

UKRAINIAN ORTHODOX CHURCH OF CANADA: EPARCHY PARISH QUESTIONNAIRE — 2017

EASTERN EPARCHY OF THE UKRAINIAN ORTHODOX CHURCH OF CANADA

3281 Cindy Crescent, Mississauga ON L4Y 3J7

Tel.: (905) 206-9372 **Fax:** (905) 206-9373 **E-mail:** info@uocceast.ca

Charitable Number: 10814 8263 RR0006

This Questionnaire must be returned to the Eparchy Council no later than November 6, 2017. In order for the Eparchial Administration to function effectively each parish and mission is asked to complete this form and return it, with Eparchial Levy payment, to the Eparchy Office prior to the commencement of the Eparchial Assembly. Please return the signed, completed form by E-mail, Fax or mail.

Note: For CRA audit purposes, all information must be submitted in English.

A. GENERAL INFORMATION

01. **Parish / Congregation Name:** _____

UOCC Parish UOCC Mission

02. **Parish CRA Business (Charitable) Number:** _____

03. **Parish Mailing Address / Contact Information:** *(to be used for official communication)*

C/O: _____

Street: _____ City/Town: _____

Province: _____ Postal Code: _____

Telephone: (____) _____ Fax: (____) _____

E-mail: _____

B. PARISH PROPERTY *(Use Section L to append additional information, if necessary)*

04. **Church (Temple) Building:** *(if different from the mailing address, above)*

Street: _____ City/Town: _____

Province: _____ Postal Code: _____

State of Repair: Critical Poor Satisfactory Good Excellent

05. **Church Hall:** *(if different from the addresses listed, above)*

Same as Parish Mailing Address Same as Church (Temple) Building Address

Street: _____ City/Town: _____

Province: _____ Postal Code: _____

State of Repair: Critical Poor Satisfactory Good Excellent

06. Does the Parish own property or properties other than the Church (Temple Building) and Hall (ex. Manse, School or Income property)? Yes No

If "Yes", please provide address(es) and a brief description for all:

Property (C) Description: _____

Street: _____ City/Town: _____

Province: _____ Postal Code: _____

Repair: Poor Satisfactory Good

Property (D) Description: _____

Street: _____ City/Town: _____

Province: _____ Postal Code: _____

Repair: Poor Satisfactory Good

07. Are Parish properties in compliance with relevant legislation governing accessibility?

Temple: Yes No Hall: Yes No (C): Yes No (D): Yes No

08. Have changes to Provincial, Regional or Municipal Plans adversely affected the life of the Parish, its growth and development? Yes No If "Yes", provide details:

Empty rectangular box for providing details.

C. APPOINTED CLERGY (Use Section L to append additional information, if necessary.)

09. Parish Priest (or Dean): _____

Telephone: (_____) _____ Cell: (_____) _____

E-mail: _____

10. Assoc. Pastor: Attached: Retired: _____

Telephone: (_____) _____ Cell: (_____) _____

E-mail: _____

11. Deacon: _____

Telephone: (_____) _____ Cell: (_____) _____

E-mail: _____

D. CONGREGATION EXECUTIVE – OFFICERS FOR 2017

12. President: _____

Telephone: (_____) _____ Cell: (_____) _____

E-mail: _____

13. Treasurer: _____

Telephone: (_____) _____ Cell: (_____) _____

E-mail: _____

E. LITURGICAL LIFE (Use Section L to append additional information, if necessary)
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14. Does the Parish / Congregation have a Choir Director? Yes No

If "Yes", please provide their contact details. (If more than one, provide contact details for all).

Choir Director: _____

Telephone: (____) _____ E-mail: _____

15. Does the Parish / Congregation have a Cantor? Yes No

If "Yes", please provide their contact details. (If more than one, provide contact details for all).

Cantor: _____

Telephone: (____) _____ E-mail: _____

16. Is there a succession plan for future Choir Directors and Cantors? Yes No

17. How many Sacristans (*elders/"старші брати"*) does the Parish have? _____

18. How many Altar Servers does the Parish have? _____

19. Which state or condition most accurately describes the majority of the following items:

- | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|------------------------------|
| a) Sheet music | <input type="checkbox"/> Worn | <input type="checkbox"/> Fair | <input type="checkbox"/> Good | <input type="checkbox"/> New |
| b) Service ("Pew") books | <input type="checkbox"/> Worn | <input type="checkbox"/> Fair | <input type="checkbox"/> Good | <input type="checkbox"/> New |
| c) Liturgical items (<i>ex. Gospel, censers</i>) | <input type="checkbox"/> Worn | <input type="checkbox"/> Fair | <input type="checkbox"/> Good | <input type="checkbox"/> New |
| d) Server vestments | <input type="checkbox"/> Worn | <input type="checkbox"/> Fair | <input type="checkbox"/> Good | <input type="checkbox"/> New |

20. Give the number of Faithful, on average, who partake of the Holy Mysteries at Liturgy on (a & b) a typical Sunday; and (c) during Great Lent:

a) Confession: _____ b) Communion: _____ c) During Great Lent: _____

21. How often is the Divine Liturgy celebrated?

Weekly and at Major Feast Days Weekly Biweekly Monthly Bimonthly

Occasionally (*no regularly scheduled Services*) Other: _____

22. What prevents more frequent Liturgical Services?

Finances Mission status (*not yet a Parish*) Clergy availability Interest/attendance

Other: _____

23. In the absence of Liturgical Services are Lay/Reader Services (*ex. reading of Psalms and prayers, singing of hymns*) practised? Yes No

24. Are the following celebrated weekly: Vespers? Yes No | Matins? Yes No

25. Are Vespers served at all Major Feast Days of the Church? Yes No

26. After the Holy Mysteries, what three (3) elements of the Liturgy do you feel contribute most to spiritually fulfilling worship?

Homily Singing Availability of Service Books Intelligibility (*what is being said*)

Liturgical instruction (*why it is being said*) Lay participation (*ex. holding candles, taking the collection*) Temple upkeep and appearance Youth participation Fellowship

Other: _____

F. PARISH VITAL STATISTICS & MEMBERSHIP
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27. **Number of members as at December 31st, 2016. Count a single (1) Family Membership as two (2) Dues-paying Members: (1 Family Membership = 2 Dues-paying Members).**

Dues-paying Members: _____ Non-registered Worshipers: _____

28. **What annual membership fees does the Parish levy?**

Adult: \$ _____ Family: \$ _____ Senior: \$ _____ Student: \$ _____

29. **How many Baptisms and Marriages were celebrated in Calendar Year 2016?**

Marriages: _____ Baptisms: _____ Total: _____

a) How many of those married in the Parish's Temple or whose children received the Holy Mysteries of Baptism and Chrismation **were already** or **have become** members of the Parish?

Marriages: _____ Baptisms: _____ Members: _____

b) How many **have not** subsequently become members of the Parish?

Marriages: _____ Baptisms: _____ Non-members: _____

d) What reasons were chiefly cited for **not** becoming members of the Parish?

Distance from Parish Not regularly practising Not asked to join None given

Other: _____

30. **How many Funerals were held in Calendar Year 2016?**

Number of Funerals: _____

31. **What percentage of those who attend Worship Services live in reasonable proximity to the Church (Temple) Building (i.e., at a distance where travel time from home to the Parish would not ordinarily inhibit regular attendance)? Round up to the nearest figure.**

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

32. **What draws those who regularly attend Worship Services but do not live in reasonable proximity (i.e., at a distance where considerable effort is required to attend) to your Parish?**

Personal / family history Parish priest Orthodox affinity Cultural affiliation

Other: _____

33. **To which age group do the majority of Worshipers (including non-members) belong?**

<25 25-45 46-65 66-75 76-85 >85

34. **What percentage of Worshipers ages 65 and younger are fluent in Ukrainian (both reading and comprehension)? Round up to the nearest figure.**

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

35. **How many Worshipers (including non-members) in the Parish are more recent arrivals to Canada (i.e. within the last 15 years)?** _____

36. **How many of these more recent arrivals are members of the Parish?** _____

37. Besides the rights of members stipulated in Parish and UOCC By-Laws, what other benefits does Parish membership afford?

Reduced fees for services Other: _____

38. Upon joining the Parish, are members assigned specific responsibilities according to a set schedule (ex. preparing weekly Fellowship, cleaning the Temple after worship, holding candles during Liturgy, taking the collection, etc.)? Yes No If "Yes", provide details:

39. What instruments or devices does the Parish use to communicate membership options to non-members?

Membership Brochures Church Bulletin "Business" cards Membership drives
 Announcements after Services Advertising in community media Billboards & Posters
 Word of Mouth No policy exists Other: _____

40. Does the Parish set annual new member targets / quotas? Yes No

If "Yes", how many new members were targeted for this past year? _____

G. EVANGELIZATION & EDUCATION (Use Section L to append additional information)

41. Does the Parish offer a Church / Sunday School program? Yes No

If "Yes", how many children are in the Church / Sunday School program? _____

42. Does the Parish offer a Religious program for Youth (ages 12-18)? Yes No

43. Are there Cathecumens or "Seekers" in the parish? Yes No Don't know

44. Does the Parish provide Adult Religious Classes, Seminars, Pilgrimages or Retreats for the Congregation? Yes No If "Yes", provide details:

45. Does the Parish provide Orthodox religious literature for purchase? Yes No

46. Does the Parish operate a kiosk for the sale of religious literature? Yes No

47. Does the Parish have a Church Library? Yes No

48. Are there Worshipers in your Parish or Congregation who have expressed an interest in and suitability for Liturgical service in the following Minor Orders: *(check all that apply)*

- Taper Bearer
- Reader
- Subdeacon

49. Are there men or women among the Worshipers in your Parish or Congregation who have expressed an interest in; or have demonstrated a level of spiritual maturity concordant with — service in the Diaconate, Priesthood or Monastic orders? Yes No

If “Yes”, provide their contact information:

H. PARISH & COMMUNITY LIFE *(Use Section L to append additional information)*

50. Does the Parish organize or actively contribute to volunteer or charitable activities —

a) in the local community *(ex. food/clothing drives, work with shelters, etc.)?* Yes No

b) in support of Church-related or Ukrainian causes? Yes No Provide details:

51. What specific achievements has the parish realized in 2016-17?

52. What difficulties in particular exist that the Parish is trying to overcome?

53. Which community organizations are active in the Parish?

I. CULTURAL LIFE *(Use Section L to append additional information, if necessary)*

54. Is there a cultural program in the Parish? Yes No

If "Yes", provide details:

55. Does the Parish offer a Ukrainian Heritage School program? Yes No

If "Yes", how many students are enrolled there?

J. PARISH FUNDRAISING ACTIVITIES *(Use Section L to append additional information)*

56. Which are the three (3) most important sources of funds for the Parish?

- Tithing Bequests Collection Plate Food Sales Church Goods Kiosk Sales
- Social Events *(ex. dinners & dances)* Sporting Events *(ex. golf tournament)* Koliada
- Cultural Events *(ex. concerts)* Picnics & Family Events Bazaars Draws & Raffles
- Other: _____

K. PARISH INTERNET & SOCIAL MEDIA PRESENCE

57. Does the Parish currently have its own website(s)? Yes No

If "Yes", provide details:

Parish Website(s): _____

Webmaster(s): _____

E-mail(s): _____

If "No", does the Parish wish to have its own website? Yes No

58. Is the Parish active on social media? Yes No If "Yes", provide details:

Facebook: _____ Google+: _____

Other: _____

L. ADDITIONAL INFORMATION: *(Please cite relevant questionnaire number.)*

[Empty box for additional information]

M. DECLARATION:

We hereby declare that all information presented in this Questionnaire reflects the actual status of our Parish/Congregation as at our last fiscal year-end.

On behalf of the Parish/Congregation:

Parish Priest (*print name*)

Parish Priest (*Signature*)

Parish Council Chair / President (*print name*)

Parish Council Secretary (*print name*)

Parish Council Chair / President (*Signature*)

Parish Council Secretary (*Signature*)

Date: | | | | | | | |
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N. EPARCHIAL LEVY

Annual Eparchial Levies are based on the Parish's year-end membership count (*i.e. the total number of individual members at December 31st of the previous calendar year*). For the purposes of this calculation, one (1) Family Membership is counted as two (2) Dues-paying Individual memberships (see **F. 22**, above).

59. To calculate your parish's Eparchial Levy:

Multiply the Total Number of Dues-paying members as of December 31st of the previous calendar year (see **F. 22**, above) by the current levy rate (\$20 per individual member).

2017/18 EPARCHIAL LEVY			
PARISH NAME:			
ADDRESS:		CITY/TOWN:	
PROVINCE:	POSTAL CODE:		
TOTAL NUMBER OF DUES-PAYING MEMBERS: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> x \$20.00 = \$ <u> </u>			

60. Payment options: (*Select your Parish's method of payment*)

- Payment in Full: Our cheque is enclosed with this return.
- Payment in Full: Our cheque will be mailed to the Eparchy before March 31st, 2018.
- Post-Dated Payment: Four post-dated cheques (January 1st, March 1st, May 1st and July 1st, 2018) are enclosed with this return.

Cheques should be made payable to: Eastern Eparchy of the UOCC

Return Completed Questionnaire with Levy Payment to:**Eastern Eparchy of the Ukrainian Orthodox Church of Canada**

3281 Cindy Crescent
Mississauga ON L4Y 3J7

Tel.: (905) 206-9372 **Fax:** (905) 206-9373 **E-mail:** info@uocceast.ca

Past Levies in Arrears or Disputed:

If your Parish is in arrears with past Levies or is disputing portions of past Levies, please contact the *Financial Secretary* using the Eastern Eparchy's address and contact, above.

N. EPARCHY FINANCIAL SECRETARY'S ANNUAL PARISH REPORT

This page, together with the corresponding documents requested below, will be forwarded to the Eparchy's *Financial Secretary*.

Annual Eparchial Levies are based on the Parish's year-end membership count (*i.e. the total number of individual members at December 31st of the previous calendar year*). For the purposes of this calculation, one (1) Family Membership is counted as two (2) Dues-paying Individual memberships (see **F. 22**, above).

2017/18 EPARCHIAL LEVY

PARISH NAME:

ADDRESS:

CITY/TOWN:

PROVINCE:

POSTAL CODE:

TOTAL NUMBER OF DUES-PAYING MEMBERS: x \$20.00 = \$

O. PARISH ANNUAL FINANCIAL STATEMENTS & CURRENT BUDGET

61. Please enclose the following with this Report:

- a) A copy of the Parish's most recent **ANNUAL FINANCIAL STATEMENT**.
- b) A copy of the Parish's **CURRENT BUDGET** for this Fiscal Year.
- c) A cheque / post-dated cheques with **LEVIES FOR THE CURRENT YEAR**.
- d) A cheque / post-dated cheques with **LEVIES IN ARREARS** (*if applicable*).
- e) Your Parish's **LOVE OFFERING** towards the needs of our Eparchy. \$

Cheques should be made payable to: Eastern Eparchy of the UOCC

P. APPENDED PAGES

62. Number of pages of information appended to this Questionnaire:

Thank you!

May the Lord Bless and Save You!