

THE RESPONSIBILITIES AND FUNCTIONS OF THE PASTOR AND
ASSISTANT PASTOR OF ST. JOHN'S ARMENIAN CHURCH

The Very Reverend Father Paren Avedikian is the Pastor of St. John's Armenian Church. The Reverend Father Michael Buttero is the Assistant Pastor of St. John's Armenian Church. The Very Reverend Father Baret Yeretizian will have no specific responsibilities at St. John's except in the area of Sacraments on Saturdays and Sundays and during school holidays. He will be referred to henceforth in this document as the Visiting Student Clergyman.

FUNCTIONS

- A. The Pastor will preside at all Parish Council meetings. In his absence, upon the Pastor's prior notice, the Assistant Pastor will assume this function. With the prior consent of the Pastor, the Assistant Pastor will attend the Parish Council meetings. The Pastor and the Assistant Pastor shall preside over the Parish Assembly meetings, as President and Vice-President respectively.
- B. During the Church Services when both clergy are present, the presiding officer will always be the Pastor unless a higher ranking clergyman is present at such Services. In the absence of the Pastor, the Assistant Pastor will assume such functions with the aforementioned exceptions to this rule. In all such situations the Armenian Church traditions will be adhered to.
- C. At all other gatherings and social occasions involving Church Organizations the presiding officer will be the clergyman directly in charge of the host organization.
- D. The Pastor will be the officer initiating and maintaining relations with organizations not directly affiliated with the Church. The Pastor may choose to delegate such responsibilities to the Assistant Pastor.

RESPONSIBILITIES

- I A. The Pastor will be in charge of and maintain relations with the following Church Organizations: The Church School, Ladies Auxiliary, ACYOA Seniors, ACYOA Juniors, The Youth Sports Group, Mr. and Mrs. Society, The Torch Bearer, Altar Guild, Senior Citizens, Inventory Committee, and the House Committee.
- B. The Assistant Pastor will be in charge of and maintain relations with the following Church organizations: Armenian School, Co-op Nursery, Komitas Choir, Women's Guild, Men's Society and Library Guild.
- C. The Pastor will be responsible to the development of the St. John's Helping Hand and the St. John's Cultural Society.

D. The Pastor and Assistant Pastor will be the officers to review the organizational reports of their respective organization prior to submitting them to the Editor of the Torch Bearer. The Pastor and/or the Assistant Pastor will be responsible to provide a message or a leading article to the Torch Bearer. The Pastor shall be in charge of assignments.

II A. The Pastor will celebrate Badarak and deliver the Sermon at St. John's once within a four Sunday cycle. The Assistant Pastor will celebrate Badarak and deliver the Sermon at St. John's once within a four Sunday cycle. The Visiting Student Clergyman will celebrate Badarak, once with Sermon, once without, at St. John's within a four Sunday cycle.

1. The Pastor and the Assistant Pastor, on an alternate basis by week at a time, will be in charge of all sacraments and rites from Saturday morning until and including the Friday night.
2. The person in charge will be known during that week as "Proto-Priest" or Avak-Yeretz, who will be responsible for marriage counseling and any other pastoral care in connection with church services requested during that week.
3. The Avak-Yeretz shall invite the Visiting Student Clergyman to perform sacraments and rites, preferably on Saturday and Sunday. At no time will the Visiting Student Clergyman's studies be hindered by these sacramental assignments.

B. As accepted, Archbishop Sion Manoogian will be invited to celebrate the Badarak and deliver the Sermon on the Five Major Feast Days of the Church. Archbishop Sion will continue to deliver his monthly Sermons, on one of the Badaraks of the Visiting Student Clergyman.

C. Whenever a parishioner requests the presence of a particular clergyman at a sacrament, besides the Avak-Yeretz, such requests will be discouraged, yet they will be honored if the requester persists. The guest clergyman shall be invited by the Avak-Yeretz, and will participate in the services in accordance with the arrangements of the Avak-Yeretz.

This particular provision will be revised by September 1, 1975. This system intends to avoid the creation of ill feeling towards the Church, rather than to adhere strictly to the rule.

- D. Excepted are rites such as grave blessing, home blessing, engagement, and anniversary occasions which may be officiated by the clergyman requested by the parishioner who should make the arrangement with the Pastor.
- III A. The hospital visitations will be divided between the Pastor and the Assistant Pastor as follows:
1. All the visitations to the ailing at Providence, Sinai, Harper, New Grace, Oakwood and Detroit Osteopathic, will be the responsibility of the Pastor.
 2. All the visitations to the ailing at Beaumont, Mt. Carmel, Henry Ford, Pontiac General and St. Mary's of Livonia, will be the responsibility of the Assistant Pastor.
- B. Visitations to the ailing in the other area hospitals will be the responsibility of the clergyman other than the Avak-Yeretz, known as the Hedevag.
- C. The visits to the Home for the Armenian Aged will be rendered by both clergymen together on a monthly basis.
- IV Each clergyman will be responsible for 75 annual home visitations regardless of other visits to families in the Parish he may have conducted in connection with sacraments and rites. The names of these families to be visited will be provided to each clergyman by the Parish Council Chairman and the Chairman of the Pledge Committee. The Clergymen involved may choose to visit different lists of parishioners of their own choice. All these visits must be documented by dates, names and addresses.
- V All the above are provisions agreed upon by the Pastor and the Assistant Pastor.
- VI In areas unforeseen in this document, the Pastor will make assignments according to his own discretion.

October 1, 1974