



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA
ԱՌԱՋՆՈՐԴՈՒԹԻՒՆ ՀԱՅՈՑ ԱՄԵՐԻԿԱՅԻ ԱՐԵՒԵԼԵԱՆ ԹԵՄԻ

Archbishop Khajag Barsamian, Primate



November 18, 1993

TO: The Reverend Clergy and Parish Council Chairmen

Subject: **1994 Annual Parish Assemblies and Parish Council Reports**

The 1994 Annual Parish Assembly and Parish Council Reports are due on or before February 11, 1994. The following must be received by this office by that date:

- A. Parish Assembly Notice:
1. Invitation see page 3 - Annual Report
 2. Agenda see page 3 - Annual Report
 3. Date mailed to membership see page 3 - Annual Report
- B. Reports to the Parish Assembly:
1. Pastor's report (duly signed). see page 19 - Annual Report
 2. Parish Council report (signed by the officers). see page 24 - Annual Report
 3. Committee reports (signed by the officers). see the Annual Report
- C. Financial Reports:
1. 1992 Income and Expense Budget with 1992 Diocesan dues. see page 35 Ann.Rep.
 2. Other financial reports presented to the Assembly. see the Annual Report
- D. Election Results:
1. Copy of sample ballot. see page 4 - Annual Report
 2. Names of candidates. see page 4 - Annual Report
 3. Number of ballots received by each candidate. see page 5 - 1994 Minutes
 4. Method of balloting (according to Bylaws Article 21, the election of Assembly Officers the Parish Council, Auditing Committee, Nominating Committee, and the Diocesan Delegates must be done by secret ballot). The elections were held by secret balloting.
- E. The cover letter of the Pastor or Parish Council Chairman (if Parish has no priest) addressed to the Primate stating: Attached.

1. The date of the parish assembly. Feb. 20, 1994
 2. The number of total membership and of members in attendance constituting a quorum. 66 out of 250 were in attendance.
 3. The names of candidates elected and the ballots received. see the cover letter addressed to the Primate and the 1994 Assembly minutes' page 5.
- F. Certification of newly-elected Diocesan Delegates. N/A
- G. Minutes of the Parish Assembly signed by Assembly Officers. see the Annual Report
- H. A statement verifying that 1992 Diocesan dues are paid in full. see the letter addressed to the Primate.

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

KB/as