

Diocesan Council Meeting November 10, 2015
Christ the Saviour Orthodox Church, Harrisburg, PA

Opening Prayer

The meeting opened with the “O Heavenly King...” at 10:22am.

Attendance: His Eminence, Archbishop Mark; Fr. Martin Browne (Chancellor); Fr. Ignatius Gauvin (Treasurer); Fr. Timothy Hojnicky (Frackville), Fr. James Weremedic, Fr. Paul Shellbach, Fr. Barnabas Fravel, Fr. Stephen Vernak, Doug Yates, Mark Linnehan, Elsie Herman

Minutes of Previous Meeting

Corrections: p.5 “the **Diocese** should have another source of income”
Some spelling errors and redundancies were also addressed.

Motion: Approve the previous meeting minutes as amended. **Fr. James Weremedic; Second: Doug Yates. Approved.**

Archbishop’s Remarks (Insurance Carrier, Matthew Joyner)

1. His Eminence thanked the Diocesan council members
2. Our council was asked to continue for the upcoming 3 years
 - a. Fr. Paul Shellbach is unable to continue
 - b. His Eminence asked the Council Members to recommend others for nomination at the Diocesan Assembly to fill any vacancy.
3. His Eminence made remarks regarding some of the following initiatives
 - a. Church Mutual
 - i. 25% savings
 - ii. Sex Offender Policy
 - iii. Risk Management Workshop 10/26/15
 - b. Health Insurance
 - c. Finance Committee – Standardized Financial Report(15 parishes have submitted)
4. Seminarian Matthew Joyner
 - a. Candidate for Diaconal ordination
 - b. Ordination may be as early as date – Saturday, Dec 12th

MOTION: Provide a \$2,000 scholarship to seminarian Matthew Joyner. **Fr. Timothy Hojnicky; Second: Fr. Paul Shellbach. Approved.**

5. Update on Diocesan Property
 - a. We are stilling awaiting the paperwork to be completed by John Petorak the attorney for the monastery
 - b. John Krisa, the attorney for the orphanage, says that he has called John Petorak and encouraged him to get it done.
6. Update on Archbishop Mark’s health

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- a. Driving is becoming more problematic, cannot drive more than 5 miles
- b. \$1,000 monthly stipend from OCA is ceasing on Dec 31st
- c. OCA has been subsidizing the transition. They paid for Abp Mark's Health Insurance through 2014

Review of Officer's Reports

1. Chancellor

- a. Fr. Martin read his report (see attached)
- b. He sees himself as an administrative assistant to the Bishop
 - i. Church Mutual, Editing, Agenda Preparation, Transportation, etc.

MOTION: Approve the Chancellors report. Mark Linnehan; Second: Fr. James Weremedic. Approved.

2. Treasurer

- a. Report was distributed
- b. The move to PNC is going well, and we have stopped using Wayne Bank credit card, and also transported this to PNC
- c. An additional account will be opened at PNC to address the Lily Foundation Grant, allowing our coordinator, Fr. Nicholas Solak to access these funds, while segregating the regular Diocesan account
- d. Diocesan Health insurance account is currently held at a different bank. Fr. Ignatius recommends moving this account to PNC as well.
- e. Articles of Incorporation needed to be updated to reflect our proper legal entity name and officers. Needs to be done
- f. We are now scanning all our documents to make digital copies.
- g. A "Customer Balance Detail" was distributed to better understand the payment history of each parish over time
- h. We decided to upgrade our Quick Books online version to allow for Budget features.

NOTE: We deferred to approve the treasurers report until after lunch, when updated reports will be presented.

3. Deanery

- a. Philadelphia – Fr. Victor Gorodenchuk (not present)
 - i. No Report
 - ii. Fr. Martin Browne mentioned that Fr. Mark Koczak is on loan from the Diocese of Washington for a two-year period, to serve Holy Assumption in Philadelphia.
 - 1. Archbishop Mark has encouraged Fr. Victor to continue to work with the parish to follow through on the renovations

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of their two houses and the hall. Also to work towards a full time Priest.

- iii. St. Nicholas (Philadelphia)– no change
 - iv. Fr. Barnabas – St. Michael (Willington, DE) 100th Anniversary. Met. Tikhon and Abp. Mark were present. 165 present for Liturgy and banquet
 - v. Deanery Financial and Bylaws Meeting Nov. 22 at 4 pm in Wrightstown
- b. Frackville – Fr. Timothy Hojnicky
- i. Holy Ascension (Frackville) - 100th Anniversary
 - ii. Christ the Saviour (Harrisburg) – iconography next phase completed
 - iii. Holy Apostles (Mechanicsburg) – building project continues. Trusses arrived yesterday. January/February completion.
 - iv. St. Michael (Mt. Carmel) – Fr. John Edward continues to do well
 - v. Holy Ascension (Lykens) – Fr. Dn. Seraphim will be moving into their rectory in lieu of compensation, allowing him to have a presence in the community and allow some outreach. This gives the parish at least 2 more years of viability.
 - vi. Deanery Financial Meeting (Frackville) – Saturday, Nov 14th
- c. Wilkes-Barre – Fr. Nicholas Solak
- i. Emailed Prior (see attached)

MOTION: Approve the Deanery reports. Elsie Herman; Second: Doug Yates. Approved.

4. Proposed Budget for 2016
- a. We need a budget form to move forward on this
 - b. Will resume after lunch
5. Finance Committee Report – Mark Linnehan
- a. Finance Meetings
 - i. Wilkes Barre Deanery on October 10th at St. Michael in Old Forge.
 - ii. Frackville Deanery on Saturday, Nov 14th at 10am at Holy Ascension (Frackville)
 - iii. Philadelphia Deanery on Sunday, Nov 22nd at 4pm at St. Mark' s (Wrightstown)
 - b. What is the charge of the Standing Committee?
 - i. 11 or 12 ideas
 - ii. The committee has had some conference calls, and will work on paring down the ideas
 - iii. Dec 12th there will be a face-to-face meeting in Harrisburg

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MOTION: Approve the Finance Committee Report. **Fr. Martin Browne; Second: Fr. Paul Shellbach. Approved.**

Break for Lunch – 12:28pm
Return from Lunch – 1:22pm

Treasurers Report:

Fr. Ignatius distributed updated Profit/Loss and Cash Flow Statement
There was discussion regarding actual balance, depreciation and receivables

Profit/Loss Statement (Jan – Oct 2015)

Total Income: **\$400,684.80**
Total Expenses: **\$396,097.55**
Net Operating Income: \$4,587.25

Expense - Bishop Vehicle Depreciation: **\$11,074.34**
Net Income: **(\$6,487.09)**

Cash Flow Statement (Jan – Oct 2015)

Beginning Cash: **\$159,867.61**
Current Cash: **\$133,886.61**
Net Cash: **(\$25,981.00)**

Note: This **\$25,744.95** loss is reflective of the purchase of the new Diocesan Vehicle

MOTION: Approve the Treasurers report, as adjusted. **Fr. Timothy Hojnicky; Second: Fr. Martin Browne. Approved.**

6. Census for 2016 – Fr. Martin Browne
 - a. Emailed prior to the meeting
 - i. Overall we had a decrease of 1% (29), which is better than the 4% (100) average the past years
 - b. Correction: **Wrightstown 63** (not 62)
 - c. 45% of our parishioners are 65+
 - i. Compared with 15% of PA residents 65+
 - ii. We will have the numbers for those under 18 yrs of age for each area we have a parish, allowing us to see whom we are not reaching with the Gospel.
 - d. This information needs to be used to adjust our evangelism efforts
 - i. We are unique amongst Dioceses in providing this information
 - ii. Our rectors need to be empowered to make the necessary changes in our approach to missions

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- e. Poor Stewardship and Opposition to Growth are two major factors affecting our ability to Evangelize
 - f. Fr. Timothy to give a presentation at the Assembly
7. Spending priorities – Archbishop Mark
- a. Matching Grant from the Lily Foundation
 - i. Diocese matches \$8,333.33 over three years
 - ii. Each parish needs to offer \$250 p/yr. after the first year for their priest and \$250 for any clergy matushki participating
 - b. Adjust the Salaries/Line Items
 - i. Treasurers
 - 1. Adjusted to \$300 p/mo.
 - ii. Bishops
 - 1. Increase to make up \$1,000 OCA stipend
 - 2. Mark L. recommended that we increase to \$48,000 - \$50,000
 - iii. Secretary
 - 1. \$10 p/hour - \$15,600
 - 2. Should there be an increase?
 - a. In the future we will need to be prepared to increase the wage and hours
 - iv. Missions
 - 1. Increasing missions to \$18,000
 - a. Holy Apostles
 - i. \$14,400 current
 - ii. Increase to \$1500 p/mo
 - b. St. Stephen’s Russian community
 - i. \$2400 current yr
 - 1. \$200 p/mo
 - ii. Check with Fr. Victor to see if support is still needed
 - v. Charity
 - 1. \$2,000 p/year
8. Income/Expense Issues – Fr. Ignatius Gauvin
- a. With our previous discussions on budget increases we are at **(\$50,000)** deficit.
 - i. Anticipated Expense: \$455,000
 - ii. Anticipated Income: \$400,000
 - b. We need a separate appeal to cover the \$50,000 deficit
 - c. There will be a conference call, email follow-up on the budget on Nov. 23

Administrative Issues

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1. Liturgical Life Committee – Fr. Victor Gorodenchuk (absent)
 - a. No report
 - b. Fr. Timothy mentioned that he provided a sketch for
 - i. Hierarchical outline
 - ii. Deacons outline
2. Guidelines for considering and implementing parish closings
 - a. Fr. Martin Browne worked up a preliminary draft to the council
 - i. Please review and offer comments via email
3. Clergy Continuing Education – Fr. Nicholas Solak (absent)
 - a. Report emailed and read by Fr. Martin (see attached)
 - i. 19 clergy; 9 clergy wives asked to be involved in a peer group
 - ii. Facilitators workshop – Nov 30th
 - b. Sexual Misconduct
 - i. Training on Oct 26th
 - ii. Online Course “Darkness to Light”
 - iii. The PSPs of the minimum standards of the OCA, each Diocese needs to also comply with State requirements.
 - c. Peer Counselling
 - i. See above
 - d. Women’s Retreat
 - i. See above
4. Ordination and Clergy Reception Review Board – Archbishop Mark
 - a. Composition and purpose
 - b. Procedures
 - c. Will be taken up at the next Officers Meeting
5. Diocesan Center – Archbishop Mark
 - a. See Archbishops Message above
6. Response Team
 - a. Audit of our files were completed
 - b. There may be an audit of some parishes with regard to readers, sub-deacons, and teachers

NOTE: We are seeking a legal opinion from Ron Legaspi, esq. regarding who in our parish needs a background check due to the recent change in Pennsylvania Law (parish council, greeters, etc.)

7. Diocesan Assembly – Archbishop Mark/Fr. Martin Browne
 - a. Agenda (draft attached)

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- i. Best Western block reserved \$65 p/night
- ii. St. Michael Center
- iii. Food cost of \$20 p/person + snacks
 1. Dinner - \$13
 2. Brunch - \$7
 3. Snacks – under \$3 p/person
- b. Cost per participant
 - i. Regular: \$150.00
 - ii. Commuter: \$50
- c. Speakers
 - i. Abbott Tryphon
 1. Airfare
 2. Stipend
- d. Reports
 - i. Need to appoint a nominating committee
 - ii. Discussion on staggered terms

MOTION: Approve the proposed agenda, as adjusted. **Fr. Stephen Vernak; Second: Fr. Timothy Hojnicky. Approved.**

Other notes:

- Mark Linnehan proposed that we take “Bishop’s Moving Expense” and push the funds towards a stipend for the Bishop’s Driver
- Mark Linnehan proposed that we take a serious look at renting out the Diocesan Center, and finding a more suitable living arrangement for Archbishop Mark
- Fr. Martin is recommending a \$250 voucher as a thank you to Fr. Stephen Hutnyck for his graciousness in offering a place to stay for Archbishop Mark. Agreed by acclamation.
- Fr. Martin will contact Fr. Hutnyck regarding the use of their rectory on a semi-permanent basis.

Motion: Adjourn at 4:18pm. **Fr. Timothy Hojnicky; Second: Fr. James Weremedic.**
Approved.

ACTION ITEMS:

1. 1. Nominating Committee – Fr Browne
2. 2. PA Law regarding Background Checks and Parish Councils – Fr Timothy Hojnicky
3. 3. Deans to follow up on acquiring Standardized Financial Forms, Wilkes-Barre parishes immediately; Frackville Deanery after the Meeting on the 14th and Philadelphia Deanery after November 22 meeting.
4. 4. Clergy Compensation Guidelines --- Fr Browne
5. 5. Darkness to Light Training for those who missed. ---Deans

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6. Fr. Timothy to address demographics as opportunity for growth at Assembly.
7. Liturgics for Archpastoral visits - Fr Timothy
8. Guidelines for closing a church --- Officers
9. Assumption, Philadelphia – Fr Victor to follow up with Fr Mark Koczak on projects to be addressed in the next two years as agreed.
10. Does the Russian Community still need the \$200 a month – Fr Victor
11. Ordination and Clergy Reception Review Board --- Officers
12. Travel Arrangements for Abbot Tryphon – Fr Browne
13. Letter for Assembly – Archbishop Mark
14. Check with Fr Hutnyk about a more semi-permanent usage of the SS. Peter and Paul Rectory.
15. Diocesan Council Teleconference on November 23 to address the Proposed Budget – Archbishop Mark will forward information for the call in number and time.