



**Metropolitan Council Meeting**  
**Spring 2012**  
**Officers' Reports**



**Meeting of the Metropolitan Council  
February 21 to February 23, 2012  
Officers' Reports  
Table of Contents**

1.	Chancellor's Report	Archpriest John Jillions
2.	Secretary's Report	Archpriest Eric G. Tosi
	A. Communications Update	Ginny Nieuwma
3.	Treasurer's Report	Melanie Ringa

The Orthodox Church in America  
Metropolitan Council  
February 21-23, 2012

Chancellor's Report

Relationships. Stable administration. Overcoming negativity. When I first applied for the Chancellor's job these were the three goals I set out in my letter of application and they have been the basis of my work ever since.

*1. The primary aim will be to create a good, trusted working relationship with the Metropolitan, the Holy Synod, the Metropolitan Council, OCA officers and Chancery staff, Diocesan Chancellors, Seminary Deans, Military Chaplains and directors of the various OCA Departments and Commissions*

This is a "soft" and somewhat intangible goal, but nevertheless it is fundamental for everything else. My main focus in October-December 2011 was to become a trusted advisor to the Metropolitan while at the same working as a bridge between him and the Holy Synod, since it was obvious to everyone that there had been a disastrous breakdown in trust. While there remains serious work to be done to rebuild that trust I think that we've had a good beginning. His Beatitude acted courageously at the AAC and then followed through with his commitment to seek some help. The results of that remain personal and appropriately confidential to the Metropolitan and Holy Synod alone, but I can assure you that bishops are working closely with His Beatitude to ensure that there is no repeat of the disasters of the previous three years. Others will have to judge for themselves over time, and there is still much skepticism, but I am cautiously hopeful and believe that we have turned a corner.

I've been working on the other relationships as well. In the first place, the Chancery officers and staff are a superb team. I am constantly impressed by how much they do to keep the administrative life of the OCA on track. I've had a steep learning curve and I wasn't burned as they were by the experience of the last three years. That colors my approach and decision-making, but we consult extensively with vigor and honesty, at times "agreeing to disagree" and above all aiming to "preserve the unity of the spirit in the bond of peace."

Including the dioceses more in the work of the OCA as a whole is crucial. This was the main goal of the recent meeting of Diocesan chancellors and treasurers in Syosset. This is also a relationship question. I have also been very pleased to have invitations from a number of dioceses to participate in their assemblies, diocesan councils, pastoral conferences or meetings of deans. My hope is to visit every diocese in some fashion like this at least once every year (the other officers have attended diocesan events and also welcome the invitation to do so). The diocesan leadership has in some ways been sidelined by the structures we have inherited in the current OCA Statute and thought should be given to revisions that overcome this disconnect without losing the bishops-clergy-lay balance that is one of the hallmarks of our OCA life and identity.

In these first few months I've also had the opportunity to meet with the leadership of our Departments (most of them), seminaries (St Herman's was a conference call), St Tikhon's Monastery and the military chaplains.

*2. Build a stable and effective administration to support the dioceses, parishes, seminaries, monasteries and other church institutions in their direct pastoral work.*

The message I've heard from various parts of the OCA regarding administration is that we all—at every level of church life—need to be clear about 1) priorities and 2) what belongs where. Thus, every current and proposed activity needs to answer two sets of questions:

What level of priority?

- must it be done?
- should be done?
- Would it be nice to do?

Where does it belong?

- Episcopal Assembly
- OCA
- Diocese
- Deanery
- Parish

*3. Work at overcoming a culture of negativity by reminding everyone that the OCA's vision is life-giving. Its bishops, priests and deacons continue to serve, the mysteries are being celebrated, people are being tended to, the people themselves continue to pray and serve Christ and their neighbor in an inspiring variety of ways, spiritual life is maintained and many parishes are very much alive.*

This too is a “soft” goal, but equally important in my opinion. As one of our priest's wives reminded me at the AAC, and then again at the DOS Pastoral Conference, every one of our parishes has “miracle stories”: how the church came to be built, how people discovered the faith, why they stayed, prayers answered, unexpected grace in times of suffering and sorrow. But our parishes and people are also asking and facing hard questions. That too is a miracle. These need to be heard and shared to build each other up. This will be part of the aim of starting a “Chancellor's Diary” on [www.OCA.org](http://www.OCA.org) in April.

**Two additional goals have emerged since October.**

*4. Move step-by-step toward a reduction of OCA assessments and introduction of proportional giving throughout the church.*

The current funding mechanism is not working for the good of all and is not sustainable. As the Diocesan Chancellors and Treasurers were told at our meeting in January, in looking for solutions nothing can be off the table. Everything can and must be examined. There are no sacred cows, including the chancery property itself (I asked Fr Gleb McFatter, chair of the MC's Finance Committee to give us the go-ahead to update the appraisal on the property and Melanie Ringa is taking that forward now). But all steps must be taken rationally and in light of what is best for the OCA as a whole. As my job description states, the Chancellor "... *acts to maintain the organizational integrity and further the growth of the Church.*"

5. *Ensure that the OCA is doing everything it can to prevent and address pastoral misconduct.*

This includes as the top priority the appointment of an experienced professional to direct the Office of Sexual Misconduct Allegations (which should be broadened to include pastoral misconduct.) The current ad hoc system is untenable, even with expert consultants advising. A professional with counseling and investigative skills and experience is needed to ensure that investigations are handled thoroughly and that preventative measures and training are provided at every level of church life. In addition, while the Chancellor must remain involved in oversight of the Office, without a coordinator the current demands of the office mean that other important aspects of the Chancellor's position cannot be addressed adequately.

I would estimate that around 75-80% of my time is taken up by misconduct-related matters. This is due to the complex nature of these cases and not to their huge numbers. To give an example: two new cases (both concerning alleged abuse of minors who are now adults) came to light on December 22-23. On those two days alone there were 61 emails about those cases. One of them has generated 613 emails from 12/23/11 to the present.

There are currently four cases being actively investigated; one final report is being written. There is one potential investigation to be opened concerning allegations from the past. This small number must be set against the total number of around 700 clergy we currently have serving in our parishes. However, I would not want this to be misunderstood as minimizing the problem. Over the last ten years there have been around forty cases, which puts the OCA only slightly better than average in comparison with other churches. The Sexual Misconduct Policy Advisory Committee is strongly recommending that how these past cases were handled needs to be thoroughly reviewed.

I can only see the demands of the Office increasing as more cases come forward, review of past cases begins, guidelines for conduct of investigations are written and proper training is initiated in every diocese for Response Teams, clergy, seminarians and parishes. This is time-consuming and complicated work. As the OCA's General Counsel has advised on numerous occasions, and most recently today in reference to one of our Response Teams,

“...every RT needs to keep the entire RT *as well as the professional consultants* not only apprised of what has happened, but *up to date with plans for what will happen*. The consultants are made available to provide needed assistance to non-professionals in an investigation having many tricky, sophisticated facets of an esoteric nature; investigations, especially of this sort, are marked by subtleties that cannot be identified by the untrained person. The question whether something is a professional question is itself a question for the relevant professionals to answer. Plans, as well as results, need to be a joint effort to the extent an investigation is to be done with diligence sufficient to pass muster by third parties.

In view of such requirements it is incumbent upon the OCA to have a professional at the helm of these matters with full decision-making authority to pursue investigations, to train Response Team members and to take whatever actions are needed to protect children and adults from abuse.

We are blessed with remarkably giving consultants who have contributed thousands of hours to SMPAC and the Response Teams. The apparent ignoring of their repeated advice has often frustrated them. But I must underline that the current system, with the chancellor running the Office, the appointment of Response Teams made up usually of clergy and laity without experience in this area and depending on ad hoc consultant advice is inefficient and duplicative. And it depends too much on too few consultants. The GC has the MC's Legal Committee to advise him at least. But Bernie Wilson is currently the sole consultant investigator and Dr Nikita Eike is our sole mental health consultant. The Office not only needs to appoint a full-time coordinator, it also needs to expand the number of consultants it draws upon.

Concurrently, to address potential problems from the beginning, we are working at implementing the new Holy Synod guidelines for ordination and reception into the ranks of the clergy. These require that every candidate (including previously ordained clergy transferring into the OCA) have a complete portfolio of documents, including a police background check and a psychological evaluation. These must be on file in the Chancery and approved by at least one bishop before any candidate is ordained or received.

**I have put this goal as number 5 in the list but in my opinion it is the single most important goal that must be addressed for the spiritual and administrative health of the Orthodox Church in America.**

Attached below are two appendices covering my itinerary since starting in October 2011, a brief list of some future events I will be attending (through June, 2012) and the Chancellor's job description.

Fr John A. Jillions  
Feb 18, 2012

## **Appendix 1**

### **1) Chancellor's Itinerary October 2011-February 20, 2012**

#### **2) Looking Forward**

## **October**

19 Syosset

20 Syosset; St Tikhon's Seminary (Board)

21 St Tikhon's Seminary

22-24 Ottawa (23 Brockville, ON: Holy Ascension Greek Orthodox Church)

25-26 Ottawa; Washington DC

27 Syosset

28 Ottawa

29 – Nov 6 Seattle (AAC; attended Assemblies DOW and DOS)

## **November**

7 Ottawa

8 Ottawa; to Syosset

9 Syosset

10 Syosset

11 Syosset

12-13 Ottawa (13 Brockville, ON)

14 Ottawa; to Syosset

15 Syosset

16 Syosset; Crestwood, NY St Vladimir's Seminary (Board)

17 SVS

18 Syosset

19 Syosset; Ottawa

20-21 Ottawa (Feast of Presentation)

22 Ottawa; to Syosset

23 Syosset

24 (Thanksgiving) St Sergius Chapel

25 (Holiday) Baptism of nephew at St Sergius chapel

26 (Holiday)

27 Brockville, ON; Ottawa

28 Ottawa

29 Ottawa; to Syosset

30 Syosset

## **December**

- 1 Syosset
- 2 Syosset
- 3 Syosset; Ottawa
- 4 Ottawa
- 5 Ottawa
- 6 Ottawa (St Nicholas); to Syosset
- 7 Syosset
- 8 Syosset
- 9 Syosset, Lesser Synod
- 10 NYC (OCA-ROCOR celebration); Ottawa
- 11 Brockville, ON; Ottawa
- 12 Ottawa
- 13 Ottawa (St Herman); Syracuse
- 14 San Francisco (DOW Council)
- 15 San Francisco
- 16 San Francisco; Syracuse; Ottawa
- 17 Ottawa
- 18 Ottawa
- 19 Ottawa; to Syosset
- 20 Syosset
- 21 Syosset
- 22 Syosset
- 23 NYC (terminal illness of mother-in-law, Alice Melligon)
- 24 NYC
- 25 Christmas (Rahway, NJ)
- 26 NYC
- 27 NYC (repose of Alice Melligon)
- 28 NYC
- 29 NYC
- 30 NYC (funeral)
- 31 Ottawa

## **January 2012**

- 1 (Sunday) Ottawa
- 2 (Holiday) Ottawa
- 3 Ottawa; Syosset
- 4 Syosset
- 5 Washington DC (Eve of Epiphany, St Nicholas Cathedral)
- 6 Syosset (Epiphany)
- 7 Syosset
- 8 (Sunday) Syosset
- 9 Syosset
- 10 Syosset; NY-NJ Diocesan Center; Ottawa
- 11 Ottawa; to Syosset
- 12 Syosset; NYC Russian Consulate reception

13 Syosset  
14 Syosset  
15 (Sunday) Syosset  
16 Syosset, OCA Department Heads  
17 Syosset, Department Heads; Diocesan Chancellors and Treasurers  
18 Syosset, Chancellors and Treasurers  
19 Syosset, briefing on Military Chaplains  
20 Syosset  
21 Syosset; to Washington DC  
22 (Sunday) Washington DC (St Nicholas Cathedral)  
23 Washington DC, March for Life  
24 Syosset  
25 Syosset  
26 Syosset  
27 Syosset  
28 Syosset; Brooklyn (vigil)  
29 (Sunday) Brooklyn (Liturgy); SVS (Schmemmann Lecture)  
30 Jersey City, NJ; to Ottawa  
31 Ottawa

## **February**

1 to Syosset  
2 Syosset (Meeting of the Lord)  
3 Syosset  
4 Syosset; Brooklyn (vigil)  
5 (Sunday) Brooklyn (Liturgy)  
6 Syosset; Charleston, SC (DOS Pastoral Conference; deans; diocesan council)  
7 Charleston SC  
8 Charleston SC  
9 Charleston SC; Syosset  
10 Syosset  
11 (40<sup>th</sup> day service for Alice Melligon)  
12 Sunday off (wife ill)  
13 Syosset  
14 Syosset  
15 Syosset; to South Canaan (EPA Diocesan Center)  
16 Berwick, PA (DEPA Council)  
17 Crestwood, NY, SVS senior comprehensive exams; review of SVS Strategic Plan  
18 Syosset  
19 Syosset (St Sergius Chapel celebration for Fr Alexander Garklavs)  
20 Syosset, SMPAC meeting

## **Looking Forward**

### **February**

21-23 Lesser Synod and Met Council

24 SVS, senior comprehensive exams; meeting with OCMC Assoc Dir Fr David Rucker

### **March**

14 Bethesda, MD, Presanctified Lit. and talk, "The Institutional Church: Ark of Salvation or Ship of Fools?"

17-20 San Diego, participant in multi-denominational training conference, "Responding to Clergy Misconduct"

### **April**

Holy Week, preparation of Holy Chrism at St Tikhon's Monastery

"Chancellor's Diary" begins on [www.OCA.org](http://www.OCA.org)

### **May**

4 Toledo, OH, Board of Theological Education

5 Toledo, Consecration of Bishop Alexander (Golitzin)

6 Minneapolis, MN, St Alexis Toth Annual Lecture

7-11 Rives Junction, MI, Holy Synod meeting

19 SVS Commencement

26-27 St Herman's Seminary, Board Meeting and Commencement

### **June**

30-July 2 Sheptytsky Institute Study Days, workshop on "Praying the Psalms"

## **Appendix 2**

### **Chancellor: Major Duties**

*Serves as assistant and advisor to the Metropolitan of the Orthodox Church in America, is responsible for the administrative oversight and day-to-day operations of the Chancery, and is the main liaison for communications of chancery activities to the Metropolitan, Holy Synod and Metropolitan Council.*

- 1. Assists the Metropolitan in managing national-level clergy-related activities, including seminarian development and ordination, inter-jurisdictional transfers, continuing education, and retired clergy and widows support. Works closely with the Church's hierarchs and seminaries to implement programs in the best interests of the Church, its dioceses, and individual members of the clergy. As required, reports progress, problems, and recommendations to the Metropolitan and Holy Synod, as well as to the OCA's Councils, Synods, and membership.*
  
- 2. Oversees and/or guides the work of the Board of Theological Education and assigned OCA Departments, Committees, Boards, and Commissions. Assists in development of organizational goals and objectives including budget proposals; oversees progress against goals including financial stewardship; provides direction when necessary; ensures appropriate coordination among the various individuals and groups assigned him; ensures appropriate reporting to OCA Councils, Synods and membership; and resolves problems that transcend the scope of individual organizations.*
  
- 3. As assigned, represents the Metropolitan and Holy Synod in religious, spiritual and administrative activities; acts in his/their stead in dealings with clergy, laity, employees, and organizations of the OCA and with other religious jurisdictions and lay organizations. In this capacity, acts to maintain the organizational integrity and further the growth of the Church.*
  
- 4. Serves as Chief of Staff for the Chancery.*
  
- 5. Serves as a voting Member of the Metropolitan Council.*
  
- 6. Oversees the Office of Review of Sexual Misconduct Allegations; continually communicates the activities of that Office to the Metropolitan and Holy Synod.*
  
- 7. Serves as ex-officio member of the Boards of Trustees of St. Herman's, St. Tikhon's and St. Vladimir's Seminaries.*

**Secretary's Report**  
**Archpriest Eric G. Tosi**  
**Spring 2012 Metropolitan Council Meeting**  
**February 21 to 24, 2012**

**1. Overview**

The work of the Chancery continues to be busy even after the completion of the All-American Council. Fr. John Jillions is adjusting to his new position as Chancellor and learning about the rapid and multifaceted pace of work. The other staff members continue to perform their tasks admirably, doing a host of work that is often outside of their job descriptions. I am personally grateful for all they do and for their work leading up to and during the All-American Council.

The major focus for the coming months will be the reorganization of the departments to align them with both the resolutions of the All-American Council and the accepted goals of the Strategic Plan. In addition, there will be continuing work done on the upgrading of the OCA website that integrates all of the recommendations and identified issues. There will be a continuing refinement of the ordination procedures, the work of the SMPAC as the monitoring of the work of the various departments, boards and commissions. Finally, there will be the continuing day to day operations of the Chancery.

I do want to thank the entire team that worked in preparation of and during the All-American Council. They worked hard and were full of joy. We had over 70 local volunteers who spent a considerable time at the All-American Council. The Pre-Councilor Commission was excellent and my Council Managers (Fr. Myron as Council Manager and Peter Ilchuk as Logistics Manager) are to be greatly thanked for their yeoman work. We are gathering a "lessons learned" document to assist us in the future. Believe it or not, the planning will have to begin in the Summer for the 17<sup>th</sup> AAC.

**2. Human Resources/Operations**

There was a major change to the staff as Fr. John Jillions was nominated by the Metropolitan Council and appointed by the Holy Synod of Bishops to be the new Chancellor. This was done through the mandated procedures and the fine work of the Human Resources Committee. We again need to thank them for their work. We give thanks for the leadership of His Grace Bishop Melchisedek as Interim Chancellor and, of course, for the many years of dedicated service of Fr. Alexander Garklavs as Chancellor. We wish Fr. Alexander "Many Years" as he takes up his new assignment at Holy Trinity Church in Parma, Ohio.

The second change is a proposed adjustment on department coordination. As originally planned, Protodeacon Joseph Matusiak was to have oversight in this critical area. But his increasing responsibility as the Metropolitan's Secretary needs more attention. After a discussion with the Officers, it was decided to request to reinstitute a system that was utilized in the past by hiring a Department Coordinator. A job description was completed

and vetted with the Human Resources Committee (see attached) and candidates were discussed. With the approval of the Metropolitan Council and the Holy Synod, we can have the person take up this position shortly. Among the key aspects of the position is to coordinate the department work with the Chancery and to align their work with the Strategic Plan.

Protodeacon Joseph's job will continue as Secretary to the Metropolitan and he will continue to do special projects for the Chancery. In addition, we are working with His Beatitude to find adequate staff support for him including a new assistant as Michael Zacharides will be leaving in the Spring. New job descriptions are being reviewed.

All Chancery staff members have been evaluated by the Officers and there will be work on an updated Human Resource manual over the next few months.

The parish mailing list will now need to be updated as we begin the transition to Raiser's Edge software this Spring to replace the outdated and dangerously unstable database. A letter will be sent to the Diocesan bishops asking for their assistance in this matter and we expect to have it completed by the Summer. This system will be connected to the Blackbaud system which is currently operating and the OCA website which will greatly decrease the work on updating and generating necessary reports. The annual 501(c)3 master list will be updated in April and sent to the IRS. Changes continue to come to the Chancery on a weekly basis. The master list was reviewed with the Diocesan Chancellors and Treasurers and cooperative work will move forward.

The annual review for the Orthodox Health Plan will be completed this Winter and new initiatives are in place. As Secretary, I sit on the joint board with other Orthodox jurisdictions. Currently we have over 80 clergy and families on the plan (the second largest group). We are jointly working on revising the OHP to bring it into alignment with the recent Episcopal Assembly declaration on Sanctity of Life issues. There is also a new plan being developed for including clergy and their families in the OCA on a packaged life insurance, long term care and accidental death or dismemberment policy. This is long overdue in the care of our clergy and their families and was actually mandated a number of years ago by the Holy Synod.

The annual calendar was sent out this Fall to parishes, clergy and institutions. A reminder that the Annual Sourcebook is no longer printed as all of the information is currently found on the OCA website. An update form will be sent out this Summer as we continue to upgrade the parish websites.

### **3. Organization**

Besides the changes mentioned above, there has been some work on the reorganization of Department Chairs. We are still looking for a chair for the Pastoral Life Department. Fr. John Parker has been appointed as the chair of the Department of Evangelization. Other committees are currently in the process of being revamped. As part of the changes, there will be new Synodal and Chancery liaisons appointed (see Metropolitan Council

Committee list). In addition, there will be work done to repopulate and reactivate the commissions such as External Affairs, Canons and Statutes, etc. There are recommendations being brought forward which will be discussed.

A suggestion forwarded to my office was on how to better integrate new Metropolitan Council members. As such, we are working on an orientation session prior to each meeting which will ensure that each new member understand their duties and responsibilities. As a note, each new member does receive a welcome packet from me which includes the Metropolitan Council Handbook and other critical items to assist them. Annual Best Practice forms and installation pledges are still required. The Metropolitan Council handbook is in need of a review and the Council Development Committee is charged with that responsibility.

#### **4. Council and Synods**

We completed a successful All-American Council in Seattle. There was much work both in the build up at the Council itself. The key element to this was that planning began early and that I had a great team around me. One of the changes we made was to have a more inclusive Pre-Councilor Commission which included a Council Manager, a Logistics Manager and the Clergy Chair of the Local Committee integrated into the PCC. This ensured a smoother flow of information and clearly designated areas of responsibility. We are exploring ways to further improve on this. Likewise, there was some reorganization of the Local Committee which allowed for better communications and management. They are also presenting some suggestions on how to improve the planning and operations. See the attached report for a more detailed report on the AAC.

A particular point that I would like to highlight is on expenses. The 16<sup>th</sup> AAC came in on budget and not much different in costs than the last Council. This proved that an operating budget can be met with proper teamwork and diligent monitoring. But the most important news is that the expenses came in \$67,000 under income and as such it was decided to return this money to the Dioceses on a percentage basis. This is unprecedented. Melanie Ringa will have further details on this wonderful news.

The other major news was the meeting of the Department chairs with the Chancery staff as part of the planning process for the next triennium. The minutes for this meeting are available. This meeting allowed for a briefing from each Department on their continuing and future work as well as coordination between the departments. We planned this meeting to overlap with the initial meeting of the Diocesan Chancellors and Treasurers. As such, we all were able to hear first hand about the work in the Dioceses and the issues they encounter as well as to begin the process of discerning which work is best handled at the central Church level and the Diocesan level. What did emerge were the vast differences between the character, state and needs of each diocese. There will not be one solution but rather a multifaceted approach to engaging these issues.

Other meetings continue to happen such as the Holy Synod, Lesser Synod and various committees. The next Holy Synod meeting will be in Michigan following the

consecration of Bishop-Elect Alexander. All of these meetings can often be time consuming, as logistics of the meetings require much attention. We are continuing with conference calls as needed as well as exploring the use of multimedia in reducing meeting costs. However, these will never take the place of “in person” meetings which have proven their value.

## **5. Archives**

Alex Liberovsky continues his valuable work and there is nothing new to report. He continues to give his excellent presentation on the Fortieth Anniversary of Autocephaly around the country. He is providing valuable assistance to many academics and researchers who are here on a weekly basis as well as updating the staff on important events in world Orthodoxy. The assistance of Matthew Garklavs has been very important as files continue to be sorted and reorganized.

## **6. Estate Management**

The exciting news is that the exterior of the Chancery building has been cleaned and painted. The shed and walls have been repaired, new side steps have been rebuilt and all broken exterior lamps repaired. And this came in under budget. The exterior and grounds are in very good shape. There are two exterior projects remaining, first is new signs for the pillar and driveway and then we need to make a decision about the abandoned pool in the back. As was reported before this would be a major job that would require the concrete being removed and truckloads of dirt brought in as the ground settles. It remains a liability risk even though it is fenced. All of the fire escapes have been cleaned and repaired and the septic tanks, boiler and heating system maintained. The building is current on all building and safety codes. We did purchase a new refrigerator and freezer as the old one was not cost-effective in repairing.

The next phase of the project will be the repair and painting of the interior. My suggestion is to begin on the ground floor and second floor this year. It would require patching, repairing and painting the walls. Then we would continue the work in the following year on the basement and attic. It is not a major job but just time consuming. This will bring the building back to a highly maintained state. We have also been cleaning out the basement and attic during the Summer with some hired help and will continue to do so this Summer. Otherwise, the building is in great shape.

## **7. Communications**

The communications team continues to perform admirably. The website is timely and accurate and we have met our goal of one post a day. The communications team consists of myself as manager, Ginny as managing editor, Fr. John Matusiak as senior editor, Ryan as technical editor and Jessica as an assistant. We stay in constant contact with each other and chart out the course of press releases for the week (with the exception of critical news which is posted as soon as possible). Ginny was present for the Department chair and Chancellors/Treasurers meeting and was able to get very valuable input. As

such, over the next few months there will be greater integration and cooperation. We also had a survey at the AAC which gave us additional input on improving the site. Fr. John has been working hard as the main writer and editor, Ryan has ensured technical consistency and Jessica posts (often within minutes no matter the day and time). We have also begun our multimedia postings. We have also integrated the website with Facebook and Twitter. We do carefully monitor those sites for comments. We have had our initial discussions on making the website more interactive.

The attached report by Ginny outlines the goals for 2012 that was set through a series of meetings. I would highlight the work of Paul Kachur who wrote a program for us that integrates in perpetuity all of the readings. This was extensively tested for accuracy. Additional work is proceeding on the update of Feast and Saints as well as the Spanish language section. Also there will be a new multimedia feature this summer featuring David Drillock teaching the tonal system and basics of conducting. We hope that this will open the door for more multimedia projects. We have also begun work on the forum section of the website including a Chancellor's diary. I would call your attention to the 2012 Goals in Ginny's report.

The Orthodox Church continues to be the flagship of information of the Church and has been closely coordinated with the website as the new media will move to the forefront. We are on a quarterly schedule and the distribution plan with the magazine has been implemented. This means there are 24 pages, well written and shipped directly to parishes. Some parishes have asked for more copies but this is part of the evolving process. This plan has allowed us to continue the magazine within the budget.

Finally, there are a host of other communications issues we will be working through this summer. Among them is securing the email platform, integrating Blackbaud, and publishing other items of importance to the life of the Church. But the additional members of the team have made much of this an easier task to accomplish and a professional look to the public face of the OCA.

## **8. Other Issues**

Sadly, there has been an increase in legal situations over the past few months. These will be reported in more detail in the Legal Committee report. The coordination with the General Counsel, Legal Committee, insurance companies and staff continues to be excellent. There will need to be a discussion on the legal fees which will be presented by Melanie Ringa. There are a number of conference calls and emails in coordinating these efforts. There has truly developed a team effort between General Counsel, Legal Committee, Chancellor and Secretary.

A new Crisis Management Response Team has been approved by the Lesser Synod who is charged with addressing the various issues that arise. Sadly, our work is very full but the cooperative effort assists the Chancery in staying ahead of the arising issues. Please note that all communications that come from the team are vetted by the lawyers, crisis

management experts and are approved by the Lesser Synod. There will be more reported on this by the Crisis Management Committee.

All of our insurance has been through the annual review and updated. I offer great thanks to Michael Herzak who continues to monitor our insurance status and gives timely replies to our requests. I do not anticipate any issues with our insurance at present. We recently renewed our Employer Liability Insurance with Travelers. This is noteworthy because three years ago we could not get a company to insure us but today this is not the case. All insurance issues are reported in rapid and timely manner, however, we will have an issue of concern as cases come forward which were during a time in the Church when we did not have adequate coverage. This is a serious concern that we continue to explore with the different insurance companies that covered the OCA in the past.

A great part of my time continues to involve logistical support and coordination of resources. An example would be the Strategic Plan Committee meetings as we implement the decision of the AAC. The Sexual Misconduct Policy Advisory Committee continues to work through issues and prepare new policies and procedures. Other aspects as review and coordination with insurance providers, diocesan and parish administrative issues, information technology and resource collection require a major amount of work.

The Chancery will continue to respond effectively to the needs of the Church despite the stretched staff. I personally respond to close to 100 emails and calls each day. Much of this work is done quietly and “behind the scenes” and may not be immediately noticeable. But each part is key to operating the Church on this level. Effective, engaged and cooperative leadership is necessary for the continued operation of the Church.

**OCA CENTRAL ADMINISTRATIVE OFFICE  
JOB DESCRIPTION**

**TITLE:** DEPARTMENT COORDINATOR

**NUMBER:** 06028

**REPORTS TO:** Secretary

**EXEMPT - Stipend**

**Level 6**

**24 January 2012**

Supervisory and Job Controls: The Secretary in consultation with the Chancellor assigns areas of responsibilities and scope of decision-making. The Coordinator ensures fluid communications between departments and the Chancery, and ensures all reports are delivered in a timely manner and that issues are reported and addressed. The Coordinator is aware of and complies with the Best Practices and Policies for Financial Accountability of the OCA.

Major Duties

1. Serves as coordinator of centralized Church communications, humanitarian and related activities, and of related OCA Departments and Ministries. Coordinates department chairs in the following areas.
  - Supporting and/or coordinating the work of OCA Departments: Department of Christian Education, Department of Christian Witness and Humanitarian Aide, Department of Evangelization, Department of Institutional Chaplains, Department of Liturgical Music and Translations, Department of Pastoral Life and Ministry, and Department of Youth, Young Adult. May include other departments as formed in the future. Also may be called upon to coordinate efforts with OCF and FOCA.
  - Assists in development of Departmental goals including budget proposals, monitors/oversees Departmental progress against goals including financial stewardship, provides support and direction when necessary, assures appropriate coordination, ensures appropriate reporting to OCA Councils, Synods and membership and resolves problems that transcend individual organizations' scopes.
  - Checks Department work against the resolutions of the All American Council and any other plans that come forward from the Holy Synod, Metropolitan Council or Officers of the Church
  - Maintains relationships with OCA website and The Orthodox Church to ensure proper and timely reporting of Department activities.
  - Serves as a facilitator and liaison agent among the various Church Departments, Chairs, and volunteers. Expedites communication, tracks projects, schedules meetings, and insures that the Church ministerial enterprises function harmoniously and in the best interests of the Church.
  - Serves as a general factotum and resource person in assisting the various Church Ministries and Departments to achieve their objectives and accomplish their missions

Performs Other Duties as Assigned

Job Requirements

1. Comprehensive knowledge of OCA organizations and programs and projects.
2. Mastery of the principles, practices, and techniques inherent in assigned programs.

3. Application of executive and managerial skills, especially in regard to working sensitively with volunteers.

Personal Relations

Interacts effectively with a wide range of clergy and laity of varying backgrounds. Uses skill in persuasion, supervision, and mediation to achieve assigned goals and resolve problems and conflicts.

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Signature & Date

This job description accurately describes the duties and responsibilities of the position of Department Coordinator

# Report to the Metropolitan Council of the Orthodox Church in America

Respectfully submitted by Managing Editor Virginia Nieuwsma

February 1, 2012

Summary: With the remodel behind us, the web team has been quietly working on more improvements to Oca.org. We give thanks to God that our team culture continues to be responsive, respectful, and cooperative; guided by Fr. Eric Tosi, aided by Chancery Assistant Jessica Linke, and kept current by News and Q & A Senior Editor Fr. John Matusiak.

Thank you, Metropolitan Council members! You have understood the importance of Oca.org's ministry and you have stood behind us by committing resources to this ongoing task. None of this would have been possible without your backing and support.

Here's what we've been up to:

## **Technical Manager Ryan Platte**

*Leveraged free resources for nonprofits:*

Ryan found a help desk for us that offers a free plan to nonprofits, called Assistly. We still service between 5 and 10 help desk tickets daily via support@oca.org.

Additionally, Ryan opened a project for us with the Analyst Exchange, a group of web professionals who provide free web analytics for nonprofits. They promise to "demystify" tools like Google Analytics. Our first meeting with them focused on this question: how can we better serve our end users? With the help of these analysts, we're learning a lot about what our analytics are trying to tell us about our site.

*Coordinated Daily Readings and Feasts & Saints work, and the final migration away from Microsoft Access as a platform for these sections:*

The daily readings are now posted in perpetuity, where previously, the readings database had to be updated manually several times a year. The new version calculates the readings for any year using an entirely unique system of code created by Paul Kachur, an Orthodox web developer who also does work for SVS. (Paul's liturgical work can be viewed on Holy Virgin Protection Cathedral's site, nycathedral.org.)

The code enables our visitors to find any set of Scripture readings for any day and any year in the *Search by Date* feature. The readings now appear as a list sorted by day; visitors can be served individual passages by clicking on the Scripture reference, while still being able to view the full list of Scriptures for that day. The

*Search by Reference* feature will be added in the coming weeks, as well as other features such as a print-ready version of the readings.

Both the readings and the highly trafficked *Feasts and Saints* sections are now stabilized. The old code had the unpleasant habit of breaking the relationship with the server; sections would go down and the site would kick out error messages, sometimes several times a week. We've experienced 0 incidents of downtime since this setup was finalized.

#### *Managed a successful project with David Drillock*

A joint project between the Dept. of Liturgical Music and Translations and the web team suggests a workable model for more projects to come. David Drillock is creating a content-rich music educational site. Ryan was able to support this effort by creating a shared hosting environment for the liturgical site, [orthodoxmusicinstruction.org](http://orthodoxmusicinstruction.org), while also providing technical guidance to David.

#### **Managing Editor Virginia Nieuwsma:**

- posted 3-5 new stories weekly: interviews, conferences, significant parish or department initiatives, reflections by OCA authors, features videos and photo galleries
- wrapped up loose ends of site redesign
- attended AAC, met with dept. heads in Seattle, coordinated media with Fr. John Matusiak and AFR at Council
- presented web goals and summary of 2011, and 2012 site goals, at meeting of dept. heads, diocesan chancellors and treasurers

#### *2012 Site Challenges and Goals*

- integrate Chancery database with website: coordinate with Blackbaud tech person & Greg Sulich at Chancery
- import clergy photos taken at AAC
- oversee Scripture Readings and F & S edits, including Spanish version
- Final tweaks/improvements to News
- improve evangelization resources to enhance site's outreach to inquirers
- Build Chancellor Forum, develop guidelines for responding to social media (FB & Twitter)
- Bring YYA site back to Oca.org
- Refine design via surveys and focus groups with an eye to tweaking if needed, to better serve user goals and eliminate as many remaining frustrations for Oca.org visitors as possible
- launch OCA online Calendar
- update by-laws for [oca.org](http://oca.org), include tech/editorial guidelines and style sheets

**Orthodox Church in America  
Treasurer's Report  
For the year ended December 31, 2011**

Your Beatitude, Your Eminence, Your Graces, Reverend Fathers, and members of the Metropolitan Council:

This report presents the preliminary financial results for 2011, and includes the final financial report on the All-American Council. With respect to our operating results, we ended the year with a surplus of \$32,724 vs budget of \$57,260 (after mortgage principal payments). Our temporarily restricted activities generated a net surplus of \$88,826 as a result of a bequest of \$110,411 to the Youth Department and a surplus of \$59,707 from the All-American Council. This report will include the following topics:

- 2011 Balance Sheet as of December 31, 2011 (Exhibit A)
- 2011 Statement of Activities Recap (Exhibit B)
- 2011 Statement of Activities Detail (Exhibit C)
- 16<sup>th</sup> All American Council Budget (Exhibit D)
- Update on Bequests
- 2012 Budget Review
- Review of Diocesan Chancellors/Treasurers Meeting

**2011 Financial Results (Exhibit A)**

*Exhibit A – Comparative Balance Sheets:* Our balance sheet shows total assets of \$2,422,058, total liabilities of \$1,177,079 and net assets of \$1,244,979, an increase of \$261,337 over 2010. We have total cash of \$751,930, of which \$197,884 is unrestricted. Of the total accounts receivable of \$122,468, \$101,357 represents assessments due from the Diocese of the Midwest (December assessment), Diocese of Western PA (December), the Albanian Archdiocese (July through December), the Romanian Episcopate (February through December), and The Diocese of New York/New Jersey (the December payment was lost in transit and had to be re-issued). The payments from the Diocese of the Midwest and New York have subsequently been received in 2012. Other current assets include a note receivable from a retired member of the clergy of \$16,508, payroll reimbursement from the OCA Pension Office of \$11,659, and prepaid expenses of \$13,885 for 2012 Blackbaud maintenance and Pitney Bowes mail machine rental. Our restricted investments and trusts show a balance of \$1,197,661, a decrease of \$180,664 from 2010 due to the required distributions from the York Trust. In addition, the Rotki Trust was distributed in January 2011, with the cash placed in the Restricted bank account as the use of these funds is restricted to Youth Ministry programs. Our current liabilities include \$127,012 in accounts payable, \$6,401 due on the auto loan with Ford Motor Credit, \$21,102 in accrued 4<sup>th</sup> quarter annuity distributions which were made in January 2012, and \$111,905 as the current portion of the Honesdale loan. The long term portion of the Honesdale loan is \$565,666, for a total loan balance as of December 31, 2011 of \$677,571.

Our net assets at the beginning of the year were \$983,642, and with the net surplus for the year stand at \$1,244,058 at December 31, 2011.

*Exhibit B – 2011 Recap Actual versus Budget*

The 2011 budget projected a net surplus before principal payments on the Honesdale loan and transfers to reserves of \$114,330 and after principal payments and transfers, \$57,260. Our actual net surplus was \$182,786 before the principal payments and **\$32,724** after, for a negative variance of **\$43,144**. The Recap by Fund and Department follows as Exhibit B. The “Detailed Actual versus Budget” report for 2011 follows as Exhibit C. Highlights of the main revenue and expense category actual results for the year are:

- Revenues – Total revenues were UNDER budget by \$33,976. Assessments were under budget by \$66,958, but this was offset by an unrestricted contribution of \$22,000 and other income of \$14,649 representing desk calendar, TOC subscriptions and Royalty income on OCPC sales.
- Expenses -
  - Executive Office – This department was over budget by \$14,777, due to the addition of the new Chancellor in November, which was not in the 2011 budget.
  - Administrative Office – Administration was over budget by \$75,078. The expense categories contributing to this variance were:
    - Salaries and Benefits – under by \$11,533 due to a period of time without an assistant to the Metropolitan.
    - Legal Fees – over by \$75,708 due to the heavy utilization of our General Counsel in Q3 and Q4 of 2011.
    - Mortgage interest – under budget by \$10,202.
    - Audit fees – over by \$14,920 due to the work needed to finalize the net asset accounts and achieve an unqualified opinion.
    - Travel Expenses – over by \$9,548 due to travel of new Chancellor and travel related to the St Catherine’s Representation Church issue.
    - All other expenses – under budget by \$3,363.
  - Metropolitan Expenses – Total expenses were over budget by \$22,574. This is all in the travel area.
  - Holy Synod – The Holy Synod was over budget by \$10,510, with most of this in the Travel expense category, as there were Episcopal Assembly meetings not contemplated in the original budget.
  - Metropolitan Council – Travel and Meetings were under budget by \$10,510.
  - Property Support – These expenses were under budget by \$40,197, with most of this in the General Repairs area.
  - Department of Communications (and TOC) – The department’s expenses for the year were under the original budget by \$4,037, with all of this falling in the TOC Printing category.
  - Department of External Affairs –The department was under budget by \$8,945, due to the termination of the St Catherine’s rector early in Q4-2011.

- Department of History and Archives – The results were an unfavorable variance of \$1,816 related to the benefits expenses.
- Other Special Commissions:
  - Repayment of 9/11 Funds – The \$25,000 repayment WAS made in 2011. However, this is not a P&L item. This is a Balance Sheet item as it is a transfer from unrestricted cash to restricted cash.
  - Sexual Misconduct Commission – Expenses of \$7,045 exceeded the budget by \$45.
  - Strategic Planning – This committee spent \$3,855 of their \$33,000 budget.
  - Transfers: The \$10,000 for Charities and \$36,000 in Church Planting grants were distributed from the operating funds per instructions from the Charities Committee and the Chair of the Evangelism Department. The other transfers to the “Legal”, “Auto Replacement” and “Deferred Maintenance” reserves were not made due to the additional Legal bills of \$68K that came in right at year-end.
- FOS Revenue and Expenses
  - Revenues – Total FOS revenues generated were \$28,822.
  - Expenses – A total of \$100,985 was spent on departmental ministries, including stipends and expenses.
  - Net Income – The net deficit for 2011 was \$72,162 and was funded from operating funds.
- Temporarily Restricted Funds: The budget for 2011 anticipated \$296,500 in revenues, including All-American Council revenues. We ended 2011 with 4451,519 in revenues, with \$313,215 in AAC funds and a bequest of \$110,411 designated for use by the Youth Department. We had expenses and distributions of \$362,693, for a surplus of \$88,826.
- Permanently Restricted Funds: We had revenues of \$7,516 and distributions of \$4,534 for a net surplus of \$2,982.

### **16<sup>th</sup> All American Council Financial Results (Exhibit D)**

The final results show that the 16<sup>th</sup> All-American Council was successful from a planning and financial standpoint. Our budget anticipated \$276,000 in revenues and \$287,100 in expenses with a deficit of \$11,100 to be funded from the operating budget. We achieved over \$300K in revenues as our vendors and exhibitors greatly exceeded plan, and there were many more observers than originally anticipated. The result was an additional \$39,215 in revenues. On the expense side, the preconciiliar committee worked diligently to hold expenses in line and actually came in \$33,592 UNDER budget, for a positive variance of \$72,807.

We plan to distribute \$60K of this surplus back to the dioceses in proportion to the AAC assessments paid by the dioceses.

**Update on Bequests:** In November 2011 we received notification that the OCA was named as beneficiary of an estate. The decedents name is Charles F Morse, and the estate consists of an IRA account, an annuity and 50% of a residence in Oxnard, CA. The IRA distribution of \$22K was made in December 2011. The value of the annuity and the residence are estimated to be around \$350,000 and the distributions are expected to be made in 2012. The Finance Committee will be presenting a recommendation on spending policy for these types of donations going forward.

### **2012 Budget Review**

Our approved budget for 2012 calls for an anticipated deficit of just under \$100,000. This was the result of increasing the legal fees budget from \$75K to \$150K; adding \$75K for a coordinator for the Office of Sexual Misconduct Allegations; and adding \$100,000 payment from the Unrestricted funds back to the Permanently Restricted Funds. This section is just added to remind everyone that our plan for 2012 already results in a deficit. While there are many worthy projects and initiatives, funding for any of these would only be possible if we eliminate or reduce other areas of our budget.

### **Diocesan Chancellors/Treasurers Meeting**

In mid-January an historic event took place at the Chancery in Syosset. All diocesan Chancellors and Treasurers joined the administration for a 2-day meeting to discuss funding of the Church. The diocesan officers were forthcoming and very open in presenting the state of their parishes and dioceses and the challenges that they (and therefore by extension, we) face in terms of membership and finance. By the end of the conference we all realized that our dioceses and parishes are at very different points on the path to "proportional giving", but that we are all committed to the same ultimate goal. We came up with a plan for moving towards an assessment for 2013, and the diocesan treasurers will be providing additional information this summer as we prepare the budget for 2013. In addition, there was overwhelming support for continuing these meetings on an annual basis. My heartfelt thanks to all the chancellors and treasurers who participated so fully and enthusiastically in this meeting.

Respectfully submitted,



Melanie Ringa  
Treasurer

Orthodox Church in America  
Comparative Balance Sheets  
As of December 31, 2011 and December 31, 2010  
(Preliminary)

EXHIBIT A

	<u>December 31, 2011</u>	<u>December 31, 2010</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<i>Unrestricted</i>		
Commerce Checking- Operating	\$ 153,658.75	\$ 86,867.11
Commerce Checking- Operating - due to Restrictet	\$ -	\$ -
Commerce Bank- Payroll	716.17	1,553.14
Astoria Bank- St.Sergius Chapel	23,389.66	32,504.09
Honesdale Bank Checking	15,700.71	15,700.71
Petty Cash- Chancery Office	4,418.61	1,200.00
	197,883.90	137,825.05
<i>Temporarily Restricted</i>		
Commerce Bank- 15th All American Council	71,389.71	1,342.21
Commerce Bank - Restricted	219,928.80	64,114.92
Commerce Bank- Reserved	39,326.75	39,307.10
Honesdale Bank Money Market	223,401.02	222,216.18
Honesdale Bank Money Market -due from Operati	0.00	0.00
	554,046.28	326,980.41
<b>Total Cash</b>	751,930.18	464,805.46
<b>Accounts Receivable</b>		
Accounts Receivable	4,923.60	4,923.60
Assessments Receivable	117,519.81	114,084.62
Pledges Receivable	0.00	0.00
Desk Calendar Receivable	25.00	25.00
<b>Total Accounts Receivable</b>	122,468.41	119,033.22
<b>Other Current Assets</b>		
OCPC Stock Inventory	0.00	0.00
Due from OCA Pension Dept	11,659.15	11,618.04
Due from Wash/NY for Salary Reimbursements	0.00	0.00
Notes Receivable	16,507.80	17,282.80
Prepaid Expense	13,884.77	13,017.28
A/R Employee Assistance Program	0.00	0.00
Due from Employees	2,117.29	2,117.29
<b>Total Other Current Assets</b>	44,169.01	44,035.41
<b>Total Current Assets</b>	918,567.60	627,874.09
<b>Fixed Assets</b>		
Plant Fund Building & Improve	531,783.27	531,783.27
Plant Fund Furniture & Equip	50,847.18	50,847.18
Plant Fund Auto & Garden Equip	64,423.10	64,423.10
Plant Fund Computer Equip	314,980.72	314,980.72
Plant Fund Software	3,000.00	3,000.00
Plant Fund Chapel Equip & Furn	25,000.00	25,000.00
Plant Fund Capitalized Closing	87,681.59	87,681.59
Accum Deprec Bld & Improvements	-298,383.32	-288,412.07
Accum Deprec Furn & Equip	-50,847.11	-50,847.11
Accum Deprec Auto & Garden Equi	-64,422.93	-64,422.93
Accum Deprec Computer Equip	-309,408.09	-308,015.00
Accum Deprec Computer Software	-3,000.00	-3,000.00
Accum Deprec Chapel Equip & Fur	-25,000.00	-25,000.00

Orthodox Church in America  
Comparative Balance Sheets  
As of December 31, 2011 and December 31, 2010  
(Preliminary)

**EXHIBIT A**

	<u>December 31, 2011</u>	<u>December 31, 2010</u>
Accum Amort Capital Close Cost	-20,824.00	-18,632.00
Total Fixed Assets	305,830.41	319,386.75
<b>Restricted Investments and Trusts</b>		
Fellowship of Orthodox Stewards	68,014.24	67,731.32
A & B York Trust	147,252.18	220,647.96
J McGuire Trust	211,746.48	210,142.14
Kavalenko Nimerut	72,785.47	74,747.82
St. Andrew's	101,601.97	101,107.84
Antonia Rotko	0.40	138,104.82
Honesdale Main Endowment	466,695.67	464,379.92
HVIZD Annuity	107,103.10	101,443.37
Other Investments	22,461.13	0.00
<b>Total Restricted Investments and Trusts</b>	1,197,660.64	1,378,305.19
<b>TOTAL ASSETS</b>	<b>\$ 2,422,058.65</b>	<b>\$ 2,325,566.03</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Current Liabilities</b>		
Accounts payable and accrued Expenses	127,012.46	61,659.38
Pension and other benefits	0.00	0.00
Auto loan - Ford Motor Credit	6,400.83	13,304.19
Accrued endowment distributions	21,102.31	20,930.89
Other	326.38	326.38
Current portion of Long term debt	111,905.47	111,905.47
<b>Total Current Liabilities</b>	266,747.45	208,126.31
<b>Long Term Liabilities</b>		
Deferred Compensation and annuities		
Deferred revenue	25,567.50	7,447.00
Hvizd Annuity liability	93,330.04	93,330.03
Unitrust liability	0.00	135,204.00
York trust liability	225,768.27	220,348.10
<b>Total Deferred compensation and annuities</b>	344,665.81	456,329.13
Honesdal National Bank, Long term portion	565,665.94	677,468.53
<b>Total Liabilities</b>	\$ 1,177,079.20	\$ 1,341,923.97
<b>Equity</b>		
Net Assets:	\$ -	\$ -
Unrestricted	\$ (843,460.00)	\$ (843,460.00)
Temporarily Restricted	\$ 808,027.06	\$ 808,027.06
Permanently Restricted	\$ 1,019,075.00	\$ 1,019,075.00
Current Year Activity	\$ 261,337.39	\$ -
<b>Total Net Assets</b>	1,244,979.45	983,642.06
<b>Total Equity</b>	\$ 1,244,979.45	\$ 983,642.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 2,422,058.65</b>	<b>\$ 2,325,566.03</b>

Orthodox Church in America  
Statement of Activities vs Budget  
For the Year ended 12/31/11

EXHIBIT B

	FINAL Budget 2011	Actual Q1 2011	Actual Q2 2011	Actual Q3 2011	Actual Q4 2011	Actual Thru 12/31/2011	Budget 12/31/2011	Variance to Budget
<b>Unrestricted Funds:</b>								
Assessments	\$ 2,375,000	\$ 579,593	\$ 574,052	\$ 589,642	\$ 564,755	\$ 2,308,042	\$ 2,375,000	\$ (66,958)
Contributions	\$ 3,500	\$ 1,653	\$ 1,360	\$ 5,266	\$ 20,432	\$ 28,711	\$ 3,500	\$ 25,211
Chapel	\$ 8,000	\$ 912	\$ 1,707	\$ 2,269	\$ 1,234	\$ 6,122	\$ 8,000	\$ (1,878)
Other	\$ 5,000	\$ 831	\$ 10,501	\$ (20)	\$ 3,337	\$ 14,649	\$ 5,000	\$ 9,649
<b>Total Revenues</b>	<b>\$ 2,391,500</b>	<b>\$ 582,989</b>	<b>\$ 587,620</b>	<b>\$ 597,157</b>	<b>\$ 589,758</b>	<b>\$ 2,357,524</b>	<b>\$ 2,391,500</b>	<b>\$ (33,976)</b>
<b>Expenses:</b>								
Executive Offices	\$ 451,555	\$ 104,970	\$ 119,891	\$ 111,550	\$ 129,921	\$ 466,332	\$ 451,555	\$ 14,777
Administration	\$ 649,205	\$ 170,129	\$ 187,529	\$ 153,954	\$ 212,671	\$ 724,283	\$ 649,205	\$ 75,078
Metropolitan Expenses	\$ 49,450	\$ 12,050	\$ 20,428	\$ 20,244	\$ 19,302	\$ 72,024	\$ 49,450	\$ 22,574
Holy Synod	\$ 67,975	\$ 16,903	\$ 29,457	\$ 8,632	\$ 23,493	\$ 78,485	\$ 67,975	\$ 10,510
Metropolitan Council	\$ 49,700	\$ 2,040	\$ 23,960	\$ 5,574	\$ 10,548	\$ 42,122	\$ 49,700	\$ (7,578)
Property Support	\$ 277,450	\$ 47,121	\$ 59,531	\$ 49,387	\$ 81,215	\$ 237,254	\$ 277,450	\$ (40,196)
Communications/IOC	\$ 185,991	\$ 43,707	\$ 37,643	\$ 30,747	\$ 69,858	\$ 181,955	\$ 185,991	\$ (4,036)
External Affairs/ St Catherine's	\$ 124,750	\$ 26,421	\$ 33,095	\$ 30,762	\$ 25,527	\$ 115,805	\$ 124,750	\$ (8,945)
Archives	\$ 91,814	\$ 20,248	\$ 29,299	\$ 23,893	\$ 23,190	\$ 96,630	\$ 94,814	\$ 1,816
Theological Education	\$ -	\$ 1,164	\$ -	\$ -	\$ -	\$ 1,164	\$ -	\$ 1,164
St Sergius Chapel	\$ 8,000	\$ 2,941	\$ 12,211	\$ 1,860	\$ 3,254	\$ 20,266	\$ 8,000	\$ 12,266
Ordination Candidate Testing	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ (15,000)
Office of Policy on Sexual Misconduct	\$ 7,000	\$ 377	\$ 3,324	\$ 1,809	\$ 1,535	\$ 7,045	\$ 7,000	\$ 45
Strategic Planning	\$ 33,000	\$ 90	\$ -	\$ -	\$ 3,665	\$ 3,755	\$ 33,000	\$ (29,245)
9/11 Repayment	\$ 25,000	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 25,000	\$ 25,000	\$ -
Transfers to Reserves	\$ 75,000	\$ -	\$ 12,500	\$ 41,250	\$ (7,750)	\$ 46,000	\$ 75,000	\$ (29,000)
<b>Total Operating Expenses</b>	<b>\$ 2,113,890</b>	<b>\$ 448,161</b>	<b>\$ 581,368</b>	<b>\$ 479,662</b>	<b>\$ 608,929</b>	<b>\$ 2,118,120</b>	<b>\$ 2,113,890</b>	<b>\$ 4,230</b>
<b>Net Operating Surplus(Deficit)</b>	<b>\$ 277,610</b>	<b>\$ 134,828</b>	<b>\$ 6,252</b>	<b>\$ 117,495</b>	<b>\$ (19,171)</b>	<b>\$ 239,404</b>	<b>\$ 277,610</b>	<b>\$ (38,206)</b>
<b>FOS and Departmental Ministries:</b>								
<b>Revenue (Appeals &amp; DVP Progra</b>	<b>\$ 70,000</b>	<b>\$ 8,027</b>	<b>\$ 3,444</b>	<b>\$ 16,914</b>	<b>\$ 437</b>	<b>\$ 28,822</b>	<b>\$ 70,000</b>	<b>\$ (41,178)</b>
<b>Expenses:</b>								
FOS Expenses	\$ 35,000	\$ -	\$ -	\$ -	\$ 3,775	\$ 3,775	\$ 35,000	\$ (31,225)
Institutional Chaplaincy	\$ 12,200	\$ 1,000	\$ 2,000	\$ 2,250	\$ 2,081	\$ 7,331	\$ 12,200	\$ (4,869)
Evangelization	\$ 12,000	\$ -	\$ -	\$ -	\$ 5,417	\$ 5,417	\$ 12,000	\$ (6,583)
Liturgical Music	\$ 23,550	\$ 2,670	\$ 1,500	\$ 4,507	\$ 10,426	\$ 19,103	\$ 23,550	\$ (4,447)
Christian Education	\$ 25,000	\$ 1,500	\$ 5,107	\$ 2,107	\$ 15,238	\$ 23,952	\$ 25,000	\$ (1,048)
Youth and Young Adults	\$ 19,000	\$ 4,952	\$ 5,171	\$ 5,057	\$ 4,539	\$ 19,719	\$ 19,000	\$ 719
Diaconal Vocations	\$ 12,000	\$ 3,775	\$ 3,000	\$ 6,000	\$ (775)	\$ 12,000	\$ 12,000	\$ -
Christian Service/Humanitarian Aid	\$ 10,000	\$ 1,500	\$ 3,610	\$ 1,867	\$ 2,711	\$ 9,688	\$ 10,000	\$ (312)
<b>Total Expenses</b>	<b>\$ 148,750</b>	<b>\$ 15,397</b>	<b>\$ 20,388</b>	<b>\$ 21,788</b>	<b>\$ 43,412</b>	<b>\$ 100,985</b>	<b>\$ 148,750</b>	<b>\$ (47,765)</b>
<b>Net FOS/Departmental Costs</b>	<b>\$ (78,750)</b>	<b>\$ (7,370)</b>	<b>\$ (16,944)</b>	<b>\$ (4,874)</b>	<b>\$ (42,975)</b>	<b>\$ (72,163)</b>	<b>\$ (78,750)</b>	<b>\$ 6,587</b>
<b>Honorsdale Principal Payment</b>	<b>\$ (111,600)</b>	<b>\$ (27,343)</b>	<b>\$ (27,463)</b>	<b>\$ (28,134)</b>	<b>\$ (28,863)</b>	<b>\$ (111,803)</b>	<b>\$ (111,600)</b>	<b>\$ (203)</b>
<b>Acting Chancellor Expenses</b>	<b>\$ (30,000)</b>	<b>\$ (2,591)</b>	<b>\$ (8,221)</b>	<b>\$ (11,902)</b>	<b>\$ -</b>	<b>\$ (22,714)</b>	<b>\$ (30,000)</b>	<b>\$ 7,286</b>
<b>Net Operating Income</b>	<b>\$ 57,260</b>	<b>\$ 97,524</b>	<b>\$ (46,376)</b>	<b>\$ 72,585</b>	<b>\$ (91,009)</b>	<b>\$ 32,724</b>	<b>\$ 57,260</b>	<b>\$ (24,536)</b>
<b>Temporarily Restricted:</b>								
Revenues	\$ 296,500	\$ 165,102	\$ 188,844	\$ 62,594	\$ 34,979	\$ 451,519	\$ 296,500	\$ 155,019
Expenses	\$ (388,887)	\$ (45,659)	\$ (37,592)	\$ (259,386)	\$ (20,056)	\$ (382,693)	\$ (388,887)	\$ 26,194
<b>Net Surplus/(Deficit)</b>	<b>\$ (92,387)</b>	<b>\$ 119,443</b>	<b>\$ 151,252</b>	<b>\$ (196,792)</b>	<b>\$ 14,923</b>	<b>\$ 88,826</b>	<b>\$ (92,387)</b>	<b>\$ 181,213</b>
<b>Permanently Restricted:</b>								
Revenues	\$ 5,500	\$ 1,279	\$ 1,644	\$ 1,861	\$ 2,732	\$ 7,516	\$ 5,500	\$ 2,016
Expenses	\$ (4,600)	\$ (900)	\$ (1,623)	\$ (902)	\$ (1,109)	\$ (4,534)	\$ (4,600)	\$ 66
<b>Net Surplus/(Deficit)</b>	<b>\$ 900</b>	<b>\$ 379</b>	<b>\$ 21</b>	<b>\$ 959</b>	<b>\$ 1,623</b>	<b>\$ 2,982</b>	<b>\$ 900</b>	<b>\$ 2,082</b>
<b>Total Change in Net Assets</b>	<b>\$ 102,373</b>	<b>\$ 244,689</b>	<b>\$ 144,860</b>	<b>\$ (95,114)</b>	<b>\$ (33,100)</b>	<b>\$ 261,335</b>	<b>\$ 102,373</b>	<b>\$ 158,962</b>

Orthodox Church in America  
Statement of Activities vs Budget  
For the Year ended 12/31/2011

EXHIBIT C

	Actual Q1 2011	Actual Q2 2011	Actual Q3 2011	Actual Q-4 2011	Actual Thru 12/31/2011	Budget 12/31/2011	Variance to Budget
<b>Unrestricted Funds:</b>							
<b>REVENUES</b>							
Diocesan Assessments	\$ 579,692.50	\$ 574,052.50	\$ 589,642.25	\$ 564,755.37	\$ 2,308,042.62	\$ 2,375,000.00	\$ (66,957.38)
Contributions	\$ 1,653.00	\$ 1,380.00	\$ 5,265.85	\$ 20,431.44	\$ 28,710.29	\$ 3,500.00	\$ 25,210.29
St. Sergius Chapel	\$ 912.00	\$ 1,707.00	\$ 2,269.40	\$ 1,234.00	\$ 6,122.40	\$ 8,000.00	\$ (1,877.60)
Investment Income	\$ 361.18	\$ 365.82	\$ 374.65	\$ 102.84	\$ 1,204.49	\$ -	\$ 1,204.49
Unrealized Gains/Losses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Yearbook/Desk Calendar/OCPC Royalty)	\$ 469.85	\$ 10,135.15	\$ (395.64)	\$ 3,234.81	\$ 13,444.17	\$ 5,000.00	\$ 8,444.17
<b>TOTAL REVENUES</b>	\$ 582,988.53	\$ 587,620.47	\$ 597,156.51	\$ 589,758.46	\$ 2,357,523.97	\$ 2,391,500.00	\$ (33,976.03)
<b>EXPENSES</b>							
<b>Executive Offices</b>							
Salaries	\$ 79,250.00	\$ 81,161.50	\$ 80,205.93	\$ 94,821.21	\$ 335,438.64	\$ 317,000.00	\$ 18,438.64
Clergy Housing	\$ 10,901.25	\$ 10,901.25	\$ 10,901.25	\$ 10,901.25	\$ 43,605.00	\$ 43,605.00	\$ -
Payroll Taxes	\$ 1,985.23	\$ 73.61	\$ 1,029.42	\$ 1,029.42	\$ 4,117.68	\$ 7,650.00	\$ (3,532.32)
Benefits(Medical, Unemployment, Pension)	\$ 12,832.73	\$ 27,754.86	\$ 19,413.11	\$ 23,169.67	\$ 83,170.37	\$ 83,300.00	\$ (129.63)
	\$ 104,969.21	\$ 119,891.22	\$ 111,549.71	\$ 129,921.55	\$ 466,331.69	\$ 451,555.00	\$ 14,776.69
<b>Administrative Offices</b>							
Salaries	\$ 44,025.24	\$ 42,720.24	\$ 39,615.53	\$ 35,127.24	\$ 161,488.25	\$ 174,000.00	\$ (12,511.75)
Payroll Taxes	\$ 4,439.80	\$ 1,737.25	\$ 3,153.95	\$ 3,022.46	\$ 12,353.47	\$ 13,300.00	\$ (946.53)
Benefits(Medical, Unemployment, Pension)	\$ 12,603.93	\$ 19,461.19	\$ 16,819.84	\$ 12,140.53	\$ 61,025.49	\$ 59,100.00	\$ 1,925.49
Legal	\$ 34,755.97	\$ 13,211.44	\$ 21,986.06	\$ 72,754.75	\$ 142,708.22	\$ 67,000.00	\$ 75,708.22
Outside contractors	\$ 26,525.00	\$ 24,842.50	\$ 20,835.22	\$ 12,438.33	\$ 84,641.05	\$ 88,000.00	\$ (3,358.95)
Mortgage interest	\$ 15,556.82	\$ 15,437.44	\$ 14,766.10	\$ 14,037.05	\$ 59,797.41	\$ 70,000.00	\$ (10,202.59)
Accounting/Audit	\$ 420.41	\$ 37,000.00	\$ -	\$ 12,500.00	\$ 49,920.41	\$ 35,000.00	\$ 14,920.41
Blackbaud Conversion Fees	\$ 4,142.66	\$ -	\$ -	\$ -	\$ 4,142.66	\$ 5,000.00	\$ (857.34)
Travel & meetings - central admin	\$ 983.71	\$ 2,468.11	\$ 12,974.79	\$ 18,121.51	\$ 34,548.12	\$ 25,000.00	\$ 9,548.12
Telephone	\$ 3,354.26	\$ 3,292.60	\$ 3,361.02	\$ 4,126.24	\$ 14,134.12	\$ 15,200.00	\$ (1,065.88)
Equipment leasing	\$ 6,168.53	\$ 6,166.53	\$ 9,049.53	\$ 5,626.53	\$ 27,009.12	\$ 25,000.00	\$ 2,009.12
Postage, mailing services	\$ 2,214.56	\$ 3,028.89	\$ 474.88	\$ 3,122.18	\$ 8,840.51	\$ 7,000.00	\$ 1,840.51
Computer expense	\$ 3,668.40	\$ 1,079.00	\$ 2,184.95	\$ 3,172.20	\$ 10,104.55	\$ 10,000.00	\$ 104.55
Stipend (Mat. Glagolev)	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 11,400.00	\$ 11,400.00	\$ -
Office Supplies	\$ 117.46	\$ 4,349.34	\$ 271.88	\$ 5,795.76	\$ 10,534.44	\$ 15,000.00	\$ (4,465.56)
Food	\$ 887.18	\$ 3,246.06	\$ 1,892.67	\$ 1,412.41	\$ 7,438.32	\$ 6,000.00	\$ 1,438.32
Other administrative expenses	\$ 1,478.36	\$ 3,867.94	\$ (536.93)	\$ 3,797.31	\$ 8,606.68	\$ 8,055.00	\$ 551.68
Amortization expense	\$ 1,096.00	\$ 1,096.00	\$ 1,096.00	\$ -	\$ 3,288.00	\$ 4,400.00	\$ (1,112.00)
Insurance - D&O	\$ 3,662.00	\$ 30.00	\$ (30.00)	\$ -	\$ 3,662.00	\$ 6,300.00	\$ (2,638.00)
Payroll processing fees	\$ 504.73	\$ 1,155.06	\$ 1,196.62	\$ 574.66	\$ 3,431.07	\$ 2,050.00	\$ 1,381.07
Bank fees, registration fees	\$ 434.25	\$ 489.13	\$ 1,992.20	\$ 1,720.17	\$ 4,635.75	\$ 2,000.00	\$ 2,635.75
Books, subscriptions, dues & other	\$ 241.87	\$ -	\$ -	\$ 331.37	\$ 573.24	\$ 400.00	\$ 173.24
<b>Total Administrative Offices</b>	\$ 170,129.14	\$ 187,528.72	\$ 153,954.32	\$ 212,670.70	\$ 724,282.88	\$ 649,205.00	\$ 75,077.88
<b>Metropolitan Expenses</b>							
Metropolitan Travel	\$ 9,756.64	\$ 16,642.18	\$ 18,023.01	\$ 13,492.18	\$ 57,914.01	\$ 35,000.00	\$ 22,914.01
Office expense	\$ 24.14	\$ 1,125.25	\$ 1,170.75	\$ 1,113.50	\$ 3,433.64	\$ 2,250.00	\$ 1,183.64
Office of Military Chaplaincy - Stipends	\$ 1,500.00	\$ 1,500.00	\$ 1,050.00	\$ 1,950.00	\$ 6,000.00	\$ 6,000.00	\$ -
Office of Military Chaplaincy - Expenses	\$ 769.36	\$ 1,161.13	\$ -	\$ 2,745.87	\$ 4,676.36	\$ 6,200.00	\$ (1,523.64)
<b>Total Metropolitan Expenses</b>	\$ 12,050.14	\$ 20,428.56	\$ 20,243.76	\$ 19,301.55	\$ 72,024.01	\$ 49,450.00	\$ 22,574.01
<b>Holy Synod</b>							
Travel	\$ 13,303.22	\$ 24,521.30	\$ 5,714.18	\$ 9,389.46	\$ 52,928.16	\$ 45,000.00	\$ 7,928.16
Office expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ (200.00)
Special Episcopal Stipends	\$ 3,600.00	\$ 3,600.00	\$ 1,800.00	\$ 5,400.00	\$ 14,400.00	\$ 14,400.00	\$ -
Food	\$ -	\$ 1,336.05	\$ 1,118.09	\$ 5,356.88	\$ 7,811.02	\$ 5,000.00	\$ 2,811.02
Legal	\$ -	\$ -	\$ -	\$ 1,025.00	\$ 1,025.00	\$ 3,000.00	\$ (1,975.00)
Office supplies, Postage	\$ -	\$ -	\$ -	\$ 102.21	\$ 102.21	\$ 125.00	\$ (22.79)
Books, publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ 2,219.14	\$ 2,219.14	\$ 250.00	\$ 1,969.14
<b>Total Holy Synod</b>	\$ 16,903.22	\$ 29,457.35	\$ 8,632.27	\$ 23,492.69	\$ 78,485.53	\$ 67,975.00	\$ 10,510.53
<b>Metropolitan Council</b>							
Travel and Meetings - MC	\$ 1,714.61	\$ 23,959.91	\$ 4,113.04	\$ 10,548.02	\$ 40,335.58	\$ 38,700.00	\$ 1,635.58
Internal Audit - Travel, Lodging and Meals, Supp	\$ 324.97	\$ -	\$ 1,460.82	\$ -	\$ 1,785.79	\$ 11,000.00	\$ (9,214.21)
	\$ 2,039.58	\$ 23,959.91	\$ 5,573.86	\$ 10,548.02	\$ 42,121.37	\$ 49,700.00	\$ (7,578.63)
<b>Property Support</b>							
Salaries	\$ 11,587.50	\$ 11,587.50	\$ 11,587.50	\$ 11,587.50	\$ 46,350.00	\$ 46,350.00	\$ -
Payroll Taxes	\$ 886.41	\$ 886.47	\$ 886.44	\$ 886.44	\$ 3,545.76	\$ 3,600.00	\$ (54.24)
Lawn/Grounds Upkeep	\$ 7,725.00	\$ 5,575.00	\$ 8,100.00	\$ 7,845.00	\$ 29,245.00	\$ 30,000.00	\$ (755.00)
Benefits(Medical, Unemployment, Pension)	\$ 2,814.81	\$ 9,731.87	\$ 6,453.90	\$ 6,734.64	\$ 25,735.22	\$ 22,400.00	\$ 3,335.22
Insurance	\$ 7,057.53	\$ 7,135.00	\$ 7,135.90	\$ 6,231.45	\$ 27,559.88	\$ 27,500.00	\$ 59.88

	Actual Q1 2011	Actual Q2 2011	Actual Q3 2011	Actual Q-4 2011	Actual Thru 12/31/2011	Budget 12/31/2011	Variance to Budget
Depreciation	\$ 3,323.75	\$ 3,323.75	\$ 3,323.75	\$ -	\$ 9,971.25	\$ 27,700.00	\$ (17,728.75)
Town Services Fee	\$ -	\$ 10,500.00	\$ -	\$ 14,664.65	\$ 25,164.65	\$ 21,000.00	\$ 4,164.65
Auto expense	\$ 1,054.07	\$ 1,972.53	\$ 994.00	\$ 994.00	\$ 5,014.60	\$ 8,550.00	\$ (3,535.40)
Electricity	\$ 3,590.23	\$ 2,419.15	\$ 3,433.50	\$ 2,386.38	\$ 11,829.26	\$ 14,500.00	\$ (2,670.74)
Heating oil	\$ 7,844.84	\$ 1,925.26	\$ 1,410.55	\$ 3,464.11	\$ 14,644.76	\$ 6,750.00	\$ 7,894.76
Equipment Repairs and Rental	\$ -	\$ 2,671.00	\$ (2,262.80)	\$ -	\$ 408.20	\$ 250.00	\$ 158.20
Garbage removal	\$ 479.16	\$ 479.16	\$ 479.16	\$ 479.16	\$ 1,916.64	\$ 2,000.00	\$ (83.36)
General repairs	\$ -	\$ -	\$ 7,977.35	\$ 23,796.50	\$ 31,773.85	\$ 65,000.00	\$ (33,226.15)
Janitorial	\$ 257.75	\$ -	\$ -	\$ 484.20	\$ 741.95	\$ -	\$ 741.95
Outside contractors	\$ -	\$ -	\$ 319.40	\$ -	\$ 319.40	\$ 250.00	\$ 69.40
Gas & Water	\$ -	\$ 843.63	\$ 16.60	\$ 301.05	\$ 1,161.28	\$ 1,000.00	\$ 161.28
Travel	\$ -	\$ -	\$ -	\$ 170.80	\$ 170.80	\$ -	\$ 170.80
Supplies	\$ 408.20	\$ 27.95	\$ 135.90	\$ 1,189.25	\$ 1,761.30	\$ 600.00	\$ 1,161.30
Other	\$ 91.46	\$ 452.64	\$ (604.50)	\$ -	\$ (60.40)	\$ -	\$ (60.40)
<b>Total Property Support</b>	\$ 47,120.71	\$ 59,530.91	\$ 49,386.65	\$ 81,215.13	\$ 237,253.40	\$ 277,450.00	\$ (40,196.60)
<b>Department of Communications and Ministries</b>							
Salaries - Communications	\$ 4,789.50	\$ 5,710.50	\$ 3,868.50	\$ 12,631.50	\$ 27,000.00	\$ 19,158.00	\$ 7,842.00
Clergy Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing, copying and postage "TOC"	\$ 13,912.34	\$ -	\$ -	\$ 13,948.70	\$ 27,861.04	\$ 61,120.00	\$ (33,258.96)
The Orthodox Church - Salaries	\$ 14,153.16	\$ 14,153.16	\$ 14,153.15	\$ 14,153.16	\$ 56,612.63	\$ 56,613.00	\$ (0.37)
Benefits(Medical, Unemployment, Pension)-Con	\$ 1,406.67	\$ 6,310.36	\$ 1,174.90	\$ 4,619.14	\$ 13,511.07	\$ 7,900.00	\$ 5,611.07
Contract web master	\$ 7,315.34	\$ 10,442.02	\$ 8,037.98	\$ 22,665.35	\$ 48,460.69	\$ 36,900.00	\$ 11,560.69
Website hosting and maintenance	\$ 146.24	\$ 887.10	\$ 2,651.55	\$ 691.05	\$ 4,375.94	\$ 600.00	\$ 3,775.94
Benefits(Medical, Unemployment, Pension)-TOC	\$ 1,258.26	\$ 865.17	\$ 860.67	\$ 1,148.66	\$ 4,132.76	\$ 3,700.00	\$ 432.76
internet/Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel & Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office supplies & postage	\$ 725.77	\$ (725.77)	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Department of Communications and Minis</b>	\$ 43,707.28	\$ 37,642.64	\$ 30,746.75	\$ 69,857.56	\$ 181,954.13	\$ 185,991.00	\$ (4,036.87)
<b>Department of External Affairs</b>							
Salaries - External Affairs	\$ 8,823.24	\$ 8,823.24	\$ 8,823.24	\$ 8,823.24	\$ 35,292.96	\$ 35,300.00	\$ (7.04)
Payroll Taxes - External Affairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
St. Catherines - Salaries	\$ 7,110.18	\$ 7,110.18	\$ 4,719.15	\$ -	\$ 18,939.61	\$ 28,500.00	\$ (9,560.49)
Payroll Taxes -St Catherines	\$ 235.82	\$ 39.48	\$ 18.57	\$ 204.77	\$ 498.64	\$ 2,200.00	\$ (1,701.36)
Interchurch travel	\$ 2,933.81	\$ 3,572.62	\$ 5,548.66	\$ 8,313.52	\$ 20,368.61	\$ 20,000.00	\$ 368.61
St. Catherines - Benefits(Medical, Unempl, Pens	\$ 2,768.66	\$ 3,905.99	\$ 3,090.99	\$ -	\$ 9,755.64	\$ 14,200.00	\$ (4,444.36)
St. Catherines - Travel	\$ 1,510.82	\$ 1,265.98	\$ 853.57	\$ 710.86	\$ 4,341.23	\$ 2,000.00	\$ 2,341.23
Telephone & office expense	\$ 1,847.16	\$ 2,809.52	\$ 6,855.27	\$ 2,807.42	\$ 14,319.37	\$ 7,750.00	\$ 6,569.37
Benefits - External Affairs(Medical, Unempl, Per	\$ 791.30	\$ 531.72	\$ 543.42	\$ 742.00	\$ 2,608.44	\$ 2,400.00	\$ 208.44
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cable, Postage & Parking	\$ 35.00	\$ 35.99	\$ 108.81	\$ 179.80	\$ 359.60	\$ 400.00	\$ (40.40)
Episcopal Assembly	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other interchurch organizations	\$ 375.00	\$ 5,000.00	\$ 200.00	\$ 3,745.65	\$ 9,320.65	\$ 12,000.00	\$ (2,679.35)
<b>Total Department of External Affairs</b>	\$ 26,420.99	\$ 33,094.72	\$ 30,761.68	\$ 25,527.26	\$ 115,804.65	\$ 124,750.00	\$ (8,945.35)
<b>Department of History and Archives</b>							
Salaries	\$ 15,909.55	\$ 17,994.99	\$ 15,887.04	\$ 13,772.74	\$ 63,564.32	\$ 61,014.00	\$ 2,550.32
Payroll Taxes	\$ 1,214.77	\$ 1,215.36	\$ 1,215.36	\$ 1,215.36	\$ 4,860.85	\$ 4,700.00	\$ 160.85
Benefits(Medical, Unemployment, Pension)	\$ 3,123.70	\$ 10,023.31	\$ 6,725.79	\$ 7,137.15	\$ 27,009.95	\$ 27,600.00	\$ (590.05)
Supplies	\$ -	\$ 65.00	\$ 65.00	\$ 1,065.00	\$ 1,195.00	\$ 1,500.00	\$ (305.00)
<b>Total Department of History and Archives</b>	\$ 20,248.02	\$ 29,298.66	\$ 23,893.19	\$ 23,190.25	\$ 96,630.12	\$ 94,814.00	\$ 1,816.12
Transfer to Charities Reserve	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Transfer to Deferred Maintenance Reserve	\$ -	\$ -	\$ 7,500.00	\$ (7,500.00)	\$ -	\$ 10,000.00	\$ (10,000.00)
Transfer to Legal Reserve	\$ -	\$ 7,500.00	\$ -	\$ (11,250.00)	\$ -	\$ 15,000.00	\$ (15,000.00)
Transfer to Automobile Replacement Reserve	\$ -	\$ -	\$ 3,750.00	\$ (3,750.00)	\$ -	\$ 5,000.00	\$ (5,000.00)
Theological Education	\$ 1,164.45	\$ -	\$ -	\$ -	\$ 1,164.45	\$ -	\$ 1,164.45
St Sergius Chapel	\$ 2,941.00	\$ 12,210.54	\$ 1,860.08	\$ 3,254.45	\$ 20,266.07	\$ 8,000.00	\$ 12,266.07
Ordination Candidate Psychological Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ (15,000.00)
Transfer to Church Planting Grants Reserve	\$ -	\$ -	\$ 26,250.00	\$ 9,750.00	\$ 36,000.00	\$ 35,000.00	\$ 1,000.00
Repayment of 9/11 Funds to the Restricted End	\$ -	\$ 12,500.00	\$ -	\$ 12,500.00	\$ 25,000.00	\$ 25,000.00	\$ -
Policies and Procedures Regarding Sexual Mlsc	\$ 377.50	\$ 3,324.06	\$ 1,808.92	\$ 1,534.88	\$ 7,045.36	\$ 7,000.00	\$ 45.36
Strategic Planning	\$ 90.00	\$ -	\$ -	\$ 3,664.63	\$ 3,754.63	\$ 33,000.00	\$ (29,245.37)
<b>TOTAL OPERATING EXPENSES</b>	\$ 448,161.24	\$ 581,367.19	\$ 479,661.19	\$ 608,928.67	\$ 2,118,118.29	\$ 2,113,890.00	\$ 4,228.29
<b>NET OPERATING SURPLUS(DEFICIT)</b>	\$ 134,827.29	\$ 6,253.28	\$ 117,495.32	\$ (19,170.21)	\$ 239,405.68	\$ 277,610.00	\$ (38,204.32)
<b>FOS Income &amp; Expenses</b>							
FOS Individual Membership	\$ 4,901.80	\$ 3,069.30	\$ 16,414.30	\$ 187.46	\$ 24,572.86	\$ 50,000.00	\$ (25,427.14)
Diaconal Vocations Revenue	\$ 3,125.00	\$ 375.00	\$ 500.00	\$ 250.00	\$ 4,250.00	\$ -	\$ 4,250.00
Youth Conference Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ (20,000.00)
Dividends & Interest(net of investment fees)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total FOS Income</b>	\$ 8,026.80	\$ 3,444.30	\$ 16,914.30	\$ 437.46	\$ 28,822.86	\$ 70,000.00	\$ (41,177.14)

	Actual Q1 2011	Actual Q2 2011	Actual Q3 2011	Actual Q-4 2011	Actual Thru 12/31/2011	Budget 12/31/2011	Variance to Budget
<b>FOS Expenses</b>							
Ministries Conference	\$	\$	\$	\$	\$	\$ 20,000.00	\$ (20,000.00)
FOS Printing and Mailing Expense	\$	\$	\$	\$ 3,774.80	\$ 3,774.80	\$ 15,000.00	\$ (11,225.20)
<b>TOTAL FOS Expense</b>	\$	\$	\$	\$ 3,774.80	\$ 3,774.80	\$ 35,000.00	\$ (31,225.20)
<b>Net FOS Income(Deficit)</b>	\$ 8,026.80	\$ 3,444.30	\$ 16,914.30	\$ (3,337.34)	\$ 25,048.06	\$ 35,000.00	\$ (9,951.94)
<b>Departmental Expenses</b>							
Department of Institutional Chaplaincy	\$ 1,000.00	\$ 2,000.00	\$ 2,250.00	\$ 2,081.36	\$ 7,331.36	\$ 12,200.00	\$ (4,868.64)
Department of Evangelization	\$	\$	\$	\$ 5,416.63	\$ 5,416.63	\$ 12,000.00	\$ (6,583.37)
Department of Liturgical Music & Translations	\$ 2,670.00	\$ 1,500.00	\$ 4,506.96	\$ 10,425.69	\$ 19,102.65	\$ 23,550.00	\$ (4,447.35)
Department of Pastoral Life & Vocational Development	\$	\$	\$	\$	\$	\$	\$
Department of Christian Education	\$ 1,500.00	\$ 5,107.40	\$ 2,108.73	\$ 15,237.86	\$ 23,951.99	\$ 25,000.00	\$ (1,048.01)
Department of Youth and Young Adults	\$ 4,952.18	\$ 5,171.02	\$ 5,056.98	\$ 4,539.07	\$ 19,719.25	\$ 19,000.00	\$ 719.25
Diaconal Vocations Program	\$ 3,774.80	\$ 3,000.00	\$ 6,000.00	\$ (774.80)	\$ 12,000.00	\$ 12,000.00	\$
Department of Christian Service	\$ 1,500.00	\$ 3,610.35	\$ 1,867.06	\$ 2,710.94	\$ 9,688.35	\$ 10,000.00	\$ (311.65)
<b>Total Departmental Expenses</b>	\$ 15,396.98	\$ 20,388.77	\$ 21,787.73	\$ 39,636.75	\$ 97,210.23	\$ 113,750.00	\$ (16,539.77)
<b>HONESDALE LOAN PRINCIPAL PAYMENTS</b>	\$ 27,343.18	\$ 27,462.56	\$ 28,133.90	\$ 28,862.95	\$ 111,802.59	\$ 111,600.00	\$ 202.59
<b>Total Net Income(Deficit)</b>	\$ 100,113.93	\$ (38,153.75)	\$ 84,487.99	\$ (91,007.25)	\$ 55,440.92	\$ 87,260.00	\$ (31,819.08)
<b>Extraordinary Items:</b>							
- Acting Chancellor Travel, Extra MC Travel Expense	\$ (2,591.00)	\$ (8,220.79)	\$ (11,902.31)	\$	\$ (22,714.10)	\$ (30,000.00)	\$ 7,285.90
<b>Total Net Income(Deficit)</b>	\$ 97,522.93	\$ (46,374.54)	\$ 72,585.68	\$ (91,007.25)	\$ 32,726.82	\$ 57,260.00	\$ (24,533.18)
<b>Unrestricted Funds:</b>							
Net Operating Surplus/(Deficit)	\$ 97,522.93	\$ (46,374.54)	\$ 72,585.68	\$ (91,007.25)	\$ 32,726.82	\$ 57,260.00	\$ (24,533.18)
Add Back Non-Cash Items (Depreciation & Amort)	\$ 4,419.75	\$ 4,419.75	\$ 4,419.75	\$	\$ 13,259.25	\$ 32,070.00	\$ (18,810.75)
Add Back Transfers (Not P&L Items)	\$	\$ 12,500.00	\$	\$ (250.00)	\$ 25,000.00	\$ 25,000.00	\$
Add Back Mortgage Principal Payment	\$ 27,343.18	\$ 27,462.56	\$ 28,133.90	\$ 28,862.95	\$ 111,802.59	\$ 111,600.00	\$ 202.59
<b>Total Operating Surplus/(Deficit) - Unrestricted</b>	\$ 129,285.86	\$ (1,992.23)	\$ 105,139.33	\$ (62,394.30)	\$ 182,788.66	\$ 225,930.00	\$ (43,141.34)
<b>Temporarily Restricted Funds:</b>							
<b>Revenues:</b>							
- Charity	\$ 1,862.00	\$ 25.00	\$ 545.00	\$ 730.00	\$ 3,162.00	\$ 10,000.00	\$ (6,838.00)
- Missions & Church Planting Grants	\$ 2,251.00	\$ 1,052.00	\$ 1,689.00	\$ 1,136.75	\$ 6,128.75	\$ 25,000.00	\$ (18,871.25)
- Youth Ministry Bequest	\$	\$ 110,411.95	\$	\$	\$ 110,411.95	\$	\$ 110,411.95
- Seminary	\$ 500.00	\$ 1,189.00	\$	\$ 1,877.00	\$ 3,566.00	\$	\$ 3,566.00
- North America Saints Project	\$ 10,000.00	\$	\$	\$	\$ 10,000.00	\$	\$ 10,000.00
- Kavalenko Trust	\$ 2,474.15	\$ 1,488.03	\$ (4,598.33)	\$ 5,509.47	\$ 4,873.32	\$ 5,000.00	\$ (126.68)
- McGuire Trust	\$ 199.26	\$ 1,562.18	\$ 2,162.83	\$ (3,468.93)	\$ 455.34	\$ 8,000.00	\$ (7,544.66)
- Rotko Trust	\$ (89.63)	\$ 0.40	\$	\$ (597.24)	\$ (686.47)	\$ 2,500.00	\$ (3,186.47)
- York Trust	\$ (110.48)	\$ 1,480.80	\$ 1,142.62	\$ (2,119.51)	\$ 393.43	\$ 6,000.00	\$ (5,606.57)
- All American Council	\$ 148,016.00	\$ 71,635.00	\$ 61,653.00	\$ 31,911.00	\$ 313,215.00	\$ 240,000.00	\$ 73,215.00
- Other	\$	\$	\$	\$	\$	\$	\$
<b>Total Temporarily Restricted Revenues</b>	\$ 165,102.30	\$ 188,844.36	\$ 62,594.12	\$ 34,978.54	\$ 451,519.32	\$ 296,500.00	\$ 155,019.32
<b>Expenses:</b>							
- Charity	\$ 8,500.00	\$ (2,465.00)	\$ 5,000.00	\$ (6,200.00)	\$ 4,835.00	\$ 10,000.00	\$ (5,165.00)
- Missions	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ (27,000.00)	\$	\$ 40,000.00	\$ (40,000.00)
- Church Planting Grants	\$	\$	\$	\$	\$	\$	\$
- Seminary	\$	\$	\$	\$ 24,000.00	\$ 24,000.00	\$	\$ 24,000.00
- Publications	\$	\$	\$	\$	\$	\$	\$
- Kavalenko Trust	\$ 1,151.07	\$ 1,091.68	\$ 1,074.17	\$ 4,015.17	\$ 7,332.09	\$ 4,610.00	\$ 2,722.09
- McGuire Trust	\$ 1,249.50	\$ 437.29	\$ 924.59	\$ (3,435.38)	\$ (824.00)	\$ 3,993.00	\$ (4,817.00)
- Rotko Trust	\$ 325.00	\$	\$	\$ (597.24)	\$ (272.24)	\$ 1,952.00	\$ (2,224.24)
- York Trust	\$ 19,470.48	\$ 19,145.48	\$ 19,145.48	\$ 16,352.77	\$ 74,114.21	\$ 77,232.00	\$ (3,117.79)
- All American Council (including PCC)	\$ 5,962.59	\$ 10,382.37	\$ 224,241.84	\$ 12,921.16	\$ 253,507.96	\$ 251,100.00	\$ 2,407.96
- Other	\$	\$	\$	\$	\$	\$	\$
<b>Total Temporarily Restricted Disbursements</b>	\$ 45,658.64	\$ 37,591.82	\$ 259,386.08	\$ 20,056.48	\$ 362,693.02	\$ 388,887.00	\$ (26,193.98)
<b>Net Temporarily Restricted Surplus/(Deficit)</b>	\$ 119,443.66	\$ 151,252.54	\$ (196,791.96)	\$ 14,922.06	\$ 88,826.30	\$ (92,387.00)	\$ 181,213.30
<b>Permanently Restricted Funds:</b>							
<b>Revenue:</b>							
- St Andrew's Endowment	\$ 215.92	\$ 170.67	\$ 361.70	\$ 427.66	\$ 1,175.95	\$ 1,000.00	\$ 175.95
- Main Endowment	\$ 927.27	\$ 1,360.37	\$ 1,196.83	\$ 2,059.01	\$ 5,543.48	\$ 4,000.00	\$ 1,543.48
- FOS Endowment	\$ 135.77	\$ 113.32	\$ 302.32	\$ 245.04	\$ 796.45	\$ 500.00	\$ 296.45
<b>Total Revenues</b>	\$ 1,278.96	\$ 1,644.36	\$ 1,860.85	\$ 2,731.71	\$ 7,515.88	\$ 5,500.00	\$ 2,015.88
<b>Funds Released:</b>							
- St Andrew's Endowment	\$ 143.71	\$ 364.37	\$ 143.69	\$ 62.14	\$ 713.91	\$ 1,000.00	\$ (286.09)

	<u>Actual Q1 2011</u>	<u>Actual Q2 2011</u>	<u>Actual Q3 2011</u>	<u>Actual Q-4 2011</u>	<u>Actual Thru 12/31/2011</u>	<u>Budget 12/31/2011</u>	<u>Variance to Budget</u>
- Main Endowment	\$ 660.06	\$ 1,021.72	\$ 661.59	\$ 934.51	\$ 3,277.88	\$ 3,000.00	\$ 277.88
- FOS Endowment	\$ 96.27	\$ 236.90	\$ 96.77	\$ 112.47	\$ 542.41	\$ 600.00	\$ (57.59)
<b>Total Funds Released</b>	\$ 900.04	\$ 1,622.99	\$ 902.05	\$ 1,109.12	\$ 4,534.20	\$ 4,600.00	\$ (65.80)
<b>Net Permanently Restricted Surplus/(Deficit)</b>	\$ 378.92	\$ 21.37	\$ 958.80	\$ 1,622.59	\$ 2,981.68	\$ 900.00	\$ 2,081.68
<b>Total Change in Net Assets</b>	\$ 244,688.69	\$ 144,861.93	\$ (95,113.58)	\$ (45,849.65)	\$ 261,337.39	\$ 102,373.00	\$ 158,964.39

16th All American Council  
 Actual vs Budget  
 as of December 31, 2011

EXHIBIT D

	<u>PCC 2010/11</u>	<u>Projected AAC 2011</u>	<u>Budget Total 2011</u>	<u>Actual 16th AAC As of 12/31/11</u>	<u>Variance</u>
<b>Revenues:</b>					
Total Special Assessment	\$ -	\$ 242,000.00	\$ 242,000.00	\$ 247,056.00	\$ 5,056.00
Direct Public Support	\$ -		\$ -	\$ 2,756.00	\$ 2,756.00
Appeals	\$ -		\$ -	\$ -	\$ -
Total Observer Fees	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 41,438.00	\$ 17,438.00
Refunds	\$ -	\$ -	\$ -	\$ -	\$ -
Special Events Income	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 23,965.00	\$ 13,965.00
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 276,000.00</b>	<b>\$ 276,000.00</b>	<b>\$ 315,215.00</b>	<b>\$ 39,215.00</b>
<b>Expenses:</b>					
Bank Fees	\$ -	\$ 100.00	\$ 100.00	\$ 158.17	\$ 58.17
Food - PCC	\$ 250.00	\$ -	\$ 250.00	\$ 214.68	\$ (35.32)
Flowers/Candles/Lit Items	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 584.05	\$ (415.95)
Copying	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)
Outside Contract Services	\$ -	\$ 77,000.00	\$ 77,000.00	\$ 69,716.00	\$ (7,284.00)
Postage and Mailing	\$ 500.00	\$ 2,500.00	\$ 3,000.00	\$ 2,990.72	\$ (9.28)
Printing/Copying	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 3,996.00	\$ (1,004.00)
Supplies	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 700.00	\$ (1,300.00)
Telecommunications	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)
Conference, meetings	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	\$ (1,200.00)
Travel	\$ 18,000.00	\$ 20,000.00	\$ 38,000.00	\$ 47,144.51	\$ 9,144.51
Lodging	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 24,432.02	\$ (25,567.98)
Meals	\$ -	\$ 88,000.00	\$ 88,000.00	\$ 84,712.86	\$ (3,287.14)
Stipends	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 7,200.00	\$ 1,200.00
Auto - Gas, Shipping	\$ -	\$ 14,000.00	\$ 14,000.00	\$ 10,858.95	\$ (3,141.05)
Travel & Meetings-Other	\$ -	\$ -	\$ -	\$ -	\$ -
Other Admin Expense	\$ -	\$ 550.00	\$ 550.00	\$ 800.00	\$ 250.00
<b>Total Expenses</b>	<b>\$ 25,950.00</b>	<b>\$ 261,150.00</b>	<b>\$ 287,100.00</b>	<b>\$ 253,507.96</b>	<b>\$ (33,592.04)</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (25,950.00)</b>	<b>\$ 14,850.00</b>	<b>\$ (11,100.00)</b>	<b>\$ 61,707.04</b>	<b>\$ 72,807.04</b>

**Proposed Use of Surplus Funds:**

The surplus resulted from the overwhelming participation of the vendors (\$14K), and the observers (\$17K), as well as the diligence of the PCC in adhering to and negotiating expenses to come in BELOW our budget (\$39K).

We propose distributing \$60K of the surplus back to the Dioceses, based on their assessment contributions.