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N° 262e

December 21, 2012  
Vergin Martyr Juliana and her  
companions

### MEMORANDUM

FROM: the Administrator of the Archdiocese of Canada (OCA)

TO: the reverend Rectors, the Priests-in-Charge, the regional Deans, the Parish Councils and the Archdiocesan Council of the Archdiocese of Canada (OCA)

Christ is in our midst

Although this Memorandum concerns administrative details, I would first like to take this opportunity to greet you all in the approaching Feasts of the Nativity and Theophany of our Lord Jesus Christ. I greet you also in the New Year to come.

As Administrator of the Archdiocese of Canada, I have again been blessed to visit the majority of the parishes of our beloved Archdiocese. I was also blessed to visit with and meet most of the venerable clergy and faithful of our Canadian Orthodox flock. Thank you for your hospitality and thank you for your prayers for me in my endeavour to be your Administrator, and for all of our Archdiocesan officers and volunteers. During my visits, we had a chance to discuss many pastoral and administrative aspects of church life. Many of these concerns were also addressed at the last Archdiocesan Council in Ottawa in October, 2012, and I believe that many concerns have been resolved. However, some other important matters came to my attention during our last Archdiocesan Council meeting in October, 2012 in Ottawa. I would like to address these subjects now in this memorandum.

At our last Archdiocesan Assembly in Victoria, BC in July 2010, a resolution was passed in which we recognized the obligation of each parish to contribute a tithe of its income to the Archdiocese of Canada (OCA). The goal was to have parishes move



towards a contribution of 10% of the parish's income. It is wonderful that many parishes have taken steps to fulfil this obligation. However, a number of parishes have not as yet reached this overall target. Some parishes have not responded to this resolution and therefore have not changed the level of their contribution since the Victoria Assembly. A few parishes have not contributed any funds at all.

This letter is being sent to all the parishes as a reminder of our collective commitment in Victoria in 2010.

This memorandum is also being sent to ask you to begin your preparations for the coming year and for the Archdiocesan Assembly in Ottawa, Ontario, August 22-25, 2013, beginning with the Clergy Synaxis on August 21, 2013. In order to help the Archdiocese plan its annual budget, and to help each parish anticipate its annual expenses, it is highly recommended that each parish establish as a "line-item" in its budget regarding its monthly tithe/contribution towards the support of the Archdiocese. If this is done, then each parish will be confident that it is in good standing with the Archdiocese, and that it is fulfilling its responsibilities. As it is written in *The Statute of the Orthodox Church in America, Article VII, Section 6* on Requirements for Representation at the Diocesan Assembly, only parishes that have remitted all established assessments are entitled to send a lay delegate.

The Archdiocesan Assembly in Ottawa in August, 2013, will be addressing the subject of stewardship and its significance in Christian life and in the life of our Church. If, by this time, all the archdiocesan parishes have been able to establish their contributions in accordance with the Victoria resolution of 2010, our Diocese will finally have caught up to the Diocese of the South which has been doing this for thirty years.

At our 2013 Archdiocesan Assembly, Protopresbyter Thomas Hopko will be leading the discussion on the topic of stewardship and I am certain that all the delegates to the Assembly will want to be able to take part in the discussion on the basis of knowing that their parish has done its utmost to meet its obligation to the Archdiocese.

At this time I am drawing your attention to the fact that it is time for the Annual Deanery and Parish Reports. In accordance with the Statute of the OCA (Article IX.3.m) and (Article X.3), we will be sending out very soon the Annual Deanery and Parish Report Forms. Each report form is almost identical to last year's form, although there are a few additional questions. I would like to ask you once again to understand that these reports are absolutely necessary for archival reasons and, importantly, so that we have available, accurate and current information. In addition to my personal pastoral visits, these forms help me and the Administration to have a better familiarity with your day-to-day parish and deanery life. If you are completely sure that you submitted your report last year, and that, since then, the answers would be the same as before, then simply write "same as last year". However, if changes took place, please be so kind as to indicate what they are.

I ask you to complete these forms. Please do not forget to include the minutes of the annual parish meeting and financial report of your parish from that meeting. The information provided by you is the source material for our report about the life of the Archdiocese of Canada to the Holy Synod of Bishops of The Orthodox Church in America at their spring session in March 2012. This is why I ask that you do not procrastinate. It takes me time to prepare a report also. Please quickly send the forms you receive to the Office of the Archdiocese of Canada:

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Thanking you for your cooperation,  
I remain Yours in Christ,



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