

A N N U A L   P A R I S H   A S S E M B L Y

A N N U A L   R E P O R T

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( S U P P L E M E N T )

SUNDAY, FEBRYARY 10, 1991

( SECOND SESSION )

*ST. MARY'S ARMENIAN APOSTOLIC CHURCH*

4125 FESSENDEN ST., N.W.

WASHINGTON, D.C. 20016

MINUTES OF  
ST. MARY'S ARMENIAN CHURCH ANNUAL PARISH ASSEMBLY  
SESSION ONE - JAN. 27, 1991

The Parish Assembly began at 1:05 PM.. Opening prayer was offered by Der Hayr for the souls of the deceased members especially Der Khoyan. Roll call by S.Evereklian revealed that 40 were present. Representing ACYOA Jrs. was Saro Kalayjian.

It was suggested that meeting should take place even though the quorum was not established. It was brought out that the meeting could proceed if those present understood that it would take 2/3 of the voting members present to pass motions. Motion was made and passed to continue the meeting.

Motion was made to accept the minutes of Feb.11,1990 Assembly. It passed.

Dr.C.Kumkumian reminded the election of Tivan to run the meeting. Motion was made to elect the Tivan. Dr.C.Kumkumian was elected as Parish Assembly Chairman and Mr. Stephen Ohanian, Secretary by secret ballot.

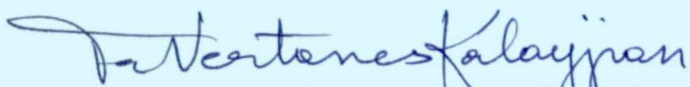
Dr.E.Onanian made a motion to modify the agenda section F, and not take any action on the reports from the Planning Groups at this meeting. The specific action on the reports are to be taken, if necessary, during the next meeting. Motion passed.

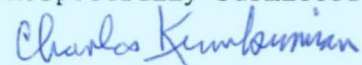
Dean Shahinian explained the role of The Planning Groups indicating that each group will meet and report back in 45 minutes. These groups were:

- A. CULTURAL & SOCIAL ACTIVITIES. Panel: Dr.Socrates Boyajian, Mr Arto Hovhanesian, Mr.Steve Evereklian and Mr.David Zenian.
- B. PARISH ADMINISTRATION. Panel: Col. George Juskalian, Mr.Onnik Janjigian, and Dean Shahinian, Esq.
- C. FINANCE: Panel: Mr. Arut Koseian, Dr.Edward Onanian, Dr.Hratch Semerjian, and Mr. Levon Andonian.
- D. YOUTH ACTIVITIES: Panel: Yeretzgin Anahid Kalayjian, Mr.Varoujan Varoujanian and Mr. Saro Kalayjian.

The Groups returned to the Sanctuary at 3:05 P.M. Mr. Shahinian invited each group to present its report by a speaker. The reports from each group are attached to these minutes.

Motion was made to get these reports in writing no later than on Thursday Jan. 31, in order to present them to the next Session of the Assembly. The Assembly expressed its happiness with this setup. The First Session of the Parish Assembly adjourned at 3:30 P.M. with Der Hayr's prayer.

  
Fr. Vertanes Kalayjian, Pastor-President

Respectfully submitted  
  
Dr. Charles Kumkumian, Chairman

  
Mr. Stephen Ohanian, Secretary



ST. MARY'S ARMENIAN APOSTOLIC CHURCH  
1991 ANNUAL PARISH ASSEMBLY  
January 27, 1991

Report of the Discussion Group on Church Finances

Submitted by  
Edward Onanian and Hratch Semerjian

The topics discussed in this Group included the status of the current reserve funds, and the need for fund-raising activities to supplement the operations budget and to increase the reserves available to secure long term income. Currently, the Building Fund contains resources to meet long term needs for repair and upgrading of Church sanctuary and other facilities. It was concluded that a Finance Committee should be formed to raise funds and establish an endowment fund, which could be invested in short and long term resources. The Group also discussed the possibility of investing in real estate. This normally requires approval by the Parish Assembly, Diocesan Council, and Diocesan Trustees. This is a very lengthy process, which may be counterproductive in cases where relatively timely decisions need to be made. One possibility brought up during the discussions was the formation of a non-profit organization, with the participation of several church members, which could make decisions related to acquisition of real estate. Once proper approval is obtained through channels, then the deed could be transferred to the Church. It is also proposed that the Finance Committee would take over the functions of the existing Building Fund Committee.

Based on this discussion, the attached proposal was drafted for a five member Finance Committee; the committee members would have five year rotating terms. It is also proposed that the Assembly ask the Nominating Committee to present a slate of candidates for the Finance Committee at the Parish Assembly to be held on February 10, 1991.

PROPOSAL

It is critically important to provide a long term financial basis for the operation of our Church, and to meet the needs of our Community on a continuing basis. This can be accomplished only by setting aside capital resources for investment purposes, and by using these resources to secure a steady and reliable source of income for our Church operations. Such activities will also provide the opportunity for our parishioners to donate funds and real estate towards an endowment fund to support our Church and to secure a strong operational base for future generations to come.

It is therefore proposed that a Finance Committee be formed to manage the capital resources of St. Mary's Armenian Church. Functions of this Committee include fund raising activities, management of the building renovation funds, and establishment and management of a Long Term Investment Fund for our Church to provide long term income and financial stability. The functions of the present Building Fund will be incorporated within the functions of the new Finance Committee.

It is also proposed that a line item be established in the annual Church budget, equal to 10% of the previous year's budget, as a set-aside for the Long Term Investment Fund. The income received from the investment fund will be contributed towards the operations budget on an as needed basis.

The Finance Committee will consist of five (5) members, with 5-year rotating terms such that one member will be elected at each Annual Parish Assembly. Nominations for the Finance Committee will be put forth by the Nominating Committee. The Finance Committee will report directly to the Parish Assembly.

Parish Council Report  
Income and Expenses  
Calendar Year 1990

<u>Income</u>	<u>Actual</u>	<u>Projected (Calendar Year)</u>
Pledges	\$ 35,020.00	\$ 43,000.00
Plate	4,381.80	5,000.00
Candles	4,633.30	4,000.00
Yughakin	5,879.00	6,000.00
Donations	4,718.00	4,100.00
Flowers	1,000.00	800.00
Sacraments	4,085.00	4,000.00
Hokehankist	5,000.00	3,500.00
P.C. Activities	255.00	7,000.00
New Years Eve(Net)	4,097.27	
Picnic(Net)	1,279.77	
Rug Sale(Net)	6,059.00	7,800.00
Church Organization	10,400.00	9,000.00
Hall & Parking	5,070.00	6,000.00
Interest	1,412.27	2,400.00
Misc.	5,263.77	
Charitable Fund	4,919.94	
Bazaar	28,967.97	11,000.00
Shnorhali	90.00	
Candlelighting	3,140.00	4,000.00
Total	<u>\$135,672.82</u>	

Note:

The Bazaar Income shown above is from 1989, and 1990.

<u>Expenses</u>	<u>Actual</u>	<u>Budgeted(calendar Year)</u>
Pastor		
Stipend/Mileage/Bonus	\$ 35,360.00	\$ 35,360.00
House Utilities	4,144.80	4,300.00
Medical Ins./IRA	8,929.59	7,500.00
Secretary	6,094.16	7,000.00
Janitor	5,710.00	5,200.00
Telephone	1,741.83	1,700.00
Office Equip./Supplies	3,070.62	3,600.00
Postage/Printing	4,603.48	3,000.00
Church Supplies (Altar Supplies)	1,701.23	720.00
Flowers	352.69	500.00
Kitchen Supplies	243.72	
Utilities	11,349.15	11,000.00
Building Equip./Maintenance	2,488.54	5,000.00
Visiting Priest/Choirmaster	4,385.50	3,620.00
Organist	2,725.00	2,600.00
Dues	14,660.00	13,500.00
Property Insurance	4,042.00	4,000.00
Charitable Fund	5,062.94	
P.C. Activities	1,797.36	
Shnorhali	4,480.00	4,000.00
Capital Equipment	2,400.00	5,000.00
Audio Visual System	3,109.00	
Misc./Bank Fees	783.97	
Total	<u>\$128,736.08</u>	

Cash Position

Opening Balance 1/1/90	\$ 31,544.86
Income	135,672.82
Subtotal	<u>167,217.68</u>
Disbursements	<u>128,736.08</u>
Closing Balance 12/31/90	\$ 38,481.60

Restricted Funds

Charitable (General)	3,092.33
Bibles for Armenia	261.00
Earthquake Emergency Fund	2,534.00
Youth Advisor	974.20
Computer Fund	50.00
General Fund	<u>\$ 31,570.07</u>



January 27, 1991

Youth Activities - Sunday School Report  
Summary of Ways to Help the Sunday School

1. Increase awareness of the Sunday School and the parents' obligation to see that their children receive a good Christian education.
2. Active support by all organization of the Church for the mission of the Sunday School, to teach the Christian faith to children and help make the Sunday School a vital part of our church family.
3. More and continued participation by the families in the Christian life of their children and in Sunday School activities, to encourage the children in their religious study and help them become closer to God
4. Additional time in the schedule to help the Sunday School function more effectively.

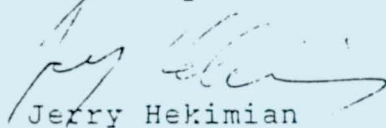
Submitted by,  
Mrs. Anna Derderian

Youth activities, Armenian school report of 1/27/91 discussions

The Armenian school classes held on sundays should offer instruction of the Armenian alphabet (reading and writing) to ALL the students of the church. This method would provide a basis for the future members of the church to be able to follow the church services in our language.

We should also recognize the fact that, we are not able to teach more than basic reading and writing on sundays during the time period allocated. If we are to provide a more adequate curriculum the weekly classes should be considerably longer, about three or three and a half hours, probably on a saturday.

Sincerely



Jerry Hekimian

A.C.Y.O.A.

1. Pursue more vigorously recruitment of a Youth Director.
2. Either it's in our budget or in the church's (Parish Council's) budget maintain a line item provision not only for a Youth Director, but also for such expenses as Retreats, Regional Conference/Sports Weekends, St. Nersess Summer Study Programs, St. Vartan Summer Camp etc.
3. Form a Parents' Advisory Council to assist the Youth Advisor and/or the Youth Director in planning and implimentation of the youth activities.
4. It is earnestly requested from the parish, a general awareness and participation in the youth organized activities such as lectures, family nites, dances, etc.

On behalf of the Discussion Group  
Submitted by  
Yeretzgin Anahid Kalayjian

## Summary of the Parish Administration Panel Discussion:

The panelists for the Parish Administration discussion group were Col. George Juskalian (Chairman), Mr. Onnik Janjigian, Mr. Dean Shahinian, Esq., with Mr. Raffi Karahisar acting as the secretary. The following is a high-level summary of the ideas, and/or proposals brought forward during the meeting, not presented in any specific order:

o Establishing a telephone information service:

A frequently updated telephone recording service could be provided to inform the parishioners of the latest Armenian community activities or any newsworthy events.

o Establishing telephone trees:

To further enhance communications, telephone trees could be established to reach parish members on short notice (e.g., in case of death / illness in the family).

o Providing nursery care for families who otherwise couldn't attend parish activities.

o The formation of special committees:

Under this proposal, a number of special 5-9 person committees would be created, under the direct supervision of the Parish Council, to coordinate various parish functions in the following areas:

- The Spiritual Committee would deal with the needs of the community in the areas of counseling, bereavement, home visitations, assistance to the needy, outreach, worship, etc.;
- The Social Committee would coordinate activities such as dances, athletic events, fellowship hours, dinners, etc. for the youth, young adults, married couples and/or the seniors;
- The Cultural Committee would handle lectures, art exhibits, concerts, language instruction, the library, etc.;
- The Armenian Issues Committee would be in charge of organizing / coordinating activities dealing with Armenian aid, congressional issues; acting as liaison to embassies; assisting on immigration issues, etc.;



- The Parish Administration Committee would be responsible for the following areas:
  - Secretarial / clerical services (e.g., correspondence, graphics, printing, mailing, scheduling);
  - Computer related services, to maintain address databases, to assist in bookkeeping or fund-raising activities (e.g., correspondence to donors);
  - Communications, e.g., to prepare press releases, to handle publicity, to maintain an Armenian information center, to initiate telephone calls, etc;
  - Building maintenance functions.

Concerns were also were raised in the following areas:

- o We need to find enough volunteers to work on these committees. We may need to bring professional people on board (i.e., to put them on payroll) to pursue some of these activities;
- o We need to get the young people involved; we need an organized youth leadership to offer fellowship to young adults;
- o We need to reach out those parishioners who can not attend church activities;
- o The Parish Council needs the support, cooperation and respect of the community at large, to be effective, to avoid burn-out, and to retain the talent and experience of current and past members.



Social and Cultural Activity's  
Discussion Group - Jan 27, 1991

The discussion centered around coordinating the Social, Cultural and Sports activities through the cooperation of church organizations.

The Choir and the Women's Guild should work together for concerts.

"Armenian Life" organized by Dean Shahinian and co-sponsored by St. Mary, should receive more encouragement.

Choir should undertake a recruitment drive, have talent search, develop ways to keep them, etc.

Expand the lecture series and talk-discussions with current events, in conjunction with the Armenian School, ACYOA Jrs., etc.

Create opportunities for social contact among families.

Ways and means for adult transportation.

Revive the Hye Club concept.

Have meetings on regular intervals to discuss, review and implement these ideas.

CHARITABLE ACTIVITIES AT ST. MARY'S

During the last five months St. Mary's has directly or indirectly been involved in several appeals made on behalf of charitable purposes. I thought to bring them to your attention as a year-end inventory... We responded to these appeals in varying degree's of success and to some our response was a deafening.... silence.

It is said that in times of economic hardship, giving and charitable activities register noticeable increase. It means that people of good will do take seriously their vocation as their "brother's keeper".

1. HELP FOR ABANDONED CHILDREN. Appeal was made by St. Anne's Infant and Maternity Home.
  2. DOLE FOUNDATION. To care for employment of persons with disabilities by training and educating them.
  3. MEGERDICH PAPIKIAN FUND & 4. MARINA TOROSIAN FUND. Both victims of the earthquake in Armenia who were being treated at the Jefferson Hospital, Alex. Va. Help was needed both for the individual and the Hospital that was providing the care.
  5. ST NERSESS ARMENIAN SEMINARY LIBRARY FUND. To help the Seminary increase the volumes for accreditation and academic advancement.
  6. TEN DAYS VOLUNTEER PROGRAM. To help St. Mary in the variety of tasks that require time and talent.
  7. ST. MARY'S MEMORIAL FUND. To establish permanent endowment in memory of our loved ones and to benefit the long term needs of the church.
  8. STEWARDSHIP PLEDGE. Our yearly commitment to the church to help financially according to our ability. This is in addition to our MEMBERSHIP DUES if we decided to be voting members.
  9. ST. MARY'S CHARITABLE FUND. A discretionary fund through which the church extends a helping hand to the area needy ( Armenian ) families.
  10. EARTHQUAKE CHILDREN'S FUND. Special Christmas packages of warm clothing were needed. Winter hats, Mittens, Gloves, Scarfs and Sweaters. Sponsored by the Diocesan Dept. of Religious Education. We still do.
  11. FUND TO HELP THE FIVE YOUNG ARCHITECTS who are doing graduate work at the College of Architecture of Virginia Tech. in Alexandria, Va.
  12. FUND FOR RECONSTRUCTION OF ARMENIA. To help the building of a Nursery-Kindergarten in Stepanavan. Co-sponsored - St. Mary's Parish and the Legate's Council. Chairman: Gen. Albert Kaehn, Jr..
  13. HELP FOR WASHINGTON AREA NEEDY. For the homeless and the needy we are collecting winter clothing and blankets. The Sunday School also has an on-going canned and non-perishable food collection program.
  14. BIBLES FOR ARMENIA. Both the Sunday School and the A C Y O A Jrs. attempted to raise funds to provide Armenia with BIBLES. The effort is continuous. You may still contribute to the fund.
- P.S. I may have forgotten or overlooked a project or two. Please do check the above list and see how you score. There is no passing or failing in this test. But I do hope you will feel happy and content with your results. God bless you all.

Fr. Vertanes Kalayjian, Pastor



## THE OFFICE OF PARISH COUNCIL

During the months of January or February, the parishes of our diocese hold their Annual Parish Assemblies, during which time members of the community are elected to the Parish Council, Auditing and Nominating Committees, as well as Diocesan Delegates. Often times, many individuals are reluctant to offer their names as candidates for Parish Council because they feel that they are not qualified, that they lack the necessary "experience", they are too young or too old, or they simply do not know what the qualifications are to be a parish council member.

A few years ago, our Diocese published a booklet entitled "Manual for Parish Councils", and offered information to assist parish council members in the execution of their duties. The following, from that booklet, is offered to our readers in order to have them understand the role that the Parish Council is to undertake in the administration of their duties and to provide information to those who may wish to run for the office.

The Parish Council is an elected body. Its function is to guide the parish in its spiritual, educational, and financial endeavors, in cooperation with the parish priest and under his leadership. Each parish council member is expected to serve in a spirit compatible with such responsibility. Since this responsibility extends beyond financial matters, each parish council member should strive to be adequately informed on all matters related to the parish, to the church in general.

A good parish council member never loses sight of the fact that he is a servant in the church of Christ. He therefore seeks to increase his own capacity to understand the nature of the church, as of a community of believers, a spiritual institution which also enshrines the national culture.

Moreover, he strives to be a good church member and an example to the rest of the congregation.

Thus he takes a personal interest in all the activities of the parish by way of furthering education, communication and youth work, of helping the needy, the unfortunate, the sick. A good parish council member is ever mindful of the words of St. Paul, in Phil. 4:13 - "I can do all things through Christ which strengtheneth me."

In the Armenian Church, clergy and layman work together in the sense that they share the common responsibility of making of the church an even better avenue towards the salvation of the total man. This work proceeds under the guidance of the Bishop who receives his authority at the moment of his consecration and is elected by the people and approved by the Catholicos to exercise full authority to a given diocese.

The function of the priest is two-fold: He is the shepherd of the flock and the president of the parish. While he is responsible for the whole parish, he works together with the parish council, as its president, for the effective administration of the parish. The servant of the people, the priest is nevertheless not a hired employee whose job would be to put into execution the decisions of the parish council.



The priest and the parish council share the responsibilities for the welfare of the church and this is the basis of the relation between them. Both priest and parish council are bound by the canons of the church and are under the administrative jurisdiction of the diocesan authorities.

The booklet continues with the listing of Articles 23-35 of the Diocesan By-Laws relating to Parish Councils. It continues by listing the officers of the Parish Council (Chair, Vice Chair, Treasurer, Secretary) and their duties, as well as duties on Sunday mornings during Church services. It then concludes with several "general considerations".

### GENERAL CONSIDERATIONS

1. A parish council member should consider it his obligation to participate in the Divine Liturgy regularly every Sunday, and to receive Holy Communion on, among other Sundays, the Sunday of his installation. Moreover, he should attend as many church functions as possible. If it is feasible, he should try to be present at funerals and weddings to supervise the proceedings and be of general assistance.
2. The parish council together with its president, the priest, shall always be considered as one unit or one team, the priest being also the coordinating head of all the church organizations.
3. The parish council must clearly realize that the church community and its real properties as well as its spiritual well-being are dependent upon the conscientious performance of all its functions. Temporal possessions and activities should not be made into ends for themselves. Rather, they should be means to the glory of God and the spiritual enlightenment of the member of the church.
4. It should also be borne in mind that the church is not a business institution. More than financial success, the parish council members should be concerned with the mental, moral and spiritual enrichment of the people. The facilities of the church should be used to capacity for such ends.
5. Steps must be taken toward lay participation in fields which heretofore have been considered "the work of the priest" such as religious education, membership drives, and general promotion.