

Delegate Handbook
Volume 1
Instructions and Schedule



Diocese of the West
Orthodox Church in America
2008 Diocesan Assembly
October 7th – 9th, 2008

Meeting at

Church of the Annunciation
13515 SE Rusk Rd
Milwaukie, OR 97222
503-659-3646

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DELEGATE INSTRUCTIONS

DATE: September 14, 2008
TO: All Assembly Delegates and Observers
FROM: 2008 Diocesan Assembly Committee

Please read the contents of the three volumes of this report carefully and well in advance of the assembly. If necessary, print out a copy for your use at the Assembly. Have your questions prepared in advance. The following schedule is preliminary and subject to modifications.

SCHEDULE/AGENDA

Subject to Modifications

Tuesday October 7, 2008	
Time	Event
3:00 PM -7:00 PM	Registration of Assembly Delegates Church of the Annunciation Parish Hall (Refreshments provided)
6:00 PM	Vespers
7:00 PM	Joint Choir rehearsal – Irina & Father Lawrence Margitich Parish Hall practice area
7:00 PM	Meeting of the Diocesan Council, Departments Heads, and Deans at a local restaurant.

Wednesday October 8, 2008	
Time	Event
8:30 AM	Hours
9:00 AM	Hierarchical Divine Liturgy and Moleben
10:30 AM	Brunch hosted by St Nicholas Orthodox Church (for registered guests only)
12:00 PM	Opening Prayers and First Plenary Session
	<ol style="list-style-type: none"> 1) Prayer for opening of the Assembly 2) Welcome to Assembly and Milwaukie 3) Appointment of Assembly Officers and Secretariat 4) Report of Credentials Committee 5) Review, acceptance of Minutes of 2007 Diocesan Assembly 6) Address of His Grace Bishop BENJAMIN 7) Report of the Chancellor 8) Review, acceptance of the Report of the Treasurer 9) Presentation of 2009 Proposed Budget
4:30 PM	End of First Session
5:00 PM	Open House at St Nicholas Orthodox Church in Portland
6:00 PM	Vespers (Annunciation Orthodox Church)
6:30 PM	Formal dinner – hosted by the Church of the Annunciation (\$25.00 all non-registered adults, tickets mandatory)

Thursday October 9, 2008	
Time	Event
8:15 AM	Choir warm-up Parish Hall practice area
8:30 AM	Hours
9:00 AM	Divine Liturgy
10:30 AM	Brunch hosted by Church of the Annunciation, registered guests only.
11:30 PM	Second Plenary Session 1) Report of the Credentials Committee 2) Presentation of Nominees & Election of Diocesan Council Members, Auditors, and Metropolitan Council Representatives 3) Metropolitan Council Report TBD
	End of Second Plenary Session and Assembly
2:00 PM	Clergy meet with Bishop BENJAMIN Lecture by Father Meletios Webber
3:30 PM	Final Session (if needed)
4:30 PM	Closing
4:45 PM	Brief meeting of the Diocesan Council, including newly elected members

PROPOSED CHANGE TO DIOCESAN BY-LAWS

These proposed changes to the Diocesan Bylaws, dated 02 October 2007, will be presented and discussed at the Assembly. A vote will be taken.

Article V Section 7:

Change from:

The Diocesan Council shall meet on a quarterly basis.

Change to:

The Diocesan Council shall meet at least quarterly in order to discuss and enact its affairs. Meeting attendees may be present in person, by telephone or by means of telephone/web conferencing. The meeting venue selected should facilitate reviewing, discussing and decision-making.

Purpose:

To clarify that a variety of methods currently available may be used to conduct meetings and make decisions in addition to physical presence, proxy or pre-written votes.

Article V Section 10:

Change from:

All actions of the Diocesan Council shall be by majority vote (unless otherwise authorized by the Diocesan Assembly), such a vote shall be taken only at a duly constituted meeting of a quorum of members. A simple majority of the elected members of the Diocesan Council shall constitute a majority.

Change to:

All actions of the Diocesan Council shall be by majority vote (unless otherwise authorized by the Diocesan Assembly) of the members present. Such a vote shall be taken only at a duly constituted regular or special meeting of a majority of members. However, if a special meeting cannot be scheduled with a quorum in time to address an issue, a vote of members of the Diocesan Council may be conducted by either regular or electronic mail. In this case, the Secretary shall distribute to each Diocesan Council member the text of the resolution and any background information required to make the decision. The Secretary shall collect and compile the results from the voting members, report them to all the members and record the results in the minutes of the next Diocesan Council meeting.

Purpose:

To provide the Diocesan Council with a means by which it can make a decision on matters which arise between scheduled meetings.

MINUTES OF THE 2007 ASSEMBLY

Minutes of the 2007 Assembly of the Diocese of the West

Session 1 of 2
October 2, 2007

Holy Trinity Cathedral, San Francisco, CA
His Grace, Bp. Benjamin, presiding
His Beatitude, Metropolitan HERMAN present.

Credential Committee: Archpriest David Brum

- 3 hierarchs
- 46 Clergy
- 43 Lay
- 22 Observers

Motion made on the floor by His Grace, Bp. Benjamin to move Metropolitan Council Report to tomorrow (10/3)

- Replaced with agenda items: diocesan elections and motion to change by-laws

Decision

Moved to accept: Archpriest Eric George Tosi
Second: Igumen Jonah Paffhausen
Delegates: unanimously accept

Motion to accept the 2006 Diocese of the West Assembly Minutes

- Motioned: The Diocesan Council of the Diocese of the West
- Delegates: unanimously accept

His Beatitude, Metropolitan Herman address to the assembly:

The ongoing financial struggles in the OCA and the individuals (not named) causing conflict; that all need to repent; all are forgiven; that we offer only love and forgiveness to all; the Russian Orthodox Church is praying for us, both for our sake and that of Orthodox Church world-wide; that our diocesan delegate report book was the most encouraging His Beatitude has ever read in the Church; offered Bp. Benjamin prayers and hopes of success as the new shepherd of The Diocese of the West

Opening report given by His Grace, Bp. Benjamin

Nominations Committee's report (by Priest John Strickland) and elections

Diocesan Council nominees are:

- Archpriest Eric Tosi
- Igumen Jonah Paffhausen
- Archpriest. Michael Senyo
 - (nominated from the floor by Priest Lawrence Gaudreau)
- Mary Caetta
- 5) Dorothy Nowik

Elected clergy are:

- Archpriest Eric Tosi
- Igumen Jonah Paffhausen

Elected lay members are:

- Archpriest Joseph Hirsch moved that they be elected by acclamation
- Second: Priest Peter Tobias

Metropolitan Council nominees are:

- Archpriest Matthew Tate
- Dmitri Solodow
 - Archpriest Joseph Hirsch moved that clergy and lay be elected by acclamation
 - Second: Priest Peter Tobias

Auditor nominees are:

- Archpriest. Michael Regan
- Steve Knowlton
- Daniel Laney

Elected: All by acclamation. We only need three.

RESOLUTION 1 (Mary Caetta):

That the 2007 Assembly of the Diocese of the West accept the following two changes to the diocesan by-laws:

- Change the diocesan address from 2040 Anza St. to 1520 Green St.
- Adopt auditing “Best Practices” policy (description of which is in the 2007 Delegate Book)

Decision

Motion to accept: The Diocesan Council of the Diocese of the West

Second: Peter Schwalbenberg

Delegates: unanimously accept

Updated Credentials Report

3 hierarchs

48 clergy

44 lay

22 Observers

END OF SESSION ONE

Session 2 of 2
October 3, 2007

Holy Trinity Cathedral, San Francisco, CA
His Grace, Bp. Benjamin, presiding.

Credential Committee: Archpriest David Brum

- 1 Hierarch
- 46 clergy
- 42 Lay
- 22 Observers

RESOLUTION 2 (Dmitri Solodow):

That the 2007 Assembly of the Diocese of the West allow the diocesan council to pursue the acquisition of two properties: one for the diocesan chancellery and the other, a residence for the Dean of Holy Trinity Cathedral.

- WHEREAS: The Life Giving Spring Retreat Center and Raphael House are not sufficient to house the chancellery and diocesan offices, and...
- WHEREAS: The current rectory of the dean of Holy Trinity Cathedral in San Francisco is close to the cathedral and sufficient to house the chancellery and diocesan offices, and...
- WHEREAS: There is a two unit property owned by the Synaxis of the Holy Virgin Mary parish which could house the dean of Holy Trinity Cathedral and his family...
- BE IT RESOLVED: That the 2007 Assembly of the Diocese of the West agrees that the diocesan council pursue the acquisition of the two unit property currently owned by the Synaxis of the Holy Virgin Mary parish, and that it also pursue acquiring Holy Trinity Cathedral's current rectory for use as the chancellery.

Decision

Motion to accept: The Diocesan Council of the Diocese of the West
Second: Mary Caetta
Delegates: unanimously accept

Discussion (Dmitri Solodow):

- Diocesan Council is looking for property for our diocesan offices
- Life Giving Spring Retreat Center & Raphael House are insufficient.
- Plan:
 - find a house in San Francisco near Holy Trinity Cathedral
 - two properties option
 - First Property: Holy Trinity Cathedral Rectory
 - currently owned by the Cathedral
 - no mortgage
 - The Diocese of the West proposes that Holy Trinity Cathedral continues to pay for utilities, maintenance, etc..

- The Diocese of the West would pay for housing related costs for Holy Trinity Cathedral dean since the diocese will own the building
- Second Property: Two unit property owned by Synaxis of the Holy Virgin Mary.
 - \$52,000 mortgage on the property
 - Holy Trinity Cathedral Dean moves to this two unit property
 - The Diocese of the West has to pay it off the \$52K
 - then The Diocese of the West would have equity/asset in SHV home
 - San Francisco/Holy Trinity Cathedral would become the center of The Diocese of the West
- How do we pay off the 52K\$?
 - Take \$12K from diocesan retained earnings
 - Seek a loan from the Russian Women's Home of Mercy for \$40K
 - The Diocese of the West has enough retained earnings for entire balance, but would lose flexibility in future spending if it used it
 - Present operating expense would cover monthly payments on \$40K for 3 years

RESOLUTION 3 (Dmitri Solodow):

That the 2007 Assembly of the Diocese of the West agrees that a loan be acquired by the diocese for \$40,000.00 (forty thousand dollars) from the Russian Women's Home of Mercy; that it be applied to the balance owed on the property currently owned by the Synaxis of the Holy Virgin Mary parish

WHEREAS: The Diocese of the West wishes to relocate the dean of Holy Trinity Cathedral and his family to the property owned by the Synaxis of the Holy Virgin Mary parish in order to utilize the current rectory for the diocesan chancellery, and...

WHEREAS: The Diocese of the West can apply \$12,000.00 (twelve thousand dollars) of its own money to the \$52,000.00 balance still owed on the Synaxis of the Holy Virgin Mary property...

BE IT RESOLVED: That The Diocese of the West acquire a loan from the Russian Women's Home of Mercy in the amount of \$40,000 to pay off the balance of the loan on the Synaxis of the Holy Virgin Mary property

Decision

Motion to accept: The Diocesan Council of the Diocese of the West

Second: Mary Caetta

Delegates: unanimously accept

Discussion: Archpriest Ian Mackinnon read the following letter to be sent to the Russian Women's Home of Mercy Board:

Oct. 15th, 2007

To: Home of Mercy Board of Directors

From: Diocesan Council, Diocese of the West

This letter, on behalf of the Diocesan Council, Diocese of the West, Orthodox Church in America, is to request that the Home of Mercy Board consider making a loan to the Diocese with the following understandings and stipulations:

- o The loan request is in the amount of \$40,000.*
- o The suggested term of the loan would be for 3 years, at a simple interest rate of 4%.*
- o The loan would be used, in part, by the Diocese to purchase an "ownership share" in the house at 720 Duboce St., San Francisco, from the Synaxis of the Holy Virgin Mission, San Francisco, CA.*
- o To acquire the "ownership share" at a cost of \$52,000, the Diocese will also use \$12,000 of its retained earnings to complete the purchase.*
- o The loan would be repaid out the diocesan income over the term of the loan.*
- o The "ownership share" would become an asset of the Diocese of the West.*

Thank you for your consideration.

Sincerely,

Archpriest Ian MacKinnon

Chancellor, Diocese of San Francisco and the West

RESOLUTION 4 (Archpriest Joseph Hirsch):

That the 2007 Assembly of the Diocese of the West empower the diocesan council to act on behalf of the diocese to acquire and/or dispose of property:

WHEREAS: The Diocese of the West is presently confronted with a number of potential advantageous opportunities to acquire useful real estate assets and to dispose of some unused and unprofitable assets, and...

WHEREAS: The volatility of the real estate market is such that rapid and discrete action is often required...

BE IT RESOLVED: That the 2007 Diocesan Assembly empowers the Diocesan Council to act on its behalf – for the period between diocesan assemblies – to acquire and/or dispose of such assets by a 2/3 vote as may be deemed to be the greatest advantage of the diocese.

Decision

Motion to accept: The Diocesan Council of the Diocese of the West

Second: Dorothy Nowik

Delegates: unanimously accept

Discussion (Archpriest Joseph Hirsch presented):

- St. Eugene's Property
 - o mold, building restrictions
 - o We would transfer dedication of Eugene to Manton
 - o The chapel would need to be relocated
- Life Giving Spring
 - o No longer a drain on our finances
 - o NV will not tax us o

- Infrastructure needs to be brought up to speed at a high cost!
- like to transfer LGS somewhere else
- Steiner St. Property owned by Christ the Savior Brotherhood
 - Christ the Savior Brotherhood wants to liquidate assets to donate their funds to whom they wish
 - The Diocese of the West is considering purchasing, but no agreement on price has been reached

Discussion

- BP. Benjamin: no current plans to dispose off either property (LGS OR St. Eugene)
- Priest Damien: Is there a list of all DOW owns
- Archpriest Joseph Hirsch: LGS and St. Eugene. is it right now; this resolution is also for possible future properties

Metropolitan Council Report presented by Archpriest Matthew Tate

- Archpriest Matthew Tate recommended that THE DIOCESE OF THE WEST examine and adopt “Best Practices”
- Archpriest Matthew Tate: “All treasurers, Metropolitan Council Members, and Bishops need to apologize, admit mistakes; we must have full disclosure

RESOLUTION 5 (Archpriest Matthew Tate):

That the 2007 Assembly of the Diocese of the West endorses in the strongest terms the absolute necessity of the following to the Special Commission/Committee:

- that the members of the Special Commission/Committee of the Orthodox Church in America be selected independently by the Chair of that committee and be given the freedom to investigate any and all areas of concern
- that it function with absolute and complete independence relative to any and/or all levels of church authority (especially those who have a conflict of interest)
- that it present its report and recommendations for action to both the Holy Synod and the Metropolitan Council in a complete unaltered form
- that said report be, after legal review, presented openly and honestly to the whole Church
- that any legal review be considered only for advice and not for compulsion
- that the proposed action upon recommendations of the committee also be reported to the Church as a whole

The Diocese of the West affirms that the absolute and complete freedom of the Special Commission/ Committee to conclude its investigation and publish its report is a necessity for the healing and health of the Orthodox Church in America.

It is our choice to make this resolution independent of threats (financial or otherwise). This should not be, however, construed as a lack of firm resolve. This course is an ethical, moral and spiritual necessity.

Decision

Motion to accept: Archpriest Matthew Tate

Second: Dmitri Solodow

Delegates: unanimously accept

Treasurer's Report:

Motion to accept auditing report of 2005/6 (Mary Caetta):

Decision

Motion to accept: Archpriest Basil Rhodes

Second: Johann Morse

Delegates: unanimously accept

2008 Budget Proposal (Dmitri Solodow)

- Three new line items proposed:
 - Bishop's chancellery office and related expenses
 - National Church might eliminate bishop stipend (\$7800 loss/year)
 - THE DIOCESE OF THE WEST council will make up for this for His Grace Bishop Benjamin.
 - THE DIOCESE OF THE WEST establish a fund vested by parishes so that any parish may borrow from it.
- Dmitri described differences between Delegate Book copy of the budget and the updated version. Update (10/1) copy at ocadow.org
- His Grace, Bp. Benjamin proposed a fourth new line item:
- Psychological evaluation for clergy coming into The Diocese Of The West (maybe for wives if needed)
 - MMPI: Minnesota Multiphasic Personality Inventory. Minnesota Multiphasic Personality Inventory:
 - a test consisting of hundreds of true-false questions, used as a diagnostic tool by psychologists.
 - For the purpose of avoiding placing clergy in remote places, or others not conducive to their psychological makeup
- Igumen Jonah Paffhausen mentioned that printing of Vision will be \$5K a version (there was no discussion on the matter)

Decision

Motion to accept: The Diocese of the West Diocesan Council

Second: Johann Morse

Delegates: unanimously accept

RESOLUTION 6 (Reader James Malakee):

That the 2007 Assembly of the Diocese of the West send a letter to His Grace, the Rt. Rev. Tikhon, Retired Bishop of San Francisco, Los Angeles and the West:

WHEREAS His Grace Bishop Tikhon is much loved by our diocese, and...

WHEREAS His presence is strongly remembered and felt as we gather in assembly now, and...

WHEREAS His wisdom so ably guided us to this present time...

BE IT RESOLVED: that the 2007 Assembly of The Diocese of the West sends greetings to His Grace Bishop Tikhon and assures Him of its prayers, asking God's continued blessing upon His Grace and many years

Decision

Motion to accept: Reader James Malakee
Second: Mary Caetta
Delegates: accept with one vote in opposition

RESOLUTION 7 (Archpriest Ian Mackinnon)

That the 2007 Assembly of the Diocese of the West recognizes Archpriest Matthew Tate:

WHEREAS, this Assembly highly commends Father Matthew Tate for his selfless service, not only as Mission Dean, but also as representative to the Metropolitan Council, and...

WHEREAS Father Matthew Tate has gone the extra mile in his work with the Orthodox Church in America during this time of crisis difficulty...

THEREFORE BE IT RESOLVED: that the 2007 Assembly of The Diocese of the West commends Archpriest Matthew and his family for his dedication of time and energy. We recognize the many talents he has brought to both the Mission Deanery and to the Metropolitan Council; i.e., dedication to task, incisive thinking, and action, perseverance in the midst of highly stressful circumstances, and a love of God's Church. May our Lord continue to bless Archpriest Matthew in the exercise of his vital ministry.

Decision

Motion to accept: Archpriest Ian Mackinnon
Second: Mary Caetta
Delegates: unanimously accept

RESOLUTION 8 (His Grace Bp. Benjamin):

That the 2007 Assembly of the Diocese of the West encourages our sister dioceses not to withhold funds from the national church:

WHEREAS withholding financial support from the central administration of the Orthodox Church in America presents an impediment to the work of the Special Commission/Committee and the efforts of the Church, in general, to address the current crisis...

BE IT RESOLVED the 2007 Diocesan Assembly of the Diocese of the West encourages its sister dioceses to continue with us in providing the financial means necessary to carry on the work of the Church and the Special Commission/Committee to bring the investigation in progress to a full and thorough conclusion.

Decision

Motion to accept: Rev. Deacon Alexander Valens
Second: Archpriest Paul Waisanen
Delegates: unanimously accept

RESOLUTION 9 (Archpriest Joseph Hirsch):

That the 2007 Assembly of the Diocese of the West greatly appreciates and thanks Holy Trinity Cathedral for hosting this year's Diocesan assembly.

Decision

Motion to accept: Archpriest Basil Rhodes

Second: Dmitri Solodow

Delegates: unanimously accept

Motion to adjourn the 2007 Assembly of the Dioceses of the West

Motion to accept: Johann Morse

Second: His Grace Bishop Benjamin

Delegates: unanimously accept

Priest Peter Tobias

Nadine Wood

Secretariat

CHANCELLOR'S REPORT

The spirit of The Diocese of the West is very good. The worshipping life of our parishes, the strong monastic witness, the deanery camps, the work of both Raphael Houses and of Martha & Mary House, the charitable outreach in our parishes....these are but a few examples of why we should give thanks. In addition, the Diocesan Council is an "engaged" body, as is the Advisory Committee.

A formal Episcopal residence has finally been established at Holy Trinity Cathedral. Many thanks to Fr. John and the faithful of Holy Trinity for helping to make this possible. Many thanks also to Fr. David and the staff of Raphael House for accommodating Bishop Benjamin for these past three years.

This year saw the sale of the St. Eugene property at Pt. Reyes. The chapel built by the late Constantine Chekene has been reassembled at the Monastery of St. John in Manton...an important undertaking. The Diocese also received a new residence property on Duboce Street in San Francisco from the Synaxis of the Theotokos Parish in San Francisco, where Fr. John Takahashi and Matushka Robin now reside. Life Giving Spring in Boulder City, NV is now listed for sale. Hopefully it will sell in the coming months.

An important development...the first steps have been taken in establishing a Diocesan Loan Program to assist parishes in building improvements. Think of all the hundreds of thousands of dollars in interest parishes have given to banks over the past 50 years. Hopefully by the next Assembly the Program will be able to start accepting applications.

In the coming year, may I suggest that we to try and establish stronger communication channels throughout the Diocese. This includes the web-site, the vision magazine and the ongoing dispersal of information from the diocesan office. The more constructive information and news the clergy and faithful receive the better. Also, let's try and be more helpful to our Matushki. Most often they labor without notice so that their husbands can be full-time priests. We have had no Matuska Retreat for a number of years now. Perhaps we can join with other jurisdictions on this endeavor.

A number of clergy have moved to other dioceses. We will surely miss Hieromonk Jonah who has left for the Diocese of the South, and will soon be consecrated to the Episcopate. (Can you imagine life in our Diocese without the witness of Father Jonah?) We will miss Father Erik Tosi and Christina, formerly Priest and Matushka of St. Paul in Las Vegas and now the Secretary of the OCA. Father Erik's twelve year tenure in the Diocese was exemplary and tremendously productive. And we will miss Father Thomas Allesandroni and Mathuska Angela who both labored with such selfless devotion at the Synaxis of the Theotokos parish in San Francisco and at Raphael for so many years!

Memory Eternal to Archpriest Gregory Szrynski of Holy Myrrhbearers Church in West Sacramento! Father Gregory was much beloved by the faithful of his parish.

I want to thank, as I must do every year, dear Mary Caetta for her tremendous work as diocesan treasurer and unofficial secretary. What would we do with her?

As for our Bishop BENJAMIN, we all know by now how hard he labors, both in this Diocese, in Alaska and with the Special Committee of the Holy Synod. He visits the parishes and the monasteries constantly, he is accessible to all, he encourages all, and through it all...his kind humor endures.

Respectfully Submitted,
Archpriest Ian MacKinnon