



St. Jacob Orthodox Christian Church

155 NE Greenwood Ave. - Bend, OR - 97701

Fr. Damian Kuoli, Rector
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MEMORANDUM TO THE FILE

DATE: JUNE 21, 2022

RE: PARISH COUNCIL MEETING

Rector's Report

Treasurer & Bookkeeper

- Fr. Damian has talked to Christine to make Treasurer responsibilities more manageable (also common practice)
 - o Two different avenues – payables/receivables
 - o Payables (Donations/contributions) – Warren (Bookkeeper)
 - o Counters – Norman
 - Christine will simplify the format
 - Will rally teams – Norman
- One of the parish council's primary responsibilities: money coming in
- Each parish council member responsible for one week a month + an assistant
 - o T/f counting will not just be done by Parish Council members
 - o Start: Week after next (July 3)
- Next week: 06/26/22 – Rhonda & Warren

Facilities Status

- Agreement from Grange to pay for ½ of \$800 to rock, chuck and outside entrapment of critters
- Fr. Damian recommends that we spend the money now and get it done
- Application submitted for the Historical Society
 - o They only meet once a quarter (meeting in August)
 - o The County has 30 days to get report complete
 - o Burden on us to make sure that we met all the requirements
 - o Scott overwhelmed them
 - David did a professional site plan; Scott put a tremendous amount of effort
 - Scott will distribute it to Parish Council

Land Use Application

- Will hearing about sewers, SDCs

Timeline

- Could be approved as early as September or stretch into November

Update from Fr. Ignatius of first look

- Very similar to his impressions
- No surprises
- Didn't realize that there was a drawn property line to give the building enough room
- This will service us well and we can do the repairs needed quite easily
- Nan – said when he was inside, “this is awesome”

Robert Skipsy (sp?)

- ATT Septic system - \$28, from the cheapest; \$50k (most expensive)
- This is easy; we can buy it and I can put it in

Realtor

- Gave us update on Seller paying ½ of extermination
- Seller signed a letter allowing us to sign a letter with county to go through the whole process
- Scott, Building Committee Chairperson, signing docs on application with the county

Purchase

- Will get signatory to change officers with the state and get that all done
- Register Fr. Ignatius online as President

OCIFF

- Sent a copy of an attachment
 - o 1 page overview – filled it all out; h/e can't figure out how to get a copy of it
- Christine shared with Parish Council that she spoke with Linda and was informed that we need to provide three years of financials (detailed P/L and Balance Sheet) + YTD for 2022
- Fr. Damian sent over a detailed P/L and Balance Sheet for 2019 to the first three years of 2022
 - o Christine – to F/U with Linda at OCIFF to find out if they received the financials that Fr. Damian sent (only missing April – present + savings reconciliation for 2022)
- Fr. Damian put September 15th as the day that we need the funds (60 days after their meeting) h/e we anticipate that they will need 90 days

Other points

- Diocese may fund up to \$25,000 (h/e will most likely want to see matching by the Parish)
- Assigned by Diocese to stay with the project (work with Fr. Ignatius) – be there as a resource/problem solver from Littleton
- Last meeting for Fr. Damian

Changes to Treasurer's Report

- Friday, June 24, 2022
- Norman – cannot attend on Saturday
- Go through meetings and send sheet to everyone
- Attendees: Fr. Ignatius, Fr. Damian, Warren, Norman, and Christine
- Friday @ 9:30am: to put Fr. Ignatius on the bank account and President for Corporation

New Business

- Picnic on June 26, 2022
 - o Elizabeth sent out an email today, June 21st

Upcoming Parish Patronal Feast

- Started a tradition (Annunciation)
 - o Pancake breakfast for Lazarus
 - o Nice salmon meal for Palm Sunday
- Summer celebration
- Hospitality committee (Eleni – experienced with Feast Days, Jessica - organized); set up: John Paul and Joseph
 - o Discuss how we want to do this

Budget Management

- Previously: Fr. Damian watched the budget and made sure that we did not go in the hole
 - o Expenses managed within income; money left over
- This now (after Fr. Damian leaves) becomes the duty of the entire PC – everything that impacts the budget
 - o Ex. Feasts – need a hospitality budget; overseen by hospitality committee and how should the money be spent – start working up mechanisms, etc.
 - o Parish Council tells the committee what is available
- PC must watch over restricted/designated funds
- Big one – Fr. Damian emailed on Friday – letter that explains treating Fr. Ignatius as a payroll obligation

Motion to acknowledge change to Annual Budget due to change in Fr. Ignatius' compensation (per email sent by Fr. Damian on June 18, 2022 at 5:44pm)

- Randy made a motion to accept change to budget
 - o Michaela seconded it
- Income statement + Income v. budget
 - o Fr. Damian and Christine will have a further conversation about this

Next Meeting

- Tuesday, July 12th at 7:00pm
 - o Everyone can attend – Norman will follow up with David to confirm his attendance

Subject: Fr Ignatius compensation

Date: Saturday, June 18, 2022 at 5:44:24 PM Pacific Daylight Time

From: Fr Damian Kuolt

To: Norm@goldmaninc.com, Christine Bacon, davidjrobertson93@gmail.com, runafowlfarm@gmail.com, Randy Wallace (seajay99@msn.com), Nathan (Maximus) Klinger

CC: fmtate@comcast.net

Dear PC members,

I had hoped to have a meeting with you before now, but as you know, I have been a bit under water. Norman is trying to arrange something for next week, so stand by for that.

One matter everyone needs to be aware of is the Diocesan 'norm' for how we compensate the priest and the Total financial impact. After reviewing with the Diocesan Treasurer, it is pretty simple. Below I start with the total compensation obligation to the Parish and arrive at his 'package' that we committed to.

Parish Budget Item	Amount	Note
· Clergy Compensation Expense	\$3,715	This is the total financial impact to parish budget
○ LESS Reimbursable Expenses	\$ (250)	It is a budget for reimbursable expenses such as mileage for car, phone, incidental expenses for meeting with parishioners, etc. This may or may not be used in a given month, and can carry over month to month, if necessary.
○ LESS Pension Contribution	\$ (315)	10% of the Compensation Package Fr. Ignatius receives
· Salary & Housing Allowance	\$3,150	Amount paid to Fr. Ignatius. He makes his own determination of what will be designated as <u>Housing Allowance</u> (<i>no Fed Tax on this portion</i>) and what will be designated <u>Salary</u> (<i>Taxable</i>). He is responsible for all the FICA, on the total amount.

Fr Ignatius start date is July 1, 2022. I think Norman needs to settle with him on a payroll schedule. This can all be handled in Aplos - it is pretty straightforward. If Christine has any questions, Mka. Theodora is happy to help.

In Him,

Fr Damian