

# *DIOCESAN TRAINING FOR MINISTRY*

*Saturday, April 2, 2011*

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



Registration

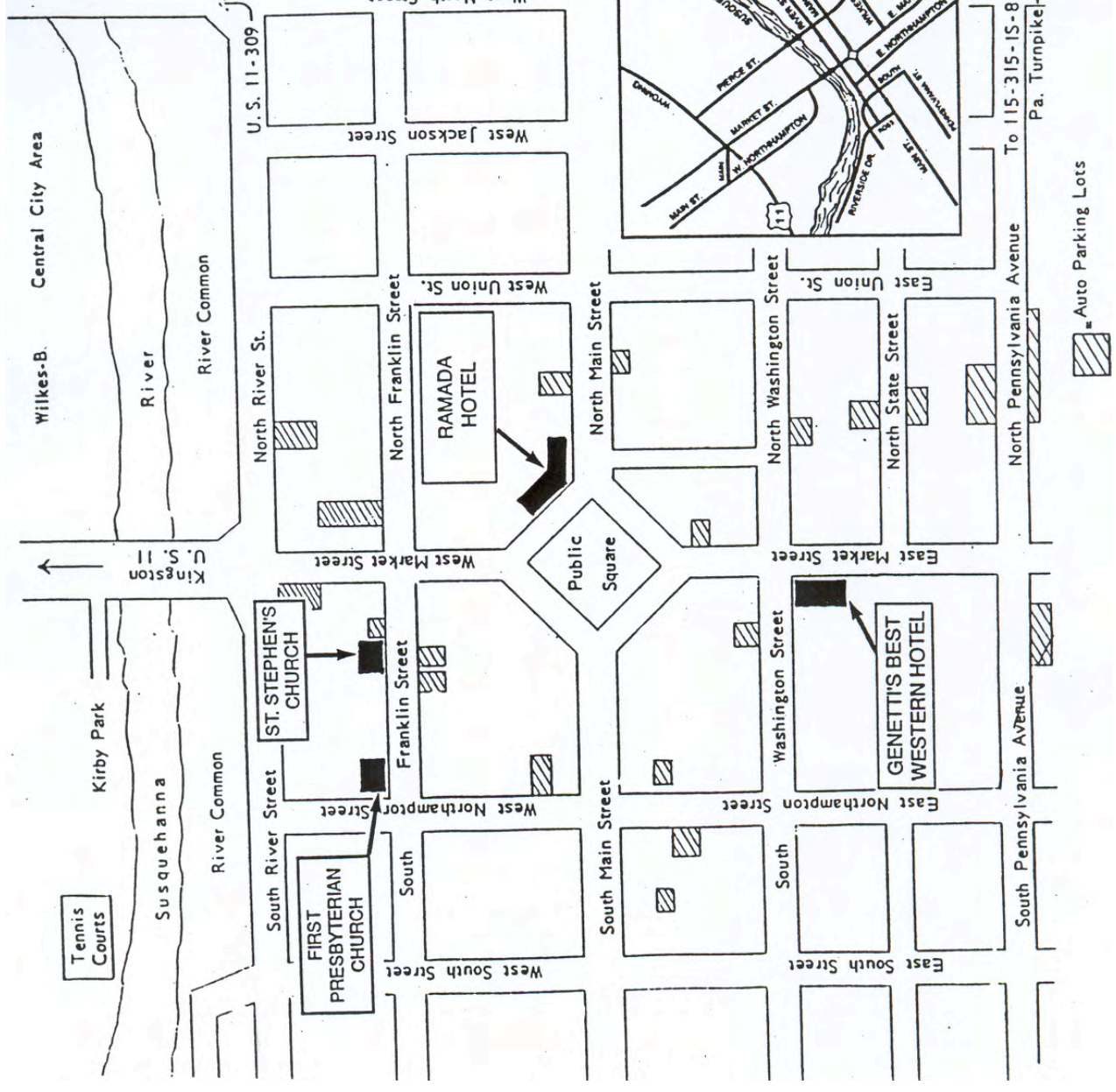
Opens: January 28, 2011

Closes: March 23, 2011

Register online at Event Registration [www.diobeth.org](http://www.diobeth.org)

Updated February 1, 2011

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.



Diocesan Training Day  
Saturday, April 2, 2011

Schedule

8:15 am – 9:15 am	Check-in and Hospitality
9:15 am – 9:30 am	Opening Prayer and Welcome
9:45 am – 11:15 am	Session I
11:30 am	Eucharist
12:30 pm	Lunch
1:15 pm – 2:45 pm	Session II
3:00 pm	Closing Prayer and Commissioning
3:15pm	Departure

Only the church and first floor are  
Handicap accessible

# DIOCESAN TRAINING FOR MINISTRY

## WORKSHOPS AT A GLANCE

- 1) Ministry of the Lay Eucharistic Visitor (One workshop in both sessions)  
The Rev. Ed Erb
- 2) Understanding and Working with ChurchPost (One workshop in both sessions)  
Ms. Kim Tucker, Support Staff at ChurchPost
- 3) Wardens/Vestry 101 (Session I)  
The Rt. Rev. Paul Marshall & the Ven. Howard Stringfellow
- 4) Bringing Financial Sanity to the Family (Session I)  
Mr. Dan Charney
- 5) Transitional Formation in Parishes (Session I)  
Ms. Kim Rowles
- 6) Let Us Pray—A Workshop on Corporate and Contemplative Prayer for the Laity and Clergy (Session I)  
The Rev. Laura Thomas Howell, Obl. S. B., & The Rev. John Francis
- 7) Evangelism as Prayer and Faith Sharing: (Session I)  
How the *Unbinding the Gospel* series may work in your parish  
The Rev. Jane Bender, The Rev. Doug Moyer, Mrs. Carol Keane
- 8) Enabling Ministries: Forward Life Planning (Session II)  
Mr. Charlie Barebo
- 9) Treasurers' Workshop (Session II)  
Mr. Bruce Reiner
- 10) The Confirmation Conundrum (Session II)  
The Rev. Canon Anne Kitch
- 11) Health Ministries (Session II)  
Mrs. Diana Marshall
- 12) Incorporating New members into the Episcopal Church (Session II)  
The Rev. Canon Andrew Gerns
- 13) Training for Regional Discernment Teams (Session II)  
Members of the Commission on Ministry

## **WORKSHOP DESCRIPTIONS**

### **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 those in 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

### **Understanding and Working with ChurchPost**

A hands-on guide to using ChurchPost.com to communicate effectively and immediately with your members and visitors. Create groups, integrate a custom signup box with your website, and start sending newsletters, meeting reminders, important updates, event notices and more! Learn the basics of this fantastic system and start using it the same day. Specific attention will be given to creating personalized electronic newsletters, implementing efficient small group discussions and notifications, collecting relevant information, and getting the most from your website and social networks.

The second half focuses on specific questions that have arisen that morning and on information we collect via this survey link:  
<http://churchtally.com/surveys/connections/april-2-training>

If you don't already have one, be sure to **sign up for your ChurchPost.com account** (it's pre-paid by the Diocese - no charge to you!) at:

<https://www.ChurchPost.com/signup.php>

Attendees will be able to choose between a one-year subscription to ChurchTally (online surveys) at 50% off OR a totally FREE three-page (pre-designed) website for your church (including hosting!).

Led by Ms. Kim Tucker, Support Staff at ChurchPost

### **Vestry 101**

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

### **Bringing Financial Sanity to the Family**

Everyone agrees we are living in uncharted economic waters. Now more than ever it's critical that faith communities convene multigenerational conversations to help alleviate fear and anxiety, and also inspire and motivate youth and adults in the choices they make with money.

Faith communities have a unique opportunity to offer forums for conversation with a hopeful message and practical tools that youth and adults can use to rebalance their money habits in ways that honor their **values**.

The program, *Financial Sanity*, designed by Nathan Dungan, founder and president of Share Save Spend®, consists of four one-hour sessions (for youth ages 8 and over, and adults) for the purpose of starting sane conversations about money in the home. In this thought-provoking presentation participants will:

- Develop a deeper awareness of cultural trends and issues in today's radically shifting financial landscape;
- Discover new ways to communicate about money and values with children, youth and adults;

- Develop a financial decision-making process that honors each person's values;
- Set clear financial goals that include saving and sharing;
- Improve their understanding of core financial concepts;

We will become familiar with the program, and will do Session One to give participants a VERY good feel for what the presentation/opportunity is all about.

Led by Mr. Dan Charney, Diocesan Stewardship Missioner

### **Transitional Formation in Parishes**

Middle to high school, high school to college, pre-marital to couples, or new parents and empty nesters to name a few of the many transitions members in our congregations experience.

In periods of transition it is especially important to support and lead members in our communities to an intentional life with Christ. This session will help outline a plan for individual parishes to deal with those in transition. Working models will be provided as the basis of individual parish programming and ministry.

Led by Ms. Kim Rowles, Diocesan Youth Missioner

### **Let Us Pray--A Workshop on Corporate and Contemplative Prayer for the Laity and Clergy**

Contemplative Prayer Made Easy! To pray in a way that allows our souls to be quiet and receptive of God's unconditional love for us is a gift Jesus gives us through the Gospels. This section of the class will be very practical and a little experiential. The history, theology and psychology of contemplative prayer within the great traditions of Anglicanism will be explored in brief.

Morning and Evening Prayer have been part of the Church's worship since the earliest days. They are part of the treasure of prayer which is each Christian's spiritual birthright. This session will explore some of the tools the Prayer Book

gives us for daily worship. It will provide some practical suggestions for parish prayer which may be led by the laity as well as the clergy, and with even one or two participants.

Led by The Rev. John R. Francis and The Rev. Laura Thomas Howell, Obl.S.B.

### **Evangelism as Prayer and Faith Sharing: How the *Unbinding the Gospel* series may work for you in your parish**

The *Unbinding the Gospel* series doesn't give answers as to how, when and where. The main question to discern is: why share your faith? Practical, funny, non-judgmental, and powerful are just some of the words used to describe this parish resource. Come learn how many ways this lively resource can be tailored for your use.

Led by Evangelism Commission members: The Rev. Jane A. Bender, The Rev. Doug Moyer, and Mrs. Carol Keane

### **Enabling Ministries: Forward Life Planning**

Develop your parish's capabilities to deliver ministries by strengthening its approach to Forward Life Planning. Forward Life Planning encompasses one on one ministries like development of personal medical directives, funeral and burial planning as well as the creation or renewal of a will, easing the stresses on our families and giving meaning to our lives as we age. The development or renewal of a will allows you take control of the disposition of your earthly assets and to make a final testimony of faith, love and support to those people, ministries and churches that helped shape our lives.

Led by Mr. Charlie Barebo, Diocesan Missioner for Development

### **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. We will also review completing the parochial report. A question and answer session will follow the presentation.

Led by Mr. R. Bruce Reiner, Assistant Treasurer of the Diocese

### **The Confirmation Conundrum**

This workshop will explore the rite of Confirmation and the many questions it raises. Our time together will include an overview of the history of Confirmation in the Episcopal Church and the theology of Confirmation as it is expressed in the 1979 *Book of Common Prayer*. We will also consider the expectations of families and congregations as they relate to Confirmation, seeking to provide workshop participants with concrete tips and resources to help navigate this intricate terrain with greater clarity of insight, skill and effectiveness. The workshop will include an overview of several confirmation curriculums.

Led by The Rev. Canon Anne E. Kitch, Canon for Formation in the Christian Faith

### **Health Ministries**

The 2010 Diocesan Convention adopted a resolution urging congregations of The Episcopal Diocese of Bethlehem, which have not already done so, to explore and implement health ministry as an organizing concept or vital component of outreach and pastoral care of the congregations by 2012. Health ministry plays a unique and critical role in facilitating the health (body, mind and spirit) of clergy, staff and congregation. Health ministry looks different from congregation to congregation, reflecting the unique needs, interests and resources of the faith community. This workshop will provide basic information about health ministry, specifically information and tools for starting and maintaining a health ministry, as well as time for questions and answers.

Led by Mrs. Diana Marshall, Health Ministries

### **Incorporating New Members into the Episcopal Church**

This class is for clergy and laity who want their parishes to do a more faithful and effective job of drawing people into a deep and lasting relationship with Jesus Christ and his Church. The course will introduce a simple, easy-to-understand process of incorporating new members into a congregation; describe the various kinds of visitors and newcomers; show how to integrate the worship and theology of the Episcopal Church into our evangelism and provide methods to help new people become integral members of a parish. The class will also provide useful tools to help a congregation's leadership evaluate the invitation, welcome and incorporation process of a parish.

Led by The Rev. Canon Andrew T. Gerns, chair of the Evangelism Commission of the Diocese, and members of the Evangelism Commission

### **Training for Regional Discernment Teams**

This training session is designed to help both clergy and laity understand the purpose and structure of regional discernment as practiced in the Diocese of Bethlehem.

Regional discernment teams are ideally comprised of six clergy and laity from around the diocese who are selected by the Commission on Ministry (COM) and approved by the bishop for their gifts and skills in the following areas: spiritual direction, psychological disciplines and the practical aspects of parish ministry. The hope is that the diversity of this group will provide the aspirant with a broad range of conversation and discernment.

It is the task of the regional discernment group to meet no less than six times (usually over a 6 month period) with the aspirant and a member of the aspirant's parish (chosen by the aspirant and his/her sponsoring rector) to assist in this critical step of discerning an aspirant's call to ministry.

Led by members of the Commission on Ministry

