



Orthodox Church in America
DIOCESE OF THE WEST

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MEMORANDUM

DATE: May 6th, 2022
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 2022 DIOCESAN ASSEMBLY**

Reports for the 2022 Diocesan Assembly are due in the Chancery of the Diocese of the West by **July 1, 2022**. 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-July.

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, 2021 to June 30th, 2022.
- **Reports from monastic institutions** should include a census, brief summary of activities since the 2021 Assembly, projects and goals for the coming year and a summary financial report for August 1, 2021, to June 30th, 2022.
- **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.