



**ORTHODOX
CHURCH in
AMERICA**

Metropolitan Council Meeting

Fall 2014

Officers Reports



**Meeting of the Metropolitan Council
September 23 to September 25, 2014
Officers' Reports
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**Secretary's Report
Archpriest Eric G. Tosi
Fall 2014 Metropolitan Council Meeting
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1. Overview

The spring and summer were busy with planning; planning for the All-American Council, planning on specific projects, and planning for the variety of events we are either involved with or host. Significant progress has been made in these specific areas, as the report will reflect, and I am thankful for the good and hard work of the variety of staff spread throughout the continent. The only way to accomplish so much work with so few people is by assembling a good team and trusting their abilities.

2. Human Resources

The Chancery staff has remained stable for the past six months and this is reflected in the amount of work that it is able to accomplish. There has been significant progress in the clergy and parish database which now is being transitioned to operational status. It took months to dig out of the backlog and to work through the many issues, but we are now confident in the system and the streamlining of the process. We are grateful to the many long hours put in by Barry Migyanko and Ryan Platte.

As we stabilize the work, certain workloads will need to be addressed. Primarily among this is a proposal put forth by the Metropolitan and the Officers to bring in a part-time, contract person working in the area of stewardship and development. The idea is to have the person prepare the stewardship work leading up to the All-American Council by consolidating the old stewardship and development records, preparing and managing a stewardship appeal, preparing a Stewardship event at the All-American Council and begin the formulation of a renewed stewardship and development office. It is a modest start utilizing funds that already exist and are available but it will produce some tangible results.

Other aspects of Human Resources continue such as periodic reviews, compliance checks and related HR issues. It is also recommend that over the next year, a thorough review of the current HR policies be conducted in coordination with the HR Committee and experts to ensure that it is up to date and reflects the reality of the current Chancery operation.

3. Operations

The database project is now completing the first phase. It was a very intensive project which required much detective work in locating and identifying the old material. As a reminder, we needed to do this as the Access 97 program was collapsing and we were in danger of losing a lot of historical and operational material. At this point it is almost operational with the final steps being creating a library of needed reports. The next phase will begin shortly as the database will begin to be developed which will link the

clergy/parish database with updated mailing lists, donors and financial records. This will take many months to complete and will include a mass collection of mailing list names, sorting the material and defining of the data. When completed, we will have a modern and usable system in place at the Chancery.

All computers operating on XP have been replaced and are operational. In addition, we are working on connecting the MAC users to the network in order to ensure proper redundancy and backup.

In reference to the backup and storage issues, a recommended records retention policy is presented. This was done in conjunction with the archives and pension work and was decided to extend the policy to include the proper storage, retention and electronic policy for the Chancery. This is presented for approval and adoption. It is a long overdue policy.

There has been considerable work with the insurance companies in reference to legal issues and with the legal committee on a variety of issues which will be reported. 501 C 3 work continues on a weekly basis.

Work continues on background checks, tightening the ordination and clergy transfer procedures. A new set of guidance has been issued, contracted signed with a new company (Single Source) which will be more streamlined and have a cost-saving effect. There are a few issues with the procedures as they begin adopting them in parishes and we are addressing them as they arise. I will also be assisting St. Tikhon's Seminary as they begin to adopt the procedures and continue to work with all the seminaries and dioceses on background checks for ordinations, receptions and transfers.

I am continuing managing the Seminary Internship Program for the upcoming year with seven OCA seniors. It was revised from last year in order to make it more reflective and practical.

There will be the annual St. Sergius Festal celebration on September 27 which is open to all people. A highlight this year is the first ever awarding of the newly established Order of St. Romanios in recognition for significant contributions in the field of liturgical music. The medal was designed and received recently.

I have also been involved with two major projects that have been going through the planning, data collection and analysis stage. The first project is on the work of the departments and the organization/integration of the work of the central administration with the boards, commissions, departments and offices. The goal is to find a more efficient manner of organizing and managing the work as well aligning them more closely with the vision of the Holy Synod. As such, a number of questionnaires were sent out and data was collected. This material is currently be organized and will be presented to the Holy Synod and the Reorganizational Task Force for decisions. It is currently over 80 pages of data and analysis.

The second major project is the implementation of the new Mission School. This initiative was the result of a special task force to examine and put forth recommendations on the large bequest that was received. Ultimately the Synod selected the Mission School and His Beatitude tasked me to organize it. The location, costs and agenda have been finalized and we are still waiting on some teaching plans. It is the goal to have the first fully-funded Mission School before the All-American Council.

4. Council and Synods

We have a number of highlighted meetings. There is the normal rounds of Holy Synod, Lesser Synod, and other operational and planning meetings. The meetings of the Preconciliar Committee, local committee in Atlanta, the Monastic Leaders meeting also occurred. Other extraordinary meetings included consultations on various legal and operational aspects of the chancery. There was an extra Holy Synod meeting in June to discuss some more critical issues and to begin proactive long range planning for the Church. Likewise, there are weekly Officers meetings and other conference calls on various SMPAC and legal issues.

The All-American Council planning continues and there is much to relate. This will be done in detail in a separate report. But there was significant progress across a wide front. The AAC website is operational (<http://18aac.oca.org>) as well as related social media pages. The electronic registration process is almost complete and ready for testing and release. Assessment letters have been sent. The local committees have their chairs and assignments and are progressing. There is one major contract still to sign with the audio/visual company (we are still negotiating). A draft agenda is complete and details are coming together. A new iconostasis has been ordered that will be [part of the AACs in the future. The major initiatives on Statute Reform and Finance Reform will be reported on separately. The Youth Program is set and the FOCA Convention is ready. The next major steps will be the call for reports and the release of the registration material. This will happen in October and January respectively.

I would note that an award winning videographer and producer (Cannes) has come forward to put together a film on the OCA for the AAC. This major project is being totally donated and will focus on the vision of the OCA through the years and into the future.

5. Archives

The Archives Task Force continues their work and a separate report is attached. It should be stated that Fr. Daniel and Matushka Tamara Skvir have spent a considerable time this summer in the archives doing inventory and assisting in the early planning stages of the project. There was some clean-up this summer with a seminarian who cleaned out the attic, some storage rooms and the garages. There will be considerable work done in the archives over the next months as a plan of action comes together.

6. Estate Management

There was some work done on the estate over the past few months. A new side door and electric garage door were installed. Both were in very poor shape and in need of replacement. The garage is now cleaned and the Metropolitan can use it for the new automobile. There was extensive electrical repair work completed on the exterior as there were bad wires, corroded fixtures and blown circuits. Now all the exterior lighting and circuits have been repaired and are up to code. There was also some sight repair work in the building. We will need to have an exterminator come in and spray as we have a wasp infestation under the many shutters.

We will need to keep in mind the roof situation which will need to be addressed in the future as well as the continuing issue of the abandoned pool.

The next phase of clean-up of the building will take place over the year as we will hire some labor to clean out the attic. "Stuff" accumulates and it has not been cleaned in many years and a fire hazard. The garage has been cleaned out and is in much better shape.

An exciting project is about to commence as an Eagle Scout project has been approved for the renovations of the entrance to the Chancery. There will be new directional signs on the pillars and property, new mailbox and new landscaping around the entrance. There will also be a significant amount of painting and repair work done. The Scout is raising the funds and it will be minimal cost to the Church. I am offering other projects for local Eagle Scout candidates to do on the property.

7. Communications

Continued thanks to the communications team of Fr. John Matusiak, Jessica Linke and Ryan Platte. They really do work above and beyond even though they are part-time. Sometimes they are posting items well into the evening in order to have the material out to the public in a timely manner. There were a few very critical items that were released through the Crisis Management Team and the team worked efficiently.

We continue to make use of social media and other media including picture and video galleries. We were able to post a Paschal and AAC video of His Beatitude and made plans for a series of video addresses. We have purchased some equipment to assist in the production of the videos. In addition, we give thanks to Roman Ostash who also takes many photos of the Metropolitan's visits and submits them in a timely manner.

We have continued discussions with the Departments on postings and are getting a better response. Likewise, there are the Planting Grants which also are posting on a regular basis. There has also been talk of bringing more department websites under the aegis of the OCA website (at their own suggestion) and we expect the release of the new evangelization website shortly.

The next issue of *The Orthodox Church* will be delivered at the end of the year as an annual review. This plan was agreed upon at the last Metropolitan Council meeting. It

would recap the stories of the year with some special and specific articles. We will base it on the theme of the 220 Anniversary of the Orthodox Church in America (as was the 2014 Desk Calendar). It would be a fine fundraising tool and also allow us to keep track of the events of the Church over the year, much like the old Sourcebook. It would reduce costs and still give the faithful something tangible. It will be delivered in bulk to the parishes due to the unreliability of the OCA mailing list.

The 2015 Desk Calendar is currently being produced and should be ready by the end of November. It will be based on the theme of the 18th All-American Council. There will also be the production of new Metric Books. The last run was a number of years ago and had many mistakes and was not usable. We are just starting the process of designing the books and looking into production.

8. Crisis Management Team

The Crisis Management Team was kept busy over the summer with a number of issues. There is a good system in place and many of the major issues have been addressed in a timely manner. We also advised a couple of dioceses on some issues. Due to the sensitive nature of these items, they will not be fully discussed here. I would remind the Council that the Team does need to plan and conduct continued training.

9. Other Issues

I continue to serve on the Boy Scouts National Executive Committee to be the Orthodox representative on the Religious Relations Committee. I have been given the honor to be the first Orthodox priest selected to be on the chaplain team (six chaplains) for the American contingent for the World Jamboree in Japan right after the All-American Council. I will also be making contact with the local Church in Japan. I continue to attend meetings representing the Orthodox Church including a meeting on the religious awards for all Scouts.

I also have represented the OCA on a number of visits and events as per request.

I was also asked to serve on two very important committees. The first is the Evangelism Task Force on North America for the World Council of Churches. I will be attending the first meeting in October. I also was asked to be a part of the Lausanne Orthodox Initiative and will present a paper in Albania to a gathering of Orthodox, Protestant and Ecumenical experts on evangelism. I am very grateful to be able to be a part of these two organizations that deal with a subject very close to my heart.

As always, I ask for your prayers and thank you for your support over the past six months. I apologize if I missed reporting on the many items I work through on a daily basis.

**OCA ARCHIVES ADVISORY COMMITTEE
REPORT TO THE METROPOLITAN COUNCIL
Fall 2014**

Members

Alexis Troubetzkoy, *Chairman*
Archpriest John Erickson
Dr. Jurretta Heckscher
Archpriest John Jillions, *OCA Chancellor*
Alexis Liberovsky, *Committee Secretary*
Lisa Mikhalevsky, *Metropolitan Council Liaison*
Melanie Ringa, *OCA Treasurer*
Gregory Shesko
Dr. Anatol Shmelev
Matushka Tamara Skvir
Archpriest Eric Tosi, *OCA Secretary*

Consultants

Sergei D. Arhipov
Dr. David Ford
Matthew Garklavs
Dr. Scott M. Kenworthy
Archpriest John Perich
Daria Safronova-Simeonoff
Eleana Silk
Popadija Kitty Vitko

Mission Statement:

“The purpose of the OCA Archives Advisory Committee is to assess the housing, preservation and access needs of the OCA Archives and to develop strategic solutions. The committee will also explore and develop outside sources of funding, including grants, for housing and other unfunded projects of the OCA Archives. The committee members will advise the OCA Archivist in their respective areas of expertise. The committee may include additional experts as consultants, as needed.”

The establishment of a committee to study the housing needs of the OCA Archives and to develop solutions was mandated by decision of the Metropolitan Council at its 2013 Spring Session. The OCA Archives Advisory Committee was formed soon after in fulfillment of this mandate.

Since the 2014 Spring Session of the Metropolitan Council, the Committee’s work has continued under the leadership of its chairman, in spite of his illness and recuperation over several months. Please keep Alexis Troubetzkoy in your prayers. The Committee has maintained regular contact by email, sharing information and engaging in constructive discussion of many issues.

The following are the highlights of our recent work:

The Archives Committee had a conference call a few days before the Metropolitan Council’s Spring Session.

As directed by the Archives Committee, the Archivist advised the Metropolitan Council verbally of concern expressed by a leading archival expert, whom Archives Committee Member Gregory Shesko had consulted, regarding physical changes that must be made to the current facility to better protect the Archives from burst pipes, electrical fire or flooding. In addition, he strongly recommended (as does Professor Gregory Hunter, see below) that archival-appropriate controls for room temperature and relative humidity be installed; this data can be collected electronically. Specialist(s) need to be brought in to make specific recommendations and provide cost estimates.

This will be further discussed during the Committee's upcoming conference call and funding for appropriate consultant(s) will likely be requested from the Metropolitan Council in due course.

It was also decided that the OCA Archivist should meet informally with Professor Gregory Hunter, a local nationally known archival consultant, to discuss consultant requirements expressed by the Committee. That very useful meeting took place in March and Dr. Hunter's suggestion that we hire one of two leading firms specialized in planning construction or renovation of archival facilities will be considered by our Committee during its conference call meeting in September.

Dr. Hunter also provided resources and consultant referrals regarding proper environmental controls for archives (particularly temperature and humidity). His recommendations in this regard will be discussed by our Committee during its upcoming telephone conference call.

Prof. Hunter additionally offered the possibility of interns (paid or unpaid) from Long Island University, where he teaches, working at the OCA Archives. This and other internship programs or volunteer hiring are currently under consideration by the Committee. Among these is the possibility of hiring seminarians during the summer months, which would require funding.

Committee member Dr. Anatol Shmelev drafted an ***“OCA collection development and management and deaccessioning policy”*** which is awaiting the Committee's approval.

The ***“Draft Record Retention and Electronic Policy for the Chancery of the Orthodox Church in America”*** prepared by Fr. Eric Tosi, a more comprehensive document incorporating the previous document, is presently under review by the Committee.

A significant accomplishment over the last several months has been the compilation by Committee member, Matushka Tamara Skvir with the OCA Archivist of a consolidated overview inventory of all collections in the OCA Archives. While finding aids have existed for individual collections in the OCA Archives, the consolidated inventory will be used to cull redundant holdings and will provide a better sense of preservation needs. It will also aid in publicizing our collections and in the procurement of grants and other funding.

As outlined above, many of the issues presented in this report are to be discussed during the Committee's conference call in September, which will take place after this report is submitted. The decisions of the conference call will be presented to you during the Metropolitan Council meeting.

The Archives Advisory Committee requests the continued prayers and support of the Metropolitan Council for its work in preserving the Church's archival treasures and for the health of our chairman, Alexis Troubetzkoy.

Respectfully submitted,

Alexis Liberovsky
OCA Archivist
Secretary – Archives Advisory Committee

September 2014 report to the Metropolitan Council

Ryan Platte, Technical Manager, Orthodox Church in America

Dear members of the Metropolitan Council,

It has been a very busy seven months since my last report.

- We now have a database application that can port information from the existing Access database and run several reports. Once the present work to create editing functionality for the data is complete enough, we plan to cut over to using this new system and retire the Access database.
- We evaluated and adopted registration software for the upcoming All-American Council.
- I am developing a system to include barcodes on AAC badges and scan them at the event to provide automated counts and access control.
- We launched the new All-American Council website with Fr. Joel Wilson's excellent help setting up the design and structure for us.
- I assisted the Evangelization and Youth/Young Adult departments in launching new WordPress-based sites: the Wonder blog has now been relaunched, and the new Evangelization is pending (and ready to go from a technical perspective).
- I added metadata to oca.org pages that significantly enhance the presentation of oca.org links shared via social media (including our own Facebook and Twitter accounts). Our posts now carry a professional appearance, like those from sites of major newspapers. With more work in this area, we can carry more images through to social media views, enhancing the popularity of our posts and helping spread the word about Orthodoxy and the OCA.
- I began the work of moving our many scattered retired and semi-retired systems and data stores to a central, well-managed file archive.
- I advised Chancery staff on security options to help ensure that confidential personal information passing through the office stays secure.
- I carried out software maintenance and fixed several defects in OCA systems.
- I provided several reports from our web analytics.
- I posted content when needed to cover for staff absence, and responded to inquiries at our support desk.
- I set up a staging environment duplicating our production oca.org site to allow rehearsals of future upgrades to the site software, avoiding costly downtimes and emergencies.

Bringing several of these projects to completion will be my focus in the coming months. I am always seeking to provide as much return as possible on the OCA's technology investment within the limited time available.

Respectfully submitted,
Ryan Platte, Technical Manager

Orthodox Church in America

Audit Committee

Michael S. Strelka, CPA, CVA, Chair
Karen L. Simons-Durkish, CPA, Member
Vera Bozko-Summer, Member

August 28, 2014

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

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

Most Blessed Master Bless!

The Audit Committee spent August 12-13, 2014 on Long Island to perform its statutory review of the books and records at the Chancery. We reviewed the period from July 1, 2013 through June 30, 2014. Due to the tax season schedules of Karen Durkish and me, we have made just one trip to Syosset in 2014 instead of a semi-annual visit. This will continue into 2015, unless circumstances dictate otherwise.

Procedures performed, and our findings:

BUDGETED ITEMS

Each income statement account for the 12 months ending 6/30/13, and for the six months ended 6/30/14 were reviewed in comparison with their respective budgets for 2013 and 2014. All unusual or unexpected variances which were noted were explained and supported by Melanie Ringa.

CASH

In reviewing cash, all accounts related to bank accounts were selected for audit. A total of \$1,026,358 was tied back to third-party bank statements.

The reconciliations had items that were aged past a reasonable expectation summarized below with detail following:

Deposits in transit outstanding for longer than 1 year, which net to \$3,303
Outstanding Checks greater than 12 months, which net to \$844
Other items aged between 1 and 5 months, which net to \$11

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08/28/2014

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Account	Description	Amount	Check #	Mos O/S
791-5587807	Balances from 1/16/13 on Deposit in transit	80.00		
	Balances from 1/16/13 on Deposit in transit	(3,533.00)		
	Checks o/s			>12
		407.20	12338	mos
		161.42	12811	mos
		275.00	13366	mos
		828.24	14414	3 mos
		191.66	14589	1 mos
791-6007235	Prime Pay Invoices	(233.86)		3 mos
792-5144532	Balance from Deposits 10/5/2012	100.00		
	Balance from Deposits 10/22/2012	50.00		
792-3343367		(2,000.00)		5 mos
		(2,000.00)		5 mos
		3,203.00		3 mos

We recommend following up on these reconciling items, clearing the deposits in transit, looking to see whether the outstanding checks exceeding a year in aging are required to be escheated, and reviewing the other entries.

Petty cash accounts totaling \$1,113 were not audited this cycle.

INVESTMENTS

In reviewing investments, all accounts related to investments accounts were selected for audit. A total of \$930,584 was tied back to third-party statements without exception. Investment accounts track both historical data and unrealized gains and losses in market value, which has a net unrealized gain of \$5,540 at June 30, 2014.

The HVIZD Annuity has a balance of \$93,032, which was not selected for audit as the balance has fluctuated less than 3.16% from the June 30, 2013 balance, which was audited.

PAYROLL

Quarters 1 and 2 for 2014 have tied between the 941's filed with the IRS and the internal bookkeeping. The rates for all 941 taxes appear reasonable. The wages tie to third-party payroll reports and the detail corresponds to the general ledger. There is a difference

between expected wages and actual wages, which was discussed with Melanie. The difference is due to priest housing allowances, which are not subject to social security and medicare taxes, but they are still recorded as part of the salaries for bookkeeping purposes. The total difference is \$5,158, which is less than 1% of total payroll.

1099 TESTING

The 1099's are filed for the calendar year ending December 31, 2013. 20 1099's were audited such that the supporting documentation, the general ledger and the amount reported to the federal government agreed. These 20 1099's totaled \$155,585, which is 98.88% of the \$158,949 total 1099's. Due to the small-dollar amounts, \$3,364, or 2.12%, was judgmentally not selected for audit.

PLANTING GRANTS

There are six planting grants in progress as of June 30, 2014: Annapolis, MD, Shreveport, LA, Lawrence, KS, Lansing, NY, Cardiff, CA, and San Esteban, Mexico. Spending for the first six months of the year for planting grants has been \$50,667, which is in line with the expected payments for the planting grants outlined and approved. The Cardiff, CA planting grant has a range of \$16,000 to \$24,000, which is why the planting grants have been analyzed for a range of acceptable spending rather than an expectation of a single-value total. The range is within 5% of the expected spending, regardless of which amount is used for the Cardiff, CA grant expenses.

As noted in last year's report, we recommended an updated appraisal of the Chancery, to ensure that replacement cost is adequately covered. We also reiterate our recommendation that a complete inventory of all "sacred art" should be accomplished as soon as practicable.

Our committee is also mandated by the OCA Statute to review the audited financial statements of the two Stavropegial seminaries, and report any noted items. We have reviewed the audited financial reports of both St. Vladimir and St. Tikhon Orthodox Theological Seminaries for the year ended June 30, 2013, and have noted nothing unusual in their reports.

The chancery has been receiving financial information from St. Catherine's representation church in Moscow for several months. Melanie Ringa has sent us the reports from Moscow and has also summarized this information for us. Approximately 90% of the income of the church comes from "donations" from the bookstore and rental of commercial space, both of which are in non-profit entities separate and apart from St. Catherine's, and over which we have no jurisdiction. Individual parishoner donations are miniscule.

As noted in last year's audit report, the amount of investments has grown due to some bequests. We recommend that the investment committee of the Metropolitan Council develop a more comprehensive plan for investing the funds. Right now it appears that the bulk of the funds are invested in lower interest paying CD's.

We also discussed with Melanie the possibility of the internal auditors assisting with such things as reviewing the bank reconciliations, in order to mitigate the internal control deficiency of lack of separation of duties at the chancery.

The Committee would like to thank the Chancery staff, particularly Melanie Ringa, for their help cooperation in performing our audit.

On behalf of the Committee, please accept our thanks for allowing us to use our professional skills and abilities for the benefit of the Church.

Yours in Christ,



Michael S. Strelka, CPA

Chair