



Wednesday, Feb. 2, 2011

NEWS and INFORMATION for the clergy and leadership of

The Episcopal Diocese of Massachusetts

138 Tremont Street, Boston, MA 02111 / www.diomass.org

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**Register for Episcopal
Village Mission Event
on March 5**

The **diocesan Spring Learning Event** on *Saturday, March 5* at the Cathedral Church of St. Paul (138 Tremont Street) in Boston will be part of a larger Episcopal Village Mission event (www.episcopalvillage.org) focusing on reaching new communities, church planting and sharing the Gospel in new ways. Register online at <http://epvboston.eventbrite.com>.

For preparation, a [five-part study](#) for individual and group use is available for download at www.diomass.org (see "Document Library" under "Resources for Congregations and Clergy").

FOR INFORMATION: The Rev. Karen Montagno, Congregational Resources and Training (617-482-4826, ext. 413 or kmontagno@diomass.org) or Amy Cook, Resource Center (617-482-4826, ext. 645 or acook@diomass.org).

**2012 budget process
gets underway with
open hearings**

At the outset of its work toward drafting the 2012 diocesan budget, the Budget Committee of Diocesan Council will offer **four regional hearings in March, open to all**. Attendance according to deanery is encouraged, but anyone is welcome to attend any hearing. The program at each location will include presentation of key financial matters of the diocese regarding congregations, including development of the 2012 budget and assessments, with time for open discussion. All questions will be welcome.

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

- *Tuesday, March 15* at the Cathedral Church of St. Paul (138 Tremont Street) in Boston (Boston Harbor, Neponset River and South Shore deaneries);
- *Wednesday, March 16* 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);
- *Wednesday, March 30* at St. Peter's Church (320 Boston Post Road) in Weston (Alewife, Charles River and Concord River deaneries); and
- *Thursday, March 31* at Trinity Church (124 River Road) in Topsfield (Merrimack Valley, Mystic Valley and North Shore deaneries).

In addition, a **Strategic Ministries hearing** is set for *Tuesday, March 29, 7-9 p.m.*, at the Cathedral Church of St. Paul (138 Tremont Street) in Boston. Representatives of diocesan-funded Strategic Ministries will update the Budget Committee on their progress and present plans and a budget for 2012.

FOR INFORMATION: The Rev. Canon Mally Lloyd, Canon to the Ordinary (617-482-4826, ext. 402); mallyl@diomass.org.

First Lutheran is new home for continuing Episcopal ministry in Brockton

[Grace Chapel](#), established as an outreach ministry of the now-closed St. Paul's Church in Brockton, is continuing under the sponsorship of St. John's Church in Holbrook. Grace Chapel's English-speaking, multicultural congregation worships on Sundays at 10 a.m. at the First Evangelical Lutheran Church (900 Main Street) in Brockton, led by the Rev. Moses Sowale.

On *Sunday, Feb. 20 at 9 a.m.*, **Bishop Bud Cederholm will celebrate and preach at a joint service of the Grace Chapel and First Lutheran congregations.** Prayers and participation are welcome as this ministry develops.

FOR INFORMATION: The Rev. Moses Sowale, Grace Chapel, Brockton (617-708-7008).

Open forums invite feedback on proposed Anglican Covenant

The diocese's General Convention deputies invite congregations, on their own or in deanery-based groups, to spend some time studying and discussing the proposed Anglican Covenant (available in [English](#), with [study guide](#), and [Spanish](#), with [study guide](#)), and then to forward a summary of their responses to the Office of Convention and Council (loism@diomass.org) by the first week in Lent. The deputies also will host **three regional conversation forums on the proposed covenant, open to all.** These will take place from 7 to 9 p.m. on:

- *Wednesday, Feb. 16* at St. Peter's Church (320 Boston Post Road) in Weston;
- *Tuesday, March 1* at the Church of the Good Shepherd (74 High Street) in Wareham; and
- *Tuesday, March 22* at the Cathedral Church of St. Paul (138 Tremont Street) in Boston.

FOR INFORMATION: The Rev. Canon Mally Lloyd, Canon to the Ordinary (617-482-4826, ext. 402); mallyl@diomass.org.

Additionally, the Alewife Deanery will sponsor a workshop and discussion program on the covenant on *Wednesday, March 16, 7-9 p.m.*, at All Saints Church (17 Clark Street) in Belmont. Questions about the Alewife event can be directed to the Rev. Holly Antolini (617-547-4070); rector@stjames-cambridge.org.

Three welcomed to new staff positions

The diocese welcomes three people to new staff positions:

Kelsey Young is serving as the interim executive director of the [Barbara C. Harris Camp and Conference Center](#), where she has worked since 2007 as guest services manager and then conference center director.

Matthew J. Lindeman, who worked at the camp last summer, has been named interim camp director. A seminary student at Yale Divinity School, he will work part-time from New Haven in the spring and fall seasons and on site at the camp full time during the summer months.

Richard H. Strout has joined the diocesan staff as chief business officer. He is a certified public accountant and former audit manager at G.T. Reilly and Co. He can be reached at 617-482-4826, ext. 554 or rstrout@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.

- The **deadline for Green Grants Initiative applications** is *Tuesday, March 1*. [SHOW workshop registration, program information and grant applications](#) are available at www.diomass.org (see “Green Grants Initiative” under “Our Mission”).
FOR INFORMATION: The Rev. Karen Montagno, Congregational Resources and Training (617-482-4826, ext. 413); kmontagno@diomass.org.
- The Rev. Canon Sally Bingham, Canon for the Environment in the Diocese of California, will give a **public lecture on faith and the environment** on *Wednesday, Feb. 16, 6:30 p.m.*, at the Brooks School in North Andover. Learn more at www.brooksschool.org.
- **Diocesan Pre-Confirmation Retreat dates** have been set: *Friday-Saturday, March 18-19* (with a visit by Bishop Tom Shaw) and *Friday-Saturday, April 8-9* (with a visit by Bishop Bud Cederholm), both at the Barbara C. Harris Camp and Conference Center in Greenfield, N.H. Attendance is not required but strongly encouraged. These are first-registered, first-served retreats, both open to congregations in all deaneries. Check www.diomassyouth.org for registration details.
- Fifty-six partner congregations and about 900 volunteers made it possible for St. Stephen’s Church in Boston to sponsor B-SAFE (Bishop’s Summer Academic and Fun Enrichment program) last summer, serving 540 city youth at six Boston and Chelsea sites. **B-SAFE seeks partners for summer 2011.** An orientation meeting for new and returning partners will be held on *Sunday, March 13, 1-3 p.m.*, at the Church of the Redeemer (379 Hammond Street) in Chestnut Hill.
FOR INFORMATION/TO RSVP: Jane Tierney (617-262-9070, ext. 13); jltier@aol.com.
- Applications are being accepted for **Micah Project and Relational Evangelism internships in the Life Together young adult program** for the 2011-2012 program year. Relational Evangelists serve in Episcopal parishes or chaplaincies and are trained as faith-based community organizers with the intention of engaging more young adults in God’s mission. Each Relational Evangelist builds a leadership team of young adults in his or her local community and leads a social action campaign. Micah Project interns live together in community, discerning their own vocational calls while serving in Boston-area social justice-related internships. Both are 11-month internships, beginning with orientation on Aug. 22, 2011.
Applications are accepted on a rolling basis, with priority given to those received before *Feb. 15, 2011*.
FOR INFORMATION: apply@diomassintern.org or visit www.diomassintern.org.

- Free **online Safe Church Training**, using the curriculum “Safeguarding Our Children,” is available for use by congregations in this diocese. Those who need to take the training should contact their parish clergy to receive a unique ID and password to access the program. [More information is available at www.diomass.org](http://www.diomass.org) (see “Training and Learning” under “Resources for Congregations and Clergy”) or from Lynn Clark, Human Resources Manager (617-482-4826, ext. 578 or lclark@diomass.org).

Safe Church Training events will continue to be offered, with sessions scheduled on these *Saturdays, 8:30 a.m.-3:30 p.m.*: *March 19* at St. Barnabas’s Church (91 Main Street) in Falmouth; *April 2* at the Church of the Advent (28 Pleasant Street) in Medfield; and *Sept. 17* at St. Paul’s Church (390 Main Street) in North Andover. [Registration is required](#) 14 days prior to the training date and can be done online via www.diomass.org (see “Training & Learning” under “Resources for Congregations and Clergy”). *FOR INFORMATION: Richard Vanderlippe, Safe Church Training coordinator (978-263-1895); rvan@aol.com or rvanderlippe@diomass.org.*

- The diocese’s Congregational Business Consultants are sponsoring **Congregational Practices/Audit Workshops** again this spring to give parish leadership—especially new parish leaders and treasurers—an exposure to the basics of good business practices in general, and Episcopal Church business practices in particular. The workshops will consist of four modules on general business practices; compensation and benefits; compliance and reporting; and bookkeeping and safeguarding of assets. There also will be an optional module on small church audits. The workshops will take place on the following *Saturdays, 9 a.m.-1 p.m. (the optional audit session concluding at 2 p.m.)*:

- [Feb 12](#) at St. Mary’s Church (3055 Main Street) in Barnstable;
- [March 12](#) at St. Paul’s Church (127 Summer Street) in Lynnfield;
- [March 26](#) at St. Paul’s Church (1135 Walnut Street) in Newton Highlands.

More information and online registration is available by clicking on the dates above.

FOR INFORMATION: Chris Meyer, Congregational Business Consultants coordinator (617-527-2739); cmeyer@diomass.org.

- Included with this *fyi* is a **reminder to congregations to schedule their annual audits for fiscal year 2010**. The completion of an audit is a basic requirement for the fiscal health of a congregation and the accountability of the vestry or executive committee. An outline summarizing approved procedures is included in the attachment. A copy of each congregation’s audit for 2010, addressed to the Treasurer’s Office, is due on or before Sept. 1.

FOR INFORMATION: Steve Pierce, Congregational Support (617-482-4826, ext. 501); spierce@diomass.org.

- **Congregational Leadership Report and Lay Delegate**

Certification forms have been mailed to all rectors or other priests in charge of congregations. The forms are preprinted with the information currently in the diocesan database. Congregations are asked to update the information on these forms and return them to the Office of Convention and Council within 10 days of their annual meeting as required by diocesan canons and no later than the deadline of *Monday, Feb. 21*.

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

- In the diocese's continued effort to develop bonds with brothers and sisters in Christ in the Episcopal Diocese of Jerusalem, a **pilgrimage encounter to Palestine/Israel** is being organized for July 18-29. The pilgrimage will include visits to locations such as the Church of the Holy Sepulcher, the Western (Wailing) Wall, Yad Vashem Holocaust Museum, Mt. of the Beatitudes, Emmaus Nicopolis and the Roman/Byzantine ruins in Sepphoris. The group will encounter the life of the Diocese of Jerusalem throughout the trip, visiting churches, schools, projects and hospitals.

There will be an **initial meeting** on *Saturday, March 12, 1-3 p.m.*, at St. Mary's Church (258 Concord Street) in Newton Lower Falls for all participants and anyone interested in additional information. Anticipated expenses for each participant are approximately \$3,750 (includes airfare). All participants are expected to make a nonrefundable deposit of \$600 by April 10, payable to the Episcopal Diocese of Massachusetts (with "Pilgrimage Encounter" in the memo line) and mailed to the Rev. Ted Gaiser, 8 Glenmont Road, Brighton, MA 02135.

FOR INFORMATION: The Rev. Ted Gaiser (617-782-1577); tgaiser@diomass.org.

- The Northeast Ecumenical Stewardship Council is sponsoring a **two-day conference, "Money Follows Mission: Stewardship Practices for the Body of Christ,"** *Friday-Saturday, March 18-19* at the Holiday Inn in Marlborough. The conference will feature a guest speaker, the Rev. Mike Slaughter, as well as networking opportunities, resources (including a bookstore) and 14 workshops to inspire and provide practical tools to support stewardship ministry. Registration information is available [here](#).

FOR INFORMATION: Amy Cook, Resource Center (617-482-4826, ext. 645); acook@diomass.org.

- The **Clergy Sabbatical Program** sponsored by the bishops provides clergy of the diocese with opportunity for a time of sabbath, for a renewal of spirit and a reaffirmation of life with God. All clergy canonically resident in the Diocese of Massachusetts who have been in active, ordained ministry for a minimum of 10 years and in their current congregation for a minimum of five years are

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eligible to apply. [Materials](#) posted at www.diomass.org provide specific information (see “Resources for Congregations and Clergy”).

The **application deadlines for sabbaticals to be taken in 2012** are: *March 31, 2011*, for the vestry letter of support, and *May 31, 2011*, for the final application.

FOR INFORMATION: The Rev. Maggie Geller (617-482-4826, ext. 351); mgeller@diomass.org.

DIOCESAN COUNCIL ACTIONS:

At its Jan. 22 meeting, the Diocesan Council:

- Appointed Richard H. Strout, diocesan chief business officer, as assistant treasurer of the diocese.
- Authorized a revised list of signatories for diocesan bank accounts.
- Approved appointment of Theodore Ts'o to the Budget Committee for a second term ending in November 2013 and the Rev. Stephen Voysey for a first term ending in November 2013, and designated Lisa Garcia as chair of the Budget Committee.
- Heard a report from the Treasurer's Office.
- Voted to permit contributions to the Episcopal Conference for the Deaf and the New England Home for the Deaf from funds of St. Andrew's Church of the Deaf.
- Approved monies from the former St. Andrew's Church in Belmont to support the ongoing relationship with St. Peter's Anglican Church in Ndumberi, Kenya, and its Mothers' Union.
- Approved an additional diocesan staff clergy housing allowance for 2011.

Next Diocesan Council Meeting: *Thursday, Feb. 17, 6-8:30 p.m.,* in Sproat Hall at the Cathedral Church of St. Paul (138 Tremont Street) in Boston.

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

JOB POSTINGS:

Go to www.diomass.org
(Resources for Congregations & Clergy > [Employment](#)).

Among the jobs currently posted on the diocesan Web site are: [organist and choir director](#) at St. Andrew's Church in Hanover; [Christian education director for children and youth](#) at St. Paul's Church in North Andover; [director of Christian education](#) at St. Mary's Church in Newton Lower Falls; and two positions, [youth minister](#) and [assistant director of children's ministries](#), at Trinity Church in Boston.

PARISH SEARCH & CALL REPORT

Go to www.diomass.org for details (Resources for Congregations & Clergy > Congregation & Clergy Support > [Clergy Deployment/Transition Ministry](#)).

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

Any member of the clergy who is interested in relocating outside of the diocese and wishes to be presented at the spring Transition Ministry Conference on March 14 should contact the Rev. Canon Cynthia Hubbard at chubbard@diomass.org before the first of March.

CHURCHES IN SELF-STUDY:

MEDFIELD, Church of the Advent
RANDOLPH, Trinity Church

CHURCHES PREPARING PROFILE:

MARBLEHEAD, St. Andrew's Church
MILTON, St. Michael's Church

CHURCHES RECEIVING NAMES:

CHARLESTOWN, St. John's Church (*contact Canon Hubbard directly*)
GLOUCESTER, St. John's Church

CHURCHES NO LONGER RECEIVING NAMES:

ARLINGTON, Church of Our Saviour
BEDFORD, St. Paul's Church
CAMBRIDGE, St. Peter's Church
DEDHAM, Church of the Good Shepherd
ROXBURY, St. Cyprian's Church

WITH this fyi:

- ✓ Church audit policy

NEXT fyi:

fyi is issued on the first Wednesday of each month. The submission deadline for the March 2 issue is **Wednesday, Feb. 23 at noon**. E-mail submissions to tjs@diomass.org.



The Episcopal Diocese of Massachusetts

January 7, 2011

Dear Colleagues:

It is that time of the year when you should be scheduling your FY 2010 annual audit. The completion of an audit is a basic requirement to ensure the fiscal health of a parish and the accountability of the Vestry/Executive Committee. On page 2 of this letter is an outline of the church audit policies as approved by our Diocesan Council. In summary, there are several different procedures, tied to the size of a congregation's operating expenses, for completing the audit requirement - 1) A full audit by a CPA, 2) An Agreed-upon Procedure by a CPA, 3) an audit by committee according to *The Manual of Business Methods in Church Affairs*, and 4) an Alternative Audit Procedure.

In consultation with your Treasurer and Finance Committee, the Vestry/Executive Committee should decide which approach is the most appropriate for your congregation. Once you have made that determination, please contact me to obtain a copy of the specific guidelines for the type of audit you will perform. You can reach me via email at spierce@diomass.org or by telephone at 617.482.4826, x501.

As with last year, we are scheduling audit workshops on the same day and location as the Congregational Business Practice workshop: a Congregational Business Practices Workshop from 9 a.m. to 1 p.m. and a Small Church Audit Workshop from 1 to 2. The audit workshop will explore the auditing requirements of *The Manual* and the Alternative Audit Procedure.

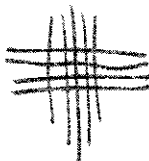
A copy of your audit for FY 2010, addressed to the Treasurer's Office, is due on or before September 1, 2011.

In the Letter to the Ephesians we are told that we are "members of the household of God" (2:19). When you joined that household, you entered into a covenant to care for and live responsibly with each other. As a leader in your community, you were called to exercise particular responsibilities in the caring and managing of the financial and business affairs of your household. Conducting an independent audit of your household's books is one way in which you live out that responsibility.

Thank you for your attention to this particular aspect of managing and caring for your household. As always, please let me know if you have any questions and/or concerns.

Faithfully yours,

Stephen Pierce, CCA
Coordinator for Congregational Support
The Episcopal Diocese of Massachusetts



Inviting, Forming, Sending, Serving

**Church Audit Policies for
Congregations in the
Episcopal Diocese of Massachusetts**

Your Vestry should determine which category you fall into, except small congregations.

Very large congregation	Medium to large congregation	Small congregation
Audit by CPA	Audit by CPA	Internal audit following the <i>Business Manual</i> by an Accountant
OR	OR	OR
Agreed upon procedure by a CPA	Agreed upon procedure by CPA	Internal audit following the <i>Business Manual</i> by an Audit Committee
	OR	OR
		Alternative audit process
	Internal audit following the <i>Business Manual</i> by an Accountant	
	OR	
	Internal audit following the <i>Business Manual</i> by an Audit Committee	