



Archdiocese of Pittsburgh and Western Pennsylvania

P.O. Box 1769

Cranberry Township, Pennsylvania 16066-1769

Website: www.ocadwpa.org

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

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

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.

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) 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