

**To: Archdiocese Of Pittsburgh and Western Pennsylvania (OCA) Clergy and Laity**  
**From: Archpriest William J. Evansky, Chancellor**  
**Date: 20 May 2022**  
**Subject: Substitute Clergy Protocol**

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Reminders concerning the diocesan policy concerning CLERGY SUBSTITUTES:

1. Clergy liturgical substitutes for our parishes are to be assigned by the local dean upon receiving such a request by the parish priest. Parish priests (or laity leaders) are NOT authorized to schedule substitutes without the knowledge of the dean.
2. As is normative between dioceses/jurisdictions, non-diocesan clergy will need pre-approval by our diocese and that clergyman's diocesan authority (i.e., hierarch or chancellor/dean) to serve in our Altars. Please call me if you have questions about this when dealing with specific situations since protocols vary between chanceries.
3. Even if NOT missing a Sunday Liturgy, each parish priest is to notify their local dean if they will be away from their parish assignment for longer than 24 hours. The parish priest can inform his parish officers and parish members that the dean (or the dean's designated deanery priest) is providing parish coverage while he is away for emergency pastoral calls.
4. Feel free to notify the Chancellor (724-266-5009) if the local dean cannot be reached for emergencies so coverage can be arranged.
5. Minimum clergy honorarium for a priest serving a Sunday Liturgy in our diocese is \$150.00 plus \$.59 door-to-door mileage. (Parishes ARE encouraged to exceed this minimum, particularly now, in light of the surging gas prices.)
6. Minimum clergy honorarium for a deacon serving in a parish on Sunday in our diocese is \$100.00 plus \$.59 door-to-door mileage. (Again, parishes are encouraged to exceed this minimum when possible.)
7. Realistically, it may NOT be possible for the dean to provide a priest/deacon for all Sunday vacancies due to the number of on-going pastorally vacant parishes plus scheduled clergy vacations. The "Reader's Service" established as the diocesan norm should be done in that case - or - the parish members urged to attend the nearest diocesan parish. Please contact me if an electronic copy of this service is needed.
8. Honoraria for clergy providing non-Sunday liturgical services can be discussed and mutually agreed upon by the dean, substitute clergyman, and the local parish. (Please call the chancellor if there is a problem.)

Thank you,

*Fr. Bill*

Archpriest William J. Evansky

Chancellor  
Archdiocese of Pittsburgh and Western PA  
Orthodox Church in America  
P.O. Box 1769  
Cranberry Twp., PA 16066-1769  
724-776-5555: Chancery Office  
724-266-5009: Ambridge Parish Office  
[frbill158@verizon.net](mailto:frbill158@verizon.net): Email