

**HELLENIC        REPUBLIC**  
**THE HOLY SYNOD**  
**OF THE CHURCH OF GREECE**

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**Modification and codification of the operation regulation of the ecclesiastical foundation under the brand name «Family Support Centre of the Holy Archdiocese of Athens.**

THE HOLY SYNOD OF THE CHURCH OF GREECE

Bearing in mind:

1. The Stipulations of the articles 29 par.2 and 59 par.2 of the Law 590/1997: "About the Memorandum of Associates of the Church of Greece" of 1.424/2014 and the article 68 par.1, subpar.5
2. The obligations of the Pastoral Church to its Christian congregation, which derive from the Evangelical requisitions, the Holy Rules and the Laws of the State,
3. The subordinate social and spiritual needs of the Holy Archdiocese of Athens,
4. The N° 5158/4.7.2018 proposal of the Beatitude Archbishop Hieronymos of Athens and of whole Greece.
5. The opinion of the Legal Service of the Holy Synod since 27.8.2018
6. The decision of the Constant Holy Synod since 6.9.2018 decides, modifies and codifies the operation regulation of the ecclesiastical foundation under the brand name<< Family Support Centre of the Holy Archdiocese of Athens>>, (B'/ 197/2013 and A'/145/1999) as it follows:

**REGULATION**

of the Ecclesiastical Service of the Holy Archdiocese of Athens since 11.3.1999 (O.G.I. Official Gazette Issue 145/A'/1999) with the brand name:

"FAMILY SUPPORT CENTRE OF THE HOLY ARCHDIOCESE OF ATHENS"

## **1<sup>st</sup> Article**

### **Establishment - Brand Name - Head**

1. The established Ecclesiastical Service of the Holy Archdiocese of Athens since 11.3.1999 (Official Gazette Issue=O.G.I. 145/A'/1999) with the name: "FAMILY SUPPORT CENTRE OF THE HOLY ARCHDIOCESE OF ATHENS" since the modification of its regulation on 9.1.2013 decision of the Constant Holy Synod of Church of Greece(O.G.I.B'/197/2013) is an ecclesiastical foundation of non-profit character with optional optional abbreviation- distinctive title "F.S.C.", while for the international relations the name in English 'Family Support Centre, Foundation of Holy Archdiocese of Athens' will be used.

1. 95 Academias St., Athens is appointed as the Head of the Ecclesiastical Foundation, in case of alteration of the Head after the Board decision, the modification of the existing Organization is not required.

## **2<sup>nd</sup> Article**

1. The main aim of the Foundation is the protection and the aid of the family institution with extra concern about the protection and solidarity to single-parent families, unmarried mothers, children born out of marriage of their parents, parents of independent sex – who have undertaken and wield the parental concern of their minor child on their own, the prevention and battle against every form of violence- physical or psychological-in the public or private sphere of the individual, particularly of the violence which turns at the expense of defenceless victims who are deprived of protection, either within the family or out of it and especially the prevention and confrontation with all the legal means against the phenomenon of human trafficking with the view to sexual or economical exploitation, the protection of minors according to the National Treaty for the Child's Rights **UNCRC**, the reinforcement of the institution of undertaker families and adoption and generally the boost of ethics, as well as the material solidarity which the family offers to the person with farther aim the continuous improvement of his life quality and the communion with God.

2. The social solidarity provision through the care, aid and support to the children independently from their nationality or religion , who are destitute, malfunctioned or come from dismantled families and they experience neglect, the physical, psychological, sexual abuse or abandonment, are in jeopardy or in an obvious weakness to survive.

3. The prevention and opposition against about the every form of violence-physical or psychological-in the public or private sphere of the individual, particularly of the violence which turns at the expense of defenceless victims who are deprived of protection, either within the family or out of it and especially the prevention and confrontation with all the legal means against the phenomenon of human trafficking with the view to sexual or economical exploitation.

4. The protection of minors according to the National Treaty for the Child's Rights **UNCRC**.

5. The reinforcement of the institution of undertaker families and adoption and generally the boost of ethics, as well as the material solidarity which the family offers to the person with farther aim the continuous improvement of his life quality and the communion with God.

6. The collaboration with social, insurance, scientific, spiritual and ecclesiastical organisms and organizations, as well as with any conveyor or foundation, organiser and ministry, with other associations, foundations, unions, federations and generally with every conveyor in the Greek Dominion and the European Union so as to solve and promote any issues relevant with the family and children. The foundation may cooperate with conveyors and the parishes of the Holy Archdiocese of Athens. It may also collaborate with the appropriate conveyors OF THE Archdiocese parishes, in the frame of their pastoral work wielding, encouraging and boosting with the know-how provision, the creation and operation of Parish Family Support Centres as an activity of the Parochial Church legal entity.

7. 7. The establishment and operation of the education and skills centres of various specializations for the support mainly of the unemployed family members as means of fighting poverty either at F.S.C. Headquarters or at other places with the cooperation of the Holy Archdiocese of Athens initially, the Holy Metropolises, the local self-government and the citizens society conveyors, but also for the promotion of their active participation in the social and cultural events of the Greek society.

8. The operation: a) of day care centres, b) learning support spaces of disabled children, c) Creative Occupation Centres (COC) for destitute children, abandoned and generally children who are in need of assistance, d) the offices function of psychological support for children and families, e) the operation of storage space for first aid commodities(food, medicines, clothing items, toys, stationery, linen, nursery room etc.) for children in direct need of assistance.

9. The leasing , maintenance, reconstruction, repair and renovation of the real estate for the accommodation and feeding of circumstantial or abused children and women and mainly unaccompanied adults.

10. The financial and social support of the weak families with the provision of every material, spiritual and psychological support.

11. The information and awareness of the public opinion about the family problems nowadays with the production of relevant communicative material and the publication of every printed matter and digital material. The public awareness may be accomplished with day conferences organization, meetings and events.

12. The study undertaking and programme elaboration and acts from the Ministry of Education Research and Religions, Ministry of Labour, Social Insurance and Social Solidarity and others, according to the existing legislation. Especially the participation in the European programmes, as well as the collaboration with other conveyors for the fulfillment of participation in the implementation attendance and management co-subsidied works of Company Contract for Development Frame (CCDF= ΕΣΠΑ) and whichever European programmes. The elaboration and implementation of studies, works and programmes with the enforcement of the existing law frame (European instructions, Public Bodies, Laws etc.) which are relevant with the undertaking and management of public contracts(works, supplies and services) with the view to the correct implementation, attendance and management of works.

13. The operation of social and consulting service staffed by experienced social workers and Psychologists and other ones relevant with the object, for their involvement with children, mothers or family which is protected or supported by the F.S.C. as well as the supply of consulting services.

14. Organization and realization of informative contacts and visits at schools of primary and secondary education, with the aim of informing and raising the students' and faculty's awareness and the parents' association about matters of children abuse-neglect-harassment-illegal trafficking and disappearance, school bullying, Internet – addiction and Internet bullying.

15. 1. a) Means for the achievement of the aforementioned goals are defined especially a) establishment of consulting stations for the family, parent school, hostels of unmarried mothers and their children, hostels of protection of defenceless victims of trafficking with their sexual or economical exploitation aim, of the sensitive social groups, b) the organization of day conferences, seminars and the editing of printed material with relevant content about the above goals.

15.2. For the accomplishment of the above same aims, the Ecclesiastical Foundation may cooperate with conveyors,, organizations and services either of public or private law, native or foreign, to participate in protection nets with other conveyors and undertake-hold- elaborate or participate in programmes relevant with the above objectives independently or in collaboration with other conveyors, to participate in Social Collaborative

Intergration Company, Social Care or Collective and Productive Aim in order to intergrate in the social life and the provision of social- providencial character in vulnerable population groups and services which satisfy the collectivity needs, to conclude Programmatic Agreements with one or more of all the above conveyors for the realization of the above goals and undertake as a beneficiary conveyor of realization one or more deeds, acts and interventions of l. 3614/2007 as well as to participate in Developing Partnerships of art.18 of l. 4019/2011 with other conveyors for the realization of these actions and interventions, relevant with its activities and aims.

### **3<sup>rd</sup> Article**

#### **Management of the Foundation**

1. The Foundation is managed by a five-member Board, whose Chairman is the Beatitude Archbishop of Athens and whole Greece who defines with his act the rest of the Board members and his legal substitute in case of his temporary impediment, as well as the substitute members.
2. After the formation in Corps, the Board elects the Secretary and the Treasurer among its members.
3. The Board members' tenure of office, except for the Chairman, lasts three years. Their office is honorary and unsalaried. The Chairman has the right of Board members' replacement as long as there is a significant reason.
4. The Board assembles regularly once a month and on special occasions after the Chairman's or his legal substitute invitation and it has a quorum when the Chairman or his legal substitute and of its members at least are present.
5. The decisions are taken by the majority of the present members and in case of equality in votes, the vote of the Chairman (or the one who presides) predominates. In every meeting of the Board, minutes are held, which are signed by the present members.
6. The Director of the Centre is present in the Board meetings without the right of vote.
7. In case of a Board member's inexcusable absence in more than two successive meetings, the fact can be considered as a significant reason for his replacement by order of the Chairman

### **4<sup>th</sup> Article**

#### **Competences of the Board**

1. The Board decides on every topic which relates to the organization, function and management of the Ecclesiastical Foundation, it concerns

about its activities fulfillment and the right and unhindered function of its services and departments. Especially:

- 1) It decides on the erection, administration and management of its real estate (movable or immovable property) and its incomes which are disposed for the fulfillment of its goals, acceptance of inheritance, donations (etc), filing suits and conduction of trials, judicial or extrajudicial compromise, renunciation of judicial means (etc).
- 2) It constitutes the annual budget and report of the Ecclesiastical Foundation which submits to the Metropolitan Council of the Holy Archdiocese of Athens for approval and consequently it is published on the website of the Holy Archdiocese.
- 3) It appoints the necessary posts for the ordered function of the centre, it decides on the hiring and dismissal of in case salaried staff and the duties, the competences, the wages, as well as the relative issues according to the stipulations of the legislation in force.
- 4) It proceeds to the creation of parted services and regulates their relations with the operating departments.
- 5) The Board may appoint one of its member as ‘responsible’ for issues of Equality of Sexes with its decision as well as other matters.

## **5<sup>th</sup> Article**

### **Duties and Competences of the Chairman**

1. The Board Chairman or his legal substitute:
  - a) represents the Ecclesiastical Foundation towards the external relations before every Authority, Courts, Organizations and Banks and before every physical or legal entity,
  - b) commands the payment of any expense is carried out on behalf of the Foundation,
  - c) assembles the Board regularly or on special occasions, he constitutes - with the Secretary’s contribution - the agenda of the topics, he directs the Board meetings, he signs every Board document and cares of the performance of its decisions.
2. The Chairman is replaced in the performance of his duties by the assigned legal substitute- presenting , in case of his absence or temporary impediment, who signs instead of him, having the above duties and competences.

## **6<sup>th</sup> Article**

### **Duties of the Secretary and the Treasurer**

1. The Board Secretary:

- a) concerns of the meetings minutes and the Board decisions compilation, keeping the relevant book and archive,
- b) keeps a protocol of incoming and outgoing documents,
- c) transacts the correspondence,
- d) tends the documents and stamp of the Foundation.

2. The Board Treasurer:

- a) countersigns with the Chairman or his legal substitute every order,
- b) realizes all the receipts which are relevant to the Foundation, drawing duplicate initialed receipts which he countersigns with the Chairman,
- c) acts the payments based on the issued orders
- d) keeps the management books and information (auditing) of the Foundation
- e) deposits the collected incomes in a bank account on behalf of the Foundation
- f) proceeds to withdrawals of deposits after written order of the Chairman or his legal substitute, after the Board decision
- g) attends to the constitution of budget and report, which he submits to the Board.

## **7<sup>th</sup> Article**

### **Management and Organization of the Work in Departments**

1. For the entire function of the Foundation the post of a Director of Academic Education is enacted, who is assigned by the decree of the Beatitude Archbishop of Athens and whole Greece.

The Director has the attendance for the performance of the Board decisions which are relevant to the organization and function of the Centre.

He supervises, co-ordinates and proposes the Centre Departments, co-operates with volunteers and the staff, and proposes to the Board and attends to the establishment and operation of protection guests' houses, the organization of meetings, daily meetings, seminars, further education and of more relevant activities, the cooperation with other conveyors and organizations, native or foreign, which aim at the same or similar goals, the participation in meetings, daily meetings, protection networks, the programmes undertaking or elaboration relevant to the aforementioned goals independently or in collaboration with other conveyors.

2. The following departments are composed for the exertion of the Centre activities

A. Advisory Department of family (Social Services, psychological support, Legal Consultative Support, medicalpharmaceutical relegation).

B. Protection of unmarried mother, parents- of independent sex – who have undertaken legitimately and wield on their own the parental care of their minor child and their children without the marriage of their parents.

C. Protection and solidarity of victims of harassment and human trafficking with the view to sexual or economical exploitation and other vulnerable social groups.

3. With the Board decision it is able to be composed and activated any other department which will be considered useful.

In every department a Steward is appointed by the Board who co-operates with the Director, bearing the responsibility of its ordered function and in the making activities planning, proposed to the Director the actions which he considers necessary for the operation of the Centre on the part of his responsibility and collaborating with him for the materialization of the Board decisions.

## **8<sup>th</sup> Article**

### **Staff**

The staff which is considered necessary to offer services to the Foundation, additionally of whom offer their assistance as volunteers, will be hired after the Board decision and with the according opinion of the Director, in collaboration with whom the staff duties and competences will be assigned and it will be included in the Function Regulation, which will be put into effect by the Board decision and approval of the Metropolitan Board.

## **9<sup>th</sup> Article**

### **Kept books and information**

In the Foundation they will be kept with the Secretary's attendance:

- a) Protocol of documents,
- b) Book of Meetings Minutes and Board decisions
- c) Record - book of Staff
- d) Record of Volunteers



And with the Treasurer's attendance the following books and information, initialed for any legal use by the Holy Archdiocese of Athens or the Official Tax Authority or any other Authority

- e) Cash- book, duplicate bills receivable, pay orders
- f) Book of material

## **10<sup>th</sup> Article**

### **Resources - Property of the Foundation**

1. The recourses of the Ecclesiastical Foundation are:
  - a) Subsidizations of the Holy Archdiocese of Athens, Holy Monasteries, Parishes and other ecclesiastical or legal entities.
  - b) Donations in life or in case of death, inheritances, bequests of movable or immovable property, of physical or legal entities,
  - c) Contributions in any kind or money,
  - d) State or European subsidizations and aids, benefactions from European programmes,
  - e) Subsidizations from collaborations with Ministries, decentralized administrations and institutions of the Local Government, organizations and legal entities of public or private law,
  - f) Every other legal income, non- predicted according to the above, which services the Foundation aims,
  - g) Incomes from the property- movable or immovable- which belongs to F.S.C. or it has been disposed for the requirements and aims, as well as every movable or immovable property which will be acquired so forth.
2. The resources of the Foundation are disposed at
  - a) coping with the maintenance and function expenses of the initial facilities,
  - b) the commission of the required equipment and necessities,
  - c) the payment of the present salaried or on special occasion staff and
  - d) the cover of every expense which aims at the attendance of the Centre goals.

3. The Foundation can qualify benefactors, donators and award honorable mentions and other prestigious distinctions.

## **11<sup>th</sup> Article**

### **Modification of the Regulation- Annulment of the Foundation**

1. The present Regulation, after the Ecclesiastical Foundation Board proposal and its approval under the Metropolitan Congress of the Holy Archdiocese of Athens, is modified with the decision of the Beatitude Archbishop of Athens and whole Greece and the approval of the Permanent Holy Synod of Church of Greece, and it is published in the Official Gazette and the journal "CHURCH".

2. With the above procedure oncomes the annulment of the Foundation, its movable or immovable property as well as every right or claim of it, devolves by rights to the Holy Archdiocese of Athens.

## **12<sup>th</sup> Article**

### **Validity of the Regulation**

The present Regulation , as well as every future modification of it, is valid since it is publiced in the official bulletin "CHURCH" of the Church of Greece and in the Official Gazette.

## **13<sup>th</sup> Article**

### **Instigation of Expense**

By the publication of the present Regulation no extra expense is instigated in the Legal Entity of the Holy Archdiocese of Athens of F.S.C. or other ecclesiastical Legal Entity of the Holy Archdiocese of Athens. This decision must be published in the Official Gazette.

Athens, 6<sup>th</sup> September 2018  
The Chairman,  
Hieronymos of Athens