

**The Archdiocese of Canada,  
The Orthodox Church in America  
Archdiocesan Assembly  
2013**



**DELEGATE HANDBOOK**

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

## **FOREWORD**

The Assembly Planning Committee has prepared this Delegate Handbook to help you to understand the role, structure, procedures and special features of the 2013 Assembly of the Archdiocese of Canada, the Orthodox Church in America.

It will be held at the Chateau Cartier Hotel and Conference Centre in Gatineau, Quebec - [www.chateaucartier.com](http://www.chateaucartier.com) - from August 21-25, 2013.

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 2013 Assembly, and prayerfully hope that it will be a meaningful and productive gathering for The Archdiocese of Canada.

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## ARCHDIOCESAN ASSEMBLY 2013

### **Faithful Stewardship: Our Words, Commitments, and Actions.**

*"Well done, good and faithful servant. You have been faithful over a little; I will set you over much. Enter into the joy of your master."*

Your Beatitude, Your Eminences, Your Graces, Reverend Fathers and Brothers and Sisters in Christ.

I greet you with love as we gather this week in Ottawa ON and Gatineau QC for our triennial Archdiocesan Assembly 2013.

The theme for this Assembly is "Faithful Stewardship: Our Words, Commitments and Actions". The discussions, workshops and decisions we take are intended to strengthen us as we manifest our love for Christ and his Church in our support for one another, our parishes, our Archdiocese and our Church. Father Thomas Hopko will share with us his wisdom and set a scriptural context and spiritual tone for our discussions.

Of course, the centre of our work together will be in worship and we are honoured to have our Primate, Metropolitan Tikhon, leading us in prayer. At the beginning and end of each day, we will gather as Church to give thanks to God - Father, Son and Holy Spirit - for His love and His faith in us to be good stewards of His Church and the blessings He has bestowed upon us.

Let us pray that our deliberations will be conducted in love, patience and mutual respect. I pray that this Assembly will truly be a significant event in the life of our Archdiocese, and that each and every participant will be filled with God's love, joy and peace, which you will take back and share with your fellow parishioners. 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 2013

### **Faithful Stewardship: Our Words, Commitments, and Actions.**

*"Well done, good and faithful servant. You have been faithful over a little; I will set you over much. Enter into the joy of your master."*

Dear Brothers and Sisters in Christ,

The Assembly 2013 Organizing Committee welcomes you with joy to the National Capital Region (both Ottawa, Ontario and Gatineau, Quebec) as we come together in worship, thoughtful deliberation and warm fellowship.

The Organizing Committee has worked closely with His Grace Bishop Irénée, the Archdiocesan Council, and especially with Protodeacon Nazari, Secretary of the Archdiocese. We are very grateful for their leadership and guidance as we strive to create a comfortable environment, communicate effectively, and accommodate needs - all with the hope that we have helped ensure a successful gathering.

Our work could not have been accomplished without the support of Fr. James Griggs and our fellow parishioners of the Cathedral of the Annunciation-St. Nicholas, and the volunteers who now join to welcome you.

We hope that your visit here with us will be a fruitful one and that it will provide you with opportunities to greet old friends and to make new ones. May the Holy Spirit work within each one of us, guiding us to be faithful stewards of our beloved Church.

With love in Christ,

Mary Ann Lopoukhine, Chair Organizing Committee

## 2. Introduction

The Archdiocesan Assembly 2013 is being called by Right Reverend Irénée, Bishop of Quebec City and the Administrator of the Archdiocese of Canada.

The Church assembles for various reasons: to pray together, to discuss the state of Church affairs, to elect our leadership, to share ideas, and finally, to deliberate and make decisions about the priorities for the future of our Church.

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

We need to remember the vision of the Orthodox Church in America: a Church 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.

Let us also remember the sacrifices and efforts of those who built our churches, monasteries and seminaries so that future generations could preserve our Orthodox Christian traditions in this New World.

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, the Orthodox Church in America and for the Orthodoxy on this continent. 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 its sessions.
- Read the reports of the Archdiocesan officers which will be published on the Archdiocesan website.
- Familiarize yourself with the Archdiocesan by-laws and review the proposed amendments (on the Archdiocesan website).
- Review the proposed resolutions and be prepared to discuss them.

As delegate, you are expected to report back to your parish and ensure that decisions and resolutions passed during the Assembly are acted upon in your parish.

### 3. Role of the Archdiocesan Assembly

According to the Statute of The Orthodox Church in America, 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**

The Diocesan 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.

We are honoured that Father Thomas Hopko, Dean Emeritus of St. Vladimir's Seminary, will provide regular inspirational talks during the course of the Assembly. The Blessing of the new Archdiocesan Centre will take place during the Assembly and Fr. Tom will give a public talk at the Archdiocesan Cathedral of the Annunciation-St. Nicholas in Ottawa (next door to the Archdiocesan Centre).

The Archdiocesan Council considered concerns raised by delegates in previous Assemblies and have modified the Agenda and format for the 2013 Assembly. We will stay together as one body during the Plenary Sessions to address the life of the Archdiocese, but also we will be together during informative workshops.

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

The majority of the worship services will be held at Hotel Chapel. The Assembly will open with a Hierarchical Divine Liturgy on Thursday, August 22, at 7:00 AM. The Council will open and close with a Moleben. Please see the Agenda for the complete listing of services and meeting details.

Please note that the following two services will be held at the Archdiocesan Cathedral of the Annunciation-St. Nicholas, with round-trip buses provided from the Assembly site:

- Thursday, August 22, at 6:30, The Moleben and Blessing of the new Archdiocesan Centre
- Sunday, August 25, at 10:00 am, Primatial Divine Liturgy

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;
- 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.

### **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) two (2) months 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/archdiocesan-assembly-2013>

Delegates and observers are responsible for their own hotel and travel arrangements unless otherwise indicated. There are special rates available from the hotel that will extend for one day after the Assembly. 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 hallway of the Conference Centre adjacent to the Hotel. Registration for clergy will begin on Tuesday evening, August 20 from 5:00 PM to 9:00 PM. Registration for lay delegates will begin on Wednesday, August 21, from 5:00 PM to 9:00 PM.

Registration will continue on the first day of the Assembly, Thursday, August 22, 9:00 AM and close for delegates (clergy and lay) before the First Plenary session begins. However, observers will be able to register daily, on a per-day basis.

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 enter through one doorway and sit at designated tables. Observers will enter through another door and sit 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 and Transportation

All registered delegates and observers will be provided with a breakfast buffet in after the Divine Liturgy every morning in Conference Hall. Council registration will continue during breakfast. A Lunch buffet will be served daily to registered participants. 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.

On Saturday, August 24, the Assembly Banquet will be held in the hotel, at a cost of \$70.00 per ticket, which is outside of the registration fee. Fr. John Jillions, Chancellor of the OCA will give the banquet talk.

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

Round-trip bus transportation from the Assembly site will be available for two special events to be held at the Archdiocesan Cathedral of the Annunciation:

- Thursday, August 22, buses depart at 6:00 pm for arrival by 6:30 for The Moleben and Blessing of the new Archdiocesan Centre
- Sunday, August 25, at 10:00 am, Primateal Divine Liturgy  
8:30 am BUS FOR CLERGY: departs from the Assembly site to the Cathedral  
9:15 am SECOND BUS departs from the Assembly site to the Cathedral

## 9. Hotel Information

The site for the Archdiocesan Assembly 2013 is:

Chateau Cartier Hotel and Conference Centre  
170 Aylmer Road  
Gatineau, Québec, J9H 7L3  
Phone: 1.800.807.1088 Website: [www.chateaucartier.com](http://www.chateaucartier.com)

Please book your hotel room **early** (by early July) as space is limited. Use the code #515730 to get the special rate of \$115 a night plus tax.

## **10. After the Assembly**

As a delegate to the Archdiocesan Assembly 2013, 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 decisions affect the parish's spiritual life and stewardship of its resources.

Bring home the message that the entire Archdiocese understands the challenges of parish life and that the decisions of the Assembly are aimed to support and develop the witness and mission of the local parish. While you have been honored to be your parish representative and participate in the work of the Archdiocesan Assembly, you have now become an official spokesperson for the Archdiocese of Canada to your parish, as well.

Whether or not you had personally voted for the resolutions passed at the Assembly, the final affirmation by the Archdiocese Assembly represents the "mind of the Church" regarding the resolutions. As members of the Church, we are obliged to support the decisions because we believe that God is giving us what we need at this time in our Church's history. As a delegate, you are responsible to ensure that those decisions are shared and acted upon in your parish.

## **11. Questions and Concerns**

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



## ARCHDIOCESAN ASSEMBLY 2013

### **Faithful Stewardship: Our Words, Commitments, and Actions.**

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#### AGENDA

##### Clergy Synaxis

WEDNESDAY AUGUST 21, 2013

7:00 Hierarchical Liturgy

9:00 Breakfast Buffet and Clergy Registration

10:00 Clergy Wives - outing

10:00 SPEAKER: OCA Continuing Education Program Very Rev. Fr. Ian G. Pac-Urar "Healthy Boundaries and Relations with the Faithful in a contemporary context"

***NOTE: Participants in this Synaxis will be credited with 5 hours towards the required annual 20 hours of Continuing Education Program.***

1:00 pm Lunch Buffet

2:00 pm WORKSHOP: "Healthy Boundaries and Relations with the Faithful in a contemporary context" Very Rev. Fr. Ian G. Pac-Urar

4:00 pm Guidelines for Clergy Compensation Package: Q and A with the Administration with intent to prepare proposal for Assembly

4:45 Announcements and Housekeeping

5:00 pm VESPERS

7:00 pm: St. Arseny Institute 10<sup>th</sup> Anniversary Celebration and

Presentation on the SAI new on-line curriculum with Cake and Coffee Reception

**THURSDAY AUGUST 22, 2013 Archdiocesan Assembly**

7:00 am Hierarchical Liturgy and Opening Moleben

9:30 Breakfast Buffet

10:30 FIRST Plenary: Opening and Reports

1. Call to order
2. Welcome from local committee
3. Appointment of:
  - Vice-chair clergy
  - Vice-chair lay
  - Recording secretaries (2)
  - Scrutiners (3)
  - Nomination committee
  - Resolution committee
4. Acceptance of minutes from previous Assembly Victoria 2010
5. Addresses by Hierarchs and OCA Central Administration: Metropolitan Tikhon, Bishop Irénée and Fr. John Jillions, Chancellor of the OCA
6. Address - Fr. C. Hadfield, Chancellor of St. Vladimir's Seminary

1:00 pm Lunch Buffet

2:00 SECOND Plenary

7. Talk by Fr. Thomas Hopko "Church Administration as Service to God"

2:30 Archdiocesan Council Reports

8. Chancellor
9. Secretary
10. Western Secretary
11. Treasurer
12. Audit Committee
13. Metropolitan Council
14. St. Tikhon Archdiocesan Stewards Program (STAS)
15. By-Laws Committee and By-law amendments
16. Regional Reports: (Filed only - not presented)
  - Dean of Quebec and Maritimes
  - Dean of Ontario
  - Dean Manitoba/Saskatchewan
  - Dean of Alberta
  - Dean of BC and Yukon
17. Committee Reports (Filed only - not presented)
  - St. Arseny Institute
  - Canadian Messenger
  - Ecumenical Officer
  - Fund-raising

4:30 Announcements and Housekeeping

6:00 pm Buses from the Assembly site to Annunciation Cathedral

6:30 pm MOLEBEN and BLESSING of Archdiocesan Centre (next door to Cathedral)

7:00 pm PUBLIC TALK and FUNDRAISING for Archdiocesan Centre at Cathedral

Fr. Thomas Hopko: "Faithful Stewardship" (public admission fee \$20

(NOTE: fee is part of registration for delegates and observers - bring ticket)

8:00 pm Cold beverages and Snacks hosted by Cathedral Parish

9:30 pm Buses from the Cathedral back to the Assembly site

## **FRIDAY AUGUST 23, 2013 Archdiocesan Assembly**

7:00 am Liturgy (Chancellors and Deans)

8:30 Breakfast Buffet

9:30 THIRD PLENARY

18. Talk by Fr. Thomas Hopko "Clergy compensation: our responsibility"

10:00 WORKSHOP 1: (NOTE - all workshops in plenary)

19. "How to create and cherish the mentality of Faithful Stewardship in our Parishes" Led by Fr. Larry Reinheimer

11:00 WORKSHOP 2:

20. Proposed Guidelines for Clergy Compensation - led by Mary Ann Lopoukhine

1:00 pm Lunch Buffet

2:00 FOURTH Plenary

21. WORKSHOP 3: "What your parish needs to know about misconduct, sexual abuse and appropriate behavior" Fr. John Jillions

3:00 Deadline for Resolutions and Nominations from the floor  
Announcements and Housekeeping

4:00 VESPERS

6:00 STAS Wine and cheese fundraising reception

## **SATURDAY AUGUST 24, 2013**

7:00 Liturgy (Confessors)

8:30 Breakfast Buffet

9:30 FIFTH Plenary

22. Talk Fr. Thomas Hopko "Stewardship: Our Christian Calling for Action"

23. Resolutions and Follow-Up Actions

- Adoption of the By-Laws Amendments
- Adoption of the Resolutions including Clergy Compensation Guidelines

24. Appointments of Ex-officio Members:

- Chancellor
- Archdiocesan Secretary
- Treasurer

25. Introduction of the new Archdiocesan Council members:

- Regional Deans
- Deanery Lay Representatives

26. Report of Nomination Committee

27. Elections

- Archdiocesan Council Members at large (clergy)
- Archdiocesan Council Members at large (lay)
- Metropolitan Council Member (clergy)
- Metropolitan Council Member (lay)

1:00 pm Lunch buffet

2:00 pm SIXTH Plenary

28. Q and A with Hierarchs

29. Closing of Assembly

3:00 Announcement and Housekeeping

4:00 pm VESPERS

7:00 pm BANQUET: Guest Speaker Fr. John Jillions, Chancellor of the OCA "A Cloud of Witnesses"

**SUNDAY AUGUST 25**

8:30 am BUS FOR CLERGY: departs from the Assembly site to the Cathedral

9:15 am SECOND BUS departs from the Assembly site to the Cathedral

10:00 PRIMATIAL DIVINE LITURGY and THANKSGIVING MOLEBEN

At Annunciation Cathedral with Metropolitan Tikhon, Bishop Irenee and  
Archdiocesan Clergy

1:00 BRUNCH hosted by Cathedral Parish

2:00 pm BUS returns to Assembly site