

## **Archdiocese of Canada Bursary Fund**

### **Charge**

In November of 2013, the Archdiocesan Council formed a committee to write the criteria for use of its Bursary Fund. Items to be addressed included how the fund would be spent, what projects would be eligible for support, how the review process would be handled, and other matters as may be relevant to making use of the fund and helping it to grow. The members of this committee were Barbara North, Protodeacon Nazari, and Deacon Justin Mitchell.

### **Bursary Fund**

The money for this bursary comes from funds collected from the parishes and sent to the Archdiocese for this specific purpose.

The Archdiocese will post information regarding the fund on its website. As well, the Office of the Archdiocese will send out a notice (*in the spring of each year?*) to the deans asking them to notify their parishes of the fund.

### **Categories Covered by the Fund**

Applicants to the fund must be members in good standing of a parish or entity in the Archdiocese of Canada.

They may apply to the fund for assistance for the following activities:

1. To pursue studies at a recognized Orthodox seminary
2. To pursue a course of study leading to a degree in theology from a recognized (*accredited?*) post-secondary institution
3. To assist a mission in its start-up costs
4. To assist a member of the clergy in dire need of financial assistance (*I'm not at all sure of this category*)

**Note:** The contribution from the bursary is provided as partial support only for the proposed activity. It is expected that applicants will contribute other funds to the activity or endeavor outlined in their application.

### **Information Required on the Application Form**

Applicants will need to respond to the following topics and questions:

1. Describe the activity and the timelines involved.
2. Explain the need for this undertaking
3. Describe how this activity or opportunity will benefit the Archdiocese.
4. Provide a budget for the activity showing all anticipated expenditures and revenues.

**Application Timelines**

In order for an application to be considered, it must arrive at the Office of the Archdiocese by September 1 so that it can be considered and ruled on at the Fall meeting of the Archdiocesan Council.

The Office of the Archdiocese will notify all applicants of its decisions no later than three weeks after the fall sitting of the Archdiocesan Council.

Decisions of the Council are final and may not be appealed.

**Fundraising for the Archdiocese's Bursary Program**

In order for the available funds to be significant, the Archdiocese will do the following:

- Encourage the faithful to make special donations to the fund
- Invite the faithful to consider the fund in their bequests

The Archdiocesan Council reserves the right not to award the funds in any given year should none of the applications be sufficiently worthy of merit.

The Archdiocesan Council has the discretion to distribute the funds as it sees fit. In other words, the Council may give all of the money to one applicant or it may distribute it between two or more applicants.

Approved:

Date:

Signature of Bishop

## **Application Form for the Bursary Fund of the Archdiocese of Canada**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of Deanery and Parish: \_\_\_\_\_

### **On a separate attachment, please respond to the following six categories:**

1. Describe the activity that you are about to undertake or that may already in progress.
2. Explain the need for this undertaking.
3. Explain how the activity meets the need.
4. Describe how this activity or opportunity will benefit the Archdiocese.
5. Be sure to include a budget that shows all anticipated expenditures and revenues. Be sure to outline your own contribution to the activity as well as any other sources of revenue that you may be able to tap into.
6. If relevant to your application, be sure to include proof of your enrolment in a seminary or university course of study.

### **Applicant's Declaration and Consent**

I authorize the Bishop to release a copy of this application to members of the Archdiocesan Council for the purpose of adjudicating my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that I am responsible for providing all required information and documentation. I also understand that if I do not submit the required documentation/information I may not be considered for a bursary. I declare that all the information that I have given is true and accurate.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application to the Archdiocesan Office: 31 LeBreton St. North,  
Ottawa, ON, K1R 7H1



## **Business Development and Investment Committee**

### **Terms of Reference**

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#### **I. Background & Establishment**

The Business Development and Investment Committee was established with the blessing of His Grace, Bishop Irénée, at the Autumn meeting of the Archdiocesan Council, which took place in Ottawa, Ontario, November 1-2, 2013.

#### **II. Purpose**

To develop new sources of revenue to strengthen the institutions of the Archdiocese of Canada.

This work may include, but is not limited to: brainstorming new ideas, developing criteria to evaluate ideas, conduct initial background and feasibility analysis, submit recommendations to Archdiocesan Council for approval. The Committee's work is advisory in nature.

#### **III. Membership**

His Grace Bishop Irénée appointed Deacon Justin Mitchell as Chair of the Committee. Deacon Justin initiated communication with the potential members, and the following have graciously agreed to serve, with the blessing of His Grace:

- Deacon Justin Mitchell, Chair (Deanery of Quebec and the Maritimes)
- Reader Mark Petasky
- Valentin Lossev
- Perry Pawliuk

Additional persons may serve as advisors or consultants at the request of the Chair.

#### **IV. Roles and Responsibilities**

The Chair will guide the work of the Committee, and will request members to participate in a primarily advisory and consultative capacity. The most important responsibility of each

committee member is to pray regularly for the development and growth of the institutions within the Archdiocese of Canada and in other Orthodox jurisdictions in Canada, asking that our great God and Saviour, Jesus Christ would help and guide our efforts to proclaim our mission in this country “with one voice and in unity of heart”. In addition to this primary work of prayer, Committee members may be asked by the Chair to carry out such work as:

- Defining the overall scope and parameters of the Committee’s work, such as:
  - a) Defining short term and long term recurring revenue opportunities.
  - b) Develop criteria to evaluate feasibility of implementation, canonicity, and cultural fit within the Archdiocese.

**V. Means of Communication**

The primary work of the Committee will be carried out by email or some other practical and straightforward means. Some conference calls via telephone or video conference may be arranged, as needed, but will be kept to a minimum.

**VI. Term**

The work of this Committee will be concluded upon the acceptance of a minimum of three new revenue raising ideas by His Grace, Bishop Irénée and the Archdiocesan Council. Any future work or implementation of recommendations would require the blessing of the Ruling Bishop or the Administrator of the Archdiocese.

## **Fund Raising Committee – Terms of Reference**

### **1. Background and Establishment**

The Archdiocesan Fund Raising Committee was established with the blessing of His Grace, Bishop Irénée at the autumn meeting of the Archdiocesan Council in Ottawa on Nov. 1, 2013.

### **2. Purpose**

The purpose, vision and goals of the committee are to be discussed and approved at the May 23, 2014 Archdiocesan Council meeting in Ottawa. An additional discussion document is attached to these terms of reference. The overall suggested vision and purpose is to allow the Archdiocese to operate in a financially stable manner, supporting and working with STAS to raise the needed funds to be able to reach out to bring Christ to the world and to go forward with the identified needs of the Church.

### **3. Membership**

It is recommended that at least one member from each deanery be appointed to be on the Archdiocesan Fundraising Committee. In addition at least one key member of each major Parish should be recruited to be the Parish representative for the additional deanery fund raising sub-committee which should be formed in each deanery, and each of these deanery sub-committees would be chaired by their diocesan representative appointed to the Archdiocesan Fund Raising Committee. At the discretion of this Diocesan chair person and in consultation with the chair of the Archdiocesan fund raising committee, more than one representative may come from larger urban Churches, and smaller Churches may have one representative in common.

### **4. Roles and Responsibilities**

The two co-chairs (east and west) will guide and oversee the coordination of the work of the committee, and in consultation with the Bishop and Archdiocesan Council will establish the parameters and priorities to be pursued by the committee. They will have flexibility to respond to individual projects within the Dioceses under them, but overall will put the needs of the Archdiocese as a whole as the top priority. The most important responsibility of each of the committee and sub-committee members is to pray regularly for the work of the committee, asking that our great God and Saviour Jesus Christ would help and guide all our efforts. Some examples of the roles of the fund raising committee and deanery sub-committee members would be:

- Communicating the importance and needs of the Archdiocese to their Parishes and the individuals within their circle of influence.
- Help in defining and prioritizing the projects and needs of their deanery (and diocese).
- Ability and willingness to design a contact list and to organize a call out when an approved fund raising request is to be pursued.
- Help in educating the members of their Parish in the necessity of sacrificial giving principles including tithing, alms giving and special project giving.
- Help in creating a “donor” list for e-mailing and phone contact when special projects are identified.
- Help in sending out appreciation calls and correspondence and other forms of recognition to those who are faithfully contributing to the ongoing life of the Church.
- Willingness to educate themselves in fundraising principles and to embrace their role as stewards and servants of Christ in this capacity.
- Help in brainstorming and communication with other board members in their deanery and/or diocese committee’s and with their chairperson.
- A commitment of 4 to 6 hours per month should be expected as a minimum.

## 5. Means of Communication

Generally e-mails and phone calls would be the main means of communication. A gifted computer networker type member would be a great addition to the group and may be able to set up some sort of Skype multi-person conference call type meeting on a quarterly basis. In addition everyone in the group would be encouraged to attend Archdiocesan meetings when they are held every 2 or 3 years, and a meeting time and group social event would be scheduled at this time.

## 6. Term

The work of the Archdiocesan Fundraising Committee will be ongoing and will commence upon the clarification and acceptance of the parameters established after discussing this and the following document at the May 23, 2014 archdiocesan meeting. The mandate and performance of the committee will be reviewed and adjusted on an ongoing basis at each meeting of the Archdiocesan Council and actual fundraising projects will need approval from the Archdiocesan Council and/or the Ruling Bishop or Administrator of the Archdiocese.

## **Some Additional Thoughts on Fundraising**

Below I have just noted some of the principles of fundraising that I have picked up from my conversations with Mira and the Association of Fundraising Professionals. I have translated them into some thoughts and suggestions we could look at.

- Every successful fundraising project starts with a vision and a strategic plan. This needs to come from the top down and be understood and valued throughout the organization. Everything starts from this critical first step, it has to start with a great idea that people can identify with, (a good story and vision) and want to be part of. "With your help we as the body of Christ can accomplish ..." People want to be part of something bigger.
- We as an Archdiocese need to know what we would like the money for and what are the most important priorities and then we need to communicate this throughout the diocese. Just staying solvent is hard to fundraise for.
- Once we are clear with our vision, we need to clearly communicate this to the clergy, parish presidents and councils and leaders throughout the Diocese, so when they are asked to contribute they will not feel that "headquarters" is just after more money.
- A brainstorming session to include all of the clergy and leaders in developing this plan, lead by a seasoned coordinator, would be most helpful in having everyone feel they are part of the process (possibly at the next all Canadian meeting?). Otherwise some may feel they are being asked to support an initiative they had no involvement in creating and they may be more resistant to helping. Meetings to explain the initiative and vision with clergy that were not part of the process to secure their support after the plan is created would also be helpful.
- We need to develop a record of what we have already accomplished and get the word out. People like to be part of a good thing and we have much to thank God for.
- It is important to support some local projects from generous parishes so they feel connected and part of the bigger body of Christ. The strategic plan should not just be about central administration needs.
- It is very difficult to raise money for debt (mortgage) or for things already in place but that are creating more expense than anticipated. People see this as bailing out and poor

planning and not as a positive project they want to support. It then impacts our ability to do future fundraising. The best way to fund these type of extra expenses is the STAS model, as a one time “ask” gains a monthly ongoing commitment that people don’t miss once they have it automatically transferred for a few months, and this can fund the less glamorous projects like paying the monthly bills and mortgage down.

- Major fundraising activities should be done quietly by asking for advice from key people and getting money and momentum built up before launching in a big public way. Should have about 40% of goal already to show momentum and not just a dream.
- When approaching key people for a large project, start by asking for advice and you will get some good ideas and also often bring them on as a good helper and referral source. Always ask for referrals. They have an old adage in the fundraising field when you start approaching your first identified key people “When you ask for money you will get advice; but when you ask for advice you get money.”
- However it is good to have a realistic expectation of what might be an appropriate amount to actually ask for when approaching someone who is known to be supportive of charitable works. Do some research before approaching potential donors that you are hoping will help with large donations to make sure you are asking in the right range – not too little or too much.
- When starting out for a large project fundraiser always go in pairs and meet face to face. Know the benefits and story and vision of the project well. Ask for referrals as well when done.
- At a local level when getting the word out about wills bequests etc. it helps to have professionals come in and do a seminar on wills (lawyers for example). A seminar on pre-purchase funerals and basic funeral information can also easily include information on leaving the Church gifts in your will and estate. This can be helped at the local level by a letter from the Bishop as well.
- It is extremely important to stay in touch with donors so they feel appreciated. NGO rule is a face to face meeting of appreciation for all donors who are at the \$5000 year or over level and thank you cards and calls to everyone always.
- With your first donors whom you have identified as key, let them know they have been specially selected as they have a good reputation for helping generously and they are very key and special to getting things going.



# **Human Resources Committee**

## **Terms of Reference**

### **Background and Establishment**

The Human Resources Committee (HRC) was established with the blessing of His Grace, Bishop Irene, at the autumn meeting of the Archdiocesan Council that took place in Ottawa on November 1<sup>st</sup> and 2<sup>nd</sup>, 2013.

### **Purpose**

The initial purpose is to create a handbook for members of Archdiocesan Council, so they know the expectations and so forth of their role on Council. In addition this committee is responsible for creating guidelines and an application form for applicants to Archdiocesan education funds.

### **Membership**

His Grace, Bishop Irene, appointed Barbara North as chair of the HRC. The Archdiocesan Council recommended two more members from Council and two people who are not presently on council.

- Barbara North, Chair (Alberta)
- Protodeacon Nazari
- Deacon Justin Mitchell
- Mat. Dianne Kennaugh
- German Ovodov

For personal reasons, Mat. Dianne was unable to accept this role. German Ovodov has not yet confirmed his service on this committee.

### **Roles and Responsibilities**

The HRC Chair will produce drafts of the documents – handbook and education funds – to other committee members for their input and advice.

The Committee will identify and propose future projects it can undertake, projects beneficial to Council, and, by extension, the Archdiocese.

### **Means of Communication**

The primary medium for this work is email. It is expected that Council as a whole will review and make suggestions on the drafts once they have been reviewed and revised by committee members. The final review and acceptance will likely take place at one of the meetings of the Archdiocesan Council.

### **Term**

Unless Council deems otherwise, the work of this committee will end with the final and approved drafts of the two documents stated above.



## Mission Development Committee

### Terms of Reference

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#### I. **Background & Establishment**

The Mission Development Committee (MDC) was established with the blessing of His Grace, Bishop Irénée, at the Autumn meeting of the Archdiocesan Council, which took place in Ottawa, Ontario Nov. 1<sup>st</sup> -2<sup>nd</sup>, 2013.

#### II. **Purpose**

To review and study the missionary work of the Orthodox Church, within the contemporary context, and to provide a comprehensive report to the Administrator of the Archdiocese of Canada with recommendations to strengthen the missionary work of the Church. This work may include, but is not limited to, any and all considerations relating to the establishment of Mission communities within the Archdiocese. The Committee's work is advisory in nature.

#### III. **Membership**

On November 15, 2014, His Grace Bishop Irénée appointed Priest Matthew Francis as Chair of the Mission Development Committee, and recommended potential members from each Deanery. Fr. Matthew initiated communication with the proposed members, and the following have graciously agreed to serve, with the blessing of His Grace:

- Priest Matthew Francis, Chair (Alberta)
- Deacon Peter Choi (British Columbia & Yukon)
- Priest Gregory Scratch (Saskatchewan & Manitoba)
- Priest Geoffrey Korz (Ontario)
- Priest John Palmer (Quebec and Atlantic Canada)

Additional persons may serve as advisors or consultants to the MDC at the request of the Chair.

#### IV. **Roles and Responsibilities**

The MDC Chair will guide the work of the Committee, and will involve members to participate in a primarily advisory and consultative capacity. The most important

responsibility of each committee member is to pray regularly for our missionary work, asking that our Great God and Saviour Jesus Christ would help and guide our efforts. In addition to this primary work of prayer, Committee members may be asked by the Chair to carry out such work as:

- Defining the overall scope and parameters of the MDC's work; such as (these are simply examples):
  - a) What are the most important questions & issues relating to Mission in the Archdiocese today?
  - b) What can the MDC include in our work and report and what may be beyond our ability to address at this time?
  - c) What is the appropriate balance between considerations of Holy Tradition/Scripture/and missiology with 'practical' considerations? Is there an artificial distinction between these spheres?
  - d) To what degree should the MDC address matters of mission policy ("rules") vs. matters of mission strategy ("tools")?
  - e) How will we define our short term, medium term, and long term priorities?
- Examining existing models of missionary endeavour or strategy, and evaluating their applicability within the context of the Archdiocese of Canada;
- Reviewing draft texts for inclusion in the MDC's report to His Grace, Bishop Irénée.
- MDC members can expect to spend perhaps 2 - 4 hours per month reviewing materials as part of our work between December 2013 and May 2014.

## **V. Means of Communication**

The primary work of the MDC will be carried out through email or some other practical and straightforward means. Some conference calls via telephone or video conference may be arranged, as needed, but will be kept to a minimum. While ideally an in-person meeting would assist in the facilitation and completion of the Committee's work, there is no available budget from the Archdiocese. In the spirit of collaboration amidst limited resources, we will draw upon the wisdom of each member, and will ask God to bless our efforts.

## **VI. Term**

The work of the MDC will be concluded upon the acceptance of the final report by His Grace, Bishop Irénée. Any future work or implementation of any recommendations would be at the will and blessing of the Ruling Bishop or Administrator of the Archdiocese.



## Theological Education Committee

### Terms of Reference

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#### I. Background & Establishment

The Theological Education Committee (TEC) was established with the blessing of His Grace, Bishop Irénée, at the Autumn meeting of the Archdiocesan Council, which took place in Ottawa, Ontario, November 1-2, 2013.

#### II. Purpose

To review and study the work of the theological educational institutions of the Archdiocese of Canada, The Orthodox Church in America, within the contemporary context, and to provide a comprehensive report to the Administrator of the Archdiocese of Canada with recommendations to strengthen the work of these educational institutions within the Archdiocese of Canada.

To review and study the work of the Orthodox theological educational institutions in Canada, within the contemporary context, and to provide a comprehensive report to the Administrator of the Archdiocese of Canada with recommendations using their experience and resources in order to strengthen the work of the educational institutions of the Archdiocese of Canada.

This work may include, but is not limited to, any and all considerations relating to the strengthening of existing theological educational institutions in the Archdiocese of Canada. It also includes the exploration of different possibilities for the future establishment of an archdiocesan Orthodox theological seminary. The Committee's work is advisory in nature.

#### III. Membership

On November 15, 2013, His Grace Bishop Irénée appointed Protodeacon Nazari Polataiko as Chair of the Theological Education Committee. Protodeacon Nazari initiated communication

with the potential members, and the following have graciously agreed to serve, with the blessing of His Grace:

- Protodeacon Nazari Polataiko, Chair (Deanery of Ontario, Secretary of the Archdiocese)
- Mitred Archpriest Michael Fourik (Dean of British Columbia & Yukon)
- Priest Matthew Francis (Deanery of Alberta and the North-West Territories)
- Priest Anthony Estabrooks (Director of the St. Arseny Orthodox Christian Theological Institute, Deanery of Saskatchewan, Manitoba and Nunavut)
- Archpriest Gregory Nimijean (Dean of Quebec and the Maritimes)

Additional persons may serve as advisors or consultants to the TEC at the request of the Chair.

#### **IV. Roles and Responsibilities**

The TEC Chair will guide the work of the Committee, and will request members to participate in a primarily advisory and consultative capacity. The most important responsibility of each committee member is to pray regularly for the development and growth of the existing Orthodox theological education institutions within the Archdiocese of Canada and in other Orthodox jurisdictions in Canada, asking that our great God and Saviour, Jesus Christ would help and guide our efforts to proclaim our mission in this country “with one voice and in unity of heart”. In addition to this primary work of prayer, Committee members may be asked by the Chair to carry out such work as:

- Defining the overall scope and parameters of the TEC’s work; such as (these are only some possible examples):
  - a) What are the most important questions and issues relating to theological education in the Archdiocese today?
  - b) What can the TEC include in our work and report at the present time, and what matters may have to be addressed at a later time?
  - c) What is the appropriate balance between education by correspondence and full-time attendance at a theological educational institution?
  - d) What are our short-term, medium-term, and long-term priorities?
- Examining models of existing theological education, and evaluating their applicability within the context of the Archdiocese of Canada;
- Reviewing draft texts for inclusion in the TEC’s report to His Grace, Bishop Irénée.
- Devoting perhaps 1-2 hours per month (or more) to examine materials for this project as part of our work between February 2014 and May 2014.

**V. Means of Communication**

The primary work of the TEC will be carried out by email or some other practical and straightforward means. Some conference calls via telephone or video conference may be arranged, as needed, but will be kept to a minimum. Ideally, a meeting face-to-face would assist in the facilitation and completion of the Committee's work. However, there is no available budget from the Archdiocese for this. In the spirit of collaboration amidst limited resources, we will draw upon each member's wisdom and experience, asking God to bless our efforts.

**VI. Term**

The work of the this Committee will be concluded upon the acceptance of the final report by His Grace, Bishop Irénée at the 2016 Archdiocesan Assembly. Any future work or implementation of recommendations would require the blessing of the Ruling Bishop or the Administrator of the Archdiocese.