

YOUR EPARCHIAL STAFF

Opening Doors
for All
Parishioners



UKRAINIAN CATHOLIC EPARCHY OF EDMONTON
PASTORAL CENTRE



Allow Us to Introduce Ourselves!

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Bishop's Message



Jesus commissioned the disciples, saying
“Go therefore and make disciples of all nations, baptizing them in
the name of the Father and of the Son and of the Holy Spirit,
and teaching them to obey everything that I have commanded you.

And remember, I am with you always, to the end of the age “

(Matthew 28: 18-20)



The Eparchial Pastoral Centre staff assist the Bishop in responding to the needs of our faithful throughout the Eparchy of Edmonton. We provide a variety of services and ministries to help you as laity, clergy, religious and monastics in building your relationship with God and sharing the Good News of the Gospel within your families, friends, and community.

I am proud of our staff, each a specialist in their department.

We're here to serve you.



Most Rev. David Motiuk
Eparchial Bishop



Office of the Vicar General (Protosyncellus)



Pastoral Centre Staff

Very Rev. Stephen Wojcichowsky
Vicar General (Protosyncellus)

Contact information: Ph.: 780 424 5496, ext. 108

Fax: 780 425 2330

Email: vicar@eeparchy.com

Office Hours: Monday to Thursday

My responsibilities:

The canonical term for this position in the office of the bishop is *protosyncellus*. He assists in the bishop's ministry to the whole eparchy by serving as a consultant to him as necessary, officially representing him at functions which the bishop cannot attend, serving as his delegate in matters concerning the clergy and the faithful, and making decisions on a limited basis in the name of the bishop for the good governance of the eparchy in the absence of the bishop. The protosyncellus must always exercise this office with the "intention and mind" of the bishop (canon 249).

At your service:

- ♦ Working with you as an active member of the eparchial councils and commissions (see pages 14 and 15);
- ♦ Consulting with parishes on liturgical and pastoral matters;
- ♦ Granting dispensations and permissions for marriages in the name of the bishop;
- ♦ Offering pastoral guidance to clergy and faithful;
- ♦ Leading parish missions and retreats;
- ♦ Substituting for parish priests when they are away from their parishes;
- ♦ Acting as the bishop's delegate in matters concerning the eparchial Safer Environments protocol;
- ♦ Directing the eparchial ministries, particularly in the areas of Catechesis and Youth Ministry;
- ♦ Giving theological input where required;
- ♦ Praying for your intentions;
- ♦ Serving the Divine Liturgy and celebrating the Holy Mysteries.

Administration



Pastoral Centre Staff

Olga Nakonechny
Administration Officer

Contact information: Ph.: 780 424 5496, ext. 116
Fax: 780 425 2330
Email: chancery@eeparchy.com

Office Hours: **Monday to Friday (except Thursday afternoons)**

My responsibilities:

The Administration Officer's responsibilities include first point of welcome and support for Priests, faithful and all those reaching out to the Pastoral Centre. All reception and administrative duties, as well as supporting all of the Pastoral Centre Ministries.

At your service:

The following provides some areas in which the Administration Officer may serve you:

- ◆ Direct all Pastoral Centre inquiries to the correct staff members;
- ◆ Arrange appointments with the Bishop;
- ◆ Receive and prepare correspondence for the Bishop in English and Ukrainian;
- ◆ Maintain parish records and baptism database;
- ◆ Collect parish statistics and pastoral council contacts;
- ◆ Arrange for Papal, Patriarchal and Episcopal Blessing Certificates;
- ◆ Coordinate clergy coverage (sick leave, vacations, etc.);
- ◆ Eparchial Event advertising and ticket sales. (Bishop's Gala, Bishop's Prayer Breakfast, etc.);
- ◆ Ministry brochures, flyers and poster design;
- ◆ Bookkeeping assistant;
- ◆ Selling items from the Pastoral Centre's religious bookstore;
- ◆ Maintain and order office and church supplies. (Donation envelopes for special collections);
- ◆ Manage bookings and payments for Camp Oselia rentals.



MINISTRY: Finance & Accounting

Pastoral Centre Staff



Iryna Laschuk

Chancellor and Director of Finance

Contact information:

Ph.: 780 424 5496, ext. 109

Fax: 780 425 2330

Email: chancellor@eeparchy.com

Email: accounting@eeparchy.com

Office Hours: Monday to Thursday



Sheila Leiding

Accounting Assistant and
Payroll Administrator

Contact information:

Ph.: 780 424 5496, ext. 107

Email: bookkeeping@eeparchy.com

Office Hours: Monday to Thursday



Maria Wojcichowsky

Insurance and Financial
Support

Contact information:

Ph.: 780 424 5496, ext. 105

Email: business1@eeparchy.com

**Office Hours: Tuesday and Wednesday
or Thursday**

Our responsibilities:

The finance and accounting ministry is responsible for managing the temporal resources of the Eparchy which include: maintaining and monitoring all financial activity and reporting, budgets, investments, grants, financing, insurance, human resources, payroll and employee benefits.

At your service:

Staff working in the finance and accounting ministry support the pastoral centre ministries as well as our clergy, lay personnel and parishes. The following are some areas where we can serve you:

- ♦ Assistance in setting up accounting records and other parish records;
- ♦ Assistance in preparing government reports (Charity returns, GST etc.);
- ♦ Preparing and administering pastor stipends and benefits;
- ♦ Coordinating the property insurance program;
- ♦ Coordinating investment alternatives for parishes;
- ♦ Answering finance related questions and providing support as needed.

MINISTRY: Safer Environments



Pastoral Centre Staff

Andrea Leader

Executive Assistant to Bishop David Motiuk
Eparchial Safer Environments Coordinator

Contact information: Ph.: 780 424 5496, ext. 103

Fax: 780 425 2330

Email: admin@eeparchy.com

Office Hours: **Monday to Friday (except Thursday afternoons)**

My responsibilities:

Support the ministry of the eparchial bishop in all areas of responsibility as required.

Coordinate the eparchy-wide implementation of the Eparchy of Edmonton's Safer Environments Protocol, "Working Together for Safer Environments: Policies and Protocols Regarding Abuse and Protection of Children, Youth and Vulnerable Adults."

Supporting:

- ♦ All pastors and Parish Pastoral Councils in their responsibilities of Volunteer Management, including the proper screening of volunteers and the management of Police Information Checks and Vulnerable Sector Searches at the parish and eparchial level;
- ♦ Safer Environment Training for those required to take the training, including all clergy, parish and eparchial staff, volunteers in a leadership role and those working with the vulnerable sector;
- ♦ The regular and proper screening of all clergy, eparchial and parish staff and volunteers working with the vulnerable sector;
- ♦ The development and implementation of Safer Environments Policy updates in light of the Canadian Conference of Catholic Bishops' document, *Protecting Minors from Sexual Abuse: A Call to the Catholic Faithful in Canada for Healing, Reconciliation, and Transformation*;
- ♦ The appropriate and timely response to allegations of misconduct by any member of the clergy, staff or parish volunteers within the Eparchy of Edmonton.



MINISTRY: Religious Education

Pastoral Centre Staff



Bernadette Mandrusiak
Director
of Catechesis



Victoria Kostyniuk
Assistant to the Director
of Catechesis

Contact information: Ph.: 780 424 5496, ext. 111 or ext. 115

Fax: 780 425 2330

Email: education@eeparchy.com

Office Hours: Tuesday to Thursday

Our responsibilities:

The aim of the Religious Education team is to assist in any way that we can to provide opportunities for learning and growing in faith. Our team builds up and maintains resources in the Catechetical Resource Centre and the St. Macrina Book and Gift Store at the Eparchial Pastoral Centre. We provide education and support to Catechists and are very willing to support and assist in the presentation of programs in parishes, schools and to individuals throughout the Eparchy.

At your service:

- ♦ Provides support in the form of resources, advice and direction for parish and school run catechetical programs;
- ♦ Works with parishes and schools in the execution of programs;
- ♦ Provides support, professional development and networking for Catechists working throughout the Eparchy;
- ♦ Creates programs to be used in parishes, homes and schools;
- ♦ Runs eparchial-wide programs for Catechetical education and faith development;
- ♦ Provides interesting and faith promoting resources for parish, home and school that may be borrowed or purchased;
- ♦ Produces Program Guides three times a year which promotes educational programs running in the various parishes throughout the Eparchy.

MINISTRY: Youth



Pastoral Centre Staff



Millie Schietzsch

Director of Youth Ministry
Director of Children's Camp

Contact information:

Ph.: 780 424 5496, ext. 106

Fax: 780 425 2330

Email: youth@eeparchy.com

Office Hours: **Monday to Friday**



Fr. Bohdan Nahachewsky

Camp Oselia Program
Director

Contact information:

Ph.: 780 430 3726

Fax: 780 425 2330

Email: fr.bo.nahachewsky@gmail.com

Office Hours: **Wednesday**

Our responsibilities:

Helping young people encounter Christ and recognize the centrality of their faith and community in the wonderful yet turbulent process of growing up. Building relationships and formation of future church leaders.

The Director of Youth Ministry is responsible for mentorship and training of youth ministers for parish ministry. Working with parishes and schools to provide programs to model the love of Christ through caring relationships. Working with young adult ministry including World Youth Day, Inter-Eparchial Youth Unity Retreat, Pilgrimages. Mentor young people to be disciples. Oversee operations of the children's camp at Camp Oselia, working in mutual support with Fr. Bo Nahachewsky.

At your service:

- ♦ Develop leadership skills in youth and young adults;
- ♦ Facilitate and provide development opportunities for parish and school ministry;
- ♦ Coordinate recruitment, training, and mentorship/support, in the youth ministry program;
- ♦ Meet with parish ministers and pastoral teams to assess the youth ministry needs in the parish. Youth are attracted to vibrancy and community. They become what they want to attract;
- ♦ Provide financial assistance with programming through Bishop David's initiative The Youth Evangelization Fund;
- ♦ Create opportunities for smaller group interactions within the camp experience;
- ♦ Provide a camp experience for a parish's young people that models the love of Christ and spiritually nurtures participants through caring relationships;
- ♦ Help parish councils to discern what is strong in their parish and how they can use these strengths to develop community.



MINISTRY: Inter-Eparchial Marriage Tribunal



Pastoral Centre Staff

John Vizza
Case Instructor

Contact information: Ph.: 780 424 5496, ext. 103
Fax: 780 425 2330
Email: tribunal@eeparchy.com

Office Hours: **Thursday**

My responsibilities:

The Inter-Eparchial Marriage Tribunal's ministry is to accompany those who have experienced a divorce to come to full healing through the Declaration of Nullity process. We accompany the party or parties of the previous marriage throughout all stages of the judicial process (canon law), from listening to the hurts of their previous marriage all the way to the final judgment. We explain the benefits of such a process and hopefully help them to enter a future marriage in a better state than they did in their previous marriage.

At your service:

I am happy to assist our clergy, lay personnel and parishes in answering any one of the plethora of questions that come up in such a process: Why? How? When? How long? I can also assist Pastors in their first contact with the parties at the preliminary stages of information gathering. The following provides some areas in which I may serve you:

- ◆ Provide updated forms for the Declaration of Nullity Process;
- ◆ Answer any preliminary questions regarding how the process will unfold;
- ◆ Assist in answering any questions which either of the parties to the previous marriage may have;
- ◆ Handle Lack of Form cases or explore other canonical options regarding a previous marriage;
- ◆ Act as a resource for questions regarding the pre-nuptial inquiry for Marriage Papers.

Properties



Pastoral Centre Staff

Boris Radyo
Properties Manager

Contact information: Ph.: 780 424 5496
Fax: 780 425 2330
Email: properties@eeparchy.com

Office Hours: **Monday and Wednesday or Thursday**

My Responsibility:

The Properties Manager is responsible for managing eparchial land and building assets. This includes supporting the property insurance program, developing maintenance plans and undertaking specific property related projects, and developing strategies and processes for the disposition of Eparchial properties.

At your service:

The following are some areas in which the Properties Manager may serve you:

- ◆ Provide advice, assistance and leadership during property disposition processes;
- ◆ Assist with property transfer issues;
- ◆ Provide information related to property titles;
- ◆ Assist parish councils in evaluating property expenses such as taxes and utilities;
- ◆ Meet with parish councils and provide assistance and advice on any property related issues;
- ◆ Facilitate insurance claims.



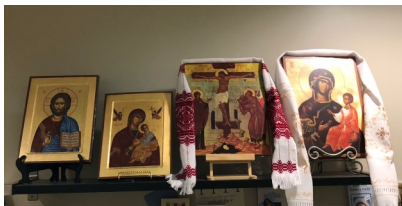
St. Macrina - Books and Gifts Store

At the St. Macrina Book and Gift Store, housed at the Pastoral Centre, you can find:

- ♦ books dealing with a vast range of topics such as faith in the family, marriage, questions of spirituality, prayer, reflection and theology;
- ♦ Bibles, Bible study guides;
- ♦ prayer books;
- ♦ liturgical and spiritual music CDs;
- ♦ greeting cards;
- ♦ children's books;
- ♦ faith related colouring books and puzzles;
- ♦ icons in various sizes and styles;
- ♦ rushnyky;
- ♦ chotky.

Throughout the year we also carry seasonal items.

St. Macrina Book and Gift Store Hours: Monday to Friday, from 8:30am - 12:00pm and 1:00pm - 4:30pm. Closed from 12:00pm - 1:00pm



Cemeteries



Pastoral Centre Staff

Marc Turgeon, Director of Cemeteries

Contact information: Ph.: 780 424 5493
Fax: 780 476 0315
Email: mturgeon@edmontoneparchy.com

Address:

St. Michael's Cemetery: 13819 82 St NW, Edmonton, AB T5C 3R2

Rosehill Cemetery: 1605 141 St SW, Edmonton, AB T6W 1A3

CEMETERY STAFF:

Luba Lubinsky

Family Advisor, St. Michael's Cemetery

Ph.: 780 424 5493,

Fax: 780 476 0315

Travis Johnson

Site Manager and Family Advisor, Rosehill Cemetery

Ph.: 780 434 5433,

Tuesday - Friday

Terry Grieger, Ron Sabin, Garth Edmunds

St. Michael's Cemetery Maintenance

Ph.: 780 424 5493,

Fax: 780 476 0315

Our responsibilities:

The Cemetery Ministry is responsible for the operation and care of the Eparchy's two Edmonton based cemeteries: St. Michael's and Rosehill Cemeteries. These cemeteries are available to the public and offer traditional burial, cremated remains options, Mausoleum entombment and more recently environmentally friendly interments. The cemeteries also carry products such as burial liners and vaults, cremation urns, monuments, and vases for the public to purchase for cemetery use. Both pre-arranged cemetery arrangements or at-need arrangements are offered.

At your service:

The Cemetery Ministry staff look after families requiring burial/cremation services or are simply requiring information on estate planning or funeral arrangements for themselves. Our staff are sensitive to the needs of the bereaved and are there for them in times of mourning. The Director of Cemeteries also serves as a resource to the Eparchial Districts regarding matters pertaining to their own rural cemeteries. The Director of Cemeteries is available to advise District Parishes on legislation pertaining to their own cemeteries or hold workshops with the Districts. Workshops address establishing "rules and regulations" or action plans regarding care of rural cemeteries.



Eparchial Councils and Commissions

PRESBYTERAL COUNCIL

The Presbyteral Council of the Eparchy of Edmonton is a body of priests representing the presbyterate which assists the eparchial bishop by its advice in those things that regard the needs of pastoral activity and the good of the eparchy.

COLLEGE OF CONSULTORS

The College of Consultors is a body of priests, chosen from the Presbyteral Council, who act as official advisors to the eparchial bishop in certain matters determined by law pertaining to the administration of the eparchy, and as a governing board when the eparchial see is vacant or impeded.

EPARCHIAL FINANCE COUNCIL

The Eparchial Finance Council is an organ of collaboration of the Christian faithful with the eparchial bishop in the administration of the financial matters of the entire eparchy. The members of the council have only a consultative vote, unless expressly required by canon law in special cases or if the document creating the council requires their consent. Besides the functions given to it in canon law, the finance council is to prepare an annual budget of the revenues and expenditures foreseen in the coming year in the governance of the whole eparchy as well as examine the account of revenues and expenses at the end of the year.

COMMISSION FOR SACRED ORDERS AND MINISTRIES

The Commission for Sacred Orders and Ministries is a stable body of priests, religious and lay faithful who work as an advisory body to the bishop concerning seminary formation, admission of candidates and review of petitions for diaconal and priestly ordination.

UKRAINIAN CATHOLIC COUNCIL (CENTRALIA)

The Ukrainian Catholic Council (Centralia) - Eparchy of Edmonton unifies and coordinates the activities of the Ukrainian Catholic Women's League of Canada (UCWLC), the Ukrainian Catholic Brotherhood of Canada (UCBC), the Ukrainian Catholic Youth of Canada (UCYC) and the Knights of Columbus - Edmonton Chapter (EECKofC).

EPARCHIAL YOUTH COMMISSION

The Eparchial Youth Commission provides pastoral oversight for children, youth and young adults, involving and engaging young people in the life and mission of the Church.

EPARCHIAL PASTORAL COUNCIL

The Eparchial Pastoral Council engages the vital forces of the eparchy in the programming of the apostolate and in the mission of the Church. It is comprised of clergy, religious and especially laypeople. It has the task of studying problems of pastoral work and proposing practical solutions whereby the faithful may pattern their lives more completely on the gospel.

EPARCHIAL CATECHETICAL COMMISSION

The Eparchial Catechetical Commission assists in catechetical formation within the Eparchy of Edmonton. The Commission provides for religious education formation within families and parish communities, helping the faithful mature in their faith as disciples of Christ. It engages in articulating the vision and mission of the eparchy's catechetical ministry to children, youth and adults and provides direction and assistance to the Director of Religious Education.

EPARCHIAL LITURGICAL COMMISSION

The Eparchial Liturgical Commission assists in liturgical celebration and formation within the Eparchy of Edmonton. The Commission advises the bishop on liturgical matters; study and research liturgical issues; provide ritual and liturgical texts for use in the Eparchy; oversee the preparation of liturgical educational materials; regulate pastoral liturgical action; and maintain relations with the Patriarchal Liturgical Commission and the Synodal Liturgical Committee.

EPARCHIAL ECUMENICAL COMMISSION

The Eparchial Ecumenical Commission seeks to foster greater unity among all Christians through prayer, dialogue and common initiatives. It has a special regard for relations with the Orthodox community. In addition, it extends its concern to matters pertaining to inter-faith dialogue and co-operation, especially in the area of social justice. It engages in articulating the vision and mission of the eparchy's ecumenical ministry and provides direction and assistance to the Director of Ecumenism.

SAFER ENVIRONMENTS ADVISORY COMMITTEE (REGARDING ABUSE AND PROTECTION OF CHILDREN, YOUTH AND VULNERABLE ADULTS)

The Committee supports the implementation of the Eparchy of Edmonton's Safer Environments policy, "Working Together for Safer Environments: Policies and Protocols Regarding Abuse and Protection of Children, Youth and Vulnerable Adults." The Committee also investigates all complaints regarding abuse of children, youth and vulnerable adults assigned to it by the bishop or the bishop's delegate and makes recommendations within an appropriate timeframe to the bishop or appropriate persons regarding actions to be taken.

9645 - 108 AVE

Ukrainian Catholic
PASTORAL CENTRE



Contact us at:

UKRAINIAN CATHOLIC EPARCHY OF EDMONTON PASTORAL CENTRE

**From Monday to Friday, from 8:30am - 12:00pm and 1:00pm - 4:30pm.
Closed from 12:00pm - 1:00pm**

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Edmonton, AB T5H1A3
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