

# Saint John the Baptist Orthodox Church

855 Goodman Street South Rochester NY 14620

Diocese of New York and New Jersey

Orthodox Church in America

V. Rev. Ken James Stavrevsky, Rector

Info: 585-442-6860

www.SaintJohnOrthodox.org

Rector: 585-770-3496

frski@rochester.rr.com



## **ANNUAL GENERAL PARISH MEETING**

**November 13, 2011**

### **MINUTES**

➤ **Opening Prayer**

Having assembled the faithful in the nave of the Church at 12:38 pm, the parish choir led all in the singing of “O Heavenly King” followed by intercessions from the *molieben* for the beginning of any good work.

➤ **Call to Order and Assignment of Officers**

Father Ken James Stavrevsky called the meeting to order. Forty-three (43) voting members were either present or represented by proxies sufficient to establish a quorum. Father Stavrevsky appointed officers as follows:

<b><i>Recorder:</i></b>	Amy LaMay
<b><i>Parliamentarian:</i></b>	John Dyranka
<b><i>Laity Chairperson:</i></b>	Reader Sean McNulty, Warden

➤ **Rector’s Report** (ATTACHMENT A)

Father Stavrevsky read his written report, noting the highlights of the year. He concluded with words of appreciation to the parish faithful and thanks to God. [*The complete report, as distributed and read, is attached*] Father Stavrevsky also noted that the things highlighted in his written report are just a few of the things that have taken place during the past year. There was an altar server retreat (chaperoned by Mitch VanDuyn), as well as choir and parish council conferences.

Sean McNulty assumed the position of meeting chairperson with the blessing of Father Stavrevsky.

➤ **Parish Warden’s Remarks and Report**

Sean McNulty presented the Warden’s Report. He thanked everyone for their support and noted that we have a lot to be proud of. He has gotten to know people from other parishes through his studies in the diaconate program and feels we are doing well as a parish; he also invited participation and comments on the direction for the parish in the future.

Thomas Gervais (Assistant Warden, beginning a one-year term as Warden in January 2012) expressed thanks to Sean and the other parish council members for a good year. He is looking forward to serving as Parish Warden in 2012.

➤ **Financial Auditors' Report** (ATTACHMENT B)

George Kuyon presented the Auditor's Report. He noted that he and Marge Cavalcanti work with the parish treasurer, Jan VanDuyn, throughout the year and, following a financial audit, have found no inconsistencies. For the past couple of years, Jan has been writing procedures for the various functions so that anyone could look at it and be sure the correct steps were being taken. George commended Jan for all the hard work she has put into this project.

➤ **Treasurer's Report on 2011 (current) Budget** (ATTACHMENT C)

Janet VanDuyn presented the year-to-date 2011 Treasurer's Report and 2011 Financial Highlights. Seminarian support did not come in as budgeted but we met our commitment to the Markewich family with funds from general funds. **Motion** by Gus Platas to accept the report; seconded by Andrea Fedoruk; all in favor, no opposition, no abstentions; **Treasurer's Report accepted**.

➤ **Election of Parish Council members: Assistant Warden and Treasurer**  
(ATTACHMENT D)

Candidates for the 2012 Parish Council were presented:

*Parish Assistant Warden:* Blake Keller  
*Parish Secretary:* Ryan Platte

Sean McNulty asked for a motion to accept the nomination of Blake Keller to the position of Assistant Warden. A **motion** to accept the nomination and elect the nominee was made by Thomas Gervais; seconded by Jan VanDuyn. The motion was **approved unanimously**.

Sean McNulty asked for a motion to accept the nomination of Ryan Platte to the position of Secretary. A **motion** to accept the nomination and elect the nominee was made by Andrea Fedoruk; seconded by Bonnie Maye-Schwarz. The motion was **approved unanimously**.

➤ **Election of Delegate & Alternate Delegates to the next Diocesan Assembly**

The candidates nominated were: Janet Van Duyn (delegate), Thomas Gervais (alternate), and Gus Platas (second alternate). Donna Chalupiak made a **motion** to accept the nominations and elect the nominees; Larry Crumm seconded the motion which was **unanimously accepted**.

➤ **Election of Auditors for 2012**

Margaret Cavalcanti and George Kuyon were nominated as parish auditors for the year 2012. A **motion** to accept the nominations and elect the nominees was made by Bonnie Maye-Schwarz and seconded by Thomas Gervais. The motion **passed** by **unanimous** vote.

➤ **Treasurer's Report on 2010 (proposed) Budget** (ATTACHMENT E)

Janet VanDuyn presented the proposed budget for 2012. Copies of the proposed budget and 2012 Budget Highlights were distributed and reviewed. Jan noted that we are a tithing parish in that we give 10% or more of our total income to the OCA, the Diocese, and other avenues of outreach or

charity. The 2012 budget includes a \$300/month stipend for our choir director. John Dyranka noted that \$500 for kitchen supplies is too low; that figure was changed to \$1,800 making the proposed 2012 budget \$118,300 -- an increase of 3.2 percent over 2011. Gus Platas **moved** that the proposed 2011 budget be approved as presented and amended. George Kuyon offered a second to the motion. The motion was **approved** by **unanimous** vote.

➤ **Amendment to Parish By-laws**

PARAGRAPH III, Parish Leadership and Administration  
General Parish Meeting. The parish shall convene an annual meeting of all voting members each year during the month of ~~September~~ **November**. Additional general parish meetings may be convened, if necessary, as determined by the parish council.

**Motion** by Sean McNulty to amend the Parish By-laws as indicated above; seconded by Larry Crumm; **all in favor**, no opposition, no abstentions.

➤ **Liturgical Music Ministry Report**

Bonnie Ann Maye-Schwarz presented the Liturgical Music Ministry Report, thanking Father Ken for all of his support. She noted that it is the goal to have a choir director, a reader, and a choir at every service. During this year, only one feast-day liturgy did not have a choir. There was extra preparation by the choir for Bishop Michael's visits, and during Holy Week. Bonnie works continually to improve the music collection. She noted that if anyone is called to the liturgical music ministry, please see her. It is her request that when the assembly joins the choir in singing that people sing gently and use their inside voice; we need to teach this to our children also. Bonnie thanked the choir (mentioning each member by name, highlighting the gifts/talents of each) for their dedication.

➤ **Parish Maintenance and Capital Improvement Report**

(ATTACHMENT F)

Father Stavrevsky presented a report on parish maintenance and capital improvement. Bill Cavalcanti provided a thorough written report of things to consider for future improvements and maintenance. Father Ken noted that Bill and Marge Cavalcanti did lot of work to coordinate the kitchen project. At last year's annual meeting, we discussed and approved doing the Kitchen Project in Phases I, II, and III. Phases I and II are now completed. Phase III will be the lighting in the rest of the basement.

➤ **Parish Bookstore Report**

Charlie Cowling presented a report on the bookstore. It is going very well! Holy water bottles are now available for sale. He noted that if he is not available and someone would like to purchase an item, they can leave an IOU and pay him the next time he's there. Ryan Platte suggested that sales might increase if we had a team of people available to receive purchase payments, or if we had a drop box for money. Charlie reminded everyone that the library has a nice variety of books that anyone can borrow.

➤ **Closing Remarks and "Many Years!"**

Father Ken thanked everyone for attending and noted that is it sad that more people don't come to these meetings. "We need everyone to be engaged and active ... to pick up the Cross and be

faithful.” All were then led in the singing of “*Many Years!*” for His Grace (Bishop Michael), our Diocesan Chancellor (Father Joseph Lickwar), our Dean (Father Alexey Karlgut), and all of the faithful of our parish.

➤ **Adjournment**

A **motion** to adjourn the meeting was made by Natalie Stavrevsky and was seconded by John Dyranka. By **unanimous agreement**, the meeting was adjourned by Father Stavrevsky at 2:25 pm.

Respectfully submitted,



**Amy LaMay**  
Recorder, Parish Council Secretary

**ATCH:**

- A. Rector’s Report
- B. Financial Auditors’ Report
- C. Treasurer’s Report: Current Year
- D. Election: 2012 Parish Council
- E. Treasurer’s Report: Proposed 2011 Budget
- F. Parish Maintenance and Capital Improvement Report
- G. Approval by Diocesan Hierarch

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**STATEMENT OF APPROVAL**

As rector of this parish, I **approve** the content of these minutes and all decisions, actions and elections rendered therein.



**Very Reverend Ken James Stavrevsky**  
Archpriest, Orthodox Church in America  
Rector

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**ATTACHMENT A**

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**Annual General Parish Meeting**

**November 13, 2011**

## RECTOR'S REPORT

Dearly beloved faithful and friends of the most-blessed parish of Saint John the Baptist,

*Christ is in our midst! He is, and ever shall be!*

We meet today as the blessed and privileged inheritors of the labors of those who have gone before us in the divine planting, establishment, building up, and loving sacrificial support that allow us to gather as a parish family. Our experience and life in the “one, holy, catholic, and apostolic Church” ~ to actually be “the Body of Christ” ~ is a gift given us by the grace of God and the cooperation of faithful men and women who have labored faithfully in this local Church; in our beloved parish. Let us pray that our merciful Lord will grant the eternal peace and joy of His heavenly kingdom to our parish founders, faithful, and benefactors who have fallen-asleep and entered into their repose: “*May their memory be eternal!*” Today, we are the ones called to be fellow-laborers in faith and love to the glory of God and the good-estate of this Holy House. Like those who labored here before us, our calling comes to us not of human origin or of the will of man, but from God. The words of Saint Paul remind us of our calling, the unity of our faith, and the bond of love that must be evident among us: “... *you are no longer foreigners and strangers, but fellow citizens with God’s people and also members of his household, built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone. In him the whole building is joined together and rises to become a holy temple in the Lord. And in him you too are being built together to become a dwelling in which God lives by his Spirit*” (Ephesians 2:19-22). We are not foreigners; we are fellow citizens of the Kingdom of God. We are not strangers; we are brothers and sisters in Christ. We are members of the household of Christ who have been brought together to become “a holy temple” where “God lives by his Spirit.” Today, and every day, we must ... all of us, *in unity together* ... offer ourselves and one another to Christ, to each another, and toward the good-estate of His Holy Church. This is the holy work given for us to accomplish. In this work, we find forgiveness, salvation, and eternal life; in this work, we encounter peace, thanksgiving, and abundant joy. With God as our helper, let us seek to accomplish this holy work, and be faithful co-laborers with the Holy Spirit unto the fullness of Christ in the glory of our Father in heaven.

Over the past twelve months, we have celebrated **4 Baptisms and 6 Chrismations; 1 Marriage;** and sadly, **2 Funerals.** As of today, our parish is comprised of **89 “voting members.”** Note that this number ***does not include*** our precious children and the many “*friends of the parish*” who are a cherished part of our spiritual family. The terms “voting members,” “members” and “friends of the parish” are clearly defined in our parish by-laws. The complete parish by-laws are available on our parish website. A hardcopy of the by-laws will be provided to anyone by request.

We continue to witness a “rebirth” of life and enthusiasm within our diocese under the hierarchical leadership of our spiritual shepherd: His Grace, Bishop Michael. It is hard to believe that he has been our bishop for only 554 days! In that time, three new mission parishes have been established with support continuing as they grow; students from our diocese attending Saint Vladimir’s and Saint Tikhon’s Seminaries are receiving scholarships and support so they will remain in our diocese following graduation and ordination; 12 students are enrolled in our two-year Diaconal Formation Program (including our very own, *Reader Sean McNulty*); OPERATION BUFFALO was launched and completed to revitalize the 114 year-old Saints Peter and Paul Church in Buffalo NY; a voluntary appeal for financial support of diocesan ministries (the Distinguished Diocesan Benefactors) began in January of this year and, with an initial grant of \$30,000 from Bishop Michael himself, an additional \$90,000 has been contributed from throughout New York and New Jersey designated to supporting new mission parishes, supporting struggling established parishes, and supporting our seminarians. To learn more about these exciting initiatives and inspiring work of our diocese, and perhaps to consider offering your support, see the “Vision for Our Future” section of the diocesan website at [nynjoca.org](http://nynjoca.org) or contact me. And, with all of this activity, we have certainly not been neglected by our bishop! Bishop Michael visited us three times in the last year. He celebrated his first Pre-Sanctified Liturgy as a bishop with us during the first week of Great Lent; he was with us 15-16 June for an evening Akathist Service and fellowship followed by the blessing of Saint Lucy’s Farm the next day; and he was with us 6-7 August for the weekend services which included the ordination of Leonid (Derek) Schmidt as a Deacon and the tonsuring of Sean McNulty as a Reader, followed by the blessing of Deer Run Winery. I praise God with a thankful heart for the steadfast faith, humility, service, witness, endurance, courage, vision, and guidance of Bishop Michael. May our Lord grant peace, health, salvation, and furtherance in all good things to His Grace; a blessed shepherd of the holy Orthodox sheep-fold abiding in New York and New Jersey; a good and faithful servant of the one Good Shepherd. *“Eis polla eti Despota!”* I will do my best to keep you informed as the good things yet to come become reality, and I urge you to visit our diocesan website often ([nynjoca.org](http://nynjoca.org)) to keep informed and inspired.

Our Diocesan Chancellor, Father Joseph Lickwar, and our New York State Dean, Father Alexey Karlgut, work diligently and tirelessly with Bishop Michael in leading and nourishing the life of our Church. The Diocesan Council -- comprised of the Chancellor, the 3 Deans (New York State, New Jersey and New York City), along with a priest and laity member from each of the deaneries -- meets monthly to guide and direct our diocese. All of these priests and laity, directly and dynamically involved in the life of our diocese, do so *in addition* to their other responsibilities without receiving any compensation or monetary remuneration. In short, they “go the extra mile” for Christ and His Holy Church. We owe them our thanks! They do much for which they are never recognized, or appropriately thanked. And, their parishes also deserve our gratitude for supporting them as they work “above and beyond” their call to service in the local parish. In like manner, I serve in the diocese beyond the scope of our parish. I am the Director of Communications for the diocese, and a member of the bishop’s senior advisory body -- the “Council of Presbyters.” In addition, since our Diocesan Assembly on 9 November 2011 in New York City, I have been elected and appointed to the Diocesan Council as the clergy representative of our New York State Deanery. All of these opportunities to work in our diocese involve the investment of time, energy, and a considerable amount of travel. Your understanding and cooperation are essential as we “join hands” with everyone in our diocese to sustain and build-up the Body of Christ. And, we have already seen some of the fruits of our working together with Bishop Michael. In addition, it is my joy to inform you that our parish is also contributing significantly in the life of the Orthodox Church in America. Recently, Bishop Michael appointed Jan VanDuyn to serve on the Metropolitan Council of the OCA. As such, she will attend regular meetings of the Metropolitan Council -- the

senior body of the Orthodox Church in America (the “national” level) which works in collaboration with our Holy Synod of Bishops in leading the Church -- and also be present for all meetings of the Diocesan Council. We congratulate Jan on her appointment and pray that our Lord will bless her and guide her in this vitally important position.

As you prayerfully consider your ability to offer regular financial support to our parish, please remember that our annual assessment to the Diocese and the Orthodox Church in America next year will be **\$145.<sup>00</sup> for each voting member of our parish**. In setting a course for the future, it is now more important than ever that we support our Church at the diocesan and national levels. To help us do so, we request that you remain aware of our parish’s financial obligation of \$145.<sup>00</sup> per year for each adult member (18 years of age and above). Please also remember that we support our parish through free-will offerings ~ stewardship ~ of our time, talents, and treasure. We do not have dues ... we are not a “club” ... membership in the Body of Christ is a matter of Christian living and sacramental participation. As such, we anticipate everyone will offer their financial support generously according to the blessings they have received from God.

I rejoice, for Bonnie and our spectacular choir! I rejoice, for the ever-faithful Proto-deacon Stephen! I rejoice, for Sean, Tom, Jan, and Amy on our parish council; for our auditors, Marge and George; for our building and maintenance guru and reigning bocce-ball champion, Bill; for Mitch, Jan and the gang at CatPrint who print all of our bulletins and materials at no cost to us; for Donna “the greeting card wizard”; for altar servers, for church cleaners, for coffee hour hosts, for crying infants who offer us “holy noise” that older parishes yearn to hear, for special event sponsors, for each one of you ... and every uniquely precious and special person God chooses to bring into our spiritual family. In the words of Saint Seraphim of Sarov, “*You are my joy!*” Of course, I cannot even begin to express my love and gratitude for Natalie, my soul-mate and “Matushka” of this parish.

My dear friends in Christ, let us give thanks for the blessings God has richly poured out upon us. Let us look to the days ahead with renewed faith and a revitalized commitment to fulfilling the work God has called us to accomplish. May our departed brethren – the founders and benefactors of this Holy House – intercede for us before our loving Lord, and may their memory be eternal! Through the prayers of the Theotokos, Saint John the Baptist, and all the saints, let us come together always as faithful laborers in the vineyard of God and bring forth a bountiful harvest -- the salvation of souls unto eternal life in Jesus Christ – from the vine He has planted here and given to our care.

With my love and affection, in our Lord Jesus Christ,



KEN JAMES STAVREVSKY  
Archpriest, Orthodox Church in America  
Chaplain, Lieutenant Colonel, USAF (Retired)  
Rector

**ATTACHMENT B**

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Annual General Parish Meeting  
13 November 2011

## Auditors Report

An audit of the 2010 Saint John the Baptist Orthodox Church financial records was conducted in preparation for the November 2011 annual parish meeting.

No inconsistencies were found.

George Kuyon  
Marge Cavalcanti  
-- Auditors --

**ATTACHMENT C**

St John the Baptist October 2011 Y-T-D Statement of Financial Activity	Y-t-d amount	Annual Budget	% of budget Target = 83%
<b>General Fund Income</b>			
Diocesan Assessment Income	\$2,452.00	2300.00	106.61%
Donations in Kind	\$9,912.40	7700.00	128.73%
Fund Raising Events	\$475.00	2500.00	
Interest Income	\$357.05	100.00	
Memorial Donations	\$2,626.00	2500.00	105.04%
Regular Offering	\$63,681.00	76400.00	83.35%
Special Donations	\$1,015.00	4300.00	23.60%
<b>Special Funds Income</b>			
Bookstore Fund Income	\$792.95	600.00	132.16%
Candle Income	\$4,621.50	6000.00	77.03%
Choir Fund Income	\$907.00	100.00	
Endowment Fund Income	\$50.00		
Flower Fund Income	\$600.00	750.00	
House Fund Income	\$4,500.00	5400.00	83.33%
OCA Appeals Income	\$729.00		
Vestment Fund Income			
World Wide Mission Support	\$1,876.00	6000.00	31.27%
Youth Fund Income	\$1,456.00		
<b>Total Regular Income</b>	<b>\$96,050.90</b>	<b>114650.00</b>	<b>83.78%</b>
Capital Improvement Income	\$19,463.00		
<b>Total Income</b>	<b>\$115,513.90</b>		
<b>General Fund Expenses</b>			
Administrative Expense	-\$3.82	200.00	-1.91%
City Services Charges	\$1,074.12	1000.00	107.41%
Clergy Support	\$47,805.00	57750.00	82.78%
Communications	\$8,635.62	6000.00	143.93%
Diocesan & National Assessment	\$11,883.20	16200.00	73.35%
Evangelism & Outreach		600.00	
Event Sponsorship	\$1,086.48	500.00	
Kitchen Supplies	\$668.00	500.00	133.60%
Liability Insurance	\$3,447.80	3400.00	101.41%
Liturgical Expenses	\$1,492.92	1500.00	99.53%
Maintenance	\$5,719.46	7750.00	73.80%
Utilities	\$4,509.20	7500.00	60.12%
<b>Special Funds Expenses</b>			
Bookstore Fund Expense	\$788.43	600.00	
Candle Fund Expense	\$1,539.60	2000.00	
Capital Improvement Reserve			
Choir Fund Expense			
Flower Fund Expense	\$684.30	750.00	91.24%
House Fund Expense	\$4,673.80	1700.00	274.93%
OCA Appeals Paid	\$800.00		
Resource Center Expense	\$1,324.76	700.00	189.25%
Vestment Fund Expense	\$768.48		
World Wide Mission Expense	\$5,343.15	6000.00	89.05%
Youth Fund Expense	\$1,300.00		
<b>Total Ordinary Expense</b>	<b>\$103,540.50</b>	<b>114650.00</b>	<b>90.31%</b>
Capital Improvement Expense	\$11,445.00		
<b>Total Expense</b>	<b>\$114,985.50</b>		
<b>Net Surplus/Deficit</b>	<b>\$528.40</b>		

## **2011 FINANCIAL HIGHLIGHTS**

### **+++POSITIVES+++**

- **regular donations at budget levels. +++**
- **wildly successful fund raisers support capital fund drive. +++**
- **no extraordinary expenses to date. +++**
- **enthusiastic donation of goods, services and time.+++**
- **some families are embracing tithing ++**

### **. . . NEGATIVES . . .**

- **number of active donors declining**
- **many donors are giving less than last year.**
- **VERY few donors supply majority of budget -**
  - 33% of donations to date supplied by 3 families;**
  - 50% of donations to date supplied by 6 families.**
- **mission not supported at budgeted level.**

**ATTACHMENT D**

# Saint John the Baptist Orthodox Church

Rochester NY

## Nominees to the 2012 Parish Council

### Parish Council, Assistant Warden

(for a term of one year, followed by a one year term as Warden)



**Blake Keller**

### Parish Council, Secretary

(for a term of two years)



**Ryan Platte**

## Continuing for a one-year term on the 2012 Parish Council

**Thomas Gervais**  
Parish Council Warden



**Janet VanDuyn**  
Parish Council Treasurer



**ATTACHMENT E**

<b>St John the Baptist 2012 Budget As Proposed by Council</b>	<b>2012 Budget</b>	<b>2011 Budget</b>	
<b><u>General Fund Income</u></b>			
Diocesan Assessment Income	2,300	2,300	0.0%
Donations in Kind	9,500	7,700	23.4%
Fund Raising Events	3,000	2,500	20.0%
Interest Income	200	100	100.0%
Memorial Donations	2,600	2,500	4.0%
Regular Offering	78,000	76,400	2.1%
Special Donations	4,300	4,300	
<b><u>Special Funds Income</u></b>			
Bookstore Fund Income	1,000	600	66.7%
Candle Income	6,000	6,000	
Choir Fund Income	3,600	100	3,500.0%
Endowment Fund Income	0		
Flower Fund Income	900	750	20.0%
House Fund Income	5,400	5,400	
OCA Appeals Income	0		
Vestment Fund Income	0		
World Wide Mission Support	0	6,000	-100.0%
Youth Fund Income	0		
<b>Total Income</b>	<b>116,800</b>	<b>114,650</b>	<b>1.9%</b>
<b><u>General Fund Expenses</u></b>			
Administrative Expense	200	200	
City Services Charges	1,100	1,000	10.0%
Clergy Support	57,750	57,750	
Communications	10,000	6,000	66.7%
Diocesan & National Assessme	13,000	16,200	-19.8%
Evangelism & Outreach	300	600	-50.0%
Event Sponsorship	500	500	
Kitchen Supplies	500	500	
Liability Insurance	4,400	3,400	29.4%
Liturgical Expenses	1,600	1,500	6.7%
Maintenance	8,000	7,750	3.2%
Utilities	6,500	7,500	-13.3%
<b><u>Special Funds Expenses</u></b>			
Bookstore Fund Expense	1,000	600	66.7%
Candle Fund Expense	2,000	2,000	
Capital Improvement Reserve			
Choir Fund Expense	3,600		
Flower Fund Expense	950	750	26.7%
House Fund Expense	4,000	1,700	135.3%
OCA Appeals Paid	0		
Resource Center Expense	1,400	700	100.0%
Vestment Fund Expense	0		
World Wide Mission Expense	0	6,000	-100.0%
Youth Fund Expense	0		
<b>Total Expenses</b>	<b>116,800</b>	<b>114,650</b>	<b>1.9%</b>

## **2012 BUDGET HIGHLIGHTS**

**Less than 2% BUDGET INCREASE**

**THE 16th ALL AMERICAN COUNCIL STRESSED PROPORTIONAL GIVING AS THE NORMATIVE WAY TO SUPPORT PARISH LIFE. WE ALL NEED TO PRAYERFULLY CONSIDER THE POSSIBILITY OF GIVING A SET PROPORTION OF OUR BLESSINGS TO THE LORD, NOT JUST A SET DOLLAR AMOUNT. BISHOP MICHAEL STRONGLY ENCOURAGES THIS METHOD OF CHURCH SUPPORT FOR ALL THE FAITHFUL.**

### **Redirection of World Wide Mission Support**

**Missions supported in 2010 & 2011**

**Choir is major outreach of our community**

**Choir to be supported at \$3,600, no missions this year**

**Evangelism expense also decreases**

### **Other Expense Changes:**

- **Diocesan Assessment: we are guaranteed no raise**
- **Utilities: better providers + better usage = savings**
- **All increases to reflect estimated cost increases only.**

### **Income Increases:**

- **DIK & Fund Raisers - recognizing what we already do**
- **Regular & Memorial donations - because we CAN**
- **Choir Fund - to support our choir**
- **Flower Fund - if we want them....**

**ATTACHMENT F**

# **Physical Audit of Saint John the Baptist Orthodox Church November 2011**

A physical inspection of the interior church proper, the common areas of the church including the basement and the exterior of the church, as well the parish house, has yielded some areas of concern that need attention on a timely basis and some areas that fall into the area of differed maintenance based on the availability of necessary funds to accomplish the tasks at hand.

## **EXTERIOR:**

- Immediate attention would involve gutters at locations that are producing interior water damage, namely the rear stairway of the church. The gutters are not large enough to handle the runoff and as a result water is not being caught and diverted away from the church foundation. Companies are being contacted to submit prices for this corrective action.
- Parking lot sealing and striping should be done in the spring of 2012 to protect the surface from deteriorating. Companies have been contacted already this year for next year. We are awaiting submission of prices.
- Landscaping needs still exist as shrubs in front of church are overgrown and dying. A new plan will be presented in the spring.
- Post and chains for parking lot need to be reinstalled.
- Install new window well over window to kitchen.
- Replace wooden fence separating Church from parish house.
- Remove non-usable debris from Church property.

## **CHURCH INTERIOR:**

- The men's room drain and tile is an area that is also a concern and corrective action is needed. Contractors need to be contacted.
- The area under the stairs is generating mold and mildew and needs professional attention to eliminate the problem.
- The drip from the ceiling circulating pump seems to be an ongoing problem that will be investigated.
- The boiler room and storage room are areas that be cleaned in-house by volunteers from our parish. Sign-up schedule will be forth-coming.

- Hardwood floors in front of the iconostas should be refinished as the area has received abuse over the years.
- Painting of back of the iconostas wall
- General cleaning of loft

**PARISH HOUSE & RESOURCE CENTER:**

- The parish house needs to be cleaned and a consolidated effort to remove items that are no longer used or functional. A window must be installed on the third floor and needs to be completed by spring.
- The back door of the parish house needs a new lock.

Volunteer help is needed on an ongoing basis to help maintain our Church property.

Please contact me or see me at any time with your concerns or suggestions that will help our parish continue to prosper.

Hopefully, the renovation of our kitchen has met everyone's expectations. Thanks to everyone for their generous contributions which allowed the work to be accomplished faster than anticipated.

To be certain, some items have been omitted. However, area items that need immediate attention have been identified.

Respectfully submitted,

William Cavalcanti  
Building, Grounds, and Maintenance Coordinator

**ATTACHMENT G**



ORTHODOX CHURCH IN AMERICA  
DIOCESE OF NEW YORK & NEW JERSEY

33 Hewitt Avenue - Bronxville, NY 10708  
Office (914) 779-6580 Fax (914) 779-6581  
www.nynjoca.org

December 5, 2011

Very Rev. Archpriest Ken James Stavrevsky  
Saint John the Baptist Orthodox Church  
855 Goodman Street  
Rochester, New York 14620

Very Reverend and dear Father James:  
Christ is in our midst!

In response to your correspondence of December 5 and its kind request, the minutes and reports of the Annual Meeting of St. John the Baptist Church in Rochester, New York, held on November 13, 2011, are hereby approved.

Likewise upon your recommendation, the following persons, duly elected at the Parish Meeting held on November 13, are herewith approved to serve as members of the Parish Council of Saint John the Baptist Church in Rochester, New York, for this coming year:

Thomas Gervais, Warden  
Blake Keller, Assistant Warden  
Janet Van Duyn, Treasurer  
Ryan Platte, Secretary  
Margaret Cavalcanti, Auditor

George Kuyon, Auditor  
Janet Van Duyn, Diocesan Assembly Delegate  
Thomas Gervais, Diocesan Assembly Alternate  
Gus Platas, Dio. Assembly Second Alternate

Permission to administer the Oath of Office to these individuals is granted. Please convey to them my prayer that these Council members will work together with you, their Spiritual Father, throughout the coming year, for the building up of our Saint John the Baptist Church in Rochester, unto the glory of Almighty God.

With my humble prayers, my archpastoral blessing, and my sincere love, I remain

Devotedly yours in His service,

*+ Michael*

**+ MICHAEL**

Bishop of New York and the  
Diocese of New York and New Jersey

cc: Archpriest Joseph Lickwar, Chancellor  
Archpriest Alexey Karlgut, Dean