

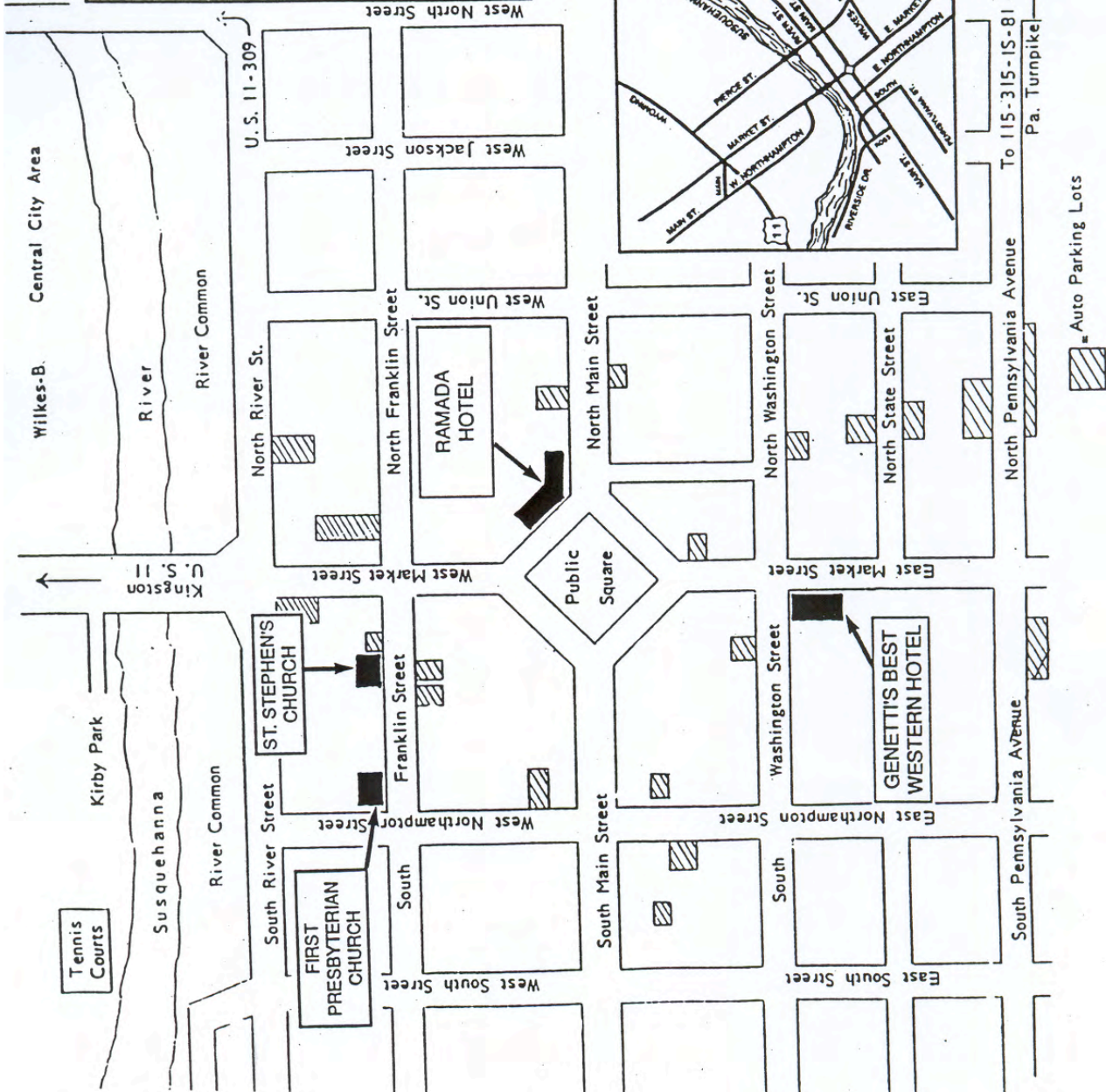
# **DIOCESAN TRAINING FOR MINISTRY 2008 CONFERENCE**



**Saturday, March 1, 2008**

**St. Stephen's Pro-Cathedral  
35 S. Franklin Street  
Wilkes-Barre, PA 18701  
(570) 825-6653**

From the Turnpike, I80, or I81 go North on Rt. 115 toward Wilkes-Barre. Rt. 115 turns into Rt. 309. Proceed to Exit 2 (Approx. 1.5 mi. from I-81 interchange) (Wilkes-Barre Blvd) and turn left at light onto Wilkes-Barre Blvd. Go to the 5th light and turn right onto East Market Street. Go one block and Genetti's Best Western Hotel is on left. Go two more blocks to Public Square and the Ramada Hotel is 1/4 around square.



▨ Auto Parking Lots



## CONFERENCE SCHEDULE

8:15 am – 9:15 am	Registration and Hospitality
9:15 am	Opening Prayer and Welcome
9:45 am – 11:15 am	Session I
11:30 am	Eucharist
12:30 pm	Lunch
1:15 pm	Session II
2:45 pm	Commissioning and Departure

**Only the church and first floor are  
handicapped accessible.**

*Sponsored by the Episcopal Diocese of Bethlehem*

*Live God's Love: tell what you have seen and heard*

## WORKSHOPS AT A GLANCE

### AM WORKSHOPS

- #1. Wardens/Vestry 101
- #2. Ministry of the Lay Eucharistic Visitor (continued in PM workshop #6)
- #3. Stewardship – “Give and Live: Stewardship as a Way of Life”
- #4. Planned Giving – “Show Me the Money: Planned Giving and the St. Matthew Society”
- #5. Celebrating the Eucharist

### PM WORKSHOPS

- #6. Ministry of the Lay Eucharistic Visitor (continuation of AM workshop #2)
- #7. Stewardship – “Give and Live: Stewardship as a Way of Life”
- #8. Treasurers’ Workshop
- #9. EYE, Province III, and Mission Ministry: What Do They Have to Do with Me?
- #10. Parish Communication

## WORKSHOP DESCRIPTIONS (AM)

### **1. Vestry**

An introduction for new wardens and vestry members – or a refresher for experienced vestry members – to the roles, responsibilities, and realities of parish leadership. We will look at canons, models, strategies, and resources to assist the elected leaders of parishes.

[Led by The Rt. Rev. Paul V. Marshall and  
The Ven. Howard Stringfellow]  
*Morning*

### **2. Ministry of the Lay Eucharistic Visitor**

“I was hungry and you fed me.”

The Ministry of the Lay Eucharistic Visitor extends the celebration of Holy Communion to those who are unable to attend the gathering of the faithful – the home-bound, those in hospital and nursing homes.

This two-part course leads to the licensing by the Bishop. The morning session will look at Biblical, theological, and historical background, while in the afternoon, we will discuss resources and practical considerations such as HIPAA rules, safety, and health concerns.

[Led by The Rev. Edward K. Erb]  
*Morning and Afternoon*

### **3. Give and Live: Stewardship as a Way of Life**

This workshop will examine the theology and practice of year-round stewardship in the parish. How can we help an entire parish make the shift from scarcity to abundance, from control to generosity, from maintenance to mission? We will share ideas for preaching, teaching, and programming for all ages, throughout the liturgical year.

[Led by the Rev. Robert L. Tate, Rector,  
Church of St. Martin-in-the-Fields,  
Philadelphia.]

*Morning or Afternoon*

### **4. Show Me the Money: Planned Giving and the St. Matthew Society**

Come to an informal workshop for lively discussion about developing significant funds for ministry in your parish. Learn about the St. Matthew Society, which honors and thanks all those who remember their parishes in their estate plans.

Discover why a former tax collector became a saint, what planned giving is all about, and how it can help even the smallest parish! Members of the St. Matthew Society Steering Committee will offer practical tools for launching and propelling the Society in your parish so that funds for future ministry can take root and grow. You needn't reinvent the wheel. All are most welcome!

[Led by Char Horst and the Steering Committee]  
*Morning*

### **5. Celebrating the Eucharist**

The 1979 Book of Common Prayer begins by declaring that the Holy Eucharist is the principal act of Christian worship on the Lord's Day. The Prayer Book, however, leaves a great deal unsettled about how that liturgy is to unfold. The architects of the Prayer Book kept the rubrics or directives to a minimum to allow the liturgy to be shaped according to the culture of the Diocese and parish, and the evolving wisdom of all the Christian churches.

In this workshop, we will explore some basic principles, reflective of the still emerging ecumenical consensus, that can guide a community as it makes liturgical decisions. We will also consider some examples of how these principles might be put in motion. The session will be a participatory workshop rather than an instructional presentation.

[Led by the Rev. Patrick L. Malloy]  
*Morning*

## WORKSHOP DESCRIPTIONS (PM)

### **6. Ministry of the Lay Eucharistic Visitor**

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[Led by the Rev. Robert L. Tate, Rector,  
Church of St. Martin-in-the-Fields,  
Philadelphia.]

*Morning or Afternoon*

### **8. Treasurers’ Workshop**

In this workshop, we will focus on Cash Receipts, Cash Disbursements, Internal Controls, and Audits. We will review the Balance Sheet and Revenue and Expense statements. A question and answer session will follow the presentation.

[Led by R. Bruce Reiner and  
Richard Guyer]  
*Afternoon*

### **9. EYE, Province III, and Mission Ministry: What do they have to do with me?**

No, this is not a session on poetry; it is a workshop for youth and youth leaders about why Episcopal teens will benefit from participation in events linking us to the wider church. We will talk about national events such as EYE, the Episcopal Youth Event, which is coming up this summer, and youth presence at General Convention. We will also share about DioBeth youth involvement in Province III (regional) events and learn more about youth ministry in our neighboring dioceses. Finally, we will talk about what it means to engage in mission work, especially about our Kajo-Keji Youth Campaign, as well as our upcoming (summer 2008) Junior High Mission Trip to the Northern Tier of our Diocese and possibilities for the next Senior High Mission Trip (summer 2009).

[Led by the Rev. Demery Bader-Saye]  
*Afternoon*

### **10. Parish Communication**

This workshop is designed for rectors and parish administrators to discuss better communication with parishioners and the diocesan community. It will include computer platform choices, telecommunication needs, blogging, websites, the *Diocesan Life* mailing list, news outlets, options for non-profits with regard to equipment and software purchases, and the most efficient ways to give parish-related news visibility around the diocesan community.

[Led by Kat Lehman and  
The Rev. Canon Bill Lewellis]  
*Afternoon*

**DIOCESAN TRAINING FOR MINISTRY  
2008 CONFERENCE**

**March 1, 2008**

**Registration Form**

(Note: One form per person)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Parish: \_\_\_\_\_ Parish City: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Handicapped accessibility needed: Yes  No

**WORKSHOP CHOICES:**

AM WORKSHOP: Workshop # \_\_\_\_\_ Title: \_\_\_\_\_

PM WORKSHOP: Workshop # \_\_\_\_\_ Title: \_\_\_\_\_

Cost Per Person (includes lunch and materials) \$15.00

Checks payable to Diocese of Bethlehem – 2008

Mail completed forms to: Diocese of Bethlehem, 333 Wyandotte St.,  
Bethlehem, PA 18015, Atten: Rosemary Kleintop

***Registration Deadline: February 15, 2008***

DETACH HERE