

TO: ARCHDIOCESE OF PGH AND W PA (OCA) CLERGY/LAITY
FROM: ARCHPRIEST WILLIAM J. EVANSKY, CHANCELLOR

Glory to Jesus Christ!

Attached is a sheet of updated CLERGY PROTOCOL REMINDERS that are to be followed within our Archdiocese in accordance with the wishes of our diocesan hierarch. It is important that this information be shared locally and followed in each parish. Please contact me should you have any questions about these guidelines since I know "special circumstances" are inevitable; I will then relay your question to His Eminence for consideration.

Thank you.

In Christ,

Fr. Bill

Archpriest William J. Evansky
Chancellor
Archdiocese of Pittsburgh and Western PA
Orthodox Church in America
P.O. Box 1769
Cranberry Twp., PA 16066-1769
724-776-5555: Chancery Office
724-266-5009: Ambridge Parish Office
frbill158@verizon.net: Email

Archdiocese of Pittsburgh and Western PA (OCA)
Protocols - Diocesan Clergy

(6/13/23)

1. Clergy liturgical substitutes for our parishes are to be assigned by the local dean upon receiving such a request by the parish priest. Parish priests (or laity leaders) are NOT authorized to schedule substitutes without the knowledge of the dean.
2. As is normative between dioceses/jurisdictions, non-diocesan clergy will need pre-approval by our diocese and that clergyman's diocesan authority (i.e., hierarch or chancellor/dean) to serve in our Altars. Please call the Chancellor if you have questions about this when dealing with specific situations since protocols vary between chanceries.
3. Even if NOT missing a Sunday Liturgy, each parish priest is to notify their local dean if they will be away from their parish assignment for longer than 24 hours. The parish priest should inform his parish officers and parish members that the dean (or the dean's designated priest) is providing parish coverage while he is away for emergency pastoral calls.
4. Feel free to notify the Chancellor (724-266-5009) if the local dean cannot be reached for emergencies so coverage can be arranged.
5. Minimum clergy honorarium for a priest serving a Sunday Liturgy as a substitute in our diocese is \$225.00 plus \$.66 door-to-door mileage. (Parishes ARE encouraged to exceed this minimum when possible.)
6. Minimum clergy honorarium for a deacon serving in a parish as a substitute on a Sunday in our diocese is \$175.00 plus \$.66 door-to-door mileage. (Again, parishes are encouraged to exceed this minimum when possible.)
7. Realistically, it may NOT be possible for the dean to provide a priest/deacon for all Sunday vacancies due to the number of on-going pastorally vacant parishes plus scheduled clergy vacations. The "Reader's Service" established as the diocesan norm should be done in that case - or - the parish members urged to attend the nearest diocesan parish. Please contact the Chancellor if an electronic copy of this service order is needed.
8. Honoraria for clergy providing non-Sunday liturgical services can be discussed and mutually agreed upon by the dean, substitute clergyman, and the local parish. (Please call the Chancellor if there is a problem.)
9. Diocesan priests/deacons are reminded to receive a blessing from your Hierarch (or Chancellor if authorized by the Archbishop) in advance when intending to concelebrate at a divine service in a non-diocesan church. Once obtained, the priest/deacon should similarly request permission from the diocesan authority to where he will be visiting. (This concerns individual clergy concelebrations, NOT group events already blessed by the hierarch for our diocesan clergy to concelebrate.)
[Non-diocesan clergy concelebrating at our parish altars are expected to follow a similar protocol.]