

*Jell*

June 8, 1983

Mr. Caro A. Martin  
Chairman,  
Holy Trinity Armenian Church  
14 Woodlawn Ave. West  
Toronto, Ontario M4V 1G7  
Canada

Dear Mr. Martin

We are in receipt of your correspondence addressed to His Eminence Archbishop Torkom Manoogian dated May 27, 1983, regarding some of the responsibilities of officers and members of the Holy Trinity Parish Council.

In response to the various points made in your letter we wish to comment on Article 31 of the Diocesan By-Laws which states that "The Parish Council shall meet at least once a month"; this is only the minimum with a reminder that meetings of the Parish Council should be held as often as needed. It is reasonable to hold meetings every two weeks if possible.

We wish to further state that the officers of a Parish Council do not have special authority or jurisdiction, as they are not a separate body, and should not meet alone to make decisions without other members of the Parish Council present. The Parish Council does not consist of two authorities, but only one and should act in that manner.

All decisions pertaining to the administration of the parish should be discussed in a parish council meeting so that all council members may participate.

Preparation of the Agenda, correctly stated in your letter is done by the President, who is the pastor of the parish if there is one, the Chairman and the Secretary. There should be no reason for other officers such as the Vice Chairman and Treasurer to be invited for the preparation of the agenda, which by the way, is not a time for decision making. The presence of other officers should not be required for the preparation of the agenda unless there is a special need.

Although there may be similarities in the activities of the Diocesan Council and a Parish Council, it should be stressed that the Parish Council as compared to the Diocesan Council should meet more often than once a month because it has the responsibility of the daily routine of administration and looking after the parish while the Diocese has a full time staff for that purpose relieving the Diocesan Council of that duty. With this difference in mind it is quite obvious why the Parish Council should meet as often as necessary.

We hope our response to some of the points stressed in your letter shall help to develop a better understanding of the structure of the Parish Council and the fact that it should function as a unit rather than in a dual manner.

Respectfully yours,

Frank Avakian Stoneson

FAS:mb