

DIOCESE OF THE ARMENIAN CHURCH  
630 Second Avenue  
New York, NY 10016 - 4885

1993 PARISH COUNCIL ANNUAL REPORT

Please submit with this form a) The report of the Pastor and Parish Council; b) A letter addressed to the Primate, giving the results of the election of the Parish Council and Diocesan Delegates for confirmation, with a duplicate list of nominees and the number of votes received by each person; c) The form requesting names of incumbent and newly-elected Parish Council members; d) 1994 revenue and budget.

Name of Church: *St. James Armenian Church*

Address	<i>834 Pepper Ave</i>		
City	<i>Richmond</i>	State	<i>Va.</i> Zip <i>23226</i>
Telephone	<i>804-282-3818</i>	Fax	<i>804-285-3833</i>
Pastor	<i>V. Rev. Fr. Oshagan Gulgulyan until March 15, 1993</i>		
Assistant Pastor	<i>N/A</i>		
<i>no pastor after 3/15/93 until 1/15/94</i>			

*V. Rev. Fr. Gareg Berberian*

Parish Council Officers:

Chairman	<i>Carol Garabetian</i>
Vice-Chairman	<i>Dorian Barsamean</i>
Secretary	<i>Aram Topjian</i>
Ass't Secretary	<i>N/A</i>
Treasurer	<i>Ligian Amirkhania</i>
Ass't Treasurer	<i>Henry Magarian</i>

**Names of Delegates:**

1. Virginia Greene	4. (died 3/2/94 - Azner Amirkhanian (uncle) finish her term)
2. ....	5. ....
3. ....	6. ....
7. ....	

**Officers of Assembly:**

Assembly President	V. Rev. Fr. Gary Berberian
Assembly Chairman	John Baronian
Assembly Secretary	Pam Mazmanian

Number of Parish Council Meeting (1993) 12

Date of 1993 Annual Parish Assembly 3/13/94

1994 Revenue Budget: \$ 90,000<sup>00</sup>      1994 Expense Budget: \$ 90,000<sup>00</sup>

PARISH St. James CITY Richmond, Va

1993 MEMBERSHIP DATA

1. Total Membership 68 Over 1992 by 8  
 Under 1992 by \_\_\_\_\_  
 2. Number of entries on mailing list \_\_\_\_\_ Over 1992 by \_\_\_\_\_  
 Under 1992 by \_\_\_\_\_  
 3. Number of Armenians in the area 250  
 4. Number of potential members \_\_\_\_\_  
 5. 1993 membership dues:  
 Per member \$ 100<sup>00</sup> Senior citizen \$ 100<sup>00</sup> Other \$ —

6. How do you divide your membership revenue among these categories: (in percentage and numbers)

	%	Members	AND	Non-members
a. Dues	_____	<u>6535.00</u>	_____	_____
b. Pledges	_____	<u>5394.00</u>	_____	_____
c. Stewardship	_____	<u>2295.00</u>	_____	_____
d. Other contributions	_____	<u>3154.00</u>	_____	_____

7. Do you have a membership committee? No (it is being considered by parish council now)

8. Donation for sacraments and other services:

	Members	AND	Non-members
a. Wedding	<u>1225.00</u>	_____	_____
b. Baptism	_____	_____	_____
c. Funerâl	_____	_____	_____
d. Other	_____	_____	_____

Your assessment and/or Diocesan dues is based on the following formula:

- a. 60% - Membership
- b. 5% - Pastor
- c. 25% - Gross PCP (Plate Collection, Pledges, Dues, Yughakin).
- d. 5% - BWF (Baptisms, Weddings, Funerals)
- e. 5% - Delegates



PARISH St. James American Church CITY Richmond

**SUPPLEMENTAL QUESTIONS FOR THE ANNUAL REPORT**

**A. Parish Attorney:**

Name Samuel Baronian, Jr., Esq.  
Address 9309 Venetian Way, Richmond  
City Richmond State VA Zip 23229  
Telephone 804-250-1714

**B. Insurance:**

Please identify types of insurance carries and coverage:

Property Allstate  
Liability Allstate  
Other Workman's Comp - Allstate

**C. Tax Exemption:**

Sales Tax Yes  No   
Property Tax Yes  No   
Other \_\_\_\_\_

**D. Major Equipment Purchases in 1993:**

Please provide sufficient identification to permit the development of an information bank for use by all parishes:

Office none  
Kitchen none  
Sanctuary none  
Other none

FINANCIAL REPORT - SECTION I - INCOME ( ending 12/31/93)

PARISH COUNCIL OPERATING ACCOUNT

Balance: January 1, 1993

1. In Banks	\$	<del>48839.00</del>
2. On Hand	\$	
		TOTAL \$ 38749.00

A. Receipts and Donations:

1. Membership Dues	\$	6535.00
2. Pledges	\$	5394.00
3. Stewardship	\$	2295.00
4. Plate Collection	\$	1529.00
5. Candles	\$	887.00
6. Easter Yughakin	\$	1335.00
7. Christmas Yughakin	\$	1110.00
8. In Lieu of Flowers	\$	1835.00
9. Wills and Bequests	\$	0
10. Other Contributions:		
a. <u>Gift Donations</u> - 3154.00		3154.00
b. <u>Christmas Greeting</u>		2115.00

B. Sacraments & Other Services:

1. Baptisms	}	\$	—
2. Weddings		\$	1225.00
3. Funerals		\$	—
4. Requiems & Memoriams		\$	3035.00
		TOTAL \$	30,449.00

(cont'd)

**C. Church Affairs:**

	(Gross)	(Net)
1. Bazaar	\$ 0	
2. Picnics		
3. Raffles		
4. Bingo		
5. Fairs		
6. Dinners	2326.00	
7. Other: a. <i>Bug Sale</i>	5807.00	
b.		
c.		
d.		

(NET) TOTALS \$ 8133.00

**D. Church Auxiliary Organizations:**

1. Women's Guild	\$ 3500.00	
2. Mr. & Mrs. Auxiliary		
3. Men's League		
4. ACYOA Seniors		
5. ACYOA Juniors		
6. Other:		
a.		
b.		
c.		

TOTAL \$ 3500.00

**E. Other Income:**

1. Interest	\$ 956.00	
2. Sale of Books, Records, Gifts		
3. Parish Newsletter	275.00	
4. Donations for use of Facilities	150.00	
5. Contributions to Building Fund		
6. Transfer of Funds	3839.00	
7. Other:		
a. <i>Baronian Cultural</i>	1580.00	
b.		

TOTAL \$ 6800.00

TOTAL RECEIPTS (Items A-E) \$ 48882.00

TOTAL CASH ACCOUNTED FOR \$

PARISH St. James CITY Richmond, Va

FINANCIAL REPORT - SECTION II - DISBURSEMENTS (ending 12/31/93)

**A. Salaries and Benefits:**

1. Pastor (s)	\$	<u>6090.00</u>
2. Pastor's Housing & Utility Allowance	\$	<u>2301.00</u>
3. Pastor's Automobile Allowance	\$	<u>477.00</u>
4. Pastor's Medical Insurance	\$	<u>—</u>
5. Clergy Pension	\$	<u>3000.00</u>
	TOTAL \$	<u>11868.00</u>

**B. Other Salaries and Benefits:**

1. Visiting Clergymen	\$	<u>\$ 3450.00</u> (Honorariums) &
2. Secretary and/or Clerical	\$	<u>6822.00</u> (lodging & travel)
3. Choir Director, soloists, organist	\$	<u>200.00</u> total 10,272.00
4. Deacons	\$	<u>0</u>
5. Payroll taxes	\$	<u>0</u>
6. Employee Benefits	\$	<u>0</u>
	TOTAL \$	<u>10472.00</u>

**C. Operating Expenses:**

1. Telephone	\$	<u>1526.00</u>
2. Stationery, Printing and Postage	\$	<u>3686.00</u>
3. Parish Newsletter	\$	<u>—</u>
4. Candles	\$	<u>391.00</u>
5. Vestments + <del>Books</del> <u>Diocesan Assembly</u>	\$	<u>631.00</u>
6. Altar Flowers	\$	<u>197.00</u>
7. <del>Books, Records, Gifts</del> <u>Affairs</u>	\$	<u>1056.00</u>
8. Furniture and Equipment (office)	\$	<u>0</u>
9. Contributions	\$	<u>1216.00</u>
10. <del>Fund raising</del> <u>Diocesan Cultural (concert)</u>	\$	<u>825.00</u>
11. Other:		
a. <u>Misc</u>	\$	<u>520.00</u>
b. <u>Petty cash</u>	\$	<u>280.00</u>
	TOTAL \$	<u>10328.00</u>



PARISH St. James CITY Richmond, Va.

FINANCIAL REPORT - SECTION II - DISBURSEMENTS (continued)

**D. Assessments:**

1. Diocesan Dues	\$-----	6494.00
2. Etchmiadzin Looma (Mite)	\$-----	—
3. Other:		
a. <u>Youth Ministry</u>	\$-----	—
b.-----	\$-----	—
		TOTAL \$-----
		6494.00

**E. Educational Programs:**

1. Christian Education	\$-----	—
2. Armenian Language + Culture	\$-----	—
3. ACYOA Seniors	\$-----	—
4. ACYOA Juniors	\$-----	—
5. Choir	\$-----	—
6. Religious Studies and Vocation	\$-----	—
7. Other:		
a. <u>Sunday School</u>	\$-----	107.00
b.-----	\$-----	—
		TOTAL \$-----
		107.00

**F. Church Building Expenses:**

1. Mortgage (Principal/Interest)	\$-----	0
2. Utilities	\$-----	6441.00
3. Insurance	\$-----	3202.00
4. Repairs and Maintenance	\$-----	10,060.00
5. Equipment	\$-----	—
6. Other:		
a.-----	\$-----	—
b.-----	\$-----	—
		TOTAL \$-----
		19703.00

**Balance - December 31, 1993**

1. In Banks	\$-----	38749.00	
2. On Hand	\$-----	—	
			Total Exp
			58972.00
			38749.00
		TOTAL CASH ACCOUNTED FOR \$-----	

**1993 ADJUSTED CLERGY STIPENDS**

**EFFECTIVE JANUARY 1994**

Actual 1994 Stipend & Allowances Budgeted

Basic Stipend \$20,930

Additional increment of \$1,495 for each three years of service as an ordained priest in the Diocese with a maximum of seven increments (including service in the Western and Canadian Dioceses). \$1,495

Additional increment for parish size:  
150-300 voting members \$1,495

Over 300 voting members \$2,990

CAR ALLOWANCE

Pastor's owned car... \*Allowance equivalent to 28 cents per mile for pastoral business (estimated).

Parish Owned Car ... \*Allowance equivalent to 18 cents per mile for pastoral business (estimated)

\*The above mileage allowances shall cover the entire cost of the automobile including gasoline, oil, repairs and insurance.

✓ Note: The mileage allowance for parish owned cars does not apply where the parish assumes all cost of operation.

HOUSING ALLOWANCE:

Parish owned home.....All costs including utilities.

Rental: a) Housing Allowance of..... \$847  
b) All utilities costs

Home owned by Pastor....Pastors may use housing allowance on payments on house purchases.

CLERGY MEDICAL INSURANCE: Full payment

CLERGY PENSION: \$1,000  
(Plus additional \$1,000 recommended) per year.

CLERGY LIFE INSURANCE:

As much term life insurance for the Pastors as can be purchased per year for \$500. Such coverage will be purchased by the Parish for the benefit of the Pastor's beneficiaries.

\$-----	21,000.00
\$-----	—
\$-----	—
\$-----	—
\$-----	—
\$-----	—
\$-----	—
\$-----	6300.00
\$-----	3000.00
\$-----	—
\$-----	2400.00
\$-----	1000.00
\$-----	500.00
TOTAL \$-----	34,200.00

FINANCIAL REPORT - SECTION III - ASSETS AND LIABILITIES (ending 12/31/93)

**A. ASSETS:**

1. Cash	\$ <u>38749.44</u>
	-----
	-----
2. Certificates of Deposit	\$ -----
	-----
	-----
3. Stocks and Bonds	\$ -----
	-----
	-----
4. Real Estate (land, buildings, etc)	\$ -----
	-----
	-----
5. Special Funds (list each)	
a.-----	\$ -----
b.-----	\$ -----
c.-----	\$ -----
6. Other:	
a.-----	\$ -----
b.-----	\$ -----

TOTAL\$-----

**B. LIABILITIES**

1. Mortgage	\$ <u>    </u>
	-----
	-----
2. Loans Payable	\$ <u>    </u>
	-----
	-----
3. Accounts Payable	\$ <u>    </u>
	-----

TOTAL\$-----

PARISH St. James CITY Richmond, Va

The above statement has been prepared from the books and records of St. James and to the best of our knowledge reflects accurately the receipts and disbursements for the year ended December 31, 1993, and the balance on hand in cash and in the banks at such date, and any accounts payable.

Carol Garabetian

Parish Council Chairman

Tipna Amirkhaneh

Parish Council Treasurer

John J. Davis

Auditing Committee Chairman

Fr. Nancy Barber

Reviewed by Parish Priest

THE NAMES OF OFFICERS SERVING IN 1993

WOMEN'S GUILD

Chairman	<u>Lucy Thomas</u>	Telephone	-----
Address	-----		
Membership	-----		# of meetings held
Amount transferred to Parish Council	-----		
Cash on hand at 1/1/93	-----		Income
Disbursements	-----		Balance at 12/31/93
Major annual functions	-----		
-----			

*Sent with previous report*

YOUNG WOMEN'S GUILD

Chairman	<u>N/A</u>	Telephone	-----
Address	-----		
Membership	-----		# of meetings held
Amount transferred to Parish Council	-----		
Cash on hand 1/1/93	-----		Income
Disbursements	-----		Balance at 12/31/93
Major annual functions	-----		
-----			

ARMENIAN SCHOOL

Name N/A-----  
 Chairman-----Telephone-----  
 Address-----  
 Superintendent-----Telephone-----  
 Address-----  
 Number of Teachers-----Number of Pupils-----  
 Number of Classrooms-----School Days and Hours-----  
 Cash on hand at 1/1/93-----Income-----  
 Disbursements-----Balance at 12/31/93-----  
 Major annual functions-----  
 -----

SUNDAY SCHOOL

Chairman Aziz Amirkhanyan-----Telephone-----  
 Address-----  
 Superintendent Aziz Amirkhanyan-----Telephone-----  
 Address-----  
 Number of Teachers-----Number of Pupils-----  
 Number of Classrooms-----School Hours-----  
 Cash on hand at 1/1/93-----Income-----  
 Disbursements-----Balance at 12/31/93-----  
 Major annual functions-----  
 -----

*sent with previous report*

RESERVE FUND

Chairman Benjamin C. Bannazian-----Telephone (804) 741-8107-----  
 Address Two Foxglove Drive - Richmond, Virginia 23233-----

YOUTH MINISTRY (A.C.Y.O.A. SENIORS)

Chairman	<i>Donna Soghman</i>	Telephone	
Address			
Membership	<i>N/A</i>	# of meetings held	
Cash on hand at 1/1/93		Income	
Disbursements		Balance at 12/31/93	
Amount sent to Central Council in 1993			
Annual Affairs			

*sent with previous report*

YOUTH MINISTRY (A.C.Y.O.A. JUNIORS)

Chairman		Telephone	
Address			
Membership	<i>N/A</i>	# of meetings held	
Cash on hand at 1/1/93		Income	
Disbursements		Balance at 12/31/93	
Major Annual Funtions			

CHOIR

Chairman	<i>Donna Soghman</i>	Telephone	
Address			
Membership: Male		Female	Total
Choirmaster	<i>Robert Thomas</i>	Telephone	
Address			
Cash on hand at 1/1/93	<i>0</i>	Income	<i>0</i>
Disbursements	<i>0</i>	Balance at 12/31/93	
Amount sent to Choir Association Central Council in 1993			
Annual Affairs			

*sent with prev report*



**MEN'S AUXILIARY**

Chairman-----	N/A	Telephone-----
Address-----	N/A	Fax-----
Membership-----	N/A	# of meetings held-----
Cash on hand at 1/1/93-----		Income-----
Disbursements-----		Balance at 12/31/93-----
Major Annual Funtions-----		
-----		

**MR. & MRS. AUXILIARY**

Chairman-----	N/A	Telephone-----
Address-----	N/A	Fax-----
Membership-----	N/A	# of meetings held-----
Cash on hand at 1/1/93-----		Income-----
Disbursements-----		Balance at 12/31/93-----
Major Annual Funtions-----		
-----		

**OFFICIAL PARISH PUBLICATION**

Name of Publication-----	SERAN	Circulation-----	300
Editor-----	Hysaouf OSHAGAN / Virginia Greene	Telephone-----	
Address-----			
Income-----		Expense-----	
-----			

**PUBLICITY AND PUBLIC RELATIONS**

Name of Chruch's Publicity Co-ordinator-----		
Address-----	N/A	Telephone-----
-----		Fax-----



OTHER (Fill in Name)

Chairman-----Telephone-----  
 Address-----  
 Membership-----# of meetings held-----  
 Cash on hand at 1/1/93-----Income-----  
 Disbursements-----Balance at 12/31/93-----  
 Major Annual Funtions-----  
 -----

OTHER (Fill in Name)

Chairman-----Telephone-----  
 Address-----  
 Membership-----# of meetings held-----  
 Cash on hand at 1/1/93-----Income-----  
 Disbursements-----Balance at 12/31/93-----  
 Major Annual Funtions-----  
 -----

Future Plans of the Parish Council:

- 1) Organizing Youth Choir
- 2) JA ACYOM
- 3) Armenian School
- 4) Re-vitalize Activities to Community Around the Church

Signature of the Parish Council:

President: Carol J. Garabetian  
 Chairman: Carol J. Garabetian  
 Secretary: [Signature]  
 Date: 4/17/94

PARISH COUNCIL MEMBERS

NEWLY-ELECTED MEMBERS:

Name John Bauman-----Tel. Home 740-9509  
Address-----Tel. Office-----  
Number of Votes Received 37-----Fax-----

Name Bedros Bandayan-----Tel. Home-----  
Address-----Tel. Office 358-5543  
Number of Votes Received 27-----Fax-----

Name Rob Torres-----Tel. Home 741-6511  
Address-----Tel. Office-----  
Number of Votes Received 27-----Fax-----

Name Gerry Sharigan-----Tel. Home 982-4315  
Address-----Tel. Office-----  
Number of Votes Received 25-----Fax-----

Name-----Tel. Home-----  
Address-----Tel. Office-----  
Number of Votes Received-----Fax-----

Name-----Tel. Home-----  
Address-----Tel. Office-----  
Number of Votes Received-----Fax-----

Name-----Tel. Home-----  
Address-----Tel. Office-----  
Number of Votes Received-----Fax-----

Name-----Tel. Home-----  
Address-----Tel. Office-----  
Number of Votes Received-----Fax-----

ALTERNATE PARISH COUNCIL MEMBER

Name-----Tel. Home-----  
Address-----Tel. Office-----  
Number of Votes Received-----Fax-----

**PARISH COUNCIL MEMBERS**

**RE-ELECTED MEMBERS:**

(Article 26 of the Diocesan Bylaws states that a member of the Parish Council may hold office for three (3) successive terms; after one year's retirement he/she again becomes eligible to a candidate for the Parish Council.)

become

Name Henry Magarian Tel.Home 355-8585  
Address 4920 W. Marshall St. Richmond, VA 23230  
Tel.Office \_\_\_\_\_ Fax \_\_\_\_\_  
Date Elected 2/93 Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Name Aram Tapjian Tel.Home 675-0385  
Address 8304 Willow Grove Rd Mechanicsville, VA  
Tel.Office \_\_\_\_\_ Fax 2311  
Date Elected \_\_\_\_\_ Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Name Dikran Amickhanian Tel.Home 741-7533  
Address 716 Latewater Dr. Richmond, VA 23229  
Tel.Office \_\_\_\_\_ Fax \_\_\_\_\_  
Date Elected \_\_\_\_\_ Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.Office \_\_\_\_\_ Fax \_\_\_\_\_  
Date Elected \_\_\_\_\_ Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.Office \_\_\_\_\_ Fax \_\_\_\_\_  
Date Elected \_\_\_\_\_ Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.Office \_\_\_\_\_ Fax \_\_\_\_\_  
Date Elected \_\_\_\_\_ Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_  
Tel.Office \_\_\_\_\_ Fax \_\_\_\_\_  
Date Elected \_\_\_\_\_ Number of Terms Served: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_



DIOCESAN DELEGATES

Name Azner Amirkhania Tel.Home 741-7533  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected Jerushing Virginia Greenes Fax \_\_\_\_\_  
term

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Tel.Home \_\_\_\_\_  
Address \_\_\_\_\_ Tel. Office \_\_\_\_\_  
Year Elected \_\_\_\_\_ Fax \_\_\_\_\_

DIOCESAN DELEGATES (Cont'd)

Name-----Tel.Home-----  
Address-----Tel. Office-----  
Year Elected-----Fax-----

Name-----Tel.Home-----  
Address-----Tel. Office-----  
Year Elected-----Fax-----

Name-----Tel.Home-----  
Address-----Tel. Office-----  
Year Elected-----Fax-----

Name-----Tel.Home-----  
Address-----Tel. Office-----  
Year Elected-----Fax-----

ALTERNATE DIOCESAN DELEGATE

Name-----Tel.Home-----  
Address-----Tel. Office-----  
Year Elected-----Fax-----

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