

ST. JOHN'S ARMENIAN CHURCH OF GREATER DETROIT
22001 Northwestern Highway
Southfield, Michigan 48075

PASTORAL RESPONSIBILITIES
AND
DIVISION OF LABOR

(For the year 1969-70)

With mutual understanding of Primate of our Diocese and clergy involved, and with the consent of the Parish Council of St. John's Armenian Church of Greater Detroit, the following administrative plan and division of labor is devised and arranged to discharge pastoral duties in an effective way.

Rev. Diran Papazian is the Pastor of the Church.

Rev. Paren Avedikian is the Assistant Pastor of the Church.

Archbishop Sion Manoogian, Bishop in Residence will be called upon to deliver sermons on Sundays at least once a month as well as he will be asked to perform Divine Liturgy on five major Holy Days and other special occasions if need arises.

I CHURCH SERVICES AND SACRAMENTS

- A. BADARAK AND SERMON - Alternating weekly.
- B. BAPTISM AND CONFIRMATION - Officiating alternately (If it is to be conducted on Sunday, it should be performed by the one that is not the celebrant of the day). All arrangements are to be made by the pastor.
- C. WEDDING - Officiating alternately.
 1. Pre-marital counseling - pastor.
 2. Responsibility of all arrangements (setting the date, participants, reception of Holy Communion, etc.) - pastor.
 3. The entire procedure of the wedding ceremony. - officiating priest.
 - a. Wedding rehearsal - preceding the day of wedding.
 - b. Matrimonial service
 - c. Sermon (Exhortation and interpretation of the Sacrament of Holy Matrimony)
 - d. Blessing of the table at the reception.

D. ENGAGEMENT - Engagements are performed at homes by that clergyman who is asked to perform the service. The pastor should be notified.

E. FUNERALS - Officiating alternately.

1. All the arrangements made for the funeral - pastor.
2. Visitation to the bereaved family before the funeral - either clergymen or as designated by the pastor.
3. The entire procedure of the funeral service - officiating priest.
 - a. Funeral chapel service - night before.
 - b. Funeral Church Service.
 - c. Sermon (Eulogy) during the funeral church service.
 - d. Interment at the cemetery.
 - e. Blessing of Hokejash.
 - f. Visit the family during the Karsounk (Forty day mourning period).

4. Hokehankist

All the arrangements for the Hokehankist services are handled by the Church Office with the knowledge of the pastor.

5. Cemetery visits

For grave blessing on the 40th day or on other occasions, if it is to be performed on Sunday the Celebrant of the day takes care of it.

In case of several cemetery visits and also grave blessing required other than Sunday the pastor makes the assignment.

NOTE: In case both clergy's participation is required for the performance of any ceremony, whoever is the officiating clergyman will be the presiding. The official paper work connected with the sacraments and church services will be carried out by the pastor through the church office (forms, certificates, insertion in the Records Book, letters, etc.).

II PASTORAL CALLS AND PASTORAL COUNSELING

A. HOSPITAL CALLS or sick calls at homes - both clergymen, or as designated by the pastor.

- B. FAMILY VISITS (planned regular visitations) - both clergymen, as assigned by the pastor according to a prepared list.
- C. BLESSING OF HOMES - both clergymen as assigned by the pastor according to a list given to cover a special area.
- D. EMERGENCY CALLS - whichever clergymen can make it, with the knowledge of the pastor.
- E. PASTORAL COUNSELING - whichever clergymen is approached.
- F. VISITS TO SHUT-INS - as assigned by the pastor, according to a list prepared beforehand.

III ALTAR CARE - Responsibility of the Altar cleanliness, as well as care vestments and vessels - assistant pastor.

IV OFFICE MANAGEMENT AND PUBLICATIONS

- A. CORRESPONDENCE - Official correspondence of the Church both in Armenian and English - pastor.
- B. PUBLICATIONS AND PUBLICITY
 - 1. Sunday weekly bulletins
 - 2. Torch Bearer (official parish paper)
 - 3. Annual Report Booklet
 - 4. Preparation of announcements (fliers, radio announcements, etc.)Editor-in-chief - pastor
Assisting editor - assistant pastor

V SUPERVISION OF CHURCH AUXILIARY ORGANIZATIONS

The Church Auxiliary Organizations are divided between the two clergymen so that they may render more effective leadership with their proper guidance. Each clergyman presides over the organization assigned to him.

The following organizations will be presided over by the pastor.

1. Parish Council
2. Ladies' Auxiliary
3. Men's Society
4. Apostolic Society
5. Women's Guild

The following organizations which encompass the Parish Schools, Youth, Choir and Guilds will be presided over by the assistant pastor.

1. Church School
2. Kindergarten
3. Armenian School (Saturday, Sunday and Adult classes)
4. Cooperative Nursery School
5. ACYOA Seniors
6. ACYOA Project Youth (ACYOA Juniors)
7. Choir
8. Altar Guild
9. Library Guild

January 1970