



# Archdiocese of Pittsburgh and Western Pennsylvania


P.O. Box 1769

Cranberry Township, Pennsylvania 16066-1769

Website: [www.ocadwpa.org](http://www.ocadwpa.org)

Diocesan Hierarch  
Most Rev. MELCHISEDEK  
Telephone: 724-776-5555

Diocesan Chancellor  
VRev. William J. Evansky  
Telephone: 724-266-5009

**TO:** ARCHDIOCESE OF PGH AND W PA (OCA) PARISH PRIESTS/ ADMINISTRATORS  
ARCHDIOCESE OF PGH AND W PA (OCA) PARISH COUNCILS  
**FROM:** ARCHPRIEST WILLIAM J. EVANSKY, CHANCELLOR   
**DATE:** 2024 FEBRUARY 20  
**SUBJECT:** PARISH INFORMATION UPDATE 2024 FORM

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Glory to Jesus Christ!

It is time once again for each diocesan parish to submit the annual **PARISH INFORMATION UPDATE FORM** that is enclosed. Please mail the completed form to me at the Chancery along with the required Annual Meeting 2024 meeting minutes and reports as well. Required Annual Meeting 2024 reports to be submitted include minimally:

- 1) 2024 Annual Parish Meeting minutes
- 2) financial related report(s)
- 3) pastor's report

Each parish will also receive this information form via an email from me; that email will have the information form attached with the ability to complete it in a fillable electronic version instead of a paper version if preferred. Parishes currently without a parish priest should work with the local dean who is administratively responsible for vacant deanery parishes. Please submit this form and other materials as soon as possible - but not later than *30 days after the date of the 2024 Annual Meeting*.

Two points of clarification to bear in mind:

- 1) The section labelled "New Members" should include BOTH 2023 converts and transfers of Orthodox Christians 18 years of age and older into the parish from other parishes.
- 2) Census number for the year includes adults 18 years of age and older who are in "good sacramental and membership standing" as defined by the OCA Statute and the By-Laws of the Archdiocese of Pittsburgh and W PA.

Your prompt attention to this required annual task is MOST appreciated!

Thank you!



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## Parish Information Update Form

20

Year

Name of Parish

Parish Office Telephone

Address

Parish Office Email

City

State

ZIP Code

Parish Website

### Census Data

	Baptisms <i>(Last Year)</i>	Marriages <i>(Last Year)</i>	Funerals <i>(Last Year)</i>	Church School Students <i>(Fall of Last Year)</i>
Official Census Count <i>(Current Year)</i>				
	New Parish Members <i>(Last Year)</i>	Converts Received <i>(Last Year)</i>	Catechumens Enrolled <i>(Total all Last Year)</i>	Catechumens Enrolled <i>(Current Number)</i>

### Officer Information

#### COUNCIL PRESIDENT (SENIOR WARDEN)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### COUNCIL VICE PRESIDENT (ASSISTANT WARDEN)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### SECRETARY

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### TREASURER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### ADDITIONAL OFFICER / COUNCIL MEMBER

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### ADDITIONAL OFFICER / COUNCIL MEMBER

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Has each officer been checked on the free National Sex Offender Registry (<http://www.nsopw.gov>)?

\_\_\_\_\_ Date Last Checked



## Clergy and Staff Information

### RECTOR / ASSIGNED PRIEST

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
*(if different from above)* \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ADDITIONAL PRIEST

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### DEACON

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ADDITIONAL DEACON

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### CHOIR DIRECTOR / CANTOR

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### CHURCH SCHOOL COORDINATOR

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ADDITIONAL STAFF / LAY LEADER

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ADDITIONAL STAFF / LAY LEADER

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### ADDITIONAL NAMES

*Indicate those affiliated with your parish not listed above who is ordained (including those in the minor orders such as readers and subdeacons), works with youth (Church School teachers, VBS volunteers, altar server captains, youth advisors, etc.), and/or are paid employees of your parish. The Archdiocese, through its partner Sterling Volunteers, will send invitations for background checks to qualifying individuals every three years. Your parish is responsible for covering the cost of these checks. If financial constraints prevent compliance, please contact the Archdiocese.*

*It is strongly recommended that each parish designate an officer (in addition to the priest) who receives compliance audits and regularly follows up with each applicant's clearance status. Include that person below as well. For questions, please contact [policycoordinator@ocadwpa.org](mailto:policycoordinator@ocadwpa.org).*

Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____
Name: _____	Position: _____	Email: _____

# Annual Parish Compliance Report

\_\_\_\_\_  
Name of Parish

1. Has the parish council documented adoption of the Policies, Standards, and Procedures of the Orthodox Church in America on Sexual Misconduct ("PSP") and indicated so in the parish council minutes? (A parish is required to do this only once. It is not necessary to formally adopt the PSPs every year, however, it is advisable that a review of the PSPs occur annually at the general parish or council meeting) [PSP 4.02b]

\_\_\_\_\_ Yes    \_\_\_\_\_ No    Date of minutes: \_\_\_\_\_

2. Has the parish implemented the OCA screening program (as found at [oca.org/about/sexualmisconduct](http://oca.org/about/sexualmisconduct)) of new applicants (and volunteers working less than 2 years) for positions that involve primarily unsupervised activity with children and adolescents (e.g. church school teachers, camp counselors, youth advisors, mentors) and documented this in a secure location at the parish? [PSP 11.03]

- a. Application for Youth Work:    \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable
- b. Interview of Applicant:        \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable
- c. Reference Checks:                \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable
- d. Is documentation being done?    \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable

3. Have all youth volunteers (camp counselors, youth advisors/mentors, church school teachers, etc.) received training and education on the prevention of sexual abuse of children, once every three years? (e.g. Stewards of Children, Boy Scouts of America, or other program approved by the Ruling Bishop)? [PSP 14.01]

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable

4. Is the parish providing general supervision and following the two-adult policy? [PSP 13.01]

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable

5. Has the parish adopted a transportation policy? [PSP 13.05]

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable

6. Have all youth volunteers and parish council members been given a copy of the abbreviated version of the PSP and certified in written form their commitment to comply with the PSP, such certification being kept in parish files?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ Not Applicable

If you answered "No" or "Not Applicable" to any of the above questions, please explain why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parish Priest

\_\_\_\_\_  
Signature of Parish President / Senior Warden

\_\_\_\_\_  
Signature of Parish Council Secretary (or Financial Officer)

\_\_\_\_\_  
Date



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**TO: ARCHDIOCESE OF PGH AND WPA PARISH COUNCILS**  
**ARCHDIOCESE OF PGH AND WPA PARISH PRIESTS/ADMINISTRATORS**  
**FROM: ARCHPRIEST WILLIAM J. EVANSKY, CHANCELLOR**  
**ALEXIS PARSHOOK, TREASURER**  
**DATE: 20 FEBRUARY 2024**  
**SUBJECT: 2025 PARISH ASSESSMENT CALCULATIONS**

Glory to Jesus Christ!

Attached to this memo is important information concerning the *required* calculation of the **2025 fiscal year parish assessments** to the Archdiocese by our diocesan parishes. We ask that this information be shared promptly with all members of the local parish council and forwarded to the appropriate financial officer of the parish for completion in consultation with the parish priest/administrator.

The completed form should be submitted to the diocese on/before June 15, 2024. This should still give each parish more than ample time to complete the computation and return the form. The revised monthly assessment amounts will be effective for all diocesan parishes at the beginning of the diocese's fiscal year - *January 1, 2025*.

Please be aware that the 15% ceiling/floor continues permanently. We recognize that there may be questions arising due to specific parish situations. You can contact the Chancery concerning those questions by using the Chancery email address ([chancery@ocadwpa.org](mailto:chancery@ocadwpa.org)) or by phoning the Chancery directly (724-776-5555) during the usual Chancery business office hours on Tuesday, Wednesday, or Thursday of each week. Administrative Assistant Omelan Mycyk will relay your question to the Treasurer as needed should he not be able to provide the answer. All this information will also be made available on the "Documents" page located on the Archdiocese's web site: [www.ocadwpa.org](http://www.ocadwpa.org).

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Parishes that have successfully submitted this assessment form, 2024 annual parish information update form, and all required Annual Parish Meeting 2024 minutes/reports prior to June 15, 2024, will receive a **5% reduction in the new assessment monthly payment** that takes effect January 1, 2025. Each parish will receive confirmation of this amount later from the chancery.

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We thank in advance each parish for the timeliness in submitting these required documents.

Thank you.



**Archdiocesan Assessment Remittance Form:**  
**Calendar Year 2025 Payments**

Parish Name: \_\_\_\_\_

Address: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete this form (or the online form) to calculate your yearly assessment amount.

<b>Section A - Enter the Parish Gross income</b> (Includes ALL income received by the Parish, including capital campaigns, restricted funds, charity, pass through income, and income from fundraisers, candles, bookstore sales, and rentals)	\$
<b>Section B - Deductions (fill in where applicable)</b>	
1. Capital Campaign Contributions (Building Fund)	\$
2. Donor Restricted Contributions	\$
3. Cemetery Upkeep Contributions	\$
4. Candle/Flower Expense	\$
5. Pass-Through Recorded Income	\$
6. Charitable Expenses	\$
7. Investment Income recorded to Respective Restricted Fund	\$
8. Debt Payments	\$
<b>Section C - Total of B. Section (Add items 1-8)</b>	\$
<b>Calculate Section C minus Section A, Put in Section D</b>	
<b>Section D - Eligible Income</b>	\$

Your Eligible income will now be used to calculate your total assessment, based on the marginal rates provided below.

## Rate Schedule

<b>8%</b>	\$0 to \$50,000
<b>12%</b>	\$50,001 to \$100,000
<b>15%</b>	\$100,001 to \$150,000
<b>18%</b>	\$150,001 to \$200,000
<b>20%</b>	\$200,001 and up

The calculation works much like the US income tax, in that the percentage is only applied to the money within its bracket. This means that according to the above schedule the first \$50,000 of your Eligible Income is assessed at 8%; the next \$50,000 (\$50,001 through \$100,000) of income is assessed at 12%; the next \$50,000 (\$100,001 through \$150,000) of income are assessed at 15%; the next \$50,000 (\$150,001 through \$200,000) of income is assessed at 18%; and any Eligible Income of \$200,001 or above is assessed at 20%.

To calculate your assessment, please use the following process:

1. Find the bracket in which your Eligible Income falls, make a note of it.
2. In all brackets with higher income than your Eligible Income, insert \$0.
3. In all brackets with lower income than your Eligible income, insert \$50,000.
4. Take your Eligible Income, and subtract the amounts in all the other brackets from it. **This is the amount to put into the bracket in which your income falls.**

Bracket	Amount	Rate	Due
\$0 to \$50,000	\$	8%	Max. \$4,000
\$50,001 to \$100,000	\$	12%	Max. \$6,000
\$100,001 to \$150,000	\$	15%	Max. \$7,500
\$150,001 to \$200,000	\$	18%	Max. \$9,000
\$200,001 and up	\$	20%	

5. Take all of the amounts, and calculate the amount due, based on their corresponding percentages.
6. Add all the amounts due. **This is your Total Calculated Assessment for the year.**
7. Divide your Total Calculated Assessment and divide by 12. **This is your Monthly Assessment Payment amount.**

### Example

A Parish with **\$128,000 Eligible Income**, the calculation would be:

Bracket	Amount	Rate	Due
\$0 to \$50,000	\$50,000	8%	\$4,000 +
\$50,001 to \$100,000	\$50,000	12%	\$6,000 +
\$100,001 to \$150,000	\$28,000	15%	\$4,200 +
\$150,001 to \$200,000	\$0	18%	\$0 +
\$200,001 and up	\$0	20%	\$0 =

Total Calculated Assessment for the year = **\$14,200**  
 ÷ 12 Months

**Monthly Assessment Payment = \$1,183.33**

<b>Total Calculated Assessment    \$</b>
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<b>Monthly Assessment Payment    \$</b>
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## Explanation of Terms

**Gross Income** – All forms of income received by the chapel, parish, mission, monastery, or institution. This includes donations, pledges, dues, stocks or bonds (the value on the date of reception). Net income from bookstore sales, candle sales, fundraising activities, hall or facility rentals. In-kind (non-cash) donations are excluded, as are funds received toward the principle of a loan given by the parish (Interest proceeds are to be considered as part of the gross income).

**Eligible Income** – Gross income minus all Eligible Deductions. This is the amount that determines the bracket rates.

**Effective Rate** – The average rate at which all eligible income is taxed. Calculated as total assessment payment divided into total eligible income. Essentially, the percentage of eligible income paid to the Archdiocese for the year.

**Capital Campaign Contributions** – Donations to the parish for the acquisition of land or buildings and/or major restorations (equal or greater to \$15,000).

**Donor Restricted Contributions** – Donations given to the parish for the acquisition of donor specified items to beautify the Church and for specific items or activities including donor contributions for external charities. Although a parishioner may choose to donate funds for utilities, repairs or other operating expenses, these donations may NOT be considered donor restricted under this policy.

**Candle/Flower Expense** – costs for candles and/or flowers used in conjunction with worship services or programs.

**Pass Through Income** – Transfers of capital, if transfer-in was considered income to the parish or cash for convenience of organizations or parishioners and the disbursements do not result in material benefit to the parish.

**Charitable Expenses** – Expenses paid out to a charity over and above the amount collected for a charity.

**Investment Income recorded to respective Restrictive Fund** – Interest earned by any Restricted Fund shall be considered an eligible deduction. Endowment funds, income contributed specifically to the endowment funds, and income generated by the endowment funds, shall also be considered eligible deductions.

**Debt Payments** – Any payments made to any outstanding debt obligations, including payments over and above the minimum payment due. To qualify for this deduction, please submit proof of the loan.