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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 13, 1985

**TO: THE REVEREND CLERGY AND PARISH COUNCIL CHAIRMEN**  
**SUBJECT: 1986 ANNUAL PARISH ASSEMBLIES AND PARISH COUNCIL REPORT**  
**FROM: MICHAEL M. KERMIAN**

The 1986 annual parish assembly and council reports are due on or before February 25. Last year approximately 80% of the reports were submitted on schedule, and we trust we shall have an improved performance this year.

As stipulated in the Diocesan Bylaws, your Parish Assembly must convene early January and complete its duties detailed in Article 14.

The Primate would send his letter of approval for the new parish council elections provided the following items are duly completed and received in this office no later than February 25:

**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. 1986 Income & Expense Budget with 1985 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 covering letter of the Pastor or Parish Council Chairman (if the Parish has no pastor) addressed to the Primate, stating:
- ✓ 1. The date of the Parish assembly
  - ✓ 2. The number 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 1985 Diocesan dues are paid in full ✓

We would appreciate your prompt action in returning the attached forms, completing all the questions applicable to your parish.

Thank you.

Encl.

MMK:mb