



The Episcopal Diocese of Massachusetts

To: Clergy and Lay Leadership of the Diocese
From: Leon A. Brathwaite II, Secretary of Convention
Date: July 6, 2007
Re: 2007 Diocesan Convention

I am writing to notify you that the 222nd Annual Convention of the Diocese of Massachusetts will take place on Friday and Saturday, November 2-3, 2007, at the Royal Plaza Hotel, Fitchburg, Massachusetts. The following are some Convention related matters to which I want to call your attention.

This informational mailing will be followed by a package of Convention Materials in early October. Registration forms and instructions for payment will be posted on the diocesan web site (www.diomass.org) in early September.

1. **Hotel accommodations:** Arrangements have been made for accommodations Friday night at the Royal Plaza Hotel. **To make your reservations please call 978-342-7100 by October 15, 2007.** Remember, **you must ask for the Episcopal Diocese of Massachusetts Annual Convention special group rate of \$89+tax for a single or double room.** The hotel is located at 150 Royal Plaza Drive in Fitchburg and their website is www.rplaza.com.
2. **Friday night fund-raising dinner:** Following Evening Prayer on Friday there will be an optional dinner to which all clergy, convention delegates and guests are invited. Proceeds will benefit projects in the Gulf Coast and the Diocese of Jerusalem. Further details and sign-up and payment information will be available on the diocesan web site (www.diomass.org) in early September.
3. **Convention deadline:** The deadline for submission of all materials for Convention is Friday, September 7, 2007. This includes:
 - a) Nomination Papers
 - b) Resolutions
 - c) Proposed Amendments to the Constitution and Canons
 - d) Reports from all diocesan Ministry Areas and Committees
4. **Nominations:** A list of positions to be filled by election at this year's Convention is enclosed. We seek your assistance in ensuring that there are a number of qualified candidates for the various offices, and I urge you to consider running yourself or to help identify other candidates. Please file your nomination papers as soon as possible so that we will have time to seek additional nominees before the deadline of September 7 if needed. We are asking that a **digital photo of each nominee** be submitted to the Convention office along with the required form(s). Any clear photo suitable for use as a head shot (in either black and white or color) can be accommodated.



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Please email the photo to loism@diomass.org. In filing nomination papers, please include a fifty-word descriptive statement of the nominee. These will be published in the Convention Delegates' Handbook so that members of the Convention will have an opportunity to know something about the nominees. **Additional nomination papers** are available from the Convention Office.

5. **Resolutions:** Information on the drafting and submission of resolutions is enclosed; the deadline for submission of Resolutions is Friday, September 7, 2007. Details on the guidelines for submission of resolutions are included in this mailing.
6. **Certification of Delegates:** Any changes in your lay delegates must be communicated to the Convention Office as quickly as possible. Certifications must be submitted in writing, and all Convention mailings will be sent only to delegates currently registered in the Convention Office. Please notify the Convention Office as soon as possible with changes of address for any lay delegates or clergy. If you have any question about who is certified from your church, please call or write Lois Murphey at the Convention Office.
7. **Child Care & Children's Program:** In order for the planning team to get an idea of the level of interest and do initial space and program planning, you are asked to ***complete and return the enclosed questionnaire to Lois Murphey, 138 Tremont Street, Boston, MA 02111 by September 7, 2007*** if you would like your children to participate.
8. **Arrangements for sound amplification and translation:** Arrangements are being made to provide headsets for those who are hard of hearing, and for simultaneous translation into both Spanish and Chinese. Please contact Lois Murphey to reserve a headset or to offer your services for translation.
9. **Application for Display Space:** We are asking that each group complete and submit the enclosed application for display space. **Display space will be limited to diocesan-affiliated groups.** Please return this application to the Convention Office as soon as possible, and no later than Friday, September 14, 2007.

If you have any questions or need additional nomination papers, please contact Lois Murphey at 617-482-4826 x406 or 1-800-696-6079. Her e-mail address is loism@diomass.org and her fax number is 617-451-6446.

Enclosures

Letter from your bishops
Nomination Form
List of positions to be filled by election at Convention 2007
Resolutions Committee Guidelines
Display Application
Children's Program Questionnaire