



EASTERN DIOCESE OF THE ARMENIAN CHURCH OF AMERICA
630 Second Avenue, New York, NY 10016-4806
(212)686-0710 Fax (212)779-3558

1998 ANNUAL PARISH REPORT FORM

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) 1998 revenue and expense report. d) 1999 Proposed revenue and expense budget.

Name of Church	St. James Armenian Church		
Address	834 Pepper Ave.		
City	Richmond	State	VA Zip 23226
Telephone	804-282-3818	Fax	804-285-3833
Pastor	V. Rev. Dr. Nareg Berberian		
Assn't Pastor	/		

Parish Council Officers:

Chairman	Mr. John Baronian
Vice-Chairman	Mr. Naubar Boyajian
Secretary	Mr. Steven Barsamian
Assn't Secretary	Mr. Krikor Boyajian
Treasurer	Mr. Rob Norris
Assn't Treasurer	Mr. Naubar Boyajian

PARISH _____ CITY _____

Names of Delegates:

1	Azniv Amirkhanian
2	
3	
4	
5	
6	
7	

Officers of Assembly:

Assembly President	V. Rev. Dr. Nareg Berberian
Assembly Chairman	George Oulgian
Assembly Secretary	ANNE MORRIS

Number of Parish Council Meetings (1998) 15

Date of 1998 Annual Parish Assembly 2-28-99

1999 Revenue Budget \$ 74,881

1999 Expense Budget \$ 82,231

1998 MEMBERSHIP DATA

1. Total Membership 88

Over 1997 by _____ Under 1997 by 1

2. Number of entries on mailing list 350

3. Number of Armenians in the area 500

4. Number of potential members 120

5. 1998 membership dues:

Per member \$ 100- Senior citizen \$ 100- Other \$ 100-

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

	%	Members
a. Dues	<u>10</u>	<u>88</u>
b. Pledges	<u>14</u>	<u>68</u>
c. Stewardship	_____	_____
d. Other Contributions	<u>69</u>	_____

7. Do you have a membership committee? YES _____ NO ✓

8. Donation for Sacraments and other services:

	Members	Non-members
a. Baptism	<u>400-</u>	_____
b. Chrismation	_____	_____
c. Wedding	<u>325-</u>	_____
d. Funeral	<u>300-</u>	_____
e. Other	_____	_____

The Diocesan dues is based on the following formula:

- 60% - Membership
- 5% - Clergy
- 25% - Gross PCP (Plate Collection, Dues, Yughakin)
- 5% - BWF (Baptisms, Weddings, Funerals)
- 5% - For 3 or more Assembly Delegates

1998 PARISH ASSESSMENT DATA

I. 1998 Membership 88

II. Number of Clergy 1

III. Gross PCP

Membership dues \$ 7,559 -

Pledges 10,004 -

Plate Collection 2,239 -

Easter Yughakin 2,361 -

Christmas Yughakin 2,339 -

TOTAL \$ 24,502 -

IV. Number of Sacraments and Sacramentals:

Baptisms 3

Chrismations _____

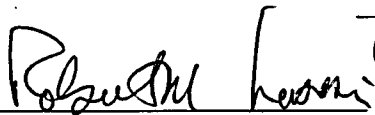
Engagements _____

Weddings 2

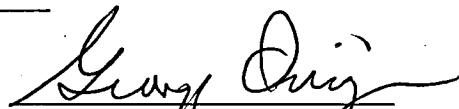
Funerals 2

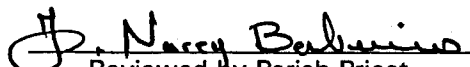
V. Number of Delegates: 1

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


Parish Council Treasurer


Parish Council Chairman


Auditing Committee Chairman


Reviewed by Parish Priest

THE ABOVE FIGURES MUST COINCIDE WITH THOSE SPECIFIED ON FINANCIAL REPORT SECTION I (PAGES 6-7) AND THE MEMBERSHIP DATA SHEET (PAGE 3).

SUPPLEMENTAL QUESTIONS FOR THE ANNUAL REPORT

A. Parish Attorney:

Name SAM BARONIAN JR.
Address 5413 PATTERSON AV.
City Richmond State Va. Zip 23226
Telephone 804-288-9030 Fax _____

B. Insurance:

Please identify types of insurance carried and coverage:

Property _____
Liability GENERAL LIABILITY - WORKMANS Comp.
Other FULL ASSESSED VALUE

C. Tax Exemption:

Sales Tax Yes No _____
Property Tax Yes No _____
501 (c) (3) Yes No _____

Other _____

D. Major Equipment Purchases in 1998:

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

Office _____
Kitchen NONE
Sanctuary _____
Other _____

**FINANCIAL REPORT - SECTION I - INCOME (ENDING 12/31/98)
PARISH COUNCIL OPERATING ACCOUNT**

A. Receipts and Donations:

1. Membership Dues	\$	<u>7,559 -</u>
2. Pledges	\$	<u>10,004 -</u>
3. Stewardship	\$	<u>-</u>
4. Plate Collection	\$	<u>2,239 -</u>
5. Candles	\$	<u>1,025 -</u>
6. Easter Yughakin	\$	<u>2,361 -</u>
7. Christmas Yughakin	\$	<u>2,339 -</u>
8. In Lieu of Flowers	\$	<u>1,191 -</u>
9. Wills and Bequests	\$	<u>-</u>
10. Other Contributions:		
a. <u>GENERAL DONATIONS</u>	\$	<u>21,281 -</u>
b. _____	\$	<u>_____</u>

B. Sacraments & Other Services:

1. Baptisms	\$	<u>400 -</u>
2. Weddings	\$	<u>325 -</u>
3. Funerals	\$	<u>300 -</u>
4. Requiems	\$	<u>4,510 -</u>
TOTAL	\$	<u>55,534 -</u>

C. Church Affairs:

	(Gross)	(Net)
1. Bazaar	\$ _____	<u>12,640 -</u>
2. Picnics	\$ _____	<u>725 -</u>
3. Fairs	\$ _____	_____
4. Dinners	\$ _____	<u>3,008 -</u>

PARISH _____ CITY _____

5. Other:

a. Rug SALE _____ 5000-
b. _____
c. _____
d. _____

(NET) TOTALS \$ 16,373-

D. Church Auxiliary Organizations:

1. Women's Guild \$ 1,000-
2. Senior Women's Guild/Auxiliary \$ _____
3. Mr. & Mrs. Auxiliary \$ _____
4. Men's Club \$ _____
5. ACYOA Seniors \$ _____
6. ACYOA Juniors \$ _____
7. Senior Citizens \$ _____
8. Other
a. _____ \$ _____
b. _____ \$ _____

TOTAL \$ 1,000-

E. Other Income:

1. Interest \$ 125-
2. Sale of Books, Records, Gifts \$ _____
3. Parish Newsletter \$ 45-
4. Donations for Use of Facilities \$ _____
5. Contributions to Building Fund \$ _____
6. Transfer of Funds \$ 3,000-

7. Other Fundraising (Bingo, Raffles, etc.)

a. _____ \$ _____

b. _____ \$ _____

TOTAL \$ 3,170 -

(F) TOTAL RECEIPTS (Items A to E) \$ 76,077 -

Balance: January 1, 1998

1. In Banks \$ 7,649 -

2. On Hand \$ -

TOTAL CASH (G) \$ 7,649 -

TOTAL CASH ACCOUNTED FOR (F+G) \$ 7,649 -

FINANCIAL REPORT – SECTION II – DISBURSEMENTS (ending 12/31/98)

P. Salaries and Benefits:

	Pastor	Assn't Pastor
1. Pastor(s)	\$ <u>26,527-</u>	_____
2. Pastor's Housing & Utility Allowance	\$ <u>6,278-</u>	_____
3. Pastor's Automobile Allowance	\$ <u>933-</u>	_____
4. Pastor's Medical Insurance	\$ <u>900-</u>	_____
5. Clergy Pension	\$ <u>1,000</u>	_____
TOTAL \$ <u>35,638-</u>		TOTAL \$ _____
		NET TOTAL \$ <u>35,638-</u>

Q. Other Salaries and Benefits:

1. Visiting Clergymen	\$ <u>400-</u>
2. Secretary and/or Clerical	\$ <u>2,183-</u>
3. Choir Director, Soloist, Organist	\$ _____
4. Youth Director	\$ _____
5. Custodial	\$ <u>7,224-</u>
6. Education Directors	\$ _____
7. Deacons	\$ _____
8. Payroll Taxes	\$ _____
9. Employee Benefits	\$ _____
TOTAL \$ <u>9,807-</u>	

R. Operating Expenses:

1. Telephone	\$ <u>2,236-</u>
2. Stationery, Printing & Postage	\$ <u>1,902-</u>
3. Parish Newsletter	\$ <u>2300-</u>
4. Candles	\$ <u>250-</u>
5. Vestments & Robes	\$ _____

- 6. Altar Flowers \$ _____
- 7. Books, Records, Gifts \$ _____
- 8. Furniture and Equipment (office) \$ _____
- 9. Contributions (out of parish) \$ _____
- 10. Fund Transfer \$ _____
- 11. Other:
- a. _____ \$ _____
- b. _____ \$ _____

TOTAL \$ 6,688 -

S. Assessments:

- 1. Diocesan Dues \$ 7,615 -
- 2. Etchmiadzin Louma (Mite) \$ _____
- 3. Other:
- a. CASP \$ 200 -
- b. CHARITIES \$ 745 -

TOTAL \$ 8,560 -

T. Educational Programs:

- 1. Christian Education \$ 540 -
- 2. Armenian Language & Culture \$ 300 -
- 3. ACYOA Seniors \$ _____
- 4. ACYOA Juniors \$ _____
- 5. Choir \$ _____
- 6. Religious Studies & Vocation \$ 676 -
- 7. Other:
- a. _____ \$ _____
- b. _____ \$ _____

TOTAL

1516 -

U. Church Building Expenses:

1. Mortgage (Principal/Interest)	\$	<u> -</u>
2. Utilities	\$	<u> 7,615-</u>
3. Insurance	\$	<u> 3,481-</u>
4. Repairs & Maintenance	\$	<u> 8,264-</u>
5. Equipment	\$	<u> </u>
6. Other:		
a. TRAVEL EXPENSE	\$	<u> 1,598-</u>
b. _____	\$	<u> </u>
TOTAL	\$	<u> 20,958-</u>

(V) TOTAL (P to U) \$ _____

Balance: December 31, 1998

1. In Banks	\$	<u> 7,649-</u>
2. On Hand	\$	<u> </u>
TOTAL CASH (W)	\$	<u> 7,649-</u>
TOTAL CASH ACCOUNTED FOR (V + W)	\$	<u> 7,649-</u>

**1998 ADJUSTED CLERGY STIPENDS
EFFECTIVE JANUARY 1999**

Actual 1998 Stipend & Allowances Budgeted

Basic Stipend \$23,590

Additional increment of \$1,612 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). \$1,612

Additional increment for parish size:
150-300 voting members \$1,660

Over 300 voting members \$3,320

CAR ALLOWANCE

Pastor's owned car... * Allowance equivalent to 32 cents per mile for pastoral business.

Parish Owned Car... * Allowance equivalent to 18 cents per mile for pastoral business.

- 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 \$968

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.

PASTOR	ASSN'T PASTOR
\$ 26,527-	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ 933-	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ 6,278-	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ 1,900-	\$ _____
\$ _____	\$ _____
\$ 250	\$ _____
TOTAL \$ 35,888-	TOTAL \$ _____

FINANCIAL REPORT – SECTION III – ASSETS AND LIABILITIES (ending 12/31/98)

A. ASSETS:

1. Cash	\$	<u>7,649 -</u>

2. Certificates of Deposit	\$	_____

3. Stocks and Bonds	\$	_____

4. Real Estate (land, buildings, etc)	\$	<u>850,000 -</u>

5. Building Funds	\$	_____
GENERAL ENDOWMENT		<u>113,225 -</u>

6. Reserve Fund	\$	_____
EDUCATION FUND		<u>6,035 -</u>

7. Other Special Funds (list each)		
a. CULTURAL FUND	\$	<u>18,082 -</u>
b. YOUTH FUND	\$	<u>27,151 -</u>
c. NAME DAY FUND	\$	<u>7,273 -</u>
GRAND TOTAL ASSETS	\$	<u>1,029,415 -</u>

B. LIABILITIES:

1. Mortgage \$ _____

2. Loans Payable \$ _____

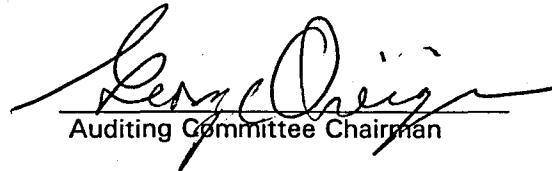
3. Accounts Payable \$ 6,350 -

GRAND TOTAL LIABILITIES \$ 6,350 -

The above statement has been prepared from the books and records of ST JAMES ARMENIAN CHURCH (Parish Name) and to the best of our knowledge reflects accurately the receipts and disbursements for the year ended December 31, 1998, and the balance on hand in cash and in the banks at such date, and any accounts payable.


Parish Council Chairman


Parish Council Treasurer


Auditing Committee Chairman

Reviewed by Parish Priest

PARISH St. James Arm. Church CITY Richmond

THE NAMES OF OFFICERS SERVING IN 1998

WOMEN'S GUILD

Chairman Mrs. Arax Mitchell

Address 834 Pepper Ave

City Richmond State VA Zip 23226

Telephone _____

Membership 54 # of meetings held 10

Amount transferred to Parish Council _____

Cash on hand at 1/1/98 _____ Income _____

Disbursements _____ Balance at 12/31/98 _____

Major Annual Functions Food Festival, Easter Luncheon,
Lentin Dinners, Saints Day

SENIOR WOMEN'S GUILD/AUXILIARY

Chairman _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Membership _____ # of meetings held _____

Amount transferred to Parish Council _____

Cash on hand 1/1/98 _____ Income _____

Disbursements _____ Balance at 12/31/98 _____

Major Annual Functions _____

PARISH St. James CITY Richmond

ARMENIAN SCHOOL

Name of School St. James Armenian School

Chairman Mrs. Nune Karapetian

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone 804-282-3818 Fax _____

Superintendent None

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Number of Teachers 5 Number of Pupils 30

Number of Classrooms 4 School Days and Hours Sundays

Cash on Hand at 1/1/98 \$ / Income \$ /

Disbursements \$ / Balance at 12/31/98 \$ /

Major Annual Functions Mother's Day Luncheon & Program,
International Festival, Martyr's Day Program.

SUNDAY SCHOOL

Chairman Mrs. Sarah Pomfret

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone 804-282-3818 Fax _____

Superintendent _____

Address _____

PARISH _____ CITY _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Number of Teachers 7 Number of Pupils 30

Number of Classrooms 4 School Hours \$0:30-11:45

Cash on Hand at 1/1/98\$ _____ / _____ Income \$ _____ / _____

Disbursements \$ _____ / _____ Balance at 12/31/98 \$ _____ / _____

Major Annual Functions Christmas Program, Breakfast for Parishioners, Martyr's Day Program

RESERVE FUND

Chairman _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

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

Chairman Gayik Suleymanian

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone 804-282-3818 Fax _____

Membership 15 # of meetings held 5

Cash on hand at 1/1/98 \$ 500.00 Income \$ 600.00

Disbursements \$ _____ Balance at 12/31/98 \$ _____

Amount sent to Central Council in 1998 _____

Major Annual Functions Social & Cultural activities

PARISH _____ CITY _____

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

Chairman Aline Garabedian

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone _____ Fax _____

Membership 20 # of meetings held 7

Cash on hand at 1/1/98 _____ Income _____

Disbursements _____ Balance at 12/31/98 _____

Major Annual Functions Halloween Party, Palm Sunday,

Trips to different Cities & Canada

CHOIR

Chairman Mr. David Livingstone

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone 804-282-3818 Fax _____

Membership: Male _____ Female _____ Total _____

Choirmaster _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Cash on hand at 1/1/98 514.70 Income _____

Disbursements _____ Balance at 12/31/98 _____

Amount sent to Choir Association Central Council in 1998 _____

Major Annual Functions _____

PARISH _____ CITY _____

MEN'S CLUB

Chairman _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Membership _____ # of meetings held _____

Cash on hand at 1/1/98 _____ Income _____

Disbursements _____ Balance at 12/31/98 _____

Major Annual Functions _____

MR. & MRS. AUXILIARY

Chairman _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Membership _____ # of meetings held _____

Cash on hand at 1/1/98 _____ Income _____

Disbursements _____ Balance at 12/31/98 _____

Major Annual Functions _____

PARISH _____ CITY _____

OFFICIAL PARISH PUBLICATION

Name of Publication Sevan Circulation 400

Editor Roxie Krikorian

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone 804-282-3818 Fax _____

Income\$ _____

Expense\$ 2000.00

PUBLICITY AND PUBLIC RELATIONS

Name of Church's Publicity Coordinator _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

OTHER (Fill in name) Junior Choir

Chairman V. Rev. Fr. Nancy Berberian

Address 834 Pepper Ave.

City Richmond State VA Zip 23226

Telephone 804-282-3818 Fax _____

Membership _____ # of meetings held _____

Cash on hand at 1/1/98\$ _____ Income _____

Disbursements\$ _____ Balance at 12/31/98 _____

Major Annual Functions Singing the Divine Liturgy

Once a Month.

PARISH _____ CITY _____

OTHER (Fill in name) Altar Servers Program

Chairman V. Rev. Fr. Nancy Berberian

Address 834 Pepper Ave

City Richmond State VA Zip 23226

Telephone 804-262-3818 Fax _____

Membership 9 # of meetings held 10

Cash on hand at 1/1/98 _____ Income _____

Disbursements _____ Balance at 12/31/98 _____

Major Annual Functions Trips to different Churches

FUTURE PLANS OF THE PARISH COUNCIL

Food Festival

April 24th Commemoration

Hosting Choir Assembly

Signatures of the Parish Council Members:

President Nancy Berberian

Chairman John B...

Secretary Priskor Bahaji

Date 3-22-99

PARISH _____ CITY _____

**PARISH COUNCIL MEMBERS
THIS YEAR 1999 RE-ELECTED MEMBERS**

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

Name Dr. Noubar Ozbalik
Address 11403 Pineridge Lane
City Midlothian State VA Zip 23113
Telephone (Home) 378-7457 (Work) _____
Fax _____
Date Elected 2-28-1999

Number of Terms Served: 1st _____ 2nd _____ 3rd _____

Name Steven Barsamian
Address 12707 Old St. Andrews Pl.
City Chester State VA Zip 23831
Telephone (Home) 530-0873 (Work) _____
Fax _____
Date Elected 2-28-1999

Number of Terms Served: 1st _____ 2nd 3rd _____

Name Noubar Boyajian
Address 6113 Winford Ln
City Richmond State VA Zip 23225
Telephone (Home) 320-8225 (Work) _____
Fax _____
Date Elected 2-28-1999

Number of Terms Served: 1st _____ 2nd 3rd _____

PARISH _____ CITY _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Fax _____

Date Elected _____

Number of Terms Served: 1st _____ 2nd _____ 3rd _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Fax _____

Date Elected _____

Number of Terms Served: 1st _____ 2nd _____ 3rd _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Fax _____

Date Elected _____

Number of Terms Served: 1st _____ 2nd _____ 3rd _____

PARISH _____ CITY _____

PARISH COUNCIL MEMBERS

NEWLY ELECTED MEMBERS IN 1999:

Name Dr. Naubar Ozbalik
Address 11403 Pinridge Ln
City Midlothian State VA Zip 23113
Telephone (Home) 378-7453 (Work) _____
Number of Votes Received 25 Fax _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone (Home) _____ (Work) _____
Number of Votes Received _____ Fax _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone (Home) _____ (Work) _____
Number of Votes Received _____ Fax _____

Name _____
Address _____
City _____ State _____ Zip _____
Telephone (Home) _____ (Work) _____
Number of Votes Received _____ Fax _____

Name _____
Address _____
City _____ State _____ Zip _____

PARISH _____ CITY _____

Telephone (Home) _____ (Work) _____

Number of Votes Received _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Number of Votes Received _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Number of Votes Received _____ Fax _____

ALTERNATE PARISH COUNCIL MEMBERS

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Number of Votes Received _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Number of Votes Received _____ Fax _____

PARISH _____ CITY _____

DIOCESAN DELEGATES ELECTED IN 1999

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

PARISH _____ CITY _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

ALTERNATE DELEGATES

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone(Home) _____ (Work) _____

Year Elected _____ Fax _____