



Metropolitan Council Meeting

Fall 2009

Officer's Reports

MEETING OF THE HOLY SYNOD AND METROPOLITAN COUNCIL

September 22 – 25, 2009

Report of the Chancellor

1. **Chancery and Central Administration.** It has not yet been a year since the new Primate of the Orthodox Church in America, His Beatitude, Metropolitan JONAH, came to the Chancery in Oyster Bay Cove. Changes have indeed occurred, but much is only beginning to take shape. The learning curve, for all involved, is still in progress and may be so for some time.

His Beatitude has brought to the Chancery a spirit of monastic spirituality, and while the Chancery has not become a monastic community, there have been more frequent liturgical services. This has been a welcome and helpful addition. St. Sergius Chapel remains the center of the Orthodox Church in America's Chancery. Our liturgical life, whether for the staff or the small, Sunday community, is conducted in a regular and orderly fashion. Though the Chancery is not a parish, in the strict sense, liturgical life is the foundation of all that we do; it is also frequently a relief from the stressful day-to-day concerns.

The current small Chancery staff deserves credit and gratitude for their dedication and efforts. The Chancery's human resources are presently at an extremely reduced level. Even the temporary absence of only one staff person (Chancery Assistant Helen Detke has been on sick-leave because of a broken hip) makes it evident that every member of the Chancery has an essential function. While we've had to "wear multiple hats" since our coming to the Chancery, it has become necessary for all, officers as well as staff, to perform a variety administrative and housekeeping duties.

Many have recognized that the reorganization model, under which we were hired, is not pragmatic. Well intentioned though it was, its design corresponds neither to ecclesiastical structures nor to the given circumstances in the Orthodox Church in America. The inadequacy of the model is not due to lack of initiative or cooperation between the officers themselves. Communication in the church administrative, between the officers themselves as well as with the staff, is open, direct, on-going and done in a

spirit of mutual respect. Problems of communication do exist, and these do need to be addressed, but they are not because of internal issues between Chancery personnel.

A definite deficiency at the Chancery today is the need to fill in the position of the Treasurer. This will be addressed at this meeting. The former, now Acting, Treasurer, Fr. Michael Tassos has been a great asset to the OCA. His contributions during the difficult time of transition cannot be overvalued. He has also now been of great help as Acting Treasurer, in spite of being in California. I would like to personally thank him for his admirable contributions and for his friendship. Likewise thanks to my daily colleagues, Fr. Eric Tosi and Fr. Andrew Jarmus. Part-time Controller Fr. Dennis Swencki has been very helpful. And recognition is in order for the entire regular staff: Gregory Sulich, Helen Detke, Jessica Linke, Alexis Liberovsky, Brother Gregory Stevens and Svetlana Radunceva. Although they work independently, the two regulars in the Pension Office are also part of the Chancery family: Maureen Ahearn and Annemarie McGlone.

2. Pastoral Concerns. A chief function of the Chancellor is oversight of pastoral concerns. These included regular discussion and interaction with the Church's Director of External Affairs, Fr. Leonid Kishkovsky. As recent decisions at the Preconciliar Pan-Orthodox Conference in Chambesy last June have demonstrated, the continued stability of the Orthodox Church in America will depend on a proactive and resourceful involvement in interchurch relations. Under Fr. Leonid Kishkovsky's well-seasoned guidance, the central administration of the Church is also involved in periodic meetings, receptions and dialogue.

Pastoral matters that directly fall to the Chancellor are those that involve interjurisdictional clergy releases and receptions, and the occasional interdiocesan transfers. In part due to the person of Metropolitan JONAH, we have had a number of requests from non-OCA priests for entry into our Church. These receptions are usually straight forward, but some require careful assessment. Interdiocesan assignments and transfers are always under the responsibility and authority of diocesan hierarchs, but it is not uncommon for bishops to inform our office about vacancies or for priests looking for assignment in other dioceses to call for suggestions. We also work to coordinate meetings of the Board of Theological Education and supervise the Diaconal Vocations

Program, which is presently coordinated by Fr. Andrew Jarmus. We monitor both the Department of Pastoral Life and Ministry (chaired by Fr. Sergius Halvorsen) and the Seminarian Internship Program (coordinated by Fr. Steven Voytovich). For the stability, integrity and future growth of the Orthodox Church in America, the importance of pastoral matters is critical. Lack of funding has adversely affected this area, but other factors have also handicapped effective outreach to our parish pastors.

The review and renewal of the OCA's *Policies, Standards and Procedures on Sexual Misconduct* has been finally addressed at an intensive meeting recently held at the Chancery. A detailed report on this is on the agenda of this meeting. The Chancellor coordinates the Church's Office for Review of Sexual Misconduct under the supervision of His Beatitude, Metropolitan JONAH. At present, a Committee to work hand in hand with the Office has been formed, but additional professional consultants will also be sought.

3. Interaction with OCA Seminaries. Together with the Primate, the Chancellor functions as Trustee at all three of the OCA's Seminaries. Like the OCA itself, all of our seminaries are going through transition. While St. Herman's Seminary retains its unique vision and purpose, both St. Vladimir's and St. Tikhon's Seminaries continue to educate pious young men for vocations in the pastoral ministry. Both also offer opportunities for men to pursue degree programs in fields related to Orthodox theology; and St. Vladimir's also offers this opportunity for women. Although a recent discussion about possible cooperative endeavors between the Deans of St. Tikhon's and St. Vladimir's Seminaries did not produce results, the desire for both schools to work closer together remains a fervent hope among many in the OCA. Cooperation and partnership between the seminaries will benefit all concerned parties: the seminaries, seminary students, the entire Orthodox Church in America as well as all those parishes who will profit from well-educated and well-nurtured seminary graduates.

4. Legal matters. Though legal matters strictly speaking fall to Fr. Eric Tosi, we have come to work closely together on the various issues that come to the Chancery. These legal matters are all complicated, rather unusual and very unpleasant. As Chancery administration contacts we work with the Metropolitan Council's Legal Committee, and General Counsel Thaddeus Wojcik, as well as lawyers specifically

retained for individual cases. His Beatitude, Metropolitan JONAH joins in on the periodic teleconferences with the Legal Committee, but when he is unable to do so we inform him of whatever progress occurs. Other bishops and/or officials are also occasionally brought into the conversations. A thorough review of legal issues by Legal Committee Chair Gregg Nescott will take place at the meeting.

5. Conclusions. The Chancery, together with the entire Orthodox Church in America, is undergoing many changes and dealing with several unresolved issues. In large measure these exist because the Orthodox Church in America has been plagued by a sequence of tragic circumstances. These circumstances have made it impossible for the Chancery to work under any prolonged stability that is essential for efficient, creative and productive work. Of course, long-range planning should take into account all possibilities: the Chancery's location, size, personnel, structure, organization, etc. The current Strategic Plan may even come up with something quite revolutionary. But before we set off on that course, it would be beneficial to have a serious conversation about where we are now and how we got here.

*Report prepared by Fr. Alexander Garklavs
September 14, 2009 – Feast of the Cross*

Secretary's Report
Archpriest Eric G. Tosi
Fall 2009 Metropolitan Council Meeting
September 21 to 25, 2009

1. Overview

It continues to be very busy at the Chancery as we deal with the constant flow of work. It may seem at times that we are simply reacting to each new issue, while in fact there are many proactive moves that we have taken to ensure a better operation. One of the recent priorities was to ensure more information was flowing to the Holy Synod and the Metropolitan Council. While new technology was implemented, such as the forum, it became obvious that more education will be needed to make it effective. Another priority was to plan fixed events with better input. Thus, we were able to disseminate agendas, reports, and minutes in a timelier manner. We continue to have some issues with minutes but this is more due to the process of approval and confidentiality. The process does need to be more constructive and instructive though accuracy is more of a priority. We would rather get it right the first time and timeliness will improve. So we ask for patience as we continue to evolve the process of conciliarity, transparency and effectiveness.

2. Human Resources

There are a few ongoing projects. The first is the updating of the parish files for the 501(C)3 status. It is absolutely necessary that we have complete parish files since we file a master list with the IRS each year. We need the supporting documentation to prove these entities exist and are properly constituted. We are subject to audit on these files. To date we have received about 83 responses which is about 15% of the total. A breakdown by diocese is available. We need to keep on this project so that we can be in compliance and assistance is appreciated. The second project is the annual update of the Sourcebook which is proceeding and we hope for a good response. Usually we do not have a major problem with this.

The other project will begin shortly and impacts a few areas. It has been many years since the parishioner mailing list was updated. Normally, the process was to mail the list directly to each parish and have the parish correct and return it to the Chancery. We are looking for a more efficient way to accomplish this as there has been reluctance to share this information due to the calculation of the assessments. However, it is absolutely critical for the mailing list and other related information to be up-to-date. The information utilized includes acknowledgment of donations, statistical information for analysis, etc. During the last "reorganization" the person responsible for the mailing list was terminated and the list basically collapsed. We have tried to keep the list as accurate as possible but we could only update if the parish sent us the information. As such we have a grossly inaccurate mailing list. If (and we should) we move to Blackbaud by the new year, we will also need to migrate this inaccurate information. Various experts have

advised us that the current database (Access 97) is ready to collapse. Thus, we are presented with an opportunity to get accurate information and start the new system correctly. The new Razor Edge software that comes with Blackbaud allows for tracking, response to donations, more detailed information used for mailings, etc. It basically brings us to where every non-profit organization of our size should be and is being successfully used by St. Vladimir's Seminary. We have invested \$72,000 into Blackbaud that is sitting unused and need about \$45,000 to get it up and running. It is morally irresponsible of us to have purchased this expensive software and it is unused. So we should transition to the new software during the next few months using updated and correct information. Money should be designated in the budget to accomplish this.

Another necessary project will be to update all the parish files on compliance with the current Sexual Misconduct policy. Each parish is supposed to have in the Chancery files the minutes adopting the OCA policy and a record that the insurance meets the compliance standards. The files are again not up to standard. As stated before it is not a question of agreement but rather this is the current policy the OCA has adopted and we must demonstrate due diligence to this policy. The Chancellor will report on the revised policy.

The Office of Benefits has been closed though new benefit information has been posted on the website. The benefit programs are functionally under the purview of the Secretary with the exception of Pension. This includes the church, health, and personal assistance program. It is proposed to establish an insurance board to advise and monitor these and other potential benefits programs in the same functional way that the Pension Board function. The new board would consist of various appointed experts in different areas of insurance and be able to advise and recommend insurance companies and programs for the OCA. We need to establish guidelines for insurance and have a team evaluate the current programs as well as recommend church, dental, disability, health, life, long-term care, etc types of insurance. We have constant communication from around the OCA on this and we need to be able to offer the best programs at the best price. The board could also assist in negotiations with current carriers and providers. I would recommend that they meet once or twice a year and the members can be drawn from recommendations from the Holy Synod and Metropolitan Council. This will ensure that there is no bias in how we obtain insurance for the OCA.

There have been some changes to the insurance over the past few months that are critical. First was the revision of the Directors and Officers insurance and the inclusion of Employment Insurance on the master plan. Recent legal issues demonstrated weakness in the plan and as such the entire plan was reviewed. The D&O coverage was increased to \$1 million per occurrence and \$1 million aggregate through Guide One. In addition, we changed some insurance with Guide One to increase coverage in critical areas. The deductible was increased on the package policy from \$250 to \$500 as well as the auto insurance deductible from \$250 to \$500 and the collision deductible from \$500 to \$1000. This allowed us to increase the workman's compensation from \$100,000 to \$500,000 and the umbrella policy limit from \$3 million to \$5 million. This did not effectively change our monthly costs but closed some gaps in coverage.

We had a difficult time obtaining Employment Insurance due to ongoing lawsuits in that area and 5 different companies denied coverage. Finally, Travelers agreed to insure for \$500,000 outside the limit. We will be able to get more competitive rates when the situation stabilizes. Michael Herzak will be addressing the joint session and will explain in detail the GAP program as well as the coverage we currently hold. He will also answer any questions on this area.

The Personal Assistance Program was also examined. In the past we had paid on all OCA clergy but we are now paying on the number utilizing the service annually. This lowered our payments by a significant amount while allowing us to continue this valuable service. Currently we have over 75 clergy using the service. We also are in negotiation with Orthodox Health Plans to extend the offer of a Health Savings Account to all clergy on the plan. This would represent a savings for the parish without loss of coverage. It is the same plan that the Chancery enacted earlier this year.

Finally, the Pension Board will be offering a report on changes to the pension plan.

3. Organization

There continues to be transitions at the Chancery staff. Daniel Armstrong, who was on the personal staff of the Metropolitan has returned to Colorado. The Metropolitan asked for Fr Samuel Gantt to be placed on the staff at the Chancery as a Visual Communication Specialist. This position is on the flow chart and was approved by the Treasurer and Chairman of the Finance Committee. He reports to the Director of Ministries and Communications who will offer a more detailed report on his function

The Dean of Military Chaplains completed his job description which is now part of the Office of the Metropolitan. Jessica Linke was moved to a part time position this summer to assist in freeing cash. However, Helen Detke recently was injured and will be in rehabilitation until the end of September. As such we brought Jessica back on full-time to fill the gap left by Helen's absence. Other personal changes to departments will be reported on by the DMC. There will be a need to integrate the new Metropolitan Council members into committees.

4. Council and Synods

We have begun the planning process for the 16th All-American Council and with the blessing of His Beatitude, Fr. Myron Manzuk will assist the Chancery. Bishop Benjamin has been appointed the Episcopal Moderator for the 16th AAC. We also engaged Council Direct who has been utilized by the OCA for the past four AAC to find a location (their fees are paid by the hotel we eventually engage). The direction we received from the Holy Synod was that the AAC was to be held in the Diocese of West if possible, that it would be in the Fall, and that we should try to ensure that the Alaskan Clergy be involved. The current date being considered is October 29 to November 4, 2011. The selection of this proposed date is due to Fall being cheaper for rooms (in some cases

50%), the Alaskan clergy will be gathered in Anchorage and can fly directly to the AAC, and availability according to other scheduled events. There will be a full presentation on locations later in the meeting. We will also need to appoint a Pre-Conciliar Commission to begin developing the theme, agenda and material. There is a time line that needs to be followed and we are currently ahead of that schedule though 2010 will be critical in planning.

Other meetings continue to be planned as scheduled. Reports will continue to be sent prior to meetings electronically. It is asked that chairs of committees keep the rest of the Metropolitan Council informed of actions. The new Metropolitan Council handbook as put forward by the Council Development Committee will greatly assist the future operations. The Committee will speak more on this in their report.

Other meetings such as the interface with the St Vladimir's Institute, committees, commissions, etc continues. This can often be time consuming, as logistics of the meetings require much attention.

5. Archives

There has been much talk about the future of the archives. As such a meeting with the Secretary, Elena Silk and Alex Liberovsky explored the different options. A report on the findings is presented at this meeting. We also want to acknowledge the good work of Nikolaj Kostur who assisted Alex for many months. It greatly improved the condition. Also such displays as seen at the recent SVS Institute were of great value. Alex is also providing weekly reviews to the staff on important events in Orthodoxy. He also continues to assist the Holy Synod and staff on a daily basis as well as a host of people who come through and utilize the archives, sometimes on a weekly basis. The archives are a valuable resource and needs to be developed through such means as electronic filing and access as well as other methods to make them more accessible. We will be exploring different grants to assist the Church in preserving this valuable asset.

6. Estate Management

The major issue with the building is the asbestos in the basement. Five different companies were contacted and examined the pipes. It was found that there are some tears in the containment and that there will need to be repairs made along the over 1600 linear feet of piping in the basement. There are two ways to proceed, either remove it completely or rewrap the asbestos. The price options range from \$30,000 (complete removal) to \$8000 (rewrap). It needs to be done and money should be budgeted for this. The other major project that needs to be done is the scrapping and painting of the fire escape that is past due. This will cost \$1500.

All of the fire extinguishers have been certified, a fire escape plan posted, an escape plan posted and all fire regulations are now adhered to. Bids were taken on the installation of burglar alarms and an integrated fire detection system. It is cost prohibitive at this time though new stand-alone smoke alarms are being installed in the proper places.

The grounds continue to be in good shape due to the excellent work of our contracted company. There were some trees that fell due to the increased rain and we were able to have them removed for a very reasonable price. There are five dead trees and numerous dead branches that will need to be removed so they do not damage any property. I have received quotes from three companies and the best would be \$1200 a day (estimated two days of work). I have also received quotes on painting the building and the best quote is for \$37,000. Other work continues with our handyman on an “on call” basis.

7. Other Issues

A great part of my time is spent on legal issues. This involves coordination with the General Counsel, Legal Committee, insurance companies and staff. There are decision on priority of payments as well as assistance to the legal teams on information, conference calls and responses to new cases. This also includes the Chancellor who deals with his own areas of responsibility. It must be recognized that there is a tremendous number of hours that is spent responding to queries, dealing with the insurance companies, etc. These issues are often time sensitive so they must take priority. There has developed an excellent working relationship with the Legal Team. The specific legal issues and cases will be discussed in the legal committee report.

I would like to recommend that every member of the Holy Synod, Metropolitan Council as well as the officers of the Church listen to the 4 Hour Legal Training Program for Church Boards by Hammer and Cobble of Church Law and Tax Report. It is an excellent resource for understanding the role as a member of a church board. It covers areas such as legal liability and fiduciary duties to church documents and reports, congregational and financial issues as well as personnel issues. We are trying to obtain permission to post this online for our use. We also subscribe to Church Law and Tax Report that is invaluable on current issues that affect church management and is another resource that should be utilized.

While many of the issues discussed in this report may seem to be far removed from Church life and pastoral care, they are not. Each on of these issues deals with a gift that was entrusted to the Church and each one of these issues affects the way the life of the Church is presented. Anyone of them has an importance in how we exercise our good stewardship on a personal and communal level. How we exercise our roles as pastors of these gifts will affect our own souls. So we must ensure that none of them destroy anything but rather lead to a stronger Church that preaches the Risen Christ.

Report of the Treasurer and Chairman of the OCA Finance Committee
For the period January 1, 2009 through June 30, 2009

Diocesan Assessments and Operating Income – As you will see on the accompanying report, we ended the first six months of the year with a loss of \$2,510.97. However, from a cash flow perspective we certainly didn't do as well. Three of the dioceses, Eastern Pennsylvania, Western Pennsylvania, and the Romanian Episcopate were behind in there June assessments. These three dioceses were behind by a combined \$48,952.50. We were fortunate though to have received the July assessment of \$21,673.75 from the Diocese of the West ahead of schedule which helped considerably. Through June 30th, it was also promising to see that we received \$69,930.10 for the Fellowship of Orthodox Stewards (FOS). The combination of the assessments and FOS contributions helped us to exceed our six month budgeted income by \$242,658.10. Following is a summary of the diocesan assessments by diocese:

Diocese	Jan	Feb	Mar	Apr	May	June	Year-to-Date
Albanian Archdiocese	\$ 3,600.00		\$ 3,600.00		\$ 3,600.00	\$ 3,600.00	\$ 14,400.00
Bulgarian Diocese			\$ 5,000.00				\$ 5,000.00
Diocese of Alaska				\$ 31,554.87			\$ 31,554.87
Diocese of Eastern Pennsylvania	\$ 27,230.00	\$ 27,230.00	\$ 27,230.00	\$ 27,230.00	\$ 27,230.00	\$ 27,230.00	\$ 163,380.00
Diocese of New England	\$ 17,683.00	\$ 16,940.00	\$ 16,988.00	\$ 16,940.00	\$ 17,062.00	\$ 16,940.00	\$ 102,553.00
Diocese of the Midwest	\$ 45,000.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00	\$ 272,500.00
Diocese of the South	\$ 28,105.00	\$ 28,000.00	\$ 6,921.25	\$ 21,008.75	\$ 21,008.75	\$ 21,008.75	\$ 128,052.50
Diocese of the West	\$ 21,708.75	\$ 21,673.75	\$ 21,673.75	\$ 21,673.75	\$ 21,673.75	\$ 21,673.75	\$ 130,077.50
Diocese of Washington and New York	\$ 43,968.75	\$ 43,968.75	\$ 43,968.75	\$ 43,968.75	\$ 43,968.75	\$ 43,968.75	\$ 263,812.50
Diocese of Western Pennsylvania	\$ 29,722.50	\$ 19,722.50	\$ 19,722.50	\$ 19,722.50	\$ 19,722.50	\$ 19,722.50	\$ 128,335.00
Holy Wisdom Parish, Cambridge, NY					\$ 2,625.00		\$ 2,625.00
Romanian Episcopate	\$ 6,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 16,000.00
St. Sergius Chapel, Syosset, NY			\$ 105.00				\$ 105.00
Total	\$ 223,018.00	\$ 205,035.00	\$ 192,709.25	\$ 229,598.62	\$ 204,390.75	\$ 201,643.75	\$ 1,256,395.37

(Assessments received in July, 2009)

Executive Salaries – Executive salaries continue to be over budget through June due to the items previously reported, namely: (1) Fr. Michael Tassos working full-time for the first three months of the year, (2) Metropolitan Jonah's salary, and (3) the gross up in salary for SECA (Self Employment Compensation Act) taxes. Again, this variance should continue to decline through the rest of 2009.

Executive Benefits – As previously reported, the chancery staff changed from the regular OCA health plan to a health savings account. The health savings account needed to be prefunded so that the employees have this money available when needed and it was funded partially in March and the remaining portion was funded in June. Since Fr. Michael Tassos dropped his coverage there is a positive variance in the Executive Benefits.

Administrative Offices – Salaries – The positive variance in the salaries line is due to the fact that OCA Controller, Fr. Dennis Swencki, is being paid as an independent

contractor. Therefore, it appears that we are under budget on salaries but over budget on Outside Contractors. If you combine the amounts you will see that we are actually still under budget by \$18,492.83.

Administrative Offices – Benefits - As mentioned above, the health savings account was funded in part in June, 2009. As we continue through the rest of 2009 we should see this variance decrease.

Accounting – This variance is simply due to the fact that the outside accounting firm began their fieldwork in May. The accounting fees will show up in the next couple of months.

Legal – The single biggest variance comes in the area of legal expenses. Through June 30th, we have spent \$273,683.56. The legal fees break down as follows:

Date	Num	Name	Description	Amount	Matter Total
3/30/09	35459	Eaton & Van Winkle LLP	+Nikolai	\$ 14,956.17	\$ 14,956.17
5/19/09	35842	Eaton & Van Winkle LLP	General Counsel	\$ 507.35	
4/8/09	35451	Eaton & Van Winkle LLP	General Counsel	\$ 1,221.00	\$ 1,728.35
3/30/09	35460	Eaton & Van Winkle LLP	Kondratick	\$ 8,120.20	
3/30/09	35450	Eaton & Van Winkle LLP	Kondratick	\$ 8,038.13	\$ 16,158.33
5/19/09	35974	Eaton & Van Winkle LLP	Nikolai Litigation	\$ 956.00	\$ 956.00
6/2/09	98402	Ehridge Quinn McAuliffe Rowan & Hartinge	Koumentakos	\$ 4,455.50	
4/21/09	98090	Ehridge Quinn McAuliffe Rowan & Hartinge	Koumentakos	\$ 15,429.06	\$ 19,884.56
1/23/09	17058	Sahn, Ward & Baker, PLLC	Kondratick	\$ 525.00	
1/23/09	17059	Sahn, Ward & Baker, PLLC	Kondratick	\$ 16,989.25	
3/5/09	17106 - part 1	Sahn, Ward & Baker, PLLC	Kondratick	\$ 30,000.00	
3/5/09	17106 - part 3	Sahn, Ward & Baker, PLLC	Kondratick	\$ 24,878.20	
3/18/09	17106 - part 2	Sahn, Ward & Baker, PLLC	Kondratick	\$ 10,000.00	
3/18/09	17201	Sahn, Ward & Baker, PLLC	Kondratick	\$ 21,887.48	
3/18/09	17104	Sahn, Ward & Baker, PLLC	Kondratick	\$ 10,307.40	
4/2/09	17335	Sahn, Ward & Baker, PLLC	Kondratick	\$ 39,958.92	
4/2/09	17336	Sahn, Ward & Baker, PLLC	Kondratick	\$ 4,977.89	
4/2/09	17337	Sahn, Ward & Baker, PLLC	Kondratick	\$ 2,077.67	
6/2/09	17595	Sahn, Ward & Baker, PLLC	Kondratick	\$ 203.75	
6/2/09	17594	Sahn, Ward & Baker, PLLC	Kondratick	\$ 721.30	
6/30/09	538	Sahn, Ward & Baker, PLLC	Kondratick	\$ 57,473.29	\$ 220,000.15
Total Legal Fees				\$ 273,683.56	\$ 273,683.56

Holy Synod – With the election of Metropolitan Jonah, we have incurred additional office expenses and moving expenses which were simply not anticipated at the time the budget was prepared. To date, we have incurred \$19,044.20 of expenses related to the Metropolitan that simply were not anticipated.

Property Support – Through June 30th, Property Support is over budget by \$19,790.24. Almost half of this variance, \$9,741.25, is attributable to additional auto expense related to the Metropolitan's travel throughout his dioceses, the seminaries, and other various meetings. The variance in equipment leasing is due to additional lease costs associated

with the copier/scanner. Finally, the variance in salaries and benefits is related to additional support staff for the Metropolitan.

Department of Communications and Ministries – “The Orthodox Church” - Through June 30th, the expenses related to the Orthodox Church magazine have unfortunately continued to climb and we have exceeded the annual budget by \$719.89. Therefore, we regret to say that no further hard copy issues will be printed in 2009 unless some additional donors step forward.

Departmental Ministries – Given that we simply can not give out what we don't have, most of the ministries have only received nominal amounts of funding for 2009. At the Spring 2009 meeting of the Metropolitan Council, it was agreed that all monies collected from FOS would be used for ministries. In keeping with this decision and in light of the fact that we simply do not have any additional funds at this time, it is our recommendation that the money collected from FOS for 2009 be the sole funding for the ministries for this year. Included with your report is a breakdown of exactly how the funds work out. What we propose is that none of the diocesan assessment income be used for the ministries but just the \$69,930.10, less the cost of the printing and mailing. At the end of June, this would mean that we have an additional \$20,473.55 that will be apportioned to the departmental ministries for the rest of 2009.

Other items/Issues - If you examine the budget, you will see that the annual budget shows a surplus of \$90,000. This is the amount of the principal reduction on the Honesdale bank loan. In other words, our budget was based upon achieving enough surplus to pay the principal. We have not achieved this and in fact, we are \$47,510.97 behind budget through June 30th. While there were a number of accounts that were over budget, the single biggest concern is in the area of legal fees. We discussed this issue at the last Metropolitan Council meeting and we had hoped that a budget of \$150,000 would be sufficient for 2009. However, as we have already spent over \$273,000 in 2009 and the year is only half over, we must deal with this very difficult issue. Fr. Matthew Tate and I met recently in Los Angeles to discuss some possible solutions to bring to you and the Holy Synod. When we gather in the next couple of weeks we would like to discuss the following options:

- Legal Defense fund appeal
- Refinancing of the Chancery property
- Additional revisions to the 2009 budget and planning for the 2010 budget

We look forward to meeting in two weeks and discussing these difficult issues and hopefully coming to some meaningful solutions.

Respectfully in Christ,

Archpriest Mathew Tate, Chair, Finance Committee
Priest Michael Tassos, Treasurer

Orthodox Church in America
Detailed Actual versus Budget - Unrestricted Accounts
(Accrual Basis)
For the period January 1, 2009 through June 30, 2009

	Actuals <u>thru June 30, 2009</u>	Annual <u>Budget</u>	Prorated <u>Budget Jan - June</u>	Variance to Budget <u>Jan - June</u>	<u>% of Budget</u>
Operating Income					
Diocesan Assessments	\$ 1,256,395.37	\$ 2,237,130.29	\$ 1,118,565.14	\$ 137,830.23	112.32%
Miscellaneous Income					
Contributions	\$ 1,664.30	\$ -	\$ -	\$ 1,664.30	
Yearbook & Calendar	\$ 90.00	\$ -	\$ -	\$ 90.00	
TOC Subscriptions	\$ 612.55	\$ -	\$ -	\$ 612.55	
Misc. Income	\$ 11,916.86	\$ -	\$ -	\$ 11,916.86	
Interest income	\$ 1,721.66	\$ -	\$ -	\$ 1,721.66	
Voluntary Support & Bequests	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
Total Miscellaneous Income	<u>\$ 26,005.37</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,005.37</u>	
Designated Income					
Department programs	\$ 4,300.40	\$ -	\$ -	\$ 4,300.40	
St. Sergius of Radonezh Chapel	\$ 4,592.00	\$ -	\$ -	\$ 4,592.00	
Total Designated Income	<u>\$ 8,892.40</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,892.40</u>	
FOS Income (see note A)					
Individual Membership	\$ 69,930.10	\$ -	\$ -	\$ 69,930.10	
Total FOS Income	<u>\$ 69,930.10</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 69,930.10</u>	
Total Operating Income	<u>\$ 1,361,223.24</u>	<u>\$ 2,237,130.29</u>	<u>\$ 1,118,565.14</u>	<u>\$ 242,658.10</u>	<u>121.69%</u>
Expenses					
Executive Offices					
Salaries	\$ 173,559.93	\$ 279,500.00	\$ 139,750.00	\$ 33,809.93	124.19%
Benefits	\$ 51,193.42	\$ 103,900.00	\$ 51,950.00	\$ (756.58)	98.54%
Total Executive Offices	<u>\$ 224,753.35</u>	<u>\$ 383,400.00</u>	<u>\$ 191,700.00</u>	<u>\$ 33,053.35</u>	<u>117.24%</u>
Administrative Offices					
Salaries	\$ 79,730.68	\$ 279,000.00	\$ 139,500.00	\$ (59,769.32)	57.15%
Benefits	\$ 54,052.94	\$ 75,757.00	\$ 37,878.50	\$ 16,174.44	142.70%
Bank fees, registration fees	\$ 1,233.95	\$ 500.00	\$ 250.00	\$ 983.95	493.58%
Dues	\$ 315.00	\$ -	\$ -	\$ 315.00	
Business expenses - other	\$ 367.15	\$ -	\$ -	\$ 367.15	
Office expense	\$ 4,107.60	\$ 10,000.00	\$ 5,000.00	\$ (892.40)	82.15%
Books, subscriptions	\$ 403.21	\$ -	\$ -	\$ 403.21	
Accounting	\$ 42,942.00	\$ 65,000.00	\$ 32,500.00	\$ 10,442.00	132.13%
Accounting software	\$ -	\$ 1,495.00	\$ 747.50	\$ (747.50)	0.00%
Legal	\$ 273,683.56	\$ 150,000.00	\$ 75,000.00	\$ 198,683.56	364.91%
Outside contractors	\$ 43,776.49	\$ 5,000.00	\$ 2,500.00	\$ 41,276.49	1751.06%
Food	\$ 148.60	\$ 3,000.00	\$ 1,500.00	\$ (1,351.40)	9.91%
Travel & meetings - central admin	\$ 16,856.50	\$ 20,000.00	\$ 10,000.00	\$ 6,856.50	168.57%
Postage, mailing services	\$ 16,806.08	\$ -	\$ -	\$ 16,806.08	
Other administrative expenses	\$ 1,401.48	\$ -	\$ -	\$ 1,401.48	
Office Supplies	\$ 7,093.09	\$ 9,000.00	\$ 4,500.00	\$ 2,593.09	157.62%
Telephone	\$ 10,788.51	\$ -	\$ -	\$ 10,788.51	
Internet	\$ 872.32	\$ -	\$ -	\$ 872.32	
Insurance - D&O	\$ 3,662.00	\$ -	\$ -	\$ 3,662.00	
Equipment leasing	\$ 5,486.22	\$ -	\$ -	\$ 5,486.22	
Payroll processing fees	\$ 1,780.06	\$ 1,500.00	\$ 750.00	\$ 1,030.06	237.34%
Stipend (Mat. Glagolev)	\$ 5,700.00	\$ 11,400.00	\$ 5,700.00	\$ -	100.00%
Computer expense	\$ 6,117.37	\$ 12,000.00	\$ 6,000.00	\$ 117.37	101.96%
Mortgage interest	\$ 39,025.10	\$ 84,000.00	\$ 42,000.00	\$ (2,974.90)	92.92%
Medical Ethics salaries & benefits	\$ 2,533.61	\$ -	\$ -	\$ 2,533.61	
Total Administrative Offices	<u>\$ 618,883.52</u>	<u>\$ 727,652.00</u>	<u>\$ 363,826.00</u>	<u>\$ 255,057.52</u>	<u>170.10%</u>
Metropolitan					
Metropolitan Travel	\$ 13,832.06	\$ 20,000.00	\$ 10,000.00	\$ 3,832.06	138.32%
Office expense	\$ 1,306.81	\$ -	\$ -	\$ 1,306.81	
Total Metropolitan Expenses	<u>\$ 15,138.87</u>	<u>\$ 20,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ 5,138.87</u>	<u>151.39%</u>
Holy Synod					
Travel	\$ 32,358.34	\$ 40,000.00	\$ 20,000.00	\$ 12,358.34	161.79%
Charity	\$ 1,950.00	\$ 25,000.00	\$ 12,500.00	\$ (10,550.00)	15.60%
Office expenses	\$ 8,465.25	\$ -	\$ -	\$ 8,465.25	
Moving expenses	\$ 3,292.07	\$ -	\$ -	\$ 3,292.07	

Orthodox Church in America
Detailed Actual versus Budget - Unrestricted Accounts
(Accrual Basis)
For the period January 1, 2009 through June 30, 2009

	Actuals	Annual	Prorated	Variance to Budget	
	thru June 30, 2009	Budget	Budget Jan - June	Jan - June	% of Budget
Food	\$ 2,488.58		\$ -	\$ 2,488.58	
Books, publications	\$ 1,123.70		\$ -	\$ 1,123.70	
Parking	\$ 49.76		\$ -		
Utilities	\$ 210.25		\$ -		
Phones	\$ 400.00				
Postage	\$ 220.89		\$ -	\$ 220.89	
Office supplies	\$ 2,793.70		\$ -	\$ 2,793.70	
Total Holy Synod	\$ 53,352.54	\$ 65,000.00	\$ 32,500.00	\$ 20,852.54	164.16%
Holy Synod - Liturgical Items	\$ 7,808.64	\$ -	\$ -	\$ 7,808.64	
Metropolitan Council					
Travel and Meetings	\$ 6,601.32	\$ 40,000.00	\$ 20,000.00	\$ (13,398.68)	33.01%
Food	\$ 940.67	\$ -	\$ -	\$ 940.67	
Total Metropolitan Council	\$ 7,541.99	\$ 40,000.00	\$ 20,000.00	\$ (12,458.01)	37.71%
Property Support					
Salaries	\$ 29,115.32	\$ 45,000.00	\$ 22,500.00	\$ 6,615.32	129.40%
Benefits	\$ 14,713.81	\$ 24,351.50	\$ 12,175.75	\$ 2,538.06	120.85%
Insurance	\$ 15,621.09	\$ 25,000.00	\$ 12,500.00	\$ 3,121.09	124.97%
Property tax	\$ 14,200.29	\$ 25,000.00	\$ 12,500.00	\$ 1,700.29	113.60%
Telephone	\$ 6,346.26	\$ 20,000.00	\$ 10,000.00	\$ (3,653.74)	63.46%
Equipment Leasing	\$ 10,867.51	\$ 12,000.00	\$ 6,000.00	\$ 4,867.51	181.13%
Auto expense	\$ 12,241.25	\$ 5,000.00	\$ 2,500.00	\$ 9,741.25	489.65%
Equipment rental	\$ 130.35	\$ 500.00	\$ 250.00	\$ (119.65)	52.14%
Outside contractors	\$ 1,334.86		\$ -	\$ 1,334.86	
Janitorial	\$ 761.80	\$ 2,500.00	\$ 1,250.00	\$ (488.20)	60.94%
Lawn	\$ 12,450.00	\$ 20,000.00	\$ 10,000.00	\$ 2,450.00	124.50%
Garbage removal	\$ 977.32	\$ 2,000.00	\$ 1,000.00	\$ (22.68)	97.73%
General repairs	\$ -	\$ 2,500.00	\$ 1,250.00	\$ (1,250.00)	0.00%
Equipment repairs	\$ -	\$ 2,500.00	\$ 1,250.00	\$ (1,250.00)	0.00%
Travel	\$ 314.99	\$ -	\$ -	\$ 314.99	
Cable	\$ 141.58	\$ 600.00	\$ 300.00	\$ (158.42)	47.19%
Electricity	\$ 6,812.55	\$ 14,000.00	\$ 7,000.00	\$ (187.45)	97.32%
Gas	\$ 436.71	\$ 1,000.00	\$ 500.00	\$ (63.29)	87.34%
Water	\$ 5.85	\$ 1,800.00	\$ 900.00	\$ (894.15)	0.65%
Heating oil	\$ 5,644.45	\$ 20,000.00	\$ 10,000.00	\$ (4,355.55)	56.44%
DSL	\$ -	\$ 900.00	\$ 450.00	\$ (450.00)	0.00%
Total Property Support	\$ 132,115.99	\$ 224,651.50	\$ 112,325.75	\$ 19,790.24	117.62%
St. Sergius Chapel					
Liturgical Supplies	\$ 2,743.34	\$ -	\$ -	\$ 2,743.34	
Total St. Sergius Chapel	\$ 2,743.34	\$ -	\$ -	\$ 2,743.34	
Department of Communications and Ministries					
Salaries	\$ 45,638.80	\$ 95,000.00	\$ 47,500.00	\$ (1,861.20)	96.08%
Benefits	\$ 18,298.31	\$ 38,944.00	\$ 19,472.00	\$ (1,173.69)	93.97%
The Orthodox Church - Salaries	\$ 23,517.24	\$ 47,034.48	\$ 23,517.24	\$ -	100.00%
The Orthodox Church - Benefits	\$ 1,248.64	\$ 7,085.21	\$ 3,542.60	\$ (2,293.96)	35.25%
Equipment rental	\$ 349.27		\$ -		
Travel	\$ 284.39		\$ -	\$ 284.39	
Contract web master	\$ 9,300.00	\$ 36,000.00	\$ 18,000.00	\$ (8,700.00)	51.67%
Office supplies & postage	\$ 139.34	\$ 5,000.00	\$ 2,500.00	\$ (2,360.66)	5.57%
Parking	\$ 35.50				
Internet	\$ 288.00		\$ -		
Website hosting and maintenance	\$ 3,000.00	\$ 15,000.00	\$ 7,500.00	\$ (4,500.00)	40.00%
Printing, copying and postage "The Orthodox Church"	\$ 50,719.89	\$ 50,000.00	\$ 25,000.00	\$ 25,719.89	202.88%
Total Department of Communications and Ministries	\$ 152,819.38	\$ 294,063.69	\$ 147,031.84	\$ 5,787.54	103.94%
Department of External Affairs					
Salaries	\$ 15,704.81	\$ 34,265.04	\$ 17,132.52	\$ (1,427.71)	91.67%
Benefits	\$ 2,293.28	\$ 5,234.83	\$ 2,617.41	\$ (324.13)	87.62%
Cable	\$ 134.85		\$ -	\$ 134.85	
Postage	\$ 13.05		\$ -	\$ 13.05	
Parking	\$ 62.00		\$ -	\$ 62.00	
Bank fees	\$ -		\$ -	\$ -	
Office expense	\$ 198.22		\$ -	\$ 198.22	

Orthodox Church in America
Detailed Actual versus Budget - Unrestricted Accounts
(Accrual Basis)
For the period January 1, 2009 through June 30, 2009

	Actuals thru June 30, 2009	Annual Budget	Prorated Budget Jan - June	Variance to Budget Jan - June	% of Budget
St. Catherines - Salaries	\$ 13,806.12	\$ 26,000.00	\$ 13,000.00	\$ 806.12	106.20%
St. Catherines - Benefits	\$ 4,229.27	\$ 10,336.00	\$ 5,168.00	\$ (938.73)	81.84%
St. Catherines - Travel	\$ 922.05		\$ -		
St. Catherines - Other	\$ 455.00		\$ -		
Interchurch travel	\$ 9,682.57	\$ 10,000.00	\$ 5,000.00	\$ 4,682.57	193.65%
SCOBA	\$ -	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	0.00%
Other interchurch organizations	\$ -	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	0.00%
Total Department of External Affairs	\$ 47,501.22	\$ 95,835.87	\$ 47,917.93	\$ (416.71)	99.13%
<u>Department of History and Archives</u>					
Salaries	\$ 36,675.90	\$ 57,233.52	\$ 28,616.76	\$ 8,059.14	128.16%
Benefits	\$ 14,673.72	\$ 26,143.71	\$ 13,071.86	\$ 1,601.86	112.25%
Supplies	\$ 269.20		\$ -	\$ 269.20	
Total Benefits	\$ 51,618.82	\$ 83,377.23	\$ 41,688.62	\$ 9,930.20	123.82%
<u>Department of Chaplaincy</u>					
Stipends	\$ 6,000.00	\$ 12,000.00	\$ 6,000.00	\$ -	100.00%
OCA Credentialing		\$ 1,500.00	\$ 750.00	\$ (750.00)	0.00%
COMISS membership		\$ 1,200.00	\$ 600.00	\$ (600.00)	0.00%
AREB Religious endorsing body		\$ 1,000.00	\$ 500.00	\$ (500.00)	0.00%
Office expenses		\$ 1,000.00	\$ 500.00	\$ (500.00)	0.00%
OCA Representation for military chaplains		\$ 1,200.00	\$ 600.00	\$ (600.00)	0.00%
OCA Representation for VA chaplains		\$ 1,000.00	\$ 500.00	\$ (500.00)	0.00%
NCMAF/ECVAC fair share		\$ 1,800.00	\$ 900.00	\$ (900.00)	0.00%
Total Department of Chaplaincy	\$ 6,000.00	\$ 20,700.00	\$ 10,350.00	\$ (4,350.00)	57.97%
<u>Department of Evangelization</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Strategic consultation with Dioc. Ed. Reps.		\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)	0.00%
Travel to planting Grant sites (6)		\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)	0.00%
Visit to seminaries		\$ 700.00	\$ 350.00	\$ (350.00)	0.00%
Office supplies		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Total Department of Evangelization	\$ 3,000.00	\$ 13,200.00	\$ 6,600.00	\$ (3,600.00)	45.45%
<u>Department of Liturgical Music and Translations</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Troparia & kontakia project	\$ 1,000.00	\$ 2,300.00	\$ 1,150.00	\$ (150.00)	86.96%
Texts for liturgical services		\$ 700.00	\$ 350.00	\$ (350.00)	0.00%
Composition/adaptation of music for missions		\$ 1,000.00	\$ 500.00	\$ (500.00)	0.00%
Office expenses		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Total Department of Liturgical Music and Translations	\$ 4,000.00	\$ 10,500.00	\$ 5,250.00	\$ (1,250.00)	76.19%
<u>Department of Pastoral Life and Vocational Development</u>					
Stipends	\$ 3,400.00	\$ 6,000.00	\$ 3,000.00	\$ 400.00	113.33%
National Clergy consultation on Strategic plan		\$ 8,000.00	\$ 4,000.00	\$ (4,000.00)	0.00%
Seminarian internship stipend		\$ 6,000.00	\$ 3,000.00	\$ (3,000.00)	0.00%
Seminarian internship program		\$ 11,000.00	\$ 5,500.00	\$ (5,500.00)	0.00%
Office expenses		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Total Department of Pastoral Life and Vocational Dev.	\$ 3,400.00	\$ 31,500.00	\$ 15,750.00	\$ (12,350.00)	21.59%
<u>Department of Christian Education</u>					
Stipends	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	300.00%
Strategic consultation with Dioc. Ed. Reps.		\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)	0.00%
Activity book III: downloadable book		\$ 4,000.00	\$ 2,000.00	\$ (2,000.00)	0.00%
FOCUS unit: Genesis or Liturgical music		\$ 1,000.00	\$ 500.00	\$ (500.00)	0.00%
Web support: formatting and posting		\$ 4,000.00	\$ 2,000.00	\$ (2,000.00)	0.00%
OCA representation on OCEC		\$ 400.00	\$ 200.00	\$ (200.00)	0.00%
Travel	\$ 917.31		\$ -		
Office expenses		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Total Department of Christian Education	\$ 9,917.31	\$ 18,900.00	\$ 9,450.00	\$ 467.31	104.95%
<u>Department of Youth and Young Adults</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Strategic plan consultation with Dioc. Reps.		\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)	0.00%
OCA representation on OCF		\$ 400.00	\$ 200.00	\$ (200.00)	0.00%
OCF college conference scholarships		\$ 1,750.00	\$ 875.00	\$ (875.00)	0.00%
Visit to seminaries to speak on youth	\$ 1,190.72	\$ 700.00	\$ 350.00	\$ 840.72	340.21%

Orthodox Church in America
Detailed Actual versus Budget - Unrestricted Accounts
(Accrual Basis)
For the period January 1, 2009 through June 30, 2009

	Actuals	Annual	Prorated	Variance to Budget	
	thru June 30, 2009	Budget	Budget Jan - June	Jan - June	% of Budget
Web site maintenance		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Office expenses		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Total Department of Youth and Young Adults	\$ 4,190.72	\$ 12,850.00	\$ 6,425.00	\$ (2,234.28)	65.23%
Department of Christian Service					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Strategic plan consultation with Dioc. Reps.	\$ 498.00	\$ 3,000.00	\$ 1,500.00	\$ (1,002.00)	33.20%
Resource handbook		\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)	0.00%
OCA representation on Church World Service		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Travel to Church World Service ann. Meeting		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Office expenses		\$ 500.00	\$ 250.00	\$ (250.00)	0.00%
Total Department of Christian Service	\$ 3,498.00	\$ 13,500.00	\$ 6,750.00	\$ (3,262.00)	51.82%
Fellowship of Orthodox Stewards					
Travel	\$ -	\$ 4,000.00	\$ 2,000.00	\$ (2,000.00)	0.00%
Printing and mailings	\$ 15,450.52	\$ 6,000.00	\$ 3,000.00	\$ 12,450.52	515.02%
Office expenses		\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	0.00%
Total Department of Orthodox Stewards	\$ 15,450.52	\$ 12,000.00	\$ 6,000.00	\$ 9,450.52	257.51%
Repayment of 9/11 Funds to the Restricted Endowment	\$ -	\$ 25,000.00	\$ 12,500.00	\$ (12,500.00)	0.00%
Policies and Procedures Regarding Sexual Misconduct	\$ -	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	0.00%
Strategic Planning	\$ -	\$ 50,000.00	\$ 25,000.00	\$ (25,000.00)	0.00%
Total Expenses (excluding depreciation)	\$ 1,363,734.21	\$ 2,147,130.29	\$ 1,073,565.14	\$ 290,169.07	127.03%
Net Income/(loss) - Unrestricted Accounts	\$ (2,510.97)	\$ 90,000.00	\$ 45,000.00	\$ (47,510.97)	-5.58%

Note A - Pursuant to the directives of the Holy Synod and Metropolitan Council all FOS contributions are designated solely for departmental ministries

Orthodox Church in America
Detailed Actual versus Budget - Unrestricted Accounts
Departmental Ministries Only
For the period January 1, 2009 through June 30, 2009

	<u>Actuals</u> <u>thru June 30, 2009</u>	<u>Original</u> <u>Annual</u> <u>Budget</u>	<u>Prorated</u> <u>Budget</u> <u>Jan - June</u>	<u>Variance to Budget</u> <u>Jan - June</u>	<u>% of Budget</u>
<u>FOS Income</u>					
Individual Membership	\$ 69,930.10	\$ -	\$ -	\$ 69,930.10	
Less: Printing and mailings	\$ (15,450.52)				
Net FOS Income available	<u>\$ 54,479.58</u>				
<u>Department of Chaplaincy</u>					
Stipends	\$ 6,000.00	\$ 12,000.00	\$ 6,000.00	\$ -	100.00%
<u>Department of Evangelization</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
<u>Department of Liturgical Music and Translations</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Troparia & kontakia project	\$ 1,000.00	\$ 2,300.00	\$ 1,150.00	\$ (150.00)	86.96%
Total Department of Liturgical Music and Translations	<u>\$ 4,000.00</u>	<u>\$ 8,300.00</u>	<u>\$ 4,150.00</u>	<u>\$ (150.00)</u>	<u>96.39%</u>
<u>Department of Pastoral Life and Vocational Development</u>					
Stipends	\$ 3,400.00	\$ 6,000.00	\$ 3,000.00	\$ 400.00	113.33%
<u>Department of Christian Education</u>					
Stipends	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00	300.00%
Travel	\$ 917.31	\$ -	\$ -		
Total Department of Christian Education	<u>\$ 9,917.31</u>	<u>\$ 6,000.00</u>	<u>\$ 3,000.00</u>	<u>\$ 6,917.31</u>	<u>330.58%</u>
<u>Department of Youth and Young Adults</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Visit to seminaries to speak on youth	\$ 1,190.72	\$ 700.00	\$ 350.00	\$ 840.72	340.21%
Total Department of Youth and Young Adults	<u>\$ 4,190.72</u>	<u>\$ 6,700.00</u>	<u>\$ 3,350.00</u>	<u>\$ 840.72</u>	<u>125.10%</u>
<u>Department of Christian Service</u>					
Stipends	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ -	100.00%
Strategic plan consultation with Dioc. Reps.	\$ 498.00	\$ 3,000.00	\$ 1,500.00	\$ (1,002.00)	33.20%
Total Department of Christian Service	<u>\$ 3,498.00</u>	<u>\$ 9,000.00</u>	<u>\$ 4,500.00</u>	<u>\$ (1,002.00)</u>	<u>77.73%</u>
Total ministry expenditures through June 30, 2009	<u>\$ 34,006.03</u>				
Net Available for ministries as of June 30, 2009	<u>\$ 20,473.55</u>				

Orthodox Church in America
 Legal Fees

January 1 through September 2, 2009

Memo

Date	Num	Name	Account	Debit
01/23/2009	17058	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	525.00
01/23/2009	17059	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	16,989.25
03/05/2009	17106 - part 1	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	30,000.00
03/05/2009	17106 - part 3	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	24,878.20
03/18/2009	17106 - part 2	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	10,000.00
03/18/2009	17201	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	21,887.48
03/18/2009	17104	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	10,307.40
04/02/2009	17335	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	39,958.92
04/02/2009	17336	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	4,977.89
04/02/2009	17337	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	2,077.67
06/02/2009	17595	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	203.75
06/02/2009	17594	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	721.30
07/21/2009	17728-A	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	5,000.00
07/21/2009	17729	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	46,918.70
08/11/2009	17728-B	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	5,758.34
08/18/2009	17893	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	13,282.44
08/18/2009	17890	Sahn, Ward & Baker, PLLC	6214 · Legal Fees	38,449.64
Total				271,935.98

03/30/2009	35459	Eaton & Van Winkle LLP	6214 · Legal Fees	14,956.17
03/30/2009	35460	Eaton & Van Winkle LLP	6214 · Legal Fees	8,120.20
03/30/2009	35450	Eaton & Van Winkle LLP	6214 · Legal Fees	8,038.13
04/08/2009	35451	Eaton & Van Winkle LLP	6214 · Legal Fees	1,221.00
05/19/2009	35842	Eaton & Van Winkle LLP	6214 · Legal Fees	507.35
05/19/2009	35972	Eaton & Van Winkle LLP	6214 · Legal Fees	0.00
05/19/2009	35974	Eaton & Van Winkle LLP	6214 · Legal Fees	956.00
Total				33,798.85

04/21/2009	98090	Ethridge Quinn McAuliffe Rowan & Hartinge	6214 · Legal Fees	15,429.06
06/02/2009	98402	Ethridge Quinn McAuliffe Rowan & Hartinge	6214 · Legal Fees	4,455.50
Total				19,884.56
Grand Total				325,619.39

Director of Ministries and Communications Report
Archpriest Andrew Jarmus
Fall 2009 Metropolitan Council Meeting
September 21 to 25, 2009

A. Ministries

To give the Metropolitan Council a sense of the work currently being accomplished by OCA departments, I forwarded all MC members copies of their six-month reports (for the sake of the new members on the MC they are also attached to this report). I am very grateful to all of the Chairs for their willingness to take on their responsibilities.

The perennial challenge for ministry department chairs has been the expectation of "deliverables" with minimal funding to get their jobs done. Considering our current financial situation, and within the broader context of a movement away from centralized ministry groups in favor of diocesan ministries, it can safely be surmised that the old approach – i.e. multiple ministry departments supervised by the “central administration” – is over. At the same time, there is ongoing work at the central level that cannot be neglected – for example, work on liturgical music and translations, or administration of the Church Planting Grants.

At the 2008 Fall meeting of the Metropolitan Council, I presented an idea for department restructuring with the goal of creating a smaller number of ministry areas at the central level that allowed for a higher amount of the ministry budget to be used for funding initiatives rather than stipends. The structure centered on three general areas of ministry, and was based on work mandated by our Lord Himself in the Great Commission: (1) Evangelization [“Go, make disciples...”]; (2) Liturgical Ministry [“...baptizing them...”], and (3) Education [“...teaching them to observe all that I have commanded you.”]. In discussions with Fathers Matthew Tate and Michael Tassos on the 2010 budget, I have made recommendations regarding ministry funding to them and to the Finance Committee based on this approach.

B. Communications

In 2007, when the new administrative team structure was implemented at the Chancery, two priorities were highlighted in our work. The first was finances, the second communications.

In the area of communications, these past two years have seen an expectation for the chancery to progressively do more with less. The previous administration had two full time staff at the Chancery working on communications, in addition to the “TOC” staff working off site, part time. In the new structure, there was initially one full-time staff position for communications at the Chancery and the part time “TOC” managing editor and web master. Now, there are no fulltime communications positions at the Chancery, only part time.

We now have Fr. Samuel Gantt working in OCA Communications as a graphic design specialist. This is a welcome addition to the communications team as this position was never filled after the departure of the former personnel who were involved in design work. As with our other staff, though, Fr. Samuel is working part-time.

It might seem to make fiscal sense to pare down our communications staff and resources, but this paring down will have a limit, after which reductions will negatively impact what the communications personnel are able to do. We are now reaching that point. Crossing this line is completely counter-productive for our efforts to continue to build trust through transparency, accountability, and open communication.

The internet is an important tool, and developing the OCA web site is an ongoing task. We need to do what we can to optimize our web presence. We recently had a design meeting in which Archdeacon Kirill Sokolov and Fr. Sam Gantt met with His Beatitude, Frs. Alexander Garklavs, Eric Tosi and me, to look at web site design concepts and layout ideas. This work is ongoing and it is my hope that with two people now working on it, we will see results sooner rather than later.

As it was made quite clear at the MC's spring meeting earlier this year, not all of our membership has regular access to the Internet. Print media is still an important communications resource for us. However, the fact of the matter is that even in the secular world we are seeing the demand for print media receding as the demand for electronic communications continues to advance. Fr. John Matusiak and I are discussing several possible scenarios regarding publication of TOC that take this fact into account, together with the reality of rising costs of printing and mailing hard copies of the magazine. As we look for an optimal solution, two things can be said for certain: (1) print publication of TOC will be significantly reduced; (2) TOC will continue to be published electronically on the OCA.org web site.

In the final analysis, even if the media changes, the need for communications remains. Every time we cut down on our communications resources it is like cutting another vocal cord. Reducing our communications vehicles will only serve to diminish our voice, a voice we are only now struggling to regain.

My hope is that we will look at the priority of communications with as much concern and good will as we have the area of finances. We are moving ahead, but reductions in staffing and resources has made it harder and harder. We are approaching the threshold where any further reductions will do more harm than good. Some things are simply worth the cost.

C. Follow-up on Initiatives Reported at the 2009 Spring Meeting of the Metropolitan Council

1. OCA.org web site. A key element in the redesign is migrating our existing site to up-to-date web design and hosting applications that will make the full redesign possible.

This work is progressing. As mentioned above, we are simultaneously working on the new site design and layout.

2. Discussion forums. The discussion forums, while a good idea, do not seem to have taken off. They are used very infrequently.

3. Media Partnering. On Ancient Faith Radio, the “Conversation with Metropolitan Jonah” was launched in April.

Together with the communications office of the Antiochian Archdiocese, we launched a new web site, “FeastOfFeasts.org,” offering information and resources on the celebration of Pascha.

4. OCPC. Attached to this report is an agreement covering the partnering of OCPC with SVS Press. The original draft was created by Ted Bazil, and the second draft that you received was prepared by our GC, Thaddeus Wojcik.

5. Departmental Restructuring. [see my notes above]

D. Other Developments

In May I took on pastoral responsibilities at St. Nicholas Orthodox Church, a parish of the Albanian Archdiocese in Jamaica Estates, NY. To compensate the OCA for the time taken to engaged in this work, the parish is now covering 50% of my salary and benefits expenses.

At the chancery, in addition to my current work, I am now also assisting His Beatitude with his correspondence, filing, and (most recently) his calendar.

Department of Christian Education Report – June 2009

Recent Activities:

St. Tikhon's Monastery Memorial Day children's activities. Covering the saints from our first two Activity Books, we hosted activities for over 100 children on May 25th, 2009. With particular focus on the saints of North America, and incorporating visits to the Monastery museum, we spent the day making canoes and bird feeders and discussing life in Alaska and 19th Century North America. We had an excellent location and hope to participate in the pilgrimage activities again next year.



In the Beginning....Conference at Holy Transfiguration Monastery on May 30th. We have had this conference in five different locations over the last few years. At Holy Transfiguration we had both first time church school teachers and those who have been involved in Christian education for many years. We were particularly glad to welcome Matushka Julianna Schmemann as a participant. Both the keynote lecture and the workshops were well-received. The last hour, a round table discussion, was very enlightening and provided us with information on a number of areas of need that the DCE should address.

Projects:

Activity Books. The first two activity books, *Saints of North America* and *Saints in Times of Trouble*, are available for free download on our DCE website (<http://dce.oca.org>). Each book contains the lives, travels and line drawings of twelve saints and includes activities. Currently we are completing Activity Book III, *Saints of the Litiya* (working title) and plan to have a fourth book out for the fall.

The Alaska Pen Pal project. The DCE has been working with Margaret Pysarchyk on this project. It grew out of a request that Margaret made for church school materials for Alaskan parishes. This fall children in parishes in the Kuskokwim deanery of Alaska will be matched with children from lower-48 parishes as pen pals.

Bulletin Inserts. Each week a bulletin insert is developed and posted for free download on our website. Themes include lives of saints, scripture commentary, explanations about feast days, current events, and book and movie reviews.

The Orthodox Faith Series. Though re-publishing unrevised versions of these books has derailed the revisions from going forward, we are still hopeful that this project will come to fruition. In our personal contacts and from email to our website, we are keenly aware that people are looking for useful, well-written catachetical material. We would like to add a workbook and audio to the series, along with changing the size and shape of the books themselves.

Parish Visitations. Members of the DCE have been contacting local clergy and visiting parishes on their vacations, meeting with church school teachers, coordinators and classes when they are able. Feedback from these visits has been very positive. We are able to tailor materials presented on our website to the needs of our people and include materials they find the most useful.

Radio Spots. Members of the DCE have been featured on *Ancient Faith Radio* and *Come Receive the Light*. We look forward to additional opportunities to utilize this valuable media and are grateful that they have also been willing to promote our Activity Books and Conferences.

Website. We are continually adding material to the website as it is available. Along with the weekly bulletin inserts we have an area for events and book reviews. A FOCUS unit on Monasticism is being completed, although portions of it have been available for some time. Complete FOCUS units, mini-units and resources are upgraded as necessary. There is still material waiting to be posted as our webmaster has time.

Future Activities:

St. Vladimir's Education Day. As in 2008, we have been asked to host the children's activities for SVS's Education Day, this year on October 3rd, 2009. We hope to have our fourth activity book available and focus on those saints for projects and activities.

Mother Alexandra Memorial Lecture. The DCE has been asked to participate in the Mother Alexandra Memorial Lecture on October 10th, 2009 at Holy Transfiguration Monastery in Ellwood City, PA. Valerie Zahirsky will be giving the keynote talk and members of the Department will lead a panel discussion on the topic "Jesus Christ, the Same Yesterday, Today and Forever: Bringing an Ancient Faith to a Modern World."

In the Beginning....Conference. We have been contacted about possibly doing our Conference in the Midwest. Date TBD.

Music/Christian Education Conference. David Drillock, chair of the Music Department, contacted us about the possibility of doing a joint conference in 2010. We are very enthusiastic about this possibility. Bringing together those who teach, direct and sing as well as having activities for children and adults could make this an excellent opportunity for both Departments.

Meetings:

The members of the DCE continue to teleconference, at their own expense, monthly. Additionally, groups working on specific projects teleconference as necessary. We hope to have a face-to-face meeting at Holy Transfiguration Monastery following the Mother Alexandra Lecture in October, as well as have a few days together to work on specific projects at the Monastery.

Future Projects:

We have a list of some twenty projects that we would like to undertake. Many of them require funding. Though we were told there were monies for publications, we do not seem to be able to control re-publication of our own materials, much less print new materials. At present we just continue to listen to the needs of our people, and grow our list of future projects, while seeking opportunities to see some of them materialize.

Respectfully submitted,

Matushka Alexandra Safchuk
Chair – Department of Christian Education
Orthodox Church in America

Department of Christian Service and Humanitarian Aid Report – June 2009

Principle Programs

Resource Handbook: Arlene Kallaur continues to coordinate the Handbook with support from CSHA members. She is following up on suggestions for the 2009 installment of ministry articles. They will be submitted for posting on OCA.org thus adding to the 300 articles already on-line. The Handbook provides essential information categorized under eight themes to guide parishes initiating new Christian service projects and programs.

Church World Service: Arlene Kallaur is the OCA representative to this humanitarian organization under the National Council of Churches, USA. Travel costs of \$500 were approved for Arlene to attend the March 24-27 Executive Board Meeting in Miami, FL. She reported on the refugee and humanitarian efforts worldwide, some in partnership with IOCC. The Strategic Plan for the Quadrennium (2008-2011) is developing along with a proposed affiliation with ACT Alliance.

CSHA promotes parish participation in CWS programs, specifically CROP Walks (for the hungry and homeless) and Gift of the Heart Kits (for disaster relief).

Visitation Ministry: Fr. Steven Voytovich, CSHA member and Chair of the Department of Institutional Chaplaincies, is working with Nancy Van Dyken and Kitty Vitko to establish an in depth program where parish volunteers are trained and supervised to provide Christian care to suffering fellow parishioners and others. The guidance of a clergy mentor is a key component. They have developed an introductory presentation, as seen at the 15th All-American Council workshop, and are planning a one-day training seminar. There is strong department support and optimism for this significant new ministry program.

Prison Ministry: Arrangements have been made for CSHA consultant, Dennis Dunn, to attend the SCOBA Orthodox Christian Prison Ministry (OCPM) Convocation in Denver, CO July 28-30. Because our department programs are not funded, his home parish, St. John the Wonderworker, Atlanta (Fr. Jacob Myers), will again pay for his airfare, a private donor will cover his hotel costs, and OCPM waived his registration fee.

Inquiries concerning prison ministry have increased. A Resource Handbook article on prison ministry was featured on the OCA homepage in mid-June.



During that week, Dennis received six calls asking for more information. Another inquiry was forwarded to us from the Chancery. In another case, an inmate in a rural prison facility made an urgent request for an Orthodox priest. We helped connect him with a priest in a nearby town. Dennis is willing to visit parishes to present information for those who are called to minister inside jails or prisons. He also can provide information for youth or parish groups interested sending cards or letters to inmates or in providing aid to their families.

With the continuing development of OCPM and an apparent increasing interest and enthusiasm, this is an especially important time for the OCA to fund and promote Orthodox prison ministry.

Handicap Accessibility: We expect to complete our accessibility survey of parishes in November for inclusion in the 2010 Sourcebook. The information will then be available to the temporarily or permanently disabled and their caregivers when looking for a church home, or when traveling.

Communications

Our department distributes information periodically to our e-mail lists to provide information on ministry news. Recent topics included the Resource Handbook, prison ministry milestones, FOCUS North America, and Orthodox media resources on autism and Christian values. Our newest topic is disaster response as a parish ministry in light of recent and future pandemic concerns. The exploration is beginning into the unique role of faith communities in identifying and meeting the special needs of their members and their neighborhood communities in a crisis.

The OCA website is a valuable asset to Church Ministries, especially for access to the Resource Handbook. Our CSHA homepage lists additional valuable conference resources but the links do not open the documents. These lost links have been a problem for nearly a year with no promise of correction. This involves other department pages and resources as well. The website could be of greater value if I.T. capabilities and support were not so limited. Increased I.T. support is an urgent need that we sincerely hope will be considered in Strategic Planning.

The christianwitness@oca.org e-mail receives occasional ministry inquiries. The most recent were a request for adoption information and a request for resources to begin parish outreach.

Future Initiative

As the OCA Strategic Planning proceeds, it is probable there will be decentralization of Church Ministries. The role of the dioceses in parish and outreach ministries may increase and that of our department may decrease. Whatever is decided and whenever it is implemented, we now have the opportunity to engage in discussions with clergy and laity on the development and expansion of local ministries.

Beginning in each CSHA member's own diocese, we will offer to provide displays of department resources, make presentations when permitted and meet with ministry-minded individuals. The components of our support role would be introduction of CSHA programs, the Resource Handbook in particular, distribution of resource materials, and an exchange of ideas about existing parish programs.

His Beatitude, Metropolitan Jonah granted his blessing on our department's contact with dioceses. We are writing to diocesan hierarchs and chancellors to discuss their openness to the attendance of a CSHA representative at their annual assemblies. We pray we will have a mutually beneficial outcome from the collaboration of diocesan clergy and laity with our Christian Service and Humanitarian Aid Ministry.

Respectfully submitted,
Donna Karabin, Chair
Chair – Department of Christian Service
and Humanitarian Aid
Orthodox Church in America

Department of Institutional Chaplains Report – June 2009

Report highlights:

- Repeat of questions regarding department and OCA for benefit of **Metropolitan Council**
- Submission of **Commissioning Service** Draft for approval by the Metropolitan
- Brief Report of the work of the department, including endorsement and collaboration with the Department of Christian Service and Humanitarian Aid
- Concluding Comments



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Questions:

As I understand the Metropolitan Council will review these reports, I am again responding to questions posed to departments for the Spring Holy Synod reports. This department was an office as early as 2003, and transitioned to a **department** in 2006 in the midst of all the turmoil occurring at our national church level. We are the first and yet the only Orthodox Church in the American lands to have formally recognized institutional chaplaincy as a religious endorsing body. The focus of institutional chaplains, currently numbering seven priests and five laypersons, is to minister in institutional settings to a variety of persons from diverse faith traditions and cultural backgrounds. All of those who are endorsed for ministry have completed: an M.Div. degree, 1600 hours of supervised ministry through Clinical Pastoral Education (CPE), and are employed in a chaplaincy position. Those requesting endorsement forward materials that are reviewed by those credentialed as chaplains, and then recommended for endorsement. The endorsements sent from the Metropolitan's office are site specific as they would be for parish assignments. More recently these endorsements need to periodically be reviewed so I am assisting with renewal of endorsements.

Functionality of this departments within the context of the greater focus of ministry in the OCA:

While I understand and agree with the argument for decentralizing some department functionality to the diocesan level, for our particular department this move would be problematic. Institutional chaplaincy has been patterned after military chaplaincy in terms of endorsement and representation of those serving as chaplains coming from the Metropolitan directly. In this way diocesan bishops certainly bless those being called to institutional chaplaincy, and the Metropolitan is formally identified as the endorsing representative for both military and institutional chaplaincy. Fr. Ted Boback and I represent His Beatitude in our respective associations and organizations. In 2005 the Orthodox Church in America joined the Commission for Ministry in Specialized Settings (COMISS), identifying all three of us as serving a role within the OCA. This information is in turn available to credentialing bodies. (Please see taxonomy attached to this report.) This speaks to our effort to recapture the vision of being an Orthodox presence in the greater American context.

The other question that has been asked regards the contribution each department makes to the greater ministry and function of the OCA. One of the goals of this department has been to empower those ministering as institutional chaplains to gain certification and employment, becoming visible within the greater context of pastoral care and counseling. As we now have increasing numbers of candidates certified and serving as chaplains, this is taking shape. The Orthodox Christian Church has historically not been present “at the table” in such gatherings, and it has been a blessing to see an increasing Orthodox Christian presence that is being noticed.

A second response is more particular. Our department has been collaborating with the **Department of Christian Service and Humanitarian Aid**. Together we have been developing a model to assist parishes in launching **Visitation Ministry**. The focus of this model is on both the lay persons engaged in ministry, and the mentors (mostly parish clergy) in supporting them in developing visitation ministries within the parish setting. An intensive meeting was held in the fall, resulting in a presentation that was made at this most recent All-American Council on the program that generated quite a bit of interest. Institutional chaplains, through their rigorous training, are in a unique position to support and nurture parish clergy and faithful in reaching out to those in need. We are planning to present this program and its development at upcoming diocesan assemblies.

AREB Meeting

In my spring 2009 report I shared discussion points from the religious endorsing meeting this past November. Chief among them was the question of uncoupling what has been a historic link between the endorsement of chaplains by their faith tradition and certification by credentialing bodies. Since then, one church, the Presbyterian Church (USA), has terminated the position of their religious endorser, leading to speculation about the future of endorsement in the Presbyterian Church. While I certainly welcome any feedback on this point, it remains my contention that this relationship between faith tradition and endorsing bodies needs to be maintained. The AREB continues to hold this position as well. We hope that as financial resources allow, we will **formally join** as members of credentialing bodies.

A word on endorsement and Commissioning

Since establishing a formal endorsement process for Orthodox Christians that makes sense within our particular ecclesial context as well as mirroring best of models within other faith contexts, a number of candidates have sought endorsement as they prepare either for certification, or placement in a position. Our department endorses lay persons, and again is the only church to formally do so among our sister Orthodox Churches. Lay persons need to be **commissioned** for ministry as they have not been ordained as deacons or priests. With this report, a draft of the Commissioning Service is forwarded for the review of the Holy Synod of Bishops and hopefully a blessing for use by the Metropolitan. This has been in development since our first gathering of institutional and military chaplains in 2006 and would be designed to be conducted in the layperson’s parish or in broader contexts.

Concluding Comments

In terms of next steps, we do hope to begin to plan, as the opportunity arises, a second meeting of military and institutional chaplains following our first gathering together in 2006. Concerning prison ministry moving to SCOBA, this would be the likely trajectory of institutional chaplaincy in time; though unfortunate that one institutional ministry group has been separated out, I remain concerned about supporting the ministry of qualified laypersons in institutional ministry alongside qualified clergy both as a resource in our church and witness in caregiving contexts.

It has been very moving for me to see our Church embrace institutional ministry in these recent years, and I look forward to the contribution made by committed men and women who are caregivers in institutional settings and witnesses in our parish communities as well.

Respectfully submitted,

Fr. Steven Voytovich, D.Min., Chair
Department of Institutional Chaplains

Commissioning Service for Institutional Chaplains

(Draft Proposal)

*(Texts taken from **Service of Intercession and Thanksgiving Book**, OCA Department of Liturgical Music, 1982, with Scriptural texts and some minor alternate texts depending upon local usage. **Question** to be decided by Metropolitan and Holy Synod regarding KJV and RSV texts (which one, or leaving both side by side.)*

Celebrant: (Priest or Bishop) Blessed is our God always now and ever and unto ages of ages.

Choir: Amen. *(and continues...)*

O Heavenly King, the Comforter, the Spirit of Truth, Who art everywhere and fillest all things, Treasury of Blessings and Giver of life: Come and abide in us, and cleanse us from every impurity, and save our souls, O Good One.

Reader: Holy God, Holy Mighty, Holy Immortal, have mercy on us. *Thrice.*

Glory to the Father, and to the Son, and to the Holy Spirit, both now and ever, and unto the ages of ages. Amen. . O Most Holy Trinity, have mercy on us. O Lord, cleanse us from our sins. O Master, pardon our transgressions. O Holy One, visit and heal our infirmities for Thy name's sake.

Lord, have mercy. *Thrice.*

Glory to the Father, and to the Son, and to the Holy Spirit, both now and ever, and unto the ages of ages. Amen.

Our Father, Who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our (trespasses/debts), as we forgive (those who trespass against us/our debtors); and lead us not into temptation, but deliver us from the evil one.

Celebrant: For Thine are the Kingdom and the power and the glory, of the Father, and of the Son, and of the Holy Spirit, now and ever and unto ages or ages.

Reader: Amen.

O come, let us worship God our King. O come, let us worship and fall down before Christ our King and God. O come, let us worship and fall down before Christ Himself, our King and God.

Psalm 90 (KJV)

He that dwelleth in the help of the Most High shall abide in the shelter of the God of heaven. He shall say unto the Lord: `Thou art my helper and my refuge. He is my God, and I will hope in Him.' For He shall deliver thee from the snare of the hunters and from every troubling word. With His shoulders will He overshadow thee, and under His wings shalt thou have hope. With a

shield will His truth encompass thee; thou shalt not be afraid for the terror by night, nor for the arrow that flieth by day, nor for the thing that walketh in darkness, nor for the mishap and demon of noonday.

A thousand shall fall at thy side, and ten thousand at thy right hand, by unto thee shall it not come nigh. Only with thine eyes shalt thou behold, and thou shalt see the reward of sinners. For Thou, O Lord, art my hope. Thou madest the Most High thy refuge; no evils shall come nigh thee, and no scourge shall draw nigh unto thy dwelling. For He shall give His angels charge over thee, to keep thee in all thy ways. On their hands shall they bear thee up, lest at any time thou dash thy foot against a stone.

Upon the asp and basilisk shalt thou tread, and thou shalt trample upon the lion and dragon. `For he hath set his hope on Me, and I will deliver him; I will shelter him because he hath known My name. He shall cry unto Me, and I will hearken unto him. I am with him in affliction, and I will rescue him and glorify him. With length of days will I satisfy him, and I will show him My salvation.'

Psalm 90 (RSV)

He who dwells in the shelter of the Most High, who abides in the shadow of the almighty, will say to the Lord, "My refuge and my fortress; my God in whom I trust." For he will deliver you from the snare of the fowler and from the deadly pestilence; he will cover you with his pinions, and under his wings you will find refuge; his faithfulness is a shield and buckler. You will not fear the terror of the night, nor the arrow that flies by day, nor the pestilence that stalks in darkness, nor the destruction that wastes at noonday.

A thousand my fall at your side, ten thousand on your right hand; but it will not come near you. You will only look with your eyes and see the recompense of the wicked.

Because you have made the Lord your refuge, the Most High your habitation, no evil shall befall you, no scourge come near your tent. For he will give his angels charge of you to guard you in all your ways. On their hands they will bear you up, lest you dash your foot against a stone. You will tread on the lion and the adder, the young lion and the serpent you shall trample underfoot.

'Because he cleaves to me in love, I will deliver him; I will protect him, because he knows my name. When he calls to me, I will answer him; I will be with him in trouble, I will rescue him and honor him. With long life I will satisfy him, and show him my salvation.'

Glory to the Father and to the Son and to the Holy Spirit, both now and ever, and unto the ages of ages. Amen.

Alleluia, alleluia, alleluia. Glory to Thee, O God. *Thrice.*

The Great Litany (text from Services of Intercession and Thanksgiving)

Celebrant: In peace let us pray to the Lord

Choir: Lord have mercy.

Celebrant: For the peace from above and for the salvation of our souls, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For the peace of the whole world, for the welfare of the holy churches of God, and for the union of all, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For this holy house, and for those who enter with faith, reverence, and the fear of God, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For His Beatitude, our Metropolitan _____, and for His (Eminence, Grace) our (Archbishop, Bishop) _____, for the honorable priesthood, the diaconate in Christ, and for all the clergy and the people, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For the President (*or title of the highest civil authority*), for all civil authorities, and for the armed forces, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For this city (*or this village*), for every city and country, and for the faithful dwelling in them, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For seasonable weather, for abundance of the fruits of the earth, and for peaceful times, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For travelers by land, by sea, and by air, for the sick and the suffering, for captives, and for their salvation, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: For our deliverance from all affliction, wrath, danger, and necessity, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: That He will bless the good intentions of His servant(s), and allow them to begin (his, her, their) ministry successfully and without obstacle, through the power and grace of the most Holy Spirit, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: That he will guide (him, her, them) with wisdom, understanding, compassion, and skill in the fulfillment of (his, her, their) ministry, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: That he will bless the efforts of His servant(s) with the grace of the most Holy Spirit, and make (his, her, their) ministry well pleasing in His sight, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: That he will assign a guardian angel to banish from this work every enemy and obstacle, whether visible or invisible, let us pray to the Lord.

Choir: Lord, have mercy.

Celebrant: Help us, save us, have mercy on us, and keep us, O God, by thy grace.

Choir: Lord, have mercy.

Celebrant: Commemorating our most-holy, most pure, most blessed, and glorious Lady Theotokos and Ever-virgin Mary with all the Saints, let us commend ourselves and each other and all our life unto Christ our God.

Choir: To thee, O Lord.

Celebrant: For unto Thee are due all glory, honor and worship, to the Father, and to the Son, and to the Holy Spirit, now and ever, and unto ages of ages.

Choir: Amen.

God is the Lord (Tone 4)

Celebrant: God is the Lord and has revealed Himself to us! Blessed is he that comes in the name of the Lord! O give thanks to the Lord, for He is good, for His mercy endures forever.

Choir: God is the Lord and has revealed Himself unto us; blessed is he that comes in the name of the Lord

Verse: All nations surrounded me, but in the name of the Lord I destroyed them.

Choir: God is the Lord ...

Verse: I shall not die but live; and recount the works of the Lord.

Choir: God is the Lord ...

Verse: The stone which the builders rejected has become the cornerstone; this is the Lord's doing, and it is wonderful in our eyes.

Choir: God is the Lord ...

Troparion

(Music from p. 20 – 23 in the Service of Intercession and Thanksgiving book)

Choir: (tone 2)

O God, Creator and Master of all, /

bless and direct the work of our hands. /
As we begin, may we praise thy name: /
Help us to finish and deliver us from evil, ///
for thou alone art the merciful lover of man!

Glory to the Father, and to the Son, and to the Holy Spirit,

(Tone 3)

Hasten to help and protect us, O Lord! /
Come and abide among us thy servant! /
Let Thy grace bless and Strengthen us! /
Guide the work of our hands! ///
All things are possible for Thee, O almighty creator.

Now and ever and unto ages of ages. Amen.

(Tone 4)

O Steadfast protectress of Christians! /
Constant advocate before the Creator! /
Do not despise the prayers of sinners, /
but in thy mercy help those who call on Thee in faith. /
Hasten to hear our petitions /
and intercede for us, O Theotokos ///
for you always protect those who honor thee.

The Epistle Reading

Let us Attend! Peace be unto all!

Reader: And to your spirit.

Wisdom!

Reader: The Prokeimenon in the fourth tone. *Let the favor of the Lord our God be upon us, and prosper the work of our hands.* (Music on p. 23 in the Service of Intercession and Thanksgiving book).

Choir: *Let the favor of the Lord our God be upon us, and prosper the work of our hands.*

Reader: *Yea, give success to the work of our hands.*

Choir: *Let the favor of the Lord our God be upon us, and prosper the work of our hands.*

Reader: *Let the favor of the Lord our God be upon us.*

Choir: *And prosper the work of our hands.*

Wisdom!

Reader: The reading is from the Epistle of the Holy Apostle Paul to the Romans.

Let us attend!

Reader: (Rom. 12:1-8 KJV) **1**I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. **2**And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. **3**For I say, through the grace given unto me, to every man that is among you, not to think of himself more highly than he ought to think; but to think soberly, according as God hath dealt to every man the measure of faith. **4**For as we have many members in one body, and all members have not the same office: **5**So we, being many, are one body in Christ, and every one members one of another. **6**Having then gifts differing according to the grace that is given to us, whether prophecy, let us prophesy according to the proportion of faith; **7**Or ministry, let us wait on our ministering: or he that teacheth, on teaching; **8**Or he that exhorteth, on exhortation: he that giveth, let him do it with simplicity; he that ruleth, with diligence; he that sheweth mercy, with cheerfulness. **9** [Let] love be without dissimulation. Abhor that which is evil; cleave to that which is good. **10** [Be] kindly affectioned one to another with brotherly love; in honour preferring one another; **11** Not slothful in business; fervent in spirit; serving the Lord; **12** Rejoicing in hope; patient in tribulation; continuing instant in prayer.

Reader: (Rom. 12:1-8 RSV) **1**I appeal to you therefore, brethren, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship.**2** Do not be conformed to this world: but be transformed by the renewing of your mind, that you may prove what is the will of God, what is good and acceptable and perfect. **3**For by the grace given to me, I bid every one among you not to think of himself more highly than he ought to think, but to think with sober judgment, each according to the measure of faith which God has assigned him. **4**For as in one body we have many members, and all the members do not have the same function,: **5**so we, though many, are one body in Christ, and every one members one of another. **6**Having gifts that differ according to the grace given to us, let us use them: if prophecy, in proportion to our faith; **7**if service, in our serving: he who teaches, in his teaching; **8**he who exhorts, in his exhortation: he who contributes, in liberality; he who gives aid, with zeal; he who does acts of mercy, with cheerfulness. **9** Let love be genuine; hate what is evil, hold fast to what is good. **10** love one another with brotherly affection; outdo one another in showing honor. **11** Never flag in zeal, be aglow with the spirit, serve the Lord. **12** Rejoice in your hope, be patient in tribulation, be constant in prayer.

Celebrant: Peace be unto you reader.

Reader: And to your spirit. Alleluia! Alleluia! Alleluia!

Choir: Sings the Alleluia

Celebrant: Wisdom. Attend. Let us hear the Holy Gospel. Peace be to all.

Choir: And to your spirit.

Celebrant: The reading from the Holy Gospel according to St. Luke.

Choir: Glory to thee, O Lord, glory to thee.

Let us attend. (Luke 10:1-20 KJV)

At that time the LORD appointed other seventy also, and sent them two and two before his face into every city and place, whither he himself would come. **2**Therefore said he unto them, The harvest truly is great, but the labourers are few: pray ye therefore the Lord of the harvest, that he would send forth labourers into his harvest. **3**Go your ways: behold, I send you forth as lambs among wolves. **4**Carry neither purse, nor scrip, nor shoes: and salute no man by the way. **5**And into whatsoever house ye enter, first say, Peace be to this house. **6**And if the son of peace be there, your peace shall rest upon it: if not, it shall turn to you again. **7**And in the same house remain, eating and drinking such things as they give: for the labourer is worthy of his hire. Go not from house to house. **8**And into whatsoever city ye enter, and they receive you, eat such things as are set before you: **9**And heal the sick that are therein, and say unto them, The kingdom of God is come nigh unto you. **10**But into whatsoever city ye enter, and they receive you not, go your ways out into the streets of the same, and say, **11**Even the very dust of your city, which cleaveth on us, we do wipe off against you: notwithstanding be ye sure of this, that the kingdom of God is come nigh unto you. **12**But I say unto you, that it shall be more tolerable in that day for Sodom, than for that city. **13**Woe unto thee, Chorazin! woe unto thee, Bethsaida! for if the mighty works had been done in Tyre and Sidon, which have been done in you, they had a great while ago repented, sitting in sackcloth and ashes. **14**But it shall be more tolerable for Tyre and Sidon at the judgment, than for you. **15**And thou, Capernaum, which art exalted to heaven, shalt be thrust down to hell. **16**He that heareth you heareth me; and he that despiseth you despiseth me; and he that despiseth me despiseth him that sent me. **17**And the seventy returned again with joy, saying, Lord, even the devils are subject unto us through thy name. **18**And he said unto them, I beheld Satan as lightning fall from heaven. **19**Behold, I give unto you power to tread on serpents and scorpions, and over all the power of the enemy: and nothing shall by any means hurt you. **20**Notwithstanding in this rejoice not, that the spirits are subject unto you; but rather rejoice, because your names are written in heaven.

Let us attend. (Luke 10:1-20 RSV)

At that time the LORD appointed seventy others, and sent them on ahead of Him, two by two, into every town and place where He was about to come. **2**And He said to them, "The harvest is plentiful, but the laborers are few; pray therefore the Lord of the Harvest to send out laborers into his harvest." **3**Go your way; behold, I send you out as lambs in the midst of wolves. **4**Carry no purse, no bag, no sandals; and salute no one on the road. **5**Whatever house you enter, first say, 'Peace be to this house.' **6**And if a son of peace be there, your peace shall rest upon him; but if not, it shall return to you. **7**And remain in the same house, eating and drinking what they provide, for the laborer deserves his wages; do not go from house to house. **8**Whenever you enter a town and they receive you, eat what is set before you; **9** heal the sick in it and say to them, 'The kingdom of God has come near to you.' **10**But whenever you enter a town and they do not receive you, go into its streets and say, **11**'Even the dust of your town that clings to our

feet, we wipe off against you; nevertheless know this, that the kingdom of God has come near.’
12 I tell you, it shall be more tolerable on that day for Sodom than for that town.” **13**”Woe to you, Chorazin! woe to you, Bethsaida! for if the mighty works done in you had been done in Tyre and Sidon, they would have repented long ago, sitting in sackcloth and ashes. **14**But it shall be more tolerable in the judgment for Tyre and Sidon than for you. **15**And you, Capernaum, will you be exalted to heaven? You shall be brought down to Hades.” **16**”He who hears you hears me, and he who rejects you rejects me, and he who rejects me rejects Him who sent me.” **17**And the seventy returned with joy, saying, “Lord, even the demons are subject to us in your name.”
18And he said to them, “I saw Satan fall like lightning from heaven. **19**Behold, I have given you authority to tread on serpents and scorpions, and over all the power of the enemy; and nothing shall hurt you. **20**Nevertheless do not rejoice in this, that the spirits are subject to you; but rejoice that your names are written in heaven.”

Choir: Glory to thee, O Lord, glory to thee.

(Those to be commissioned now prostrate themselves to the ground)

Celebrant: Have mercy on us, O God, according to thy great goodness, we pray thee, hear us and have mercy.

Choir: Lord, have mercy. thrice

Celebrant: Look down upon Thy servant(s) who fall down before Thee with faith, O Lord, and hear (his, her, their) prayers. Bless (his, her, their) good intentions, that (he, she, they) might work faithfully and diligently in the work you have given them to do for the glory of Thy name, we pray Thee, O almighty King, hear us and have mercy.

Choir: Lord, have mercy. *thrice*]

Celebrant: O Lord, who helps every man to accomplish good; come to the aid of Thy servants(s) and prosper the work of (his, her, their) hands, we pray Thee, Almighty Master, hear us and have mercy.

Choir: Lord, have mercy. *thrice*

Celebrant: Send Thine angel from heaven to guard this work, O good One, and preserve it from any harm: defend it against the attacks of visible and invisible enemies, and assist in its successful accomplishments, we pray Thee, O most good savior, hear us and have mercy.

Choir: Lord, have mercy. thrice

Celebrant: O Lord, Thou hast ordered us to do all things for Thy glory. Bless Thy servant(s) as (he, she, they) begin (his, her, their) work, that (he, she, they) might be used by you to bring comfort, strength and healing to those in need. Grant (him, her, them) health and length of days, O generous Creator,; hear us and have mercy.

Choir: Lord, have mercy. thrice

Celebrant: Hear us, O God our Savior, the hope of all the ends of the earth and of those far off upon the sea, and show mercy, show mercy, O master, upon us sinners. For thou art a merciful

God who lovest man, and unto thee do we send up glory, to the Father, and to the Son, and to the Holy Spirit, now and ever, and unto ages of ages.

Choir: Amen.

Celebrant: Let us pray to the Lord

Choir: Lord have mercy

Commissioning Prayer)

O Lord who enlightens all created beings with the light of life, who knows the intent of every person before being formed and strengthens with the gift of grace those who desire to serve You with wisdom, understanding, and compassion: Do You, the same Lord, array in Your fair and spotless vesture and send forth this your servant(s), N., who desire(s) to minister to the sick and suffering, the hungry, those in prison, the lame, the dying, and those with them; that they may be illumined, becoming an instrument(s) of your healing grace, preserve him (them) in blamelessness of life that his (their) name(s) may be written in heaven.

Through the mercies and bounties and love toward mankind of thine Only-begotten Son, with whom Thou art glorified, together with thine all holy, good, and life-giving Spirit, now and ever, and unto ages of ages. Amen

Celebrant: Wisdom.

Choir: Master (Father) Bless.

Celebrant: Christ our God, the existing, is blessed always, now and ever, and unto ages of ages.

Choir: Amen. Preserve, O God, the holy Orthodox Faith, and Orthodox Christians, unto ages of ages.

Celebrant: Most holy Theotokos, save us.

Choir: More honorable than the Cherubim ...

Celebrant: Glory to thee, O Christ God, our Hope, glory to Thee.

Choir: Glory...Now and ... Lord, have mercy. *thrice* Bless.

Celebrant: May Christ our true God, through the intercessions of the Most Holy Theotokos, of our venerable and God-bearing Fathers, of our Fathers among the Saints the Holy Wonderworkers and Unmercenaries: Comas and Damian, Cyrus and John, Panteleimon and Hermolaus, and of all the Saints, have mercy on us and save us, for He is good and loves mankind.

*(Administration of blessing with the holy water on those
being commissioned as institutional chaplains.)*

Department of Liturgical Music and Translations Report – June 2009

I. Music Downloads

a) Troparia and Kontakia Project.

This project, begun in 2002, is nearing completion. The goal was to provide sheet music for downloading of the troparia and kontakia that are sung for each day of the liturgical year, taken from the Menaion, and for the Sundays of the Lenten Triodion, and the Pentecostarion. For each day, a variety of chant traditions are represented, including the Russian Common Chant (Bakhmetev-L'vov Obikhod), Kievan, Greek (Russo), Galician, Carpatho-Russian, Bulgarian, and most recently, Serbian Chant. Special "pattern melodies (Podoben) have also been provided as called for in the Typicon.

As of June 24, 2009 a total of 1,636 individual settings of troparia and kontakia have been posted. These include:

- 1,469 troparia and kontakia for 390 individual saints and feast days, covering 338 days of the calendar year (366 days).
- 41 troparia and kontakia for the Pre-lenten, Lenten Sundays and Meatfare Saturday
- 36 settings of the troparion, kontakion, and hypakhoe for Pascha
- 38 troparia and kontakia for the Sundays of the Pentecostarion
- 52 settings of Serbian Chant (22 Triodion, 17 Pentecostarion, and 13 Menaion (June).

A total of 28 days do not have music for the troparion and kontakion. We have all intentions to complete this program this year.

b) Musical Settings for Liturgical Services

Because of the large reduction (50%) in the Department's 2009 Budget, the plan for musical settings of texts for feast-days has been progressing much slower than expected.

However, the Magnification and the Post-Gospel stichera for the Meeting of the Lord were completed and posted. The correction of texts for the feast of the Transfiguration, Nativity of the Theotokos and the Elevation of the Cross is now in progress and the work on the correction of Resurrection Octoechos texts for Vespers is continuing. Musical settings for the above-mentioned feasts will begin in July. Musical settings for Vespers will not begin until late fall.

All the texts that are set to music and posted on the website are reviewed, corrected, and revised when necessary by competent translators who are fluent in Greek, Slavonic, and



English. Translators include Archimadrite Juvenaly (Repass), Bill Churchhill and Dr Elizabeth Theokritoff. Proofreading and grammatical corrections are done by Dr. Vladimir Morosan. Final texts are reviewed by Dr. Paul Meyendorff and the members of the Department.

The final draft of the complete service (music setting of sung parts plus texts of litanies and prayers) for the Burial of a Priest is now in the process of being proof-read and will soon be posted on the website (by September).

c) Texts for Liturgical Services

100 liturgical services containing the Propers of Vespers and Liturgy and Bridegroom Matins, pointed to be sung according to the Common Chant, have been posted on the web during the first six months of 2009. These included the texts for the Great Vespers for all Sundays (Vespers on Saturday evening), the feasts and saints that call for a Vigil in the “official” Liturgical Calendar and Rubrics, the Presanctified Liturgy for Wednesdays and Fridays of Great Lent, all Saturdays of Great Lent, all Sunday evening Vespers of Great Lent, and all the services of Holy Week with the exception of Holy Friday Matins (12 Gospels) and Holy Saturday Matins (the Praises) continue. The texts are pointed so that they can be easily sung in the appropriate tones.

d) Outlines for Liturgical Services

A new chapter, outlining the order of Matins, is in preparation. Similar to the chapter on Vespers, the chapter on Matins will also include numerous tables with information about not only the fixed elements but also the variable parts of this service.

e) Articles on Church Music and Worship

A new section of the Department’s website will serve as a venue for the posting of articles on Church Music and Worship. Much has been written related to Orthodox church singing and liturgical worship which has been published in periodicals, journals, and news magazines with very limited circulation. Making available such articles to our church singers will not only serve as a general educational tool but will also promote good liturgical music and fine musicianship and could eventually result in a general up-building of church music in our parishes. Currently articles are being identified and permission being sought from publishers for permission to post such articles on our website. We hope that the first set of articles can be posted no later than September.

f) Cooperation with other Departments and other Orthodox jurisdictions

As indicated in the Report to the Holy Synod for its Spring Session, a cooperative plan with the Department of the Serbian Orthodox Church is making available to our directors and singers music for the Sunday troparia and kontakia in the Serbian Chant, written for two voices. As of June 24, some 52 settings of troparia and kontakia are now posted on the website and available for downloading.

Our Department has contacted the Department of Christian Education, Orthodox Church in America about the possibility of doing a joint conference in early summer, 2010. Bringing together the church school teachers, choir directors, and singers for a conference could be one way to inaugurate a continuing education program for the lay leaders of our Church, in addition to providing an opportunity for learning, common worship and prayer, good fellowship and, at the same time, promoting the work of these departments.

A second project, also in the planning stages with the cooperation of the Department of Christian Education, involves the incorporation of church music into the church school curriculum. Very few of our church school educational programs have successfully integrated our liturgical music in their curricula. While it would not be correct to say that no attempts have been made in this area, it is fair to say that the musical resources for church school teachers and students are very limited. The Department of Liturgical Music, in cooperation with the Department of Christian Education, could provide a series of materials to acquaint our young persons with the liturgical, poetical, and musical forms that are used in our services (the antiphon, koinonicon, Trisagion, Gladsome Light, troparion, kontakion, etc.). As an example, the presentation of the liturgical antiphon (a solo chanter [reader] doing the psalm verses with the choir [congregation] singing the refrain for the Elevation of the Cross (September), the Nativity of Christ (December), Theophany (January), etc. would explain how the Old Testament psalm verses point to Christ, thus connecting the feast with the Old Testament prophecies. Not only could biographies of our hymnographers be included in a series of church school lessons but also examples of the hymns which they created together with an historical, theological, and poetical explanation. Their hymn texts could also be provided with music (using a variety of traditional chants as well as new compositions) for actual singing both in the classroom and in the actual church service.

Respectfully submitted,
David Drillock, Chair
Department of Liturgical Music and Translations

Office of Military Chaplaincy Report – June 2009

The department of Chaplaincies operates directly under the supervision of the Metropolitan and forms a unique deanery of the Church. According to the Statutes of the Orthodox Church in America (Article II section 5) deaneries within the boundaries of a diocese are established by the diocesan council. However, the Dean of Orthodox Military Chaplains is appointed by and directly responsible to the Metropolitan (Cf. Article II, section 7p).



The Executive Director and Dean of Chaplains is the chief administrator for the Metropolitan in all matters concerning the OCA chaplains in the Air Force, Army, Navy, Marines, Coast Guard and the Veterans Administration. The Executive Director/Dean is the representative of the Metropolitan to the National Conference of Ministry to the Armed Forces (NCMAF) and the Endorsers Conference for Veterans Affairs Chaplaincy (ECVAC). The Assistant Executive Director works together with the Executive Director.

The Executive Director/Dean and the Assistant Executive Director recruit and screen candidates for the chaplaincy, prepare ecclesiastical endorsement for the Metropolitan and maintain contact with all OCA chaplains and with the Executive Director of the Armed Services Chaplains Board, Military Chief of Chaplains and the VA National Staff Chaplain and chaplain staff. . They do this through telecommunications, email, correspondence, and by participating in various meetings and site visitations throughout the world. The Executive Director/Dean provides guidance to chaplains serving throughout the world on spiritual matters and ensures that Orthodox personnel, regardless of where they are stationed can freely exercise their religious beliefs. The Executive Director/Dean attends all conferences and executive board committee meetings of the NCMAF and ECVAC.

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- The department actively participates in the National Conference on Ministry to the Armed Forces (NCMAF) and the Endorsers Conference for Veterans Affairs Chaplaincy (ECVAC) which was conducted in January 2009 in DC. Fr Theodore Boback attended the NCMAF and ECVAC annual meetings and conference in January 2009. Among those who presented at the conference were: Pauletta Otis, Ph.D. Professor Security Studies at the US Marine Corps Command and Staff College on the role and responsibilities of US military chaplains in security and warfare environments; Colonel (Retired) Paul Hughes, Senior program Officer for Center for conflict analysis and prevention US Institute of Peace focused on challenges facing the administration and nation in relating to Middle East; Robert Tuttle, PhD spoke on first amendment and other legal issues regarding the chaplaincy; Brain Orend, PhD professor of philosophy University of Waterloo focused on justice after war; and Ms Deboarh Amdur US department of VA focused on federal recovery coordination program. The VA conference and meeting had a presentation by VA National Chaplain Center Staff

The department, Fr. Ted Boback, attended the Military Chaplains Association National Institute Veterans Affairs 2009 Chaplain Leadership Convocation with the theme of meeting the mental and spiritual care needs of returning OEF/OIF Warriors in April 2009. The convocation included speakers in workshops such as PTSD and spirituality by Kent Drescher, National Center for PTSD; Meeting the mental and spiritual care of returning OEF/OIF Warriors panel presentation; Spiritual aspects of mental health care interface caregiver and chaplain; health recovery program by Deborah Amdur, RN Deputy Director; VA Diversity and Best Practice, John Batten VA Staff; Very Reverend Joseph Martin, Chief at the Wilkes-Barre VA Medical Center and Orthodox VA Chaplain, was also in attendance.

Fr. Ted Boback met with Fr. Peter Baktis and Fr. Alexander Webster at Fort Belvoir. Fr. Peter was in CONUS for a personnel meeting at the Army Chief of Chaplains Office.

Fr. Ted Boback and Fr. Peter Dubinin, US Army Recruiting Chaplain and Orthodox Priest, have met and had spoken via phone and emails in regards to Orthodox Priests desiring to serve in the US Army.

- Also attended one day of the COOMIS meeting in January in DC
- The Very Rev. Theodore Boback serves on the executive board of the ECVAC and had served on NCMAF committees.
- The department members made visits to Saint Tikhon and Saint Vladimir Seminaries.
- The department is continuing its work on the Memorial Shrine for Veterans and chaplaincy and the Orthodox military pectoral Cross.
- Worked with (partnered) churches, which wanted to do an outreach program.

Continued deployment in particular of Orthodox Army Priests to the Middle East during the Nativity of Christ and Theophany, Holy Week and Pascha, and Dormition Fast and Feast day. Fr. Alexander Webster has deployed for the Army during this time frame.

Our Orthodox Priests continue to rotate on assignment to the Middle East. Most if not all of the Orthodox Military Chaplains have served in the Middle East.

A letter was recently sent to the Army Chief of Chaplains Office by Metropolitan Jonah in expressing our thanks for the Orthodox Coverage in the Middle East and in particular requesting that the Orthodox Chaplains continue to provide coverage during the above time periods.

Military Personnel Strength.

Our current personnel outlook is reflected in the following table: In each column the figure at the left indicate the number of OCA Chaplains while the figures within the parentheses indicate the number of non-OCA Orthodox Chaplains. The bottom line – “Totals” shows the total number of Orthodox Chaplains from all jurisdictions.

	<i>BRANCH</i>	<i>Active Duty</i>	<i>Reserve Component</i>
Air Force	2 (3)	1 (1)	
Army	7 (2)	5 (1)	
Navy	5 (5)	1 (0)	
Subtotals	14 (10)	7 (2)	
Totals	24	9	

ACTIVE DUTY FORCES

14 (59%) of all Orthodox Chaplains on active duty are Orthodox Church in America
5 (21%) are priest of the Antiochian Orthodox Archdiocese
4 (16%) are priests of the Greek Orthodox Archdiocese
1 (4%) is a priest of the Russian Orthodox Church outside of Russia

There is a possibility of one less active duty chaplain this summer.

RESERVE COMPONENT

7 (77%) of all Orthodox Chaplains in the Reserve Component are OCA
2 (22%) are priests of the Greek Orthodox Archdiocese
1 (1%) is a priest of the Antiochian Archdiocese

Fr. Karl Kish, Carpatho-Russian Diocese, retired from the US Navy in January 2009.

Chaplain Candidates

Currently there are five seminarians who are participating in the chaplain candidate programs in either the United States Army or the United States Air Force. The seminarians attend St. Tikhon and St Vladimir Seminaries and are from the Orthodox Church in America, the Antiochian Archdiocese and the Russian Orthodox Church outside of Russia.

ENDORSING CONFERENCES

The Orthodox Church in America continues to be an active member and participant in the National Conference of Ministry to the Armed Forces (NCMAF) and the Endorser Conference for Veterans Affairs Chaplaincy (ECVAC). The membership is comprised of more than 200 faith groups and denominations.

The Orthodox Church in America is recognized by each of these organizations and the Military Chief of Chaplains and the VA National Chaplain Center as the endorser for OC priests. To be considered for the military or veterans affairs medical center chaplaincy, a candidate must first have an ecclesiastical endorsement from the Metropolitan, which is prepared by the Director of the OCA Chaplaincies.

As noted earlier, Fr. Theodore Boback serves as a member of the organizations and has served in the past on the executive board of NCMAF and currently serves on the executive board of ECVAC – having previously served as chair of the group.

Our current OCA chaplains

Active Duty

United States Air Force

Father Eugene Lahue, Chaplain, Captain, USAF – ON ORDERS FOR RAMSTEIN GERMANY SUMMER 2009

Father Timothy Ullmann, Chaplain, Lieutenant Colonel, USAF, Montgomery AL

United States Army

Father Peter A. Baktis, Chaplain (LTC) USA assigned Deputy USAREUR and Personnel Heidelberg, Germany

Father Peter Dubinin, Chaplain (MAJ) USA Fort Meade, MD

Father. George Hill, Chaplain (CPT) USA ON ORDERS TO STUTTGART GERMANY

Father David Meinzen Chaplain (CPT) USA Activated late spring 2009 to Camp Attebury, Indiana

Father Paul Rivers, Chaplain (CPT) USA Fort Knox, KY

Father Alexander F. C. Webster (COL) USA Fort Belvoir, VA

A priest from the OCA (Romanian Diocese) recently submitted his paper work and awaits results from the pending accessioning board

United States Navy

Father Jerome Cwikslinski CAPT CHC USN Coast Guard Alameda CA

Father Stephen Duesenberry LCDR CHC USN Great Lakes, IL

Father Andrew Nelko LCDR CHC USN Portsmouth, VA

Father Matthew Olson LT CHC USN Camp Pendleton, CA

Father Eugene Wozniak LT CHC USN Naval Air Station, Virginia Beach, VA

Reserve Component

United States Air Force

Father James Jadick Chaplain, Lieutenant Colonel, USAFR

United States Army

Father Joseph Gallick, Chaplain (LTC) USAR

Father George Oanca Chaplain (CPT) USAR

Father Paul Schellbach Chaplain (MAJ) USAR

Father Theodore Shomsky Chaplain (MAJ) USAR

Father James Sizemore, Chaplain (CPT) USAR returned from Middle East Tour recently

United State Navy

Father David Pratt LCDR CHC USN

Retired Military Chaplains

There are over 22 retired chaplains from the United States Armed Forces. The retired chaplains have a range of special skills and are an additional asset within our Orthodox Church.

Veterans Affairs Medical Center Chaplains: OCA Priests who serve our VAMCs

Father Sergei C. Bouteneff – Newington, CT serves as Chief hospital chaplain

Father Igor Burdikoff – Albany, NY

Father Andrew Harrison Illinois

Father John Klembara – Brecksville. OH

Father Joseph Martin – Wilkes-Barre, PA serves as Chief Hospital chaplain

Father Philip Reese, Miami, FL

Father Paul Suda – Pittsburgh, PA

Father Michael Westerberg – New Haven, CT

Father George York, Pittsburgh, PA

Plans for future:

- the military deanery structure was briefed to Metropolitan Jonah.
- Coordinating pastoral visits of Metropolitan Jonah to installations, bases, hospitals and other areas of ministry
- Ensure that the Orthodox Tradition is upheld in a pluralistic environment
- Ensure that Orthodoxy is not dismissed as a religious body within the Department of State, Department of Defense, Department of the VA as well as in the various support organizations such as NCMAF and ECVAC.
- Maintain our role and Orthodox voice in NCMAF and ECVAC
- Be proactive with discussion and interaction with the chaplaincy programs of other autocephalous Orthodox Churches.
- Ensure our leadership within military and VA Chaplaincy support organizations

- Recruit and procure Orthodox Priests for active and reserve component military duty and VA Chaplaincy
- Advise the Chiefs of Chaplains and recommend the requirements for OCA Chaplains
- Request increased budget for the visitation of Orthodox Military and VAMC Communities
- Ensure that Orthodoxy speaks with one voice
- Continue review and work from previous meetings and workshops (sometimes limited because of funding needs and requirements)
- Update the military and VA Chaplaincy handbook
- Review and update strategic plan for military and VA Chaplaincy
- Continue work and implementation of memorial shrine for veterans and chaplains
- Diocesan recruitment plan for military chaplain
- Expand seminarian chaplaincy program
- Chaplaincy newsletter
- Continue to encourage the chaplains to provide articles and photographs for the TOC, Diocesan newspapers, etc
- Chaplaincy recruitment booklet and DVD
- Continued partnership with Fellowship of Orthodox Christians in America and other such organizations
- Continued partnership with churches who desire to do outreach programs for our service members, veterans and chaplains

Budget/Funding: The Department will continue to submit its budget requirements and suggests that a list of unfinanced prioritized requirements be part of the annual budgetary process so that should additional funds be received these unfinanced requirements can be funded in a prioritization.

We are appreciative of our Hierarchs who give their blessings in support of the priests to be candidates to be endorsed by the Metropolitan to serve as chaplains in our US Armed Forces and the VA Medical Centers and their prayers. Our priests in uniform continue to serve and minister in all parts of the world in all types of environments and conditions as they provide dynamic ministry for our Orthodox men and women servicemembers with spirituality, dedication, love and professional competency at all times and hours. Our priests in the VA Medical Centers continue to ensure that seamless transition of the requisite ministry from the military to the VA health care system continues for those who serve and who served our nation. We have seen great changes in the last century and the beginning years of this the 21st century and in the recent months of this year. We need to ensure that the Orthodox leadership role within all forms of chaplaincy are provided and performed. In diligence and steadfastness, we need to continue on the journey before us in the 21st century so that we will go forth with faith, hope and love in all our endeavors for the Glory of God and our Church.

Respectfully submitted,
 V. Rev. Theodore Boback, Director
 Office of Military Chaplaincy

Director/Dean: Very Rev. Theodore Boback, Jr.

Deputy Director/Deputy Dean: Very Reverend Joseph Gallick

Department of Pastoral Life Ministries Report June, 2009

March 20, 2009: Meeting with Frs. Alexander Garklavs, Andrew Jarmus and Sergius Halvorsen to develop strategy for Pastoral Life Ministries.

June 11, 2009: Meeting with Metropolitan JONAH and Fr. Sergius Halvorsen to clarify and further develop strategy.



Purpose: The core mission of the Department of Pastoral Life Ministries (DPLM) is to assist “clergy in the fulfillment of their ministries.” An important facet of the mission is to cultivate a spiritual brotherhood among all the clergy of the OCA, so that priests serving in various locations and ministries, will be conscious of their spiritual connection to brother priests. Previously, this mission was fulfilled “through workshops, seminars, retreats, and publication of the Pastors to Pastors newsletter. The Department also develops resources equipping clergy to address issues involving their own ministries, family concerns, and needs of clergy widows and widowed clergy.”

Objectives: One of the biggest risks facing the DPLM is that its work would be perceived as being irrelevant to the day to day work of OCA clergy, and detached from—or in competition with—diocesan ministries. The DPLM seeks to focus its work based on direct input from clergy. In other words, we want to help provide OCA clergy with whatever they really need and can really use in their day-to-day ministries.

Reevaluation: The re-structuring of the Central Administration of the OCA and the emerging consensus that much of the vital work of the Church is conducted through local diocesan ministries make necessary a reevaluation of how the DPLM fulfills its mission. Thus, in order for the DPLM to best fulfill its mission it needs to

1. Ascertain in concrete terms the most pressing challenges facing clergy in the OCA today.
2. Determine how these challenges can be addressed on a national level while working with and supporting the Diocesan Ministries.

Town Hall Meetings: In light of the fruitful work that was recently done in the OCA with “town hall meetings” the DPLM should hold at least four such meetings to get direct input from the OCA clergy regarding the greatest challenges they face.

Online Surveys: Acknowledging that the Internet can never replace face to face meetings, it will be helpful to develop and deploy an online survey that gives clergy who are unable to attend the town hall meetings an opportunity to contribute to offer input regarding present challenges.

Personnel: Those members of the DPLM who have served previously would be welcome to continue serving as members of an advisory board. In addition to the members of the advisory board, I would like to ask members of the Holy Synod to appoint one diocesan coordinator from each diocese to directly assist in the administrative work of the DPLM and represent diocesan interests and concerns.

Short Term Objectives: to be completed by October 2009

1. Secure the appointment of diocesan coordinators and verify those members wishing to serve as members of the advisory board.
2. Conduct at least one teleconference with the diocesan coordinators, and at least one teleconference with the advisory board.
3. Hold at least four regional town hall meetings for OCA clergy.
4. Deploy an online survey.
5. Prepare an initial report on the challenges facing OCA clergy relative to location. (e.g The report may reveal that clergy in the North East are facing challenges related to parish revitalization while clergy in other parts of the OCA may be facing substantially different challenges.)
6. Online publication of three to four reflections by OCA clergy through the “Life in Christ” series. It is hoped that Fr. John Breck will be willing to continue serving as editor of this online publication. We will see if it is possible to track electronically how many visitors read these publications.

Long Term Objectives:

1. Based on the report on the challenges facing OCA clergy, a plan will be developed in consultation with the diocesan coordinators as to what specific projects the DPLM should undertake.
2. Begin discussions regarding the possibility and desirability of national and/or regional conferences.

Respectfully submitted,
Rev. J. Sergius Halvorsen
Chairperson, Department of Pastoral Life Ministries

**DEPARTMENT OF YOUTH, YOUNG ADULT AND CAMPUS MINISTRY
2009 JANUARY – JUNE DEPARTMENT REPORT**

DEPARTMENT MEMBERS: Protodeacon Joseph Matusiak, Archdeacon Kirill Sokolov, Deacon Benjamin Tucci, Mr Andrew Boyd, Mr Luke Seraphim Beecham, Mr Nathan Shackelford, Mr Mark Klinski



Pdn Joseph Matusiak
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EASTERN ORTHODOX COMMITTEE ON SCOUTING (EOCS)

Archdeacon Kirill Sokolov has been attending the quarterly meetings of the Eastern Orthodox Committee on Scouting (EOCS) as a board member and representative of the Orthodox Church in America. The Committee is currently involved in strategic decision-making about the methods it will use to expand the adoption of Scouting as a tool to serve the Church and the Gospel in the 21st century. Fr. Kirill joins Fr. John Bacon who has been a long-time representative of the Orthodox Church in America serving primarily in New England.

ORTHODOX CHRISTIAN CAMP ASSOCIATION

Deacon Benjamin Tucci represented the OCA to the 7th annual Orthodox Christian Camp & Youth Worker Conference. The conference was hosted by the Greek Orthodox Archdiocese of America, and was held at St. Demetrios Greek Orthodox Church in Ft. Lauderdale, FL (home of OCN - Orthodox Christian Network) from January 22-24, 2009. The theme was "Protecting our Youth" led by keynote speaker, Dr. Jane Hickerson, Vice-President of Training and Development for Presidium Inc., a risk management agency that specializes in sexual misconduct policies for churches. Conference participants were introduced to the latest policies and procedures in safeguarding our youth. Over 85 participants from camps and churches all over the United States and Canada were in attendance. The OCA last hosted the conference in 2006. It is hoped that the OCA will be a position to host again in 2011.

SYNDESMOS – THE WORLD FELLOWSHIP OF ORTHODOX YOUTH

Protodeacon Joseph Matusiak represented the OCA to the XVIII General Assembly of the youth fellowship. As a long time member of Syndesmos and an instrumental part of the fellowships programs in the 1980's and 90's it is very important to be present and influential in the life of the fellowship. Protodeacon Joseph was also invited to lead a series of workshops during the assembly, together with Metropolitan JONAH of Kampala, Uganda (Patriarchate of Alexandria), on the topic, Voice of Youth as an Important Part of the Conciliar Structure of the Church. The Orthodox Church in America has much to offer worldwide Orthodoxy and many of the participants were very keen to learn more about the OCA, its history and present life.

As a direct result of good contact with Syndesmos Protodeacon Joseph was able to establish an annual internship program for college or recent college students from the OCA at the Syndesmos office in Athens, Greece. Presently department member Mr Andrew Boyd is participating in this program. Andrew has been in Greece since February and will remain there until the end of July. Andrew will be attending St Vladimir's Seminary in the fall.

Also, Protodeacon Joseph was approached by a member of the Greek Orthodox Youth of Great Britain and asked to assist Orthodox Students in Great Britain in establishing a fellowship akin to our OCF. Andrew Boyd has been working on this while in Greece.

ORTHODOX CHRISTIAN FELLOWSHIP (OCF)

The youth department again this year was able to provide scholarships for the annual College Conference to fifteen college students from OCA parishes. Many of the students have converted to the Orthodox Faith since begin in at university and thus do not have home parishes or parents who are Orthodox. So the support received from the OCA provides for them a very personal and direct link to the OCA. It should be noted that a majority of students who over the years have received scholarship funding continue to be very active in the Church.

Protodeacon Joseph serves as the OCA representative to the OCF Board of Administration and continues to devote much of his department time to the OCF. At its most recent meeting the OCF Board has charged Protodeacon Joseph with the tasks of content management for the OCF website, director of international initiatives and co-chair of the Policy Governance Handbook revision committee. In particular Protodeacon Joseph has been asked to develop international programs that in the near future will lead to an OCF Semester Study Abroad Program (see appendix A).

August 4-7 the department will host a workshop for the OCF Podcast group. This group consists of a number of students who produce the weekly OCF Podcast. Protodeacon Joseph has organized for Mr John Maddux, Ancient Faith Radio and Mr. Steve Edwards, Executive Program Director of National Public Radio Chicago affiliate WBEZ and member of Chicago's Holy Trinity Cathedral, to work with the podcast group to better identify the podcast format and theme. The workshop will be hosted at the Diocese of the Midwest Chancery facilities in Chicago. *Funding for this workshop is being provide by in-kind donations from the Diocese of the Midwest (use of facilities) and by Protodeacon Joseph's matushka (down-home polish cooking).* Also, in November or December the youth department will hos a larger workshop titled New Media in Orthodox Student Ministry, in Chicago (see appendix B).

FELLOWSHIP OF ORTHODOX CHRISTIANS IN AMERICA

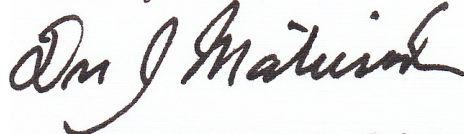
Protodeacon Joseph and Deacon Benjamin Tucci are presently working with FOCA to identify how FOCA can better minister to our elementary and high school students. FOCA presented a paper to the Holy Synod stating their willingness to engage on a broader level the youth of the OCA. Protodeacon Joseph recently met separately with Mrs. Polly Walker, FOCA President, a Fr. Bill Evansky, FOCA Spiritual Advisor for the purpose of beginning discussions on the future of FOCA in the OCA. The youth department and FOCA will present a joint report to the FOCA Convention in August and then to each diocese in the coming fall and early winter.

RECOMMENDATIONS

1. The department would like to petition the Holy Synod to appoint an Episcopal Moderator.
2. The department would like to see some movement toward the Department of Christian Education and the YYA becoming more in-sync with one another. Resources are very limited and it behooves us to maximize that which we have especially when much of our work overlaps.

3. It is of utmost necessity that the heads of the departments come together sometime in the near future together with His Beatitude to speak about the future of the ministries in the Orthodox Church in America. Also, we believe it is very important that the Strategic Planning Committee seek our input. We have no opinion of what their final decision should be but we do hold that continuity is essential especially as the departments relate to their counterparts in other jurisdictions.

Respectfully Submitted, 30 June, 2009

A handwritten signature in black ink, appearing to read "Dm J Matusiak". The signature is written in a cursive, flowing style with a large initial "Dm".

Protodeacon Joseph Matusiak

Orthodox Christian Fellowship / Suprasl Summer Institute
Annunciation Monastery, Suprasl, Poland
13 – 26 June 2010*
Project Proposal

*tentative

Background

The idea of the Summer Institute arose at the May 2009 meeting of the OCF Board. The board recognized the importance of providing our students the opportunity to experience the life of the Orthodox Church in a historically Orthodox context. The Real Break trips to Romania, Constantinople and Greece have been an excellent beginning to an international program within the fellowship which will be able to offer unique and enriching opportunities for our students to learn and grow in their faith and life in the Church.

Protodeacon Joseph Matusiak proposed that the OCF in the long term look into the possibility of providing summer and/or semester study abroad programs in places like St Petersburg, Russia and Prauge, Czech Republic for Orthodox students.

In the short term and as a more-or-less natural progression from the Real Break European trips Protodeacon Joseph proposed OCF organize a two week trip abroad to participate together with college students from across Europe in a two week summer institute for college students.

[Please allow a bit of background: Protodeacon Joseph worked for many years as project coordinator to Syndesmos, the World Fellowship of Orthodox Youth. In his capacity with Syndesmos he organized for eight consecutive years a Summer Institute for College Students from America and Europe in Eastern Poland.]

Project Aims

The purpose of such an institute would be to create a venue where college students from around the world can meet, discuss, worship and share their faith and their experiences of student groups on college campuses – there is a lot we can learn from each other.

A secondary purpose would be to create a program of workshops, lectures¹ and excursions that will whet our college student's appetite for theology and cultivate appreciation for the Orthodox faith in a multiplicity of cultures and contexts.

A final purpose or rather product of such an endeavor, as I am sure has been evidenced in the Real Break trips, is the intense bond such a project creates amongst the students, thus providing yet another way to strengthen the web of Orthodox Christians across the country.

¹ A tentative theme for the institute is “The Image of Christ and His Saints” providing a broad spectrum to speak on everything from The Spiritual Life to Iconography – theological and practical. The monastery complex houses [an excellent icon museum](#).

Context of the Institute

To be sure it is important to create opportunities for our students to visit historically Orthodox countries and visit their churches and monastery's. But as the Church is her people, it is most important to provide opportunities for our students to meet their peers from other countries. It is in getting to know the people that one truly comes in contact with world Orthodoxy.

It is also important for our fellowship to meet and work with those working in college ministry in other countries. No doubt we can learn from their methods and experiences and hopefully we have something to offer them. Either way the possibilities for strengthening our work are doubtless.

The Venue

The [Monastery of the Annunciation](#) (1499 founded) has been the home to such a summer institute since 1994. Beginning with that year Syndesmos and the OCA Youth organized institutes for college students each year for the next eight years. Over those eight years more than six hundred college students from America, Europe, the Middle East, Africa and India participated in the institutes.

In 1994 the monastery was only in possession of a quarter of the buildings that it presently owns. The state owned a majority and it was in immense disrepair. The convening of international youth events at the monastery helped to bring attention to the importance of the monastery to the life of the local Orthodox community.

The monastery houses full room and board facilities for up to eighty students. Athletic fields are available just outside the monastery walls and canning and kayaking are available on the local Suprasl River.

The monastery is located in the town of [Suprasl](#). The nearest town is [Bialystok](#) which is 150 miles North-East of Warsaw. Nearly half of the 300,000 inhabitants of Bialystok are Orthodox and a vast majority of the smaller towns and villages in the surrounding region are Orthodox. [The Church of Poland](#) is a small (600,000) but vibrant local church. The OCA Youth enjoys a very close relationship with the Church in Poland which is helpful in organizing this type of project.

Partners

OCF will work with the Fellowship of Orthodox Youth in Poland, the Orthodox Seminary in Warsaw. Potential partners include the Orthodox Fellowship of the University of Jonesu – Finland (a very strong fellowship began in the 70's partly helped by then Dimitrios Couchell), Syndesmos, the World Fellowship of Orthodox Youth, and any of the local churches in Europe.

Funding

The program funding will have to depend on a mix of participation fees and grants, with the understanding that participation fees might need to cover 100%.

At present the program costs can be estimated as follows:

Participants Costs

Room and Board	500usd
International travel	1000usd
Domestic Travel in Poland	30usd
TOTAL	1,530usd

Institute Costs

Transportation for excursions	400usd
Resource persons/Speakers	2000usd
Various materials (pens, markers etc)	40usd
Preparatory and follow-up materials	200usd
TOTAL	2,640usd

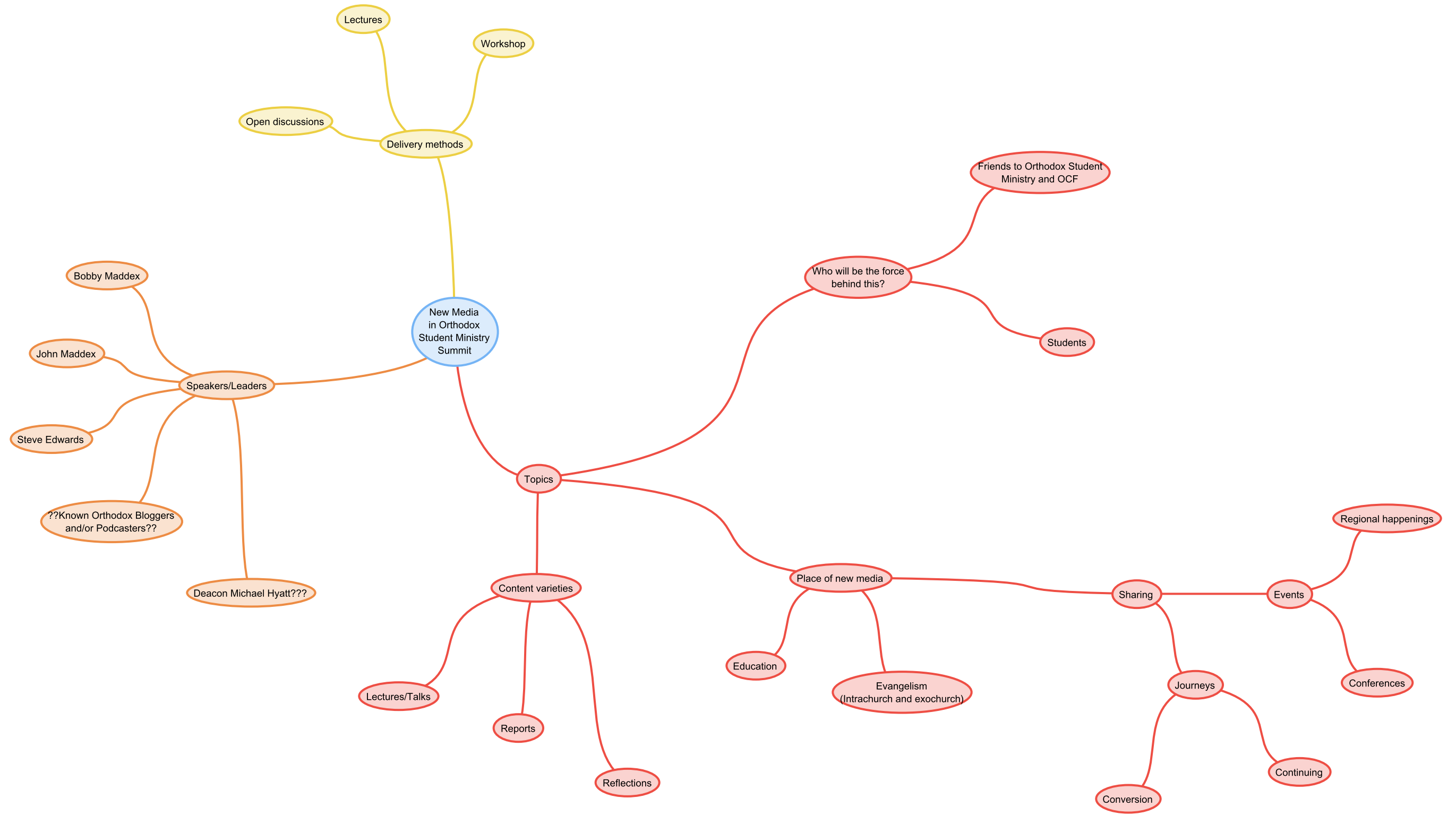
The Institute Costs will need to be funded by grant or divided by the number of participants and added to the participation fee being.

Other considerations: our partner organizations will be able to apply for European Union bilateral student exchange grants.

Program

Thursday June 10	Depart US
Friday June 11	Arrive Warsaw – transfer to Suprasl Dinner
Saturday June 12	Institute Opening Welcome of Metropolitan Sava, Monastery Archimandrite etc. Lunch First Lecture Vigil Campfire
Sunday June 13	Divine Liturgy Lunch Lecture / workshop Dinner Campfire
Monday June 14	Morning Prayers / Bible Study Breakfast Lecture / workshop Lunch Lecture / workshop

	Tea / Coffee snack Free time Evening prayers Dinner Evening program
Tuesday June 15	Morning Prayers / Bible Study Breakfast Lecture / workshop Lunch Excursion to Bialystok for Akathist to local child saint Gabriel Dinner in Bialystok Meeting with college students Return to Monastery
Wed. – Fri.	Morning Prayers / Bible Study Breakfast Lecture / workshop Lunch Lecture / workshop Tea / Coffee snack Free time Evening prayers Dinner Evening program
Saturday June 19	Morning Prayers Breakfast All Day excursion to Holy Monastery of Grabarka
Sunday June 20	Late Return Divine Liturgy Lunch Evaluation Dinner Camp Fire
Monday June 21	Morning Prayers / Bible Study Breakfast Depart for Warsaw Lunch Afternoon in Warsaw Dinner Overnight at Warsaw Seminary
Tuesday June 22	Depart Warsaw to US





Metropolitan Council Meeting

Fall 2009

Committee Reports

**OCA AUDITING COMMITTEE
SEARCH TEAM REPORT**

During the February 2009 session of the Metropolitan Council (MC), an OCA Auditing Committee Search Team was selected to fulfill the charge of the OCA Statue Amendment that was passed during the November 2008 All-American Council. The resolved amendment follows:

- (1) An Auditing Committee consisting of three members shall be nominated and appointed by the Metropolitan Council (MC) at its first meeting following the election of MC members at the AAC.*
- (2) The term of service shall be from appointment to the end of the next AAC.*
- (3) Its duties shall be to audit all accounts of the Orthodox Church in America on a semiannual basis and review the audited accounts of all stavropegial institutions (Saint Tikhon's and Saint Vladimir's Seminaries) on an annual basis and to report same to the MC.*
- (4) The Chair of the Auditing Committee shall attend sessions of the MC only to make the committee's reports.*
- (5) ALL auditors shall have relevant professional experience.*
- (6) An auditor shall succeed himself/herself for only one additional term and may be removed only for cause by a two-thirds vote of the MC.*
- (7) Vacancies in the Auditing Committee are filled by the MC.*

The Auditing Committee Search Team – comprised of Archpriest Theodore Bobosh, Mr. Gary Popovich, and Dr. Faith Skordinski as Chair – were provided with a pool of 13 candidates who were nominated by MC members. The 13 candidates were:

#	Name	Parish Location
1.	Bozko-Summer, Vera	Columbia, South Carolina
2.	Breton, Mary Buletza, CPA	Brick, New Jersey
3.	Cantrell, Jennifer, CPA	Frackville, Pennsylvania
4.	Carter, Nicholas	Boston, Massachusetts
5.	Filipowich, Paul, CPA	Southbury, Connecticut
6.	Gresh, Denise	Dayton, Ohio
7.	Kopcha, Peter S., CFO, CPA	Southbury, Connecticut
8.	Mochan, Melanie, CPA	Miami, Florida
9.	Ringa, Melanie, CPA	Southbury, Connecticut
10.	Simmons-Durkish, Karen L., CPA	Mechanicsburg, Pennsylvania
11.	Strelka, Michael S., CPA, CVA	Chicago, Illinois
12.	Thompson, Michael L.	Bethesda, Maryland
13.	Watt, Deacon Martin D., CPA	Dayton, Ohio

The Search Team hereby recommends to the MC the three candidates presented below as primary auditors, with the fourth to remain on standby for service should an alternate be needed:

#	Primaries	Parish Location
1.	Simmons-Durkish, Karen L., CPA	Mechanicsburg, Pennsylvania
2.	Strelka, Michael S., CVA, CPA	Chicago, Illinois
3.	Watt, Deacon Martin D., CPA	Dayton, Ohio
	Alternate	Parish Location
4.	Bozko-Summer, Vera	Columbia, South Carolina

All four attached resumes were submitted to Metropolitan Jonah and the Synod for preliminary approval during their Spring 2009 meeting. Following the Synod's preliminary approval, (1) the Selection Team notified the three selectees and the alternate; (2) via conference call, the preliminary Auditing Committee met, selected their Chair to be Deacon Martin Wyatt, and subsequently informed the chancery staff of its selection; (3) via www.oca.org on May 13, 2009, Priest Andrew Jarmus publicly announced the status of the preliminary Auditing Committee; and (4) the audits commenced as specified in the resolution, beginning with the chancery's annual audit in July 2009.

According to the OCA Statute, MC approval is required to ratify the proposed OCA Auditing Committee.

RECOMMENDATION: Please ratify the proposed primary and alternate auditors.

Sincerely,
 Dr. Faith Skordinski, Chair
 Archpriest Theodore Bobosh
 Mr. Gary Popovich

Professional Overview

Marty is a seasoned financial executive with extensive experience in process redesign, improvement, and internal control. His people-focused approach to management has been very successful in creating staff loyalty and “buy-in”, particularly in transition and turnaround situations. A hands-on manager, he has worked with integration of new acquisitions, financial and decision support systems, organizational restructuring and turnaround, business valuation, audit, compliance, litigation support, and Sarbanes-Oxley requirements. He is also experienced in more traditional finance and accounting areas: revenue cycle (billing and collections), budgeting, financial administration, contracting, accounts payable, payroll (both inhouse and outsourced), strategic planning, business planning, and supervision of staffs ranging from 3 to 25. His industry experience includes depository financial institutions, long-term healthcare, acute medical and behavioral hospitals, physician group practice, pharmaceutical testing, and media companies. He has served in for-profit and not-for-profit environments.

Professional Accomplishments

- Project lead for balance sheet review for acquisition of 53 hospital system, including review for consolidation under ARB 51 and FIN 46.
- Project lead for revenue cycle and billing compliance review for large academic medical center affiliated physician practice.
- Served as project lead for a large healthcare provider in reviewing compliance with federal regulations in the structure, activities, and transactions of their ambulatory surgical center partnerships.
- Provided interim management, transitioning acquisitions to new corporate ownership. Transitioned information systems and business processes, developed operating budgets, and developed and implemented reporting processes and systems.
- Technical specialist for Sarbanes-Oxley Compliance for a publicly-traded global pharmaceutical testing company focusing on documentation, analysis of internal control weaknesses, design/execution of global work plans, and remediation.
- Facilitated turn from \$3.7 million operating loss to \$1.1 million operating surplus in first year for large not-for-profit organization, through expense management and revenue growth.
- Developed and implemented pre-authorization process to establish transaction data for at-risk contracting.
- Planned and executed system integration plan for mission critical and financial systems for \$35 million not-for-profit.
- Provided business valuation services, primarily supporting litigation issues in tax and civil cases, and valuing disputed interests in dissenting shareholder legal actions, and providing transaction advisory services for healthcare facilities.
- Project team member in devising methodology for the structure and implementation of an operationally integrated compliance program for a billion dollar, newly merged academic medical center.
- Led project team in developing strategic information systems plan for a \$75 million rural medical center, advising on the maximization of information systems resources and strengthened internal control and compliance.
- Created compliance program benchmarking presentation for the nation’s largest non-profit HMO/Provider.
- Developed and implemented processes and strategies to increase billing accuracy and reduce outstanding receivables for a \$45 million healthcare facility, resulting in a 300% increase in collections in a four-month period while lowering break-even point by 25% during the same period.
- Developed financial restructuring plan for \$22 million, five entity holding company to avoid bankruptcy.
- Managed discontinued operations of 22 healthcare facilities in 7 states. Designed accounts receivable management information systems and directly managed approximately \$6 million in accounts receivable.
- Served as Project Manager for new mainframe system installation.
- Served as Interim Hospital Business Office Manager leading staff of three in revenue cycle management.
- Performed initial purchase investigation (due diligence) work, resulting in a successful \$450 million acquisition of a funds transfer company.

Professional Profile

Martin D. Watt, CPA

Business Process Consultant, Internal Audit/Sarbanes-Oxley/Regulatory Compliance technical specialist

Hospice of Dayton

Chief Financial Officer

Deloitte and Touche

Internal Controls Consulting Manager

Hospital Corporation of America

Internal Auditor, Hospital Chief Financial Officer

Mercer Capital

Senior Valuation Analyst and Litigation Support Specialist

Arthur Anderson & Co.

Auditor, Litigation Support

Professional Credentials

- Middle Tennessee State University, Murfreesboro, Tennessee – B.B.A. Accounting (cum laude)
- Certified Public Accountant, Tennessee (inactive)
- Certified Public Accountant, Ohio (active)
- Proficient in **Excel (expert), Word, Great Plains, Powerpoint, Visio, and F9**

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OBJECTIVE OCA Metropolitan Council Appointee to Audit Committee

QUALIFIED BY Sixteen years experience: audit, financial analysis, risk/management advisory, tax, and accounting.

ACHIEVEMENTS

Audit and Tax

Sarbanes-Oxley Management Testing ♦ Internal Controls evaluation for adequacy and testing for compliance ♦ SAS 70, EDP and other computer system audits ♦ Audited all balance sheet and income statement accounts ♦ Financial statement preparation, including adjusting entries, footnotes ♦ Consolidated statement preparations including eliminating entries ♦ Proposed adjusting and reclassifying entries to the financial statements ♦ Prepared list of exceptions and comments for client management ♦ Held meetings with client management, met with clients' Board of Directors and Supervisory Committee ♦ Trained new audit staff ♦ Assisted in hiring new auditors ♦ Planned audits, including staffing, time allocation and expenses ♦ Analyzed changes in temporarily restricted net assets ♦ A-133 audits ♦ Calculated tax-deferred liability/asset ♦ Preparation of 1040, 1041, 1065, 1120-S, 1120-C, and 990 returns and supporting schedules for multi-state returns ♦ Minimum gain calculations, §704(b), §743(b) and §754 reallocations ♦ Multi-national returns with Form 5471 ♦ Miscellaneous filings required by foreign governments ♦ Amendment of S-Corporation Federal and Pennsylvania State Returns ♦ Correspondence with IRS & Pennsylvania Department of Revenue ♦ Look-back tax calculation ♦ Sales/use, Payroll, and Property tax filings.

Risk and Management Advisory Services

Benchmarking ♦ Financial modeling ♦ Financial forecasts, analysis and projections ♦ Due diligence ♦ Cash flows analysis ♦ Break-even analysis ♦ Report writing ♦ Process risk evaluation and improvement ♦ Designing, programming and implementing standardized electronic regulatory compliance forms ♦ Performance Measurements for quality and efficiency ♦ Supervising and training newer staff ♦ Evaluated client staff competencies ♦ Policies and procedure recommendations ♦ Revenue recognition analysis ♦ Client presentations.

General Accounting

General ledger entries ♦ Account reconciliation and analysis ♦ Accounts Receivable ♦ Accounts Payable ♦ Assisted in training clients' staff ♦ Variance reporting ♦ Regression analysis ♦ Monthly and yearly closes ♦ Computer administration ♦ Report writing ♦ Initializing property management database and accounting procedures ♦ Reviewed company and client labor reports ♦ Transitioned from OS/2 to Windows NT ♦ Transitioned SAP into our Department ♦ Set up "draw" and "bill back" procedures ♦ Integrated multiple accounting systems into parent's system ♦ Special projects.

EMPLOYMENT HISTORY

<u>Contractor/Self-Employed</u> , San Francisco, CA & Mechanicsburg, PA <i>Significant Clients: KPMG, Lockheed Martin, Carrier Transport A/C, Carrollton Bank, MD State Lottery</i>	11/99 – 9/01, 6/04 - Present
<u>Reznick, Fedder & Silverman, CPAs, PC</u> , Baltimore, MD <i>Senior Tax Associate</i>	7/03 – 6/04
<u>KPMG, LLP</u> , San Francisco, CA & Harrisburg, PA <i>National Tax Compliance Associate, Risk and Advisory Associate</i>	1/01 – 4/01, 9/01 – 7/03
<u>Lindquist, von Husen & Joyce's, CPA's</u> , San Francisco, CA <i>Staff Auditor</i>	11/98 – 11/99
<u>McGladrey & Pullen, CPAs, Inc.</u> , Brisbane, CA <i>Staff Auditor A.</i>	12/96 – 11/98
<u>Hines/Pacific Gas and Electric</u> , San Francisco, CA <i>Accountant</i>	7/95 – 12/96
<u>Levine-Fricke</u> , Emeryville, CA <i>Controller's Assistant</i>	10/92 – 7/95

PROFESSIONAL CREDENTIALS/MEMBERSHIPS

- Certified Public Accountant licensed in Pennsylvania
- American Institute of Certified Public Accountants (AICPA), member
- Pennsylvania Institute of Certified Public Accountants (PICPA), member
- National Society of Accountants (NSA), member
- National Association of Tax Professionals (NATP), member

EDUCATION

The Pennsylvania State University
Bachelor of Science, Accounting, 3.7/4.0 gpa, May 1992

IRS National Tax Conference

- Attendee, Reno, NV, September 1999
- Attendee & "Improving IRS Customer Service" Focus Group Member, Philadelphia, PA, July 2001
- Attendee, New Orleans, LA, September 2002
- Attendee, Atlantic City, NJ, July 2004
- Attendee, Chicago, IL, September 2005

PRESENTATIONS

- *Accounting for Internally Generated Software*
- *Accounting for Costs of Activities of Not-for-Profit Organizations and State and Local Governmental Entities that Include Fund-Raising*
- Comparisons and contrasts between FAS 115 & FAS 124
- Specialized steps for auditing CMO's and other derivative instruments
- 401(K) Plan Participation: Saving Money for the Future and Right Now

AWARDS

- KPMG, LLP: Encore Award, Standing Ovation Level

COMPUTER EXPERIENCE

Spreadsheet Software: Excel 2003, Quattro Pro, Lotus 1-2-3

Accounting Software: SAP, Timberline (GUI & Character-based), Fast, Platinum, Yardi, Ultra-Data, Summit, Symitar, XP

Tax Software: Go Systems RS, ProSystems FX, LaCerte

Programming Software: Visual Basic 6.0, Basic Programming

Audit Software: ACE 98-1, PPC, AuditPro

Database Software: Access 2003, Paradox, dbase,

Healthcare Software: Achieve, Monette (DOS), HBS (DOS)

Word Processing Software: Word 2003, WordPerfect 5.1, WordStar

Operating Systems: Windows XP, 2000, 95/97/98, NT, 3.1, Dos 6.0, OS/2 2.11

Miscellaneous: VIM, HTML 4.0, MS Project 3.0, PowerPoint 2003, Maximo 2.1, Tvalue 4.0, Timeslips, Caseware

Michael S. Strelka, CPA, CVA
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(847) 577-3997; cell (847) 977-5606

Robinson, Reinglass & Panos, Ltd., C.P.A.'s, Northbrook, Illinois, Nov. 2002 – Present

Manager. Responsible for compilation and review engagements, tax (corporate, partnership, estate, fiduciary and individual) and consulting engagements. Fifteen years experience in business valuations.

McLean, Kohn & Debes Ltd., C.P.A.'s, Evanston, Illinois, Nov. 1982 – Aug. 2002

Manager. Responsible for audit (including manufacturing, retail and non-profit), accounting, tax (corporate, partnership, estate, fiduciary and individual) and consulting engagements involving clients in diverse industry types.

New Orleans Commodity Exchange, New Orleans, Louisiana, 1981 - 1982

Director - Compliance Department. Responsible for enforcement of all Exchange rules and regulations, through audits of member brokerage firms, surveillance of daily trading activities and review of Exchange trading records. Also responsible for interfacing with counterparts at other commodity exchanges and government regulatory agencies. Wrote Exchange's audit and surveillance program and assisted in drafting Exchange rules and regulations.

Oakley, Gethmann & Ostrand, Ltd., C.P.A.'s, Evanston, Illinois, 1978 - 1981

Senior Accountant. Conducted audit, tax and accounting engagements for corporations, partnerships, individuals and fiduciaries for clients in diverse range of industries.

Chicago Mercantile Exchange, Chicago, Illinois, 1973 - 1978

Acting Dept. Head, Department of Audits and Investigations. Responsible for conducting audits of member brokerage firms, monitoring the daily trading activities of individual and firm members and performing special tasks assigned by Exchange Board of Governors. Rewrote Exchange audit program. Represented Exchange before Congress during considerations for reauthorization of Commodity Futures Trading Commission.

Skills: Extensive experience with Quickbooks, Creative Solutions, Excel and Word.

Education: Bachelor of Business in Accounting, Western Illinois University, 1973;
Certified in Business Valuations, NACVA, December, 2001
Post-graduate studies in taxation, DePaul University

Certified Public Accountant, State of Illinois, 1976

Certified Valuation Analyst, November, 2001

Professional Affiliations: American Institute of CPA's; Illinois Society of CPA's; National Association of Certified Valuation Analysts

Teaching Experience: Part-time faculty, College of DuPage, *Introduction to Lotus 123*.

Vera Bozko-Summer
924 Corley Mill Road
Lexington
South Carolina 29072-9437
Home: 803-356-8562
Cell: 803-397-4510
veraken@windstream.net

Education

Master of Science, Industrial Engineering & Management Science with a minor in Economics, New Jersey Institute of Technology, Newark, New Jersey. 1980.

Bachelor of Science, Industrial Engineering & Management Science, New Jersey Institute of Technology, Newark, New Jersey. 1975.

Certifications

- * National Association of Purchasing Management
- * American Society for Production and Inventory Control

Business Experience

Internal Project Manager. Employed by four large manufacturing companies from 1976 through 1994. Developed and implemented accounting, manufacturing, and marketing systems in the four varied environments. Developed and coordinated educational programs to facilitate new systems implementations for the end users.

Business Proprietor and Administrative Manager. My husband and I purchased an existing business in South Carolina and relocated here in July 1994. We operated this service business until we sold it in December 2006. In this business, I managed the administrative portion which included: accounting, customer relations, employee relations, and sales. The accounting function included weekly and monthly payroll with its corresponding federal and state filings, invoicing, and bills payment. My books were certified by a CPA annually before corporate tax returns were prepared.

Church Experience

Treasurer, Fund Raiser, Parish Council Member. Holy Apostles Orthodox Church, 724 Buff Street, West Columbia, South Carolina. Served as Treasurer from 2001 to 2005, with books certified by CPA during term. In this capacity, negotiated purchase price and favorable mortgage terms for our current building on behalf of Holy Apostles Church. As Fund Raiser, initiated a fund-raising program in 1995, which helped retire debt on the original church building. Cumulatively served for 12 years as Parish Council Member.

Volunteer Experience

Currently working in Central Supply for the Patient Neo-Natal Division of Lexington Medical Center, 2720 Sunset Boulevard, West Columbia, South Carolina.

ORTHODOX CHURCH IN AMERICA
AUDIT COMMITTEE OF THE METROPOLITAN COUNCIL

Deacon Martin D. Watt, CPA, Chair
Karen L. Simons-Durkish, CPA, Member
Michael S. Strelka, CPA, CVA, Member
Vera Bozko-Summer, Alternate

c/o St. Paul Orthodox Church
4451 Wagner Road
Dayton, Ohio 45440

July 27, 2009

The Holy Synod of Bishops and Metropolitan Council
Orthodox Church in America
P.O. Box 675
Syosset, New York 11791

Your Beatitude, Your Eminences, Your Graces, Brothers and Sisters in Christ:

Most Blessed Master Bless!

The Statute of the Orthodox Church in America was amended at the 15th All American Council to reconstitute the Audit Committee of the OCA. Article 3, Section 15 (as amended) states:

Auditing Committee

An auditing committee consisting of three members shall be nominated and appointed by the Metropolitan Council at its first meeting following the election of Metropolitan Council members at the All-American Council. The term of service shall be from appointment to the end of the next All-American Council. Its duties shall be to audit all accounts of The Orthodox Church in America on a semiannual basis and review the audited accounts of all stavropegial institutions on an annual basis and to report same to the Metropolitan Council. The Chairman of the auditing committee shall attend sessions of the Metropolitan Council only to make the committee's reports. All auditors shall have relevant professional experience. An auditor shall succeed himself for only one additional term, and may only be removed for cause by a two thirds vote of the Metropolitan Council. Vacancies in the auditing committee are filled by the Metropolitan Council.

I wish to report that the three individuals and one alternate nominated by the Metropolitan Council and blessed by the Holy Synod of Bishops have provisionally met

and begun their task. I have been selected as Chair of the group. We ask first for your confirmation as the Auditors for the upcoming cycle, until the completion of the next All-American Council.

In thinking about how to approach this function, we reviewed the purpose of internal auditing in the professional literature. The Internal Audit function, according to the Institute for Internal Auditors,

“is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.”

The Audit function is one which, as its primary objective, is to allow the users of information to rely on the information they receive, trusting that the information is accurate. A second primary objective is to allow the governance of the organization, including the Metropolitan, the Bishops of the Holy Synod, and the Metropolitan Council (hereafter “the Governance”), as well as the whole Body of Christ, to trust that decisions were properly authorized and recorded, as the principles of good stewardship demand. It should be noted that, just as with the independent auditors, no audit can guarantee accuracy at the transaction level, or that fraud will not occur. A properly functioning internal audit process will, however, assist those tasked with the accountability for the resources entrusted by our Lord to the Orthodox Church in America.

AUDIT UNIVERSE

The Statute provides that our group should audit all accounts of the Orthodox Church in America, and review the audited accounts of all stavropegial institutions. According to the *2008 OCA Sourcebook*, the stavropegial institutions are:

St. Tikhon, Patriarch of Moscow Church, Toronto, ON
Holy Assumption Monastery, Calistoga, CA
Companions of New Skete, Cambridge, NY
Nuns of New Skete, Cambridge, NY
Monks of New Skete, Cambridge, NY
Three Hierarchs Chapel, Crestwood, NY
St. Vladimir's Orthodox Theological Seminary, Crestwood, NY
Holy Myrrhbearers Monastery, Otego, NY
St. Sergius of Radonezh Chapel, Oyster Bay Cove, NY
St. Tikhon of Zadonsk Monastery, South Canaan, PA
St. Tikhon's Orthodox Theological Seminary, South Canaan, PA
Protection of the Holy Theotokos Monastery, Weaverville, NC

We would appreciate the cooperation and support of the Metropolitan Council and the Chancery Staff in obtaining access to the records and accounts of the above named institutions, as well as the Chancery itself. We would also appreciate the identification and inclusion of any other organizations that have or could have a claim or potential claim on resources of the OCA. Those organizations could include the respective seminary press operations, the Orthodox Christian Publications Center, or other organizations that draw resources from, or are responsible to, the Metropolitan and, by extension, the Metropolitan Council. Any organization that receives commitments from the OCA, has claims on OCA resources, or can obligate the OCA (i.e., pledge resources outside of the direct control of the institution) should be examined. It should be noted that the Committee is entirely dependent on the Metropolitan Council and the Holy Synod to ensure the desired universe of institutions subject to audit are identified.

OUR APPROACH

First, we would like to emphasize that our work, like our world, is constantly changing. While we do not anticipate deviating from these initial steps, certainly the findings and situations we encounter will require us to remain flexible in our approaches and examinations.

We anticipate first sending a comprehensive questionnaire to each individual responsible for governance of the institutions under examination. In the questionnaire we hope to gather information about related entities, the nature of the transactions we should anticipate reviewing, and the governance of the institutions.

Competencies of the Metropolitan Council, by Statute, include:

- Provides for the maintenance of the central administrative bodies of the Church and for the allocation of the general Church funds;
- Decides on the purchase, sale, or mortgaging of property of the Church, except in cases covered in Article X, Section 8;
- Maintains an inventory of all properties of the Church;
- Determines the forms and books necessary for the keeping of records and statistical data by the dioceses, requiring all statistics necessary for reports;

We anticipate designing our questionnaires to assist us in preparing a report as to the items listed above. Further, our hope is to uncover points of internal control where the institutions may establish control with little or no additional effort or expenditure.

Our examinations are expected to cover each of the significant accounting and governance cycles. This would include, but not limited to, budgeting, revenue, expenditure, capital spending, transaction reporting and financial reporting. We will endeavor to uncover all accounts of all types that represent resources of the OCA, subject

to the control of the Metropolitan or, in their role as officers of the All-American Council, the Chancery Staff. To emphasize an earlier point, the Committee is entirely dependent on the Metropolitan Council, the Chancery Staff, and the Holy Synod to identify and reveal accounts under the control of the Metropolitan and/or the Metropolitan Council. The inventory of such accounts remains within the competency of the Metropolitan Council.

Once we gather the information, we anticipate one or two Committee members visiting with each institution to confirm the information contained in the questionnaire and to examine the processes, controls, books and records themselves. We will examine documents to ensure the procedures and processes we identify are in fact functioning as described. We will prepare summaries of policies and procedures in effect for each institution for distribution to the Governance. This report will be a fact-based report of the situation as it currently exists, without commentary.

Once that report is compiled, we will prepare commentary on the policies and procedures. While we do not know at this time what to expect, we do anticipate our commentary will involve a series of recommendations to the Governance outlining the benefits and costs (both financial and other) of our recommendations. We do anticipate receiving the comments of the individual institution managers and incorporating them into the final report, to be presented to the 16th All-American Council.

COST AND LOGISTICS

Although we are each professionals, we are serving on a volunteer basis. We do anticipate incurring travel expenses. It is difficult due to the uncertainty of the nature, extent, and timing of the examinations to be certain of costs. For purposes of preparation, the expectation is that each location will be visited and the Chancery will be visited by more than one, perhaps all three, Audit Committee members. Visits may not be necessary to some institutions.

We believe the travel costs will be approximately \$500-750 per person per trip. We believe we can limit the total number of trips to ten or fewer. There will certainly be two trips annually for the Chairman to attend Metropolitan Council meetings and deliver periodic reports. It will be relatively easy for the site visits to the Chancery to be combined with the St. Vladimir's operations in Crestwood. One or more of our members may choose to drive to South Caanan, which will decrease cost markedly. We expect to provide our own meals.

We are very conscious of the cost of our role, and will endeavor to always operate within the most effective and efficient methods possible. We would estimate a total budget between \$8,500 and \$10,000 annually, excluding the cost of any trips relating to the OCA Representation Church in Moscow.

For the Representation Church in Moscow, it is the feeling of the Committee that an annual trip would be excessive. Rather, we believe a trip would only be necessary once during the three year tenure of the Audit Committee, to do testing of the internal controls we document after receiving the questionnaire. We would like to project that trip for late 2010, to ensure we have ample opportunity to gain a significant understanding of the relationship to that institution, and to ensure the most productive use of the time and resources. The estimated cost for such a trip is unknown, however, we believe budgeting \$10,000 for that trip would be adequate.

TIMELINE

As we do not yet know what to expect, it is difficult to establish a definitive timeline. However, for planning purposes, we would like to complete the questionnaires and their review in time to provide for a preliminary report to the Governance at the scheduled spring 2010 meetings. We hope to have completed our initial work and developed a draft final report in time for the following fall 2010 meetings. Our commitment to you and to the Governance is that we will not allow the quality and professionalism of our work to be compromised in the pursuit of artificial timelines.

CONCLUSION

Although the work we undertake is at times daunting, we are pleased to be able to serve the Orthodox Church in America in this capacity. We ask for your prayers for our work, that our God will grant to us the discernment and wisdom necessary to fulfill our tasks. We believe that we have been given a trust just as the stewards in the Gospel of St. Matthew 25:14ff. We pray that our work may prove rewarding to the Church.

For the Audit Committee, Asking Your Archpastoral Blessings, I remain

Yours in Christ,



Deacon Martin D. Watt, CPA
Chairman

cc (via electronic distribution):

V. Rev. Alexander Garklavs, Chancellor
V. Rev. Eric George Tosi, Secretary
V. Rev. Michael Tassos, Interim Treasurer
V. Rev. Dennis Swencki, Controller

Report
OCA Charity Committee
Metropolitan Council Meeting
September, 2009

Since the last meeting of the Metropolitan Council (February 2009), the Charity Committee of the OCA has let one grant of \$5000 to Emmaus House, NYC for its on-going Traveling Kitchen program.

Points of Concern:

1. We need clarification about the role of the liaisons appointed by His Beatitude in February. We understand and agree with Bp. Benjamin that his role is not one of “Synodal Minder” but of communication.
2. We regret that “The Orthodox Church” publication has not been able to report the letting of the first grants at the end of 2008, although copy and photos were furnished.
3. We do note that neither Raphael House (previous grantee) nor Emmaus House has acknowledged receipt of these grants to the Charity Committee.

No other applications are pending.

Fr John Reeves, Chairman
Dr Dimitri Solodow
Andrea Dimech Diamantis, Consultant
Fr Maximus Urbanowicz, Consultant

The Rt Rev'd Bp BENJAMIN, Synodal Liaison
Fr Alexander Garklavs, Administration Liaison

Report to the Metropolitan Council of the Ethics Committee

Submitted by Archbishop Theodore Bobosh, Committee Chair

The Ethics Committee was not presented with any ethics violation complaints over the past 6 months, thanks be to God. Therefore the Committee has not met.

Perhaps an issue of concern for the Committee and the Metropolitan Council is whether there are clear and well known procedures to follow regarding ethics violation and complaints. For example the work of the Ethics Committee is spelled out in the Best Practices document and may give the impression that issues to be presented to the Committee deal mostly with accounting/finance issues. Are complaints about how church officials handle church sexual misconduct issues or other clergy abuse issues to be presented to the Ethics Committee? (Not that the original allegations would be handled by this Committee – there are other Committees for this purpose – but complaints about how the OCA or its clergy responded to the original allegations or how they handled the investigation). Are the only complaints to be brought to this Committee about or by OCA employees, or are any and all complaints brought for or by OCA central church staff, OCA clergy, OCA bishops or Orthodox laity to be reported to the Ethics Committee? Since complaints might be first presented to Chancery Staff members or the Metropolitan is it clear policy and procedure that they MUST report ethic violations and complaints to the Committee, or is it acceptable that staff members or bishops deal with such complaints as part of their own competencies in the OCA and to avoid bureaucratic entanglements with the Committee? Especially because such complaints might have legal implications, are the policies and procedures clear enough on how they are to be handled? Are the policies and procedures in fact being followed or are efforts made to “pastorally deal with” or “weed out” complaints?

Special Investigating Committee Report Update

Immediate Recommendations

- ✓ Retirement/Resignation/Removal of Metropolitan HERMAN and referral to the Holy Synod for discipline prior to the 15th AAC
 - *Metropolitan HERMAN retired on September 4, 2008*
- ✓ Referral of Metropolitan THEODOSIUS to the Holy Synod for discipline prior to the 15th AAC
 - *Action referred to the Holy Synod on September 4, 2008*
- ✓ Referral of former Treasurers and Comptroller to the Holy Synod for discipline prior to the 15th AAC
 - *Resolution by MC/HS on September 5, 2008 and letters issued on September 10, 2008*
- ✓ Joint letter of apology and repentance from the Holy Synod and Metropolitan Council prior to 15th AAC & joint letter of apology and commendation to John Kozey
 - *Apology posted on OCA website on September 5, 2008*
 - *Holy Synod pastoral letter of October 9, 2008*
- ✓ A joint Holy Synod and Metropolitan Council statement of commitment to implement the recommendations prior to the 15th AAC
 - *Resolution passed on September 5, 2008 and discussed at AAC*
- Seek recovery of funds from named individuals immediately after the joint session
 - *Lawsuit pending*
- ✓ OCA Legal Committee to review the Report for possible referral to Nassau County District Attorney and other authorities and report by September 30, 2008
 - *Report reviewed and sent to Nassau County DA on September 30, 2008*
 - *Legal Committee Update at MC meeting*
- ✓ Publication on the OCA website of the unabridged SIC Report no later than September 5, 2008
 - *Report posted on OCA website on September 3, 2008*
 - *Final report posted on November 12, 2008*
- ✓ Report of the OCA's external auditors to the HS and MC on the adequacy of the internal financial controls and release of the report at the 15th AAC
 - *Audit report by Weiser received and distributed at AAC*
- ✓ Establish committee to oversee and report on progress of SIC recommendations
 - *Completed September 5, 2008*
 - *Archbishop JOB appointed Chair*
- ✓ Designate MC Ethics Committee as ombudsman for concerns
 - *Completed on September 5, 2008*

- *New Ethics Committee appointed Spring 2009*
- ✓ Presentation from General Counsel to the HS and MC on fiduciary and legal responsibilities
 - *General Counsel to present at Spring 2009 and in new handbook issued Fall 2009*
- Develop a “Crisis management” plan and provide effective communication
 - *Committee formed on September 5, 2008*
 - *Action plan need to be initiated. See report for this MC meeting*

Long Term Recommendations

- Annual external audits of all OCA bodies and institutions. Audit records of former Diocese of NY/NJ. Publish audits within 30 days
 - *Weiser audit completed.*
 - *Diocese records collected and initially sorted. Handed to Diocesan team. Team handed over to accountant and initial report expected by MC meeting.*
 - *STM records collected and initial report issued. STIC appointed and began work.*
 -
- ✓ Establish qualifications for OCA Auditors
 - *Statute Amendment passed at 15th AAC*
 - *Committee submitted to Fall 2009 to be appointed and confirmed*
- ✓ OCA Annual Audits to be presented to HS and MC and then published on the OCA website within 30 days
 - *Financial reports posted on website*
 - *Quarterly posted late, monthly issued internally*
- Publication of the OCA’s Annual Budget and monthly financial reports on OCA website
 - *Reports published and budget presented at 15th AAC*
 - *2010 budget to be passed at Fall 2009 meeting*
- Implement changes to ensure OCA website is current, reliable and answers readers’ questions
 - *Web Team currently redesigning website to be re-launched*
 - *DMC report*
- Establishment at the 15th AAC of a long term strategic planning committee to review:
 - *The relationship of the dioceses of the OCA to the Central Church*
 - *The division of responsibilities and funding*
 - *The separate and joint roles and responsibilities of the HS and MC*
 - *The role, functions, structure and funding of the Central Church and geographic location*
 - *Development, documentation and implementation of sound business policies, procedures, processes and practices*
 - *Review of the Statute of the Orthodox Church in America and of all HS, MC and Chancery policies*
 - *Holy Synod meeting*
 - *Committee appointed and met at SVS Institute*
 - *MC retreat at Fall 2009 meeting*

JAMES JIMENEZ & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS

191 Godwin Avenue
Wyckoff, New Jersey 07481

Phone: 201-485-7433
Fax: 201-560-0188

September 23, 2009

Orthodox Church of America in NY & NJ
285 French Hill Road
Wayne, NJ 07470

Dear Larry,

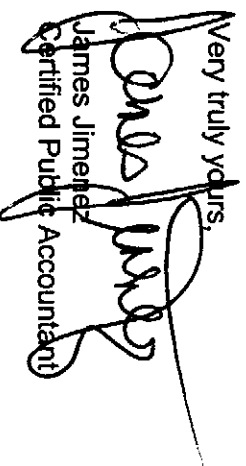
As per our conversation, this letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide.

I will provide the following services:

1. Monthly analysis of cash receipts and cash disbursements, by using a computerized accounting system.
2. Adjust account balances.
3. When necessary, discuss topics which I believe would be of interest and importance to you and to answer any questions you may have.

My fees for these services are based upon the time required to complete the engagement multiplied by our standard hourly billing rates. My current rate is \$150 per hour.

If you have any questions, please give me a call at any time.

Very truly yours,

James Jimenez
Certified Public Accountant

Crisis Management Plan Development Committee

Report to the Fall, 2009 Metropolitan Council Meeting

1. Introduction:

The Committee was established in response to Recommendation 13 of the Special Investigating Committee at the September, 2008 Joint Meeting of the Holy Synod and Metropolitan Council.

The Recommendation was based upon the SIC's finding that the so-called "Kondratick crisis" had been mishandled, in part, due to a lack of knowledge and experience in dealing with such matters by the Holy Synod, the Metropolitan Council and the central administration, coupled with those bodies reluctance to seek such competencies from outside the Church.

To avert such mishandling in the future, the Recommendation calls for the development of a "comprehensive crisis management plan; developing and adopting a policy of immediate action within the Church; and a commitment to provide effective communications with members of the Church while problems, issues and crises are being addressed."

The Committee formed at the Fall, 2008 meeting consisted of Dr. Dmitri Solodow (chair), Gary Popovich and Fr. Andrew Jarmus. The Committee selected Bernie Wilson, investigative consultant to the SIC and an expert on crisis management, as its consultant.

2. The Project to Date:

Within two weeks, the consultant had prepared, and the Committee had approved, a Plan Development Concept paper, a set of Potential Crisis Management Issues, and a suggested "Vulnerability Audit" interview list (all are attached).

The 15th AAC heard and accepted the SIC's report, making it the official policy of the Church to develop and implement a crisis management plan. The Committee asked the consultant to proceed.

The consultant communicated with the OCA Chancellor, Treasurer, Secretary and Communications Director, describing the crisis management process and asking to set up interviews with them to begin its development. Frs. Garklavs and Tassos do not reply. Fr. Tosi says he would present the Committee's materials at the next Metropolitan Council meeting. Fr. Jarmus suggested the Committee members should first talk together, and then Metropolitan Jonah should be brought into the discussion.

Seeking to get the Metropolitan briefed, and for him to get his staff's cooperation with the project, the Committee chair met with +Jonah on February 19, 2009. His Beatitude indicated that some at the Chancery had reservations about the Plan. These reservations were: now that the "Kondratick crisis" was behind us, was there still a reason for such a plan; should a crisis arise, the central administration could handle it; a committee of the Metropolitan Council should not be involved in crisis response.

Dr. Solodow reminded the Metropolitan that the Committee's role was to develop the Plan, with the full participation of the Chancery staff (and others), and not to be a committee of crisis responders. The Plan was needed, for all the reasons made clear in the SIC Report. His Beatitude agreed, and asked to be the first interviewed.

At the Metropolitan Council meeting the next day, the Committee was expanded to include Fr. Michael Matsko as a member and His Grace Bishop Benjamin, as the liaison to the Holy Synod.

The Committee decided that it would be best to interview the Metropolitan after Pascha and his trip to the Russia. Several emails to the Metropolitan went unanswered until July 1, when his aide, Brother Gregory, responded to say he would propose several dates for a meeting between the consultant and the Metropolitan. As of this writing (July 15, 2009) we have not heard from either the Metropolitan or his aide.

The Committee hopes that, by the one year anniversary of its establishment, its work can finally begin.

CRISIS MANAGEMENT PLAN /CRISIS MANAGEMENT TEAM DEVELOPMENT

Orthodox Church in America

Presented by Bernard J. Wilson, CHS-V

September 16, 2008

Crisis – unpredictable event that threatens an organization, typically including an element of surprise, demanding immediate and effective decisions accompanied by decisive communication.

NOTE: The “surprise” is WHAT happens. That it WILL happen is NO surprise.

BACKGROUND:

“Crisis Management” is a general term applicable to plans, programs and teams that deal with crises. While understanding the need for an organization to continue normal operations, it is important to have something in place that can rapidly address the “rolling snowballs” which, if not managed, tend to pick up speed and volume, resulting in an avalanche of even greater challenges to the organization. Unfortunately, the very idea of managing crises is typically not addressed by organizations until a crisis is faced – too late to create plans, programs and teams. Such failure often leads to an organization realizing the need for effective Crisis Management, as in the case of the Orthodox Church in America (OCA).

“Business Continuity” is often associated with crisis management. However, business continuity, while a logical extension and even a component of Crisis Management, is not the same as Crisis Management. Business Continuity plans usually emphasize a limited spectrum of Crisis Management – disasters or other events that require a business to recover and set up operations elsewhere. Backing up business files, data, software, along with planning alternate manufacturing options, alternate business locations are excellent examples of Business Continuity planning. However, Business Continuity plans do not address things such as malfeasance in office by corporate officers, immediate reaction to from law suits, allegations of serious misconduct, workplace violence, internal communications breakdowns, adverse publicity, and sudden product liability – anything that might impact stakeholder faith in the organization’s ability to function.

SCOPE OF THE PROJECT

As an outcome of an investigation into internal misconduct, the Special Investigating Committee (SIC) of the Orthodox Church in America (OCA) made several recommendations in their final report. One of the recommendations was:

“m. The MC’s selection of a committee during its September 2008 meeting to develop a comprehensive crisis management plan, developing and adopting a policy of immediate action within the Church, and a commitment to provide effective communications with members of the Church, while problems, issues, and crises are being addressed. The committee will present a progress report to the HS and MC no later than the Spring 2009 HS and MC sessions.”

This recommendation was adopted by the MC (Metropolitan Council) on September 3, 2008, blessed by the Holy Synod the same day and said Committee was appointed on September 5, 2008. The Committee members are Dr. Dmitri Solodow and Mr. Gary Popovich, with me, Bernard Wilson, as consultant. Based on my experience, this is an optimum number of people for this Committee.

While the recommendation was for the Metropolitan Council to appoint the Committee, I believe it imperative to decide who will be the final “user” of the Committee’s work. Having a Crisis Management Plan and Crisis Management Committee limited to the Metropolitan Council would be problematic and ineffective, as not all OCA decision making is vested with the Metropolitan Council. Unless it is determined to be otherwise, I will assume that the intention is to produce a Crisis Management Plan and provide recommendations for staffing a Crisis Management Team for the MC to present for use within the OCA as a whole.

OBJECTIVES

There are four objectives for this project:

Develop – Crisis Management Plan (CMP). Identify possible scenarios requiring crisis decision making. Provide mechanisms to make those decisions. The CMP will also take into account the unique “management” structure and Statute of the OCA.

Develop – Crisis Management Team (CMT) recommendations, including decision making process recommendations, identification of Crisis Management Team (CMT) members by position, taking into account the unique management structure and Statute of the OCA.

Develop – Final work product, after reviewing CMP and CMT recommendations and needs. After refining both, the Committee will agree on final content for a Committee report.

Present – The Committee will present their work product to the MC.

TIMELINE

To date, only one milestone has been established – a progress report is due from the Committee to the MC no later than the Spring, 2009 sessions of the MC and the Holy Synod (HS).

PROJECT RESEARCH

There are different ways to research material for this work. To start, it is essential to conduct an initial risk analysis. This serves to show current capabilities, practices, procedures and relationships. Strengths, weaknesses and opportunities for improvement are identified.

A full scale review of this type is labor intensive and time consuming, requiring several experienced planners. In addition to concentrated review of organizational structure, plans policies and procedures, interviews are required with employees, “stockholders,” stakeholders, managers, corporate officers, “customers,” vendors, media, other Church jurisdictions, legal counsel, etc. This process is also laborious, requiring several experienced planners. Findings are compared to Crisis Management best practices, followed by briefings to executives and key personnel. Direction is then obtained to proceed further. This type of review is appropriate to large organizations with day to day operational responsibilities and is not one that I would recommend for an organization such as the OCA, which has more of a “cadre” staffing that takes on more of a coordinating mission.

A less intensive, yet still effective level of review would be ideal for the OCA. This review involves two phases – the first is a document analysis of existing documents, policies, procedures, checklists, disaster plans, decision making processes, internal and external communications processes, etc. that are already in place for use by the MC, HS, corporate officers and Chancery.

This examination is followed by comparison to identified scenarios (see the section on “Project Development” below for further). This will go a long way to determine potential shortcomings in procedures and identify critical areas for improvement - what works, what does not, what can/should be added. I believe the examination can take place during a half-day session, ideally at the Chancery, followed by the analysis, which will take the remainder of the day.

The second phase of this review consists of one-on one interviews with corporate officers (Chancellor, Secretary, and Treasurer) and with the Director of Communications. The interviews can also take place at the Chancery, on the day following the document analysis. Following the one-on one interviews, a short meeting of all four parties is held, with low-level testing of decision flow. The idea is to determine potential breaking points in communications to see how critical situations can develop into crises. Ideally, a member of the HS can also be included in the interview list, as well as an experienced MC member who has faced past decision making events. While it is better to have them all done live, the latter two can be conducted via telephone if necessary to reduce time, expense and travel concerns. Also, it is customary to include general counsel in the interview list. Given the current situation, it may be possible to defer that interview and replace it with an interview with the head of the MC Legal Committee, provided that general counsel is included in the final “sign off” process.

My usual method in the document analysis and interviews is to conduct them myself and I recommend that they be done that way for this project. In my experience, individuals can often become defensive when faced with questions for which they may have no answers, yet for which they might be expected to deliver answers. It is important to realize that this is non-judgmental information gathering and not a perceived performance review. Having a facilitator do these parts adds immeasurably to the comfort level of the parties.

PROJECT DEVELOPMENT

This is where the Committee will be doing the bulk of its work. Once the document analysis and staff interviews have been completed, with results provided to the Committee, we can start on compiling the Crisis Management Plan. In order to do so, we will need to work with scenarios that have been developed prior to the staff interviews. No later than 18 September, 2008, I will provide a list of possible scenarios to Committee members. I suggest that the list be expanded as much as believed to be necessary. Eventually, it will be possible to merge scenario solutions with others, but it is important to “think big” in the beginning by determining and reviewing “worst case scenarios.” (Plan for the worst – hope for the best). The scenarios will generate checklists for how to respond to crises and can be adapted for other scenarios. Also, the scenarios will be used to determine what assumptions may or may not be valid.

With document analysis, interview report and scenarios in hand, it will be possible to work on the actual CMP. While doing this, we can start identifying potential membership potentials for the Crisis Management Team. As decision needs become evident, so will the identification as to who needs to make those decisions. We will need to determine “triggers” for implementing decisions – when and by whom? The CMP will allow the organization to proactively speak with one voice, addressing:

Mitigation and prevention. Do the best you can to stop crises before they start.

When crises do occur, provide for immediate, decisive and coordinated response. Resolve the crisis while continuing to run the organization. Timely and honest communications with stakeholders.

Recovery plan – get the organization back to focusing on what it does.

After action – “Lessons learned.” What went right? What went wrong? What changes are needed? Review and adjust the CMP accordingly.

Ideally, the Committee would meet in person for a perhaps 2-day session to accomplish this. However, it is possible to do it via e-mail and conference calls if time and expenses warrant.

PROJECT COMPLETION

The final goal is for the Crisis Management Committee of the Metropolitan Council to present a comprehensive Crisis Management Plan, with recommendations for Crisis Management Team staffing that will be understandable and easy to implement. The Crisis Management Plan will take into account the need for openness, transparency and accountability to the members of the Orthodox Church in America, addressing critical incidents that have legal, functional, ethical, public relations and even spiritual implications.

CRISIS MANAGEMENT

Crisis – unpredictable event that threatens an organization, typically including an element of surprise, demanding immediate and effective decisions accompanied by decisive communication. NOTE: The “surprise” is WHAT happens. That it WILL happen is NO surprise.

EXAMPLES:

2000 - Bridgestone/Firestone discovered tread separation on several tire models. Over 14.4 million tires, mostly on SUV's, with Ford Explorers heavily represented. Firestone initially blamed Ford and also blamed consumers for improper tire inflation. Recalls were staggered – people had to wait months for replacements. It was later revealed that there was prior knowledge of 1,400 complaints, 88 deaths and more than 250 injuries.

1993 - internal memo from OCA Audit Committee to OCA officials gives notice of failings going back three years, leading to concerns over “...financial integrity of the Church” ... Failure to immediately and adequately address the root causes of what later becomes a major crisis impacts the OCA for the next 16 years and counting.

1982 – Cyanide added to Tylenol capsules on store shelves. Seven dead (three in one family). Johnson & Johnson recalled 31 million bottles (\$100 million worth) of Tylenol immediately. CEO personally appeared on TV and at press conferences informing consumers. J&J introduced triple tamper resistant packaging. “Brand confidence” was restored and sales returned to pre 1982 crisis levels. Happened AGAIN four years later (isolated incident) - Crisis management plan was activated. All TV commercials cancelled, consumer hot line set up, refunds offered. Happened AGAIN a week later – within minutes, J&J told consumers not to use Tylenol capsules, which were discontinued.

CRISIS MANAGEMENT PLAN (CMP):

Mitigation and prevention. Do the best you can to stop crises before they start.

When crises do occur, provide for immediate, decisive and coordinated response. Resolve the crisis while continuing to run the organization. Timely and honest communications with stakeholders.

Recovery plan – get the organization back to focusing on what it should be doing.

After action – “Lessons learned.” What went right? What went wrong? What changes are needed? Review and adjust the CMP accordingly.

OBSTACLES TO CREATING EFFECTIVE CRISIS MANAGEMENT STRATEGIES:

Many, if not most, organizations that do have CMP's in place only did so after being hit with and damaged by a major crisis. In a surprisingly high number of cases, multiple crises happened before the organization finally decided to do something about organized crisis management. Even after proving the need for crisis management strategies, resistance is often encountered in developing those strategies.

Resistance to crisis management planning takes many forms. Key people may not fully understand the purpose of crisis management and thus cannot commit to implementation. Also, it is not uncommon for executives to feel that their decision making and management abilities are being questioned when there is talk of crisis planning. Effective leaders, managers, executives often believe that they got where they are

by being quick on their feet and able to make decisive decisions without having a formal process involving others. Some of them do not want to see it because of a perceived lessening of power or influence. Others do not want to see it because their own shortcomings might be uncovered in the process. The reality is that crises can rapidly spin up to become incredibly demanding of corporate resources and executive's time, all while the day to day operations still must continue. And, in almost every case, crisis decisions will require additional input and decision making by persons outside the small circle of people who conduct day to day operations.

RECOMMENDED TASKS FOR THE OCA CRISIS MANAGEMENT PLAN DEVELOPMENT COMMITTEE

Review – existing documents, plans, procedures, decision making process, notification process, internal and external communications processes. Determine what works, what does not. Determine what can/should be added. (Work has already commenced on the review process and a plan developed)

Interview – (in depth) – Metropolitan, HS representative, OCA corporate officers, OCA Communications director, Chair of MC Legal Committee and/or General Counsel, others as needed. (Work has already commenced on developing the interview process)

Develop – Crisis Management Team (CMT) recommendations, including decision making process recommendations, identification of Crisis Management Team (CMT) members by position. (This step cannot be accomplished until the first two steps have been completed).

Develop – Crisis Management Plan (CMP). Determine and review “worst case scenarios.” (Plan for the worst – hope for the best). The scenarios will generate checklists for how to respond to crises and can be adapted for other scenarios. Also, the scenarios will be used to determine what assumptions may or may not be valid. Incorporate PR and legal reviews into the process. Determine “triggers” for implementing decisions. The CMP will allow the organization to proactively speak with one voice. (Scenario development has already commenced, as have preliminary concepts for testing and evaluating. Other aspects cannot be accomplished without all three of the prior tasks being completed).

Present – CMT and CMP recommendations to the MC. After MC review, adjust CMT and CMP as needed.

POTENTIAL CRISIS MANAGEMENT ISSUES FOR VULNERABILITY AUDIT

Orthodox Church in America

Presented by Bernard J. Wilson

(Synopsis version – specific issues sanitized)

To date (February, 2009), 22 potential Crisis Management issues have been identified that could be applicable to the Orthodox Church in America. The issues are all based on realistic scenarios that have already happened at other religious organizations and non-profit organizations.

The crisis management issues form the backbone of scenarios that will be presented during the “Vulnerability Audit” phase of the Crisis Management Project. The Vulnerability Audit consists of a confidential review of existing policies and procedures, interviews with key personnel and a detailed analysis of the outcome of the review and interviews. In a number of cases, existing procedures may be adequate to address the issues. In other cases, refinement of existing practices may be needed. And, in some cases, the issues have not yet been addressed, or there be confusion as to how to address them.

Not all of the issues are stand alone. Many will merge with others and be included in combined solutions. It is highly likely for additional issues to be revealed during the Vulnerability Audit. Also, the Crisis Management Planning Committee may develop additional issues and/or scenarios.

The Vulnerability Audit issues and scenarios are presented in a manner that encourages open response and provides for individual coaching and encouragement along the way. In other words, the Audit is not a “pass/fail” series of questions, nor is it a “witness stand” type of questioning, with “just answer the question” as the base format. Instead, the idea is to help participants understand what they already know, what they need to know and how to translate knowledge into effective actions that can be included in the overall Crisis management Plan. Individual Interviews are confidential with results being amalgamated for further presentation – who said what is not the concern.

Out of necessity, the issues and scenarios must remain confidential until the Vulnerability Audit has been completed. Since current capabilities will be measured during the Audit, release of the issues and scenarios in advance would be counterproductive. However, the OCA Crisis Management Planning Committee is certainly entitled to at least a glimpse of the content – to that end, a review of the issues and scenarios includes references to issues that contain these words:

-
- **Accusations**
- **Malfeasance**
- **Impossible**
- **Communications**
- **Security**
- **Adverse**

- **Anonymous.**
- **Key employee**

- **Misconduct**
- **News media**
- **Legal**
- **Failure**

Addendum to the Report of the Strategic Planning Committee to the Metropolitan Council

“The idea of the Church does not exist, but the Church itself exists, and for each living member of the Church the ecclesiastical life is the most definite and most tangible of all which he knows.”

Father Paul Florensky, The Pillar and Ground of Truth. Moscow, 1914

“From the very beginning, Christianity was not primarily a doctrine, but exactly a “community.” There was not only a “Message” to be proclaimed and delivered, and “Good News” to be declared. There was precisely a New Community, distinct and peculiar, in the process of growth and formation, to which members were called and recruited.”

Father Georges Florovsky, “Antinomies of Christian History: Empire and Desert.” Brookline, MA. 1957

Among its immediate and, hopefully, attainable goals the Strategic Planning Committee is preparing to facilitate a retreat for the Metropolitan Council that will help to clarify both a vision and means for implementing an organizational structure of the OCA.

For all intents and purposes, the term(s) “organization/organizational structure” of the Church fall under the rubric of ecclesiology. Ecclesiology does not primarily seek to define the Church but is rather the existential reality of the Church as “New Community” and “New Creation”. Ecclesiology impacts the life of all the baptized. It forms the very contours in which one lives out in community the life in Christ. All of this makes the work of the Strategic Planning Committee with the Synod and the MC especially challenging since ecclesiology at its very core can only be expressed and understood experientially. Father Florensky clearly expresses this challenge: “If one must nevertheless apply concepts to the life of the Church, the most appropriate concepts would be not juridical and archaeological ones but biological and aesthetic ones.”

All ecclesial structures are not ends in themselves. Their historical “growth and formation” are **dependent** upon a communal or ecclesial encounter with the living God. This encounter, which is “most definite and tangible,” is what steers the Church in its missionary sojourn. Given this existential fact, the Strategic Planning Committee realizes that any discussion on ecclesiology necessitates an **understanding** and therefore **experience** of what the Church is as a divine/human reality sojourning (parikos/parikousa) in the world for the life of the world and its salvation. The Church exists only to continue Christ’s ministry to save, renew and transfigure the world. As the living body of Christ, the Church is sent out into the world to draw the world into itself. The Church is called to **ingest** the world so that the world might become Church.

Every facet of ecclesial life and therefore every aspect of ecclesiology exists to enable the Church to proclaim, share and **extend here and now** the kingdom which is to come. Fundamental to fulfilling this Gospel imperative is the application of conciliarity. From an Orthodox perspective, conciliarity is grounded and expressed in the context of the Liturgy. The relationship of Christ and faithful as a **symbiotic union** is maintained and revealed in the celebration of the New Covenant. The total Christ as head and body- caput et corpus- is a liturgical and more specifically Eucharistic phenomenon.

As the Eucharist is the context for conciliarity, the Holy Trinity is the paradigm from which is derived the dynamic of conciliarity as it is celebrated in the Eucharist. Our triadology expresses a unity in diversity and diversity in unity from which is derived the interrelationship and hence interdependency of persons. No person of the Trinity exists or acts alone. However, the interrelationship and interdependency of persons rests on the reality of hierarchy. The Father is the head and source (arche) of the Trinity. There can be no unity or conciliarity within the Trinity without the headship of the Father. Yet, the Father as head and source cannot exist or act in any way without the Son and the Spirit.

Within the context of the Eucharist there is also an interrelationship and interdependency of persons that rests upon a hierarchical structure. Eucharistically, there can be no gathering of the body of Christ without the hierarch either in the person of the local bishop or his presbyter. Likewise, there can be no hierarch without the gathering of the faithful to concelebrate with him and to assist him in the missionary work of the Gospel. When the hierarchical conciliarity of the Trinity is revealed and applied in the context of the Eucharist then ecclesiastical life struggles to maintain a divine/human dynamic nurtured by the Spirit who **compels** the Church to enter, serve and save the world by drawing it into its divine/human life. Within this ecclesial symbiosis hierarch and faithful live and act in concert. Hierarchical conciliarity transcends unilateralism, despotism, clericalism and congregationalism for it is propelled by a mutual and unbounded love for the other in the service of Christ.

Hierarchy and conciliarity are realities that are often understood apart from their Eucharistic and Trinitarian sources. For this reason, the Strategic Planning Committee stresses the need for the MC (and the Synod) to devote ample time to discuss how to recover and implement a hierarchical conciliarity that will allow the Church in the 21st century to carry out the missionary imperative of the Gospel.

Archpriest Robert M. Arida. Chair, Strategic Planning Committee

Strategic Planning: Where We Are

The Holy Synod has held at least two retreats and other meetings to begin the strategic planning process. It has begun to define its the Vision of the OCA, to design some strategic steps towards this Vision, and to address its role and that of the All American Council, the Metropolitan Council and the central administration. Metropolitan Jonah, in a number of talks, papers and interviews, has conveyed these to the public.

It is now the turn of the Metropolitan Council to address these questions, formulate its positions and align them with those of the Holy Synod. These can then be taken the the whole Church for discussion and acceptance.

In this document, I will summarize (and comment upon) what I believe to be the Holy Synod's positions, based upon His Beatitude's statements and other materials. These include his speech to the AAC following his election as Metropolitan, his banquet speech following that, his "Opening Remarks" at the last Metropolitan Council meeting and its "Part 2" follow-up, his interview with Ancient Faith Radio and his remarks at the Pan-Orthodox Vespers in Dallas. I assume that these remarks were known to the Holy Synod, as His Beatitude told the Metropolitan Council was the case with his "Opening Remarks." I do this to prepare the Metropolitan Council for its Fall meeting, at which the Strategic Plan should be the principal agenda item.

Some History:

In approving the Recommendation of the Special Investigating Committee to design and implement a Strategic Plan, the Holy Synod and Metropolitan Council recognized the importance of reviewing the basic premises of the OCA as a way of allowing the Church to fully realize its autocephaly and unique place in North American Orthodoxy.

At the 15th AAC meeting in November, 2008, the Holy Synod delivered a Resolution defining how the strategic plan would be developed and implemented, rejecting a proposed Resolution calling for an open, broad-based and participatory process. The Synod's plan called for it to develop the Vision and future direction of the Church, share these with the Metropolitan Council, have the Metropolitan appoint a Committee to write the Plan, and then review and promulgate the Plan at a "strategic summit" with the Metropolitan Council.

Following the Enthronement of Metropolitan Jonah, and prior to holding a retreat to deal with the Plan (and other items), Protodeacon Peter Danilchuk, Deacon John Zarras and I were asked to make a presentation to the Holy Synod on strategic planning, including underlying concepts and a methodology for the Plan's development. This presentation was also made to the Metropolitan Council at its February, 2009 meeting.

The Holy Synod then met to begin it work. In an April 17, 2009 email, OCA Secretary Fr. Eric Tosi conveyed to the Metropolitan Council the Holy Synod's agreed-upon methodology and first steps. The email indicated that the process was "now in the hands of the Metropolitan Council for discussion and action," which will presumably take place at the Council's Fall, 2009 meeting.

Actions of the Holy Synod:

1. The Vision:

Although not yet codified in a specific Vision Statement, it is clear that the Holy Synod believes the Vision of the OCA is to become the one Orthodox Church in North America, uniting (but not subsuming) other jurisdictions in an American Orthodox Church.

In his opening remarks to the Spring, 2009 Metropolitan Council meeting, His Beatitude said, "(the OCA) is authentically local and indigenous, rather than an ethnic church. While culturally very North American (in its own diversity), the OCA can no longer be "one of the jurisdictions," but rather has ... to measure up to the challenge of being the Local Autocephalous Church, inclusive of the tremendous diversity of our continent, but also respecting the uniqueness of each community and its needs."

Metropolitan Jonah, in his April 5, 2009 address in Dallas said, “We have to come together as one united Orthodox Church in North America in order to truly show people that the Orthodox Church is the One Holy Catholic Church, in order to show that truly we are the Church constituted by the Apostles of Jesus Christ. There is only one way to show that...it’s by coming together and showing people how we love one another, how we forgive one another. How we bear common witness to the Gospel. Though we have multiple Churches and diverse Traditions, we affirm that there is One Truth, who is the person of Jesus Christ.”

This unity of Orthodoxy in North America is the Vision towards which the Holy Synod is calling us. Events outside the OCA will determine if, how and when this is possible. The Ecumenical Patriarchate has asserted its role as the unifier of Orthodoxy in these “barbarian lands.” The Antiochian Archdiocese is going through its own struggles of authority and affiliation. The Greek Orthodox Archdiocese regards “Hellenism” as a vital part of its mission.

The Synod’s vision is certainly aspirational; its strategies will determine whether progress will be made.

2. Values Underlying the Vision:

To achieve this Vision, the Holy Synod sees the Values of the Church to be:

- focused on the Gospel of Jesus Christ
- missionary in its activities
- diverse and inclusive
- multi-cultural
- multi-ethnic
- multi-lingual
- ascetic
- monastic
- sanctified
- non-colonial
- non-diaspora based

These are the Values specifically mentioned in Metropolitan Jonah’s “A Time of Crisis and Opportunity: Part II.”

3. Strategies to Achieve the Vision:

A. A Common Hierarchy

Speaking in Dallas, His Beatitude said, “It is imperative for us to come together. Not for all the other churches, the Antiochians and the Serbians and the Bulgarians and the Romanians and everyone, to join the OCA, but to come together in a new organization of Orthodoxy in North America that brings us all together as one Church, even just pulling together all our existing organizations so that all the bishops sit on one Synod, so that all the Metropolitans get together on a special Synod or something like that. We can continue our relationship with the Mother Churches, a relationship of love and support, firm in our own identity as Orthodox Christians....” (emphasis added)

In Metropolitan Jonah’s “A Time of Crisis and Opportunity: Part II” he says “(the OCA) must open the Synod itself to bishops sent from other Churches, and actualize itself as the basis of unity in North America (emphasis added). Thus, the vision is to “open up” the Synod to representatives of foreign churches who send bishops to North America to care for their nationals and immigrants, and yet, have them sit on the same Synod of the Orthodox Church in America.... In turn, the foreign bishops can represent the OCA to their mother churches, and their Synods to the OCA. This then becomes a model for Orthodox unity in North America, with a single Synod of Bishops that respects and preserves the diversity in unity of the whole.”

His Beatitude, in an interview given while visiting the Moscow Patriarch, suggested that a hierarchy of that body sit on the OCA Synod. It was not clear from the interview what role the hierarchy would play.

While a Synod of all the Orthodox hierarchs in North America meeting together would be a way of acting like a unified Church, without the jurisdictional difficulties of actually incorporating such a body, how to encourage the participation of others is the question. The OCA likes to boast that it is the only Orthodox Church in North America which does not answer to a foreign power. The reverse of that boast is that our sister churches, since they do, have far less latitude to act.

Such a move would also require a clear definition of purpose. Presumably, Metropolitan Jonah does not mean to recreate SCOBA, but rather to engage his fellow hierarchs in a genuine inter-jurisdictional Synod.

B. Common Witness

Again, in Dallas, His Beatitude said, “We need a united, powerful witness. A witness that will not only bear witness to the unity of the Gospel (but to) our common commitment to one Faith in Jesus Christ the One Lord, One Faith, One Baptism, that constitutes the Orthodox Church. We need to bear witness as a united Body, to those issues that affect all Orthodox Christians throughout the world. There is no witness in Congress. There has been no Orthodox voice, save one lone Serbian bishop, during the American aggression in Kosovo. There were so many hundreds and thousands of Orthodox Christians that suffered and died at our hands, the hands of our government, and our voice was muted.”

And, to the same audience, “The Orthodox way of life is the way of the healing of the soul and the way of salvation. It is... imperative on us that we come together ... with one voice, as the Orthodox Church of North America....”

Here, too, is the opportunity to begin **acting** like the Church we envision becoming. Common action on agreed-upon causes is perhaps the easiest way to begin. Indeed, several examples are already at hand.

4. Internal Leadership and Organizational Structure:

The present OCA Statute defines the roles of the Metropolitan, the Holy Synod, the AAC, the Metropolitan Council and the Dioceses. The Holy Synod seemingly proposes changes in all of them.

A. Internal Leadership:

While the present OCA Statute defines the separate functions of the Holy Synod, the AAC and the Metropolitan Council, it also makes clear that neither the AAC nor the Metropolitan Council can act without the explicit blessing of the Synod. Thus, the Synod is ultimately responsible for every aspect of the Church: spiritual, material, legal, financial, etc.

In his opening remarks to the Spring, 2009 meeting of the Metropolitan Council, Metropolitan Jonah reasserts this: “In the Orthodox Church, according to the Canons, all responsibility rests ultimately on the bishops: spiritual as well as financial and organizational. They may and should designate people to handle such affairs, both for the sake of ability to administer and to guard the reputation and integrity of the bishop. This is where we can begin to see the foundation of the central and diocesan administrations, as well as the Metropolitan Council.”

How the Holy Synod envisions the role of the AAC and of the Metropolitan Council, appears to be in flux. In his first statement on the matter, at the Spring, 2009 MC meeting, His Beatitude said the MC should “carry out the decisions of the Holy Synod” The present Statute calls for the MC to carry out the decisions of the AAC. It should “...turn its attention and considerable talent to the challenge of raising financial support for the Church. There are two elements in this: a development function for donations, trusts, bequests and so forth; and a church-wide rethinking of support, based on the principles of percentage giving or tithing.”

The present Statute defines the role of the Metropolitan Council rather more broadly, but the Metropolitan says these additional functions are actually performed by the central administration. “The administration in the Metropolitan's Office performs most of the statutory responsibilities of the

MC” he said to the Spring MC meeting. Here His Beatitude confuses policy, the Statutory responsibility of the MC, with implementation, which falls to the administration. For example, the MC adopts the annual OCA budget, and the administration keeps the books.

The Synod has not articulated the roles and responsibilities it sees the AAC playing in its Vision of the Church, beyond a vague reference to “administrative matters.” The Synod focuses more on the composition of the AAC (see below). One clear change is that a new body, a “Great Council,” would be responsible for the election of a new Metropolitan. I assume Metropolitan Jonah means that the Great Council would actually nominate those to be considered for election by the Synod.

The Synod, as reflected in His Beatitude’s “Crisis and Opportunity Part II” has broadened its view of the future Metropolitan Council from a fund-raising body to “...an advisory board to the Metropolitan, and a Board of Trustees for the corporation of the Orthodox Church in America, ...an important element in the life of the Church.... The MC continues the work of the AAC between sessions; but also is the chief administrative support body to the office of the Metropolitan. The officers of the Church are ex officio members of the MC, but are also extensions of the MC to assist the Metropolitan as the full time administrative staff. The MC are fiduciaries, who accept responsibility for the life and work of the Church, and who themselves work to support the Church in its various tasks.... The MC would need to keep in mind not only issues affecting the whole Church, but the common ministries and activities between dioceses.”

B. Organizational Structure

Perhaps the most far-reaching changes being proposed are those related to the organizational structure of the Church. The Synod calls for the strengthening the work of the Dioceses, the focusing of many Church functions to the Diocesan level, revising the AAC and Metropolitan Council to reflect this devolution and addressing the mechanism by which the central church is funded.

1. The Dioceses:

The Holy Synod seeks to significantly strengthen the work of the Church being done at the Diocesan level.

From “Crisis and Opportunity Part II”:

“There are common ministries that must exist within each diocese: missions and evangelism, charitable outreach, youth work, religious education, and so forth. The Metropolitan and his office are given the task of encouraging the bishops to develop these active ministries within their dioceses, and to function as the coordinator and resource center for those ministries. However, those ministries have to be done on a local, diocesan level, not from a central office.... These concrete ministries can only be done on a diocesan level: locally. Each diocese needs to develop the kind of outreach ministries necessary to fulfill the particular local needs that it encounters.

“This is another aspect of a major culture shift: rather than simply being focused on developing parishes, according to a particular model, **we must look at the diocese, to a large extent, as a collection of particular and diverse ministries.** The greatest proportion of these will indeed be parishes; but there are a multitude of ways for a parish to exist and minister to its congregations. We have to embrace diversity of ministries and needs, and move beyond the idea of homogeneity of practice and form. Homogeneity is a characteristic of American denominationalism; we don't need it. For example, a parish might focus on Georgian, Mexican or Romanian immigrants, with specific language needs and cultural particularities. Or the ministry might not be a parish at all: a homeless shelter, an OCF chapter, a monastery, a battered women's center or a co-housing community for widows. The bishop is, by virtue of his office, the one who blesses all these ministries, and without his blessing, they cannot call themselves Orthodox. These can only be done on a local level, on a diocesan level. There can be sharing of information and experience between dioceses; but the ministries are going to be particular to their place. Some places will have a succession of different

ministries, as one community dies out or moves along, and another moves into its place. Only on the local level can the Church be responsive to the particular needs of its communities.”

2. The All-American Council:

The Synod sees two faults in the present construction of the AAC: it does not reflect the Diocesan structure of the Church, and it is too big and unwieldy. “The All American Council, as a legislative body per the 1971 Statute, does not work. The AAC does not reflect the diocesan structure of the Church. It treats the whole OCA as a single archdiocese, with one bishop. This is simply not the reality. While the value of lay participation in decision making is almost universally accepted, the scope of the council is too large to allow for meaningful discussion, especially as it effects the life of each particular diocese. The council allows for no contact or discussion, much less constant interaction, of the bishop with the delegates from his diocese. But especially problematic is the fact that the Council treats each parish as belonging to the greater OCA, rather than its own diocese. As a result of this unwieldiness, the Metropolitan Council has taken on the legislative function of the AAC.”

It is not clear to me that the size of the AAC is a problem. We have just concluded a Council which revised the Statute, set a head tax, agreed on a budget, elected a Metropolitan, heard the Report of the Special Investigating Committee and much else.

However, the structure of the AAC will have to be changed to align itself with the new, Diocesan-centered OCA the Synod envisions. The Synod proposes (From Crisis and Opportunity Part II):

“One way to slightly modify the AAC to give it a more diocesan character, and to make it more effective, would be to change the representation from parochial to diocesan. Either a diocese would elect a given number of representatives to the Council; or the diocesan council, with the deans, would be designated as the representatives to the All American Council. Reducing the AAC from 900+ to less than two hundred people would make it much more effective in dealing with administrative issues, and enable representatives to work together to support and share ministries and other resources throughout the Church. It would also focus the work of the All American Council on the business of the Church, and it could be accommodated at far more modest expense. The expenses of the delegates would be paid by their respective dioceses. This type of council would meet every three years. While there would be a social component to it, the main social/educational/fellowship events would be conferences and conventions that do not focus on business.

“What would give the new AAC its diocesan character is that it would not only be composed of diocesan representatives, but it could be structured with a double voting structure, so that each diocese would have one vote, as well as each delegate. This would force the discussions to be focused within each diocesan representation, led by their bishop; and thus build the community of the diocese while also building the greater community of the Church. Similarly, this would force a greater sense of accountability of the bishop to his diocese, and of the diocesan representatives to their bishop, in the task of building consensus and community.”

3. The Metropolitan Council

As cited above, the Synod seems to have moved away from the notion of the MC as a fund-raising body, allowing it to continue to exercise the responsibilities mentioned in the present Statute.

“The Metropolitan Council, as an advisory board to the Metropolitan, and a Board of Trustees for the corporation of the Orthodox Church in America, is an important element in the life of the Church. *Perhaps the main difference that I would suggest* (emphasis added) is that representatives be strictly diocesan, rather than having a number of delegates at large elected at the AAC. The MC continues the work of the AAC between sessions; but also is the chief administrative support body to the office of the Metropolitan.” “Crisis and Opportunity Part II.”

As of the MC's Spring meeting, it appears that the Lesser Synod will routinely meet with the MC, that there will be a hierarch assigned to each committee as "liaison" (hopefully not thereby stifling discussion) as well as a central administration "liaison."

The next step is for the Metropolitan Council to respond. I suggest that, to do so adequately, at least a day and a half of its next meeting be devoted solely to the Strategic Plan. The Council needs to openly and without restrictions develop its sense of the Vision of the OCA, the Values underlying our Church, some strategies to move towards our Vision and the organizational and leadership structures required for success. And all this must then be aligned with what the Holy Synod has proposed.

Thus, our next meeting must be a sort of "mini-retreat" at which we truly grapple with these critical issues. And pray.

Dr. Dmitri Solodow
Diocese of the West

**OCA METROPOLITAN COUNCIL
COUNCIL DEVELOPMENT COMMITTEE REPORT - FALL 2009**

The Council Development Committee was created by the MC in the Spring 2009 meeting and was requested to create a draft Charter for presentation to the MC at the Fall 2009 meeting. Further discussion at the Spring meeting indicated general acceptance of the idea of a Council Member's handbook to assist new and existing members of the MC.

The CDC has developed both a Charter and a draft Handbook that was circulated to MC and the Holy Synod in early August for review and comment and offers the following two resolutions:

MOTION #1 – that the charter / job description of the Council Development Committee be as follows:

“The Council Development Committee (CDC) assists Metropolitan Council (MC) members in identifying and utilizing their talents and strengths in both general and specific areas of Council service. It maintains a Council Member Handbook in electronic form, with information and reference material to help both current and new members better understand and fulfill their responsibilities, especially regarding governance, both generic for non-profit organizations and specific for New York State and the OCA Statute.

“The CDC assists the Metropolitan in assigning members to specific Council committees and provides guidance to the Metropolitan and, as appropriate, the Holy Synod, on any expertise gaps impacting the performance of the Council. It provides instruments for evaluating the performance of the Council as a whole, as well as its individual committees and members, with the aim of improving the effectiveness of Council activity and service. It presents appropriate suggestions and recommendations to the Council concerning Council internal organization, procedures and policies.”

MOTION #2: that the draft Council Member's Handbook as distributed to the MC in early September 2009 be endorsed by the Council.

FURTHER PLANS

- Develop expertise/ skills matrix of MC members and identify any gaps
- Develop and distribute evaluation instruments for individual Council members and the Council as a whole; summarize results for Council review
- Present results of above activities at the Spring 2010 MC meeting

Respectfully submitted by the Council Development Committee,

Protodeacon Peter Danilchick, Chair

Matushka Anna Andrew

Dr Faith Skordinski

Archpriest Eric Tosi

REPORT OF THE METROPOLITAN COUNCIL LEGAL COMMITTEE

Chairman: Gregg Nescott

September 16, 2009

CONFIDENTIAL LEGAL MATTERS DISCUSSED IN EXECUTIVE SESSION

The LC is composed of Gregg Nescott, Chair; Sergei Givotovsky; Angela Parks; Metropolitan Jonah, Synodal Liaison; and Fr. Eric Tosi, Administration Liaison, and works in close conjunction with General Counsel Thaddeus Wojcik.

1. Meeting with the Holy Synod
2. The Kondratick Litigation Actions #1 & #2
3. The Kondratick Litigation Action #3
4. The Kondratick Litigation New Action?
5. Arbitration in the Kondratick Matters
6. Nassau County District Attorney Referral
7. Bishop Nikolai Litigation
8. Koumentakos Litigation
9. Paul Sidebottom / EEOC
10. Fr Vasile Susan v, ROEA et al
11. St. John of Rila Bulgarian Church case
12. Insurance Coverage for Litigation
13. Indemnification
14. St. Tikhon's Monastery
15. Excess Benefits

Angela Parks was born in Camp Lejeune, North Carolina, graduated from Allegheny College in Meadville, Pennsylvania and Duquesne University School of Law in Pittsburgh, and is currently working on her MBA in information technology at the University of Alabama at Birmingham.

Angela was admitted to the Pennsylvania Bar in 1989 and the Alabama Bar in 2005, and is also admitted to practice in the federal courts in the Eastern and Western Districts of Pennsylvania, the Northern District of Alabama, and the Eleventh Circuit Court of Appeals. Angela has extensive experience in all manner of sophisticated, complex civil litigation and other adversarial proceedings, including appellate practice. From 1989 until 1997, Angela was engaged in general litigation practice before working for two years on insurance churning cases against Met Life and the Prudential insurance companies.

She then moved to the Philadelphia area, where her firm acted as a subclass counsel in the \$4.2 billion Fen-Phen diet drugs settlement. She was also involved in the national tobacco litigation and other mass tort and product liability class actions, including the latex gloves and the Rezulin and Propulsid cases, and she was part of the negotiating team for the national Gammagard settlement. From 2000 to 2004, Angela was director and counsel of the Office of Plaintiffs' National Liaison Counsel for the MDL 926 Silicone Gel Breast Implant Product Liability Litigation, in Birmingham. She joined Gentle, Pickens & Turner in 2004 to assist with the administration of the \$300 million settlement of the Monsanto/Solutia PCB contamination case.

Angela moved in 2008 to the Alabama State Bar as its new director of regulatory programs, and coordinator of the Alabama Bar's Fee Dispute Mediation Program. Angela also serves as the Alabama State Bar's liaison to the MCLE Board of the Bar Commissioners.

She is a member of St. Symeon the New Theologian, an OCA parish in Birmingham, AL.

Sergei Givotovsky was born in New York City of Russian émigré parents. Sergei practiced law, including with major international law firms, as a member of the New York State and Federal Bars from 1963 to 1987. He has since been engaged as an advisor to major international law firms on litigation issues, including money laundering and banking, chairman of the legal committee of a not-for-profit corporation, an advisor to the Russian government, and is Senior Advisor at RSR Russia, which offers executive search and corporate governance services in Russia for RSR Partners.

Sergei is a graduate of Yale University and Harvard Law School, where his studies included Soviet law. He is fluent in conversational Russian.

Sergei has a breadth and depth of sophisticated legal experience involving for-profit and not-for profit corporate governance and corporate and financial transactions as associate, partner, in-house counsel and solo practitioner. Sergei works and has worked with some of the world's most demanding and recognized individuals and entities.

Representative clients and legal work include:

Twentieth Century-Fox Film Corporation -- as its Securities and Corporate Counsel

Washington Post – new shareholders agreement

Dow Jones – general corporate representation

Nyack Boys School – Sergei was retained by the Board of Trustees and uncovered securities and diversion of assets fraud by the CEO

Chairman of Board of NYSE – investigated fraudulent tax shelter whose victims included major Wall Street figures

Sergei's partnerships include working as a partner with a former United States Attorney for the Eastern District of NY, on white collar crime matters.

Negotiations and other relevant activities include:

Chairman of Law Committee of Northern Valley Environmental Council, a not-for-profit corporation. The committee fought an international \$400 million gas pipeline project that would have destroyed or severely impacted the environment of a large portion of Connecticut. Tools used were a large DC law firm, public relations, investigatory activities, political persuasion, administrative procedures, and litigation and negotiations, including with the Canadian government. In the end, Sergei's client won. The project collapsed, and several pipeline project officers were indicted.

Advisor to major law firm and one of the largest banks in Russia in complex transactions and multi-national litigation, including a money laundering scandal involving the Bank of New York.

Arranged due diligence investigation of two individuals who were principals of intended IPO through major Wall Street investment banking firm. As a result, individuals were arrested, the IPO was aborted, and a fraud on investors was avoided.

Initiated and helped negotiate the sale of a corporation over resistance of entrenched management. Result: sold at top of market, probably avoided insolvency, all shareholders benefited.

Sergei attends All Saints of North America, an OCA parish in Salisbury, CT.

Thaddeus Wojcik was born in Minneapolis, MN and was raised the son of an OCA priest. Thaddeus has extensive experience representing clients in a wide variety of legal and operational matters pertaining to both not-for-profit corporations and business entities.

Thaddeus has represented New York religious and other not-for-profit corporations in various matters, including formation, regulatory compliance, corporate governance, fiduciary obligations, and director and officer accountability standards. Thaddeus has also served on the boards or otherwise offered advisory services to “start-up” not-for-profit corporations in New York, advising such corporations and their boards with respect to the complex laws and rules pertaining to NY not-for-profit organizations and their fiduciaries, including World Cares Center, Inc., formed by Thaddeus and several others under the leadership of a fellow Ground Zero volunteer after the 9-11 terrorist attacks on New York, to operate a community center for first responders and community volunteers. Thaddeus was a contributing author for the *NY Not-for-Profit Law Reporter* published by Phillips Nizer LLP, a Manhattan law firm with which he was previously associated.

Thaddeus has represented individual and entity clients in connection with various general corporate matters as well, including internal governance, publishing and new-media interests, director and officer liability, shareholder relations, a wide variety of commercial and technology contracts, and complex corporate reorganization and financing transactions.

After serving in the US Army as a Russian translator and intelligence analyst, Thaddeus graduated from Temple University in 1993, *summa cum laude*, with a BS in international business, and from Notre Dame Law School in 1997. His academic honors and activities include, at Temple, International Business Administration Award (highest GPA in major), President’s Scholar Award, Jerry Zaslow Award (community service and scholastic achievement), Beta Gamma Sigma National Business Honor Society, Golden Key National Honor Society,

and founder of the Temple-Ambler Philanthropist Society (student organization serving the homeless); and, at Notre Dame, Dean's List, Appellate Moot Court, Trial Advocacy Program, and President, Military Law-Student Association.

Thaddeus is admitted to practice in New York (active) and California (currently inactive).

Thaddeus attends St. Mary Magdalen, an OCA parish in Manhattan.

Gregory Nescott was born in McKeesport, PA, where he was an altar boy at St. Mary's Church under Fr. Peter Kreta. He graduated from Dickinson College in Carlisle, PA and the University of Miami School of Law in Coral Gables, FL. Gregg practiced civil law for two years in McKeesport in his father's law firm, and then spent 10 years in the Allegheny County District Attorney's Office in Pittsburgh as a Deputy District Attorney, where he prosecuted homicides and was chief of the drug section for most of the 1980s, supervising six other trial attorneys.

For the past 20 years, he has served as an Assistant United States Attorney for the Western District of Pennsylvania, handling primarily complex organized crime, drug and money laundering cases. In 30 years of practice as a criminal litigator, Gregg has tried more than 400 jury and non-jury trials, and has been involved in legal negotiations on a daily basis. He has been the recipient of many state and national awards, taught at the Allegheny County Police Academy for nine years, and sat for several years on the National District Attorneys Association drug task force under the chairmanship of Richard Daley, formerly the State's Attorney for Cook County and now the mayor of Chicago.

The grandson of a priest of the Metropolia, and the son-in-law of an OCA priest, Gregg has served the Church on all levels. In parishes, he has been a singer and reader and parish council member at SS. Peter and Paul in Miami, and at his present parish, St. Alexander Nevsky Cathedral in Allison Park, PA, where he served as a council member for 28 of the past 32 years.

On the diocesan level, Gregg attended the Late Vocations Program, was Treasurer of the diocese for nine years, editor of the diocesan publication for seven years, sings in the diocesan choir under Fr. Igor Soroka, and has served as a diocesan council member for at least 25 of the past 30 years.

Nationally, Gregg was elected three times at All American Councils as the Metropolitan Council alternate, and regularly attended meetings in that capacity beginning in 1980. He has been elected several other times as the MC representative from his diocese, and presently serves as Chair of the Metropolitan Council Legal Committee. In the past he has served as a member

of the OCA's Statute Commission, the Special Commission, and the MC Ethics Committee, as a delegate to six All American Councils, and was the publicity chair for the 1999 All American Council in Pittsburgh. His father, Lewis, served on the Metropolitan Council in the 1950s/1960s, and was one of the attorneys for the Metropolia at the same time.

A GENERAL DISCUSSION OF BINDING ARBITRATION

Arbitration defined.

Arbitration is a form of dispute resolution which may serve as an alternative to the judicial resolution of disputes (hence "Alternative Dispute Resolution"). [Because of pro-consumer lobbies, which were concerned about one-sided contracts which had the effect of depriving citizens of their free access to the courts, many states have enacted statutes governing arbitration.] In an arbitration proceeding, one or more neutral arbitrators review a case and issue a decision by which both sides have agreed to be bound. Arbitration may be binding or non-binding. Non-binding arbitration is similar to mediation, where a neutral third party moves back and forth between the two sides and attempts to help the parties identify common ground upon which the compromise of a dispute may be based. Whereas mediation is essentially a type of settlement negotiation, arbitration is still an adversarial process. Many courts now require that litigants attempt mediation before proceeding to trial. Not all types of disputes are arbitrable.

Arbitration Agreement.

Once a decision is made that a dispute should be submitted for arbitration, an Arbitration Agreement is necessary to establish the rules for how the arbitration should be conducted. Many types of contracts, such as insurance contracts and consumer contracts, contain an arbitration agreement, so that the parties know before entering into the contract that any dispute arising between them will need to be resolved through arbitration and not in court. In a case where there is no pre-existing arbitration agreement, the terms of the agreement will have to be negotiated between the parties. This may be problematic. Among the types of issues that need to be addressed in such an agreement are: the number and manner of selection of the Arbitrator(s), the location where the arbitration will take place, the governing law, the allocation of fees and expenses, and what will happen if a court later modifies or vacates an arbitration award. Confidentiality should also be an issue, but it should be noted that the courts have the power to intervene and invalidate particular provisions of the agreement that would be deemed unenforceable.

Number and Selection of the Arbitrator(s).

Typically, the terms of the Arbitration Agreement will determine how many arbitrators will be necessary to render a decision on the merits of the dispute. If there is to be only one arbitrator, the agreement will likely state where that arbitrator will come from, such as being selected from a list of available arbitrators registered with the American Arbitration Association. If there is to be more than one arbitrator, it is typical for each side to select one arbitrator, and then those two select a third. When there are three arbitrators, the two chosen by the parties are often pre-disposed to the position of the party which selected them; the parties then are at the mercy of the third arbitrator, over whose selection they have absolutely no control or input.

Allocation of Expenses

Allocation of Expenses.

Depending on how the agreement is negotiated, the fees and costs of the arbitration proceeding may be borne either by both sides equally, with each to pay their own costs, or they may be assessed wholly against the losing party.

Arbitration Proceeding.

The actual proceeding is usually very similar to the presentation of evidence in court. The rules of procedure and evidence will usually still apply. Each party has the opportunity to make opening and closing statements, present expert testimony, present demonstrative exhibits, and to challenge the expert testimony and exhibits of the other side. Other than the location and identity of the fact-finder (either a Judge or an Arbitrator), there is little difference between a court proceeding and an arbitration proceeding.

Arbitration Award.

After review of the evidence, the Arbitrator(s) will issue a decision in writing, determining who is the prevailing party and what the financial award will be, if any. Even if the Arbitration Agreement provides that the decision of the Arbitrator(s) is final, state statutes may grant the parties the right to petition the court for a modification of the award. A party may also ask the court to vacate (toss-out) the award. If the court grants such a petition, the matter is usually returned to the Arbitrator(s) for further action. That could mean that a second arbitration will need to be conducted.

Arbitration in the RSK litigation

The proposal to resolve the RSK litigation through binding arbitration rather than through the courts raises a constellation of complicated issues, which may save neither money nor time in reaching a resolution.

Assuming that there is indeed an agreement to arbitrate from the other side, the terms of the Arbitration Agreement will need to be negotiated by OCA counsel. That will take time and will likely be a long process. The lawyer for one side or the other will draft a proposed agreement (5 to 10 hours of work); the other side will review it and request changes (3 to 5 hours of work). Negotiations will be required to resolve any disputes regarding those revisions. Then it will have to be approved by the clients. It would not be unusual for this process to take several weeks and cost from \$10,000 to \$20,000. Location of the arbitration and governing law is likely to be less of a stumbling block than the number and selection of the arbitrators. If an agreement can be reached on the selection of arbitrators, then the Arbitrator(s) will have to be researched, selected and retained. That also will take some time. In this case, a professional arbitrator would likely charge anywhere between \$500 and \$1,500 per hour. Over the course of the proceeding, his or her fee could range conservatively between \$50,000 and \$100,000, or more. This amount would be in addition to the legal fees generated by OCA counsel in case preparation, and in the

arbitration proceeding itself, since evidence still has to be presented and witnesses still have to be called to testify. An actual arbitration proceeding in this case could easily consume a full week or more.

Assuming, for the sake of discussion, that an acceptable arbitration agreement can be negotiated and that the arbitration can proceed to a conclusion, the arbitrator will require time to consider his decision and write his decision. Such a decision usually recites the facts relied upon by the Arbitrator in reaching his decision. It will likely be several pages long and require several weeks to write - all this time running at this hourly rate.

Undoubtedly, one side or the other will be disappointed with whatever the decision is, which can result in a petition to modify or vacate the award. This can be made to the Arbitrator, to the court, or both. Assuming that the OCA prevails, there is likely to be such a petition presented by the other side, to which the OCA counsel will be required to respond.

In short, arbitration can be an efficient and quick method for resolving certain types of disputes, but the nature of this litigation does not appear to lend itself to efficient resolution through arbitration. It will not resolve Action #3. Due to the number of witnesses who will testify and the number of records to be reviewed in Actions #1 and #2, arbitration is unlikely to reach a conclusion faster than conventional litigation. It is also highly unlikely to be less expensive, as most of the legal fees and expenses will be required either way, with the expenses of the Arbitrator(s) merely adding to the bill. The likelihood of success is no better for the OCA in arbitration, and may, in fact, be poorer in an arbitration proceeding.

Report of the Internal Audit Committee (Governance)

(This report is not in the original form presented to the Council. As it deals with some confidential information, names and identifying circumstances have been redacted.)

Introduction

The composition, nature and scope of responsibilities of the Internal Audit (Governance) Committee of the Metropolitan Council are most fully explained, including the required Annual Representation Letter, in Section H of the BEST PRACTICE PRINCIPLES AND POLICIES FOR FINANCIAL ACCOUNTABILITY v1.01. (Hereinafter “BP”)

At a minimum the Annual Representation Letter is to contain:

- a) A certification of the annual financial statements. As part of this process “Internal Audit Committee of the Metropolitan Council shall meet separately with the external auditor to discuss the annual financial statements of the Church and any deficiencies in internal controls identified by the external auditor during the course of its audit.” Moreover, The Internal Audit Committee of the Metropolitan Council is explicitly charged with recommending “the selection and hiring of the external auditor to the Metropolitan Council.” (“BP” pg. 8)
- b) A statement on compliance with the various policies. This includes a “review internal OCA conflict of interest, ethics and confidential complaint receipt / resolution (whistle-blower) policies, internal delegation of authority manual, compensation of senior level administration, compliance with internal policies / regulations as well as with governmental laws / regulations, and will recommend changes to the Metropolitan Council as necessary.” (“BP” Pg. 21)
- c) A statement on any suspected fraud, security or litigation issues. (“BP” pg. 10)

FINDINGS

1. Regarding Suspecting Fraud, Security or Litigation issues

The Committee is not aware, nor has it been made aware, of any fraud or security issues, or litigation arising from fraud, security or issues (such as whistle-blowing) relating to Best Practices.

2. Certification of Annual Financial Statements

The Committee has not yet had the opportunity to meet with the external auditor to discuss the annual financial statements of the Church, and therefore, cannot certify such at this time nor offer the required Annual Representation Letter. We expect to arrange

the details of a meeting with the new external auditors at this session of the Council, and after a review, offer a certification at our next meeting.

3. Policy Compliance. As these items were presented in Executive Session, the material has been removed from the original report.

The Committee wishes to bring to the Council's attention one instance of structural confusion and give notice of three violations of Best Practices which, with this letter, are hereby referred to the Ethics Committee for action.

a) Confusion between the Committee and administration

VIOLATIONS

b) Violation #1: Hiring of New External Auditors

c) Violation #2: Alleged Attempts to Circumvent OCA Guidelines on Sexual Misconduct

d) Violation #3: Additional issue of confusion regarding Best Practices, and one violation of Policy adopted by the Metropolitan Council

Mark Stokoe, Chair
Fr. Theodore Bobosh, Member
Dr. Dmitri Solodow, Member

9/18/09



Metropolitan Council Meeting

Fall 2009

Other Reports

HOLY SYNOD/METROPOLITAN COUNCIL AAC REPORT

September 1, 2009

On Thursday, July 9, 2009, a preliminary meeting was held at Syosset regarding a site search for the 16th All American Council. Meeting participants were were: His Beatitude Metropolitan Jonah, the Very Revs. Eric G. Tosi (OCA Secretary) and Myron Manzuk (Council Manager of the 9th to 15th All-American Councils); and Mr. Peter Ilchuk, who has been brought aboard to assist me. Also present were Andy Anastasi, Regional Vice President, and Roxane Kramer, National Account Manager, for Conference Direct, the conference planning company that has secured venues and assisted in contract negotiations for the last four All-American Councils. We have found that using Conference Direct as a single point contact has saved the OCA time, with their world wide representation, and, money, since hotels compensate them directly, there is no cost to us,

It was determined that the 16th All-American Council will be held October 29, 2011 - November 4, 2011 (preferred date) or October 22-28, 2011 (alternate date). Metropolitan Jonah was briefed on the logistical and organizational issues surrounding the planning of an All-American Council. Among the issues discussed was the expected time line for planning the Council, which includes the appointment of a Preconciliar Commission and local committees.

While major cities across the US may be considered, the Holy Synod has identified the priority of finding a location in the Diocese of the West, where there has never been an All-American Council. Another important priority is selecting a site that will encourage greater participation of delegates and guests from the Diocese of Alaska.

A list of possible cities/venues that can possibly accommodate our needs were determined and an RFP (Request for Proposal) was sent by Conference Direct to all of those locations. The following hotels, resorts and conference centers have responded. It is important to keep in mind, that we need to select an area where we have enough parishioners to work on the local committees.

SEATTLE, WA

1. Sheraton (downtown) – Will not be able to meet any concessions or rate requirements.
2. Westin (downtown) – Inadequate meeting space.
3. **Hyatt Regency Bellevue - Bellevue, WA www.Bellevue.Hyatt.com**
 - **Available: October 29 – November 4, 2011**
 - **Group rate is \$129.00**
 - **The hotel believes that they have adequate meeting space bases on our program specifications.**
 - **Comparatively speaking, food and beverage is reasonably priced.**
 - **The Hyatt will provide us with all of our complimentary room requirement and concessions. According to their website, the Hyatt is located 9 miles east of Seattle. It is within walking distance to 19 sit-down restaurants and 250 shops connected by a sky bridge, it just completed a \$20 million expansion and should be able to accommodate our council with 60,000 sq. ft. of meeting space, depending on how it is distributed, (the Pittsburgh Hilton had 40,000 sq. ft of meeting space) and 733 guestrooms.**

DENVER / COLORADO AREA

1. **Keystone Conference Center – Keystone CO www.keystoneconferences.com**
 - **Both sets of preferred dates are available.**
 - **3 Star, 4 Diamond rating.**
 - **Keystone, located in the heart of the Rocky Mountains, is about 90 miles from the Denver International Airport with shuttle service costing \$87.00 each way.**
 - **As a Conference Center/Resort, there are no restaurant within walking distance only those on site – about six. They will, however, create menus based on our budget and a la carte lunch and possibly dinner options that attendees will pay cash for on their own.**

- It's selling features include outdoor activities: skiing, fishing, kayaking, biking, hiking, etc. We will be pretty much isolated; although, shuttle service (for a fee) is available to other resort sites and to the local Silverhorne Mall.
- It appears, from their website, that the Conference Center has more than enough meeting space.
- They have nine levels of guestrooms ranging from \$100.00 - \$240,00 per night located in different condominium buildings with at least five levels including kitchens.
- Keystone has agreed to meet all of our special concessions and complimentary room requirements.

2. Sheraton Denver Downtown www.sheraton.com/denverhotel

- Availability: October 29 – November 3, 2011
- 3 Star, 3 Diamond rating.
- Completed a \$70 million renovation.
- The proposed flat room rate is \$159.00, however, with an "Early Bird Special" of \$149.00 the rate for additional guestrooms will be \$169.00. A discounted staff room rate is set at \$126.00.
- 25 miles from the Denver International Airport.
- With 133,000 sq. ft. of meeting space and 1,300 + guestrooms that includes 626 doubles, they have more than enough space.
- Catering is \$7.00 to \$13.00 higher per meal than the Keystone Conference Center.
- They will provide a la carte options for lunch, but at this location that would not be necessary. The Sheraton is located within walking distance of 300 shops and restaurants.
- The Sheraton will provide us with most of our complimentary room requirement request. If we seriously want to consider this site, I think that we could possibly negotiate a lower rate and/or more comp rooms.

3. Hyatt Regency Denver – They are still evaluating rates and availability.
4. Broadmoor in Colorado Springs – Not able to meet concessions and rate requirements.
5. Copper Mountain Resort in the Rocky Mountains – Pending response.

CALIFORNIA

1. San Francisco Bay Area – No properties are currently available
2. Hilton San Francisco – Declined to bid
3. San Francisco Marriott – Other conventions during our preferred dates.
4. **Hyatt Regency San Francisco Airport – They Hyatt Regency San Francisco Airport – They would like to bid but are unsure if they are large enough. Since we have never used an airport facility, would you like me to pursue this site?**
5. Oakland Marriott Center City – Pending response
6. Hilton San Diego Bayfront – Not available
7. Hotel Del Coronado – Inadequate meeting space
8. San Diego Marriott and Marina – Renovations, not available
9. La Costa Resort and Spa - Pending response
10. Manchester Grand Hyatt San Diego - Pending response
11. **Town and Country Resort & Conference Center, San Diego CA (Mission Valley)**

www.towncountry.com

- Available: October 8-13 or October 15-20, 2011 (neither are our preferred dates)
- Group rate is \$139.00, "Early Bird" rate is \$129.00 and discounted staff rate is \$99.00.
- The resort has 250,000 sq. ft. of flexible meeting space.
- Recipient of the Gold Key Award for 12 consecutive years.
- They will meet all of our special concessions and complimentary room requirements.
- The property is located on 32 acres with 1,000 guest room (700 doubles), 5 restaurants on site, 3 pools, spa, etc. The guestrooms are laid-out as a campus, not all rooms are under one roof.
- It is located 7 miles from the San Diego International Airport.

- The Fashion Valley Mall is within walking distance with over 300 shops and restaurants. A trolley with a stop on site, the first stop on that particular branch, can transport attendees to the bayfront and downtown areas.

ARIZONA

1. Arizona Biltmore Resort & Spa – Phoenix AZ www.arizonabiltmore.com

- Available: October 29 – November 4, 2011
- 4 Diamond
- Group rate is \$189.00, “Early Bird” rate is \$179.00 and discounted staff rate is \$159.00 (up to 39 per night)
- The resort believes that they have adequate meeting space bases on our program specifications.
- They will meet all of our special concessions and complimentary room requirements.
- The property is the only Frank Lloyd Wright inspired resort in the world; it has 5 restaurants, 2 golf courses and a spa on site.
- It is located 7 miles from the Phoenix/Sky Harbor International Airport.
- A complimentary van is provided to the Biltmore Fashion and Dining Park with 50+ shops, restaurants, etc. The area around the Resort also includes shops and attractions.

2. Arizona Grand Resort, Phoenix AZ www.arizonagrandresort.com

- Available: October 29 – November 4, 2011
- 4 Diamond rating all-suite hotel with 374 Queen/Queen rooms.
- Group rate is \$119.00, “Early Bird” rate is \$109.00 (75 rooms max) and discounted staff rate is 50% off group rate.
- The resort believes that they have adequate meeting space based on our program specifications and has waived a minimum room block for free meeting space.
- The Grand will provide us with most of our complimentary room requirement request. If we seriously want to consider this site, I think that we could possibly negotiate more comp rooms.
- The property is located on 17,000 acres of South Mountain Preserve, the largest municipal park in the world. The site includes golfing, a 7 acre water park, and several restaurants on site.
- It is located 6 miles from the Phoenix/Sky Harbor International Airport and they will provide free shuttle service to the Arizona Mill Mall with over 100 shops and restaurants.

3. Fairmont Scottsdale, Scottsdale AZ www.fairmont.com/Scottsdale

- *2nd Option availability:* October 29 – November 4, 2011
- 3 Star, 5 Diamond rating (\$45 million renovations in 2008-2009).
- Group rate is \$249.00, “Early Bird” rate is \$229.00 and discounted staff rate is \$115.00.
- The resort believes that they have adequate meeting space bases on our program specifications.
- The Fairmont will provide us with our complimentary room requirement request but no other concessions.
- The property has 4 restaurants, two golf courses and a spa on site.
- It is located 22 miles from the Phoenix/Sky Harbor International Airport.

4. The Phoenician and Canyon Suites – Unable to meet concessions and rate concessions.
5. Point Hilton Resort in Phoenix – Inadequate size.
6. Sheraton Phoenix – Unavailable space
7. Talking Stick Resort –Unable to meet comp requirements
8. Westin Kierland - Unable to meet concessions and rate concessions.
9. Camelback Inn (Marriott), Scottsdale AZ – Pending response.
10. JW Marriott Desert Resort & Spa, Phoenix AZ – Pending response.

Dallas Area

1. Hilton Anatole Hotel, Dallas TX www.anatole.hilton.com

- Available: October 29 – November 4, 2011
- Group rate is \$145.00, “Early Bird” rate is \$145.00 and the discounted staff rate is \$99.00.
- The resort believes that they have adequate meeting space bases on our program specifications.
- 90 % pick-up for free meeting space will need to be negotiated.
- The Anatole will provide us with most of our complimentary room requirement request and will give us a 20% discount on food and beverage.
- Resort style property is located in an urban setting located on 7 acres - 5 minutes from downtown Dallas.
- It is located 14 miles from the Dallas/Fort Worth International Airport and 6 miles from Dallas Love Field Arizona.
- In addition to 11 onsite restaurants, bars and boutique shops, several inexpensive restaurants are within walking distance.

2. InterContinental Dallas, TX (Addison, TX) www.intercontinental.com/dallas

- Available: October 22- 28, 2011
- Group rate is \$175.00, “Early Bird” rate is \$155.00 and the discounted staff rate is \$131.00.
- The hotel believes that they have adequate meeting space bases on our program specifications and all of the space has been recently renovated. They have only 528 guestrooms (200 doubles), which may create a tight fit for us; however, there are 22 hotels within 2 miles that could perhaps be used for overflow.
- The food and beverage requirement for free meeting space may have to be negotiated.
- The InterContinental will provide us all of our complimentary room requirement and concessions.
- It is located 18 miles from the Dallas/Fort Worth International Airport and 12 miles from Dallas Love Field Arizona.
- 175 restaurants are within 2 miles of the hotel, 100 of which are within walking distance. Free shuttle service is provided to 3 malls.

3. Gaylord Texan – Unavailable
4. Hyatt Regency – Unavailable
5. Hyatt Dallas Lincoln Center – Unavailable
6. Hyatt Regency DFW – Pending response
7. Omni Fort Worth Hotel - Pending response
8. Sheraton Dallas - Pending response

St. Louis Area

1. Millennium Hotel St. Louis www.MillenniumHotel.com/St.Louis

- Available: October 29 – November 4. 2011
- Group rate is \$129.00, “Early Bird” rate is \$119.00 and the discounted staff rate is \$99.00.
- 3 Star, 3 Diamond
- The hotel believes that they have adequate meeting space based on our program specifications.
- Comparatively speaking, food and beverage are reasonably priced.
- The Millennium will provide us with most of our complimentary room requirement and concessions.
- It is located 15 miles from the Lambert International Airport and it is located in the heart of downtown and is within walking distance of over 100 restaurants.

2. Renaissance St. Louis Grand & Suite Hotel – Not able to meet concessions.

3. Hyatt Regency St. Louis Riverfront – Pending Response

KANSAS CITY AREA

1. Hyatt Regency Crown Center – Inadequate space

2. Westin Crown Center – Unable to meet rate or concessions

3. Kansas City Marriott – Response pending.

Respectively submitted,

Archpriest Myron D. Manzuk

Council Manager

OCA ARCHIVES LOCATION

PAST, PRESENT & FUTURE

The Archives of the Orthodox Church in America document the story of the Orthodox presence in North America, transcending jurisdictional boundaries. The inclusive scope of our collections, comprising historical material beyond just the two hundred year history of the OCA, is unique and the time span of our holdings, stretching back two centuries to the very beginnings of Orthodoxy in North America and significantly including original writings by our saints, is unmatched on this continent. It is an open archives: accessible to all the faithful, as well as to scholars, students and private individuals engaged in legitimate historical research. Written inquiries and researchers come regularly from around the world.

Archpriest Eric G. Tosi, Secretary of the Orthodox Church in America, Elena Silk, Chief Librarian of St. Vladimir's Seminary and Metropolitan Council member, and Alex Liberovsky, Archivist of the Orthodox Church in America recently met to discuss the archives situation. All options were explored and discussed in detail. A history of the archives as well as the potential future were also considered. This paper represents the unanimous position in regards to the archives.

Mission statement:

The OCA Archives is the official repository for the inactive records of the Orthodox Church in America dating back to the Alaskan mission in 1794. In addition to collecting, organizing, cataloging and preserving the collections, the Archives provides the Church's historical vision through research and documentary support to the Holy Synod of Bishops, chancery administrators and staff, and other administrative bodies of the Church. The Archives provides historical and archival resources for scholarly research, as well as providing historical information to dioceses, parishes and institutions interested in studying the history and life of Orthodox Christianity in North America.

Contents:

The Archives contains the records of the Central Church Administration, including these records on clergy and parishes, as well as some 90 sets of personal and institutional archives of hierarchs, clergy, lay leaders, and church-related entities, as well as photographs, films and videos, computer discs and other media, periodicals, church directories, and special anniversary and historical publications and artifacts from throughout the world.

Current Size:

Estimated square footage: 2,200 square feet, including office space.

Needs of the Archives:

More than forty years ago, when the Church's Archives, which were then much smaller in volume, were moved from Holy Virgin Protection Cathedral in New York City to

Westwood¹, the new location was an improvement over previous storage conditions. Westwood's spacious house provided room to organize the collections and to store them more systematically. However, as various areas of the house were appropriated for other uses and the historical collections grew, the Archives were relegated to the basement - never a suitable location for archives. This was meant to be an interim solution until a proper location for the Archives could be found or built. Today, the continually expanding collections have outgrown their allotted space. The OCA Archives needs a proper facility, but the viable solution must be sought methodically and thoughtfully.

Recently, there has been some discussion of moving the OCA Archives to another location. This report seeks to outline the needs of the Archives, to examine the venues suggested and to chart a possible course towards a future proper archival facility.

Physical requirements:

- Location within easy access to major airports. The New York metropolitan area is optimal in this regard.
- Proximity to the Church's administrative offices.
- State-of-the-art heating, air conditioning and humidity control system.
- Appropriate lighting system.
- Increase to 4,000 square feet of space. Current space is inadequate to present needs. Over 40 years, the Archives has outgrown its allocated basement space.
- Office space for archivist and assistant.
- Office space for researchers to work.
- Possible conference room.
- Compact shelving to maximize space in housing archival collections.
- Display space for artifacts.
- Online software for cataloging paper materials, photos, and artifacts -- preferably a metadata system and possibly tied into a consortium with the Orthodox Theological Libraries in North America.
- Digitization of records and security system set up with several levels of access to materials.
- Assistant Archivist to manage these software developments.
- If possible, proximity of the Archives to the 140,000+ volumes library at St. Vladimir's Seminary. Researchers could then use both facilities during the same visit.

The primary purpose of the OCA Archives is to serve the Church's Central Administration. Therefore, it is prudent that the Archives should be located on the same premises as the chancery or in close proximity. In fact, there is a very fine line between the Church's active records (kept in the administrative offices) and the inactive records (preserved in the Archives). For ease of access to the records by chancery staff and for efficient transfer of files, it is essential that the Archives be at the same location as the Church's administrative offices.

If the sale of Westwood is being contemplated, a plan would need to be developed to build a new Chancery/Archives. Estimated time for planning and construction is at least four to five years, based on SVS experience with the Rangos Building. A site would need to be found,

¹ The name given to the chancery property in Oyster Bay Cove (Syosset), NY by its original owners.

architectural plans would have to be drawn up, building permits and zoning variances would need to be obtained and a successful capital campaign would have to be launched before actual construction could even begin. Whether a new facility is constructed or an existing building is purchased, it would need to conform to the structural and environmental guidelines recently published by the Society of American Archivists² and other standards developed by the National Archives³.

If a move out of New York State were contemplated, legal counsel would need to be retained to effect change in the OCA's incorporation. The Orthodox Church in America was incorporated by an Act of the Senate of the State of New York in 1972, which designated New York City as the location of the OCA headquarters and was later amended to reflect the chancery's relocation to Nassau County. Another amendment would have to be filed if the Chancery and Archives are relocated outside of Nassau County. Relocation outside of New York State would presumably entail incorporation of the Orthodox Church in America in the new state.

LOCATIONS UNDER DISCUSSION FOR HOUSING THE OCA ARCHIVES

At the current chancery property:

Before Westwood was gifted to the Church half a century ago, in conjunction with the property transfer, the Church was required to elaborate a vision of Westwood's future uses. One of the major functions put forth was to house the Church's precious archives. In effect, the Church committed to using the property for this purpose and, in fact, the Archives were relocated to Westwood before the chancery offices moved some ten years later. After the chancery moved - at the insistence of the Metropolitan Council - from New York City to Westwood in June 1974, the construction of a proper archival facility on the property soon became a long-term goal. The first step towards formal planning of a new building was finally undertaken in 2003 when the Holy Synod mandated a professional feasibility study for an archival facility at Westwood. Due to financial and other constraints, this study has not yet been undertaken. The 14+ acres provide ample space for construction of a new building.

Moving the Archives to St. Vladimir's Seminary:

- There is no space in any of the extant buildings on campus to house the OCA Archives, even temporarily.
- Incorporation would need to be amended to reflect move out of Nassau County.
- A new building could be constructed to house the Archives (and Chancery) on property up by the lake currently owned by the seminary, which would have to be acquired by the OCA.

Moving the Archives elsewhere in the New York metropolitan area:

- It has also been suggested that the Archives be moved to Holy Virgin Protection Cathedral in New York City. As of this writing, all of the space within the cathedral building is in use with the possible exception of the basement. The conditions in the

² see: <http://www.archivists.org/governance/taskforces/ArchivalFacilitiesGuidelines-Draft-3Aug08.pdf>

³ see: <http://www.archives.gov/foia/directives/nara1571.pdf>

basement of this old building would not be an improvement over the current location of the Archives. Moreover, the cathedral community has other plans for this space.

- Other floors in the building would not provide the necessary structural support to hold the Archives, even temporarily.
- Incorporation would need to be amended to reflect move out of Nassau County.
- Purchasing and adapting an existing building or purchasing land and constructing a new building at another location would take considerable time, planning, and money.

Moving the Archives to St. Tikhon's Seminary/Monastery:

- None of the current buildings on campus meets the weight-bearing capacity requirements or other structural specifications necessary for an archival facility, even temporarily.
- When the new bookstore/museum building was being planned, consideration was given to housing the Archives, also, in the structure. The architect visited the Archives, viewed the parameters of the collection and consulted with the archivist. He concluded that it would not be possible to modify the building plans sufficiently to incorporate weight-bearing capacity requirements or other structural specifications necessary for an archival facility.
- In order to build an archival facility, land would have to be acquired by the OCA from the monastery/seminary.
- Counsel would have to be retained in conjunction with the change in incorporation engendered by a move of the Chancery/Archives out of New York State.
- Due to its remote location, St. Tikhon's is not easily accessible for researchers. For this reason, it would be impractical as a location for the OCA Archives and Chancery.

Moving the Archives to Washington, DC:

- Currently, there is no existing church-owned building in DC with the space and structural support needed to hold the OCA Archives, even temporarily.
- Facilities expansion is planned at St. Nicholas Cathedral. In order to accommodate the Chancery/Archives in the expanded cathedral complex, plans would have to take into account the structural as well as space requirements for archives. Changes in the use of the building and the intendant cost increase would have to be explored with the Cathedral's building committee.
- Acquiring other property in the vicinity of the cathedral could prove costly and would potentially involve strict zoning regulations in the historic district.
- Counsel would have to be retained in conjunction with the change in incorporation engendered by a move of the Chancery/Archives out of New York State.
- This location is not a viable option for the immediate short term.

Conclusion:

Moving archival collections is costly and complex and can adversely affect the physical stability of historical items. It is also disruptive to the administration and others served by the Archives. The Archives would be inaccessible to the church administration as well as to other researchers for an extended period of time during relocation and arrangement at their new location. Moving the OCA Archives temporarily, in view of a subsequent permanent relocation would subject the Archives to the aforementioned losses twice, as well as

engendering the added costs of purchasing furnishings and equipment for a temporary location, and then, in some cases, again for a future permanent location. It would also double moving expenses. Until a proper permanent location is secured for the Archives, this money would be better invested in improvements to the current space, which would have the added benefit of increasing the overall value of the property.

Until such time as concrete plans are formulated for permanent relocation, it seems advisable, therefore, for the Archives to remain at its current location and to avoid temporary relocation.

As always, I am available to respond to your questions and concerns and to work with you to make an appropriate archival facility a reality.

Let us take time for thoughtful reflection about the future permanent location of the OCA Archives in a proper state-of-the-art facility, bearing in mind considerations expressed here. In order to properly preserve the Church's sacred historical legacy, chronicled in its precious archives, the Church must act decisively to finally house them in a proper facility intended for that purpose.

Respectfully submitted,

Alexis Liberovsky,
OCA Archivist
Director – Department of History and Archives

September 2009



Pension Plan

Securing your future

9. Are the periodic adjustments guaranteed?

No. They are based on the financial well-being of the plan and must be approved by the Pension Board and Metropolitan Council. You will be notified if and when any periodic adjustments are granted.

10. What are some advantages of the new formula?

From a member's point of view:

- Under the new formula, your pension benefit grows with each year of participation, which makes the plan equitable for all members;
- You will receive a Minimum Benefit if you retire directly from active service;
- The Board *may* grant periodic adjustments to help boost the amount of pension you receive at retirement; and
- It's easier to understand than the current formula.

From the plan's perspective, the new formula will help to:

- Improve the funded status of the plan, and
- Ensure the plan stays viable for years to come.

11. What will I receive from the pension plan at retirement (age 65)?

When you retire, you will receive the greater of (A+B+C), or D, where:

- A = Initial Accrued Benefit as of January 1, 2010
- B = Pension accruals for all years after 2009
- C = Any periodic adjustments awarded by the Pension Board
- D = Minimum benefit

12. What will I receive from the pension plan if I leave before age 65?

You will not be eligible for a retirement benefit as described above in question 11. Instead, your Basic (and any Voluntary) Contributions, and vested Employer Contribution Accounts will be used to provide you a lifetime monthly benefit beginning at age 65. If you don't want to wait until age 65, you can receive a single lump sum of your vested Accounts any time after you leave. Keep in mind, however, if you withdraw your Basic Contribution Account before age 65, you will forfeit your vested Employer Contribution Account. You always have the option to withdraw your Voluntary Contribution Account before retirement without penalty.

13. What happens if I die before my retirement benefits begin?

By law, your spouse is the automatic beneficiary of your survivor benefit, unless you and your spouse signed a waiver and you named someone else to be your beneficiary. The survivor benefit payable from the plan depends on your age and marital status when you die.

If you die before age 65

Your beneficiary—who may be your spouse or anyone else you choose—will receive the sum of your Basic and Voluntary Contribution Accounts soon after your death. Payment will be made in a single lump sum. If you have not named a beneficiary, or if no beneficiary is living, your Accounts will be paid to your estate.

In addition, if you have a spouse when you die, he or she will receive 65% of the pension you would have been entitled to at retirement if you had lived until age 65—less the value of any contributions paid to your beneficiary. Your spouse's pension will begin on the first day of the month on or after the day you would have turned 65.

If you die at or after age 65

Your beneficiary (spouse or other) will receive 120-monthly payments equal to 100% of the pension you would have been entitled to at retirement. Once the 10-year guarantee period ends, your spouse will receive 65% of your retirement benefit for his or her life.

14. Where can I get more information?

Please review the enclosed Personal Pension Statement. It includes estimates of your Initial Accrued Benefit, your retirement benefit projected to age 65 under the new plan formula, and your Minimum Benefit.

If you have any additional questions, please contact the Pension Office at pension@oca.org, or (516) 922-0550, x142.

«TITLE» «FIRST» «LAST»
«ADDRESS»
«CITY», «STATE» «ZIP»

September 24, 2009

Important changes ahead for our Pension Plan

At the Orthodox Church in America, we understand the importance of helping you build financial security for your retirement. We maintain a pension plan specifically for this purpose. For several years, however, we have seen a significant shift in the demographics of our plan membership – which has had a major impact on the financial soundness of the plan. And, it's no surprise that the economic downturn has merely underscored the challenges we face.

Over the past few months, the Pension Board—with the help of our professional advisors—conducted a thorough review of our pension plan. We weighed all of our options and decided to make some changes beginning January 1, 2010 to help ensure the plan becomes healthy—and stays healthy for many years to come.

Why the change?

When our pension plan was first established in 1976, Clergy and other employees began working for OCA at a fairly young age and spent their entire careers with us. Member contributions made to the plan over a 30- or 40-year period could support the generous retirement benefits they earned; that's not the case anymore.

Today, new plan entrants are several years older than those who joined the plan 30 years ago. And, we live in a more mobile society where it's common to work for many different employers before retiring.

Because our current pension formula does not take into account years of plan service, one member could earn the same retirement benefit after only five years of contributions, as someone earning the same salary but with 25, 30 or 40 years of plan contributions!

With contributions coming into the plan for fewer years, we can no longer offer the same level of retirement benefits. This is the main reason for the plan changes. We also want to make the plan more equitable by tying your length of participation to the amount of pension you earn.

What's changing?

Beginning January 1, 2010, the pension plan will be revised, as described below. The changes will apply to all active plan members who are under age 65. Anyone age 65 or older by December 31, 2009 will not be affected; they will continue to earn pension benefits based on the current plan provisions. And, no changes will be made to the pension benefits paid to our current retirees and beneficiaries.

Pension formula

The formula used to calculate your pension will be modified. In addition to the benefit you've earned under the current plan, you will earn a retirement benefit equal to:

2% of your "Pensionable Compensation" for every year of participation service after 2009

Pensionable Compensation is the sum of your annual base pay and any housing allowance you receive for the year.

Not only is this new formula simpler to understand than the current formula, but it rewards those members with longer service; the current formula does not. Please refer to your summary plan description—dated November 2008—for more information about the current benefit formula.

You won't lose any benefit you've already earned under the current plan as of December 31, 2009. That amount will be your "Initial Accrued Benefit" as of January 1, 2010 under the revised plan. Any pension you earn under the new formula after 2009 will be added to your Initial Accrued Benefit.

You won't lose any benefit you've already earned under the current plan as of December 31, 2009.

Here's how it will work

For illustrative purposes only, you've earned a monthly benefit of \$500 under the current formula as of December 31, 2009. This amount becomes your "Initial Accrued Benefit" under the revised plan on January 1, 2010. In 2010, your monthly Pensionable Compensation is \$4,000.

Initial Accrued Benefit as of January 1, 2010:	\$500
Monthly pension accrual in 2010 (2% of \$4,000):.....	<u>+\$80</u>
Monthly accrued benefit as of January 1, 2011:	\$580

Minimum Benefit

The plan will provide a Minimum Benefit—based on your Average Base Pay as of December 31, 2009—if you retire directly from active service. The amount is equal to the monthly pension you would have received under the current formula if you had retired at age 65 on January 1, 2010. For more information, including the definition of "Average Base Pay", please refer to question 7 in the Q&As that follow.

Periodic adjustments

We are expecting the formula change to improve the financial health of the plan. It won't happen overnight, but we believe the plan is on course to stay viable for future generations. In fact, if all goes well over the next few years, the plan may provide periodic adjustments to help boost the benefit you will receive at retirement. The adjustments are **not** guaranteed to occur. They will only be granted when the plan is sufficiently funded to support the increase. Any adjustments must be approved by the Pension Board and the Metropolitan Council.

Using the example from above, let's assume your 2011 monthly Pensionable Compensation is \$4,000 and the Pension Board declares a periodic adjustment of 3% at the beginning of 2012. Your monthly pension would increase as follows:

Monthly accrued benefit as of January 1, 2011:	\$580.00
Pension accrual in 2011 (2% of \$4,000):	<u>+\$80.00</u>
Monthly accrued benefit as of December 31, 2011:	\$660.00
Periodic adjustment (3% of \$660):	<u>+\$19.80</u>
Monthly accrued benefit as of January 1, 2012	\$679.80 (payable at age 65)

Interest rate applied to contributions

While member and employer contribution levels will remain unchanged (each contributes 6% of salary), the interest rate applied to contributions will be revised to better reflect current market conditions.

Instead of a flat 0.5% per month (compounded; equivalent to 6.17% annually), the plan will use the federal mid-term rate published for October of the prior year. *For example, if the new rate was in effect for 2009, the October 2008 federal mid-term rate of 3.12% would apply. In 2010, the October 2009 rate will apply; in 2011, the October 2010 rate will apply, etc.*

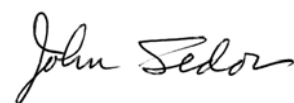
Understanding what these changes mean for you

To help you better understand the plan changes, we've included:

- Q&As on the following pages; and
- A Personalized Pension Statement with estimates of the pension you've already earned as of December 31, 2009 under the current formula (your "Initial Accrued Benefit"), your "Minimum Benefit", and your retirement benefit projected to age 65 under the new plan formula.

If you have any additional questions after reviewing the materials provided, please contact the Pension Office at pension@oca.org or (516) 922-0550, x142.

Sincerely,



John Sedor
Chair – Pension Board

1. Why is the Orthodox Church in America Pension Plan (the "plan") changing?

Since the plan was first established in 1976, we have seen a significant shift in the demographics of our plan membership. New members are joining the plan at much older ages than in prior years. This shift has had a major impact on the financial soundness of the plan. And, it's no surprise that the economic downturn has merely underscored the challenges we face.

2. How and when will the plan change?

Beginning January 1, 2010, the formula used to calculate your pension will be modified. In addition to the benefit you've earned under the current plan, you will earn a retirement benefit equal to 2% of your "Pensionable Compensation" for every year of participation after 2009.

3. What does "Pensionable Compensation" mean?

Pensionable Compensation simply means the sum of your annual base pay and any housing allowance you receive for the year.

4. Who is affected by the plan changes?

The revised plan applies only to active plan members who are under age 65. Members age 65 and over as of December 31, 2009 will remain in the current plan; no changes will be made to the pension benefits paid to our current retirees.

5. What happens to the pension benefit I've already earned as of December 31, 2009?

You won't lose any benefit you've already earned under the current plan as of December 31, 2009. That amount will be your "Initial Accrued Benefit" as of January 1, 2010 under the revised plan. Any pension you earn under the new formula after 2009 will be added to your Initial Accrued Benefit.

6. Will I receive a Minimum Benefit from the plan?

Yes, but only if you retire directly from active service. The plan will provide a Minimum Benefit based on your Average Base Pay as of December 31, 2009. The amount is equal to the pension you would have received under the current formula if you had retired at age 65 on January 1, 2010.

7. How is the Minimum Benefit calculated?

65% of Average Base Pay as of 12/31/2009
multiplied by
Participation Service as of 12/31/09 divided by Eligibility Service at 12/31/2009

plus

2% of Average Housing Allowance as of 12/31/2009
multiplied by
Participation Service (after 2005) as of 12/31/2009

For purposes of calculating your Minimum Benefit:

Average Base Pay as of 12/31/09 means the average of your cash salary (excluding living allowance, automobile allowance and all other forms of living expenses) during any five consecutive calendar years up to December 31, 2009, that produces the highest average.

Participation Service as of 12/31/09 refers to each month of employment through December 31, 2009, that you made the required plan contributions.

Eligibility Service as of 12/31/09 refers to your entire period of employment through December 31, 2009, assuming you made the required plan contributions each month that you were eligible to do so.

Average Housing Allowance as of 12/31/09 means your average housing allowance received after 2005 and up to December 31, 2009.

8. What other changes are being made to the pension plan?

Periodic adjustments – If all goes well over the next few years, and the plan's funded status is back on track, you may see periodic adjustments to your pension benefits. These adjustments can help boost the amount of pension you receive at retirement.

Interest rate applied to contributions – To reflect current market conditions, instead of a flat monthly rate of 0.5% (compounded; equivalent to 6.17% annually), the plan will use the federal mid-term rate published for October of the prior year. *For example, if the new rate was in effect for 2009, the October 2008 mid-term rate of 3.12%, compounded monthly, would apply. In 2010, the October 2009 rate will apply, etc.*

The Pension Board has unanimously approved a recommendation by the plan's actuary (John Ehrhardt of Milliman, Inc.) to make significant changes to the benefit structure under the pension plan. We are requesting an hour on the agenda of the upcoming Metropolitan Council meeting to allow Mr. Ehrhardt to present the case for making this change and to allow the Council members to directly ask questions to the plan's actuary on the reasons for this change. Outlined below are the main reasons a change is needed and why action needs to be taken at this time.

Reasons to Change Benefit Structure

There are three main reasons why the Pension Board should consider changing the benefit structure under The Orthodox Church in America Pension Plan:

1. Financial Position of the Plan – As documented in Milliman's 2009 actuarial valuation of the plan, the economic downturn has significantly impacted the plan's financial position, producing a large deficit that is projected to increase in future years. Adopting a new benefit structure that reduces the level of future guaranteed benefit accruals will significantly reduce the current deficit and is projected to bring the plan back to a surplus position over the next few years. Benefit increases can be provided in the future when the plan has generated surpluses that are sufficient to support them on an actuarial basis.
2. Lack of a Service Component to the Basic Benefit - The Basic Benefit formula does not depend on how long a Member has been participating in the plan. Two Members who have the same salary from ages 60 to 65 (i.e. the same FAE) would receive the same Basic Benefit even if one Member was hired and started contributing at age 25 and another at age 60. The Member who started at age 25 would receive a Basic Benefit equal to 1.625% of FAE per year of service. The other Member would receive 13.0% of FAE per year of service. Introducing a service-related component to the Basic Benefit formula (like the current Housing Allowance Benefit has) would correct this inequity.
3. Changing Demographics of New Entrants - The demographics of the plan have been slowly changing over the years, trending towards an older active population. The age of new entrants into the plan has increased from about age 33 prior to 1980 to age 40 in recent years. Members need to contribute for at least 25 years to support the 65% of FAE Basic Benefit. Recent new entrants to the plan are creating actuarial losses as the present value of their future benefits exceeds the value of future contributions, adding to the plan's deficit. Introducing a service-related component to the plan's benefit formula will address this problem.

Some Reflections Regarding Clergy Sexual Misconduct

Fr. Alex, I am following up on our recent conversation regarding Clergy Sexual Misconduct. Again, I am willing to work with the Committee to help develop policy and procedures regarding the issue. Prior to our initial meeting, I wanted to share some thoughts with His Beatitude and yourself on the subject.

The Nature of the Problem and a Pastoral Response

In the past, sexual misconduct has been viewed as a “simple moral failing” for which one should be repentant, rather than a psychological addiction for which treatment was mandatory. Besides being a moral failure, personal sexual misconduct may be criminal behavior which results in “tort” action - or civil lawsuits.

Beyond the legal implications, however, CSM has other facets and it cannot be dealt with effectively unless those facets are addressed in a serious fashion. Among them are the spiritual, psychological, disciplinary, as well as the financial, insurance, community relations, public relations facets, as well as the pastoral and professional care of victims, perpetrators, their families, the church community and the public at large.

With this in mind, the Church must have a *pastoral mission* to both, victims, abusers, the church community and the community in which the church lives and does the work of the Gospel. When the Church responds as *the Church*, it “speaks the truth in love, and “dies to self.” Too often during past crises the Church’s initial reaction has been self-serving, with disastrous consequences to the victims as well as to the Church itself. When the Church responds as *the Church*, it gains respect for responding honestly toward a shame-filled human problem. When the Church behaves this way, its victims can be healed and perpetrators redeemed. “When the Church avoids the truth to protect its image, it becomes unloving toward its spiritual children and colludes in the secrecy and silence that constitute the infrastructure of sexual abuse. The victims of this pattern become fixed in their anger and woundedness “with devastating spiritual and emotional consequences.

A Compassionate Pastoral Policy Response

Since this is a multifaceted problem, it does require a *multidisciplinary compassionate approach* that involves both the Church’s leadership and professionals from several disciplines. The stress here is on the Church providing the leadership. That doesn’t mean just rendering “*pastoral judgment*.” It means that the Church must coordinate and harmonize differences and difficulties among the various types of professionals who are called upon to deal with the problem.

It is important that the Church not turn the matter over completely to lawyers or other professionals; or even the courts or social service agencies. Each professional, the courts and social service agencies all tend to view the matter from their own disciplines. Leaving final authority to any of these professionals or agencies may yield lopsided solutions that will itself create problems. The *Team* approach, in which the Church retains both leadership and control, is the recommended approach.

This *Compassionate Pastoral Policy Approach* offers:
A model of healing and reconciliation
Meets with Victims and Families
Offers them spiritual counseling and emergency psychological assessment and treatment.
Meets with clergy in small groups to help process their anger and pain.
Meets with parishioners to help process their anger and pain.
Meets with offenders and offers spiritual and emergency psychological assessment if needed.
Responds immediately to insure the safety of individuals and the community.

Such an approach is clearly rooted in Christian values, especially love and humility, which can produce the ultimate fruit – forgiveness, which restores wholeness and healing. These are Gospel values which must impact our policy. We must not *re-victimize* the Victims by offering them anything less.

Reacting to accusations of misconduct

As we know through experience, allegations of CSM severely disrupt the normal routine of church life and sometimes create a near-chaotic spiritual and emotional situation in our Dioceses, Parishes, Seminaries and other Stavropigial Institutions. The literature is clear: “Churches that have good policies, and honor them in practice, will greatly reduce the trauma and the number of these unfortunate occurrences and the lawsuits which may be the result of poor policy and practice.”

With this in mind, we need to look at the current policy and practice issues of our Orthodox Church in America. We do have a developed policy on CSM. It would seem that the meeting that is to take place in NY needs to begin with an analysis of policies currently in place. It should possibly gather statistical data on the magnitude of the problem. Is there a gap between policy and practice? What and where are the implementation failures? Are there significant policy and practice blind spots? What are we doing to correct the situation?

Several MC members noted at our last meeting that some of our parishes have yet to institute the safeguards that all of our adults who work with children be screened. Each Diocesan bishop conducts an investigation into allegations of abuse in his Diocese using whatever means deemed appropriate. This can present problems if the investigation is not conducted appropriately. Several bishops expressed the fact that they may need help when it comes to these issues and would gladly welcome it. As MC members, we are called to “due diligence” in our work as set forth by our Statute. In our deliberations, we need to deal with the question: “Should the OCA, as “institutional church,” *have direct policy jurisdiction* over individual Dioceses regarding the issue of Clergy Sexual Misconduct? The Holy Synod would need to approve such a policy.

Should every instance of misconduct be reported to the Office of CSM under the Metropolitan and a case file be kept? Should the case file be reviewed by a special team of individuals who are trained in the area of “sex offending,” to insure that the investigation was conducted through “state of the art” means. As a certified treatment specialist in the area of sex offending, I would answer yes to the above questions.

Additionally, our work requires some intelligence gathering. It also requires an open discussion for and against a variety of policy alternatives. It involves a prescriptive procedure for making the policy legitimate and public. It requires a policy on the “return to Ministry” for those who have offended. It must deal with the question of predatory vs. non-predatory clergy, and the issue that not all abusers are unredeemable predators needs to be looked into. What do we do with abusers who can be treated effectively? When an abuser is moved to live out his life in a structured spiritual setting, not able to engage in active ministry, is this a better alternative than putting them out into the community? These are questions that we can ask to help facilitate our discussion.

In the application phase, policy requires a consistent implementation and an ongoing analysis of its effectiveness. It requires that we terminate any competing, contradictory policy positions. It is imperative that our OCA require policy action from each Diocese, Parish and Institution. It is also important that the Holy Synod again declare its basic values on the subject, and articulate its position on celibacy as a vocation, and sexual misconduct, whether it be heterosexual, homosexual or child sexual abuse. I know it has been done in the past, but it needs to be done again in an even more serious profession of faith.

A Final Thought on the makeup of the Committee

Our Metropolitan has gone on record to state that our Church has experienced a loss of trust and an erosion of confidence in ecclesial leadership. If we are to continue to emerge from this dark period of our church’s life, we need to be as open and forthright as we can. I would urge your Beatitude as head of the Office of Clergy Sexual Misconduct of the OCA to gather together one other Bishop, several Clergy, Laity (who are mental health professional experts in the area of working with sex offenders and victims, I suggest Matushka Ellen Gvosdev from the Diocese of the South and Melissa McCutchen from the Diocese of the Midwest, one or two victims, and, if possible, an abuser, and a representative of Pokrov (the victim’s advocate group) and legal counsel to meet with you to work as a Committee to further develop the policy and practice of our OCA on this subject.

Respectfully,

Archpriest Michael Matsko

To the Holy Synod of Bishops and the Metropolitan Council

Your Beatitude, Your Eminences, Your Graces, Reverend Fathers, Brothers and Sisters!

Most Blessed Master Bless!

I believe that we all agree that one of the most critical issues facing us in the Church is that of Sexual Misconduct. Over six years ago, the Holy Synod issued a detailed document entitled Policies, Standards and Procedures of the OCA on Sexual Misconduct. To my knowledge, there has not been a comprehensive mechanism, nor even a simple report, to ensure that the persons responsible for implementing these policies, standards and procedures are indeed complying with the requirements. In fact, Fr Eric Tosi recently stated that *"we have adopted a policy and we must follow it until another policy is adopted. We need to get back on track with it on a local and diocesan level and ensure that our own national policy is being followed."*

I have developed a proposal for an Annual Compliance Report that would, if accepted, be submitted by the Diocesan Hierarchs and the Office of Review of Sexual Misconduct Allegations. That Proposal is attached for your review, comment, and hopefully some measure of implementation.

His Beatitude has been kind enough to provide a favorable review of the Proposal. Further, His Beatitude expressed the desire that this not become a bureaucratic process but rather something both useful to ensure compliance and simple for the Diocesan Hierarchs / parishes to handle. The Proposal includes Compliance Templates for gathering information from the parishes and dioceses. This type of compliance report has never been done before, so the first time may be a bit difficult but it will get easier as people get used to it. The objective here is NOT to create a new bureaucracy but merely to inject discipline into the process. I would make the analogy of liturgical rubrics -- they are sometimes hard or cumbersome to follow and to apply, but they do help keep things on track.

An additional benefit would be to address the concern that the responsible people may not be reading and understanding their duties as described in the Policies, Standards and Procedures of the OCA on Sexual Misconduct. A Compliance Report such as that proposed would help motivate them to do so and hopefully before outside insurance carriers and/or courts either compel or penalize them for not doing so.

Obviously, the responsibility for implementing such a Compliance Report rests with others. I offer this Proposal to all of you to do with as you judge best.

In Christ,
Protodeacon Peter Danilchick

Orthodox Church in America
Sexual Misconduct Policies, Standards and Procedures
Proposal for Annual Compliance Report

This proposal recommends that a Compliance Report be presented to the Holy Synod and the Metropolitan Council at their next combined meeting in September 2009, and annually thereafter, on the activities, programs and degree of compliance of each Diocese and Institution to the "[Policies, Standards and Procedures of the Orthodox Church in America on Sexual Misconduct](#)" ("PSP"), as adopted by the Holy Synod of Bishops on April 2, 2003.

Per PSP Section 3.02a, these policies, procedures and standards were adopted by each diocesan hierarch and were immediately effective within all diocesan organizations/parishes, and all stavropegial churches, theological schools, and monastic communities. The Holy Synod needs to be confident that proper compliance on individual diocesan, parish and institutional levels is taking place. A formal Compliance Report would be indispensable in assuring this.

Also, the Metropolitan Council needs to be involved since compliance with established policies is part of its fiduciary / ethical responsibility under the [OCA Best Practice Principles and Policies](#) ("Best Practices") and considering the potential adverse impact from a legal and financial perspective should these [Policies, Standards, and Procedures on Sexual Misconduct](#) ("PSP") be violated. According to the OCA Best Practices, the Metropolitan Council is charged with "reviewing compliance with all applicable laws and regulations and compliance with internal policies and procedures." This is also consistent with the responsibility given to the Metropolitan Council by the Charter given by the State of New York (L.1972, Ch 519, dated May 24, 1972) as the "permanent executive body" of the OCA.

The PSP sets forth mandatory standards and procedures with respect to preventing sexual misconduct, and resolving allegations and complaints if they occur [PSP 1.02a3]. There are many requirements set forth in the PSP document binding dioceses, parishes and institutions to the standards and procedures. Violations of these standards and procedures could expose the faithful to sexual misconduct and the Church to both civil and criminal penalties. Accordingly, a proper exercise of stewardship and governance would be to examine on an annual basis the degree of compliance of the church's dioceses, parishes, and institutions to the PSP.

For example, Section 4.02(b) of the PSP states that each parish council at the direction of the Bishop must resolve to be "*bound by and comply with*" the [Policies, Standards, and Procedures](#). It would be proper for each Diocesan Hierarch, in exercising his authority according to Section 7.01, to conduct a regular, periodic review of his parishes' compliance with the [Policies, Standards, and Procedures](#) and to report the same to the Holy Synod and the Metropolitan Council. It is one thing to "require" compliance as a

one-time event but quite another to exercise normal oversight/ governance responsibility to check whether compliance is actually achieved.

As another example, Section 13.01 of the PSP requires that each Diocese develop and implement a mandatory child abuse prevention training program. The Compliance Report would document the compliance by each individual Diocese to this requirement.

Further, Section 7.02 of the Policies, Standards, and Procedures deals with the Office for Review of Sexual Misconduct Allegations (ORSMA) which is under the authority of the Primate of the Church, responsible to the Holy Synod of Bishops, and supervised on a day-to-day basis by the Chancellor of the Church. In addition to assisting Diocesan Hierarchs in investigation of allegations, the Office is charged with other responsibilities in Section 7.04, including organizing and presenting workshops on sexual misconduct, at least annually, at the theological schools of the Church. The Compliance Report would document compliance by the Office with these requirements.

The above are only a few examples of compliance requirements. A more complete list is provided in Appendix A in the form of a Template for a possible Compliance Report. Significant responsibilities are required by the Holy Synod of Bishops in the Policies, Standards, and Procedures of Diocesan Hierarchs, Dioceses, Parishes and the Primate/Central Administration (i.e., the Office). Compliance (or lack of same) needs to be documented for proper governance. This is a critical issue involving both pastoral and legal consequences. We need to be able to assure our faithful that they are being protected in reality and not just by words in a policy. As well, courts will look very closely at whether a religious organization has complied with relevant internal requirements as documented in officially promulgated policies.

The process for development of the Compliance Report could be as follows:

- Each Diocesan Hierarch:
 - polls each parish rector and obtains in writing details on each parish's compliance or non-compliance with the PSP (see Appendix B for a sample template)
 - summarizes the parish input together with compliance data on specific Diocesan responsibilities (e.g., child abuse prevention training program)
 - summarizes number of misconduct allegations and handling of these allegations (with appropriate attention to confidentiality)
 - submits consolidated Report to OCA Secretary
- Office for Review of Sexual Misconduct Allegations (ORSMA):
 - documents own compliance record on procedures, programs, workshops, etc.
 - summarizes number of misconduct allegations and handling of these allegations (with appropriate attention to confidentiality)
 - submits consolidated Report to OCA Secretary
- OCA Secretary consolidates Diocesan Reports and ORSMA report for presentation to the Holy Synod and the Metropolitan Council

APPENDIX A
Policies, Standards and Procedures on Sexual Misconduct
Template for Annual Compliance Report

Required Action	Percent Compliance*	Notes and Comments
DIOCESAN HIERARCH RESPONSIBILITY		
Distribution of PSP by Diocesan Hierarchs to all parishes and institutions [4.02b]		
Documented adoption of PSP by each parish council in council minutes [4.02b]		
Implementation by parishes of screening program for laypersons having more than incidental contact with minors [11.02]		
Applications, criminal background check and training of subject laypersons [11.03]		
Written documentation of all verifications of applications [11.04b]		
Adoption and implementation by each parish of written parish-sponsored youth event transportation policy [12.05]		
Exceptions to PSP 11.02-11.05 by Diocesan Hierarch sent to ORSMA [11.06]		
Diocesan Hierarch to require persons subject to 11.02 and each parish council member to be given a copy of the PSP, to read it and to certify in written form their commitment to comply with the PSP, such certification to be kept in parish files [13.02]		
Each diocese shall develop and implement a child sexual abuse prevention training program that must be completed by every person subject to the requirements of PSP 11.02 [13.01a]		

* Note: For parish related actions, percent compliance equals 100 times the ratio of number of complying parishes / institutions to the total number of parishes/ institutions in the Diocese.

Template for Annual Compliance Report (continued)

Required Action	Percent Compliance	Notes and Comments
ORSMA RESPONSIBILITY		
Development by ORSMA of parish forms and instructions [7.04a]		
Development of ORSMA of practices and procedures for pastoral healing [7.04c]		
Conducting of annual sexual misconduct workshops by ORSMA at the theological schools of the Church [7.04d]		
Development and distribution by ORSMA of child sexual abuse prevention training programs to Diocese and Parishes which don't develop their own [13.01c]		
HANDLING OF ALLEGATIONS & COMPLIANCE WITH PSP PROCESS		
Diocesan Hierarchs' notification of ORSMA of allegations [8.01]		
Notification of insurance carriers [8.02c]		
Notification of local law enforcement, social service, or other outside agencies [8.02c]		
Designation of Response Teams by Diocesan Hierarchy [8.04]		
Investigation and disposition of complaint and informing of ORSMA by Diocesan Hierarchy [8.05e, 9.02f, 10.01]		

Template for Annual Compliance Report (continued)

	Number	Notes on Dispositions
ALLEGATIONS OVERVIEW		
Number and disposition by Diocesan Hierarchs of sexual misconduct allegations [3.02]		
Number and disposition of investigations by Office for Review of Sexual Misconduct Allegations (ORSMA) [7.03a]		

APPENDIX B
Template for Parish Input

From: _____, Rector

Parish: _____

Diocese: _____

To: _____
Diocesan Hierarchy

Date: _____

This report documents our parish's compliance with the "Policies, Standards and Procedures of the Orthodox Church in America on Sexual Misconduct" ("PSP"), as adopted by the Holy Synod of Bishops on April 2, 2003.

1. Has Parish documented adoption of PSP by each parish council in council minutes? [Reference PSP 4.02b] Yes ___ No ___ Date of Minutes _____

Comments: _____

2. Has Parish implemented a screening program for laypersons having more than incidental contact with minors? [Reference PSP 11.02] Yes ___ No ___

Comments: _____

3. Have applications, criminal background checks and training of subject laypersons all been implemented according to PSP? [Reference PSP 11.03] Yes ___ No ___

Comments: _____

4. Has written documentation been made of all verifications of applications? [Reference PSP 11.04b] Yes ___ No ___

Comments: _____

5. Has Parish adopted and implemented a written parish-sponsored youth event transportation policy? [Reference PSP 12.05] Yes ___ No ___

Comments: _____

6. Has each person subject to PSP 11.02 and each parish council member been given a copy of the PSP, read it and certified in written form their commitment to comply with the PSP, such certification being kept in parish files [Reference PSP13.02] Yes ___ No ___

Comments: _____

Respectfully submitted,

Parish Rector

ORTHODOX CHURCH IN AMERICA

HIGHLIGHTS* OF PROCEDURES FOR PREVENTION AND HANDLING OF SEXUAL MISCONDUCT ALLEGATIONS

PREVENTION

- Diocesan Hierarchs to:
 - distribute Policies, Standards and Procedures (PSP) to all parishes and institutions
 - require applicable persons to certify commitment to comply with PSP
 - develop and maintain a child sexual abuse prevention training program for laypersons having more than incidental contact with minors
 - require all parish clergy and parish council presidents to inform themselves of applicable reporting requirements to local law enforcement, social service, or other outside agencies
- Parishes to:
 - formally adopt PSP and document in parish council minutes
 - implement screening program for laypersons having more than incidental contact with minors, including applications, criminal background check and training
 - document all verifications of applications
 - adopt and implement written parish-sponsored youth event transportation policy
- Office for Review of Sexual Misconduct Allegations (“Office”) to:
 - develop uniform prototype parish forms and instructions
 - develop practices and procedures for pastoral healing
 - conduct annual sexual misconduct workshops at all OCA theological schools
 - develop and recommend any amendments to the PSP and related matters

HANDLING

- Allegations of sexual misconduct are to be reported/ notified:
 - orally or in writing to rector, another clergy member, senior elected lay parish council member, or head of ecclesiastical unit, depending on circumstances
 - to diocesan Bishop immediately by the party receiving the initial report; Bishop to immediately inform the Office for Review of Sexual Misconduct Allegations
 - to parent of guardian of alleged victim if victim is a minor
 - to legal counsel of parish, diocese or office and, in consultation with legal counsel, notified as required to parish, diocese and Chancery liability insurance carriers

- to local law enforcement, social service, and other outside agencies as applicable; the Bishop shall be kept informed of such reports and shall in turn inform the Office accordingly
- Allegations of sexual misconduct are to be investigated/ assessed:
 - by a Bishop-designated Response Team, who will work with all impacted persons, coordinate with outside agencies, comply with all laws, and will provide a copy of the original / amended complaint to the Bishop, and the Bishop in turn will provide the same to the Office
 - in accordance with the procedures spelled out by PSP sections 8.04 – 10
 - with the assistance of the Office at the request of the Bishop
- A Final Report of the investigation and assessment shall be issued:
 - to the Bishop providing full documentation of interviews and examinations and a recommendation as to whether the allegations are substantiated or not; the Bishop shall in turn make a final determination in the matter
- The Bishop shall take subsequent action:
 - depending on whether the allegations are substantiated or not substantiated, in accordance with PSP Sections 10.03 -10.05
 - including discipline in the case of clergy or laity who admit having or have been found to have committed sexual misconduct
 - discipline in cases involving child abuse includes permanent prohibition against the exercise of ministry and clergy deposition
 - discipline in cases not involving child abuse is subject to the Bishop’s determination. In the case of clergy removal from parish ministry, return to active ministry is subject to PSP provisions 10.06(c), including psychiatric assessment, appropriate treatment and long-term therapy, public acknowledgement of misconduct, amends to complainant and restitution, etc.

*Disclaimer: The above provides a selected set of highlights of the Policies, Standards and Procedures of the Orthodox Church in America on Sexual Misconduct, as adopted by the Holy Synod of Bishops, April 2, 2003, and gives a brief overview of key elements.

Reliance should be placed only on the detailed provisions in the original document, available on the oca.org website: <http://www.oca.org/DOCindex-misconduct.asp?SID=12>

OCA Chaplaincy Report JUNE 2009 for HS/MC Meeting

Director/Dean: Very Rev. Theodore Boback, Jr.

Deputy Director/Deputy Dean: Very Reverend Joseph Gallick

The department of Chaplaincies operates directly under the supervision of the Metropolitan and forms a unique deanery of the Church. According to the Statutes of the Orthodox Church in America (Article II section 5) deaneries within the boundaries of a diocese are established by the diocesan council. However, the Dean of Orthodox Military Chaplains is appointed by and directly responsible to the Metropolitan (Cf. Article II, section 7p).

The Executive Director and Dean of Chaplains is the chief administrator for the Metropolitan in all matters concerning the OCA chaplains in the Air Force, Army, Navy, Marines, Coast Guard and the Veterans Administration. The Executive Director/Dean is the representative of the Metropolitan to the National Conference of Ministry to the Armed Forces (NCMAF) and the Endorsers Conference for Veterans Affairs Chaplaincy (ECVAC). The Assistant Executive Director works together with the Executive Director. The Executive Director/Dean and the Assistant Executive Director recruit and screen candidates for the chaplaincy, prepare ecclesiastical endorsement for the Metropolitan and maintain contact with all OCA chaplains and with the Executive Director of the Armed Services Chaplains Board, Military Chief of Chaplains and the VA National Staff Chaplain and chaplain staff. . They do this through telecommunications, email, correspondence, and by participating in various meetings and site visitations throughout the world. The Executive Director/Dean provides guidance to chaplains serving throughout the world on spiritual matters and ensures that Orthodox personnel, regardless of where they are stationed can freely exercise their religious beliefs. The Executive Director/Dean attends all conferences and executive board committee meetings of the NCMAF and ECVAC.

- The department actively participates in the National Conference on Ministry to the Armed Forces (NCMAF) and the Endorsers Conference for Veterans Affairs Chaplaincy (ECVAC) which was conducted in January 2009 in DC. Fr Theodore Boback attended the NCMAF and ECVAC annual meetings and conference in January 2009. Among those who presented at the conference were: Pauletta Otis, Ph.D. Professor Security Studies at the US Marine Corps Command and Staff College on the role and responsibilities of US military chaplains in security and warfare environments; Colonel (Retired) Paul Hughes, Senior program Officer for Center for conflict analysis and prevention US Institute of Peace focused on challenges facing the administration and nation in relating to Middle East; Robert Tuttle, PhD spoke on first amendment and other legal issues regarding the chaplaincy; Brain Orend, PhD professor of philosophy University of Waterloo focused on justice after war; and Ms Deboarh Amdur US department of VA

focused on federal recovery coordination program. The VA conference and meeting had a presentation by VA National Chaplain Center Staff

The department, Fr. Ted Boback, attended the Military Chaplains Association National Institute Veterans Affairs 2009 Chaplain Leadership Convocation with the theme of meeting the mental and spiritual care needs of returning OEF/OIF Warriors in April 2009. The convocation included speakers in workshops such as PTSD and spirituality by Kent Drescher, National Center for PTSD; Meeting the mental and spiritual care of returning OEF/OIF Warriors panel presentation; Spiritual aspects of mental health care interface caregiver and chaplain; health recovery program by Deborah Amdur, RN Deputy Director; VA Diversity and Best Practice, John Batten VA Staff; Very Reverend Joseph Martin, Chief at the Wilkes-Barre VA Medical Center and Orthodox VA Chaplain was also in attendance.

Fr. Ted Boback met with Fr. Peter Baktis and Fr. Alexander Webster at Fort Belvoir. Fr. Peter was in CONUS for a personnel meeting at the Army Chief of Chaplains Office.

Fr. Ted Boback and Fr. Peter Dubinin, US Army Recruiting Chaplain and Orthodox Priest have met and had spoken via phone and emails in regards to Orthodox Priests desiring to serve in the US Army.

- Also attended one day of the COOMIS meeting in January in DC
- The Very Rev. Theodore Boback serves on the executive board of the ECVAC and had served on NCMAF committees.
- The department members made visits to Saint Tikhon and Saint Vladimir Seminaries.
-
- The department is continuing its work on the Memorial Shrine for Veterans and Chaplaincy and the Orthodox Military Pectoral Cross.
-
- Worked with (partnered) churches, which wanted to do an outreach program.

Continued deployment in particular of Orthodox Army Priests to the Middle East during the Nativity of Christ and Theophany, Holy Week and Pascha, and Dormition Fast and Feast day. Fr. Alexander Webster has deployed for the Army during this time frame. Our Orthodox Priests continue to rotate on assignment to the Middle East. Most if not all of the Orthodox Military Chaplains have served in the Middle East.

A letter was recently sent to the Army Chief of Chaplains Office by Metropolitan Jonah in expressing our thanks for the Orthodox Coverage in the Middle East and in particular requesting that the Orthodox Chaplains continue to provide coverage during the above time periods.

Military Personnel Strength.

Our current personnel outlook is reflected in the following table: In each column the figure at the left indicate the number of OCA Chaplains while the figures within the parentheses indicate the number of non-OCA Orthodox Chaplains. The bottom line – “Totals” shows the total number of Orthodox Chaplains from all jurisdictions.

BRANCH	Active Duty	Reserve Component
Air Force	2 (3)	1 (1)
Army	7 (2)	5 (1)
Navy	5 (5)	1 (0)
Subtotals	14 (10)	7 (2)
Totals	24	9

ACTIVE DUTY FORCES

14 (59%) of all Orthodox Chaplains on active duty are Orthodox Church in America
5 (21%) are priest of the Antiochian Orthodox Archdiocese
4 (16%) are priests of the Greek Orthodox Archdiocese
1 (4%) is a priest of the Russian Orthodox Church outside of Russia

There is a possibility of one less active duty chaplain this summer.

RESERVE COMPONENT

7 (77%) of all Orthodox Chaplains in the Reserve Component are OCA
2 (22%) are priests of the Greek Orthodox Archdiocese
1 (1%) is a priest of the Antiochian Archdiocese

Fr. Karl Kish, Carpatho-Russian Diocese, retired from the US Navy in January 2009.

Chaplain Candidates

Currently there are five seminarians who are participating in the chaplain candidate programs in either the United States Army or the United States Air Force. The seminarians attend St. Tikhon and St Vladimir Seminaries and are from the Orthodox Church in America, the Antiochian Archdiocese and the Russian Orthodox Church outside of Russia.

ENDORISING CONFERENCES

The Orthodox Church in America continues to be an active member and participant in the National Conference of Ministry to the Armed Forces (NCMAF) and the Endorser Conference for Veterans Affairs Chaplaincy (ECVAC). The membership is comprised of more than 200 faith groups and denominations.

The Orthodox Church in America is recognized by each of these organizations and the Military Chief of Chaplains and the VA National Chaplain Center as the endorser for OC priests. To be considered for the military or veterans affairs medical center chaplaincy, a candidate must first have an ecclesiastical endorsement from the Metropolitan, which is prepared by the Director of the OCA Chaplaincies.

As noted earlier, Fr. Theodore Boback serves as a member of the organizations and has served in the past on the executive board of NCMAF and currently serves on the executive board of ECVAC – having previously served as chair of the group.

Our current OCA chaplains

Active Duty

United States Air Force

Father Eugene Lahue, Chaplain, Captain, USAF – ON ORDERS FOR RAMSTEIN GERMANY SUMMER 2009

Father Timothy Ullmann, Chaplain, Lieutenant Colonel, USAF, Montgomery AL

United States Army

Father Peter A. Baktis, Chaplain (LTC) USA assigned Deputy USAREUR and Personnel Heidelberg, Germany

Father Peter Dubinin, Chaplain (MAJ) USA Fort Meade, MD

Father. George Hill, Chaplain (CPT) USA ON ORDERS TO STUTTGART GERMANY

Father David Meinzen Chaplain (CPT) USA Activated late spring 2009 to Camp Attebury, Indiana

Father Paul Rivers, Chaplain (CPT) USA Fort Knox, KY

Father Alexander F. C. Webster (COL) USA Fort Belvoir, VA

A priest from the OCA (Romanian Diocese) recently submitted his paper work and awaits results from the pending accessioning board

United States Navy

Father Jerome Cwikslinski CAPT CHC USN Coast Guard Alameda CA

Father Stephen Duesenberry LCDR CHC USN Great Lakes, IL

Father Andrew Nelko LCDR CHC USN Portsmouth, VA

Father Matthew Olson LT CHC USN Camp Pendleton, CA

Father Eugene Wozniak LT CHC USN Naval Air Station, Virginia Beach, VA

Reserve Component

United States Air Force

Father James Jadick Chaplain, Lieutenant Colonel, USAFR

United States Army

Father Joseph Gallick, Chaplain (LTC) USAR

Father George Oanca Chaplain (CPT) USAR

Father Paul Schellbach Chaplain (MAJ) USAR

Father Theodore Shomsky Chaplain (MAJ) USAR

Father James Sizemore, Chaplain (CPT) USAR returned from Middle East Tour recently

United State Navy

Father David Pratt LCDR CHC USN

Retired Military Chaplains

There are over 22 retired chaplains from the United States Armed Forces. The retired chaplains have a range of special skills and are an additional asset within our Orthodox Church.

Veterans Affairs Medical Center Chaplains: OCA Priests who serve our VAMCs

Father Sergei C. Bouteneff – Newington, CT serves as Chief hospital chaplain

Father Igor Burdikoff – Albany, NY

Father Andrew Harrison Illinois

Father John Klembara – Brecksville. OH

Father Joseph Martin – Wilkes-Barre, PA serves as Chief Hospital chaplain

Father Philip Reese, Miami, FL

Father Paul Suda – Pittsburgh, PA

Father Michael Westerberg – New Haven, CT

Father George York, Pittsburgh, PA

Plans for future:

- the military deanery structure was briefed to Metropolitan Jonah.
- Coordinating pastoral visits of Metropolitan Jonah to installations, bases, hospitals and other areas of ministry
- Ensure that the Orthodox Tradition is upheld in a pluralistic environment
- Ensure that Orthodoxy is not dismissed as a religious body within the Department of State, Department of Defense, Department of the VA as well as in the various support organizations such as NCMAF and ECVAC.
- Maintain our role and Orthodox voice in NCMAF and ECVAC
- Be proactive with discussion and interaction with the chaplaincy programs of other autocephalous Orthodox Churches.
- Ensure our leadership within military and VA Chaplaincy support organizations
- Recruit and procure Orthodox Priests for active and reserve component military duty and VA Chaplaincy

- Advise the Chiefs of Chaplains and recommend the requirements for OCA Chaplains
- Request increased budget for the visitation of Orthodox Military and VAMC Communities
- Ensure that Orthodoxy speaks with one voice
- Continue review and work from previous meetings and workshops (sometimes limited because of funding needs and requirements)
- Update the military and VA Chaplaincy handbook
- Review and update strategic plan for military and VA Chaplaincy
- Continue work and implementation of memorial shrine for veterans and chaplains
- Diocesan recruitment plan for military chaplain
- Expand seminarian chaplaincy program
- Chaplaincy newsletter
- Continue to encourage the chaplains to provide articles and photographs for the TOC, Diocesan newspapers, etc
- Chaplaincy recruitment booklet and DVD
- Continued partnership with Fellowship of Orthodox Christians in America and other such organizations
- Continued partnership with churches who desire to do outreach programs for our servicemembers, veterans and chaplains

Budget/Funding: The Department will continue to submit its budget requirements and suggests that a list of unfinanced prioritized requirements be part of the annual budgetary process so that should additional funds be received these unfinanced requirements can be funded in a prioritization.

We are appreciative of our Hierarchs who give their blessings in support of the priests to be candidates to be endorsed by the Metropolitan to serve as chaplains in our US Armed Forces and the VA Medical Centers and their prayers. Our priests in uniform continue to serve and minister in all parts of the world in all types of environments and conditions as they provide dynamic ministry for our Orthodox men and women servicemembers with spirituality, dedication, love and professional competency at all times and hours. Our priests in the VA Medical Centers continue to ensure that seamless transition of the requisite ministry from the military to the VA health care system continues for those who serve and who served our nation. We have seen great changes in the last century and the beginning years of this the 21st century and in the recent months of this year. We need to ensure that the Orthodox leadership role within all forms of chaplaincy are provided and performed. In diligence and steadfastness, we need to continue on the journey before us in the 21st century so that we will go forth with faith, hope and love in all our endeavors for the Glory of God and our Church.

To: His Beatitude, Metropolitan Jonah,
The Holy Synod of the Orthodox Church in America
The Metropolitan Council of the Orthodox Church in America

From: Fr. Matthew Tate
Fr. Michael Tassos
Dn. John Zarras

Subject: Refinancing options update

Date: September 15, 2009

Cc:

Your Beatitude, Members of the Holy Synod, and Members of the Metropolitan Council:

In August, 2009 we distributed a memo regarding some refinancing options that we felt should be considered in light of the OCA's current financial issues. As previously mentioned, with the blessing of His Beatitude, Metropolitan Jonah, we began in earnest to look at various financing options including but not limited to: (a) refinancing the entire loan with Honesdale Bank or another financial institution, (b) modifying the terms of the existing loan with Honesdale Bank, or (c) exploring other financing options such as arranging a line of credit. We would like to update you on this process and to bring a few other issues to you for consideration.

Background:

Honesdale Loan

- The Honesdale Bank mortgage on the Chancery property was executed in July of 2006 for \$1.7 million, 20 year payback at 7.97%.
- Monthly payments are approximately \$14,300 per month.
- Annual interest is approximately \$76,343
- Annual principal is approximately \$90,000
- The current balance is approximately \$956,000

Syosset Property Appraisal

- July 2006 independent MAI appraisal valued the property in the range of \$7.85 – 9.5 million.
- July 2008 Christies reported that we could expect a sales price between \$5.0-6.0 million.
- July 2009 Christies adjusted their sales price estimate to \$3.5-4.2million.
They further recommended waiting 1 to 2 years before placing the property on the market.
- July 2008 Sotheby's reported that we could expect a sales price of about \$6.0 million.
- September 10, 2009, Sotheby's adjusted their assessment down to approximately \$5.0 million. They also suggested there is evidence of increase interest by developers to buy properties for future sub-division expecting an upturn in home sales in the next two years. From their perspective a listed of the property in the months ahead should be considered if an eventual move is anticipated.

Financing/Refinancing Options

Honesdale Bank

- The Honesdale Bank has given an early informal indication that they would be willing to consider renegotiating the present terms of the mortgage.

Wells Fargo Bank

- They have indicated an interest in providing a mortgage and will consider either an interest only loan or a short term ARM if we indeed have a plan to sell the property in the next 2 to 3 years.

Smith Barney

- They can arrange a non-collateralized loan that is based upon the value and makeup of our investment portfolio. Based on our investment portfolio, they will issue a "non-purpose" loan that we can use in anyway we want with the exception that it cannot be used to purchase securities.

General

- Because of the church's non-profit status in New York, any refinancing of the property will require a new written appraisal and we will need to obtain court approval. Because of these requirements there could be up to a 4 month time lag to execute a new mortgage and gain access to any cash generated there from.
- The current market rate for mortgages is approximately 5.0 to 5.5%. Thus, a refinancing of the property will result in a lower interest rate.
- The loan with Smith Barney will be the easiest to accomplish however it will require the most fiscal discipline on the part of the church since it is truly a line of credit and does not require the repayment of principal every month as does a conventional mortgage.

Immediate and Long-term plans for the chancery

In light of the announced intention of the Metropolitan's move to Washington, it seems appropriate to mention that any discussion of the refinancing should take this move into consideration. Following are some of the issues which should be considered:

- Timing – When, exactly is the move to Washington to take place?
- Other uses for the chancery – Is there or will there be a plan to keep the chancery for any other purpose other than administrative offices?
- Costs of plan execution – Depending upon the timing of the move and if there is a plan to actually sell the property, we will need to plan and consider all of the financial ramifications of the decision such as the moving of the archives, moving of administrative offices, transition planning costs, relocation of the pension office, and moving and storage of existing furniture, fixtures, and equipment.

Respectfully submitted for your consideration in Christ,

Archpriest Matthew Tate
Priest Michael Tassos
Deacon John Zarras