

Forward

Soon after the 1969 General Assembly the newly elected Central Council of California started to prepare a Manual which would aid Chapter executives and members with the Organization and guide them in the proper and successful executive duties. With help from the A.C.Y.O.A. we adapted and finally completed the official Manual for all A.C.Y.O.C. Chapters to retain in their chapter and to refer to with confidence by each successive chapter chairman.

The 1969 Central Council realizes the need for this manual as a guide since the A.C.Y.O.C. chapters have for years based their activities on a trial and error system. The printing of this manual will hopefully give the A.C.Y.O.C. chapters and their executives something concrete to work with, thus greatly decreasing the possibility of having unsuccessful activities.

Central Council A.C.Y.O.C.
May 1970

SECOND EDITION

Ten years have passed since the Chapter Manual was first introduced to the A.C.Y.O.C. Many changes have taken place during this time and these changes are reflected in this Second Edition. The purpose and use of the manual remains unchanged.

Central Council A.C.Y.O.C.
February 1980

THIRD EDITION

Reprinted from the SECOND EDITION with no changes made and still with the purpose and use that this manual remains unchanged.

Central Council A.C.Y.O.C
July 1981

FOURTH EDITION

Seventeen years have passed since the last publication of the Chapter Manual of the Armenian Church Youth Organization—Western Diocese. The 1998 Central Council has deemed it necessary that the manual be republished with necessary changes in this Fourth Edition, which also includes a full copy of the ACYO By-laws. Once again, the purpose of this manual remains unchanged.

Central Council A.C.Y.O.- WD
November 1998

FIFTH EDITION, Ver. 1.0

The fifth edition of the ACYO Chapter Manual is the first to be published in the 21st Century. A number of changes have been made to reflect the various changes in the youth culture since the publication of the last or previous editions. Again, we have not strayed from the purpose of this manual, and have attempted to make it an even more useful resource for our young leaders. Future additions and revisions are already being planned and will be included in an updated version of the fifth edition soon.

Central Council ACYO-WD
January 2005

SIXTH EDITION, Ver. 2.0

The sixth edition of the ACYO Chapter Manual has been edited to reflect the changes from the most recent General Assembly. The 2020 Central Council felt all chapters needed access to our Chapter Manual as a resource for guidance in all matters pertaining to the responsibilities and duties of an ACYO Chapter. This is available on the ACYO-WD app and our website for immediate access. We pray our youth leaders will be inspired by the Holy Spirit to continue the mission of our ACYO-WD for the Glory of God.

Central Council ACYO-WD
October 2020

USE OF THIS MANUAL

This is your manual --- if you feel it is inadequate or needs revisions, we will not hesitate to make necessary changes from time to time to meet new needs and provide new information.

Chapter Executives and members will, in their constant use of the Manual, discover new needs and are therefore invited and urged to refer their thoughts and suggestions-to the Central Council for consideration and possible use.

This Manual has been distributed to all Chapters and does not in any way take the place of the Chapter By-Laws. Both must remain the property of the Chapter and not the personal property of an officer, so that it can be available for ALL officers and members to refer to during the year and through the years to come.

We hope our Chapters will use this Manual to guide them to better membership and increased understanding and more effective programming in the fulfillment of our aims and the ultimate achievement of the goals of ACYO-WD.

Central Council

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FORWARD

USE OF THIS MANUAL

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ACYO - An Introduction

ACYO-WD 101

I: General Information

What is the “ACYO?”

The ACYO stands for the Armenian Church Youth Organization and is the official youth organization of the Armenian Apostolic Church. The ACYO-WD has been active since 1949!!!

What is the “Western Diocese?”

The Western Diocese is composed of the Armenian churches in the Western United States that are organized under the leadership of a bishop and the Diocesan Council. The ACYO is one of the many organizations that are a part of the Western Diocese. The Armenian Apostolic Church is organized into dioceses all over the world and the head of the Armenian Church, the Catholicos of all Armenians, is located at the Mother See in Holy Etchmiadzin.

What is the mission of the ACYO-WD?

The Armenian Church Youth Organization of the Western Diocese of North America (ACYO-WD) fosters ownership of the Armenian Apostolic Church within its youth through the practice and teachings of Christianity according to its doctrines and traditions of the Armenian Church and through appreciation of Armenian culture.

Who can be a member of the ACYO-WD?

According to the By-Laws of the Western Diocese, anyone can join ACYO if they are communicant member of the Armenian Church (meaning (baptized or confirmed in the Armenian Church) between the ages of 12-30 years old. Junior chapters are for members 12-17 and the Senior Chapter 18-30. Junior members that will turn 18 during the ACYO year may join the Senior Chapter.

When is the ACYO-WD year?


The ACYO-WD holds its annual assembly every Martin Luther King Jr. weekend in January since the new Amendment made in ACYO Special Assembly held in January 2018. That means the end of one ACYO year comes to close at the assembly, and the new ACYO year starts following it. For example, the 1966 ACYO year ended at the assembly in November, and the 1967 ACYO year began.

How is the ACYO-WD organized?

Each chapter of the ACYO is joined together by the Central Council. The Central Council is elected at the assembly every January and is formed to direct and administrate each ACYO chapter. Each ACYO chapter's Executive Board works together with their designated Central Council Liaison to carry out the directives of the ACYO. A chapter's Executive Board is composed of a Chairperson, a Vice-chairperson, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

What does the ACYO-WD do?

The ACYO consists of religious events, social events, cultural events, sports tournaments, and monthly meetings. Activities vary upon chapter size. At the Sports Weekend tournament and the Convention, all the ACYO chapters come to meet with each other. All of these events give you an opportunity to meet other



Armenians not only in your community but also throughout Western Diocese spanning from Seattle, WA to Phoenix, AZ to San Diego, CA!

How do I join the ACYO-WD?

There are many ways to join ACYO. Log on to www.acyowd.com. From there you can get in touch with every ACYO chapter. If you are a member of a parish of the Western Diocese that does not have an ACYO chapter, please contact the ACYO Central Council about forming one.

Where can I get more information about the ACYO-WD?

All ACYO information can be accessible through multiple platforms provided below. Check them out!

Website: www.acyowd.com

Instagram: www.instagram.com/acyo_westerndiocese

Facebook: www.facebook.com/ACYOWD

App Store: ACYO-WD

II: The Annual Assembly

What is the Annual General Assembly?

The annual General Assembly, usually called “Convention,” is held every year during MLK weekend. The Convention moves around from city to city every year giving every chapter the opportunity to explore a new place every January. Friday evening, and Saturday, the Central Council holds the Business Sessions of the ACYO-WD.

What does the Convention do?

The Convention is a chance for all ACYO chapters to come together and meet with one another. Convention usually starts Friday afternoon and ends with attending Holy Badarak on Sunday. The chapter that hosts the convention is responsible for organizing all the events. Usually, there is an event on Friday night, and a large banquet and barahantes on Saturday night.

What happens at the business session?

On Friday evening, and Saturday morning and afternoon, the ACYO general assembly business session takes place inside the church. The business sessions are designed to make sure the ACYO-WD is administrated properly and organized to the fullest. Also, on Saturday afternoon there is time to discuss proposed resolutions to amend the ACYO-WD By-Laws. If you want to add or change something about ACYO-WD, the business session is the time to discuss your ideas.

Who participates in the General Assembly?

Every active ACYO-WD chapter elects 4 delegates and two alternatives (*per ACYO-WD By-Laws Section 40*) to attend the General Assembly. These delegates are elected to represent that chapter during the assembly. Delegates have the opportunity to vote on proposed resolutions and to vote for ACYO-WD members that are running for Central Council.

III: Sports Weekend Tournament

What is the Sports Weekend tournament?

The Sports Weekend Tournament brings all the ACYO-WD chapters from throughout the Diocese together to compete in various sports tournaments. The philosophy around Sports Weekend is to bring all the chapters in fellowship, service, and worship while they enjoy competition in a Christian setting.



Who can play in the sports Weekend tournament?

Members of the ACYO-WD that have participated in 5 meetings, and 3 activities are eligible to play in Sports Weekend!

What types of sports are there at Sports Weekend?

There are three kinds of tournaments at Sports Weekend. There are team sports, such as basketball, volleyball, soccer, and there are individual Sports such as tavloo, ping-pong, bowling, tennis, swimming, and lastly there are tournaments for fun like tug of war.

When does SW take place?

It takes place every year on Memorial Day Weekend.

What kind of schedule does SW follow?

Sports Weekend starts Friday afternoon with the opening ceremony. Following that, the major sport tournaments begin and end around 9pm. Saturday is the busiest day as team and individual sports are played all day. Saturday, after the games are finished, there is a youth activity for everyone to enjoy. Sunday morning after attending church Divine Liturgy, the Volleyball and Basketball championship games are played. Sunday night there is an award ceremony, followed by a huge barahantes!

Missions of the ACYO-WD

Beginning in 2003 with the establishment of the Christian Youth Mission to Armenia, the ACYO began a tradition of establishing long-term charitable missions. The mission's function under the umbrella of the ACYO-WD and supervision of the Primate and Central Council, but also have exclusive Executive Committees to manage their affairs. They provide the ACYO-WD with the opportunity to make a significant difference in our community, for Armenia, and for other people in need in the world. The following are descriptions of the missions currently functioning underneath the ACYO-WD.

Christian Youth Mission to Armenia

The Christian Youth Mission to Armenia (CYMA) serves to unify and strengthen the Armenian community by establishing a BRIDGE between diaspora's Youth and Our Homeland through participation in the social, religious, professional, and cultural life of Hayastan.

CYMA sends a group of Armenian youth to Armenia for a month every summer. The participants are provided with internships in one of four areas, (Religious, Social, Professional/Political, Cultural), which they choose. In addition to this, they also have the opportunity to travel throughout Armenia, and experience our rich heritage.

Instagram: www.instagram.com/cyma.wd

Application: <https://docs.google.com/forms/d/e/1FAIpQLSd8fpInVQ3WqA7vpjR2LpO1WgpDdGsEHNhfkezkcoOYU5KLrw/viewform>



Brighter Future for Armenia

Brighter Future for Armenia (BFA) is a sponsorship program through which financial assistance can be provided to our University/College students in Armenia from their fellow counterparts in the Western Diocese of Northern America. By making the minimal sacrifice, individuals in the Diaspora can extend a helping hand to their brothers/sisters in Armenia and in the process create a sturdy spiritual linkage. With our help, the vision for a brighter future for a successful Armenia will become a reality.

Armenian Alliance for AID

The Armenian Alliance for Aid will seek to raise funds to ease the pain of those suffering from modern day genocides, and raise awareness of their plight so that we can ensure that others won't have to experience the tragedies of our past. As of the fifth edition of this manual it is currently engaged in an initiative to raise funds for those in refuge as a result of the genocide being perpetrated in the Darfur region of the Republic of Sudan.

ACYO-WD Mission Statement

The Armenian Church Youth Organization of the Western Diocese of North America ACYO-WD actively integrates its members into the life of the church by providing opportunities for Worship, Service, Education, and Fellowship in Christ according to the doctrines and traditions of the Armenian Apostolic Church.

The Prayer of the ACYO

O, Lord Our Savior Jesus Christ, Who are the Way, the Truth and the Life, give us, the youth of the Church of Armenia, the wisdom to know, to love and to serve You, both in our personal lives and in the life of our Organization.

As You lead men in the way, lead us, Your children, so that we may be able to serve the Church with the courage, vision, and faith of our illustrious forefathers. Inspire us, O Lord, and open our eyes to Your light, so that we may cherish and profit by the heritage our forefathers have left us, and that we may be aware of our responsibilities as the citizens of our beloved country, the United States of America.

Fill us, O Christ our God, with Your Holy Spirit, so that we may be the obedient and unselfish servants of the will of our Heavenly Father, to Whom, together with You and the Holy Spirit, is befitting glory, dominion and honor, now and always and unto the ages of ages. — Amen.

(To be recited at the beginning of all meetings)

The Pledge of the ACYO

I solemnly promise and declare upon my honor, that as a member of the Armenian Church Youth Organization of the Western Diocese, I shall, to the best of my ability, be a faithful child of the Armenian Church; shall be a devoted upholder of the Armenian cultural heritage; shall be a loyal citizen of the United States, and I shall diligently abide by the objects, the policies, and the decisions of the Armenian Church Youth Organization of the Western Diocese. I shall not strive for personal recognition and pleasure but will serve our Church, our Community, and our Country for the greater glory of God.

(To be recited by all new members when accepted as a member of an A.C.Y.O.-WD Chapter and by all members once a year at the Annual Membership Meeting.)

Explanation of the ACYO-WD Emblem

The emblem of the Armenian Church Youth Organization of the Western Diocese adopted, at its inception, is to be interpreted as follows:

A glorious cross portrays it is a Church organization. The radiations from the center of the cross symbolize the truths of the Christian religion that shine forth through the centuries. The symbols under the horizontal bar of the cross are:

Left-hand side

The United States eagle with its wings widespread and a star above each. The eagle looks proudly into far distances and holds, as usual, a batch of arrows. The eagle represents, of course, the United States.

Its presence on the ACYO emblem symbolizes the loyalty of the members of the ACYO to the Constitution of the United States and to its principles of democracy and freedom.

Right-hand side

The double peaks (Great Massis and Little Massis) of the Mount of Ararat. It represents the Armenian people and its destiny. Ararat has been the silent witness of the victories as well as the defeats of Armenians through our existence as a people and nation. No geographical location is more beloved to us. Its representation on the ACYO emblem means that the members of this Organization make the pledge of standing for the ideals for which the Armenian nation has always stood.





The chain that encircles the cross on the emblem represents solidarity among the members of the ACYO in their service to God and to people.

These symbols are designed on a shield which stands for the determination with which the objects of the ACYO are to be carried out.

It will be noted that the dominating feature of the emblem is the cross. This indicates the fact that Christ is our Lord and that to Him we owe obedience above all.

The History of the ACYO-WD

The History of the ACYO was found published in many past Assembly booklet editions. Through the archives that were put together for the 50th Anniversary Convention, we found versions of this story printed in: 1959, 1967, 1970, 1982 and 1984. The original author is unknown, but the earliest version appeared in 1959, submitted by the Central Council. As the years have gone by, the listing of accomplishments has grown. The following is a compilation of those printings, along with and other noteworthy occurrences that were revealed during the research.

The first organization to be known as the Armenian Church Youth Organization began in the Eastern Diocese of the Armenian Church of North America. The Armenian Church Youth Organization of America came into being on January 12, 1946, at the Constitutional Assembly held in Providence, Rhode Island.

This new organization emerged from the foundations of many local junior leagues and clubs which had been formed and were in a status of semi-activity. During the years of his office in the United States, Archbishop Karekin Hovsepien had worked and striven to form local youth organizations in all the Armenian communities throughout the Eastern Diocese. World War II interrupted the activities of these local youth groups, many of which were completely dissolved and many of which were simply inactive during those difficult years. Then Karekin Surpazan was elected Catholicos of Cilicia and Bishop Tiran Nersoyan became Primate of the Diocese of North America.

The termination of the war and the return from service of our young Armenian men and women renewed the necessity of reorganizing the locally organized church groups. Bishop Tiran plunged wholeheartedly into the midst of a problem which was causing our elders to wring their hands and shake their heads in despair. The theme of the lament being what is to become of the Armenian Church and cause. Our young people have no interest in anything Armenian. We are a vanishing people and our identity as a national group will soon be completely lost.

This was a direct challenge to the Armenian American youth and was carried to them by Bishop Tiran. For months he worked tirelessly and almost completely alone, traveling from one Armenian community to another, shaping and forming the Armenia Church Youth Organization of America. In communities where the local youth groups had been dissolved, he contacted young men and women and talked to them and assisted them in forming a new youth organization. In other communities he reorganized local youth groups from which the initiative and interest had evaporated like so much steam, leaving only a barren shell. To all these groups he passed on the inspirational spark, so important for creating and carrying on the activities of this organization.

The culmination of all this activity was in the Constitutional Assembly held at Providence, January 12 and 13, 1946. In this Assembly gathered young Armenian men and women from the many Armenian Church communities throughout the East and Middle West. They gathered in assembly in response to the challenge presented to them by their elders.

The two-day meeting resulted in the framing of the Constitution of the Armenian Church Youth Organization of America. A national Church Youth Organization functioning under the supervision of the Primate and the Diocesan Council of the Armenian Church of North America was now a reality. The youth had proved to themselves that they, the younger generation, were not completely alienated into forgetting or denying their origin as Armenians. Then, the chapters, with a semblance of a Constitution to guide them, immediately went into action. Membership drives, social, cultural and educational programs were sponsored under the Youth

Organization of America banner. The Organization was driving full steam ahead. The Primate and the Diocesan council of the Diocese of North America ratified the first Constitution in July of 1946.

The idea of an Eastern Diocese-wide youth organization spread and grew in popularity, all the way from the East Coast of the United States to California.

On September 3, 1949, in Fresno, California, under the presidency of Archbishop Vartan Kasparian, Locum Tenens of the California Diocese, 24 members of various Armenian Church young peoples' groups met to discuss with representatives of the Diocesan Council, the possibilities of forming a Central Committee and thus closely tying together the parish youth groups within the framework of the California Diocese.

The Diocesan Council had prepared a Constitution for this purpose. Members of youth groups representing parishes in Fowler, Fresno, Los Angeles, Oakland, Pasadena and Yetttem discussed, questioned, and commented about this Constitution. On November 19, 1949, a second meeting took place in Fresno to adopt the ACYO Constitution and to elect a Central Council. The Armenian Church Youth Organization of California thus emerged from the foundations of local YACA, junior leagues and clubs on the parish level. We are grateful to those individuals who had the foresight and wisdom to create such an organization as the ACYO.

1959

Over the past ten years the Armenian Church Youth Organization has tried in many ways to progress toward those goals and objectives set forth in the constitution. The following are some of its accomplishments.

From 1949 to 1952 the ACYOC drifted along without any written word or state paper to visibly tie all of its chapters together. Beginning in 1952 the official paper of this organization, The ACYO Californian, has been a means to educate, inform and enlighten its members about the Armenian Church. While working on the paper the members have learned the meaning of harmonious cooperation. The editors and staff workers have come from many parts of the diocese. Editors and chapter members from Oakland, Yetttem, Fresno, Fowler and Los Angeles have at one time, or another worked hand in hand to publish the ACYO Californian. Each has had to surmount various difficulties; yet, despite these difficulties, the paper has progressed each year in one form or another -- from a beginning of three editions to as many as five editions a year. The first editorial staff had set a high standard in using the medium as a means of educating our members and those who followed them have adhered to these same high standards. During the Primateship of Bishop Shnork Kaloustian the paper flowered out in full bloom because of his unselfish devotion and his written contributions. Beginning in 1954 the paper was also sent to members of other Armenian Church auxiliary organizations. If it was not for the ACYO Californian many would not receive any church news at all in the English language for the Diocese of the Armenian Church of California does not have an official publication. The ACYO Californian is the only paper which is published that is in any way under the jurisdiction of the Diocese of California. We have helped and cooperated financially as well as physically in assisting the Diocese to publish educational pamphlets.

Over the years the organization has adopted a formal church service for its initiation ceremonies. Instituted last year and continued on a greater scale this year was the seminar sponsored by the organization on Pre-General Assembly weekends.

Under the present Primateship of Bishop Papken Varjabedian the organization has undertaken the project of publishing a missal of the Divine Liturgy. It is hoped that with the support of all the chapters this project will be completed in the near future.

Someone once said that the ACYO is equal to a training school for future church activities in one's later life. Many former and present members of the ACYOC have become Parish Council members of their respective

local churches, have worked on various church committees, and have become Sunday school teachers. Some are members of church choirs and others have become deacons and serve at the altar. And all have had their humble beginnings in the rank and file of an ACYO chapter somewhere in this diocese.

In 1949, the organization began with only six chapters. Today, there are ACYO chapters in all parts of the diocese: Fowler, Fresno, Los Angeles, Oakland, Pasadena, Sacramento, San Francisco and Yettam. This year the organization made provisions in its constitution for junior chapters. A junior chapter has been formed in Los Angeles, and it is hoped that similar chapters will be organized in the other parishes.

On the occasion of this Tenth Anniversary, the organization is happy to announce that a new chapter is being formed in the San Fernando Valley where a new parish has been organized.

1967

For the past three years, under the leadership of our former Primate Bishop Torkom Manoogian, the ACYOC has sponsored Summer Religious Study Conferences - Summer Camps. This year's Study Conference-Summer Camp was held from Sunday, July 30 to August 6 at St. Nicholas Orthodox Church Camp in Frazier National Park, under the leadership of our Primate Bishop Elisha Simonian. St. Nersess Armenian Theological School which is located in Evanston, Illinois conducts the Study Conference-Summer Camp.

1970

We undertook the responsibility in organizing and establishing Summer Camp in the Western Diocese under the guidance of Bishop Torkom Manoogian, Primate, and St. Nersess Armenian Theological School. We have organized seminars and have presented plays, lectures and concerts to enhance the educational and moral standards of our members.

We have sent care packages and aid to servicemen, orphanages and needy institutions in the United States and abroad. We have participated and have won many trophies in athletic events; built winning floats in parades.

It is with great happiness that we hear of the decision of the Diocesan Assembly to establish a youth program and create the position of a youth coordinator for the Western Diocese of the Armenian Church of North America.

The success of the ACYO does not belong to any one individual. We have benefited from the guidance and wisdom provided by our Primates and Parish Priests. We have been supported and encouraged by our members and alumni, our parents and our church organization.

1984

The ACYO Sports Weekend has evolved greatly since it began in 1965. Included in the Sports Competition are Basketball, Volleyball, Bowling, Tennis and Racquetball.

The Armenian Studied Program was started in 1970. The ACYO members join the members of the Eastern Diocese for a month of historical, cultural, and religious touring of Armenia.

Under the guidance of Archbishop Vatche Hovsepien, the ACYO established a Scholarship-Seminarian Fund in 1972. Since then, ACYO members have benefited from Special-Fund expenditures for such items as Educational Scholarships, and other items.

The ACYO Cultural Retreat was started in 1972. This annual event takes place for an entire week during the summer in a relaxed mountain atmosphere. Here the ACYO members are able to enjoy Armenian, cultural, historical, religious, dancing and social activities.

The ACYO Religious Retreat was started in 1974. This annual event takes place in a snowy mountain atmosphere during one of the first weekends of Lent. At the Retreat, the ACYO participants are able to study and become inspired about our Armenian background and religious teachings. Four of the present priests in the Western Diocese are former ACYO members - The Reverend Father Vartan Kasparian, Saint Mary, Yettem, and YACE Coordinator; The Rev. Fr. Kevork Arakelian, St. Gregory, Fowler; The Reverend Father Vazken Movsesian, Saint Andrew, Cupertino; and the Reverend Father Mesrob Sarafian, Saint Vartan Oakland.

1990'S

Beginning in 1992, ACYO members participate in Operation Winter Rescue to assist Armenia.

In 1994, the ACYO-WD Mission Fund was established to assist ACYO members participating in Diocesan, cultural, social, and religious activities. Also in 1994, the ACYO-WD Camp Fund was established to provide scholarships to members attending Diocesan Summer Camp.

In 1995, the ACYO-WD donated a permanent volleyball court to Camp Hye Sierra. His Holiness Karekin II, Catholicos of Cilicia is elected and enthroned as Supreme Patriarch, Catholicos of All Armenians Karekin I

In 1996 His Holiness Karekin I pays a pontifical visit to the Western Diocese and addresses the ACYO in three regional youth forums.

In 1997, the first Diocesan event was held outside of California with the ACYO General Assembly taking place in Arizona, hosted by the Scottsdale, Arizona Mission Parish ACYO chapter.

In 1999, His Holiness Karekin I enters into eternal rest. Archbishop Karekin Nersessian, Vicar of the Araratian Pontifical Diocese is elected and enthroned as Supreme Patriarch Catholicos of all Armenians Karekin II. Golden Anniversary in Fresno, California.

21st Century

In 2000 the ACYO built a multi-functional website (www.acyo-wd.org). The website contains a membership database which has been maintained and kept current. The database contains information for active, inactive, and alumni members and totals at 1,246. The website offers tools for executive officers of chapters throughout the Diocese.

In 2001, for the Celebration of the 1700th Anniversary of the Acceptance of Christianity as a state religion of Armenia the ACYO-WD participated in a world-wide youth pilgrimage to Armenia. During the course of over two weeks over 100 participants from the Western Diocese joined other youth from throughout the world in visiting historical sites, celebrating with dioceses throughout Armenia, and a pilgrimage from Khor Virap to

Etchmiadzin. Members of the pilgrimage also participated in the First Pan-Armenian meeting to discuss future Pan-Armenian youth events for the future.

In 2003, Archbishop Vatche Hovsepian retired from his position of Primate and Archbishop Hovnan Derderian was elected the eighth Primate of the Western Diocese.

In 2003 the ACYO-WD established the Christian Youth Mission to Armenia (CYMA).

In 2004 the ACYO-WD establishes the Brighter Future for Armenia (BFA) mission. The mission pledges to support 300 Armenian students through their educational career.

In 2005 the ACYO-WD establishes the Armenian Alliance for Aid (AAA) mission in order to raise awareness and support for victims of today's crimes against humanity.

PART I—THE LOCAL ACYO CHAPTER

IDEAS FOR JUNIOR ACYO CHAPTERS

I. Value of a Junior Group

- A. Brings Armenian youth together before they acquire other interests that would tend to split them up.
- B. Helps them to find values that will direct them through the difficult teenage period.
- C. Helps them adjust to adult society by having a working contact with adults.
- D. Trains future members for A.C.Y.O. and Parish Council.
- E. Builds loyalty and solidarity.
- F. Gives them training and experience in group work.
- G. Gives them valuable educational and religious training in the Christian faith according to the Armenian tradition.

II. How to start a Junior Group

- A. Seniors should appoint two Advisors, preferably a male and a female.
- B. Advisors work with Pastor to get names of parents who have children in the 12 to 17 age group (check Church School list).
- C. Send out written letters to parents inviting them to a meeting.
- D. Parents' Meeting.
 - 1. Elaborate the value of having a Junior A.C.Y.O. Group.
 - 2. Get advice as to what they would like to see the organization do.
 - 3. Encourage them to cooperate in sending their children to at least three meetings.
 - 4. Discuss problems of transportation to and from the meetings.
- E. Call prospective junior members to senior meeting and mixer.
 - 1. Have the Pastor, upon consultation with someone who knows the youngsters, appoint a temporary Chairman for the new Junior Group. (Care should be taken in making the

appointment because the individual appointed is likely to be the one elected at the appropriate time.)

F. Advisors and Junior Temporary Chairman call first Junior Group meeting.

E. First Meeting

1. Have the Senior Executive Body present.
2. Short talk (or talks by Senior Chairman or any other qualified person) to make them feel a part of larger group.
3. Activities and refreshments.

F. Second Meeting

1. Short talk
2. Elections
3. Activities and refreshments.

G. Third Meeting

1. Have Advisors or other qualified person read and explain Prayer, Pledge, and By-Laws. Review particularly sections pertaining to juniors.
2. Present each member with a copy of the By-Laws.
3. Make tentative plans for future activities to stimulate interest in continuing to attend meetings.
4. Refreshments


H. Initiation

1. After meeting all membership requirements according to the By-Laws, an Initiation Ceremony should be held.
2. The Pastor, parents, and seniors assist with this Ceremony.

III. Hints on How to Run a Junior Group

A. Officers

1. Chairman: Calls and conducts executive meetings; conducts membership meetings; represents the organization at official functions unless he/she delegates this responsibility.
2. Vice-Chairman: Performs the Chairman's duties in his/her absence; may be program chairman.
3. Treasurer: keeps financial records of the organization. This individual probably needs adult assistance. One of the Advisors should help him/her balance the books until he/she becomes proficient. Usually, two out of four signatures is a good standard for cashing checks. One of the two Advisors must sign, and either the Treasurer or Chairman of the juniors.
4. Corresponding Secretary: Notifies members of meetings at least one week in advance; takes care of all correspondence.
5. Recording Secretary: Takes minutes at all meetings and is custodian of records and materials, completes reports to Central Council.
6. Publicity Chairman: The group may wish to elect a publicity chairman to send articles to the Californian and possibly to keep a scrapbook.

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7. Two Senior Advisors: Attend all business and social meetings; give advice as described below; help in any other way that will aid the Junior Group.

B. Meetings

1. Executive Meetings: Should be held once a month, usually the week before a week before a membership meeting. At the first executive meeting, each officer should be told exactly what his/her duties are. These duties should be written down by the officer involved along with other suggestions by the Advisor on how to do his/her job properly.
2. Business Meetings: Should be held about once a month. A good time for meetings is from 7:30 to 8:30 p.m. In many instances meetings will run about 15 to 20 minutes longer. Some juniors plan business meetings so that they will not be on the same night as the seniors' business meetings. This should be done if common meeting facilities must be shared. Thus, if the junior meeting runs overtime it will not inconvenience the seniors. One group found that because of conflicts involved with evening business meetings, a meeting a month during time Church School classes were meeting worked well.
3. Educational and Social meetings: Should also be held once or twice a month. While in some instances it is difficult to get the juniors interested in educational nights since they attend school all day, a well-prepared program followed by a social should draw interest. Tours, field trips, movies and slides, panel discussions, and other programs of this type should prove profitable.
4. Following are some ideas for social activities:

Dances/Mixers	Nature Hikes	House Parties
Barbecues	Bowling	Sports
Excursions	Game tournament	Field trips
Christmas & other holiday parties'	Annual picnic	

In general, it might be wise to hold social events on Friday nights or Sunday afternoons so as not to interfere with school. Those affairs that are held on a school night should end early.

C. Parish Church Participation

1. Members should be strongly encouraged to attend Church Services and to participate in Parish activities. Choir membership, Altar service, Church School membership, assistance with dinners or special Parish projects in suitable and appropriate ways are possibilities.

D. Fundraising

There are many ways juniors can raise money. One group found an Annual Cheoreg, Easter Egg and Bake sale held on the Easter Sunday was profitable. Parents have always been helpful in directing the play, preparing food, and working on the day of the affair.

Another Junior group held a pageant where they modeled traditional Armenian clothing and dance costumes. This activity was both profitable and educational.

One Junior Group had a successful fund-raising venture entitled "Dance 'N Chance," a combination Armenian dance and an auction of donated worthwhile new items. Another sold Christmas trees, had a paper drive, and bake sale.

E. Special Problems

1. Keeping order during business meetings. Usually, the members tend to get sidetracked unless they receive direction from an adult. The Advisors should sit with the Executive Committee and give advice when necessary.
2. Transportation. Few youngsters drive and consequently there is a problem of getting most of them home. Sometimes the advisors are able to drive a few people home, but it is best if the parents take turns driving their children.
3. Budget. All activities should take into account the limited budgets of most young people.

F. Suggestions

The Advisors should try to remember at all times that the juniors are still teenagers and that they need guidance and help. They can do excellent work if they are given proper direction. Allow them to assume as much responsibility as they can but be there to guide when needed.

The Advisors will probably need to give advice in financial matters. The Advisors should approve purchase or set a limit on any amount to be spent.

The least slander by any of the seniors toward the juniors, no matter how unintentional, leads the juniors to feel that the seniors have no concern for them. The juniors must be made to feel that they are a part of a larger group. Seniors should always support junior functions. Too much criticism hurts young people's feelings, and a little praise encourages them to work harder and to volunteer for more work in the future.

In planning for juniors, advisors should meet frequently with the pastor and a few of parents from time to time for consultation.

FORMAT FOR JUNIOR MEETINGS

An atmosphere of sincerity, friendliness, and cooperation coupled with a well-balanced program of religious, cultural, civic, athletic, and social activities will induce all members to take an active part and, undoubtedly, attract others to join the group.

Central Council recommends the following format for meetings that several chapters have used on an experimental basis and have found very effective:

- A. Accommodate early arrivals, activities, refreshments, etc. (This affords an opportunity to welcome newcomers and to practice fellowship).
- B. Meeting
 1. Should start on time
 2. Should be brief but complete. (Let your committees do the work and report).
 3. Should be orderly throughout; stick to parliamentary procedure.
 4. Members should take an active interest.
 5. Members should be cooperative.
- B. Civic, Cultural, Educational, and Religious aspect.
 1. Short, but effective.
 2. Lectures by:
 - a. Clerics
 - b. Lay leaders, educators, professionals, political office holders, representatives of various local and state agencies, etc.
 3. Debates, discussions and talks by members.
 4. Slides - Movies
 5. Choral and dramatic presentations.
 6. Theater parties
 7. Tours
- C. Recreational or athletic activities:
 1. Can be held after meetings and/or separately. Bowling, basketball, skating, swimming, softball, outings, etc.
Add to the fellowship and interest within a given group.
 2. Inter-chapter athletic activities are encouraged.
- D. The social program should be planned at the beginning of the year allowing time for dances, dinners, picnics, etc. With regard to this, always bear in mind that we represent the Church and act accordingly.

After we have a program, we must let others know about it. This is where the Publicity Director comes in. He or she is the salesman--the product is ACYO--the object is to sell the product to the community. A detailed guide sheet is included in this manual and explains the importance of this office and listing aids for its execution.

In addition to publicizing all chapter activities--not only fundraising projects--before and after occurrence, the Publicity Director is responsible for having an article in the Californian each and every month and for clearing dates.

THE CHAPTER

The local or chapter level of the Armenian Church Youth Organization is comprised of members in the local parish from twelve years and up—12 to 17 years old, belonging to the Junior Group and those 18 and over belonging to the Senior Group.

The life and activities of the local ACYO Chapter are influenced by local parish requirements and ACYO standards, requirements, and recommendations. Each chapter has the obligation to have a close and strong association with the local parish council in order to effectively fulfill parish needs and programs. Also, each chapter must fulfill annual financial obligations.

The Executive Committee

The Executive Committee of the ACYO consists of a President, Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Publicity Director (appointive) and an Adult Advisor (see By-Laws - Section 32).

No member shall hold the same office for more than two consecutive years and one year must elapse before they become eligible for another term. Any vacancies of office during the term may be filled by the chapter executive committee with the approval of the Parish Priest.

A Chapter Executive Committee member shall be disqualified to serve on the Committee during his current term if he/she is absent three (3) consecutive times from Executive Committee meetings without justifiable cause.

Since the sound functioning of the ACYO local chapters depends upon a strong, devout, intelligent, diligent, and reliable executive body, a careful selection should be made of all its members. The success of the Chapter is dependent upon the interest, spirit, enthusiasm, and knowledge of its officers.

Each must be a member in good standing for at least one year as provided by the By-Laws and should qualify for the office for which he or she is nominated. Once elected, he or she should assume the obligations of office with all its responsibilities and carry them out as effectively as possible. The prestige and dignity of the Organization and its officers should be upheld under all circumstances and every effort should be made to cooperate and work harmoniously with fellow officers at all times.

The duties of the Executive Committee are as follows:

- A. Call the membership of the Chapter to meet at least once a month.
- B. Prescribe the order of business of the annual Membership Meeting.
- C. Be responsible, through the Chairman and Recording Secretary, for all reports and correspondence to the Central Council.
- D. Plan the Agenda for all meetings.

- E. Plan monthly or yearly programs.
- F. Suggest committees for the effective carrying out of work.
- G. Help solve problems that arise.
- H. Call Special Membership Meetings.
- I. Be familiar with the ACYO By-Laws, parliamentary procedure, guidance material, and all bulletins.

All officers, upon retiring, shall deliver all money, accounts, record books, and papers to the new officers respectively.

The president

The priest in charge of the parish shall be President of the Chapter. He shall preside at all the Annual Membership Meetings or Special Membership Meetings of the Chapter. In the absence of the Priest, the Parish Council Chairman shall take his place. Either the Chairman or any member of the Parish Council may attend these meetings.

The President of the Chapters or in his absence the Chairman of the Chapter shall have the duty to ensure that all steps taken by the Chapter or any of its organs are in accordance with the objects and policies of the Constitution.

The President, as parish priest, is the spiritual leader and advisor of the local ACYO Chapter.

Installing newly elected officers and initiating new members into the Organization are other responsibilities of the President.

(See Program Section)

The Chairman

One of the most important members of the Executive Committee is the Chairman. A very careful selection should be made in his or her nomination and election. He/she should possess good executive ability and have strong responsibilities toward and associated with ACYO interests.

The chief duty of the Chairman is to conduct chapter monthly meetings, executive meetings, and functions where the local ACYO Chapter is represented; therefore, he or she must immediately become very familiar with the ACYO By-Laws and simple parliamentary procedure.

The Chairman should faithfully attend all Executive Committee and Regular Monthly Meetings, have a planned agenda for Executive Meetings, and in turn the Executive Committee should help the Chairman with a planned agenda for Chapter Monthly Meetings. He/she should select committee chairmen (when committees are created) on the basis of ability rather than friendship and see that they call regular meetings and assume the responsibility of their positions.

The Chairman is responsible for the relationship of the Executive Committee to the Chapter, of the Chapter to the parish, community, and Central Council. To this end, he/she should make proper suggestions and give instruction to the members of the Executive Committee as to their individual responsibilities to the Chapter, Central Council, and community so that the work of the Organization may be carried out properly.

Following is a guide list of the Chairman's duties and responsibilities (also suggestions):

- A. Immediately upon assuming office, send (or direct the corresponding secretary to send) a list of the new chapter officers (names and addresses) to:
 - 1. Central Council
 - 2. Local Parish Council
- B. Arrange for installation of officers with President.
- C. Receive books and records from outgoing chairman.
- D. Call a transitional meeting with members of both the outgoing and incoming Executive Committees.
- E. Make sure that the Annual Report is sent to the Central Council on or before the deadline.
- F. Acquaint self with ALL policies and projects of the Organization at all levels. (Information available in this manual, past bulletins and directives sent from the Central Office, and minutes--both of the Assemblies and Regional Conferences).
- G. Appoint committees – Program, Membership, Religious, etc.
- H. Contact Priest and Central Council Chairman if problems arise that require special attention and assistance.
- I. Maintain good business and social practices. Intra-organization courtesy should be practiced at all times.
- J. Direct and supervise and coordinate whenever and wherever necessary. Don't try to do all the work yourself -- delegate duties to other officers and members.
- K. Keep well informed of all current matters involving your Church and local parish.
- L. Plan in ADVANCE each and every meeting. This is vitally important to your success.

CHAIRMAN'S GUIDE TO ACTIVITIES

- A. Ask them what they like to do; then pick the best ideas and use them in your chapter activities.
- B. Types of possible activities (Suggestions):

car wash	trip to scenic spots
preparing phone directory of local Armenian community	bowling team
volunteer service to hospitals	dances (marathon)
swimming party	Church clean-up service
babysitting service	concerts
picnics and outings	home parties & entertainment
doing secretarial work for Church	trips to historic places
membership committee	Bible based games
paper/canned food drive	Bible study
publicity committee	participating in prayer cells

raising scholarship funds	talent night committee
sports	public speaking
authentic Armenian folk-dance class	learning Armenian
ACYO orchestra, drama club, choral group	program commemorating Armenian holidays
Film Club	

C. Panel Discussion Topics:

Smoking, drinking and drugs	Getting ready for marriage
Dating	What's love?
Overcoming shyness	What is a Christian home?
Do our parents understand us?	Politics and the Church
Is there enough sex education in Armenian homes?	My idea of a priest
Psychology and Religion	Modern Science and Religion

D. Additional topics and items of possible interest:

Church etiquette or Christian courtesy	What are the seven Sacraments all about?
What is the Badarak all about?	What is sin?
What is the Bible all about?	Capital Punishment
What have Armenians done for civilization?	Christian perfection
What other world religions are all about?	Easter in the Armenian Church
Pilgrimage through the Church	Inner discipline
Free will	Why does God permit catastrophes?
Language and customs of the Church	Armenian/American writers
Armenian Language	Armenian fine arts
Saints and heroes of the Armenian Church	Teaching of the Armenian Church on Marriage
How is the Armenian Church different from other churches?	

The Vice-Chairman

The Vice-Chairman should have the same qualifications as the Chairman and should assist him/her in carrying out the purposes and program of the ACYO.

His/her specific duties are to assume the responsibilities and perform the duties of the Chairman in his/her absence or in case of his/her resignation.

The Vice-Chairman may act as Chairman of the Membership Committee or other committees as the need arises or as advisor to the Junior Group of the Chapter.

The Vice-Chairman may also be responsible for formulating the year's Educational Program.

The Recording Secretary

The responsibilities of a Recording Secretary are to see to it that proper records are kept of all yearly activities of the Chapter. It is important, of course, that the Recording Secretary be reliable, efficient, accurate, diligent, and neat. His or her duties are as follows:

- A. To keep brief and accurate minutes of all regular and Executive meetings (Sample Minutes).
- B. To take attendance at meetings and incorporate it in the minutes.
- C. To present, receive, and check all applications for membership in duplicate -- one copy to be kept for the Chapter files, and the other to be forwarded by the Treasurer to the Central Council, together with the initiation fee within thirty (30) days after application is made.
- D. To report at once to the Central Council the names of members who have resigned or have been expelled.
- E. To preserve all documents of the Chapter.
- F. To authenticate all documents of the Chapter by a written signature as Secretary.
- G. To bring a copy of the ACYO Chapter By-Laws, and other necessary material to be used at each meeting.
- H. To bring a list of members of all standing and regular committees to each meeting.
- I. To keep all records of the Chapter except those pertaining to financial matters.
- J. To send the Annual Report to the Central Council on or before the deadline.

SAMPLE MINUTES

Business Meeting #4

The regular monthly meeting of the [Name] Chapter of the Armenian Church Youth Organization was called to order by the Chairman, [Name] on [date & time]. The meeting was opened with the ACYO Prayer.

The Roll Call was taken with [#] members present and [#] members absent.

The minutes of the previous meeting were read, corrected, and approved.

The Corresponding Secretary presented several communications which were received. They were as follows:

- Invitation from the [Name] Chapter to their social to take place in October.
- Letter from the Parish Council requesting the cooperation of our Chapter in the annual Church Picnic.

The Chairman read the Agenda for this meeting and the following points were added to it:

- Fresno Social
- Annual Church Picnic
- Educational Meeting
- Bridge Party
- Formation of a Bowling League

The Agenda as covered by this meeting was as follows:

- Treasurer's Report
- Dance Committee Report
- Old Business:

- "Parents' Night" Report

New Business:

- Fresno Social
- Annual Church Picnic
- Educational Meeting
- Bridge Party
- Formation of a Bowling League

The Treasurer gave a report on the finances of the Chapter:

On hand as of May 1	\$450.00
Income	
Dues	\$8.00
Expenses	
May Dance	\$137.25
Balance on hand as of June 1	\$320.75

A report was given by the May Dance Committee. The dance was a success financially and socially. Expenses totaled \$137.25, but the receipts are not all in as yet, there being some money due by persons who placed ads in the booklet. Upon receipt of this money, a further report will be made to the meeting giving the total amount of profit.

Old business was taken up next and it was reported that the banner, which was ordered from the Central Council, has been received and will be displayed in our meeting room and at social gatherings.

The Publicity Director gave a report on the Arevmoodk article.

The committee which assisted the Church School prepare the "Parents' Night" program reported that the affair was most successful and enjoyed by all present.

The Chairman then proceeded to the next topic on the Agenda, which was New Business.

[name] moved that all members who were able to do so attend the social in Yetttem. The motion was seconded and carried. Six members volunteered to attend the social.

The meeting felt unanimously that all members of the Chapter should help the Parish Council at the annual Church Picnic. A committee of four volunteered to work at the picnic.

[name] [name] [name] [name]

Other members who are present at the picnic will also help if needed.

[name] moved that our chapter invite a speaker to give a lecture on the "History of the Armenian Church" in September. The motion was seconded and carried. A suggestion was made to ask Rev. to give this talk and the Chair appointed [name] to undertake this task.

[name] moved that we have a Bridge Party in the month of November. This motion was not seconded and was defeated.

[name] moved that a Bowling League be formed. The motion was seconded and carried. [name], [name], and [name] volunteered to inquire about an available and suitable alley and make a report at the next meeting.

[name] moved that the meeting be adjourned at [time]. The motion was seconded and carried.

Respectfully submitted,
Recording Secretary

The Treasurer

The Treasurer is the custodian of the funds of the Chapter. He/she should be conscientious and careful of details and especially proficient in financial matters. His/her duties, briefly, are as follows:

- A. To collect dues, initiation fees, and all other monies.
- B. To deposit all monies in a bank designated by the Executive Committee to be kept in the name of the Armenian Church Youth Organization.
- C. To keep financial records of the Organization.
- D. To produce an up-to-date financial report for all meetings, and any other time which may be necessary.
- E. Present Membership Cards to members after receipt of it from the Central Office.

The Corresponding Secretary

It is the Corresponding Secretary's duty to carry on all the official correspondence in a businesslike manner, with clarity and neatness.

His/her responsibility is to mail out all notices (well in advance) and to handle other incoming and outgoing correspondence promptly. He/she should also make sure that letters of thanks are written to individuals who have participated in any special program for the Chapter -- particularly donors, visitors, and guests.

For any formal or informal ACYO occasion, the presence of any ACYO official and any clergyman should be sought through written invitation. The form of such an invitation is dictated by the standard of good taste in social and business correspondence. Such details as the stationery, correct title of office are significant gestures of good taste, and they reveal a basic knowledge of ACYO's organizational life and a respect for it.

In all official correspondence, either within the Organization or to outside sources, the use of official letterhead stationery is important since it reflects a degree of "businesslike" procedures and attitudes held by the individuals or the group.

The Corresponding Secretary's mailing list should include:

- A. The Chairman of the Chapter
- B. The President of the Chapter
- C. All Members
- D. The Chairman of the Parish Council

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- E. Central Council Chairman
 - F. Central Council regional liaison.

All concluded correspondence should be turned over to the Recording Secretary who should file them for future use and reference.

The Publicity Director

The Publicity Director's aim should be to promote ACYO to our respective parishes and communities by advertising the ACYO through news and feature articles regarding the Organization's activities and projects. The person elected to such an office should have an aptitude for writing and should be a keen and willing worker.

Chapter members should be educated to the fact that ALL PUBLICITY MUST BE CHANELLED THROUGH THE CHAPTER PUBLICITY DIRECTOR.

Additional Duties

- A. Maintaining a complete, orderly file of copies of material submitted, correspondence regarding publicity, published articles and ads, flyers, posters, souvenir and program booklets, etc.
- B. Asking Chapter members to submit articles for publication in the Organization's official organ.

Importance of This Office

Lack of publicity regarding your Chapter will lead your community to believe that your Chapter is stagnant or non-existent. No matter how small an affair, whether it is moneymaking or otherwise, it should be brought to the attention of the community to build up a following for your Chapter's larger endeavors.

Well-planned, widely distributed publicity has two obvious advantages: (1) it strengthens the Organization by increased membership and (2) it assists in the implementation of our worthy aims and purposes. The consequences of poor or no publicity are many.

Contents of Release

The tone and content of your article depends upon the newspaper or publication to which it is released. For example, an article released for use in the Church bulletin would be considerably less formal than one prepared for the local newspapers.

As for writing style, remember the three C's – clear, concise, and complete. Use the active voice rather than the passive. Forget those hackneyed clichés and expressions. Present what you have to say in a clear, straightforward, succinct style. Above all, check to see that facts are accurate and that your release is free of grammatical errors.

Remember to give everybody the highest title he/she deserves (professional and academic degrees).

Indicate the purpose of the activity about which you are writing. Motivate the reader to attend or participate. You will find that at times the angle or his (the reader's) enjoyment will be more enticing than the idealistic nature of the endeavor.

Newspaper advance publicity should be well timed so that the editors receive stories periodically -- beginning about a month before large events. They should get an advance once a week on some aspect of the function. Stories also should be prepared for the preceding day; example, "ACYO Regional Conference opens here tomorrow..."

Remember that "one picture is worth a thousand words", use pictures whenever possible. Take every precaution to assure a correct caption. (Black and white pictures).

Always check your articles for the WHO's, WHERE's, WHEN's, WHY's, and HOW's (usually all in the first paragraph).

Planning

The bigger the event, the more planning needed. Don't depend on memory and don't wait for the last minute. Take a large calendar and plan your method of attack and then follow it.

- A. Decide to whom you should appeal--teenagers, young married couples, parents, the entire Armenian community, etc.
- B. Decide on media to be used:
 1. Armenian, Armenian-American, and local publications (see directory following this section). If your knowledge of the Armenian language is limited or nil, you can ask someone in the group or in the parish who is qualified to help you in this respect. The editors of some Armenian papers, if given sufficient time and if requested, will translate a release.
 2. Posters
 3. Flyers, letters, invitations (direct mail)
 4. Radio
 5. Television (spot news stories for conferences, religious weekend, guest speakers, civic projects, etc.)
 6. Websites (www.acyo-wd.org, www.groong.com, etc...)
 7. Mass E-mail
- C. Decide on angles of news releases, feature stories, editorials, interviews, etc. for the papers in which they will appear, and the release dates for each. Advise the editors of the papers you have chosen of your schedule so that they may plan accordingly. For a large affair, you may choose to delegate some of the writing-assignments. But remember you are the Publicity Director or Coordinator and that all publicity must be channeled through you. You may find it advantageous to use the various Calendars of Events listings, which are available.
- D. Prepare photographs and display ads and advise the editors' involved regarding size and issues in which they will appear.
- E. Distribute posters and copies of flyers to establishments frequented by the group to whom you are making your appeal. Ask your pastor for permission to post flyers on the church bulletin board; you may also consider asking neighboring churches to display a poster and/or flyer on their bulletin boards.
- F. Mail flyers (of course, you will have the help of the Chapter) about two weeks before the event.

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- G. Check progress of committee working on souvenir or program booklet. Remind committee to send out a thank you letter to contributors -- its good public relations.
 - H. Prepare a review of the affair afterwards. Let's not leave our readers, who for some reason or another could not attend, suspended in mid-air.

Let's relay our success--and it has to be a success with all this well planned, widely distributed publicity. Remember success is not always measured in terms of dollars and cents.

Preparation of Releases

Identify all material submitted for publication with:

- A. Name of Organization
- B. Name, Address, and Telephone Number of Publicity Director.
- C. Release Instructions ("For Immediate Release"--"For (date) Issue"—"Release at Will"—etc.)

The editor supplies headlines, so you need not rack your brains thinking them up.

Have your article typewritten (double-spaced) on 8.5" X 11" paper (using only one side of paper) leaving ample margins on either side (so the editor can prepare the copy for press without too much difficulty or additional work). Clear duplicated copies are acceptable, but editors' frown upon carbon copies.

The symbols -30- or #### or *** (placed two spaces below the last line of the article, in the center of the page) indicate the end. If release is more than one page in length, number the pages and mark each page (except the last, of course) at the bottom with the word "more".

Help the editors by proofreading your own copy before mailing it. Cooperate with the editors so they, in turn, will be able to cooperate with you. Give them enough time to prepare the copy for press; they'll be able to do a better job.

Afternoon papers usually give churches and religion a page on Saturday with past-tense stories on Monday. Daily papers which also have Sunday editions tend to run religious items Saturday, Sunday, and Monday. The religious editor will be interested in festivals and customs with religious implications or in a civic or charity project of interest to church people. It would be to the Publicity Director's advantage to become personally acquainted with the religious editor of his/her local paper who might be able to supply helpful guidance and information.

On request, an editor may even write an editorial if it's warranted (size and cause will determine). Tactful suggestions of the angle would be important in this instance.

A Publicity Director should not feel discouraged or offended if all the material submitted is not used. The size of the affair, the expected attendance, and the extent of community interest guide editors. Occasionally at the last minute he finds that another more important news item has to take its place.

And naturally, our pastor-editors could not be expected to use a long article in our church newsletters. Such releases will have a better chance if you extract from them only the important facts; thus, making them brief announcements.

A Word of Caution

Publicity, which interprets ACYO's objectives and activities to the general public, is what we welcome. However, you should be on guard against situations which may bring about unfavorable publicity (when in doubt, check with your Central Council liaison). Inasmuch as ACYO is directly under the auspices of the Diocese, ACYO is a church-affiliated organization; therefore, any light cast upon ACYO reflects upon the Church in general.

Respect, understanding, courtesy, and good taste are essential elements in ACYO life. Some incidents which may be amusing to ACYO'ers in Chapter meetings or social gatherings may bring ridicule to ACYO if given publicity. Care must be exercised by members in the type of information they choose to "pass along" as "public information".

Any articles regarding the Organization by outside parties should be brought to the attention of the Central Council Advisor, who would be the only one to answer such articles, if need be.

Publicizing Locally Your Participation in the Annual General Assemblies

The Annual General Assemblies of the Armenian Church Youth Organization of the Western Diocese afford our Publicity Directors a golden opportunity to tell their respective communities about our Organization--its aims and its objectives. (The Assembly and Central Council Publicity Directors will handle the national publicity).

Publicity Directors can utilize the Assembly as a vehicle for generating local publicity by alerting LOCAL newspapers, radio, and television stations to the Assembly. The fact that local people are attending the Assembly is news--of interest to editors and to general public locally. Any special responsibility in the program will be of additional interest.

Suggestions for your use:

- A. Supply the local newspapers, radio and TV outlets with these facts:
 - 1. When and where the Assembly will take place
 - 2. How large the local Chapter delegation will be
 - 3. Names of the delegates
 - 4. Names of Central Council Members from local area and what their part in the Assembly will be.
- B. Arrange to send the editors' stories and pictures with a local angle direct from the Assembly. (This would apply especially to Central Council elections concerning local people. Achievement Award presentation, Junior Groups' Citation presentation, presentation of the banner to the next Host Chapter, etc.).
- C. Arrange radio and television personal appearances for delegates prior to their leaving for the Assembly or upon their return home.

Other Events or Activities Which Make News:

Regional Conferences	Interview with celebrity
Religious Conferences	Pilgrimages
Retreats	Tours
Civic or cultural projects	Issuance of praise

INSTALLATION OF OFFICERS

Your ACYO officers have been singled out to serve their Church through this Organization which is devoted to Christian daily living and fellowship. Theirs is a distinct honor; theirs, too, is a very great responsibility.

Their installation should be one of dignity, beauty, and spirituality. The ritual of installation should be impressive to them and to those who witness the ceremony. Not only will the officers assume the duties of their offices with more seriousness, but also the other ACYO members will appreciate the importance of the honor that they have conferred upon their leaders.

It is fitting then that the officers be installed before the altar within the Church. If this is not possible, the installation may be held elsewhere if an appropriate setting is used. If the ceremony is held in the Church, it is suggested that the ACYO furnish the flowers for the altar on that Sunday.

ACYO COMMUNION SUNDAY AND INSTALLATION OF OFFICERS

The third Sunday in September, the Sunday following the feast of the Discovery of the Holy Cross, is designated as ACYO Communion Sunday. On this day all ACYO members should approach the Holy Altar with modesty, humility and piety to receive the Body and Blood of our Lord Jesus Christ.

- A. Invitations should be sent to all chapter members announcing this date well in advance so that maximum participation could be insured.
- B. It is advisable that a special program be held on this occasion following ceremonies. Buffet or light refreshments could be served followed by a talk appropriate to the occasion.
- C. Arrangements should be made with the local parish priest to insure his presence at the Installation ceremonies.
- D. Arrangements should be made with the parish priest for confession prior to receiving of Holy Communion.
- E. Chapter members should attend Church Service early on Sunday morning.
- F. Seniors and juniors should hold this program jointly.
- G. Central Council Representatives should be kept informed of this activity so that they may attend if their schedule permits.
- H. Parents and friends could be invited, too, to attend the Installation Ceremony and the program that follows.

PROCEDURE FOR ACCEPTING NEW MEMBERS

- A. Senior Members are those persons who are 18 years of age or older.
- B. Junior Members are those persons who are 12-17 years of age.
- C. After being invited to attend a regular monthly meeting, the prospective member should be given a copy of the ACYO By-Laws and asked to study it carefully.

1. When the By-Laws are fully understood by the applicant, the secretary must give him/her a Membership Application Form and ask him/her to fill it in accurately and completely. The following points are to be given careful attention:
 2. Baptism or confirmation in the Armenian Church is a necessary condition for membership in the ACYO. The applicant must answer clearly the questions: "Were you baptized or confirmed in the Armenian Church?" The name of the church in which the applicant was baptized or confirmed must be included.
- D. In case of any doubt as to the validity of the baptism or confirmation received by an applicant, the priest of the local church should be consulted.
- E. The date of birth of an applicant shall also be indicated on these forms. It should be known that the information given on Membership Application Forms is kept confidential in the files of the Office of the Central Council.
- F. The secretary upon receiving the Application Form back from the applicant, shall present it to the Executive Committee at the next meeting. The Executive Committee will consider the application for approval or rejection. An application must be rejected in the unique case where eventual obstacle to the applicant's becoming a member cannot possibly be removed either by persuasion or in any other manner.

MEMBERSHIP COMMITTEE

The Membership Committee is to be regarded as a Standing Committee of the ACYO chapters. This Committee should be composed of a minimum of three (3) capable persons who have the ability to convince others of the principles on which the ACYO is founded. One of the most important ways of maintaining a strong membership is for every member to be neighborly and to serve without expecting to be served.

Duties of the membership Committee

- A. The members of the Membership Committee should thoroughly acquaint themselves with the By-Laws with, in particular, its clauses on Name and Scope, Objects and Policies and Membership.
- B. They must have the addresses of all the members of the chapter as well as possible candidates to membership. This list should be kept up to date and all current changes made on it without delay.
- C. They should keep in touch with the Recording Secretary of the chapter in order to know who has been absent and who is considered delinquent.
- D. They should gather information from delinquent members as to why they have not been attending recent meetings, by any means suitable, i.e., phone, personal approach or letters. Explanations by delinquent members should be forwarded to the Executive Committee during the regular Monthly Membership Meeting.
- E. The Membership Committee should write to or approach personally prospective persons in the community informing them of ACYO activities and inviting them to functions and programs that may be of general interest. If considerable time has elapsed and no response has been received from those contacted, the Membership Committee should select at least a portion of those prospective names and pay them a personal visit in an effort to gain their membership.
- F. A "Hostess Committee" should be organized to see that no registered or prospective member is left alone during ACYO activities. They should attempt to learn about the person, his/her interests, likes, dislikes, and thus be able to talk to him/her. Membership Committee should also stress this same point to each member of the Organization.

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- G. Membership Committee should have separate meetings to prepare its report and plan its future work. The Membership Committee should work in close coordination with the Executive Committee, as well as other committees.
- H. The Membership Committee should attempt to have at least one "Membership Drive" annually, during which time they can stimulate growth in the Organization. Here are a few suggestions:
1. Open House (specially arranged program by all the members).
 2. Give an award to the persons bringing in the newest members (first, second, third prize).
 3. Maintain a recreation room so that it may be available after meetings.
 4. Display posters at dances, general publicity, and other such media are also very useful.

MORE SUGGESTIONS AND IDEAS FOR CHAPTER CHAIRMEN & EXECUTIVES

- A. Determine a favorable day and time for meetings. Do not conflict with other parish and community functions.
- B. Give members plenty of notice of meetings and special events.
- C. Have no more than 2 major general business meetings per month lasting no more than one hour, followed by a program or social or recreational activity.
- D. Schedule at least one Executive Board Meeting per month preferably between the two major business meetings.
- E. Be sure Committee work takes place between general meetings. Keep in contact with Committee Chairmen.
- F. Follow at least a rudimentary form of parliamentary procedure--prayer, roll call, minutes, correspondence, treasurer's report, officers' reports, Committee Chairmen's report, unfinished and new business, adjournment. G. keep order from beginning to end.
- H. Handle "Big talkers" who monopolize meetings by:
1. Giving them responsibility
 2. Ignoring them by asking direct questions of other members.
 3. Giving them 2 minutes of free talk time to get what's bugging them off their mind.
- I. Don't ask for volunteers--appoint--but appoint reliable, capable people. Seek out new talent--throughout the year, you should be a "talent scout".
- J. The Chairman should never publicly criticize his/her Committee Chairmen for they are his/her appointees and responsibility. Dissatisfaction means replacement--not criticism.
- k. Meetings should be well planned and not become grueling sessions for the members. Details of business can be effectively handled by the Executive Board without boring the general membership with petty details that are within the jurisdiction of the Executive Committee. L. Plan effective and attractive programs.
- M. Communicate with other Chapters nearby with whom you might plan an occasional joint activity. Perhaps you can plan a joint function with other church groups. N. Encourage involvement.

PART II—THE MEETING

CHAPTERS MEET AT LEAST ONCE A MONTH

There are a few regulations governing the meeting of the Chapters. The Chairman of the Executive Committee, being also the Chairman of the Chapter or Group, will preside over these meetings.

In case the Chapter Meetings are devoted to business and decisions are to be made, 1/3 of the membership present at that particular meeting is enough to constitute a quorum, provided all members have been duly notified of the time and place of the meeting (By-Laws - Section 25).

The Chapter Meeting is important because without it there would be practically no other sign of the Chapter's being alive. Further, the members of an organization must see each other frequently enough to develop a sense of belonging to an organization. Yet these meetings are not devoted only to seeing each other. The business at hand is discussed seriously until a decision is reached that, being according to the constitution and By-Laws of the Organization, is best for it.

The Chapter Meetings provide occasions where the members think together and discover ways and means of justifying their coming together as "ACYO Members." "How can we serve our Church best?" should be the overall question asked.

HOW TO CONDUCT AN ACYO MEETING

General remarks

This section is only a sketch of Parliamentary Procedure. For a complete understanding one should refer to Robert's Rules of Order.

Parliamentary rule is based on reason and equity to facilitate (not to restrain or obstruct) expression, to expedite the transaction of business and so aid in obtaining of those ends for which a society is constituted.

Special rules may be created to supplement standard parliamentary rules. These serve expediency rather than principle.

Standing rules for convenience and guidance may be adopted from time to time without notice, but may never conflict with the Constitution, By-Laws, Special Rules, or Standard Parliamentary Practice of a society.

The President in an ACYO meeting

The President has an active function at an ACYO meeting. His role is three-fold: (1) Inasmuch as he is well aware of the canons and customs of our Church, of the Objectives of the ACYO and of its role in our community, and further, being thoroughly acquainted with the provisions of the By-Laws under no circumstances must he allow an ACYO meeting, on any levels to make decisions that contravene the canons and teachings of the Church, and the purposes, the policies, and the rules of the Organization; (2) By virtue of his duty to promote the work of the ACYO, the President suggests ideas and programs of activities directly within the framework of the objectives of the ACYO, and such suggestions must be carefully considered by the meeting; (3) In case there is a final split of opinions between the Chairman and the other members of the

meeting as to the interpretation of a particular clause of the By-Laws, the issue is referred to the President and his decision, one way or the other, is final.

The Chairman in an ACYO meeting

The Chairman is the officer who conducts an ACYO meeting while the Secretary is the recording clerk. No other officers are required for conducting regular meetings.

In conducting meetings, the Chairman must always be neutral. If he/she wishes to express an opinion on an issue, he/she must relinquish his/her Chair to the Vice-Chairman, or in the absence of the latter, to a temporary Chairman appointed by the President, or in the absence of the latter, appointed by himself/herself. The temporary Chairman will return the Chair to the Chairman after the question for which he/she took part in the debate has been disposed of.

The Chairman has the right to vote when the vote is by ballot and in all other cases where the vote would change the result.

The Chairman decides all questions of order, his/her decisions being subject to appeal: ascertain whether a quorum is present or not; enforces observance of all rules of procedure; and preserves order in general.

The Chairman stands while calling the meeting to order -- ordering the reading of the minutes, acknowledging members claiming the floor, announcing the results of votes, and addressing members in his/her official capacity as Chairman of the meeting.

The manner of presenting a motion

Business is brought before an ACYO meeting in the form of a motion. The correct form "I move that...etc." should be used -- not "I should like... etc." or "I wish to present...etc." The motion should then be seconded, opened for discussion, closed when discussion is completed, and voted upon.

Even before entertaining a motion, the Chairman must be careful to consider whether it (the motion) is in harmony with the ACYO aims and policies.

Amendments

A motion may be amended in the following manner or

manner: "Mr. Chairman, I move to amend the motion

before this meeting;

- a. By striking out these words _____."
- b. By substituting these words _____."
- c. By adding the words _____."

An amendment to a motion must be seconded.

The Chairman must state the amendment to a motion before debate is in order. Once stated, it may be disposed of negatively or affirmatively before the main motion may be debated. Another amendment may be

brought up as soon as the first amendment is disposed of. Once a motion that is voted on, either negatively or affirmatively, it may not be brought up again in the same meeting.

An amendment may be amended; an amendment to an amendment may not.

Bringing the pending motion to An Immediate Vote

In order to bring a discussion to a close, any member in good standing may rise and after recognition say, "I move that discussion on the motion be closed." This must be seconded and passed by a two-thirds affirmative vote. The Chairman will take an immediate vote on it, and if this motion is carried, the discussion in question will be closed and a vote on the original motion, if any, will be taken immediately.

DEFINITIONS OF COMMONLY USED TECHNICAL TERMS

Acclamation — Unanimous oral vote

Adjournment — End of a Meeting or session

Amendment — Changing the form of a motion in order to improve it so that it can serve its purpose

Better Appeal — Challenge the decision of the Chairman

Ballot — Secret vote

Calendar — Program of meeting

Caucus — Preliminary meeting of a group to decide on the course of an action

Commit — Refer a question to a committee for further study

Debate — Orderly discussion

Decorum — Proper and respectful behavior

Dilatory — Frivolous and absurd motion

Division of house — A visible vote by show of hands

Expunge — Nullify former action and efface it from records

Filibuster — Obstruct action by endless speeches

Floor — Right to speak

Majority — More than half of the legal vote

Minutes — Official records of proceedings

Parliamentary inquiry — Question as to parliamentary procedure

Plurality — More votes than any one of three or more candidates

Point of Order — Regarding the proper and orderly conduct of meetings

Preamble — Introductory statements outlining purpose and scope of matter in resolution

Precedence — Prior right

Previous question — Technical term for the motion to stop debate and to vote on the subject before the house

Question — A motion stated by the Chairman

Quorum — Majority of members

Receive — A motion to have a committee report

Recess — Intermission without adjournment

Rise — A committee adjournment by rising

Yield — Speaker gives up right to floor

HOW TO PLAN A MEETING AGENDA

I. The following is a recommended AGENDA order for all ACYO Chapter Meetings:


A. Call to Order by the Chairman



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- B. ACYO Prayer and Pledge - to be recited by all
 - C. Roll Call by the Recording Secretary
 - D. Introduction of Guests
 - E. Reading of Minutes of the Previous Meeting by the Recording Secretary
 - F. Treasurer's Report by the Chapter Treasurer
 - G. Reading of Correspondence by the Corresponding Secretary
 - H. Presentation of Committee Reports by the respective committee chairmen 1.
 - 2.
 - 3.
 - I. Items of Unfinished Business (Old Business) 1.
 - 2.
 - 3.
 - J. Items of New Business 1.
 - 2.
 - 3.
 - k. Announcements
 - L. Educational Program
 - M. Closing Prayer - HAYR MER - lead by the President (Parish Priest) and said or recited by all members.
 - N. Adjournment
- II. Prior to the meeting, the Chairman should assign specific reports and business items to specific individuals.
 - III. The Chairman should check to see that the person(s) are ready with their respective reports BEFORE the meeting.
 - IV. The Chairman should check with the President (Parish Priest) to see if he has any items to be included in the Agenda. This should be done well before the actual meeting.
 - V. At the beginning of the meeting, the Chairman may ask the membership if there are any specific items that they feel should be included on the Agenda. These should then be entered as part of the day's AGENDA.
 - VI. If possible, distribute copies of the AGENDA to the members so that they can follow the progress of the meeting.
 - VII. Make sure that the listing of AGENDA items is as complete as possible prior to the meeting.
 - VIII. Once an AGENDA has been established, follow it!

HOW TO PREPARE FOR AN ANNUAL MEMBERSHIP MEETING

- I. NOMINATE the following two committees at a meeting preceding the Annual Membership Meeting, if not already elected as standing committees at the previous year's annual meeting, which is normal procedure.
 - A. Nominating Committee - the duties of this committee are:

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1. To prepare a list of members eligible to serve on the Executive Committee (Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Publicity Director, and Advisor.
 2. To prepare a list of prospective delegates to the General Assembly.
 3. To prepare names of candidates for election to the Central Council with a resume of the background of each-for presentation to the Membership Meeting.
 4. To contact prospective nominee to ascertain their availability.

The success of ACYO depends upon the ability of its elected leaders. That is why the duties of the Nominating Committee are so vitally important. Nominating and electing people to carry out or implement the group's desires and goals should not be taken lightly--neither should it be considered as a popularity contest.

In order to guide the Nominating Committee in their selections, we would like to outline briefly the traits of a good leader:

- A. Is responsible for the obligations he/she assumes.
- B. Has common interests with the members of the group and respects them as individuals.
- C. Works well with other people and is capable of delegating responsibilities to others and of helping them to meet their obligations. It is a wise individual who recognizes his/her limitations and recruits the potential creative ability of the entire group.
- D. Provides every person in the group with an opportunity to belong and take an active part in the work undertaken.
- E. Respects the rights and opinions of others.
- F. Gives others opportunities to express ideas and carry out plans.
- G. Is fair, honest, capable, and a good follower.
- H. Shows originality and displays initiative.
- I. Understands and practices democracy. Cooperative planning and conduct of activities by the leader, his associates, and the participants contribute to ability in leadership. J. Encourages leadership development in others.
- J. Sets an example for others to follow.

While some persons are, or seem to be, naturally endowed with the above qualities, which cause others to follow them, others can achieve leadership traits through persistent efforts and intelligent practice. Good leaders realize that it is their responsibility to provide for the availability of adequate leadership for the future. By delegating duties to Committee Chairmen, who in turn delegate responsibilities to other individuals within the Committee, you give all involved actual practice in developing their leadership potential. (Remember, there is no substitute for practical experience—"experience is still the best teacher" when it comes to developing leaders). A by-product of this method of training leaders for the future is that a few individuals do not become burdened with many tasks which could lead to few activities and consequently a shrinking membership. It is only through a continuous replenishment of leaders that we can hope to keep the doors of the Armenian Church open in the coming centuries. We, as ACYO'ers, have this sacred responsibility.

- A. Auditing Committee - the duties of this committee are:

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1. To examine and approve the records of the Treasurer.
 2. To prepare the Financial Statement for presentation to the Membership Meeting.

- II. SEND OUT notices of the meeting to all members in good standing two weeks in advance of the date set. The purpose of the meeting should be stated on these notices.
- III. PREPARE the material for the agenda of this meeting following the form following this section.

AGENDA FOR ANNUAL MEMBERSHIP MEETING

- I. All: Prayer and Pledge of the ACYO
- II. Chairman: Call meeting to order
- III. Secretary: Roll Call to establish quorum
- IV. Secretary: Read minutes of previous general membership meeting
- V. Presiding Officer: Deliver address (Optional)
- VI. Treasurer: Give report on finances and recommendations, if any
- VII. Chairman: Clear up Old Business

Take up New Business in the following manner:

- A. Election of officers to the Executive Committee of the Chapter.
 - B. Election of Assembly delegates.
 - C. Approval of proposed members to Central Council.
 - D. Election of Standing Committees-Auditing and Nominating.
 - E. Reading and approval of Annual Report, including Financial Statement and List of Members in Good Standing.
 - F. Reading of Amendments to the By-Laws, if any, proposals, etc., to be sent to the Central Council to be presented by the latter, on the chapter's behalf, to the General Assembly.
 - G. Other matters.
- IX. All: Sing Hayr Mer and receive benediction of clergyman present.
 - X. Adjourn

PART III—PROGRAMMING

EDUCATIONAL PROGRAMMING

Lectures

Highly qualified speakers may be obtained at no charge from almost all institutions, bureaus, or agencies, supported by public taxes. A few are listed as follows:

- A. State or City Colleges frequently provide qualified speakers on any conceivable subject.
- B. Police Departments, with active relations programs, are very eager to speak to groups on the problems of juvenile delinquency, narcotics, etc.
- C. The Federal Bureau of Investigation is a public agency that welcomes an opportunity to speak before a group. The FBI training program, actual case histories, etc., make very interesting listening.
- D. An Art Museum is a ready source for obtaining qualified and experienced speakers.
- E. The operation of a Fire Department is a fascinating subject that interests old and young alike.
- F. Health Departments in any city offer speakers with interesting information that will be of value to all individuals.
- G. People who are outspoken on certain social issues, etc.

Many groups inadvertently overlook resource people within the group. A few resource people are listed as follows:

- A. The Parish Priest has a vast store of knowledge and should play an important role in an educational program.
- B. Professionals within the Armenian community can always be relied upon to discuss their particular fields of specialization.
- C. Chapter Members very often have specialized training or knowledge and can thereby make worthwhile contributions to the Program.

Visual AIDs program

If projection equipment is not available, it can be retained for a nominal fee from most camera stores. Films can be obtained from the following sources:

- A. In many cities, the public libraries maintain film libraries for the convenience of clubs, churches, etc.
- B. The Chambers of Commerce often have films available for loan at no charge to the public.
- C. Some State and City Colleges offer a mail order film service for a very slight fee.

It is essential to preview any film that is to be shown, for it is fruitless effort to bore an audience with an uninteresting film. The previewer should make a few introductory comments pointing up the important parts of the film which should not be overlooked by the audience.

Many films can be immediately followed up with a group discussion on the film topic. An appointed individual should lead and moderate group discussion. This form of group discussion may stimulate and bring forth a topic that will lead itself as a subject for formal debate at a future session.

Debates

- I. Organization of Debate Teams: Obtain six to eight volunteers who are willing to spend a relatively small amount of time for research on the selected topic for debate.
 - A. Each speaker should be allowed not more than 7-10 minutes to present his/her views.
 - B. One person from each team should give a 7–10-minute rebuttal.
- II. Functions of a Moderator: The moderator should be the type of individual who can moderate the discussion without rejecting his/her own opinion. His/her functions are as follows:
 - A. Introduce the subject.
 - B. Introduce the speakers.
 - C. Enforce the time limits set on each speaker.

Selection of Debate Topic: The topic selected for debate should be one that is of vital interest. This can be ascertained by surveying the entire group, asking each member to hand in a slip of paper indicating what subject or subjects are of interest to him/her.

Study Groups

The first and all-important task is to ascertain the various interest areas of the membership. This is a relatively simple but nonetheless vital step in developing a successful educational program.

1. Each group member is asked to list on a sheet of paper one to three subject areas of interest.
2. A committee is assigned to draw up a master copy of everyone's interests by surveying the lists and combining similar choices.

This master list is displayed so that the members may review all the subject areas and perhaps discover a new interest or one that was previously overlooked.

3. Each member is asked to select one subject from the master list that he/she would like to study as a member of a group. The membership is thus divided into various groups according to the real interest of each individual participant. Possible subject areas for study groups are as follows:

Music Appreciation	Cooking
Armenian Language	Choral Group
Armenian History	Literature Group
Bible Study	Religions
Armenian Liturgy	Political Science

4. Each group should determine its objectives, time and frequency of meetings, and list possible resource persons who may be solicited for assistance or leadership if necessary.
5. The modus operandi employed by each group may vary quite markedly. One group may prefer to have one or two individuals within the group give reports as in a seminar approach, while another group may decide to ask each member to do research on the subject for discussion. Still another group may rely upon obtaining resource people to discuss the subject with the group and perhaps lead them to other sources of information. These techniques can be used in combination as well as separately. Certainly,

they do not represent all the possibilities. Each group should select or devise a technique that will meet its particular needs.

6. Ideally, each group should share its acquired knowledge with the entire membership. This can be done in the form of a panel discussion, symposium, written report, tape recording, or projective techniques, etc.
7. This technique of developing an educational program, while certainly not infallible, represents a tried and tested method that has produced fruitful results. In essence, it represents the “group process” approach to learning, a method sponsored by many educators of our day.

Suggested religious lecture topics

- Church History
- Lenten Seasonal and Holy Week
- Vestments of the Clergy
- Religious Holidays and their meanings
- The Sacraments
- The Bible
- The Divine Liturgy
- The Basic Teachings of our Church
- Contemporary Application of the Ten Commandments
- Youth and Religion • what is a Christian Home?
- What is Sin?
- Church Etiquette
- How is the Armenian Church different from other Churches?

Suggested Cultural lecture topics

- The Armenian Alphabet
- Armenian Music
- Armenian Fine Arts
- Is knowledge of Armenian Language Necessary for Armenian Youth?
- History of Armenia
- Geography of Armenia
- Armenians in America
- World Famous Armenians
- Literature
- Drama
- Travel - United States, Holy Land, Europe
- What Armenians have done for Civilization
- Armenia Yesterday and Today
- Armenian Architecture

Suggested CIVIC lecture topics

- Vocational Hints or Career Lectures
- You and Your Personality
- Overcoming Shyness
- Morals
- Current Events Topic

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- The United States Constitution
 - Preparing for College - High School Courses, Scholarships, etc.

Suggested motion pictures, slides, And Video's

- Major Religions of the World
- Divine Liturgy
- Vessels, Vestments, and Practices
- European Travels
- Ecology
- Social Problems
- World Problems, etc.

Suggested panel Discussions and Debates

- Dating
- What's Life
- What Does it Involve to be a Mature Person
- Mixed Marriages
- Do Our Parents Understand Us?
- Do We Have to Learn Armenian?
- The Mission of the Armenian Church in this Country
- Capital Punishment
- Justification of War
- The Work of Women in the Armenian Church • How Does One Measure a College Education?
- What Language is the Divine Liturgy?
- Genocide: How Could It Happen?
- What's wrong with America?

How to treat Your Guest speaker

INVITE YOUR Speaker AT LEAST ONE MONTH IN ADVANCE.

Many speakers prepare new speeches for each occasion. Be explicit and frank at the outset about whether or not you are budgeted for an honorarium - and how much; the same goes for travel (both applicable).

ESTIMATE THE SIZE OF THE AUDIENCE AND WHO WILL Make IT UP.

Some speakers will travel across the United States to address a little group for which they have a message, but won't cross the street to talk to a big audience that doesn't interest them.

CONFIRM ALL ARRANGEMENTS IMMEDIATELY BY LETTER AND AGAIN A Week BEFORE THE Speaking DATE.

If necessary, make your speaker's hotel reservations and be sure that they are confirmed. Offer to meet the train or plane. If you're paying for the hotel room, be sure the speaker does not get the bill.

IF HIS/HER SPEECH IS IN CONJUNCTION WITH A SPECIAL CELEBRATION, GIVE HIM/HER THE FULL DETAILS.

He/she can then work in appropriate references. Give him/her the names of your officers and other speakers. Tell him/her if there are other speakers and what they will talk about. When you introduce him/her don't just read the biography his/her public relations people have sent. Take the trouble to get sidelights about him/her.

You'll be getting several hundred dollars' worth of the speaker's time and thought. If he's/she's speaking for free, buy him/her a small gift or mail it to him/her later. When he/she leaves, offer him/her a ride to the airport. Later send him/her copies of newspaper publicity. His/her ego is as big as yours is.

SOCIAL PROGRAMMING

Dances

- New Year's Eve Dance
- Christmas Dance
- May Dance
- Thanksgiving Dance
- Valentine's Dance

Outings, trips and tours

- Chapter Picnics
- Boat Ride
- Ski Weekend
- Visits to Home for Aged
- Visits to Newspapers, Museums, Libraries, Historical Points, At Institutions, etc.
- Hayrides

Parties

- Beach Parties
- Theater Parties
- Masquerade Parties
- Opera Parties
- Progressive Parties

Projects

- Easter Flower
- Bake Sales
- Christmas Tree Sales
- Volunteer Service to Hospitals
- Take Clean Old Clothes to State Hospitals
- Caroling at Old Age Homes
- Repair toys to donate to Orphanage
- Make up food baskets for Needy
- Church Clean-up Service
- Babysitting Service
- Secretarial work for Church
- Sunday School Assistants
- Bus Service for the elderly

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- Canned Food Drive

Chapter Activities

- Communion Breakfast
- Armenian Cooking
- Folk Dancing
- Armenian Dancing Lessons
- Armenian Language Classes

SPORTS PROGRAMMING

In order to formulate an adequate athletic program, it would be well to take into consideration athletics for both sexes. The following sports are suggested: bowling, basketball, softball, canoeing, Ping-Pong, tennis, volleyball and skating. Material on rules and regulations of these sports can be obtained in libraries and the local athletic associations. Besides inter-chapter sports activity, our chapters should consider interdenominational athletic programs in their community.

Sports Weekends

The ACYO-WD Central Council coordinates sports weekends. They are held over the Memorial Day Weekend in May.

This is both a social and athletic event. Each chapter in the region should send a team representing them in as many sports as possible.

Each chapter must send an entrance fee for all sports. Also names and addresses of members should be forwarded to Central Council of those who will participate in each of the sports events which a chapter plans to enter.

For explicit details refer to the Sports Weekend Tournament Rules included in this packet.

INTER-CHAPTER PROGRAMMING

There are over 20 ACYO Chapters within the Western Diocese. It's very likely that another chapter is located within driving distance of yours. It is beneficial for geographically close chapters to coordinate activities that will develop a bond between the members. Consider planning events such as retreats, dances, and service activities with their participation in mind. Take advantage of Central Council hosted events such as regional retreats, and meetings, Sports Weekend, and the General Assembly to develop relationships with other leaders from chapters close to yours. Find ways to work together for the benefit of both chapters involved.

RETREATS

Retreats are held each year by ACYO chapters either locally or regionally. They may be held either in the winter, spring, or summer according to local schedules.

Central Council Representatives serve as coordinators in their respective regions to help plan junior retreats. A Senior Retreat is coordinated during the winter by the Central Council.

For information regarding Retreat Centers, contact your local SSCA, the Episcopal Diocese, or other similar groups. Since Retreats are held usually at campsites, all those who take advantage of this opportunity shall be rewarded not only with spiritual nourishment but also with camp privileges. Winter and summer sports activities such as horseback riding, fishing, swimming, hiking, singing around the campfire, etc., are incorporated into the program.

Your second most important selection after the Retreat Center is the selection of a Retreat Master who will provide the talks and lead the group in discussion. Either your pastor, a local clergyman or Youth Director from the Orthodox or Episcopal Church may be approached for this purpose.

We suggest that you contact the chapters in your region as they are listed on the enclosed sheet and discuss with them the possibility of sponsoring a retreat jointly in your area.

As soon as you decide upon a dates announcements should be sent to all members in the region. Registration forms should be included in all mailings to encourage attendance.

How to plan a retreat

One could define a retreat very broadly as an occasion during which one or more persons withdraws from daily routine for a few minutes or a few weeks to think through any subject about which he is concerned. For our purposes here, however, the term will be more narrowly defined as:

- A. An attempt to find answers to a predetermined question
- B. Through a carefully planned event
- C. In which a group of any number of persons
- D. Withdraws from daily routine to an appointed place
- E. For ten hours or a few days
- F. To study the Scriptures and to seek God's guidance on the question.

This is still rather vague, so we shall need to spell out these items in more detail.

- A. An attempt to find answers to a predetermined question:

Retreats should never be scheduled just for the sake of "retreating." There must be a purpose to which the "retreatants" are committed. Decisions first must be made regarding such questions as: What do we hope to accomplish? What do we hope to gain from the experience? What values might a retreat develop that are not easily obtainable elsewhere?

Retreats may be planned for the purpose of gaining insight into such perplexing problems as the meaning of sex and its proper use, international affairs, race relations, the choice of vocation, the nature of death and eternal life, the meaning of "me", the making of moral choices in complex situations, and a host of other subjects that can't adequately be explored in a one-hour discussion.

Some retreats focus on a passage of Scripture or even an entire book of the Bible, and the participants center their thoughts on the question: What does this say? And what does it say to me? Other literature may be studied too, such as contemporary plays, novels, poems, essays, or devotional material.

HOW DOES THE PURPOSE OF A RETREAT EVOLVE?

It might develop in a variety of ways; perhaps it will become evident as members of a group consider a particular subject in a church school class or elsewhere, that they haven't had the time to pursue the matter other than superficially. Here, if the subject is one of vital concern, is a retreat topic. For example, as a result of their reaction against the warlike attitude that the Israelites sometimes exhibited in the Old Testament passages, one class wanted to explore the merits and/or demerits of the pacifist position. They scheduled a retreat for this purpose.

Or the subject may arise in a high school classroom, cafeteria, hallway, or at a slumber party. No place is out of bounds. From the questions raised in a locker room after football practice one afternoon, a retreat evolved on the question, Why Christianize the Jews?

The important thing to remember is to determine your purpose before doing any further planning. Then make certain that the purpose is well understood by everyone that is going on the retreat and that each has a measure of commitment to it. The event is too important to risk having it spoiled by persons who couldn't care less about the subject matter.

B. Through a carefully planned event:

Now that you have your purpose well in mind, it is time to plan details. The following questions will need answering: Who will go? Where shall we go? How shall we get there? When shall we go? For how long? How can we best approach our subject? What will be our schedule? What adults shall we invite? How will the costs be met? There may be other decisions to make as well.

When shall we go?

Obviously, it is important to avoid conflict with some of the important dates of the high school calendar as well as that of the church. It will be impossible to find a time that is convenient for everyone, but the attempt should be made to be as generously flexible as possible. Weekends are generally best, but don't forget the possibility of going during spring and Christmas vacations or during other school holidays.

How shall we get there?

The answer to this question depends on where you are going and how many persons there will be, but since most retreats involve twenty persons or less, there are usually enough cars among the adults who are going to get everyone there. If the group is large in number and is traveling a long distance, it may be wise to charter a bus. Often this can be done by adding a dollar per person to the total cost of the retreat.

How can we best approach our subject?

Having determined the question with which you are going to be concerned on the Retreat, you must give very careful consideration to your approach. It is important to have clearly in mind not only your goal but also the steps you intend to take in order to attain it.

Once you have decided upon the important points that must be covered, you must know how to cover them with some intelligence. This involves resources, both printed and personal. You will probably need some printed resources: The Bible, periodicals, reference books, etc. The choice of these will be determined by your choice of subject.

You may also wish to invite, for at least a portion of your time together, someone who has some specialized knowledge on the subject. You certainly will not want someone who will dominate your thinking or discussion, but you may want someone who is able to help you to be a bit more informed.

No matter what your subject may be, carefully select some resources. There is hardly any value to be gained by gathering a group of people for a lengthy period of time just to confuse and overwhelm one another by their combined ignorance.

What will our schedule be?

Your answer to this question will be determined by the nature of your retreat, the selection of site, the number of people going, the length of the period, the time of year, the manner in which you approach your subject, etc. But there are several things that may be said here to help you in this part of your planning.

Here are the “must” items in your schedule: worship, work sessions, recreation, meals, sleep time, and free time. Do not make your schedule too tight; this is an error frequently made by groups who are not accustomed to planning retreats. A tight schedule makes the leader(s) tense, is too inflexible, does not allow enough time for the free growth of insights as retreatants ponder the question individually, and exhausts everybody. A small group of ten to twenty persons allows room for greater freedom in schedule than a large group.

Experiment with different types of schedules. No one type will suit all needs. But remember work sessions must not be too long. Never work more than two hours at one stretch. We must never assume that the only values to be gained from a retreat come during the work sessions.

C. In which a group of any number of persons:

The number of retreatants may range from a handful to hundreds but remember that it is more difficult to plan for large numbers, and it is not so easy to achieve honest and creative conversation and serious contemplation if the central concern. When a large number of your young people have had a retreat experience with a small group, then you may wish to try experimenting with expanded numbers.

Just as everything else depends on the retreatant’s purpose, so will the determination of the number to attend. Some topics require very small groups that may engage in concentrated research or a very honest sharing of views. Serious study and honesty are often inhibited by the presence of a crowd.

You may wish to consider the possibility of inviting other churches to participate with you in a retreat. If you do, make it a truly cooperative venture by asking them to join you in the planning.

D. Withdraws from daily routine to an appointed place:

There is a value in leaving the scene of your normal activity for this type of event. Distractions can be avoided if this is done. Through a little investigation, you will probably discover that the office of another denomination makes retreat facilities available to local church groups. Some church, YMCA, and Boy Scout camp facilities are winterized for this purpose. Or you may discover that someone in your congregation has a farmhouse or cabin that he would be willing to have you use.

If investigation reveals several retreat facilities from which to choose, your choice will be guided by a number of factors.

One group planned somewhat as follows: First of all, since they would need to spend much of their time in meetings of their entire group, they would need one large room that had a table (or tables) on which they could write. They would need beds or bunks for sixteen young people and three adults, but some could bring sleeping bags and air mattresses, if necessary. They could not, with certainty, predict good weather, so they would need a room large enough and rugged enough for games, but this could be the same room in which they worked. Since they were going to cover a lot of subject matter, they could not afford to spend time themselves preparing food, so there would be need for a resident staff to be on hand to perform the task. Transportation was no problem since all three adults were driving. Cost was a concern, however, since the church did not at that time allocate money for retreats.

If for various reasons you judge it impossible to go to a retreat or camp site, then you may need to hold your retreat in a church building (either your own or another).

E. For ten hours or a few days:

The length of your retreat will depend, as does everything else on its purpose. However, it would be unwarranted to consider a period of less than ten hours adequate for a retreat of any kind. Just to keep the terms straight, anything shorter should be called by another name.

After you have decided on your purpose and the steps you will want to take in order to pursue it, you will have adequate information to determine the length of time necessary. You should also consider carefully the points made above in regard to schedule so that you may be relaxed as you work

Although much more may be accomplished in long retreats, do not underestimate the value of short ones. A full day of study, planning, fellowship, and worship can produce amazing results; some churches hold mid-week retreats that begin immediately after school and conclude with breakfast on the following morning.

F. To seek God's guidance:

We are God's people and depend on Him for our direction and inspiration. One of the major values of the retreat setting and schedule is that some of our major inhibitions are stripped away, and we find ourselves more open to His leading.

This means, then, that worship will be an important part of any retreat. Time should be taken for our remembrance of who we are and why we are involved in the church. It means, too, that the Bible will be a major resource in our study.

But God's guidance may come in other ways. This is a common experience among those who have found value in retreats. The relationships developed among persons who are committed to a common task and who realize their shared dependence upon God are often a significant factor in Christian living.

Topics for retreat themes

Live the Orthodox way	What is worship and why
How do we know God?	Jesus Christ, light of the world
A nation with purpose?	Meaning of sex and its proper use
International affairs	The choice of vocation
The nature of death and eternal life	The meaning of life



The making of moral choices in complex situ- A passage from the Scriptures Lamentations

A book of the Bible	A book of the Bible
Contemporary plays, novels, poems, essays or Catechism, dogma and tradition	devotional material
Morals and ethics	Historical aspects
Practical aspects of religion	Man, nations and world community
The significance of creation	Freedom of the Christian man
Youth, challenge and change	Unity in faith and tradition
Comparative religions	Music, art and literature (religious)
Called to responsible freedom	What does it mean to be a Christian?
What must I believe as a Christian?	What does commitment mean to me?
Your life and your God	The role of the church in sex education
You and your life work	Education for mission
Relation of religion to public education	Unity and diversity of Christian faith
Church and rapid economic change	Church and economic life
Ecumenical movement	The art of living
The environment Life or Death	Armenian political ideologies
Church and state relations	Science and religion
International Relations	Church in a revolutionary society

Forms

Please review the following pages for forms that will be useful in the administration of your chapter.

Along with the paper membership Form below available for your home parish, please also fill out the below online Google Form Link for ACYO-WD to be added onto the ACYO-WD Database.

https://docs.google.com/forms/d/1lq_cbbRy8DXeX0CFsw-XuZcRDHvDnjw8SmkneWuTPjg/edit

Upon the completion of this form, please keep a copy for you records and send a copy to the ACYO-WD Central Council at 3325 N. Glenoaks Blvd., Burbank CA 91504.

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