



**ORTHODOX
CHURCH in
AMERICA**

Metropolitan Council Meeting

Fall 2014

Other Reports



**Meeting of the Metropolitan Council
September 23 to September 25, 2014
Other Reports**

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Meeting of the Metropolitan Council September 22 to September 25, 2013

Metropolitan Council Agenda

All housing, meals and meeting are at Seminary of the Immaculate Conception located at 440 W. Neck Road, Huntington, NY 11743 (about 15 minutes west of the Chancery) Phone: (631)423-0483.

Sunday, September 21

Arrival and Committees

<i>Time</i>	<i>Event</i>	<i>Location</i>	<i>Responsibility</i>
All Day	Transport	Airports	Chancery Staff

Dinner will be available at 5:30 PM at the Seminary

If any committees would like to meet this evening, they are free to schedule it themselves

Monday, September 22

Arrival and Retreat: The First and the Finest: Orthodox Christian Stewardship as Sacred Offering

<i>Time</i>	<i>Event</i>	<i>Location</i>	<i>Responsibility</i>
All Day	Transport	Airports	Chancery Staff
8:00 AM	Breakfast	IMC	IMC
9:30 AM	Retreat Session I	IMC	Fr Robert Holet
12:30 PM	Lunch	IMC	IMC
1:30 PM	Retreat Session II	IMC	Fr Robert Holet
5:30 PM	Dinner	IMC	IMC
7:00 PM	Reception at IMC		

Any needed committee meetings can be scheduled for this evening

Tuesday, September 23

Metropolitan Council

<i>Time</i>	<i>Event</i>	<i>Location</i>	<i>Responsibility</i>
8:00 AM	Breakfast	IMC	IMC
9:00 AM	Metropolitan Council		

	A.	Agenda: Introduction	Fr. John Jillions
	B.	Roll Call/Approval of Minutes	Fr. Eric G. Tosi
	C.	Welcome	Metropolitan Tikhon
	E.	Metropolitan's Report	Metropolitan Tikhon
12:30 PM	Lunch	IMC	IMC
1:30 PM	F.	Chancellor's Report - ORSMA	Fr. John Jillions TBA
	G.	Secretary's Report - Communication Issues - Archives Issues - New Policy - Planting Grant	Fr Eric G. Tosi
	H.	18th AAC Update - Preconciliar Commission - Proposed Agenda - Issues	Fr. Eric G. Tosi
	I.	External Affairs	Fr. Leonid Kishkovsky
	J.	Legal Report	E.R.Lanier
5:30 PM	Dinner	IMC	IMC

Wednesday, September 24
Metropolitan Council

7:30 AM	Transport to St. Sergius Chapel	Chancery	
8:00 AM	Divine Liturgy for All Martyrs of Alaska	Metropolitan Tikhon	
9:30 AM	Breakfast Chancery	Chancery Staff	
10:30 AM	Transport to IMC	Chancery	
11:00 AM	Metropolitan Council IMC		
	K.	Report of the Strategic Plan Committee	Fr. John Vitko
	L.	Metropolitan Council Committees	
	1.	Report of Charity Committee	PDN Michael Myers
	2.	Report of Crisis Management Team	Fr. Eric G. Tosi

	3.	Report of Ethics Committee	Dr. Paul Meyendorff
	4.	Report of Human Resources	Fr. David Garretson
	5.	Report of Internal Governance	Fr. Chad Hatfield
12:30 PM	Lunch	IMC	IMC
1:30 PM	Metropolitan Council	IMC	
	M.	Treasurer's Report -External and Internal Auditor Reports	Melanie Ringa
	N.	Report of Financial Development Committee	David Yeosock
	O.	2015 Budget Presentation	Fr. Gleb McFatter
4:00 PM	Committee Meetings	IMC	
		Lesser Synod	IMC
5:30 PM	Dinner	IMC	IMC

**Thursday, September 25
Metropolitan Council**

8:00 AM	Breakfast	IMC	IMC
9:00 AM	Metropolitan Council	IMC	
	P.	Statute Revision Report	Fr. Alexander Rentel
	Q.	SMPAC	Cindy Davis
	R.	Pension Board Report	Fr. Gleb McFatter
	S.	Department Report Military Chaplains Liturgical Music	Fr. Ted Boback Dr. David Drillock
	T.	Other Business/Committee Meeting Issues	
	U.	Next Meeting and Date	
12:30 PM	Lunch	IMC	IMC

Saturday, September 27

Hierarchical Liturgy for St. Sergius is at 10:00 AM at the Chancery. There will be transport available at 9:00 AM. Those who need to go to the airport will leave from the Chancery.



**MINUTES
of the Joint Meeting of the Lesser Synod
and the 2014 Spring Session of
the Metropolitan Council**

**Tuesday, February 4 – Thursday, February 6, 2014
East Norwich Inn, East Norwich, NY**

These draft minutes are subject to approval at a subsequent meeting of the Metropolitan Council

PARTICIPANTS

LESSER SYNOD

His Beatitude, Metropolitan Tikhon
(all sessions except Tuesday morning)
His Eminence, Archbishop Nikon
(all sessions except Tuesday morning)

His Grace, Bishop Michael *(Tuesday, Wednesday)*

METROPOLITAN COUNCIL

Church Officers

Archpriest John Jillions, *Chancellor*
Melanie Ringa, *Treasurer*

Archpriest Eric Tosi, *Secretary*

Members elected by the All-American Council

Archpriest Chad Hatfield

Dr. Paul Meyendorff
Maureen Jury

Diocesan Representatives

Diocese of Alaska

Archpriest John Dunlop

Patrick Pletnikoff

Albanian Archdiocese

Archpriest Joseph Gallick

Bulgarian Diocese

Vacant

Protodeacon Michael Myers

Archdiocese of Canada

Deacon Justin Mitchell

Diocese of Eastern Pennsylvania

Priest James Weremedic

David Yeosock

Diocese of the Midwest

Archpriest Alexander Kuchta

Sam D’Fantis

Diocese of New England

Priest Robert Dick (*except Tuesday morning*)

David Zavednak (*Wednesday, Thursday*)

Diocese of New York/New Jersey

Archpriest John Shimchick

Diocese of the South

Priest Gleb McFatter

Judge E.R. Lanier

Diocese of Washington

Priest John Vitko

Diocese of the West

Archpriest John Dresko

Deacon Antony Dyl

Absent due to weather or illness

Archpriest William Evansky (*Diocese of Western Pennsylvania*)

Archpriest David Garretson (*Members elected by the All-American Council*)

Archpriest Anatoliy Melnyk (*Archdiocese of Canada*)

Elizabeth Mikhalevsky (*Diocese of Washington*)

Dr. John Schultz (*Diocese of Western Pennsylvania*)

William Peters (*Albanian Archdiocese*)

Janet Van Duyn (*Diocese of New York/New Jersey*)

Guests (for all sessions unless otherwise indicated)

Archpriest Alexander Garklavs (*SMPAC - Tuesday*)

Archpriest Leonid Kishkovsky (*Director of External Affairs and Interchurch Relations – Wednesday morning*)

Archpriest Steven Voytovich (*Director, Department of Institutional Chaplaincies – Thursday*)

Protodeacon Nazari Polataiko (*Archdiocese of Canada – except Thursday*)

Cindy Davis (*Coordinator for the Office of Review of Sexual Misconduct Allegation – Tuesday morning*)

James C. Geoly, Esq. (*legal consultant – Thursday morning*)

Alexis Liberovsky (*recording secretary*)

Gregory J. Nescott, Esq. (*legal consultant*)

Dr. Albert S. Rossi (*SMPAC – Tuesday*)

Thaddeus Wojcik, Esq. (*OCA Special Counsel – Tuesday & Thursday*)

Matushka Valerie Zahirsky (*Chairperson, Department of Christian Education – Thursday*)

TUESDAY, FEBRUARY 4, 2014

His Grace, Bishop Michael celebrated a prayer service at 9:10 AM to open the meeting at the East Norwich Inn.

A. Agenda: Introduction

Bishop Michael then called the meeting to order and welcomed everyone. Fr. John Jillions delivered preliminary remarks announcing that agenda changes would be necessary as His Beatitude is currently attending a meeting of denomination heads of Christian Churches Together (CCT) and will be returning by this afternoon’s session. Fr. Eric Tosi detailed further agenda changes including the transfer of the Metropolitan’s

report to this afternoon and the addition of an External Affairs report from Fr. Leonid Kishkovsky on Wednesday morning.

Fr. Tosi requested a motion concerning the appointment of the recording secretary for this meeting-

A.1. MOTION MYERS/YEOSOCK – To approve Alexis Liberovsky as recording secretary. CARRIED.

B. Roll Call

Fr. Tosi then conducted the roll call and introduced guests present for this meeting (see participants list). He asked for prayers for Father David Garretson and Janet Van Duyn who are absent from this meeting due to health issues.

F. Chancellor’s Report (attached)

Archpriest John Jillions, Chancellor, summarized his attached written report. He particularly noted the leadership and hard work of Metropolitan Tikhon, which has greatly eased tensions and engendered a cooperative spirit throughout the Church. He highlighted the recent meeting of diocesan chancellors and treasurers and his own participation in the assemblies of several dioceses. He also noted the upcoming meeting on February 12 of a missions focus group to consider prospects for expanding the Church’s evangelistic efforts. He underscored the importance of the adoption by the Holy Synod last fall of the new Policies, Standards and Procedures on Sexual Misconduct and the resulting smoother functioning of ORSMA and SMPAC. He emphasized the developing scope of the work of the Board of Theological Education and the need for increased funding for seminaries. He noted the loss of longtime chancery staff members Gregory Sulich and Helen Detke with their passing last October. He drew attention to the appendices to his report, which chronicle his travels since the last Metropolitan Council meeting and outline Parish Health Inventory Indicators. An extensive discussion took place on clergy pension, particularly as it relates to the resolution adopted at the last Metropolitan Council reaffirming mandatory participation of all eligible clergy in the OCA Pension Plan.

F.1. ORSMA

Cindy Davis delivered her report outlining the activities of the Office of Review of Sexual Misconduct Allegations (ORSMA). She particularly highlighted the presentations she delivered at the Diocesan Assemblies of Alaska and New York/New Jersey and OCA seminaries as well as her dialogue on sexual misconduct issues with representatives of Orthodox Churches worldwide and other denominations at the WCC Assembly in Korea last October. She also presented projected initiatives in prevention and education, especially in conjunction with compliance to the new Policies, Standards and Procedures (PSPs) on Sexual Misconduct adopted by the Holy Synod last fall. Discussion of various issues pertaining to ORSMA ensued.

F.2. SMPAC

Dr. Albert S. Rossi summarized the written report from the Sexual Misconduct Policy Advisory Committee (SMPAC). He noted some changes in the membership of SMPAC as well the adoption of new PSPs by the Holy Synod and revision of SMPAC’s charter. He announced that FAQs (Frequently Asked Questions) about the work of ORSMA have been developed and will soon be posted online. He reported that SMPAC continues to monitor the submission by dioceses and parishes of Annual Compliance Reports and highlighted SMPAC’s other activities. He observed that evangelization is occurring through SMPAC’s work. He invited Fr. Alexander Garklavs to deliver some additional comments on SMPAC. Fr. Garklavs noted that the current new approaches of the OCA in addressing sexual misconduct are pioneering and groundbreaking among the Orthodox Churches worldwide and the change in culture must continue. He stressed the importance of a

pastoral approach in sexual misconduct issues. Ensuing discussion focused on a variety of resources that will soon be made available to clergy and parishes.

Fr. Jillions commended Thaddeus Wojcik for his previous legal work for the OCA on sexual misconduct issues and announced that with Mr. Wojcik's renegotiated employment terms with the OCA; Mr. Robert Koory, Esq. has been appointed by Metropolitan Tikhon as special legal liaison and is charged with handling all sexual misconduct legal issues for the OCA.

B. Approval of Minutes of Previous Meeting (attached)

Fr. Tosi presented the draft minutes of the previous meeting of the Metropolitan Council on September 24-26, 2013 for approval.

B.1. MOTION LANIER/MEYENDORFF -- To accept the previous minutes as presented. CARRIED.

Following a short recess at 11:26 AM, the session resumed at 11:48 AM.

J. Reorganization Work Group

Fr. John Shimchick, chairperson of the Work Group, presented a brief oral report. He reviewed the history of the Work Group and its previous findings and conclusions. He requested further guidance and direction from the Lesser Synod on what issues the Work Group should be henceforth considering and its methodology. Bishop Michael provided further comments on the Work Group's tasks stating that the elimination of a central administration is not under question but that there is a need to redefine relationships among various bodies in the Church and to appropriately realign their interaction.

G.1. Archives Advisory Committee (attached)

Fr. Tosi introduced Alexis Liberovsky, OCA Archivist, who summarized the attached report from the Archives Advisory Committee. He highlighted the Committee's December meeting including its adopted Mission Statement and the various initiatives that were planned. He also noted that in a conference call the previous week, the Committee had decided to hire a highly qualified consultant from nearby Long Island University to assess the current conditions of the OCA Archives as well as housing and preservation needs going forward. The Committee is also considering the employment of interns and/or volunteers. Members of the Metropolitan Council hailed the professional qualifications of those chosen to serve on the Committee and expressed continued support for the Committee's work.

Following a recess for lunch at 12:12 PM, the afternoon session was called to order at 1:32 PM

E. Metropolitan's Report (attached)

Metropolitan Tikhon welcomed the Metropolitan Council and expressed appreciation for the Council's forbearance permitting him to miss the opening session of this meeting in order to attend a gathering of Heads of Communion of Christian Churches Together (CCT). He summarized his attached written report and highlighted a "Focused Statement of Purpose", which he is attempting to develop and is presenting to various church bodies for feedback. He requested the input of the Metropolitan Council. Towards further formulation of vision underlying the "Focused Statement of Purpose", he reflected, as detailed in his attached report, on various issues, including fracturing in the life of the OCA, repentance and healing, statute revision, mission and evangelism, clergy health, seminaries, finances, monasticism, his own primatial cathedral, external affairs and others. He noted, with prayerful remembrance, the recent falling sleep of former staff members Gregory Sulich and Helen Detke and former Metropolitan Council member, Walter Palchik. He emphasized the need

for authenticity in serving Christ and His Church. His Beatitude answered many questions during extensive discussion on a variety of issues affecting the Church

Following a short recess at 3:06 PM, the session resumed at 3:28 PM.

G. Secretary's report (attached)

Archpriest Eric Tosi, OCA Secretary, summarized his attached written report, particularly highlighting changes in chancery staff due to the passing of Gregory Sulich. He presented a new staff arrangement with PDN Joseph Matusiak now as both the Metropolitan's Deacon and personal secretary. Barry Migyanko was hired as the executive administrator which combined a number of positions in the chancery. He also spoke of the need for a financial assistant to assist Melanie Ringa. He reported on the progress of the computer replacement at the chancery due to the need to move away from Windows XP and the progress on the new parish and clergy database. He noted some critical work on the building and property which will be done over the summer including the organizing and cleaning of the various storage rooms. He highlighted the work of the communications team including recent work on the OCA website and new annual *The Orthodox Church* magazine. Fr. Eric also introduced the new ordination policies and certificates which will now be standard within the Church. He also reviewed a variety of logistical and administrative issues surrounding different meetings and events which draw attention to the work of the Church.

H. 18th All-American Council (attached)

Fr. Tosi highlighted his attached report with a PowerPoint presentation. He reported on the initial meetings of the Preconciliar Commission and the Local Organizing Committee. He noted that the 18th All-American Council will have a youth component organized by Father Benjamin Tucci. He indicated a variety of organizational and financial issues. He then highlighted the attached preliminary report from Fr. Tucci. He also noted that major agenda issues will be adoption of the revised Statutes and finances. The theme of the Council will be "How to Expand the Mission" mirroring the 1st All-American Sobor in 1907. He expanded on the possibility of a day of service, the process of presenting the revised Statutes before and during the Council. He raised the issue of the Church's expectations of the Council and how the Council should work. He indicated that electronic registration and voting are being explored. He presented draft logos for the Council. Extensive discussion on numerous aspects of the All-American Council ensued.

I. Strategic Plan Post-Conciliar Committee (attached)

Fr. John Vitko highlighted his attached report with a PowerPoint presentation. He noted continued progress in implementation of the Strategic Plan at various levels of the Church particularly through continuing education, diocesan revitalization, management and leadership training as well as youth and young adult ministry. He indicated that many initiatives have transitioned into the normal life of the Church and that the Plan is slated to be phased out by the 18th All-American Council.

The session was adjourned with prayer at 5:29 PM and was followed by the celebration of Great Vespers at Saint Sergius Chapel for the feast of Saint Theodosius of Chernigov.

WEDNESDAY, FEBRUARY 5, 2014

Following the celebration of a Divine Liturgy at Saint Sergius Chapel at 8:00 AM, the meeting was opened with prayer led by His Beatitude, Metropolitan Tikhon at the East Norwich Inn at 10:35 AM.

K. Metropolitan Council Committees

K.1. Charity (attached)

Protodeacon Michael Myers presented the attached brief report of the Charity Committee.

K.2. Crisis Management Team

Fr. Eric Tosi presented an oral report on the recent activity of the Crisis Management Team, which concerned only one issue. He also noted that crisis management training with Bernie Wilson has yet to take place.

K.3. Ethics

Dr. Paul Meyendorff, committee chairperson, reported that the Committee had received no complaints since the last Metropolitan Council meeting.

K.4. Human Resources

While absent from the meeting due to illness, Fr. David Garretson relayed that the Committee had no issues to report. Fr. Eric reported that the Committee will be revising the Employee Handbook.

K.5. Internal Governance (attached)

Archpriest Chad Hatfield highlighted the committee's attached report. He noted his work with Fr. Tosi on the success of the Metropolitan Council retreat last fall and requested suggestions of topics and speakers for future retreats. The possible need for confidentiality agreements for OCA staff was discussed.

Q. Department Reports (attached)

Fr. Tosi briefly highlighted the active work of OCA Departments as recorded in their attached reports and noted the upcoming presentations from the Departments of Christian Education and Institutional Chaplains scheduled for Thursday morning.

P. Pension Board Report

Fr. Gleb McFatter delivered a brief oral report. He reported that the OCA Pension Plan investment return for the past year was 15.6%. He noted a generally smooth transition with the newly implemented changes in Plan contributions. He also indicated that 267 out of 649 parishes are participating in the Plan and that the Plan is now 82% funded.

R. Other Business

Fr. Leonid Kishkovsky, Director of External Affairs and Interchurch Relations, delivered an oral report highlighting a variety of significant issues and events, particularly the meeting of heads of communions of Christian Churches Together (CCT) the previous day with the participation of Metropolitan Tikhon, the visit of Archbishop Anastasios of Albania to St. Vladimir's Seminary, a recent conference call of the executive committee of the Assembly of Orthodox Bishops in which Metropolitan Tikhon participated, the withdrawal of Antiochian bishops from Episcopal Assemblies worldwide, recently published statements on primacy from the Moscow and Ecumenical Patriarchates, the situation of the Church in the Czech lands and Slovakia, OCA participation in the consecration and enthronement of Archbishop Job (Getcha) in Paris, the difficult situations in Syria and Ukraine, the upcoming meeting of Orthodox primates scheduled for March in Istanbul. In discussion, it was noted that our only possible position regarding the Ukrainian situation is to pray for peace. The recent letter from Archbishop Kyrill of ROCOR regarding the Assembly of Bishops was also discussed.

O. Legal matters (attached)

Judge Lanier, Chairman of the Legal Committee, reviewed confidential details of Thaddeus Wojcik's new Letter of Engagement with the OCA. Under this new arrangement with Mr. Wojcik, he assumes the role of Special Counsel to the OCA and, as such, he will devote his efforts on behalf of the Church to certain assigned duties, including tax matters; corporation law compliance; and general litigation issues, all in accordance with the terms of a written letter to him from His Beatitude detailing these duties. The intent of this new arrangement with Mr. Wojcik is to reduce the demands on his time and, concomitantly, to work a reduction in the overall level of legal fees necessary in the representation of the Church. Judge Lanier also indicated that Mr. Robert Koory has been appointed Special Legal Liaison from the SMPAC to the Holy Synod and to the ORSMA by letter of His Beatitude to him detailing his duties in this respect. Judge Lanier further explained that these new arrangements should result in no gap in legal representation for the Church, but that this matter would be monitored closely to ensure this result. He then summarized the attached report of the Legal Committee. In conclusion, he expressed the profound gratitude of the Metropolitan Council and its Legal Committee to Mr. Wojcik for his selfless ongoing legal work for the Church. Following a recess for lunch at 1:26 PM, the afternoon session was called to order at 2:22 PM.

Discussion of specific legal issues continued. Judge Lanier reported on certain pending cases involving the OCA and noted that several of these had been terminated by state court rulings since the last meeting of the Metropolitan Council. Among these dismissed cases was the claim against the OCA previously asserted by Father Vasile Susan in the Illinois state courts. He noted further that the Holy Synod had several years earlier agreed to hear Fr. Vasile Susan's views and claims and had, by action of Metropolitan Jonah, scheduled his appearance before the Synod at one of its regular sessions. Judge Lanier observed that Fr. Susan did not appear before the Synod after notice of his opportunity to do so, and that he did not provide the Synod with any advance indication of his intent not to appear at the appointed time. Judge Lanier also spoke briefly on the on the initial work of the Statute Revision Task Force and the projected presentation of the revised Statute draft throughout the Church in anticipation of its adoption at the 18th All-American Council.

L. Treasurer's Report (attached)

Melanie Ringa highlighted the attached Treasurer's report. She reported on the internal and external audits for 2012, where a \$5000 reduction in fees was negotiated. She then presented preliminary financial results for 2013 noting that the Honesdale loan has been paid off. She noted \$60,000 income from the FOS/Stewards of the OCA and \$20,000 from the Parish Ministries Conference. She highlighted the deliberations of the recent meeting of diocesan chancellors and treasurers, indicating vast differences in assessment funding throughout the OCA. She stressed that a funding formula must be developed in a timely manner for incorporation into the revised OCA Statute. Extensive discussion ensued on a variety of financial issues. A significant focus of discussion was the financial participation and greater integration of the OCA ethnic dioceses. Melanie Ringa suggested that these issues be referred to the Holy Synod for further deliberation.

During discussion of the following resolution proposed by Fr. Jillions, Metropolitan Tikhon stated that he would suggest that the Lesser Synod place discussion of ethnic dioceses on the agenda of the next Holy Synod meeting. The Metropolitan Council agreed that these complex issues include spiritual dimensions and concurred with His Beatitude's suggestion by defeating the resolution.

L.1. MOTION HATFIELD/D'FANTIS – the Metropolitan Council requests that the Holy Synod give serious consideration to reviewing the agreements with the ethnic dioceses, towards the goal of enabling the OCA Treasurer to include them in the OCA's financial planning for the future. DEFEATED with 1 vote in favor (Jillions) and all others opposed.

The session was adjourned with prayer at 4:13 PM and was followed by committee meetings.

THURSDAY, FEBRUARY 6, 2014

The morning session was opened with prayer at 9:05 AM.

Melanie Ringa presented additional financial issues to the Council for deliberation and action.

- L.2. MOTION RINGA/GALLICK – To approve the recommendation of the Finance Committee that the \$1 million bequest received from the Estate of Charles Morse for use in Missions and Evangelism in the Orthodox Church in America be placed into a Metropolitan-Council restricted endowment fund, and that only the investment earnings from this endowment be used for programs in the Missions and Evangelism programs. CARRIED UNANIMOUSLY.**

Another issue pertained to defraying some registration costs for youth attending the 18th All-American Council. Extensive deliberation took place to ensure wise stewardship in this matter.

- L.3. MOTION JURY/VITKO – To earmark up to \$15,000 from the Antonia Rotko Youth Department bequest for a matching funds fundraising program to enable youth to attend the 18th All-American Council with details to be worked out by Father Benjamin Tucci, Youth Director for the 18th All-American Council. CARRIED with 7 opposed (D’Fantis, Dresko, Dunlop, Gallick, Lanier, Weremedic, Yeosock).**

P. Legal Discussion

Judge Lanier introduced James C. Geoly, Esq. an attorney who has provided legal assistance to the OCA on a number of matters and by previous decision of the Metropolitan Council was invited to speak at this meeting. His extensive presentation centered on liability and misconduct issues and also offered valuable insights into the First Amendment, church structure and many other legal concerns for the Church. His lengthy presentation is part of the continuing education of the Metropolitan Council on its legal and fiduciary duties.

Following a short recess at 11:13 AM, the session resumed at 11:22 AM.

Q. Department Reports (continued)

Q.1. Christian Education (attached)

Matushka Valerie Zahirsky supplemented the Department’s attached report with a PowerPoint presentation and handouts. She highlighted various examples of educational materials recently developed by the Department particularly on feasts and saints. She noted the success of the Parish Ministries Conference in 2013.

Q.2. Institutional Chaplains (attached)

Archpriest Steven Voytovich supplemented the Department’s attached report with a PowerPoint presentation and handouts. He highlighted the continually developing and wide-ranging work of the Department, the various endorsing and credentialing bodies that the Department participates in, as well as the resources of the Department’s website.

R. Other Business (continued)

Fr. Tosi announced that the next Metropolitan Council meeting would take place on September 23-25, as previously scheduled.

In concluding remarks, Metropolitan Tikhon emphatically stated to the Council that he is happy to accept feedback on all issues at any time and initiated a discussion on theological education. Representatives of all three OCA seminaries who were in attendance took part in this wide-ranging dialogue. In discussion, a consensus emerged that extensive dialogue is needed within the Holy Synod, the Metropolitan Council and throughout the Church to develop collaborative efforts by seminaries and bishops in theological formation that would be of greatest service to the Church. It was also concluded that theological education, which is often an afterthought at the parish level, needs to be a paramount concern for the Church moving forward. Metropolitan Tikhon noted that theological education would be a major agenda item at the next meeting of the Holy Synod.

S. Adjourment

S.1. MOTION LANIER/RINGA – To adjourn the meeting. CARRIED.

The meeting was adjourned with prayer at 1:19 PM.

Respectfully submitted,

Alexis Liberovsky,
Recording Secretary

Outline - Stewardship in American Orthodoxy

Metropolitan Council - Orthodox Church in America

September 22, 2014

V. Rev. Robert Holet, DMin.

Below is an outline of topics for consideration for the Retreat. If there are any areas of particular interest that you would like to explore or emphasize, please contact Fr. Robert at fr.r.holet@uocusa.net

I. Introductory Remarks

II. Foundations of Orthodox Stewardship - Stewardship as Sacred Offering - PowerPoint presentation

- A., Old Testament
- B. New Testament
- C. Patristic Witness and Holy Tradition
- D. Subsequent Developments
- E. Financial Stewardship in American Church Life - the Orthodox Experience

III. The Orthodox Stewardship Cycle - Understanding the Dynamics of Stewardship - PowerPoint Presentation

- A Eight Movements of the Cycle
- B. Examples from Holy Tradition
- C. Experience of the Church in its Relationship with God
- D. *Sacred Eucharistic Offering* as the Key Human Response
- E. Time, Talent, Treasure and ???
- F. The Importance of Money

IV. Observations - Stewardship in the *Ecclesia* (Metropolia, Diocese, parish levels)

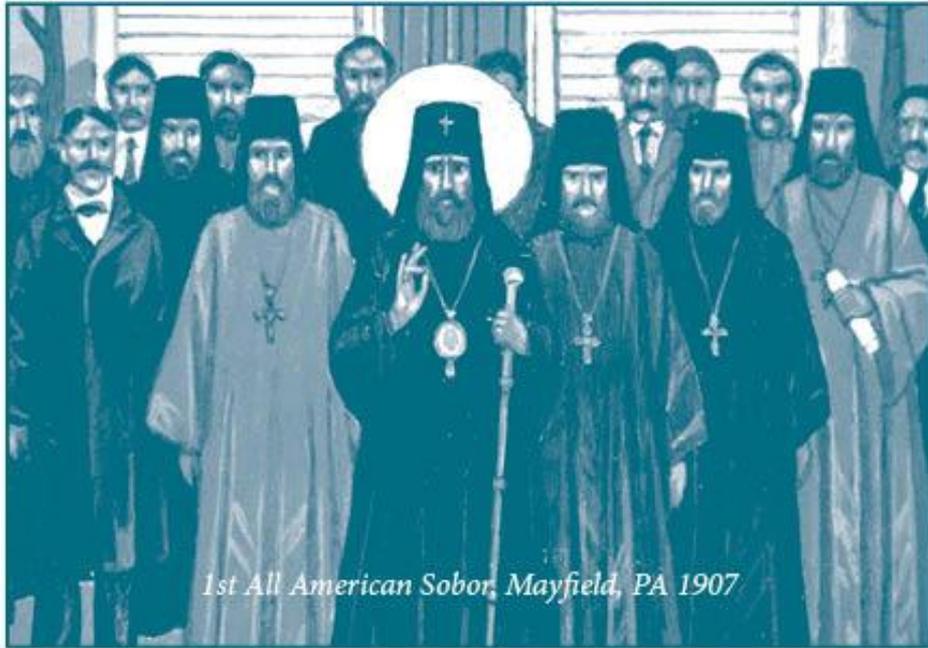
- A. The priesthood of the faithful - Holy Chrismation
- B. The Discernment of Gifts
- C. The Gift of Leadership - Clergy and lay
- D. Fostering the Gifts
- E. The Importance of the Gifts of Administration

V. The Challenges of Financial Stewardship

- A. 12 Reasons why Dues/Assessments/Church Taxes are a bad idea
- B. From Assessments to Proportional Giving
- C. From Proportional Giving to Tithing
- D. From Tithing toward Sacrificial Generosity
- E. A few thoughts about 'Development' and Endowments
- F. A few thoughts about Endowments
- G. Needs-based giving

V. Concluding Discussion

THE 18TH ALL AMERICAN COUNCIL



1st All American Sobor, Mayfield, PA 1907

HOW TO EXPAND THE MISSION

JULY 20-24 2015 • ATLANTA, GA

*Hilton Atlanta
255 Courtland Street
Atlanta, GA
July 20-July 24, 2015*

[Http://18aac.oca.org](http://18aac.oca.org)

Major Highlights at the 18th AAC

- The Statute Revision
- The Funding Revision
- Youth Component
- FOCA
- Workshops based around the theme of “How to Expand the Mission”
- Akathist to Icons/Monastic Presence
- Collections to support Fishes and Loaves Ministry
- Local Pan Orthodox Clergy Association to serve Vespers at Cathedral
- Displays and Vendors (conflict issue)
- Social Events

18th All-American Council (Update)

- Draft Agenda in place
- Electronic Registration close to completion
- Exhibitor “Save the Date” cards sent out
- New iconostasis and icons ordered
- AAC website and Facebook is up
- Assessment letters sent
- Movie back and in motion
- Over 50 requests for reflections sent out
- Video clip plan on AAC
- Question and plan for Statute Revision
- Workshops being organized
- FOCA sponsoring book

Other

- Possible visit to Martin Luther King Center
- Possible speakers
- Morning Plenary and Afternoon Workshops on Wednesday and Thursday
- Electronic Voting is out...cost
- Metropolitan Alexis offering Cathedral for Saturday services and reception
- No Liturgy every day/Akathists
- Our Lady of Sitka and St. Anne icons will be present
- Fr. Perich will be bringing items from the museum to display
- Matushka Breakfast/Youth Breakfast with Synod
- Stewards of the OCA event

Responsibilities

Local Executive Committee

- Bishop Mark is Synodal Representative
- Archpriest Eric G. Tosi, Secretary and overall responsible for AAC
- Archpriest Myron Manzuk is Council Manager
- Archpriest Alexander Fecanin is Local Clergy Chair
- Michaela Staskiewicz and Barbara Massoudi are Local Lay Co-Chairs
- Peter Ilchuk is Logistics Manager

16th AAC Preconciliar Commission

- Bishop Mark (Synod)
- Archpriest John Jillions
(Chancellor)
- Archpriest Eric G. Tosi
(Secretary and Supervisor)
- Melanie Ringa (Treasurer)
- Archpriest Myron Manzuk
(Council Manager)
- Peter Ilchuk
(Logistics Manager)
- Archpriest Alexander Fecanin
(Local Clergy Chair)
- Lisa Mikhalevsky
(MC Representative)
- Priest Benjamin Tucci
(Youth)
- Carol Deerson
(FOCA)
- *Archpriest Leonid Kishkovsky (Consultant)*

Local Committees

- **Local Clergy and Lay Chair:** *Fr. Alexander Fecanin, Michaela Staskiewicz and Barbara Massoudi*
- **Bishop's Welcome:** *Carol Vien*
- **City Guide/Transportation:** *Michaela Staskiewicz*
- **Council Workbook:** *Fr. Alexander Fecanin*
- **Credentials and Registration:** *Pres. Angela Alessandroni*
- **Exhibits and Displays:** *Jeff Condra*
- **Food and Beverage:** *Barbara Massoudi*
- **Formal Dinner:** *Michaela Staskiewicz*
- **Liturgical Appointments:** *Fr. Thomas Alessandroni*
- **Public Relations:** *Dn. Gabe Aldridge*
- **Secretarial:** *Open*
- **Signage:** *Open*
- **Souvenir Book:** *Becky Tesar*
- **Website:** *OCA Web Team and was designed by Fr. Joel Wilson*

General Timeline

- PCC meets on Sep 30 to Oct 1. Need two more meetings
- Local Committee meets on Oct 6 to 7. Need two more meetings
- Youth Volunteer Registration released online
- Call for Reports to be sent in October
- Early January, 2015 will have release of electronic registration for Delegates and Youth Component
- Early January is now expected release of Revised Statutes
- Mandated Timeline begins in April
- AAC committees to be appointed by June

Mandated Timeline (per Statute)

- Proposed Statute Revisions and resolutions due 90 Days prior (April 17, 2015)
- All statute change, resolutions, etc. to be posted 60 days prior (May 15, 2015)
- PCC to publish agenda, notices and arrangements 60 days prior (May 15, 2015)
- Chancery to publish credentials and certification 30 days prior (June 17, 2015)
- Agenda to be approved by HS and MC at Spring, 2015 meeting (February 2015)
- Reports to be distributed by Chancery 30 days prior (June 17, 2015)

General Agenda for AAC

- Reservations for hotel closes on June 26, 2015
- Team Arrival on Friday, July 17.
- FOCA Convention Saturday, July 18 to Monday, July 20.
- Diocesan Assemblies on Monday
- Saturday Vespers and reception Greek Orthodox Cathedral of the Annunciation and Sunday Liturgy at Hotel.
- Council to be Monday night to Friday morning
- Friday Afternoon to be break-down of site

Committed Workshops

“How to Expand the Mission”

Workshops

- Mission Possible: Renewing the Vision in my local parish – Fr. David Rucker
- 35 Ideas for a Mission Minded Church – Fr. John Parker
- Preaching the Gospel in a Campus Setting – Andrew Boyd
- Diaconal Workshop – ADN Kyrill Sokolov
- Protecting the Youth – Cindy Davis and Bernie Wilson
- “Send Me, O Lord”: Expanding the mission through Matthew 25 ministries – Donna Karabin
- Making yourself visible on the web – Ryan Platte
- Teach Them the Way They Should Go (Proverbs 22:6): Raising Orthodox Christian Children - DCE

Other Requests

- IOCC
- OCMC
- FOCUS
- Pension
- Prison Ministry

Some Ideas for AAC

Discussion was held on what should be done in preparation for the ACC. Suggestions are listed below:

- Working papers and reports should be distributed. This will be done electronically.
- View of unity/autocephaly
- Town Councils
- Request demographics from Dioceses (similar to those from the Pew or Krindatch reports) to show future of Orthodoxy in America (it was also noted that a survey could be done as part of the training sessions)
- Request each Deanery/Diocese list the five most vibrant parishes
- Each Bishop to report on the Diocese and the theme
- Departments to have a place to report
- Youth will report to the Council on Friday

Some Considerations

- Department presentations – presentations should revolve around the theme
- Diocesan Presentations – how can they incorporate the theme with presentations
- All presentations should relate back to the theme
- Spiritual dimension with the youth should reflect the theme
- All group work should be the same – delegates should go to what is needed not necessarily what they want.
- Need to have immediate feedback from the delegates – is the AAC the correct forum for presentations?
- Delegates are looking for the Holy Synod to set priority and agenda
- Expanding the Mission needs to include retention
 - Look at reasons people do not go to church
 - Look at how the parish forms relationships in the community

Some Considerations (Continued)

- Delegates need take-aways
- Need to have clear priorities for the next 3 years set at the end of the Council
- Back to basics (Christology, spiritual life)
- At the Council the following items need to be done:
 - Metropolitan's address
 - Reports of the officers (NY corporate law)
 - Pass changes to the assessment (statute requirement)
 - New way of funding the church decision (task designated at last AAC)
 - Statute Changes
 - Elections
- Need to renew the spirit of the 1970's
- Address philosophical division within the church

Friday, July 17, 2015

AAC

Arrival of Team

Meeting with Executive
Board

Youth

Arrival of Team

FOCA

Arrival of Team

Saturday, July 18, 2015

AAC

Arrivals

Chapel Set-up

Exhibits Set-up

Registration Set-up

Vespers and Reception
at Cathedral

Youth

Arrival

Training

Orientation

Youth Set-up

Youth Program

Possible Youth Outing

FOCA

Arrival

Registration Set-up

Registration

Golf Tournament

FOCA adult outing

Board meeting

Sunday, July 19

AAC

Hierarchical Liturgy
Exhibits
Registration
Synod meeting and
outing
Other meetings

Youth

Orientation
Possible Outing
Pizza Party

FOCA

Registration
Baba's Auction/Sales
Welcome Dinner Dance

Monday, July 20, 2015

AAC

Registration

Diocesan Assemblies

Exhibits

Possible Workshops

Meetings

Vespers

Holy Synod/Metropolitan
Council dinner meeting

Plenary Session 1 - 7:30 PM

Molieben

Organizing

Council

Metropolitan's

Address

Synod Reflections

Easy resolutions

Youth

Youth Sessions

Youth Outing

Teen Crash Room

FOCA

FOCA Plenary Session 1

FOCA Outing

FOCA Plenary Session 2

Completed

Tuesday, July 21, 2015

AAC

- Akathist
- Exhibits
- Clergy Wives Breakfast with Holy Synod
- Plenary Session 2 -9:30 AM
 - Statute Resolution
 - Officers' Reports
 - Diocesan Reports
 - Resolutions
- Plenary Session 3 – 1:30 PM
 - Finance Resolution
 - Diocesan Presentation
 - Resolutions
- Joint Seminary Reception
- Meetings

Youth

- Youth Sessions
- Youth Outing
- Teen Crash Room

Wednesday, July 22, 2015

AAC

- Akathist
- Exhibits
- Plenary Session 4 -9:30 AM
 - Department Reports
 - Mission School
 - Diocesan Reports
 - Resolutions
- Workshops – 1:30 PM
- Vespers
- Stewards of the OCA Reception
- Meetings

Youth

- Youth Sessions
- Youth Outing
- Teen Crash Room

Thursday, July 23, 2015

AAC

- Hierarchical Liturgy
- Exhibits
- Youth Brunch with Holy Synod
- Plenary Session 5 -10:30 AM
 - Elections
 - Assembly of Bishops Report
 - Metropolitan Council Reports
 - Initiatives
 - Resolutions
- Workshops – 1:30 PM
- Formal Dinner
- Meetings
- Breakdown of Exhibits begins

Youth

- Youth Sessions
- Youth Outing
- Teen Crash Room
- Youth Banquet

Friday, July 24, 2015

AAC

- Akathist
- Exhibits completed
- Plenary Session 6 -9:30 AM
 - Vision of the OCA
 - Youth Presentation
 - Presentations
 - Final Resolutions
- Holy Synod/Metropolitan Council Lunch
- Depart in Peace

Youth

- Youth Presentation



**ORTHODOX
CHURCH in
AMERICA**

Questions?

18TH ALL AMERICAN COUNCIL OPERATIONS AGENDA (DRAFT 4) 8/13/2014

FOCA = RED, YOUTH = BLUE

	START TIME	END TIME	TITLE	ROOM NAME	# GUESTS	SET UP	FOOD AND BEVERAGE
FRIDAY	2:00 PM	3:00 PM	COUNCIL AND FOCA TEAM ARRIVAL	N/A		N/A	
	4:00 PM	6:00 PM	HOTEL STAFF MEETING WITH EXECUTIVE BOARD	EXECUTIVE BOARD ROOM	15	CONFERENCE	SNACK SERVICE
	6:30 PM	8:30 PM	COUNCIL EXECUTIVE BOARD DINNER MEETING	TBD - OR OFFSITE	10	CONFERENCE	DINNER TBD
SATURDAY	8:00 AM	12:00 AM	FRIENDS OF BILL W	ROOM 410	30	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	WATER SERVICE
	8:00 AM	3:00 PM	FOCA GOLF OUTING/TOURNAMENT	LOCAL GOLF COURSE	60+	N/A	
	9:00 AM	11:00 AM	SEMINARIAN'S BREAKFAST/MEETING	ROOM 409	20	CONFERENCE	CONTINENTAL BREAKFAST
	10:00 AM	3:00 PM	FOCA ADULT OUTING	TBD - OFFSITE	50 TO 60	N/A	
	10:00 AM	3:00 PM	FOCA YOUTH OUTING	TBD - OFFSITE	50 TO 60	N/A	
	3:00 PM	8:00 PM	FOCA 89TH CONVENTION REGISTRATION	GRAND BALLROOM PRE-FUNCTION AREA	4 TO 6	3 SKIRTED TABLES W/CHAIRS	
	4:00 PM	4:30 PM	ARRIVAL OF THE METROPOLITAN	MAIN LOBBY	100	HOTEL EXECUTIVE STAFF AND DEPT. HEADS AVAILABLE	
	4:30 PM	5:30 PM	FOCA BOARD OF TRUSTEES MEETING	ROOM 211	25	CONFERENCE	WATER SERVICE
	4:30 PM	5:30 PM	CHOIR REHEARSAL	ROOM 203	50	3 SKIRTED TABLES AROUND PERIMETER W/CHAIRS FOR 25	
	6:30 PM	7:00 PM	GREAT VESPERS	GREEK ORTHODOX CATHEDRAL OF THE ANNUNCIATION	100+	N/A	
	7:00 PM	12:00 AM	CHAPEL-SETUP	GRAND BALLROOM	N/A	BANQUET ROUNDS WITH STAGE AND A/V SETUP	
	7:00 PM	12:00 AM	SECRETARIAL ROOM SET-UP	ROOM 212	5	2 SKIRTED 6FT TABLES AND 2 ROUNDS W/CHAIRS	
	7:00 PM	12:00 AM	SECRETARIAL ROOM SET-UP	ROOM 213	5	SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	SNACK SERVICE TBD
	7:00 PM	12:00 AM	TEENS I CRASH ROOM SET-UP	ROOM 307 (6TH - 8TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
	7:00 PM	12:00 AM	TEENS II CRASH ROOM SET-UP	ROOM 308 (9TH - 12TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
	7:00 PM	12:00 AM	YOUTH PROGRAM OFFICE SET-UP	ROOM 301	10 TO 15	SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	
	7:00 PM	12:00 AM	TEENS I CLASSROOM (6TH - 8TH GRADE)	ROOMS 302 - 303	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	7:00 PM	12:00 AM	TEENS II CLASSROOM (9TH - 12TH GRADE)	ROOMS 304 - 305	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	7:00 PM	12:00 AM	PLAYGROUP I CLASSROOM (PreK - Kindergarten)	ROOMS 313 - 314	40	OPEN AREA W/CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	7:00 PM	12:00 AM	PLAYGROUP II CLASSROOM (1ST-2ND GRADE)	ROOMS 309 - 310	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	7:00 PM	12:00 AM	FELLOWSHIP KIDZ CLASSROOM (3RD-5TH GRADE)	ROOMS 311 - 312	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	7:00 PM	12:00 AM	VESTRY I SET-UP (BISHOPS)	ROOM 207		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	WATER SERVICE
	7:00 PM	12:00 AM	VESTRY II SET-UP (CLERGY)	ROOM 206		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	WATER SERVICE
	7:00 PM	12:00 AM	STORAGE AREA	ROOM 208		SKIRTED 6FT TABLES AROUND PERIMETER	
	7:00 PM	12:00 AM	EXHIBIT AND DISPLAY SET-UP	SALON A-D	100+	EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	7:00 PM	12:00 AM	BANQUET REGISTRATION SET-UP	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN	
7:00 PM	12:00 AM	COUNCIL REGISTRATION SET-UP	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN		
7:00 PM	9:00 PM	COUNCIL EXECUTIVE BOARD DINNER MEETING	ROOM 212		CONFERENCE	DINNER TBD	
8:00 PM	10:00 PM	FOCA WELCOME RECEPTION	CRYSTAL BALLROOM	100+	BANQUET ROUNDS WITH POSSIBLE A/V FOR ENTERTAINMENT	CASH BAR AND SNACK SERVICE TBD	
8:00 PM	10:00 PM	YOUTH ACTIVITY??	ROOM 308 AND POOL AREA?	70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD	
9:00 PM	11:00 PM	CONFESSIONS	GRAND BALLROOM		BANQUET ROUNDS WITH STAGE AND A/V SETUP		
SUNDAY	7:00 AM	12:00 PM	EXHIBIT AND DISPLAY SET-UP	SALON A-D	100+	EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	8:00 AM	12:00 AM	FRIENDS OF BILL W	ROOM 410	30	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	WATER SERVICE
	8:00 AM		CLERGY & SERVERS VESTING AREA	ROOM 206		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	WATER SERVICE
	8:30 AM		HIERARCHS VESTING AREA	ROOM 207		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	WATER SERVICE
	9:00 AM		PROCESSION AND ENTRANCE OF HIERARCHS				
	9:30 AM	12:00 PM	HIERARCHAL DIVINE LITURGY	GRAND BALLROOM	200+	THEATER W/ STAGE SETUP AND AV	SPECIAL REQUEST
	12:30 PM	1:30 PM	HOLY SYNOD MEETING	ROOM 211	25	CONFERENCE	LUNCH TBD
	1:00 PM	12:00 AM	SECRETARIAL ROOM	ROOM 212	5	2 SKIRTED 6FT TABLES AND 2 ROUNDS W/CHAIRS	
	1:00 PM	12:00 AM	SECRETARIAL ROOM	ROOM 213	5	SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	SNACK SERVICE TBD
	2:00 PM	9:00 PM	EXHIBIT AND DISPLAY OPEN	SALON A-D		EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	1:00 PM	10:00 PM	YOUTH PROGRAM OFFICE	ROOM 301	10 TO 15	SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	WATER SERVICE
	1:00 PM	5:00 PM	BABA'S AUCTION/SALES	ROOM 209		SKIRTED 6FT TABLES AROUND PERIMETER W/TABLES IN THE CENTER OF ROOM FOR DISPLAYS	WATER SERVICE
	2:00 PM	7:00 PM	FOCA 89TH CONVENTION REGISTRATION OPEN	PREFUNCTION AREA	4 TO 6	3 SKIRTED TABLES W/CHAIRS	
	2:00 PM	10:00 PM	COUNCIL REGISTRATION OPEN	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN	
	2:00 PM	10:00 PM	COUNCIL BANQUET REGISTRATION OPEN	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN	
	2:30 PM	5:00 PM	HOLY SYNOD OUTING	OFF SITE - TBD	20		
	4:00 PM	5:30 PM	PARENT/CHAPERONE ORIENTATION	ROOM 302-303	100	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	6:00 PM	7:30 PM	YOUTH MEET AND GREET PIZZA PARTY	ROOM 303-305	150	BANQUET ROUNDS WITH HEAD TABLE	PIZZA PARTY
	8:00 PM	10:00 PM	MANDATORY VOLUNTEER STAFF ORIENTATION/TRAINING	ROOM 302-303	100	BANQUET ROUNDS	WATER SERVICE
	5:00 PM	6:00 PM	HOLY SYNOD MEETING	ROOMS 210 - 211	25	CONFERENCE	DINNER MEETING
	6:00 PM	11:00 PM	FOCA WELCOME DINNER & DANCE	GRAND BALLROOM A-B AND CORRIDOR	185 TO 250	BANQUET ROUNDS W/ DANCE FLOOR	BANQUET MEAL AND CASH BARS
	6:30 PM	7:30 PM	STATUTE COMMITTEE MEETING	ROOM 201	20	CONFERENCE	WATER SERVICE
	6:30 PM	7:30 PM	RESOLUTION COMMITTEE MEETING	ROOM 202	20	CONFERENCE	WATER SERVICE

MONDAY

9:00 PM	10:00 PM	PRECONCILIAR MEETING	ROOM 214	20	CONFERENCE	WATER SERVICE
8:00 AM	12:00 AM	FRIENDS OF BILL W	ROOM 410	30	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	WATER SERVICE
9:30 AM	12:30 PM	FOCA PLENARY SESSION I	GRAND BALLROOM A - B CORRIDOR		BANQUET ROUNDS WITH STAGE AND A/V SETUP	SPECIAL REQUEST
9:00 AM	12:30 PM	FOCA ADULT OUTING	OFF SITE - TBD			
9:00 AM	10:00 PM	YOUTH PROGRAM OFFICE	ROOM 301	10 TO 15	SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	WATER SERVICE
9:00 AM	12:30 PM	DIOCESE OF THE SOUTH ASSEMBLY	CRYSTAL BALLROOM C-D	150	THEATER W/HEAD TABLE	WATER SERVICE
9:00 AM	12:30 PM	DIOCESE OF THE WEST ASSEMBLY	CRYSTAL BALLROOM A-F	150	THEATER W/HEAD TABLE	WATER SERVICE
9:00 AM	12:30 PM	BULGARIAN DIOCESE ASSEMBLY	CRYSTAL BALLROOM B-E	110	THEATER W/HEAD TABLE	WATER SERVICE
9:00 AM	10:30 AM	TEENS I CLASSROOM (6TH - 8TH GRADE)	ROOMS 302 - 303	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
9:00 AM	10:30 AM	TEENS II CLASSROOM (9TH - 12TH GRADE)	ROOMS 304 - 305	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
9:00 AM	10:30 AM	FELLOWSHIP KIDZ CLASSROOM (3RD-5TH GRADE)	ROOMS 311 - 312	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
9:00 AM	12:00 PM	PLAYGROUP I CLASSROOM (PreK - Kindergarten)	ROOMS 313 - 314	40	OPEN AREA W/CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
9:00 AM	12:00 PM	PLAYGROUP II CLASSROOM (1ST-2ND GRADE)	ROOMS 309 - 310	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
9:00 AM	10:00 PM	SECRETARIAL ROOM	ROOM 212	5	2 SKIRTED 6FT TABLES AND 2 ROUNDS W/CHAIRS	
9:00 AM	10:00 PM	SECRETARIAL ROOM	ROOM 213	5	SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	SNACK SERVICE TBD
9:30 AM	7:30 PM	COUNCIL REGISTRATION OPEN	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN	
9:30 AM	7:30 PM	COUNCIL BANQUET REGISTRATION OPEN	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN	
9:00 AM	9:00 PM	EXHIBITS AND DISPLAYS OPEN	SALON A-D		EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
10:30 AM	4:00 PM	FELLOWSHIP KIDZ AND TEENS OUTINGS	OFF SITE - TBD	180		
1:00 PM	2:00 PM	HOLY SYNOD LUNCH	ROOM 211	20 TO 25	CONFERENCE	LUNCH TBD
1:30 PM	4:30 PM	FOCA PLENARY SESSION II	GRAND BALLROOM A - B CORRIDOR		BANQUET ROUNDS WITH STAGE AND A/V SETUP	SPECIAL REQUEST
1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 201	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 202	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 203	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 204	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 205	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
3:00 PM	5:00 PM	OCA PENSION BOARD MEETING	ROOM 214	25	CONFERENCE	WATER SERVICE
4:30 PM	5:30 PM	STATUTE COMMITTEE MEETING	ROOM 201	20	CONFERENCE	WATER SERVICE
4:30 PM	5:30 PM	RESOLUTION COMMITTEE MEETING	ROOM 202	20	CONFERENCE	WATER SERVICE
5:30 PM	6:00 PM	DAILY VESPERS	GRAND BALLROOM		THEATER W/ STAGE SETUP AND AV	SPECIAL REQUEST
6:00 PM	7:00 PM	HOLY SYNOD/METROPOLITAN COUNCIL MEETING	ROOM 210-211	54	CONFERENCE	DINNER TBD
7:30 PM	10:00 PM	AAC PLENARY SESSION I	GRAND BALLROOM	500+	BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
7:30 PM	10:00 PM	TEEN I CRASH ROOM	ROOM 307 (6TH - 8TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
7:30 PM	10:00 PM	TEENS II CRASH ROOM	ROOM 308 (9TH - 12TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD

TUESDAY	9:00 PM	10:00 PM	PRECONCILIAR MEETING	ROOM 214	20	CONFERENCE	WATER SERVICE
	7:30 AM		CLERGY VESTING	ROOM 206		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	WATER SERVICE
	8:00 AM	8:30 AM	AKATHIST SERVICE TBD	GRAND BALLROOM		THEATER W/ STAGE SETUP AND AV	SPECIAL REQUEST
	8:00 AM	12:00 AM	FRIENDS OF BILL W	ROOM 410	30	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	WATER SERVICE
	9:00 AM	10:00 AM	CLERGY WIVES/HIEARCHS BREAKFAST	CRYSTAL BALLROOM	300	BANQUET ROUNDS W/STAGE AND A/V	BREAKFAST BUFFET
	9:00 AM	10:00 AM	NOMINATING COMMITTEE MEETING	ROOM 203	10	CONFERENCE	WATER SERVICE
	9:00 AM	10:30 AM	TEENS I CLASSROOM (6TH - 8TH GRADE)	ROOMS 302 - 303	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	10:30 AM	TEENS II CLASSROOM (9TH - 12TH GRADE)	ROOMS 304 - 305	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	10:30 AM	FELLOWSHIP KIDZ CLASSROOM (3RD-5TH GRADE)	ROOMS 311 - 312	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	12:00 PM	PLAYGROUP I CLASSROOM (PreK - Kindergarden)	ROOMS 313 - 314	40	OPEN AREA W/CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	12:00 PM	PLAYGROUP II CLASSROOM (1ST-2ND GRADE)	ROOMS 309 - 310	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:30 AM	7:30 PM	COUNCIL REGISTRATION OPEN	ROOM 212-213		SKIRTED 6FT TABLES AROUND PERIMETER, GENERAL OFFICE EQUIPMENT	WATER SERVICE
	9:30 AM	7:30 PM	COUNCIL BANQUET REGISTARTION OPEN	PREFUNCTION AREA		REGISTRATION BOOTHS FROM FREEMAN	
	9:00 AM	10:00 PM	EXHIBITS AND DISPLAYS OPEN	SALON A-D		EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	9:30 AM	12:30 PM	AAC PLENARY SESSION II	GRAND BALLROOM	500+	BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
	10:30 AM	4:00 PM	FELLOWSHIP KIDZ AND TEENS OUTINGS	OFF SITE - TBD	180		
	2:00 PM	3:00 PM	STATUTE COMMITTEE MEETING	ROOM 201	20	CONFERENCE	WATER SERVICE
	2:00 PM	3:00 PM	RESOLUTION COMMITTEE MEETING	ROOM 202	20	CONFERENCE	WATER SERVICE
	2:00 PM	3:00 PM	HOLY SYNOD LUNCH	ROOM 211	20-25	CONFERENCE	LUNCH TBD
	4:30 PM	4:30 PM	AAC PLENARY SESSION III	GRAND BALLROOM	500+	BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
	7:00 PM	8:00 PM	HOLY SYNOD DINNER	ROOM 211	20 TO 25	CONFERENCE	DINNER TBD
	7:30 PM	10:00 PM	JOINT SEMINARY RECEPTION	CRYSTAL BALLROOM	250	RECEPTION	SNACK SERVICE/CASH BARS
	7:30 PM	10:00 PM	TEEN I CRASH ROOM	ROOM 307 (6TH - 8TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
	7:30 PM	10:00 PM	TEENS II CRASH ROOM	ROOM 308 (9TH - 12TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
WEDNESDAY	9:00 PM	10:00 PM	PRECONCILIAR MEETING	ROOM 214	20	CONFERENCE	WATER SERVICE
	7:30 AM		CLERGY VESTING	ROOM 206		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	WATER SERVICE
	8:00 AM	8:30 AM	AKATHIST SERVICE TBD	GRAND BALLROOM		BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
	8:00 AM	12:00 AM	FRIENDS OF BILL W	ROOM 410	30	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	WATER SERVICE
	8:45 AM	9:45 AM	HOLY SYNOD BREAKFAST	ROOM 211	20-25	CONFERENCE	BREAKFAST TBD
	8:30 AM	9:30 AM	NOMINATING COMMITTEE MEETING	ROOM 203	10	CONFERENCE	WATER SERVICE
	9:00 AM	10:00 PM	EXHIBITS AND DISPLAYS OPEN	SALON A-D		EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	9:00 AM	10:30 AM	TEENS I CLASSROOM (6TH - 8TH GRADE)	ROOMS 302 - 303	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	10:30 AM	TEENS II CLASSROOM (9TH - 12TH GRADE)	ROOMS 304 - 305	70	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	10:30 AM	FELLOWSHIP KIDZ CLASSROOM (3RD-5TH GRADE)	ROOMS 311 - 312	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	12:00 PM	PLAYGROUP I CLASSROOM (PreK - Kindergarden)	ROOMS 313 - 314	40	OPEN AREA W/CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:00 AM	12:00 PM	PLAYGROUP II CLASSROOM (1ST-2ND GRADE)	ROOMS 309 - 310	40	CLASSROOM W/HEAD TABLE	SNACK SERVICE TBD
	9:30 AM	12:30 PM	AAC PLENARY SESSION IV	GRAND BALLROOM	500+	BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
	10:30 AM	4:00 PM	FELLOWSHIP KIDZ AND TEENS OUTINGS	OFF SITE - TBD	180		
	1:30 PM	2:30 PM	HOLY SYNOD LUNCH	ROOM 211	20 TO 25	CONFERENCE	LUNCH TBD
	2:30 PM	5:00 PM	AAC WORKSHOP SESSION	ROOM 201	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	2:30 PM	5:00 PM	AAC WORKSHOP SESSION	ROOM 202	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	2:30 PM	5:00 PM	AAC WORKSHOP SESSION	ROOM 203	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	2:30 PM	5:00 PM	AAC WORKSHOP SESSION	ROOM 204	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	2:30 PM	5:00 PM	AAC WORKSHOP SESSION	ROOM 205	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	5:30 PM	6:00 PM	DAILY VESPERS	GRAND BALLROOM		BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
	6:30 PM	7:30 PM	STATUTE COMMITTEE MEETING	ROOM 201	20	CONFERENCE	WATER SERVICE
	6:30 PM	7:30 PM	RESOLUTION COMMITTEE MEETING	ROOM 202	20	CONFERENCE	WATER SERVICE
	8:00 PM	10:00 PM	OCA STEWARDS RECEPTION	CRYSTAL BALLROOM	300	RECEPTION	SNACK SERVICE/CASH BARS
	7:30 PM	10:00 PM	TEEN I CRASH ROOM	ROOM 307 (6TH - 8TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
	7:30 PM	10:00 PM	TEENS II CRASH ROOM	ROOM 308 (9TH - 12TH GRADE)	50 TO 70	4 SKIRTED TABLES AROUND PERIMETER	SNACK SERVICE TBD
	9:00 PM	10:00 PM	PRECONCILIAR MEETING	ROOM 214	20	CONFERENCE	WATER SERVICE
THURSDAY	9:00 PM	11:00 PM	CONFESSIONS	GRAND BALLROOM		BANQUET ROUNDS WITH STAGE AND A/V SETUP	
	6:30 AM		CLERGY & SERVERS VESTING	ROOM 206		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	
	8:00 AM	12:00 AM	FRIENDS OF BILL W	ROOM 410	30	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	WATER SERVICE
	6:45 AM		HIERARCHS VESTING	ROOM 207		SKIRTED 6FT TABLES AROUND PERIMETER W/ CHAIRS FOR 15, TRASH CANS COAT RACK W/HANGERS	
	7:00 AM	9:00 AM	HIERARCAL DIVINE LITURGY	GRAND BALLROOM	500+	BANQUET ROUNDS W/STAGE AND A/V	SPECIAL REQUEST
	9:00 AM	10:00 AM	HOLY SYNOD/YOUTH BRUNCH	CRYSTAL BALLROOM	250+	BANQUET ROUNDS W/HEAD TABLE	BREAKFAST BUFFET
	9:00 AM	7:00 PM	EXHIBITS AND DISPLAYS OPEN	SALON A-D		EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	10:30 AM	12:30 PM	AAC PLENARY SESSION V	GRAND BALLROOM	500+	THEATER WITH 1 SKIRTED TABLE WITH CHAIRS AT FAR END	SPECIAL REQUEST
	1:30 PM	5:30 PM	FELLOWSHIP KIDZ AND TEENS OUTINGS	OFF SITE - TBD	180		
	1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 201	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 202	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 203	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 204	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	1:30 PM	4:30 PM	AAC WORKSHOP SESSION	ROOM 205	75	BANQUET ROUNDS W/HEAD TABLE	WATER SERVICE
	1:30 PM	4:30 PM	STATUTE COMMITTEE MEETING	ROOM 201	20	CONFERENCE	WATER SERVICE
	1:30 PM	4:30 PM	RESOLUTION COMMITTEE MEETING	ROOM 202	20	CONFERENCE	WATER SERVICE
	7:00 PM	12:00 AM	EXHIBIT AND DISPLAY TEAR DOWN	SALON A-D	100+	EXHIBIT HALL SET UP BY FREEMAN AND PSAV	
	7:30 PM	10:00 PM	YOUTH BANQUET	CRYSTAL BALLROOM	300+	BANQUET ROUNDS W/HEAD TABLE	DINNER TBD

Draft Record Retention and Electronic Policy for the Chancery of the Orthodox Church in America

1. Introduction

The purpose of this policy is to ensure the proper storage, retention and deletion of both the physical and electronic records of the Chancery of the Orthodox Church in America. The records of the Chancery of the Orthodox Church in America can be divided into a number of areas.

There are the working or operational files which consist of the all documents involved in the administration of the Church. These can include but are not limited to various meetings' minutes, documents, personnel records, memos, and notes. This also includes all records of the Metropolitan, Holy Synod, All-American Council, Metropolitan Council, Officers, Boards, Departments, Commissions, Offices, programs and institutions which fall under the supervision or oversight of the Orthodox Church in America.

There are the financial records of the Church produced by the Office of the Treasurer. These can include all documents, transactions, account records and reports generated for the financial operations of the Church.

There are the documents of the Pension Board which have a separate records retention policy as approved by their Board. There records are stored on the OCA server but on a partitioned sector that is accessible only to Pension Board employees.

There are the personal files and emails for each employee of the Chancery. Any file or email that is on a Chancery computer, linked to the Chancery network, utilizes a Chancery email account or is involved in Chancery work falls into this category.

Finally, there is the Archives of the Orthodox Church in America which has both a historical element (personal papers, historical documents, photos etc.) and the working archives (which consists of old documents and personal files relating to the operation of the Chancery)

It should be noted that these files can exist in either hard copies located throughout the Chancery building and offices or electronic copies which can be located on both the system network, hard drives on office computers as well as on personal computer such as laptops. The system network has both on-sight servers and a redundant off-site back-up service. In addition, the server dedicated to the Chancery operations is separate from the server used for financial operations. Finally there is separate server which hosts the OCA website and is maintained off-site and also has a separate back-up system.

2. Scope

This policy is meant to cover all aspects of Chancery operations. However, due to the unique nature of the Archives and the Pension Board, a separate policy will cover those entities. The Archives policy on holdings is in Appendix A which has been approved by the Archives Task Force. However, all operational aspects of the Archives falls under this policy. This includes documents, reports and electronic files and emails. Likewise, the Pension Board also maintains a separate policy which is in Appendix B. As with Archives, all operational and electronic elements that utilize the shared server falls within these policies.

An organization's records policies should ensure that necessary records and documents of are adequately protected and maintained and ensure that records that are no longer needed or are of no value are discarded at the proper time. In addition, it can aid the Chancery in understanding their obligations in retaining electronic documents – including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files. As such these common elements, which are properly the property of the Orthodox Church in America, will need to be maintained to the highest standard as well as be disposed in an appropriate and secure manner. Any questions in this regard should be directed to the Secretary of the Orthodox Church in America who is responsible for such activities.

3. Policy

This Policy represents the Chancery of the Orthodox Church in America's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

The Record Retention Schedule is approved as the initial maintenance, retention and disposal schedule for physical records and the retention and disposal of electronic documents. The Secretary of the Orthodox Church in America is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Secretary is also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

In the event that the Orthodox Church in America is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit or the commencement of any litigation against or concerning the Orthodox Church in America, such employee shall inform the Secretary and any further disposal of documents shall be suspended until such time as the Secretary, with the advice of legal counsel,

determines otherwise. The Secretary shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

This Policy applies to all physical records generated in the course of the Chancery's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Metropolitan Council on _____.

4. Record Retention Schedule

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records
- I. Contribution Records

Comment: The list of possible records suggests the potential breadth of items for which policies should be established. The Chancery may not need all of these categories, but will reexamine this once a year to determine which ones are relevant.

The following are some common retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to "read" the electronic document must also be retained.

A. ACCOUNTING AND FINANCE

<u>Record Type</u>	<u>Retention Period</u>
Accounts Payable & Accounts Receivable ledgers and schedules	7 years

<u>Record Type</u>	<u>Retention Period</u>
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank Statements and Canceled Checks	7 years
Credit card numbers	Full credit card numbers should not be retained any longer than immediate business needs and merchant account agreements dictate.
Employee Expense Reports	7 years
General Ledgers	Permanent
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment

B. CONTRACTS

<u>Record Type</u>	<u>Retention Period</u>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

C. CORPORATE RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent

D. ELECTRONIC DOCUMENTS

1. Electronic Mail: Not all email needs to be retained, depending on the subject matter.

- All e-mail is to be backed up—from internal or external sources—is to be examined for deletion after 12 months by the owner. Those of significant governing, legal or historical matters will be retained due to the judgment of the retainer.
- Staff will strive to keep all but an insignificant minority of their e-mail related to business issues. They will clear spam and other “clutter” on a weekly basis.
- They will run a *CCleaner* or related and approved program weekly to clear the hard drive or extraneous material;. They will run a *Command Anti-Malware* or related and approved program monthly to remove malicious software and viruses. They will ensure that these programs are up to date at all times. They are all provided for free by our Information Technology provider.
- The Orthodox Church in America will archive e-mail for on the off-site server after the staff has deleted it. It will be permanently deleted if it has not be accessed in five years.
- All Chancery business-related email should be downloaded to a service center or user directory on the server. This non-server stored material will need to be uploaded and backed-up on the OCA server every month.
- Staff will not store or transfer OCA-related e-mail on non-work-related computers except as necessary or appropriate for Chancery’s purposes.
- Staff will take care not to send confidential/proprietary Orthodox Church in America information to outside sources.
- Any e-mail staff deems vital to the performance of their job should be copied to the staff’s H: drive folder, and printed and stored in the employee’s workspace.

All documents, communications, including emails and other forms of information not critical to the operations and governance of Orthodox Church in America will be disposed of after their intended use has been satisfied.

Examples: Internal staff communications, Meeting related communications, Appointments, Draft copies, Agendas, Routine announcements (someone is out of the office today), Business -Related Instant Messaging.

- Documents, communications, including emails and other forms of information not associated with the operations and governance of the Orthodox Church in America will be considered Personal and should not be stored or maintained in files, on storage devices or in storage facilities of the Orthodox Church in America. Instead they are to be discarded immediately.

Examples: Communications with family members or acquaintances unrelated to Orthodox Church in America business. Communications with staff such as “Where do you want to go to lunch”, Junk/Spam, Personal Instant Messaging.

- To ensure the integrity of business critical information and to reduce the risk of data loss associated with a catastrophic event (i.e. fire, theft, natural disaster), the Orthodox Church in America will electronically back-up all necessary data files on a weekly basis and deposit the duplicate files in a secure, off-site storage facility. Additionally, a nightly back-up file will be prepared with appropriate security measures (password protected and physical security) and stored off-site each night.
 - All employees are required to have their passwords for their computer login and the email programs that are related to Orthodox Church in America business be changed once a year as a minimum. Employees should strive to have random passwords of at least eight letter including numbers and characters and be non-repeatable on the different logins.
 - Upon termination, all material is the property of the Orthodox Church in America and is subject to examination. Employees will be locked out of the computer if there is sufficient cause for such action as determined by the Officers or legal counsel. All electronic information relating to the operation and governance of the Orthodox Church in America is the property of the Orthodox Church in America.
2. **Electronic Documents:** including Microsoft Office Suite, Mac and PDF files. Retention depends on the subject matter.
3. **Web Page Files: Internet Cookies**
- All workstations: Internet Explorer should be scheduled to delete Internet cookies once per month.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

E. PAYROLL DOCUMENTS

<u>Record Type</u>	<u>Retention Period</u>
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

F. PERSONNEL RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Commissions/Bonuses/Incentives/Awards	7 years
EEO- I /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

Comment: Clergy files will be moved to the Archives within one month after release from the OCA, deposition or death of a cleric. They will be held there indefinitely.

G. PROPERTY RECORDS

<u>Record Type</u>	<u>Retention Period</u>
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Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Property Insurance Policies	Permanent

H. TAX RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

I. CONTRIBUTION RECORDS

<u>Record Type</u>	<u>Retention Period</u>
Records of Contributions	7 years
Documents evidencing terms, conditions or restrictions on gifts	7 years after funds are expended

Assignments and Curriculum to be considered.

- A. The following are the course to be considered for the basic introductory 1 week program. I have tried to assign them based on interest and expertise (we can all speak on any one of these in-depth but I am trying to focus ourselves at this point). When they are completed, we will all have a chance to look through each other's work and comment. I chose to ask three people to work on the first topic as there are going to be some very diverse opinions on this so we need to consider them as this will set the vision for the School itself.
1. Missiology and Evangelism Theory - I am going to ask three people to do this as I think we need three perspectives and then chose and/or combine them – Fr. Chad, Fr. Eric and Fr. David.
 2. Creating and Understanding a Mission's Vision – Fr. John Matusiak
 3. Catechism – Fr. Chad Hatfield
 4. Finance/stewardship – Fr. John Reeves
 5. Liturgical/music - Fr. Timothy Hojnicky
 6. Mission Management – Fr. Dan Kovalak
 7. Education Programs – Fr. John Parker
 8. Ethnic approaches/challenges – Fr. David Rucker
 9. Community Building – Fr. Eric Tosi
 10. Revitalizing a Parish – Fr. John Pierce
- B. The following is the expected format for putting a lesson plan. Please use this as an outline for putting the course together. It is for a two hour class. I would recommend that you have a beginner and an advanced class in case we decide to go to two to three model. Also note any preparatory readings which will be supplied by the OCA. If possible try to integrate an interactive exercise which can either be done in the class, for homework or in a morning session.
1. Course Description - Name of the Course with a brief description of the course.

2. Course Purpose – What is the reason for the course and how does it fit into the overall curriculum.
3. Instructor Information – who is the instructor and contact information.
4. Course Content – Outline what the course will be about and the major themes, concepts and topics.
5. Goals/Aims – A general statement about what would like to be achieved through the course and what are the possible “take away” from the course.
6. Course Objectives – What are the steps in the course that will lead to the expected outcomes of the course.
7. Course Material – What are the required readings (indicate what needs to be read before the course and during the course), material that will be needed (PowerPoints, etc.) and any other resources.
8. Course Assignments – Any expected work to be done prior, during and after the course. Detail the format and specifics about any assignment.
9. Course Equipment – Detail any equipment that will be needed to teach the course.
10. Course Evaluation – Detail the method and rubrics that will be utilized in evaluating the effectiveness of the course.

C. The following table outlines the recommended Course. There is an integration of prayer and free time. Note that each morning begins with an assignment that would be discussed together which would allow for a reflection on what the students have learned the previous day and applied to their own particular situation. Each evening will have a guided roundtable discussion which will either allow for the sharing of information as well as to discuss the topics discussed during the day. It is meant as a sharing and reflective exercise.

Basic 1st Year Course

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 AM	<i>Opening Prayer</i>	<i>Morning Prayers</i>	<i>Divine Liturgy (7:00 AM)</i>	<i>Morning Prayers</i>	<i>Morning Prayers</i>
8:00 AM	<i>Breakfast</i>	<i>Breakfast</i>	<i>Breakfast</i>	<i>Breakfast</i>	<i>Breakfast</i>

9:00 AM	Introduction/ Goals of Course	Assignment 1: Evaluate your Mission Community	Assignment 2: List and Evaluate the Challenges	Assignment 3: List and Evaluate Programs	Assignment 4: Evaluate the Lessons Learned
10:00 AM	Theology of Mission	Theology of Evangelism	Understandi ng A Parish Community	Liturgics and Music	Closing Session: What to Bring Back
Noon	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
1:00 PM	Creating a Vision	Mission Management	Catechism Program	The Ethnic Elements	<i>Departure</i>
3:00	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	
3:30 PM	Building a Community	Stewardship/ Finance	Education Program	Revitalizatio n as Mission	
5:30 PM	<i>Vespers</i>	<i>Vespers</i>	<i>Vespers</i>	<i>Vespers</i>	
6:00 PM	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	
7:00 PM	<i>Roundtable</i>	<i>Roundtable</i>	<i>Roundtable</i>	<i>Roundtable</i>	
8:00 PM	<i>Free Time</i>	<i>Free Time</i>	<i>Free Time</i>	<i>Free Time</i>	

Advanced Second Year Course (this meant to take the work done for the past year and to be much more reflective with the class about the various topics). The classes would be generally the same though on a more advanced level. For example, Building a Community class would not be the introduction of concepts but to actually spend the two hours discussing with class how they applied it over the past year, their success and failures as well as lessons learned. So it would be much more interactive.

D. One idea is to have the final year of the school be integrated with a local mission parish so they can receive further practical training. The following is first pass on potential sites and feel free to augment the list. I tried to find a least one in each diocese/region.

1. Christ the Savior Church, Southbury, CT (DoNE)
2. Annunciation Church, Brick, NJ (DoNYNJ)
3. St. Luke Church, McLean, VA (DoWA)
4. Annunciation Church, Mt Pleasant, SC (DoS)
5. St. Athanasius Church, Nicholasville, KY (DoS)
6. St. Joseph Church, Wheaton, IL (DoMW)
7. Holy Apostles, Mechanicsburg, PA (DoEP)

8. Holy Trinity, State College, PA (DoWP)
9. Church of the Annunciation, Milwaukie, OR (DoW)
10. Holy Resurrection Church, Tacoma, WA (DoW)
11. Holy Resurrection Cathedral, Kodiak, AK (DoA)
12. Annunciation Cathedral, Ottawa, ON (CAN)
13. Sobor of the Resurrection, Vancouver, BC (CAN)
14. Catedral de la Asension del Senor, Mexico City, MX (MEX)
15. Presentation of Our Lord Church, Fairlawn, OH (Rom)
16. St. Nicholas Church, Jamaica Estates, NY (ALB)
17. St. Mary Magdalene Church, Fenton, MI (BUL)

Planting Grant Recommendations
Calendar Year 2015
Priest John Parker
Chair, Department of Evangelization

Summary

TOTAL PLANTING GRANT REQUESTED FOR 2015: \$102,000

TOTAL RETURNING: \$54,000

USA: \$54,000

\$16,000	Annapolis, MD	Archdiocese of Washington
\$16,000	Lansing, New York	Diocese of New York/New Jersey
\$22,000	Cardiff, CA	Diocese of the West

NEW in 2015: \$48,000

USA: \$48,000

\$24,000	Tempe, AZ	Diocese of the West
\$24,000	Beaufort, SC	Diocese of the South

Five new grant applications, three returning applications. New applications from:

Diocese of the West: 1
Diocese of the South: 1
Diocese of Alaska: 1
Bulgarian Diocese: 1
Diocese of NY/NJ: 1
Request but no application from Diocese of the Midwest (Detroit)

Graduating the Grant at the end of 2014

Nativity of the Lord Orthodox Mission

Shreveport, LA Fr Jason Foster

St Nicholas Orthodox Mission

Lawrence, KS Fr Joshua Lollar

San Esteban

San Esteban, Mexico

Grant given specifically for the building of a missionary/priestly residence in remote village, and coordinated through our OCA/OCMC short-term missions team to Mexico July 2013 and 2014. By December 2014, two years worth of grant funds, totaling \$30,000, will have been distributed. The land is purchased. I visited it in July 2014. Building expected to be completed by Summer 2015. The purpose of this missionary building is to allow the residence of a priest, who can serve this village and surrounding villages full-time. Presently, the villages are not visited more than two weeks each per year.

Explanation of Recommendations:

Accept Returning:

Holy Archangels Orthodox Mission

Annapolis, MD Fr Robert Miclean

Fr Timothy Hojnicky (Mechanicsburg, PA) is serving as mentor priest. Mission has unique objectives, in that it is concurrent with two College Fellowships (USNA and St Johns, Annapolis). In this final year, a move to a storefront where set-up and take down are not required, will be vital. Will enter third year of grant, with blessing.

Holy Apostles Orthodox Mission

Lansing, NY Fr James Worthington

Fr Jonathan Ivanoff is recently assigned as a specific mentor and grant-overseer of Fr James' work. Mission is doing good work, and seems to be back on track. Will enter third year of grant, with blessing.

St Katherine Orthodox Mission

Cardiff, CA Fr Andrew Cuneo

St Katherine's is a strong mission with clear goals and objectives, with a remarkable pastor at the helm. As Fr Andrew was a professor at St Katherine's Orthodox College until June 2014, they did not commence the grant until mid-year. Will finish first year and begin second year grant, with a blessing.

Explanation of Recommendations:

Accept New:

St John the Evangelist Orthodox Church

Tempe, AZ Fr Andre Paez

St John's Church has all the marks of a Planting-grant mission. Strong core, clear direction and goals, strong base of stewardship and commitment to the tithe, and support of the Diocese. The mission has a sizeable temple in a store-front situation. 1200 sq/ft as a temple and 1300 sq/ft as a hall. The mission has mission-minded members, including laymen who have a regular ministry on Ancient Faith Radio. Would enter first year with a blessing.

St James Orthodox Church

Beaufort, SC Fr James Bozeman

St James was founded intentionally two years ago and is the first and only Orthodox Church in Beaufort, SC, one of the earliest colonial towns of SC. The Mission was established by the cooperation of two parishes, for whom core-members were traveling from Beaufort each 45 mins to 1.5hours away. Those core members, living in Beaufort have become the chief lay-leaders of the mission. St James has grown steadily under the capable leadership of Fr James Bozeman, and has the support of both diocese and deanery. Would enter first year with a blessing.

Explanation of Recommendations:

Not Now:

St Juvenaly and His Companion Orthodox Church

Chugiak, AK Fr Mikel Bock

St Juvenaly Mission has shown steady progress in the last few years, including the near-completion of a new temple. Unclear if this is a stand-alone mission, a mix of two parishes, or a parish which has moved from Eklutna to Chugiak. By contrast to the other missions which have applied, the priest is not resident in the mission's town currently. Shows promise, but given the other applications, this mission falls 3rd, and only two can be chosen.

St Innocent Orthodox Church

Oneonta, NY Fr David Poling

Founded 16 or so years ago, St Innocent's Mission appears to be in capable hands with a fresh vision and desire to grow. Their association with a nearby monastery (which has been a confused relationship in the past) has been normalized. Likewise, they have set new goals and realize their potential in this town. The Diocese of NY/NJ supports this mission significantly, which is both good and a good sign, however, their own level of parish stewardship at present does not warrant a grant at this time—that is to say that the Diocesan grant far outweighs local giving. This is a mission to watch.

St John of Rila Bulgarian Orthodox Church

Fairfax, VA Fr Stefan Mihailov

St John's parish has a vision to unite all of the local Bulgarians into a common parish. There are several reasons, at this time, not to recommend for a grant. First, they presently meet in another local Orthodox Church. While the pastoral care of the Bulgarian-speaking population may necessitate a separate parish, it seems contrary to our current planting-grant objectives to fund a second priest in a second parish under one roof. Secondly, the financial stewardship of the mission is insufficient at this time to share the mission's matching portion. (Less than \$1000/month income, total, for the mission). Perhaps there is a more creative, local way to establish and grow St John's? I recommend that both the host pastor and Fr Stefan contact Fr Ted Pisarchuk and Fr Arkady Migunov in Jacksonville, FL, who have successfully done this there.

Ss Peter and Paul Cathedral

Detroit, Michigan

Rejuvenation request, tied specifically to needing a bilingual English/Spanish priest. No resident priest at present. Sent an email request and reminder, but not an application.

Report to the Metropolitan Council on the Work of the Statute Revision Task Force

September 25, 2014

Archpriest Alexander Rentel

Membership and Chronology. The Holy Synod established and appointed the members of the Statute Revision Task Force at its October 2013 meeting. The task force includes the following members: Archbishop Nathanael, chairman, Igumen Daniel (Brum), Archpriest Dimitri Cozby, Archpriest John Erickson, Archpriest Alexander Rentel, Priest Ioan Cozma, Judge Ray Lanier, and Mr. Alexis Liberovsky.

To date, the task force has:

1. Had a conference call in order to organize itself on November 13, 2013;
2. Met in Phoenix, Arizona on January 15-17, 2014;
3. Had a conference call on February 27, 2014;
4. Met in the Holy Monastery of the Dormition, Rives Junction, Michigan, April 22- 25, 2014;
5. Met in the Holy Monastery of the Dormition, Rives Junction, Michigan, August 19-22, 2014.

Shortly after the Phoenix meeting, Igumen Daniel and Judge Lanier collaborated on a draft of the article on Church Courts, new Article XVI, Ecclesiastical Courts. A smaller group, Igumen Daniel, Archpriest John Erickson, and Priest Ioan Cozma, met in person in Phoenix on July 25, 2014, to draft two articles. Another smaller group, Archpriest Alexander Rentel and Mr. Alexis Liberovsky, met with Metropolitan Tikhon and members of the Chancery on August 5, 2014, in order to a) update them on the progress of the task force, and, b) receive their input on a proposed article that covers the Office of the Metropolitan.

Drafting Guidelines and Principles. At its January 15-17, 2014 meeting, the task force agreed on basic guidelines for the entire revision process:

1. The current work of this Statute Revision Task Force should be as transparent as possible.
2. The revision would be presented formally to the Church at various levels, to the Holy Synod, the Metropolitan Council, ORSMA/SMPC, diocesan bodies, etc. This task force imagines that this formal review will also include further review by a team of lawyers associated with the OCA.
3. The revision would also be presented informally to the Church at large through an online presentation where members of the Church could offer comments. The task force considers that posting the revision online would be of great benefit not only to solicit potentially important contributions, but also to facilitate a “buy in” by the Church at large prior to the upcoming council.
4. In both cases though strict time lines would be established for comments. No comments will be taken to mean no comment.

At the same meeting, the task force formulated further basic principles for the process of revising existing articles and for drafting new ones:

1. The language regarding methods for funding the Church should reflect the move toward proportional giving as directed by the resolution of the 16th All-American Council;
2. Where appropriate, the language of the revision must reflect the “Property in Trust” resolution from the 13th All-American Council in Orlando, Florida;
3. Elements that need regular updates and changes in the life of the Church would be moved out of the statute so that they can be updated without going through the statute amendment process. For example, new Article XVI, Ecclesiastical Courts, establishes Ecclesiastical Courts, provides general guidelines and fundamental procedures, but looks to the Holy Synod to come up with policies and procedures for Ecclesiastical Courts.

Work Done and Prospects for the Future. In its work the task force will create at least four new articles missing from the current statute: 1. Theological Education, 2. Monasticism, 3. Stavropegial Institutions, and, 4. The Office of the Metropolitan. Together with these significant additions, the task force also seeks to make the statute more comprehensive with regard to the entire life of the Church and modify its current parochial focus. Beyond this, the task force has also held to the principle that the revision process involves clarification and elaboration with an eye towards the recent years of difficulty in the OCA. The task force has also included in its revision the recent amendments to the current statute. The task force however has not considered changes that would impact the life of the OCA, such as the periodicity of the All-American Councils, the structure of the Metropolitan Council, etc., believing rather that such changes would be better dealt with by the regular statute amendment process.

The current statute has fourteen articles and a preamble, the revised statute is projected to have eighteen and the preamble. Up to this point the following eight articles have been reviewed and agreed upon by the task force:

- Preamble
- Article I: The Orthodox Church in America
- Article II: The Holy Synod
- Article III: The All-American Council (Partial)
- Article IV: The Metropolitan
- Article V: The Metropolitan Council (Partial)
- Article XII: The Parish (Partial)
- Article XVI: Ecclesiastical Courts

The following two articles have been drafted by individual members of the task force, but not reviewed by all:

- Article VII
- Article VIII

Two different drafts have been written for Article XIII, Monasticism. The task force is considering both of them.

The task force remains optimistic that the work can be completed in a timely manner. The work however has gone slowly up to this point. The diverse opinions of the different members of the task force need to be harmonized. Hearing each other speak has had its benefits for the members of the task force as we have learned from each other arguments that might come up later in the revision process from others in the Church. The task force has a conviction too that if we agree on something, after hashing it out, it is much more likely to be accepted by the Church. At our meetings, there is considerable give and take over issues great and small, from theological principles to matters of style and grammar. For example, the task force wrestled at length with the difficult question of how to define statutorily a parish. Additionally, the complicated relationship between the synod and the primate of the Church was discussed thoroughly in theory and in light of recent practice. Again, the work has gone slowly, but, to a member, the task force feels strongly that the draft articles are a marked improvement on the current statute.

Recently and over the next couple of months, the members of the task force look forward to the following activities:

1. A new meeting is being scheduled for later this fall at Syosset so as to include the Metropolitan and members of the Chancery.
2. The task force is also planning for different gathering, one with the heads of theological education institutions in the OCA to solicit their thoughts on what a proposed article on Theological Education should contain.
3. In July 2014, Archpriest Dimitri Cozby briefed the Diocesan Assembly of the Diocese of the South on the activities of the task force.
4. In early September 2014, Archpriest Alexander Rentel took the opportunity to address the clergy of the Diocese of New York and New Jersey on the work of the task force at a continuing education conference.
5. In early October, Igumen Daniel will brief the members of the Diocesan Assembly of the Diocese of the West on the work of the task force.
6. In October, Archbishop Nathanael and Archpriest Alexander Rentel will update the members of the Holy Synod on the progress of the task force.
7. In late October and in the middle of November, Archpriest Alexander Rentel will speak to the Diocesan Assembly of New England and a clergy conference for the Diocese of Western Pennsylvania on the statute revision process.

In addition to these activities, the basic work of drafting and revising continues.

SEXUAL MISCONDUCT POLICY ADVISORY COMMITTEE
(SMPAC) REPORT TO THE OCA METROPOLITAN COUNCIL
SEPTEMBER 25, 2014

* SMPAC greatly appreciates its role as a servant and consultant to the Holy Synod. As part of SMPAC, I had one member of the Holy Synod say to me, "SMPAC is killing me with all the work of background checks, compliance reports and investigations, but I would not want to go back to the way it was." Sexual misconduct affects only a very small portion of persons in the Church yet consumes much time and energy from Church leadership. But, sexual misconduct seems to be the issue that caused many Roman Catholic dioceses to declare bankruptcy. In the OCA we are all working hard, together.

* Works closely with ORSMA to find justice and healing for all concerned, complainants and respondents, in the allegations of sexual misconduct. Father John Jillions, Cindy Davis and the Response Teams are doing exemplary and highly professional work with each and every case that surfaces. We see this clearly when we deal with members of other jurisdictions and religions.

* Holds conference calls every other week to discuss sexual misconduct matters. The Metropolitan is often on the call.

* Continues to discuss the need for a privacy statement and the implications, such as who would have access to the information.

* Continues to oversee the reporting progress of dioceses and parishes for the compliance on the Annual Parish Compliance Report. We continue to ask for your help in getting full cooperation by dioceses and parishes.

* **Education and prevention**

Efforts for education and prevention go forward strongly. Cindy continues to provide formal and informal education to a variety of groups, including seminary students. The newly placed sexual abuse material on the OCA.org webpage contains much useful information

about many issues, including a rather comprehensive layout of resources for pastoral use.

The weekly phone meeting for Orthodox clergy of all jurisdictions, within and outside the United States, who are addicted to Internet pornography continues to thrive. Clergy who call-in to the phone meetings are very grateful for the service.

One OCA parish has a clearly stated goal of being a Porn Free Parish. The pastor, Father John Parker, Holy Ascension Church in Charleston, SC, met with the men separately for 15 minutes after Divine Liturgy. He then met with the women separately for 15 minutes. Father Parker plans a follow up.

Internet pornography, like marijuana, is a gateway drug. Internet pornography is a drug that changes brain chemistry and neural circuitry, much like cocaine. Not all who use marijuana become addicted to cocaine. But, virtually all who are addicted to cocaine began with marijuana as the gateway drug. So, too, it seems for those who commit sexual abuse. In our education and prevention efforts we are highlighting Internet pornography as serious area of concern.

* Church Courts

The Church Courts serve a commendable purpose, namely to not follow Caesar's laws for conducting court cases. But, the current arrangement raises some questions to discuss and resolve. It appears that the Statute Revision Committee will not deal with the issue of Church Courts but that a special Project will address the matter, consisting of the Holy Synod, canonists, and Metropolitan Council's legal committee. At this point in time, confusion abounds and the issues are serious. Spiritual courts sometimes require interviews with the same person, often a vulnerable complainant, two or three times, etc. Does the Holy Synod want SMPAC to develop guidelines for the training of members-of-the-court? Should there be a member of SMPAC be present at all sexual abuse Church Courts to provide answers to questions, especially about mental health issues? Should each diocese have a few persons who are designated and adequately trained to serve on a Church Court when an issue arises?

* Healing, outreach to victims

SMPAC is working closely with the *Orthodox Christian Healing and Counseling*, formerly known as *Seeds of Hope*, a pan Orthodox organization to provide counseling to victims of sexual abuse by Orthodox clergy. Father Paul Jannakos is part of the organizing team.

Separately, SMPAC is discussing ways to outreach to victims of abuse by OCA clergy. We also need to provide stronger methods and systems for healing of clergy who commit acts of sexual misconduct.

* Diocesan Monastic Communities and Stavropegial Institutions

We need to note that there is learning curve in some monastic communities towards ORSMA. Some Response Teams found a resistive attitude in some of the monastic authorities. The tension seems to be one of control, whether the monastery should handle sexual allegations internally, or cooperate with a Response Team that is basically under the Holy Synod.

* Monitoring returning clergy

ORSMA and each diocese need to find a way to closely monitor follow-up on respondents who have been disciplined for sexual misconduct and given some form of path toward therapeutic rehabilitation. Currently, some of these cases seem to fall between the cracks in the sidewalk. We need much clearer communication with regular and measurable criteria, a precise protocol for steps to be taken, how oversight is given, by whom and reported to whom. ORSMA seems to be out of the loop on some of these cases, leaving the PSPs of the Holy Synod to be weakened by clergy who are not doing the assigned rehabilitation.

* Risk management

SMPAC has researched the organization of Praesidium, used by other jurisdictions and parts of the Roman Catholic Church, and has found that there are better services for our needs with other organizations.

* Background checks for substitute and supply priests

This issue presents a particularly difficult problem, especially for those clergy who change jurisdictions. SMPAC continues to wrestle with the issue of background checks for clergy who are not fully attached to a parish (*does this need more elaboration?*). Do we need a database of available supply clergy who have had a background check?