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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

December 4, 1989

To: The Reverend Clergy and Parish Council Chairmen
Subject: 1990 Annual Parish Assemblies and Parish Council Report

The 1990 annual parish assembly and council reports are due on or before February 26. This should not be difficult if your Assembly convenes in early January as required by Diocesan Bylaws. The following must be received by this office by February 26, 1990.

A. Parish Assembly Notice:

1. Invitation
2. Agenda
3. Date mailed to membership

B. Reports to the Parish Assembly:

1. Pastor's report (duly signed)
2. Parish Council report (signed by the officers)
3. Committee reports (signed by the officers)

C. Financial Reports:

1. 1990 Income & Expense Budget with 1989 Diocesan dues
2. Other financial reports presented to the Assembly

D. Election Results:

1. Copy of sample ballot
2. Names of 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 cover letter of the Pastor or Parish Council Chairman (if Parish has no priest) addressed to the Primate stating:

1. The date of the parish assembly
2. The number of total membership and of members in attendance constituting a quorum
3. The names of candidates elected and the ballots received

F. Certification of newly-elected Diocesan Delegates

G. Minutes of the Parish Assembly signed by Assembly Officers

H. A statement that 1989 Diocesan dues are paid in full

May God guide your parish assemblies with His wisdom and grace and may His spirit inspire us all in His service.

Prayerfully,

Arch. Torkom Manoogian

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Encl.