

ST. JOHN'S ARMENIAN CHURCH

OF

GREATER DETROIT

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GENERAL OPERATING PROCEDURES

OF PASTORS AND PARISH COUNCIL

GENERAL PRINCIPLES

1. Pastor and Parish Council will conduct the affairs of the parish according to the letter and spirit of the By-Laws of the Armenian Church of America, the Manual for Parish Councils, published by the Diocese and the existing policy of St. John's Armenian Church.
2. The Parish Council will arrange periodic joint meetings with the DIOCESAN Delegates. One of the meetings will be concerned with the Diocesan Council's report prior to the Diocesan Assembly, and another meeting after receipt of the minutes of the Assembly.
3. All major irreconcilable differences between Pastor and Parish Council will be presented to the Diocesan Delegates as an official body for consultation.
4. Parish Council will encourage Pastor(s) to participate in seminars, lectures, dialogue sessions, study conferences, consultation programs, retreats, etc. In addition, the Pastor(s) will be supported in their endeavors of providing good public relations in the community at large (Armenian and non-Armenian) with civic authorities, with other churches and denominations through the Council of Churches and Clergy Associations. The extent of participation will be contingent on time limitations and priorities.

## SECTION I

### PUBLICATIONS, OFFICIAL CORRESPONDENCE AND PUBLIC ADDRESSES

#### A. PUBLICATIONS

1. All published articles where the subject matter affects or relates to the Pastor(s) or Parish Council must receive the prior review of both the Pastor(s) and the Parish Council.
2. Sunday Bulletin will be the responsibility of the Pastor in cooperation with the Church Office. These bulletins include the special bulletins for Easter and Christmas outlining the Church Ceremony Schedules.
3. Church Publications will be the responsibility of the Editorial Board under the jurisdiction of the Parish Council, with the President and Publication liaison of the Parish Council assuming immediate guidance of publication.
  4. Annual reports will be the responsibility of the Pastor and Parish Council.
  5. Announcements, Publicity, Program Booklets and Leaflets (except auxiliary organization affairs) will be the responsibility of the *RESPECTIVE* committee in conjunction with the Pastor.

#### B. CORRESPONDENCE

1. Official correspondence should be taken care of by Pastor and Parish Council with the cooperation of church office.
2. Any correspondence where the subject matter affects or relates to the Pastor(s) or Parish Council must receive the prior review of both the Pastor(s) and the Parish Council.

#### C. PUBLIC ADDRESSES

1. Public addresses or reports planned by the Pastor(s) or members of the Parish Council for Parish Assembly Meetings must receive the prior review of both the Pastor and the Parish Council.
2. The Parish Council and Pastor(s) will not cast criticism toward each other in public and will present such complaints or criticisms only at Parish Council Meetings for resolution.

SECTION II

VISITATION PROGRAM

2. Pastoral calls and pastoral counseling - *PASTOR AND ASSISTANT PASTOR* special appointment either at the church or at the home.
3. Hospital calls or sick calls at home (including emergency calls day or night). Both Pastors who are notified (through the family, church office, and other sources).
4. Home Blessing (for Christmas, Easter and New Home) - Both Pastors by special plan designed by the Pastor(s). Arrangements should be made through the office.
5. Michigan Home for Armenian Aged - Visit once a month alternately by each Pastor to conduct church services. The schedule will be made by each Pastor.
6. Planned Family Visitations will be implemented as follows:
  - a. The Visitation Committee together with the Pastor will establish categorical lists as follows:
    - (1) Families known to be alienated from the Church
    - (2) Families who may not be alienated but appear to be completely away from the Church
    - (3) Known Shut Ins
  - b. The categorized lists will be broken down by location and the Pastor(s) will conduct personal visitations according to the priorities mutually agreed upon by the Pastor and Visitation Committee and through the cooperation of the Church Office for appointments, addresses, etc.
  - c. Subsequent to the completion of the above First Phase Visitation Program, a long range program will be developed covering the regular visitation to all parishioners through the combined effort of both the Pastor(s) and lay members of the Church.
7. Special family visitations will be given by the Pastor(s):
  - a. Overtures will be made to visit newly married couples (according to a list of weddings at our church for the last 10 years).
  - b. To known newcomers (from different communities or from abroad).

SECTION III

CHURCH AND CULTURAL BUILDING ADMINISTRATION

1. An outside consultant will be engaged to serve as an unbiased expert to evaluate the administrative requirements of the Church and Cultural Building and will submit a complete review of the Pastoral and Building Administrative needs. This review will include building managerial, secretarial and clerical staffing requirements.
2. The Pastor(s) will establish a standard arrangement which will divide their time at the Church Office and these office hours will be published to inform the congregation of their existence. Since the nature of a Pastor(s) work cannot always assure his attendance in the office, according to the specified time, each clergyman should inform the Church secretary of his whereabouts during normal Church office hours.
3. Office Hours
  - a. The normal church office hours should be 8:00 A.M. to 5:00 P.M. (with one hour break for lunch from 12:00 Noon till 1:00 P.M.)
  - b. Pastor's normal office hours will be in two shifts:

10:30 A.M. to 1:30 P.M.

and

1:30 P.M. to 5:00 P.M.

Pastors will alternate weekly.
  - c. Pastors will have one day off for themselves, Monday, *the Pastor*, and Friday, *THE ASSISTANT PASTOR*
  - d. Pastors will have regular consultation together once a week, on Wednesday, from 1:00 to 1:30 P.M.

SECTION IV

CLERGY RELATIONSHIP AND DIVISION OF LABOR  
(CONTINUED)

- c. Engagement - Performed at homes by the clergyman who is asked.
- d. Funerals - The responsibility of the entire procedure includes:
  - (1) Visitation to bereaved family at time of death
  - (2) Funeral Chapel Service
  - (3) Funeral Service at the Church
  - (4) Eulogy during the Service
  - (5) Interment or committal Service at the Cemetery
  - (6) Hokejash Blessing
  - (7) Visitation of consolation during Karsouk (forty-day mourning period.)

Pastor and Assistant Pastor alternate with due consideration of the family's request. When appropriate, both clergymen will participate in the funeral service.

e. Memorial Services

- (1) Hokehankist (Requiem Service) The arrangements are handled through the office with the knowledge of the Pastor.
- (2) Grave Blessing (40th Day or Anniversary Cemetery Visit) Pastor and Assistant Pastor alternate or whoever is asked by special appointment. In case of alternating, the celebrant of the day officiates.

- f. Memorial Day Grave Blessing - The grave blessing is done according to a prepared schedule and both pastors avail themselves.

NOTE: Parish Registry (forms, certificates, registration in the Record Book) will be maintained by the Pastor through the office. If both Pastors participation is required for the performance of any of the ceremonies, whoever is the officiating clergyman is the presiding. The officiating clergyman is determined by the wish of the family involved and also by whose turn it is next. About all religious ceremonies, both pastors should be kept informed at all times.

C. Relationships with Church Auxiliary Organizations, Parish Schools and other Elected Bodies

1. Church Auxiliary Organizations

- a. The church auxiliary organizations are divided annually between the two pastors in conjunction with the Parish Council so that they may render more effective leadership with their proper guidance. Each clergyman will maintain surveillance over the organization assigned to him. The following will be ~~THE PASTOR'S~~ responsibilities:

## SECTION IV

### CLERGY RELATIONSHIP AND DIVISION OF LABOR

With mutual understanding of the presently serving clergy of the parish involved, Father Diran, Pastor, and Father Paren, Assistant Pastor, and with the consent of the Parish Council and with the approval of the Primate of our Diocese, the following division of pastoral responsibilities is established to discharge pastoral duties more effectively.

#### A. General Responsibilities

1. ~~The Pastor~~ will be responsible for the planning of all arrangements of ceremonies and rituals in the church.
2. The Assistant Pastor's major responsibilities relate to Christian educational endeavors and directing the youth activities of the parish as superintendent of the church school and director of the youth groups.
3. Altar care (altar cleanliness, as well as care of vestments and vessels) is the responsibility of the Assistant Pastor.
4. General orderliness of the Church - jointly, Pastor and Assistant Pastor.

#### B. Church Services, Ceremonies and Rituals

1. Holy Badarak and sermon
- a. Pastor or Assistant Pastor alternately will be the celebrant and preacher. Guest celebrants and preachers (regular or special) may be arranged by the Pastor according to the feasibility in cooperation with the Parish Council.

#### 2. Sacraments and Rites

- a. Christening (Baptism, Confirmation and First Communion) - Entire procedure of the sacramental rite - The Pastor and the Assistant Pastor alternating weekly, except for family requests. Christening on Sundays is to be officiated by that clergyman who is not celebrant of the day.
- b. Wedding - The entire procedure includes:
  - (1) Pre-marital counseling and general arrangements.
  - (2) Rehearsal
  - (3) The matrimonial service
  - (4) Exhortation during the service
  - (5) Reception.

The entire responsibility of the arrangements and officiating is done by Pastor or Assistant Pastor per family's request. In special cases, both clergy may participate to accommodate special request.

SECTION IV

CLERGY RELATIONSHIP AND DIVISION OF LABOR  
(CONTINUED)

- (1) Ladies' Auxiliary
- (2) Women's Guild
- (3) Men's Society
- (4) Choir
- (5) Library Guild

The following will be the Assistant Pastor's responsibilities:

- (1) A.C.Y.O.A.
- (2) Project Youth
- (3) Altar Guild

1. The following Parish Schools will be the Assistant Pastor's responsibility:

- (a) Church School
- (b) Armenian School
- (c) Kindergarten
- (d) Cooperative Nursery School

D. Delegation of Authority

1. Each clergyman will assume the other clergymen's responsibilities during the absence of one or the other.

SECTION V

PASTORAL REPORTS

1. The Pastor(s) will regularly report on their individual pastoral activities at the Parish Council meetings. The Pastor(s) reports will be recorded in the minutes of the Parish Council meeting and will include the following:
  - a. All Funerals, Weddings and Baptisms that transpired.
  - b. Hospital and Home sick visitations that transpired.
  - c. Counseling services performed.
  - d. Family visitations that were conducted under the previously set Family Visitation Program.
  - e. House Blessings, etc.
  - f. Other occasions where the Pastor(s) officiated or represented St. John's Armenian Church.
  - g. Church Auxiliary Organization matters.
  - h. Church School matters.
  - i. Other Church matters