



Very Rev. Fr. Ushagan Gulgulian
St. James Armenian Church

VERY REV. FR. USHAGAN GULGULIAN
PASTOR

634 Poplar Avenue, Richmond, Virginia 23220 - 804-252-3816

COVER SHEET

TO: Mary Berberian

TELEPHONE NUMBER: (804) 289-3818

PAK NUMBER: (804) 285-3838

FROM: Fr. Ushagan Gulgulian DATE: 4/2/88

TOTAL NUMBER OF PAGES (INCLUDING COVER SHEET) 94

If you do not receive all pages clearly, please call (804) 282-3818

SPECIAL INSTRUCTIONS: I will send the
originals by mail

DIOCESE OF THE ARMENIAN CHURCH
630 Grand 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>Tx</i>
		Zip	<i>73226</i>
Telephone	<i>804-282-3818</i>	Fax	<i>804-285-3853</i>
Pastor	<i>V. Rev. Fr. Sahagor Gulgubian 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. Nany Barberian

Parish Council Officers:

Chairman	<i>Arshak Garabetian</i>
Vice-Chairman	<i>Armen Barsamian</i>
Secretary	<i>Armen Topjian</i>
Asst Secretary	<i>N/A</i>
Treasurer	<i>Sigman Amirkhanchian</i>
Asst Treasurer	<i>Nany Magarian</i>

Names of Delegates:

1. Virginia Greene	(did 3/2/94 - Answer: Amithan in ball)
2.	4.
3.	5.
7.	6.

Officers of Assembly:

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

Number of Parish Council Meetings (1993): 12

Date of 1993 Annual Parish Assembly: 3/13/94

1994 Revenue Budget: 90,000⁰⁰ 1994 Expense Budget: 90,000⁰⁰

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 100.00 Senior citizen 100.00 Other _____

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

	%	Members	Non-members
a. Dues		<u>6595.00</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	Non-members
a. Wedding	<u>1225.00</u>	
b. Baptism		
c. Funeral		
d. Other		

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

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

1994 PARISH ASSESSMENT DATA

I. 1993 Membership: 68

II. Number of Clergy: 1 (for 3 months 0)

III. Gross PCP:

Plate Collection \$ 1529.00

Pledges 5394.00

Dues 6535.00

Easter Yughakin 1335.00

Christmas Yughakin 1110.00

TOTAL 15903.00

IV. Number of Sacraments and Sacramentals:

Baptisms 4

Chrismations 1

Engagements 4

Weddings 2

Funerals 1

V. Number of Delegates: 1

We hereby certify that the above information is accurate to the best of our knowledge and information.

Carol Garabetian
 Parish Council Chairman

Tyronne Almeida
 Parish Council Treasurer

John D. ...
 Auditing Committee Chairman

Mr. Nancy Barbera
 reviewed by Parish Priest

THE ABOVE FIGURES MUST COINCIDE WITH THOSE SPECIFIED ON FINANCIAL REPORT SECTION I (pages 1-6) AND THE MEMBERSHIP DATA SHEET (page 2).

PARISH St. James Arm Church CITY Richmond

SUPPLEMENTAL QUESTIONS FOR THE ANNUAL REPORT

A. Parish Attorney:

Name Samuel B. Buchanan, Sr., Esq.
Address 9309 Veneration Way, Richmond
City Richmond State VA Zip 23229
Telephone 804-750-1714

B. Insurances:

Please identify types of insurance carried 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 report 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

\$ 48,929.00

2. On Hand

\$

TOTAL \$ 38,749.00

A. Receipts and Donations:

1. Membership Dues

\$ 6,535.00

2. Pledges

\$ 5,394.00

3. Stewardship

\$ 2,295.00

4. Plate Collection

\$ 1,529.00

5. Candles

\$ 887.00

6. Easter Yeghakin

\$ 1,335.00

7. Christmas Yeghakin

\$ 1,110.00

8. In Lieu of Flowers

\$ 1,835.00

9. Wills and Bequests

\$ -0-

10. Other Contributions:

a. Gentle Contributions - 3,154.00 3,154.00

b. Christmas Treasures 2,115.00

B. Sacraments & Other Services:

1. Baptisms

\$

2. Weddings

\$ 12,225.00

3. Funerals

\$

4. Requiems & Memorials

\$ 3,035.00

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. Ornaments	5807.00	
a. <i>Bazaar Sale</i>		
b.		
c.		
d.		

(NET) TOTALS \$ 8133.00

D. Church Auxiliary Organizations:

1. Women's Guild	\$ 3500.00
2. Mr. & Mrs. Auxiliary	0
3. Men's League	0
4. ACYOA Seniors	0
5. ACYOA Juniors	0
6. Other:	
a.	0
b.	0
c.	0

TOTAL \$ 3500.00

E. Other Income:

1. Interest	\$ 956.00
2. Sale of Books, Records, Gifts	0
3. Parish Newsletter	275.00
4. Donations for use of Facilities	150.00
5. Contributions to Building Fund	0
6. Transfer of Funds	3839.00

7. Other:	
a. <i>Parish Cultural</i>	1580.00
b.	0

TOTAL \$ 6800.00

TOTAL RECEIPTS (Items A-C) \$ 48882.00

TOTAL CASH ACCOUNTED FOR \$

PARISH St. James CITY Richmond, Va

FINANCIAL REPORT - SECTION II - DISBURSEMENTS (ending 12/31/83)

A. Salaries and Benefits:

1. Pastor (s)	\$ 6240.00
2. Pastor's Housing & Utility Allowance	\$ 2301.00
3. Pastor's Automobile Allowance	\$ 477.00
4. Pastor's Medical Insurance	\$ -
5. Clergy Pension	\$ 3000.00
TOTAL	\$ 11868.00

B. Other Salaries and Benefits:

1. Visiting Clergymen	\$ 3450.00 (downsurrey) & \$ 5625.00 (Arlington, VA)
2. Secretary and/or Clerical	\$ -
3. Choir Director, soloists, organist	\$ 200.00
4. Deacons	\$ -
5. Payroll taxes	\$ -
6. Employee Benefits	\$ -
TOTAL	\$ 10272.00

C. Operating Expenses:

1. Telephone	\$ 1526.00
2. Stationery, Printing and Postage	\$ 3086.00
3. Parish Newsletter	\$ -
4. Candles	\$ 391.00
5. Volunteers <u>Community</u>	\$ 631.00
6. Altar Flowers	\$ 197.00
7. Parish <u>Parish Affairs</u>	\$ 1056.00
8. Furniture and Equipment (office)	\$ -
9. Contributions	\$ 1216.00
10. Parish <u>Parish (festival concert)</u>	\$ 825.00
11. Other:	\$ 520.00
a. <u>Misc</u>	\$ 280.00
b. <u>Petty Cash</u>	\$ -
TOTAL	\$ 10328.00

PARISH: St. James CITY: Richmond, Va.

FINANCIAL REPORT - SECTION II - DISBURSEMENTS (continued)

D. Assessments:

- 1. Diocesan Dues \$ 6494.00
- 2. Etchmiadzin Looms (Mite) \$ _____
- 3. Other:
 - a. Youth Ministry \$ _____
 - 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. Sunday School \$ 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, 1988

- 1. In Banks \$ 30749.00
- 2. On Hand \$ _____

Total Eff
58972.00
38799.00

TOTAL CASH ACCOUNTED FOR \$ _____

1993 ADJUSTED CLERGY STIPENDS
EFFECTIVE JANUARY 1994

Actual 1993 Stipend & Allowance Budget

Basic Stipend \$20,990

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.

Rentals) 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 Pastor 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
\$	---
\$	---
\$	---
\$	---
\$	---
\$	---
\$	---
\$	6,200.00
\$	3,000.00
\$	---
\$	---
\$	2,400.00
\$	---
\$	1,000.00
\$	---
\$	500.00
\$	---
TOTAL:	24,200.00

PARISH.....CITY.....

FINANCIAL REPORT - SECTION III - ASSETS AND LIABILITIES (ending 12/31/63)

A. ASSETS:

1. Cash	\$ 28749.54
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	\$
2. Loans Payable	\$
3. Accounts Payable	\$

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 Sambetan

Parish Council Chairman

Tiana Amick

Parish Council Treasurer

John J. Jones

Auditing Committee Chairman

Fr. Henry [unclear]

Reviewed By Parish Priest

THE NAMES OF OFFICERS SERVING IN 1993

WOMEN'S GUILD

Chairman Lucy Johnson 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 _____

Send Parish Records Report

YOUNG WOMEN'S GUILD

Chairman N/A 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: Agos Amirkhanyan Telephone: _____

Address: _____

Superintendent: Agos 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: _____

*Final
Financial
Report*

RESERVE FUND

Chairman: Benjamin C. Basmajian Telephone: (804) 741-8107

Address: 1118 Foxglove Drive, Richmond, VA 23233

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

Chairman: Donna Buchanan Telephone: _____

Address: _____

Membership: N/A # 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: N/A # of meetings held: _____

Cash on hand at 1/1/93: _____ Income: _____

Disbursements: _____ Balance at 12/31/93: _____

Major Annual Functions: _____

CHOIR

Chairman: Doreen Spivack Telephone: _____

Address: _____

Membership: Male: _____ Female: _____ Total: _____

Choirmaster: Robert Thomas Telephone: _____

Address: _____

Cash on hand at 1/1/93: 0 Income: 0

Disbursements: 0 Balance at 12/31/93: _____

Amount sent to Choir Association Central Council in 1993: _____

Annual Affairs: _____

sent with previous report

MEN'S AUXILIARY

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

MR & MRS. AUXILIARY

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

OFFICIAL PARISH PUBLICATION

Name of Publication.....	Circulation.....
Editor.....	Telephone.....
Address.....	
Income.....	Expense.....
.....	

PUBLICITY AND PUBLIC RELATIONS

Name of Church's Publicity Coordinator.....	
Address.....	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 Functions.....

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 Functions.....

Future Plans of the Parish Council:

1. Organizing Yearly Charms
 2. In. ACYPL
 3. Renewed School
 4. Rebuilding Annexes to Community from the Church

Signature of the Parish Council:

President: Carol J. Garabedian
 Chairman: Carol J. Garabedian
 Secretary: A. J. [unclear]
 Date: 4/17/94

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.....

PROCESAN DELEGATES

Name: Azhar Amirkhanian Tel. Home: 711-7533
 Address: _____ Tel. Office: _____
 Year Elected: Sanctifying Virgin Mary, Bessie Fax: _____
Ellen

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: _____

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 expiration of one term, he/she becomes eligible to be a candidate for the Parish Council.)

become

Name.....Henry Magallon.....Tel. Home.....301-5-81885
 Address.....4130 W. Woodland Rd., Richmond, VA 23120
 Tel. Office.....Fax.....
 Date Elected.....11/9/93.....Number of Terms Served: 1st.....(2nd).....3rd.....

Name.....Aaron Topjian.....Tel. Home.....703-638-0388
 Address.....5304 Willow Grove Rd., Mechanicsville, VA 23103
 Tel. Office.....Fax.....2311
 Date Elected.....Number of Terms Served: 1st.....(2nd).....3rd.....

Name.....Dikran Avakian.....Tel. Home.....703-753-2211
 Address.....1414 Lakeside Dr., Richmond, VA 23289
 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.....

PARISH COUNCIL MEMBERS

NEWLY ELECTED MEMBERS:

Name: John ... Tel. Home: 410-8604
 Address: Tel. Office:
 Number of Votes Received: 37 Fax:

Name: Madison ... Tel. Home:
 Address: Tel. Office: 452113
 Number of Votes Received: 27 Fax:

Name: Rob ... Tel. Home: 751-6811
 Address: Tel. Office:
 Number of Votes Received: 27 Fax:

Name: Benny ... Tel. Home: 262-4655
 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 MEMBERS

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