

APPROVED BY THE ARCHDIOCESAN COUNCIL



Executive Summary of The ARCHDIOCESE OF CANADA (OCA) Council Meeting Held at the Archdiocesan Centre, Ottawa, ON, Canada On the 15th & 16th of March, 2013

I. Preamble

The sixth meeting of the Archdiocesan Council (hereafter “the Council”), elected at the 2010 Archdiocesan Assembly, took place on the 15th and 16th of March, 2013 at the Archdiocesan Centre (formerly known as the Archdiocesan Office and Episcopal Residence) in Ottawa, ON, Canada. After a Moleben and breakfast, the Council convened to discuss matters related to the administration and the care of the parishioners of the Archdiocese of Canada.

Over the two days, the Council reviewed a number of reports from members of the Archdiocesan Executive Council (ADEC), the Administrative / Finance and the Programming / Communications Units, the Archdiocesan representatives to the Metropolitan Council, and the representatives from St. Tikhon’s Archdiocesan Stewards and St. Arseny Theological Institute, listened to a presentation by the co-editors of the *Canadian Messenger*, and were given a progress report on the arrangements and plans for the 2013 Archdiocesan Assembly. The Council deliberated on a number of items related to ongoing and new business. The actions and recommendations resulting from this meeting are summarized below. (Note: Individuals and groups responsible for each item are in **bold** text.)

II. Ongoing Action Items From Previous Meetings

1. **ACTION:** That the **Western Secretary** designs an offering envelope designed and printed for the purpose of the three annual appeals with selection boxes clearly marking the three categories stated above, and a “General” category.
2. **ACTION:** That the **Treasurer** allocates \$500 to both Annunciation Monastic Community and Holy Transfiguration Hermitage as a gesture of support for monastic life in the Archdiocese.
3. **ACTION:** That the **Episcopal Secretary** and **Treasurer** research and fully disperse the “IOCC” and “Middle East” funds appropriately according to the spirit of their intended purpose.
4. **ACTION:** That the **Treasurer** drafts a letter to the parishes explaining how they may give appropriately (within Canadian charitable laws and standards) directly to charitable organizations (without any need to involve the Archdiocese).

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5. **ACTION:** That the **Treasurer** checks the Canada Revenue Agency guidelines on sending money abroad to charities not registered in Canada.
6. **ACTION:** That the **Archdiocesan Executive Council** establishes terms of reference for an Archdiocesan Archivist, and that an Ottawa-based individual be requested to take on the role of Archdiocesan Archivist and be appointed.
7. **ACTION:** That the Archdiocese covers the expenses for shipping the Archdiocese's archival materials and collections from Saskatoon to Ottawa, where they will be consolidated – **Episcopal Secretary and Treasurer**.
8. **ACTION:** That the **Treasurer** establishes a line item for the Archdiocesan Archives, with an initial annual allocation of \$1000 – **in abeyance**.
9. **ACTION:** That the **Legal Counsel** and **Episcopal Secretary** prepare and distribute a standardized template for creating a *Policy on Guidelines for Preventing Sexual Misconduct* for parish use based on the recently approved guidelines from the Central Administration of the Orthodox Church in America.
10. **ACTION:** That **Subdeacon Jeremy Scratch** prepares a proposal, for the consideration of the Archdiocesan Council, on the development of an Archdiocesan Pilgrimage Centre.
11. **ACTION:** That the **Dean of Saskatchewan, Manitoba and Nunavut** organizes a meeting, with the Bishop, Chancellor, and Secretary in attendance, to help articulate and share our vision of functional deanery structures throughout the Archdiocese.
12. **ACTION:** That parishes and/or **Regional Deans** be contacted to identify parish media contacts.
13. **ACTION:** That **Dr. John Hadjinicolaou** talks to the inhabitants at Fairhaven, excluding Archbishop SERAPHIM, to determine their ability to pay rent.
14. **ACTION:** That **Regional Deans** and **Lay Representatives** develop and enact strategies to raise \$50,000 in total (\$10,000 per Deanery) to address bridge financing for the Archdiocesan Centre.
15. **ACTION:** That **Priest Geoffrey Korz** provides a template for a fundraising letter to the St. Arseny Orthodox Theological Institute.
16. **ACTION:** That the **St. Arseny Orthodox Theological Institute Director** provides a list of concrete needs to the Archdiocese.
17. **ACTION:** That the **Treasurer** provides a breakdown on the rental income from the smaller property and the expenses associated with the repairs and upkeep of the smaller property.
18. **ACTION:** That a fund raising event for the 31 LeBreton Street North property (Archdiocesan Centre) occurs during the 2013 Archdiocesan Assembly – **Mrs. Mary Ann Lopoukhine**.
19. **ACTION:** That the Archdiocesan Council drafts an information brochure on the requirements and information that mission boards should provide the Archdiocesan

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Council when they request financial support or advice regarding the purchase of property – **Archpriest Rodion Luciuk** and **Deacon Jesse Isaac**.

20. **ACTION:** That **Episcopal Secretary** seeks volunteers to assist in the running of the Archdiocesan Office.
21. **ACTION:** That the **Episcopal Secretary** compares the costs of different video motion surveillance systems and reports back to the Archdiocesan Council at its next meeting.
22. **ACTION:** That a representative of the Archdiocese visits parishes that have not been contributing financially, in the proper spirit of the tithe, to the Archdiocese at their annual general meetings.

III. New Action Items

1. **ACTION:** That **Bishop IRÉNÉE** and the **Episcopal Secretary** create and distribute guidelines outlining the rights and duties of unassigned clergy.
2. **ACTION:** That **Bishop IRÉNÉE** addresses the issue of continued membership of the OCA Archdiocese of Canada in the Canadian Council of Churches at the next meeting of Canadian Orthodox bishops.
3. **ACTION:** That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** post all forms for the 2013 Archdiocesan Assembly as PDF files on the Archdiocesan website.
4. **ACTION:** That the **Episcopal Secretary** sends the 2013 Archdiocesan Assembly registration packages to all Regional Deans and Parish Rectors by email and post.
5. **ACTION:** That, upon receipt of the 2013 Archdiocesan Assembly registration packages, the **Regional Deans** will follow up by phone with any Parish Rectors who do not have an email address.
6. **ACTION:** That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** solicit for resolutions for the 2013 Archdiocesan Assembly via the web, the *Orthodox Messenger*, and a notice in the registration package by June 30th, 2013 to be sent to the Resolution Committee Chair.
7. **ACTION:** That a three-member **Resolution Committee** meets mid-July to review the proposed resolutions.
8. **ACTION:** That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** post the proposed resolutions on the Archdiocesan website by August 1st, 2013.
9. **ACTION:** That **Mrs. Mary Ann Lopoukhine** and the **Website Manager** include a nomination form on the Archdiocesan website and in the 2013 Archdiocesan Assembly registration package.
10. **ACTION:** That the **Episcopal Secretary** writes a letter of appreciation to the current website service provider for his ongoing support of the Archdiocesan website.
11. **ACTION:** That **Bishop IRÉNÉE** and the **Episcopal Secretary** write a letter to Hieromonk THEODOSIOS-SILOUAN (Bourjeily) asking him to clarify his situation.

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12. **ACTION:** That **Mr. David Grier** and the **Bylaw Committee** make changes to the Archdiocesan bylaws to enable the establishment of a Financial / Investment Committee, Fund-Raising Committee, Human Resource Committee, Legal Counsel Committee, and Mission Development Committee.
13. **ACTION:** That the Archdiocese repairs anything requiring immediate attention on the Fairhaven property and, at a later date, establishes a priority list of other necessary repairs to the main Fairhaven property when funds from the sale of the little house become available – **Archdiocesan Executive Council**.
14. **ACTION:** That renovations (not to exceed \$3,000) to the old office of the Fairhaven property begin as soon as possible in preparation for moving in – **Archdiocesan Executive Council**.
15. **ACTION:** That the **Archdiocesan Executive Council** be authorized to negotiate any offers over \$50,000 made for 2801 Newman Road and that the **Archdiocesan Council** be consulted on any offers below this amount.
16. **ACTION:** That a new high-efficiency gas furnace be installed in the Archdiocesan Centre and that the maximum cost be under \$5,000 – **Treasurer** and **Episcopal Secretary**.
17. **ACTION:** That the fence of the Archdiocesan Centre be replaced at a later date unless funds are donated to enable an earlier start – **Treasurer** and **Episcopal Secretary**.
18. **ACTION:** That **Bishop IRÉNÉE** approaches Archbishop LAZAR to discuss the deed of the property of All Saints of North America Monastery, Dewdney, BC.
19. **ACTION:** That the **Legal Counsel** conducts a search for the property title of All Saints of North America Monastery, Dewdney, BC.
20. **ACTION:** That the **Legal Counsel** reviews and provides an opinion and guidance on the Archdiocesan policy for designated funds.
21. **ACTION:** That the **Episcopal Secretary** revises the Clergy Compensation Policy in time for presentation at the 2013 Archdiocesan Assembly.
22. **ACTION:** That **Priest Philip Eriksson** and the **Episcopal Secretary** clarify to parishes which parts of the clergy extended health plan are or are not deductible.
23. **ACTION:** That **Archpriest Rodion Luciuk** offers the Sifton property for rent with a five-year term of \$600 annually plus the amount of any increase on the property tax.
24. **ACTION:** That the costs of travel of current councilors without a parish delegation be paid by the Archdiocese as part of the travel equalization plan for the 2013 Archdiocesan Assembly – **Treasurer**.
25. **ACTION:** That **Bishop IRÉNÉE** writes a letter to the clergy and lay delegates of the 2013 Archdiocesan Assembly to encourage them to stay on the Sunday of the Assembly and service with Metropolitan TIKHON and himself.

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26. **ACTION:** That an independent chair be nominated to chair the 2013 Archdiocesan Assembly and to follow *Robert's Rules of Order* – **Priest Geoffrey Korz** and **Mr. Matthew Estabrooks**.
27. **ACTION:** That the **Archdiocesan Executive Council** sends a letter to parishes explaining the principle of tithing.