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### Diocesan Council / Standing Committee Retreat Saturday, February 11, 2017

9am - 3pm

### St. Andrew's Episcopal Church 335 Longmeadow St Longmeadow MA 01106

### Agenda

9:00 am	Gathering & Welcome	Bishop Douglas Fisher
9:30 am	Basics of Collaborative Ministry Part I	Rev'd Ronald C. Byrd, Sr.
10:30 am	Break	
10:45 am	Basic of Collaborative Ministry Part II	
11:45 pm	Break	
12:00 pm	Eucharist	
12:30 pm	Lunch	
1:00 pm	Basics of Collaborative Ministry II	
2:00 pm	Diocesan Council and Standing Committee Business	s Meetings
3:00 pm	Prayer & Adjournment	

Our retreat leader is The Rev. Ronald C. Byrd, Lead Consultant for Vital Teams, Episcopal Church Foundation

Ron has been engaged over the past several years in the development of *Vital Teams*. The health and vitality of the Episcopal Church depends on the effectiveness of its lay+clergy leadership teams. In January 2014 the Episcopal Church Foundation (ECF) launched a new initiative called Vital Teams, the long-term vision of which is of an Episcopal Church where all congregations, regardless of size or budget, can receive highly effective team leadership training tailored to their specific situation. Working with Diocesan Leadership is a goal of the ECF Vital Teams program. Our goals include:

- 1. Helping us understand ourselves as leadership teams
- 2. Building strong relationships
- 3. Developing a clear sense of process
- 4. Getting results.

This retreat is intended to provide us, the leadership of the diocese, with tools to be more effective in our work together, as well as information to take back to our respective congregations.

Retreat-Agenda 2

### February 11, 2017 Diocesan Council Meeting St. Andrew's, Longmeadow

### **9 PM** Joint Diocesan Council / Standing Committee Retreat (See Retreat Agenda)

### 2 PM <u>Diocesan Council Business meeting</u>

### Council Agenda

- Approve Minutes from November 17, 2016 Diocesan Council Meeting
- Consent Agenda
  - December Financial Reports
  - Real Estate Update
  - Fanning the Flames Reports
- Presentations (see documents on the portal)
  - Approve policy on what happens to the assets of closed and merged churches
  - Approve Investment Policy Statement for EDWMA
  - Approve designation of John Farquharson's life insurance payout
  - Approve request from Good Shepherd West Springfield for assessment reduction
  - Report on electronic giving roll out in Diocese
  - MAYBE- approve gift of Chapel of All Saints, Whalom invested funds to St. Mark's Leominster
  - Corporate Resolution for Mass Mutual
  - Correspondence from NuDay Syria (to be handed out at the meeting)

### EMWM Agenda

Approve minutes from November 17, 2016 meeting

### **Council Meeting Schedule**

Thursday, April 27, 2017 2pm (CCC Kendrick Room)

### Council membership

Officers and Appointed Members

The Rt. Rev. Douglas Fisher, President

The Rev. Nancy Webb Stroud, Vice President

The Rev. Mac Murray, Secretary

Mr. Wayne Gass, Treasurer

Mr. Frank Minasian, Trustee Representative

Term of Office Expires

Convention of 2017 - Heather Blais, Derrick Fetz, Dan Mylott, Donna Christian, Joan Gilchrist

Convention of 2018 - José Reyes Pérez, John Cheek

Convention of 2019 - Janet Zimmerman, Jesse Abell, Janet Young

### Minutes of the Joint Meeting of Diocesan Council and Standing Committee

Christ Church Cathedral, Springfield MA

November 17, 2016

#### Attendance:

The following Council members were present:
The Rt. Rev. Douglas J. Fisher, President
The Rev. William Murray, Secretary
Ms. Karen Warren, Assistant Secretary
Mr. Steven Abdow, Assistant Treasurer
Pioneer Valley Corridor – The Rev. Heather Blais; and Ms. Donna Christian and Ms. Janet Walsh Young
Berkshire Corridor – The Rev. Janet Zimmerman, Mr. John Cheek
Worcester Corridor – The Rev. Jose Reyes, Ms. Joan Gilchrist and Mr. Dan Mylott
Frank Minasian, Trustees Representative
The Rev. Richard Simpson, Staff

Excused: The Reverends Catherine Munz, Jesse Abell, Pam Mott and Derrick Fetz; Mr. Wayne Gass

#### The following members of Standing Committee were present:

The Reverends Carolyn Jones, Nancy Webb Stroud and Sam Smith; the Rt. Rev. Douglas Fisher; Ms. Nancy Lowry, Ms. Lee Cheek and Mr. Peter Kite.

#### 2:05 p.m. We Gather Together as God's People

Bishop Douglas Fisher welcomed members of Council and Standing Committee. Members were invited to introduce themselves as a welcome to the new members.

### **Gathering Prayer**

The Rev. Canon Rich Simpson led the meeting in prayer with the Litany of Thanksgiving for a Nation.

### **Bishop's Time**

Bishop Fisher reported that he was present at the Veterans Lunch at St. Paul's Church in Holyoke today, and this new ministry is growing on a weekly basis. Music has been added music to this communal time. There is also a person present who is knowledgeable in the area of social services.

The Bishop remarked that his two priorities are: 1) Doubling Down on Prayer, and 2) Post Election.

- <u>Doubling Down on Prayer</u>: Bishop Fisher noted that Canon Mott has been developing several means to strengthen prayer throughout the diocese. A Lenten Series is available based on the 5 Marks of Love, and produced by the Society of Saint John the Evangelist. The Bishop asked that parishes consider using this. He also noted that the *Renewal Works* project is also being utilized in some parishes. The Rev. Sam Smith added that St. Paul's Stockbridge has begun *Renewal Works*, which focuses on the topic of renewing spiritual growth. Bishop Fisher stated that Canon Mott has begun a Facebook Group on the Prayer 5/30 movement—an online prayer group. Bishop Fisher shared that he has had many opportunities of late to be a part of public witness, which is enlivening. Some of these public witness opportunities include a group from the Berkshires that is focused on the opioid addiction crisis in our area. The Rev. Janet Zimmerman noted that this topic needs to be talked about more openly. The Bishop said he has participated in outdoor prayer vigils in both Worcester and Springfield, just prior to this year's election.
- <u>Post-Election</u>: Bishop Fisher acknowledged that the recent election brought both elation and pain to many of us. He said there can be three different responses: 1) Reconciliation, 2) Resistance, and 3) Reconciliation and Resistance together. In response to our nation's current division, the Bishop said we need to seek ways to

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reconcile. We need to listen to those who feel left behind. While reconciliation is important, resistance to potential wrongs in our society is part of our Baptismal Covenant. We need to speak out against wrongs such as abuse of women, racial injustice, and evidence of hatred that has been unleashed. We need to stand up for the dignity of all human beings. We need to pray. Bishop Fisher reminded everyone that the Church is all about healing!

The Bishop added that he has heard many, many positive comments about our October Convention this year. He thanked the Rev. Mac Murray and all Diocesan staff for their good work.

### Affirm the Diocesan Mission Statement (Appendix A)

In Canon Mott's absence, Council Secretary Mac Murray reported that Canon Mott and the committee put together a draft of the Diocesan Mission Statement, based on exercises done at previous Council meetings. This is to reflect **who we are.** The Rev. Murray asked members of Council and Standing Committee to reflect and pray on this statement. Discussion on the Mission Statement will be continued at the February retreat. Canon Abdow added the suggestion that we keep the Mission Statement visible, such as on letterhead, on agendas, etc.

#### **Plans for February Retreat**

The Rev. Nancy Webb Stroud reported that the committee on Planning the February Retreat has not yet met. The Rev. Mac Murray announced that Ms. Lee Cheek will be Chaplain at our retreat, which will take place on February 11, 2017 at the Yankee Pedlar.

### **Business for both Council and Standing Committee**

• <u>Diocesan Trends Analysis</u> (Appendix B, 1-13) — Canon for Mission Resources Steve Abdow reviewed documents which revealed changes in Average Sunday Attendance over a 1-year period, a 10-year period, by Dioceses in Province One, and shows overall Episcopal Church statistics. He also reviewed average pledge analysis over the same 10-year period, changes in plate and pledge by Diocese, and ASA in our Diocese by parish. Following the review of these trends Steve noted that this is only data—there is a great deal of new ministry happening—there is no tangible way to measure this. He raised the issue that, as income is trending downward we need to think of innovative ways to raise new revenue streams—and to avoid becoming overly dependent on our investment income. Several parishes have closed, and this trend will likely continue for some time. The new ministries in the diocese have a great deal of energy but do not have a donor base. He also noted that the Walking Together ministry has received a large donation from the UCC.

### 3:20 p.m. Adjournment of Joint Meeting of Diocesan Council and the Standing Committee / Break

There being no further shared business the joint meeting was adjourned at 3:20 p.m.

### 3:30 p.m. Council Called to Order

Meeting of Diocesan Council was called to order at 3:30 p.m. by Council Secretary Mac Murray.

#### Attendance:

The following Council members were present:
The Rev. William Murray, Secretary
Ms. Karen Warren, Assistant Secretary
Pioneer Valley Corridor – The Rev. Heather Blais; and Ms. Donna Christian and Ms. Janet Walsh Young
Berkshire Corridor – The Rev. Janet Zimmerman, Mr. John Cheek
Worcester Corridor – The Rev. Jose Reyes, Ms. Joan Gilchrist and Mr. Dan Mylott
Frank Minasian, Trustees Representative

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Excused: The Reverends Catherine Munz, Jesse Abell, Pam Mott, Richard Simpson and Derrick Fetz; the Rt. Rev. Douglas Fisher; Mr. Steve Abdow and Mr. Wayne Gass

### Introduction to Council - Canons, Process and Procedures (Appendix C, 1-5)

The Rev. Mac Murray reviewed the responsibilities of Council for the benefit of new members, noting that Council and Standing Committee have been meeting jointly to discuss the business they share, followed by individual business meetings. The floor was opened to discussion.

#### **Consent Agenda**

- Accept financial reports:
  - October 2016 YTD financial Statements (Appendix D, 1-10)
  - Assessment income report through October 2016 (Appendix E, 1-2)
  - Update on closed Church property (Appendix F)
- Accept Fanning the Flames Reports (Appendix G, 1-3)
- Approve Diocesan Council Term Expiration Re-adjustment (Appendix H)
- Approve Minutes of September 29, 2016 Council Meeting
- Approve housing allowance resolutions for ordained Diocesan staff (Appendix I, 1)
- Approve survivor lay pension benefit for Priscilla Farquharson (Appendix I, 2)

As there were no objections, Motion was made, seconded, and it was VOTED to accept the Consent Agenda.

### Status of Diocesan Policies on Gambling, Alcohol use, and Memorial Gardens

Some members of the task force were not present at this meeting; hence there was nothing to report on Alcohol use, gambling, or Clergy Sabbatical Policies. Ms. Joan Gilchrist reported that the Memorial Gardens task force will be meeting together after the 1<sup>st</sup> of the year.

Other Business: None.

#### 3:40 p.m. Adjournment of Council meeting

There being no further business for Council the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Karen D. Warren, Assistant Secretary of Council The Rev. William 'Mac' Murray, Secretary of Council

### <u>Future dates of the Diocesan Council (all meetings held in the Kendrick Room, Christ Church Cathedral unless otherwise specified:</u>

- Saturday, February 11, 2017, 9:00 a.m. 3:00 p.m., Yankee Pedlar, Holyoke, MA
- Thursday, April 27, 2017, 2:00 p.m.

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		1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
01 - Operations Unrestricted									
REVENUES									
Assessment for Common Ministry									
01-4000-99	Common Ministry - Parishes and Missions								
999 - Default		\$277,784.00	\$273,045.00	\$274,440.00	\$274,440.00	\$1,099,709.00	(\$16,886.00)	\$1,116,595.00	98.5
<b>Total Assessment for Common Ministry</b>		\$277,784.00	\$273,045.00	\$274,440.00	\$274,440.00	\$1,099,709.00	(\$16,886.00)	\$1,116,595.00	98.5
Use of Investment - Trustees									
01-5100-30	Use of Investment - Spending Rule								
325 - Episcopal Church Women		\$445.19	\$446.99	\$0.00	\$0.00	\$892.18	\$892.18	\$0.00	0.0
01-5100-99	Use of Investment - Spending Rule								
999 - Default		\$339,648.66	\$341,063.03	\$339,270.70	\$0.00	\$1,019,982.39	(\$340,017.61)	\$1,360,000.00	75.0
01-5200-99	Use of Investment - Additional Draw								
999 - Default		\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	0.0
<b>Total Use of Investment - Trustees</b>		\$340,093.85	\$342,010.02	\$339,270.70	\$0.00	\$1,021,374.57	(\$338,625.43)	\$1,360,000.00	75.1%
Other Investments									
01-4960-30	ECW - Dorothy S.Crane Fund								
325 - Episcopal Church Women		\$89.19	\$89.19	\$89.19	\$89.19	\$356.76	\$356.76	\$0.00	0.09
Total Other Investments		\$89.19	\$89.19	\$89.19	\$89.19	\$356.76	\$356.76	\$0.00	0.09
Program Income									
01-4500-20	Program Income								
201 - Diocesan Convention		\$0.00	\$0.00	\$195.00	\$15,040.00	\$15,235.00	(\$265.00)	\$15,500.00	98.39
203 - Special Clergy Gatherings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	\$500.00	0.09
227 - Social Justice		\$0.00	\$0.00	\$44.98	\$0.00	\$44.98	\$44.98	\$0.00	0.09
270 - Communications		\$145.00	\$10.00	\$10.00	\$30.00	\$195.00	\$195.00	\$0.00	0.09
01-4500-30	Program Income								
315 - Youth Ministry		\$2,100.00	\$2,223.00	\$6,950.00	\$1,080.00	\$12,353.00	\$12,353.00	\$0.00	0.09
324 - Christian Formation Missione		\$0.00	\$300.00	\$400.00	\$0.00	\$700.00	(\$1,800.00)	\$2,500.00	28.09

YTD DECEMBER 2016 LEVEL 3 (Ops-Agency only)

		1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
01-4500-40	Program Income								
103 - Parish Leadership Developmen		\$3,105.00	\$0.00	\$0.00	\$0.00	\$3,105.00	\$105.00	\$3,000.00	103.5%
120 - Comm. on Ministry		\$0.00	\$0.00	\$2,200.00	\$133.34	\$2,333.34	\$2,333.34	\$0.00	0.0%
124 - Clergy Conferences		\$0.00	\$4,860.00	\$0.00	\$0.00	\$4,860.00	(\$1,140.00)	\$6,000.00	81.0%
126 - Safe Church		\$40.00	\$2,090.00	\$1,085.00	\$1,515.00	\$4,730.00	\$1,230.00	\$3,500.00	135.1%
127 - Fresh Start Program		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	\$500.00	0.0%
128 - Strategic Leadership Dvlpmn		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	\$500.00	0.0%
160 - David Allen Seminars		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	\$1,000.00	0.0%
01-4500-50	Program Income								
059 - Walking Together Ministry		\$12,651.27	\$15,332.86	\$15,848.56	\$15,320.14	\$59,152.83	(\$1,059.17)	\$60,212.00	98.2%
Total Program Income		\$18,041.27	\$24,815.86	\$26,733.54	\$33,118.48	\$102,709.15	\$9,497.15	\$93,212.00	110.2%
Other Income and Gifts									
01-4100-99	Bequests & Estate Gifts	40.00	**	(400	40.00	(400 === ==)		***	0.0
999 - Default		\$0.00	\$0.00	(\$80,752.27)	\$0.00	(\$80,752.27)	(\$80,752.27)	\$0.00	0.0%
01-4200-50	Other Income and Gifts								
037 - Creation Care		\$0.00	\$9,000.00	\$4,500.00	\$4,500.00	\$18,000.00	\$0.00	\$18,000.00	100.0%
050 - Veteran's Ministry		\$1,603.07	\$13,020.84	\$4,600.00	\$4,700.00	\$23,923.91	\$5,923.91	\$18,000.00	132.9%
065 - Mission of Grace		\$1,133.90	\$0.00	\$0.00	\$0.00	\$1,133.90	\$1,133.90	\$0.00	0.0%
01-4200-99	Other Income and Gifts								
999 - Default		\$164.54	\$1,626.02	\$80,902.27	\$66.32	\$82,759.15	\$82,759.15	\$0.00	0.0%
01-4700-20	Accounting Services								
235 - Archive Project		\$300.00	\$300.00	\$300.00	\$300.00	\$1,200.00	(\$36.00)	\$1,236.00	97.1%
01-4700-30	Accounting Services								
399 - CongDev Canon Personnel E		\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$5,400.00	(\$162.00)	\$5,562.00	97.1%
01-4700-40	Accounting Services								
199 - LeadershipDev Canon Personne		\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$5,400.00	(\$162.00)	\$5,562.00	97.1%
<b>Total Other Income and Gifts</b>		\$5,901.51	\$26,646.86	\$12,250.00	\$12,266.32	\$57,064.69	\$8,704.69	\$48,360.00	118.0%

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**Interest Income** 

01-4300-30 Interest Income

YTD DECEMBER 2016 LEVEL 3 (Ops-Agency only)

		1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
325 - Episcopal Church Women		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$25.00)	\$25.00	0.0%
01-4300-99	Interest Income								
999 - Default		\$99.02	\$123.34	\$120.64	\$236.46	\$579.46	(\$195.54)	\$775.00	74.8%
<b>Total Interest Income</b>		\$99.02	\$123.34	\$120.64	\$236.46	\$579.46	(\$220.54)	\$800.00	72.4%
								_	_
TOTAL REVENUES		\$642,008.84	\$666,730.27	\$652,904.07	\$320,150.45	\$2,281,793.63	(\$337,173.37)	\$2,618,967.00	87.1%

#### EXPENSES

Operational Expenses								
001 - Nat'l Church Apportionment	\$80,171.00	\$80,169.00	\$80,169.00	\$80,169.00	\$320,678.00	\$0.00	\$320,678.00	100.0
010 - General Convention	\$3,499.98	\$3,499.98	\$3,499.98	\$3,499.98	\$13,999.92	(\$0.08)	\$14,000.00	100.0
012 - Province of N.E.	\$2,443.00	\$2,442.00	\$2,442.00	\$2,442.00	\$9,769.00	\$0.00	\$9,769.00	100.0
020 - Ecumenical Officer	\$0.00	\$2,116.58	\$0.00	\$0.00	\$2,116.58	\$616.58	\$1,500.00	141.1
021 - Interfaith Council	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	\$75.00	\$275.00	127.3
026 - Mass Council of Churches	\$3,131.00	\$3,123.00	\$3,123.00	\$3,123.00	\$12,500.00	\$0.00	\$12,500.00	100.0
028 - Berkshire Organizing Project	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$5,000.00	\$0.00	\$5,000.00	100.0
030 - Global Mission	\$500.00	\$3,655.79	\$2,925.00	\$14,919.21	\$22,000.00	(\$3,484.00)	\$25,484.00	86.3
033 - Anglican Communion Partner	\$625.11	\$625.11	\$625.11	\$625.11	\$2,500.44	\$0.44	\$2,500.00	100.0
035 - Millenium Development Goal	\$4,372.25	\$4,372.25	\$4,372.25	\$4,372.25	\$17,489.00	\$0.00	\$17,489.00	100.0
037 - Creation Care	\$7,359.51	\$9,326.01	\$10,269.17	\$7,684.51	\$34,639.20	(\$2,050.80)	\$36,690.00	94.4
050 - Veteran's Ministry	\$19,448.23	\$23,765.77	\$22,588.55	\$19,641.95	\$85,444.50	\$17,567.50	\$67,877.00	125.9
059 - Walking Together Ministry	\$12,651.27	\$16,126.63	\$15,054.79	\$15,320.14	\$59,152.83	(\$1,059.17)	\$60,212.00	98.2
065 - Mission of Grace	\$1,133.90	\$0.00	\$0.00	\$0.00	\$1,133.90	\$1,133.90	\$0.00	0.0
Total Operational Expenses	\$136,935.25	\$150,472.12	\$146,318.85	\$153,047.15	\$586,773.37	\$12,799.37	\$573,974.00	102.2
OTAL WIDER CHURCH - Mission with the Larger Church/World	\$136,935.25	\$150,472.12	\$146,318.85	\$153,047.15	\$586,773.37	\$12,799.37	\$573,974.00	102.2

CONGREGATIONAL DEVELOPMENT: Mission with Congregations

YTD DECEMBER 2016 LEVEL 3 (Ops-Agency only)

	1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
OPERATIONAL EXPENSES								
301 - Spec. Assist. Congreg.	\$861.69	\$911.50	\$250.00	\$100.00	\$2,123.19	\$2,123.19	\$0.00	0.0%
310 - CITN-Pittsfield	\$17,847.57	\$18,768.92	\$19,186.12	\$18,365.89	\$74,168.50	\$129.48	\$74,039.02	100.2%
312 - Deanery Programs	\$45.50	\$38.50	\$0.00	\$0.00	\$84.00	(\$2,216.00)	\$2,300.00	3.7%
313 - Ministry Development Initiativ	(\$50.00)	\$25,554.00	\$50,746.83	\$1,000.00	\$77,250.83	(\$5,249.17)	\$82,500.00	93.6%
314 - Bement/Waterfield Edu. Grant	\$18,200.00	\$536.00	\$18,150.00	\$2,000.00	\$38,886.00	(\$3,679.00)	\$42,565.00	91.4%
315 - Youth Ministry	\$10,072.10	\$5,335.93	\$15,021.19	\$9,591.45	\$40,020.67	\$20,992.67	\$19,028.00	210.3%
318 - Health Ministry	\$0.00	\$0.00	\$1,307.42	\$0.00	\$1,307.42	\$1,307.42	\$0.00	0.0%
323 - Ministry with Girls	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	(\$6,000.00)	\$6,500.00	7.7%
324 - Christian Formation Missione	\$6,230.11	\$16,771.69	\$17,022.40	\$21,096.74	\$61,120.94	(\$26,878.06)	\$87,999.00	69.5%
325 - Episcopal Church Women	\$286.60	\$0.00	\$1,000.00	\$720.00	\$2,006.60	\$1,256.60	\$750.00	267.5%
TOTAL CONGREGATIONAL EXPENSES	\$53,493.57	\$68,416.54	\$122,683.96	\$52,874.08	\$297,468.15	(\$18,212.87)	\$315,681.02	94.2%
PERSONNEL EXPENSES								
391 - CongDev Canon Business Exp	\$1,623.30	\$7,023.87	\$1,431.79	\$3,020.74	\$13,099.70	\$3,999.70	\$9,100.00	144.0%
399 - CongDev Canon Personnel E	\$48,907.73	\$48,585.07	\$48,659.02	\$48,140.64	\$194,292.46	\$907.46	\$193,385.00	100.5%
TOTAL PERSONNEL EXPENSES	\$50,531.03	\$55,608.94	\$50,090.81	\$51,161.38	\$207,392.16	\$4,907.16	\$202,485.00	102.4%
TOTAL CONGREGATIONAL DEV: Mission with Congregations	\$104,024.60	\$124,025.48	\$172,774.77	\$104,035.46	\$504,860.31	(\$13,305.71)	\$518,166.02	97.4%
LEADERSHIP DEVELOPMENT & CLERGY SUPPORT								
OPERATIONAL EXPENSES							\$10,625.00	
OPERATIONAL EXPENSES  103 - Parish Leadership Developmen	\$5,882.95	\$297.63	\$0.00	\$135.00	\$6,315.58	(\$4,309.42)		59.4%
	\$5,882.95 \$0.00	\$297.63 \$750.00	\$0.00 \$3,750.00	\$135.00 \$750.00	\$6,315.58 \$5,250.00	(\$4,309.42) (\$750.00)	\$6,000.00	
103 - Parish Leadership Developmen	• •						\$6,000.00 \$8,400.00	87.5%
103 - Parish Leadership Developmen 110 - Clergy Children Educ. Grant	\$0.00	\$750.00	\$3,750.00	\$750.00	\$5,250.00	(\$750.00)		87.5% 75.6%
<ul><li>103 - Parish Leadership Developmen</li><li>110 - Clergy Children Educ. Grant</li><li>120 - Comm. on Ministry</li></ul>	\$0.00 \$1,188.97	\$750.00 \$553.04	\$3,750.00 \$566.00	\$750.00 \$4,043.99	\$5,250.00 \$6,352.00	(\$750.00) (\$2,048.00)	\$8,400.00	87.5% 75.6% 37.2%
<ul><li>103 - Parish Leadership Developmen</li><li>110 - Clergy Children Educ. Grant</li><li>120 - Comm. on Ministry</li><li>121 - Seminarian Assistance</li></ul>	\$0.00 \$1,188.97 \$0.00	\$750.00 \$553.04 \$192.00	\$3,750.00 \$566.00 \$9,000.00	\$750.00 \$4,043.99 \$120.00	\$5,250.00 \$6,352.00 \$9,312.00	(\$750.00) (\$2,048.00) (\$15,688.00)	\$8,400.00 \$25,000.00	87.5% 75.6% 37.2% 82.4%
<ul> <li>103 - Parish Leadership Developmen</li> <li>110 - Clergy Children Educ. Grant</li> <li>120 - Comm. on Ministry</li> <li>121 - Seminarian Assistance</li> <li>122 - Continuing Educ. Grants</li> </ul>	\$0.00 \$1,188.97 \$0.00 \$0.00	\$750.00 \$553.04 \$192.00 \$1,000.00	\$3,750.00 \$566.00 \$9,000.00 \$1,000.00	\$750.00 \$4,043.99 \$120.00 \$2,533.97	\$5,250.00 \$6,352.00 \$9,312.00 \$4,533.97	(\$750.00) (\$2,048.00) (\$15,688.00) (\$966.03)	\$8,400.00 \$25,000.00 \$5,500.00	87.59 75.69 37.29 82.49 88.99
<ul> <li>103 - Parish Leadership Developmen</li> <li>110 - Clergy Children Educ. Grant</li> <li>120 - Comm. on Ministry</li> <li>121 - Seminarian Assistance</li> <li>122 - Continuing Educ. Grants</li> <li>123 - Sabbatical Grants</li> </ul>	\$0.00 \$1,188.97 \$0.00 \$0.00 \$1,989.00	\$750.00 \$553.04 \$192.00 \$1,000.00 \$0.00	\$3,750.00 \$566.00 \$9,000.00 \$1,000.00 \$2,179.15	\$750.00 \$4,043.99 \$120.00 \$2,533.97 \$2,500.00	\$5,250.00 \$6,352.00 \$9,312.00 \$4,533.97 \$6,668.15	(\$750.00) (\$2,048.00) (\$15,688.00) (\$966.03) (\$831.85)	\$8,400.00 \$25,000.00 \$5,500.00 \$7,500.00	59.4% 87.5% 75.6% 37.2% 82.4% 88.9% 93.7% 56.8%

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YTD DECEMBER 2016 LEVEL 3 (Ops-Agency only)

	1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
127 - Fresh Start Program	\$370.68	\$704.84	\$2,210.96	\$1,066.53	\$4,353.01	\$2,953.01	\$1,400.00	310.9%
128 - Strategic Leadership Dvlpmn	\$0.00	\$1,402.49	\$0.00	\$0.00	\$1,402.49	\$1,402.49	\$0.00	0.0%
129 - Education for Ministry	\$117.00	\$117.00	\$1,968.00	\$117.00	\$2,319.00	(\$831.00)	\$3,150.00	73.6%
130 - Diaconate Formation	\$0.00	\$3,472.00	(\$1,472.00)	\$361.97	\$2,361.97	\$2,361.97	\$0.00	0.09
140 - Retiree Benefits	\$28,058.49	\$27,728.49	\$26,533.21	\$24,142.65	\$106,462.84	(\$4,087.16)	\$110,550.00	96.3%
TOTAL OPERATIONAL EXPENSES	\$44,150.96	\$53,888.07	\$46,790.08	\$38,578.60	\$183,407.71	(\$27,242.29)	\$210,650.00	87.1%
PERSONNEL EXPENSES								
191 - LeadershipDev Canon Busines	\$1,962.38	\$3,735.17	\$1,705.43	\$4,464.54	\$11,867.52	\$3,108.52	\$8,759.00	135.5%
199 - LeadershipDev Canon Personne	\$44,352.42	\$44,028.21	\$44,099.02	\$43,580.63	\$176,060.28	\$491.28	\$175,569.00	100.3%
TOTAL PERSONNEL EXPENSES	\$46,314.80	\$47,763.38	\$45,804.45	\$48,045.17	\$187,927.80	\$3,599.80	\$184,328.00	102.0%
TOTAL LEADERSHIP DEVELOPMENT & CLERGY SUPPORT	\$90,465.76	\$101,651.45	\$92,594.53	\$86,623.77	\$371,335.51	(\$23,642.49)	\$394,978.00	94.0%
EPISCOPAL OVERSIGHT: Mission and Ministry of the Bishop  OPERATIONAL EXPENSES								
201 - Diocesan Convention	\$2,414.19	\$2,319.78	\$2,064.99	\$36,320.28	\$43,119.24	\$16,577.24	\$26,542.00	162.5%
202 - Diocesan Council	\$1,122.08	\$26.54	\$108.50	\$35.08	\$1,292.20	(\$1,207.80)	\$2,500.00	51.7%
203 - Special Clergy Gatherings	\$143.77	\$990.00	\$100.00	\$1,691.25	\$2,925.02	\$2,925.02	\$0.00	0.09
204 - Standing Committee	\$0.00	\$0.00	\$0.00	\$15.12	\$15.12	(\$1,234.88)	\$1,250.00	1.29
205 - Chancellor's Conference	\$1,936.64	\$0.00	\$0.00	\$0.00	\$1,936.64	\$936.64	\$1,000.00	193.79
206 - Title IV	\$0.00	\$1,083.67	\$0.00	\$0.00	\$1,083.67	\$733.67	\$350.00	309.6%
215 - Diocesan Web Ministry	\$0.00	\$0.00	\$0.00	\$358.00	\$358.00	\$358.00	\$0.00	0.0%
220 - Stewardship	\$8,952.45	\$5,813.30	\$3,797.46	\$4,056.41	\$22,619.62	(\$1,317.38)	\$23,937.00	94.5%
227 - Social Justice	\$948.37	\$95.00	\$0.00	\$1,139.17	\$2,182.54	(\$1,817.46)	\$4,000.00	54.6%
235 - Archive Project	\$2,086.35	\$1,893.84	\$1,903.86	\$1,803.35	\$7,687.40	(\$68.60)	\$7,756.00	99.1%
270 - Communications	\$29,116.99	\$31,510.00	\$28,612.56	\$23,097.87	\$112,337.42	(\$2,767.58)	\$115,105.00	97.69
275 - Bishop Wanderings	\$0.00	\$143.44	\$167.80	\$485.92	\$797.16	\$797.16	\$0.00	0.09
TOTAL OPERATIONAL EXPENSES	\$46,720.84	\$43,875.57	\$36,755.17	\$69,002.45	\$196,354.03	\$13,914.03	\$182,440.00	107.6%

PERSONNEL EXPENSES

YTD DECEMBER 2016 LEVEL 3 (Ops-Agency only)

	1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
291 - Bishop Business Expenses	\$7,691.08	\$10,761.04	\$7,979.12	\$17,646.29	\$44,077.53	\$11,577.53	\$32,500.00	135.6%
299 - Bishop Personnel Expenses	\$71,522.86	\$76,727.83	\$75,542.59	\$71,170.69	\$294,963.97	\$16,358.97	\$278,605.00	105.9%
TOTAL PERSONNEL EXPENSES	\$79,213.94	\$87,488.87	\$83,521.71	\$88,816.98	\$339,041.50	\$27,936.50	\$311,105.00	109.0%
TOTAL EPISCOPAL OVERSIGHT: Mission & Ministry of the Bishop	\$125,934.78	\$131,364.44	\$120,276.88	\$157,819.43	\$535,395.53	\$41,850.53	\$493,545.00	108.5%
ADMINISTRATION & FINANCE: Support of Diocesan Operations								
OPERATIONAL EXPENSES								
400 - General Operation Expenses	\$8,024.87	\$5,935.64	\$6,868.82	\$6,458.48	\$27,287.81	(\$362.19)	\$27,650.00	98.7%
420 - General Property Expenses	\$27,445.92	\$28,398.24	\$27,554.50	\$26,939.72	\$110,338.38	(\$233.62)	\$110,572.00	99.8%
430 - Financial Management Expense	\$22,300.04	\$32,484.55	\$7,756.04	\$16,682.78	\$79,223.41	(\$1,176.59)	\$80,400.00	98.5%
TOTAL OPERATIONAL EXPENSES	\$57,770.83	\$66,818.43	\$42,179.36	\$50,080.98	\$216,849.60	(\$1,772.40)	\$218,622.00	99.2%
PERSONNEL EXPENSES								
491 - Finance Business Expenses	\$2,169.14	\$3,339.89	\$1,505.24	\$2,509.02	\$9,523.29	(\$276.71)	\$9,800.00	97.2%
499 - Finance Personnel Expenses	\$55,297.00	\$55,036.37	\$55,107.33	\$54,748.03	\$220,188.73	(\$7,993.27)	\$228,182.00	96.5%
TOTAL PERSONNEL EXPENSES	\$57,466.14	\$58,376.26	\$56,612.57	\$57,257.05	\$229,712.02	(\$8,269.98)	\$237,982.00	96.5%
TOTAL ADMINISTRATION & FINANCE: Support of Diocesan Ops	\$115,236.97	\$125,194.69	\$98,791.93	\$107,338.03	\$446,561.62	(\$10,042.38)	\$456,604.00	97.8%
DIOCESAN AGENCY: Agency functions provided to Congregations								
OPERATIONAL EXPENSES								
700 - Agency Administrative Cost	\$2,769.55	\$4,471.41	\$2,606.55	\$2,408.65	\$12,256.16	\$1,056.16	\$11,200.00	109.4%
Total OPERATIONAL EXPENSES	\$2,769.55	\$4,471.41	\$2,606.55	\$2,408.65	\$12,256.16	\$1,056.16	\$11,200.00	109.4%
PERSONNEL EXPENSES								
791 - Agency Business Expenses	\$30.28	\$25.49	\$1,312.00	\$405.74	\$1,773.51	(\$1,151.49)	\$2,925.00	60.6%
799 - Agency Personnel Expenses	\$39,289.08	\$41,125.02	\$39,753.18	\$39,946.09	\$160,113.37	\$1,660.37	\$158,453.00	101.0%
Total PERSONNEL EXPENSES	\$39,319.36	\$41,150.51	\$41,065.18	\$40,351.83	\$161,886.88	\$508.88	\$161,378.00	100.3%
Total DIOCESAN AGENCY: Agency functions	\$42,088.91	\$45,621.92	\$43,671.73	\$42,760.48	\$174,143.04	\$1,565.04	\$172,578.00	100.9%

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	1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
TOTAL EXPENSES	\$614,686.27	\$678,330.10	\$674,428.69	\$651,624.32	\$2,619,069.38	\$9,224.36	\$2,609,845.02	100.4%
NET SURPLUS/(DEFICIT)								
001 - Nat'l Church Apportionment	(\$80,171.00)	(\$80,169.00)	(\$80,169.00)	(\$80,169.00)	(\$320,678.00)	\$0.00	(\$320,678.00)	100.0%
010 - General Convention	(\$3,499.98)	(\$3,499.98)	(\$3,499.98)	(\$3,499.98)	(\$13,999.92)	\$0.08	(\$14,000.00)	100.0%
012 - Province of N.E.	(\$2,443.00)	(\$2,442.00)	(\$2,442.00)	(\$2,442.00)	(\$9,769.00)	\$0.00	(\$9,769.00)	100.0%
020 - Ecumenical Officer	\$0.00	(\$2,116.58)	\$0.00	\$0.00	(\$2,116.58)	(\$616.58)	(\$1,500.00)	141.1%
021 - Interfaith Council	(\$350.00)	\$0.00	\$0.00	\$0.00	(\$350.00)	(\$75.00)	(\$275.00)	127.3%
026 - Mass Council of Churches	(\$3,131.00)	(\$3,123.00)	(\$3,123.00)	(\$3,123.00)	(\$12,500.00)	\$0.00	(\$12,500.00)	100.0%
028 - Berkshire Organizing Project	(\$1,250.00)	(\$1,250.00)	(\$1,250.00)	(\$1,250.00)	(\$5,000.00)	\$0.00	(\$5,000.00)	100.0%
030 - Global Mission	(\$500.00)	(\$3,655.79)	(\$2,925.00)	(\$14,919.21)	(\$22,000.00)	\$3,484.00	(\$25,484.00)	86.3%
033 - Anglican Communion Partners	(\$625.11)	(\$625.11)	(\$625.11)	(\$625.11)	(\$2,500.44)	(\$0.44)	(\$2,500.00)	100.0%
035 - Millenium Development Goals	(\$4,372.25)	(\$4,372.25)	(\$4,372.25)	(\$4,372.25)	(\$17,489.00)	\$0.00	(\$17,489.00)	100.0%
037 - Creation Care	(\$7,359.51)	(\$326.01)	(\$5,769.17)	(\$3,184.51)	(\$16,639.20)	\$2,050.80	(\$18,690.00)	89.0%
050 - Veteran's Ministry	(\$17,845.16)	(\$10,744.93)	(\$17,988.55)	(\$14,941.95)	(\$61,520.59)	(\$11,643.59)	(\$49,877.00)	123.3%
059 - Walking Together Ministry	\$0.00	(\$793.77)	\$793.77	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
103 - Parish Leadership Development Da	(\$2,777.95)	(\$297.63)	\$0.00	(\$135.00)	(\$3,210.58)	\$4,414.42	(\$7,625.00)	42.1%
110 - Clergy Children Educ. Grants	\$0.00	(\$750.00)	(\$3,750.00)	(\$750.00)	(\$5,250.00)	\$750.00	(\$6,000.00)	87.5%
120 - Comm. on Ministry	(\$1,188.97)	(\$553.04)	\$1,634.00	(\$3,910.65)	(\$4,018.66)	\$4,381.34	(\$8,400.00)	47.8%
121 - Seminarian Assistance	\$0.00	(\$192.00)	(\$9,000.00)	(\$120.00)	(\$9,312.00)	\$15,688.00	(\$25,000.00)	37.2%
122 - Continuing Educ. Grants	\$0.00	(\$1,000.00)	(\$1,000.00)	(\$2,533.97)	(\$4,533.97)	\$966.03	(\$5,500.00)	82.4%
123 - Sabbatical Grants	(\$1,989.00)	\$0.00	(\$2,179.15)	(\$2,500.00)	(\$6,668.15)	\$831.85	(\$7,500.00)	88.9%
124 - Clergy Conferences	(\$4,245.21)	(\$10,287.96)	(\$127.19)	(\$400.34)	(\$15,060.70)	\$189.30	(\$15,250.00)	98.8%
125 - Deployment	(\$2,298.66)	(\$473.67)	(\$769.96)	(\$659.90)	(\$4,202.19)	\$3,197.81	(\$7,400.00)	56.8%
126 - Safe Church	\$40.00	\$41.05	\$927.39	(\$232.25)	\$776.19	\$1,151.19	(\$375.00)	(207.0)%
127 - Fresh Start Program	(\$370.68)	(\$704.84)	(\$2,210.96)	(\$1,066.53)	(\$4,353.01)	(\$3,453.01)	(\$900.00)	483.7%
128 - Strategic Leadership Dvlpmnt	\$0.00	(\$1,402.49)	\$0.00	\$0.00	(\$1,402.49)	(\$1,902.49)	\$500.00	(280.5)%
129 - Education for Ministry	(\$117.00)	(\$117.00)	(\$1,968.00)	(\$117.00)	(\$2,319.00)	\$831.00	(\$3,150.00)	73.6%
130 - Diaconate Formation	\$0.00	(\$3,472.00)	\$1,472.00	(\$361.97)	(\$2,361.97)	(\$2,361.97)	\$0.00	0.0%
140 - Retiree Benefits	(\$28,058.49)	(\$27,728.49)	(\$26,533.21)	(\$24,142.65)	(\$106,462.84)	\$4,087.16	(\$110,550.00)	96.3%
2016 Vr End Income Statement draft		Page 7						

	1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
160 - David Allen Seminars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	\$1,000.00	0.0%
191 - LeadershipDev Canon Business Expe	(\$1,962.38)	(\$3,735.17)	(\$1,705.43)	(\$4,464.54)	(\$11,867.52)	(\$3,108.52)	(\$8,759.00)	135.5%
199 - LeadershipDev Canon Personnel Exp	(\$43,002.42)	(\$42,678.21)	(\$42,749.02)	(\$42,230.63)	(\$170,660.28)	(\$653.28)	(\$170,007.00)	100.4%
201 - Diocesan Convention	(\$2,414.19)	(\$2,319.78)	(\$1,869.99)	(\$21,280.28)	(\$27,884.24)	(\$16,842.24)	(\$11,042.00)	252.5%
202 - Diocesan Council	(\$1,122.08)	(\$26.54)	(\$108.50)	(\$35.08)	(\$1,292.20)	\$1,207.80	(\$2,500.00)	51.7%
203 - Special Clergy Gatherings	(\$143.77)	(\$990.00)	(\$100.00)	(\$1,691.25)	(\$2,925.02)	(\$3,425.02)	\$500.00	(585.0)%
204 - Standing Committee	\$0.00	\$0.00	\$0.00	(\$15.12)	(\$15.12)	\$1,234.88	(\$1,250.00)	1.2%
205 - Chancellor's Conference	(\$1,936.64)	\$0.00	\$0.00	\$0.00	(\$1,936.64)	(\$936.64)	(\$1,000.00)	193.7%
206 - Title IV	\$0.00	(\$1,083.67)	\$0.00	\$0.00	(\$1,083.67)	(\$733.67)	(\$350.00)	309.6%
215 - Diocesan Web Ministry	\$0.00	\$0.00	\$0.00	(\$358.00)	(\$358.00)	(\$358.00)	\$0.00	0.0%
220 - Stewardship	(\$8,952.45)	(\$5,813.30)	(\$3,797.46)	(\$4,056.41)	(\$22,619.62)	\$1,317.38	(\$23,937.00)	94.5%
227 - Social Justice	(\$948.37)	(\$95.00)	\$44.98	(\$1,139.17)	(\$2,137.56)	\$1,862.44	(\$4,000.00)	53.4%
235 - Archive Project	(\$1,786.35)	(\$1,593.84)	(\$1,603.86)	(\$1,503.35)	(\$6,487.40)	\$32.60	(\$6,520.00)	99.5%
270 - Communications	(\$28,971.99)	(\$31,500.00)	(\$28,602.56)	(\$23,067.87)	(\$112,142.42)	\$2,962.58	(\$115,105.00)	97.4%
275 - Bishop Wanderings	\$0.00	(\$143.44)	(\$167.80)	(\$485.92)	(\$797.16)	(\$797.16)	\$0.00	0.0%
291 - Bishop Business Expenses	(\$7,691.08)	(\$10,761.04)	(\$7,979.12)	(\$17,646.29)	(\$44,077.53)	(\$11,577.53)	(\$32,500.00)	135.6%
299 - Bishop Personnel Expenses	(\$71,522.86)	(\$76,727.83)	(\$75,542.59)	(\$71,170.69)	(\$294,963.97)	(\$16,358.97)	(\$278,605.00)	105.9%
301 - Spec. Assist. Congreg.	(\$861.69)	(\$911.50)	(\$250.00)	(\$100.00)	(\$2,123.19)	(\$2,123.19)	\$0.00	0.0%
310 - CITN-Pittsfield	(\$17,847.57)	(\$18,768.92)	(\$19,186.12)	(\$18,365.89)	(\$74,168.50)	(\$129.48)	(\$74,039.02)	100.2%
312 - Deanery Programs	(\$45.50)	(\$38.50)	\$0.00	\$0.00	(\$84.00)	\$2,216.00	(\$2,300.00)	3.7%
313 - Ministry Development Initiatives (C	\$50.00	(\$25,554.00)	(\$50,746.83)	(\$1,000.00)	(\$77,250.83)	\$5,249.17	(\$82,500.00)	93.6%
314 - Bement/Waterfield Edu. Grants	(\$18,200.00)	(\$536.00)	(\$18,150.00)	(\$2,000.00)	(\$38,886.00)	\$3,679.00	(\$42,565.00)	91.4%
315 - Youth Ministry	(\$7,972.10)	(\$3,112.93)	(\$8,071.19)	(\$8,511.45)	(\$27,667.67)	(\$8,639.67)	(\$19,028.00)	145.4%
318 - Health Ministry	\$0.00	\$0.00	(\$1,307.42)	\$0.00	(\$1,307.42)	(\$1,307.42)	\$0.00	0.0%
323 - Ministry with Girls	\$0.00	(\$500.00)	\$0.00	\$0.00	(\$500.00)	\$6,000.00	(\$6,500.00)	7.7%
324 - Christian Formation Missioner	(\$6,230.11)	(\$16,471.69)	(\$16,622.40)	(\$21,096.74)	(\$60,420.94)	\$25,078.06	(\$85,499.00)	70.7%
325 - Episcopal Church Women	\$247.78	\$536.18	(\$910.81)	(\$630.81)	(\$757.66)	(\$32.66)	(\$725.00)	104.5%
391 - CongDev Canon Business Expense	(\$1,623.30)	(\$7,023.87)	(\$1,431.79)	(\$3,020.74)	(\$13,099.70)	(\$3,999.70)	(\$9,100.00)	144.0%
399 - CongDev Canon Personnel Expense	(\$47,557.73)	(\$47,235.07)	(\$47,309.02)	(\$46,790.64)	(\$188,892.46)	(\$1,069.46)	(\$187,823.00)	100.6%
400 - General Operation Expenses	(\$8,024.87)	(\$5,935.64)	(\$6,868.82)	(\$6,458.48)	(\$27,287.81)	\$362.19	(\$27,650.00)	98.7%
420 - General Property Expenses	(\$27,445.92)	(\$28,398.24)	(\$27,554.50)	(\$26,939.72)	(\$110,338.38)	\$233.62	(\$110,572.00)	99.8%

	1st QTR	2nd QTR	3rd QTR	4TH QTR	YTD Actual as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget	% of ANNUAL BUDGET USED
430 - Financial Management Expenses	(\$22,300.04)	(\$32,484.55)	(\$7,756.04)	(\$16,682.78)	(\$79,223.41)	\$1,176.59	(\$80,400.00)	98.5%
491 - Finance Business Expenses	(\$2,169.14)	(\$3,339.89)	(\$1,505.24)	(\$2,509.02)	(\$9,523.29)	\$276.71	(\$9,800.00)	97.2%
499 - Finance Personnel Expenses	(\$55,297.00)	(\$55,036.37)	(\$55,107.33)	(\$54,748.03)	(\$220,188.73)	\$7,993.27	(\$228,182.00)	96.5%
700 - Agency Administrative Costs	(\$2,769.55)	(\$4,471.41)	(\$2,606.55)	(\$2,408.65)	(\$12,256.16)	(\$1,056.16)	(\$11,200.00)	109.4%
791 - Agency Business Expenses	(\$30.28)	(\$25.49)	(\$1,312.00)	(\$405.74)	(\$1,773.51)	\$1,151.49	(\$2,925.00)	60.6%
799 - Agency Personnel Expenses	(\$39,289.08)	(\$41,125.02)	(\$39,753.18)	(\$39,946.09)	(\$160,113.37)	(\$1,660.37)	(\$158,453.00)	101.0%
999 - Default	\$617,696.22	\$616,357.39	\$613,981.34	\$274,742.78	\$2,122,777.73	(\$354,592.27)	\$2,477,370.00	85.7%
TOTAL NET SURPLUS/(DEFICIT)	\$27,322.57	(\$11,599.83)	(\$21,524.62)	(\$331,473.87)	(\$337,275.75)	(\$346,397.73)	\$9,121.98	(3,697.4)%

# The Episcopal Diocese of Western Massachusetts Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's 2016 Summary Statement as of DECEMBER 31, 2016

01 - Operations Unrestricted

REVENUES	1st Qtr 2016	2nd Qtr 2016	3rd Qtr 2016	4th Qtr 2016	YTD Actual as of 12/31/2016	2016 Budget as of 12/31/2016	Variance YTD to Budget YTD	2016 Annual Budget
								_
Assessment for Common Ministry	\$277,784	\$273,045	\$274,440	\$274,440	\$1,099,709	\$1,116,595	(\$16,886)	\$1,116,595
Use of Investment - actual distribution received at end of qtr	\$340,094	\$342,010	\$339,271	\$0	\$1,021,375	\$1,360,000	(\$338,625)	\$1,360,000
Other Investment Income	\$89	\$89	\$89	\$89	\$357	\$0	\$357	\$0
Program Income	\$18,041	\$24,716	\$26,604	\$33,118	\$102,479	\$93,212	\$9,267	\$93,212
Other Income and Gifts	\$5,902	\$26,747	\$12,250	\$12,266	\$57,165	\$48,360	\$8,805	\$48,360
Interest Income	\$99	\$123	\$121	\$236	\$579	\$800	(\$221)	\$800
TOTAL REVENUES	\$642,009	\$666,730	\$652,774	\$320,150	\$2,281,664	\$2,618,967	(\$337,303)	\$2,618,967
**based on 1/12th Annual Budget for Distribution	\$0	\$0	\$0	\$339,999	\$339,999			
54504 51 W 124 W 144 A 1	\$642,009	\$666,730	\$652,774	\$660,149	\$2,621,663	\$2,618,967	\$2,696	\$2,618,967
EXPENSES								
WIDER CHURCH - Mission With The Larger Church	\$136,935	\$150,472	\$146,319	\$153,047	\$586,773	\$573,974	\$12,799	\$573,974
CONGREGATIONAL DEVELOPMENT: Mission with Congregations	\$104,025	\$124,025	\$172,775	\$104,035	\$504,860	\$518,166	(\$13,306)	\$518,166
LEADERSHIP DEVELOPMENT & CLERGY SUPPORT	\$90,466	\$101,651	\$92,595	\$86,624	\$371,336	\$394,978	(\$23,642)	\$394,978
EPISCOPAL OVERSIGHT: Mission and Ministry of the Bishop	\$125,935	\$131,364	\$120,147	\$157,819	\$535,266	\$493,545	\$41,721	\$493,545
ADMINISTRATION & FINANCE: Support of Diocesan Operations	\$115,237	\$125,195	\$98,792	\$107,338	\$446,562	\$456,604	(\$10,042)	\$456,604
DIOCESAN AGENCY: Agency functions provided to Congregations	\$42,089	\$45,622	\$43,672	\$42,760	\$174,143	\$172,578	\$1,565	\$172,578
TOTAL EXPENSES	\$614,686	\$678,330	\$674,299	\$651,624	\$2,618,939	\$2,609,845	\$9,094	\$2,609,845
NET SURPLUS/(DEFICIT)	\$27,323	(\$11,600)	(\$21,525)	\$8,525	\$2,723	\$9,122	(\$6,399)	\$9,122

1		1 100		A		A = = = = = = = = = = = = = = = = = = =		Hana!-	-	.io., Vo/ -\		Dec 2046	# 845 41	
				Assessment		Assessment		Unpaid		rior Year(s)		Dec-2016	# Months	
			-	Billing		Fulfilled		2016	U	utstanding		AR Aging	Outstanding	
0014///	I SET			as of		as of		Balance		Balance		Balance	as of	
ROW#	pays by EFT		-	Dec-2016		Dec-2016							Dec-2016	
1	0. 5		_			10.51=00	_				_			
2.)	St. David's, Agawam		\$	10,615.00		· · · · · · · · · · · · · · · · · · ·	\$		\$	-	\$	-	0.0	
3.)	Grace Church, Amherst		\$	64,078.00			\$		\$	-	\$	-	0.0	
4.)	St. John's, Ashfield		\$	5,931.00			\$		\$	-	\$	-	0.0	
5.)	St. John's, Athol		\$	6,313.00	\$	6,313.00	\$	-	\$	-	\$	-	0.0	
<b>C</b> \	C. T		_	5 474 00	_	5 474 00			_				0.0	
6.)	St. Thomas', Auburn		\$	5,471.00		5,471.00	\$	-		-	\$	-	0.0	
7.)	St. Andrew's, Blackinton (N.Adams)	1	\$	883.00			\$	-		-	\$	-	0.0	
8.)	Grace Church, Chicopee		\$	6,691.00		,	\$		٠.		\$	-	0.0	
9.)	Good Shepherd, Clinton		\$	19,706.00		19,706.00	\$	-			\$	-	0.0	
10.)	Grace Church, Dalton	_	\$	-	\$	-	\$	-	\$	-			0.0	
443	S. 0131 L. 5			7.025.55	4	7.477.00	ć	653	4		4	655	1.0	weid on 4 /2 /47
11.)	St. Philip's, Easthampton		\$	7,829.00		,	\$	652			\$	652	1.0	paid on 1/3/17
12.)	St. Mark's, East Longmeadow		\$	19,753.00		· ·	\$	-			\$	-	0.0	
13.)	St. Christopher's, Fairview (Chicopee)	1	\$	6,413.00		6,413.00		-		-	\$	-	0.0	
14.)	Christ Church, Fitchburg		\$	59,254.00	\$	59,254.00	\$	-	Ş	-	\$		0.0	
4.5.\					4		_				_			
16.)	St. Paul's, Gardner		\$	8,250.00		8,250.00	\$	-			\$	-	0.0	
17.)	St. James', Great Barrington	1	\$	-	\$	-	\$	-		-	\$	-	0.0	
18.)	St. James', Greenfield		\$	21,154.00			\$	-			\$	-	0.0	
19.)	St. Francis, Holden		\$	43,947.00			\$	-		-	\$	-	0.0	
20.)	St. Paul's, Holyoke		\$	21,940.00	\$	21,940.00	\$	-	\$		\$	-	0.0	
24.)	C. I. I. I. I.			2 4 2 2 2 2	_	2.420.00	_		_				0.0	
21.)	St. Luke's, Lanesboro		\$	3,128.00		3,128.00	\$	-			\$	-	0.0	
22.)	St. George's, Lee		T .		\$	7.276.00	•	-		-	\$	-	0.0	
23.)	St. Helena's, Lenox		\$	7,376.00			\$	-		-	\$	-	0.0	
24.)	Trinity, Lenox		\$	26,788.00			\$	-		-	\$	-	0.0	
25.)	All Saints, Leominster		<b>&gt;</b>	-	\$	-	\$	-	\$	-	<b>&gt;</b>	-	0.0	
26.)	Ct. Markle Lagminston		\$	16,510.00	خ.	16,510.00	\$		۲	-	ے		0.0	
27.)	St. Mark's, Leominster		Ś			·	\$		1 .		\$ <b>\$</b>	-	0.0	
	St. Andrew's, Longmeadow		\$	41,208.00		·	_				\$	-		
28.) 29.)	Trinity, Milford St. John's, Millville		ç	25,717.00 2,862.00		25,717.00 2,862.00	\$	-	\$	-	\$	-	0.0 0.0	
31.)	St. John's, Northampton		ç	31,920.00		31,920.00	\$		\$		\$	-	0.0	
31.)	Nativity, Northborough		\$	31,920.00		31,920.00	\$	-		-	\$	-	0.0	
34.)	ivativity, ivoitiiborougii		Ş	34,750.00	Ş	34,790.00	Ş		Ş		Ş		0.0	
33.)	Christ Memorial, North Brookfield		\$	5,107.00	ċ	5,107.00	ċ		ċ	-	\$		0.0	
34.)	St. Andrew's, North Grafton		\$ \$	11,993.00		*	\$ \$	-		-	\$ \$	-	0.0	
35.)		1	\$	7,976.00			\$	1,982		-	\$			(Oct, Nov & Dec) paid by 1/23/17
36.)	Grace Church, Oxford St. Martin's, Pittsfield		\$	,		3,994.00	\$	1,982			\$	,	<b>3.0</b> 0.0	[Oct, Nov & Det] paid by 1/25/17
37.)			\$	56,064.00	\$ ¢	56.064.00	-	-		-	\$	-	0.0	
37.)	St. Stephens', Pittsfield	_	۶	30,004.00	Ş	56,064.00	\$	_	Ş		Ş		0.0	
20 \	Christ Church Pachdala		\$	12 241 00	ċ	12,241.00	ċ		خ	-	ċ	_	0.0	
38.)	Christ Church, Rochdale		1 -	12,241.00		·	\$	-			<b>\$</b>			
39.)	Christ Church, Sheffield		\$	10,251.00		10,251.00	\$	-			_	-	0.0	
40.1	Trinity, Shelburne Falls *		4	12.026.62	\$	12.026.00	\$	-		-	\$	-	0.0	
40.)	Trinity, Shrewsbury		\$	13,936.00	Ş	13,936.00	\$	-	<b>\</b>	-	\$	-	0.0	
40.1	Halo Trining Condition			40.450.60	4	40.452.02	4		_		4		0.0	
42.)	Holy Trinity, Southbridge		\$	10,153.00	\$	10,153.00	\$	-	Ş	-	\$	-	0.0	

				Assessment	Assessn	nent		Unpaid	Prior Year	(s)	Dec-2016	# Months	
			• • •	Billing	Fulfill			2016	Outstandi		AR Aging	Outstanding	
			•	as of	as o			Balance	Balance		Balance	as of	
ROW#	pays by EFT			Dec-2016	Dec-20		•	Dalance	Dulante		Dalarice	Dec-2016	
				200 2010		,						200 2010	
43.)	All Saints, South Hadley		Ś	22,515.00	\$ 22	,515.00	\$	-	ς -		\$ -	0.0	
45.)	Southwick Community, Southwick		4	21,627.00		•	\$		\$ -		\$ -	0.0	
46.)	Christ Church Cathedral, Springfield		¢	71,055.00			\$	-			\$ -	0.0	
47.)	St. Barnabas and All Saints, Springfield		Ś			,199.00	\$	-			÷ -	0.0	
47.)	St. Barriabas and Ali Saints, Springheid	_	,	1,199.00	<b>ў</b> 1	,199.00	Ş		٠ -		Ş -	0.0	
48.)	St. Luke's, Springfield		ć	-	ć	-							
1	St. Peter's, Springfield		٠	9,366.00		,366.00	ė		ć		\$ -	0.0	
49.) 50.)	St. Paul's, Stockbridge		9	12,997.00		,997.00	ċ	-			\$ - \$ -	0.0	
			۶				ې د				- د	0.0	
51.)	St. John's, Sutton		\$	15,994.00	\$ 15	,994.00	\$		\$ -	_	\$ -	0.0	
F2.\	Ct Manuels Thorndika (Dalman)	11/17/2014			<u>خ</u>		Ś		\$ -		\$ -		
52.)	St. Mary's, Thorndike (Palmer)	11/17/2014						-			•	0.0	
53.)	St. Andrew's, Turner's Falls		\$	-,		<i>'</i>	\$	-			\$ -	0.0	
54.)	Trinity, Ware	ı	\$			,809.00	\$	-			\$ -	0.0	
55.)	Reconciliation, Webster		\$				\$	-			\$ -	0.0	
56.)	St. Stephen's, Westborough		\$	,		,801.00		-			\$ -	0.0	
57.)	Atonement, Westfield		\$	,			\$	-			\$ -	0.0	
58.)	Good Shepherd, West Springfield		\$				\$	-			\$ -	0.0	
59.)	Trinity, Whitinsville		\$	7,738.00	\$ 7	,738.00	\$	-	\$ -		\$ -	0.0	
60.)	Epiphany, Wilbraham		\$	-,		,053.00		-			\$ -	0.0	
61.)	St. John's, Williamstown		\$			,617.00	\$	-	•		\$ -	0.0	
62.)	All Saints, Worcester		\$			,247.00	\$	19,080	\$ -		\$ 19,080	3.0	(Oct, Nov & Dec) paid on 1/9/17
63.)	St. Luke's, Worcester		\$	19,197.00	\$ 19	,197.00	\$	-	\$ -		\$ -	0.0	
	_												
64.)	St. Mark's, Worcester		\$	3,799.00	\$ 3	,799.00	\$		\$ -		\$ -	0.0	
65.)	St. Matthew's, Worcester		\$	16,796.00	\$ 15	,397.00	\$	1,399	\$ -		\$ 1,399	1.0	paid on 1/3/17
66.)	St. Michael's, Worcester		\$	17,196.00	\$ 17	,196.00	\$	-	\$ -		\$ -	0.0	
67.)	All Saints of The Bershires, N.Adams		\$	21,741.00	\$ 21	,741.00	\$	-	\$ -		\$ -	0.0	
68.)	Grace Church in the Southern Berkshires		\$	19,850.00	\$ 19	,850.00	\$	-	\$ -		\$ -	0.0	
	fractions & Shelburne Falls adjustment		\$	-	\$	-							
	TOTALS:		\$	1,099,209.00	\$ 1,076	,096.00	\$	23,113	\$ -		\$ 23,113	8.0	12/31/2016
				100%		98%		2%					
	proof				Billing I	Fulfilled	Bill	ing Unpaid				0.0	12/31/2015
				(#01-4000-99-999)	at Mo	nthend	at	Monthend					
		GL Bal	\$	1,099,709.00			Agin	ng Balances:					
								100%	0%			100%	
	SI	helburne Falls	\$	(500.00)			Curi	rent Yr.Bal		al		Aging Total	
			\$										
							(incl	udes \$500 fr	om Shelbui	ne F	alls)		
							Ь					I .	i e e e e e e e e e e e e e e e e e e e

### Notes on the draft Financial Statement of the Administrative Offices of the Diocese of W. MA through December 2016

#### Revenues

- Revenues through the end of the year are projected to be within 0.1% of budget, off by just \$2700.
- Assessment income is \$17,000 lower than budgeted, in relation to lower income due to church closings which took place after the budget was established.
- Investment income is almost exactly as was budgeted.
- The shortfall in assessment income was made up by \$11,000 in program income from youth ministry trips that were not budgeted, and from \$6000 that has been raised for the Vets Ministry work.

### Mission with the World-

- This category is over budget by \$12,800. The variance is due to extra spending on our Veteran's Ministry. The program has become extremely popular and expanded more than anticipated. There was a \$5000 increase in payroll that was not included when the 2016 budget was prepared. Mileage reimbursement was \$2200 higher than expected. An additional stipendiary position accounted for \$2500 of the overage. And program expenses to promote and run the lunches were \$7000 higher than projected.
- Fundraising for the initiative brought in \$6000 which offset a good chunk of the overage. In 2017 the budget incorporates the changes we saw in 2016 and there are ambitious plans for extra fundraising. The goal is to create new revenue streams which will help fund this vital ministry from sources other than the Diocesan budget and Bishop's Funds.

### **Mission with Congregations**

- The Ministry Development Initiative spending for the year was under budget by \$5000 in part due to the return of a \$3400 from a grant made in 2014, and in part due to a shortfall in the allocation of money set aside for grants for work on parish websites.
- We have money (\$6000) budgeted for "Ministry with Girls" that was not used. The money for this line comes from investments restricted for "Girl's Friendly Society." This money was designated by Council for a broader use. Note that in 2016 we did not take a distribution from those funds even though they were in the expenses were in the budget. In 2017 the plan is to continue to reinvest the distribution and withdraw money as needed. We may want to use this money for Christian Formation with young women.
- All of the \$181,000 Christian Formation budget was used this year except for \$4000. In past years we spent much less than what was budgeted for Christian Formation. The programs and staff are now in place and great work is taking place.

- Smaller variances in other budget lines in this category combined to create an \$18,000 surplus in operating expenses.
- The Personnel expenses were all in line with the budget except for mileage which was \$3000 over budget. We are a diocese on the move, and our mileage reimbursement reflects that. My analysis reveals that this arrangement is less expensive and requires less administration than purchasing company vehicles.
- In total, this area of the budget came in \$13,300 under projection.

### **Leadership Development and Clergy Support**

- A large variance is in the line for Seminarian assistance. I need to check w/ the bishop's assistant about the second round of scholarships that usually go out in December. The variance is \$15,700.
- We spent \$3000 more than the \$1400 that had been budgeted on our Fresh Start program for clergy who are in new calls. The program was successfully expanded and the budget for 2017 was sufficiently increased.
- We had budgeted \$10,000 for Parish Leadership Day but did not spend as much as expected on the program so we are under budget by \$4000 on this line.
- Deployment (transition ministry) expenses came in under budget by \$3600. This is the result of Rich taking over this work which Rich and Pam used to share so travel costs to the semi-annual conferences were reduced.
- Clergy and Lay retiree support came in \$4000 under budget.
- Personnel expenses in this category were in line with the budget except for mileage reimbursement. The total for the year was \$6500, which is \$3300 over what I had budgeted. Staff is out and about in the diocese much more than had been the custom in past years, which is a good thing, but we may want to look at ways to reduce this expense such as video conferencing, using rental cars for long trips, and other methods.
- In total, this area of the budget was under projection by \$23,000. We may be making disbursements to seminarians once I find out what happened in December.

### **Episcopal Oversight**

- The first major variance in this area of the budget was for Convention expenses, which were over the \$26,000 budget by \$16,600. \$2500 of that was for the speaker. The Bishop of Atlanta was asked to speak and transportation, hotel, and honorarium were \$4000 compared to the projected cost of \$1500. The other overage was for the hotel, which cost \$15,000 more that we projected. When the budget was created we were planning on a one day event. This changed to a two day event, but the costs far exceeded our expectation. We will review venue options for future conventions.
- The communications line came in \$2400 under projected expenses of \$115,105.

- The adjustment to the bishop's salary was not part of the 2016 budget. We also had a change in personnel in his office, and unbudgeted auto repairs. The total overage in Personnel expenses therefore was \$16,358.
- Business Expenses were over budget by \$11,500. We spend \$5850 with an employment agency to replace the bishop's assistant. Conference and continuing ed expense were over by \$2200. Also, auto mileage and tolls were \$1700 higher than expected.
- The result was that this area of the budget was \$41,850 higher than projection. Note that of that overage \$15,000 was salary adjustment, \$5000 was the fee for the personnel agency, and \$16,000 was for Convention. Without those aberrations we would have been ~\$6000 over budget in this category.

#### **Administration and Finance**

- The salary line is under budget by \$8000 due to a mistake in the 2016 budget. The cost to reimburse an employee for medical insurance premiums was budgeted in both the salary and insurance line.
- All other lines were basically on target.
- That accounts for the surplus in this category of the budget.
- Legal fees are under budget by \$2000 YTD. And loan interest payments are under budget by \$2000.
- The total surplus in the Administration and Finance category was \$8,300.

### **Agency Function**

• Expenses for the year were over budget by \$1565, less than 1% of the budget.

### Surplus/Deficit

Our estimated surplus for 2016 is \$2,723 against a budgeted surplus of \$9,122. The variance is 0.25% of total revenue. As always with the Diocesan budget, some lines are projections and are subject to change depending on situations as they arise. We are always aware of being over budget in some areas and under budget in others and shoot for an overall deficit/surplus in line with projection. This income statement is not finalized, but the indication is that we were able to stay within the overall confines of the budget successfully.

### **Update on Diocesan Real Estate Portfolio**

**4080 Main Street, Palmer (St. Mary's)** – On February 2, 2017 we closed on the sale of this property. Sale price was \$100,000.

**St. Paul's Chapel, center of Otis, junction of route 23 and 8**- We have offered the property to the town for no consideration, as is. The Select Board has agreed to put a warrant article on the Town Meeting in May. If approved, we will be able to proceed with the transfer of the property. We will indemnify the town against any legal action for two years. The deed has a restriction that could possibly be challenged if transferred.

**791 Main Street, Dalton (Grace Church)** –The property went on the market at \$199,000 on April 1. Council has voted to sell the property at not less than \$99,000. We have made two price reductions, the last one on August 30 and the list price today is \$169,000. An offer of \$150,000 was accepted but the buyer withdrew. We are contemplating a price reduction.

**133 Dalton Ave., Pittsfield (St. Martin's)** – The property went on the market on May 23 at \$199,000. Council voted to sell the property for NTL \$150,000. We have made two price reductions, the last one on August 30 and the list price today is \$169,000. An offer of \$150,000 was accepted but the buyer withdrew. We are contemplating a price reduction.

**41 and 39 Oakland Street, Springfield (St. Barnabas & All Saints)** – We entered an agreement with the Drama Studio in which they will cover the occupancy costs and repairs through June 30, 2017. The agreement specified that the DS will notify us on or before January 15, 2017 of their intention to begin negotiations regarding acquiring the property. We expect them to submit a request to amend that agreement and extend the time frame.

The rectory is appraised at \$144,000. The church was appraised at \$350,000.

Church of the Good Shepherd, West Springfield- This property is owned by EMWM but the congregation has not closed. The parish is seeking to sell its building and move in with the Lutheran church in West Springfield. The two congregations share a pastor. We had received an offer for the property of \$350,000 with a number of contingencies from the Work Opportunity Center. The building was appraised for \$500,000. We sought other offers through our internal network and received one of \$355,000 from an Hispanic church with minimal contingencies. We are entering an agreement with them and hope to close by March 1.



January 31, 2017

\*\*\*Ph30\*\*\*
EPISCOPAL DIOCESE OF OF WESTERN MASS
37 CHESTNUT ST
SPRINGFIELD MA 01103

Dear Episcopal Diocese Of Of Western Mass:

Re: Policy Number Insured Name Issuing Company (referred to herein as "MassMutuat")

32064404 Grant E Bond Massachusetts Mutual Life Insurance Co

We recently received a Surrender for the above referenced policy(s). When a policy is owned by a corporation the enclosed MassMutual Corporate Resolution Form (F2057) is required and must be stamped with a corporate seal. Please submit your completed form to our office via the options below so that we may process your request

Email: Fax: Mail:

Lifefax@massmutual.com Attention: Life Hub MassMutual Financial Group

1 (866) 329-4527 Attention: Life Hub 1295 State Street Springfield, MA 01111

If you have any questions, please contact our Service Center at 1-800-272-2216. Representatives are available to help you Monday through Friday from 8 a.m. to 8 p.m., Eastern Time. Other contact options include: our website (use the *Contact* link at <a href="www.massmutual.com">www.massmutual.com</a>) or your financial services representative, The Gaudreau Group Inc Insurance Agency.

Sincerely,

Sean Koontz

Sean Koontz Customer CARE Advocate Policyholder Service Specialist Client Services

Enclosures: (1)

cc: The Gaudreau Group Inc Insurance Agency (038)

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MassMutual-resolution 23



### Certificate of Corporate Resolution

Policy/contract number(s): 32 064 404

Massachusetts Mutual Life Insurance Company 1295 State Street, Springfield, MA 01111-0001

Use this form to establish a Corporate Resolution in all states.		
A Agreements & Signature::::::::::::::::::::::::::::::::::::		
I hereby certify, as Corporate Secretary for Episcopal Diocese of Western	n Massachusetts	(the "Corporation"), that
1. The Board of Directors of the Corporation adopted a resolution or set of resolutions cers of the Corporation to establish and maintain, on behalf of the Corporation, one	s (the "Resolution") authoriz e or more policies/contracts	ing and empowering the following offi
Full legal name (First, MI, Last, Suffix)	Title	
Douglas J. Fisher	Presiden	+
William Murray	Clerk 1.	Secretary
Wayne Gass	Clerk /: Theasure	
William Murray Wayne Gass Steven P. Abdow	Assistant T	reasure
2. The Resolution grants authority to the officers identified above to do and take policies/contracts maintained with MassMutual.	e all action necessary and	appropriate in connection with the
<ol><li>The Corporation is duly organized and existing under the laws of the State of the Corporation to transact business by resolution. The Resolution is not contra</li></ol>	Massachusetts	and its charter or by-laws empower
4. In the event of any change to the Resolution, including but not limited to a change provided therein, the Corporate Secretary shall certify such changes to MassMution of Corporate Resolution.	ne in the officers empowers	ed through the Resolution or newers
<ol><li>MassMutual may rely upon this Certification of Corporate Resolution as conting change in or the revocation of authority under the Resolution. MassMutual may Corporate Resolution as though they are dealing with the Corporation directly.</li></ol>	nuing and fully effective ur deal with all of the persons	ntil the receipt of written notice of a sidentified under this Certification of
6. The undersigned is authorized and empowered to certify, under the seal of the C upon request by MassMutual, (a) a copy of the Resolution; (b) specimen sign (c) documentation that the Corporation is duly organized and existing, and that it	latures of each necenn am	incurared by the Decalution, and law
7. The officer(s) are of legal age to sign on behalf of this entity and enter into legal	financial contracts.	randadi basiness by resolution,
8. The Corporation and its officers agree to indemnify and hold MassMutual harmle any transactions and acting upon any instruction given by the officers or Corporation.	ess from any claim, lose o	xpense or other liability for effecting
Signature (Also affix Corporate Seal)		
Signature of Corporate Secretary:		

### B Submission Instructions :::::::::::

For more information or general questions, contact the MassMutual Service Center at 1-800-272-2216 (Monday – Friday, 8 a.m. – 8 p.m. Eastern Time) . We will only accept responsibility for forms that are submitted as indicated below.

Mail:

Email & Fax (Retain this original & the fax machine confirmation statement for your files):

1-866-329-4272

MassMutual Financial Group 1295 State Street - W360 Springfield, MA 01111-0001

Life only: lifefax@massmutual.com 1-866-329-4527

Annuities only: ANNfax@massmutual.com

EB only:

LCMClientServices@massmutual.com

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1-860-562-6154

MassMutual Financial Group is a marketing name for Massachusetts Mutual Life Insurance Company (MassMutual) and its affiliated companies and sales representatives.

### What Happens to the Assets of Closed and Merged Churches?

### Definitions:

- Total Assets: include all cash, investments, property, and real estate assets
- Net Assets: Total Assets minus all expenses (carrying costs, legal expenses, property management, consultants, etc.), liabilities, and potential future liabilities

### Examples:

When a closing congregation merges with a continuing congregation (when a congregation leaves their building to join with another congregation)

The Net Assets less a 10% contribution to Episcopal Missions of Western Massachusetts<sup>1</sup> will follow a closing congregation conditional upon at least 75% of active members (based upon the most recent Average Sunday Attendance figure) go as a group to another congregation. The decision to move as a group to another congregation should precede a decision to close.

### When two continuing congregations merge

When there is a merger of two ongoing congregations (usually followed by a name change) which is done through EMWM, the merged congregation will contribute either 10% of their combined net assets or \$25,000, whichever is less, to EMWM. Expenses related to the merger will be paid by the congregations involved in the merger.

### When a church closes and the members scatter

When a church closes and the members do not decide to stay together as a congregation the entity and its assets are merged with EMWM. Property and real estate are sold and the Net Assets are deposited into a newly created fund with the Trustees for the Diocese called Strategic Ministry Reserve. The uses of those funds are subject to the approval of the Bishop and Diocesan Council, with advice from the Budget and Financial Planning Committee.

Rev. 1/23/17

<sup>&</sup>lt;sup>1</sup> Sources of Funds for EMWM: The objective is to utilize some of the proceeds from the sale of closed churches to fund the process of closing them.

### The Episcopal Missions of Western Mass (EMWM)

### **BACKGROUND INFO:**

The Episcopal Missions of Western Massachusetts (EMWM) is a not for profit subsidiary corporation wholly owned by the Episcopal Diocese of WMASS which holds the real estate owned by the Diocese. The Officers, Directors, and Voting members of EMWM are the same as the Officers and Members of Diocesan Council.

By using EMWM our Diocese has **reduced the financial, legal, and time requirements involved in closing or merging a church. If a church closes, the most efficient and cost effective way for the <b>Diocese to deal with the corporate entity is to merge it with EMWM.** If a church is merging into or with another church, the most efficient way to accomplish that goal may also be to merge with EMWM.

For non-profit corporations to merge in Massachusetts, a vote of 2/3 of the eligible members of each entity is required. Specifically, eligible members of each entity need to be identified, at least 2/3 of them need to be present at a meeting, with a majority voting in favor of the merger. This can be an onerous task. As a result of the canonical change accepted at the 109<sup>th</sup> Convention in 2010, a parish or mission can by a vote of the Vestry or Executive Committee adopt new bylaws that make the Bishop the sole voting member of the corporation. The voting members of EMWM are the members of Council, which meets regularly. With these provisions, a merger of a mission church and EMWM can be accomplished efficiently.

Another challenge facing closing or merging churches is the sale of real estate. Under Massachusetts law, a non-profit corporation needs the permission of the Attorney General if it is going to sell **all or substantially all** of its assets. Frequently, the sale of a church by a congregation will fall into this category. If the church corporation is merged with EMWM, a single property, or several properties, will not represent substantially all of the assets of EMWM, and, therefore, can be sold without the need to obtain the approval of the Attorney General.

### Examples based upon recent experiences:

- 1. Church closings: Once a church decides to close, the dissolution of the corporate entity needs to be addressed. When St. John's in Worcester closed, its corporation had to be dissolved. This process was protracted, expensive and time consuming. The dissolution of St. John's cost \$28,000. Under the new canon, St. John's Vestry could have voted to revert to mission status which would have made the Bishop the sole voting member. The Bishop could then have voted to merge St. John's with EMWM, and the EMWM Directors (the members of Council) could have voted to approve the merger with St. John's. The real estate could then have been sold since it was held by EMWM without the involvement of the AG.
- 2. A church merges into an existing, continuing congregation: The members of Good Shepherd, W. Fitchburg decided to stop worshipping there and to move as a group to Christ Church, Fitchburg. The elected leadership of Good Shepherd voted to seek approval from Council to reclassify as a mission with the new by-laws. The Bishop became the sole

Rev. 2/7/17

voting member of Good Shepherd. The voting members of Good Shepherd (the Bishop) and EMWM (Council) voted to merge Good Shepherd into EMWM. Since the sale of the Good Shepherd real estate did not represent substantially all of EMWM's assets, the Attorney General did not need to get involved. The members of Good Shepherd transferred membership to Christ Church. The corporation that was Good Shepherd merges with EMWM eliminating the need to dissolve it with the Attorney General.

### FINANCING FOR EMWM:

Funds are needed for:

- 1. Legal and other costs associated with closed church property in excess of the net sale proceeds of the property. (Otherwise we would need to either spend Diocesan invested funds or charge a special assessment to the congregations.)
- 2. Cash flow for operations while a property is being marketed. (On average it costs approximately \$15,000 per year to properly maintain an empty church building. If repairs are needed that amount can be much higher. Those costs are repaid out of the sale proceeds, but sometimes churches take as long as two years to sell.)
- 3. Staff and consultant expenses incurred to manage and sell closed church properties.
- 4. The initial legal work required to establish EMWM, and to make the canonical change regarding mission status. (approx. \$25,000)

Note: Diocesan Council will be creating a policy regarding the best strategic way to utilize the assets of our closed congregations. Once determined this strategy will be formalized and incorporated into this document. The preference is to use the liquidated assets of closed churches to fund new and existing ministry in our Diocese, rather than fund the work of closing churches. Without EMWM, merging and closing churches would be much more expensive. The legal requirements to close or merge a not for profit entity are not without considerable cost.

### **December 9, 2016**

### Recommendation from the Assessment Reduction Team to Diocesan Council regarding Good Shepherd, West Springfield

Good Shepherd requested and received an assessment reduction last year (in 2016 for 2015 – see attached recommendation from last year). At the end of August, after worshiping together for the summer with Grace Lutheran Church in West Springfield, where John Marquis is the pastor, they made the decision to "nest" with the Lutheran Church and leave their building on Elm Street (which is for sale). While we are so glad for their partnership and what appears to be some vitality emerging, the status of these "nesting" churches is not fully defined though it seems to be an emerging model in the church. In the meantime, we have a memorandum of agreement with them, and Good Shepherd remains a mission parish of the Diocese. The memorandum (attached) states:

3. The pledges of the people of Good Shepherd will be accounted for separately for these two years. The pledges should support the building on Elm Street until it is sold or self-supporting, and they should go toward a designated assessment to the Diocese. Since ordinary accounting for figuring the assessment will be different, the Diocese will simply designate an amount to be paid in 2016, 2017 and 2018. The remainder of the pledges will go toward the life and ministry of the two congregations.

What the fullness of this arrangement is remains to be seen and will emerge over time. There's no roadmap for arrangements like this that are becoming more and more common.

After reviewing the documents from last year, and hearing about the changes that have occurred during the year, *the committee recommends that the Assessment should remain the same for 2017: \$100 a month, \$1200 for the year*. The group felt no need of further information, during this time of transition at Good Shepherd. A letter describing the involvement of the people of Good Shepherd with the community of Grace Lutheran will be forthcoming.

Attached also are the requirements for an Assessment Reduction Request. Technically, since we are in a new situation, this is not a reduction request, given the memorandum of understanding. If they are to remain as a mission of the Episcopal Church, however, they will need to be involved in the support of the common mission of our Diocese. This will be reassessed as things emerge in the common mission of our Diocese and with the Lutherans and the congregation of Grace.

Respectfully Submitted by the ad hoc Assessment Reduction team

Pam Mott Wayne Gass Janet Young Nancy Webb Stroud Derrick Fetz

Memorandum of Understanding Good Shepherd, West Springfield September 22, 2016

In 2016, after several years of significant struggles to be sustainable, the Church of the Good Shepherd asked for and was granted approval from Diocesan Council to revert to mission congregation status in accordance with Canon 16, sec. 11(b)¹. In 2015 and 2016, they have been served by the Rev. John Marquis of Grace Lutheran Church in West Springfield. John agreed to work with Good Shepherd in exchange for the use of the Rectory. After a year of struggling to maintain a sustainable parish congregation, and after a summer of worshiping together at Grace, a gathering of 16 people, which is the size of the average worshipping congregation and is representative of the active membership, made a unanimous decision to remain worshiping at Grace Lutheran.

This memo seeks to put in place an understanding of the status of Good Shepherd as we move forward. This memo will be in effect for two years, during which time the congregation will have conversations about what it means to be an Episcopal Congregation in West Springfield embedded in a larger Lutheran Congregation.

- 1. The Church/people of Good Shepherd will continue as a reclassified mission congregation. As such it is under the authority of the Bishop, and will continue to have an Executive Committee which will meet at least 3 times a year under the guidance of Pastor Marquis. Those three meetings should include conversations about continuing as an embedded congregation, enhancing the life partnership of the two congregations, and assisting with lingering building issues (maintenance, leasing agreements, etc.), at Good Shepherd church until such time as it is sold (assumption) or otherwise repurposed.
- 2. The Bishop will visit in such a way as to fulfill his canonical responsibility to visit each congregation, and to support the continued Episcopal presence in West Springfield as it emerges in partnership with Grace Lutheran. He will, as usual, baptize, confirm, receive, and find time to hear about the health of the people of Good Shepherd.
- 3. The pledges of the people of Good Shepherd will be accounted for separately for these two years. The pledges should support the building on Elm Street until it is sold or self-supporting, and they should go toward a designated assessment to the Diocese. Since ordinary accounting for figuring the assessment will be different, the Diocese will simply designate an amount to be paid in 2016, 2017 and 2018. The

<sup>&</sup>lt;sup>1</sup> In 2010 the Diocesan Council created Canon 16A, Reclassification of a Parish to a Mission. "New" Mission by-laws were created for such reclassified congregations, and give the Ecclesiastical Authority full authority over appointment and removal of officers and members of the executive committee, and authority over votes of the members.

remainder of the pledges will go toward the life and ministry of the two congregations.

- 4. As previously agreed, John Marquis will have use of the rectory as part of Good Shepherd's contribution toward this partnership.
- 5. The executive Committee of Good Shepherd may be requesting permission to sell the property on Elm Street, and requesting that, as a continuing congregation in the Episcopal Church meeting with the Lutherans, they invest the proceeds of the sale with the Trustees for the Diocese and use the distribution to assist with both the upkeep of the rectory, and for the use of mission and ministry in partnership with Grace Lutheran.

We note that this memo of understanding:

- 1. May be incomplete, and not address unforeseen circumstances that might arise. This memo should be used as useful guidelines until a path forward becomes clearer.
- 2. Should be revised and rearticulated after 2 years (October of 2018). During that time, we need to investigate what is appropriate to satisfy both denominations.

Assessment Reduction Request Review Good Shepherd, West Springfield, MA

On Tuesday March 18, 2016, two members (the Rev. Nancy Strong and the Rev. Pamela Mott) of the Assessment Reduction Team from the Diocesan Council met with all but one of the newly forming Executive Team of Good Shepherd.

The Rev. John Marquis is the very part time pastor of Good Shepherd, and is full time at nearby Grace Episcopal Church. He took over almost a year ago when Bill Coyne left, after a year of ministry after John Debonville's death. The church has about 25 ASA. They have recently adopted mission by-laws which has allowed the Bishop to appoint an Executive Committee, replacing an inactive vestry.

The Rev. John Marquis and the Executive Team reviewed the original request, dated December 2015 and gave an update on the ministry at Good Shepherd. There are many mission opportunities developing: for example, a new monthly Veteran's lunch and new relationship with the Work Opportunity tenants at Good Shepherd (who are going to put together "necessity" bags for homeless Veterans). The building is in the middle of West Springfield and is a great location for community mission. Other churches in town are struggling and Good Shepherd has been approached by one of them to see if a partnership could be developed so that the other church could give up their building but still maintain their ministries in the middle of West Springfield.

They are working toward full use of the building – leasing space for the Work Opportunity group, Taekwondo classes, etc. The leases have enabled some stability in the budget. They are feeling the pinch of paying back a diocesan loan that they got about 3 years ago for some necessary roof repair. John and the Executive Team believe that a little breathing room in the assessment would enable them to have a better opportunity for moving forward.

Because John Marquis has been working hard to get them up to speed, is in the process of redeveloping new leadership, and in the process of identifying and acting on the work of the Gospel that is in their midst, we recommend that their assessment be reduced from \$6753 to \$1200 for 2016.

### Assessment Reduction Request Requirements

Members of Council realize that some parishes have special circumstances that they feel cause them to ask for a special exception with respect to the *Assessment for Common Ministry*. In order to help Council members understand your circumstances as fully as possible, they seek the information identified below so that they will be able to make decisions that are uniform and fair to all the parishes involved. The information Council seeks is as follows:

- A narrative parish history stating the reasons why the parish is seeking Council's permission to lower the assessment.
- Income and expense statements (showing budget and actual figures for 2014 and 2015) and the parish budget for 2016.
- Details of the most recent year stewardship campaign, describing the nature of the education offered to parishioners, the nature of the commitment program, and the results
- Statement of parish goals listing what steps the parish is taking toward being a healthy, mission focused congregation and fulfilling the full Assessment for Common Ministry in all future years
- List of endowment and invested funds, specifying all unrestricted invested funds

The members of Diocesan Council believe that with this information, they can make better decisions for the other churches that make up the diocese. Council is very aware that when it allows one church to give less than its full share, it is asking other churches to make sacrifices on behalf of those seeking the relief. As an Episcopal Diocese, we are bound together in and share one *common ministry*. Council takes its stewardship responsibility over requests such as the one you are making very seriously and is trying to be a faithful steward not only to your church but to all the churches that make up the diocese.

### DIOCESE OF WESTERN MASSACHUSETTS Budget and Financial Planning Committee

### **INVESTMENT POLICY STATEMENT**

Draft November 5, 2016

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### Introduction

This document establishes the Statement of Investment Policies and Objectives for the Diocese of Western Massachusetts savings accounts invested for yield outside of a bank. This Statement has been written in order to assist the Investment Subcommittee of the Budget and Financial Planning Committee of the Diocese of Western Massachusetts in monitoring and evaluating the investment of the assets of the Fund.

The Diocese of Western Massachusetts approves a budget at each Diocesan Convention for the following calendar year. Execution of disbursements and receipt of income is the responsibility of the Treasurer and the Canon for Mission Resources (Assistant Treasurer). Support to these two positions is provided by Diocesan support staff and the Budget and Financial Planning Committee.

The Treasurer and Canon for Mission Resources may find that they have funds available in the short term in excess of short term mission opportunities. When this occurs there funds may be invested in short term opportunities in an effort to increase yield. Performance of any funds invested in this manor shall be monitored by the Budget and Financial Planning Committee Investment Subcommittee.

The assets are to be invested in a manner that provides the safeguards and diversity that a prudent investor would adhere to. The general instruction is that the Investment Subcommittee shall exercise such judgment as persons of prudence, discretion, and intelligence exercise in the management of their property and affairs, not in regard to speculation, but in regard to the management of their funds for short-term investment purposes, giving consideration both to the protection of current and future income and the need to preserve the purchasing power of the principal and income. This is known as the "prudent man rule" (Harvard College vs. Amory, 9 Pick 446, 461 [1830]).

### **Statement of Objectives**

The purpose of the funds investment is to provide yield in excess of bank rates.

The financial objectives of the Fund have been established in conjunction with a comprehensive review of the current and projected financial needs of the Diocese and the opportunities for investment return.

The objective for these funds invested is to have them grow at a greater rate than if invested in a bank savings account.

## **Performance Standards**

The performance of the invested funds shall be measured quarterly as to gains and losses and compared to bank interest rates, fund performance and market conditions.

### **Investment Guidelines**

The following guidelines and restrictions have been established by the Budget and Financial Planning Committee to ensure that the invested funds are managed in a manner consistent with the Investment Policy Statement.

#### The guidelines are:

- Only invest for yield. Stock investments are not authorized.
- Short term.
- If mission opportunity funds are available for a long term they should be invested in the Total Fund operated by the Trustees for the Diocese of Western Massachusetts.
- Multiple funds should be considered if available funds are significant enough to warrant.

## **Control Procedures**

## **Review of Investment Objectives**

- Investment performance will be reviewed monthly by the Investment Subcommittee and commented on at each Budget and Financial Planning Committee meeting.
- It is not expected that the investment policy will change frequently.

## **Summary and Signatures**

Assets must be managed with the care, skill, and diligence that a prudent expert in similar circumstances would exercise. Investment practices must comply with the limitations and requirements of the Prudent Man Rule and any other applicable laws and regulations.

By voting to adopt this Statement of Investment Policy, the Budget and Financial Planning Committee of the Diocese of Western Massachusetts indicate their agreement herewith.

The Diocese of Wester	n Massachusetts	
 Date	Treasurer	
 Date	Canon for Mission Resources	

#### Minutes of the meeting of the Episcopal Missions of Western Massachusetts

Christ Church Cathedral, Springfield, MA

November 17, 2016

#### Attendance:

The following Council members were present:
The Rev. William Murray, Secretary
Ms. Karen Warren, Assistant Secretary
Pioneer Valley Corridor – The Rev. Heather Blais; and Ms. Donna Christian and Ms. Janet Walsh Young
Berkshire Corridor – The Rev. Janet Zimmerman, Mr. John Cheek
Worcester Corridor – The Rev. Jose Reyes, Ms. Joan Gilchrist and Mr. Dan Mylott
Frank Minasian, Trustees Representative

**Excused**: The Reverends Catherine Munz, Jesse Abell, Pam Mott, Richard Simpson and Derrick Fetz; the Rt. Rev. Douglas Fisher; Mr. Steve Abdow and Mr. Wayne Gass

#### Convening of the Meeting of the Episcopal Missions of Western Massachusetts (EMWM)

The meeting of EMWM Board of Directors was called to order by Secretary Mac Murray at 3:40 p.m. to conduct the following business.

#### **Approval of Minutes**

There being no corrections noted it was Moved, Seconded and **VOTED** to approve the Minutes of the September 29, 2016 meeting of EMWM.

#### Other Business: None

#### Adjournment of the meeting of the Episcopal Missions of Western Massachusetts:

There being no further business to conduct the meeting of EMWM was adjourned at 3:45 p.m.

Respectfully submitted,

Karen D. Warren, Assistant Secretary of the EMWM William Murray, Secretary of the EMWM

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To: Canon Pam Mott

Rev. Mother Nancy Strong

From: Rev. Fr. John Edgar Freeman

Diocesan Missioner to the Worcester African Community

Date: January 15, 2017

Re: Quarterly Report, Last Quarter 2016

"Therefore, since it is by God's mercy that we are engaged in this ministry, we do not lose heart." (2 Corinthians 4:1).

This report commences with my appointment as Diocesan Missioner to the Worcester African Community on October 1, 2016 and goes through December 31, 2016. I also continue as Assistant Priest at St. Matthew Episcopal Church. My positions together are half-time.

I am very humbled and thankful to God for the privilege and opportunity afforded me to serve our Diocese of the Episcopal Church of Western Massachusetts. I am grateful to say how much I have enjoyed working relationship with Rev. Mother Nancy B. Strong, the Vestry, and Churches I served as supply clergy and the African Community, members of ECOW, the Canons, Rich Simpson, and Pam Mott and the entire clergy of the Diocese.

To Bishop Doug Fisher, I feel blessed to be received by him in our Diocese and especially with the appointment as Missioner to the African Community of Worcester. I believe that I cannot do this alone but with the prayers and support of all those around me and with the cooperation of the African Community. I am optimistic that God being my helper, there is a hope for a bigger and prosperous future in 2017. To God be the glory.

#### **WORK SCHEDULE**

#### ST. MATTHEW AND THE ST. MATTHEW'S AFRICAN COMMUNITY:

During the period under review, a lot of work was done. I regularly reported to work at St. Matthew's Parish on Tuesdays, Wednesdays, Saturdays and Sundays for duty as Assistant Priest. Outreach visits to the African Community were made during the week and to African Churches on Saturdays and Sundays.

TUESDAYS: Report to work 9:30 am – 12:30 pm. Meet with Mother Nancy Strong to discuss work schedule for the week and perform any other duties as assigned.

WEDNESDAYS: Report to work 9:30 am – 12:30 pm. Morning Mass: either preach or celebrate; bible study and other duties as assigned.

SATURDAYS: Report to work 4:30 – 6:30 pm. Evening Mass: either preach or celebrate, and other duties as assigned.

SUNDAYS: Report to work 7:30 am to 12:30 pm. Two Masses: either preach, celebrate or assist, and other duties as assigned.

THURSDAYS and FRIDAYS; I substitute teach in the Worcester Public Schools to supplement my income, usually done by 2:00 pm each day. After that, I continue my outreach work in the Worcester African community.

1

I attend St. Matthew's Vestry Meetings on third Monday of each month.

#### **MISSIONER WORK**

Rev. Mother Nancy and I held a general meeting with the St. Matthew's African community on November 27<sup>th</sup> to acquaint them of this ministry and its details. (We had a follow up meeting on Sunday, January 8, 2017.) We are looking into ways to integrate songs and traditions of the African community into the services. We are also looking at ways to encourage members of the African community to take more active roles in the life and leadership of St. Matthew's Church.

On December 22, 2016, I met with Deacon Beatrice Kayigawa, All Saints – Worcester, at her home on Clinton. We planned for me to meet with the African Diaspora Guild of All Saints on Sunday, January 8, 2017. Deacon Beatrice and I hope to encourage collaboration between the members of the African communities of both parishes.

I have been reaching out to African pastors in the Worcester community and acquainting them of my ministry and my interest in working together with them. Prior to my appointment, we used to gather for fellowship breakfast and to discuss issues of common interest. I have met with Pastors at:

- Christ Worship Center, Greenwood Street
- Trumpet of Faith Ministries, Grafton Street
- Jubilee Church, Pleasant Street
- Greater Outreach Ministries, Chandler Street (participate in Wednesday evening Bible study)

I was the preacher at the annual Thanksgiving Program of the Liberian Association of Worcester County on Sunday, December 4, 2016, at the Life of the World Ministry on Grafton Street in Worcester. Joshua Bing, past president of LAOWC, was the master of ceremonies. He formerly attended St. Matthew's Church and committed to return to St. Matthew's. He came to St. Matthew's on Sunday, December 11, 2016.

I have been meeting with Africans at their business and shopping centers. I give them my business card and invite them to come to St. Matthew to worship. These businesses include:

- Lone Star Hut Restaurant, Grafton Street
- The Tropical Garden (Ghanaian) Restaurant, Main Street
- Car Beauty Salon, Pleasant Street
- Jamaica Thymes Restaurant, Lincoln Street
- Monrovia Market, Water Street
- Danco Market (Ghanaian), Pleasant Street
- Mekong Market (Vietnamese, where many African buy fresh fish), Main South
- Eddie's Mini-Market (Spanish, where many Africans send money grams), Pleasant Street
- Pinnacle Barber Shop, Pleasant Street (many African and Spanish men get their hair cut there)

On Saturday, November 5, 2016, approximately 1000 prayer books, hymnal, bibles and other religious books from Episcopal churches that have closed throughout the Diocese of Western were taken to the Liberian Shipping Line in Providence, Rhode Island for shipment to Liberia for churches. A second shipment of vestments, altar dressings, torches, candle stands, chalices and patens were taken to Providence for shipping on Saturday, November 19<sup>th</sup>.

#### **ASSISTANT PRIEST at St. Matthews**

<u>Liturgical Duties:</u> See above.

Office space for me at St. Matthew's in nearing completion.

#### Visitations/Pastoral

I accompany Rev. Mother Nancy to visit the sick and shut-in of St. Matthew's with communion.

I made two visits to Rhode Island Hospital in Providence to visit the mother of a fellow Liberian priest.

A member of the African community of St. Matthew's Church attempted suicide. I visited the member in recovery at the hospital and met with the member's doctor and medical staff. The doctor suggested the member needed a support network. I organized a meeting of the member's support network (some inside and some outside of the tribal group) to provide organized and continuous support. We developed a plan for those in the support network to communicate with the member on a continuous basis. I personally meet or speak with the member weekly. The member reports feeling supported.

I have met individually with a number of the St. Matthew's African community to get their feedback and encourage their greater participation.

#### <u>Miscellaneous</u>

I have attended two Fresh Start meetings, October and November. I did not attend the December Fresh Start meeting because I accompanied my wife on a medical procedure.

I participated in monthly ECoW (Episcopal Churches of Worcester) meetings.

On December 9, 2016, my family held a celebration of my 60<sup>th</sup> birthday, my son's 20<sup>th</sup> birthday, my third wedding anniversary and my wife's retirement. Many St. Matthew's members were invited. In lieu of gifts we asked family and friends to contribute to my ministry. Greater than \$1000 was given for my ministry as Diocesan Missioner to the Worcester African Community. Treasurer Steve Abdow is setting up an account at the diocesan office for this purpose. Also, a number of new people have come to St. Matthew's as a result of attending our celebration.

I participated in the Lessons in Carols at All Saints Church on Sunday, December 10, 2016.

Canon Mott has arranged for Mother Meredyth Ward to meet with me over the next six months to develop strategies to fulfill the goals of my mission.

On Sunday, January 29, 2017, Bishop Fisher will come to St. Matthew's Church to celebrate my New Ministry. All are invited.

# José Reyes' Fanning the Flames Report

### **Associate Rector in 2016**

I am so blessed and honored to be a priest in the Diocese of Western Massachusetts. After about a year and a half of ministry at All Saints Church, I am excited to observe the transformational nature of the All Saints community on a daily basis. We are a growing parish, in numbers and Spirit. Since starting at All Saints Episcopal Church, new ministries have sprung to life that nurture those within our walls and far beyond as we strive to connect with our community in wonderful new ways.



In September 2015 we resurrected the *Sunday School* and the *Youth Group* and revamped the program *Afternoon Tunes* where high school and college aged musicians provide music lessons to children from our inner city neighborhood. This September (2016), we began a program we call *TGIF*, which serves children in kindergarten through 6 grade by allowing them a safe place to interact with other children and caring adults on Friday nights during the school year. Along with offering Spanish lessons and leading a Bible Study series during the season, it has been full year for me.

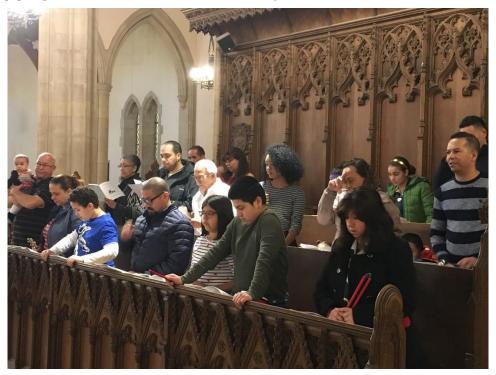
## All Saints Church's Aleluya Mass



All Saints Church's newest ministry is the *Aleluya Mass*, our third service on Sundays at 11:45am. With the hope of connecting with new populations in our city, especially the Latino/a community, we have added to the diversity of liturgies that is offered at All Saints Church for all its parishioners.



Our astronomical growth has been a true blessing from God and a testament to the hard work of the All Saints community. Beginning on September 11<sup>th</sup>, 2016 (only four months ago!) with twelve people, we are now averaging a Sunday attendance in the high-thirties. For our Three Kings Celebration we had 52 parishioners attend. On Christmas Eve 2016 we celebrated our first joint mass during the 4pm service and this past Sunday (Jan 15<sup>th</sup>) we baptized our first parishioner and began our Sunday School and Youth Group programs for the children of the Aleluya Mass.



In 2017 we hope to offer Baptism classes (we have 4 children signed up from the Aleluya Mass for baptism on Easter Sunday), First Communion classes, Acolyte and LEM training, ESL and SSL classes, expand All Saints' Stewardship Campaign to include the Aleluya Mass and grow our music program.







I invite you to join us on Facebook under "Misa Aleluya" to stay in touch with our dynamic new liturgy.

#### Fanning the Flames Report - Trinity Episcopal Church: Ware, MA

I arrived six months ago to Trinity Episcopal Church for my first day as their Rector. Over these past six months I have been so welcomed, blessed, supported, encouraged, and loved by this congregation and for that I will be eternally grateful. It is a real honor and privileged to sever as Rector of Trinity Episcopal Church and I pray that I will be able to carry out my responsibilities with the same grace, patience and love that has been shown to me.

The last six months have been an amazing adventure and I am proud of all that we have accomplished together and am in awe of how the Holy Spirit is moving in this place. As a parish, we have committed ourselves to be, "A Christian family reaching out to the community and to the world to welcome all into relationship with Jesus Christ." Together we have reached out to our neighborhood and the city of Ware in new and transformative ways. Through ministries such as *The Jubilee Cupboard*, *The Living Room Diaper Ministry*, and *Trinity's Table* we have been able to engage with our community and welcome all into our church space.

While ministries such as *The Jubilee Cupboard* and *Trinity's Table* have thrived as once a month food programs, the *Living Room Diaper Ministry* has recently changed the parameters of the ministry. Due to financial reason we made the difficult decision to cut the program back from once a week to once a month. Now families are able to come and receive one package of diapers once a month. Currently we are looking at ways for this ministry to become more sustainable and hope to return to once a week in 2018.

As a church we are working to be a building, congregation, and family that truly transforms lives by inviting all into our community. We believe that growth happens when we invite others into our midst and when we support those in need. This conviction has led to Trinity hosting AA and NA meetings for many years but also Trinity has recently welcomed the Brookfield Institute which runs support groups for our veterans.

While many things at Trinity are thriving the one thing that we struggle with is our budget. For many years Trinity has run a deficit budget and relied on the Capital Campaign to make it through. Towards the end of 2016 the Capital Campaign no longer had the funds necessary to provide relief and in total four paychecks needed to be resubmitted due to insufficient funds.

The proposed 2017 budget is one of light and grace because we are looking at have a \$400.11 surplus! At the end of December we were looking at having over a \$10,000 deficit but God is Good and outstanding pledge cards were returned and some cuts were made to the budget and we ended up with our first proposed surplus budget in years.

As a church, for 2017 we hope for find new ways to sustain our missions while also continuing our devotion to this town and this community. We also hope to grow our children and youth ministries as well as provide new forms of adult education. All in all, we are grateful for the support from the diocese through the Fanning the Flames Initiative and look forward to the coming year!

With Grace and Peace,

Rev. Mary Rosendale

The Rev. Joseph Farnes
St Stephen's Episcopal, Pittsfield MA
Report for Diocesan Council, January 2017
Fanning the Flames in Pittsfield and Berkshire County

At last diocesan council meeting, I presented in person about the regional connections and ministries happening in the Berkshires and am grateful for the encouragement for our initiatives to foster deeper connections between parishes and between parishes and communities. The surprises and challenges of the election season brought to the forefront many issues and concerns and thus intensified the need for connectivity and outreach.

In Pittsfield, my ministry at St Stephen's continues with adult and youth formation, pastoral care, and liturgy. We are graced by the presence of Zion Lutheran during our Sunday morning services as their church is being renovated, and we are taking this opportunity to deepen our relationship with a church that with whom we share full communion.

Outreach is continuing to deepen in new ways. I continue to assist with the Berkshire Coalition for Suicide Prevention, offering the insight that a non-clinical professional can with in implementing programs and educational opportunities for the community. I also continue to be active with the Berkshire Young Professionals group to build connections with young adults and to be a visible presence of the Church in that age group (see attached Berkshire Eagle article titled, "Ugly Sweater"). Because of aftermath of the shooting in Orlando at the Pulse nightclub and because of the election, Berkshire Stonewall Community Coalition (which brings together LGBT people in Berkshire County) has found renewed energy and vigor and has invited me to help with its leadership and service in the community. I continue to be a partner with the "Live Out Loud" conference for LGBT issues (this year to be hosted in North Adams at MCLA).

Due to social and political issues that developed over the course of the election, a wide coalition of community leaders and organizations in Berkshire County is coming together under

the banner of the "Four Freedoms Coalition" (referring to FDR's "Four Freedoms" speech: Freedom of Speech, Freedom of Religion, Freedom from Want, Freedom from Fear) to stand for the inclusive vision at the heart of Berkshire County. The original hope was to have 300-500 people marching; to have over 1400 people (and more likely 2000, as different sources had different counts) marching for a positive vision of American values was heartwarming! I look forward to ways that the Church and various community organizations can work for greater inclusion. The witness of the Church is indispensable; we speak of the Beloved Community which embraces differences, diversity, justice, and compassion while also holding us accountable for carrying out Christ's command to love our neighbors as ourselves. The success of the Four Freedoms March on January 7, 2017 bodes well for bringing people together to stand for something positive.

These opportunities for community partnership bring the Church into the life of the community outside the building doors and make visible the Church's commitment to health and well-being for all. Furthermore, this community involvement gives me the pastoral authority to be a leader in the community when some people question the role of religious leaders and organizations in civic discourse. By getting involved in existing organizations, I offer people the opportunity to see the gifts and insights that our faith tradition can offer to the well-being of the community by working alongside them where they are. I will continue to look for ways that the Church can take appropriate leadership and join other organizations in the Berkshires for common cause in standing for positive values.

The Berkshire Episcopal parishes have been going through transitions with the retirements of both the Rev. Annie Ryder and the Rev. Peter Elvin, but in the midst of the changes we also had some great positive energy with the Prayer Pilgrimage for Opioid Addiction

that the Rev. Michael Tuck spearheaded with help from both the Episcopal Churches and community organizations (please see attached Berkshire Eagle article for the Opioid Pilgrimage). This drew awareness to a problem that crosses all sorts of socio-economic, religious, and racial boundaries and, most importantly, culminated in acts of prayer in many towns across the county. As people of prayer, we believe in the power of prayer; the Rule of the Society of St John the Evangelist says it well:

Our intercession does not call down the divine presence to come to the place where we have seen a need, for the Christ who fills all things is already in that place. It is his Spirit who calls us to join him there by offering our love in intercessory prayer and action, to be used by God for healing and transformation. (Chapter 24: The Mystery of Intercession)

So by engaging in a public prayer action, not just as individual congregations but as part of an initiative across the County, we were able to join together in a very powerful way. The hope is that this prayer pilgrimage will continue to bear fruit in bringing community organizations and congregations of different traditions together for the pastoral issues that transcend our individual communities.

One gift of my community ministry already is making some connections with those who formerly attended St Stephen's but no longer do so. I get the opportunity hear them tell the stories of how St Stephen's formed them into the people they are now, and to see where a potential "falling out" point was that there may be healing. Oftentimes we talk about how to get people in the door, but we do not talk about why people leave the Church, and that is a fruitful place of self-reflection for us. Instead of making assumptions about people and seeking some easy panacea for all that causes us worry, we should take the time to listen first. This is an opportunity to learn.

In keeping with the theme of the 2016 Diocesan Convention, finding ways to "double down on prayer" both inside the church and in our community will help deepen the connections between worship, service, Christian formation, and discipleship and will strengthen the ties between the parish and the wider community. Helping people to talk about their spiritual lives (and how they want to deepen their spiritual lives, as we cannot stay stagnant in our spirituality) would be a fruitful next phase of the "fanning the flames" mission.

To conclude, while the realities of parish ministry in the modern era and in the Berkshires continues to be challenging, we also have the chance to deepen our place in our communities by building partnerships, talking about the role of our own faith, and offering to others the Good News in thought, word, and deed.



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# Faith leaders unite to pray for the addicted



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These signs stand on the lawn during a prayer vigil at the South Congregational Church in Pittsfield. GILLIAN JONES - THE BERKSHIRE EAGLE











Posted Sunday, November 6, 2016 6:00 am

#### By Derek Gentile,dgentile@berkshireeagle.com

NORTH ADAMS - The circle of hope was small on Saturday morning at Veterans Memorial Park. But the prayers spoken by a half-dozen clergy and parishioners were powerful: God, help those battling opioid addiction, their families and loved ones.

"Sustain those who have begun their journey to recovery and healing," said the Rev. Michael Tuck, pastor of Trinity Church in Lenox. "Strengthen the resolve of those who recognize their need, and give them the courage to ask for help."

"Help them to know and feel your love and the love of those around them," said the Rev. Mary Frances Kurns, pastor of All Saints Church in North Adams. "Give them strength to share their stories and help others."

The "Hope and Healing" service in North Adams was one of 10 this past weekend throughout Berkshire County, the last held Sunday afternoon on the front lawn of South Congregational Church in Pittsfield. Church pastor, Rev. Joel Huntington, is finding drug-related deaths all too commonplace.

"I did a funeral earlier this fall for a 32-year-old old who died of an overdoes," he said. "Just the other day we had a funeral for a 35-year-old - it's everywhere."

1/4/2017

The prayer pilgrimages were intended to present a unified front in calling for an end to the stigma of drug addiction that knows no boundaries, according to Tuck.

"I really wanted to show the problem is in Monterey, in Lee, in Lenox, not just in Pittsfield," he said after the South Church service.

In addition to North Adams and Pittsfield, services were held at St. John Paul II in Adams; the First Congregational Church in Dalton; the Grace Episcopal Church in Great Barrington; at Lilac Park in Lenox; the Montery Church of Christ; St. Patrick Parish in West Stockbridge; St. Paul's Episcopal Church in Stockbridge; and at Church Park at Park Place in Lee.

Over the past several years, according to Eagle files and state statistics, the opioid addiction crisis has deepened. Two years ago, for example, the Brien Center confirmed that they now treat more patients for drug addiction than they do for alcohol addiction.

"For too many people," said Tuck, "the greatest single barrier standing between them and the heap they need is the shame they feel in asking for it.

"No matter how people end up in this situation," he continued. "We believe that they are still beloved children of God.

"As a religious community, we do a great job with building 12-step programs, and finding places to host them and providing support services with people battling addiction," he said. "But today we wanted to explain to people that it's OK to ask for help."

Dr. Jennifer Michaels, medical director of the Brien Center, praised the local churches spiritual healing in the opioid crisis.

"I am awed and inspired by the leadership, compassion and kindness of our inter-faith community," she said at the Lenox service.

Michaels urged county residents to pray for both those afflicted with the disease of addiction and for their families, who also suffer.

Both clergy and worshipers alike believe the opioid addiction has had a considerable impact in the community.

"Opioid addiction has been devastating," said the Rev. Quentin Chin, minister at the First Congregational church in Dalton, and chaplain to Soldier On. "Certainly, a person addicted to opioids struggles on so many levels with it. But we can't ignore the toll it takes on a person's family and friends. Jesus healed many people of their diseases. Addiction is a disease."

The small turnout in North Adams, opined Kurns, was probably at least in part because of the stigma.

"We live in a broken world," she said on Saturday morning. "We are all broken to some extent. But we offer solace to help people heal."

Pastor Luis Rivera operates the Spanish-speaking Community Bible Church out of All Saints in North Adams. Rivera has battled addiction issues, as well as other health problems, including cancer.

"We need something like this," he said of Saturday's ceremony. "Addiction is a disease. The only way to fight it is through the power of God. It saved me."

"Jesus shows us how to love people," said Enid Shields, a parishioners at All Saints. "As a Christian, I try every day to emulate Him. We're all the same. God's love finds all of us."

Eagle reporter Dick Lindsay contributed to the article

Contact Derek Gentile at 413-496-6251.



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# Hey, that's a great ugly sweater!

With pride, Berkshire Young Professionals welcome the holidays in style

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The Rev. Joseph Farnes, Kate Sullivan of Kallitechnis Creative, Ian Dela Houssaye of North Adams, and Pittsfield City Councilor Pete White of the Massachusetts Rehabilitation Commission.

JANEL HARRISON — SPECIAL TO THE EAGLE





















Posted Monday, December 19, 2016 11:07 am

#### By Janel Harrison, Special to The Eagle

PITTSFIELD — A kaleidoscope of color combined with creativity, individuality, whimsicality and purposeful gaudiness — all executed with panache — described the atmosphere at the Berkshire Young Professionals Ugly Sweater Party.

The event Thursday evening drew close to 100 BYP members, friends and people of all ages of the community. Tickets were free for members and \$5 for non-members.

The organization focuses on connecting individuals ages 21 to 40; however, there's no age limit and they do "encourage locals over 40 to participate, mentor and help connect the next generation with different opportunities."

BYP is an organization that focuses on building resources that foster innovation, entrepreneurship, and small business expansion in the economic sectors of a creative economy, tourism industry, agricultural and food production, advanced manufacturing, plastics, health and wellness, and nonprofits.

But after speaking with many of the BYP members it appears they share camaraderie and have lots of fun networking and brainstorming different ideas to help the community and promote each other. One idea being "An Ugly Sweater Party."

When asked, "Why bring back the ugly sweaters?" BYP Chairman Jonah Sykes answered. "We wanted to cut off any obligation to come to a party dressed up, but instead it's nice to feel comfortable, let loose and and have fun wearing something totally atrocious."

And totally atrocious was certainly the theme of the evening.

Hotel on North's subtle lighting in the Ballroom seemed a bit more brilliant due to the numerous sweaters equipt with christmas lights of all shapes and sizes, and some guests actually carried remote controls to flash on and off at a mere request or when displaying their unique creations.

With the quick press of her switch, Kate Sullivan of Kallitechnis Creative from Bennington, Vt., lit up like a Christmas tree.

"I attended the BYP November meeting and really enjoyed it, especially the pop-up art and the networking to cross link with other professionals in and around my community," she said.

Taking tickets at the door were Sykes and spouse Colin Sykes, Danielle Thomas of 1Berkshire and coordinator of the program, and Joe Girard of Liberty Mutual Insurance.

Garbed in evergreen garland and a rainbow of bulbous lights, Girard said, "I'm pretty excited about tonight to see what everyone's got!"

As clusters of tacky tops entered, the energy of the space grew bigger and bigger, filling the ballroom with lots of laughter and smiles, not to mention some great photo opportunities.

Standing by to capture the moments was BYP's own photographer and vice chairman Devin Shea sporting the classic Kelly green reindeer Christmas sweater with hat.

Everyone mingled, sipping wine and other concoctions of cocktails served at the liquor table by event coordinator Kerri McNamara of Hotel on North, along with Brayton Whitney of Hotel on North. An array of imported cheeses and spreads, sliced vegetables and kalamata olives were arranged at a nearby table for the guests. Brie with honey was popular with those who meandered by to sample the many flavors.

City Councilor Pete White joined in with his beaming snowman sweater, complete with twinkling green lights.

"I love to network with other like-minded people in the community," White said. "You feel a lot of life at these events."

Ian Valiton of North Adams said, "I've been a member of of BYP for a year and a half. I like to network and find out what other people my age are up to."

Standing at a table in the back were, as they stated, the "oldest professionals" and dynamic duo Paul Gniadek of San Diego, Calif., and Suzanne Hudson of Pittsfield who lit up with jokes and contagious laughter.

"This is an original ugly sweater from 1984 complete with shoulder pads. I think I got it at TJ Maxx," said Hudson. Every year, she adds a different Christmas pin to honor her own "ugly sweater" tradition.

Julie Zhu, an accountant with Berkshire Bank, came to the states from Guang Zhou, China, 12 years ago.

"It's fun to hang out and exchange information at these events," she said. "I get to meet a lot of different professionals from many diverse backgrounds."

With the ringing of bells, it was time for the judging of the sweaters and the ones chosen to pick the winner were the Rev. Joseph Farnes, assistant rector of St. Stephen's Episcopal Church, and Matt Painter of Berkshire Health Systems.

The contenders lined up against the wall as the judges carefully surveyed the materials and made their final decision.

Linnea Morrison from Boyde Technologies in Lee won the Ugly Sweater Contest and received the prize of four tickets to The February 24th Party at The Berkshire Museums.

Morrison said much of the credit goes to her neighbor Emily Weiland of Austerlitz, N.Y., who assisted her in the original design.

"Every year she works on Christmas sweaters that are original and fun," said Morrison. "She's such a great neighbor. We bike together and are really good friends."

Linnea's sweater was Christmas red and displayed Santa Claus frolicking on the rear wheel of a bicycle. She was proud to model it in front of the tree where everyone was happy to congratulate her.

Berkshire Young Professional's Ugly Sweater Party made wearing the funky geometric and decorative Christmas sweaters loads of fun and pretty hip too.

The original plan was to never wear mine again, but after feeling the festive holiday spirit donning my tassel nosed polar bear, not to mention receiving more compliments at a venue after the party, I'm apt to do it again and again. And I think this quirky trend just might grow. What better way to usher in the holidays?

Janel Harrison covers the Berkshires social scene for The Eagle.

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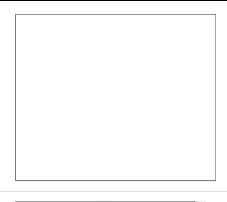
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## Joseph O'Berry

The Bishop's Choir is pleased to announce that 2016 was a huge success and is still thriving to this day. The transition from former Director of Music, David Pulliam to the new Interim Director of Music, Joseph O'Berry could not have been more smooth. Under the direction of Mr. O'Berry, the Bishop's Choir School Choristers sang their first Evensong of the new term for the Feast of All Saints' on 1<sup>st</sup> November 2016. In this present, busy, and successful Easter Term of 2017 the choristers will travel to: 1) All Saints', South Hadley to sing Evensong on Sunday, 12<sup>th</sup> March at 4pm, 2) Evensong at your Cathedral for the Feast of the Annunciation on Saturday, 25<sup>th</sup> March at 6.30pm, and 3) Solemn Evensong at St. John's, West Hartford for Mothering Sunday, 26<sup>th</sup> March at 5pm. The choristers hope you will join us for these special services not only to bask in the beauty of worship but to support these young musicians as they share their gifts to the Glory of God.

Joseph-O 61