

Distinguished Diocesan Benefactors

of the
Archdiocese of Washington, D.C.

Governance Charter

Mission And Purpose:

Established 2015 by motion of the ARCHDIOCESE of WASHINGTON, D.C, the DISTINGUISHED DIOCESAN BENEFACTORS (DDB) helps the Archdiocese expand Orthodox witness in the Greater Washington D.C. area both within and beyond our existing parishes and missions. We identify, bring awareness to and support – spiritually, physically, and financially – those challenges, projects and ministries requiring substantial and significant assistance. Our mission is made possible through funding received by the charitable support of our benefactors, while our work is inspired by His Beatitude Metropolitan Tikhon’s Four Pillars for the Fulfillment of the Apostolic Work of the Church.

Diocesan Benefactor Funds – Our Vision

The DDB is meant to expand our Orthodox witness beyond what is possible under the limited Archdiocesan operational budget. To that end, the DDB has established three distinct categories, two funds which support permanently declared programs and a third General Fund for support of short-term special initiatives. Funds deemed permanent are so identified to address those challenges to our Orthodox mission, adversely impacting our Archdiocese, and requiring a sustained corrective long-term plan. Special initiatives work to benefit our Orthodox mission, while permanent funds are maintained, as insurance, to protect and sustain the future of our Orthodox community of clergy and parishes.

Established Programs - Three Permanent Fund Categories:

- **Clergy Emergency Fund (*restricted*):**

We draw on this reserve to provide financial assistance to Clergy and Parishes during times of urgent need, especially to address the impact of catastrophic health events, which adversely affects the financial stability of our aging clergy population and parishes. The funding goal is to maintain a minimum running balance of \$10,000, with growth to the desired level of \$25,000 (by 2026).

- **The Mitred Archbishop Michael Koblosh *Vocations* Fund (*restricted*):**

Established as a permanent fund in 2023 to draw attention to the Church’s continuing need to support those seeking to serve the Church through Vocations. This fund will raise awareness of our clergy shortage challenge and seek effective solutions to draw candidates into the work of the Church. Examples of our financial assistance programs include, Clergy Educational Debt Relief, DVP enrollment and ordination, Vocational training programs (readers, subdeacons, deacons, music & church school

ministries) and Seminary Tuition Grants. This fund will maintain a minimum running balance of \$7,500, with our growth goal to the desired level of \$35,000 (by 2027).

- **General Fund (*non-restricted*):**

These funds will be treated as non-restricted and made available for initiatives or short-term needs as brought to our attention. This may include a Special Initiative Program, such as Youth Summer Camp, Archdiocesan Choir activities, or a special gift request by His Beatitude Metropolitan Tikhon. Payment for all operating expenses of the DDB will be drawn from this fund. Funding balances must be budgeted and prioritized for ongoing previously approved projects and initiatives within their three-year funding limit.

DDB Committee and Administration:

The DDB is governed by a six-member committee who together serve as the Board of Directors. The members include His Beatitude Metropolitan Tikhon, the Archdiocesan Chancellor, DDB Treasurer, Chairperson and two additional lay and clergy members, selected from the Ambassador Team. The DDB Board members are each appointed by and serve at the discretion of the His Beatitude Metropolitan Tikhon of the Orthodox Church in America (OCA). The Committee Secretary will be selected from either of the two appointed Ambassador positions. Each appointed position will serve a three-year term, and each may continue their service to the DDB with reappointment at the discretion of His Beatitude Metropolitan Tikhon.

The DDB Board of Directors is supported by the Ambassador team, whose representatives are selected by their parish and/or may be Archdiocesan participants of the OCA Diaconal Vocations Program (DVP). Ambassadors serve as advocates for the DDB, who meet and interact with their parish, annually or as opportunity presents, to communicate the DDB Program(s) and facilitate gift giving. Likewise, Ambassadors are a valuable presence in our parish community and serve as a reciprocal communication conduit raising DDB Committee awareness to potential projects or needs.

The Board of Directors will meet bi-annually or as needed at the discretion of the Chairperson, to review program requests, determine focus for DDB funding programs, set yearly funding goals, and review reporting from project leaders and the Treasurer. A DDB meeting quorum will be met with a minimum attendance of three board members, which includes His Beatitude Metropolitan Tikhon, or his designate. DDB meetings may be in person, electronically by Zoom or by conference call.

In the event of an emergency His Beatitude Metropolitan Tikhon may at his discretion make a funding disbursement request directly to the Archdiocesan Chancellor and or Chairperson, without the need for the Committee to meet and approve. The Chairperson will determine if the necessary funds are available and communicate all necessary details to the DDB Treasurer. A letter of record will be generated by the Chairperson and filed for auditing purposes.

Communication with Benefactors:

The Committee will review and update annually all DDB marketing materials for messaging consistency with existing funding programs and donation procedures. These materials are available to our ambassadors, parishes, and individual benefactors to raise program awareness, and encourage donations. Additionally, the DDB will maintain an online presence, which is imbedded on the Archdiocese of Washington, D.C. website (<http://wdcoca.org/support.html>) whose link is available on all printed handout materials, directing benefactors to our online functionality for donations (through PayPal portal).

Requests for Assistance:

Requests for assistance occur from three recognized categories of need; clergy and/or parish emergency financial assistance, vocations related support, or funding for special program initiatives. Clergy and/or parish request for financial assistance are received directly by His Beatitude Metropolitan Tikhon and may be sent by email message, or if urgent, by phone call to the Archdiocesan Chancellor or the DDB Chairperson. Requests for project support are communicated to the DDB Chairperson by downloading an application for financial assistance which may be found on our DDB website or by email contact to the DDB Chairman. The DDB will review all requests for assistance in the order received and applicants may expect to receive a written approval, denial, or request for further information, within thirty business days. Funding disbursements will follow the written approval 7 to 10 days thereafter, and disbursed on an Archdiocese of Washington, D.C.-DDB Bank Check. Members of the Archdiocese of Washington, D.C. are welcome to discuss, with any available member of the DDB Board, any matter related to the mission of the DDB.

Record Administration:

Decisions and discussions of the DDB Board will be documented with meeting minutes and recorded by the Secretary. Each applicant will receive from the Chairperson a written response (email with cc: to DDB Board) reporting their application approval status and expected next steps. The Secretary, in coordination with the Board, will maintain an electronic filing system for documents related to our activities, including approved meeting minutes, application requests with supporting documentation, funded projects, approval correspondence, Treasurer financial statements and annual project update reports.

Financial Administration and Controls:

The Treasurer of the DDB of the Archdiocese of Washington D.C. shall be independent of Archdiocesan financial matters, and provide effective accounting controls attesting to the integrity and transparency of all DDB finances. The fundamental accounting principles that underlay those controls are:

- Accounting should be consistent with Generally Accepted Accounting Principles (GAAP) for Not-for-Profit Organizations.

- The Treasurer will prepare an annual budget in support of the DDB’s projected funding goals, approved project disbursements, and anticipated administrative expenses.
- The Treasurer will hold funds in a dedicated DDB bank account, absent co-mingling with non-DDB funds and ideally all funds should benefit from high yield interest bearing account savings.
- Donor restrictions must be honored when present, and the use of funds documented.
- DDB annual financial statements shall be prepared at year end and accounts audited by the Archdiocesan internal audit committee according to processes and procedures outlined by the Finance Committee of the Archdiocese of Washington D.C.
- The DDB Treasurer shall serve at the pleasure of His Beatitude Metropolitan Tikhon for a term of three years. The Board may consider a second consecutive three-year term, with a motion and approval by a majority vote.
- The Treasurer, together with the Chairperson, shall provide a DDB financial report to the Annual Assembly and separately to the Archdiocesan Executive Board, summarizing present and prior year financials, disbursements, and future fundraising plans.
- The Treasurer will acknowledge each donation with a letter confirming receipt, the donation details, including any donor use restriction and identifying the DDB as a non-profit tax-exempt organization under 501(c)(3) of the Internal Revenue Code.
- The Treasurer will receive all donations to the DDB as restricted funds, whose purpose for use must comply with an existing designated program or project, or otherwise be treated as non-restricted consistent with the DDB mission charter.
- Funds received by the DDB, absent a programming designation, may at the discretion of the Chairperson be directed to any program fund, as benefits the DDB gifting plan, or as otherwise directed by His Beatitude Metropolitan Tikhon.
- Disbursement of funds for ongoing projects will occur by submission of a signed and completed DDB Expense Reimbursement Form, with the necessary supporting documentation attached.

Guidelines for Approved Applications

The DDB will, after an internal review process, determine the approval status of each request and disburse funds accordingly. The DDB rejoices in our ability to provide prompt assistance. Factors taken into our approval consideration include adherence to our mission and program focus, receipt of requested information and determining the availability of sufficient funds.

The DDB offer of financial assistance for emergency Clergy/Parish needs is by necessity short-term and customarily provided as a single gift, as on-going gifting may be beyond the resources of the DDB mission. Approved funding for a start-up project is provided, with the intention of offering financial support sufficient for up to two years of operations, and in return, we respectfully request project leaders provide the DDB with periodic update reports.

The DDB will encourage Projects or Ministries, with established benefit to the witness of Orthodoxy in the Archdiocese (and beyond), to continue their good works. Further DDB funding for such initiatives into year three is possible with submission of a second (updated) application to the DDB Board. While DDB funding is not meant to extend beyond three years, a funding exception may be provided if it is approved by both the Archdiocesan Finance and DDB Committees.

Privacy and Discretion

Matters related to individual Clergy or Parish financial emergencies may require the discretion of privacy. The Metropolitan may receive requests, that for reasons of privacy or urgency, he alone will use His discretion and recommend to the DDB Chairperson and Treasurer, the funding amount, and term(s) of giving, for a particular circumstance.

2024 DDB Board of Directors

His Beatitude Metropolitan Tikhon of the Orthodox Church in America
Very Rev. John Vitko, Chancellor of the Archdiocese of Washington, D.C.
Lisa Mikhalevsky, Treasurer
Gregory Honshul, Chairperson

Ambassador Lay and Clergy Members

Lay, OPEN
Clergy, Dn. James Magruder, Secretary

2024 Ambassador Team

Dcn Alexander Woodill, All-Saints Parish, Alexandria, VA
Dcn Matthew Prentice, St John the Theologian Parish, Fairfax Station, VA
Dcn Stefan Glomazic, St Luke Serbian Parish, McLean, VA
Dcn Jamie Magruder, St Andrew Parish, Baltimore, MD
Dcn Igor Panyutin, St Nicholas Cathedral, Washington, D.C.
SubDn Conor Tweedell, St Matthew Parish, Columbia, MD
Gregory Honshul, Holy Trinity Parish, Ashburn, VA
Alexander Podolak, St Catherine Parish, Hagerstown, MD
Thomas Jenkins, St Mark Parish, Bethesda, VA
Michael Mihailov, St Mark Parish, Bethesda, MD

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For Where your Treasure Is, There Your Heart Will Be Also.

Matthew 6:21