

2010
ANNUAL CONGREGATION REPORT
TO THE CONSISTORY OF
THE UKRAINIAN ORTHODOX CHURCH OF CANADA

9 ST. JOHN'S AVENUE, WINNIPEG, MANITOBA R2W 1G8
Telephone: 1-877-586-3093 Fax: (204) 582-5241 e-mail: consistory@uocc.ca

According to our U.O.C.C. By-Laws, sections 14.06 and 14.07, every Congregation / Parish MUST submit annually, to the Consistory, such reports of its activities and other information as may be required.

You may submit this form electronically. If you do so please note that you must still mail in a hard copy of the last page with the signatures of the Parish Priest, Council President, and Council Secretary.

Note: For audit purposes by Canada Revenue Agency (CRA) that all information **must** be submitted in English.

A: GENERAL INFORMATION

1. Name of Congregation _____

If you do not have a Certificate of Admission from the U.O.C.C., please contact the Consistory Office

2. Location and/or Address of church building

Address: _____

City / Province: _____ Postal Code _____

3. Mailing Address (if different from above):

Address: _____

City / Province: _____ Postal Code _____

4. Website: _____ e-mail: _____

5. Is your Congregation part of a Parish District? (yes/no) _____

If yes, Parish District name: _____

6. Canada Revenue Agency (CRA) Business Number: 1 0 8 1 4 8 2 6 3

Please provide the 4-digit suffix to identify which Program Accounts you are registered under:

Payroll: RP _____ GST: RT _____ Registered Charity: RR _____.

B: MEMBERSHIP

Parish / Congregation executives have an obligation to submit their membership list to the Consistory. This list helps to update our address database used to send “The Herald/Visnyk” to your Parish / Congregation membership.

Although a parish-prepared membership list is appreciated, we request that the enclosed membership list be returned as well in accordance with the following instructions:

Please review the enclosed parish membership list to ensure all names and addresses are complete and accurate. If any corrections are required please make them (**on the enclosed list**) in a clear and legible manner to indicate a change of address, death of a member, etc. and return this list with your annual congregation report.

If, at the time of submission of the annual report, a member has not yet paid the annual dues for the year ended December 31, 2009 but continues to “belong” (i.e. attend services) they should be counted as an “adherent”. In such cases we update our database to reflect that the parish is not liable for the annual levy for this member as the former member’s dues are in arrears, and their subscription to the Visnyk/Herald will be suspended. *When the dues in arrears are brought current and the member is deemed to be in good standing this information together with the requisite levy should be forwarded to the financial manager who will update the membership database and re-instate the member’s Visnyk/Herald subscription*

If a member has moved to another community or parish please note this as well if such information is available.

In the case of the death of a member please provide the exact date of death (day/month/year) if possible.

1. What programs or initiatives does you parish have in place to actively seek, enroll, and retain parish members:

2. Please provide an age breakdown of your parish members:

1 – 17 _____ 18 – 30 _____ 31 – 50 _____
51 – 65 _____ 66 – 75 _____ 76 + _____

C: FINANCES AND ADMINISTRATION

Please note that, according to our “Model Bylaws for Missions and Parishes of the U.O.C.C.”, section 8, “A” C.(9) you are to prepare, review and approve, at each Annual General meeting, an Annual Budget for the following year.

1. Please enclose a copy of your parish budget for the current year.
2. Please enclose a copy of your 2009 Financial Statement with this report.
3. If you do not have an Annual Financial Statement, please explain why not:

4. Please enclose a copy of the **Minutes of your Congregation Annual General Meeting** (as stipulated in the Model Bylaws for Missions and Parishes of the U.O.C.C.”, Section 10 par B.

5. LEVIES TO THE CONSISTORY:

The information requested is for the calendar year ending December 31, 2009

It should be readily available from your year-end meeting.

Levy payments are due by March 31st, 2010. Payment is requested either by means of post-dated cheques, or by one lump sum payment. The failure of a congregation to meet levy obligations will be taken into account when clergy transfers are being considered. Likewise, only parishes whose levy obligations have been met may send delegates to Church Sobors.

CALCULATION OF LEVIES:

_____ Members x \$65.00 each = \$ _____

Please submit, with this report, the budgetary assessment (levies) for your Congregation for the year 2010 based on the above calculation of \$65.00 x number of members.

Payment options:

- 1) Payment in Full – mailed to the Consistory by March 31, 2010
- 2) Quarterly Payments – 4 equal installments (March, June, September, December, 2010).
- 3) Monthly Payments – 11 equal monthly installments beginning with February 2010

For questions regarding quarterly and monthly payments, please call Henry Kuzia, Financial Manager, at the office of the Consistory (toll-free: 1-877-586-3093, ext. 225)

D: VITAL STATISTICS

1. Please indicate numbers for each of the following for 2009:

	Dues-paying Members	Non-registered Members
a. Number of Baptisms:	_____	_____
b. Number of Marriages	_____	_____
c. Number of Funerals	_____	_____
d. Number of people in attendance at an average Sunday Liturgy:	_____	
e. Number of faithful who confessed and communed during Great Lent:	_____	

E: CONGREGATION EXECUTIVE (Please type or print clearly)

Please note: Only Dues-paying members of the parish in good standing (i.e., who regularly approach for Holy Confession and Communion; who abide by the moral teachings of the Church., e.g., do not live in a carnal relationship without the blessing of a Church marriage, etc.; and are good examples of Christian life by word and deed are permitted to serve as members of Congregational Executives).

OFFICERS OF THE CONGREGATION EXECUTIVE FOR 2010:

1. **PRESIDENT:** _____

Address: _____

City / Province: _____ Postal Code _____

Telephone: Daytime () _____ Evening () _____

Fax: () _____ e-mail: _____

2. **VICE-PRESIDENT:** _____

Address: _____

City / Province: _____ Postal Code _____

Telephone: Daytime () _____ Evening () _____

Fax: () _____ e-mail: _____

3. SECRETARY: _____

Address: _____

City / Province: _____ Postal Code _____

Telephone: Daytime () _____ Evening () _____

Fax: () _____ e-mail: _____

TREASURER _____

Address: _____

City / Province: _____ Postal Code _____

Telephone: Daytime () _____ Evening () _____

Fax: () _____ e-mail: _____

F: PARISH PRIEST (Please type or print clearly)

NOTE: If there is more than one priest assigned to your Congregation / parish, please list them in order of seniority. If more space is required, please attach a separate sheet with the information.

1. Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

2. Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

3. Do you have any RETIRED PRIESTS attached to your Congregation / Parish?

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

4. Do you have any other CLERGY attached to your Congregation / Parish? (e.g. on leave)

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

5. Do you have any DEACONS assigned or attached to your Congregation / Parish?

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

6. Do you have any ordained SUBDEACONS and/or READERS attached to your Congregation/Parish? If more space is required, please attach a separate sheet with the information.

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

7. Do you pay your Priest(s) directly? (yes/no) _____ or through a Parish District? (yes/no) _____
- If you pay your Priest through the Parish District what is your share? \$ _____
 Percentage of District Budget _____%

8. If you pay your Priest(s) directly, please provide the following information:

Name of Parish Priest: _____

- Basic monthly salary (gross) – not including car and housing allowances: \$ _____
- Does the Congregation provide the Priest with the following:
 - i. Furnished Manse (yes/no) _____ or, Housing allowance (amount) \$ _____
 - ii. Paid Utilities (heat, water, hydro, phone) (yes/no) _____
 - iii. Car allowance (amount) \$ _____
 - iv. Other benefits (please list) _____
 - v. For purposes of determining an insurable amount for the benefits package and RRSP contributions please indicate the priest's total stipend amount (Salary, housing, auto allowance, etc.): _____

G: CHURCH PROPERTIES

1. Does your Congregation own and maintain a Cemetery (yes/no) _____ If yes, please describe, including name and location:

- Is it recognized by federal, provincial, or municipal authorities as a Historic / Heritage Site? (yes/no) _____ If yes, when was this recognition bestowed? _____

2. Does your Congregation own, maintain, or support a Youth / Summer Camp? (yes/no) _____

- If yes, please describe, including name and location:

If not, does your Congregation rent property for a Youth / Summer Camp? (yes / no) _____

- Please describe, including name and location:

H: CONGREGATION RELIGIOUS EDUCATION – EVANGELIZATION

1. Do you have a Church / Sunday School (yes/no) _____
2. Number of children in the Church / Sunday School _____
3. Number of teachers you have for the Church / Sunday School _____
4. Name and mailing address of your Church / Sunday School Director:

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

5. What Church / Sunday School curriculum is used by your teachers?

6. Are your Church Sunday School materials purchased from the Consistory Church Goods Supply Store? (yes / no) _____ If no, please explain _____

7. Do you provide Adult Religious Classes or Workshops and Seminars for your Congregation?
(yes / no) _____ Please give details: _____

8. Do you have a Youth program in your Congregation / Parish? (yes / no) _____
a) If yes, is it affiliated with CYMK-UOY? (yes / no) _____

b) Please provide the name and mailing address of your Youth Program Director(s):

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

9. Does your Congregation provide Orthodox religious literature for purchase? _____

a) Do you have a kiosk for the sale of religious literature for purchase? _____

b) From where does your Congregation purchase these religious articles? _____

c) Do you have a Church Library? _____

10. How many Cantors are there in your Congregation? _____

a) Please supply their names, addresses and telephone numbers:

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ e-mail: _____

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ e-mail: _____

11. Please supply the name, address and telephone number of your Choir Director:

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ e-mail: _____

12. Do you have Altar Boys? (yes / no) _____

How many Altar Boys does your Congregation have? _____ What is their age range? _____

13. Do you have a church Brotherhood? (yes/no) _____

14. Do you have a church Sisterhood? (yes/no) _____

15. Does your Congregation / Parish have a Visitation-Outreach Committee to visit hospitals, nursing homes, shut-ins, the elderly, etc.? (yes / no) _____

16. Do you have a Mission-Outreach Committee to acquaint non-Orthodox and non-believers with the Orthodox Faith and our Church (yes / no) _____

If not, please explain: _____

I: CULTURAL PROGRAM

1. Does your Congregation have a Ukrainian School? (yes / no) _____

a) If yes, how many students? _____

2. Please supply their name, address and telephone number of your Ukrainian School Director:

Name: _____

Mailing Address: _____

City/Province _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

3. What Ukrainian School curriculum is used by your teacher(s)?

4. Do you have a “Sadochok”/Nursery School? (yes / no) _____

• If yes, how many students? _____

5. What other cultural programs and events are offered by your Congregation?

6. Does your Congregation contribute in any way to cultural awareness in your community?
(yes / no) _____

If yes, please explain how. If no, please explain why not. _____

CONGREGATION PAYMENT ENCLOSED:

CONGREGATION 2010 MEMBERSHIP LEVY ENCLOSED:

_____ members @ \$65.00 = _____

(Please make the cheque payable to the **Ukrainian Orthodox Church of Canada**)

HAVE YOU ENCLOSED THE FOLLOWING:

Updated Congregation Membership List? _____

Congregation Annual Financial Statements (for 2009)? _____

Minutes of Congregation 2009 Annual General Meeting? _____

Please provide the name and address to whom correspondence should be sent:

Name: _____

Mailing Address: _____

City/Province: _____ Postal Code _____

Telephone: () _____ Fax: () _____

Cell phone: () _____ e-mail: _____

DECLARATION

We hereby declare that all information presented in this Report reflects the actual status of our
Congregation / Parish as at December 31, 2009

On behalf of the Congregation:

Parish Priest (Signature)

Congregation / Parish President (print name)

Congregation / Parish Secretary (print name)

(Signature)

(Signature)

DATE: _____