



DIOCESSE OF THE ARMENIAN CHURCH OF AMERICA  
ԱՌԱՋՆՈՐԴՈՒԹԻՒՆ ՀԱՅՈՑ ԱՄԵՐԻԿԱՅԻ ԱՐԵՒԻԼԵԱՆ ԹԵՄԻ

Archbishop Khajag Barsamian, Primate

December 5, 1996

**TO:** The Reverend Clergy and Parish Council Chairmen

**Subject:** 1997 Annual Parish Assemblies and 1996 Parish Council Reports

In accordance with Diocesan Bylaws article number 13 the Annual Parish Assembly is to be held during the months of January or February. At the conclusion of your Parish Assembly the enclosed 1996 Parish Council Annual Report form should be completed and returned to the Primate's office with all requested documents properly signed. They are due on or before February 28, 1997. March 14, 1997 is the last possible date to have your parish report ratified and approved in order to have your newly elected delegates and Parish Council Chairmen be seated at the Annual Diocesan Assembly this May. The following must be received by this office by that date:

A. Parish Assembly Notice:

1. Invitation ✓
2. Agenda ✓
3. Date mailed to membership - January 14, 1997

B. Reports to the Parish Assembly:

1. Pastor's report (properly signed).
2. Parish Council report (signed by all the officers).
3. Parish Groups and Committee reports (signed by the officers).

C. Financial Reports:

1. 1996 Income and Expense Budget with 1996 Diocesan dues.
2. Other financial reports presented to the Assembly.

D. Election Results:

1. Copy of sample ballot.
2. Names of all candidates (both those who won and those who did not).
3. Number of ballots received by each candidate presented on the ballot.
4. Method of balloting (according to Bylaws Article 21, the election of Assembly Officers, Parish Council, Auditing Committee, Nominating Committee, and the Diocesan Delegates must be done by secret ballot).