



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

January 5, 1999

To: The Reverend Clergy and Parish Council Chairmen

Re: **1999 Annual Parish Assemblies and 1998 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 1998 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 26, 1999. March 19, 1999 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. This office must receive the following 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 (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. 1998 Income and Expense Budget with 1998 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).

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

1. The date the Parish Assembly took place

2. The total number of registered members of the Parish, the number of members who attended the Parish Assembly and the number given that constituted a quorum at the meeting
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 1998 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,



Archbishop Khajag Barsamian
Primate

AKB/as

Encl.