



**Wednesday, March 3, 2010**

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NEWS and INFORMATION for the clergy and leadership of  
**The Episcopal Diocese of Massachusetts**  
138 Tremont Street, Boston, MA 02111 / [www.diomass.org](http://www.diomass.org)  
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### **2011 budget process gets underway with open hearings**

At the outset of its work toward drafting the 2011 diocesan budget, the Budget Committee of Diocesan Council will offer **four regional hearings in March and April, open to all**. Attendance by deanery is encouraged, but anyone is welcome to attend any hearing. The program at each will include presentation of key financial matters of the diocese regarding congregations, including development of the 2011 budget and assessments, with time for open discussion.

The hearings will take place from 7 to 9 p.m. on:

- *Tuesday, March 23* at the Cathedral Church of St. Paul (138 Tremont Street) in Boston (Boston Harbor, Neponset River and South Shore deaneries);
- *Thursday, March 25* at the Church of Our Saviour (in the parish hall at 60 Union Street) in Middleboro (Cape and Islands, Mt. Hope-Buzzards Bay and Taunton River deaneries);
- *Thursday, April 15* at Trinity Church (124 River Road) in Topsfield (Merrimack Valley, Mystic Valley and North Shore deaneries); and
- *Thursday, April 22* at St. Anne's-in-the-Fields Church (147 Concord Road) in Lincoln (Alewife, Charles River and Concord River deaneries).

In addition, a **Strategic Ministries hearing** is set for *Wednesday, March 24, 7-9 p.m.*, at the Cathedral Church of St. Paul (138 Tremont Street) in Boston. Diocesan-funded Strategic Ministries will update the Budget Committee on their progress since the hearing last August and present plans and a budget for 2011. *FOR INFORMATION: The Rev. Canon Mally Lloyd, Canon to the Ordinary (617/482-4826, ext. 402 or [mallyl@diomass.org](mailto:mallyl@diomass.org)) or The Rev. Frank Fornaro, Budget Committee (781/275-8262).*

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### **Bishop Cederholm is on the mend**

Bishop Bud Cederholm is recuperating at home from knee-repair surgery following injury from a fall on Feb. 16. He will be working from home for several weeks before resuming his visitation schedule. Full recovery is expected to take about three months.

**Deanery confirmations will take place as currently scheduled.**

Bishop M. Thomas Shaw, SSJE asks for patience as other commitments get rescheduled as necessary, and for continued prayers for Bishop Cederholm and his wife, Ruth Ann.

*FOR INFORMATION: Diane Pound, Bishop Cederholm's Office (617/482-4826, ext. 349); [dianep@diomass.org](mailto:dianep@diomass.org).*

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**Need more news?** *Episcopal News Service actively reports Episcopal Church and Anglican Communion news, available at [www.episcopalchurch.org/episcopal\\_life.htm](http://www.episcopalchurch.org/episcopal_life.htm). Sign up to receive its news reports by e-mail, in English or Spanish, at [www.episcopalchurch.org/78650\\_23228\\_ENG\\_HTML](http://www.episcopalchurch.org/78650_23228_ENG_HTML). Episcopal News Service's live headline links are also on the news page at [www.diomass.org](http://www.diomass.org).*

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### ***New Alewife dean appointed***

The bishops have appointed **the Rev. Holly Antolini**, Rector of St. James's Church in Cambridge, as **dean of the Alewife Deanery**. She succeeds the Rev. Frank Fornaro, Rector of St. Paul's Church in Bedford, who retired as dean in February. In making the announcement, Bishop Cederholm commended each for their leadership and willingness to serve.

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### **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 **annual Clergy Conference** takes place *Wednesday-Friday, April 28-30* (not Tuesday-Thursday as in past years) at the Ocean Edge Resort in Brewster. Ray Suarez, author and "PBS Newshour" senior correspondent, will be the guest speaker. Registration information will be sent to the clergy in early March.  
*FOR INFORMATION: Clare Moffitt, Congregations and Clergy (617/482-4826, ext. 495); cem@diomass.org.*
  - Production of the 2010 "Directory of the Diocese" is underway. **Changes to clergy, diocesan leadership and committee member contact information (address, phone number, e-mail, etc.) should be submitted to database@diomass.org by March 12.** Those without e-mail access should contact Lois Murphey.  
*FOR INFORMATION: Lois Murphey, Office of Convention and Council (617/482-4826, ext. 406); loism@diomass.org.*
  - The diocese's Congregational Business Consultants are offering **workshops on congregational business practices and audits** on two upcoming Saturdays. These half-day sessions 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 small parish audits follows the business practices portion of the morning and is aimed at leaders involved in the annual audit process in congregations. The workshops take place from *9 a.m. to 1 p.m. on these Saturdays: March 13* at St. Paul's Church (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](http://www.diomassevents.org).  
*FOR INFORMATION: Chris Meyer, Congregational Business Consultants coordinator (617/527-2739); cmeyer@diomass.org.*
  - A diocesan-sponsored **Stewardship Seminar** will be offered on *Saturday, April 10, 9 a.m.-1 p.m.*, at the Cathedral Church of St. Paul (138 Tremont Street) in Boston. The presenter will be the Rev. Angela Emerson, Stewardship Development Minister for the Diocese of Vermont.  
*RSVP/FOR INFORMATION: Office of Development (617/482-4826, ext. 306).*
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- The diocese's Global Mission Partnership Task Force and Samaritans Now, an Episcopal medical relief program, are hosting an **informational meeting for any and all health care professionals interested in participating in a mission trip**. Planning is underway for health care mission trips in 2010 and 2011 to the Caribbean, Gaza and Africa.

The meeting takes place on *Saturday, April 10, 10 a.m.*, at St. Mary's Church (258 Concord Street) in Newton Lower Falls. Attendance will help participants develop a vision for what is involved in this type of trip, learn more about details of participation as a member of a medical team and discern whether or not it is the right commitment for them.

*FOR INFORMATION: The Rev. Ted Gaiser, Global Mission Partnership Task Force (617/782-1577 or tgaiser@diomass.org).*

- **Eucharistic Visitor Training** will be offered on *Saturday, April 17, 9 a.m.-4 p.m.*, at the Cathedral Church of St. Paul (138 Tremont Street) in Boston (register by April 10). Individuals may register by sending name, mailing address, phone number and sponsoring parish name and town, along with tuition (\$40 for trainees, \$25 for clergy) made payable to the Episcopal Diocese of Massachusetts, to: Eucharistic Visitor Training, 15 Fremont Street, Plymouth, MA 02360. Registration forms are available at [www.rvan.org](http://www.rvan.org).

*FOR INFORMATION: Connie Melahoures, Eucharistic Visitor Training coordinator (508/746-3805); conmel@aol.com.*

- As part of its year-long series of centennial celebrations, the Order of St. Anne-Bethany in Arlington is offering a *Saturday, April 10 Art and Music Retreat* featuring singer and composer Ellen Oak and artist Janet McKenzie, whose paintings will be on exhibit and whose work is featured in the recent book *Holiness and the Feminine Spirit*. Suggested fee of \$50 includes midday dinner. Registration is required.

On *Sunday, April 11, 2-4:30 p.m.*, the sisters will launch their **centennial book**, *Catch the Vision*, during an afternoon program and reception with the Rev. Dr. Charles Hefling, Erica Gelser and other book contributors, followed by Evening Prayer. All are welcome. Visit [www.BethanyHouseArlington.org](http://www.BethanyHouseArlington.org) for the schedule of centennial events and other regular offerings from Bethany House of Prayer, including monthly services of Contemplative Eucharist (*March 17, April 21*); Refreshment Days (*April 6*, led by the Rev. Tansy Chapman); and Green Gatherings for faithful stewards of the earth (*March 10, April 14*).

*FOR INFORMATION/TO REGISTER: Bethany House of Prayer, Arlington (781/648-2433); info@BethanyHouseArlington.org.*

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- The annual **Safe Church Refresher for clergy** will be held on *Tuesday, May 18, 8:45 a.m.-2:30 p.m.*, at St. Andrew's Church (79 Denton Road) in Wellesley. All clergy who are canonically resident or licensed in this diocese and who have not attended a training or refresher in the past two years are expected to attend. There is no fee; continental breakfast and lunch will be provided. Registration details will be sent this month to all clergy.

*FOR INFORMATION: Diane Pound, Bishop Cederholm's Office (617/482-4826, ext. 349); dianep@diomass.org.*

- The **Parish Historians Society will hold its annual meeting** on *Saturday, April 24, 8:30 a.m.-3 p.m.*, at Emmanuel Church (15 Newbury Street) in Boston. The day's program will include tours of Emmanuel Church and its Lindsey Chapel as well as presentations on stained glass windows and on disaster preparedness.

*FOR INFORMATION: Lynn Smith, Parish Historians Society (617/482-4826, ext. 888); PHS\_Exec@hotmail.com.*

- Registration is open for **spring CityReach weekends**, the overnight urban outreach program with the homeless, coordinated by Ecclesia Ministries for youth and adults. More information is available at [www.ecclesia.ministries.org/cityreach.html](http://www.ecclesia.ministries.org/cityreach.html).

**Ecclesia Ministries will celebrate a decade and a half of ministry** with its founder, the Rev. Debbie Little Wyman, on *Sunday, April 18, 4-6 p.m.*, at Emmanuel Church (15 Newbury Street) in Boston. All are welcome.

*FOR INFORMATION: The Rev. Kathy McAdams, Ecclesia Ministries (617/347-8582); info@ecclesia-ministries.org or www.ecclesia-ministries.org.*

## **DIOCESAN COUNCIL ACTIONS:**

At its Feb. 25 meeting, the Diocesan Council:

- Heard preliminary capital campaign plans from Bishop Shaw.
- Discussed proposed changes in the "Guidelines for the Allocation of Proceeds from the Sale of Diocesan Owned Property and Closed Churches" in anticipation of a March vote on the amended version.
- Heard a report from the treasurer which included updates on sales of closed churches, the 2008 diocesan audit and 2009 assessment collections.
- Discussed the 2011 assessment.
- Held further discussion on Dorchester ministry and property maintenance needs.

**Next Diocesan Council Meeting:** *Thursday, March 18, 6-8:30 p.m.*, in Sproat Hall at the Cathedral Church of St. Paul (138 Tremont Street) in Boston.

*FOR INFORMATION: Lois Murphey (617/482-4826, ext. 406); loism@diomass.org.*

**JOB POSTINGS:**

Go to [www.diomass.org](http://www.diomass.org)  
(Quick Links > Employment).

Among the jobs currently posted on the diocesan Web site are: **assistant manager for development**, a position on the diocesan staff; and **executive director** for Province I of the Episcopal Church.

**Volunteer youth leader needed:** The Boston Chinese Ministry at the Cathedral Church of St. Paul (138 Tremont Street) in Boston is looking for a volunteer leader who will work for two hours a week with a group of Asian youth (ages 11 to 15) on either Sunday mornings or afternoons.

FOR INFORMATION: The Rev. Canon Thomas Pang (617/733-6225); [tompang12@gmail.com](mailto:tompang12@gmail.com).

**PARISH SEARCH  
& CALL REPORT**

Go to [www.diomass.org](http://www.diomass.org) for details (Inside the Diocese > Parish and Clergy Support).

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

**CHURCHES IN SELF-STUDY:**

ROXBURY, St. Cyprian's Church

**CHURCHES PREPARING PROFILE:**

SOUTHBOROUGH, St. Mark's Church

WAREHAM, Church of the Good Shepherd

**CHURCHES RECEIVING NAMES:**

BEVERLY FARMS, St. John's Church

DEDHAM, Church of the Good Shepherd\*

NEWTONVILLE, St. John's Church\*

NORWOOD, Grace Church

SAUGUS, St. John's Church\*

\*Please contact the Rev. Canon Cynthia Hubbard directly.

**CHURCHES NO LONGER RECEIVING NAMES:**

NEWTON LOWER FALLS, St. Mary's Church

READING, Church of the Good Shepherd

**WITH this fyi:**

Diocesan job posting: assistant manager for development. Please post.

**NEXT fyi:**

*fyi* is published the first Wednesday of each month. The submission deadline for the April 7 issue is **Wednesday, March 31 at noon**. Address e-mail submissions to [tjs@diomass.org](mailto:tjs@diomass.org).

*fyi* is online at [www.diomass.org](http://www.diomass.org) (News/Events/Media > Publications).  
Sign up for monthly "E-news" at [www.diomass.org](http://www.diomass.org) (Quick Links > Subscribe to E-news).



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

## **Assistant Manager for Development**

The Episcopal Diocese of Massachusetts includes the eastern portion of the state (including Cape Cod) and has 185 congregations, ranging in size from small (fewer than 100 people at worship on Sunday) to very large (over 1,000 people at worship on Sunday). The bishop of the diocese is the Rt. Rev. M. Thomas Shaw, SSJE, and the diocesan offices are located across the street from the Park Street T stop.

### **Position Description:**

While the Assistant Manager for Development will function as an integral part of a two-person development office, the Diocese is making plans for a capital campaign to begin in 2011. It is anticipated that current staffing will increase to support that initiative appropriately. The expectation is that the successful candidate will have the capacity and willingness to grow into the position as the needs and requirements change.

### **Responsibilities:**

- Manage gift processing, acknowledgements, reporting, and general database administration
- Support the Director with the major gifts, planned giving and annual fund programs
- Maintain Development Department filing system
- Manage direct mail solicitation and communication pieces, including writing, design, list preparation, working with mail house to ensure timely delivery and to avoid duplicate solicitation
- Provide support for meetings and events, including guest lists, invitations, site and vendor relations, and follow-up correspondence
- Support donor cultivation, solicitation, and stewardship by preparing donor reports, updating donor records from contact reports, generating correspondence, and preparing gift reports for volunteer and staff solicitors
- Research grants that accurately reflect diocesan priorities and funder specifications
- Track all proposal deadlines
- Availability to work some weekends and evenings
- Other tasks as assigned by the Director

### **Experience/Abilities:**

- Extremely detail-oriented, highly organized, and able to work on multiple tasks within a specific time frame
- Highly motivated and takes initiative, seeks increasing responsibilities, and must be able to work collaboratively on a small development team

- Excellent written and oral communication skills
- Must be proficient in using Microsoft Office applications and have knowledge in using fundraising database. Candidates who possess familiarity with Raiser's Edge will be given strong consideration.
- 3-5 years work experience in fundraising
- Bachelor's Degree or equivalent experience required
- Familiarity with the Episcopal Church would be helpful but not required

**Applications:**

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

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