



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA
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Archbishop Khajag Barsamian, Primate



November 18, 1993

TO: The Reverend Clergy and Parish Council Chairmen

Subject: 1994 Annual Parish Assemblies and Parish Council Reports

The 1994 Annual Parish Assembly and Parish Council Reports are due on or before February 11, 1994. The following must be received by this office by that date:

A. Parish Assembly Notice:

1. Invitation
2. Agenda
3. Date mailed to membership

B. Reports to the Parish Assembly:

1. Pastor's report (duly signed).
2. Parish Council report (signed by the officers).
3. Committee reports (signed by the officers).

C. Financial Reports:

1. 1992 Income and Expense Budget with 1992 Diocesan dues.
2. Other financial reports presented to the Assembly.

D. Election Results:

1. Copy of sample ballot.
2. Names of candidates.
3. Number of ballots received by each candidate.
4. Method of balloting (according to Bylaws Article 21, the election of Assembly Officers the Parish Council, Auditing Committee, Nominating Committee, and the Diocesan Delegates must be done by secret ballot).

E. The cover letter of the Pastor or Parish Council Chairman (if Parish has no priest) addressed to the Primate stating:

1. The date of the parish assembly.
 2. The number of total membership and of members in attendance constituting a quorum.
 3. The names of candidates elected and the ballots received.
- F. Certification of newly-elected Diocesan Delegates.
- G. Minutes of the Parish Assembly signed by Assembly Officers.
- H. A statement verifying that 1992 Diocesan dues are paid in full.

May God guide your parish assemblies with His wisdom and grace to accomplish God's sacred work and your ministry to your faithful and may His Holy Spirit inspire us all in this Holy Season.

With prayers,

Abp. K. Barsamian

Archbishop Khajag Barsamian
Primate

Enclosures

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