are multiplied and are registered at the parish
 5. Shall have the responsibility of taking delivery and distribution to the faithful, of newspapers, magazines and other publications prepared by the evangelism and apostolic mission department of the Ethiopian Orthodox Tewahedo Church Head Diocese.
 6. Supervise and ascertain that books, newspapers, cassettes, CDs, VCDs, DVDs and other print products, which are not reviewed and approved by the council of sages, should not be dispatched to the faithful on the premises and podium of the church.
 7. Supervise that books, newspapers, cassettes, CDs, VCDs, DVDs and other print products, which are out of the Ethiopian Orthodox Tewahedo faith, should not be dispatched to the faithful
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8. Shall have the responsibility to supervise individuals, who tend to preach and teach without permission

Article 19

Duty and Responsibility of Spiritual Education Unit

1. Each parish church, as per its capacity and the direction given by the Holy Synod, shall establish spiritual school around church.
 2. The following education shall be provided in such schools:
 - a. Reading, writing, calculation and language;
 - b. Church Hymn (Tsewatewe zema) and chanting (aquaquam) and liturgy;
 - c. Geez Poem (Quine);
 - d. Commentaries or Interpretation of scriptures(Theology);
 - e. Church History;
 - f. Arts, handicraft and other vocational training
 3. Shall have prime task of gathering children at the locality for education from alphabets
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and reading to fundamentals of religion, so that they will be with Christian orientation and conduct

4. Shall prepare schedules for education and follow its content and management as per the rules and regulations enacted by the Holy Synod
 5. Shall ascertain that children are nurtured with religious ethics
 6. Shall ascertain that the construction and location of education venues (congregation houses) are suitable for education delivery and health as well.
 7. Shall prepare a schedule so that the local church permanent teachers prepare in advance, without affecting their congregation, the serving clergies for the praises of the Lord to be performed every Sunday, every month, and during annual events
 8. Shall make the necessary efforts for establishment of a library and to ascertain the clergies come to the library to read books and increase their knowledge
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9. Shall provide books formulated by a formal curriculum for education
 10. Shall supervise students' attendance in their learning sessions; shall also assess their proficiency
 11. Shall coordinate among all stakeholders that a boarding school is established at the local church, or that the churches in the locality jointly establish a central boarding school, and that subsidy budget is allocated to cover costs of teachers' salary as well as for food and clothing of students
 12. Shall notify and supervise that church teachers are obliged to properly serve the posts they assume
 13. Shall notify and get it realized that both teachers and students are duty bound to serve church
 14. Shall ensure that teachers and students at each local church are registered at the office of the parish council and have identity cards;; and that every student, upon completion of their studies, are given certificates
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approved by their teachers, the parish administrative council and the office of the diocese.

Article 20

Duty and Responsibility of the Clergy Service Unit

1. This unit performs church sanctified and sacramental tasks by clergies, coordinating the head priest (Qaesse Gebez), the archdeacon (Liqe diyaqonat) and the chief sage (Liqe-Tebbeit), the facilitator/curator (the Agafari).
2. Shall coordinate and oversee that the chants of St. Yared, night praises, the divine liturgy as well as other sacramental services are conducted duly
3. Shall, in collaboration with the education unit, organize and supervise training of gospel teaching for clergies so that they will be able to protect their soul children from apostasy, heresy and bad habits and deeds
4. Shall supervise and report to the church office and the administrator on matters per-

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taining to the proper conduct of spiritual services assigned to teachers, priests, singers, deacons, and other servants of the church in their respective work units; and shall act accordingly

5. Shall ascertain the access of different spiritual services by the faithful on the basis of equality and fairness.
 6. Shall notify the office and the administrator on matters pertaining to spiritual services, the mission and roles of clergies within the church in particular, and in the local parish in general, and act as necessary.
 7. Shall endeavor that clergies know that they have the duty and obligation of preaching, baptizing, serving the Divine Liturgy and performing ceremony of the Holy Communion, accepting confession and give benediction, generally enabling the faithful to be firm with their faith and be grown and matured with good conduct; and shall support the clergies to be capable for such missions
 8. Shall present, for deaconship ordination,
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a person acknowledged for his good conduct and spiritual attitude by clergies and the faithful, who has also learned portion of church lessons orally, recited Psalms, and who has been literate over the five pillars of mystery.

9. Shall present, for priestly ordination, a deacon who has studied liturgy, and who has mastered night praises/hymns (Sa-ata), morning prayer (kidan), litany; and who is literate over poem (Qiene) composition, and the seven sacraments of the church; and who can interpret and teach holy scriptures; and who is acknowledged by clergies and the faithful of the parish church for his good conduct and spiritual life.
 10. Shall prepare ceremonial schedules during major holidays and present the same to the administrative council (executive committee); implement the ceremony accordingly.
 11. Shall advise and also monitor that workers of the church should not be present at inappropriate places
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12. Strictly monitor those clergies and the faithful who wander in streets and villages by lighting lights and setting umbrellas, against the order of the church, simply in names of Sunday and commemorative congregation
 13. Oversee and teach the faithful to be aware of those people whose deeds and ordination not known and approved by the church, but who claim and act like a priest or a monk to be soul father of the faithful, and thereby create trouble against church services
 14. Strictly monitor that they, who claim to be deacons, or priests, or monks, but whose ordination is not officially known, should never conduct liturgy and sacramental services on proxy
 15. Shall give directions to spiritual fathers to have the faithful at churches with their children on Sunday services and church festivals to learn the faith and order of the church.
 16. Shall notify the clergies and deacons, who are not attending night praises/hymns (Sa-
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- atat) morning prayer (Kidan), should not perform divine liturgy; and shall monitor this
17. Shall make godfathers and godmothers duly aware that they, according to the book of baptism and their promises made thereof, are responsible to teach their godchildren about the order and faith of the church

Article 21

Duty and Responsibility of Sunday School Unit

Pursuant to the rules and regulations enacted by the virtue of the Holy Synod for the youth of Sunday Schools, the parish Sunday school unit shall perform the functions mentioned here below:

1. Shall establish and organize Sunday School at the local parish church; and the local parish children and young people who are of between four and 35 ages shall be members of Sunday School; deacons shall participate in learning and/or teaching, while clergies and teachers in teaching at the Sunday School.
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2. Shall follow that lesson is given as per the curriculum formulated at the institution level to children and youth depending on the category of their ages.
 3. Shall facilitate further training for those who have learned at the Sunday School and attained high level of achievement and competence, and upon permission by superior body, shall assign them to teach; shall monitor that, those who do have permission, should not teach thereof
 4. Shall formulate, at Sundays, during major holidays and occasions, regular and weekly schedule that lessons are provided on law and order of church, religious topics, liturgy hymns, and holy scriptures
 5. In consultation with and order from the administration, shall closely follow, teach, and advise that children and young people become literate over and respect law and order of church, and that they remain firm with the faith of the Ethiopian Orthodox Tewahedo Church.
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6. Shall prepare daily and weekly schedules that they study spiritual songs and chants that convey lessons, and that are reviewed by the council of sages, and approved by the relevant body
 7. Shall establish a library equipped with educational materials so that the youth can develop their spiritual knowledge.
 8. Upon permission and approval by the office of the parish administrative council, shall execute and follow the implementation of drama or other forms of shows made during festivals or other occasions
 9. Every revenue to be collected by Sunday School students for purpose of spiritual services shall be the income of the local parish treasury unit; and the Sunday School Unit shall present detail plans for necessary expenses to the parish administrative council, and upon approval, it shall implement the plan
 10. Shall submit every revenue to be collected, with model 30 (the money) and model 19 (the property), to the office of the local parish
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council; and shall get both the money and the property audited by the local parish council

11. Members of the Sunday School leadership shall be young people above the age of 18, who are elected by the assembly of Sunday School members at election facilitated by the parish council; and their term shall be 3 years; and only they are needed by the students of the Sunday School, they can serve second term of 3 years
 12. Shall notify and follow that Christian obligations are fulfilled as clergies advise their soul children to send their children to be registered and pursue spiritual knowledge at Sunday School
 13. Facilitate and ascertain that Sunday school students wear uniforms as per the faith and order of our church during holiday celebrations
 14. Shall strictly follow and monitor that over night program will never be implemented, unless permitted and authorized by letter of parish council or another superior body.
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15. In collaboration with units of evangelical service and spiritual school, shall facilitate the delivery of appropriate and quality education to Sunday School students by qualified teachers who got permission from the diocese

Article 22

Duty and Responsibility of Planning and Development Unit

1. By devising short, medium, and long-term plans, shall look for and report to the parish council ways of soliciting support and contributions of money, material, knowledge and labor from the faithful and other organizations, for the execution of different action plans
 2. Shall identify and organize appropriate areas that serve as sources of income for the local church; shall endeavor for the institution of handicrafts for incomes of ecclesiastical items, books, costumes/vestments and other church services
 3. Shall endeavor for the coordination and collaboration among clergies, the faithful and
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Sunday School students of the local church that their money, knowledge, material, and labor be mobilized for the development and benefit of the church.

4. Shall, in coordination with pertinent parties, facilitate opportunities of training for clergies that they, as per their respective interests, utilize spare times to generate income and support themselves.
 5. The revenue from the development will be collected with church invoice and deposited in a bank account opened by the name of the church.
 6. Shall conduct study on ways of developing the surrounding places of the church, and shall report to the parish council for implementation
 7. Shall follow up and monitor that plots of the church should, by any means, not be transferred to third party, without authorization by superior body
 8. Shall present a quarterly performance report to the parish council
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Article 23

Duty and Responsibility of Charitable Works Unit

1. This unit shall coordinate and collaborate with traditional associations/institutions such as Senbeties and Edirs as well as different charity organizations to support orphans, helpless elders, and the needy at the local church
 2. Shall coordinate with governmental and non-governmental organizations that the needy at the parish are supported in an organized manner
 3. Shall facilitate conditions by collaborating with the concerned bodies that those less fortunate but capable people could get revenue on self owned cooperative.
 4. Shall prepare educational schedule that a chosen priest, who has the knowledge and good conduct, teaches and advises them
 5. Shall work that the needy are gathered at a certain location that they attend the mass prayer and gospel preaching session, and
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still they get required support, and lest they disturb the services at liturgy and gospel preaching during Sundays, monthly or annual holiday events

6. Shall assess ways and propose the same to the parish council (executive committee) that orphans at the local parish church can get temporary and sustainable support; and shall follow its implementation
7. Shall facilitate conditions and coordinate activities of philanthropists and charity organizations that the needy, helpless elders, and widows can get shelter and food around the church, and their health is also being cared

Article 24

Duty and Responsibility of Legal Affairs Unit

1. Shall disclose and ensure that heads of the parish council, clergies and the faithful in general know the decrees, rules and regulations enacted by the Holy Synod, the decisions and directives made by the patriarch general parish council

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2. Shall do all the possible to amicably settle, without litigation, disagreements that may arise between clergies and the faithful of the parish church, through dialogue, forgiveness and reconciliation.
 3. When a complaint is concerning the laws of the church, it shall, without prejudice to the rights of the plaintiff and the defendant and with due consideration of evidences of both sides, submit recommendation to the parish administrative council as per Article 63 of this Ecclesiastical Constitution (Qale Awadee
 4. On the occasion of holiday celebrations, as the per the directions given by the parish administrative council, and in collaboration with the relevant governmental and public bodies, shall ensure smooth conduct of celebrations
 5. Shall coordinate with units of evangelical service and Sunday School to prevent the sale on the church premises of items that are not beneficial for the faithful and that are not useful for church services; shall also keep the order that actions that are against the church should not be implemented thereof
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6. Shall follow up every spiritual and secular legal issues; and shall provide consultation services to the church administration
7. Shall represent the church at any legal proceeding to speak on its behalf

Article 25

Duty and Responsibility of Ecclesiastical Objects and Heritage Unit

1. Shall ensure the protection and preservation of the Ark of covenant, ecclesiastical objects, and properties of the church, by duly registering them through a chosen and assigned clergy for the same purpose
2. Shall identify and register in their categories of consumable items and other fixed assets that belong to the parish council
3. Shall deliver dispatched items and properties by invoice; and shall monitor that the dispatched goods are duly used; and upon return, shall check and receive the same
4. Shall carry out all the necessary for the internal services of the church.

5. Shall take all the necessary precautionary measures to protect damages on historical heritages of church; and shall duly display them at designated and accessible place to visitors and historians
 6. Shall prevent manuscripts made of animal skin (Brana books), icons, costumes, as well as crosses of gold, silver, bronze and other ecclesiastical objects from damages due to insects, rust, liquid, fire and other hazardous factors; accordingly,
 - A. Shall facilitate the preparation of proper warehouse for heritages conservation and preservation
 - B. Shall assign personnel in charge of protection and guides for visitors;
 - C. Shall have an obligation of conducting inventories by end of budget year and upon reshuffle of heads of heritages, and also present and explain the findings to the level of the patriarchate
 - D. Shall facilitate situations, as per directions by the head diocese for implementa-
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- tion and fares, to have revenues from domestic and foreign visitors
- E. Shall put, by invoice, the revenues obtained from visitors together with the main account of the church
7. Shall ensure that the clergy to be assigned as a head of property and historical heritages at the parish church should be free of mischief record or free of mischief or other criminal records; and should have guarantor
8. Shall ensure aged costumes, ecclesiastical objects, books cease to be used, and that they are separately kept with due maintenance and renovation
9. A) During a request for borrowing of church heritages for a special purpose, the unit shall, upon permission and authorization of the diocese administrative council chaired by the archbishop, and with notification to the patriarchate, give and take the delivery of the items to be borrowed
- A) Shall submit notifications to concerned
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authorities until the borrowed items be restored to its place

10. Shall ensure the annual inventory and registration as well as due preservation and conservation of all properties of the church; shall present detail report on existing and non-existent ones to the office of the parish administrative council
11. Shall ensure that those ancient and indigenous plants on the premises of the church are duly preserved and conserved

Article 26

Duty and Responsibility of Finance Unit

1. Shall prepare financial accounts, record the income and expense
2. Shall ensure and follow that the revenue is collected with official invoice as per the rule of accounting, and the expense is made by formal expense approval
3. Shall close accounts by end of every month and prepare and present to the office, the monthly revenue, expense and the balance

Qale Awade

4. Shall monitor and prevent that any expense does not exceed the allowed budget limit
5. Shall make sure the availability of funds at time budget allocation
6. Shall assess, two years ahead of the budget year, the amount at the bank and in deposit box, and the monthly revenue, and prepare and present to the local parish administrative council, the budget of the following year.
7. Shall present revenue and expense documents for auditing, upon the order for annual or monthly audit
8. Shall maintain financial documents and cheques with due care
9. Shall ensure that revenue and expense documents (models) are operated only by and upon the uniform invoice prepared with the supervision by the office of head diocese of the Ethiopian Orthodox Tewahedo Church, and by the responsibility of the office of archbishop diocese

Article 27

Duty and Responsibility of Treasury

1. The treasury shall receive all revenues of the parish church upon the legitimate invoice cited under Article 56 Number 4 of the Ecclesiastical Constitution (Qale Awadee).
 2. Shall daily deposit the collected amount into the bank account of the church; and when it is out of bank office hours or at a time banks are closed, the money shall be kept in box temporarily, upon consultation and signature with the concerned bodies, and the treasure house shall be sealed thereof
 3. Shall deposit the fund at a location determined by the parish administrative council in case when no bank is available in the area.
 4. Shall decide on the amount of petty cash, depending on the situation of the time and the area, as per the direction to be given by the parish administrative council
 5. Shall make any payment by voucher only upon legitimate orders
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- 6.** Shall register revenue and expense in a separate document; shall duly register, checking against documents at the finance unit, the total amount of revenue, expense and the balance by end of every month
- 7.** Shall not make withdrawal of any amount approved by the local parish administrative council, unless written order is made by the administrator; however, shall withdraw a fixed or known amount upon authorization by the deputy chairperson in the absence of the administrator

Article 28

Duty and Responsibility of Supervision Unit

1. Shall monitor the income and expense on daily, weekly, and monthly basis and ensure that the fund is duly deposited in bank
2. Shall examine that revenue and expense documents are legal
3. Shall supervise the status of fixed and consumable items at the warehouse, by com-

paring them against registry of the parish council, identifying them in due category depending on their depreciation, defects and deficits; shall conduct inventory of the registered and non-registered ones

4. Shall present a quarterly report to the parish administrative council on the financial performance and property management thereof
 5. Shall present, in case of financial and property deficit, a report signed by the person responsible for the deficit, to the office of the parish administrative council
 6. Shall supervise that the contributions made by clergies and the faithful registered at the parish church, is duly paid, and that other revenues of the church are duly collected as per the Ecclesiastical Constitution
 7. Shall supervise that the expenses for salary and petty cash do not exceed the annual and monthly budget approved by the parish church
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Qale Awade

8. Shall supervise the timely and proper implementation of tasks within the different work units of the parish church; and shall call meeting for concerned personnel or make rounds to the units as necessary to give the necessary instruction on accounting and related issues
 9. Shall oversee the way the boxes for collection of vows and alms are situated at the parish church; and shall ensure that they are placed in observable and reliable manner; shall also strictly monitor that those collection boxes, which are not registered and authorized by the office of the parish administration, should never be placed on the premises of the church
 10. Shall make sure that collection boxes, before placed in use, are sealed in the presence and with the signatures of members elected by the executive committee, the administrator, the accountant and supervisor; ensure that opening of the boxes is also carried out in the same manner
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Qale Awade

11. Shall ensure that all other revenues and contributions collected at the podium of the church or other venues with alms boxes, umbrellas, mats and other means are duly registered with the church invoice and submitted to the church
 12. Shall make the necessary effort to fix the values and duly submission of gifts given in kind to the church such as animals, silver, gold and other items
 13. In collaboration with the property unit, shall conduct annual inventory and registry of the church's property, and present the findings, including the added and the deficits to the office of the parish council administrative council
 14. Shall ensure the delivery to the appropriate unit, with invoice, of properties dispatched by the property unit, and monitor the proper utilization and care of the same; shall ensure the taking delivery by the property unit, after the proper examination
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Article 29

Responsibility of Construction, Maintenance and Renovation Unit

1. This unit shall prepare plans and presents to the parish administrative council, for construction works of the church, Bethlehem, schools, health institutions, income generating houses, meeting halls, Sunday School learning rooms, guest and clergy houses, surrounding walls of church and other needed projects, and upon approval as per Article 12 Number 17 of the Ecclesiastical Constitution, shall collaborate with the would-be construction committee to the realization of the proposed projects
 2. Construction, maintenance, and renovation works of church shall be determined by order and instruction of the Holy Synod
 3. When a construction committee is established, upon receiving direction and order from the office of the church administration, the unit shall carry out the necessary promotion and
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Qale Awade

instruction that the clergies and the faithful consider and give due attention to the matter

4. Shall study ways of soliciting financial and material support for the construction of the church building, and submit the same to the parish administrative council; and upon approval, shall get the collection of the support by the construction committee to be established
 5. Shall receive upon invoice from the office of the local church parish administrative council, and distribute as needed to the construction committee, those finance and material receipts, documents, records and all the necessary stationeries required for the construction of the church building
 6. Shall ensure that all the concerned parties receive the letter issued by the office of the local parish council seeking support and co-operation from donor individuals and organizations for construction works
 7. Shall attend the meetings of the construction main committee and report the major out-
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Qale Awade

comes to the local church parish administrative council.

8. Shall ensure that the financial contribution by the faithful of the locality and the donation from different charity organizations for the construction purpose are duly deposited in bank account of the church; and shall oversee that withdrawal is made as per Article 12 Number 9 of the Ecclesiastical Constitution
 9. Shall follow and ensure that the property for the purpose of the construction as well as the revenue, the expense and the balance are audited, upon completion of the project, by the superior body, and that it is transferred to treasury and property unit of the church
 10. Shall consult professionals to have a better procedure for graveyard (cemetery) site on the premises of the church; and shall present its plans in this regard to the administrative council, and upon decision and approval by the superior body, implement the same to address the ever growing problem due to inappropriate construction of cemeteries thereof
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Qale Awade

11. When a site of cemeteries is needed for another purpose, the unit shall prepare and duly maintain another site where the remains of bodies with seven and more years are properly gathered and maintained thereof
12. Shall ensure that the church's compound and the sites designated for graveyards are kept clean; shall get different trees and flower species are planted
13. Shall ensure that design of church building is carried out as per tradition and order of church; no design shall be implemented unless it is reviewed, authorized and approved by the diocese administrative council presided over by the archbishop

Article 30

Duty and Responsibility of Statistics Unit

1. Shall prepare all the permanent records of the resident faithful of the parish church including:-
 - a. Registry of birth and baptism
 - b. Registry of the alive and registry of the deceased, and other necessary registries

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2. Shall, in consultation with professionals and due assessment, register the full name and address, the building type and construction year, the shape and style, the height and width of the local church
 3. Shall register number of clergies, priests, teachers, preachers, deacons, choirs and different workers of the local church; shall also keep record of the number of the faithful in due category of family, age, gender, education status
 4. Shall, if there is a teacher of church education, register his name the number of his students and the type of education; and shall also register the number of Sunday School students and the type of their education
 5. Shall register children at time of baptism on their 40th and 80th day, in birth and baptismal registry and also on the record of the alive
 6. Shall register deceased followers of the Ethiopian Orthodox Tewahedo Church in the registry of the deceased
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Qale Awade

7. Shall duly and properly register new residents in the local church, deceased members, new births and those who have just moved to the local church as residents from other places for various reasons, and those who have left the locality, and submit the same to the office of the parish administrative council by the end of the year
 8. Shall register financial and human resources of the local parish annually, and present it with table or chart in comparison with that of the previous year
 9. Shall meet with all the concerned bodies and gather statistical data required for the parish
 10. Shall, in consultation with the elected members of the parish council coordinate activities that the faithful at the parish church pay their membership contribution in due time, thereby the goal of parish council is attained
 11. Shall facilitate conditions and coordinate among members of the parish council to increase the revenues of the church
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Chapter Five

Office and Units of Woreda (District)

Parish Council

Article 31

Power and Function of Office and Units

of Woreda (District) Parish Council

Formation and Structure of Woreda

Parish Council

1. Formation

A. Churches under the Woreda (District) diocese shall establish the Woreda parish council through their representatives and with having the sub-diocese (Woreda) church administrator as a chairperson; and led by their respective church administrators, the representatives shall be one priest, one faithful and one young person chosen from each church's parish council; and the Woreda church secretary and heads of different sections shall be comprised as members; it shall be a Woreda parish council to meet once a year

B. Woreda parish administrative council (executive committee) to convene a meeting once

a month, and the Woreda diocese administrative council, towards the establishment of the objectives of the Woreda Parish Council, and so that it is able to fulfill its responsibilities and functions

- C. Office of the Woreda Parish Administrative Council (Office of the Woreda Diocese)
- D. Units of the Woreda Parish Council (units of the Woreda Diocese)

Article 32

Members of the Woreda Parish Council

- 1.The Woreda Diocese Manager or in his absence a representative clergy delegated by archbishopric diocese.....Chairperson of the council
 - 2.Amongst representatives of the clergies and the faithful mentioned under sub articles 3, 4, and 5 of this article, an eligible clergy or eligible faithful aged between 30 and 60 elected by this council.....Deputy Chairperson of the council
 - 3.Administrators of churches within the Woreda..... Members of the council
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4. Representative clergies from the churches within the Woreda.....Members of the council
5. Representatives of the faithful from the churches within the Woreda..... Members of the council
6. Sunday school youth elected as representatives from the churches within the WoredaMembers of the council;
7. The Woreda diocese secretary or in his absence a clergy elected as representative by the archbishopric diocese.....Member and secretary of the council;

8.Article 33

Powers and Functions of the Woreda Parish Council

The Woreda parish council, in addition to executing the objectives and functions mentioned under chapter 2, articles 5 and 6, shall have the following powers and functions:

1. Shall, based on the agenda prepared and presented by the Woreda parish administrative council, hear and decide on the status,

Qale Awade

job performance and property and financial statement of the Woreda parish members and workers

2. Shall examine the Woreda parish council work plans and different service schedules and forward, if it agrees the same with remarks to the office of the archbishopric parish council
3. Shall determine the financial amount needed for the work plan other services approved by higher parish council; and shall supervise its collection and utilization
4. Shall get the finance and property of the Woreda parish council inspected by an auditor
5. Shall elect a minimum of four and a maximum of eight members for the Woreda parish administrative council
6. The Woreda parish council shall be accountable to the office of the archbishop diocese

Article 34

Members of the Woreda Parish Administrative Council (Executive Committee)

1. The Woreda diocese administrator or in his absence a representative clergy assigned by the archbishopric diocese.....Chairperson
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Qale Awade

- 2.A Amongst representatives of the clergies and the faithful mentioned under sub articles 3, 4, and 5 of this article, an eligible clergy or eligible faithful aged between 30 and 60 elected by this council.....Deputy Chairperson
- 3.Two to four representative clergies of the local church parish council.....Members of the council
- 4.Along with a young representative, a minimum of two and maximum four representatives of the faithful from the local church parish council.....Members of the council
- 5.The Woreda diocese secretary or in his absence a representative clergy delegated by the archbishopric diocese.....Member and secretary of the council;

Article 35

Powers and Functions of the Woreda Parish Administrative Council **(Executive Committee)**

The Woreda parish administrative council (executive committee), in addition to the objectives and functions mentioned under Chapter Two,

Qale Awade

Articles 5 and 6 of the Ecclesiastical Constitution, shall have the following powers and functions:

1. Shall ensure and supervise that parish councils of the local churches within the Woreda achieve their institutional objectives and execute their functions
 2. Shall examine and report to the office of the diocese for approval of the election result for members of the local parish council, sent with the signed minute of the electoral committee and a letter from the administrator of the church
 3. Shall examine different issues and statements from local church parish councils, and act accordingly
 4. Shall monitor and ensure that the 20% contribution from each of the local churches is collected and submitted to the Ethiopian Orthodox Tewahedo Church for general administration and different services
 5. Shall prepare and present to the council joint plans and service programs of the local par-
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Qale Awade

ish for common benefits of churches in the Woreda

6. Shall collect, upon official invoice through the Woreda diocese, the contributions determined for each local church for the implementation of activities under the approved joint plan and other services
 7. Shall work in collaboration with all the concerned bodies to the realization of the plan; shall implement and ensure implementation of the directives and orders passed down from superiors
 8. Shall present report on the previous performance, the future plan, budget allocation, and status of members and workers of the local parish to the Woreda parish council, and upon appraisal and consensus, it shall refer the same to the diocese for approval
 9. Shall review the plans of local parish councils, and submit the same, through the Woreda chief priest, to the diocese for approval
 10. Shall, other than the Woreda head priest or a representative, elect one priest, one faithful
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Qale Awade

and one young person from amongst the members of the local parish administrative council for representatives at the diocese parish administrative council

11. Shall do as per the provision of Article 11 Number 4 of the Ecclesiastical Constitution to replace members of the Woreda parish administrative council, whenever their number gets below five, as a result of election to the diocese parish administrative council
12. The Woreda parish administrative council shall be accountable to the Woreda parish council.
13. The service term for the elect members shall be as per Article 11 Number 2 of the Ecclesiastical Constitution

Article 36

Office of the Woreda Diocese

1. The office is a higher administrative and management body for the monasteries, churches, rural churches and parish council at different levels within the Woreda
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Qale Awade

2. There shall be a Woreda diocese manager accountable to the diocese archbishop
3. It shall have one administrative council and different work units to execute the provisions of the Ecclesiastical Constitution (Qale Awa dee) and other directives and regulations given by the diocese
4. The establishment of the different work units of the local church parish council office mentioned under Article 16 A-O, shall be implemented by the office of the Woreda Diocese; the details mentioned under Articles 17-30 of the Ecclesiastical Constitution (Qale Awa dee) shall work here as well, with due consideration on the situations of the Woreda Diocese

Article 37

Powers and Functions of Manager of the Woreda Diocese

The Woreda Diocese Manager, in addition to executing the objectives and functions mentioned under chapter 2, Articles 5 and 6, shall have the following powers and functions:

Qale Awade

1. Shall serve as a chairperson and chief executive of the Woreda parish council and the parish administrative council, thus shall convene meetings and execute decisions written in minutes as per this bylaws; shall also conduct correspondences, property and finance management and other related activities of the parish; shall, in general, be head and chief of the Woreda parish administrative council
 2. Shall be responsible to organize and strengthen the churches within the Woreda parish under parish administrative council as per this bylaws
 3. The Woreda diocese manager shall be a chief coordinator for implementation of local church parish council election; and to strengthen the Bylaw, shall facilitate delivery of instruction to the local clergies and the faithful ahead of the election
 4. Shall coordinate diocese workers and others within the Woreda so that they participate in the local church parish administra-
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- tive council and different service units without payment
5. Upon receiving direction from the archbishopric diocese, shall establish and organize different work units required for the Woreda diocese
 6. Shall, in consultation with the office of the archbishopric diocese, provide and distribute in due time income and expense invoices and modules of finance and property needed for the use of the parish church
 7. Shall supervise the implementation of works of all parish administration and other units as per the bylaw
 8. Shall present to the archbishopric diocese office for approval of the election of the local church parish administrative council (executive committee) members and other heads within the Woreda parish council
 9. shall present the plans of all local churches to the Woreda parish administrative council; and upon examination, shall present the same
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Qale Awade

to the office of the archbishopric diocese for approval; and upon approval, shall ensure the implementation

10. shall, every time, prepare daily and regular schedules to go to all parishes to preach gospel and get it preached; and shall motivate and encourage the faithful towards the organization and strengthening of parish council
11. Shall follow up and ensure that the contribution of local churches is duly collected and timely submitted to the diocese
12. Shall, in addition to the data presented from the local churches, register clergies, teachers, preachers and the faithful with their families in various educational and work institutions; and shall submit to the office of the archbishopric diocese in due time the Woreda's statistical data, the budget year performance and financial report
13. Shall, along with the appointed accountant of the Woreda, operate the bank account of Woreda

Chapter Six

Power and Function of the Units of the Archbishopric Diocese Parish Council

Office

Article 38

Formation and Organization of the Arch- bishopric Diocese

1. Formation

- A. One clergy, one faithful, one young person from Sunday school, and the manager of the Worededa diocese, in total a delegation of four members elected by the Woreda parish administrative councils (executive committees) within the archbishop diocese, as well as the archbishop diocese manager and the secretary general, all together with heads of work units shall establish the archbishopric parish council presided over by the archbishop
 - B. The archbishopric parish council established in this manner shall have one assembly convened twice a year as needed
 - C. The archbishop diocese parish council shall elect an administrative council or executive
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committee that meets once in three months and implements its functions and objectives

2. Structure

Under the Archbishop Diocese:

- A. One parish council of the diocese, whereby the diocese archbishop becomes a chairperson
- B. The diocese parish administrative council (executive committee) and the archbishop diocese administrative council
- C. The office of the diocese parish administrative council (the diocese office);
- D. The work units organized at the local parish council as per Article 51 Number 4 of the law of church, and Article 16 Number 1 of the by-law, shall be the work units of the diocese; and the details mentioned in Articles 17-30 shall also be workable for the diocese, depending the situation thereof

Article 39

Members of the Archbishopsric Diocese Parish Council

- 1. The diocese archbishop.....Chairperson of the Council
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Qale Awade

2. The diocese manager in the absence of the diocese archbishop.....hairperson of the Council
 3. Secretary general of the diocese office and department heads.....members of the council
 4. managers of Woreda diocese.....members of the council
 5. Representative clergies of Woreda parish councils under the archbishop diocese..... Members of the Assembly
 6. Representative of the faithful of Woreda parish councils under the diocese office.... Members of the Assembly
 7. Representatives of Sunday School students of the Woreda parish councils within the diocese.....members of the council
 8. The diocese manager in the presidency of the diocese archbishop.....member and secretary of the council
 9. The diocese secretary general in the presidency of the diocese manager..... member and secretary of the council
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Article 40

Powers and Functions of the Archbishopric Diocese Parish Council

Pursuant to the law of church Article 52, the Archbishop's Diocese Parish Council, in addition to executing the objectives and functions mentioned under Articles 5 and 6 of this bylaw, shall have the following powers and functions:

1. Shall, without prejudice to this bylaws and to every order given by the Holy Synod, review the internal bylaw prepared for the diocese parish council, the work directives, and the different work plans from administrative council, and shall present the same with a decision proposal to the archbishop
2. Shall examine reports on the previous performances, the future plans, the condition of clergies and the faithful, as well as the property and financial statement of the local churches and the Woreda, the diocese in general, which are prepared and presented by the archbishop diocese parish adminis-

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trative council (executive committee), and shall pass decision on each item

3. With a view of strengthening the activities of the church, it shall establish and expand spiritual schools, gospel preachers, parish councils, development, charity, and social services within the diocese
 4. Shall determine the budget needed for the implementation of plans and different services to be rendered at the diocese level; shall ensure the collection and utilization
 5. Shall monitor that the 20% contribution from each of the local churches is collected and submitted duly, for general administration and different services of the Ethiopian Orthodox Tewahedo Church
 6. Shall elect, upon majority vote, a minimum of four and maximum of eight members from clergies, Sunday School youth and the faithful for members of administrative council, as mentioned in Article 41 of this bylaw
 7. The diocese parish council shall be accountable to the office of the archbishopric diocese
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Article 41

Members of the Archbischopric Diocese
Parish Administrative Council
(Executive Committee)

1. The diocese manager.....Chairperson of the council
 2. Amongst representatives of the clergies and faithful mentioned under in number 3 and 4 of this article, an eligible priest or eligible follower aged between 30 and 60 elected by this council..... Deputy Chairperson of the council
 3. A minimum of two and a maximum of four clergies elected by the diocese parish council.....members of the council
 4. A minimum of two and a maximum of four faithful, along with one representative from the youth elected by the diocese parish council.....members of the council
 5. The diocese secretary generalmember and secretary of the council
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Article 42

Powers and Functions of the Archbishopric Diocese Parish Administrative Council (Executive Committee)

The Archbishop Diocese General Parish administrative council (executive committee), in addition to executing the objectives and functions mentioned under Articles 5 and 6 of this bylaw, shall have the following powers and functions:

1. Shall ensure the implementation of the laws enacted by the Holy Synod, the decisions passed the patriarchate general parish council, and the directives given by the archbishopric general diocese parish council
2. Shall formulate plans for growth of spiritual and secular education, gospel preaching, development, charity, and the overall the prosperity and services of the diocese; shall review the plans from every Woreda, and submit the same for approval, after which, it shall ensure the implementation

Qale Awade

3. Shall follow up the implementation of the plans approved by the decision of the general parish council
 4. Shall monitor and ascertain that the funds allotted for the plans are duly utilized
 5. Shall ensure that the 20% contribution from each of the local churches, and from every income of the diocese are paid to each according to the shares mentioned here below:
 - a. To the patriarchate general parish council 35%
 - b. To the diocese 30%
 - c. To the Woreda diocese offices within the archbishopric diocese..... 30%
 - d. For expansion of model schools within the diocese..... 5%
 6. Shall ensure that the Addis Ababa diocese pays 20% of the contribution collected from local churches and from any of its revenue as follows:
 - a. To the patriarchate general parish council...65%
 - b. To the diocese 35%
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Qale Awade

7. Shall, in collaboration with relevant organizations and experts, carry out charitable and development activities, thereby expanding the development and social services of the diocese
 8. Shall assess the annual budget allocation presented from the local churches and present the same to the office of the archbispopric diocese with recommendations; and shall pass it back to the requesting unit upon approval by the diocese parish administrative council
 9. shall ensure that all financial contributions are collected in due time and managed properly
 10. Shall follow up the administration, property and financial management of the diocese; shall also get the finance and the property duly inspected by supervisor
 11. Shall consistently follow up that the parish councils at different levels within the diocese duly present their respective complete reports that reveal their human resources, performances, future plans, properties, and financial incomes and expenses
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12. Shall prepare and present agenda and work plans for the assembly of the council
 13. Shall notify the presidency of the general council (the archbishop) for the parish administrative council (executive committee) assembly to be convened.
 14. Shall, other than the diocese manager or a representative, elect and send from churches and monasteries under the diocese, one priest, one faithful and one young person from amongst members of the local parish administrative council (executive committee), and heads of the evangelical service and parish council of the diocese, a total of five persons, to attend meetings of the patriarchate general parish council
 15. Shall do as per the provision of Article 11 Number 4 of this bylaw to replace members of the archbishop diocese general parish administrative council (executive committee) missing as a result of their election to the patriarchate general parish administrative council whenever the number of the
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Qale Awade

archbishop parish administrative council members gets below five.

16. The term of service for elect members of the archbishopric parish administrative council shall be as per chapter 3 Article 11 Number 2 of this bylaw.
17. The diocese parish administrative council (executive committee) shall be accountable to the archbishopric diocese general parish council.

Article 43

The Archbishopric Diocese Office

Pursuant to Article 51 Number 6 of the law of church, the bishopric diocese office is accountable to the patriarchate head office.

1. The archbishopric diocese office is a higher administrative body for the monasteries, churches, rural churches and parish councils at different levels within the diocese area
 2. As per Article 51 Number 2 of church law, each diocese office shall be headed by an archbishop, or by a bishop, or by episcopes
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3. The diocese office shall have one administrative council and different units mentioned under Article 51 Number 4 of church law and Article 16 Number 1 of this bylaw, to execute the provisions cited under Article 52 of the church law and objectives and functions of this bylaw and different decisions, regulations, and directives given by the superior
4. The Addis Ababa diocese shall be administered by the provisions of this bylaw and the rules and directives of the Holy Synod.

Article 44

Powers and Functions of the Diocese **Archbishop**

In addition to the provisions mentioned under Article 37 and 53 of church law and the following, he shall have powers and functions:

1. The archbishop is accountable to the Holy Synod. He is the superior authority of the archbishop diocese office and the general diocese administration; he is also the chairperson of the general parish council.

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2. Being a spiritual father of the general church in the diocese, he shall consistently provide spiritual advices and blessings to heads of the parish councils; provide education and console clergies, the faithful and Sunday school children and youth
 3. Shall remain vigilant that the earliest and historic order of our sole, apostolic Holy church is maintained well; and that its followers are defended from invading doctrines
 4. Provide priesthood and deaconship titles, upon oral and written exams by head of education, head priest, and other clergies assigned by the diocese, to those qualified church servers as per article 6 and 7 of spiritual rule (Fetih Menfesawi) and Article 20 Numbers 8 and 9 of this bylaw; he shall issue certificates to those given the titles.
 5. Shall not give ordain titles for those who have no credentials from their respective churches and also to those without adequate church education
 6. Shall facilitate the establishment of differ
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ent work units needed in the diocese and also assignment of heads to the units, upon due assessment by the diocese administrative council; and shall notify the Head Diocese about its implementation

7. Shall authorize, based on cannon of the church, the establishment of new churches in the diocese; shall place a corner/foundation stone and bless and venerate the house for sacraments
 8. Shall give directives to administrators and other workers of churches and monasteries within the diocese; shall give correction during irregularity; and shall pass verdict against serious misconduct, upon examination by the diocese administrative council
 9. Shall, along with members of the diocese administrative council, look into legal issues of the first instance and appeals within the diocese; shall refer to Head Diocese or to the Holy Synod, cases for which appeal is made
 10. Shall, along with the diocese manager, authorize the bank account of the diocese as
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per the provision under Article 53 Number 9 of church law

11. The archbishop is the chairperson of the diocese administrative council

Article 45

Powers and Functions of the Diocese Manager

1. The manager shall be chief executive of the archbishopric diocese office and the diocese, and the chairperson of the diocese parish administrative council.
 2. The manager shall be in charge of the archbishopric diocese (diocese) administrative council in the absence of the archbishop.
 3. Shall ensure that the directives of the Holy Synod, and the decisions of the Patriarchate general parish council, and of the archbishop general parish council are timely delivered to offices of Woreda diocese, churches and the parish councils at different levels; and shall follow up the implementation of the same
 4. Shall supervise the due collection and submission of the payment contributions from
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- all local churches as per Article 42 Number 5 of this bylaw
5. Shall supervise that all expenses are made in accordance with the diocese budget limit and that the accounting and property management is implemented as per Articles 25 to 27 of this bylaw
 6. Shall, under supervision by the patriarchate head office and upon authorization by the archbishopric diocese office, print and distribute income and expense invoices, modules and other prints needed for the use of local parish councils; and shall follow up the timely delivery of the same
 7. The manager shall not hire, promote, transfer or make salary increment, and firing workers, without the authorization of the archbishop, and approval of the archdiocese administrative council Shall give orders and provide guidance to administrators and others workers of churches and monasteries under the archdiocese
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8. Shall ensure the registry, in addition to the data presented to him from Woreda dioceses, of clergies, teachers, preachers and the faithful with their families in various educational and work institutions; and shall submit, in due time, the statistical data of the archdiocese, its annual performance and financial report to the archbishopric diocese parish administrative council
9. Shall, jointly with the archbishop of the diocese, authorize bank account of the archdiocese
10. The archdiocese manager shall be accountable to the diocese archbishop.

Chapter Seven

The Patriarchate General Parish Council

Article 46

Formation and Structure of the Patriarchate General Parish Council

1. Formation

- A. Managers of every diocese in Ethiopian Orthodox Church all over the country, clergies, the

faithful and youth elected as representatives of archbishopric parish administrative councils along with members of the Holy Synod and heads of departments of the head diocese and organizations, altogether shall establish the patriarchate general parish council.

- B. The patriarchate general parish council shall have one general parish council that will meet once a year; and this shall be the general meeting of the EOTC.
- C. The patriarchate general parish council shall elect an administrative council or executive committee that implements its powers and functions, and meets as needed

2. Structure

- A. One patriarchate general parish council presided over by the patriarch (General Assembly of the church);
- B. One administrative council (executive committee) presided over by the head diocese general manager and administrative council of the head diocese

- C. General parish administrative office (the head diocese office);
- D. Work units of the general parish administration, departments and other units of the head diocese

Article 47

Members of the Patriarchate General Parish Council

- 1. The patriarch.....Chairperson of the council
 - 2. The general manager.....Deputy Chairperson of the council
 - 3. Archbishops assigned to all archdioceses and top positions of the church.....Members of the council
 - 4. Deputy manager of the head diocese.....Member and secretary of the council
 - 5. The patriarchate general parish administrative council (executive committee)..... Members of the council
 - 6. Heads of departments, commissions, and organizations under the patriarchate office.....members of the council
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7. Managers of the archbishopric diocese.....
.....members of the council
8. Representative clergies from the archbishopric diocese parish administrative councils.....members of the council
9. Representatives of the faithful from the archbishopric diocese parish administrative councils.....members of the council
10. Youth representatives of Sunday School from the archbishopric diocese parish administrative councils.....members of the council
11. Heads of evangelical service and parish council section....members of the council
12. Representatives of the EOTC in foreign countries.....members of the council

Article 48

**Powers and Functions of the
Patriarchate General Parish Council**

The patriarchate general parish administrative council, in addition to executing the objectives and functions cited under Articles 5 and

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6 of this bylaw, shall have the following powers and functions:

1. Upon hearing the statements and future plans of parish councils, it shall discuss every agenda in due detail and give recommendation to the Holy Synod accordingly.
 2. Shall examine big issues of archdiocese administration presented through by the general parish administrative council (executive committee)
 3. Shall provide proposals that church model schools, higher spiritual schools, training institutions for clergies, gospel preachers, teachers of Sunday School as well as development and charity organizations are established and organized towards the strengthening of spiritual and social services of the church
 4. Shall elect a minimum of four and maximum of eight members of the general parish administrative council (executive committee) as mentioned in Article 49 of this bylaw
 5. The term of service for elect members shall be as per the provision under Chapter 3 Article 11 Number 2 of this bylaw.
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6. The patriarchate general parish council shall be accountable to the Holy Synod.

Article 49

Members of the Patriarchate General Parish Administrative Council (Executive Committee)

1. General manager of the head diocese.....chairperson of the council
 2. Deputy manager of the head diocese.....first deputy chairperson of the council
 3. Amongst representatives of the clergies and the faithful cited under numbers 4 and 5 of this Article, an eligible clergy or eligible faithful aged between 30 and 60 elected by this council.....Second Deputy Chairperson;
 4. A minimum of two and maximum four representative clergies elected by the general parish council.....members of the council
 5. A minimum of two and maximum four faithful with one young representative elected as representatives by the general council.....members of the council
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6. Chief of the head diocese office parish council departmentmember of the council
7. Secretary general of the head diocese office parish council departmentsecretary of the council

Article 50

Powers and Functions of the Patriarchate General Parish Administrative Council

(Executive Committee)

The patriarchate general parish administrative council (executive committee), in addition to executing and supervising implementation of the objectives and functions cited under articles 5 and 6 of this bylaw, shall have the following powers and functions:

1. Shall ensure the timely delivery of regulations and directives given by the Holy Synod and decisions made by the patriarchate general parish council to all archdioceses and all concerned bodies
 2. Shall follow up the proper management of the finance allocated for various spiritual
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and social activities for big plans to be implemented at national level

3. Shall monitor and ensure that the contribution from each of the local churches is collected and submitted to the Ethiopian Orthodox Tewahedo Church for general administration and different services
4. Shall monitor that the financial and property management of the general parish administration is implemented as Articles 25 to 27 of this bylaw; shall get it inspected by an auditor
5. Shall asses and present to the general council, the internal bylaws of parish councils and directives as well as laws and different provisions of parish councils, which are needed to be amended
6. Shall prepare plans and programs for expansion of vital activities carried out at national level, such as gospel preaching, spiritual schooling, development, charitable services, wealth and services of parish councils;

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and shall submit the same to the general council, and upon approval, shall ensure its implementation

7. Shall prepare general report, agenda topics and schedule for the assembly of the patriarchate general parish
8. The parish administrative council or the executive committee shall be accountable to the patriarchate general parish council
9. The assembly of the patriarchate general parish council shall be held every year in the month of October

Article 51

Office of the Patriarchate Head Diocese

As per Article 1 of church law

1. The office of the patriarchate head diocese is the central administration and head of the Ethiopian Orthodox Tewahedo churches both at home and overseas, archbishopric dioceses, monasteries, as well as of the parish councils established at different levels

worldwide; it is the top management and highest authority over diocese and spiritual services of the church

2. The laws and regulations of the Holy Synod, decisions and directives of the permanent Synod as well as all the provisions of this by-law shall be implemented through the office and the departments and other units within it
3. Shall have one administrative council that receives and presides over issues pertaining to administration and spiritual justice from every diocese

Article 52

Powers and Functions of the Patriarch

In addition to the provisions mentioned under Article 32 of the church law, the patriarch shall have the following powers and functions:

1. His holiness the patriarch, head of the archbishops of EOTC, archbishop of Axum, and Echegie (the See) of St. Tekle Haimanot is a spiritual father and the highest patron of the EOTC all over the world; whereas he is fully

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authorized for the unity and administration of the church, he shall preside over the Holy Synod and the patriarchate general parish council

2. Whereas the patriarch is a spiritual father for all, he shall give directives, spiritual education, and benediction to heads of parish councils at different levels; clergies, and the faithful
 3. Shall ensure that cases submitted at the level of first instance and/or appeals are seen and decided by the head diocese, or by the permanent Synod, or by the Holy Synod council
 4. Shall have the right and responsibility to call emergency meeting for all members of the Holy Synod (archbishops), and if necessary, for the patriarch general parish council, at time of urgent situations that defy the faith of the Ethiopian Orthodox Tewahedo Church, and other important issues of the church
 5. Shall endeavor to further expand and strengthen the long-standing spiritual and social relationship among sister oriental Orthodox churches
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Article 53

Power and Function of the General Manager of the Head Diocese

In addition to the provisions under Article 42 Number 7 and Article 44 of the church law, the general manager shall have the following powers and functions:

1. The general manager shall be accountable to the Holy Synod and to his holiness the patriarch; shall be responsible for management of finance and property of the Ethiopian Orthodox Tewahedo Church, and he is chief administrator of diocese
2. The general manager shall preside over the patriarchate general parish council as a deputy chairperson, and the head diocese administrative council as a chairperson
3. Shall issue directives to departments and organizations of the head diocese towards the realization of the objectives and functions of parish council and accomplishment of different tasks of work units; and shall follow

up and monitor that each head fulfills the duty entrusted upon him

4. Shall ensure that cases submitted at the level of first instance and/or appeals are seen and decided by the patriarchate head diocese administrative council; if the case is beyond the mandate of this council, he shall submit it to the permanent Synod or the Holy Synod
 5. Shall supervise the due collection and submission of the payment contributions from all local churches
 6. Shall supervise that all expenses are made in the accordance with the budget allocated for the patriarch general parish council, and that the financial and property management is as per Articles 25 to 27 of this bylaw
 7. Shall, upon joint signatures with secretary general of the Holy Synod, authorize every finance and property of the church budget as per the provisions under Article 44 Number 10 of church law; and shall get the same inspected by a certified auditor annually or at a time needed
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8. Shall issue an approval letter to bank for representatives who authorize the bank account of the diocese
9. Shall follow up and supervise the activities of diocese and churches both at local and overseas
10. Shall present annual performance and future plan reports at the general parish council meeting held every October; shall implement the decisions of the Holy Synod
11. Shall, upon assessment and approval by the patriarch, ensure the implementation of the request made by the general manager of head diocese for transfer and promotion of heads of departments, organizations, and different sectors
12. Shall, upon consultation with the patriarch, implement all accordingly

Article 54

Deputy General Manager of the Head Diocese

In addition to the provisions under Article 45 of the church law, the deputy manager shall have the following powers and functions:

1. The deputy manager
 - A. Shall carry out the activities identified with directives and given to him by the general manager
 - B. Shall act as the general manager in his absence
2. The deputy administrator shall be accountable to the general manager

Chapter Eight

Miscellaneous Provisions

Article 55

Management Procedure and Additional Meeting time of Parish Councils

1. Management Procedure of Parish Councils

The management procedure of parish councils at different levels shall be as follows:

- A. Parish councils at any level shall commence work in the attendance of two-third of the members.
- B. The issues set on the agenda shall be decided by the majority vote of the attending mem-

- bers; the chairman shall case a winning vote during tie.
- C. Matters decided on each session shall be recorded on minutes and signed by only but all attending members.
- D. The chairperson of the council shall be responsible for the implementation of the decision by the parish council.

2. Additional meeting time

In addition to the regular meeting time as cited under Chapter 3 Article 7 Number 1 B&C; Chapter 5 Article 31 Number 1, Chapter 6 Article 37 Number 2, parish councils at different levels shall call extraordinary meetings when they have urgent case and adequate reasons or when such meeting is called by more than half of the members.

Article 56

Miscellaneous Revenues of the Parish Council

As mentioned on the holy bible Leviticus 27:30-33; Deuteronomy 14:22-29; Numbers 18:20-28; Nehemiah 10:32-39; Malachi 3:7-13;

Matthew 22:21acts 4:32-36; 1 Corinthians 16:1-7 every faithful must pay one-tenth of their incomes to the church for God's work and for the use of different social and spiritual works.

The types of church's revenues from the parish clergies and the faithful as well as from other sources are mentioned as follows:

1. Monthly and annual contribution;

- a. The Bible writes that it is the obligation of every faithful to pay one-tenth of their incomes
 - b. A clergy or a faithful with their own incomes shall pay Birr 20 (twenty) monthly; but, depending on the situation in the locality, the archbishop of the diocese, through administrative council, shall determine the payment more than Birr 20 (twenty)
 - c. Anyone may make a contribution greater than the above mentioned amount upon consent.
 - d. But those, who cannot pay in cash, shall have Christian obligation to make contribution from his own harvest or prosperity
 - e. If anyone cannot make the contribution payment mentioned under this number, letters
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A-C, the matter shall be seen by the parish administrative council (executive committee) and affordable rate shall be affixed thereof. And free service shall be rendered to those who cannot make any kind of payment or contribution.

- f. And those who are capable of serving the church with their labor and knowledge, can do accordingly.

2. Revenue from the parish and other faithful:

- a. Vow
 - b. Alms collection box
 - c. Gift
 - d. Monthly and annual contribution
 - e. Sale of handicrafts and artifacts
 - f. Incomes from contributions for holy water service and from church visitors
 - g. Incomes from spiritual and social services of Sunday School, Evangelical and other units of the church
 - h. Different developmental works
 - i. Any type of income not mentioned under the above mentioned titles (categories)
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3. The cash and property mentioned under Numbers 1 and 2 shall be collected and deposited into the church treasury; and financial expenses shall be made on the basis of the annual budget allocation, upon written authorization only by the parish chairperson
 4. In order to ensure effective monitoring, all revenues of cash and property shall be collected with a uniform official invoice issued under the supervision of the Ethiopian Orthodox Tewahedo Church patriarchate head office and the responsibility of archbishopric diocese office
 5. Any parish or individual working with another invoice in the name of the church, without the authorization and consent of the patriarchate head office in violation of this bylaw, shall be held accountable; and the invoices shall be seized and invalidated. The money collected upon the seized invoices shall be deposited to the church with official invoice.
 6. The money from each local church parish council shall be deposited in a bank account by the name of the local church; and the
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money collected from the Woreda to patriarchate general parish council shall be deposited in a bank account by the name of the parish councils established at different levels; and the resource shall be mobilized as needed and upon decision as per the plan in the budget year

Article 57

Miscellaneous Expenses of the Parish Church

The financial expenses of parish council are mentioned as follows:

1. The local church shall pay the 20% of contribution from clergies and the faithful; vow; alms box; development projects and any other incomes. And the diocese shall implement the payment as per Article 42 Number 5 of this bylaw.
2. In accordance with the budget allocation approved by superior body:
 - A. Salaries
 - B. Petty cash
 - C. For different planned activities

3. The financial expenses shall be made from treasury of the church or parish council at different levels on the basis of the annual budget allocation, upon written authorization only by the local parish administrator (chairperson)
 4. The fiscal year of every parish council shall be from Hamle 1 to Sene 30.
 5. The annual performance report, property management and handling, financial income and expense prepared in the budget year shall be submitted to the archbishopric diocese office by 30 Hamle. And the archbishopric diocese office, upon assessment and review, shall present annual report to the patriarchate head office by 30 Nehassie.
 6. The parish councils established at different levels shall not make expenses beyond their budget limit
 - 7.** Parish councils shall be cautious that their incomes vary from year to year, and to avoid shortage of financial resource needed for salaries, petty cash, for church maintenance and
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renovation activities, they shall retain 25% in bank account of the contributions collected in the fiscal year; and the same amount shall be mobilized upon assessment and also approval by the archbishop of the diocese.

Article 58

Registration and Management of Property and Heritages

1. The registration of all Church's ecclesiastical objects and heritages shall be in the language of the church, with characters and numerals of Geez, each with its own code, and shall be kept in the permanent record properly
2. And when it is believed that the heritages of monasteries and churches are in danger, either by natural or human made problems, and when there is a need to relocate them from place to place, they shall be moved only upon the decision of the diocese parish administrative council presided by the archbishop of the diocese, and upon the order from the Head Diocese Office; otherwise, they shall never be moved from their respective places

3. An individual or an institution that involves in transferring or hiding or robbery or sale and exchange of church heritages or properties from their respective places, shall be held accountable for his criminal act; if a clergy has committed such crime, he shall be suspended from all services of church and be denied from all of his benefits; the archbishop of the diocese or the office of the diocese shall bring him to Holy Synod, and punishment shall decided against him thereof
4. For the sake of safety, it is forbidden to take record of heritages by camera, microfilm and other electronic devices, except it is approved and authorized by superior body.

Article 59

Appointed, Hired and Volunteer Church Servants

1. Criteria for Church Administrator

To be appointed as a church administrator, a clergy shall fulfill the following criteria:

- I. A clergy above the age of 30

- II. The one who can conduct Divine Mass and teach, and if possible, the one who has been taught the interpretations (commentaries) of New Testament, Old Testament, and books of church sages, or one of these, or a graduate of spiritual college with diploma or above
- III. The one who has rendered dedicated service to a local church
- IV. With good conduct and a model clergy
- V. The one who has experience of administration
- VI. If possible, the one who speaks the language of the duty area (locality)

2. Criteria for Archpriest or General Manager of Woreda

To be appointed as a archpriest (general manager) or Woreda, a clergy shall fulfill the following criteria:

- I. Must be a clergy above the age of 30
- II. Must have at least a 5-year service as a church administrator or at management level of diocese

- III. Literate over Qine (poem) and he who can perform Divine Mass and teach
- IV. If possible, the one who has been taught the interpretations (commentaries) of New Testament, Old Testament, and books of church sages, or one of these; or a graduate of spiritual college with diploma or above
- V. With good conduct and model clergy
- VI. With experience of administration
- VII. If possible the one who can speak the language spoken within the Woreda

3. Criteria for General Manager of Diocese

Without prejudice to the provisions mentioned in Article 53 Number 8 of church law, to be a general manager of diocese, a clergy shall fulfill the following criteria:

- I. Must be above the age of 35
- II. The one who has served as a church administrator, or as an archpriest of woreda, or at a management position of diocese or head diocese

- III. Literate over Qine (poem) and he who can perform Divine Mass and teach
- IV. the one who has graduated from one of the three interpretations (commentaries) schools or a graduate of spiritual college with diploma or above
- V. with good conduct and a model clergy
- VI. if possible, the one who can speak the language spoken within the diocese

4. Appointment of monasteries, churches, and internal servants

Those who shall be elected amongst clergies who are competent and clean of arrogance, cunning, disobedience, intoxication and other immoral activities; and those with good reputation and positive moral values;

- a. those who are to be appointed by his holiness the patriarch, upon presentation by the diocese archbishop, administrators of monasteries and churches, head monks (abbot) and nuns shall be appointed by the patriarch; but, they shall be accountable to the diocese archbishop.

- b. Other administrators of monasteries, churches and rural churches shall be appointed by the diocese archbishop; for monasteries, upon election by congregation of monastery and when the election is evidenced by a minute; for rural churches; for the rural churches, upon election by clergies and the faithful of respective parishes, and approval by the office of the woreda diocese, shall be appointed by the diocese archbishop
 - c. A church administrator shall be appointed with the title of his church
5. Without prejudice to the abovementioned provisions, the title of the abbot or nun shall be approved by the diocese archbishop upon their presentation by their respective monasteries
6. A) Church titles such as Liq Tebebēt (Head of sages), Qiese Gebez (Head priest), Kegn' geta, Gra'geta, Riese'Deber, Agafari and Arch deacon shall be given by the administrator, upon approval by the superior body of the
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assessment and election by council of clergies on the level of their competence and moral values

- B) Upon assessment and decision by parish council on service period, competence, and conduct, the diocese archbishop shall appoint the clergies who are worthy for titles
 - C) amongst the faithful, those who are presented upon decision by the local parish council for their dedicated church service, and upon confirmation by the diocese administrative council, shall be appointed by the archbishop
 - D) No one shall give titles of church, clergies and the faithful, except his holiness the patriarch and the diocese archbishop
7. The woreda diocese, based on the order given to it by the diocese, shall post notices for hiring teachers, preachers, priests, choir members and other different staff and hire the same for the local church, only upon recognition by the diocese administrative council and approval by the diocese archbishop.
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8. No employment shall be made for the churches under the Addis Ababa diocese, by the local administrator or parish council, unless for those who are qualified after the exam as per the regulation enacted by the Holy Synod.
 9. The employment and assignment of workers from the level of the patriarchate office to Woreda diocese shall be assessed and dealt with as needed
 10. As the church service is based on the collaboration of clergies and the faithful, the following shall be devised to obtain unpaid volunteer assistance:
 - a. Clergies, who are working either on their own or being employed at private or public and other organizations, shall, upon permission by superior body, be assigned by the parish administrative council to different units of the parish and render free-service as per their interests and competence
 - b. The faithful shall have Christian rights and obligation to contribute and offer free-services as needed to the church in every area, except sacramental services
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Article 60

Rights and Obligations of Clergies and Other Workers of the Parish Church

Without prejudice to the provisions mentioned in Article 12 of church law, church clergies and workers shall have the following rights and obligations:

1. Rights

- a. Clergies and different workers serving within the parish administration have legal rights to get salary as per their duty areas and professions
- b. Those eligible monthly paid clergies and other church workers, who fulfill their pension contributions, shall have the rights to pension
- c. Every clergy or church worker shall have the right to get annual, sick, and maternity (for female servant) leaves as permitted by law
- d. Every church workers shall have the right to promotion and salary increment on the

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basis of profession, performance quality, dedicated service and competence in his/her area of work

- e. Retirement age for all paid employees from local church to the patriarchate head office shall be 60 (sixty) years; however, given the importance of the person for the position, and upon recommendation by his/her immediate superior and examination by pension committee, as well as upon presentation to and consideration by the administrative council and approval by the diocese archbishop, he/she shall be employed on contractual basis
 - f. No contract employment shall have legal ground, except with the abovementioned provision
 - g. When those individuals, who are retired from public or governmental entities with their pension rights, want to serve positions from the local church to the patriarchate level, shall serve without salary but they shall not be paid; exception would be for
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positions that require special skills, and they shall be employed on contract basis.

- h. If a worker serving the church from local church to the patriarchate level dies before or after retirement, his pension right shall be transferred to his legally accepted families.
 - i. The worker shall be entitled for retirement benefit only after serving 10 years on a permanent employment basis paying pension contribution; if the worker's service year is less than 10 years the payment to be issued will be a severance payment of his monthly salary calculated in proportion to his service term.
 - j. When workers are transferred from one local church to another church or from one office to another office, the 4% of their salaries for pension contribution and the 6% from the employer shall be calculated and transferred to the place from where they will be retired, or to the organization to be established as a center by the employer office
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k. Those teachers, who serve at traditional schools of different levels from local church to the patriarchate, by teaching interpretation (commentary) of scriptures, Qine (Geez poem), Yaredic hymns and performance, and liturgy at congregations (church schools), shall have work privilege that they will not be limited by retirement age, as long as they have the strength and capacity to work.

2. Obligation

- a. Clergies and other hired workers must serve the church with their full potential.
 - b. All clergies and workers serving the church from local church to the patriarchate level shall pay 4% of their salary for pension contribution
 - c. Every clergy shall have the obligation to teach his spiritual children, and get them registered at the parish council, and encourage and direct them to pay in due time the determined contribution to the church
 - d. Each priest is obliged to register his spiritual children in the church and encourage them to pay the determined contribution.
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- e. It is the obligation and responsibility of clergies to render services from baptism to funeral prayers to all faithful of the Ethiopian Orthodox Tewahedo Church.
 - f. Every clergy or worker shall have, as per the church law, the obligation to respect the order of church and get it respected; and to keep themselves away from immoral acts that may get the church criticized.
 - g. Every clergy and worker serving the church from local church to the patriarchate level shall have the obligation to serve the church, by being transferred as needed from one woreda diocese to another woreda diocese, and from one local church to another local church.
 - h. Every clergy and worker serving the church from local church to the patriarchate level shall have the obligation to discharge their obligation with due care and diligence; to be obedient to superiors and adhere to their directives on matters pertaining to their duties; to be of good conduct and display dedication; to respect the job and time of work.
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i. A clergy shall not be idle, except for reason of sickness or other problems.

A clergy must serve the church with all his God-given blessings;

He shall have obligation, particularly to teach the youth to defend them from other beliefs.

J. Church deacons shall serve the church with their deaconship titles at the ages between 10 and 20 years; those who are above 25 years of age may deliver services being under official marriage or fulfilling vows and remaining firm at monasteries.

Article 61

Rights and Obligations of the Faithful of the Parish Church

Without prejudice to the provisions under Article 13 of church law, the faithful shall have the following rights and obligations:

1. Rights

a. A faithful, who is a resident within the parish, duly recognized and registered as

- a membership, and given a valid ID card by the parish council, shall have the right to get church services.
- b. A faithful, who has paid his dues to and moved from his local church, shall not be required to make payment upon his/her request to get church service from the other parish church.
 - c. If a guest or traveler dies in another parish he shall be served with funeral prayers free of payment upon certification by his ID or witnesses attesting that the deceased was a member and follower of the Ethiopian Orthodox Tewahedo Church
 - d. Every faithful shall be entitled to get funeral prayers for free of payment in the event of the death of his family members provided that the faithful is duly registered and given ID card by making the required monthly and annual payment.
 - e. A faithful, who has been duly registered and given ID card by the parish, shall be enti-
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tled to get Free Church services by settling arrears in case payment is not made for two years and by paying penalties when the arrear exceeds two years.

- f. When a faithful, who has not been registered by the local church parish council, and who has not paid the necessary monthly contribution, passes away, provided that the deceased is a follower of the Ethiopian Orthodox Tewahedo, and upon confirmation by the spiritual father, the families of the deceased shall have the right to request service of church prayers with payment.
- g. Every member of the Ethiopian Orthodox Tewahedo Church shall have the right to get service of church prayers and graveyard upon his/her passing away.

2. Obligations

- a. It is the Christian obligation of the local parish faithful to serve the church with financial contribution, administration, education, development and social services, generally providing assistance with their

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wealth, knowledge, and labor finance, skill and labor, also by participating in different activities of the church.

- b. Every follower of the Ethiopian Orthodox Tewahedo Church living in one parish area shall have the obligation to get registered at the local church; obtain membership ID card; make payments, as well as get family members registered; and help those who are independent to be registered on their own and have their respective ID cards; and to enable children to pursue religious lessons at Sunday school, and help them also maintain the order of church.
 - c. Every faithful must abstain from committing acts violating the moral values of the church and its rules and regulations; the follower is obliged to respect and uphold church rules and Holy Scriptures.
 - d. When a faithful moves from his residential parish to another parish, he/she shall return the parish ID, receive a departure letter and present the same to the new parish council for registration.
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- e. As a faithful is entitled to elect members of the parish council, he shall also bear an obligation to be elected and serve the parish.
- f. Every faithful is obliged to have an ordained priest as a spiritual father.

Article 62

Determining the Number of Serving Clergies

The number of clergies and workers serving in monasteries, churches and rural churches shall be determined based on the services and income of the church, upon assessment at different levels by the parish administrative council, the woreda diocese, and the archbishopric diocese, as per the directive of the Holy Synod.

Article 63

Decision Against Violation of This Ecclesiastical Constitution (Qale Awadee) and Church Law

1. When any clergy or worker of the church is found in violation of the provision of article 60 number 2 of the Ecclesiastical Constitu-

tion, advice and consultation will be given at first offence; and warning at second offence; and penalty will be imposed at third. The penalty will be decided based on the gravity of the offence and it may include fine, canon penalty, transfer, and suspension, dismissal from work or cancelling membership. The maximum penalty of dismissal and membership cancellation shall be effective, only upon consensus by the Woreda diocese and approval by the archbishop of the archbishopric diocese.

2. The decision to dismissal or suspension of a priest from church service shall be applicable:
 - a. Only when the archbishop of the diocese, upon examination by administrative council, approves it if it is at local church and Woreda diocese level.
 - b. Only the general manager, upon review by the head diocese administrative council, approves it if it is the worker for position up from archbishopric diocese.
 3. If a priest is found guilty of misconduct that may cause withholding of priesthood, the arch-
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bishop shall withhold his priesthood, upon approval by the administrative council presided by the archbishop of the diocese.

4. Once a priest is summoned and warned as per section 1 of this Article, and if he then fails to get his spiritual child registered with the parish council and make monthly and annual payment, and remains without fulfilling and getting other spiritual obligations fulfilled, but only to bring the same for funeral services upon death:
 - a. First, written warning
 - b. Secondly, fine from half of his one month salary
 - c. Thirdly, fine of a month salary with final warning
 - d. Finally, shall be suspended from his priestly title
 5. When any follower is found in violation of the provision under Article 61 section 2 of the Ecclesiastical Constitution (Qale Awadee):
 - a. First, advice and education will be given by spiritual father or church representative
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- b. Secondly, consultation and canon will be given
- c. On the third time, temporary suspension from membership with warning
- d. The decision on cancellation of membership of faithful shall be effective only upon examination by special council and approval by the diocese archbishop.

Article 64

Implementation Procedure

- 1. If there is an appeal against the decision of the local parish administrative council (executive committee), it shall be filed to the Woreda diocese, according to the hierarchy.
- 2. Appeal against the decision of the Woreda diocese shall be reviewed and determined by the diocese administrative council in the presence of the diocese archbishop.
- 3. If members of the parish from the local church to the Woreda level are found guilty of embezzlement or other offences, once they have started operation, the archbishopric diocese parish administrative council presided by

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the diocese archbishop, upon review, shall have the power to conduct cancellation

4. If members of the archbishopric diocese parish administrative council (executive committee) are found to have committed administrative defects, they shall be replaced upon the decision of the head diocese administrative council.
 5. Parish councils at different levels shall have the obligation to accomplish financial and property management with invoices, models, and registries prepared at centralized system by the head diocese; those found working with other invoices shall be held legally accountable.
 6. Those who directly or indirectly oppose this Ecclesiastical Constitution (Qale Awadee) by-laws enacted to protect the Holy Church, to improve the livelihoods of its servants and clergies, and to fulfill the spiritual and social services provided to its children, the faithful, shall be cancelled from their titles, a clergy from his priestly tile and the faithful from membership.
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7. The Qale Awaddee of Miazia 19/1970 E.C., and the amendment of Tahesas 10/1974 E.C., along with the parish council internal bylaws enacted on Ginbot 9/1977 E,C,, the Qale Awaddee revised and enacted for third time on Ginbot 10, 1991 E,C and all other directives passed at various occasions have been amended by this Ecclesiastical Constitution (Qale Awaddee).

Article 65

Scope of Implementation

This Ecclesiastical Constitution (Qale Awaddee) shall be implemented at the arch dioceses, woreda diocese, monasteries, churches, locals churches established and yet to be established across the world, based on the faith, order and tradition of the Ethiopian Orthodox Tewhaedo Church, as well as by servants of the church at different levels, the faithful, and also by the spiritual, economic and social institutions established and yet to be established to speed up development and growth within the church.

Originally written in Amharic, the Ecclesiastical Constitution has been translated, without distortion of the original content, into English at a centralized level so that it is implemented by overseas archdioceses in harmony with the law of the land.

Article 66

Amendment of the bylaws

This Ecclesiastical Constitution may be amended as per the provision under Article 53 sections 1 and 2 of the church law.

Article 67

Effective Period of the Ecclesiastical Constitution

This Ecclesiastical Constitution (Qale Awadee) shall be effective as of July 2017 (Hamle 2009 E.C.), the date it was approved and enacted by the Assembly of the Holy Synod.

The Holy Synod of the Ethiopian Orthodox Tewahedo Church

Addis Ababa, July 2017 (Hamle 2009 E.C.)