

# **Parish Proportional Giving Policy**

## **1. PURPOSE**

The purpose of this document is to define the percentage-based parish proportional giving policy for the Diocese of the Midwest (DOM), a diocese of the Orthodox Church in America (OCA). It has been prepared for general distribution with the blessing of His Eminence, Archbishop Daniel of Chicago. This policy has been in effect since January 1, 2019, and was amended for clarity on February 1, 2023. It is further amended here to account for Chancery restructuring effective May 23, 2025.

## **2. SCOPE**

- a. This policy applies to all ecclesiastical entities of the DOM, including but not limited to parishes, missions, and chapels. For the purposes of this policy, except when explicitly noted, where the term “parish” is used, it is intended to apply to the ecclesiastical entities as defined in this paragraph.
- b. This policy addresses a proportional giving plan to financially support the DOM and the OCA.
- c. This policy has been designed to work with the OCA’s financial policies.
- d. The financial obligation of all ecclesiastical entities in the DOM shall be satisfied by compliance with this policy.

## **3. POLICY STATEMENT**

- a. Parishes shall remit a percentage of their last complete fiscal accounting year’s Eligible Income in twelve monthly increments to the DOM. For example, parishes shall remit a percentage of their 2024 Eligible Income for 2026. The DOM, in turn, shall remit the appropriate percentage of Diocesan income received from the parishes to the OCA.
- b. Parishes shall complete the Parish Financial Worksheet (FORM 1) and submit it to the Diocesan Chancery Office in Chicago, IL no later than March 31. For example, parishes shall submit FORM 1 showing their 2024 income by March 31, 2025. Parishes can submit FORM 1 via the Diocesan Reporting Website, located at: <https://reporting.domoca.org/>.
- c. The Parish Rector, Priest-in-Charge, Treasurer and/or Financial Secretary shall calculate their Eligible Income and proportional giving based on the formulae in Section 4.
- d. Parishes that fail to submit their Parish Financial Worksheet in a timely fashion shall remit payment based on the previous year’s rate and be referred to the Diocesan Archbishop for appropriate corrective action.

#### 4. PROPORTIONAL GIVING PERCENTAGE

The 2018 Diocesan Assembly set the proportional giving percentage at 13% of Eligible Income. This percentage will remain in effect until further notice.

The **Eligible Income** (implemented in FORM 1) is defined as follows:

Eligible Income = Total Prior Year Gross Income from all sources minus the sum of the following:

- Donor Restricted Contributions (not for normal operations)
- Pass-Through Recorded Income (only if recorded to income)
- Charitable Expenses
- Investment income recorded to respective Restricted Fund (noted above)

(See **Section 5 DEFINITIONS** for a further explanation of these terms).

**NOTE:** Parishes may seek **relief from their financial obligations** on the grounds of financial hardship. Parishes seeking such relief must contact the Diocesan Archbishop as soon as possible with evidence supporting their concerns and a proposed financial recovery plan to achieve 13% of their eligible income for tithing. Starting in 2025 and for future years, parishes shall file their requests for relief by March 31. The Diocesan Archbishop shall request the Diocesan Finance Committee conduct a thorough review and make a recommendation to the Diocesan Archbishop. The Diocesan Archbishop will make the final decision on relief from financial obligations and inform the Diocesan Council. All relief from financial support obligations are valid for one year and shall be put in writing and filed with the Diocesan Chancery. Requests for relief shall be addressed to the Diocesan Archbishop and submitted via the Diocesan Reporting Website, located at:

<https://reporting.domoca.org>.

#### 5. DEFINITIONS

**Gross Income** – All forms of income received by the parish, whether donations or dues, including stocks and bonds valued as of the date of being sold. Other examples include net income from cemetery, fundraising, bookstore, rental activities, interest from unrestricted sources, and all other sources of income such as the proceeds from the sale of property; structure(s) or land. In-kind donations (non-cash) are excluded. Funds received from a loan are not considered to be part of gross income.

**Capital Campaign Contributions** – Contributions to the parish for the acquisition of land or buildings, or the MAJOR restoration (at least 40% of the cost of the asset) of current worship or fellowship facilities. Mortgage payments are excluded (considered to be normal operating expense); however, restricted donations specifically to pay down a mortgage are eligible capital campaign contributions.

**Donor Restricted Contributions** – Contributions to the parish for the acquisition of donor specified items (e.g., to beautify the church) and for specific items or activities, including donor contributions for an external charity. Although donated funds may be specified for utilities, repairs, or other operating expenses, these donations are NOT considered Donor Restricted Contributions under this policy.

**Board Directed Fund** – The transfer of funds by the Parish Council from general operating resources in support of any restricted fund or project are **NOT** considered Donor Restricted Contributions under this policy.

**Pass Through Income** – The reception of monies not intended to remain with the parish but are received and held by the parish temporarily and soon disbursed to their intended final destination. Examples of this are some fundraisers, seminarian scholarship campaigns, and other collections for 3<sup>rd</sup> party charities.

**Charitable Expenses** – Expenses paid out to an external charity over and above any amount collected for the charity. These are monies that come out of operating income.

**Investment Income Recorded to Respective Restricted Fund** – Income received from Stocks or bonds that have already been designated to a specific restricted fund. If an investment is unrestricted in nature, the interest received is considered gross income and is not subject to exemption from the 13% proportional giving. This only applies to any realized income.

**Unrealized Investment Gains** – This phrase refers to an increase in the value of an investment that has yet to be sold for cash. Unrealized investment gains are not considered part of Gross Income for purposes of this policy. An unrealized investment gain becomes realized once the investment is sold for cash. When the investment is sold, the income generated by the sale is considered Gross Income for purposes of this policy and is subject to the Eligible Income analysis in Section 4. If the investment sold was designated as a restricted donation initially, then the liquidation of the investment remains restricted.

## 6. RESPONSIBILITIES

### a) DOM Diocesan Council

- i. Takes official note of financial issues brought to its attention by the Archbishop, Treasurer, and/or Finance Committee, including archpastoral grants of financial relief.
- ii. Reviews the effect of this policy on Diocesan income and the support of the OCA.
- iii. Initiates revisions to this policy, as needed.

### b) DOM Finance Committee

- i. Reviews and modifies, as required, proportional giving percentages as the program evolves.

- ii. Prepares a payment proposal to present to the Archbishop, who will make the final decision, for parishes seeking relief from their specific financial obligations.
- iii. Monitors the impact of the program on parishes.

**c) DOM Treasurer**

- i. Coordinates and implements this policy in a consistent manner.
- ii. Supports and trains parish treasurers on this policy.
- iii. Reviews parish financial reports for compliance with this policy.
  - a. Inform the DOM Chancery of parish non-compliance with this policy.
- iv. Remits financial support to the OCA monthly.

**d) DOM Bookkeeper**

- i. Records and monitors the collection of parish financial obligations.
  - a. Consult with DOM Deans on parishes within their deanery of non-compliance.
  - b. Involve the Diocesan Treasurer if parishes continue to be non-compliant to find a reasonable remedy and/or potential disciplinary measures.

**f) DOM Area Dean**

- i. Confers with parish rectors when financial obligations are not remitted in a timely manner. Works in conjunction with the DOM Treasurer and DOM Chancellor to provide guidance to the parishes on financial compliance matters.

**e) Parish Rector or Priest in Charge, Treasurer and /or Financial Secretary**

- i. Completes:
  - o The Parish Financial Worksheet (FORM 1)
- ii. If requesting Tithing Relief, the following must be submitted, or the request will not be considered:
  - o Submit the Parish Financial Worksheet (FORM 1).
  - o Submit letter with financial evidence supporting your request for relief.
  - o Submit a proposed financial recovery plan to achieve 13% of your eligible income for tithing.
- iii. Submit all applicable documents via the Reporting Website no later than March 31, located at: <https://reporting.domoca.org/>.
- iv. Remit the monthly financial obligation to the Diocesan Bookkeeper before the 15<sup>th</sup> day of the month.

**FORM 1**  
**Diocese of the Midwest**  
**Parish Financial Assessment Worksheet 2025**  
**Proportional Giving: 13% of Eligible Income**

Parish Name: \_\_\_\_\_ City: \_\_\_\_\_

	FY 2025 Income
<b>Description</b>	
<b>Line 1</b> <b>Gross Income (from all sources)</b> including net income from ministries such as bookstore, cemetery, fundraising, etc. (see section 5 of Proportional Giving Policy)	
<b>Less:</b>	
Line 2 Donor Restricted Contributions (donor has specified use) including Capital Campaign contributions, major facility repair contributions, plus Investment income recorded into the Restricted Fund	
Line 3 Pass-Through amount recorded for convenience of parishioners and not intended for Parish expenses (only if recorded in Gross Income)	
<b>Line 4 Total Adjustments to Income (Lines 2 through 3) Calculation</b>	
<b>Line 5 Net Operating Income (Line 1 less Line 4) Calculation</b>	
<b>Less:</b>	
Line 6 Charitable Expenses over and above donor contributions	
<b>Line 7 Eligible Income for Assessment Calculation</b>	
Line 8 Parish requests assessment relief due to hardship. (Circle Yes or No)	Yes / No
Line 9 If <b>YES</b> , submit this FORM 1 with a letter providing <b>financial evidence supporting your request for relief and a proposed financial recovery plan</b> to the Diocesan Chancery Office. See Section 6.f.	

\_\_\_\_\_  
 Parish Rector or Priest-in-Charge  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parish Treasurer  
 Signature

\_\_\_\_\_  
 Date

**SUBMIT DOCUMENT(S) VIA THE DIOCESAN REPORTING WEBSITE, LOCATED AT:**  
<https://reporting.domoca.org/>