

Minutes of the 2012 Annual Assembly for the Archdiocese of Washington, D.C.

The 2012 Annual Assembly of the Archdiocese of Washington, D.C. was held on December 9, 2012 at St. Luke Orthodox Church in McLean, VA. Unlike recent years, this was an Assembly only and was not accompanied by an associated Archdiocesan Day. The date was chosen to occur after the election of a new Metropolitan at the 17th All American Council (Nov. 13th, Parma, OH) and we were blessed have the newly elected Metropolitan Tikhon with us for the Assembly.

The day began at 9am with a Divine Liturgy with His Beatitude, Metropolitan Tikhon presiding and was followed by a wonderful brunch prepared by the parishioners of St. Luke. The formal Assembly opened at about 12:15 pm with the singing of O Heavenly King. The order of business addressed three main areas: Officer Reports; Old Business; and New Business.

OFFICER REPORTS

Metropolitan's Report: Metropolitan Tikhon opened by stating "It is a joy to be here!" He thanked everyone for their prayers as he begins both his primatial ministry and his ministry as our Archbishop. He asked for our help in working together and praying together. Things are actually fairly quiet in the OCA right now. This is good, because it will allow the church to focus on its ministry and allow Metropolitan Tikhon to focus attention on pastoral visits to the Archdiocese. Normally he would have provided a written report to the Assembly – but since he is new he doesn't have the knowledge to say a lot. What he can share are areas where he focused his attention while being the Archbishop for Eastern Pennsylvania:

- Establishing a strong clergy brotherhood;
- Realizing that we are part of a diocese and not just an individual parish
- Providing an administration that is honest and transparent

"I'm an up front kind of person. I don't tolerate talking behind people's backs. If you've got a problem with someone, you can talk to me but not until you talk to your brother first. Personal communication and interaction are crucial."

Ministries are the life of the Church. They are life giving. Ministries that reach out to non-Orthodox as well as Orthodox, that provide food and shelter, that provide healing. This is something he would like to work on here. Social outreach is really important. We don't have to talk about setting up nursing homes or soup kitchens or ... There are a lot out there. We just need to go and help out – either as a parish or individually.

Administrative order is also important. His Beatitude emphasized the importance of the annual compliance reports for the OCA Policies, Standards and Procedures (PSP)

addressing issues of Sexual Misconduct – and noted that this must be done even if the parish/mission doesn't have any children. In Eastern PA he collected: the By-Laws from every parish; copies of annual parish meeting minutes, reports, and budgets – and required these before approving the installation of newly elected parish councils.

He especially emphasized the importance of working together as a diocese – in open dialogue, with cooperation, in love, and with forgiveness – and with continued spiritual growth and revitalization.

OCA Chancellor (Fr. John Jillions): while not a member of the Archdiocesan Assembly, we were blessed to have the OCA Chancellor Fr. John Jillions with us on this occasion. He noted that in the past, it has not been a practice for the OCA Chancellor to go to diocesan assemblies – but that he has been doing this for about the past year to get a first hand sense of about life throughout the Church amidst all our issues and changes. It has been good to see that the normal life of parishes is going on. On the whole people are committed to the life of the Church. Just like parishes cannot exist in isolation from one another in a diocese, dioceses cannot exist in isolation from one another in the OCA. And since our Archbishop is also the Primate for the Orthodox Church in America, he acts as the personification of the OCA. Fr. John did express a concern about the decline in membership in the OCA, noting that “we have a wonderful vision and need to get it out there more. We need a period of administrative calm so that we can go about the real life of the Church. We are entering upon a wonderful period. People think changes take a long time... but that is not the case. You can feel the change since Parma.”

Appointment of Assembly Officers: His Beatitude then appointed Fr. Dennis Buck as clergy chair of the Assembly and Lisa Mikhalevsky as lay Chair of the Assembly. Fr. Dennis and Lisa then conducted the rest of the meeting.

Chancellor's Report (Fr. Gregory): since Fr. Gregory was suffering from laryngitis, his report was read by Fr. Dennis Buck. Fr. Gregory welcomed Metropolitan Tikhon, Fr. John Jillions and all the delegates and thanked St. Luke for hosting the Assembly. His written comments emphasized two major events in the life of the archdiocese. The first being that Bp. Alexander, in his joint roles as Bishop of the Bulgarian Diocese and as locum tenens of the Archdiocese of Washington D.C., met with the 3 Bulgarian parishes and directed them to unite into one parish under Fr. Stefan Mihailov by Pascha. As a result, Fr. Timothy Perry has been reassigned to St. Mark. Fr. Stefan will begin holding 'joint services' at St. Luke on Dec. 9. The second major item is that the enthronement of His Beatitude, Metropolitan Tikhon, will take place at St. Nicholas Cathedral on Jan. 27th. More details will be presented on this later in the meeting.

Report of the Credentials Committee (Fr. John Vitko):

	HIERARCHS	CLERGY	LAY	TOTAL
DELEGATES	1	11	21	33
OBSERVERS	0	6	5	11

Approval of Minutes of the 2011 Archdiocesan Assembly. Draft copies of the minutes had been distributed prior to the meeting. There were no corrections or edits offered to these minutes at the current Assembly.

M-1: (Fr. Michael Koblish; Barbara Rhennish): Move that the Minutes of the 2011 Archdiocesan Assembly be accepted as presented. Motion was passed.

Treasurer's Reports: The Archdiocesan Treasurer, Michael Hydock presented three separate reports: one each for 2011, 2012 and 2013. Copies of these may be found in Appendix A, B and C respectively.

- The 2011 Profit and Loss (P&L) statement showed a total income of \$81,818 vs total expenses of 72,6166. Acceptance of this was deferred until the report of the Auditing Committee given below.
- The 2012 P&L statement is for the YTD, i.e. through Dec. 4 and shows a total income of \$72,166 vs. expenses to date of \$70,318. The balance sheet shows that one parish and one mission have significant outstanding balances owed on their accounts: Christ the Savior Mission in MD (\$10,133 and St. Matthew Orthodox Church (\$7,611). Christ the Savior is citing financial hardship and is asking that these assessments be waived. St. Matthew says they will pay their assessment by the end of the calendar year.

In his 3rd reported, Michael presented a proposed budget for 2013 and as well as three possible approaches to the 2013 Assessment. Both the budget and the proposed assessment approaches generated significant questions and discussions. The questions around the budget centered around the "Metropolitan's salary". The current budget provides for \$18,000 in salary for the Metropolitan. This is significantly less than the housing allowance of \$39,792 provided Metropolitan Jonah in 2012. This is because Metropolitan Tikhon will live in Syosset and not in D.C. and hence we will not have to pay the cost of maintaining a residence in Washington D.C. The salary figure of \$18,000 was arrived at in consultation with the OCA Treasurer, Melanie Ringa, and when combined with the salary and allowances provided from the OCA results in an appropriately sized total salary package for His Beatitude. With that said, there was still questions about whether this was adequate diocesan compensation for His Beatitude – but no motions were made to change it.

Michael presented three different approaches to the 2013 assessments. In all three approaches, the parishes would pay a central assessment based on their membership numbers, i.e. \$95 per member (in 2011). However the 3 approaches differ in how the diocesan assessment in each parish would be determined. Approaches A and B, seek to move us to percentage giving. In case A, the diocesan assessment was set at 3.12% of the parish/mission income. In case B, it was set at \$31 per member plus 1.81% of the parish's income. And, in case C, it was a flat per member assessment of \$73.85.

The proposed move to a new assessment approach met with significant questioning from many of the delegates. The major concerns were:

- Many of the parishes were just seeing this for the first time and did not have time to consider it or discuss it with their councils. Furthermore in a number of cases parishes had already passed their 2013 budgets based on the existing assessment method.
- A number of the parishes expressed concern about ‘not being at the table’ when these proposals were developed.
- The terms of the proposed approaches, e.g. income, were not adequately defined.
- Are we thinking sufficiently out of the box? There might be ways other than a ‘head tax’ or ‘percentage giving’ to fund the diocese. Are we looking for this?

Given these strong concerns, the following motion was offered and passed:

M-2: (Walter Alesevich; Fr. Michael Koblosh) and as amended by Eugene Jacobsen: Move that we adopt the 2013 budget as presented with funding option C (a straight per capita diocesan assessment needed to support the budget) and that during the first 6 months of 2013 that the diocesan treasurer and appropriate representatives from each of the parishes meet and discuss possible approaches to the diocesan assessment and that they define and finalize the recommended approaches by Sep. 2013 so that parishes may reflect them in preparing their 2014 budgets. Motion was passed.

OLD BUSINESS

Approval of the Revised By-Laws (Fr. John Vitko): Fr. John presented the proposed revisions to the By-Laws that had been reviewed and recommended to bring forward by the Archdiocesan Council. Revisions were proposed in 4 major areas: provision for electronic distribution; clarifying the composition of the Archdiocesan Council; clarification of Quorum requirements; and other. Each of these areas was discussed and voted on separately. As a result of these discussions, two of the proposed revisions were withdrawn – all others were passed. The revisions that were passed are given in Appendix D. The motions to pass them are given below:

M-3 (James Karabin; Walter Alesevich): Move that we accept the proposed revisions to the By-Laws to provide for electronic notification of upcoming Archdiocesan Assemblies, specially convened meetings of the Archdiocesan Council, and proposed changes to the By-Laws. Motion passed.

M-4 (Walter Alesevich; Eugene Jacobsen): Move to accept the proposed revision to include Priests-in-Charge and Mission Council Presidents as part to the Archdiocesan Council. Motion passed.

M-5 (James Karabin; Fr. John Parsells): Move to accept the proposed revision to clarify that the quorum for Archdiocesan Assembly is the majority of the accredited delegates. Motion passed.

M-6 (Fr. John Parsells; James Karabin): Move to revise the signature block on the By-Laws to reflect our new Archbishop, His Beatitude, Metropolitan Tikhon. Motion passed.

Auditing Committee Report (Ruth Stock): The Auditing Committee reviewed the financial records of the Archdiocese for 2011 and found “no concerns about the financial report for 2011”. The full report of the Auditing Committee is given in Appendix E.

M-7 (Eugene Jacobsen; John Zahor): Move that the 2011 Financial Reports (P&L and Balance Sheet) be accepted as presented. Motion passed.

Mission Board (Fr. Mark Koczak): Fr. Mark was able to personally visit 3 of the 5 missions in the Archdiocese during the past year. However, the Mission Board has not formally met this year.

NEW BUSINESS

Appointment of Archdiocesan Treasure and Secretary: His Beatitude reappointed Fr. John Vitko as Archdiocesan Secretary and Mr. Michael Hydock as Archdiocesan Treasurer.

Report of the Financial Committee (Michael Hydock): We are seeking to move to percentage giving. The proposals made earlier, as part of the 2013 budget, were the best attempts at doing this. Nothing works uniformly across all parishes. Not sure where we are going on this. One of the things hampering developing an approach is the difficulty in getting timely data from the parishes.

As in the earlier discussion around the budgets, feedback from the floor emphasized the need to involve the parishes in this formulation (see motion M-2) and to explore out of the box approaches, e.g. don't rule out donors – as His Beatitude noted: “people will give to where they see things happening. The key is to tap into people's love for Christ and the Church. Requires us to have faith in the Lord.”

Metropolitan Committee Report (James Karabin): Jim noted that he was originally the alternate lay delegate to the Metropolitan Council and only became the official lay delegate to the MC when Rosalie Luster moved to Canada. He was a bit intimidated by the position – as most of the members of the Metropolitan Council were either clergy or professionals – and he was neither – so he tended to take the position of a back-bencher but soon learn that a Metropolitan Council meeting was like a “parish council on

steroids” and parish councils were something he knew a lot about. Describing the work of the MC, he noted the large amount of time devoted to the sexual misconduct issues and their prevention – emphasizing these are really important issues that if not handled properly can have dramatic/drastring effects on the Church. Looking more broadly, he felt that the MC is functioning. That it is conciliar. Discussions are sometimes contentious – but when the discussions are over everyone is friendly with each other and there is no retaliation. The Council is much more empowered than in the past. Bishops are willing to listen and to explain their positions. We’re really in good hands now.

Jim’s report was very well received and he was urged to continue in his role as a delegate to the MC – but he declined to do so because of family and other commitments.

Update on the 17th All American Council (Fr. John Jillions): Fr. John turned this question over to the delegates and observers asking them what they thought about the AAC. A common sentiment seemed to be one of concern prior to the AAC and then being surprised at how smoothly it went and how well it worked. It really felt like a Council of the Church. Fr. Dennis Buck also gave credit to those who had difficulty with the process – but expressed it in peaceful manner. This was all summed up beautifully by His Beatitude, who said: it is a blessing to be able to disagree in such a manner. Through the good will of everybody, the Church was working. We had issues we had to resolve and we did resolve them. Yes we are a young Church compared to other Orthodox Churches, but we are not a baby. We need to be confident enough in our humility or humble enough in our confidence. The Church is a river – we will always have obstacles to navigate but if we do it prayerfully and trust in God – He will help us navigate them.

Update on the Strategic Plan (Fr. John Vitko): The seeds planted at the 16th All American Council in Seattle, WA in Nov. 2011 are beginning to sprout. They are still fragile but with appropriate nourishment can bear great fruit. Some of the highlights are:

- The Evangelization Team is well along in developing a training course on explaining Orthodoxy to the diverse non-Orthodox cultures we have here in America.
- The Leadership Team is focusing on leadership in the deaneries and piloting this in the Diocese of the West. The management team is developing financial report tools that can be used by the central administration, dioceses and parishes with the first tools due in a month.
- The Youth and Young Adults Team has developed a Facebook Book page to help out youth network and share their experiences of life in the Church.
- The Continuing Education team has received the blessing of the Lesser Synod to establish an Office of Continuing Education with the initial courses – addressing sexual misconduct – to be ready this year. The Romanian Archdiocese has volunteered to house the Office of Continuing Education in their facilities.
- The Contemporary Moral Issues team has developed a format for holding Holy Conversations around sensitive timely issues and will be piloting the first such

Holy Conversation on Marriage and Human Sexuality in the Diocese of New England sometime this winter.

- Donna Karabin reported on the Continuing Education team. Donna's report focused on two main themes: the shortcomings of the strategic plan in addressing charitable outreach and the impressive efforts of the Diocese of Eastern PA in piloting diocesan revitalization efforts. The latter include more frequent informal visits of the bishop to the parishes, clergy participation in soup kitchens, a week long 'mission to Appalachia', establishing a pan-Orthodox coffeehouse in Harrisburg PA, and conducting a highly successful diocesan talent survey.

Elections:

- Lay member of the Auditing Committee (3 yr term). Fr. Tim Perry nominated Peter Mazatkins.

M-8 (Eugene Jacobsen; John Zahor): Move to close nominations: Motion passed.

Peter Mazikins elected by acclamation.

- Lay delegate to the Metropolitan Council (3 yr term). The following people were nominated:
 - Jim Karabin; declined.
 - Leda Dzwonczyk; accepted
 - Eugene Jacobsen; accepted
 - Susan Matyuf; declined
 - Lisa Mikhalevsky; accepted.

M-9 (Fr. John Perich; Walter Alesevich): Move to close nominations. Motion passed.

Election was by paper ballot and was counted and audited by Walter Alesevich, Dn. Matthew Prentice, Fr. Tim Perry, and Ruth Stock. There was a tie for 2nd and 3rd place, so a second ballot was conducted to determine who would be the alternate.

Final results: Lay delegate:	Lisa Mikhalevsky
Alternate lay delegate:	Eugene Jacobsen

Appeal by St. Nicholas to be reimbursed for additional expenses incurred by Metropolitan Jonah (Michele Smith): Michele Smith appealed to the Archdiocese to reimburse St. Nicholas Cathedral \$ 38,450 in additional expenses they incurred for Metropolitan Jonah. These as yet unreimbursed expenses still need to be reviewed and verified by the archdiocesan treasurer and consist of:

Additional rental payments:	\$15,800
Utilities:	\$11,500
Repairs:	\$ 1,400
Furnishings	\$ 9,750

At the October Archdiocesan Council meeting, it was decided to reimburse St. Nicholas \$7111 in utility expenses in keeping with the other items authorized in the Archdiocesan budget. The other claims were denied on the basis that Archdiocesan budget authorized a fixed amount for rent and utilities and any costs above those were the responsibility of Metropolitan Jonah.. St. Nicholas is appealing this decision on the basis that the Metropolitan Jonah incurred these costs on behalf of the Archdiocese and gave the bills to St. Nicholas to pay – so that they were really diocesan expenses. Fr. John offered that since Metropolitan Jonah had both a national and a diocesan role, that there may have to be some cost sharing of these additional expenses between the Archdiocese and the OCA.

M-10 (James Karabin; William Kosar): Move that the Assembly approve reconciling the differences in expense numbers between St. Nicholas and the Archdiocese and ask the concerned parties to see if a cost sharing solution can be found amongst the Archdiocese and the OCA. Motion passed.

Ruth Stock, in her role as an Auditing Committee member, noted that the Auditing Committee should have been made aware of these potential liabilities.

Enthronement of His Beatitude on Jan. 27th (Marian Poutiatine): His Beatitude, Metropolitan Tikhon will be formally enthroned at St. Nicholas Cathedral on Sunday, Jan. 27th, 2013. The overall schedule for this event has been worked out by the Secretary of the OCA, Fr. Eric Tosi and includes

- 5:00 PM. Saturday, Jan. 26: Vigil at St. Nicholas, followed by an off-site reception;
- Sunday, Jan 27th: Enthronement at a Divine Liturgy with vesting of Hierarchs at 8:00 AM followed with an off-site banquet at 3:00 PM;
- A Holy Synod meeting and luncheon on Monday, Jan. 28th

St. Nicholas Cathedral and the Diocese are responsible for all the local coordination and the OCA will be responsible for all the associated costs. The local clergy chair for the enthronement is Fr. George Kokhno and the local lay chair for the enthronement is Marina Poutiatine.

Marina has requested that Fr. John Vitko contact all parish/mission priests/council presidents to ask for volunteers for busing/shuttling the VIPs between events, for making centerpieces for the banquet, and for helping with the set-up for the Holy Synod meeting and luncheon on Monday. More specific details on the requested help are provided in Appendix F.

A concern was expressed that there might be more people who would like to participate in the Liturgy that can be accommodated in St. Nicholas which in turn led to questions about outdoor TV screens or a possible tent or As a result, the following motion was offered:

M-11 (Lisa Mikhalevsky, Michele Smith): Move to form a committee to look at the possibility of more diocesan involvement in the Enthronement. Motion passed.

End of Meeting: The meeting ended with the singing of “It is truly meet...” and was then followed by Great Vespers.

APPENDIX A: Financial Report for 2011

	<u>Jan - Dec 2011</u>
1	Ordinary Income/Expense
2	Income
3	registration 1,170.00
4	observer 455.00
5	Assembly11 (Net) 1,200.70
6	General Income
7	Assessments due 1,983.36
8	Assessments 11 77,009.78
9	Total General Income 78,993.14
10	Total Income 81,818.84
11	Expense
12	Assembly 1,729.71
13	Missions
14	OCF 3,000.00
15	Holy Archangels Mission 5,000.03
16	Christ the Savior, VA 5,000.04
17	Christ the Savior, DE 5,000.04
18	All Saints of N. America 5,000.04
19	Total Missions 23,000.15
20	Administrative
21	AAC Metropolitan Council 213.55
22	Miscellaneous 499.73
23	Banking charges 95.43
24	Printing, Copying 136.91
25	Postage, Mailing Service 88.00
26	Chancellor Travel 622.40
27	Metropolitan Council 400.73
28	Insurance - Liability 3,016.73
29	Total Administrative 5,073.48
30	Operations
31	Episcopal
32	Pension Housing benefit 2,160.00
33	Total Episcopal 2,160.00
34	Housing Allowance
35	Fuel Oil 578.87
36	Water 526.36
37	gas 233.22
38	Electricity 1,848.53
39	Telephone & Internet 1,466.58
40	Housing Allowance 36,000.00
41	Total Housing Allowance 40,653.56

42	Total Operations	<u>42,813.56</u>
43	Total Expense	<u>72,616.90</u>
44	Net Ordinary Income	9,201.94
45	Other Income/Expense	
46	Other Income	
47	Other Pass Thru (Central church assessment)	
48	Christ the Savior, DE	(2,450.00)
49	St. Matthew	(2,170.00)
50	Ss. Cyril & Methodius	0.00
51	All Saints N. America	0.00
52	St. Catherine, Hagerstown	0.00
53	Holy Trinity, Reston	0.00
54	St. Nicholas Cathedral	0.00
55	St Luke, McLean	0.00
56	St. Andrew, Baltimore	0.00
57	Christ the Savior, Stafford	0.00
58	St Mark, Bethesda	0.00
59	Other Pass Thru - Other	<u>2,450.00</u>
60	Total Other Pass Thru	<u>(2,170.00)</u>
61	Total Other Income	<u>(2,170.00)</u>
62	Net Other Income	<u>(2,170.00)</u>
63	Net Income	<u><u>7,031.94</u></u>

APPENDIX B: Financial Reports for 2012

	<u>Jan 1 - Dec 4, 12</u>	<u>Budget 2012</u>
1 Ordinary Income/Expense		
2 Income		
3 Assembly12	200.00	
4 Assessments12	71,966.63	76,160.00
5 Total Income	<u>72,166.63</u>	<u>76,160.00</u>
6 Total Income	72,166.63	76,160.00
7 Expense		
8 Missions		
9 OCF	3,000.00	3,000.00
10 Holy Archangels Mission	5,000.04	5,000.00
11 Christ the Savior, VA	5,000.04	5,000.00
12 Christ the Savior Berlin, MD	5,000.04	5,000.00
13 All Saints of N. America	5,000.04	5,000.00
14 Total Missions	<u>23,000.16</u>	<u>23,000.00</u>
15 Administrative		
16 AAC Metropolitan Council	2,179.35	
17 Miscellaneous	0.00	250.00
18 Banking charges	87.50	100.00
19 Printing, Copying	14.00	250.00
20 Supplies	0.00	250.00
21 Postage, Mailing Service	165.80	100.00
22 Metropolitan Council	0.00	1,000.00
23 Chancellor Travel	0.00	1,500.00
24 Insurance - Liability	3,100.00	3,270.00
25 Total Administrative	<u>5,546.65</u>	<u>6,720.00</u>
26 Operations		
27 Episcopal		
28 Christm		200.00
29 Discretionary	0.00	500.00
30 Pension Housing benefit	1,980.00	2,160.00
31 Total Episcopal	<u>1,980.00</u>	<u>2,860.00</u>
32 Housing Allowance		
33 Fuel Oil	1,459.54	1,500.00
34 Water	485.59	600.00
35 gas	155.46	325.00
36 Electricity	802.90	3,400.00
37 Telephone & Internet	888.42	2,400.00
38 Housing Allowance	36,000.00	36,000.00
39 Total Housing Allowance	<u>39,791.91</u>	<u>44,225.00</u>
40 Total Operations	<u>41,771.91</u>	<u>49,945.00</u>

41	Total Expense	<u>70,318.72</u>	<u>79,665.00</u>
42	Net Ordinary Income	<u>1,847.91</u>	<u>(3,505.00)</u>
43	Other Income/Expense		
44	Other Income		
45	Other Pass Thru		
46	16th All American Council	(0.02)	
47	Holy Archangels Mission	(210.00)	0.00
48	Christ the Savior Berlin, MD	(3,150.00)	0.00
49	St. Matthew	(4,550.00)	0.00
50	All Saints N. America	(262.50)	0.00
51	St. Catherine, Hagerstown	(1,050.00)	0.00
52	Holy Trinity, Reston	(297.50)	0.00
53	St. Nicholas Cathedral	(2,003.75)	0.00
54	St Luke, McLean	(446.25)	0.00
55	St. Andrew, Baltimore	(831.25)	0.00
56	Christ the Savior, Stafford	(262.50)	0.00
57	St Mark, Bethesda	(1,837.50)	0.00
58	Other Pass Thru - Other * 1)	<u>7,507.50</u>	
59	Total Other Pass Thru	<u>(7,393.77)</u>	<u>0.00</u>
60	Total Other Income	<u>(7,393.77)</u>	<u>0.00</u>
61	Net Other Income	<u>(7,393.77)</u>	<u>0.00</u>
62	Net Income	<u>(5,545.86)</u>	<u>(3,505.00)</u>

1) Adjusted for St. Cyril & Methodius

APPENDIX C: Proposed Budget for 2013

	Budget 2013
1 Ordinary Income/Expense	
2 Income	
#REF! Assessments	58,100.00
#REF! Total Income	<u>58,100.00</u>
#REF! Total Income	58,100.00
#REF! Expense	
#REF! Missions	
#REF! OCF	3,000.00
#REF! Holy Archangels Mission	6,000.00
#REF! Christ the Savior, VA	6,000.00
#REF! Christ the Savior Berlin, MD	6,000.00
#REF! All Saints of N. America	6,000.00
#REF! Total Missions	<u>27,000.00</u>
#REF! Administrative	
#REF! Miscellaneous	250.00
#REF! Banking charges	150.00
#REF! Printing, Copying	250.00
#REF! Supplies	200.00
#REF! Postage, Mailing Service	150.00
#REF! Metropolitan Council	1,000.00
#REF! Travel & OCA Fees	1,400.00
#REF! Insurance - Liability	3,300.00
#REF! Total Administrative	<u>6,700.00</u>
#REF! Operations	
#REF! Outreach	2,500.00
#REF! Total Operations	25,000.00
#REF! Episcopal	
Expense	2,420.00
Living Expense	18,000.00
Pension	1,080.00
Discretionary	400.00
#REF! Total Episcopal	<u>21,900.00</u>
Total Ordinary Expenses	58,100.00

APPENDIX D: Approved Revisions to the By-Laws

Per motions M-3, 4, 5, and 6 of this Assembly the By-Laws of the Archdiocese of Washington, D.C. will be revised as indicated below:

Provision for electronic distribution:

1. Article IV, Section 2, regarding notification of an upcoming Archdiocesan Assembly: change “shall be mailed or FAXed to all delegates” to “shall be electronically distributed to all delegates or upon request shall be mailed or faxed to requesting delegates”;
2. Article V, Section 9, regarding notification of specially convened meetings of the Archdiocesan Council: change “Written notice will be given...” to “Electronic notification, or if requested, written notification, will be given ...”;
3. Article IX, Section 3, regarding notification of proposed By-Law changes: change “proposed text must be mailed to all parishes ...” to “proposed text must be electronically distributed, or upon request mailed, to all parishes ...”.

Clarifying the composition of Archdiocesan Council

1. Article V, Section 1 of the By-Laws currently defines the Archdiocesan Council membership to include “Archdiocesan assigned Priests and Parish Council Presidents.” It has been our practice to have Priests-in-Charge and Mission Council Presidents also as part of the Council. Therefore we propose revising the changing this to “Archdiocesan assigned Priests and Priests-in-Charge and Parish and Mission Council Presidents.”

Regarding quorums:

1. Article IV on Archdiocesan Assembly currently does not specify what constitutes a quorum for such an Assembly. To address that we proposed the following changes:
 - a. Re-label the current Section 8 as Section 9 and add a new Section 8: “Section 8. As stated in Article VII, Section 17 of the *Statutes of the Orthodox Church in America* the quorum shall be constituted by a majority of the accredited delegates.”

Revision of Signature Block:

1. We need to revise the signature block to reflect His Beatitude, Metropolitan Tikhon, Archbishop of Washington D.C., Metropolitan of All America and Canada.

APPENDIX E: Report of the Auditing Committee

Archdiocese of Washington

October 13, 2012

V. Rev, Gregory Safchuk, Chancellor Archdiocese of Washington

Dear Father Gregory,

On Saturday, October 13, 2012, the audit committee of the undersigned clergy auditor and two lay auditors for the Archdiocese of Washington (Archdiocese) of the Orthodox Church in America conducted their required annual financial review for the period of January 2011 – December 2011.

We reviewed and reconciled for the period January 2011 – December 2011 the Archdiocese's bank account check stubs, deposit receipts, account statements and ledger entries provided by the Archdiocese Treasurer Mr. Michael Hydock. We found these records to be in agreement with no exceptions noted. We also reviewed the Balance Sheet and Profit and Loss Statement for the period of January 2011 – December 2011. We found these documents to be a reasonable representation of the financial condition of the Archdiocese on December 31, 2011.

We were not able to reconstruct the Balance Sheet and Profit and Loss Statement with the information provided. In addition, we are not able to comment on information contained on the actual checks or deposits because facsimile copies are not contained in the bank statements.

Based on the records reviewed, we have no concerns about the financial information provided. In Christ,

Rev. Fr. Timothy Perry St Cyril and Methodius Church, McLean, VA

Ruth Stock St Luke Church, McLean, VA

Michael L. Thompson St Mark Church, Bethesda, MD

cc: Mr. Michael Hydock, Treasurer, Archdiocese of Washington

APPENDIX F: Enthronement of His Beatitude on Jan. 27th

On Dec. 4, Fr. Eric Tosi came from Syosset to meet with St. Nicholas regarding Met. Tikhon's Enthronement at St. Nicholas Cathedral on Sunday, January 27th, 2013. It was explained to us that this time, we would be doing most of the organizational work for the event. I explained to Fr. Eric that we would pass on all the bills to Syosset to be paid and Fr. Eric agreed.

I asked Fr. John Vitko to please send an announcement to each parish priest/parish President to ask for volunteers from their parishes for the following: (volunteer lists are to be emailed to Fr. John V, then to Fr. George K who will pass them to me)

1. Bus transportation (for VIPs) –
 - a. Sat. Jan. 26
 - i. To St. Nicholas Vigil from hotel
 - ii. From St. Nicholas Vigil to evening reception
 - iii. From evening reception to hotel
 - b. Sun. Jan. 27
 - i. To St. Nicholas from hotel for vesting
 - ii. From St. Nicholas to banquet
 - iii. From banquet to hotel
 - c. Mon. Jan. 28
 - i. To St. Nicholas from hotel for Holy Synod meeting
2. Drivers (preferably with mini vans or SUVs) to pick up (arrival for weekend events) and deliver (after weekend events) VIPs at airport (some bilingual drivers might be needed).
3. Help with setup and cleanup for Mon. Holy Synod meeting/luncheon
4. Volunteers to help make centerpieces for the banquet.

There was a suggestion from the floor that due to space constraints in the cathedral, we should have tents and large screens for people interested in coming to the cathedral for the liturgy/enthronement to be able to see and hear the service. I said I would pass this on to Fr. Eric, but it would be nice if there was somebody out there who would like to personally underwrite this portion.

Submitted by Marina Poutiatine, St. Nicholas Cathedral