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DIOCESE OF THE ARMENIAN CHURCH OF AMERICA, 630 SECOND AVENUE, NEW YORK, N.Y. 10016-4885 212 686-0710

Archbishop Torkom Manoogian, Primate

December 31, 1988

To: The Reverend Clergy and Parish Council Chairmen

Subject: 1989 Annual Parish Assemblies and Parish Council Report

The 1989 annual parish assembly and council reports are due on or before February 27. This should not be difficult if your Assembly convenes in early January as required by Diocesan Bylaws. The following must be received by this office by February 27, 1989.

A. Parish Assembly Notice:

1. Invitation — *In the Annual Report Booklet*
2. Agenda — *In the Annual Report Booklet*
3. Date mailed to membership — *Jan. 12, 1989*

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. 1989 Income & Expense Budget with 1988 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 of 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 - *Included in "E"*

✓ G. Minutes of the Parish Assembly signed by Assembly Officers

✓ H. A statement that 1988 Diocesan dues are paid in full - *They are.*

May God guide your parish assemblies with His wisdom and grace and may His spirit inspire us all in His service.

Prayerfully,

obp, Torkom Manoogian

Archbishop Torkom Manoogian
Primate

Encl.