

**The Archdiocese of Canada,  
The Orthodox Church in America  
Archdiocesan Assembly  
2014**



**DELEGATE HANDBOOK**

**Bring this handbook to the Archdiocesan Assembly and please  
refer to it during the Plenary Sessions**



## **FOREWORD**

The Assembly Planning Committee has prepared this Delegate Handbook to help you to understand the role, structure, procedures and special features of the 2014 Assembly of the Archdiocese of Canada, the Orthodox Church in America.

It will be held at the Double Tree by Hilton Hotel Gatineau - Ottawa  
<http://doubletree3.hilton.com/en/index.html> - on October 2, 2014.

This handbook also outlines your responsibilities as a delegate and the procedures related to your preparation for and participation at the Archdiocesan Assembly. Please print and bring a copy with you to the Assembly.

In anticipation, we welcome you to the 2014 Assembly, and prayerfully hope that it will be a meaningful and productive gathering for The Archdiocese of Canada.

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## ARCHDIOCESAN ASSEMBLY 2014

*“I am the good shepherd; and I know My sheep, and am known by My own. As the Father knows Me, even so I know the Father; and I lay down My life for the sheep. And other sheep I have which are not of this fold; them also I must bring, and they will hear My voice; and there will be one flock and one shepherd.”*

Your Beatitude, Metropolitan Tikhon, Reverend Fathers and Brothers and Sisters in Christ:

I greet you with love as we gather in Gatineau, Quebec, today for our Archdiocesan Assembly 2014. This Extraordinary Archdiocesan Assembly has one simple purpose: to determine the nomination from the Archdiocese of Ottawa and Canada to the Holy Synod of Bishops of the Orthodox Church in America (OCA), of our candidate for the see of the Archdiocese of Ottawa and Canada.

The theme chosen for this Assembly is, *“I am the good shepherd; and I know My sheep, and am known by My own”* (John 10:14). This statement of our Lord Jesus Christ opens before us the whole purpose of the apostolic work of our Orthodox Church. The decision that we will make today is intended to strengthen the Orthodox faith in North America and especially in our local parish communities and churches here in Canada.

We are honoured to have our Primate, and *Locum Tenens* of the Archdiocese of Canada, Metropolitan Tikhon, leading us in prayer and offering us guidance in the process of the nomination of the candidate for the ruling hierarch of the Archdiocese of Canada. I would like to ask all of you for your prayers. I ask you to gather as one Church to give thanks to God – Father, Son and Holy Spirit – for His love, His blessing and His guidance in order to teach us to be good shepherds and good stewards of His Church.

Let us pray that our deliberations will be conducted in love, patience and mutual respect. Let us pray that this Assembly will truly be a significant event in the life of our Archdiocese. I pray that each and every participant will be filled with God’s love, joy and peace. May each one of you take back to your home community fruitful and blessed memories and experiences to share with your brothers and sisters in Christ.

+ IRÉNÉE Évêque de Québec/Bishop of Québec  
Administrateur de l'Archidiocèse du Canada (ÉOA)  
Administrator of the Archdiocese of Canada (OCA)



## ARCHDIOCESAN ASSEMBLY 2014

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Your Beatitude, Your Grace, Reverend Fathers, Brothers and Sisters in Christ:

The Assembly 2014 Organizing Committee welcomes you with joy to this extraordinary gathering of our Archdiocese. We have before us a blessed task: to ask the Holy Spirit to guide us in the process **towards making an official nomination to the Holy Synod of Bishops of the Orthodox Church in America (OCA) for the see of the Archbishop of Ottawa and Canada.**

The Committee has chosen the DoubleTree Gatineau-Ottawa Hotel and Conference Centre (formerly the Chateau Cartier) which was the site of our 2013 Assembly, and was well-received by the participants. It is a fully-equipped facility and meets all our needs. As a result, we are taking advantage of our gathering together to also hold the fall session of the Archdiocesan Council on October 1 and the annual Clergy Synaxis on October 3, 2014.

We greet all participants with love and hope that you will be comfortable in the facilities and enjoy fellowship with your brothers and sisters in Christ!

With love in Christ,

Mary Ann Lopoukhine, Chair Organizing Committee

## 2. Introduction

The Archdiocesan Assembly 2014 is being called by Most Blessed Tikhon, Archbishop of Washington, Metropolitan of All America and Canada, Locum Tenens of the Archdiocese of Canada.

The Church regularly assembles for various reasons: to pray together, to discuss the state of Church affairs, to nominate and elect our leadership, and make decisions about the priorities for the future of our Church. This particular Assembly, we gather for one key purpose: **to make an official nomination to the Holy Synod of Bishops of the Orthodox Church in America (OCA) for the see of the Archbishop of Ottawa and Canada.**

Following the voting on the nominating resolution, each parish will be given an opportunity to express their hope and key expectation for the future development of the Archdiocese of Canada. **Therefore, each parish is asked to hold a discussion on their expectations for the future of the Archdiocese and send a brief written paragraph (3-5 sentences) by email with attention to Assembly Organizing Committee to:**  
secretary@archdiocese.ca

**These expectations will be collated and presented after the voting process, during the plenary discussion.**

This Assembly is a blessed opportunity for the Archdiocesan faithful to consider our past, but also to work towards the development and growth of our beloved Archdiocese of Canada and the OCA at large.

We need to remember the vision of the OCA and our Archdiocese in particular: a Church and Diocese that is authentically Orthodox, yet uniquely North America in character and governance. We need to remember the legacy that was handed down to us and rediscover it as we move forward. We need to remember those - the bishops, priests, deacons, monastics, and faithful women and men - who brought Orthodoxy to North America and more specifically to Canada.

Over the past 30 years, The Archdiocese of Canada has faced many struggles and has grown into a fully-functioning ecclesiastical body with over 60 communities served by about 70 clergy, a full-time Archpastor, with office, residence and Archdiocesan Cathedral.

As we come together for this extraordinary Assembly, we have to remember our past, but think seriously and pray about our future. Being a delegate to the Archdiocesan Assembly is an honor and responsibility. You have been chosen by your parish or institution to act on their behalf and to make decisions for the future of our Archdiocese. We should all prepare ourselves through prayer, fasting and repentance and seek to do God's Will.

Please also spend some time in preparation before the Assembly and:

- Review this Handbook and Agenda in order to learn how the Archdiocesan Assembly works and what will occur during the session.
- Familiarize yourself with the Archdiocesan by-laws and statutes of the OCA (on the Archdiocesan website).
- Review the proposed resolution and be prepared to discuss it.

As delegate, you are expected to report back to your parish on the results of the Assembly.

### **3. Role of the Archdiocesan Assembly**

According to the Statute of the OCA, the Diocese is the basic church body which comprises all the parishes of a determined geographical area. It is governed by the Diocesan Bishop with the assistance of a Diocesan Assembly and a Diocesan Council. (Article VI, Section 1)

The Statute states that in addition to Bishops, all parishes are required to send assigned parish priests and an equal number of lay delegates to Diocesan (in our case Archdiocesan) Assembly; it also includes a provision for limited representation from Church-related institutions. The purpose of the Assembly is to make present the conciliar authority of our Archdiocese, which is integral part of the Orthodox Church in America and is in communion with other Orthodox dioceses and local Churches worldwide.

The procedures that will be followed are outlined in Article VII of the Statute <http://oca.org/statute> and Article 6 of Archdiocesan by-laws. <http://www.archdiocese.ca/content/archdiocesan-laws-1990>

As preparation for the Assembly, participants and parishes are specifically asked to:

- Prepare through prayer for the Archdiocesan Assembly and ask for discernment, wisdom and guidance for all participants.
- Reflect on the needs of our Archdiocese at this present time and in the future to guide your decision.
- Discuss the needs of your parish, our Archdiocese and the entire Church with your fellow parishioners to assist you in representing them at the Assembly.
- Read or reacquaint yourself with the history of the Archdiocese of Canada at <http://www.archdiocese.ca/content/history>

The Orthodox Church in America at <http://oca.org/history-archives/orthodox-christians-na>, and the lives of the saints of North America at <http://oca.org/FSnasaints.asp?SID=4>



- Pray for and support God's work at the Archdiocesan Assembly together with your fellow parishioners and in your personal life.

We pray that the Grace of the Holy Spirit will descend on this Assembly and open our minds and hearts to doing the Will of God.

#### **4. Features and Structures of the Archdiocesan Assembly 2014**

The Archdiocesan Assembly shall be opened with the celebration of the Divine Liturgy and Moleben Service. The delegates are encouraged to receive the Holy Mysteries of the Church, manifesting their membership in the One Body of Christ and their commitment to live and act accordingly.

During the First Plenary Session, His Beatitude Metropolitan Tikhon and His Grace Bishop Irénée will give introductory addresses and open the Assembly.

During the Second Plenary Session (held the same day) the Nomination and Resolution Committee will present an official resolution, followed with a vote on it from the delegates. During the vote count, we will sing the Akathist to All Saints of North America.

Following the voting on the nominating resolution, each parish will be given an opportunity to express their hope and key expectation for the future development of the Archdiocese of Canada. **Therefore, each parish is asked to hold a discussion on their expectations for the future of the Archdiocese and send a brief written paragraph (3-5 sentences) by email with attention to Assembly Organizing Committee to:** [secretary@archdiocese.ca](mailto:secretary@archdiocese.ca)

These expectations will be collated and presented after the voting process, during the plenary discussion.

The closing Moleben will be followed with a celebratory dinner.

#### **5. Liturgical Services**

All of the worship services will be held at Hotel Chapel. The Assembly will open with a Hierarchical Divine Liturgy on Thursday, October 2, at 9:00 AM. The Assembly will also open and close with a Moleben. Please see the Agenda for the complete listing of services and meeting details.

All delegates should attend the Divine Services and singers are encouraged to help sing the services with the mixed choir. Specific time will be set aside during the Assembly for confessions.

Clergy who will be invited to serve are requested to bring gold vestments and liturgical headgear. Those clergy who desire to receive communion should bring with them a gold stole and cuffs. Deacons will wear their full set of gold vestments

when either serving or receiving communion.

During the entire Assembly, priests are asked to wear both a cassock and a riassa along with their pectoral cross. Other ranks of clergy are asked to wear a cassock and riassa (if appropriate) during the entire Assembly. Lay people are asked to dress conservatively at all services and during the entire Assembly.

## **6. Instructions for Delegates and Observers**

### **Representation**

Every parish and institution of the Archdiocese of Canada, the Orthodox Church in America is to be represented at the Archdiocesan Assembly.

The Members of the Archdiocesan Assembly shall be:

### **EX-OFFICIO**

- a. the Archdiocesan Bishop/s;
- b. the Archdiocesan Chancellor;
- c. the Archdiocesan Secretary/Treasurer;
- d. the senior priest of the Cathedral, and Abbots of Monasteries;
- e. the Priests, and Deacons of each Parish;
- f. the Priests not having Parishes, if accredited by the Archdiocesan Council;
- g. the members of the Archdiocesan Council, and of its Auditing Committee;
- h. the retired Bishops, and Priests residing within the Archdiocese, with the right to attend, and the right of a consultative voice, but without the right to vote.

If there is a question on the status of a clergyman, please speak to diocesan bishop for clarification.

### **ELECTED**

- a. from each Parish of the Archdiocese which such a Parish being entitled to elect lay delegates equal in number to the Priests, and Deacons maintained by the Parish;
- b. one Lay Delegate from each Parish not having a Priest, provided that Parish has remitted all established assessments.

Lay delegates to the Archdiocesan Assembly must meet the following requirements to be validly elected, qualified, and accredited:

- a. be elected by a Parish Meeting, or Parish Council;
- b. be a Member of the Parish in good standing, at least eighteen (18) years of age, having received the Sacrament of Confession and Communion at least annually for the past three (3) years in his/her home Parish;
- c. like all holders of all offices in the Church, he/she may not be a person under ecclesiastical interdict, who is in violation of moral standards, who is married outside the Church, who is a member of anti-Church and/or secret societies.

## **Certification and Registration**

The Archdiocesan Administration will supply a uniform Certification Form to the elected Lay delegates of each Parish. The Parish Priest shall then forward to the Secretary of the Archdiocese the name(s) and address(es) of the elected Lay Delegate(s) one (1) month prior to the date of the Archdiocesan Assembly, with The Certification Form which must be signed by the Parish Rector or Priest-in-Charge (or Dean, in cases of Parish Vacancy) and the Parish Secretary.

All delegates and observers are expected to register for the Assembly by completing and submitting the official registration forms to the Archdiocesan Office and, include all registration fees and the travel equalization fee with their forms. These forms will then be reviewed and forwarded to the Bishop for approval. Any problems with registrations should be addressed as soon as possible.

According to the By-Laws and the Statute, each parish and institution sending delegates must be current on their assessments (contributions to the Archdiocese) in order to have voting privileges. Again, any questions on assessments (contributions to the Archdiocese) should be addressed with the Archdiocesan Treasurer as soon as possible. All registration forms can be found on the Archdiocesan website <http://www.archdiocese.ca/content/2014-assembly-documents>

Delegates and observers are responsible for their own hotel and travel arrangements unless otherwise indicated. Make hotel reservations directly with the DoubleTree Gatineau-Ottawa Hotel. The special rate is \$119.00 per room (with taxes about \$139.00 per night.) The deadline is September 5, 2014 for the special rate, and regular rates will be charged if you make a reservation after the deadline.

When making your reservations, in order to obtain the special group block rate, please follow this procedure:

1. Please call, fax or e-mail the DoubleTree Gatineau-Ottawa Hotel as follows:

- Direct Line 819-778-0000
- Toll-free 800-807-1088
- Fax 819-777-2518
- E-mail [reception@doubletreegatineau.com](mailto:reception@doubletreegatineau.com)

2. Refer to either to receive the special rate:

- **the name of the event - Archdiocesan Assembly 2014 or**
- **the Booking Number: #52450**

3. At the time of booking, the reservation must be guaranteed. You must provide a credit card for the first night's room and tax. If the reservation is cancelled within three days of arrival, the one night room and tax will be forfeited.

Delegates must personally handle any special requirements including extended stay time, and food special requirements.

Upon arrival at the Assembly, delegates and observers will need to register for the Assembly and/or the Clergy Synaxis at the registration table located in the main conference room: Beau Rivage A. Registration will begin on Thursday morning, October 2 from 11:00 AM to 12:00 PM.

Upon registration, delegates, both clergy and lay will be given a colour-coded badge that they must wear for entry into each Plenary Session. Colour-coded cards will also be issued to identify those eligible to vote. As well, badges will be given to registered observers, guests, and volunteers who will not have voting privileges.

Representatives of the Organizing Committee will be stationed at the entrance doors to the Conference Room and only those who present an official colour-coded badge will be permitted entrance. Clergy and lay delegates will sit at designated tables. Observers will sit **only** in the observers' section. Each delegate is expected to come to the session in a timely manner prior to the session's start and to dress appropriately.

## **7. Delegate Participation**

In order to have delegates seated at the Assembly, parishes must have remitted all financial obligations to The Archdiocese of Canada, and have had filed the necessary registration forms with the Organizing Committee. In addition, when you arrive at the Assembly, you must register to verify that your credentials are in order and then you will receive a colour-coded badge (to be worn throughout the Assembly), and meal tickets.

## **8. Meals**

All registered delegates and observers will be provided with a brunch after the Divine Liturgy in Room Beau Rivage A. Assembly registration will continue during brunch. All meals will be served **only** to those who present meal tickets, which will be given out upon registration. This is to ensure that all costs are covered.

In the evening of October 2, 2014, a celebratory dinner will be held in the hotel, which is included in the registration fee.

All extra meals can be purchased at the hotel or at other eateries.

## **9. Hotel Information**

The site for the Archdiocesan Assembly 2014 is:

The Double Tree by Hilton Hotel Gatineau - Ottawa

170 Aylmer Road

Gatineau, Québec, J9H 7L3

Phone: 1.800.807.1088

Website: <http://doubletree3.hilton.com/en/index.html>

Make m your reservations by **September 5, 2014**, in order to obtain the special group block rate, and please follow this procedure:

1. Please call, fax or e-mail the DoubleTree Gatineau-Ottawa Hotel as follows:

- Direct Line 819-778-0000
- Toll-free 800-807-1088
- Fax 819-777-2518
- E-mail [reception@doubletreegatineau.com](mailto:reception@doubletreegatineau.com)

2. Refer to either to receive the special rate:

- **the name of the event - Archdiocesan Assembly 2014 or**
- **the Booking Number: #52450**

3. At the time of booking, the reservation must be guaranteed. You must provide a credit card for the first night's room and tax. If the reservation is cancelled within three days of arrival, the one night room and tax will be forfeited.

#### **10. After the Assembly**

As a delegate to the Archdiocesan Assembly 2014, you represent your parish as an integral part of The Archdiocese of Canada reflecting your parish's life and witness, its stewardship and its vision for the future. Conversely, you represent the Archdiocese of Canada to your parish as well. Your dual role is extremely important since most of your fellow parishioners will never have the opportunity to witness and participate in an Assembly at work.

After the Assembly, it is your responsibility and duty to set a meeting time with fellow parishioners to share the fullness of the Assembly. Ensure your parishioners understand how the Assembly's conciliar decision will affect the parish's spiritual life.

#### **11. Questions and Concerns**

Any questions or concerns about the Assembly can be brought to the attention of the Organizing Committee.



## ARCHDIOCESAN ASSEMBLY 2014

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### AGENDA

#### Archdiocesan Council Meeting

**WEDNESDAY, OCTOBER 1, 2014**

*8:00 AM Breakfast*

*9:00 AM Moleben*

*10:00 AM*

1. Call to Order
  - 1.1. Roll Call and Regrets
  - 1.2. Appointment of Co-Chair and Secretary
2. Minutes of the Previous Meeting
3. Action items (attached)
4. Approval/Addition of/to Agenda
5. Addresses and Reports
  - 5.1. Locum Tenens of the Archdiocese of Canada - Metropolitan Tikhon (MOLLARD)
  - 5.2. Administrator of the Archdiocese - Bishop IRÉNÉE (ROCHON)
  - 5.3. Chancellor - Archpriest ANATOLIY MELNYK
  - 5.4. Secretary - Protodeacon NAZARI POLATAIKO
  - 5.5. Report of the Treasurer - NIKITA LOPOUKHINE
6. Regional Deans Reports
  - 6.1 Dean of Quebec and The Maritime Provinces (Written)
  - 6.2 Dean of Ontario (Written)
  - 6.3 Dean of Manitoba/Saskatchewan (Written)
  - 6.4 Dean of Alberta and The North-West Territories (Written)
  - 6.5 Dean of British Columbia and Yukon (Written)

*1:00 PM Lunch*

*2:00 PM*

7. Archdiocesan Committees and Institutions Reports.
  - 7.1 Legal Committee (Matthew Estabrooks)
  - 7.2 Theological Education Committee (Protodeacon Nazari Polataiko)

- 7.3 Business Development & Investment Committee – (Deacon Justin Mitchell)
- 7.4 Bylaws Committee – (Matthew Estabrooks, Mr. David Grier)
- 7.5 Christian Education & Youth Committee
- 7.6 Communications Committee – (Reader Valentin Lossev)
- 7.7 Fund-Raising Committee – (Priest Andrew Applegate & Dr. John Hadjinicolaou)
- 7.8 Human Resource Committee – (Mrs. Barbara North)
- 7.9 Mission & Missions Development Committee – (Fr. Matthew Francis written)
- 7.10 Property Management Committee – Gregory Rychlo
- 7.11 AVAC (Protodeacon Nazari Polataiko)
- 7.12 Canadian Orthodox Messenger Informational Report and proposition  
(Subdeacon Matthew Zacharias, Mark Josefson)
- 7.13 Metropolitan Council (Deacon Justin Mitchell)
- 7.14 STAS (Fr. Gregory Scratch)
- 7.15 St. Arseny Institute (Fr. Anthony Estabrooks, written)
- 7.16 CCC Report (Fr. Cypria Hutcheon, written)
- 7.17 Webmaster (Fr. Jeoffrey READY written)

***4:00 PM Coffee Break***

***4:30 PM***

- 8. Discussion and goal setting for work of the Archdiocesan Committees and Institutions for the next term.
  - 8.1 Legal Committee
  - 8.2 Theological Education Committee
  - 8.3 Business Development & Investment Committee
  - 8.4 Christian Education & Youth Committee
  - 8.5 Communications Committee
  - 8.6 Fund-Raising Committee
  - 8.7 Human Resource Committee
  - 8.8 Mission & Missions Development Committee
  - 8.9 Property Management Committee
  - 8.10 Canadian Orthodox Messenger Informational Report and proposition
  - 8.11 STAS
  - 8.12 Webmaster

***6:00 PM Supper***

***7:00-10:00 PM***

- 9. Recommendations and Resolutions on the Discussion
- 10. Resolution for The Archdiocesan Assembly 2014
  - 
  -
- 11. Date of the Next Meeting
- 12. Closing Prayer

# Archdiocesan Assembly

**THURSDAY, OCTOBER 2, 2014**

9:00 am **Hierarchical Divine Liturgy and Opening Moleben**

11:00 am Brunch

11:00 am -12:00 pm **Registration**

1:00 pm **FIRST Plenary**: Opening, Appointments and Reports

Call to order

1. Welcome from local committee
2. Appointment of:
  - Vice-chair clergy
  - Vice-chair lay
  - Recording secretaries (2)
  - Scrutineers (3)
  - Credentials committee
  - Nomination committee
  - Resolution committee

2:30 pm Coffee Break

3:00 **SECOND Plenary**

3. Addresses by Hierarchs and OCA Central Administration: Metropolitan Tikhon, Bishop and Fr. John Jillions, Chancellor of the OCA
4. Nomination of Bishop Irénée and presentation of the resolution for the vote: Nomination Committee, Archdiocesan Council and Resolution Committee
5. Housekeeping on the voting process: Vice-Chair
6. Voting on the Resolution
7. Akathist to All Saints of North America
8. Announcement of Vote results: Vice-Chair

4:30 pm Announcements and Housekeeping

4:45 pm Discussion in plenary: Archdiocesan Priorities: one delegate per parish will provide a brief spoken (and written) paragraph (3 sentences) on their key expectation for the future development of the Archdiocese of Canada.

6:00 pm **CLOSING MOLEBEN**

7:00 pm **Celebratory Dinner**



## Clergy Synaxis

**FRIDAY, OCTOBER 3, 2014**

9:00 Hierarchical Divine Liturgy

11:00 Brunch

*NOTE: Participants in this Synaxis will be credited with 7 hours towards the required annual 20 hours of Continuing Education Program.*

12:00 SPEAKER: Most Blessed Tikhon, Archbishop of Washington, Metropolitan of All America and Canada, Locum Tenens of The Archdiocese of Canada "The Apostolic work of the Church"

1:00 pm Coffee Brake

1:30 pm Conversation with the Metropolitan Tikhon and Bishop Irene

4:45 Announcements and Housekeeping

5:00 pm **CLOSING MOLEBEN**