

Diocesan Council Meeting September 15, 2016
St. Stephen's Cathedral, Philadelphia
MEETING MINUTES

Opening Prayer at 10:16am

Present:

Administration: Archbishop Mark (Hierarch), Fr. Martin Browne (Chancellor);
Joseph Tosca (Treasurer);

Frackville Deanery: Fr. Timothy Hojnicky (dean); Fr. Stephen Vernak, John
Shingara, Sandy Tosca

Philadelphia Deanery: Fr. Victor Gorodenchuk (dean)

Wilkes Barre Deanery: Fr. Nicholas Solak (dean); Fr. Michael Demko; Protodeacon
Sergei Kapral

Minutes of June 30th meeting (emailed prior to the meeting)

- Sandy Tosca asked to have the minutes reflect that the increase for Administrative staff was \$15

Motion to approve minutes: Fr. Timothy Hojnicky; **Second:** John Shingara.

Approved as amended.

Archbishop's Remarks

- Wells Fargo \$1.91 interest payment. Account was closed and merged with our existing accounts.

Diocesan Assembly 2017

Contract for the Hotel showed a reduced rate of \$59

Food cost is critical. Last year the event was **(\$1,200)** in the **red**

- Last year's cost schedule:
 - Registration: \$150
 - Commuter Rate: \$75
 - Observer: \$30
- Discussion on potential guest speakers
 - Bill Marianes? Stewardship/Mission

Motion to invite Bill Marianes: Fr. Victor Gorodenchuk; **Second:** Protodeacon
Sergei Kapral. Approved.

Motion to allow the Diocesan Admin to Set Assembly Cost: Fr. John Onofrey;
Second: Protodeacon Sergei Kapral. Approved.

Parish Bylaws

- According to the new OCA Bylaws, by **Dec 31, 2017** all parishes will need to be compliant.
- Archbishop Mark would like each parish to provide a draft to him for approval
- His Eminence is asking that our local deans follow up with parishes which are currently not in compliance

Diocesan Council Meeting September 15, 2016
St. Stephen's Cathedral, Philadelphia
MEETING MINUTES

Fr. John Onofrey asked about **clergy compensation review**. His Eminence is looking for each parish to annually review their clergy compensation. The Diocesan Admin will send out the guidelines to the parish treasurers and chairpersons.

Diocesan Property

- Currently before the Assistant Attorney General of the Commonwealth of PA
 - She is currently favorable to the subdivision, but needs more time to review
- If we receive a favorable review, it will go before the County judge, then the Orphanage board will complete the process.
- Fr. Nicholas Solak commended the Diocesan Admin on their diligence in trying to move this process forward

Motion to approve full page journal for Diocese of Western PA: Fr. John Onofrey; **Second:** Fr. Martin Browne. Approved.

Review of Officer's Reports

Chancellor (submitted via email)

- Spoke about SMPAC/ORSMA. Our diocese is ahead of the curve; we need to remain diligent.
- Discussion on cell phone service for Archbishop Mark
- Fr. Nicholas commended Fr. Martin and the Deans on their work

Motion to have the Diocese cover the cost of cell phone service for Archbishop Mark: Fr. John Onofrey; **Second:** John Shingara. Approved.

Treasurer Report

- Parish Assessment Summary Report
 - Need the Budget/Fiscal Year of each parish
 - Deans should follow up and get dates
 - Will also be added to the Uniform Financial Spreadsheet
 - Amount: shows the Sept giving/monthly level
 - Type: Per Capita; Proportional; Tithe
 - Monthly Total: \$35,088.12
 - Annual Total: \$421,057.44
 - Adjustments:
 - St. Nicholas (Philadelphia): \$3,199.20
 - Holy Apostles (Mechanicsburg): \$14,154.00
 - 6-month "relief"
 - Adjusted Total: **\$403,704.24**
- 2017 Giving Level Proposal
 - Joseph Tosca is recommending this new/simplified form
 - Archbishop Mark asked that "Parish President", would be changed to "Parish Chair"

Diocesan Council Meeting September 15, 2016
St. Stephen's Cathedral, Philadelphia
MEETING MINUTES

- Add fiscal year information to the spreadsheet
- Deadline for parishes to submit: October 31

Motion to approve the use of revised Annual Giving Level Proposal:
Protodeacon Sergei Kapral; **Second:** Fr. John Onofrey. Approved.

Break for lunch at 12:40pm
Reconvened at 1:25pm

- One further comment, starting this coming year parish support at the new levels will begin on January 1st across the board
- Budget vs Actuals 2016-2017
 - Question on lines 46402 (Parish Clergy Salary)/62151 (Parish Priest Salary and Pension). Deficit needs to be resolved.
 - Line 43400 (National Assessment OCA) **\$123,311.16** (first four months) will be removed after transition. It is now being captured as "Total Diocesan Support" **\$154,864.68 (Add both lines for TOTAL PARISH SUPPORT for the year = \$278,175.48 through Sept 14, 2016)**
 - Sandy Tosca asked about Charity (Line 67200)
 - March \$500 (Migrant workers – not paid yet)
 - June \$250 (Mt. Carmel) + \$250 (flood victims – not paid yet)
 - \$8,333.33 needs to be transferred to the HOPE (Lily) account

Motion to approve the Financial Report (as of 9/14/16): Fr. John Onofrey;
Second: Fr. Timothy Hojnicky. Approved.

- Customer Balance Detail
 - Joe Tosca recommends that we address some of the funds owed (aging)
 - Report was reviewed and discussed

Write off Alden Station 2006 debt (\$3,807.98): Fr. Martin Browne; **Second:** Fr. Nicholas Solak. Approved.

Write off ALL Diocesan Parish Debt prior to 2015 with the stipulation that a letter be posted and announced in each parish: Sandy Tosca; **Second:** Fr. Stephen Vernak. Not passed.

- Fr. Nicholas Solak spoke in opposition to the motion, he feels that each parish should be addressed on its own merit.
- Joe Tosca mentioned that this affects 4 parishes
- Fr. Martin spoke in favor of handling this on an individual basis

Diocese should engage McAdoo, Pottstown, Alden Station, and Uniondale by the next Diocesan Council Meeting about resolving outstanding debt: Fr. Nicholas Solak; **Second:** Fr. Martin Browne. Approved.

Diocesan Council Meeting September 15, 2016
St. Stephen's Cathedral, Philadelphia
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- a. Results of Audit
 - a. No audit completed during the transition
- b. Parish Support
 - a. Addressed above
- c. Contributions to OCA
 - a. Addressed above
- d. Preparations for 2017 Budget
 - a. Addressed above

Audit Committee

- Nothing to report

Finance Committee (Protodeacon Sergei Kapral)

- Any changes to Standardized Financial Report
 - See above
 - We should find out when the annual meeting will be for each parish
 - Request a task list (given by Archbishop Mark/Diocesan Council) for the committee to focus their attention on
- Review of Investment Strategy
 - How much is available for investment
 - \$102,000 bank balance
 - \$79,000 in cd
 - Discussion on possible uses of the cd (maturity date?); as well as how to use/invest any surplus (above reserves). We will have this discussion at the budget meeting. Please bring/share ideas.

Deanery Reports

Philadelphia – Fr. Victor Gorodenchuk

- No recent news from St. Nicholas
- Looking forward to Sister Vassa visitation
- 100th Anniversary of St. Nicholas (Bethlehem)

Frackville – Fr. Timothy Hojnicky

- Lykens parish is making smaller gains with consistent presence of Fr. Dcn. Seraphim
- St. Mary (Coaldale) being covered
- Looking forward to Sister Vassa visitation
- Building project at Holy Apostles (Mechanicsburg) waiting for exterior (sidewalks, parking lot, entryway)
- Lenten Deanery Vespers to be re-structured
 - Upper Deanery (Frackville, Coaldale, McAdoo, St. Clair)
 - Southern Tier (Harrisburg, Mechanicsburg, Lykens)

Wilkes-Barre – Fr. Nicholas Solak

- Dundaff, Alden Station, Lopez, Simpson are all vacant, but being served by visiting/temporary clergy

Diocesan Council Meeting September 15, 2016
St. Stephen's Cathedral, Philadelphia
MEETING MINUTES

- Deanery picnic was well attended
- Kings College/Wilkes OCF started
- Potential: Bible Bowl for Deanery children
- St. Michael (Old Forge) recently given a Food Bank Grant

Liturgical Life Committee – Fr. Victor Gorodenchuk

- Nothing to report
- Asking if anyone else would like to become the chair

Discussion: Fr. John Onofrey began a discussion on partnering with the seminary on having students help with serving parishes.

Clergy Continuing Education – Fr. Nicholas Solak

- Thursday, Sept 22nd: CTS, Harrisburg
- Setting up a workshop with Church Mutual on office/director's and cyber insurance,
 - Sat, Oct 29th (TBA)
 - Sat, Nov 5th (TBA)
- Orthodox Christian Fellowship (OCF) and Youth Ministry
 - November (TBA)
- Mission School Presentation (Fr. Timothy Hojnicky, Fr. Daniel Kovalak)
 - December (TBA)
- Clergy & Matushki Peer Groups
 - 8 groups (w/at least 1 clergy member)
 - Facilitator's workshop (**Pastoral Excellence Network** program)
 - Webinar – 21 participants
 - Retreat 19 participants
 - (S. Canaan) – Mon, Sept 26th
 - Potential collaboration with the Greek Archdiocese

Women's Retreat

- Nothing to report

Communications

- Report emailed
- Discussion on the direction/focus/distribution (online/print) of the Alive in Christ
- Fr. Martin Browne has been appointed editor of Alive in Christ

Old Business:

Fr. Sergei asked about the annual financial report?

Joe Tosca due 30 days after the end of our fiscal year)

Diocesan Council Meeting September 15, 2016
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MEETING MINUTES

What is a major improvement? How is it defined?

If a parish would like it excluded, ask the Diocese

New Business:

- Prayer Request
 - Fr. John and Mat. Kyra Nightingale were given \$2,500 to help with expenses/travel/access
 - Fr. John and Mat. Kyra sent a thank you note
- Appeal? Sponsor a project (bathroom/bedroom renovation)
- Charity
 - Agia Sophia 5-year anniversary (matching funds)

Motion to approve \$1,000 gift: Fr. John Onofrey; **Second:** Protodeacon Sergei Kapral. Approved.

Motion to approve \$2,000 seminarian scholarship to Fr. Dn. Matthew Joyner: Fr. Timothy; **Second:** Fr. Martin Browne. Approved.

- Parish Clergy Leadership Training. A great strength of our Diocese is found in several 'mid-career' priests. Should we begin preparing them to take leadership and mentorship roles for new clergy coming into our Diocese down the road who will be taking up difficult parish situations?
- Replacement of Auditor (Joe Tosca)
 - David Yeosock, has been appointed
- Sister Vassa Tour Expenses
 - Fr. Martin Brown stated that given the following:
 - \$4,909 income for teen/women's retreats
 - \$6,362 in expenses for teen/women's retreats
 - \$5,000 budget

Motion to approve \$1,000 to support Sr. Vassa expenses out of continuing education: Fr. Martin Browne; **Second:** Fr. John Onofrey. Approved.

Fr. Nicholas Solak shared that he received a grant for a four-month sabbatical through the Lily Foundation (\$50,000). \$15,000 to cover substitute costs. \$35,000 to cover sabbatical expenses.

Schedule Next Meeting and Closing Prayer

November 10, 2016 at Christ the Saviour (Harrisburg, PA)

Motion to adjourn: Fr. Stephen Vernak; **Second:** Fr. Victor Gorodenchuk. Approved. **At 3:56pm**

Action Items: Please send items to Fr. Stephen at pastor@ctshbg.org