

Saints Nicholas, Constantine, & Helen Greek Orthodox Church

Parish Ministry Handbook - 2018

OUR MISSION

To proclaim the Gospel of Christ in the Orthodox Christian Tradition while creating a vibrant, loving compassionate and welcoming commUNITY.

OUR VISION

With the grace of God to provide a loving community where all are one with Christ through worship, learning, outreach and fellowship.



**“The rich man is not one who has much,
but one who gives much. For what he
gives away remains his forever.”**

St. John Chrysostom

Parish Priest**Father George Khitiri****(973) 998-1428*****frgeorge.khitiri@gcrmail.org***

MINISTRY	DESCRIPTION	MINISTRY LEADER	PARISH COUNCIL LIAISON
Parish Council	Parish Council is the administrative body of the parish elected by the stewards for the purpose of working together with the parish priest in fulfilling the mission and goals of the parish. The Parish Council is a vehicle for implementing the ongoing mission of the church and planning the necessary strategies, procedures, and activities that will enable the parish to move forward in accomplishing God's work.	Peter Vardakis <i>peterav80@gmail.com</i>	Peter Vardakis
Sunday School	To teach the youth of our parish the basics about the word of God. Students attend the Sunday divine liturgy and following Holy Communion they will attend their classes. Sunday School begins when children are in kindergarten through high school.	Maria Kottas <i>maria@kottas.net</i> Elena Lombardi <i>enlconsulting@msn.com</i>	Nick Peepas
Greek School	Greek School offers ten classes from pre-kindergarten through sixth grade (3 - 12 years old). Our mission is to provide an educational opportunity to develop knowledge of Greek language, history, mythology, geography, religion, and culture. Our experienced teachers are certified in Greek language instruction. Students participate in skits, plays, and monologues during celebrations for The Greek Letters Day, Independence Day, and Commencement Exercises. Greek School classes meet on Monday and Wednesday from 4:15 - 6:15.	Rita Fitavidou <i>greekprincipal@yahoo.com</i>	George Agriantonis
GOYA	GOYA is a wonderful organization that allows the church youth to participate in many activities and expand their knowledge and relationship with God. GOYA is open to children between the ages of 12 and 18. Please encourage them to come to our meetings and see what we do as an organization within our church.	Ted Georgousi <i>tedgeorgousis@msn.com</i> Kathy Boffa <i>krboffa@yahoo.com</i> Katherine Foley <i>kfoley4@optonline.net</i>	Vicky Kantanas
HOPE/JOY	The HOPE/JOY ministry is a program focused towards children from pre-K to 6th grade. The HOPE/JOY ministry is a well balanced program that through activities, prayer, education, service and fellowship will assist our youth to grow closer to Christ and his church and become active participants in the orthodox faith.	Irene Dourdoulakis Pres. Areti Khitiri <i>roselandhopejoy@gmail.com</i>	Nicos Dourdoulakis
Philoptochos	Philanthropic outreach is the heart of the National Philoptochos Society with each chapter around the country contributing to their communities and beyond in unique ways. The St. Dorkas Adelphotis Chapter at Ss. Nicholas, Constantine & Helen has been involved in a number of outreach efforts.	Vasiliki Fotinis <i>vasilikitf@gmail.com</i>	Nina Konstantakis

MINISTRY	DESCRIPTION	MINISTRY LEADER	PARISH COUNCIL LIAISON
Choir	The church's liturgical life includes our church choir that assists in the sacred services of the church throughout the year. Members give a very special gift to our church community. They offer their talents to God and help lead us in worship. Choir practice is every Thursday at 7:00 PM.	James Vardakis <i>ejv730@optonline.net</i>	Dean Spenzos
Chantor	A distinct feature of Greek Orthodox worship is the music of the byzantine chant. The church's chanters execute this component of our liturgical worship primarily during the Sunday morning service of Matins (also known as Orthros).	George Papadopoulos <i>protopsaltis51@yahoo.gr</i>	Nick Churus
Knit and Stitch	Meetings are every Monday at 10:00 AM. We have had a very busy season knitting new fashionable items for the Knit and Stitch Boutique for this year's festival.	Eve Katramados <i>petev07@comcast.net</i>	Georgette Mandarakas
Seniors Club	Social and philanthropic organization. Meetings are scheduled Tuesday at 10:30 AM to 2:00 PM.	Gus Theodos <i>gtheodos@comcast.net</i>	Georgette Mandarakas
Outreach, Evangelism, Membership	Coordinates efforts to welcome visitors, new members, and current members to church services and functions. Schedules activities to bring families together. Equipping parishioners with the proper tools and knowledge to serve those who are less fortunate.	Doug Rosa <i>douglas.rosa@verizon.net</i>	Mary Kakos
Cultural and Fellowship	Organize social events and programs geared towards welcoming new members, strengthening relationships with current parish members, and establishing lifelong bonds between all.	Tom Savvides <i>tjsavvides@gmail.com</i>	Tom Savvides
Iconography	Plan and oversee the beautification of the church. Secure the funds necessary to complete all phases of the iconography project.	Athos Anastasiades <i>athosana@hotmail.com</i>	Bill Dagiantis Pantelis Athanasiou
Religious Education	Maintains the purview over all church religious education activities. Improve all of the educational materials such as the website, Sunday Bulletin, and the newsletter (The Cross). Provide opportunities for continuing lifelong education for adults. To oversee the bookstore and library.	Vasiliki Fotinis <i>vasilikitf@gmail.com</i>	Jim Karchounes Tom Loucopolos
Liturgical	To encourage and instruct the faithful to see the worship of the Triune God as the focus and purpose for their lives. To ensure that all prescribed services are celebrated with the proper degree of beauty and solemnity.	George Konstantakis <i>gkonstantakis@yahoo.com</i>	Nick Churus
Stewardship	The primary focus of the Stewardship Ministry is to assist the parish members in developing a full understanding of the true meaning of Christian stewardship and how to apply this understanding to their daily lives. The ministry is also responsible for the annual membership drive.	Angelo Kontogiannis <i>angelokontogiannis@gmail.com</i>	Angelo Kontogiannis

Parish Council Executive Committee

Peter Vardakis	President
Angelo Kontogiannis	1st Vice President
Mary Kakos	2nd Vice President
Georgette Mandarakas	Secretary
Dean Spenzos	Assistant Secretary
Peter Sergiou	Treasurer
Bill Dagiantis	Assistant Treasurer
Jim Karchounes	Assistant Treasurer
Pantelis Athanasiou	Past President
James Sumas	Honorary President
Gus Theodos	Honorary President

Parish Council Members

George Agriantonis	Greek School Liaison
Nicholas Churus	Liturgical Committee
Nikos Dourdoulakis	HOPE/JOY Liaison
Victoria Kantanas	GOYA Liaison
Nina Konstantakis	Philoptochos Liaison
Tom Loucopolos	Security and Safety Chairman
Panayiotis Panayiotou	Palm Sunday Committee
Nicholas Peepas	Sunday School Liaison
Tom Savvides	Greek Festival Co-Chairman
Stella Thomopoulos	Festival Committee
Hristos Zevlikaris	Legal/Insurance Co-Chairman

Office Staff

Georgina Xanthos	Parish Administrator	ginaxanthos@gcrmail.org	(973) 251-2920 x103
Helen Janulis	Secretary	helenj@gcrmail.org	(973) 251-2920 x101
Gerry Dendrinis	Facility Manager	gerryd@gcrmail.org	(973) 251-2920 x102
Aldo Tapia	Custodian		

The following are additional committees where we welcome parish volunteers.

COMMITTEE	DESCRIPTION	PARISH COUNCIL LIAISON
Maintenance	Responsible for identifying and prioritizing the maintenance projects for the church, building, and grounds. Also requests cost estimates.	Nicos Dourdoulakis <i>ndourdoulakis@aol.com</i>
Rental	Identifies rental opportunities and promotes church facilities to increase rental income for the church's operating budget. Oversees and updates the rental agreements as necessary.	Bill Dagiantis <i>bill@imperialpainting.com</i>
Legal, By-laws, Insurance	Members will review and recommend revisions to contracts, insurance policies, and the Parish Council by-laws.	Nick Peepas <i>npeepas@gmail.com</i> Hristos Zevlikaris <i>hzevlikaris@gmail.com</i>
Festival	All parish members are requested to volunteer during the annual festival. Various aspects include food preparation, food serving, bar, pastries, advertising, decorating, set-up, and clean-up. The festival is usually held the end of September.	Tom Savvides <i>tjsavvides@gmail.com</i> Nicos Dourdoulakis <i>ndourdoulakis@aol.com</i>
Book Store	Members will open the church bookstore during selected church events. They will also recommend, sell, and stock books as needed.	Jim Karchounes <i>jkarchounes@gmbsteel.com</i> Tom Loucopolos <i>tloucopo254@gmail.com</i>
Coffee Hour	Responsible for scheduling families and ministries to host the weekly coffee hour. Also includes purchasing, set-up, and serving the pastries and drinks after the Sunday Liturgy.	Panayiotis Panayiotou <i>homechef4you@yahoo.com</i>
Audit	Conducts an annual audit of the church's financial statements and procedures. Completed annually during February. A minimum of three members.	Nominated annually during the General Assembly meeting.
Election	Verify the eligibility of the list of candidates, notify parishioners concerning elections, and tabulate and report the results. A minimum of three members.	Nominated annually during the General Assembly meeting.