



Orthodox Church in America  
**DIOCESE OF THE WEST**

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**MEMORANDUM**

**DATE:** July 1st, 2017  
**TO:** All Diocesan Officers, Diocesan Institutions, Monastic Institutions, Area Deans, Department Chairs, and Parishes  
**FROM:** Rev Andrew Smith <[chancery@dowoca.org](mailto:chancery@dowoca.org)>  
**RE:** **CALL FOR REPORTS FOR THE 2017 DIOCESAN ASSEMBLY**

Reports for the 2017 Diocesan Assembly are due in the Chancery of the Diocese of the West by **September 1, 2017**. 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](mailto: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](http://www.dowoca.org) in mid September.

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 1, 2016 to July 31, 2017.
- **Reports from monastic institutions** should include a census, brief summary of activities since the 2016 Assembly, projects and goals for the coming year and a summary financial report for August 1, 2016, to July 31, 2017.
- **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.

**NOTE that parish membership is being counted *DIFFERENTLY* this year! Please see a note from Fr Matthew Tate and the Diocesan Council on how to count members this year (and in the future).**

Dear Brothers in Christ,

In the past we have used the “head tax” as a basis for computing membership.

There is no longer such a term!

We are now asking you to report two things:

- 1) Children (under 18) in the parish.
- 2) Adult members.

We ask you to include those who are active in the parish. If you see someone on Christmas and Pascha *only* -- this would be a stretch. However, someone who is in a nursing home and cannot come, or who lives at a distance and attends when they are able would be counted.

Every Rector can look at the parish address book and come up with an honest count that accurately reflects the parish life.

This new count will not make you subject to “taxation” in any way. It rather will give us a much more accurate description of our parish and diocesan membership.

Please feel free to contact me if you need further clarification.

In Christ,  
Fr. Matthew Tate

(for His Eminence, Archbishop BENJAMIN and the Diocesan Council)