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Saints Vartanantz Armenian Church
OPERATIONAL MANUAL for the
Managing Board

1. Appointments

- a. The Managing Board will be comprised of three members appointed by the Parish Council under advisement of the pastor; and, may be supplemented by an unlimited number of associate members appointed by the Managing Board and confirmed by the pastor and Parish Council.
- b. All members (not associate members) of the Managing Board must be members of the Armenian Church and members in good standing of the Ss. Vartanantz Armenian Church.
- c. Any member of the Managing Board who is delinquent in executing the provisions of his office may be removed by the Parish Council upon recommendation of the Pastor.

2. Finances

- a. The Managing Board shall accomplish and execute its duties and/or perform its functions through the requisitioning of services and materials from the Parish Council. Upon approval of the Parish Council, all such services and materials expenses shall be defrayed by the Parish Council.
- b. The Managing Board shall keep a current ledger of all requisitions and service and maintenance costs. Each item shall be dated according to the date such service or material was requested from the Parish Council. The estimated cost of such items, materials and/or services shall also be listed. An additional column shall indicate whether or not the Parish Council "accepted" or "rejected" the requisition. Such ledger shall be compiled in a financial sheet at the end of the year and presented to the Annual Assembly.
- c. The treasurer of the Parish Council shall act as liason to the Managing Board in all financial matters; and further as requested by the Managing Board chairman.

3. Security

- a. The Managing Board will be solely responsible for the security of the building and grounds.
- b. The Managing Board shall adhere to the following security system formula:

6. Supplies

The Managing Board is responsible for the requisitioning of all supplies related to: (and related services and/or service companies)

- a. Administrative: paper, pencils, pens, paper products, printing equipment and material, school materials, bulletin boards, black-boards, erasers, pads, chalk, tacks, clips, glue, paste, adhesion tapes, staples and staplers, elastics, and all other materials and equipment related to administrative, educational, printing and publishing and or educational or cultural workshops.
- b. Maintenance: Mops, brooms, brushes, tools, cleansers, wax, cleaning machines, paint, lumbers, windows, glass, renovative materials, screws, nails, bolts, nuts, locks, signs, posters and announcements, murals, decorations, etc.
- c. Sanitations: disinfectants, trash bags, containers, barrels, sprays, pest control, etc.

7. Purchase Control:

The Managing Board shall maintain a card file of companies, firms, corporations, supply houses, stores and other establishments.

This list

shall conform with generally established practices of the Ss. Vartanantz Armenian Church of Lowell. (except in unusual cases)

- NOTE: Specifically:
- a. Paper supplies: Rosenbloom
 - b. Office supplies: Dennis office supply.
A.A. Smith. Prince.
 - c. Glass, windows: Butch Aslanian.
 - d. Food: Demoulas; Star Market Central Office.
 - e. Liquor: Tom Magarian, Morris Arakelian.
 - f. Lumber supplies: Merrimack Valley Wood
Products.
 - g. Cleaning & Maintenance:
 - h. Office equipment: A.B. Dick
 - i. Carpentry: Robt. Brunelle, Steve Parigian
 - j. Carpeting: National Carpet (John Krapian)
 - k. Insurance: George Sullivan
 - l. Legal counsel:

The Managing Board shall NOT record or assume responsibility for any items falling under its area of responsibility which are purchased by other organizations or bodies of the church (including the Parish Council) The Managing Board shall make record of such purchases which have not been requisitioned by the Board and report it immediately to the pastor and the treasurer of the Parish Council.

8. Publishing and Postal

The Managing Board is responsible for the publication and postal distribution of the following:

- a. Weekly Bulletin of church affairs, schedule, sacraments, etc.
- b. Monthly News Bulletin
- c. Assembly announcements. (in conjunction with the Parish Council)
- d. Easter & Christmas Offering envelopes & announcements. (")
- e. Announcement of functions, fliers, letters, etc.

The Managing Board shall maintain a complete mailing list of all Armenians within our jurisdiction and unclaimed fringe areas, regardless of religious or political persuasion.

The Managing Board shall maintain a separate mailing list of paid members of the Church.

The Managing Board shall ensure that these lists are current and correct, and shall NOT make them available to individuals or organizations.

NOTE: The mailing lists, quotas and other information determining the Armenian population and its character and distribution are confidential information which is the property of the diocese of the Armenian Church of America and under the direct surveillance of the pastor. Such lists and information are NOT to be released to anyone including officials of the church.

9. Auxiliary Committees:

The Managing Board may, and is encouraged to, form auxiliary committees or personall to aid in the execution of its duties. (e.ii)

- a. Printing Committee
- b. Mailing list committee (must be confirmed by the pastor)
- c. Bulletin committee
- d. etc. etc. etc.

10. Restrictions

The Managing Board (nor any body of the parish community) has NOT the right to police people, discipline or chastise or offend or abuse anyone, youth, adolescent or adult. All such problems must be referred to the pastor.

The Managing Board may establish policies for the restrictions and limitations which will facilitate the maintenance of the building - however - the Managing Board may NOT speak ex-cathedra concerning policies of the church.

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