



EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

SPRING TRAINING AND GATHERING ~ APRIL 6-17, 2021

Workshop Table of Contents

**Register for each workshop and the closing plenary separately on the ECCT website. The dates and times that each workshop will run are noted. Most are offered twice.

ESSENTIAL PARISH OPERATIONS

- Maintaining a Staff as a Religious Organization 2
Tuesday, April 6, 9:00 - 10:30 a.m.; Monday, April 12, 12:30 - 2:00 p.m.
- Mission Matter\$ 2
Tuesday, April 13, 9:00 - 10:30 a.m.; Thursday, April 15, 6:30 - 8:00 p.m.
- Property and Operations 3
Saturday, April 10, 11:00 a.m. - 12:30 p.m.; Thursday, April 15, 9:00 - 10:30 a.m.
- Vestry 101: What is a vestry and what does it do? 4
Tuesday, April 6, 12:30 - 2:00 p.m.; Saturday, April 10, 9:00 - 10:30 a.m.
- Vestry 201: Business Practices 5
Thursday, April 8, 12:30 - 2:00 p.m.; Saturday, April 10, 11:00 a.m. - 12:30 p.m.
- Vestry 301: Communication & Vestry Covenants..... 5
Friday, April 9, 12:30 - 2:00 p.m.; Saturday, April 10, 3:00 - 4:30 p.m.

LEADERSHIP

- Effective Leadership in Challenging Times 6
Monday, April 12, 6:30 - 8:00 p.m.; Thursday, April 15, 12:30 - 2:00 p.m.

SPIRITUAL PRACTICES

- Spiritual Practices & Spiritual Direction: Why It's Important and Why It's for Me 6
Saturday, April 10, 1:00 - 2:30 p.m.; Tuesday, April 13, 6:30 - 8:00 p.m.

WORSHIP

- Morning Prayer 101 7
Thursday, April 8, 9:00 - 10:30 a.m.

CLOSING PLENARY

- Parish Life After COVID: Psychological and theological reflections as we gather in new ways 7
Saturday, April 17, 9:00 to 11:00 a.m.

ESSENTIAL PARISH OPERATIONS

- **Maintaining a Staff as a Religious Organization - Kayla Tubolino**

Tuesday, April 6, 9:00 - 10:30 a.m.; Monday, April 12, 12:30 - 2:00 p.m.

This workshop will discuss what it means to be an employer as a religious non-profit organization. It will cover the onboarding process of recruiting, hiring, letter of employment and orientation. It will cover guidelines to follow when managing performance of an employee and the correct way to document this process. It will briefly cover how to write job descriptions and provide a template. The workshop will also cover policies for the HR Manual used by ECCT and ways to utilize the handbook. Time will be allotted for individuals with specific questions to their respective parishes.

Facilitator: *Kayla Tubolino* is the Human Resources and Title IV Manager for ECCT. Her role is to support the bishops in all HR related needs for The Commons employees which include staffing, talent development, organizational structure, employee relations, and compliance. Kayla has been with ECCT for five years. She lives in Glastonbury with her husband and two children. When Kayla is not working, she is spending time with her family or reading.

- **Mission Matter\$ - Rosanna Rosado, Canon for Mission Finance and Operations, Diana DeJesus-Medina and Gigi Leackfeldt**

Tuesday, April 13, 9:00 - 10:30 a.m.; Thursday, April 15, 6:30 - 8:00 p.m.

Mission Matter\$: Engaging in God's Mission by cultivating, diversifying, and leveraging parish resources; and by maximizing and fostering a spiritual and financially invested faith community that deepens service impact.

"Where your treasure is, there will your heart be also." -Matthew 6:21

Mission Matter\$ is correlated to the long-term sustainability of our parish ministries and the impact we have in our communities.

In this workshop you will gain insights on aligning your parish's resources, to ensure the ongoing financial support and fund-raising opportunities that will allow your parish and communities to embrace God's mission through programs, outreach, and advocacy.

Objectives: After attending this workshop you will have gained insight on:

- Identifying, Strengthening and Diversifying Parish Resources
- Aligning Resources to Mission
- Quantifying and Tracking Outcomes
- Assessing Service Impact and Financial Viability

Who should attend? Rectors/Priests-In-Charge, Wardens, Treasurers and Vestry Members.

Facilitators: *Rosanna Rosado* is the Canon for Mission Finance and Operations for the Episcopal Church in Connecticut. She holds a Master's in Business Administration with a concentration in Management & Finance and a Certificate in

International Business from Iona, and a B.A. in Psychology from New Rochelle. Rosanna is currently pursuing her credentials as a Certified Management Accountant. She brings 20 years of leadership experience in non-profit finance and operations management and a diverse work experience with numerous religious and not-for-profit organizations. Most recently with LatinoJustice PR Legal Defense and Education Fund, a national nonprofit organization defending the human and civil rights of Latinxs, and LSA Family Health Services serving vulnerable families and children by meeting their basic needs for food, healthcare, and education. Rosanna's core strengths are in management and operations for maximum utilization of resources, strategic planning, identifying opportunities and building alliances, establishing sound financial footing, improved business structures, ensured compliances, establishing systems and internal controls, reducing budget deficits, mitigating risks, and augmenting revenue streams.

Diana DeJesus-Medina is the Chief Development Officer at LatinoJustice PRLDEF, a national nonprofit organization defending the human and civil rights of Latinxs. With more than 25 years of expertise in nonprofit management, Diana specializes in organizational, leadership and fund development, as well as strategic planning. Diana has trained and coached boards to become more successful leaders and fundraisers. As a National Associate for Family Promise, a nonprofit organization working with the faith community to serve families experiencing homelessness, Diana provides organizational development facilitation for their affiliates throughout the country. She is a member of the Board of Trustees at the New Jersey Institute of Social Justice, which advocates for economic and criminal justice reform, and serves as President of the founding Board of Directors of Somos El Poder, a nonprofit providing training, coaching and educational resources to Latinx fundraisers nationwide.

Gigi Leackfeldt is the Data Analyst Manager for The Episcopal Church in Connecticut. She has 8 years of experience in non-profit administration and data management with a background in technical writing. She holds a B.A. in Politics and Government from the University of Hartford, as well as a Certificate in Data Analytics from Cornell University. In her capacity as Data Analyst for Circle the City Medical Respite Center in Phoenix, Arizona, Gigi partnered with the National Healthcare for the Homeless Council and Brandeis University to collect and analyze data regarding medical respite care in Maricopa County, resulting in a 2018 study released by the U.S. Centers for Medicare and Medicaid. Gigi's focus is on data integrity, process improvements, and trend analysis. She currently manages data and logistics for the Joining Jesus Fundraising Initiative at ECCT, as well as other projects in the finance department.

- **Property and Operations** – The Rev. Matt Handi and Jonathan Heflin

Saturday, April 10, 11:00 a.m. – 12:30 p.m.; Thursday, April 15, 9:00 – 10:30 a.m.

In this workshop we will engage in a discussion surrounding the operations and maintenance of your parish property. We will talk about parish operations from A-Z, property insurance to medical insurance, HVAC to boilers. This will be a wide ranging discussion related to parish upkeep, the impact of COVID on our churches and in our church communities, and risk management.

Highlights include:

- Property Insurance 101
- Medical Insurance 101
- What to know when hosting outside groups
- The Alienation and Encumbrance process
- Continuing to protect ourselves from COVID-19
- Asset Protection
- Grounds: Its impact on the parish and community
- HVAC: Spring Cleaning and proper maintenance
- Energy assessments: Are they necessary?
- Leasing accessory property. The must haves.
- Access to the property. Who should and should not have keys or codes.

Facilitators: *Matt Handi* is the Operations Manager for the Episcopal Church in Connecticut. He is also the Missional Curate for All Saints with Christ Episcopal Church in Oakville. In his spare time he enjoys spending time with family, hiking, and reading.

Jonathan Heflin is the Property Manager for ECCT. Jon has a background in commercial and residential development for over 30 years. He is certified in solar electric systems and home energy assessments. When not working Jon enjoys skiing, photography, cooking, being outdoors and above all, “spending time with my wife”.

- **Vestry 101: What is a vestry and what does it do?** - The Rev. Rebekah Hatch, Judy Duncan and Bob Moody

Tuesday, April 6, 12:30 - 2:00 p.m.; Saturday, April 10, 9:00 - 10:30 a.m.

This workshop is designed for those who are new to vestry or have questions about the structure, purpose and functioning of a vestry. Topics include:

- Roles and responsibilities of officers, vestry, and ordained leadership
- Agenda design
- Best practices for effective vestry meetings
- Guidelines for Mutuality (conversation)
- Exploration of the two major responsibilities of a vestry: parish management and parish leadership

Facilitators: *Rebekah Hatch* is Rector of St. Alban’s, Simsbury, and Interim Episcopal Chaplain at Trinity College. Rebekah most enjoys being with vestry groups who are willing to engage as people of faith, journeying together. She also serves on Camp Washington’s Board, is an honorary canon with Our Cathedral, and is a member of ECCT’s Mission Council. Otherwise, she’s playing the piano, trying to facilitate virtual learning, surviving a pandemic, and seeking small ways to engage the love of God.

Judy Duncan recently began a term as Junior Warden at St. Alban’s, Simsbury and has been a vestry member in the past. Judy has also worked as a church secretary, which gave her the chance to learn about the larger Episcopal Church. Judy enjoys being on the vestry as a way to share knowledge and experience with others, while exploring ways to better serve our community and church.

Bob Moody recently began a term as Senior Warden at St. Alban's, Simsbury and has served on vestry since he walked in the door. One of the best aspects of being on vestry for Bob is the chance for fellowship and the opportunity to grow in faith.

- **Vestry 201: Business Practices** - The Rev. Canon Lee Ann Tolzmann

Thursday, April 8, 12:30 - 2:00 p.m.; Saturday, April 10, 11:00 a.m. - 12:30 p.m.

As Episcopalians, our system of governance and accountability is part of our identity, and must be faithfully attended to. This workshop reviews business practices to equip vestry members to be faithful leaders and good stewards of parish resources. Topics include:

- Administration as Pastoral Care
- Parish Finances
- Church as Employer
- Property/Casualty Insurance
- Real Estate and Property

Facilitator: *Lee Ann Tolzmann*, ECCT's Canon for Mission Leadership, began her ministry in August 2015, after serving seven years as the rector of St. Paul's, Riverside. She was ordained in the Diocese of Maryland after attending General Seminary and served as rector of a parish in Baltimore for several years. She is a lifelong Episcopalian who loves seeing the Holy Spirit at work in the lives of clergy and parishes as they travel the journey through transition.

- **Vestry 301: Communication and Vestry Covenants** - The Rt. Rev. Dr. Laura J. Ahrens and the Rev. Dr. Anita Louise Schell

Friday, April 9, 12:30 - 2:00 p.m.; Saturday, April 10, 3:00 - 4:30 p.m.

This workshop explores key leadership principles and practices in parish life. Ways to avoid triangulation, rumors, and parking lot meetings will be shared. We will also look into how to write and live into a vestry covenant.

Facilitators: *Bishop Laura Ahrens*, Bishop Suffragan of the Episcopal Church in Connecticut, is passionate about exploring with congregations how parish leadership, lay and ordained, can engage God's Mission in their local context through prayerful discernment and collaborative partnerships. With Bishop Douglas she seeks to create vibrant and engaging spaces where Christians can deepen their understanding of God's love and try on new ways of speaking about and sharing that love with others.

A native of Lancaster, PA, *Anita Louise Schell* has for over 36 years served in congregations and schools in New York City, Philadelphia, Vermont and Rhode Island. She holds degrees in music, English literature, and world religions from Brown University, General Seminary and the Episcopal Divinity School, where she wrote her doctorate thesis on the topic of environmental justice. She is married to Stephen MacAusland. Together they have four children and two grandchildren. She serves as the Provisional Priest-in-Charge of Saint Ann's, Old Lyme.

LEADERSHIP

- **Effective Leadership in Challenging Times** - Canon Robin Hammeal-Urban

Monday, April 12, 6:30 - 8:00 p.m.; Thursday, April 15, 12:30 - 2:00 p.m.

Leaders have always faced challenges. The Covid pandemic has presented us with new challenges. While God assures us that there is no need to be anxious, chronic anxiety is pervasive and can impede our judgment and ability to experience joy. This workshop will provide practical information to help move forward faithfully and will explore the emotional life cycle of a pandemic, how emotions spread from one person to another, ways to set goals in an ever changing environment, and ways leaders can manage meaning and set the emotional tone of a group.

Facilitator: *Robin Hammeal-Urban*, ECCT's Canon for Mission Integrity & Training, joined the staff of ECCT in 2000 to promote and support safe and healthy boundaries by equipping ECCT to respond to misconduct and violations of clergy professional standards, overseeing appropriate background checks, and coaching parish leaders to respond to misconduct by laity. Additionally, Robin facilitates educational opportunities for lay leaders with a focus on multi-cultural awareness, strengthening relationships and capacity, and safe church training. She is a member of St. James' Church in Glastonbury.

SPIRITUAL PRACTICES

- **Spiritual Practices & Spiritual Direction: Why It's Important and Why It's for Me** - The Rev. Canon Tim Hodapp

Saturday, April 10, 1:00 - 2:30 p.m.; Tuesday, April 13, 6:30 - 8:00 p.m.

Whether it's swinging a bat, playing scales on a keyboard, or working with Excel, for anything to become a habit, we need practice. Learn it, do it, and do it again. The same is true of following Jesus. Revisit classic spiritual practices and, perhaps, discover new ones as we spend time exploring the value of these blessed habits that are devoted to our spiritual growth. In addition, we'll examine what spiritual direction is and how this is a gift for anyone who's of a mind to follow Jesus this side of heaven.

Facilitator: *Tim Hodapp*, Canon for Mission Collaboration, serves the Episcopal Church in Connecticut (ECCT) as the resource for congregational life and mission-focused cooperative efforts. Collaboration—between worshiping communities, across Regions and among Ministry Networks, and between Region Missionaries—captures most of Tim's portfolio. Tim combines his 30 years as an ordained minister (from large urban congregations and small town parishes to university chaplaincy and diocesan staff) with his experience as an advertising copywriter and creative brand strategist, to bear on his current ministry. "Collectively exploring our stories, both personally and within our worshiping communities, helps us identify the mirrors of our lives in sacred scripture. There, we uncover what God may be calling us to," Tim explains. "Knowing ourselves in the context of our neighborhoods helps us truly engage as disciples where we live and work."

WORSHIP

- **Morning Prayer 101 - The Rt. Rev. Ian Douglas**

Thursday, April 8, 9:00 - 10:30 a.m.

Our Book of Common Prayer includes the wonderful service of Morning Prayer, one of our Daily Offices. This short service is for the start of each day and can be used by individuals in their homes or by congregations in parishes. Designed to be led by clergy or laity, Morning Prayer may be offered by lay leaders in a parish on those occasions when a priest cannot be present to preside at the Eucharist. In this workshop participants will experience the beauty of Morning Prayer and learn how to lead it.

Facilitator: *Bishop Ian Douglas* is Bishop Diocesan of the Episcopal Church in Connecticut. A former seminary professor at Episcopal Divinity School in Cambridge, MA before becoming bishop, he is dedicated to formation and theological education, especially for lay leaders.

CLOSING PLENARY

- **Parish Life After COVID: Psychological and theological reflections as we gather in new ways - Robin Hammeal-Urban, Dr. David Olsen, Bishop Laura Ahrens and Bishop Ian Douglas**

Saturday, April 17, 9:00 - 11:00 a.m.

While many of our parish buildings have been “closed” to in-person gatherings during COVID, we as a people and as church did not close. We continued to gather in new ways. We’ve learned from and have been changed by our experiences of this past year. As we prepare to open our church doors and invite in all, God does not call us to try to return to “normal” but calls us to move forward faithfully.

Join this gathering that concludes ECCT’s two-week series of workshops known as Spring Training 2021. We will Dwell in the Word and hear from psychologist Dr. David Olsen about how we as people have been impacted during COVID and what we might experience as we reopen our doors to all. Our bishops will then offer theological reflections followed by time for questions and answers.

Guest Facilitator: *David Olsen* is the Executive Director of Samaritan Counseling Center in Scotia, NY. He is a certified marriage and family therapist (Clinical Member and Approved Supervisor American Association for Marriage and Family Therapy), a Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Diplomat in the American Board of Examiners in Clinical Social Work. He has been a presenter for ECCT’s mandatory clergy professional development and safe church recertification trainings, as well as at our Spring Training & Gathering. David has authored several books including *Saying No to Say Yes: Everyday Boundaries and Pastoral Excellence*, presents workshops nationally on topics involving families and couples, and provides consultations to congregations, family businesses and other organizations. He is an adjunct faculty member at Sage Graduate School.