



Orthodox Church in America
DIocese OF THE WEST

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MEMORANDUM

DATE: July 1st, 2019
TO: All Diocesan Officers, Diocesan Institutions, Monastic Institutions, Area Deans, Department Chairs, and Parishes
FROM: Rev Andrew Smith <chancery@dowoca.org>
RE: **CALL FOR REPORTS FOR THE 2019 DIOCESAN ASSEMBLY**

Reports for the 2019 Diocesan Assembly are due in the Chancery of the Diocese of the West by **September 1, 2019**. The preferred method of delivery is electronic submittal. Reports from the departments, institutions, monasteries and deaneries are to be e-mailed to the chancery (chancery@dowoca.org). Parishes are required to use the attached Parish Report form; a copy is available on the Diocesan web site as a .DOC or .PDF form which may then be downloaded, completed and then e-mailed to the Chancery. Reports will be compiled into one Delegate Report Book, which will be posted on the Diocesan web site at www.dowoca.org in mid September.

Those within and outside of the Diocese of the West want to know what is happening around the Diocese and want to feel a part of the larger Orthodox community. Please regard these reports you will prepare as a way of building the Body of Christ in the Diocese of the West. Nothing burdensome is expected of you; please take the time to genuinely communicate with your fellow Orthodox.

- **Department reports** should include goals for the past year, what was done to reach those goals, and what next year's goals will be.
- **Diocesan institution reports** should detail their main objectives, how they support themselves, a summary of services provided and populations served, and their top three sources of income. They should include a **summary** financial statement for August 1st, 2018 to July 31, 2019.
- **Reports from monastic institutions** should include a census, brief summary of activities since the 2016 Assembly, projects and goals for the coming year and a summary financial report for August 1, 2018, to July 31, 2019.
- **Deanery reports** should contain a brief overview of the state of the Deanery as whole, Deanery activities for the past year, concerns the Assembly and its leadership should know about and comments.
- **Individual parishes** should report their information on the 2-page form that follows. A copy of the form will be available on the Diocesan Web site. Pictures (.jpg files) of the exterior of the church are welcome and should be emailed with the form.