



**Metropolitan Council Meeting**

**Fall 2010**

**Committees/Department Reports**



**Meeting of the Metropolitan Council  
September 21 to September 23, 2010  
Committee/Departments Reports  
Table of Contents**

|     |   |                              |
|-----|---|------------------------------|
| 1.  | Charity Committee Report                                | Dn. Michael Meyers           |
| 2.  | Council Development Committee                           | Protodeacon Peter Danilchick |
| 3.  | Crisis Management Committee                             | Dr. Dimitri Solodow          |
| 4.  | Ethics Committee  | Archpriest Theodore Bobash   |
| 5.  | Financial/Investment Committee (See Treasurer's report) | Archpriest Matthew Tate      |
| 6.  | Human Resources Committee                               | Priest David Garritson       |
| 7.  | Internal Audit Committee                                | Deacon Martin Watt           |
| 8.  | Internal Governance Committee                           | Mark Stokoe                  |
| 9.  | Legal Committee   | Gregg Nescott                |
| 10. | Strategic Plan Committee                                | Priest John Vitko            |
| 11. | Department of Christian Education                       | Alexandra Safchuk            |
| 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                             | Priest Sergius Halverson     |
| 18. | Department of Youth and Young Adult                     | Protodeacon Joseph Matusiak  |
| 19. | Pension Board   | John Sedor                   |

## CHARITY COMMITTEE REPORT TO METROPOLITAN COUNCIL-OCA

Fall 2010

*This report will cover activity taken place since the close of the Metropolitan Council's Spring 2010 session.*

All disbursements took place through the agreement and direction of the Charity Committee. The committee thanks Fr. Alexander Garklavs and treasurer Melanie Ringa for their professionalism and their respect for the committee's responsibilities and processes since the last meeting of the Metropolitan Council.

The attached spreadsheet presents recent Charity Committee activity in the form of an income and expense statement. For further clarification on the disbursements:

- The \$1,000.00 disbursement in November was for auto repairs needed by one of the retired OCA bishops.
- The \$10,000.00 disbursement to Haiti Relief through IOCC in January was offset by an appeal which resulted in \$5,094.40 in donations.
- Three separate disbursements totaling \$5,000.00 were for extraordinary expenses for an OCA priest.
- The 5,000.00 disbursement for Russia went directly to IOCC.

Additionally, the Charity Committee requests that the Metropolitan Council approve the document entitled "Charity Committee Guidelines." The purpose of this document is to assist the committee in decision making.

For example, when the request was made for funds to Haiti, the Charity Fund contained about \$35,000. The committee could have conceivably decided to donate all of it to IOCC for Haiti, and there would have been nothing left for the priest who needed assistance. The proposed guidelines are a result of deliberations among committee members which happened as a result of our continually having to start from scratch when a new appeal arrived. Additionally, the committee has an internal consensus that it is our responsibility to help as many as we can, as effectively as we can, for as long as we can; it is in this spirit that we ask the Metropolitan Council for approval.

These guidelines we are asking the Metropolitan Council to approve are to be considered addenda to the Charity Committee policies established in 2008, and are intended to clarify the disbursement process.

Fr. John Reeves, Chairman  
Dr. Dimitir Solodow  
Protodeacon Michael Myers

Orthodox Church in America  
Schedule of Temporarily Restricted Funds - Charity  
Through September 1, 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 Bp_____                         | \$ (1,000.00)  |                                   |
| Total Distributions for 2009                     |                | <u>\$ (6,000.00)</u>              |
| <b>Ending Balance, December 31, 2009</b>         |                | <b><u><u>\$ 34,828.36</u></u></b> |
| <i>Donations Received - 2010</i>                 |                | \$ 5,094.40                       |
| <i>Distributions:</i>                            |                |                                   |
| - 1/14/10 - IOCC for Haiti                       | \$ (10,000.00) |                                   |
| - 4/6/10 OU Physicians Tulsa (For Fr _____)      | \$ (78.28)     |                                   |
| - 4/6/10 Hillcrest Medical Center (for Fr _____) | \$ (3,793.06)  |                                   |
| - 4/6/10 St Francis Health System (for Fr _____) | \$ (1,128.66)  |                                   |
| - 8/23/10 - IOCC for Russian fires               | \$ (5,000.00)  |                                   |
| Total Distributions for 2010                     |                | <u>\$ (20,000.00)</u>             |
| <b>Ending Balance, September 1, 2010</b>         |                | <b><u><u>\$ 19,922.76</u></u></b> |

## **Charity Committee Policies**

- All requests for charitable assistance from the OCA will be forwarded to the Charity Committee for review and disposition.
- The primary focus of charitable disbursements is for food, medical care, shelter and clothing.
  - Clergy are expected to request charitable assistance from their diocesan hierarch. Any request for Charity Committee assistance will be accompanied by documentation that such request has been made and has been denied or is insufficient to the need.
  - Laity are expected to request charitable assistance from their parish priest and/or hierarch. Any request for Charity Committee assistance will be accompanied by documentation that such requests have been made and have been denied or are insufficient to the need.
  - Recipients of Charity Committee assistance are not eligible for additional assistance for one year.
  - Applicants who are denied Charity Committee assistance cannot re-apply until six months after the date the Charity Committee denies the first application.
- Typical Charity Fund grants will not exceed \$10,000. The Committee may, by unanimous decision, exceed this amount in extraordinary circumstances.

**OCA METROPOLITAN COUNCIL  
COUNCIL DEVELOPMENT COMMITTEE REPORT  
Fall 2010**

**MC EFFECTIVENESS** -- At the Spring 2010 MC meeting, the Council Development Committee reported on the survey it conducted to assess MC group effectiveness. For ease of recollection, the survey results can be summarized as:

- Strengths -- mutual respect and love among MC members; understanding of Christian service; taking of initiative to seek responsibility.
- Weaknesses -- lack of MC vision statement and MC plan with goals and objectives for the near term; lack of opportunities for self-improvement as a group and to better know and understand each other.
- Concerns -- issues with atmosphere of mutual support/ trust/ love among Metropolitan/ Holy Synod/ MC/ Administration; knowledge of what others expect of the MC; MC's understanding of own responsibilities.

Following discussion, the MC resolved to hold a retreat -- inviting all Holy Synod and MC members -- to discuss ways to improve our mutual effectiveness. The OCA Secretary then organized the retreat to be facilitated by Protopresbyter Thomas Hopko and planned for September 20-21, 2010.

**MC FORUM** -- No action was taken to assess the effectiveness of the online MC Forum, pending the potential OCA new website project.

**DEVELOPMENT COMMITTEE** - The MC approved the establishment of a Development Committee at the Spring 2010 meeting. The following is a draft of a potential Charter for the Committee, for discussion by the MC at the Fall 2010 meeting.

*“The 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.”*

**FURTHER COMMITTEE PLANS**

- Follow-up on any ideas for further work resulting from the Retreat
- Investigate effectiveness of MC Forum and suggest appropriate improvements.

Respectfully submitted,  
Protodeacon Peter Danilchick, Chair  
Council Development Committee

## **Crisis Management Committee**

Fall, 2010 Metropolitan Council Meeting

No written report by Dr. Dimitri Solodow

## **Ethics Committee**

Metropolitan Council Meeting

September 2010

Submitted by Archpriest Theodore Bobosh

Since the last meeting, the Ethics Committee addressed the complaint that was filed by the Charities Committee. Their concern was regarding the misdirection of their funds, use of their funds without consulting the committee, and a lack of response by the Chancellor to their expressed concerns. The issue was resolved by the Treasurer recognizing the funds use were frequently incorrectly reported in the financial statements. No sinister purpose was intended, and the funds were restored to the committee's account.

The Ethics Committee is currently considering whether ethics violations may have occurred with the handling of two allegations. An investigation will begin if the committee's initial discussion deems this is an appropriate action item.

## **Human Resource Committee**

Fall 2010, Metropolitan Council Meeting

No written report by Fr. David Garretson

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

August 30, 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, Brothers and Sisters in Christ:

Bless, Most Blessed Master!

The Statute of the Orthodox Church in America was amended at the 15<sup>th</sup> All American Council to reconstitute the Audit Committee of the OCA (hereinafter, "the Committee"). 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. At least one auditor 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. (Emphasis added)*

Since our last activity report, as the Committee prepared to make site visits to some stavropegial institutions, the legal authority of the Committee, and in turn the authority of the All-American Council, to require audits was called into question.

To the knowledge of the Committee, there is no legal definition or relationship established by the term "stavropegial". Our understanding of the relationship is that these institutions fall under the direct oversight and pastoral leadership of the Metropolitan, but these institutions are legally and financially independent from the organization (OCA) which is incorporated in the State of New York and governed through the Holy Synod of Bishops and All-American Council.

Any governance authority of the Holy Synod of Bishops and the All-American Council (and by extension the Metropolitan Council) would need to be referenced within the governing documents of each institution. The Committee cannot find any such reference in the governing documents we requested in the Spring of 2010. The predominant governance is vested in the Board of Trustees of each individual seminary, and in the Brotherhood or Sisterhood of each monastic community. To a varying degree, the monastic communities place themselves under the spiritual leadership of the Metropolitan, however very little governance authority, or even formal veto authority, is vested in the person of the Metropolitan.

To the Committee it appears we have a conundrum. We are charged with reviewing the audits of institutions that do not answer to the group giving us our charge.

In the absence of consensus about proper procedure, the Committee recommended that each independent community be allowed at their discretion to invite the Committee to review their activity and report same to the Holy Synod of Bishops and the Metropolitan Council. With the blessing of the Metropolitan, member(s) of the committee have made one on-site visit to Holy Myrrhbearers Monastery, and have obtained information from each of the other stavropegial institutions as outlined below.

In short, the spirit of Orthodoxy seems to be one of mutual humility, in which each institution asks for assistance and the Committee humbly offers their services to the communities. In that spirit of humility, the Committee offers the following summary of the financial status of the Chancery and Central Church Accounts, and the stavropegial institutions.

### **On-site Visits**

#### ***The Chancery/Central Administration***

The Chancery and Central Accounts were examined during a three-day visit by two committee members and the alternate.

### **Audit Summary**

The first Chancery audit visit took place the third week of July 2010. The primary

purpose of this initial on-site audit was to get an understanding of the processes and procedures, review any written documentation and to perform substantive testing on a limited basis.

While there are a few issues which need to be addressed, especially in the area of revenue recognition, travel expense and the related budgeting process, the main issue at the time of the audit is the fact that there are no written policies and procedures.

### **Audit Objectives/Scope**

The goal of this audit field work was to get a baseline assessment for future work. In the past, there has been no formalization of the Chancery procedures and between staffing issues and internal control gaps without proper oversight, a financial malfeasance has occurred; it is the desire of the OCA to prevent any future financial malfeasance or, if prevention is not possible, then timely detection.

A secondary goal is to provide assistance to the Chancery by way of documentation, utilization of best practices from other similarly-situated organizations, and efficiency guidelines.

Initially the audit was to look at policies and procedures and evaluate sufficiency, effectiveness and compliance, for approximately 70% of the audit.

The remaining 30% of the audit was to be substantive testing, specifically to ensure that transparency, reporting standards and general financial health were being maintained by the Chancery in approximation with current trade standards.

Being familiar with both the history of the organization, the current management and generally accepted auditing standards, it was determined that the highest risk areas for substantive testing would be the revenue recognition from each of the Diocese and the related accounts receivable and travel expenses. Another area of concern, well-documented at other sources, is the restricted cash classifications.

On a cyclical basis, balance sheet accounts would be examined as time permitted at each audit.

### **Audit Findings**

#### **NO WRITTEN POLICIES AND PROCEDURES**

#### **Background**

No written procedures were available at the time of the audit.

#### **Discussion**

Processes appear to be adequate, however they are not yet documented. There is a segregation of duties in place. In addition to Melanie, there are 2 other part-time staff assisting in the accounting functions. Melanie Ringa, Treasurer, works with the Holy Synod and Chancery staff on strategic-level issues and general accounting issues as well as the accounts receivable. Jessica primarily works with the accounts payable. Father Dennis primarily works with the any outstanding issues that may need to followed-up on, including accounts receivable items.

### **Status at End of Audit**

Melanie Ringa, Treasurer of the Orthodox Church in America, and the audit team have agreed to collaborate in the next few months to begin formalizing and documenting the processes and procedures for each of the accounting cycles happening at the Chancery.

### **Recommendations**

The audit committee believes that the on-going work between Melanie Ringa and the audit committee is sufficient and no other course of action is required or requested at this time.

### **Management Comments**

Management concurs and looks forward to working with the Audit Committee on formalizing the procedures that are currently in place.

## **REVENUE RECOGNITION CONCERNS**

### **Background**

The primary source of revenue to the OCA is through Diocesan Assessments. On an annual basis, the Bishops determine, based on headcount and the rate approved by the All-American Council, what the amount of assessment each Diocese is going to forward to the OCA on a monthly basis. The Albanian, Bulgarian, and Romanian dioceses, along with the Diocese of Alaska, do not pay an assessment, but rather pay an amount they determine. This process appears to have been in place for some time, however documentation that authorizes this practice could not be located.

### **Discussion**

In reviewing the assessments receivable transactions for the year, during the course of 2009, revenue from 2007 and 2008 was recognized from the Diocese of Alaska. In discussing this issue with Father Eric Tosi, OCA Secretary, the Alaskan Diocese pays what it can, when it can.

Equitable income distribution is a topic too large for this audit report. The Metropolitan Council and Synod of Bishops should continue to review the nature of "assessments" in both collecting and recognizing income.

### **Status at End of Audit**

Because little to no formal documentation exists to support the amounts of the assessments, further audit work could not be accomplished.

### **Recommendations**

The audit committee recommends the OCA set a diocesan assessment amount for each diocese, regardless of the willingness, ability or agreements to pay or not pay. Uncollectable amounts, in the opinion of Management, should be immediately written-off. This will allow the Governing Bodies (both the Synod of Bishops and the Metropolitan Council) to understand the financial impact and budget the resulting resource allocation accordingly.

Assessments and/or revenues received for prior accounting periods should be recognized as either a recovery of account previously written-off, or as a prior period adjustment. To have revenue from prior years recorded on the current year's financial statement may distort the actual operating position of the OCA.

The audit committee further recommends that the Holy Synod, the Chancery and the Metropolitan Council develop policies and procedures to document the way income is to be raised and communicate that documentation to the appropriate parties (including the OCA at large). The audit committee would further recommend presentation of a three-year budget at each All-American Council for approval. Changes in that budget would be approved by the Metropolitan Council between All-American Councils, and on a daily/monthly basis could be made by the Finance Committee of the Metropolitan Council with their decisions ratified by the Metropolitan Council at the next subsequent meeting.

### **Management Comments**

Management concurs that once assessment methodology and policy is adopted it be communicated to all parties involved and to the OCA at large. In addition, all dioceses should then follow the approved methodology,

### **MINOR COMMENTS**

### **Background**

Budget functionality within Quickbooks was not utilized prior to 2010. General amounts

were loaded into Quickbooks, but the true budget, with approved modifications, were recorded on spreadsheets which were utilized to provide budget to actual comparisons.

### **Discussion**

Within Quickbooks, certain travel expenses paid on behalf of some Dioceses were recorded as receivables, as is appropriate. However, the Committee believes it important to segregate expenses paid on behalf of a Diocese from assessments receivable.

### **Status at End of Audit**

Melanie Ringa, Treasurer, is preparing the budget for next year. She is utilizing the budget capabilities of Quickbooks to facilitate ease of reporting.

### **Recommendations**

We concur that the actions taken by Management are appropriate.

### **Management Comments**

None

### **Additional Comments**

Melanie Ringa, Treasurer, has submitted her work related to the restricted net assets to the external auditors, Lambrides, Lamos, Taylor, LLP, who are reviewing her work at this time. Therefore, until the Lambrides, Lamos, Taylor, LLP review is completed, we chose not to spend time on this issue, even though it is noted as a high risk area.

Since the policies and procedures were not available and this was to be the major share of the time devoted during this first audit, more time than expected was devoted to substantive testing. The balance sheet has been reviewed for all assets other than fixed assets and more than 70% of the expenses in the accounts selected judgmentally have been traced to original documentation. These accounts were: computer expenses, equipment leasing, life insurance, rent, parking utilities, real estate, personal prop tax, mortgage interest, outside contract services, payroll and electricity.

There were minor issues of misclassifications, many of which Melanie Ringa, Treasurer, was already investigating and correcting.

There is a system conversion scheduled to take place between August 1, 2010 and December 1, 2010. The final closing day in the old system and the initial opening in the new system will need to be reconciled without any deviation. Any correcting entries

should be recorded in either the old or the new system, with appropriate documentation. To adjust the balances between systems is a very high risk process that should be avoided at all costs. We will want to look at this reconciliation as part of the next Chancery audit.

*Holy Myrrhbearers Monastery*

Holy Myrrhbearers Monastery was the subject of a four hour visit by the Chair of the Auditing Committee. During that visit, the auditor reviewed the financial statements, pointed out potential errors that needed to be investigated (such as the recording of expenditures for purchase of investments on behalf of postulants and novices as expenses rather than assets), and reviewed cash reconciliations.

Holy Myrrhbearers receive the assets of novices and postulants and hold these assets in trust. As such they are appropriately classified as temporarily restricted until the novice and/or postulant make a final commitment to the community. At that time title to the assets transfer to the general funds of the monastery. At any point prior, should the novice and/or postulant decide to leave the community, the assets (and any accumulated interest) would be returned to the individual.

The Community recognizes the fiduciary responsibility they have to maintain investments, and while no guarantees are made, the Community and their advisory Board do their best to maximize the value of the assets contributed while preserving principal to the degree possible.

The individual in charge of keeping the books is a self-taught bookkeeper, and has done an amazing job in learning the process. She relies on the assistance of two individuals, one a CPA, who contribute their time and talent to help. The auditor also offered some points of advice, and committed to making himself available as needed.

The recommendations of the Committee are as follows:

1. Continue the reconciliation process until the balances for each balance sheet account are validated.
2. Consider segregating the operating activities of the farm from the operating activities of the monastery proper. Consider incorporating the farm as a separate entity, although incorporation would not be a requirement to segregating the finances.
3. Consider capitalizing the value of the library as a non-depreciable asset.
4. Ensure proper segregation is maintained for all funds of novices and postulants entrusted to the Community. At the discretion of the Abbess and the Board of Trustees,

involve the novice/postulant in the discussion about the assets contributed until such time as the title to the assets transfers to the community.

5. Establish stronger control over petty cash funds by ensuring all individuals who obtain petty cash funds sign out for those funds. Place a dollar value on the fund sufficient to replenish only weekly or bi-weekly - for example, if the expenditures from the fund are, on average, \$435 per week, set the amount of the fund at \$500. Then reimburse receipts up to that \$500 total each week. Do not allow, except under extenuating circumstances, money to be signed out overnight. Receipts should be returned the same day, so that each issuance of cash is "closed" at day's end.

### **Response**

The Sisterhood concurs with all points (except point 2), and thanks the committee for their willingness to visit and assist. The Sisterhood does understand the issues related to point 2, and the impact of unrelated business income tax, but feels the segregation of the farm would add undue complexity to the bookkeeping processes.

### **New Skete Communities**

The New Skete Communities (Monks, Nuns, and Companions) have retained the services of Zielinski Companies to review and retool their financial and administrative activities. According to their website at <http://www.zielinskico.com> :

Zielinski Companies began serving religious and non-profit organizations in 1957. The founder, William L. Zielinski, began working with clients in the Midwest as great changes were starting to take place for religious congregations. During the early years, it became apparent that specialized services had to be developed to serve the needs, lifestyle, and mission of religious and non-profit organizations. Consequently, services were developed to advance the mission of these specialized groups.

From that early start of providing accounting, auditing, facility, and resource planning services, Zielinski Companies has grown into a worldwide provider of a complete range of services for religious and non-profit organizations.

Zielinski Companies are advising the New Skete Communities on the re-structuring of monastery operations and the New Skete for-profit farm and bakery operations. Additionally, they are providing oversight and training regarding New Skete financial systems.

The primary goals of the project are expected to be completed in late 2011.

*Protection of the Most Holy Theotokos Monastery*

Protection Monastery has contracted with a local CPA firm, Young, Miller & Gillespie, PA, to do special "agreed-upon" procedures. These procedures involve reviewing classification of expenditures and completeness of financial reporting. While not an audit, the Committee agrees with the community that the appropriate level of independent oversight is being provided to the community.

The report provided to the Committee by the accountants reads:

We have performed the following procedures for the Protection of the Most Holy Theotokos Monastery for the period of January 1, 2009 – December 31, 2009:

- Reviewed activity for all checking and savings accounts including E-Trade Bank (2), Pay Pal, and Asheville Savings Bank
- Reviewed deposit slips and disbursements for above accounts
- Inspected supporting documentation for deposits and disbursements
- Examined the transaction ledgers and financial statements by using a backup of the Quickbooks software activity

During our inspection of supporting documentation, we looked at checks listed on the bank statements and software registers, and then found invoices that matched those checks. We also verified that the check was posted into the proper category on the financial records. The same procedures were performed for deposits.

The deposits and disbursements we tested had supporting documentation and were properly posted. Bank reconciliations were performed timely and matched your physical records. Upon inquiry, we determined that adequate approval and review procedures are in place for both regular expenditures and for credit card purchases.

We also questioned reporting issues in regard to federal and State taxing agencies. We were told that IRS forms were properly filed and that sales tax refunds from the State of North Carolina were received in a timely manner. It has been our experience that often these reporting issues are misunderstood or omitted from the accounting practices of small non-profit organizations. We are pleased to note your awareness of these recordkeeping requirements.

Your financial records appear to be in very good condition.

We have enjoyed working with your Organization. Please let us know if you have any questions about the contents of this letter.

Sincerely,

Sharon Gillespie, Partner  
Young, Miller & Gillespie, P.A.

St. Tikhon's Orthodox Monastery

St. Tikhon's provides the Committee with its biggest challenge. The monastery is not currently audited, however the Abbot (Fr. Sergius) and the financial manager, Mrs. Theodora Blom, both stated it was their intent to have the organization audited by an independent CPA firm for 2010.

It appears the Bookstore and the STS Press benefit the Monastery not the Seminary. This is different than the structure at St. Vladimir's, which does not have a monastic community co-located with it. The Bookstore and STS Press are not separate entities from the Monastic Brotherhood.

Timing of the invitation to visit precludes completion of the work. Two of the Committee were at St. Tikhon's August 26 and 27. Committee member Mike Strelka, prior to this visit, reports as follows:

My preliminary report herein is submitted in light of my reading of the St. Tikhon's Investigative Committee Report (STIC) and its appendices, as sent to me from the Chancery of the OCA, and based on the following data sent to me from St. Tikhon's.

I have received, from St. Tikhon's Monastery and the Bookstore, internally produced financial reports for the year ended December 31, 2009 and the five months ended May 31, 2010. I have also received a number of supporting documents (e.g. loan documents) which I would label as permanent file documents. I have also corresponded by email with Theodora Blom, who is volunteering time to help the two entities get their financial records in order.

I wish to quote from the email we auditors received on June 25, 2010, from the Chancery:

*the committee "may look at the reported and written external audits of all the stavropegial institutions. Many of these are posted online (e.g. the seminaries) and others may be requested from the institutions themselves (e.g. some monastic institutions).*

The problem with this is that over the past few years, conflicting financial information has been posted online and given to the All-American Council.

The STIC report states:

*The report for 2007 indicated that the bookstore sustained a net loss of 94,335.92...In reviewing the bookstore QuickBooks records for 2007, we discovered that the bookstore report to the AAC for 2007 did not include \$145,896.27 of expenses for the Svetoch/Omega Jewelry Store operation in Philadelphia*

Without an onsite visit, there could be some doubt as to the veracity of the financial information that is posted online.

Finally, the STIC contains the following recommendation:

*...we recommend that the monastery undertake the task of critical self-evaluation of its nonprofit structure and management, as well as implement commonly accepted financial checks and balances (a.k.a. internal controls).*

Who is to provide the follow up to ensure compliance with this mandate, if not the Audit Committee?

Up to this point I have received full cooperation from all the parties at St. Tikhon's Monastery, including their desire to have me visit and assess their progress in instituting sound financial controls and accounting practices. As of today, I have received tentative approval for a visit in late August. In light of the release of the STIC, I believe the All-American Council in 2011 will ask for certain assurances from the Audit Committee regarding the Monastery and Bookstore operations. My hope is that we will be allowed to continue the work we have already begun, in order to provide that assurance.

A final report on St. Tikhon's Monastery, bookstore, and STS Press will be forthcoming.

### Seminaries

Both St. Tikhon's and St. Vladimir's Orthodox Theological Seminaries are governed by independent Boards of Trustees. In each case, the respective Board has contracted to obtain an independent audit, as required by accreditation standards.

St. Tikhon's is audited by the Scranton, Pennsylvania, office of ParenteBeard, LLC, a regional firm based in Philadelphia with 25 offices in six states. The firm employs 1,100 professionals. The firm is a member of the American Institute of Certified Public Accountants and holds membership in the AICPA Center for Public Company Audit Firms.

St. Vladimir's is audited by D'Archangelo & Co., LLP, a New York firm with five offices in Eastern New York State. The firm employs 125 professionals. The firm is a member of the American Institute of Certified Public Accountants and has been reviewed by the Public Company Accounting Oversight Board.

The Committee has reviewed the audited financial statements, noting each institution received an unqualified opinion on these statements.

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. At a minimum, a schedule showing segregated operations of the Seminary, SVS Press, and SVS Bookstore would be desirable.

#### St. Catherine's, Moscow

The OCA Representation Church in Moscow operates and is supported by the local Moscow Diocese. The limit of direct OCA oversight is the salary of the rector. On occasion, designated gifts are received for St. Catherine's. These funds are disbursed by the Chancery in accordance with donor direction, and are covered in our review of the Chancery and Central Church Accounts.

Similarly, the Moscow Patriarchate has a representation church in Toronto, Ontario, Canada, but the parish operates largely within the Diocese of Canada and is not supported by the Chancery.

#### St. Sergius Chapel

The Chapel was reviewed as part of the overall operation of the Chancery and Central Church Accounts. No anomalies were discovered.

#### Summary

The Committee did not find significant reportable items or events in the reviews performed to date.

The Committee would like to thank the staff at the Chancery, and each of the stavropegial institutions, for their cooperation.

Finally, the Committee would like to stress that the work we perform is financial in nature. Auditing cannot provide assurances as to the quality or competency of the governance function, nor can it provide an evaluation of spiritual or pastoral leadership. Auditing can and does provide assurance that financial information provided to you is materially accurate, complete and timely, and may be used effectively to evaluate governance, evaluate management, and make strategic and operational decisions.

If there are questions, I would be happy to answer or comment if I am able.

For the Committee, kissing your right hand,

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

Deacon Martin D. Watt, CPA  
Chair

**Internal Governance Committee**

Fall, 2010 Metropolitan Council Meeting

No written report by Mark Stokoe

## **Legal Committee**

Fall, 2010 Metropolitan Council Meeting

Written report to follow by Gregory Nescott, esq.

# **Report of the Strategic Plan Committee to the Fall 2010 Meeting of the Metropolitan Council**

**Report:** prepared by Fr John Vitko, secretary

**Comments:** by Fr Alexis Vinogradov, chair

## **Report**

Our efforts since the Fall MC Session can be grouped into three major categories:

1. Revision and expansion of the Working Draft Strategic Plan
2. Reaching out to the broader Church for input
3. Initiating work with the Pre-Conciliar Commission to incorporate Strategic Planning as a major theme of the 16<sup>th</sup> All American Council.

In addition, we present our thoughts on our proposed next steps for the consideration and, if appropriate, approval of the Metropolitan Council

Each of these efforts is summarized in bullet form below.

### **1. Revision and Expansion of the Working Draft Strategic Plan**

- Per the guidance from the Fall MC Session, the Working Draft was revised to:
  - Minimize strategic planning language: e.g. Vision and Mission Statements were replaced by Who We Are and Where are We Going
  - More clearly express the identity of the Orthodox Church in America
  - Make a Clearer statement of guiding beliefs reflecting their aspirational nature
- Subsequent to that two major sections were developed: Strengths and Weaknesses as We Move into the 21<sup>st</sup> Century; and Goals and Top Level Goals and Intermediate Steps for Accomplishing Them.
- Key strengths are our Orthodox faith; our focus on outreach to the peoples of North America; and the conciliar nature of our Church life. Key weakness are a lack of unified, enlightened, charismatic leadership coupled with a lack of leadership and management training at all levels; lack of a true culture of stewardship; and the precipitous reduction of the Church Ministries. Additionally, we noted the absence of concerted regional and local conciliar

processes to engage church leaders and faithful in dialogue and common work—this stems from the lack of initiative through leadership as noted.

- As we move into the future, we see the key mission of the Church continuing to be its historic mission, that of Witnessing to the Kingdom. This Witnessing occurs: (1) within the local community, i.e. the Parish; (2) in the greater Church, beyond the local community; and (3) in the broader world. We developed top level goals in each of these areas and identified intermediate steps that would help us to remain vigilant of, and to work towards, those goals.
- These additional sections were added to the Working Draft and distributed to the Metropolitan Council and Holy Synod for their review and comment. Only limited feedback was received, all of which was incorporated in a revised draft which was then posted on the internet for broader comment.

## **2. Reaching out to the broader Church for expanded input**

- A multipronged strategy was developed to reach out as broadly as possible to all parts of the Church.
- *On the internet:* The Working Draft of the Strategic Plan has been posted on OCA.org since July 7, 2010, and comments are coming into the dedicated email site at ocastratplan@oca.org. The Draft has also been picked up and posted on a number of other Orthodox web sites and blogs both within and outside of the OCA, providing still more sources of useful input and perspective.
- *At Diocesan Assemblies:* The Strategic Planning Committee has begun holding interactive planning discussions at the Diocesan Assemblies. Typically these are two to three hour sessions, with 20-30 minutes devoted to providing an overview of the planning process and plan and the rest of the time devoted to listening to feedback from diocesan delegates and to their ideas for potential pilot projects related to the goals of the plan. To date, sessions have been held at the Assembly for the Diocese of the South and at the Canadian Diocesan Assembly. His Beatitude Metropolitan Jonah and Archpriest Joseph Fester facilitated the discussions with the Diocese of the South and Archpriest Michael Oleksa and David Grier facilitated the discussions with the Canadian Diocese. The sessions went well, with lots of good and frank input for continuing to evolve the Draft. Also, the parish delegates were asked to take the discussions home to their parishes and seek the input of their parishioners.

His Grace Michael, Bishop of New York, has scheduled three Deanery Open Forums in the Diocese of New York and New Jersey to discuss, the Working Draft Plan with His Grace and their OCA Strategic Plan Committee representative. Per his Grace, these forums are intended for the active participation of clergy and laity.

Subject to the blessings of the Diocesan Bishop, the intent is to hold interactive discussions at each of the upcoming Diocesan Assemblies.

- *Reaching out to the other institutions of the Church:* the Strategic Planning Committee will be meeting with the Department Heads of the various OCA Church Ministries in Syosset on Aug. 17 to better understand their visions and to get their inputs into the plan. We are also considering meeting with the seminaries and several monasteries to have similar interactive discussions.
- *Dedicated issue of The Orthodox Church (TOC) newspaper:* realizing that there still may be a segment of the Church that will not be reached by any of the above 'outreach', the Strategic Planning Committee is also working with Archpriest John Matusiak to dedicate an upcoming issue of *The Orthodox Church* to a 'reader friendly' discussion of the Working Draft Plan and to provide a mail-in address for feedback and comments.

The intent of all this is to try to get input from as broad a representation of the Orthodox Church in America as possible. Each and every individual input will receive serious consideration. Inputs will be grouped around common themes and, as appropriate, these themes will be used to revise the Working Draft of the Strategic Plan. The new revised plan, incorporating inputs from throughout the Church will be available well in advance of the 16<sup>th</sup> All American Council, so that it can be considered at that assembly of the entire OCA.

### **3. Initiate work with the Pre-Conciliar Commission to incorporate Strategic Planning as a major focus of the 16<sup>th</sup> AAC.**

- There was a joint meeting of the SPC-PCC on June 2, 2010 to familiarize both groups with each other's work.
- Along with the normal business of the AAC (Officers Reports, discussion and approval of the budget; and elections), Strategic Planning will be a central focus of the AAC.

- Three to four of the plenary sessions, and many breakout sessions will likely be devoted to considering the Strategic Plan and the next steps.

**Proposed Next Steps:** The SPC also considered possible ‘next steps’ beyond those already in progress. Possible next steps tended to fall into two major categories: (1) complete the current draft and distribute widely to the Church for its prayerful reflection and consideration; or (2) continue to drill down a little further into how the high level goals might be accomplished through a mix of parish, deanery, diocesan and territorial activities – using this to seed/initiate activities at the upcoming AAC. While there was a passionate minority position for the ‘reflective approach’, the broad consensus of the SPC favored providing additional insights on how the high level goals might be accomplished – thereby answering the “nice goals but what now?” feedback we had been receiving. To assist in doing this, we propose forming Working Groups around each of the goals to flesh out possible further steps and milestones for accomplishing these goals. Two parallel paths will be used to populate these Working Groups: we will actively seek to enlist known experts/champions in this area, as well as issue a general call for participation – so as to draw in interested parties and fresh perspectives from all levels (parish, deanery, diocese, and territorial). We are seeking the Metropolitan Council’s input on and, if appropriate, approval of this approach. If approved, the Working Groups will be formed this fall and chartered to develop their plans by late winter, so as to meet the AAC timelines

Comment of committee chair (*Fr Alexis Vinogradov*):

The Strategic Plan brings together many concerns that have been discussed at meetings and All American Councils before. We are building on the work of many laborers before us. We began a long conversation as an ad hoc committee of 10 concerned clergy and lay Metropolitan Council Members together with our Metropolitan Jonah, about what we believe are the essential marks and hopes of our territorial church today.

Our conversations became the substance of many meetings in which we learned first-hand, the effort, patience, and good will required for a small group of people to reach consensus. Even after many meetings, it remains a sign of our healthy diversity that we still differ among committee members on how we prioritize our findings. That

simply demonstrates, not a failure of unity, but rather the many valid callings and ministries unique to our personalities! In the main, our document is the rough result of these meetings, and we release it with the humble wish that it may provoke ongoing efforts at conciliar work throughout the church. We don't know what "shape" these efforts will take, or what they should produce. It will be the very engagement of bishops, clergy and lay together as time goes on that will reveal what is really needed. As the church lives her life and her witness to the world, these very needs will change and evolve. We hope our efforts point in the right direction – that is all! To presume any more, is to overreach our mandate. If all these combined efforts will mean a healthier interaction of all the faithful, and their desire for communion with Life and Truth, the Holy Spirit will himself fill what is wanting. To freeze these processes into a deliberate schema, a kind of template for success is to miss the mark; it would be a misguided attempt to denude the church of her transcendent power and presence in this world, and to replace it with the "wisdom of the age". Above all, serious changes in church life should follow adequate reflection, civil discourse, consensus, and patience. We offer these contributions to the Preconciliar Commission for implementation as needed to guide the work of the 2011 AAC. Some members of the SPC have expressed an enthusiasm and willingness to provide continuity in further "fleshing" out ideas and specific needs at the discretion of the Holy Synod and Metropolitan Council.

In Christ's love and service,  
Archpriest Alexis Vinogradov

## **DEPARTMENT OF CHRISTIAN EDUCATION**

*Matushka Alexandra Safchuk, Co-Chair, Matushka Valerie Zahirsky, Co-Chair/OCEC Representative, Matushka Christine Zebrun, Co-Chair, Veronica Bilas, Member, Matushka Myra Kovalak, Member, Daria Petrykowski, Member, Maria Proch, Member, John Pusey, Member and Webmaster, Jewelann Stefanar, Member*

Over the past year the Department of Christian Education (DCE) has continued to publish weekly bulletin inserts on our website <http://dce.oca.org/page/bulletins/>, directed the children's activities at St. Vladimir's Seminary Education Day, and will do so again this year, presented the Annual Mother Alexandra lecture at Holy Transfiguration Monastery, developed a new FOCUS curriculum on Monasticism <http://dce.oca.org/page/focus/>, submitted articles for the TOC, led OCEC Teacher Trainings, worked on the Alaskan Pen Pal Project linking children in lower 48 parishes with children in parishes in Alaska, published a new downloadable Activity Book, Saints Commemorated in the Litiya Prayers <http://dce.oca.org/assets/files/resources/litiyasaints.pdf>, and together with the Department of Liturgical Music and Youth and Campus Ministry successfully implemented the "Equipping the Saints" Parish Ministries Conference 2010, June 27-30, 2010 at Balwin-Wallace College, Cleveland OH.

### **Current Projects:**

- Bulletin Inserts. One insert is published weekly to our website for free download. Covering a variety of topics including the lives of saints, popular movies and book reviews and Scriptural commentary, these inserts are widely downloaded both from OCA parishes and other jurisdictions. Some parishes collect them in a notebook for reference. (We could foresee some inserts being done in conjunction with other departments, for instance one on Evangelism, Humanitarian Aid, etc.)
- Fourth Activity Book on Saints Who Cared for the Environment (working title) and a possible fifth on Saints Who Were Healers (working title). These Activity Books are available for free download on our website <http://dce.oca.org>. (It might be helpful to add music for the Troparion/Kontakions as part of this project and in conjunction with the Department of Liturgical Music and Translation. Additionally, these books could be supplemented on-line using new media.)
- TOC articles. We submit at least one article per issue for publication in The Orthodox Church newsmagazine.
- Continuation of the Pen Pal Project. Several parishes in the Kuskokwim area of Alaska and in the lower 48 are involved in this project. We will advertise it more broadly when we feel confident that it is working smoothly.
- FOCUS Liturgical Music Unit. A unit on Liturgical Music is being planned. This would include lives of saints who wrote liturgical poetry and psalmody, history and teaching music itself. This is being planned in conjunction with the Department of Liturgical Music and Translation and has been requested by educators and parents attending our teacher trainings.
- Pamphlet Project. For many years pamphlets have been distributed by OCPC for a minimum cost (some for 10 cents apiece). For several years the Department has wanted to put these pamphlets on-line for free download and combine them with a new set that Fr. John Matusiak is preparing. With the move of OCPC materials to SVS we hope this will be now possible.

- The Bishop's Special Table book. The publishing costs for a run of this book are being underwritten by Holy Trinity Cathedral in San Francisco as part of the celebration of their centennial year. We have had some difficulty in coordinating with Bp. Benjamin's schedule to take photographs for our artist to work from. Additionally our artist has required several eye surgeries, which further complicates the project.
- Orthodox Faith Series. This is now being taken over by St. Vladimir's Seminary Press. We do not know to what extent we will be involved in this project from now on though we welcome continuing to plan the accompanying workbook, discussion questions, format and covers.
- Website maintenance and development. This is on-going trouble shooting and posting of new material. Improvements to the website are done as the webmaster is available. He has not received any remuneration since 2008.
- New Media Development. This can be done in cooperation with other departments and as our webmaster is available. (This could be a particularly useful endeavor done in cooperation with the Department of Youth and Young Adult Ministries, Liturgical Music and Translation and/or Communications.)

**Activities:**

- St. Tikhon's Monastery Memorial Day Pilgrimage. This was our second year running the youth activities at the Pilgrimage in May. We have hosted 100 or more children who toured the museum and participated in activities on the American Saints.
- Christian Education Symposium. Planned for early June at SVS we hope that several members of our Department will be able to participate.
- Holy Transfiguration Monastery Youth Day. We coordinate and run the educational and youth activities at the Monastery on Saturday June 26th, 2010.
- Conference 2010. This conference is being run in conjunction with the Departments of Youth and Young Adult Ministry and Liturgical Music and Translations and the Parish Health Ministries of the Diocese of the Midwest and will be held June 27-30, 2010.
- SVS Education Day. This will be our third year handling youth activities for Ed Day. Activities are based on the saints in our Activity Books.
- Department Conferences. Our Department teacher trainings, done regionally, have been very well received. A parish in Michigan has asked for one and we would also like to do one in the Diocese of the West.
- OCEC. A Department Co-Chair and a Member of the Department represent the OCA at OCEC meetings and work on OCEC teacher trainings.
- Diocesan Assembly representation. Where possible we would like to be present at Assemblies to offer information on the departmental work and website and answer questions and concerns.
- Parish Visitations. These are on-going based on the travel and abilities of our members as well as the willingness of parish clergy and church schools to welcome a visit.
- Monthly Teleconferences. These are used to discuss the on-going work of the Department.

**Budgetary Needs:**

|  |             |
|--|-------------|
| Co-Chair Department Coordinator (approx. 20+ hrs/week)*<br>Coordinates DCE projects and events; responsible for communications with DCE members and chancery staff; develops curriculum; responds to DCE correspondence; coordinates DCE meetings and submits agendas, minutes and budgets; uploads and edits on DCE website | \$12,000.00 |
| Co-Chair Executive Writer (approx. 20+ hrs/week)*<br>Writes and submits TOC articles; writes weekly bulletin inserts (52) for upload to DCE website; develops curriculum; proof reads all DCE materials prior to upload or publication; presents keynote talk at DCE conferences; represents OCA to OCEC                     | \$12,000.00 |
| Co-Chair Executive Artist (approx. 20+ hrs/week)*<br>Works as artist and general editor for Activity Books (2/year); provides artwork for curriculum and website as needed; does layout and design for event flyers and materials; coordinates vendors for Conferences; creates visual displays for conferences and events   | \$12,000.00 |
| Web support (approx. 50 hrs/month)*<br>Formats materials, creating source files and developing software for use on DCE website; troubleshoots website regularly  | \$4,000.00  |
| Meetings   |             |
| Teleconferences  | \$500.00    |
| One face-to-face working meeting w/DCE and Diocesan Reps   | \$3,000.00  |
| Department representation to OCEC  | \$500.00    |
| Regional Conferences   |             |
| Michigan area (requested) and West   | \$4,000.00  |
| FOCUS unit   |             |
| Liturgical Music (planned)   | \$1,500.00  |
| Materials for review – magazines, pub materials, REA   | \$500.00    |
| Department travel – Diocesan Assemblies, Children’s Ministry, Orthodox Institute, Orthodox Schools, OCEC meetings, etc. – includes travel, accommodations, food, registration  | \$3,200.00  |
| Office supplies – copying, displays, supplies, etc   | \$800.00    |
|  | \$60,000.00 |

## **DEPARTMENT OF CHRISTIAN SERVICE & HUMANITARIAN AID**

*Members: Arlene Kallaur, Donna Karabin Mary Ann Lopoukhine, Lisa Mikhalevsky, Fr. Thomas Moore, Leon Sheean, Natalie Stavrevsky, Kitty Vitko, Fr. Steven Voytovich*

The Department of Christian Service and Humanitarian Aid (CSHA) promotes the involvement of clergy and laity in caring for the needs of others according to the Gospel teachings and Tradition of the Church. Resources are developed for ministry programs by and for people of all ages with the focus on four areas: Parish Life, Outreach Ministries, Senior Life, and Family Life.

CSHA members are following the progress of Holy Synod, Metropolitan Council and Strategic Planning meetings, with special attention to the role of centralized Church Ministries. We believe our consultation with dioceses is important to communicate CSHA resources for the benefit of dioceses when undertaking parish and outreach ministries on their own.

His Beatitude, Metropolitan Jonah granted us his blessing to contact dioceses and offer our assistance in a support role. Meeting with ministry-minded clergy and laity to exchange ideas about active local parish programs is mutually beneficial.

In the Summer and Fall of 2009, we enjoyed the hospitality of the Dioceses of the South, Washington DC, the West and New England. The hierarchs and chancellors were gracious in allowing us time to address the delegates and in arranging space for displays of resource materials. Meeting with diocesan representatives provided a starting point for strengthening service ministries throughout the OCA.

### **Principle Programs**

**Resource Handbook(RH):** The RH provides essential information categorized under eight themes to guide parishes in initiating new Christian service projects and programs. There currently are nearly 300 articles with new additions each year.

Arlene Kallaur coordinated the 2009 installment of five ministry articles and submitted them for posting on OCA.org in October. Three were posted in January 2010 as part of Volume III: one on pregnancy and infant loss; another on children with special needs (used by permission of Fr. Steven Tsihchlis of the Greek Orthodox Archdiocese); the third is the SCOBA document on "Disability and Communion".

The Resource Handbook is valuable not only to OCA clergy and laity, but also to other Orthodox Christians and organizations. We received a request from FOCUS North America to link to RH articles related to their ministries. Other inquiries have come from Orthodox individuals in the past. While further developing our own resource articles, there is an opportunity to research information from humanitarian agencies and other Orthodox jurisdictions for possible inclusion in the Resource Handbook. The potential exists to expand the RH into a Pan-Orthodox resource.

**Church World Service:** Church World Service (CWS) is a ministry of the National Council of Churches of Christ (NCC) and partner with International Orthodox Christian Charities (IOCC) engaged in relief, development and refugee assistance ministries. Arlene Kallaur and Fr. Leonid Kishkovsky serve on the CWS Board. On November 24, 2009, they attended a meeting at the Chancery where CWS members met with His Beatitude, Metropolitan Jonah and Chancery administrators

<http://www.oca.org/news/2017>. “They discussed ways the OCA could positively participate in CWS' mission to eradicate world hunger.”

The OCA and CWS have a long-standing relationship. CWS representatives have participated in our department's parish ministries conferences, and OCA parishes participate in their programs, i.e. CROP Walks (for the hungry and homeless) and Gift of the Heart Kits (for disaster relief). It has been the practice that the OCA offers a minimal donation of \$500 per year to CWS.

**Prison Ministry:** Sub-deacon Dennis Dunn (St. John the Wonderworker – Atlanta, GA) continues to serve as the CSHA Prison Ministry consultant. He is on the board of SCOBA's Orthodox Christian Prison Ministry (OCPM) as well as Fr. John Kowalczyk (St. Michael's –Jermyn, PA). Our department has been unable to fund Sub-deacon Dennis' travel to OCPM meetings. His home parish and private donors have generously supported his commitment and OCA's participation in developing OCPM. Building on the momentum of the OCPM Convocation in Denver, CO in July of 2009, two events have taken place in 2010: “Jail and Prison Ministry 101” on April 10 at St. George Antiochian Orthodox Church in Indianapolis, IN and the 2010 Convocation July 29-31 in Philadelphia, PA. The focus is on the physical, mental and spiritual health needs of inmates, care for their transition upon release, and outreach to their families. With the continuing OCPM development, this is an especially important time for the OCA to fund and promote Orthodox prison ministry [www.ocpm-scoba.org](http://www.ocpm-scoba.org).  
**Handicap Accessibility Survey:** Results from our ongoing accessibility survey of parishes were submitted in November for inclusion in the 2010 OCA Sourcebook. With or without a Sourcebook, the results should be posted on diocesan and parish pages of the OCA website. The information will then be available to those persons temporarily or permanently disabled due to accident, illness or age and to their caregivers in the event they are looking for a church home, or travelling.

### **New Programs**

**Visitation Ministry:** Fr. Steven Voytovich, CSHA member and Chair of the Department of Institutional Chaplaincies, continues to work with Nancy Van Dyken (St. Anthony – Bozeman, MT) and Kitty Vitko (St. Luke – McLean, VA) to establish an in depth parish-based program where volunteers are trained and supervised to provide Christian care to suffering fellow parishioners and others. Care would be provided in hospitals, hospice settings, nursing homes, at home for the homebound, in crisis family events, and for end of life vigils. The guidance of a clergy mentor is a key component. The Visitation Team members have made introductory presentations to two diocesan assemblies and have invitations to local parishes for visitation ministry development. They plan to meet in March to refine their program.

In addition to the ministry goals, this significant new program can serve as a step by step model for development of other programs. There is great optimism for this significant ministry. Its funding and development are strongly supported by CSHA members and we urge the same from the OCA.

**Parish Emergency Response Team:** We are interested in the unique role of faith communities in identifying and meeting the special needs of their members and their neighboring communities in a pandemic, in weather related or man made disasters. IOCC has posted detailed information on roles and responsibilities of clergy and laity at [www.iocc.org/swineflu](http://www.iocc.org/swineflu). Mat. Elizabeth Lien (Church of the Annunciation -

Milwaukie, OR) developed a parish program following the guidelines of this document. We will follow the progress of their new program. Mat. Elizabeth is a CSHA consultant actively involved with Parish Nursing Ministry.

### **Future Initiatives**

Parish Ministries Conference: CSHA is in early discussions about a Parish Ministries Conference for the summer of 2011, with the options of following the model of our Church-wide 2004 and 2007 conferences or choosing a regional approach. It would likely be coordinated with the Department of Institutional Chaplaincies with a focus on our Visitation Ministries program.

Parish Nursing Ministry: Parish Nursing Ministry (PNM) has been a long time interest of our department. We began planning for 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 will consider the Pan-Orthodox opportunities for a comprehensive parish nursing event.

### **Communications**

The OCA website is a valuable asset to Church Ministries, especially for access to the Resource Handbook. The website could be of greater value if I.T. capabilities and support were not so limited. We would benefit from the recovery of lost resource materials previously listed on our department page. The ability to post new resources would make our ministry more effective. Increased I.T. support is an urgent need that we sincerely hope will be considered in financial and Strategic Planning.

### **Finances**

2010 Budget: With funding for Church Ministries coming solely from the 2009 Fellowship of Orthodox Stewards (FOS) Appeal, we realize our budget is severely limited. We have worked as unpaid volunteers for years and organized self supporting conferences. Realistically, we could be more effective with funding for program development, internet and print resources. CWS funding is also needed.

Visitation Ministry \$3000 (Team Meeting, Parish Visits, Resource Materials)

Prison Ministry 1000 (OCPM Meetings and Presentations)

Diocesan Visits 3000 (Consultation/Collaboration and Resource Materials)

Church World Svc 500 (OCA Annual Donation)

Church World Svc 500 (CWS Board Meeting)

TOTAL \$8000

### **Conclusion**

Respectfully submitted,

Donna Karabin, CSHA Chair

## **DEPARTMENT OF EVANGELIZATION**

*VRev. Marcus Burch, Chairperson Rev. John Parker*

*Rev. Jonathan Ivanoff, Secretary Rev. David Rucker*

*VRev. Daniel Kovalak, Parish Revitalization Rev. Thomas Soroka*

### **Introduction and Present Programs**

The last several years the Department of Evangelization's work has mainly focused on administering and overseeing the Church Planting Grant (CPG) program. In 2009 three communities completed the CPG program: Holy Apostles Orthodox Mission, Mechanicsburg, PA; St. Christina of Tyre Orthodox Mission, Fremont, CA; St Herman Orthodox Church, Fairbanks, AK. In 2010 two communities were recommended for a 3rd and final year of funding: Holy Cross Orthodox Mission, Greensboro, NC and Christ the Savior Orthodox Mission, Stafford, VA. Furthermore, two missions were recommended to begin the CPG program: St Aidan Orthodox Church, East Kootenay, BC and St Susanna Orthodox Mission, Sonora, CA. Budgetary constraints due to the current litigation in the OCA and poor response to the missions stewardship appeal necessitated the grants be limited to one for 2010.

While this CPG program has been a success by many standards (approximately two-thirds of the recipients have transitioned to parish status within 5 years of beginning the program), it is clear that it needs to be reorganized and refocused. Those CPG recipients that have done best have been those communities with strong local (Diocesan and/or Deanery) support. Clearly there is also a need to focus some of the Church's resources toward revitalizing and turning around established parishes that are in decline due to changing demographics, urban blight, etc. The second best growth area for churches nationwide is actually the downtown or central city of metropolitan areas (second only to new suburbs).

If the CPG program is to continue, it is recommended that for 2011 the CPG program be divided into three parts:

#### **1. Full CPG**

Twenty-five percent of the central administrative funding would be used for CPGs as they are presently awarded. To maximize the effect of this funding, precedence would be given to new mission plants in highly favorable demographic areas, especially those areas that presently have no or few English-language parishes.

#### **2. Diocesan (and/or Deanery) Supported CPG**

Fifty percent of the central administration funding would be used for CPGs where two-thirds (2/3) of the grant would come from the local diocese (and/or deanery) and mission and one-third (1/3) from the CPG. Under this arrangement, the local mission would provide one-third and the diocese (and/or deanery) and central administration would each contribute one-third. This would tend to ensure that there would be local support available to the mission.

#### **3. Parish Revitalization Grant (PRG)**

Twenty-five percent of the funding would be dedicated to parish revitalization and turnaround. This could also be developed along the lines of the Diocesan Supported CPG in which it would be expected that there be some diocesan (and/or deanery) support as well.

To address one common difficulty throughout the history of the CPG program, all CPGs will be frontloaded and stepped down over the three year course of the grant. Eg, a full CPG recipient might receive \$24,000 in year one, \$20,000 in year two, and \$16,000 in year three.

All of the other types of grants would be scaled accordingly.

### **Planned Programs and Projects**

**Mission Retreats.** The DOW has held excellent mission retreats over a better part of the last decade. The last few years these retreats have been increasingly open to and attended by clergy and laity from all over the OCA. Looking at hosting a similar event somewhere east of the Mississippi in late September or October of 2010. A likely host for this event is the parish of the Holy Ascension in Charleston, SC. This sort of event could be fairly easily reproduced for other areas of the OCA.

**Department Conferences.** Begin department training sessions that are not only geared toward new missions and revitalization, but also evaluating and equipping local parishes for more effective evangelization. Share the „Parish Health“ models that are presently being used in the Midwest Diocese and elsewhere.

**Diocesan Assembly representation.** Where possible we would like to be present at Diocesan Assemblies to offer information on the work of the department. More work needs to be done encouraging the local leadership --- probably at the level of the deanery --- to look at mission plants, identify likely missionary priests, and suggest possible locations for parish revitalization.

**Summer Internship** (for rising senior seminarians). The goal of the internship is to provide practical parish and mission planting experience. (Several parishes and missions are also interested in establishing such a program and/or perhaps „sharing“ such an intern over the course of a summer.) Two types have been explored: 1. Traditional program where a seminarian (and perhaps his family) spend the summer break at an established parish with an experienced priest (as had been done in the OCA for several years); 2. Program which identifies highly talented seminarians (already ordained to the priesthood) who have great potential as mission builders and places them and their families into developing mission plants. This 2nd type has been executed to great effect in the Wilmington, NC, mission plant.

**Seminary Visits.** Work with the seminaries to identify likely missionary priests, determine candidates for summer internships, and share the work of the department with faculty and Orthodox students.

**Parish Visits.** These are on-going based on the travel and abilities of our members as well as the willingness of parish clergy to welcome a visit. Mandatory for all CPG and PRG recipients. Mandatory for all „non-traditional“ summer internships.

2011 Proposed Budget for Department of Evangelization

Budget submitted for consideration by the Holy Synod and the Metropolitan Council.

2011 Notes

Grants

|   |          |
|---|----------|
| Full Church Planting Grant Funding            | \$24,000 |
| Partial CPG Diocesan/Deanery Supported Grants | \$48,000 |

|  |           |
|--|-----------|
| RPG Parish Revitalization Grants                                     | \$24,000  |
| Stipend  | \$6,000   |
| Travel to CPG/RPG Sites * 6 total grants for 2011                    | \$1,500   |
| OCMC representation **   | 0         |
| Admin Committee Expense Conference Calls & other meetings            | \$500     |
| Annual Missions Conference 4,000 Annual gathering of missions (2011) |           |
| Printing Mailings Mission Appeal                                     | \$3,000   |
| Projects Reports and development                                     | 0         |
| Office Expenses  | 500       |
| Seminary Teaching Annual teaching at SVS & STS                       | \$1,000   |
| Total ***  | \$113,000 |

\* \$500 per trip.

\*\* Is this a need? There had been representation in better financial times.

\*\*\* This includes 4 missions and 1 parish at an increased rate of a maximum \$24,000/CPG.

Respectfully submitted by  
Archpriest Marcus C Burch  
Department Chair

## OCA DEPARTMENT OF MILITARY CHAPLAINS

***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 2010 in DC. Fr Theodore Boback attended the NCMAF and ECVAC annual meetings and conference in January 2010. The theme of the conference was Spiritually Resilient Ministry. Presenters included: Chaplain (COLONEL) Michael Dugal, Director Center for Spiritual Leadership, US Army Chaplain Center and School; Chaplain (Captain) Dan Hardin injured in Iraq and PTSD; Chaplain Barry Black, United States Senate Chaplain, former Navy Chief of Chaplains; Roger Benimoff, author of Faith under Fire as well as panel discussion and table talks and business session of NCMAF. The Honorable Tammy Duckworth, Assistant Secretary of the Veterans Affairs (VA) was guest speaker at the combined NCMAF/ECVAC luncheon. Chaplain Keith Ethridge, VA Chief Chaplain and his staff made a presentation at the ECVAC Session as well as a panel discussion on VA after care and the ECVAC business sessions.

-

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.

- Provided an update brief to Metropolitan Jonah and Fr. Eric Tosi
- Prepared ecclesiastical forms for submission by the Metropolitan to the various agencies
- Attended the graduation ceremonies at the United States Army Chaplain Basic Course for Chaplain George Oanca and Chaplain Candidate Aaron Oliver
- Also met with some of the members of the COOMIS in January in DC while attending the NCMAF/ECVAC conferences
- 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. There is 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. Fr Jerome Cwiklinski also has been deployed to the Middle East. Fr George Oanca a reserve component chaplain and a priest in the Romanian Archdiocese has been deployed recently with his unit to the Middle East. 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.

**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 | 1 (3)       | 1 (1)             |
| Army      | 7 (2)       | 5 (2)             |
| Navy      | 5 (6)       | 1 (0)             |
| Subtotals | 13 (10)     | 7 (3)             |
| Totals    | 24          | 10                |

**ACTIVE DUTY FORCES**

13 (55%) of all Orthodox Chaplains on active duty are Orthodox Church in America

6 (25%) 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 one packet before the Army Board for possible active duty chaplain this summer. Fr Sean Levine, St Vladimir Seminary has submitted his packet for the active duty chaplaincy in the United States Army.

## RESERVE COMPONENT

7 (70%) of all Orthodox Chaplains in the Reserve Component are OCA

2 (20%) are priests of the Greek Orthodox Archdiocese

1 (10%) is a priest of the Antiochian Archdiocese

## 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 the OCA 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 - P, USAF – RAMSTEIN GERMANY Father Eugene has been selected by a recent promotion board to the rank of Major

#### 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 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

Father George Oanca Chaplain (CPT) USA has been activated to active duty with his unit and has been deployed with his unit to the Middle East.

#### United States Navy

Father Jerome Cwiklinski CAPT CHC USN Coast Guard Alameda CA

Father Stephen Duesenberry LCDR CHC USN Great Lakes, IL

Father Andrew Nelko LCDR CHC USN Portsmouth, VA He is projected to retire from active duty in November 2010.

Father Matthew Olson LT CHC USN Camp Pendleton, CA

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

Father Eugene is on orders for assignment this summer to the Coast Guard in Alaska Reserve Component

United States Air Force

Father James Jadick Chaplain, Lieutenant Colonel, USAFR

United States Army

Father Joseph Gallick, Chaplain (LTC) USAR

Father Paul Schellbach Chaplain (MAJ) USAR

DEPARTMENT REPORTS TO THE SPRING OF THE HOLY SYNOD OF THE  
ORTHODOX CHURCH IN AMERICA

16-19 MARCH, 2010

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:

- OCA Military Chaplains Conference
- OCA VA Chaplains meeting conference
- 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.

The following budget had been proposed if the Department were to receive a \$32,000.00.

Priority Program AMT cumulative

1 NCMAF Meeting \$1,200.00 \$1,200.00

Annual meeting in DC with the Chiefs of Chaplains and the endorsing agents January 2010

2 EVAC Meeting \$1,000.00 \$2,200.00

Annual meeting in DC with the VA Chief and endorsing agents January 2010

3 NCMAF/ECVAC Fair Share \$1,800.00 \$4,000.00

Annual fair share

4 Conf Military Chaplains \$2,500.00 \$6,500.00

Administrative Costs speakers etc for OCA military chaplain Conference 2010

5 Conf VAMC Chaplains \$2,500.00 \$9,000.00

Administrative costs speakers etc for VA Chaplains Conference 2010

6 Newsletter \$3,000.00 \$12,000.00

Combined Military/VA Chaplain newsletter (semi-annual)

7 pastoral visitation \$5,000.00 \$17,000.00

Director/Deputy Dir visit to installations and bases, VAMC

8 telephone reimbursement \$600.00 \$17,600.00

9 DVD \$1,500.00 \$19,100.00

Initial work on developing Chaplaincy DVD for recruitment and information purposes

10 Recruitment \$1,200.00 \$20,300.00

To seminaries and diocese for recruitment of seminarians and priests  
 11 travel coordination \$1,500.00 \$21,800.00  
 Travel costs for Director Deputy Director to meet quarterly or required with Metropolitan  
 12 publications materials \$3,000.00 \$24,800.00  
 Buy religious materials and pamphlets in support of military and VA Chaplain Ministry  
 13 supplies office \$1,200.00 \$26,000.00  
 14 stipend \$6,000.00 \$32,000.00  
 If the department of Military and VA chaplaincies is included in the mentioned stipends  
 (2009 was the first year for Military and VA chaplaincy to receive stipend, a stipend had  
 never been paid for work before then it would be divided between the director and the  
 deputy director based on workload performed. Percentage split director/deputy director.  
 Unfinanced Requirements (over the \$32,000.00)  
 15 Strategic Plan Development \$5,000.00 \$37,000.00  
 16 Veterans and chaplaincy  
 Memorial shrine \$3,500.00 \$40,500.00  
 17 Chaplaincy Pectoral Cross \$5,000.00 \$45,500.00  
 18 Project Development \$5000.00 \$50,500.00  
 19 WebSite/Blog \$7500.00 \$58,000.00  
 20 Publications/Materials \$3000.00 \$61,000.00  
 21 additional military/vamc visit \$5,000.00 \$66,000.00  
 22 other meetings teleconference \$3,000.00 \$69,000.00  
 23 interface with Orthodox Autocephalous Churches \$75,000.00 \$144,000.00  
 24 salary stipend full time \$35,000-50,000 \$179,000 - \$194,000.00  
 25 salary stipend deputy \$35,000 \$214,00.00 – 229,00.00

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. In particular, thanks to  
 Metropolitan Jonah for his support. Our thanks to Archbishop Nathaniel for his support  
 of several candidates who are currently submitting packets. Our thanks to Bishop Nikon  
 who celebrated the Memorial Prayer Service for the departed men and women who  
 served in our Armed Forces during the Memorial Day Pilgrimage at Saint Tikhon  
 Monastery in May 2009. Thanks also to Fr. Garklavs and Fr, Tosi for their help. We  
 also recently received correspondence from one of our Priests who serves in the Canadian  
 Armed Forces. This will be incorporated in the future reports of the Military Chaplaincy  
 as is applicable. Our priests in uniform continue 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 service members 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  
 are grateful to the Fellowship of Orthodox Christians in America (FOCA) previous  
 FROC for their support of the Gifts of Love Program which had initially sent over 500  
 packets of religious materials to include: prayer book, Icon, Icon Cards, Cross pamphlets  
 and its recent buy of additional materials which will be sent this Great Lent Pascha period  
 to the chaplains for distribution to the Orthodox Personnel. 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.

## **DEPARTMENT OF LITURGICAL MUSIC AND TRANSLATIONS**

*David Drillock, Department Chair*

### **I. Troparia and Kontakia Project** ( Completion of on-going projects)

The Troparia and Kontakia Project was initiated in 2002 in order to provide music for troparia and kontakia for the liturgical commemorations that fall on the Sundays in the given year. Presently a total of 1,798 individual settings of troparia and kontakia has been posted. These include 1,546 troparia and kontakia for 409 individual saints and feast days, covering 350 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; and 38 troparia and kontakia for the Sundays of the Pentecostarion. It is anticipated that music for the remaining 16 days will be prepared and posted before the end of 2010, thus bringing to completion this project.

Cooperation with the Music Department of the Serbian Orthodox Church

In Spring, 2009, the Department of Liturgical Music and Translations entered into a cooperative arrangement with the Music Department of the Serbian Orthodox Church. Troparia and Kontakia are set to music of the Serbian Chant and included on our website.

As of February 15, 2010, a total of 309 troparia and kontakia set to the Serbian Chant have been posted for the Lenten and Pentecostarion periods and for the months of June through December. This project also should be completed in 2010.

### **II. Music Settings for Liturgical Services** ( Completion of on-going projects)

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 Theophany, Pentecost, Entrance of the Theotokos into the Temple, Transfiguration, Dormition of the Theotokos, and the Nativity of the Theotokos. Music for Vespers has been posted for the Meeting of the Lord and the Elevation of the Cross. In January of this year, the music for Matins of the Feast of the Meeting of the Lord was posted. Music for the feasts of the Annunciation and Ascension and Matins for the feast of the Elevation of the Cross will be completed and posted in 2010.

Texts for tones 1 and 2 of the Resurrection Octoechos project have been completed and tone 3 should be completed shortly. The texts for tones 4 thru 8 for the Resurrection Vespers and the 8 tones for the Resurrection Kanons for Matins will be done in 2010 as well as the preparation and posting of the music. These texts are reviewed, corrected, and revised when necessary by competent translators who are fluent in Greek, Slavonic, and English. Translators include Archimadrite Juvenaly (Repass), Deacon William Churchhill and Dr Elizabeth Theokritoff. Proofreading and grammatical corrections are done by Dr Vladimir Morosan. Final texts are reviewed by Dr. Paul Meyendorff and members of the Department.

The final draft of the 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. This complete setting was used for the burial service of Archbishop Job.

The text and music for the Akathist to the American Saints will be reviewed and corrected (if necessary) in 2010 and prepared for posting on the website for downloading.

### **III. Texts for Liturgical Services** (On-going projects)

In 2009 a total of 169 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. Audio Files of Recorded Liturgical Music** (On-going projects)

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.

### **V. Orders of Liturgical Services** (On-going projects)

Continuing the development of this section of the website, chapters on the service of Matins will be produced, including outlines of the daily and Festal Matins with liturgical and rubrical comments on each specific part of the service.

### **VI. Articles on Church Music**

In 2010 a special section of the website will be designated 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.

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

In progress is the planning and production of a Tutorial for the learning of the Church Tones, including both the Obikhod (Common Chant) and Kievan “melodies” used for the singing of the stichera, troparia, prokeimena, and kanons. The scheme of the tutorial will be to break down each tone and identify its musical phrases. The sequence for the proper use of the melodic phrases will be 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 will be illustrated with musical and textual examples. The plan also provides for recorded demonstrations of the written examples sung by a small choir. When completed, the tutorial will be posted on the website and available for downloading.

### **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 miniworkshop that each parish choir could follow in an effort of self-improvement will be of great help.

### **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 conjunction 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.

**Budgetary Needs – Department of Liturgical Music and Translations**

|  |       |
|--|-------|
| Troparia and Kontakia Project  | 2,000 |
| Music settings feast days and Octoechos                              | 5,000 |
| Texts for Liturgical Services  | 1,000 |
| Audio files for teaching   | 1,500 |
| Orders of Liturgical Services  | 300   |
| Articles on Church Music (scanning)                                  | 300   |
| Tutorial for Church Tones (Part I)                                   | 1,000 |
| Vocal and Choral Development   | 500   |
| Music for Church School  | 500   |
| Administrative Costs, including stipend, telephone, travel, supplies | 6,500 |

**DEPARTMENT OF INSTITUTIONAL CHAPLAINS**

*Rev. Steven Voytovich, D.Min., Director*

**Membership:**

*Frs: Steven Voytovich, John Maxwell, Paul Fetsko, Christopher Stanton, Michael Medis, Alexander Ioukliaevskikh, Sergius Clark, John Brown. Elaine Mayol, Sarah Byrne.* All the above are certified chaplains, and I am also certified as CPE Supervisor. Danny Partin is currently seeking certification, and Dn. David Neff has just reached out to our department while completing his clinical training.

**Report highlights:**

In conversation with a respected member of the OCA clergy regarding perceptions about institutional chaplaincy, it has become clear to me that even more education and familiarization is important for members of our Holy Synod and greater church. This is especially true as Orthodoxy in America is currently engaged in strategic planning, and participating in some way in the prelude gatherings ahead of a still unscheduled great and holy council. It is unfair to ask that this ministry be supported without a sufficient understanding undergirding such support. The document is attached, with gratitude for the opportunity to have a realistic “check-in” with respected clergy about this ministry role.

**Commissioning Service**

A draft of the Commissioning Service has been submitted, and is addressed in the aforementioned document. It is hoped that with clarification about the service and commissioning itself, the pathway toward acceptance may be clearer.

**Endorsement:**

As stated previously, endorsement is handled in similar fashion to ordination from the standpoint that no one is endorsed without a specific placement. Each year several of our institutional chaplains need either updated endorsement letters, or new requests are received by those completing their CPE and fulfilling other requirements. Each request is reviewed by a member of our department if not me directly, and then a sample letter is forwarded to His Beatitude for preparing a final letter. In addition, every five years, a peer review process now includes an updated endorsement letter, so these requests are handled as well. This past year at least six requests have been fielded, representing new and updated endorsement requests. We are currently reviewing whether there are other ways that department persons may be of assistance at the time of five-year peer reviews.

**AREB Meeting**

The Association of Religious Endorsers (AREB) met, November 5-7 in Nashville. As funding was discontinued for departments, I paid my own way for this meeting.

Among the areas discussed was Covenant of Care, or how endorsers are caring for those in the field. This is an opportunity for us to compare ourselves with other faith traditions. Out of 14 faith group representatives:

71% require at least annual reports from chaplains to endorsing representatives, 14% quarterly.

(We ask annually.)

64% reported holding a retreat (ours among them (2006)) for chaplains in past several years.

64% Host breakfasts at Cognate group gatherings (we celebrated our first in Feb. 2009!)

86% Visit chaplains in the field (We are way behind here)

50% Have a Chaplain Newsletter (others use web or other means to stay in touch). Good idea!

We also heard from certifying bodies a reaffirmation of the importance of endorsement following real questions being raised in February 2009. AREB celebrated taking an active role in maintaining endorsement as the critical link between faith traditions and those seeking certification to minister in institutional settings. Finally, AREB drafted a letter to be sent to two credentialing bodies who continue to be at odds or in unfair competition with one another in the institutional ministry arena. The meeting this year was most productive. Funding is requested for attendance at this important meeting.

**Collaboration with CSHA**

Our department members continue to collaborate with the Department of Christian Service and Humanitarian Aid in developing a Visitation Ministries program.

Collaboration on this project has already spanned several years, and at this time all involved on this project are seeking opportunities to share this work at respective diocesan assemblies. We remain excited about visitation ministries, and hope to take an active part in assisting parish communities grow in developing and growing visitation outreach.

**Plans for the Coming Year**

It has now already been several years since our inaugural gathering of military and institutional chaplains, and so it remains our hope to plan for a gathering of institutional chaplains, if possible, jointly with military chaplains. Our interaction as department members has mostly occurred through e-mail, though it will be helpful to plan a conference call to come together as a department. No progress has yet been made on a website dedicated to the ministry of institutional chaplaincy.

### **Concluding Comments**

Concerning the Strategic Plan underway. While the discussion of de-centralizing some departments may make sense, for all the reasons spoken of both in our church and how most major faith traditions handle endorsement, the Department of Institutional Chaplains needs to remain under the Metropolitan at the national church level. I would be happy to speak to our concerns as well as answer any questions regarding our department as this process continues, and I have indicated my interest in participating in the strategic planning process as a department director.

#### 2011 Budget

|   |              |
|---|--------------|
| Stipend   | \$6,000      |
| OCA Credentialing Body Memberships  | \$1,000      |
| COMISS Membership and Annual Meeting                                      | \$1,000      |
| Religious Endorsing Body Meeting (AREB)                                   | \$1,000      |
| Program Resource and Development  |              |
| Visitation Ministry Program (W/ CSHA)                                     | \$3,000      |
| Commissioning Service   | \$500        |
| Travel for Certification, Credentialing<br>Body & Institution Visitations | \$2,000      |
| Website Development   | \$500        |
| Event Coordination  |              |
| Conference  | \$2,500      |
| Participation with CHSA Dept. Conf.                                       | \$500        |
| Displays and Resource Materials at OCA                                    |              |
| Diocesan Assemblies   | \$1,000      |
| Office Supplies, Printing, Copying  | \$1,000      |
| <br>TOTAL   | <br>\$20,000 |

### **DEPARTMENT OF PASTORAL LIFE**

*Diocesan Coordinators: The following priests have been identified as coordinators for the work of the DPLM.*

*Midwest Fr. Zdinak*

*NY & NJ Fr. Lickwar*

*South Fr. Fester*

*West Fr. MacKinnon*

*Western PA Fr. Evansky*

I have been in contact with Archbishop SERAPHIM and with Bishop TIKHON, and by March 15 I hope to know who they have appointed as coordinators.

Collaboration: Joe Kormos (Parish Health Facilitator, Diocese of the Midwest) and I have been jointly planning a workshop to be held at St. Vladimir's Seminary, Orthodox Parish Renewal: Finding New Life in Christ. This work is relevant to the DPLM inasmuch as parish renewal and revitalization appears to be one of the major challenges facing clergy who serve in established or older parishes.

Communications: A Google Group has been created for the DPLM which shall be used to share documents and facilitate online communication and collaboration.

Short Term Objectives: As indicated in the June 2009 report, the first task for the DPLM is to identify the major challenges facing our clergy today. Once these have been identified, then the department can decide how best to address the challenges, working in concert with existing diocesan efforts. This work may include, but is not limited to the following:

- Regional "town hall" style meetings for clergy
- Deployment of an online survey
- Identifying additional personnel to serve on an advisory board

Long Term Objectives: Develop an action plan for the department that is in line with the strategic plan of the OCA.

Respectfully Submitted,

Rev. J. Sergius Halvorsen

Chairperson, Department of Pastoral Life Ministries

## **DEPARTMENT OF YOUTH, YOUNG ADULT AND CAMPUS MINISTRY**

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

## **EASTERN ORTHODOX COMMITTEE ON SCOUTING (EOCS)**

Archdeacon Kirill Sokolov will continue to represent the OCA to EOCS. However, due to his move he will be less available to participate in quarterly meeting usually held in New York City.

He continues to sit on the Board of EOCS. 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 8th annual Orthodox Christian Camp & Youth Worker Conference. The conference was hosted by the Ukrainian Church, and was held Silver Spring Maryland January 29 - 31, 2010. 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. The OCA was asked to host the conference in 2011. We have agreed. Hosting of the conference entails little more than logistic planning. The actual conference content and schedule is done by the Orthodox Christian Camping Association (OCCA).

## **ORTHODOX CHRISTIAN FELLOWSHIP (OCF)**

The youth department again this year was able to provide scholarships for the annual College Conference to eleven college students from OCA parishes. Many of the students have converted to the Orthodox Faith while 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 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.

### **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.

### **2011 BUDGET PROPOSAL DEPARTMENT COORDINATION:**

Maintenance and development of Department web site; Production of content and editorial responsibilities for Wonder Magazine; Coordination of regular submissions to the TOC; Coordination of department communication; Responsibility for all administrative work; Communication with and representation to OCF and inter-jurisdictional organizations; assisting in the building up of and networking with diocesan youth directorates; development and coordination of OCF-Abroad project.

\$4,500.00

DEPARTMENT TRAVEL

|  |             |
|--|-------------|
| OCF Board meetings (2x yearly);                  | \$500.00    |
| OCF FUNDING                                      |             |
| OCF COLLEGE CONFERENCE SCHOLARSHIPS (10 X \$175) | \$1,750.00  |
| JURISDICTIONAL FUNDING TO OCF                    | \$10,000.00 |
| TOTAL  | \$11,750.00 |



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Orthodox Church in America Pension Plan  
Report to the Metropolitan Council  
September 2010

Venerable Hierarchs, Clergy and Members of the Metropolitan Council

Glory to Jesus Christ!

Our Board's upgraded computer technology has successfully assigned new identification numbers for all participants to enhance the confidentiality of personal information. Over 70 members are taking advantage of the electronic billing statements made possible by the new Data Base.

The actuary reported that our funded status as of June 2010 dropped from 86% to 85%. Our projected 100% funded status moved from 2024 to 2025. Improvement will be dependent upon significant investment gains during the remainder of this year.

We are currently working to resolve issues regarding eligibility dates for various participants whose benefit will be determined based upon their participation and eligibility.

Currently, we have 300 active members, 142 inactive members, and 136 members receiving benefits. The plans investments are valued at \$22,426,786.

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