

ORTHODOX CHURCH IN AMERICA
DIOCESE OF NEW YORK AND NEW JERSEY
OFFICE OF THE CHANCELLOR
109 Grand Street – Jersey City, NJ 07302
(201) 434-1986, (201) 892-7233 *Mobile* and (201) 434-1210 *Fax*

September 1, 2020

Dear Reverend Father and Parish Council,

His Eminence, Archbishop MICHAEL, in conjunction with the Diocesan Council, has scheduled the Annual Diocesan Assembly as a one-day event on Thursday, November 5, 2020, at Saints Peter and Paul Orthodox Church, 76 Whitehead Avenue, South River, New Jersey 08882.

In consultation with the Legal Committee of the Metropolitan Council and the General Counsel of the Orthodox Church in America, and according to our Diocesan By-Laws, the Diocese is required to convene the Annual Assembly. The Diocesan Council has reviewed various options for convening the Diocesan Assembly amidst the present pandemic conditions and has agreed on a one-day, in-person Assembly. Social distancing and sanitizing conditions will be maintained according to Diocesan directives. **All persons present will be required to wear masks.**

The Assembly will begin with the Moleben Service, celebrated by His Eminence and Deacon Stephan Karlgut. The schedule is as follows:

Registration – 10:00 a.m. to 10:45 a.m.
Moleben – 11:00 a.m.
Box Lunch – Noon
Assembly Begins – 1:00 p.m.

Pre-registration by mail is necessary. Please send in your Certification Form(s) and payment for Delegates and, if applicable, Observer(s), in time for the Diocesan Treasurer's Office to receive them by October 12. This is essential for the Diocesan Council to ensure that a quorum (54 voting members) can be achieved.

Credentials

Every parish is responsible for submitting a **registration fee of \$75** to cover the Assembly expense. This is a reduction from the customary fee, because the Assembly will only be one day this year rather than two days as in recent years. The observer fee is \$25. Checks are payable to: The Diocese of New York and New Jersey. The Credential Forms for Delegates and Observers are enclosed with this letter. Completed Credential Forms and registration payments may be mailed to the Diocesan Treasurer's Office, P.O. Box 325, Lake Hiawatha NJ 07034. **As stated above, registration fees and Delegate / Observer Credential Forms must be received by October 12.**

In order for lay delegates to be seated at the Assembly, annual parish financial obligations must be current for the parish for the year 2020.

As per the Diocesan By-Laws, retired priests residing in the Diocese have a blessing to attend and be a consultative voice, but do not have the right to vote.

Observers

A member of the Diocese in good standing with the Archbishop and the parish, who has 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. Observers must register as per the instructions above, including a registration fee of \$25.

Resolutions

Any Resolutions must be submitted in writing to Mitred Archbishop Joseph Lickwar, 109 Grand Street, Jersey City, NJ, 07302 by September 16, 2020.

The Diocesan Council Members are:

Diocesan Bishop - Archbishop Michael
Chancellor – Mitred Archbishop Joseph Lickwar
Vice Chancellor – Archbishop David Cowan

Deans - Archbishop Alexey Karlgut (New York State), Archbishop Gary Breton (New Jersey) and
Archbishop Wiaczeslaw Krawczuk (New York City)

Clergy and Lay Representatives for each Deanery:

New Jersey Deanery – Archbishop Stephen Evanina and Trudy Ellmore
New York State Deanery – Archbishop Peter Olsen and Marie Giokas
New York City Deanery – Archbishop Martin Kraus and George Elia

Diocesan Treasurer – Janet Van Duyn
Diocesan Secretary – Presbyter Matthew Brown

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

Auditors – Archimandrite Joseph (Hoffman), Deacon David Maliniak, and Jessica Anghel, CPA

Accommodations

Comfort Suites, 555 Old Bridge Turnpike, East Brunswick, NJ 08816 can provide accommodations for the nights of November 4th and 5th at \$90.00 plus tax. The reservation deadline is October 26, 2020. Call (732) 967-1505 and state that you are with Saints Peter and Paul Church in South River.

The arrival date is Wednesday, November 4, 2020; and departure date may be Thursday, November 5, or Friday, November 6, 2020.

The Agenda

The Assembly Agenda, reports, proposed budget and the 2019 Assembly minutes will be provided separately.

Please contact me should you require additional information.

In Christ,

V. Rev. Joseph Lickwar

Mitred Archbishop Joseph Lickwar
Diocesan Chancellor

DELEGATE CERTIFICATION
Assembly of the Diocese of New York and New Jersey
November 5, 2020

DEADLINE: Monday, October 12

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 \$75 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

Note: The Assembly fee of \$75.00 is reduced from the customary amount because the 2020 Assembly is a one-day event rather than the usual two days.

OBSERVER CERTIFICATION
Assembly of the Diocese of New York and New Jersey
November 5, 2020

DEADLINE: Monday, October 12

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 November 5, 2020.

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