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DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate
November 27, 1984

TO: THE REVEREND CLERGY, PARISH COUNCIL CHAIRMEN AND DELEGATES

SUBJECT: 1985 ANNUAL PARISH ASSEMBLY AND PARISH COUNCIL REPORTS

FROM: MICHAEL M. KERMIAN

The time for the annual parish assembly is practically upon us. As stipulated in the Diocesan Bylaws, your Parish Assembly must convene early January and complete the duties listed in Article 14.

Following the meeting and not later than February 28, the Annual Report of the Parish Council must be submitted to the Diocese accompanied with the results of the Assembly.

The Primate would approve the elections of parish council members only if the following items are duly completed and sent to this office.

A. Notice of Parish Assembly:

- ✓ 1. Invitation *in Annual Report*
- ✓ 2. Agenda " "
- ✓ 3. Date invitation mailed to the membership

B. Reports to the Parish Assembly:

- ✓ 1. Pastor's report, duly signed. *in Annual Report*
- ✓ 2. Parish Council report, signed by the officers. "
- ✓ 3. Committee reports, signed by the officers. "

C. Financial Reports:

- ✓ 1. 1985 Income and Expense Budget with the 1984 Diocesan assessment. "
- ✓ 2. Other financial reports presented to the Assembly. "

✓ D. Election Results:

- ? —
1. Copy of Sample Ballot
 2. Names of all Candidates
 3. Number of ballots received by each candidate
 4. Method of balloting - according to Bylaws Article 21, the election of assembly officers of the Parish Council, Auditing Committee, Nominating Committee and the Diocesan Delegates must be done by secret ballot.

✓ E. The Covering letter of the Pastor or Parish Council Chairman (if the Parish has no pastor) addressed to the Primate, should include:

1. The date of the Parish Assembly
2. The number of members in attendance which should constitute a quorum out of the total membership number in the parish
3. List of names of candidates elected with number of ballots received for each.

? — F. Certification of newly elected Diocesan delegates.

✓ G. Minutes of the Parish Assembly with signatures of Assembly officers.

✓ H. 1984 Assessments and/or Diocesan dues must be paid in full.

We would appreciate your prompt action in returning these reports, as some of the information is needed in preparing the Diocesan annual report in time for the Assembly early May. If any questions or additional information is necessary, please let me know.

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