

# **HANDBOOK**

for

## **CHURCH MEMBERSHIP AND ORGANIZATIONS**

**Armenian Church of the Holy Resurrection**

**July 31, 2016  
22nd Edition**

**Rev. Fr. Kapriel Mouradjian,  
Pastor**

**Prepared and Distributed by the Parish Council**

**The following courtesies also apply to the use and maintenance of our church facilities. We ask that you please conduct yourselves accordingly.**

## Golden Rules For Living

By Miriam Hamilton Keare

- 1. If you open it, close it.**
- 2. If you turn it on, turn it off.**
- 3. If you unlock it, lock it up**
- 4. If you break it, admit it.**
- 5. If you can't fix it, call in someone who can.**
- 6. If you borrow it, return it.**
- 7. If you value it, take care of it.**
- 8. If you make a mess, clean it up.**
- 9. If you move it, put it back.**
- 10. If it belongs to someone else, get permission to use it.**
- 11. If you don't know how to operate it, leave it alone.**
- 12. If it's none of your business, don't ask questions.**

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# 1. Introduction and General Policy

With the continued growth and increase in activity of this Parish, and the self maintenance of our facilities, it becomes necessary that our membership supports and cooperates in the use and administration of Church Facilities.

In general, since we do not maintain a paid staff, those that use the facilities are expected to return them to the conditions prior to use.

1. **Use of the Auditorium**, whether rented or used by a church organization, includes clean up, trash removal and returning of furniture (tables/chairs) as well as the kitchen to the condition before rental. The user is responsible for lights, heat, blowers, air conditioning and removal of trash in accordance with posted procedures. When rented, a designated **Church Member** must be present and assume responsibility for the facility.

In the case of church organizations, the chairperson or the chairperson's designee is responsible.

2. **Use of Kitchen**, must not interfere with other scheduled activities. On Sundays during the hours of Sunday School, the kitchen is reserved as a classroom for use by the Sunday School staff. Coffee hour preparations (on Sunday) must be scheduled around Sunday School needs. Also use of the kitchen for meal preparations on Sundays must be coordinated well in advance with the Sunday School Superintendent.
3. **Coffee hours**, See paragraph 2 above.
4. **Parking**. Use the spaces provided. When full and conditions permit that the lawn will not be damaged, parking on the grass is allowed. Otherwise, use the streets in the neighborhood for parking. Handicap parking is to be used only by those needing it. Please do not park in the driveway or Clergy designated areas.

5. **Watch your Children**, at church functions, it is expected that parents will oversee their children and clean up after them. It is inconsiderate for anyone to expect others to have to clean up after your children.
6. **Support your Church Organizations**, make every effort to attend meetings on time, bring your children to Sunday School, be aware of schedules and activities to support your church. Our members spend much of their time working for organizations and on functions for our church. **Your support is essential to the success of this church.**
7. **The Sign for the front of the Church** is available for use by Church Organizations and Committees under strict conditions of the policy put forth by the Parish Council. Again, the user is responsible for the set up and prompt removal of the sign after the function. The letters are to be stored as they were found.
8. **Keys** have been entrusted to many Parishioners, Trustees and all organizations. Chairpersons as well as committees, Deacons, Choir Director, etc. have keys. There are over 30 keys signed out to members of this parish that have accepted responsibilities.

With a key you have accepted a trust. You must control the key and its use. You are not to make copies or allow unauthorized use. You are accountable for its use. Please act accordingly and responsibly. Anyone having a legitimate reason will be signed out with a key.

9. **Mail** for all organizations is sorted and placed in the appropriate mail slot in the Vestibule Hall Closet. Organizations should seek and pick up their mail when the office is open, or by appointment with the Pastor or any Parish Council member.
10. **Church Organization Fund Raising Policy:** The Parish Council has established, as governing body of our Parish, that all church organizations may not raise funds using their organization name or donate more than \$100 annually to a non-Diocesan organization without written Parish Council approval. 29 Nov 2010
11. **General:** Any item requiring guidance or any questions that come up for which the answer is not available, contact your Pastor or one of the Parish Council members. If they cannot answer your question immediately, they will get you an answer. Note that the Pastor is ex-officio president of all church organizations and committees. All organizations should keep him advised as to meetings, activities, etc. so that he may attend and participate as necessary.



## 2. Auditorium Rental

1. A church member must always be present and responsible.
2. Rentals are subject to Parish Council approval (see the form).
3. The church member is responsible to see to it that:
  - (a) parking is supervised.
  - (b) the building is cleaned, trash removed etc. as described in section 1. above
  - (c) the telephone is controlled.
  - (d) the Parish Council office will remain locked.
  - (e) the Parish Council will explain the responsibilities to and answer questions of the renter prior to rental
4. The renter is liable for all damages.
5. If the Parish Council feels a Police officer is required, the renter will hire and pay for such person.
  1. Normal evening rental is from 7:00 pm to 1:00 am
7. Auditorium usage is limited to 150 persons.
8. Kitchen usage is limited to the rental day and for use to heat food only. Other usage requires Parish Council approval. The use of the Kitchen to cook for large gathering will be discouraged by the Parish Council.
9. Preparation for use of the Auditorium must be scheduled to not conflict with other scheduled activities.

**ARMENIAN CHURCH OF THE HOLY RESURRECTION  
AUDITORIUM RENTAL FORM**

Renters

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Rented for use by: Self \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Rental Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Rental Donation: \$ \_\_\_\_\_

Rental to be supervised by \_\_\_\_\_

Rules for rental reviewed and understood: Yes \_\_\_\_\_

Rental Deposit Amount \$ \_\_\_\_\_

Cleaning Deposit Req'd: Yes \_\_\_\_\_ (if yes, \$50.00)

No \_\_\_\_\_

Police Officer Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Other Notes: \_\_\_\_\_  
\_\_\_\_\_

Approved: Parish Council Chairman \_\_\_\_\_ Date \_\_\_\_\_

Parish Council V. Chairman \_\_\_\_\_ Date \_\_\_\_\_

Parish Council Approval Required: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Parish Council Approved:

Date of Meeting: \_\_\_\_\_



### 3. Auditorium Rental Rates

- A. Voting Member rate, direct personal use, not as a sponsor
- B. All other sponsored by a church member or Council rentals

<u>USE</u>	<u>RATE</u>	
	A.	B.
Weddings, showers, dinners, baptisms, etc. with kitchen	\$200.	SEE BELOW
Any other function, without use of the kitchen	\$150.	
Cleaning charges if req'd	\$50.	Per Contract*
Minimum rental, up to 2 hrs		\$200.
Rental, 6 hr maximum, additional		\$100./hr
Supervision		\$50.
Exceeding rental time		\$150./hr

#### SPECIAL CATEGORIES

Members only use: for small family type gatherings, with kitchen use. Not to exceed 30 people. \$100.

Note: A cleaning charge of \$50.00 will be assessed if the auditorium requires additional cleaning.

\*The contract calls for damage/cleanup deposit if required

## 4. Donations for Sacraments

(Agreed and revised, Parish Assembly 2-09)

- A. Members and Stewards of this Parish
- B. All others

<u>SERVICE</u>	<u>RATES</u>	
	<b>A.</b>	<b>B.</b>
Weddings	\$190.00	\$290.00
Baptisms	\$190.00	\$290.00
Funeral Services	\$190.00	\$290.00

Note: a charge of \$40 is included above for before & after cleanup.

### Honorariums for Services

Requiem Service: Recommended Min. Donation \$25.00

	<u>Weddings</u>	<u>Baptisms</u>	<u>Funerals</u>
*Visiting Clergy	\$200.00	\$200.00	\$200.00
*Organist	\$100.00		\$100.00
*Soloist	\$100.00		\$100.00
*Deacon	\$100.00	\$100.00	\$100.00
*Pastor Honorarium-members	at discretion of the family		
	non-members/non-stewards \$200.00		

Funerals: If in-lieu of flowers funds are donated to the church,

1. The auditorium may be used by the family for a Requiem Dinner at no charge.
2. A 40 day Requiem Service will be conducted by the Church if the family so desires.

Burial Plots, Members Only: Single Burial, \$750, Double, \$1100

Non-Members: Not Available, Limited to Members of the ACHR only.

\* Subject to adjustment for special requirements, by the one to perform the Service. Also, may be adjusted for travel and other expenses incurred by the one performing the service.

Note: By Parish Assembly decision; (1) organ music is required for all funerals, (2) All in lieu of flowers donations to the church are, without exception, to go into the Parish Council Church Operating Fund.

## 5. Definitions of A Member

Church Member (Diocesan by-laws): Any person who is 18 years of age may participate in the Parish Assembly, including the privilege to vote, provided six months of time have lapsed since membership registration.

To hold office or a position of responsibility within the Parish, a person is required to be a member in good standing for at least one year and have attained the age of 21.

Voting Church Member, Holy Resurrection Church, as passed by the Parish Assembly of 2002, on February 2, 2003. For the year 2003, to be a member in good standing of this Parish, a pledge and payment of \$150 is required on a per person basis, of which \$100 will go towards Diocesan Dues. For the year 2004 and thereafter, \$150 will be increased to \$200, of which \$100 will go towards Church Diocesan Dues.

When pledges and payments are submitted on a Mr. and Mrs. or more than a singular person basis, the per person pledge/payment shall be the total pledge/payment divided by the number of persons for determining membership status.

The Parish Council, in special situations, may adjust the membership rate for individual parishioners.

The Church Sunday School is made available to members and stewards of this parish.

Member rates as quoted in this book for scholarships and services are available to current church members in good standing with consideration of years of membership at Parish Council discretion.

Students to the age of 25 are considered *ex-officio* members if their parent(s) is (are) member(s) in good standing.

Any non-member person making a stewardship donation to this church equivalent to membership dues would have all rights to services of this church at the membership rates as passed at the Parish Assembly of February 2, 2003. The Parish Assembly and Council classify these individuals as **Stewards** of this Church.

To handle situations where membership/stewardship is established and a member service is acquired and then membership/stewardship is cancelled, the Parish Council has the authority to address each situation as enacted by Parish Assembly February 13, 2005.

## 6. Sarah Yagoobian Scholarship Fund

Proceeds of the \$12,433 fund are to be distributed at \$500 per year to a high school senior who is a member of the Armenian Church of the Holy Resurrection, New Britain, CT.

The principal is to be deposited in a Trust account by the Scholarship Committee to maximize dividend and/or interest income. The selected account will be a secure, insured account. The principal is not to be used. The committee has the option to invest with the Church Trust Management Committee..

### 1. **PURPOSE**

- (a) To disburse scholarships in increments of \$500 per year to eligible high school graduates for purposes of higher education.
- (b) If applicants are not available for higher education, the Scholarship Committee may, at its sole discretion, use the \$500 for purposes of Armenian choir studies or education to benefit the Armenian Church of the Holy Resurrection.
- (c) If interest/dividend accrual is available, the Committee may give more than one scholarship in any particular year, again at its discretion. Unassigned funds are to remain with the principal.
- (d) The Scholarship committee may increase or decrease the annual award from the \$500 figure specified, at their sole discretion, should circumstances so warrant.

### 2. **SCHOLARSHIP COMMITTEE**

The Parish Council will appoint a committee of five (5) to serve as the Scholarship Committee. The Committee will select its own chairman and secretary.

The committee will prepare forms, publicize and handle all the business associated with the applications. They will review and select the scholarship recipient.

The Committee will coordinate activities as necessary with the Parish Council through the Parish Council Chairman.

### 3. **APPLICATION**

The Scholarship Committee will provide a form to applicants, which form is to be completed and returned within the specified time period. Applications not received by the deadline will not be considered.

### 4. **RECIPIENT SELECTION**

On an annual basis, the selection process will be as follows:

- (a) Candidates will be solicited from the parish via ads places in the LOOYS. Application deadline will be specified.
- (b) Candidates will be screened and reviewed, interviewed as necessary and recommendations formulated. This will be done by the Scholarship Committee, with majority vote.
- (c) The recipient will be advised in writing by the Scholarship Committee and the results will be published in LOOYS.
- (d) Relatives of applicants, on the Scholarship Committee will disqualify themselves and not participate in the selection process.

Special Announcement Format

## **Sarah Yagoobian Scholarship Fund**

The Armenian Church of the Holy Resurrection requires applications for the Sarah Yagoobian Scholarship Fund. The fund has been

established through a \$10,000 gift by Miss Sarah Yagoobian for the purpose of giving the youth of our church an opportunity to further their education to the benefit of the Armenian Church and Community. The annual scholarship is awarded from the interest earned by the fund, to a qualified full time student entering the freshman class of a college or university and who is an active member of the Armenian Church of the Holy Resurrection

This fund was further increased by \$2433 with Parish Council approval in accordance with the wishes of Alice Omartian's family, at her death in March 2006, that her in-lieu of flowers income be added to the Sarah Yagoobian Scholarship Fund. Therefore the fund now stands at \$12433.

Scholarship awards will be based primarily on scholastic achievement and the applicant's participation in the activities of the Armenian Church of the Holy Resurrection.

Scholarship applications are available and can be obtained by contacting the Pastor or Parish Council. Applicants are urged to process their applications early; the deadline for receipt of completed applications is April 30<sup>th</sup>, of the award year.

The following must be submitted with the completed applications:

- 1- High School Transcript
- 2- Class Rank
- 3- Grade Point Average



## 7. Parish Council Expenditures-Guidelines

- a. The Parish council has full authority to make the necessary expenditures to a limit of \$10,000\* per project to repair, replace and maintain the Church building and related facilities including kitchen, toilets, heating and air conditioning systems. The intent is to support and keep functional the existing systems and facilities. In case of Emergency, the Parish Council has authority to exceed these limits.
- b. The Parish Council may consider and approve improvements to existing facilities and conduct same with an expenditure limit of \$3,000 per project and \$6,000 per year.
- c. Authority to proceed on (a) and (b) above is granted on condition of availability of the necessary funding, otherwise Parish approval will be obtained by convening a Special Parish Assembly to establish the funding source.

The Parish Council will on an annual basis prepare and present Capital Improvement and Maintenance items to the Parish Assembly. Expenditures for the coming year will be included in that year's budget for Assembly approval. Other items projected for the future will be presented to keep the Parish advised and to facilitate future planning.

The foregoing was approved at the 2005 Parish Assembly on 2/5/2006.

\*The \$5,000 limit was changed to \$10,000 at the 2/08 Parish Assy.

## 8. Trust Management Committee

### MISSION AND BY-LAWS

**Mission:** To protect and safeguard the capital assets of the church General Fund and Permanent Trust Fund while earning a reasonable return, to supplement church income.

**Section 1:** The Committee shall consist of members in good standing of the Armenian Church of the Holy Resurrection. (The parish council treasurer shall be a non-voting member).

**Section 2:** Members of the Committee shall be elected by the Parish Assembly by secret ballot for a term of three years. At the first election one member shall be elected for three years, one member for a two-year term and one member for a one-year term. The successors shall be elected for three years.

**Section 3:** Each Committee member shall serve until a successor is duly elected and assumes office.

**Section 4:** In case of a Committee member's death, resignation or inability to perform as determined by the combined majority of the Parish Council and the Trust Management Committee, a successor shall be appointed by said majority to serve until the next Parish Assembly.

**Section 5:** The Committee members shall have a Chairman.

**Section 6:** Meetings shall be held at the discretion of the Committee, but no less than annually.

Section 7: Duties of the Committee shall be:

- a. to invest prudently all monies allocated to the committee by the Parish Assembly to attain long term growth. The money can only be used to invest in stocks, bonds, certificates of deposit and mutual funds.
- b. to make available monies to the Parish Council as approved by the Parish Assembly in their annual or special meetings.
- c. to submit a detailed annual report to the Parish Assembly
- d. to keep all records, bank books, securities and other assets in the church's name and in a safe and responsible manner and to make these all available for annual audit by the church auditors.
- e. The Trust Management Committee may withdraw up to 5% of this account each year as necessary to support operational costs of the church.

Section 8: Withdrawal of funds from any securities shall require the concurrence and signature of any two elected Committee members.

Section 9: These By-laws may be amended or the Trust Management Committee dissolved only at a duly convened Parish Assembly by a majority of the members present and constituting a quorum.

The Permanent Trust Fund donors, amounts and distributions are noted here for informational purposes only.

*Proceeds to be used for general Church expenses, except as follows:*

Ohanesian-25% for Church Choir use, 25% for Altar Servers

Simonian, Edward and Alice-50% for Senior Citizens

ACYOA-100% for ACYOA Jrs.

ACHR Memorial, Father Michael Buttero - 50% ACYOA, 50% Choir

Narinj Bazikian Trust Fund 100% Altar Servers

Note: effective with the February 1994 Parish Assembly, In Lieu of Flowers donations may not be used to set up a Permanent Trust Fund. No exceptions allowed per February 6, 2000 Parish Assembly

Note: effective with the February 2002 Parish Assembly with the functioning Investment Committee and Trust Management Committees, the Parish Council has no authority to purchase investments such as real estate, stocks, bonds, CD's Mutual Funds, or similar investments.

## 9. Investment Committee

### BY-LAWS OF THE INVESTMENT COMMITTEE

- Section 1: The Committee shall consist of members in good standing of the Armenian Church of the Holy Resurrection.
- Section 2: Members of the Committee shall be elected by the Parish Assembly for a term of three years. At the first election, one member shall be elected for three years, one for two years and one for one year. Their successors shall be elected for three years.
- Section 3: Each Committee member shall serve until a successor is duly elected and assumes office.
- Section 4: In case of a Committee member's death, resignation or inability to perform as determined by the combined majority of the Parish Council and the Investment Committee, a successor shall be appointed by said majority to serve until the next Parish Assembly.
- Section 5: Committee members shall elect a Chairman.
- Section 6: Meetings shall be held at the discretion of the Committee but no less than annually.
- Section 7: The duties of the Investment Committee shall be:
- (a) to invest prudently all moneys allocated to the Investment Committee by the Parish Assembly to attain long term growth. Investments shall be only in stocks, bonds, certificate of deposits and mutual funds.
  - (b) to submit a detailed annual report to each Parish Assembly.

(c) to keep all records, bank books, securities and other assets in a safe and responsible manner and to make these all available for annual audit by the auditors.

(d) to record the minutes of each Investment Committee meeting.

Section 8: Withdrawal of funds from any bank account, purchases, sales or transfer of any securities or other assets shall require the concurrence and signature of two Committee members.

Section 9: These By-laws may be amended or the Investment Committee dissolved only at a duly convened Parish Assembly by a majority of the members present and constituting a quorum.

Section 10 As agreed at the 2013 Parish Assembly the Parish Council is authorized to expend up to 5% of investment funds annually to financially support church operations.



## 11. Cultural Committee

The main function of the Cultural Committee is to facilitate events which directly relate to the teaching and preservation of Armenian historical values through the use of guest speakers and parish sponsored events. The membership of this committee, led by the Pastor, represents the entire parish and may consist of any dues paying member or recognized steward of the Armenian Church of the Holy Resurrection. The Cultural Committee exists for the good of the entire church family and Community, and does not maintain any financial accounts. All financial activities of this committee are coordinated with the Parish Council, Those exceeding \$200 should first be presented via their representative to the Pastor and Parish Council for discussion and approval. The ultimate goal of this committee is the educational and spiritual enrichment of the parish and surrounding Armenian Community.



## 12. Church Newsletter “LOOYS”

“Looys” is published the first of every month except July and August.

Reporters are assigned by only the Holy Resurrection Church Organizations.

All news events are submitted to the editor by these reporters. Publication content is at the discretion of the Editor(s) and Pastor.

Advertisement distributed by “Looys” for non-church functions is on a paid basis. Cost is \$200/page, \$100/half page, \$50/quarter page.

### 13. Parish Parishioner Awards

As approved by the 2005 Parish Assembly on 2/5/2006 the following is the position of the parish for Parishioner Awards. The 2004 Parish Assembly had requested the Parish Council to make their recommendations as an alternative to the Parishioner of the Year Award.

The Parish Council and Pastor will, when it is appropriate that an award be made, at their discretion, make Parish Awards as necessary at the Anniversary Banquet. Award presentations will be coordinated with the appropriate church organizations as necessary with inputs from these organizations to the Parish Council and/or Pastor.

# 14. Cemetery Burial Plot Reservation

**CEMETERY BURIAL PLOT RESERVATION  
ARMENIAN CHURCH OF THE HOLY RESURRECTION (ACHR)  
1910 Stanley Street- New Britain, CT 06053**

**NAME:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**CITY AND STATE** \_\_\_\_\_  
**FAIRVIEW CEMETERY SECTION** \_\_\_\_\_ **LOT NUMBER** \_\_\_\_\_  
**DIVISION** \_\_\_\_\_  
**TOTAL FEE** \_\_\_\_\_ **CUSTODIAN** \_\_\_\_\_

## Terms and Conditions:

1. Plot reservations are not transferable nor can they be resold. They are reserved for the above named person. Reservation that are not used by the above named person shall revert back to ACHR and the total fee shall be refunded without interest.
2. A person must be a MEMBER or a STEWARD of the ACHR in good standing prior to purchasing a burial plot reservation.
3. A MEMBER or a STEWARD of ACHR in good standing is a person who makes an annual monetary pledge and payment equal to the membership pledge at the current membership rate. (Hardship cases will be addressed when needed).
4. Reservation of a burial plot shall terminate if a MEMBER and/or STEWARDS status is not maintained by above named person. The total fee shall be refunded without interest.
5. All requests for burial plot reservation must be presented in writing to the Parish Council and the Cemetery Custodian for approval.
6. Plots cannot be excavated for burial or exhumation without notification from the Cemetery Custodian.
7. Monuments are subject to conform to Fairview Cemetery Guidelines.
8. Shrubs and trees shall not be planted.
9. The above named person must notify the Cemetery Custodian and the Parish Council of any change in address.
10. Single reservation burial plot plot fee \$350.00, double 525.00.
11. This form may be amended by the Parish Council and shall be considered to be binding amendment.

I, \_\_\_\_\_, agree to the terms and conditions

Dated \_\_\_\_\_

Revised/ Approved by P.C. 12/30/2009

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## 15. Church Committees and Organizations

**Century Club** Co-Chairmen: Charles Hovsepian  
John Maljanian, Sr

**Church Newsletter-“Looy’s”** Rev. Fr. Kapriel Mouradjian  
Editor: Matthew Cannata

**Trust Management and Investment Committee:**  
(term is 3 years from Jan. of year noted)

Guy Simonian, chairman	
Parish Council Treasurer	
Gary Hovhanessian	2016
Tim Smith	2015
Peter Bagdigian, Jr.	2014

**Diocesan Delegates:** Adrienne Damian 2014  
(Term is 4 years from January of the year noted)

**Women’s Guild:** Chairman Armen Michalak  
Vice-Chair. Adrienne Damian

**Cemetery Custodians:** Peter Bagdigian  
Emil Mosey, Assistant

**Young Adults** John Abrahamian

<b>ACYOA: Advisors</b>	Mary Connors Gary Hovhanessian
<b>Sarah Yagoobian Scholarship:</b>	Mary Connors, Chairperson Parish Priest Parish Council Chairperson Sunday School Superintendent ACYOA Chairperson
<b>Sunday School Director:</b>	Roxie Maljanian
<b>Choir Director:</b>	Adrienne Damian
<b>Assistant Choir Director:</b>	Yz. Patricia Buttero
<b>Organist:</b>	Susan Sagherian
<b>Assistant Organist:</b>	<b>Lucy Simonian</b>
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<b>Maintenance Committee:</b>	Emil Mosey Sons and Daughters
<b>Diocesan Liaisons:</b>	
-ACEF	John Maljanian Sr.
-Living Memorial	John Maljanian, Sr.
<b>Memorial Committee:</b>	Rev. Fr. Kapriel Mouradjian Charles Hovsepian.
<b>Breakfast Club: Chairman</b>	Sylvia Simonian
<b>V. Chairman</b>	Sheila Haddad

## 16. Wills and Bequests

When preparing your will, with your lawyer, it is strongly suggested that you ask him/her if there might be any savings to you and to your family if the Church was also included in your will. In some instances there are laws that allow for smaller inheritance tax when charity is included in the will. There are many different ways and opportunities to establish a Trust or an Endowment Fund for a specific purpose or for the general welfare of the Church and her mission.

The legal title of our parish is Armenian Church of the Holy Resurrection, 1910 Stanley Street, New Britain, CT 06053

The church is a corporation, in the City of New Britain, of the State of Connecticut.