



DIOCESE OF PHILADELPHIA AND EASTERN PENNSYLVANIA

The Most Rev. Mark, Archbishop of Philadelphia • Orthodox Church in America

Dear Clergy and Faithful,

Christ is in our midst! At the 2010 Diocesan Assembly, the Diocese formally and unanimously adopted a list of administrative requirements to be complied with by every parish in our Diocese. Many of these administrative requirements require annual compliance. As you begin your annual meeting, I ask you to include the following items on your agenda: (Links are provided where appropriate)

1. Updated Parish Census by October 1.
2. ANNUAL PARISH MEETING REPORTS, including:
 - a. MINUTES OF THE MEETING, both last year's and current meeting within two weeks of the Annual Meeting
 - b. ELECTION OF COUNCIL Members in keeping with Terms and Limits for confirmation by the Diocesan Hierarchy (please make sure to elect a Delegate for the Diocesan Assembly also). Please include email addresses and phone numbers of officers. (**Additionally**, this year there should be an election of a Delegate to the All-American Council, and budgeted accordingly)
 - c. Financial reports.
 - d. The STANDARDIZED FINANCIAL REPORTING FORM, which must be completed and submitted within 30 days of the Annual Meeting. It is on our website along with instructions for completion at the following link: <https://doepa.org/standardizedfinancialreport> (we have a revised standardized parish financial report updated 3/01/2024 by the Diocesan treasurer to simplify parishes' reporting along with instructions)
 - e. Operating Budget
 - f. CLERGY COMPENSATION REVIEW (please use the Rector Compensation Form, the OCA Guidelines for Clergy Compensation, Median Income for your area, and COLA increase, [attached here](#).)
 - g. METRICAL RECORDS for the fiscal year
3. Annual compliance with the POLICY AND STANDARDS FOR PREVENTION OF SEXUAL MISCONDUCT ([attached here](#)), including:
 - a. Written acknowledgment by newly-elected officers that the policies and standards have been read and will be followed using the revised ANNUAL COMPLIANCE REPORT FORM (PSP) ([attached here](#)). This has been updated to include the Commonwealth of Pennsylvania's requirements for fingerprinting and those of our insurance carrier.
 - b. Background checks of priests, deacons, subdeacons, readers, Sunday school teachers, and all individuals having contact with minors, to be updated every 3 years.
 - c. Anyone compensated by the church, (i.e. Deacon, secretary, choir director) is required as per Pennsylvania Law to provide fingerprint clearances.

All the requested documents must be sent within 10 (ten) business days to the Diocesan Office for confirmation. Should you have any questions regarding the above, please do not hesitate to contact me.

Your unworthy father in Christ,

+MARK,

Archbishop of Philadelphia and the Diocese of Eastern Pennsylvania

CC: V. Rev. Fr. Martin Raymond Browne, Chancellor
V. Rev. Fr. Timothy Hojnicky, Vice-Chancellor and Dean of Frackville Deanery
V. Rev. Fr. Victor Gorondenchuk, Dean of the Philadelphia Deanery
V. Rev. Fr. Innocent Neal, Dean of the Wilkes-Barre Deanery