



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA
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Archbishop Khajag Barsamian, Primate

December 28, 1992

TO: The Reverend Clergy and Parish Council Chairmen
Subject: 1993 Annual Parish Assemblies and Parish Council Reports

The 1993 Annual Parish Assembly and Parish Council Reports are due on or before February 26, 1993. The following must be received by this office by that date:

A. Parish Assembly Notice:

1. Invitation *See the booklet*
2. Agenda *See the booklet*
3. Date mailed to membership *FIRST ASSEMBLY - JAN. 10, 1993
SECOND ASSEMBLY - MARCH 8, 1993*

B. Reports to the Parish Assembly:

1. Pastor's report (duly signed). *see the booklet*
2. Parish Council report (signed by the officers). *See the booklet*
3. Committee reports (signed by the officers). *See the booklet*

C. Financial Reports:

1. 1992 Income and Expense Budget with 1992 Diocesan dues. *See the Booklet*
2. Other financial reports presented to the Assembly. *and the "Supplement"*

D. Election Results:

1. Copy of sample ballot. *Attached*
2. Names of candidates. *See the ballot*
3. Number of ballots received by each candidate. *see the ballot and the Minutes*
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). *All were conducted according to the provisions of the by laws.*

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. ✓

- G. Minutes of the Parish Assembly signed by Assembly Officers. *See the "Supplement"*
- H. A statement verifying that 1992 Diocesan dues are paid in full. ✓

May God guide your parish assemblies with His wisdom and grace to accomplish God's sacred work and your ministry to your faithful and may His Holy Spirit inspire us all in this Holy Season.

With prayers,

Abp. K. Barsamian

Archbishop Khajag Barsamian
Primate

Enclosures

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