



**Metropolitan Council Meeting**

**Spring 2011**

**Committees/Department Reports**



**Meeting of the Metropolitan Council  
May 4 to May 6, 2011  
Committee/Departments Reports  
Table of Contents**

1.	Charity Committee Report	Archpriest John Reeves
2.	Council Development Committee	Protodeacon Peter Danilchick
3.	Crisis Management Committee	Dr. Dimitri Solodow
4.	Ethics Committee	Archpriest Theodore Bobash
5.	Financial Development Committee	Protodeacon Peter Danilchick
6.	Financial/Investment Committee (See Treasurer's report)	Priest Gleb McFatter
7.	Human Resources Committee	Priest David Garritson
8.	Internal Audit Committee	Deacon Martin Watt
9.	Internal Governance Committee	Mark Stokoe
10.	Legal Committee	Gregg Nescott
11.	Department of Christian Education	Valerie Zahirsky
12.	Department of Christian Service and Humanitarian Aid	Donna Karabin
13.	Department of Evangelization	Priest Marcus Burch
14.	Office of Military Chaplains	Archpriest Theodore Boback
15.	Department of Liturgical Music and Translations	David Drillock
16.	Department of Institutional Chaplains	Archpriest Steven Voytovich
17.	Department of Pastoral Life	
18.	Department of Youth and Young Adult	Luke Seraphim Beecham
19.	Pension Board	John Sedor

The Charity Committee has experienced only limited activity since the last meeting of the Metropolitan Council. There have been, so far, three requests for assistance, plus one disbursement for disaster relief through IOCC:

-A request was made for funding to a school in the Republic of Georgia. The Committee agreed unanimously that this request fell outside the parameters of the policies approved by the Metropolitan Council in the Fall 2010 session.

-A request by an individual for assistance with medical expenses. The person did not respond to requests for documentation and further information. At this time the issue is dormant.

-The committee has approved \$3,500 in assistance for medical expenses to a retired priest. Protodeacon Michael got some clarification from the priest's bishop and also requested that bills/invoices be sent to Treasurer Melanie Ringa. We are awaiting that documentation and will then ask Melanie to disburse the funds.\*

-\$5000 was transmitted to IOCC for international disaster relief in Japan.

Attached is a chart showing all activity from 1 January, 2009 to the present.

His Grace, Benjamin

Fr. John Reeves

Protodeacon Michael Myers

Dimitri Solodow

Orthodox Church in America

Schedule of Temporarily Restricted Funds - Charity  
Through December 31, 2010

<b>Beginning Balance, January 1, 2009</b>		<b>\$ 34,559.36</b>
<i>Donations Received</i>		\$ 6,269.00
<i>Distributions:</i>		
- June 8, 2009 to Emmaus House	\$ (5,000.00)	
- Nov 3, 2009 to XXXXXXXX	<u>\$ (1,000.00)</u>	
Total Distributions		<u>\$ (6,000.00)</u>
<b>Ending Balance, December 31, 2009</b>		<b><u>\$ 34,828.36</u></b>
<i>Donations Received - 2010 (See note 1)</i>		\$ 3,592.02
<i>Distributions:</i>		
- 1/14/10 – IOCC for Haiti	\$ (10,000.00)	
- 4/6/10 Clergy Medical Assistance	\$ (78.28)	
- 4/6/10 Clergy Medical Assistance	\$ (3,793.06)	
- 4/6/10 Clergy Medical Assistance	\$ (1,128.66)	
- 8/23/10 IOCC for Moscow Fires	<u>\$ (5,000.00)</u>	
Total Distributions		<u>\$(20,000.00)</u>
<b>Ending Balance, December 31, 2010</b>		<b><u>\$ 18,420.38</u></b>

Note 1 - Donations received adjusted by \$2,376.38 which was incorrectly coded to charity; it was for Youth Conference.

**OCA METROPOLITAN COUNCIL  
COUNCIL DEVELOPMENT COMMITTEE REPORT  
Spring 2011**

**MC MEMBER'S HANDBOOK**

- Handbook was originally issued December 2009.
- Revised draft was sent out on February 24, 2011 -- incorporating updated membership list and links to financial statements and meeting minutes.\*
- One suggestion was received which recommended that directory show the membership terms. A form will be passed around at this meeting to collect this data.

**MC FORUM**

- No action was taken to assess the effectiveness of the online MC Forum, pending the OC new website project.

**ISSUES FOR DISCUSSION**

- Is the MC Member's Handbook useful? Should any changes be made to it?
- Do we want another Retreat similar to the one held September 20-21, 2010 (facilitated by Protopresbyter Thomas Hopko)?
- Any other ideas to increase the effectiveness of this Council?

Respectfully submitted,  
Protodeacon Peter Danilchick, Chair  
Council Development Committee

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\* Please modify in this version the e-mail address of Mr. David Grier to [david.grier1812@gmail.com](mailto:david.grier1812@gmail.com)

## **Crisis Management Committee**

Spring, 2011 Metropolitan Council Meeting

The Crisis Management Committee Report was presented by Dr. Dmitri Solodow during an Executive Session.

## REPORT OF THE ETHICS COMMITTEE

V. Rev. Theodore Bobosh, Chair

### **Open (Synod Liaison)**

Fr. Alexander Garklavs (Chancery Liaison)

Members: Fr David Mahaffey, Fr. Matthew-Peter Butrie, Igumen Alexander (Pihach), Rosalie Luster, William Peters

While there was no activity in the Committee since last year, very recently a couple of potential instances of ethics violations were brought to the attention of the Chair. The Chair is currently looking at the cases brought to his attention and is in the process of initiating appropriate processes for handling these allegations.

Perhaps at the time of March 2011 Metropolitan Council Meeting we will be able to make a verbal report on the status of these allegations and investigations.

2/16/2011

**OCA METROPOLITAN COUNCIL  
FINANCIAL DEVELOPMENT COMMITTEE REPORT  
Spring 2010**

**CHARTER-** The MC approved the establishment of the Financial Development Development Committee at the Spring 2010 meeting and the Charter for the Committee, at the Fall 2010 meeting, as follows.

*“The [Financial] Development Committee offers guidance, suggestions and support to the central administration for annual, major, and planned giving programs. It assists the Metropolitan and Giving Officers/ Staff in identifying, cultivating and soliciting donors to the OCA. It reports to the MC, presenting appropriate recommendations for action concerning the OCA’s fund-raising policy and activity.”*

**NEAR-TERM GOALS PER THE DRAFT STRATEGIC PLAN**

Strategic Plan Goal # 8, Objective 2 states: “Pursue other sources of funding for more fully funding the outreach ministries of the Church and other Church needs. (*Action: Financial Development Committee, 2012 and on-going*)”

- “Articulate a compelling vision and plan for outreach ministries of which hopefully this Strategic Plan is a major step. (*Strategic Planning Committee with Church-wide input*)
- “Seek a resolution from the 16<sup>th</sup> All American Council calling on the Orthodox Church in America to actively pursue additional funding sources for supporting these ministries. Possible funding sources include a reinvigorated Fellowship of Orthodox Stewards program, a major donors program and the creation and funding of a matching grants program – that might provide ‘matching fund’ for particularly compelling parish and diocesan outreach efforts. (*16<sup>th</sup> All American Council, Nov., 2011*)
- “Develop and implement a plan to pursue these new funding sources. (*Financial Development Committee*)”

**ISSUES FOR DISCUSSION**

- Fundamental principles of fund-raising need to be understood/ endorsed (see attached summary paper)
- Membership of this Committee (presently Fr David Mahaffey, David Yeosock, Protodeacon Peter Danilchick, Melanie Ringa – Chancery Liaison) needs to be expanded
- Questions: should FOS serve as a Foundation for attracting funds or does another Foundation need to be established? Should FOS (or another such Foundation) need to have a dedicated Advisory Board (not restricted to MC members) to seek gifts and allocate funds?

Respectfully submitted,  
Protodeacon Peter Danilchick



## **SOME PRINCIPLES OF EFFECTIVE FUND-RAISING**

By Protodeacon Peter Danilchick

### **FIRST THINGS FIRST: LEARN, PLAN, INVOLVE, COMMIT**

- Learn the basics of stewardship and fund-raising
- Prepare a "case statement" and communications plan for the project
- Develop a plan for identifying, approaching, asking and thanking donors
- Ensure that the organization's leaders are involved and committed
- Make your own pledges first before approaching others
  
- Remember the Navy SEAL slogan (attributed variously to Sun-Tzu, an unknown Roman, Rommel and Patton) -- highly relevant for any fund-raising campaign:  
*"More sweat in training, less blood in battle"*

### **COMMUNICATE WHO YOU ARE AND WHO YOU CAN BE**

- Vision and mission must be straightforward and energizing
- Organization track record must show results / accomplishments
- Organization, and especially its leaders, must be credible and visible
- Case statements must be compelling, people-oriented and display a sense of urgency
- Campaign results must be measurable and stewardable

### **WHY DO PEOPLE GIVE TO CHARITABLE CAMPAIGNS?**

- Because they are asked (#1 reason by far)
- Because they are involved in the organization (e.g., volunteer)
- Because they believe in the organization's mission and goals
- Because they have a vital interest in one of the organization's programs
- Because they have a personal linkage to one of the organization's leaders

### **THE CASE STATEMENT**

- Answers the questions:
  - ⇒ THE CAUSE -- Why is this particular appeal for funds being made?
  - ⇒ THE RESULTS --What will be achieved if this appeal is successful?
  - ⇒ THE PEOPLE --Who will benefit from it and how?
- Flows from and must be consistent with an organization's strategic plan and goals
- Needs to resonate with the people whom you will be asking for funds
- Specific, to-the-point, engaging the heart and mind, compelling

**HOW TO FIND PROSPECTS AND TURN THEM INTO DONORS**

- Prospects are individuals who have:
  - ⇒ INTEREST – in the mission, goals, programs of the organization
  - ⇒ LINKAGE – to someone in the organization
  - ⇒ ABILITY – to give to the campaign
- Interest can be
  - ⇒ Determined by getting to know another’s values, hobbies, activities, talents, etc
  - ⇒ Generated / deepened by involving them in the organization, “part of daily life”
  - ⇒ Cultivated by communicating, listening for feedback, communicating
- Linkage is usually discovered by looking at the iceberg beneath the surface
  - ⇒ Not many degrees of separation in the Orthodox world
  - ⇒ Someone you know knows, or knows someone who knows, the prospect
  - ⇒ You need to ask these “someones” and even may need to “chase” them
- Ability is the most difficult variable to be assessed
  - ⇒ Rely on linkage and personal knowledge
  - ⇒ It never hurts to ask for more than what you think you will get
  - ⇒ Remember that you are doing the askee a favor by asking for a gift

**THE GIVING PYRAMID**

- 10-20% comes from one or two single gifts
- 80-90% comes from 20% of the constituency
- You need to make more “asks” than the number of gifts you want.

**Example Pyramid for an actual \$1,000,000 campaign**

# Gifts	Gift Range	Total Gifts	Cumulative %
2	\$100,000	\$200,000	19
2	\$50,000	\$100,000	29
7	\$25,000	\$175,000	45
14	\$10,000	\$140,000	59
17	\$5,000	\$85,000	67
33	\$2,000	\$66,000	73
80	\$1,000	\$80,000	81
105	\$500	\$53,000	86
1400	\$100	\$140,000	100

## **Financial/Investment Committee**

Spring, 2011 Metropolitan Council Meeting

See Treasurer's Report

## **Human Resources Committee**

Spring, 2011 Metropolitan Council Meeting

The Human Resource Committee Report was presented by Fr David Garretson during an Executive Session.

# ORTHODOX CHURCH IN AMERICA

## AUDIT COMMITTEE OF THE METROPOLITAN COUNCIL

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

c/o 451 Madison Avenue  
Jermyn, Pennsylvania 18433

February 21, 2010

Holy Synod of Bishops of the Orthodox Church in America  
Metropolitan Council of the Orthodox Church in America  
c/o V. Rev. Eric Tosi, Secretary  
P.O. Box 575  
Syosset, New York 11791

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

Since our last report at the Fall joint meeting of the Holy Synod of Bishops and Metropolitan Council, the committee asked to examine the disbursement records, the bank account reconciliations, and the bank statements for every bank account under the control of the Chancery staff. We did not review savings accounts, Certificates of Deposit, or other investment accounts. We were provided with the records of three bank accounts (Operating, "Restricted", and Payroll) under the control of the Chancery Staff. We reviewed each transaction in each account, and noted only minor issues that have no bearing on the financial reports provided by the Treasurer. We have addressed these minor points with the Treasurer, and she provided satisfactory responses and evidence that the situations either had been or would be addressed. We found all documentation was present, and that expenditures were correctly classified in the accounting records.

The committee's intent is to continue this review during the summer, to review all investment and cash accounts (including savings, CD's and other accounts not reviewed above) and to respond to requests from Stavropegial institutions for assistance and examination of their systems and records as needed.

Also of note is that St. Tikhon's Monastery and Bookstore have engaged the accounting firm of ParenteBeard to perform a review of the Monastery and Bookstore's financial position. As indicated in the Attachment (mentioned below), a review provides somewhat lower level of assurance than a full audit, however it will ensure the reasonableness of the financial position. The Abbot, Igumenr. Sergius, is hopeful that after this year's review is completed, they will upgrade the service to a full audit. The Monastery Brotherhood are also working closely with local legal counsel to resolve the remaining land ownership issues between the Seminary, Monastery, and Orphanage, and to close out the Orphanage corporation formally later this year. This work is in its final stages at this time.

At the last session of the Metropolitan Council, Protodeacon Peter (Danilchick) raised the question about the scope of the Auditing Committee's authority, in response to the Chair of the Committee's comment that the Committee saw its responsibility to ensure the Metropolitan, the Holy Synod of Bishops and the Metropolitan Council receive accurate and timely data and reports. A detailed response with an overview of relevant governance and oversight structures is attached to this report.

The Committee deeply appreciates the cooperation and responsiveness of the Chancery Staff, especially Fr. Alexander, Fr. Eric, and Melanie, as well as Jessica Linke (staff accountant).

For the Committee, In Christ,

A handwritten signature in blue ink that reads "Martin D. Watt" with a long horizontal flourish extending to the right.

Dn. Martin D. Watt, CPA  
Chair

## **The Mandate of the Audit Committee**

*In response to Protodeacon Peter Danilchick's comment about the Audit Committee's mandate and scope*

The Audit Committee report to the Metropolitan Council during the Fall 2010 session included the following comment:

The Committee does feel its mandate requires that we certify to the Holy Synod of Bishops and the Metropolitan Council that management and operating reports, which are significantly more detailed than the audited financial statements, are accurate, complete and timely. To that end, we believe it would be valuable for St. Vladimir's to issue supplemental financial information, either audited by the external auditor or unaudited, that show the operations of the seminary segregated by function.

Protodeacon Peter Danilchick then asked if the Committee felt this was an expansion of the Committee's scope, and in fact, outside of the mandate of the Committee.

The Committee believes the original statement is accurate.

Quoting from the Statutes of the OCA, as amended, Article III, Section 15:  
[The Auditing Committee] 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.  
(*Emphasis added*)

The statement raises several questions directly related to the scope of the committee, in that the terms "audit" and "review" are not defined, but have a specific meaning in the professional literature of the accounting profession.

**To audit** (Webster's): a formal examination of an organization's or individual's accounts or financial situation.

According to the professional literature promulgated by the American Institute of Certified Public Accountants and adopted by most State Licensing Boards, there are three levels of assurance services provided by CPAs:

**Compilation** CPA prepares financial statements from information provided by management.

A compilation is useful when limited in-house capabilities for preparing financial statements exist.

**Review** CPA applies inquiry and analytical procedures to financial statements provided by management to determine if they are reasonable. A review provides limited assurance that no material changes need to be made to the financial statements.

**Audit** CPA examines financial statements by conferring with outside parties, completing physical inspections and observations, and testing selected transactions by examining supporting documents. An audit provides the highest level of assurance that the financial statements fairly represent the entity's financial position and results of operation in accordance with generally accepted accounting principles.

In practical terms, what this means is:

The auditors' report expresses an opinion on the client's financial statements, **not on the accounting records**. A major purpose of the audit is to give outsiders assurance that the financial statements are reliable. The client's accounting records are important to the public accounting firm only because they constitute evidence supporting the financial statements. The CPAs also gather evidence from outside the company and from internal sources other than the accounting records.<sup>1</sup> (*Emphasis Added*)

In our environment the Church is a diverse institution with far-reaching impact, both geographically and personally. Questions have been raised concerning Church Governance and Administration over the past several years. The situation we find ourselves in is not unlike that of the Early Church in Acts 6:

Now in these days when the disciples were increasing in number, the Hellenists murmured against the Hebrews because their widows were neglected in the daily distribution. And the twelve summoned the body of the disciples and said, "It is not right that we should give up preaching the word of God to serve tables. Therefore, brethren, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we may appoint to this duty. But we will devote ourselves to prayer and to the ministry of the word." (Acts 6:1-4)

We find here how the Apostles decided to resolve the question, which is similar to the way our current OCA statute contemplates the issue of Church Administration. The body of the disciples, the All-American Council, selects people to handle Church Administration, so that the Holy Synod might be able to concern themselves with the ministry of the Word and prayer. That body is the Metropolitan Council.

The Metropolitan Council in turn selects officials (officers) that, with the blessing of the Holy Synod, handle the day to day administration of the Church. Again, this practice is

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<sup>1</sup> Anderson, Bob, Professor of Economics, University of California – Santa Barbara, retrieved from: <http://www.econ.ucsb.edu/~anderson/132CHAPTER%202.pdf>,



outlined in the Statute of the OCA. The officers are Chancellor, Secretary, Treasurer, and their staffs.

What is important is that this model is not simply an adaptation of the structure of a corporation, but rather a Biblical model set forth by the Apostles to ensure the furtherance of the Church's primary charge: To make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all Christ's commandments. (Mt. 28:16ff)

As such, the Audit Committee sees its mandate, both temporal and spiritual, to provide assurance to the overseers, the Metropolitan Council and the Holy Synod of Bishops, that the information they are being provided is timely, complete, and accurate, with particular emphasis on unaudited information (that is, financial information other than the financial statements), and that the stewardship provided by those appointed from the "body of the Disciples" and confirmed by the Holy Synod of Bishops is sound and reasonable.

We further find our role not as primarily certifying the financial statements themselves, as that is the role of the independent auditor, but rather providing assurances on the systems that produce the statements. It is the exact opposite approach from that of the Independent Audit firm. Combining the approaches of each group provides thorough and complete examination of both statements and systems. We believe this is in accordance with both the spirit and the letter of the Statute of the OCA, as amended at the 15<sup>th</sup> All-American Council, as well as the relevant professional literature.

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## **Supplemental Material**

The AICPA *Guide for Public Company Auditing* states the following:

By law, public companies' annual financial statements are audited each year by independent auditors — accountants who examine the data for conformity with U.S. Generally Accepted Accounting Principles (GAAP). The auditors conduct a systematic examination of a company's accounting books, transaction records and other relevant documents to consider whether the financial statements are fairly presented and free from material misstatements. The auditor prepares a written report containing an opinion on the financial statements. That opinion is filed with the SEC and is available to investors and other interested parties.

The independent audit's overriding goal is to provide investors, capital market participants and policymakers with "reasonable assurance," beyond management's own assertions, that the financial statements can be relied upon for investment decisions and other purposes.

In addition to auditing financial statements, auditors often also assess the effectiveness of a company's internal controls over financial reporting. Internal controls are procedures designed by the company's management to address the risk of material errors and misstatements in financial statements. Auditor attestation that the controls are effective can boost investor confidence.<sup>2</sup>

**Audit (General Business Understanding):**

The objective of a financial statement audit is to provide an opinion, based on the assertions of management, as to the health and stability of the organization being audited. An audit relies on the records of the organization's management. It is the responsibility of the auditor to gather supporting evidence from management's records, customers and creditors to support an opinion.<sup>3</sup>

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<sup>2</sup> <http://www.aicpa.org/ForThePublic/AuditCommitteeEffectiveness/AuditCommitteeBrief/DownloadableDocuments/GuidetoPublicCompanyAuditing.pdf>

<sup>3</sup> [http://www.ehow.com/about\\_5410404\\_objectives-financial-statement-audit.html#ixzz1E3KWoQSM](http://www.ehow.com/about_5410404_objectives-financial-statement-audit.html#ixzz1E3KWoQSM)

## **Internal Governance Committee**

Spring, 2011 Metropolitan Council Meeting

### Synopsis of the Governance Committee Presentation

In addition to its duties surrounding the financial audit, which both Melanie and Mr. Strelka have reported on, the Governance Committee of the Metropolitan Council (MC) is charged to receive any reports of violations of OCA policies by its members and OCA staff, specifically as regards Best Practices and Whistleblower safeguards, and then refer any violations to the MC's Ethics Committee for resolution.

It came to the attention of the Committee that the newly-expanded Report of the Sexual Misconduct Advisory Panel Committee may enumerate such policy violations, including Best Practices, together with extensive documentation relating to these violations, by signatories of Best Practices.

In addition, a member of the MC has recently asserted by email to the Council that Whistleblower safeguards may have been violated as a result of participation in this Report by a former member of the staff.

As Chairman of the Governance Committee I requested that the Synod and Committee immediately forward the Report and all supporting documentation (preferably in electronic format) to the Governance Committee for its review in order that our report to the MC might be complete. Realizing the sensitivity of the Report, I reported to the Synod that it is the policy of the OCA, established by the Metropolitan Council, and blessed by the Synod, that the Governance Committee, in fulfilling its responsibilities, is to have "direct access to any and all administrative or staff personnel" to receive information and materials on potential violations. Usually this could be done in interviews. However, the Metropolitan mandated immediately before this meeting that all Committee Reports must be presented in written form to the Council. Thus documents, rather than oral reports, are now required by His Beatitude's directive, and for inclusion in any referrals to the Ethics Committee.

The Committee is still awaiting the Synod's decision in this matter.

In addition, it was revealed during the course of the MC meetings that additional violations of Best Practices may have occurred by signatories. These too will be discussed by the Committee in the coming weeks with referrals made to the Ethics Committee if the Committee considers it appropriate.

Mark Stokoe, Chairman  
Governance Committee

## **Legal Committee**

Spring, 2011 Metropolitan Council Meeting

The Legal Committee Report was presented by Thaddeus Wojcik, esq. (General Counsel) and Gregg Nescott, esq. (Chairman) during an Executive Session.

**Report to the Holy Synod and Metropolitan Council, Orthodox Church in America  
Department of Christian Education Spring 2011**

**Members**

Mat. Valerie Zahirsky, chair  
Mrs. Veronica Bilas  
Mat. Myra Kovalak  
Mrs. Daria Petrykowski  
Ms. Maria Proch

Mr. John Pusey, webmaster  
Mat. Alexandra Safchuk  
Mrs. Jewelann Stefanar  
Mat. Christine Zebrun

**Ongoing and Current Projects**

- Weekly free downloadable bulletin inserts
- Articles on relevant educational topics, reviews, etc. for each issue of *The Orthodox Church* publication
- Fourth in a series of free downloadable Activity Books about saints (this one on saints who cared for animals and the environment)
- Monthly departmental teleconferences
- Website maintenance and planned upgrade
- Development of new educational materials for specific age groups and for families
- Responding to inquiries and requests at our email address
- Participation in working groups re Strategic Plan and All American Council
- Refurbishing, revision and enhancement of *Journey to Pascha* unit on website

**Recent Activities**

- Teacher training conference at St. Nicholas OC, Portland, OR
- Departmental curriculum-writing seminar, Holy Transfiguration Monastery
- Attendance at Orthodox Institute (sponsored by the Antiochian Archdiocese)
- Created/ran children's activities at Orthodox Education Day at St. Vladimir's Seminary

**Anticipated or Possible Projects and Activities**

- Refurbishing, revision and enhancement of the other four units of lessons presently on Departmental website (*Monasticism, My Orthodox Family, The Nativity Season, The Theotokos*)
- Development of new units of lessons for Departmental website. The two priorities are the following: a unit specifically for teens on the Bible (in cooperation with the Department of Youth and Young Adult Ministries) and another on Orthodox Church music (in cooperation with Department of Music). Several other topics are also being considered

- *The Bishop's Special Table* project (illustrated booklet for children explaining the altar table), now on hold
- Provide discussion questions and other materials, as agreed on a few years ago, for Fr. Thomas Hopko's *Orthodox Faith Series*. Fr. Thomas intended to revise and update some of the books in the series, and add a new volume. However, large quantities of the books in their current form were reprinted, so it will be some time before new versions can be sold, and therefore Fr. Thomas has suspended work on the project for the present
- Continue, as in previous years, to create, plan, and run children's activity programs for Memorial Day at St. Tikhon's Monastery, Education Day at St. Vladimir's Seminary and Youth Gathering or retreat for children at Holy Transfiguration Monastery
- Complete the fifth in series of Activity Books about saints, with the tentative subject being saints who were healers
- Attend semi-annual meetings of Orthodox Christian Education Commission (Valerie Zahirsky is OCA representative)
- Serve as instructors at Orthodox Christian Education Commission Teacher Training Workshops as requested, sometimes including portions of our Departmental workshops in the presentations
- Participate in follow-up to *Conference 2010* which took place at Baldwin-Wallace College in June 2010, and which generated excellent feedback, numerous requests for more conferences of the same kind, and suggestions of desired topics for these future conferences
- Present training and teaching workshops as in parishes, dioceses, and regions of the Church at the request of diocesan hierarchs, clergy, church school directors or teachers
- Prepare displays, presentations, and materials to hand out for the upcoming All American Council

### **Budgetary Considerations**

- Because our Department has never, over several years, received the full budget amount requested, we are limited in the number of projects and activities we can undertake and complete
- Our members are volunteers, and are dedicated and hard-working, but our budgetary restrictions, and inability to pay for most of the work that is done, make it difficult for them to take on long-term or complicated projects. For the same reason we are unable to engage writers who are not members of the Department
- Our excellent webmaster is paid only sporadically, and has a full-time job, so he is unable to give as much time as he would like to our website. This sometimes results in delays in getting items up on the site or making needed corrections to items already there

**Concluding Remarks**

Our Department has appreciated the Central Administration's suggestions for our work and responses to our requests for information. We also are grateful for the Administration's recent efforts to give us clear statements of our budget. We hope that future budgets for Christian Education can be expanded, and be more in line with the amounts we request, so that our work can also expand.

Respectfully submitted,

Matushka Valerie Zahirsky, Chair

**Department:** Christian Service and Humanitarian Aid (CSHA)

**Chair:** Mrs. Donna Karabin

**2011 Budget Allotment:** 6,000usd stipend; 4,000usd program expenses

**Principle Programs/Projects for 2011:**

**Resource Handbook (RH)**

- New articles now being written on a wide-range of topics, some Pan-Orthodox;
- Explore new measures to make the RH accessible to a broader audience;
- Urge parishes to provide a link from their websites to the RH

**Church World Service (CWS)**

- Continue to fund CSHA representative to CWS Board meeting;
- Continue OCA's \$500 annual donation
- Promote Gift of the Heart Kits for disaster relief and
- Promote CROP Walks to raise funds for the hungry and homeless
- Promote through Resource Handbook articles, *The Orthodox Church* articles, workshop and conference panels

**Handicapped Access Survey**

- Continue update when IT assures data posting
- Survey participants of Parish Ministries Conference (PMC) and All American Council (AAC)
- Distribute surveys by e-mail to those not yet responded

**Visitation Ministry**

- December 2010 presentation planned for the Carolina Deanery of the Diocese of the South;
- The three-member team continues further program development and promotional materials in anticipation of visits to other parishes
- Workshops at PMC and AAC

**Prison Ministry**

- Fund consultant's travel to Orthodox Christian Prison Ministry (OCPM) Board meetings twice a year;
- Fund or share funding of his travel to parishes;
- Endorse participation of OCA reps in 2011 Prison Fellowship event in Toronto, CA

**Communications**

- Department planning through Conference Calls and Winter or Spring meeting
- Expand E-mail newsletter in frequency and number of contacts
- Submit articles on parish and outreach ministries to *The Orthodox Church*
- Submit ministry activities as News Releases to oca.org
- Update CSHA homepage on oca.org
- Re-submit 2004 and 2007 PMC resource materials to oca.org for CSHA homepage
- Identify Christian Service leaders in dioceses and establish e-mail/phone network
- Explore new contacts with IOCC and FOCUS

**Parish Ministries Conference**

- Desire for collaboration with other OCA Departments for a 2011 Summer conference with CSHA focus on a "Matthew 25 Track"

**All-American Council**

- Displays and resource materials



- Follow up from PMC with workshops and luncheon forum topics
- CSHA presentation to Plenary Session
- In person conversations with charity-minded clergy and laity

#### **Possible Future Initiatives**

- Ministry to the Disabled: consider collaboration with the Antiochian Archdiocese (Antiochian Village Special Olympics), the Greek Archdiocese (Challenge Liturgy, Philoptochos Autism program), SCOBA's Social & Moral Issues Commission (Document on the Disabled), Orthodox Christians for Life and/or others to strengthen ministry to the disabled.
- Parish Nursing Ministry (PNM): a long time interest of our department; we were interested in sponsoring a week-long training but last year our certified trainer became unavailable. Other options are possible. Research shows there are active PNM programs in the OCA, the Serbian Church and the Greek Archdiocese. We would consider Pan-Orthodox opportunities to further develop this ministry.
- Bereavement Support: Contact with Matushka Dennise Kraus about her ministry to those who have suffered infant and pregnancy loss; potential for development through CSHA

## **Department of Evangelization**

Spring, 2011 Metropolitan Council Meeting

No written report presented at this time

Office of the Orthodox Military and Veterans Affairs Medical Center Chaplains (April 2011)

Your Beatitude, Your Eminences, Your Graces

Endorser's Conference:

The Annual National Conference of Ministry to the Armed Force, the Endorsers Conference of Veterans Affairs Chaplaincy, and the Armed Forces Chaplains Board with the three branches Chief of Chaplains was conducted in January 2011.

I attended the three meetings as well as I had stopped by the COMMIS Meeting which was held in prior days and which Fr Stephen Voytovich attended. Fr Stephen and I had the opportunity to meet and to discuss some of the work being done in the various chaplaincies as well as to talk about another combined military, VA and institutional chaplaincy conference in the future.

His Beatitude, Metropolitan Jonah (Paffhausen) was able to attend part of the meeting with the Armed Forces Chaplains Board and the three Chief of Chaplains. I introduced him to many of the endorsers, staff members of the Chiefs of Chaplains. It was beneficial for him to attend the session and to meet the various personnel from the various offices of the chaplains as well as other endorser agents.

Armed Forces Chaplains Board

The Armed Forces Chaplains Board received a letter from the Department of Defense Comprehensive Working Group on "Don't ask, Don't Tell" requesting that the Board contact endorsers for their response on the impact of the repeal of legislation on chaplains. His Beatitude, Metropolitan Jonah (Paffhausen) wrote a letter to them.

A copy of the Tier I (Chaplain) and Tier II (soldiers) briefing slides in reference to the repeal of the legislation have been provided to the endorsers recently from the Army Chief of Chaplains Office.

CNN has called the OCA Chancery Office with questions on the impact of the change in legislation on our Orthodox Chaplains in the OCA. I also had received a phone call from them reference the subject.

Orthodox Chaplains

Our Orthodox Chaplains continue to provide ministry in the current military environment with tours to the Middle East.

UNITED STATES AIR FORCE

There are four Orthodox Priest serving in the United States Air Force, Two are in the Antiochian

Orthodox Archdiocese, one is in the Greek Orthodox Archdiocese and one in the Orthodox Church in America. The Orthodox Church in America chaplain is:

Fr. Eugene Lahue who serves at Ramstein Air Force Base

Three Orthodox Priests serve in the United States Air Force Reserve. One is in the Greek Orthodox Archdiocese and two are in the Orthodox Church in America. They are:

Fr. James Jadick, Frackville, PA and Fr. Thaddeus Werner Greenville, SC

United States Army

There are eight Orthodox Priests serving on active duty in the United States Army. Two are in the Antiochian Orthodox Archdiocese. Six are in the Orthodox Church in America. They are:

Fr Peter Baktis who has been selected to promotion to the rank of Colonel. He recently was reassigned from Germany to Fort Bliss, Texas.

Fr. Peter Dubinin who currently is in an Active Guard Reserve Position serving in the United States Army Recruiting Command in Maryland. He will return to Reserve Component Status this year and will return to Tennessee

Fr. George Hill is assigned in Stuttgart Germany

Fr. Sean Levine is assigned in Fort Lewis-McChord, Washington and is currently serving on assignment in the Middle East for the PASCHA Season.

Fr David Meinzen continues to serve at Camp Atterbury, Indiana

Fr Paul Rivers will complete his three year assignment at Fort Knox, KY and he will move to Germany this summer.

There are six priests who serve in the Reserve Component. Two are from the Greek Orthodox Archdiocese and four from the Orthodox Church in America. The four are:

Fr. Ian Burgess in Anderson California

Fr George Oanca who is in St Paul Minnesota. Fr. George has been accessioned recently to active duty and he will report in May to Fort Carson, Colorado.

Fr. Danut Palanceau who is in Las Vegas Nevada

Fr. James Sizemore who is in Ohio.

United States Navy

There are eleven priests who serve in the United States Navy. One is in the Russian Orthodox Church outside of Russia, four are in the Greek Orthodox Archdiocese, two are in the Antiochian Orthodox Archdiocese, and four are in the Orthodox Church in America. The four are:

Fr. Jerome Cwiklinski at Camp Pendleton, California

Fr. Stephen Duesenberry at Sand Diego, California

Fr. Matthew Olson at Naval Medical Center, San Diego California

Fr. Eugene Wozniak with the US Coast Guard in Juneau Alaska.

There is one Reserve Component Chaplain who is in the Orthodox Church in America  
He is:

Fr. David Pratt at Lacey Washington.

There are 29 Orthodox Priests who are retired from active or reserve component service. Twenty of these retired chaplains are in the Orthodox Church in America serving and ministering in our church in various areas.

#### VAMC CHAPLAINS

There are 9 Chaplains in the Orthodox Church in America. Two of them (Fr. Sergei C. Bouteneff and Fr. Joseph Martin) serve as Chief Chaplain in the local VA Medical Center and one (Fr. Philip Reese) is a full time chaplain.

The 11 are:

Fr. Sergei C. Bouteneff – Newington Connecticut

Fr Joseph Martin – Wilkes-Barre, Pennsylvania

Fr. Philip Reese – Miami, Florida

Fr. Michael Westerberg – New Haven Connecticut

Fr. Igor Burdikoff – Albany, New York

Fr. Daniel Degyansky – Manhatan, New York

Fr. John Klembara – Brecksville, Ohio

Fr. Paul Suda – Pittsburgh, Pennsylvania

Fr. George York – Pittsburgh, Pennsylvania

Projections:

One new accession this May – Fr. George Oanca will report to Fort Carson, Colorado in May for the United States Army.

One retirement this past year, Fr. Andrew Nelko retired from the United States Navy and he is serving the parish in Campbell, Ohio.

Fr Peter Dubinin has visited the seminaries to do a presentation on the chaplaincy. There are some seminarians who have an interest in the ministry. There are also seminarians at St. Tikhon Seminary and Saint Vladimir Seminary serving in the Chaplain Candidate Program.

I will attend a portion of the Military Chaplain Association and Veterans Affairs Medical Center Conference in Hampton Virginia 2 – 6 May 2011.

It is planned to incorporate a Military Chaplain Conference in conjunction with the All American Council in Bellevue, Washington as well as a meeting with the VA Medical Center Chaplains.

Gratitude:

Express our gratitude to the Holy Synod of Bishops for your continued support and in providing priests to serve our service members and families on active duty and in the Reserve and National Guard. We ask that you continue to remember them in your prayers and our chaplains and family members.

Submitted by  
Archpriest Theodore Boback, Jr.

**Orthodox Church in America**  
**Department of Liturgical Music and Translations**  
**Report to the Holy Synod – Spring, 2011**

**A. Music Downloads**

Since January, 2002, the Department of Liturgical Music and Translations has produced “downloadable” sheet music on a weekly and seasonal basis for the “Liturgical Music Downloads” section of the OCA website. As of February 28, 2011, a total of 3,253 pages of sheet music has been posted on the website and is currently available for free download.

**I. Troparia and Kontakia Project**

The Troparia and Kontakia Project was initiated in order to provide music for all the troparia and kontakia appointed to be sung throughout the year. Each year since 2002 music for troparia and kontakia for the commemorations that fall on Sundays has been added to this section. A variety of chant traditions are represented, including the Russian Common Chant (Bakhmetev-Lvov Obikhod), Kievan, Greek (Russo), Galician, Carpatho-Russian, and Bulgarian. Special “pattern melodies” (Podoben) have also been provided as called for in the Typikon.

1,989 pages (individual settings) of troparia and kontakia have been posted. These include

- 1,579 troparia and kontakia for 422 individual saints and feast days, covering 358 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
- 437 troparia and kontakia set to the Serbian Chant (in cooperation with the Music Department of the Serbian Orthodox Church.).

The troparia and kontakia project is nearly completion as there remain only 8 days without musical settings for the troparia and kontakia.

**II. Music Settings for Liturgical Services**

During the past three years music for the services of Vespers, Matins, and the Divine Liturgy has been prepared and posted on the website for the feasts of Transfiguration, Dormition of the Theotokos, Nativity of the Theotokos, Entrance of the Theotokos, Theophany, Meeting of the Lord, Pentecost, St Raphael, and SS Peter and Paul. Music for Vespers has been posted for the Elevation of the Cross, and Annunciation. In 2011 music for the feasts of the Elevation of the Cross and Annunciation (Matins) and for the feast of the Ascension (Vespers, Matins, and Liturgy) will be posted. Music for the Pre-Lenten and Lenten Sundays and Palm Sunday that was published by the department in the 90’s has been posted on the website and is now available for free download.

The final draft of the service (music setting of sung parts plus texts of litanies and prayers) for the Burial of a Priest has been proof-read and the necessary corrections and additions are being made. The draft was used for the burial service of Archbishop Job and as soon as all the corrections and additions are completed, this service will be posted on the website.

The texts of the Resurrection stichera in the eight tones on “Lord, I call”, Aposticha, and the heirmoi of the kanons are in the process of being reviewed, corrected, revised and set in *finale*. Translations of texts for tones 1, 2, and 3 and tone 1 of the kanon heirmoi of this Resurrection Octoechos project have been completed and are being reviewed and prepared for music setting. The texts for tones 4 thru 8 for the Resurrection Vespers and the tones 2 thru 7 for the Resurrection Kanons (heirmoi) for Matins should be completed in 2011.

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), Father Benedict Churchill and Dr Elizabeth Theokritoff. Proofreading and grammatical corrections are done by Dr. Vladimir Morosan. Final texts are then reviewed by Dr. Paul Meyendorff and the members of the Department.

The music for the Akathist to “Our Lady of Sitka” was posted on the website in 2005. As soon as the completed text for the Akathist to the American Saints is reviewed and approved by the Holy Synod, all the music will be prepared and the full service will be posted on the website for downloading. This service was chanted at both the All-American Councils in Toronto and Pittsburgh and at the 2010 OCA Parish Ministries Conference held in June at Baldwin-Wallace College.

### **III. Texts for Liturgical Services**

In 2010 a total of 171 liturgical services containing the so-called propers of Vespers, pointed to be sung according to the Common (Obikhod) Chant, was posted on the website. These include services for all feasts and saints that call for a Vigil in the “official” Liturgical Calendar, in addition to the services of the Presanctified and of Holy Week and all services of the Christmas and Theophany cycles.

### **IV. Tutorial for the Study of the Eight Tones**

In progress is the production of a Tutorial for the learning of the Church Tones, which will include both the Obikhod (Common Chant) and Kievan “melodies” used for the singing of the stichera (Part I), prokeimena and verses between stichera (Part II), troparia (Part III), and kanons (Part IV). The scheme of the tutorial is to break down each tone and identify its musical phrases. The sequence for the proper use of the melodic phrases is fully explained as well as the “formula” (intonation pattern, the recitation pitch of the body of the phrase, and cadence) for each melodic line. All phrases are illustrated with musical and textual examples. The plan also provides for recorded demonstrations of the written examples sung by a small choir. Part I of the tutorial (Obikhod and Kievan stichera tones) has been type-set and is currently being collated and proof-read.



## **V. Articles on Church Music**

As soon as the development and restructuring of the OCA website is completed, the Department of Music will designate a special section for the posting of articles on Church Music and related subjects (rubrics, liturgical forms, vocal and choral development, etc.) Currently articles are being identified and permission being sought from publishers for permission to post such articles on our website. Permission has been received from SVS Press and “Jacob’s Well”, a publication of the Diocese of New York and New Jersey, and an agreement with PSALM has been made in which selected articles from “PSALM NOTES” will be made available via a link from our website to theirs. Members of the department are also providing articles for posting.

## **VI. Audio Files of Recorded Liturgical Music**

In an effort to provide examples of church music sung in a good and liturgically appropriate style, the Department will renew its project of making available on the website audio files (MP3) of various hymns, sung and recorded by selected church choirs of the Orthodox Church in America.. Thus, not only will a choir director (or singer) be able to download a specific sheet of music for use by his/her choir, but will be able to listen via the audio file and hear how the music should be sung. Already recorded and posted are the “Lord, I call” tones in both Obikhod and Kievan chant arrangements.

## **VII. Orders of Liturgical Services**

The Department is planning for the continuation of the development of this section of the website. In 2011 we hope to add chapters on the service of Matins, including outlines of the daily and Festal Matins with liturgical and rubrical comments on each specific part of the service.

## **VIII. Vocal Techniques and Choral Development**

Exercises to be used at rehearsals and warm-up before liturgical services will be developed and posted on the website. This is an area of choral development that is so often neglected; yet, if our church singing is to improve, proper pronunciation and vocal technique are crucial areas that must be addressed. A “structure” or outline for a mini-workshop that each parish choir could follow in an effort of self-improvement will be of great help. Audio-files can also be produced for the teaching of the church tones. This project has been planned for the past three years and we hope that the resources, both personnel and financial, will enable its inauguration in 2011.

## **IX. Music for the Church School**

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, is in the planning stages for the production of a series of materials that will acquaint our young persons with the liturgical, poetical, and musical forms that are used in our liturgical services. Both the departments of music of the Greek Orthodox Archdiocese (National Forum of Greek Orthodox Church Musicians) and the Antiochian Orthodox Christian Archdiocese are in the process of gathering musical materials for church school use and we hope that our department will be able to collaborate with them in this project.

## **X. On-line Program for Choir Directors**

The possibility of the Department of Liturgical Music establishing an on-line program for the training of choir directors was discussed at the meeting of the Strategic Planning Commission with the chairpersons of the Departments of the Orthodox Church in America, held in August, 2010. Such a program would not be intended to replace any academic program being offered at our seminaries and other colleges but would be directed to those choir directors, who are either volunteers or modestly compensated amateur part-timers, and who do not have the time or the financial resources to pursue a full-time course of studies at a seminary or music school.

This on-line program would provide a structured curriculum and interactive self-instructional materials, such as the Tutorial for the Tones, of which the first part dealing with the stichera tones (Obikhod and Kievan) is almost completed. We also need to identify competent choir directors currently serving our parishes who would be able to serve as “mentors”. A “mentoring program” would be handled, for the most part, on the deanery or diocesan level.

Those who enroll in this on-line, multi-faceted distance learning program would be required to spend at least one week (most likely, during the summer) at an intensive “summer institute”, where, in addition to presentations of both musical and liturgical sessions, with plenty of time for discussion and interaction, the liturgical services would be celebrated daily (Vespers, Matins, Divine Liturgy, Panikhida, etc) The student would be expected to demonstrate competency in a variety of areas and, upon successful completion, would receive certification. It might be possible to collaborate with the “late vocations” program for deacons in the sponsorship of such a “summer institute week.”

A first draft of a curriculum for such an on-line program has been distributed to the Holy Synod for review, comments, and suggestions.

Respectively submitted,

David Drillock, Chairperson  
Department of Liturgical Music and Translations  
February 28, 2011

**Department of Institutional Chaplains**  
**Spring 2011 Report to Holy Synod**  
**V. Rev. Dr. Steven Voytovich, Director**

Metropolitan JONAH and members of the Holy Synod of Bishops:

May I ask your forgiveness as we begin the Great Lenten journey and your archpastoral blessing.  
*EIS POLLA ETI DESPOTA!*

Membership:

Frs: Steven Voytovich, John Maxwell, Paul Fetsko, Christopher Stanton, Michael Medis, Alexander Ioukliaevskikh, Sergius Clark, John Brown; Dn. David Neff, Dn. Timothy Jones, Chaplains Elaine Mayol, Sarah Byrne, and Danny Partin. All save Dn. Neff are certified chaplains, and I am also certified as CPE Supervisor.

As 2010 came to a close and departments were alerted that some funding remained for us to utilize, I like other department heads got busy to make use of these funds. We were able to accomplish the following:

- Printing of Commissioning Service
- Establishing of department website: [www.orthinc.org](http://www.orthinc.org)
- Made travel arrangements to attend AREB and COMISS Meetings (see below)

I also want to make note of how responsive Melanie Ringa has been regarding reimbursement. It has been wonderful to forward documentation and receive funds in a timely fashion. Thank you Melanie.

Report highlights:

- Brief Report of the work of the department
- Collaboration with the Department of Christian Service and Humanitarian Aid (CSHA)
- Endorsement and Orthodox Witness (AREB and COMISS)
- Plans/Budget for Coming year (At this time forecast for \$6,200 department expenses).
- Concluding Comments

**Work of Department**

With the commissioning service having been printed, we are now in full compliance with our institutional chaplains seeking positions or certification. Commissioning is indicated in instances where a candidate for certification is not ordained/licensed or set apart in some way. This commissioning service can be celebrated in the parish where the candidate attends, setting them apart just as readers and others have been historically. It is also our hope to make use of the new website to be more connected with each other. We also will be looking for a link to be placed on our OCA site for the new website that will make it much easier to provide updates, news, and relevant information within our department and to those interested in learning more about institutional chaplaincy.

It has been a while since our department has met. This is due in large part to differences in travel between clergy and laity. Clergy, for example, are covered to attend the AAC, while our institutional chaplains are not. With this in mind, it is our hope to plan for a gathering of institutional and military chaplains in 2012, as an opportunity for us to come together as we initially did in 2006. Pastoral care departments continue to be in some jeopardy in institutional settings as pastoral care is seen from a financial perspective as an expense item without much offsetting revenue. Lastly, in terms of department members, we have the greatest number of chaplains serving in hospice settings at present.

### **Credentialing, Endorsement, and Orthodox Witness**

Several developments in the greater pastoral care and counseling are significant enough to be named here. The most significant of them all concerns ongoing antipathy between two credentialing bodies: Association for Clinical Pastoral Education (ACPE) and College of Pastoral Supervision and Psychotherapy (CPSP). A court-mandated mediation session was held near the end of November that yielded the fruit of a letter that has been posted on both organizations' websites since. A copy is attached to this report. In it, the cessation of warfare has been proclaimed, and both organizations have vowed to work collaboratively and take steps to recognize one another's training units. It is hoped that such a watershed moment will lead to further collaboration and striving toward best practices.

### AREB and COMISS

The OCA joined the **Commission on Ministry in Specialized Settings** in 2005. This is a common round table for pastoral care and counseling bringing together faith traditions, credentialing bodies, and others. The **Association of Religious Endorsing Bodies (AREB)** is an affiliation organization consisting of many faith traditions who have instituted formal endorsement. Prior to AREB, the endorsers simply communicated with each other. With the advent of AREB, the endorsers have more of a voice and can work together toward best practices. One example of this voice was in the form of a letter sent to the above two credentialing bodies inviting them to end hostilities toward each other that is credited in part with bringing them together. AREB meets early in November in Nashville. In attending the meeting, I was elected Chair-Elect of AREB, and will become the Chair of this body in 2012. This was indeed a meaningful development as I have found such a wonderfully open and collaborative spirit among endorsing colleagues. As the only formal institutional chaplain endorsing Orthodox Church in America it is my hope that a gathering of chaplains across jurisdictions may occur with eventual recognition of institutional chaplaincy under the Assembly of Canonical Orthodox Bishops.

I also attended the COMISS meeting in January, 2011 in Virginia. This meeting also offered helpful direction concerning chaplains in the institutional setting as well as networking opportunities. I met during this gathering with Fr. Boback, attending similar meetings at the same location for military chaplains, and we discussed preliminary plans for a 2012 gathering.

### **Collaboration**

This department continues to collaborate with CSHA Department on a program for building ministry outreach in parish communities. This has been the fruit of several years' presentations, discussions, and conferences. With some of the funding remaining from 2010, arrangements were made by the CSHA Department for a skill development workshop that I led in Columbia South Carolina, in December. Among those attending were clergy and laypersons already engaged in ministering to needs of parish faithful. Hospice nurses, physical therapists, and others were among the disciplines represented.

The program known previously as Visitation Ministry was renamed **Compassion in Action: Parish Ministry Training**. Our development group met in January to complete a draft of the program, again with funding that had been available to our departments. We are at present trying to prepare for requests to present on **Compassion in Action** as we gear up to assist parishes. Our institutional chaplaincy department members continue to be briefed on developments relating to CiA, as eventual participants.

### **Future Plans**

Besides the work of tending to the endorsing needs of our institutional chaplains, we look forward to beginning the process of planning for a joint meeting of military and institutional chaplains in 2012. In addition, my ongoing goal will be to increase the level of dialogue among our institutional chaplains. I confess that in trying to establish the work before me in a new ministry setting and tending the needs outlined above, we have not been engaged with each other as much as we could have. I hope to change this with new opportunities now before us.

**Concluding Comments**

A great deal of energy remains necessary to continue educating our church about the ministry of institutional chaplains. These are caregivers who minister in a variety of settings beyond the local parish, and likewise have much to contribute in revitalizing the reality of ministry beyond the walls of our parish communities. We are grateful for His Beatitude's support in endorsing our chaplains, and we look forward to continuing to bear witness to the Holy Orthodox Faith as we reach out to those in need of healing.

It is also my hope to again attend the upcoming International Congress for Pastoral Care and Counseling, representing the Orthodox Church in America, to be held in New Zealand, in August of this year. This will be the fourth international congress I will, God-willing, be able to attend, representing the Orthodox Faith at the greater pastoral care and counseling table.

Respectfully submitted,

The V. Rev. Dr. Steven Voytovich, Director  
Institutional Chaplaincy Department



The Association for Clinical Pastoral Education and the College of Pastoral Supervision & Psychotherapy desire to create a more collaborative future for each of our respective organizations as we seek to serve the public by offering quality pastoral education. We acknowledge that this type of collaboration has not always been the case in the past. As we look forward, we commit to building and strengthening collegial relationships between the ACPE and CPSP associations. In this process, we will be respectful and cooperative as we plan our separate and collaborative work for the future.

We acknowledge that the ACPE and CPSP are competitors as well as colleagues. We share a common history and purpose. Our associations are distinct in some of our philosophical perspectives and training methodology. In spite of the differences, we value the things we share in common and will not disparage the other organization or its members, nor judge the respective value of the Clinical Pastoral Education offered by the other.

We affirm our aspiration to seek a fresh start, in which we firmly commit ourselves to the achievement of reconciliation, tolerance and mutual trust with accountability.

Both associations agree that when we are informed we will be responsible to engage and hold accountable members of our respective communities, if such members misrepresent or disparage persons or programs of the other association. Any information that is disseminated to the members or to the public that misrepresent or disparages will be corrected and removed from circulation.

We look forward to engaging in a process that will begin immediately in order to further develop our collaboration and move toward mutual recognition of each other's units of training, a mechanism for centers who desire to hold multiple accreditations, and reciprocity between both organizations for accreditation and certification. Each of us commits to mutually participate in the process and to share in providing the resources necessary to accomplish these goals in a timely manner.

Teresa E. Snorton  
ACPE Executive Director

Raymond J. Lawrence  
CPSP General Secretary

Sally A. Schwab  
ACPE President

Timothy Thorstenson  
ACPE Board of Representatives

James Gebhart  
CPSP Past President

George Hankins Hull  
CPSP Associate General Secretary

## **Department of Pastoral Life**

Spring, 2011 Metropolitan Council Meeting

No written report presented at this time

**DEPARTMENT OF YOUTH, YOUNG ADULT, & CAMPUS MINISTRIES  
REPORT TO HOLY SYNOD & METROPOLITAN COUNCIL  
SPRING 2011**

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- **NEW DIRECTOR**

- Subdeacon Luke Beecham - I am a member of the Diocese of the Midwest and was appointed Director of the Department of Youth, Young Adult and Campus Ministries in January of this year. I have been doing youth and camp ministry for 15 years, and am a member of Saint Stephen the First Martyr Church, Crawfordsville, IN, where I serve as youth ministry co-director with my wife. I also has served as the Director of Saint John's Camp in Indiana for 12 years. My wife Janna and I have been married for nine years. In addition to engaging in youth and camp ministry, I am a musician and am employed by Indiana University as a Computer Support Technician.

- **NATIONAL PAN-ORTHODOX CAMP & YOUTH WORKERS CONFERENCE 2011**

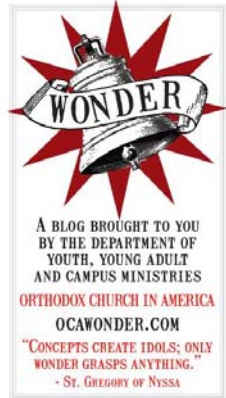
- The department recently hosted the 2011 National Pan-Orthodox Camp & Youth Workers conference in Dallas, Texas, at our St. Seraphim Cathedral. This conference is an annual event that is coordinated and hosted between the Antiochian, Greek, Ukranian, & OCA youth departments, each of whom take a turn hosting in rotation. The conference drew over 50 participants from around the United States and Canada, and was a wonderful success. Fr. Meletios Webber was the keynote speaker and the conference attendees worked form the theme of "Feed My Sheep" as we discussed ways to care for our young people and help them in learning the scriptures, the Fathers, and our Orthodox Faith. The OCA will host this even again in 2015.

- **"WONDER" BLOG**

- The Department continues to put much of its resources into publishing its blog. "Wonder" is published once a month and contains four or five articles on a particular theme. We try to get a wide variety of writers from clergy, to professors, college students, graduate students, and seminarians. Our metrical data is below. In addition, we have a graphic designer who is working with us to update the website (ocawonder.com) and make it look more professional. He also developed a simple "business card" that we can hand out at OCF conferences, retreats, and summer camps. We are always looking for writers and contributors, especially from Hierarchs and Church leaders.

- *Wonder "Business Card" (Not to Scale)*





- **New Masthead for the Blog (Not to Scale)**



- **Metrics**

- 2010 Overview (6 Regular Issues, 1 Special Issues, Published Since March 2010)

- Total Views: 15,897
    - Busiest Day: 434 (Dec 23)
    - Average Hits per day: 44
    - Posts: 47
    - Comments: 40
    - Subscribers: 59

- To Date Statistics for 2011 (as of April 5, 2011)

- Total Views: 25,114
    - Busiest Day: 942 (Feb. 16th)
    - Average Hits per day: 117
    - Articles: 67
    - Comments: 48
    - Subscribers: 82

- **2011 Goals**

- Total Views: 50,000
  - Busiest Day: 600
  - Average Hits Per Day: 100
  - Posts: 100
  - Comments: 200
  - Subscribers: 300

- **Themes Covered to Date:**

- Faith and the Creative Process (May 2011)
  - Christianity and Partisan Politics (April 2011)

- The Oriental Churches
- Life in the Fast Lane; Preparing for Great Lent
- Water and the Spirit
- Our Incarnate God
- Discipleship and Asceticism
- Orthodoxy, Ecology, and Environment
- Can We Coexist?
- Faith and Doubt
- Capital Punishment
- Engaging Modern Atheism
- **Guidelines**
  - In the Fall of 2010, the Department, working with Orthodox IT professionals, created a first draft of Guidelines for Clergy and Church Worker Use of Social Media. It is our understanding that these guidelines, intended to protect our youth, clergy and church workers, was approved at the last Synod Meeting. We are still waiting instruction as to how they should be distributed so that they are readily easily available. A copy of these guidelines is attached to this report. We are always open to suggestions on how to update or implement them.

- **CORNERSTONE CHRISTIAN MUSIC FESTIVAL**

- Dn. James Bozeman and Mr. Andrew Boyd, both seminarians at St. Vladimir's Seminary, have put together a wonderful proposal for the YYACM department to have a booth at the 2011 Cornerstone Christian Music Festival in Bushnell, IL. With the blessing of the Holy Synod, the YYACM plans to implement this proposal and to have a presence at the festival this July. The proposal is as follows:

- **Background**

- Cornerstone Music Festival is a long-standing, Christian, "counter-cultural" event, focused on music and art. It provides a place for discussion and debate particularly concerning spiritual issues. Essentially, it is an evangelical version of Woodstock; at least that's how it was conceived. Bands perform, and speakers give sermons and lectures on contemporary topics, while many different groups have booths and exhibits out in the open-air. It was founded in the early 1980's by "Jesus People USA" (JPUSA) to promote their agenda of Christian social activism (which is not necessarily our agenda) and Christian engagement with the arts. There are many Christian music festivals, but Cornerstone remains the largest and one of the most ground-breaking and "edgy", with nearly 40,000 people attending. The festival combines outdoor music concerts with seminars and talks on Christian themes, with fellowship. It takes place at a camp-site in Bushnell, IL. The group "Death to the World" which is a group of former

punk rockers who became Orthodox via the work of the Platina Monastery has been at this event in the past. Their participation has been intermittent and we are not sure if they will be there this year. They were excited at the prospect of the OCA having an “official” booth.

- **Details**

- The essence of this project is this, to take a group of Orthodox Christians and man a booth at this festival making Orthodoxy visible to thousands of people. In addition, our booth would be a solid meeting ground and springboard for Orthodox youth and young adults to participate. We will invite Orthodox youth from across jurisdictions to come be a part of the festival, and offer them a “safe space” as well. Many expressions of Christianity are represented at this festival; it’s time for a solid, Orthodox presence. Cornerstone is designed as an open forum; people expect to be challenged, to engage in discussion and debate. Four people would be designated as the “official” team in charge of running the booth and running any liturgical services we might have. This team will be composed of at least two clergy members and two seminarians. For the first time, we will have Orthodox clergy there - something that “Death to the World” has not had in the past. What we would do at the festival:
  - Staff a booth, be ready to answer questions and engage people
  - Hold some simple, daily office services open to the public
  - Support Orthodox Youth that are there, helping them to understand what they are encountering, and respond to it, as well as to reach out to the people at the festival
  - Give out simple supplies to campers (sunscreen, bandaids, etc...)
  - Have a digital microphone and invite people to come record a short bit about how they came to Cornerstone, and how they came to Christ, and to also record the impression of Orthodox youth encountering the Christian “counter-culture” scene for the first time.
  - Working with SVS Press, we would have a limited supply of books, icons, and music available

- **Benefits**

- A team of 4 clergy and seminarians will be exposed to an environment filled with young people engaged with Christianity, but also challenging “mainline” conceptions of that faith. This is invaluable on the ground training in evangelization and apologetics
- Offer our unique perspective to a group of thousands of people engaged in Christianity
- Make present the beauty and uniqueness of our liturgical practices
- Encourage Participation by Orthodox youth and young adults, so that they can experience and engage a rather different side of Christianity while still offering support and guidance to them.
- Give these same youth tangible experience in reaching out and talking with people outside our normal “comfort zone”, an essential aspect of any good evangelical effort
- Disseminate our theology and music in a setting full of people who are open to hearing it
- Collect interesting audio material that could be used for future projects or publications
- **Budget**
  - **Registration Costs**
    - Both Rent \$575
    - Electrical Hookup \$100
    - Chairs \$36
    - Cleaning Deposit \$50
    - Tickets (2 free, 2@ \$79) \$158
    - *Total: \$919*
  - **Lodging**
    - 2 Rooms in MacComb, IL
    - 4 Nights = \$1,200
  - **Transportation**
    - 1 Person Driving= \$300
    - 3 People Flying (@ \$400 per person)= \$1,200
    - *Total: \$1,500*
  - **Food**
    - Covered by Volunteers
  - **Booth Costs**
    - Giveaways for the Participants (Sunscreen, quote from 4imprint.com)= \$1,200
    - Poster/graphics/flyers= \$300
    - *Total: \$2,000*
  - ***Total: \$5,610***

- **OCA CAMP PROGRAMS**
  - There are currently several camp programs running in the OCA, and the department is working to gather a list of all camping programs currently operating in the OCA to advertise on the national website for the Summer 2011 season.
  - The department also plans to work towards a national standard for all camps in the OCA to follow for risk management and basic programming, so as to ensure a unified experience for all of our youth, a sense of camaraderie amongst the different programs, and an assurance of safe programs for the parents sending their children to our camp programs.
  
- **INVITATION TO THE MP/ROCOR ALL DIASPORA YOUTH CONFERENCE IN PARIS**
  - *\*\*\*Protodeacon Joseph to write this report\*\*\**
  
- **INVITATION TO THE EPISCOPAL ASSEMBLY YOUTH COMMITTEE**
  - The OCA YYACM director has been invited to serve on the Episcopal Assembly Committee on Youth Involvement. Protodeacon Joseph Matusiak will officially represent the department at the preliminary meeting in May.
  
- **ORTHODOX CHRISTIAN FELLOWSHIP [O.C.F]**
  - *\*\*\*Protodeacon Joseph to write this report\*\*\**

*Respectfully Submitted,  
~ Sdn. Luke Beecham*



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Orthodox Church in America Pension Plan  
Report to the Metropolitan Council  
May 2011

Venerable Hierarchs, Clergy and Members of the Metropolitan Council

Christ is Risen! Indeed He is Risen!

The Pension Board recommends two amendments for your approval (attached).

- The Disability Retirement Benefit Amendment clarifies that the Benefit converts to a fully vested Normal Retirement Benefit upon the Member reaching age 65. This is a clarification of the existing plan language and has no actuarial cost implication for the Plan.
- The St. Vladimir's Housing Amendment, presented at the request of the Seminary, will require contributions on the value of the housing provided to certain staff required to reside on campus such that the value is excluded from income subject to federal income tax.” This non-Clergy staff will be afforded the same treatment as Clergy who are able to exclude the value of parsonage from their taxable federal income.

The Pension Board has approved an updated Statement of Investment Policy. The average annual return objective sought over the Fund's investment time horizon is now at a rate of 7 % per year.

Currently we have 313 active members and 132 members receiving benefits. There are 138 inactive members, of whom 4 are currently unassigned, 6 are on leaves of absence, 3 are on military leave, and 78 are no longer with the OCA. Thirty-seven of the inactive members are currently serving OCA parishes. The All American Council's participation mandate and updated materials on the Plan have been sent to each of these inactive members. The Plan's investments are valued at \$24,364,196.

We thank you for your support of the Orthodox Church in America Pension Plan.

In Christ,

John Sedor  
Chairman  
Orthodox Church in America Pension Plan

**ORTHODOX CHURCH IN AMERICA PENSION PLAN  
PROPOSED PLAN AMENDMENT – TO INCLUDE CERTAIN HOUSING INCOME  
RECEIVED BY LAY STAFF AT ST. VLADIMIR’S ORTHODOX THEOLOGICAL  
SEMINARY AS COMPENSATION FOR BENEFIT COVERAGE**

Current Plan Provision: Section 1.12(a)(ii) currently provides that “Compensation” for purposes of determining the required contributions for clergy includes the value of housing even when provided a federal tax excluded basis.

Proposed Change: The Pension Board, at the request of St. Vladimir’s Orthodox Theological Seminary (“St. Vladimir’s”), presents this amendment. If adopted, the definition of Compensation on which Employer Contributions and Employee Contributions would be required would include the value of housing for non-clergy staff required to reside on the St. Vladimir’s campus in order to discharge their work responsibilities.

Under the federal tax laws, the value of housing provided by one’s employer’s is exempt from federal tax where the employee is provided a place to reside on the employer’s property and is expected to utilize that residence for the convenience of the employer. See Internal Revenue Code §119. Otherwise, if the required conditions are not satisfied, the value of housing is included in the employee’s federal taxable income.

The proposed amendment would treat the employees required to reside on employer provided housing that is not included in income in a manner similar to Clergy who receive parsonage that is exempt from federal income tax.

**PROPOSED AMENDMENT:**

**Plan section 1.12(a)(ii) is amended by adding at the end thereof:**

Effective July 1, 2011, for Members (other than Clergy) who are required to accept housing provided by their Employer for its convenience, a Member’s Housing Allowance Compensation is that amount excluded from their taxable income pursuant to §119(a)(2) of the Internal Revenue Code of 1986, as amended.

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

**ORTHODOX CHURCH IN AMERICA PENSION PLAN  
PROPOSED PLAN AMENDMENT – DISABILITY RETIREMENT BENEFIT**

Current Plan Provision: Section 4.3 provides for a Disability Retirement. The current text does not address whether this is a special form of a Normal Retirement Benefit or whether at Normal Retirement Age the benefit converts to the Normal Retirement Benefit.

Proposed Change: The Pension Board recommends addressing this issue by making it clear that the Disability Retirement Benefit converts to a fully vested Normal Retirement Benefit upon the Member reaching age 65, meaning that the Member may elect among the forms of benefits available for a Normal Retirement Benefit. Also, the proposed amendment makes clear that the payments received while on a Disability Retirement are counted for purposes of the ten-year certain form of benefit if no other option is selected.

This correction has no actuarial cost implication for the Plan.

**PROPOSED AMENDMENT:**

**Plan section 4.3 is restated as follows:**

**4.3 Upon Disability Retirement**

Upon Retirement at his Disability Retirement Date, a Member shall be entitled to receive his Accrued Benefit as of such Retirement Date. When a Member who is receiving a Disability Retirement Benefit reaches his Normal Retirement Date, the Disability Retirement Benefit shall end and the Member shall be immediately eligible to receive his Normal Retirement Benefit except that the monthly payments received as the Disability Retirement Benefit shall be counted as monthly payments for the purpose of counting the 120 monthly payments of the Normal Form of Retirement Income. A Member receiving a Disability Retirement Benefit shall apply for his Normal Retirement Benefit within 90 days of becoming eligible for a Normal Retirement Benefit and may elect among the forms of benefit available.

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_