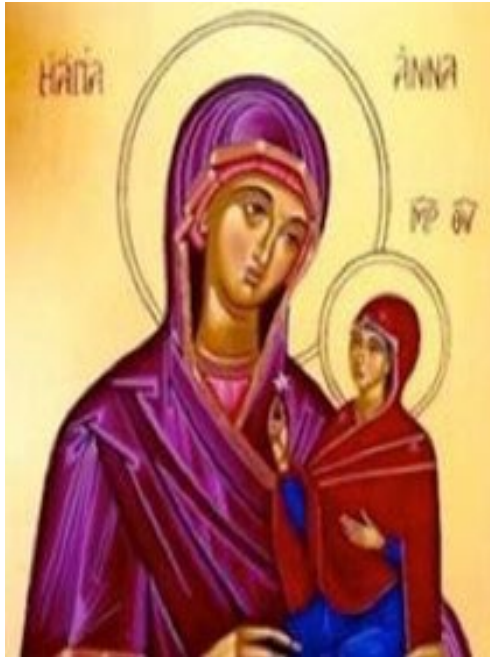




CHURCH BULLETIN



St. Anna Greek Orthodox Church
9201 South 1300 East, Sandy, UT 84094
(385) 342-0927



Sunday of the Fathers of the 1st Ecumenical Council
Sunday, May 24, 2026

Reverend Protopresbyter Anthony Savas
Reverend Protopresbyter Elias Koucos, Retired
Reverend John Kavas

stannagocutah.org
franthonny@stannagocutah.org



Internet Services Donated by XMission



**Epistle Reading: Acts of the Apostles
(20:16-18, 28-36)**

Prokeimenon. Mode 4. The Prayer of Azariah.

Blessed are You, O Lord God of our fathers.

Verse: For You are righteous in all You did for us.



In those days, Paul had decided to sail past Ephesus, so that he might not have to spend time in Asia; for he was hastening to be at Jerusalem, if possible, on the day of Pentecost. And from Miletus he sent to Ephesus and called to him the elders of the church. And when they came to him, he said to them: "Take heed to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of the Lord and God, which he obtained with his own blood. I know that after my departure fierce wolves will come in among you, not sparing the flock; and from among your own selves will arise men speaking perverse things, to draw away the disciples after them. Therefore be alert, remembering that for three years I did not cease night or day to admonish every one with tears. And now I commend you to God and to the word of his grace, which is able to build you up and to give you the inheritance among all those who are sanctified. I coveted no one's silver or gold or apparel. You yourselves know that these hands ministered to my necessities, and to those who were with me. In all things I have shown you that by so toiling one must help the weak, remembering the words of the Lord Jesus, how he said, 'it is more blessed to give than to receive.'" And when he had spoken thus, he knelt down and prayed with them all.

**Gospel Reading: The Gospel According to John
(17:1-13)**



At that time, Jesus lifted up his eyes to heaven and said, "Father, the hour has come; glorify your Son that the Son may glorify you, since you have given him power over all flesh, to give eternal life to all whom you have given him. And this is eternal life, that they know you the only true God, and Jesus Christ whom you have sent. I glorified you on earth, having accomplished the work which you gave me to do; and now, Father, you glorify me in your own presence with the glory which I had with you before the world was made. I have manifested your

name to the men whom you gave me out of the world; yours they were, and you gave them to me, and they have kept your word. Now they know that everything that you have given me is from you; for I have given them the words which you gave me, and they have received them and know in truth that I came from you; and they have believed that you did send me. I am praying for them; I am not praying for the world but for those whom you have given me, for they are mine; all mine are yours, and yours are mine, and I am glorified in them. And now I am no more in the world, but they are in the world, and I am coming to you. Holy Father, keep them in your name, which you have given me, that they may be one, even as we are one. While I was with them in the world, I kept them in your name; those whom you have given me I have guarded, and none of them is lost but the son of perdition, that the scripture might be fulfilled. But now I am coming to you; and these things I speak in the world, that they may have my joy fulfilled in themselves.”

Response to First Antiphon

Through the intercessions of the Theotokos, Savior, save us. (3)
(Liturgy Book page 25)

Response to Second Antiphon

Save us, O Son of God, risen from the dead, We sing to You, Alleluia.
(3) (Liturgy Book page 29)

Response to the Third Antiphon

You ascended in glory, O Christ our God, having gladdened Your disciples by Your promise of the Holy Spirit. And Your blessing confirmed their belief that You are indeed God’s Son, the Redeemer of the world. (Liturgy Book page 169)

Entrance Hymn

Come, let us worship and bow down before Christ. Save us, O Son of God, who rose from the dead, save us sing to You: Alleluia. (Liturgy Book page 37)

After the Entrance Hymn

The angelic powers appeared at Your tomb, the soldiers guarding it became as dead men, and Mary stood at Your grave seeking, seeking Your most pure body. But You made hell a captive; You were

untouched by its might. You came to the virgin and granted life. O Lord, who rose from the dead, glory to You. (Liturgy Book page 119)

Hymn for the Feast

You ascended in glory, O Christ our God, having gladdened Your disciples by Your promise of the Holy Spirit. And Your blessing confirmed their belief that You are indeed God's Son, the Redeemer of the world. (Liturgy Book page 169)

Hymn for the Fathers

Unending glory be Yours, O Christ our God, for making our holy fathers radiant lights to all the world. Through them You led us to the true faith. Compassionate Savior, glory to You. (Liturgy Book page 171)

Apolytikion for the Church

O God-minded Anna, you bore the pure Mother of God, the one who within her conceived the Conceiver of life itself. You were therefore transported to a place now in heaven. Joyful ones all reside there in the home of all gladness, asking for forgiveness for those who honor you, O blessed one.

Kontakion

When You had joined earth to heaven and fulfilled Your plan of redemption, You ascended in glory, O Christ our God, while remaining in our midst. For You assured us who love You that no one can prevail against us since You Yourself are with us. (Liturgy Book page 27)

Trisagion Hymn

Holy God, Holy Mighty, Holy Immortal, have mercy on us. (3)
(Liturgy Book page 39)

Megalynarion (Hymn for the Theotokos)

It is truly right to call you blessed O Theotokos, ever blessed, most pure and the mother, the mother of our God. More hon'orable than the cherubim and more glorious beyond compare than the seraphim. In virginity you gave birth to God, to God the word. Truly the Theotokos, we magnify you, we magnify you. (Liturgy Book page 69)

Communion Hymn

Praise the Lord, praise the Lord from the heavens; praise Him, praise Him in the highest (3). Alleluia (Liturgy Book page 83)

Hymn after Communion

You ascended in glory, O Christ our God, having gladdened Your disciples by Your promise of the Holy Spirit. And Your blessing confirmed their belief that You are indeed God's Son, the Redeemer of the world. (Liturgy Book page 169)

Dismissal Hymn

Lord, grant long life to him who blesses us and sanctifies us. (Liturgy Book page 95)

GENERAL ANNOUNCEMENTS

Online Chapel: For Saints and Readings of the Day, please visit the [Archdiocese's Online Chapel](#).

St. Anna Livestream: Livestreaming is available through the [St. Anna YouTube Channel](#).

St. Anna Photo Gallery: Access the parish's current and historical photos at <https://www.saintannagallery.org/>.

St. Anna Garden's Wedding and Events: The parish's new facility rentals and event's website is now live! Visit us at <https://www.stannagardenweddingevents.com/>.

Memorial Services - May Their Memory be Eternal:

Today, Sunday, May 24, 2026:

Sammy Soter (20 years)

Yioryo, Nichoalos, Xanthi, Vasilios, Aristidi, Evangelia, Paraskevi, Christo, Panayiota, Ourania, Photini, Eleni, Maria, Evyalia, Anna

To schedule a memorial service, please contact Fr. Anthony at 801-824-3987 or franthonny@stannagocutah.org.

Fellowship Hour: Today's fellowship hour will be hosted by the Soter family in loving memory of the dearly departed Sammy. May His Memory Be Eternal!

Memorial Day Trisagion Services: St. Anna clergy will be at Mt. Olivet Cemetery for Trisagion Services tomorrow, Memorial Day, Monday, May 25, 2026, beginning at 9:00 a.m.

May the Memories of our Departed Loved Ones be Ever Eternal!

Parish Job Opportunities: St. Anna is hiring a part-time Secretary and a part time Youth Director. Job descriptions for each position can be found at the end of this bulletin. Interested applicants can send their resume to Fr. Anthony at franthony@stannagocutah.org.

7th Annual St. Anna Golf Classic: The 7th Annual St. Anna Golf Classic will be held Saturday, June 13, 2026, at Fox Hollow Golf Club, 1400 N. 200 East, American Fork. Registration starts at 7:00 a.m. with a shotgun start at 8:00 a.m. See flyer at the end of this bulletin for further details, including information on sponsorship opportunities! For more information, contact Sam Soter at ssoter4604@gmail.com or 801-815-3147.

Parking Reminder: Please park only in designated spots. Do not park in undesignated areas or block other vehicles. Overflow parking for St. Anna parishioners and guests is available in the Lunatic Fringe lot (south) (evenings and Sundays only) and KinderCare lot (north) (evenings and weekends only). Parking in front of the stairs from the Lunatic Fringe lot and under the bell tower is NOT permitted.

Communion Procession Reminders: A few reminders relating to our Communion Ushering processes:

- The newly Baptized/Chrismated and their Sponsors, along with our Sunday School teachers and School students will process to communion first. These individuals are invited to line up in the side aisles during the Communion Prayers, with the newly Baptized/Chrismated first in the line, Sunday School teachers next, and Sunday School students following the teachers. After lining up, this group may proceed to receive Communion when instructed by the Parish Council ushers. Please do not enter the side aisles if you are not a newly

Baptized/Chrismated member of the parish, their sponsor, a Sunday School teacher, or a Sunday School student.

- The remainder of the Parishioners will be excused for Communion by the Parish Council ushers, row by row, from the back of the church to the front of the church. Please be patient and do not exit your row until you are invited to do so by a Parish Council usher.

Thank you for your patience and cooperation in keeping our Communion process running smoothly and orderly.

Children's Liturgy Bags: The children's activity bags are available for use during church services and are not meant to be taken home. Please be sure to return the bags following the service so they can be restocked and reused for future services. If you inadvertently took a bag home, please return it the next time you come to church.

Church Etiquette: Please be reminded on the basics of Orthodox church etiquette:

- Do not enter or move around the nave at the following times:
 - ❖ During the Small Entrance (when the procession with the Gospel takes place)
 - ❖ During the Epistle Reading
 - ❖ During the Gospel Reading
 - ❖ During the priest's sermon
 - ❖ When the priest is censuring and facing the congregation
 - ❖ During the Great Entrance (when the procession of the Holy Gifts takes place)
 - ❖ When the priest is blessing the congregation
 - ❖ During the recitation of the Nicene Creed ("I believe...")
 - ❖ During the Consecration of the Holy Gifts
 - ❖ During the recitation of the Lord's Prayer ("Our Father...")
 - ❖ Any other time during a service when the priest is on the altar facing the congregation.
- Do not cross your legs or feet while sitting in church.

- **Do not walk in front of the altar at any time during services. If you need to move from one side of the church to the other, use the side aisles to walk to the back of the sanctuary and cross only at the back of the sanctuary.**
- Please silence and refrain from using your cell phones in the nave.
- **Please do not allow children to play on or around the adult baptismal font or on or around the altar.**
- When the stanchion rope at the back of the church is closed, please do not enter or exit center aisle.
- Health permitting, please remain standing throughout Holy Communion, even if you are not receiving.
- Greeting, talking to, or visiting with other parishioners should be reserved for after services, when congregated in the exonarthex (the area between the front doors of the church and the entrance to the narthex) or fellowship hall. **It is inappropriate to greet, talk to, or visit fellow parishioners while processing to receive or while returning to your seat after receiving the Sacrament of Holy Communion, or when processing to receive or leaving the church after receiving antidoron.**
- Please follow the instructions provided by the clergy and/or the Parish Council relating to dismissal for Holy Communion and receiving antidoron. Please do not leave your seat or row to process to the altar until invited to do so by a Parish Council usher.
- **Please return to your seats following Holy Communion and refrain from entering the fellowship hall for coffee and snacks until after church has been dismissed following antidoron.**

The cooperation of all parishioners in maintaining the proper decorum during all services is much appreciated.

STEWARDSHIP ANNOUNCEMENTS

Thank you to all who have turned in their 2026 stewardship cards. As of April 21, we have received 221 stewardship commitments totaling \$516,758, putting us at 99.4% of our budgeted goal (\$520,000). To ensure we meet our continued financial commitments, the 2026

budget approved at our Fall Parish Assembly includes Stewardship donations totaling \$520,000, representing an approximately six percent (6%) increase over the amount budgeted in 2025. With the continued support and participation of our dedicated parishioners, we are confident this objective can be met!

PARISH COUNCIL ANNOUNCEMENTS

Parish Council Meeting: The next Parish Council meeting will be held Monday, June 15, 2026, at 7:00 p.m.

PHILOPTOCHOS ANNOUNCEMENTS

Save the Date - Annual Membership Tea: Our annual membership tea will be held this Saturday, May 30, 2026. See attached flyer for details!

Paint Night: Join us for our Philoptochos Paint Night to be held on Monday, June 22, 2026, at 6:30 p.m., on the St. Anna Patio! Cost: \$32.00 per person. We will each paint a 12x16 canvas. Email Joanne Dokos at jwdokos@hotmail.com to sign up by June 15, 2026. Payment in advance is required to secure your spot!

Philoptochos Meeting: Due to our annual membership tea and paint night activity, Philoptochos we will not hold regular membership meetings in May or June.

MUSIC MINISTRY ANNOUNCEMENTS

Choir Practice: Unless otherwise notified via email, choir practice will be held each Thursday at 6:30 p.m. All choir members are encouraged to attend!

ADULT RELIGIOUS EDUCATION ANNOUNCEMENTS

Morning Bible Study: Morning Bible Study with John Kaloudis is on hiatus for the summer. We will resume in September.

YOUTH MINISTRY ANNOUNCEMENTS

Sunday School Graduation: Our Sunday School graduation will be held Sunday, June 7, 2026, immediately following Divine Liturgy.

Camp Emmanuel 2026 – This is the Way:

Save the dates for Camp Emmanuel 2026 – This is the Way! Jr. Goya (Grades 6-8) campers will attend July 20-25, 2026. Sr. GOYA (Grades 9-12) campers will attend July 27-August 1, 2026. Camp Emmanuel is held at Camp COMO, located in Como, Colorado (<https://campcomo.com/>). See attached flyer for more information.

Please note, the Metropolis is currently looking for camp staff! See attached flyer for more information, and submit your application today!

If you have any camper or staff related questions, please email ministries@denver.goarch.org.

Young Adult League (YAL): YAL is for young adults aged 18 and up who have graduated high school. YAL will not hold regular meetings during the summer months. Our regular meeting schedule will resume in the fall. Summer outings and events will be announced as they are scheduled.

Greek Orthodox Youth (GOYA): GOYA is for youth in grades six through twelve. GOYA will not hold regular meetings during the summer months. Our regular meetings will resume in the fall. Summer outings and events will be announced as they are scheduled.

Junior Orthodox Youth (JOY): JOY is for children in grades first through fifth. JOY will not hold regular meetings during the summer months. Our regular meetings will resume in the fall. Summer outings and events will be announced as they are scheduled.

FOREVER YOUNG ANNOUNCEMENTS

Forever Young: Forever Young will next meet on Thursday, June 18, 2026, at 11:30 a.m. Contact AnnaSophia at annasoclark@gmail.com or 801-597-2366 with questions.

ST. ANNA SERVICE MINISTRY ANNOUNCEMENTS

Food Support Program: Please continue to bring nonperishable food items to Church every Sunday. Every donation makes a difference to our neighbors facing hunger. Fill the bin!

COMMUNITY ANNOUNCEMENTS

Pan Arcadian Western District Scholarship 2026. Applications are open for the 2026 Pan Arcadian Western District Scholarship. Applicants must be a member of the local Arcadian Chapter #90 or have a grandparent or parent who is a member of the local Arcadian Chapter #90. The application can be found at www.panarcadianwest.org. Completed applications must be postmarked no later than May 30, 2026. Please contact Karen Anastasopoulos at karenanast@gmail.com or 801-913-2414 for further information or with questions regarding the scholarship.

OPA Camp! OPA Camp will be held at Prophet Elias Greek Orthodox Church June 15-19, 2026. See attached flyer for details and visit <https://docs.google.com/document/d/1n0ZIQmX7oe89STO7ZZGPIDjidh8OgN29/edit> to obtain the registration form for your children.

COMMUNICATION MINISTRY TEAM ANNOUNCEMENTS

Next Bulletin: The next bulletin will be published for Sunday, May 31, 2026. Please send requested announcements to Michael Petrogeorge at mppetrogeorge@gmail.com no later than **Tuesday, May 26, 2026, at 5:00 p.m.** Thank you!

PRAYER LIST

Alexa, Brandon, Cristina Georgiana, Diana, Elaine, Elizabeth (Jessica), Emilee, Hannah, Iosif, Izzy, Jared, Jimmy, Kornelia, Kristi, Mary, Milo, Ryan, Samantha, Tina, Lt. Tyson

If you wish to add a new name to the prayer list, please email Michael Petrogeorge at mppetrogeorge@gmail.com.

PARISH CALENDAR

Visit the [parish website](#) for an electronic copy. Unless otherwise specified, all events will be held at St. Anna.

Sunday, May 24, 2026 (Sunday of the Fathers of the 1st Ecumenical Council)

- 9:00 a.m. / 10:00 a.m.: Orthros / Divine Liturgy

Monday, May 25, 2026: (Memorial Day)

- Commencing at 9:00 a.m.: Trisagion Services at Mt. Olivet Cemetery

Thursday, May 28, 2026

- 6:30 p.m.: Choir Practice

Saturday, May 30, 2026 (Saturday of the Souls)

- 9:00 a.m. / 10:00 a.m.: Orthros / Divine Liturgy
- 1:00 p.m. – 3:00 p.m.: Philoptochos Membership Tea
- 5:00 p.m.: Great Vespers

Sunday, May 31, 2026 (Holy Pentecost)

- 9:00 a.m. / 10:00 a.m.: Orthros / Divine Liturgy and Kneeling Prayers

Thursday, June 4, 2026

- 6:30 p.m.: Choir Practice

Saturday, June 6, 2026

- 5:00 p.m.: Great Vespers

Sunday, June 7, 2026 (Sunday of All Saints)

- 9:00 a.m. / 10:00 a.m.: Orthros / Divine Liturgy

Saturday, June 13, 2026

- 7:00 a.m.: St. Anna Golf Classic at Fox Hollow Golf Club, 1400 N. 200 East, American Fork

Sunday, June 14, 2026 (2nd Sunday of Matthew)

- 9:00 a.m. / 10:00 a.m.: Orthros / Divine Liturgy

Monday, June 15, 2026

- 7:00 p.m.: Parish Council Meeting

Thursday, June 18, 2026

- 11:30 a.m.: Forever Young
- 6:30 p.m.: Choir Practice

Saturday, June 20, 2026

- 5:00 p.m.: Great Vespers

Sunday, June 21, 2026 (3rd Sunday of Matthew)

- 9:00 a.m. / 10:00 a.m.: Orthros / Divine Liturgy

Monday, June 22, 2026

- 6:30 p.m.: Philoptochos Paint Night on the St. Anna Patio (RSVP Required by June 15)

**St. Anna's Garden
Wedding & Event Center**

<https://www.stannasgardenweddingevents.com/>
(St. Anna Greek Orthodox Church of Utah, Inc.)
9201 S 1300 East, Sandy, UT 84094

Rental Options*	Non-Parishioner Pricing	Parishioner Pricing¹
<i>Option 1:</i> Main Indoor Event Hall and Kitchen (for food storage, staging and reheating <u>only</u>)	\$3,000.00	\$1,800.00
<i>Option 2:</i> Main Indoor Event Hall, Outdoor Event Space, and Kitchen (for food storage, staging and reheating <u>only</u>)	\$3,500.00	\$2,100.00
<i>Option 3:</i> Main Indoor Event Hall and Kitchen (for full-service food production)	\$4,000.00	\$2,400.00
<i>Option 4:</i> Main Indoor Event Hall, Outdoor Event Space, and Kitchen (for full-service food production)	\$4,500.00	\$2,700.00
<i>Option 5:</i> Outdoor Event Space and Kitchen (for food storage, staging and reheating <u>only</u>)	\$3,000.00	\$1,800.00
<i>Option 6:</i> Outdoor Event Space and Kitchen (for full-service food preparation)	\$4,000.00 ²	\$2,100.00
<i>Optional Add On (for Options 1-6):</i> Ceremony Set Up Fee	\$495.00	\$297.00

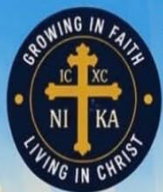
¹Parishioners hosting an event for 100 or fewer guests are allowed to use the Main Indoor Event Hall or Outdoor Event Space and Kitchen (for storage of pre-prepared food plus access to ice maker only) without a set rental fee but will be asked to make a free will donation.

²Please note that the price for this option has been corrected.

*Non-parishioner renters hosting a catered event are required to use St. Anna Garden's preferred caterer, Bella Bella Cuisine. Parishioner renters hosting a catered event may utilize any caterer of their choice. Non-catered events are subject to the kitchen use restrictions in the selected rental option.

*Pricing for options 1-6 includes the use of standard tables, standard resin chairs (mahogany with black seat cushions), and white or ivory tablecloths. Custom tables, chairs, chair covers, and tablecloths may be available for an additional fee. Parishioners hosting an event for 100 or fewer guests and making a free-will donation may use standard tables and standard resin chairs but will be required to provide their own tablecloths.

*Rental does NOT include access to the parish warehouse or any items stored therein. No one (parishioners or otherwise) should borrow items from the warehouse for use during non-parish hosted events (on or offsite).

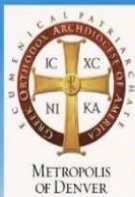


CAMP EMMANUEL

Metropolis of Denver

THEME:

THIS IS THE WAY



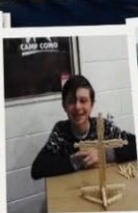
Grow in Faith!



Make Friends



Unforgettable Memories



Learn & Create



Adventure Awaits

REGISTER
NOW



Jr. GOYA July 20 - 25th

Sr. GOYA July 27 - August 1st

www.denver.goarch.org/ministries/camp



COME, GROW IN CHRIST, HAVE FUN,
AND DISCOVER THAT **THIS IS THE WAY!**



CAMP EMMANUEL

METROPOLIS OF DENVER

≡ NOW HIRING: ≡

SUMMER STAFF!

THEME:

THIS IS THE WAY



WHO WE'RE
LOOKING FOR:

- Young Adults
- Responsible & positive role models
- Team players who love working with youth
- Leaders ready to grow in faith and service



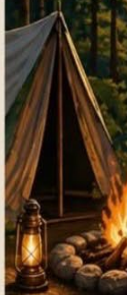
STAFF ROLES
INCLUDE:

- Cabin Leaders
- Activity Coordinators
- Clergy Instructors
- Support Staff



WHY SERVE
AT CAMP?

- Grow in Faith
- Build Lifelong Friendships
- Gain Leadership Experience
- Make a Lasting Impact



Lead in Faith



Mentor Campers



Build Community



Serve & Inspire



Make an Impact

APPLY NOW!



SCAN TO APPLY OR VISIT:

denver.goarch.org/ministries/camp/staff



CAMP DATES:

Jr. GOYA: July 20 - 25

Sr. GOYA: July 27 - August 1

COME SERVE, GROW IN CHRIST, AND HELP OTHERS
DISCOVER THAT *THIS IS THE WAY!*



QUESTIONS?

Contact:

ministries@denver.goarch.org

St. Anna Food Support Program

HELP FIGHT HUNGER

Food Collection Site
Serving Sandy Area Food Pantries

NEEDED FOOD ITEMS



Canned meat / Tuna
Instant Meals
Canned chili / Stews
Rice / Noodles

Flour / Sugar / Dry milk
Peanut butter / Jelly / Jam
Granola bars / Snacks
Canned fruit / Canned veggies



Please drop off your donations in the big blue bin anytime the church is open.

“OPA” Camp

Prophet Elias Greek Orthodox Church

June 15 - 19

10:00 a.m. – 3:00 p.m.

Ages pre-school – 14

Cost \$ 100

Come and join us for another fun filled week at

OPA CAMP

**Dance, Music, Food, Culture, (Arts & Crafts),
Games and Sports!**

Reserve your spot by mailing your completed enrollment form, along with your check: 2440 Scenic Dr. SLC, UT 84109 (make checks payable to OPA CAMP).

Registration deadline: June 10th. Cost \$120 after that.

Volunteers needed

For questions please contact Nitsa @ 801-209-7402



WOMEN NEW TO THE
PARISH ARE ENCOURAGED
TO JOIN!

BE A PART OF THE
PHILANTHROPIC ARM OF
THE CHURCH!

ST. ANNA PHILOPTOCHOS

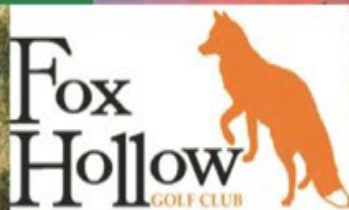
MARGARITAS & MEZE MEMBERSHIP GATHERING



Saturday, May 30th from 1:00 pm to 3:00 pm
Make New Friends & Celebrate our
Philanthropic Programs

PLEASE JOIN US!!!

7th Annual
ST ANNA



GOLF

1400 NORTH 200 EAST
American Fork, UT

Classic

Saturday
June 13



4 Person/Team
Scramble
Tournament

For More Information
Contact: Sam Soter
801-815-3147
ssoter4604@gmail.com

Per Person
\$100
Green Fees
Cart
Lunch
Range Balls

Per Team
Pack
\$375
4 Players
Green Fees
Cart
Lunch
Range Balls

Team & Sponsor
\$850
4 Green Fees
Cart
Hole Signage
Banner Signage
Range Balls

Sponsor Only
Pack
\$450
Hole Signage
Banner Signage
Sponsor 1 Player



All Proceeds Benefit St. Anna Greek Orthodox Church
Registration starts at 7:00 AM Shotgun starts at 8:00 AM

Part-Time Secretary Job Description – St. Anna Greek Orthodox Church

St. Anna Greek Orthodox Church seeks a dependable and organized part-time Secretary to support the day-to-day administrative operations of the parish office. This position serves as a welcoming point of contact for parishioners, clergy, visitors, and community members while helping maintain accurate records, communication, and office procedures.

Key Responsibilities

- Answer phones, respond to emails, and greet parishioners and visitors in a courteous and professional manner.
- Prepare, type, edit, and distribute church correspondence, bulletins, announcements, and other parish communications.
- Maintain parish records, calendars, mailing lists, sacramental records, and general office files with accuracy and confidentiality.
- Assist clergy and ministry leaders with scheduling, meeting coordination, and administrative follow-up.
- Process routine office tasks such as copying, filing, data entry, and supply inventory.
- Coordinate with volunteers and staff as needed to support parish operations.
- Handle sensitive information with discretion and professionalism.
- Light bookkeeping as required.
- Assist in the facilitation of facility rentals with the events coordinator.

Qualifications

- Previous administrative, clerical, receptionist experience preferred.

- Strong written and verbal communication skills.
- Proficiency with standard office software, email, and basic record-keeping systems.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and maintain confidentiality.
- Professional demeanor and a welcoming attitude toward parishioners and visitors.
- Respect for the mission, values, and traditions of the Greek Orthodox Church.
- Ability to work independently and collaboratively with clergy, staff, and volunteers.

Work Schedule

This is a part-time position with hours to be determined based on parish needs. The schedule will include weekday on-site office hours and occasional flexibility around major church events, holidays, and special services.

Reporting Relationship

The part-time secretary reports to the parish priest and works collaboratively with the parish council.

Part-Time Youth Director - St. Anna Greek Orthodox Church

The Part-Time St. Anna Greek Orthodox Church Youth Director provides leadership, coordination, and pastoral support for the parish's youth ministry programs in collaboration with the parish priest, parish council, parents, and volunteers. This role is responsible for helping children, teens, and young adults grow in Christ through worship, education, fellowship, service, and participation in the life of the Church. The Youth Director supports and develops age-appropriate ministries that reflect the faith, traditions, and mission of the Greek Orthodox Church.

Key Responsibilities

- Plan, coordinate, and lead parish youth ministry programs, which may include Joy(elementary students), Jr. GOYA (middle school students), Sr. GOYA (high school students) YAL (young adult) gatherings, retreats, service projects, camps, the Metropolis Basketball Tournament, and fellowship activities.
- Encourage active participation of youth in the sacramental, liturgical, educational, and service life of the parish.
- Collaborate with the parish priest and parish leadership to ensure youth ministry aligns with the mission, vision, and values of the parish and the Greek Orthodox Archdiocese.
- Build strong, positive relationships with youth and their families and provide consistent communication regarding events, programs, and opportunities.
- Recruit, train, coordinate, and support volunteers serving in youth-related ministries and events.
- Assist with youth involvement in Sunday School, camp programs, Oratorical Festival, service initiatives, and other parish ministries as appropriate.
- Develop yearly, seasonal, and monthly calendars for youth ministry activities and communicate plans in a timely and organized way.

- Maintain appropriate records, registrations, permission forms, and program information for youth events and activities.
- Help manage the youth ministry budget, track expenses, and recommend program needs and priorities.
- Support safe ministry practices and help ensure compliance with parish and Archdiocesan youth safety policies.
- Represent the parish at relevant Metropolis and Archdiocesan youth ministry events, meetings, or training as assigned.
- Use parish communication channels, including email, bulletins, and social media, to promote youth ministry participation and engagement.
- Create and manage content for social media.

Qualifications

- Practicing Orthodox Christian in good standing.
- Experience working with children, teens, or young adults in a church, school, camp, or nonprofit setting.
- Strong understanding of, and commitment to, the faith and traditions of the Greek Orthodox Church.
- Excellent communication, organizational, and leadership skills.
- Ability to work collaboratively with clergy, parish leadership, volunteers, and families.
- Ability to maintain appropriate professional boundaries, confidentiality, and pastoral sensitivity.
- Proficiency with common digital tools for communication, calendars, and basic office work.
- Background check and any required safe-environment or youth protection training.

- Current First Aid/CPR certification preferred, or willingness to obtain.
- A natural ability to relate to, inspire, and connect with Greek Orthodox youth

Schedule and Expectations

This is a part-time position. The schedule includes regular Sunday participation, selected evenings, occasional weekends, feast days, retreats, and special parish events. Hours may vary seasonally based on programming needs. The Youth Director is expected to maintain a visible and engaged presence in parish life and to work flexibly in response to the needs of youth ministry.

This position includes on-site responsibilities when needed, participation in outings and events, both locally and out of town. It is primarily a remote position.

Reporting Relationship

The Youth Director reports directly to the parish priest and works in collaboration with the parish council and other ministry leaders as appropriate.