



Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • www.diomass.org

To: Clergy and Lay Leadership of the Diocese
From: Kristina Frances, SSM, Secretary of Convention
Chelsea Smith, Assistant Secretary of Convention
Date: June 27, 2019
Re: 2019 Diocesan Convention

We are writing to notify you that the 234th Annual Convention of the Diocese of Massachusetts will be a one-day event, taking place on **Saturday, November 2, 2019**, at the Back Bay Events Center, 180 Berkeley St., Boston and Emmanuel Church, 15 Newbury St., Boston. The following are some Convention-related matters to which we want to call your attention.

This is preliminary information. Convention materials, including schedule and registration information, will be sent in early October. Visit www.diomass.org/diocesan-convention-2019 for updates and materials as they become available.

Registration: An early registration fee of \$25 will be offered between September 27 and October 14. The regular registration fee of \$35 will apply if you register between October 15 and October 27. A late registration fee of \$40 will apply to all who register between October 28 and November 2.

Hotel Accommodations: There will not be a designated hotel for convention this year. A list of recommended hotels will be available on the website, with available discounts noted.

Convention deadlines: The deadline for submission of all materials for Convention is Friday, September 6, 2019, by 5:00 p.m. No late submissions will be accepted after this deadline. This includes:

- Nomination papers
- Resolutions
- Proposed amendments to the Constitution and Canons
- Applications for admission as a parish or mission of the diocese
- Required reports from diocesan committees
- Applications for display space

Nominations: A list of positions to be filled by election at this year's Convention accompanies this memo. We seek your assistance in ensuring that there are a number of qualified candidates for the various offices, and we 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 6 if needed.

For each nominee, don't forget to send:

- **Required form(s)**, including 75-word descriptive statement, to be published in the Handbook so members of Convention can know something about the nominees;
- **A digital headshot photo**, also to be published in the Handbook. E-mail photos to csmith@diomass.org.

Resolutions: Guidelines for submitting resolutions (which contain information to help you determine whether the desired action is appropriate for a resolution or should be handled in some other way), along

with framing instructions, accompany this memo. The deadline for submitting resolutions is Friday, September 6, 2019, at 5:00 p.m. **No resolutions will be accepted or viewed after this deadline.**

Certification of Delegates: Any changes in your lay delegation must be communicated to the Convention Office as soon as possible. Certifications must be submitted in writing, and all Convention materials 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 Chelsea Smith in the Convention Office.

Budget Process: The diocesan Budget Committee is in the process of preparing the proposed 2020 Diocesan Budget. If you have a proposal for consideration by the Convention that asks for financial support of any kind, directly or indirectly, through the development or expansion of a diocesan program or goal, it must be submitted through the appropriate channels in the budgeting process. The Diocesan Council will vote at its September 7, 2019, meeting on the proposed 2020 budget to be put forward to the Diocesan Convention.

Pre-Diocesan Convention Delegate Forums: These meetings in the fall 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 7:00 to 9:00 p.m. on:

- Tuesday, October 8 at Christ Church (149 Court St.) in Plymouth;
- Wednesday, October 9 at Trinity Church (124 River Rd.) in Topsfield;
- Wednesday, October 16 at St. Peter's Church (320 Boston Post Rd) in Weston; and
- Thursday, October 17 at the Cathedral Church of St. Paul (138 Tremont St.) in Boston.

Logistical details and Zoom information will be sent out in the fall. Details are available on the website.

Fall Convention Mailing: In an effort to cut down on Convention-related costs, we will again be sending the October mailing by email. The Convention handbook and budget book will be available online at the time of the mailing. Hard copies of each book will be available at the pre-convention forums listed above and on the day of Convention. We noted that fewer hard copies were used last year, so we will be printing fewer copies this year and encourage you to continue using your devices to access the documents online. If you have not done so already, please update your email address with the Convention office so that you receive all pertinent information.

Display Tables: We are offering display table space this year. Please use the online application (<http://bit.ly/2J8CZaQ>) for display space if you are interested. Applications must be received by Jennifer Garrett (jgarrett@diomass.org/x421) no later than Friday, September 6, 2019, to be considered.

If you have any questions, please contact Chelsea Smith, Assistant for Governance and Administration, at 617-482-4826 x406 or csmith@diomass.org.

Accompanying documents:

- Positions to be filled by election at Convention 2019 (PDF)
- Nomination Form (PDF)
- Resolutions Committee Guidelines (PDF)
- Application for display space (online form)