

**St. Katherine of Alexandria Orthodox Mission
Carlsbad, CA**

**Annual Meeting Reports & Agenda
January 29, 2017**



Reports

- 1) Agenda
 - 2) AGM Meeting Minutes - January 31, 2016
 - 3) Rector's Report
 - 4) Christian Education Report
 - 5) Liturgical Music Ministry Report
 - 6) Sisterhood Report
 - 7) Brotherhood Report
 - 8) Internal Audit Report
- The Treasurer's report is attached as a separate file

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**AGENDA
Annual Parish Meeting
January 29, 2017**

- 1) Opening Prayer
- 2) Credentials (census, roll call)
- 3) Approval of 2016 AGM minutes
- 4) Rector's Report Father Andrew 10 min
- 5) Internal Audit Report John Day 3 min
- 6) Treasurer's Report Helen Levenetz 10 min
- 7) 2017 Fundraising Drive 5 min
- 8) Ministry Summary Reports Ministry Leads 30 min
 - a. Liturgical Music Ministry
 - b. Sisterhood
 - c. Brotherhood
 - d. Evangelical Ministry
 - e. Education Ministry
 - f. Outreach Ministry
 - g. Monastery Ministry
 - h. New Church & Fundraising
 - i. Social Fellowship Ministry
 - j. Facilities Ministry
- 9) New Roles – Opportunities for Leadership
- 10) Q&A
- 11) Closing Prayer & Adjournment

St Katherine of Alexandria Orthodox Christian Mission
5th Annual General Meeting (AGM) - Minutes
Sunday, January 31, 2016

Call to Order

The meeting was called to order with the prayer, O Heavenly King, at 12:40pm

Roll/Call Quorum

The following individuals were in attendance:

Priest Andrew Cuneo, Priest Jerome Cwiklinksi, Adrianna Baciú, Nick Baciú, Garret Bagat, Slava Bagat, Elena Borowski, Eileen Byrnes, Matushka Elizabeth Cuneo, Brandon George Davie, Elizaveta Dubenchok, Gaelan Gilbert, Megan Gilbert, Simona Hellinger, Chris Hetrick, Heather Hetrick, Alla Kisina, Yulia Klimova, Helen Levenetz, Vladimir Morosan, Peggy Nerison, Chuck Scott, Nadia Scott, Vicki Shay, Benjamin Staff, Ken Talley, Khan Talley, Angelina Tschida, Katerina Tschida, Jon Tarcon, Terri Tarcon, Alex Tunik, Inga Tunik, Emily Trierweiler, Jason Trierweiler, Jeff Vanderwielen, Kevin Wang, Vicki Mary Wang **Guests:** Mary Caetta and Jim Loney

Minutes of previous meeting

The minutes of the previous annual meeting were accepted

Rector's report

Father Andrew briefly summarized the Rector's report which is attached as part of these minutes. The main focus of this meeting will be on the Strategic Plan which will be presented later on the agenda.

Treasurer's report

Jayson Trierweiler presented the Financial Report and proposed 2016 budget which are attached as part of these minutes. The operating fund had a deficit of \$14,380.85 for 2015. An operating fund deficit of \$5,534.72 is projected for 2016. The building fund balance at the end of 2015 was \$10,944. The checking fund balance at the end of 2015 was \$58,400.

A motion was moved (Simona Hellinger), seconded (Chris Hetrick) and unanimously passed to approve the proposed budget for 2016.

Ministry Summary Reports

Simona Hellinger presented a summary of the various ministry activities for Christian Education, Liturgical Music, Sisterhood, and Brotherhood ministries over the past year. Ministry Reports are attached as part of these minutes.

Strategic Plan Presentation

Jeff Vanderwielen presented the Strategic Plan which is attached as part of these minutes and summarized activities since its inception in August 2015. The Team Leaders of their respective Ministry Teams shared highlights and goals of the ministry's plan. New ministry teams include Evangelism, Outreach, Monasteries, Land/Church search, Social/Fellowship, and Adult/Teen/Children Education.

Teams are starting to meet on a regular basis, and planning for the next three-year timeframe. Each team has a 120 day plan in place. Teams are open for anyone to join.

A concern was raised regarding if there should be a dollar component to fund activities in the budget. The budget has a net income line item for fundraising of \$5,000 and this is most likely where funding will be drawn from.

Adjournment and Closing Prayer

The meeting adjourned at 2:17pm with the singing It is Truly Meet.

RECTOR'S REPORT TO THE 2017 ANNUAL MEETING

My Brothers and Sisters: Christ is in our midst!

Our Annual General Meetings always begin with the Rector's Report, not because the Rector has the most important things to say, but because, in truth, the Rector is the focal point of responsibility: for the spiritual, liturgical, material, organizational, and communal health of the Mission. At the end of the day, the Rector is responsible.

Our **Mission** states that we labor for life in the Holy Trinity. If the Rector is ultimately responsible for that, one can see why St John Chrysostom, at first, fled from the priesthood! Still, this is the full concern of any priest. Our **Vision** states that we are laboring for a permanent consecrated temple and a beautiful liturgical life. No mission priest can be satisfied without them. And no priest ever works, prays, or gets anywhere alone.

The first set of laborers for that Mission & Vision after the Rector are the Parish Council. We have a special set. Our Vice-President Jeff Vanderwielen oversees our Strategic Plan: our Treasurer Helen Levenetz has tirelessly improved & monitored our budget: our Secretary Khan Talley added on Fundraiser responsibilities successfully in 2016: our at-large member Chris Hetrick adds constant vision for growth and spiritual depth. It is very hard to thank them adequately.

The second set of laborers are the leaders for the Brotherhood, Sisterhood, Education, and Music Ministries (prose reports attached). When one thinks of the servers, liturgical preparation, church school, agape meals, and singing at our Mission, we are at a very good point.

The third set of laborers are the Ministry Teams, who each will have their own space later in the Meeting. Even with a variety of successes, I think we encountered a gap between 2016 goals and 2016 accomplishments. Again, the Rector is responsible. My job in 2017 becomes one of greater communication and accountability for these subordinate Ministries.

To dive into the micro-terrain of 2016, here's what the Priest did in addition to general administration:

- *Daily*: served roughly 270 divine services over 2017
- *Weekly*: preached, taught 33 Catechism classes, wrote 50 Weekly Newsletters, regular confessions, regular pastoral visits
- *Monthly*: Mission Council, San Diego Clergy Brotherhood, order liturgical supplies, Planting Grant Reports
- *Quarterly*: served on Diocesan Council, led 3 external C.S. Lewis retreats, attended local pastors' Meeting
- *Yearly*: trip to Greece/Mt Athos. Trips to Jordanville Seminary, several monasteries, DOW Assembly, Desert Deanery, & Mission Deanery Retreat. Led first Marriage Prep class.

We have a lot to be proud of in the past year, and it is important to relish some highlights:

- Our Community raised \$100,000 for the Building Fund in 4 months!
- We celebrated our 5-year Anniversary in 2016 with the tonsuring of Rdr. Anthony
- Our Divine Liturgies averaged 82 attendees in early 2016, and around 92 in 2017
- We enjoyed presentations by Fr John Behr & Sister Anastasia, stood out in the Walk for Life, helped with the fundraiser for the Life-Giving Spring Monastery, showcased "The Island" to Carlsbad, learned how to make Paschal napkins & kulich, hosted Pan-Orthodox Vespers, hosted Paschal Open Houses, had 2 "Miller weddings", began a Russian language class, blessed local honey, and hosted a myrrh-streaming icon.

Last year's Report included some key items, let's see how we did:

- obtain true Russian bells. Pending.
- vestment storage & cabinets. Pending.
- ~~have the trapeza painted, finalize office space.~~
- ~~look into effective HVAC for the church.~~
- ~~Tithing and Building Fund Drive: maximize participation~~

Our 2017 higher-level goals include:

1. Begin Youth Ministries for Teens (leaders needed)
2. Double Building Fund holdings
3. Work on Numerical Growth: equip and have every member ask 2 new people to church
4. Set up committee to work on traditional/new Calendar direction for our community
5. Expand Marriage Preparation Class 5-fold to existing couples

Each day, each year, we are called to repent afresh, and to labor afresh. While we enjoy the fruits of very active labor in 2016, that year is past. This year, the Lord waits to see what we will do. We ever keep in mind that we don't 'grow the church', God does. It is the Lord who will prosper our Mission if it is His good will. He asks us to work, to be faithful, and to be zealous, but as St Paul wrote to the Corinthians:

"Who then is Paul, and who is Apollos, but ministers by whom you believed, even as the Lord gave to every man? I have planted, Apollos watered; but God gave the increase. So then neither is he that plants anything, neither he that waters; but God who gives the increase." (1 Cor. 3:5)

May God give the increase in 2017 by His grace, and through the prayers of St Katherine!

Respectfully submitted,

Fr Andrew Cuneo

Christian Education AGM Report 2016

The educational efforts at St. Katherine Orthodox Church continue with steadily increasing dynamism, in both the child and adult realms. There are several educational activities that have emerged from the Strategic Planning process which will only be touched upon here; the main focus below is on the Education efforts in 2016, with prospective future plans.

Taking the former first, Megan Gilbert and Heather Hetrick have teamed up to co-lead **Church School** at 9am before Divine Liturgy. This involves engaging with the Scripture readings for the day, which is ideally meant to prepare the kids to re-hear the passages in Church with a deeper understanding. One of the lives of the saints commemorated that day is also read, which usually keeps the children in rapt attention especially when the details of a brave, martyric death are recounted! Then, if time remains after the discussion of Scriptural and hagiographical readings, the group is lead in a craft or related activity. Sometimes this involves a diagram or game on the whiteboard, with a dialogue of question & answer to gain deeper comprehension.

The Sunday School program is still functioning in a 'one-size-fits-all' fashion, with children from 3 to 13 all participating to varying extents. At times this broad span is beneficial, and it is clear that the older children enjoy sharing their knowledge and thus co-teaching the younger ones to an extent; however, the material is clearly at times not challenging or engaging enough for the children 10 and older, and this has driven discussion about the need to break the group into two, and have a more advanced curriculum put in place for the older group. However, this would require additional volunteers – and space – to lead a secondary group.

In the **Altar**, the male children who have been serving in the Altar are also learning by absorption and now also with access to their own liturgical books to learn the cues and stay present prayerfully during services. The training never ends :)

The **Teen Ministry** has entered a standstill with no one to lead it. Stefan and Olga Baci, Lucy Cuneo, and Kayla Tarcon would benefit greatly from regular meetings, perhaps in a ministry led by one of the new SKC students.

There is much exciting potential for **Adult Education** at SKM. But the first thing to say is that continuing efforts are unflagging: Fr. Andrew's regular Catechism/Inquirer's class on Saturdays at 3:30pm continues to attract around 10 participants on a weekly basis. Subdeacon Mark's Reader class on Saturdays from 3:00-4:30pm has continued to meet somewhat intermittently, and the Russian class on Wednesdays after Akathist will be starting up again soon. During Lent a Russian film series was held, and there are plans for organizing another for Lent 2017. Brotherhood and Sisterhood reading groups are continuing. The Sisterhood read *Pearl of Great Price: The Life of Mother Maria Skobtsova*, and the Brotherhood read Archim. Lazarus Moore's *An Extraordinary Peace* (on St. Seraphim of Sarov) for Lent, and Archbishop Dmitri Royster's *Commentary on the Epistle of St. James and St. Athanasius' On the Incarnation* during the autumn.

As far as lectures open to the public, Fr. Andrew is working on arranging for Wesley Smith, a prominent Orthodox bioethicist, to visit and give a talk at SKM. There are also plans for a 7-week Orthodox marriage class led by Fr. Andrew.

Respectfully submitted,

Reader Anthony Gilbert

Liturgical Music Ministry Report for 2016

By Rdr. Vladimir Morosan

January 21, 2017

The choir at St. Katherine Mission is a volunteer ministry staffed by a group of gifted and committed individuals, who give of their time and talent to sing liturgical services to the glory of God. The choir is responsible for singing Vespers and Divine Liturgies on the weekends, festal Vigils and Liturgies, the Liturgy of Pre-Sanctified Gifts on Wednesdays of Great Lent, the services of Holy Week and Pascha, and other services as appointed by the rector—approximately 135-140 services a year.

In the course of 2016, the choir has added a number of new members, as new individuals and families have joined St. Katherine, along with several students from St. Katherine College. As of today, the choir roster comprises 19 voices: 8 sopranos, 5 altos, 2 tenors, and 4 basses. A typical Sunday Liturgy usually has 9-13 singers, but a typical Vespers or Vigil has 4-6 singers at most. We will be striving this year for greater consistency of attendance in order to have consistently excellent singing at services.

All members of the choir are expected to be well versed in music fundamentals and to commit to attending most rehearsals and services. Choir rehearsals are held half-an-hour before every major service and for an hour-and-a-half twice a month after the agape meal.

There continues to be a need for more men's voices—tenors and basses. Also, there is a need for well-qualified assistants and substitute directors who can take the place of the regular choir director when he is ill, traveling on business or vacation. Reader Vladimir will be addressing this need by working with choir members who are interested and willing to be trained.

In the spring of 2016 regular rehearsals of the Children's Choir were suspended, due to the unavailability of a teacher. The search for a Children's Choir teacher continues.

Since our move to 2720 Loker Ave, the choir has experienced difficulties hearing one another due to the less-than optimal acoustics around the area of the kliros. Plans are in place to remedy this situation by hanging several attractive sound reflector panels above the choir in the near future.

God has blessed St. Katherine Mission with an abundance of musical talent, but as the above report indicates, we do have some challenges before us. With His help, we aim to continue growing and learning in the course of the coming year. We thank you for your support and ask for your prayers.

Respectfully submitted,

Reader Vladimir Morosan

Sisterhood Report 2016

Yulia Klimova, Sisterhood President
January 29, 2017

Our Sisterhood bears the name of Stt. Martha and Mary, sisters of Lazarus, from the Gospels. Stt. Martha and Mary exemplify two ways of serving God, one is contemplative listening and another is caring labor, however none of these ways has priority over the other. This is how we approach our life in Church – we strive to serve our parish community, and to deepen our commitment to faith through spiritual development. Those are not mutually exclusive activities, instead they are mutually constitutive. One cannot exist without another; they are two branches of the same tree, feeding from each other.

The **spiritual growth** aspect involves not only regular participation in the Divine services and sacraments, but regular spiritual readings and discussions. A reading group that had been started in the previous year, continued its meetings in 2016. We read and discussed three books: *Royal Monastic* by Bev Cook (on life of Mother Alexandra, Princess Ileana of Romania), *Pearl of Great Price: The Life of Mother Maria Skobtsova, 1891-1945* by Sergei Hackel, and *Beginning to Pray* by Anthony Bloom (Metropolitan Anthony of Sourozh).

The **service** aspect includes hospitality (welcoming parishioners and guests), and care for sisters and their families. Below is the list of activities that Stt. Martha and Mary Sisterhood was involved in during the past year:

- Sunday Agape meals (*trapeza*) – all sisters (M. Elizabeth), we are grateful to spouses and Brandon & Garrett for participating in cooking, serving, and cleaning
- Mid-week Holidays, after Liturgy meals – all sisters (Vicki)
- Parish Holiday, St. Katherine day, celebratory meal – all sisters (Katerina, Irina)
- Archbishop Benjamin visit, Mission's five year anniversary, reception and celebration – all sisters, with Brotherhood
- Series of *Kulich* cooking classes – Elena Borowski
- Meals delivery to new and expecting mothers – all sisters
- Organizing post-Baptism receptions – all sisters
- Locating, buying and bottling local honey for church' blessing – Christine and Khan
- Church adornment (flowers, vestment change) – with Brotherhood
- Church cleaning – with Brotherhood (Slava & Alla)

These are the main areas of sisterhood activities. There is also a cross-over with other ministries, like Brotherhood – the already established one, and with the new emerging ministries – children education (Megan and Heather, Sunday school), outreach activities (Project Mexico, lunch bags for homeless, St. Nicholas stockings), social group (Pascha celebration).

Respectfully submitted,

Yulia Klimova

Brotherhood Report 2016

Brotherhood 2016 Report (for 2017 AGM)

The St. Katherine Brotherhood continues, with the grace of God, to seek out ways of growing together in Christ and contributing to the life of St. Katherine parish. Notable activities in 2016 included three reading & discussion groups, the establishment of regular opener-closer teams to prepare for services and ensure that the parish is locked up afterward so that Fr. Andrew does not need to be the last one to leave.

Some brewing also took place; braumeister Benjamin (Ken T.) took the lead in making a delicious porter, and Alexei Belyaev helped craft a lip-smacking mead (honey-wine). The 2nd annual “men who try to cook” event (i.e. Brotherhood-run Myrrh-Bearing Women Coffee Hour) was a success.

Various brethren worked on parish beautification both within (icon display) and without the altar, the latter seen in the newly begun narthex construction. The Brotherhood also “man-handled” (literally) more shelving for supplementing the bookstore and library space. Other items include the development of a safety & security plan. The Brotherhood also thoroughly observed, commented on, and approved the newly built wall separating Fr. Andrew’s office from the choir practice space.

The St. Katherine Brotherhood hopes to continue – and increase - its contributions to the life of the parish! Someday it will catch up to the Sisterhood. Maybe.

Respectfully submitted,

Reader Peter & Reader Anthony

Internal Audit Report
St. Katherine Orthodox Mission
Fiscal Year: 2016

Background & Objectives:

This first parish audit is an initial examination of the current financial process and the starting point for future audits. This is not a full audit. The objective was to perform a high level overview of limited scope and provide recommendations that will allow us to implement improvements and continue to move our financial system in a positive direction.

The following important points were verified:

- Cash Disbursements back-up matched to debits on Bank Statement
- Check copies are attached to invoices/ cash disbursement detail
- Deposits from the weekly cash count sheet tie to credits on the Bank Statement
- The ending cash balance on the bank statements support the cash lines on the Balance Sheet

Conclusions:

Overall, the financial practices of the parish are done with transparency and integrity. The audit committee made several process improvement recommendations that have been reviewed and accepted by the parish council.

Respectfully submitted,

John Day