



**The Orthodox Church in America**  
**DIOCESE OF PHILADELPHIA AND EASTERN PENNSYLVANIA**  
**The Most Rev. Mark, Archbishop of Philadelphia**

November 21, 2016

Dear V. Rev. Frs., Rev. Frs., Diocesan Council Members, and Department Chairs,

The 53rd Diocesan Assembly will be held on Thursday and Friday, January 26 and 27, 2017 at Christ the Saviour Orthodox Church, 5501 Old Locust Lane, Harrisburg, PA 17109. All our active clergy, delegates and department chairs are required to attend this Assembly. Registration will begin on Thursday beginning at 3:00 p.m. followed by the formal opening of the Assembly at 4:00 p.m. Dinner will be at 5:00 p.m. and Great Vespers at 6:00 p.m. The agenda is attached and will also be posted on our website ([www.doepa.org](http://www.doepa.org)).

The registration fee is \$150 for each parish, which includes one hotel room, four meals (two each for clergy and lay delegate) and miscellaneous incidentals of the Assembly. If a parish requires a second room, the cost is an additional \$76 and should be covered by the respective parish. Any incidental costs, such as phone calls, room service, etc. are the responsibility of the individuals. The hotel is the Candlewood Suites, 504 North Mountain Road, Harrisburg, PA 17112. This year the Diocese is making the hotel reservations directly for you. Please send your reservations directly to the Diocesan Center. Checks should be made payable to OCA Diocese of Eastern Pennsylvania. The commuter rate for those not staying at the hotel is \$75.00 per person, which covers 2 meals and a registration fee.

Please complete the attached Document of Certification for your Lay Delegate for the 53rd Diocesan Assembly and submit to the Diocesan Office as soon as possible, but **no later than January 6, 2017**. Assembly observers are welcome to attend with the blessing of the parish priest. The Document of Certification for Observers should also be completed, signed and returned to the Diocesan Center **no later than January 15, 2017**. Registration fee for observers is \$30 to cover the cost of the meals. Please note that this does not include the cost of their hotel rooms should they stay overnight.

We cannot guarantee the room rates after January 6, 2017, but we might be able to accommodate them up to January 9, 2017.

We ask that the Deans, Treasurer, Auditors, Metropolitan Council Representatives, Finance Committee, Diocesan Council Secretary, Liturgical Life Committee, Missions,

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Office of Young Adult Activities, Office of Church School Programs and Curriculum, Health Insurance, and the Communications Department prepare their reports and forward them to the Diocesan Center electronically ([diocesoepea@gmail.com](mailto:diocesoepea@gmail.com)) no later than January 16, 2017 for posting on the Diocesan Website.

Please remember that in order to participate in the Assembly meetings parishes must be current with their payment of monthly diocesan support.

Thank you for your prompt attention to these matters.

Have a Happy Thanksgiving, a Joyous Nativity and a Happy, Healthy and Blessed New Year!

Yours in Christ,

V. Rev. Martin Browne, Chancellor

Enclosures:      Proposed Agenda  
                      Document of Certification for Lay Delegate  
                      Document of Certification for Observers  
                      Hotel Reservation Form