



PROTOCOL FOR GRAMOTAS IN THE EASTERN AMERICAN DIOCESE RUSSIAN ORTHODOX CHURCH OUTSIDE OF RUSSIA

Diocesan gramotas are an expression of gratitude and encouragement for clerics, monastics, and laymen who commit themselves to serve and labor on behalf of the Holy Church – in pastoral service, in study and administrative work, in enhancing the spiritual life, in restoring churches, and in performing missionary, benevolent, social, and educational tasks on the diocesan level.

I. Policy on Diocesan Gramotas

1. The ruling bishop of the Eastern American Diocese:

- Determines whom to award Eastern American Diocesan gramotas;
- Bestows gramotas on Eastern American Diocesan hierarchs, clergymen, and laymen;
- Blesses vicar bishops, deans, and others to bestow gramotas on those awarded.

2. Vicar bishops, deans, parish, and monastery rectors, as well as the diocesan secretary have the right to petition on behalf of those who have done outstanding work to receive diocesan gramotas.

3. Gramotas are to be awarded to clergymen and parishioners of the Eastern American Diocese who pay requisite parish dues and confess and commune of the Holy Mysteries at least once a year.

4. Gramotas are to be bestowed in a triumphal setting.

5. The ruling bishop of the Eastern American Diocese may overrule the decision to award if any reason to consider the recipient untrustworthy or unworthy makes itself apparent.

6. Diocesan gramotas may be taken away at the discretion of the ruling bishop in the case that the recipient commits a serious anti-ecclesiastical or anti-Christian offense. Defrocked clergymen are automatically deprived of their diocesan gramotas.

7. Diocesan gramotas may not be awarded more frequently than once every three years.

8. Diocesan gramotas are catalogued and kept on file in the diocesan office.

II. Policy for presenting Diocesan Gramotas

1. Gramotas should be presented at significant events in the life of the Diocese: the consecration of churches or church buildings, anniversaries, parish feast days, or other general events in diocesan and parish life.
2. Petitions should be addressed to His Eminence HILARION, Metropolitan of Eastern America & New York, and sent to the diocesan administration at: 55 E. 3rd St., Howell, NJ 07731 or by e-mail at: eadiocese@gmail.com. Members of parish councils who wish to petition for an award for their rector must send their petition to the local dean, who will review it and present it to the ruling bishop.
3. Petitions must be made no less than 45 days prior to the desired date on which the gramota is to be bestowed.
4. The petition should contain the name, middle name or patronymic, and surname of the proposed gramota recipient, their date of birth, assignment (if the recipient works in a Church organization, note their position), diocesan awards already bestowed and their dates, a short introduction, and reasons for the gramota.
5. Upon receiving approval from the ruling bishop, the diocesan secretary is responsible for composing and printing the gramota.
6. Gramotas for parishes and clergy are provided free of charge. Parishes will incur a \$100 fee per gramota for parishioners and laity.

Approved on December 1, 2011.

+ *Hilarion*

Metropolitan of Eastern America & New York
First Hierarch of the Russian Orthodox Church Outside of Russia

