

ORTHODOX CHURCH IN AMERICA  
DIOCESE OF NEW YORK AND NEW JERSEY  
OFFICE OF THE CHANCELLOR  
33 Hewitt Avenue ♦ Bronxville, New York 10708

August 24, 2024

Dear Reverend Father and Parish Council,

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, 2024, at Holy Trinity Orthodox Church, 369 Green Avenue, East Meadow (Long Island), New York.

Day One of the event will consist of the celebration of the Divine Liturgy and 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.

### **Two Day Schedule**

The Divine Liturgy opening the Assembly will be celebrated on Thursday, October 31, with the greeting of Archbishop Michael at 9:00 a.m. Registration is from 8:30-9:00 a.m., and during lunch. The Assembly business session will begin at 1:00 p.m.

The next day, 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 will be published shortly.

### **Credentials and Fees**

**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 costs for the programs 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.

In order for lay delegates to be seated at the Assembly, annual parish financial obligations must be current for the parish for the year 2023.

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.

*(Continues next page)*

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**Amendments to the Diocesan By-Laws**

The By-Laws of the Diocese may be amended by a two-thirds vote at any Diocesan Assembly. Requirements for proposing Amendments to the Diocesan By-Laws are articulated in Article IX of the Bylaws, available by visiting the Diocesan Website, [www.nynjoca.org](http://www.nynjoca.org), and selecting “Documents and Publications / Diocesan By-Laws”. The text of any proposed changes, amendments, or additions to the Diocesan By-Laws which are accepted as being in order must be e-mailed to my office, at [josephlickwar@gmail.com](mailto:josephlickwar@gmail.com), immediately.

**Resolutions**

Any proposed resolutions for the Diocesan Assembly are to be submitted in writing to Very Rev. Joseph Lickwar, email [josephlickwar@gmail.com](mailto:josephlickwar@gmail.com), by September 15, 2024. Resolutions may also be proposed from the floor.

**Certification Forms Enclosed – Delegates and Observers**

Attached following this letter are two forms. The first is the **Delegate Certification Form**, for certifying your parish’s **Clergy Delegate** and **Lay Delegate**. The Delegate Certification Form is to be completed, signed by the parish priest and the parish council secretary, and mailed along with a check for \$150, as explained above, payable to the Diocese of New York and New Jersey, to the Diocesan Treasurer. The address is on the form. **Please mail the completed Delegate Certification Form, and check, no later than Monday, September 23.**

The second form is the **Observer Certification Form**, for certifying any **Observer(s)** who wish to participate in the Assembly from your parish. This is optional. If any Observers are coming from your parish, then this form must be signed by the parish priest and the parish council secretary, and sent along with a check for \$25 per Observer, made payable to the Diocese of New York and New Jersey, to the Diocesan Treasurer, **no later than Monday, September 23.**

**Forthcoming Documents in Preparation for the Diocesan Assembly**

Under separate cover, you will receive information on local hotel accommodations, required reports from Diocesan officers and ministries, the 2024 Assembly Agenda, any Resolutions submitted for the 2024 Assembly, Minutes from the 2023 Assembly, and the 2025 Proposed Diocesan Budget.

Please contact me should you require any additional information, either by email, at [josephlickwar@gmail.com](mailto:josephlickwar@gmail.com), or by phone, at (201) 892-7233. Thank you for your participation in this year’s Diocesan Assembly!

In Christ,

*Mitred Archbishop Joseph Lickwar*

Mitred Archbishop Joseph Lickwar  
Chancellor, Diocese of New York and New Jersey

**DELEGATE CERTIFICATION**

Diocesan Assembly, Diocese of New York and New Jersey

Thursday-Friday, October 31 - November 1, 2024

Holy Trinity Orthodox Church, 369 Green Ave., East Meadow (Long Island), NY 11554

**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.

Email Address of Lay Delegate (if applicable): \_\_\_\_\_

Rector Signature \_\_\_\_\_

Signature

Parish Secretary Signature \_\_\_\_\_

Signature

Assembly Fee of \$150 Enclosed      Check # \_\_\_\_\_

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

Please mail this completed form and check, **by Monday, September 23, 2024**, to:

DIOCESAN TREASURER  
P O BOX 325  
LAKE HIAWATHA, NJ 07034

Please check if applicable:

\_\_\_\_\_ (Clergy Delegate) I am *not* able to be present for the second day of the Assembly.

\_\_\_\_\_ (Lay Delegate) I am *not* able to be present for the second day of the Assembly.

**OBSERVER CERTIFICATION**

Diocesan Assembly, Diocese of New York and New Jersey

Thursday-Friday, October 31 - November 1, 2024

Holy Trinity Orthodox Church, 369 Green Ave., East Meadow (Long Island), NY 11554

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, 2024.

Respectfully submitted

Rector Signature \_\_\_\_\_

Signature

Parish Secretary Signature \_\_\_\_\_

Signature

Observer Signature \_\_\_\_\_

Signature

Email Address of Observer (if applicable): \_\_\_\_\_

Observer Fee of \$25 Enclosed      Check # \_\_\_\_\_

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

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LAKE HIAWATHA, NJ 07034

Please check if applicable:

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