



Metropolitan Council Meeting

Spring 2012

Committees/Department Reports



**Meeting of the Metropolitan Council
February 21 to February 23, 2012
Officers/Committee/Departments Reports
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CHARITY COMMITTEE REPORT

The attached spreadsheet shows that the only activity since the fall 2011 Metropolitan Council session on the part of the OCA Charity Committee was in two actions:

- The completion of the transfer of \$10,000 (budgeted for 2011) in funds from the general fund to the Charity Committee fund.
- A \$3800.00 grant to the St. George Food Pantry, a ministry of the St. George, Pharr, TX parish.

Regarding the latter action, more info can be found here:

<http://oca.org/news/oca-news/st.-george-food-pantry-pharr-tx-receives-3800-grant-from-metropolitan-counc>

As a point of order, the document published by the OCA Chancery listing the makeup of the various Metropolitan Council committees did not include our synodal liaison, Bishop Melchisedek.

The committee once again wishes to thank Melanie Ringa for her prompt and helpful responses to our questions and requests.

Also, the Charity Committee extends its welcome to His Grace, Bishop Melchisedek, as our new synodal liaison; we look forward to working with him during this next triennium. And finally, our sincere thanks to His Grace, Bishop Benjamin, for his service as our synodal liaison for these past three years. Many years, Master!

Respectfully submitted,
His Grace, Bishop Melchisedek, Synodal Liaison
Archpriest John Reeves, Chairman
Archpriest David Mahaffey
Protodeacon Michael Myers
Dr. Dmitri Solodow

Orthodox Church in America
 Schedule of Temporarily Restricted Funds - Charity
 Through December 31, 2011

| | | |
|---|----------------------|-----------------------------------|
| Beginning Balance, January 1, 2009 | | \$ 34,559.36 |
| <i>Donations Received</i> | | \$ 6,269.00 |
| <i>Distributions:</i> | | |
| - June 8, 2009 to Emmaus House | \$ (5,000.00) | |
| - Nov 3, 2009 (Clergy Assistance) | <u>\$ (1,000.00)</u> | |
| Total Distributions | | <u>\$ (6,000.00)</u> |
| Ending Balance, December 31, 2009 | | <u><u>\$ 34,828.36</u></u> |
| <i>Donations Received - 2010</i> | | \$ 3,592.02 |
| <i>Distributions:</i> | | |
| - 1/14/10 - IOCC for Haiti | \$ (10,000.00) | |
| - 4/6/10 OU Physicians Tulsa (Clergy Assistance) | \$ (78.28) | |
| - 4/6/10 Hillcrest Medical Center (Clergy Assistance) | \$ (3,793.06) | |
| - 4/6/10 St Francis Health System (Clergy Assistance) | \$ (1,128.66) | |
| - 8/23/10 IOCC for Moscow Fires | <u>\$ (5,000.00)</u> | |
| Total Distributions | | <u>\$(20,000.00)</u> |
| Ending Balance, December 31, 2010 | | <u><u>\$ 18,420.38</u></u> |
| <i>Donations Received - 2011</i> | | \$ 4,115.00 |
| Transfer from Operating Funds | | \$ 10,000.00 |
| <i>Distributions:</i> | | |
| - 3/15/11 - IOCC for Japan | \$ (5,000.00) | |
| - 3/15/11 Belveny Insurance (Clergy Assistance) | \$ (3,500.00) | |
| - 6/02/11 - IOCC for Tornado Relief | \$ (5,000.00) | |
| - 12/1/11 - St George Food Pantry, Pharr, TX | <u>\$ (3,800.00)</u> | |
| Total Distributions | | <u>\$(17,300.00)</u> |
| Ending Balance December 31, 2011 | | <u><u>\$ 15,235.38</u></u> |

Report of the Council Development Committee
Metropolitan Council Meeting
Spring, 2012

The Committee needs to be reconstituted and a new chairperson appointed. Among the priorities will be a review of Council Handbook which is mandated to be reviewed and updated every three years. In addition, a program of briefing new members to the Metropolitan Council will need to be developed. This should include a briefing by the General Counsel on Metropolitan Council members' fiduciary and legal responsibilities. There should also be an update to the biographies of each member. There should also be a survey of each Council members' areas of expertise and interest so that these can be utilized.

Report of the Crisis Management Committee
Metropolitan Council Meeting
Spring, 2012

This report will be during executive session.

Report of the Ethics Committee
Metropolitan Council Meeting
Spring, 2012

There have been no further reports of Ethics violations to the Ethics Committee since our last meeting. If anyone has a complaint to bring forward, please contact one of the members of the committee and it will be handled in a prompt and confidential manner.

The current members of the Ethics Committee are as follows [contact emails are in brackets]:

Fr David Mahaffey (Chair) [otyetz@hotmail.com]
Archimandrite Alexander (Golitzin), Bishop-elect of the Bulgarian Diocese (Synod Liaison)
Fr. John Jillions (Chancery Liaison)
Fr. Matthew-Peter Butrie [lanscoal@sbcglobal.net]
Igumen Alexander (Pihach) [dpihach@gmail.ca]

Respectfully Submitted,

A handwritten signature in black ink that reads "Fr David Mahaffey". The signature is written in a cursive, flowing style.

Archpriest David Mahaffey, Chair

**REPORT OF FINANCIAL DEVELOPMENT COMMITTEE TO THE
METROPILTAN COUNCIL SPRING MEETING
ORTHODOX CHURCH IN AMERICA
FEBRUARY 21ST TO 23RD, 2012
EAST NORWICH INN, SYOSSET, NEW YORK**

MANDATE:

Originating from the Statutory Authority of the All-American Council, the Financial Development Committee (FDC) was brought into existence in the fall of 2010 and subsequently defined its Charter during the Spring 2011 Holy Synod/ MC Joint Meeting as follows:

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

COMMITTEE MEMBERS:

V. Reverend David S. MaHaffey
Diocese of Philadelphia and
Eastern Pennsylvania

David M. Yeosock, PE, Chairman
Diocese of Philadelphia and
Eastern Pennsylvania

Soliciting New Committee Representatives
from Metropolitan Council
Melanie Ringa, OCA Treasurer
Orthodox Church in America
Chancery Liaison

RESOURCES:

The primary resource for the FDC will originate from an invigorated umbrella gift giving organization which will act “to articulate a compelling vision and plan for funding the outreach ministries of the Church and other Church needs.” An Advisory Board (not restricted to MC members) would formulate the “case” for funding and train solicitors in the fundraising strategy. Donors, in turn, would be cultivated and solicited to provide earmarked and sequestered funds for individual ministries.

PROJECTS SINCE LAST AAC:

The FDC, in its current inchoate form, has primarily worked to define its Charter and put forth a Vision for consideration. The FDC, not charged with actual solicitations, is a part of a step-wise approach to creating a process which will be formulated as a working document in conjunction with Strategic Planning and the outcomes from the 16th AAC.

FUTURE PLANS:

At this juncture, we are seeking volunteers to the FDC from the MC and posit the vision of the Fellowship of Orthodox Stewards for consideration:

“Invigorate an umbrella gift giving organization as a means by which the faithful of the Orthodox Church in America would be encouraged to use their time, talents, and their treasures for the building up of the Church in North America. The new organization will, in the coming decades, encourage and solicit support for youth ministries, humanitarian aid, pastoral life, communications, Church growth and evangelism. Donors would be cultivated and solicited to provide earmarked and sequestered funds for individual ministries.”

COMMENTS:

His Beatitude, Metropolitan JONAH along with Diocesan Hierarchs from the OCA blessed the formation of a Financial Development Committee (FDC) to begin the process of evaluating an effective stewardship program for the OCA. The committee members elected a Chairman and began the task of future planning during the Spring Joint Meeting of The Holy Synod and the Metropolitan Council conducted May 4st thru 5th in Chicago.

An open format discussion including the cursory fundamental principles of fund raising was presented in the Spring 2011 Holy Synod/ MC Joint Meeting. Rather than re-inventing a program, the preliminary fundraising model was gleaned from St. Vladimir’s Seminary and other charitable institutions and their experience in this arena. Furthermore, the question of the revival of the Fellowship of Orthodox Stewards (FOS) or the need to establish another such foundation to attract funds was discussed. In either configuration, an Advisory Board would formulate the “case” for funding and train solicitors in the fundraising strategy. The solicitors, in turn, would employ one or several vehicle(s) of gift giving commitment. The solicitors (clergy and lay spokespeople) would then acknowledge the gift or commitment, its receipt, and its subsequent renewal and increase on an annual basis. In all, the solicitors would tap into their own spiritual and inner gifts such as: listening, perspective, hope, championing, technology, context, inclusion and love.¹

Members of the Committee are soliciting comment, volunteers and will be available to answer any specific questions about the proposed future actions of the FDC.

Respectfully Submitted

February 1, 2012

Report of the Finance/Investment Committee
Metropolitan Council Meeting
Spring, 2012

See Treasurer's Report.

Report of the Human Resources Committee
Metropolitan Council Meeting
Spring, 2012

Verbal Report to be given during session.

ORTHODOX CHURCH IN AMERICA

AUDIT COMMITTEE OF THE METROPOLITAN COUNCIL

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

c/o 451 Madison Avenue
Jermyn, Pennsylvania 18433

February 9, 2012

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

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

Over the past six to nine months the Audit Committee has been focused on the reporting to the All-American Council in Seattle, however we did perform detailed audit work in support of St. Tikhon's Monastery and Bookstore, and STS Press (which is owned by St. Tikhon's Monastery). In addition, we have looked at the financial statements of both St. Tikhon's and St. Vladimir's Seminaries, and found both on solid financial footing.

Both Seminaries, as is true of most institutions within and outside the Church, are experiencing restricted cash flow from a downturn in contributions and the downturn in income from endowments and investments. This situation is not expected to improve over the next few years. Although legally the seminaries are independent bodies, the financial support of the Church (either directly from the faithful or through the various Diocesan and Central Church structures) is critical to their continued success.

The Committee would recommend the Holy Synod of Bishops and/or the Metropolitan Council perform a study of pastoral needs for the next 15-20 years. Such a study should include both retirement data, particularly average age of retirement, mortality data on priests who die while in active ministry, and projected growth through missions or parish revitalization, as well as current ages of those in active ministry. Such data, combined with non-pastoral needs (such as music, Christian Education, and Chaplaincy) could then be utilized to project seminary needs over the next decade. Any discussion of revisions in funding mechanisms should include these most prominent of Church institutions.

The other significantly pressing issue is that of defining the purpose of stavropegial institutions, and their relationship to the Holy Synod of Bishops and the Central Administration. Due consideration should be to return most monastic communities to the dioceses, with the notable exception of St. Tikhon's Monastery. St. Tikhon's Monastery was founded when the Church in North America was one diocese of the Russian Orthodox Church, and as such is a legacy to all dioceses. Its status as stavropegial should

be continued. The relationship of stavropegial institutions to both the Metropolitan and the Central Administration should be clearly defined and memorialized through stand-alone agreements, or through modification of the governance documents of the particular institution. Of particular note is the degree to which financial interaction will be permitted. In order to avoid past perceived abuses, the process for encumbering monastery property and any restrictions on the use of monastery cash flow should be clearly established.

The Committee expects to continue to validate the accounting reports generated from the Central Administration and to review the internal controls within the Chancery.

The only continuing item from prior reports is the ongoing resolution of the property ownership and corporate structures at St. Tikhon's Monastery, Seminary, and Orphanage. While a plan for transition of property title has been underway for some time, this project remains uncompleted. If at all possible, the plan should be brought to a swift conclusion.

On a personal note, I will not seek re-appointment to the committee for a subsequent term. Over the next three years, God willing, I hope to be ordained to the priesthood, graduate from seminary, and begin parish ministry. My focus needs to be fully devoted to the people for which I will be entrusted with their care. I am thankful for the opportunity to serve the Church in this capacity, and hope that perhaps I will be allowed to serve again. I would urge the Metropolitan Council to consider re-appointing the other Committee Members as they desire. I am confident that such re-appointment will provide the opportunity for fresh insights as well as continuity of purpose.

For the Committee, In Christ,



Dn. Martin D. Watt, CPA
Chair

Report of the Internal Governance Committee
Metropolitan Council Meeting
Spring, 2012

This report will be during executive session.

Report of the Legal Committee
Metropolitan Council Meeting
Spring, 2012

This report will be during executive session.

Department of Christian Education (DCE): Projected Work for 2012

Parish Ministries Conference July 2012 in Washington, DC

A cooperative effort with the Dept. of Christian Service and Humanitarian Aid and Dept. of Music and Translations, following up on the successful conference in 2010, this gathering will offer workshops describing various forms of ministry as well as family life within the Church. This is in keeping with the SP goals and objectives of supporting personal/family formation, encouraging sacredness of life work, and developing outreach ministries and active service to others.

Revised *Orthodox Faith Series* (sometimes called “Rainbow Series”)

Fr. Thomas Hopko has asked the DCE to provide accompanying pedagogical materials, particularly discussion questions, for these popular handbooks on various aspects of Orthodoxy. Such questions and materials work toward the SP goal of supporting personal formation, by encouraging readers to know the faith better and to examine their own place in the Church.

Weekly Downloadable Bulletin Inserts

These one-page inserts offer insights into a Scripture reading or saint’s day within the week, often by relating them to current events, books or movies. They are being used as formative materials by families and Bible study groups as well as church schools, in keeping with SP goals of formation.

Cooperative Efforts with OCEC and with Other Jurisdictions

DCE members lead, coordinate and present at the Orthodox Christian Education Commission (OCEC) teacher training workshops and attend the annual OCEC meetings. They also present at the annual Orthodox Institute for teachers offered by the Antiochian Archdiocese. The DCE now co-sponsors this event with the Greek Orthodox Archdiocese’s Department of Religious Education. In addition, members are frequently asked to be presenters and speakers at workshops and conferences offered by other Orthodox jurisdictions. These efforts support the SC goal to nurture strong inter-Orthodox relations.

Website Materials

Study units of basic topics (monasticism, the Pascha and Nativity seasons, etc.) are written for five age levels from 4 years to 18 years and over, so that families can discuss them together. The three Activity Books (downloadable for free) with stories, iconographic portraits, photographs, maps, activities and puzzles related to the lives of saints are being used by families as well church schools. Various resources for teachers and parents on the website also contribute to personal and family formation.

In cooperation with the Department of Music and Translations, the DCE will undertake the creation of a mini-unit about the lives of Orthodox composers for church school students, who will then sing some of the compositions of each one they have learned about.

Conferences, Workshops, Activity Booths and Articles

In addition to teacher training and catechetical workshops, the DCE offers retreats and faith-formative conferences. One example is “In the Beginning”, a conference in which participants learn how the Book of Genesis is basic to our vision of God and to our understanding of what it means to be His creatures. For each issue of the periodical *The Orthodox Church*, the DCE provides an article on various aspects of teaching and faith formation. These articles often make their way into Diocesan newsletters and websites.

The DCE has prepared and provided children’s activities for booths at the STS Memorial Day Pilgrimage and SVS Education Day. These are enjoyable ways of contributing to children’s faith formation as well as that of their parents, who often accompany them in the activities.

**OCA DEPARTMENT OF CHRISTIAN SERVICE AND HUMANITARIAN AID (CSHA)
SUMMARY REPORT – JANUARY 30, 2012**

CSHA welcomes the new triennium and the clarification of roles for OCA Church Ministries. We are in a period of rebuilding and an active search for candidates to join with us in the compassionate work of parish and charitable outreach ministries (~four new members needed). Rebuilding the department with human and financial resources will enable us to collaborate more effectively on every level of Church life and fulfill our commitment to serve those in need.

Resource Handbook for Ministries (RH)

- RH Editor Arlene Kallaur continues to gather ministry articles for oca.org posting.
- A major RH review and update has begun in response to requests from within the department, from the Strategic Planning Committee and Web Team, and in feedback from readers; we hope to develop new communication measures to make the RH accessible to a broader audience.

Compassion in Action: Parish Ministry Training (CiA)

- CiA, a collaboration of CSHA and Institutional Chaplaincies, was formally introduced to the Church at the 16th AAC.
- Development Kit is in final edits, will be submitted to Lesser Synod and Chancery for approval.
- Our modest 2012 budget will support production of the Development Kit, mentor training and parish visits.
- Parishes who participated in 2010-2011 CiA introductory presentations and those that have approached us are being considered for Pilot Programs in 2012.

Ministry to Persons with Disabilities and Special Needs

- Discussions with the OCA Web Team are promising for a 2012-13 update to parish directories.
- CSHA has an interest in a future Pan-Orthodox collaboration to increase ministry to the disabled.

Partnership with Humanitarian Organizations and Pan-Orthodox Ministries

- **International Orthodox Christian Charities (IOCC) and Church World Service (CWS):** promotion of their programs, i.e. CROP Walks and Gift of the Heart Kits. CSHA member, Arlene Kallaur, is one of two OCA reps on the CWS Board.
- **Orthodox Christian Prison ministry (OCPM):** CSHA is committed to promoting OCPM's ministry.
- **FOCUS NA:** continue meetings and conference calls for mutual support in Mt 25 ministries.

CSHA and OCA Dioceses

- Build on 2009-11 Diocesan Assembly visits to strengthen service ministries throughout the OCA

Communications

OCA Website: oca.org is valued, especially for access to the Resource Handbook.

E-mail Ministry Updates: CSHA uses csha@oca.org for general messaging and for ministry updates.

The Orthodox Church (TOC): CSHA will submit ministry news and articles w/ hopes for print space.

New Initiatives:

2012 Parish Ministries Conference

Discussions are in progress with Christian Education and Liturgical Music for a Washington, DC PMC.

CSHA Website: Arrangements made with Orthodox Web Solutions to develop a CSHA website in 2012.

Social Media Networks: As CSHA rebuilds, social networking will be initiated.

Alignment with Strategic Plan's Top Goals

Of the current eight Top Goals of the Strategic Plan, six have references to major or minor Christian service and charitable outreach objectives and initiatives.

1) Parish Development:

- Active service to others w/ development of "best practices"
- Involvement of Youth and College age in service retreats and soup kitchens

2) Diocesan Revitalization:

- Joint service programs as a way to strengthen the bishop-clergy-laity bond
- A call for grassroots diocesan ministry networks
- A recommendation for utilization of the OCA Resource Handbook for Mt 25 ministries
- Example of a *diocesan-level outreach program* is CiA as planned by Diocese of Washington, DC
- Pioneer a major project that utilizes local and federal government grants

3) Continuing Education:

- Establishment of Diocesan based ministry boards to facilitate and train for lay ministry
- Develop syllabus of Cont. Ed. For laity from RH and parish ministries conferences

4) Youth and Young Adults:

- Periodic diocesan gatherings, some service-focused
- Outreach/Service camps

5) Contemporary Issues

- Encouragement of "Sacredness of Life" work. [see RH articles for Zoe, Martha/Mary House, Pro-life groups, follow up to CSHA 2007 Bioethics Colloquium w/ Orthodox Theological Soc. of Am]

6) Inter-Orthodox Relations:

- Increase cross-jurisdictional events, groups, organizations; one example is Philanthropic/service oriented events

In 2012-14, CSHA will cultivate *Relationships with Dioceses and Parishes* for mutual benefit and sharing in service ministries:

- Continue to offer resource materials and resource people through in-person visits, conferences and retreats, and through improved tech communications
- Continue and expand partnerships with Pan-Orthodox organizations
- Update the RH
- Promote the use of internet links from diocesan and parish websites to the RH
- Identify and celebrate successful parish and diocesan ministries by adding them to the RH
- Encourage diocesan-level charitable outreach programs
- **PRIORITY:** *Identify Christian Service leaders in all dioceses to establish a viable and interactive ministry network*

**Summary Report for the
Department of Evangelization
Orthodox Church in America**

Priest John Parker, Chair

Since assuming the role of Chair effective October 2011, I have been working on the following:

1. Reviewed and recommended 2012 applications for the Church Planting Grant. Distribution is under way, and various news and reports from the missions are beginning to come in with the new year. One is working on a particular feature for TOC Magazine, as coordinated by Fr John Matusiak.
2. Fact-gathering and listening mode with hierarchs and clergy around the OCA, in an attempt to discern in what ways this Department can and should serve dioceses (i.e. what is a National Church concern for cheerleading, support, and rallying, and what is better left alone at the Diocesan level). Informal and formal discussions so far with His Beatitude, our Metropolitan Jonah; their Graces Bishops Benjamin, Alejo, and Michael; Fr Chad Hatfield, and various chancellors, deans, and clergy.
3. Speaking events at SVOTS, namely a Forum with the Seminarians' wives on the challenges of a mission parish on a clergy family and a Public Lecture on The Realities of Life in Orthodox Missions (January 30, January 31, 2012).
4. Numerous interviews and articles on oca.org. Upcoming feature article in TOC.
5. An active Departmental Podcast on Ancient Faith Radio
<http://ancientfaith.com/podcasts/lordsendme>
6. Plans established to visit Bp Alejo in Mexico (end of March/beginning of April) to learn first hand of the mission work there, with an aim towards a unique Missions Grant mid-to-late 2012 or in the year 2012
7. Preliminary discussions with Department of Youth and Young Adult ministries as to inter-departmental cooperation as a missionary presence at a major Protestant Summer Music Festival.

Upcoming needs/goals

1. Discussion with each diocesan hierarch: "In what way(s) can this Department serve you and your diocese?" and "In what ways can the shining stars of your Diocese assist this department in serving others in the wider OCA?"
2. Need a list from each bishop:
 - a. Who is your diocesan star in Church Planting/Missions oversight?
 - b. Who is your diocesan star in Parish Revitalization?
 - c. Who is your diocesan star in taking parishes from their current stage in parish growth to the next?
 - d. Who is your diocesan star in preaching the Gospel?
 - e. Who is your diocesan star in effectively evangelizing Non-Christians?

3. I need to sort through the oca.org Departmental page and begin to build/(re)establish a current and active departmental team.

Thank you for this opportunity to serve our Lord Jesus Christ in our Orthodox Church in America.

Respectfully Submitted on January 31, 2012

Priest John Parker

January 2012 Department Report

[Institutional Chaplaincy Department]

1 DEPARTMENT MANDATE

The Department of Institutional Chaplaincies supports the ministry of full and part-time hospital, hospice, long-term care, prison, fire, police chaplains, and those in other settings.

The Orthodox Church in America is a member of the Commission for Ministry in Specialized Settings (COMISS Network) and endorses chaplains to serve in specific institutional settings and toward certification with the Association of Professional Chaplains (APC), the Association for Clinical Pastoral Education (ACPE), and the College of Pastoral Supervision and Psychotherapy (CPSP).

Archpriest Steven Voytovich serves as the Department's Director, supporting the formal endorsement process for institutional chaplains and facilitating dialogue among those ministering in a variety of institutional settings.

His Beatitude, Metropolitan JONAH is the Orthodox Ecclesiastical Endorser for OCA clergy and laypersons who are clinically trained and serving as institutional chaplains, and recommendations for endorsement are initiated by this department.

2. DEPARTMENT MEMBERS & RESOURCE PEOPLE

Chair: V. Rev. Dr. Steven Voytovich
Members: V. Rev. John Maxwell, Frs. John Brown Paul Fetsko, Alexandre Ioukliaevskikh, Michael Medis, Timothy Hasenecz, Dn.s Timothy Jones, David Neff, Sarah Byrne, Elaine Mayol, Mark Anderson, Larisa Waya

Resource People: V. Rev. Theodore Boback
V. Rev. Sergei Bouteneff

Website: www.orthinc.org

3. BUDGET REVIEW

- 2011 Budget: \$6,000 stipend, \$6,200 expenses
- 2011 Budget Actual: \$6,000 stipend, \$9,334 with expenses

4. PROJECTED FUTURE INITIATIVES

- As of last week, the Orthodox Church in America is represented in the following ways:
 - Fr. Steven was elected the Chair of Association of Religious Endorsing Bodies
 - and member-at-large of COMISS Network (see separate taxonomy)
- Complete Compassion-in-Action program with CSHA Department to empower laypersons to engage in ministry and mentoring skills among the clergy with the support available through those who have received clinical training in ministry represented by our institutional chaplains.
 - The first portion of this program is nearly complete as of the writing of this report.
- We also anticipate another joint conference of institutional and military chaplains to further our involvement in the greater pastoral care and counseling communities (likely 2013).
- A first intentional Episcopal visitation of our institutional chaplains in their ministry settings occurred in September, 2011. It is hoped that with this developmental step, our bishops, assisted by this department, can make similar visitations to our institutional chaplains.
- Efforts need to be continued to search out other arenas of pastoral caregivers that might be supported by this department and interaction with those engaged in institutional chaplaincy in our sister jurisdictions.
- Support the Strategic Plan:
 - Our chaplains can assist with clergy continuing education; seminarian training
 - CiA Program will assist parishes in engaging in ministry development
 - Represent our OCA in the greater pastoral care and counseling arena

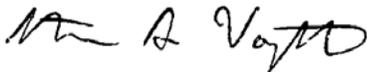
5. COMMENTS

This year our department reviewed four applications for five year peer review, celebrated one newly certified chaplain, one changing positions, and made one institutional visitation. In addition to AREB/COMISS meetings, Fr. Steven attended the International Congress for Pastoral Care and Counseling (ICPCC) held in Rotorua, New Zealand.

The Institutional Chaplaincy Department has only been fully formed as of about 2006 after first being established as an office in 2003. Even before forming, chaplaincy components were incorporated into the development of the original Seminarian Internship Program in 1999. We are grateful for the opportunity to form in order to support Orthodox Christians interested in pursuing institutional chaplaincy, to support ministry in parish and diocesan settings, and to represent the Orthodox Church in the greater pastoral care and counseling community nationally and internationally, bearing witness to our strong tradition of pastoral caregiving.

To date, we remain the only Orthodox jurisdiction that has taken formal steps with respect to institutional chaplaincy. Much more work needs to be done to raise awareness of this role in and beyond Orthodox parish and diocesan life. Metropolitan JONAH remains the formal endorser for institutional chaplains. It is hoped that eventually institutional chaplaincy will follow military chaplaincy in being represented in some fashion under the Assembly of Orthodox Bishops to present one united Orthodox witness to the greater pastoral care and counseling community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'The V. Rev. Dr. Steven Voytovich'.

The V. Rev. Dr. Steven Voytovich, Director
Department of Institutional Chaplaincies

Department of Liturgical Music and Translations Orthodox Church in America

Music Settings for Liturgical Services

- a) Since January, 2002, the Department of Liturgical Music and Translations has produced “downloadable” sheet music on a weekly and seasonal basis for the “Liturgical Music Downloads” section of the OCA website. Over 3,700 pages of sheet music have been posted on the website and is currently available for free download. Music available includes troparia and kontakia for every day of the liturgical calendar, music for the Vigil and Divine Liturgy for the major feasts of the church, music for Vespers for the Sundays of Great Lent, the Resurrection Octoechos, and the Akathistos to “Our Lady of Sitka. ” The service (music setting of all sung parts plus texts of prayers and litanies) for the Burial of a Priest has been completed and posted on the website. The Department is now in the process of preparing similar collections for the services of Baptism, Matrimony, and various services of prayer and thanksgiving (Moleben).

Texts for Liturgical Services

In 2011 a total of 181 liturgical services containing the so-called propers of Vespers, pointed to be sung according to the Common Chant, was posted on the website. Approximately the same number will be posted in 2012. 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 during Lent and the services of Holy Week.

Tutorial for the Study of the Eight Tones

The first part of a self-tutorial for the learning of the Church Tones, including both the Obikhod (Common Chant) and Kievan “melodies” used for the singing of the *stichera* is now completed and will be posted on the website, beginning in February. The scheme of the tutorial is to break down each tone and identify its musical phrases. The sequence for the proper use of the melodic phrases is fully explained as well as the “formula” (intonation pattern, the recitation pitch of the body of the phrase, and cadence) for each melodic line. Phrases are illustrated with musical and textual examples and recorded demonstrations of the written examples, sung by a small choir. Parts II, III, and IV will concentrate on the *prokeimena* and *psalm verses*, *troparia*, and *kanons*.

On-line program

The Department of Liturgical Music will inaugurate an on-line program in Orthodox liturgical music, open to anyone who desires to learn about choral conducting, liturgical chanting and choral singing. This on-line program will provide a structured curriculum with the purpose of enhancing and improving the level of liturgical singing in the Orthodox parish. The program will be inaugurated in September with two courses, Fundamentals of Music and Basic Choral Conducting. Beta testing of the two courses will occur in late spring.

Music for the Church School

The Department of Liturgical Music, in cooperation with the Department of Christian Education, is in the planning stages for the production of a series of materials that will acquaint our young persons with the liturgical, poetical, and musical forms that are used in our liturgical services. The materials will include biographies of our hymnographers and examples of the hymns which they created together with an historical, theological, and poetical explanation. These hymn texts will also be provided with music (using a variety of traditional chants as well as new compositions) for actual singing both in the classroom and in the actual church service.

Joint Conference

Currently being investigated is the possibility of a second Parish Ministries Conference, sponsored by the Departments of Christian Education, Liturgical Music and Translations, and Christian Service and Humanitarian Aid. Ways to also incorporate the Youth, Young Adult and Campus Ministry and the Deacon's Training Program are also being considered.

David Drillock, Chairperson
Department of Liturgical Music and Translations

February 6, 2012

Report of the Department of Pastoral Life
Metropolitan Council Meeting
Spring, 2012

No Report. Need appointment of chair.

DEPARTMENT OF YOUTH, YOUNG ADULT, & CAMPUS MINISTRY SUMMARY REPORT

The YYACM department has much going on and many plans for the next 1, 3, & 5 years, much of which aligns with the Strategic Plan for youth work in the OCA. A summary outline of current work and future initiatives, and the way that they align with the Strategic Plan is below. The current YYACM department chair has been actively working with the Strategic Plan Working Group on youth, in an effort to align all departmental work with the action items mandates by the 16th AAC, including weekly conference calls with the group members, and the Strategic Planning Committee head, Fr. John Vitko. The SP group has chosen projects #1 (Create & Viral Outreach Network) & #2 (Build an organization within the Church that focuses on youth) as items to immediately focus on for the upcoming years. Also, it is of note that all of these initiatives are also in line with assisting the Episcopal Assembly working group on youth work in the Americas.

- **COMMUNICATION & MEDIA OUTREACH**

- Wonder Blog

- Mr. Andrew Boyd continues his excellent work with the young adult “Wonder” blog. The department plans to upgrade this incredible resource by moving it from the current public hosting on Wordpress.com to a private server on a native Wordpress installation. This will allow Andrew the freedom to expand the publication at a reduced cost, as well as room for a PDF archive that can integrate with the upgraded YYACM pages on the OCA.org website.

- Website Update

- Working with the OCA web team, the department plans to see the badly outdated YYA pages on the national website upgraded and enhanced for easier use for our youth and youth workers. All existing content from the HUB containing several outstanding articles and “how-to” guides to youth and camp work will be brought forward for the use of diocesan and local youth coordinators. This will also help facilitate advertisement of all OCA youth activities and camps, as well as FOCA events, and larger Inter-Orthodox group such as OCF & EOCS.

- Facebook, YouTube, & Podcasts

- In an effort to reach the youth through the mediums best suited to them, the department plans to see a better Facebook presence, as well as using YouTube and podcasting to feature monthly videos and interviews that would be of interest to youth and youth workers.

The above efforts line up with the strategic plan for youth project #1.

- **ORGANIZATION & RISK MANAGEMENT**

- OCA Youth Organization

- The department plans to focus on assistance to diocesan, regional, and local youth and camp programs by working to enhance communication and networking between them, as well as to help them to train and build up local youth and camp workers. The initial phase of this initiative involves communicating with the

diocesan chancellors & deans to find out who is doing youth and camp work in their respective dioceses and attempting to put in place a simple tiered network of youth workers, with the eventual goal of a youth coordinator in every diocese, deanery, and parish.

- Risk Management

- The department plans to see a national risk management effort put into place and practice that would help local youth ministries and camping ministries achieve 100% compliance in running their background checks, and in being trained on minimizing the risk of sexual, physical, and verbal abuse at any OCA youth programs. This would include a new initiative to audit all camp programs for basic compliance with the Sexual Misconduct Policy set forth by the Holy Synod and Metropolitan Council. The initial phase would begin this camping season, with publication on the YYACM web site and the distribution of a standardized “best practices” for all of our camps and youth programs to follow, with the eventual second phase of making the practices mandatory for all endorsed youth & camp programs in our OCA. The second phase to be put into effect in 2013 would include a national background check site for all of our camps and youth programs to use to screen their youth and camp workers. We firmly believe that by both giving our volunteers the obligation and the tools they need to comply with it will help to achieve 100% compliance with this initiative.

The above efforts line up with the strategic plan for youth project #2.

- YOUTH OUTREACH

- Cornerstone Project

- As a part of our ongoing outreach to all youth, including those outside of the OCA, with the the department plans to sponsor a vendor booth at the Cornerstone Music & Arts Festival in Illinois again this July. In cooperation with other departments and local parishes, the booth will be staffed with department members and local college age youth to hand out materials and books about Orthodoxy to the 30,000-40,000 attendees at the festival, as well as to hold daily services and a Divine Liturgy at the end of the festival. We also plan to get a group of high school and college age youth to attend the festival this year, to gain experience with evangelism and relationships with other youth.

Respectfully Submitted,



Subdeacon Luke Beecham
Chair, Department of Youth, Young Adult, & Campus Ministries

Report of the Pension Board
Metropolitan Council Meeting
Spring, 2012

This will be a verbal update by Fr. Gleb McFatter.