



The Orthodox Church in America
DIOCESE OF THE WEST
Office of the Bishop of San Francisco & the West
650 Micheltorena St.
Los Angeles, California 90026-3629

Telephone: (323) 913-3615

Facsimile: (800) 323-6921

MEMORANDUM

DATE: July 26, 2001
TO: All Rectors, Parish Councils, Monastic Institutions, Diocesan Council Members and Department Chairs
FROM: 2001 Diocesan Assembly Committee
RE: INVITATION TO THE 2001 DIOCESAN ASSEMBLY

WHEN & WHERE: The 2001 Diocesan Assembly will be held at Holy Trinity Cathedral, San Francisco, CA, beginning on Wednesday, October 10, 2001, through Friday, October 12, 2001. Registration will be held from noon until 6:00 PM on Wednesday; Divine Liturgy will be celebrated on Thursday morning followed by Plenary Sessions 1 and 2. The speaker for the banquet on Thursday evening will be His Grace, Bishop KALLISTOS (Ware). The Assembly will continue on Friday morning with Plenary Session 3 and will conclude on Friday afternoon. A complete agenda and schedule will be sent with reports to all registered delegates and observers in September.

DELEGATES: The cost of accommodations for the nights of October 10 and 11 for both **clergy and lay delegates** is included in the Assembly Assessment paid by each parish. Due to constraints set by hotels in the area surrounding Holy Trinity Cathedral, accommodations for clergy and lay delegates are for **double occupancy** only. Small blocks of rooms have been reserved at three nearby hotels; however, rooms will be assigned on a 'first come-first served' basis.

OBSERVERS and COMMUTERS: The Observer and Commuter fee for the Assembly is \$150, for all meals, including the banquet, and materials. Due to hotel constraints, **OBSERVERS MUST MAKE THEIR OWN HOTEL ACCOMMODATIONS.** Holy Trinity Cathedral is located at the corner of Green and Van Ness. There are several hotels/motels within walking distance of the Cathedral. A list of hotels/motels in the neighborhood is available by emailing info@holy-trinity.org.

SPOUSES: Delegates, both Clergy and Lay, and Observers who wish to bring their spouses may do so. However, those spouses who are not accredited delegates are considered to be Observers and are subject to the same fees and deadlines as all other Observers.

Invitation to 2001 Diocesan Assembly
July 26, 2001

DEADLINE FOR SUBMITTING FORMS AND FEES: The deadline for submitting all forms and fees to the Treasurer's office is **SEPTEMBER 1, 2001**.

Please note: All forms and fees are to be sent to the Treasurer's office in Oakland and **not** to the Diocesan Office in Los Angeles.

**Office of the Treasurer
25 Captains Cove
Oakland, CA 94618-2311**

Checks are made payable to: Diocese of the West

TRANSPORTATION AND DIRECTIONS: Information regarding transportation and directions to Holy Trinity Cathedral will be sent to all registered Delegates and Observers in September.

CHECK-IN/OUT TIME: Delegates should plan to arrive by 6:00 PM on Wednesday evening. Check out on Friday is 11:00 AM.

QUESTIONS: Questions regarding the 2001 Diocesan Assembly may be directed to:

V. Rev. Victor Sokolov	(415) 673-8565
Mary Caetta	(510) 923-3613
Diocesan Office	(323) 913-3615