



Wednesday, July 7, 2010

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

Green Grants Initiative coming soon

A new diocesan Green Grants Initiative is about to be **launched**, to encourage, challenge and support all congregations in environmental stewardship. Application and workshop information will be available in August.

FOR INFORMATION: The Rev. Karen Montagno, Congregational Resources and Training (617/482-4826, ext. 413 or kmontagno@diomass.org) or Diane Pound, Bishop Cederholm's Office (617/482-4826, ext. 349 or dianep@diomass.org).

Diocesan Convention preparations underway

This year's **Diocesan Convention** will take place on *Saturday, Nov. 6* at St. Stephen's Church in Lynn.

Preliminary materials, including descriptions of positions to be filled by election, nomination forms and resolution guidelines, were e-mailed on July 1 to clergy and delegates (and mailed to those without e-mail). They also are posted at www.diomass.org.

All resolutions, nominations for diocesan elections, proposed canonical amendments and committee reports are due in the Office of Convention and Council by **Friday, Sept. 10**.

Pre-Diocesan Convention **delegate forums** in October offer an important opportunity for learning and discussion about the issues and business to come before the convention, including resolutions and the proposed budget. Forums are scheduled to take place from 7 to 9 p.m. on:

- *Tuesday, Oct. 19* at the Cathedral Church of St. Paul (138 Tremont Street) in Boston;
- *Wednesday, Oct. 20* at Trinity Church (124 River Road) in Topsfield;
- *Wednesday, Oct. 27* at St. Mary's Church (258 Concord Street) in Newton Lower Falls; and
- *Thursday, Oct. 28* at Christ Church (149 Court Street) in Plymouth.

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

fyi goes electronic in August

The **fyi** newsletter will be issued by e-mail beginning in August. The deadline and first-Wednesday-of-the-month publication schedule will not change, but instead of a paper copy in the mail, recipients will get an e-mail from news@diomass.org containing a link to the current issue. (The **fyi** also will continue to be posted, as usual, at www.diomass.org under "Publications.") The relatively small group of recipients without e-mail will continue to receive a paper copy by regular mail.

FOR INFORMATION: Tracy Sukraw, Office of Communications (617/482-4826, ext. 493); tjs@diomass.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.

- Effective July 6, **summer hours at the diocesan and cathedral offices** at 138 Tremont Street in Boston are Monday-Thursday, 8 a.m.-6 p.m., with the offices closed on Fridays. This schedule is an attempt to save energy by eliminating one day's commute and powering down the HVAC system for two consecutive days each week. Regular office hours will resume on Sept. 7.

- The Episcopal Church's Standing Commission on Liturgy and Music was charged by General Convention resolution C056 with **collecting and developing theological and liturgical resources for same-gender blessings**. It has begun its work by establishing three task groups on liturgical, pastoral/teaching and theological resources, and is now soliciting responses from the wider church. The commission and its task groups welcome comments, suggestions and ideas via the blog site <http://liturgyandmusic.wordpress.com> or by e-mail to sclm@episcopalchurch.org.

The commission is also **soliciting feedback on *Holy Women, Holy Men***, the major revision of *Lesser Feasts and Fasts*, now in trial use. Comments are welcome via the blog site noted above. There is also a survey, available through June 2011, at <https://www.psychdata.com/s.asp?SID=136205>.

- **Using wireless microphones at church?** Please note that new Federal Communications Commission regulations now restrict the frequency on which wireless microphones can operate. The 700 MHz band is off limits to wireless microphones as of June 12; those frequencies are now dedicated to public safety entities and commercial wireless service providers.

FOR INFORMATION: See <http://fcc.gov/cgb/wirelessmicrophones>.

- **A free symposium for clergy and chaplains, "Healing Combat Veterans and Their Families:** Exploring the Powerful Connections Between Medicine and Spirituality," will be offered on *Friday, July 16* at the Joseph B. Martin Conference Center at Harvard Medical School in Boston. It is sponsored by the Home Base Program, a partnership between Massachusetts General Hospital and the Red Sox Foundation to help veterans with post-traumatic stress disorder and traumatic brain injury and their families. The Rev. Paul Minor, Co-Rector of All Saints' Church in Belmont and Chaplain Operations Officer in the Massachusetts National Guard, is one of the symposium leaders. The agenda and registration are available at www.mghcme.org/spiritualPTSD, or call 617/726-2992 with questions about the symposium.

The Rev. David Sullivan can be contacted at ltcrted@gmail.com for more information about ways congregations in the diocese are ministering with veterans and families.

- A **Safe Church Training** session is scheduled for *Saturday, Oct. 2, 8:30 a.m.-3:30 p.m.*, at St. Peter's Church (4 Ocean Street) in Beverly. Cost is \$40 per person; some scholarship support is available. Registration is required 14 days prior to the training date and can be done online via www.diomass.org (click on "Inside the Diocese," then see "Training & Learning Opportunities"). *FOR INFORMATION: Dick Vanderlippe, Safe Church Training coordinator (978/263-1895); rvan@aol.com.*

DIOCESAN COUNCIL ACTIONS:

At its June 15 meeting, the Diocesan Council:

- Voted to endorse action by St. John's Church in Saugus to hire a full-time clergyperson, with said endorsement taking the form of a one-year commitment to funding not to exceed \$100,000 to be drawn from the proceeds of the sale of the properties of the former St. Luke's Church in Malden.
- Voted to endorse the effort of the Church of the Good Shepherd in Watertown to develop a plan for a family ministry pilot that would include, if the diocesan leadership team concurs, the hiring of a clergyperson, with said endorsement taking the form of a one-year commitment to funding not to exceed \$125,000 to be drawn from the proceeds of the sale of the properties of the former St. Andrew's Church in Belmont.
- Voted to authorize roof repairs at St. Mary's Church in Dorchester for an amount not to exceed \$400,000, with said funds to be drawn from the proceeds of the sale of the property of the former Church of St. Matthew and the Redeemer in South Boston.
- Appointed Lisa Garcia to the Budget Committee for a three-year term.
- Appointed Becky Alden, the Rev. Karen Coleman, Terry Hofmann, Jeff Johnson, the Rev. Karen Montagno, Lois Murphey and Lynn Smith to the Task Force on Slavery and Reconciliation called for by resolution of the 2009 Diocesan Convention.
- Voted to approve six petitions for assessment adjustments for 2011, and authorized the Assessment Coordinating Committee to offer another \$100,000 in adjustments to other congregations with which the committee is in conversation.
- Voted to approve the Green Grants Initiative plan, as submitted, for fundraising and the granting process for those funds.
- Voted to encourage the Diocesan Loan Committee to forgive Stokes loans to Christ Church in Hyde Park so as to enable the emergence of a multicultural congregation consistent with the mission strategy goals of the diocese.

Next Diocesan Council Meeting: *Saturday, Sept. 18, 9 a.m.-3 p.m.*, at Christ Church (1132 Highland Avenue) in Needham. *FOR INFORMATION: Lois Murphey, Office of Convention and Council (617/482-4826, ext. 406); loism@diomass.org.*

The MARKETPLACE:

Free carpet: Marriott's Custom House in Boston has available, to donate to a church, two to three rolls of new commercial-grade carpet.

FOR INFORMATION: Bert Cournoyer (617/310-6331);
hubert.cournoyer@vacationclub.com.

JOB POSTINGS:

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

Among the jobs currently posted on the diocesan Web site are: **project manager for campaign initiatives**, a position on the diocesan staff; **minister of music** at the Church of the Good Shepherd in Reading; **administrative assistant** at All Saints' Church in West Newbury; **membership coordinator** at All Saints Parish in Brookline; **parish administrator** at St. Dunstan's Church in Dover; two positions, **development/stewardship coordinator** and **director of children's ministries**, at Trinity Church in Boston.

**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:

CHARLESTOWN, St. John's Church
GLOUCESTER, St. John's Church
RANDOLPH, Trinity Church

CHURCHES IN SELF-STUDY:

BEDFORD, St. Paul's Church
ROXBURY, St. Cyprian's Church

CHURCHES RECEIVING NAMES:

DEDHAM, Church of the Good Shepherd*
NEWTONVILLE, St. John's Church*
WAREHAM, Church of the Good Shepherd
*Please contact the Rev. Canon Cynthia Hubbard directly.

CHURCHES NO LONGER RECEIVING NAMES:

BEVERLY FARMS, St. John's Church
SOUTHBOROUGH, St. Mark's Church

With this fyi:

- ✓ Diocesan job posting: project manager for campaign initiatives.
Please post.
- ✓ Sept. 25 Resource Day flier

NEXT fyi:

fyi is issued on the first Wednesday of each month. The submission deadline for the Aug. 4 issue is **Wednesday, July 28 at noon**. 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**

Project Manager for Campaign Initiatives

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:

The diocese seeks a skilled manager to coordinate and manage the development of five projects that will move the diocese forward in its current mission strategy focus areas of 1) Urban, Ethnic, Multicultural Ministries; 2) Children/Youth/Young Adult Ministries; and 3) Vital and Viable Congregations. The five projects will be funded by an upcoming diocesan-wide comprehensive campaign. The successful candidate will work closely with the Diocesan Bishop and other members of the Diocesan Leadership Team, as well as the Development Office to assist in shaping each of the individual projects, as they relate to the crafting of the case for support and the campaign itself. This is not a fundraising/development position.

Responsibilities:

- Work with Diocesan Bishop and Leadership Team to articulate the vision that will move the diocese toward fulfillment of its mission strategy, specifically as it relates to the following projects: green initiatives, the diocesan camp and conference center, urban ministries, and the intern program.
- Define, convene, and engage stakeholder groups for each of the projects, including, but not limited to, clergy, professional lay staff, and volunteers, for the purposes of setting goals and objectives that will assist in carrying forth the vision of the Diocesan Bishop and Leadership Team
- Develop full-scale strategic and financial plans for each of the projects, building upon structures that are currently in place, and creating those that do not currently exist
- Create and facilitate an organizational structure to support the development of each of the five key initiatives
- Develop and execute a timeline for the completion of all projects, delivering progress reports, proposals, and presentations to Diocesan Leadership Team on predetermined and mutually agreed upon schedule
- Estimate the resources and participants needed to achieve project goals and plan budgets accordingly

- Collaborate with and work in tandem with Development Office staff to ensure that elements of the case for support are developed in a manner consistent with fundraising goals and procedures
- Work closely with other diocesan staff to ensure that project elements are consistent with diocesan communication and messaging
- Effectively communicate project expectations and goals to stakeholders in a timely and clear fashion
- Set and continually manage expectations of each of the projects with team members and other stakeholders
- Proactively manage changes in the scopes of the projects, identify potential issues, and devise contingency plans

Experience/Abilities:

- Extremely detail-oriented, highly organized, and able to work on multiple tasks within a specific timeframe
- Highly motivated and takes initiative
- Excellent written and oral communication skills
- Experience working both independently and in a team-oriented, collaborative environment is essential.
- Understanding of a variety of financial models and the ability to develop models appropriate to the individual ministry areas
- Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities
- Persuasive, encouraging, and motivating to diverse groups of constituencies
- Ability to elicit cooperation from a wide variety of sources, including Episcopal leadership, clergy, volunteers, lay professional staff, and outside vendors
- Strong interpersonal skills
- Ability to effectively define, prioritize, and execute tasks
- Must be proficient in using Microsoft Office applications
- 5-7 years work experience project management or equivalent transferable skills with an understanding of the capital needs of a facility
- Bachelor's Degree or equivalent experience required
- Familiarity with the Episcopal Church would be helpful but not required

Applications:

Send cover letter and resume 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.



The Episcopal Diocese of Massachusetts presents:

Congregational Resource Day

Equipped to Answer God's Call

Saturday, September 25, 2010

WORKSHOP TOPICS INCLUDE:

Stewardship

- Investments and endowments
- Stewardship programs
- Simple acts for environmental stewardship

Youth Ministry

- Youth ministry 101
- Special services for youth
- Sabbath time vs. extracurricular activities

Education

- Adult formation programs
- Welcoming those with special needs into our parishes
- Fresh approaches to reading the Bible

Communications

- Electronic and social media tools
- Marketing your church's message

Mission & Outreach

- Healthcare mission trips
- Mission leadership
- Identifying mission

Congregational Development

- Churches and culture
- Pastoral care in many forms
- Newcomer ministry

Congregational Business

- Personal and community disaster preparedness
- Sound business practices
- Putting church property to work
- Small church audits

And many more topics. . .

Bentley University, Waltham

9:00 AM – 2:30 PM

Registration opens at 8:15 AM

Save the date and start recruiting a team from your parish to attend this year's **Congregational Resource Day** at the Conference Center at Bentley University in Waltham. There will be workshops to help develop skills and give you spiritual and practical help for joining God's mission in the world.

Bring a team from your parish with participants from the vestry, Sunday school teachers, stewardship committees, outreach and mission committees, youth leaders, parish historians, welcoming committees, parish communicators, EFM participants, young adults, building & grounds committees, parish administrators, confirmation mentors and adult education committees. There is something for everyone!

Online registration will begin in August for this event, and will be available through the diocesan website - www.diomass.org.

Cost, which includes lunch, will be \$15.00 per person.

. . . so that everyone who belongs to God may be proficient, equipped for every good work.

(2 Timothy 3:17)

