

ORTHODOX CHURCH IN AMERICA
DIOCESE OF NEW YORK AND NEW JERSEY
OFFICE OF THE CHANCELLOR
109 Grand Street – Jersey City, NJ 07302

October 1, 2019

Dear Reverend Father and Parish Council,

As announced on September 1, His Eminence, Archbishop MICHAEL, in conjunction with the Diocesan Council, has scheduled the Annual Diocesan Assembly, to be convened on Thursday, October 31 and Friday, November 1, 2019, at Holy Trinity Orthodox Church, 369 Green Avenue, East Meadow, NY 11554, phone (516) 483-3649. Day One of the event will consist of the formal business of the Diocesan Assembly itself; Day Two will consist of workshops for clergy and lay leaders of our parishes. Lay delegates to the Assembly are strongly encouraged to stay for Day Two and attend the educational workshops designed specifically for them.

On Day One, an invited guest presentation will be offered by Bill Marianes, host of the “Stewardship Calling” Podcast on Ancient Faith Radio (www.ancientfaith.com). Mr. Marianes’ presentations at our Diocesan Parish Council Conferences in June 2019 were very well received, and we look forward to his return to our Diocese. Also addressing the Assembly and fielding questions will be the newly confirmed Chancellor of the Orthodox Church in America, Archpriest Alexander Rentel.

Two Day Schedule

The Divine Liturgy opening the Assembly is on Thursday, October 31, at 9:00 a.m. Registration is from 8:00 a.m. to 8:45 a.m. and during lunch. The Assembly will begin at 1:00 p.m. On Friday, November 1, a Molieben will be served at 9:00 a.m., followed by breakfast and educational symposia for both clergy and laity. The agendas for both days are enclosed.

Credentials

Every parish is responsible for submitting a registration fee of \$150 to cover the Assembly expense. Each parish is assessed the \$150 fee whether or not it sends a delegate. Fees cover Assembly registration, meals, and the cost of the mandatory Continuing Clergy Education provided on the second day of the Assembly. The observer fee is \$25. Checks are payable to: The Diocese of New York and New Jersey. The certification form for Clergy Delegates and Lay Delegates is enclosed.

In order for lay delegates to be seated at the Assembly, annual parish financial obligations must be current for the parish for the year 2018.

As stated in the Diocesan By-Laws, the Assembly shall consist of the Archbishop, members of the Diocesan Council, members of the Auditing Committee, the senior priest of the Diocesan Cathedral, assigned priests and deacons of each parish, *ex-officio*, and an equal number of lay delegates elected by their respective parish meetings or parish councils.

As per the By-Laws, retired priests residing in the Diocese have the right to attend and the right of consultative voice, but are without the right to vote.

Observers

A member of the Diocese in good standing with the Archbishop and the parish and with the approval of the parish priest, and who has registered according to the established procedures, has the right to attend the Assembly as a non-voting observer. The certification form for an Observer is enclosed.

Resolutions

As was announced in my letter of September 1, any proposed resolutions for the Assembly were to have been submitted in writing to Very Rev. Joseph Lickwar, 109 Grand Street, Jersey City, NJ, 07302 by September 16, 2019.

Elections

The 2019 Assembly Agenda will include the elections of Diocesan District Deans, Members of the Diocesan Council, Diocesan Representatives to the Metropolitan Council, and Diocesan Auditors. Each is to serve for a term of three years.

ORTHODOX CHURCH IN AMERICA
DIOCESE OF NEW YORK AND NEW JERSEY
OFFICE OF THE CHANCELLOR
109 Grand Street – Jersey City, NJ 07302

The Diocesan Council consists of appointed positions and elected positions. The positions elected by the Diocesan Assembly are one clergy and one lay member from each of the three Deaneries, and one clergy and one lay representative from the Diocese to the Metropolitan Council. District Deans are members of the Diocesan Council; they are elected by and from among the rectors of the Deanery and confirmed by the Archbishop.

Nominations will be received for one priest and one lay member from each Deanery to the Diocesan Council, and for Diocesan Clergy and Lay Representatives to the Metropolitan Council. As was announced in my letter of September 1, advance nominations were to have been submitted in writing to my office on or before September 16, 2019. Nominations from the floor of persons present will also be accepted at the Assembly.

Appointed Members Presently Serving:

Fr. Joseph Lickwar (Chancellor)
Janet Van Duyn (Diocesan Treasurer)
Marie Giokas (NY State Deanery Lay Delegate)
Presently there are two positions appointed by the Archbishop which are not voting members of the Council:
Vice-Chancellor / Personal Secretary: Fr. David Cowan
Diocesan Secretary: Fr. Matthew Brown

Elected Members Presently Serving:

Fr. Alexey Karlgut (Dean, New York State Deanery)
Fr. Wlaczslaw Krawczuk (Dean, New York City Deanery)
Fr. Gary Breton (Dean, New Jersey Deanery)
Fr. Peter Olsen and Dn. Alexander Anderson (NY State Deanery)
Fr. Martin Kraus and George Elia (NYC Deanery)
[The NJ Deanery Clergy and Lay Delegate positions are vacant, with the exit of Fr. Igor Kseniuk and Mat. Mary Breton.]
Archimandrite Joseph (Hoffman) (Clergy Representative to Metropolitan Council, non-voting)
James Kornafel (Lay Representative to Metropolitan Council, non-voting)

Nominations will be received for Diocesan Auditors. The present Diocesan Auditors are Archimandrite Joseph (Hoffman) and Deacon David Maliniak. The third Auditor position is vacant with the falling-asleep in the Lord in 2018 of William Rentz.

All those listed above who presently serve in elected, voting Diocesan Council offices are eligible for nomination and re-election.

The Agenda for Day One of the Assembly and the schedule of workshops for clergy and laity on Day Two are enclosed. Certification forms for Clergy and Lay Delegates and Observers are also enclosed. Additional materials for your review in advance of the Assembly are being published at the dedicated Website for the Diocesan Assembly, at http://nynjoca.org/diocesan_assembly.html. They include the documents enclosed here, as well as the Minutes of the 2018 Assembly; Diocesan Officer and Departmental Reports; Diocesan Financial Reports for 2019 to date; and the 2020 Proposed Diocesan Budget.

Accommodations

Arrival Date is Thursday, October 31, 2019 and Departure Date is Friday, November 1, 2019.

Accommodations are available at the Red Roof Inn Westbury, NY 11590, at the rate of \$109, plus tax. Call (516) 794-2555 for reservations and reference DIOCESE OF NEW YORK AND NEW JERSEY. **The cut-off date for reservations is today, October 1, 2019.**

Please contact me should you require additional information.

In Christ,

Mitred Archbishop Joseph Lickwar

Mitred Archbishop Joseph Lickwar

Assembly of the Diocese of New York and New Jersey
Most Reverend MICHAEL – Archbishop of New York - Orthodox Church in America
Holy Trinity Eastern Orthodox Church – East Meadow, New York
Thursday, October 31, 2019

(NOTE ON THE ELECTION OF DEANS: The Election of Deans will follow brunch. Clergy will cast ballots at the head table in the church prior to the opening of the Assembly. Ballots will be tabulated and results presented to the Archbishop during the assembly. It will be necessary to ask each nominee, prior to announcing the election results, if he is willing to accept nomination.)

AGENDA

Opening Prayer and “Eternal Memory...” for Departed Clergy

Appointment of one Clergy and one Lay Vice Chair
Appointment of Secretariat of one Clergy and two Lay
Appointment of Credentials Monitor
Appointment of Ballot Tabulators

Address of the Diocesan Hierarchy

Approval of the Minutes of the 2018 Diocesan Assembly

Report of the Credentials Monitor

Old Business

Report of the Treasurer – Jan VanDyyn
Report of the Diocesan Auditors – Archimandrite Joseph (Hoffman) and Deacon David Maliniak
Presentation and Approval of 2019 Financials

Invited Presentation: “Why Are You Here? Living ‘The Calling To Which You Have Been Called’ as an Engaged Disciple of Jesus Christ” – Bill Marianes, Esq., Host, *Stewardship Calling* on Ancient Faith Radio

Floor is open for questions regarding the following reports which delegates are to read online in advance:

Report of the Chancellor – Archpriest Joseph Lickwar

Reports of the Deans

New Jersey – Archpriest Gary Breton
New York City – Archpriest Wladaslaw Krawczuk
New York State – Archpriest Alexey Karlgut

Metropolitan Council Representatives – Archimandrite Joseph (Hoffman) and James Kornafel

Reports of the Diocesan Departments and Institutions

Office of Communications – Archpriest Ken Stavrevsky
Commission on Liturgical Music – Archpriest Daniel Skvir, Matushka Doreen Bartholomew, Carol Wetmore
Commission on Mission and Evangelism – Archpriest Eric George Tosi
Department of Youth Ministry – Danielle Geeza
Department of Christian Education – Matushka Tamara Cowan

(continues next page)

DIOCESAN ASSEMBLY ~ AGENDA ~ THURSDAY, OCT. 31, 2019 (continued)

Diocesan Publication, *Jacob's Well* – Presbyter Matthew Brown

Saint Andrew's Camp – Matushka Tamara Cowan

Diocesan PSP Compliance Report – Presbyter Leonid Schmidt

“Operation: Pearl River” – Archimandrite Joseph (Hoffman)

Invited Remarks by Archpriest Alexander Rentel, Chancellor of the Orthodox Church in America

New Business

Election of Deans: New York State Deanery, New York City Deanery, and New Jersey Deanery

Election of Members of the Diocesan Council:

Clergy and Lay Delegates from the New York State, New York City, and New Jersey Deaneries

Election of Diocesan Delegates to the Metropolitan Council: One Clergy, One Lay

Adoption of the 2020 Budget – Jan VanDuyn

Other New Business

Installation of Newly Elected and Appointed Deans, Diocesan Council Members, Metropolitan Council

Representatives, and Auditing Committee Members

Appointments by the Archbishop

2020 Diocesan Assembly: Thursday-Friday, November 5-6, 2020; SS. Peter and Paul Church, Endicott, NY

Motion to Close

**SCHEDULE OF WORKSHOPS
FOR CLERGY AND LAY DELEGATES AND OBSERVERS**

**2019 DIOCESAN ASSEMBLY (Day Two)
HOLY TRINITY EASTERN ORTHODOX CHURCH, EAST MEADOW, NEW YORK**

FRIDAY, NOVEMBER 1, 2019

CLERGY AND LAITY TOGETHER

9:00 AM – Molieben, in the Church

9:45 AM – Breakfast, in the Fellowship Hall

FOR LAITY – in the Fellowship Hall

10:30 AM – 12:30 PM

“Igniting The Flame of True Christian Stewardship
and Generosity in Your Life and Your Parish”

Bill Marianes, Esq.

Host, *Stewardship Calling* Podcast, Ancient Faith Radio

FOR CLERGY – in the Church

10:30 AM – 12:30 PM

“Reimagining Adult Catechesis” – Session 1

V. Rev. Ian PacUrar

Chair, Department of Clergy Continuing Education
Orthodox Church in America

CLERGY AND LAITY TOGETHER

12:30 PM – 1:30 PM Lunch, in the Fellowship Hall

FOR LAITY – in the Fellowship Hall

1:30 – 2:15 PM

“Parish Ministries Serving People In Need”

V. Rev. Martin Kraus, Rector

Holy Trinity Church, East Meadow, NY

2:30 – 4:30 PM

“Pastoral Care for Families

Struggling with Infant Loss”

Matushka Dennise Kraus

Holy Trinity Church, East Meadow, NY

FOR CLERGY – in the Church

1:30 – 4:30 PM

“Re-Imagining Adult Catechesis” – Session 2

V. Rev. Ian PacUrar

Chair, Department of Clergy Continuing Education
Orthodox Church in America

DELEGATE CERTIFICATION
Assembly of the Diocese of New York and New Jersey
October 31- November 1, 2019

CLERGY

The Reverend _____
of the Church of _____
at (city) _____, (state) _____
is a clergy delegate of the parish.

LAY

The is to certify that _____
is a member in good standing
of the Church of _____
at (city) _____, (state) _____
and is a lay delegate of the parish.

The Rector _____

Signature

Parish Secretary _____

Signature

Assembly Fee of \$150 Enclosed Check # _____

Make check payable to *Diocese of New York and New Jersey*
Complete form and mail to:

DIOCESAN TREASURER
P O BOX 325
LAKE HIAWATHA, NJ 07034

_____ I am *not* able to be present for the second day of the Assembly.

OBSERVER CERTIFICATION

Assembly of the Diocese of New York and New Jersey
October 31 – November 1, 2019

This is confirm that _____

Is a member in good standing of

Name of Parish _____

City & State _____

and is recommended to be admitted as an observer to the Assembly of the Diocese of New York and New Jersey to be held on October 31 – November 1, 2019.

Respectfully submitted

Signature of the Rector _____

Signature

Signature of Parish Secretary _____

Signature

Signature of Observer _____

Signature

Observer Fee of \$25 Enclosed Check # _____

Make check payable to *Diocese of New York and New Jersey*

Complete and mail to:
DIOCESAN TREASURER
P O BOX 325
LAKE HIAWATHA, NJ 07034