

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

September 30, 2018

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 Tuesday and Wednesday, October 30-31, at Annunciation Church, 360 Van Zile Road, Brick, New Jersey.

**Two Day Schedule**

The Divine Liturgy is on Tuesday, October 30, 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. After the adjournment of Assembly business on Tuesday, dinner will be available for all delegates in the Annunciation Church fellowship hall. Rooms in the parish hall will be available for clergy wishing to meet privately. On Wednesday, educational symposia for both clergy and laity will be presented. The schedule of these presentations is attached.

**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. The Observer fee is \$25. Fees cover Assembly registration, meals, and the cost of the mandatory Continuing Clergy Education provided on the second day of the Assembly. Checks are payable to: The Diocese of New York and New Jersey.

In order for lay delegates to be seated for the Assembly, assessments 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, 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.

**Observer**

Any 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.

**Resolutions**

As has been announced on the Diocesan Website and to diocesan rectors via the letter from my office dated August 22, 2018, 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, 2018.

**Hotel Accommodations**

Two options are listed below. Arrival Date is Monday, October 29, 2018 and Departure Date is Wednesday, October 31, 2018.

**Ramada, 2373 Route 9, Toms River, NJ 08755**

The contact information is as follows: Phone: (732) 905-2626 and Fax (732) 905-8735 and [www.HotelsUnlimitedInc.com](http://www.HotelsUnlimitedInc.com). Use Block Code CGXNJ when making your reservation. Reservations Cut-Off Date: October 12, 2018. Primer standard room with two queen beds at a rate is \$119 plus taxes per day. Use group name Diocese of New York and New Jersey when making your reservation.

**Crystal Point, 3900 River Road, Point Pleasant, NJ 08742**

The contact information is as follows: Phone: (732) 899-3444 and [www.thecrystalpointinn.com](http://www.thecrystalpointinn.com). The room rate is \$69 plus taxes per day. Call the Crystal Point and make your reservation by referring to Diocese of New York and New Jersey. Reservation Cut-Off Date: October 8, 2018.

The Agenda for Day One of the Assembly and the schedule of workshops for clergy and laity on Day Two are enclosed. Additional supplemental 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](http://nynjoca.org/diocesan_assembly.html) . They include the documents enclosed here, as well as the Minutes of the 2017 Assembly; Diocesan Officer and Departmental Reports; and the 2018 Proposed Diocesan Budget.

Please contact me should you require additional information.

In Christ,  
*Archpriest Joseph Lickwar*  
Archpriest Joseph Lickwar

**Assembly of the Diocese of New York and New Jersey**  
Most Reverend MICHAEL – Archbishop of New York - Orthodox Church in America  
Orthodox Christian Church of the Annunciation – Brick, New Jersey  
October 30, 2018

**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 2017 Diocesan Assembly

Report of the Credentials Monitor

**Old Business**

Report of the Treasurer – Matushka Mary Breton  
Report of the Diocesan Auditors – Archimandrite Joseph (Hoffman), Deacon David Maliniak, and William Rentz  
Presentation and Approval of 2018 Financials  
Invited Presentation: “Acquiring the Mind of Christ” –  
Archimandrite Sergius, Abbot, St. Tikhon’s Monastery, So. Canaan, PA

Floor is open for questions regarding the following reports:

Report of the Chancellor – Archpriest Joseph Lickwar

Reports of the Deans

New Jersey – Archpriest Gary Breton  
New York City – Archpriest Wiaczeslaw 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 Jonathan Ivanoff  
Department of Youth Ministry – Danielle Geeza  
Department of Christian Education – Matushka Tamara Cowan  
Diocesan Ministry Network – Diana Pasca  
Diocesan Publication, *Jacob’s Well* – Archpriest John Shimchick  
Saint Andrew’s Camp – Matushka Tamara Cowan  
Diocesan PSP Compliance Report – Presbyter Leonid Schmidt

**New Business**

Presentation by the Orthodox Christian Capital Improvement Fund (OCCIF)

Adoption of the 2019 Budget – Matushka Mary Breton

Other New Business

Appointments by the Archbishop

2019 Diocesan Assembly: Thursday-Friday, October 31 – November 1, 2019;

Holy Trinity Church, East Meadow, New York

Motion to Close

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

**2018 DIOCESAN ASSEMBLY (Day Two)  
ANNUNCIATION CHURCH, BRICK, NEW JERSEY**

**WEDNESDAY, OCTOBER 31, 2018**

**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**

“Dementia, Alzheimer’s, and Other  
Issues in Elder Care in the Parish”  
Matushka Natalie Stavrevsky  
Senior Director, Nursing and Resident Care Services  
Unity Health System  
Rochester, NY

**FOR CLERGY – in the Church**

11:00 AM – 1:00 PM  
“Suicide Intervention and Prevention” – Session 1  
Eleanor Letcher, Executive Director  
Contact of Mercer County  
Suicide Prevention Hotline  
Pennington, NJ

**CLERGY AND LAITY TOGETHER**

1:00 PM – 2:00 PM Lunch, in the Fellowship Hall

**FOR LAITY – in the Fellowship Hall**

2:00 – 2:45 PM  
“Update from the Diocesan  
Department of Youth Ministry”  
Danielle Geeza, Department Chair

3:00 – 3:45 PM  
“Parish Ministries and Outreach”  
Fr. Jason Vansuch, Rector  
St. George Church, Buffalo, NY

4:00 – 4:45 PM  
“Parish Stewardship of  
the Environment”  
Fr. Terence Baz, Rector  
Holy Assumption Church, Clifton, NJ

**FOR CLERGY – in the Church**

2:00 – 5:00 PM  
“Suicide Intervention and Prevention” – Session 2  
Eleanor Letcher, Executive Director  
Contact of Mercer County  
Suicide Prevention Hotline  
Pennington, NJ

**DELEGATE CERTIFICATION**  
Assembly of the Diocese of New York and New Jersey  
October 30-31, 2018

**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 30-31, 2018

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 30-31, 2018.

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:  
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