



THE PARISH COUNCIL HANDBOOK



THE PARISH COUNCIL HANDBOOK

A SOURCEBOOK FOR LEADERSHIP
IN YOUR LOCAL CHURCH

BY ORDER OF HIS GRACE
BISHOP MESROP PARSAMYAN

EASTERN DIOCESE
OF THE ARMENIAN CHURCH OF AMERICA

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PREFACE

THIS HANDBOOK is a revised edition of the Parish Council Handbook, originally published in 2004 by our Diocesan St. Vartan Press during the primacy of Archbishop Khajag Barsamian. Much has changed over the years, but the Church’s mission remains constant: to lead people to Christ, to strengthen the faithful, and to bear living witness to the love of God.

This revised handbook is prepared especially for Parish Council members. It offers practical guidance about the Armenian Church, parish life, leadership responsibilities, and the role of the Parish Council in supporting the mission of the local church.

Serving on a Parish Council is a calling to serve God and His Church with faith, love, wisdom, and humility. Parish Council members work closely with the pastor to help the parish become a true spiritual home, a place of worship, learning, fellowship, service, and Christian witness.

Today, parish leadership requires not only dedication, but also collaboration, good communication, responsible stewardship, and a clear sense of mission. Our parishes are called to be places where faith is strengthened, Armenian Christian identity is cherished, young people are engaged, and the love of Christ is shared with all.

It is my prayer that this handbook will help make your service more effective, meaningful, and rewarding. Thank you for offering your time, energy, and gifts to the Church. Your service matters greatly for the life of our parishes and for the future of our Diocese.

May the Lord bless and guide you in your service to His Church.

United in prayers,



BISHOP MESROP PARSAMYAN

Primate of Diocese of the Armenian Church of America (Eastern)

INTRODUCTION

In the Armenian Church, clergy and lay people together share the sacred responsibility of guiding the life of the Church and helping it fulfill its mission in the world. This mission is not only to preserve traditions and maintain institutions, but to lead men, women, and children into a living relationship with Christ, so that they may grow toward salvation, spiritual maturity, and the fullness of life God desires for every person. In this shared calling, ordained and lay leadership work side by side, each offering their gifts in service to the Body of Christ to spread His Word and ensure the health and growth of each parish.

This common ministry is carried out within the order and structure of the Church, under the leadership of the Primate. Elected by the people of the diocese and confirmed by the Catholicos of All Armenians, the Primate is entrusted with full authority for the spiritual, pastoral, administrative, and canonical life of the diocese. In this role, the Primate serves as shepherd, teacher, and chief pastor, guiding the faithful and safeguarding the unity and mission of the Church.

Working closely with the Primate is the Diocesan Council, which shares responsibility for the orderly and faithful life of the Diocese. Together, the Primate and the Diocesan Council provide oversight for the spiritual, financial, educational, social, and administrative ministries of the diocese, while also supporting and supervising the work of each Parish Council. Through this partnership, the broader mission of the Church is strengthened at both the diocesan and parish levels.

THE PARISH COUNCIL AND THE CHURCH

The Parish Council is the governing body elected by the members of the parish to guide its spiritual, educational, and financial life in cooperation with the Pastor. Every Parish Council member is expected to serve in the spirit of this responsibility.

The Parish Council should remain active in communication with parishioners and the chairs of parish organizations. It should not act as an elite or distant body. As elected leaders, Parish Council members are called to represent the voice of the faithful and to avoid advancing personal interests or agendas.

Parish Council members should never lose sight of the fact that they are first servants of Christ. For this reason, they should continually grow in their understanding of the Armenian Church, which also preserves and expresses our national heritage and culture.

Because the Parish Council's responsibilities extend beyond financial matters, each member should strive to be well informed about all aspects of parish life and about the Armenian Church and its teachings more broadly. Parish Council members should lead by example, seeking to be faithful church members and role models for the congregation. Parish Council members should harbor an inclusive and service centered environment.

They should take a personal interest in all areas of parish life by encouraging education, communication, and youth involvement; caring for the needy, the suffering, and the sick; and responsibly delegating tasks. Special attention should be given to representing the parish community in matters related to pastoral vision, plans, and activities.

THE PARISH COUNCIL AND THE PASTOR

The Pastor has a twofold role: he is the shepherd of the flock, the representative of the Primate in the local Armenian Church community, and the President of the parish. While he is responsible for the overall life of the parish, he works collaboratively with the Parish Council for its effective administration to achieve its goals.

As a servant of the people, the Pastor fulfills his priestly calling in part through service to the local parish community. He should not be viewed as someone hired by the Parish Council to perform a job. Rather, he is assigned to the parish by the Primate as his representative and as a servant-leader following the example of Jesus Christ.

The Pastor should offer guidance, make recommendations, and clearly express his position on various matters. He has final authority in religious decisions and in matters concerning the liturgical life of the parish, in accordance with the Diocese of the Armenian Church of America (Eastern), the canons of the Armenian Orthodox Church, and its traditions.

A spirit of mutual understanding and cooperation should prevail between the Pastor and the Parish Council. Together they share responsibility for the welfare of the Church. Both are bound by the canons of the Church and are subject to the administrative authority of the Diocese.

GOVERNANCE

THE ARMENIAN CHURCH

The Armenian Church is an autonomous Christian Church and a member of the family of churches known as the Oriental Orthodox Churches. Its head is the Supreme Patriarch and Catholicos of All Armenians, currently His Holiness Karekin II, who resides at Holy Etchmiadzin near Yerevan, the capital of Armenia. In the middle of the first century, two of the original apostles of Jesus Christ, St. Thaddeus and St. Bartholomew, brought Christianity to Armenia. They are known as the first enlighteners of Armenia, to distinguish them from the second enlightener, St. Gregory the Illuminator. According to Church tradition, both apostles were martyred in Armenia. The generally accepted chronology assigns eight years to the mission of St. Thaddeus, from 35 to 43 A.D., and sixteen years to the mission of St. Bartholomew, from 44 to 60 A.D.

Despite repeated persecutions, the Christian faith continued to spread rapidly. In the year 301 A.D., Christianity was declared the state religion of Armenia, making Armenia the first nation to adopt Christianity as its official religion. This historic development came largely through the work of St. Gregory the Illuminator, who converted King Tiridates III. The conversion of the people soon followed, and in 303 A.D. St. Gregory built the Mother Church in Vagharshapat and named it Holy Etchmiadzin. Holy Etchmiadzin remains the primary spiritual center of the Armenian Church for Armenian faithful in Armenia and throughout the Diaspora. Today, about 2 million Armenians live in North America. The Armenian Church has three dioceses there: the Eastern Diocese, officially known as the Diocese of the Armenian Church of America (Eastern); the Western Diocese; and the Diocese of Canada. The Eastern Diocese includes 45 fully organized parishes, 11 mission parishes, and 4 mission communities. It is headed by the Primate, His Grace Bishop Mesrop Parsamyan, and is headquartered at the Diocesan Complex adjacent to St. Vartan Armenian Cathedral in New York City.

For a more detailed history of the Armenian Church, readers may consult the Diocese website: armenianchurch.us

HIERARCHY OF THE ARMENIAN CHURCH

The head of the Armenian Apostolic Church is the Catholicos of All Armenians, seated at Holy Etchmiadzin in Armenia. He is elected by the National Ecclesiastical Assembly at the Cathedral of Holy Etchmiadzin by secret ballot and serves for life. Currently, His Holiness Karekin II, Supreme Patriarch and Catholicos of All Armenians, is the head of the Armenian Church.

For effective governance, the Armenian Apostolic Church is organized into dioceses and other ecclesiastical jurisdictions. In addition to the Holy See of Etchmiadzin, there are three hierarchical sees that are spiritually connected to it:

- THE CATHOLICOS OF CILICIA
- THE ARMENIAN PATRIARCHATE OF JERUSALEM
- THE ARMENIAN PATRIARCHATE OF TURKEY

Throughout the Diaspora, dioceses are governed by bishops and archbishops who oversee the clergy and faithful within their jurisdictions. A directory of the Armenian Apostolic Church appears in the annual Diocesan calendar. A description of the various orders of the Armenian Church and their responsibilities appears in Resource D.

THE DIOCESAN COUNCIL

The Diocesan Council supervises the parochial institutions, organizations, and activities of the Diocese of the Armenian Church of America (Eastern). It works together with the Primate in examining and making decisions on matters related to the establishment of churches, educational institutions, charitable organizations, and other diocesan ministries.

The Diocesan Council is also responsible for decisions concerning the formation of new church communities, parishes, and organizations. In addition, it prepares and presents the annual Diocesan operating budget to the Diocesan Assembly for approval.

The Diocesan Council consists of eleven members, four clergy and seven lay members, elected by the Diocesan Assembly. The names of the Council members are updated each year in the Diocesan Directory.

THE PARISH COUNCIL

At the parish level, the Parish Assembly elects from among its members a Parish Council consisting of no fewer than five and no more than fifteen members. Together with the Parish Priest, the Parish Council is entrusted with the administration of the parish and the stewardship of the Church's property. More detailed information on the roles, duties, and responsibilities of the Parish Assembly and the Parish Council may be found in Supplement A.

DUTIES OF THE PARISH COUNCIL: GENERAL REQUIREMENTS

- The Parish Council should strive to be inclusive and serve as a representative voice for the entire parish.
- Parish Council members should participate in the Divine Liturgy every Sunday.
- Members should attend as many church functions and parish events as possible.
- At least one Parish Council member should be present at all funerals to assist with arrangements and provide general support.
- Parish Council members should attend all scheduled meetings unless extenuating circumstances prevent them from attending.
- The Parish Council and the Pastor, who serves as its President and as the head of all parish organizations, should always work together as one team with one voice.

- The well-being of the church community, both its property and its spiritual life depends in large part on the faithful and responsible service of the Parish Council.
- Parish Council members should work for the preservation, growth, and progress of the parish, and should never seek to advance personal interests.
- The goals of the Parish Council should be centered on the mission of the Church rather than on material concerns alone.
- Parish Council members should care about the mental, moral, and spiritual growth of the faithful, as well as the financial health of the parish. Church facilities should be used as fully as possible to support these purposes.
- Parish funds should be held in the name of the church, and checks should require two of four authorized officer signatures.
- Each parish should maintain clear job descriptions for its officers and employees, based on the general guidelines provided in this handbook, and review them regularly.
- The Parish Council should periodically convene joint meetings with the leaders of parish organizations to receive reports, coordinate activities, and discuss important matters affecting parish life.
- Any Parish Council member wishing to resign should submit a written statement to the Pastor, who serves as President of the Parish Council.
- Standard operating procedures should be established for recording donations, maintaining office records, and organizing fellowship hour responsibilities.
- The Parish Council should promote effective communication among parish organizations by establishing a clear chain of communication.
- Reporting deadlines for agendas, reports, and meetings should be set according to the needs of the parish and the Parish Council.
- The Parish Council should ensure that Diocesan assessments are paid in a timely manner.

PARISH COUNCIL OFFICERS AND THEIR RESPONSIBILITIES

While the Pastor and the Parish Council serve together as one body, each officer and member also has specific responsibilities.

PRESIDENT: THE PASTOR

As President of the Parish Council, the Pastor presides over its meetings and opens and closes each meeting with prayer. In the event of a tie vote, he casts the deciding vote, in accordance with the Diocesan Bylaws.

The Pastor is responsible for the spiritual life of the parish, including the celebration of religious services, the administration of the sacraments, pastoral visitations, spiritual counseling, and related priestly duties. He may, at his discretion, invite other clergy, individuals, or groups to participate in the celebration of the Divine Liturgy or other sacramental services. When visiting clergy or others are to be compensated for their services, the Parish Council should be consulted.

As the spiritual leader and overseer of the parish, the Pastor must provide a report at each Parish Council meeting on parish news and on the activities in which he has participated as the representative of the Church, both within the parish and beyond it. He should respond in a timely manner to emails and phone calls, and he should keep the Parish Council informed about relevant Diocesan news and correspondence.

The Pastor should also maintain regular office hours at the parish to attend to its administrative needs, meet with parishioners as needed and remain informed about parish business.

CHAIRMAN:

The Chairman conducts Parish Council meetings and oversees the implementation of all Council decisions. He or she delegates authority and responsibility as needed to ensure the smooth operation of parish life.

In consultation with the Pastor the Chairman appoints Parish Council liaisons for the various parish organizations. He or she also prepares a duty roster and assigns responsibilities to each Parish Council member.

The Chairman, again in consultation with the Pastor and the Parish Council, appoints the chairs of the standing committees. These may be chosen from among Parish Council members or from qualified members of the parish community. These committees include the following:

■ **Financial Committee:**

This committee oversees the parish pledge system and other financial initiatives and works to support the financial well-being of the parish.

■ **Church Maintenance Committee:**

This committee is responsible for the care, maintenance, and inventory of the church grounds, buildings, furnishings, and other properties.

■ **Altar Guild:**

This committee oversees the supply of candles and holy bread (mas), the care of sacred vessels and vestments, the preparation of altar flowers, and the maintenance of the altar in accordance with the traditions and practices of the Armenian Church. This committee is under the direct supervision of the Pastor.

■ **Membership Committee:**

This committee is responsible for registering voting members of the parish and maintaining accurate membership records.

■ **Welcome Committee (*Greeters Ministry*):**

This committee welcomes visitors to church services and parish gatherings, reaches out to newcomers, invites them into the life of the parish, and introduces them to the Pastor, the Parish Council, and other members of the church community.

■ **Publicity Committee:**

This committee promotes the church and its activities, especially among parishioners, and helps communicate parish news and events effectively.

■ **Sunday School Superintendent:**

The Sunday School Superintendent oversees the staff and supports the mission of the Armenian Church to provide sound Christian education, using the Diocesan curriculum and other materials approved or recommended by the Diocesan Department of Education.

■ **Armenian Language School Superintendent:**

The Armenian Language School Superintendent supervises the staff and supports the mission of the Armenian Church to provide Armenian language and cultural education, using the diocesan curriculum and other approved educational materials.

■ **Youth Director:** The Youth Director, or ACYOA Director, supports the mission of the Armenian Church by guiding the life and ministry of the parish youth through the Armenian Church Youth Organization of America (ACYOA). Working closely with the Pastor and Parish Council, the Youth Director encourages young people to grow in faith, participate in worship and parish life, and take part in fellowship, service, leadership, and educational programs that strengthen their connection to Christ and to the Armenian Church.

VICE-CHAIRMAN:

The Vice-Chairman assumes the duties of the Chairman in the Chairman's absence. He or she also coordinates the use of church facilities and oversees the work of committees appointed by the Parish Council.

SECRETARY:

The Secretary records the minutes of meetings, maintains the parish's official records in an orderly manner, and handles the correspondence of the Parish Council. All official files should be kept at the church.

ASSISTANT SECRETARY:

The Assistant Secretary supports the Secretary and assumes those responsibilities when the Secretary is absent.

TREASURER:

The Treasurer maintains the financial records of the parish, together with the pastor and Parish Council prepares the annual budget for approval by the Parish Assembly and then manages that budget, reviews bills for payment, and issues payments by check in accordance with parish procedures.

ASSISTANT TREASURER:

The Assistant Treasurer supports the Treasurer and carries out those duties when the Treasurer is absent.

OTHER PARISH COUNCIL MEMBERS:

Other Parish Council members serve as advisors and take on responsibilities through various committees and areas of parish life.

DIOCESAN DELEGATE:

The Diocesan Delegate(s) represents the parish at the annual Diocesan Assembly, in accordance with the Bylaws. The Delegate does not have voting rights on the Parish Council but is encouraged to attend Parish Council meetings and report Diocesan developments to the parish.

The Diocesan Delegate(s) should receive all relevant correspondence, agendas, meeting minutes and monthly and annual financial reports. The Diocesan Delegate(s) should meet with the Parish Council before the Diocesan Assembly.

PARISH COUNCIL PARTICIPATION

DURING CHURCH SERVICES AND PARISH COUNCIL LOBBY DUTY MANUAL

A MINISTRY OF CHRISTIAN HOSPITALITY

*“Do not forget to show hospitality to strangers,
for by doing so some people have entertained angels
without knowing it.”*

— HEBREWS 13:2

Welcoming others is one of the simplest and most powerful expressions of Christian love. When people enter a church, they may be visiting for the first time, returning after a long absence, or quietly seeking comfort and spiritual renewal. The way they are received in those first moments can leave a lasting impression.

A warm greeting, a sincere smile, and a spirit of attentiveness can help visitors and parishioners alike feel that they have truly come home. For this reason, Lobby Duty is an important ministry of hospitality in our parish. Sometimes that first impression is all it takes for a visitor to feel welcome. Parish Council members who serve in this role help ensure that everyone who enters the Church is welcomed with warmth, dignity, and care.

Pastoral experience and church studies have consistently shown that the first impression someone receives when entering a church often determines whether they will return. A simple greeting and friendly presence can make a profound difference.

PURPOSE OF LOBBY DUTY

Lobby duty serves several important purposes:

- To provide a warm and welcoming presence at the entrance of the church
- To assist parishioners and visitors as they arrive for the Divine Liturgy
- To help maintain order and readiness in the narthex and sanctuary
- To ensure that visitors feel comfortable and supported during the service
- To serve as the pastor's eyes and ears in the narthex and in community.

Since the priest cannot possibly see or hear everything while serving at the altar, Parish Council members on lobby duty help ensure attentiveness to what may be happening in the narthex and in the community generally. Through this ministry, Parish Council members help foster a spirit of Christian hospitality and community within the parish.

ARRIVAL AND PREPARATION

A minimum of two Parish Council members assigned to lobby duty should arrive on time, ideally at least 20 minutes before the Divine Liturgy (*Badarak*).

Upon arrival:

- Review the instructions on the clipboard
- Ensure the welcome table and materials are organized
- Confirm that bulletins and flyers are neatly arranged
- Be ready to greet parishioners and visitors as they arrive
- Keep awareness of basic service supplies such as garbage bags, envelopes, *Mahs* bags, and other materials used during services. If supplies appear low, notify the appropriate person so they can be replenished.
- Ensure that candles are stocked and available for parishioners before the service.

Stand near the entrance or narthex area where people enter the church so that visitors can easily see someone ready to assist them.

WELCOMING PARISHIONERS AND VISITORS

Your most important responsibility is to welcome everyone with a friendly smile.

Please:

- Greet people warmly as they enter the church
- Make eye contact and acknowledge everyone entering
- Welcome both visitors and long-time parishioners

If someone is visiting for the first time:

- Try to get their name
- Help them find a seat
- Show them the prayer book
- Explain how they can follow the page numbers displayed on the screen during the service

Please remember:

- Do not ask too many questions, as some people, especially first-time visitors, may not feel comfortable talking.
- Be attentive and helpful, but never pushy.



DURING THE DIVINE LITURGY

Parish Council members on lobby duty also assist with several responsibilities during Divine Liturgy. These actions should always be done reverently, calmly, and with attentiveness to the sacred moment of worship.

THE KISS OF PEACE ՈՂՋՈՅՆ

During the Divine Liturgy, two Parish Council members participate in the passing of the Kiss of Peace, which is then shared with the congregation.

When to Prepare

Your cue to prepare comes immediately after the Procession of the Gifts, when the priest blesses the faithful while holding the chalice. At this point, two Parish Council members assigned to lobby duty should quietly prepare to approach the chancel.

When to Approach

After the deacon chants: “Ողջոյն սուր միմեանց” (*Voghchoyn Duk Mimyants* — “Give the greeting to one another”) and begins descending from the altar with the poorvar, Parish Council members should approach the chancel area to receive the Kiss of Peace.

Receiving the Kiss of Peace

The deacon will greet you with the traditional gesture of peace by moving side to side three times, symbolizing the greeting of Christian peace, and saying:

Deacon:

“Voghchoyn duk mimyants Krisdos ee mej mer haydentsav.”

(Give the greeting to one another — Christ is revealed among us.)

Parish Council member responds:

“Orhnyal eh haydnutyuny Krisdosi.”
(Blessed is the revelation of Christ.)

Passing the Kiss of Peace After receiving the Kiss of Peace:

1. Remain near the chancel area facing the Altar.
2. Wait until the deacon ascends the altar and chants “*Orhnya Der.*”
3. The priest will then turn and bless the faithful.

This blessing is your cue to turn and begin sharing the Kiss of Peace with the congregation.

Parish Council members should then turn toward the congregation and greet parishioners seated in the pews. If parishioners speak Armenian, the greeting may be given in Armenian. Otherwise, it may be offered in English.

Armenian Greeting

Parish Council member:

“Krisdos ee mej mer haydentsav.”

Response:

“Orhnyal eh haydnutyuny Krisdosi.”

English Greeting

Parish Council member:

“Christ is revealed among us.”

Response:

“Blessed is the revelation of Christ.”

HOLY COMMUNION

According to church canons, women are traditionally expected to cover their heads in church. In the Armenian Church in the United States today, however, greater emphasis is placed on a person's spiritual preparation to receive Holy Communion with a pure heart and mind.

A person who wishes to receive Holy Communion should approach the altar with a heart free from ill will and negative thoughts and should:

- Prepare through fasting and by receiving the Sacrament of Penance through confession before Communion;
- Make the Sign of the Cross and say, "*Megha Asdoodzo*" ("I have sinned against God");
- Extend the tongue so that the priest may place a portion of Holy Communion upon it without touching the communicant's lips.;
- Make every effort not to chew the Holy Communion, since it is the Body and Blood of Christ.; and
- Swallow the sacrament and then make the Sign of the Cross.

When the church is crowded, Parish Council members should help ensure that the faithful approach the altar in an orderly manner to receive Holy Communion. They should also make sure that communicants remain facing the altar to receive the celebrant's blessing before returning to their pews. During exceptionally crowded services, however, communicants may return to their pews and receive the celebrant's blessing there.



PLATE COLLECTION

The collection of offerings normally takes place after the distribution of Holy Communion.

When to Begin

Once Holy Communion concludes:

- The curtain is closed
- The choir begins singing the post-Communion sharagans

At this time:

1. Two Parish Council members come forward to the chancel area.
2. Turn toward the congregation.
3. Begin passing the collection plate down the pews.
Always do this with a calm demeanor and welcoming presence.

IMPORTANT NOTE:

When the collection is completed:

- Gather the plates.
- It is preferable to wait until after the service to count the funds, rather than counting them immediately in front of parishioners or visitors while the service continues.

Counting the collection typically takes 5–10 minutes and should be recorded on the designated form.

Plate Collection During Great Lent

During Great Lent, when Holy Communion is not distributed, the plate collection may begin immediately after the singing of “*Der Voghormya.*”

ASSISTING WITH SPECIAL LITURGICAL NEEDS

- During Hokehankist services, assist in distributing candles to parishioners. From both sides of the church, starting with the pew closest to the chancel, begin passing the thin white candles. Count how many people are seated in each pew and provide that number of candles to the first person in the pew so they may pass them along to the others.
- Light the first person’s candle so the flame can be shared down the row. Once completed, proceed to the next pew and repeat the process. The cue to begin passing the candles is when the pastor says at the end of his sermon: “And today we have a *Hokehankist* service...”

- You should also review the Sunday bulletin ahead of time to be aware of any *Hokehankist* or other special services scheduled for that day. As an exception, there are occasions when a *Hokehankist* may be offered without being announced in the Friday bulletin, so remain attentive during the service for the priest’s announcement.
- Before Holy Communion, assist in distributing veils and confession cards to parishioners when needed.
- Parish Council members on lobby duty should also count the number of attendees. This is best done during the sermon, when everyone is seated and the church is settled. Please record the number for parish records.

PREPARATION AND DISTRIBUTION OF MAHS

Near the end of the Divine Liturgy, a Parish Council member should stand in the side aisle at the rear of the chancel and wait for the deacon to bring the *Mahs*. The Parish Council member should then take the *Mahs* to the church vestibule for distribution to the faithful

- Assist in preparing *Mahs* for distribution when necessary. When preparing *Mahs*, gloves should be worn and *Mahs* bags used when appropriate to ensure cleanliness and reverence.
- Cut/break the *Mahs* into one-bite pieces. Parishioners should be encouraged to take *Mahs*, especially for loved ones who could not attend *Badarak*.
- The *Mahs* will be blessed and brought to the Parish Council members by one of the altar servers toward the end of *Badarak* for distribution.
- When giving *Mahs*, the following traditional exchange is said:

The Giver says:

Mahs yev pazheen yegheetsee kez ee Soorp Badarakes.

Թող սա լինի քեզ Մաս և բաժին Սուրբ Պատարագից:

May this be to you a share and portion of the Holy Sacrifice.

The Receiver says:

Pahjeen eem Asdvadz haveedyan.

Աստուած է իմ բաժինը Յավիտյան

God is my portion forever.

ADDITIONAL GUIDELINES

FOR PARISH COUNCIL MEMBERS ON LOBBY DUTY

FAMILIARITY WITH THE CHURCH BUILDING

Parish Council members serving on lobby duty should be familiar with the layout of the church building so they can assist visitors effectively.

This includes knowing the location of:

- Restrooms
- The candle area
- The fellowship hall
- Sunday School classrooms
- Water fountains
- Main entrances and exits

Being able to guide visitors confidently helps them feel comfortable and welcome.

PERSONALLY ESCORT VISITORS

Whenever possible, personally escort visitors to where they need to go rather than pointing in a direction.

Walking with a visitor to the candle area, restrooms, fellowship hall, or another location helps them feel valued and cared for and ensures they do not feel lost or unsure of where to go.

KNOWLEDGE OF PARISH PROGRAMS

Parish Council members on lobby duty should have basic knowledge of parish ministries and programs in order to answer simple questions from visitors.

This may include awareness of:

- Sunday School
- ACYOA / Youth Groups
- Armenian School
- Bible studies
- Women's Guild
- Upcoming parish events

If a question arises that you cannot answer, kindly direct the person to the pastor or the appropriate parish leader.

AWARENESS OF EMERGENCY EQUIPMENT

Parish Council members serving on lobby duty should know the location of emergency equipment in the church building.

This includes:

- First aid kit
- Fire extinguisher

In the event of a medical or safety emergency, remain calm and notify the appropriate individuals immediately or call 911. If emergency services are called, please go outside to the parking lot to meet the emergency personnel and guide them quickly to the person in need.

END-OF-SERVICE RESPONSIBILITIES

At the conclusion of *Badarak*, Parish Council members on lobby duty should remain briefly to help ensure that the church is left clean and orderly.

Responsibilities include:

- Take out the trash and replace garbage bags if needed.
- Ensure the welcome table and any flyers or materials are neat and organized.
- Ensure that candles are stocked and ready for the next service.
- Turn down the heat or air conditioning if needed.
- Take a quick walk through the pews to ensure everything looks orderly.
- Check the safe deposit box after services, as well as the church and hall doors.

Arrangement of Books in the Pews

The altar servers normally straighten the books in the pews, but please check if necessary.

- The Bible should be placed in the middle of the pew pocket.
- Two *Badarak* books should be placed on each side touching the ends of the pocket.
- Please ensure that all pew seat cushions are slid fully toward the center aisle so that the pews appear neat and orderly.

- If any books are out of place, please take a moment to adjust them so everything is properly arranged. Please always consult with the Pastor should you have any questions and concerns.

The Parish Council should help ensure that:

- Men, women, and children are dressed appropriately for church. Clothing that is disrespectful or immodest should not be permitted in the sanctuary.
- Veils or scarves are available for women who wish to use them as head coverings during services.
- Disrespectful behavior, such as sitting with crossed legs, hands in the pocket, or chewing gum, is avoided in church.
- Communication with the celebrant is kept to a minimum and, when necessary, is delivered discreetly through a deacon or choir member.
- Conversation in the sanctuary and unnecessary lingering in other areas of the church are discouraged.
- The Chairman of the Parish Council, or a designated member, should prepare and maintain a schedule for Parish Council members to share in the following responsibilities. The schedule should be fair, balanced, and mindful of each member's availability and strengths.
- At least two Parish Council members should be present in the church before the beginning of the service.
- Parish Council members should be seated in places that allow them to leave the sanctuary easily, if needed, without disturbing the congregation. They should be ready to assist one another whenever necessary. They may wear an identifying badge or pin so they can be easily recognized.
- Parish Council members should help fill the front pews first and keep the aisles clear.
- Two Parish Council members should also be stationed in the vestibule to welcome worshippers and guide them to available seats whenever needed.

- Parish Council members should discourage people from gathering and lingering inside or outside the church during services and should encourage everyone to participate prayerfully in the worship.
- Parish Council members should help prevent distractions throughout the *Badarak*, especially during its most sacred moments:
 - ▶ The reading of the Gospel and the recitation of the Nicene Creed.
 - ▶ The Great Entrance, when the deacon brings the Holy Chalice to the celebrant.
 - ▶ The celebrant's intonation of *Arek Gerek* and *Arpek ee smane*.
 - ▶ The singing of *Vorti Asdoodzo*, when the Holy Host and Chalice are privately incensed by the deacon and consecrated by the celebrant.
 - ▶ The singing of the *Hayr Mer*.
 - ▶ The singing of *Miayn Soorp* through the conclusion of *Der Voghormia*, when the choir and congregation are kneeling.
 - ▶ All other times when the faithful are kneeling.
 - ▶ During the delivery of the sermon parishioners should be prohibited from walking down the center aisle.

One or two Parish Council members should also be stationed at the table in the church vestibule to oversee the collection plate, assist with the purchase of candles, and distribute bulletins, service programs, and offering envelopes. They should also keep the doors to the sanctuary closed during the most sacred portions of the *Badarak* and ask the late parishioners to patiently wait for an appropriate time to enter the sanctuary.

SUPPLEMENT A

BY-LAWS OF THE DIOCESE RELATING TO THE PARISH COUNCIL ARTICLES 23-34

23. The Parish Assembly shall elect from among its members a Parish Council, consisting of not less than five nor more than fifteen members, who shall be custodians of the properties of the Church and shall, together with the Parish Priest, oversee the conduct of the affairs of the Parish.
24. The Priest of the Parish shall be ex-officio President of the Parish Council and shall preside over its meetings. Delegates to the Diocesan Assembly may attend all meetings of the Parish Council to give advice and counsel. In case of a tie in any voting, the President shall cast the deciding vote. When there is no Priest in charge of the Church, the Chairman of the Parish Council shall act as President.
25. Members of the Parish Council shall be elected for a term of two years, and their election shall be subject to ratification by the Primate and the Diocesan Council. At the first election, one-half of the members shall be elected for one year and one-half of the members for two years. Their successors shall be elected for two years.
26. Members of the Parish Council may serve for a maximum of three consecutive terms, and after the interim of one year may become eligible for election again as a member of the Parish Council. In the event this provision does not prove feasible for small Parishes, the Primate and the Diocesan Council shall have authority to make special arrangements.
27. In case of vacancies in the Parish Council due to resignations or deaths, the persons who had received the highest number of votes short of election in the last Parish Assembly shall be invited to complete the unexpired term of the member he replaces, beginning with the alternate with the highest votes short of election and, working down, subject to confirmation by the Primate.
28. Members of the Parish Council shall continue to serve until their successors are duly elected and confirmed by the Primate and assume office.
29. Any member of the Parish Council who fails to attend four consecutive meetings of the Council without a reasonable and compelling cause, shall be reported to the Primate and to the Diocesan Council which may, at their discretion, declare him (or her) to have resigned by his (or her) own action.

30. The Parish Council shall elect from among its members, for service of one year, a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. These together with the President shall constitute the Officers of the Council. The Council may also elect an Assistant Secretary and an Assistant Treasurer to serve in their respective offices during the absence of the former.
31. The Parish Council shall meet at least once a month. The President, together with the Chairman and Secretary, shall prepare the agenda of the meeting. They shall, in their respective official capacities, sign official documents.
32. The Parish Council shall have an official seal in the name of the Church.
33. The powers and duties of the Parish Council shall be:
 - A. To carry out the decisions of the Parish Assembly.
 - B. To present to the Parish Assembly its financial statement, after it is duly examined and approved by the Auditing Committee, and to send a copy of the same to the Primate and the Diocesan Council.
 - C. To prepare the Annual Budget and submit the same to the Parish Assembly for approval.
 - D. To examine and approve, once every year, the accounts of its subordinate bodies and to supervise and regulate their financial and administrative affairs.
 - E. To see to it that the Church dues and all other income of the Parish are regularly collected.
 - F. To see to it that all expenses of the Parish, incurred in connection with religious services and other religious and educational activities and maintenance of the church, are defrayed and the purchase price and the costs of construction or repairs of all buildings and properties are paid.
 - G. To ensure the proper and regular performance of Church Services.
 - H. To establish, to supervise and to give moral and financial support to the various schools of the Parish.
 - I. To encourage all educational, benevolent and cultural organizations in the community.
 - J. To record in a special book the name and address of each member of the Church, and to keep proper records in a Register of Baptisms, marriages and deaths.
 - K. To execute the instructions given by the Primate and the Diocesan Council on matters relating to the administration of the Diocese and the Parish, in accordance with the powers vested in them by these Bylaws.
 - L. To do all things and perform all duties pertaining to their office as prescribed by these Bylaws and determined by the Parish Assembly or by the Diocesan Council.

M.To meet with the Diocesan Delegates at least one month prior to the Diocesan Assembly to review the affairs and status of the Parish.

N. To ensure the regular and timely payments to the Diocese of all regular and special Diocesan assessments.

34. Complaints concerning the Parish Council as a body or against any one of its members must be made in writing through the Parish Priest or, in his absence directly to the Primate and the Diocesan Council for decision.
35. Any dispute arising between the members of the Parish Council and the Parish Priest must be submitted to the Primate and the Diocesan Council for settlement. Their decision shall be final.

BY-LAWS OF THE DIOCESE RELATING TO THE PARISH ASSEMBLY

Articles 4-22

4. Members of the Armenian Church in each community, together with the clergy, shall form a Parish of the Armenian Church of America, which shall become a duly constituted Parish upon confirmation by the Primate and the Diocesan Council.
5. All persons who have been baptized and confirmed in the Armenian Church, who accept its doctrine, canons and rites, and who fulfill their obligations to the Church and community, shall be members in good standing of the Parish Church and shall constitute the Parish Assembly.
6. Every member of the Parish, 25 years of age or over, shall pay to his (or her) Church an annual due, the amount of which shall be determined by the Diocesan Assembly AND shall be paid in full by December 31 of the current year. Every member between the ages of 18 to 24 years of age will be eligible to pay an annual due that is twenty-five percent (25%) of the due required by the Diocesan Assembly to be considered a member in good standing. Such amount may be increased but not decreased by the Parish Assembly.
7. Members in good standing of a Parish Church, who are 18 years of age or over, may participate in the Assemblies of the same Parish and may vote, provided that at least six months have elapsed since they have registered and paid dues at the time of registration as members of the Parish. They may be eligible for office one year after becoming members, provided they have attained the age of 21.
8. Members who fail to pay their dues for one or more years automatically forfeit their right to vote at Parish Assemblies, or to hold elective office within the Parish. Such members may reinstate these rights by payment of their dues in arrears for at least the previous two years.

9. No one may be a voting member in more than one Parish at the same time.
10. A member of a Parish acting in contravention of these Bylaws may be deprived of his right to vote and to hold office by the TWO-THIRDS vote of the members present in a duly assembled Parish Assembly. The decision shall be effective upon confirmation by Primate.
11. A meeting of the members in good standing of the Church, presided over by the Parish Priest, shall form the Parish Assembly which shall conduct such affairs as may come within its jurisdiction.
12. In communities where there is no Parish Priest, meetings shall be held under the presidency of the Chairman of the Parish Council. Parish Assemblies shall be held in January or February unless decided otherwise by the previous Annual Parish Assembly. Special Assemblies may be held when necessary. Annual or Special Assemblies shall be called with the approval of the Parish Council by the Parish Priest or the Chairman of the Parish Council, as the case may be.
14. The duties of the Annual Parish Assembly shall be:
 - A. To elect Officers of the Annual Parish Assembly from a slate to be determined by the Parish Assembly.
 - B. To elect a Nominating Committee composed of not less than three and not more than five members for a one-year period.
 - The Nominating Committee shall prepare lists of candidates, no less than fifty percent (50%) greater than the number of vacancies for the election of the Parish Council, Auditing Committee, Officers of the Annual Parish Assembly, subsequent Nominating Committee and Diocesan Delegates. Members of the Nominating Committee may enter their names as candidates for office.
 - The Nominating Committee shall nominate candidates by majority vote. The Nominating Committee, together with the Auditing Committee, shall govern the elections of the Parish Council members, Diocesan Delegates, Nominating and Auditing Committees during the Parish Assembly.
 - The members of this committee may serve a maximum of two consecutive terms and after an interim period of one year may be eligible for election again as members of the Nominating Committee.
 - C. To elect Diocesan Delegates from the Parish membership. Those who receive the next highest number of votes in the same election shall be considered alternates in the order of their plurality.
 - D. To examine the written annual statements and reports of the Parish Priest, the Parish Council and their subordinate bodies for all activities during the year.

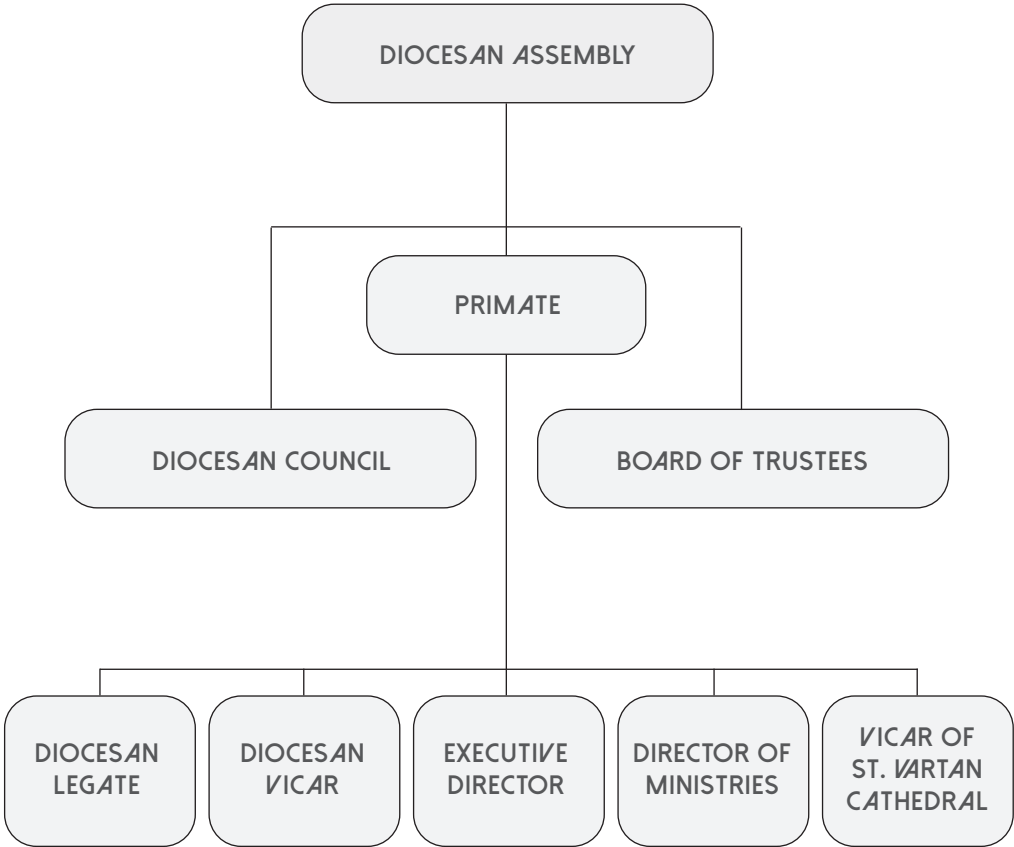
- E. To decide the Budget estimate for the ensuing year.
 - F. To elect an Auditing Committee composed of three members. Each member shall serve for three years, one member shall be elected for a term of two years, and one member shall be elected for a term of one year. Thereafter as terms of office expire, positions will be filled for three-year terms.
 - G. To elect the members of the Parish Council.
 - H. To transfer, at the end of every fiscal year, to the Reserve Fund a part of the excess of income over expenditures of the preceding years as determined by the Parish Assembly.
 - I. To render decisions and pass resolutions relative to questions that appear on the agenda attached to the announcement of the meeting.
 - J. To render decisions related to the purchase or construction of real properties, and to submit them to the Primate and the Diocesan Council for their approval.
 - K. To adopt resolutions concerning the sale, exchange, lease or mortgaging of real property, and to submit such resolutions to the Primate and the Diocesan Council, for approval.
 - L. To adopt resolutions to be submitted to the Diocesan Assembly.
 - M. To report in writing on all decisions and resolutions of the Parish Assembly to the Primate and the Diocesan Council for approval.
15. Special Parish Assemblies may be held also upon the written request of at least one third of the total membership or fifty members of the Parish, whichever is the lesser. Special Parish Assemblies may be held for the following purposes:
- A. To organize charitable, educational and social bodies with the approval of the Diocesan Council.
 - B. To elect candidates for ministry in the Church.
 - C. To adopt resolutions to meet the specific needs of the Church, including all the duties set forth in Article 14.
 - D. To establish and maintain a Reserve Fund, and to determine the purpose and method of its use as it may seem necessary from time to time, under the direction of the Primate and the Diocesan Council.
 - E. To authorize the payment of all expenses or dues determined by the Holy See in Etchmiadzin, the Diocesan Assembly and the Diocesan Council.
 - F. To adopt resolutions to be submitted to the Diocesan Assembly and to receive reports from the Diocesan Delegates.
 - G. To submit within four weeks reports on all decisions of the Parish Assembly to the Diocesan Council for approval.
16. The invitation to a Parish Assembly shall be in writing to each individual member at least one week before the meeting and shall include the agenda of the Assembly. The agenda of the Parish Assembly shall be prepared by the

Parish Priest and the Parish Council. Other matters of new business may be added by majority vote of the Parish Assembly.

17. At Parish Assemblies the presence of a minimum of one-third of the eligible voting membership or fifty members shall constitute a quorum, and decisions shall be rendered by majority vote of members present and voting, with the exception of Section A and B of this Article. Should, however, the Assembly fail to form a quorum, the affirmative votes of two-thirds of the members present shall be required to arrive at each decision at such a meeting, provided such decisions are approved and confirmed by the Primate and the Diocesan Council.
 - A. For the election of a Parish Priest by the Parish Assembly, or for the removal from office of a Parish Priest elected by the Assembly, decisions shall be submitted for the approval of the Primate and the Diocesan Council.
 - B. For the purchase, for the proposal to sell, to mortgage, to lease or to exchange real estate, or for the construction of a building for a Parish, decisions shall be made by the affirmative votes of the two-thirds of the members present and voting, and shall be submitted for the approval of the Primate and the Diocesan Council.
18. The Annual Parish Assembly shall elect a Chairman and a Secretary by a plurality of the members present and voting. Special Parish Assemblies shall be conducted by the Parish Council Chairman, and the Parish Council Secretary will act as Secretary of these Assemblies.
19. The Parish Priest, or in his absence, his assistant shall preside, ex-officio, over the Parish Assembly except when the Primate or his Vicar is present, in which case the latter shall preside.
20. Any member of the Parish questioning the legality of a Parish Assembly or its resolution or elections may, within seven days from the date of the meeting, file a written complaint with the Parish Priest who will immediately forward same to the Diocesan Council for necessary action.
21. The members of the Parish Council, the Auditing and the Nominating Committees, the Diocesan Delegates and the Officers of the Parish Assembly shall be elected by secret ballot. Voting may take place only after the meeting has been called to order. For these elections a plurality vote shall be considered in order. All other matters shall be decided by a show of hands, unless otherwise decided by the Parish Assembly.
22. In a Parish Assembly each member shall be entitled to one vote which is not transferable and must be cast in person. In case of a tie vote the presiding officer shall cast the deciding vote or he shall authorize a second balloting upon the same question.

SUPPLEMENT B

DOCESAN STRUCTURE



ORDERS WITHIN THE ARMENIAN CHURCH

CATHOLICOS (*GATOGHIGOS*)

The Catholicos is the universal head of the Armenian Church and has the authority to:

- ▶ bless the Holy Muron and distribute it to the dioceses.
- ▶ consecrate bishops.
- ▶ confer the honorary rank of Archbishop upon bishops who are recommended for that distinction.
- ▶ defrock members of the clergy.
- ▶ grant pardon to defrocked clergy.
- ▶ decide canonical matters related to divorce.

BISHOP (*YEBISCOBOS*)

A bishop has the authority to:

- ▶ ordain and consecrate priests.
- ▶ ordain deacons, subdeacons, and those in the minor orders.
- ▶ confer the academic titles of *Vartabed* (Doctor of the Church) and *Dzayrakooyan Vartabed* (Senior or Supreme Doctor).
- ▶ confer the honorary title of *Avak* (Senior) upon married priests.
- ▶ grant worthy clergy the right to wear certain liturgical insignia.
- ▶ consecrate churches and sacred items.

PRIEST

CELIBATE PRIEST (*APEGHA*)

A **celibate priest** may be elevated to the ranks of *Vartabed*, *Dzayrakooyan Vartabed*, Bishop, Archbishop, and Catholicos.

A **married priest** may receive the honorary designation of *Avak* (Senior).

Priests have the authority to celebrate the following sacraments and rites:

- ▶ Baptism (*Mugurdootyoon*)
- ▶ Chrismation (*Gnoonk*)
- ▶ Penance (*Abashkharootyoon*), including hearing confessions and granting absolution
- ▶ The Divine Liturgy (*Soorp Badarak*)
- ▶ Holy Communion (*Haghortootyoon*)
- ▶ Holy Matrimony (*Soorp Busag*)
- ▶ Burial (*Taghoom*)
- ▶ Other rites as prescribed in the Book of Mashdotz

DEACON (*SARGAVAK*) AND SENIOR DEACON (*AVAK SARGAVAK*)

A deacon or senior deacon has the authority to:

- ▶ perform the Great Entrance (*Veraperoom*) during the Divine Liturgy, bringing the gifts to the altar.
- ▶ read the Gospel lesson.
- ▶ chant the litanies and petitions of the Divine Liturgy and other services.
- ▶ cense the altar and the congregation.
- ▶ carry the chalice and other sacramental vessels.

SUBDEACON (*GISASARGAVAK*)

A subdeacon is entitled to all the functions of a deacon and senior deacon, except the right to perform the *Veraperoom*.

MINOR ORDERS

- ▶ Clerk/Chorister (*Tbir*)
- ▶ Cantor of psalms and hymns
- ▶ Reader of the Scriptures
- ▶ Doorkeeper
- ▶ Acolyte/Candle-bearer
- ▶ Caretaker or sacristan of the church

SUPPLEMENT D

PARISH COUNCIL DEDICATION SERVICE

PREPARATION

For the Dedication Service, the Parish Council assembles in the church and stands before the chancel, facing the Priest, Deacon, and two acolytes, to participate in the ceremony.

OPENING INVOCATION

Deacon:

Again in peace let us beseech the Lord.
Receive, save, and have mercy.

Pastor:

Blessings and glory to the Father and to the Son and to the Holy Spirit, now and always and unto the ages of ages.
Amen.

Hymn: *Ourakh Ler*

SCRIPTURE READINGS

Epistle Reading: A reading from the Letter of St. Paul to the Romans (12:1–21)
(Epistle is read)

Alleluia

Alleluya. Alleluya.
Der hovestseh intz, yev inch voch bagasesti.

Gospel Reading

A reading from the Holy Gospel according to St. John (15:1–11)

Priest: Glory to You, O Lord our God.

Gospel

“I am the true vine, and My Father is the vinedresser. Every branch in Me that does not bear fruit He takes away; and every branch that bears fruit He prunes, that it may bear more fruit.

You are already clean because of the word which I have spoken to you. Abide in Me, and I in you. As the branch cannot bear fruit by itself unless it abides in the vine, neither can you unless you abide in Me.

I am the vine; you are the branches. Whoever abides in Me and I in him bears much fruit, for apart from Me you can do nothing.

If anyone does not abide in Me, he is thrown away like a branch and withers; and the branches are gathered, thrown into the fire, and burned.

If you abide in Me and My words abide in you, ask whatever you wish, and it will be done for you.

By this My Father is glorified, that you bear much fruit and so prove to be My disciples.

As the Father has loved Me, so have I loved you. Abide in My love.

If you keep My commandments, you will abide in My love, just as I have kept My Father's commandments and abide in His love.

These things I have spoken to you, that My joy may be in you, and that your joy may be full."

Response: Glory to You, O Lord our God.

DEACON'S LITANY

Deacon:

Again in peace let us beseech the Lord. That by day and by night, and in every hour, we may proclaim the word of the Lord, let us beseech the Lord.

— Lord, have mercy

That we may not fall into temptation which we cannot resist, let us beseech the Lord.

— Lord, have mercy

That the Holy Spirit may lead us in our good endeavors, let us beseech the Lord.

— Lord, have mercy

That we may stand pure and blameless before the dread judgment seat of Christ, let us beseech the Lord.

— Lord, have mercy

That He may lead us into the haven of everlasting life, let us beseech the Lord.

— Lord, have mercy

And with one accord for our true and holy faith, let us beseech the Lord.

— Lord, have mercy

Let us commit ourselves and one another to the Lord God Almighty.

— To You, O Lord, we commit ourselves

Have mercy upon us, O Lord our God, according to Your great mercy. Let us all say with one accord:

— Lord, have mercy. Lord, have mercy. Lord, have mercy.

PRAYER

Priest:

By day and by night and in every hour, we pray and beseech You, O Lord, to hear us. Incline Your ear to our petitions so that the labors of Your servants may not be in vain but may be received as works of righteousness and fruits of piety.

Accept our efforts, O Lord, and generously grant us Your mercy. Keep us under the protection of Your all-powerful Holy Cross, strengthen us, and fill us with the power of Your Holy Spirit.

And we will glorify You always, Father, Son, and Holy Spirit, now and always and unto the ages of ages. Amen.

Exchange of Peace

Priest:

Peace be with you all.

People:

And with your spirit.

Priest:

Let us bow down before God.

People:

Before You, O Lord.

Priest:

Lord, as the good and eternal shepherd, look upon us as Your rational flock. Bless us all, especially these Your servants who seek to serve You as the elders and council of Your church.

Grant them wisdom to see Your glory in all of creation and in the work, they are about to undertake. Guide them on the paths of righteousness as they guide others. Enlighten all our minds and hearts with Your presence so that we may give You everlasting glory, O God of mercies, now and always and unto the ages of ages. Amen.

INVOCATION AND COMMITMENT

Priest:

Dear brothers and sisters in Christ: You have come to this Holy Church and before this Holy Altar willingly to be installed in your calling in the service of the Lord and His Holy Church as members of the Parish Council.

As such, you are asked to stand firm in the faith of Jesus Christ, to faithfully uphold the teachings and Sacred Traditions of the Holy Armenian Apostolic Orthodox Church, and to fulfill your duties in the administration of this parish of (name of church) according to the bylaws of our Diocese.

I now ask you to affirm your willingness to serve.

PLEDGE OF THE PARISH COUNCIL

Parish Council Members Read:

Reverend Father, I pledge and vow to meet my responsibilities as a member of the Parish Council of (name of church), to follow the teachings of our Lord Jesus Christ, to faithfully uphold and adhere to the doctrines and Sacred Traditions of our Holy Armenian Apostolic and Orthodox Church, and to fulfill my duties in the administration of this parish according to the prescribed bylaws of our Diocese.

FINAL LITANY

Deacon: *Soorp Khachivs*

By the Holy Cross let us beseech the Lord, that through it He may deliver us from our sins and save us by the grace of His mercy.

Almighty Lord our God, save us and have mercy.

FINAL PRAYER

Priest:

Guard us, O Christ our God, under the shadow of Your holy and precious Cross in peace. Deliver us from enemies visible and invisible. Make us worthy to give thanks to You and to glorify You with the Father and with the Holy Spirit, now and forever and unto the ages of ages. Amen.

ONLINE RESOURCES



**STRATEGIC PLANNING
FRAMEWORK FOR
PARISH LIFE AND
GROWTH**



**PARISH COUNCIL
SUNDAY DATA FORM**



**SAMPLE PARISH
COUNCIL MEETING
AGENDA**



**PARISH COUNCIL
TREASURER'S REPORT
TEMPLATE**

NOTES

NOTES



THE ARMENIAN CHURCH

DIOCESE OF THE ARMENIAN CHURCH
OF AMERICA (EASTERN)

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