



Wednesday, DEC. 2, 2009

NEWS and INFORMATION for the clergy and leadership of

The Episcopal Diocese of Massachusetts

138 Tremont Street, Boston, MA 02111 / www.diomass.org
(617) 482-4826 / (617) 482-5800 / FAX: (617) 451-6446

**Clergy may solemnize
marriage for all couples,
bishops announce**

Bishop M. Thomas Shaw, SSJE has announced that as of Advent I clergy of this diocese are allowed, at their discretion, to solemnize the marriages of all couples.

The bishop's announcement comes after a long discernment process leading up to and continuing after the action of General Convention in July allowing that "bishops, particularly in dioceses within civil jurisdictions where same-gender marriage is legal, may provide generous pastoral response to meet the needs of members of this church."

The Diocesan Convention on Nov. 7 adopted a resolution stating its hope that the diocesan interpretation of "generous pastoral response" would indeed mean that clergy may solemnize marriages for all couples legally eligible in Massachusetts.

The full announcement is available at www.diomass.org.

**Worship Learning Party
connects worship with
communities**

The fifth annual **Worship Learning Party** at the Cathedral Church of St. Paul (138 Tremont Street) in Boston takes place on *Saturday, Jan. 30, 2010, 9:30 a.m.-3:30 p.m.*

The format will include four congregations from four contexts each using an hour to lead worship and help participants imagine fresh ways of crafting worship that engages the wider community and inspires people to engage God's mission. Presentations will be on youth rock worship from All Saints' Church in Stoneham; gospel and world music at the Cathedral Church of St. Paul; intergenerational worship at St. Stephen's Church in Lynn; and "rethinking tradition" at Trinity Church in Boston.

Cost is \$20 per person and includes lunch. Volunteers attend free. Registration information is available at www.stpaulboston.org or by contacting cathedral administrator Ethel Crawford (617/482-4826, ext. 221; elc@diomass.org).
FOR INFORMATION: The Crossing at The Cathedral Church of St. Paul, Boston (617/482-4826, ext. 318); thecrossing@diomass.org.

**Save the date: Clergy
Pre-Lenten Retreat**

The **Pre-Lenten Retreat for clergy** takes place *Tuesday-Thursday, Feb. 2-4, 2010*, at the Notre Dame Mission Center in Ipswich. The retreat leader will be the Rev. Mark Bozzuti-Jones, priest for pastoral care and nurture at Trinity Church in New York City. More information will be sent to clergy early in December.
FOR INFORMATION: Clare Moffitt, Congregational Development (617/482-4826, ext. 495); cem@diomass.org.

**Retreats and services
help prepare the way
this holy season**

All are invited and welcome to take part in **Advent and Christmas offerings at the Cathedral Church of St. Paul** (138 Tremont Street) in Boston, including:

- *Wednesday, Dec. 16, 12:15 p.m.:* **Annual Messiah Sing-Along.**
Bring a score or borrow one of the cathedral's.
- *Sunday, Dec. 20, 10 a.m.:* **Lessons and Carols for Advent and Christmas,** sung by the cathedral choirs and congregation.
- *Christmas Eve, Thursday, Dec. 24, 8 p.m.:* **Holy Eucharist** celebrated by Bishop M. Thomas Shaw, SSJE. Pre-service music begins at 7:30 p.m.
- *Christmas Day, Friday, Dec. 25, 10 a.m.:* The service begins in the church and ends with **Eucharist, celebrated by Bishop Shaw, on Boston Common.**
- *Thursday, Dec. 31, tentatively 11:15 p.m.:* **Annual First Night Service** offered by the Boston Interfaith Clergy.

FOR INFORMATION: *Ethel Crawford, Cathedral Church of St. Paul, Boston (617/482-4826, ext. 221); elc@diomass.org.*

Other opportunities for rest, reflection and refreshment during this busy season of preparation and promise include:

- *Saturday, Dec. 19, 9 a.m.-12 p.m.:* **Advent Morning on prayer practice with author Phyllis Tickle** at the Cathedral Church of St. Paul (138 Tremont Street) in Boston. For information and to register go to www.diomass.org (see "Calendar" under "News/Events/Media").

At **St. Margaret's Convent** (17 Highland Park Street) in Roxbury:

- *Saturday, Dec. 12, 9:30 a.m.-3:30 p.m.:* **Advent Day of Prayer;**
- *Friday-Sunday, Dec. 18-20:* **Personal Prayer Weekend;**
- *Thursday, Dec. 24, 9 p.m.:* **Christ-Mass,** with reception following;
- *Thursday, Dec. 31, 7:30 p.m.:* **New Year Service of Lessons and Carols,** with reception following; and
- *Friday, Jan. 1, 2010, 11:30 a.m.:* **Holy Eucharist,** with dinner following.

FOR INFORMATION/RESERVATIONS: *St. Margaret's Convent, Boston (617/445-8961, ext. 127 or reservations@ssmbos.org); www.ssmbos.org.*

At the **Bethany House of Prayer**, a ministry with the sisters of the Order of St. Anne-Bethany, (181 Appleton Street) in Arlington:

- *Saturday, Dec. 5, 9:30 a.m.-3:30 p.m.:* **Advent Retreat;**
- *Wednesday, Dec. 9, 6-8:30 p.m.:* **Green Gathering;** and
- *Wednesday, Dec. 16, 7 p.m.:* **Contemplative Eucharist.**

FOR INFORMATION/REGISTRATION: *Bethany House of Prayer, Arlington (781/648-2433 or bethanyretreats@verizon.net); www.bethanyhouseearlington.org.*

NOTES:

Please share the contents of *fyi* with your leadership and congregation through parish bulletins, announcements, newsletters and Web sites. The contacts listed in *fyi* welcome your inquiries for more information.

- The diocese's Congregational Business Consultants will offer **workshops on congregational business practices and audits** on three Saturdays early in 2010. These workshops are aimed at treasurers, especially new ones, but should be of interest to all clergy and lay people who have business responsibilities in congregations, including wardens and other vestry members. A session on parish audits follows the business practices workshops and is aimed at leaders involved in the annual audit process in small congregations.

The workshops take place *9 a.m.-1 p.m. (with audit session from 1 to 2 p.m.) on these Saturdays:*

- *Feb. 27* at St. Mary's Church (3055 Main Street) in Barnstable;
- *March 13* at the Parish of St. Paul (1135 Walnut Street) in Newton Highlands; and
- *March 20* at Emmanuel Church (5 Bryant Street) in Wakefield. Cost is \$25 per person; register online at www.diomassevents.org. *FOR INFORMATION: Chris Meyer, Congregational Business Consultants coordinator (617/527-2739); cmeyer@diomass.org.*

- On *Feb. 5 and 6, 2010*, the Episcopal ministry at MIT will host a **Boston-area viewing site for the annual Trinity Institute conference**. This year's theme is "Building an Ethical Economy: Theology and the Marketplace." The local gathering at MIT will incorporate video from the key speeches at the conference, small group reflection and conversation with on-site, Boston-area ethicists and economists. More information on speakers and the theme is at <http://www.trinitywallstreet.org/faith/institute/2010/>. *FOR INFORMATION: Patricia Weinmann, Technology and Culture Forum at MIT (617/253-0108); <http://web.mit.edu/tac>.*

- A **Province I retreat for college students** takes place *Friday-Sunday, Feb. 19-21, 2010*, at the Barbara C. Harris Camp and Conference Center in Greenfield, N.H., a weekend of rest, fellowship, worship and learning. All undergraduate and graduate students affiliated with Episcopal and ecumenical parishes and chaplaincies are welcome. Cost per student is \$40. *FOR INFORMATION: The Rev. Amy McCreath, Province I campus ministries coordinator (mccreath@mit.edu).*

DIOCESAN COUNCIL ACTIONS:

At a joint meeting on Nov. 12, the Diocesan Council and Standing Committee considered diocesan young adult ministry opportunities and how St. Luke's and St. Margaret's Church in Allston might be strategically used. No action was taken.

Next Diocesan Council meetings: *Thursday, Dec. 3, 5:30-8:30 p.m.*, in Sproat Hall at the Cathedral Church of St. Paul in Boston, and *Friday-Saturday, Jan. 22-23, 2010*, at the Barbara C. Harris Camp and Conference Center in Greenfield, N.H.

FOR INFORMATION: Lois Murphey, Office of Convention and Council (617/482-4826, ext. 406); loism@diomass.org.

JOB POSTINGS:

Go to www.diomass.org
(Quick Links > Employment).

Among the jobs currently posted on the diocesan Web site are: two diocesan staff positions—**accountant** and **chief business officer**; **administrative assistant** at the Church of the Holy Spirit in Wayland; two positions—**facilities manager** and **summer camp director**—at the Barbara C. Harris Camp and Conference Center in Greenfield, N.H.; and **childcare provider** at St. John’s Church in Jamaica Plain.

**PARISH SEARCH
& CALL REPORT**

Go to www.diomass.org for
details (Inside the Diocese >
Parish and Clergy Support).

Communication regarding
deployment and parish transi-
tions should be directed to the
Rev. Canon Cynthia Hubbard
(617/482-4826, ext. 400 or
chubbard@diomass.org).

CHURCHES INITIATING PROCESS:

ROXBURY, St. Cyprian’s Church

CHURCHES IN SELF-STUDY:

DEDHAM, Church of the Good Shepherd
SOUTHBOROUGH, St. Mark’s Church

CHURCHES PREPARING PROFILE:

BEVERLY FARMS, St. John’s Church
NORWOOD, Grace Church

CHURCHES RECEIVING NAMES:

(Contact the Rev. Canon Cynthia Hubbard directly regarding these
two positions.)

READING, Church of the Good Shepherd
SAUGUS, St. John’s Church

CHURCHES NO LONGER RECEIVING NAMES:

NEWTON LOWER FALLS, St. Mary’s Church
OSTERVILLE, St. Peter’s Church
SOUTH YARMOUTH, St. David’s Church

OTHER OPEN POSITIONS:

COHASSET, St. Stephen’s Church: associate for teen ministries
(lay or ordained). Contact: The Rev. Margot Critchfield
(781/383-1083 or mcritchfield@ststephenscohasset.org).

MILTON, St. Michael’s Church: assistant/associate. Contact:
The Rev. Sam Rodman at mail@stmichaelsmilton.org.

WITH this fyi:

✓ Diocesan job postings: chief business officer and accountant.
Please post.

NEXT fyi:

fyi is published the first Wednesday of each month. The sub-
mission deadline for the Jan. 6, 2010, issue is **Wednesday,**
Dec. 16 at noon. Address e-mail submissions to tjs@diomass.org.

fyi is online at www.diomass.org (News/Events/Media > Publications).
Sign up for monthly “E-news” at www.diomass.org (Quick Links > Subscribe to E-news).



**Episcopal Diocese
of Massachusetts
138 Tremont Street
Boston, MA 02111**

Chief Business Officer

Position Description:

The Episcopal Diocese of Massachusetts comprises the eastern portion of the state (including Cape Cod) and more than 180 congregations, ranging in size from small (fewer than 100 people at worship on Sunday) to very large (more than 1,000 people at worship on Sunday). The diocese is 225 years old, with a rich history.

The Chief Business Officer (CBO) will direct and manage the financial affairs of the Diocese of Massachusetts, the Cathedral Church of St. Paul, the Trustees of Donations, the Society for the Relief of Disabled and Aged Clergy, the Society for the Relief of Widows, Widowers and Orphans and other related organizations. The CBO will report to the Canon to the Ordinary and treasurers of the respective entities.

The bishop of the diocese is the Rt. Rev. M. Thomas Shaw, SSJE. The diocesan offices are located across the street from the Park Street T stop.

Responsibilities: The Chief Business Officer has responsibility for the day-to-day activities in the following functional areas:

- Financial (Budget, Controller, Accounting, Finance, Procurement and Business Contracts)
- Accounts Receivable (receipt and disbursement of funds)
- Accounts Payable (bill paying, purchase order management, vendor management)
- Endowments (Spending Policies, investment management and policies)
- Management (Audit, Financial Policies and Procedures, Internal Controls, Reports and Financial Statements)
- Human Resource (Employment, Personnel policies and procedures, Payroll, employee benefits)
- Risk and Safety Management (Insurance, Legal, Safety, Emergency procedures, Disaster Recovery)
- Loan Program (Account Management, Billing, Collecting)
- Information Technology (Computer System, Internet, phone system, office technology and systems)
- Supervision (Accounting, Human Resource and Information Technology staff)

The CBO will serve as Assistant Treasurer. The CBO will serve on assigned financial and management Committees and Boards. The CBO will serve as a member of the diocesan management team, providing financial information, advice and recommendations as needed to the bishops, other departments, governing bodies and

committees. The CBO will collaborate with others to develop and provide financial training and information to clergy, treasurers and other appropriate parishioners. The CBO will serve as the Administrator for the Diocese.

Qualifications:

- An undergraduate degree in a related area, masters degree preferred
- Substantive experience and demonstrated skill in administration and operations (e.g. finance, information technology, human resources) in a large complex organization
- Skill in identifying and articulating priorities in a wide variety of forums and allocating resources to meet those priorities
- The ability to function effectively in a team-oriented environment, and to think strategically while focusing on financial and managerial accountability
- The ability to relate to the mission of the Episcopal Church
- Highly motivated and takes initiative, and must be able to work collaboratively
- Excellent written and oral communication skills

Strong internal candidate.

Applications:

Send cover letter and resumes to Lynn Clark, Episcopal Diocese of Massachusetts, 138 Tremont Street, Boston, MA 02111 or email lclark@diomass.org.

The Episcopal Diocese of Massachusetts is an Equal Opportunity Employer.



**Episcopal Diocese of
Massachusetts
138 Tremont Street
Boston, MA 02111**

Accountant III

Position Description:

The Episcopal Diocese of Massachusetts comprises the eastern portion of the state (including Cape Cod) and more than 180 congregations, ranging in size from small (fewer than 100 people at worship on Sunday) to very large (more than 1,000 people at worship on Sunday). The diocese is 225 years old, with a rich history.

The Accountant III will perform the day-to-day accounting and treasury functions of the Episcopal Diocese of Massachusetts, the Cathedral Church of St. Paul and the Trustees of Donations, the Society for the Relief of Disabled and Aged Clergy, the Society for the Relief of Widows, Widowers and Orphans and other related organizations. The position will report to the Assistant Treasurer and Chief Business Officer.

The bishop of the diocese is the Rt. Rev. M. Thomas Shaw, SSJE. The diocesan offices are located across the street from the Park Street T stop.

Responsibilities:

The Accountant III will perform accounting and treasury functions for the Episcopal Diocese and related organizations listed above, including, but not limited to, the following:

- Perform assigned tasks relating to accounts receivable, accounts payable, payroll, and loan administration system
- Perform monthly balance sheet posting and reconciliation
- Manage the monthly closing process
- Prepare quarterly financial statements
- Maintain the charts of accounts for the various organizations
- Reconcile cash accounts monthly and make wire transfers
- Manage the payroll, withholding, 1099 and pension contribution interface with the accounting system
- Assist in the development and maintenance of a financial policies and procedures manual
- Assist in the annual outside audit
- Work to foster a “customer service” focus in handling inquiries from staff, parishes, volunteers, and others, and
- Perform other duties as requested

Qualifications:

- An undergraduate degree in accounting or business degree with substantial accounting courses
- At least 10 years of accounting experience, including general ledger responsibility, in a complex environment
- Not-for-profit and fund accounting experience required
- A CPA is desired but not required
- Familiarity with AccuFund software a plus
- Highly motivated and takes initiative, and must be able to work collaboratively
- Excellent written and oral communication skills
- Familiarity with the Episcopal Church helpful but not required

Applications:

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