

Presbytery of Boston E-Connection July 9, 2009

We Have Moved!

The office of the Presbytery of Boston, which had been located at 197 Herrick Road in Newton Centre (on the campus of Andover-Newton Theological Seminary), has relocated to Clinton, MA. We are now comfortably situated in the former manse of the Presbyterian Church in Clinton. Our new address and telephone are:

169A Chestnut Street
Clinton, MA 01510-3610
978-365-5200

Website: www.presbyteryofboston.org (unchanged)

Office email: presbyteryofboston@verizon.net (unchanged)

Wayne Parrish's email: presbyteryofboston.gp@verizon.net (unchanged)

Please note that the office of the Stated Clerk, Rev. Catherine MacDonald, remains in Burlington, MA. Her contact information is: 9 Independence Drive, Burlington, MA 01803. Phone: 781-273-2213; Fax: 781-238-4425. Email: bostonpres.sc@verizon.net.

We would like to take this opportunity to express our sincere gratitude to those individuals from the Presbyterian Church in Clinton who were immensely helpful in the various aspects of our move: Rev. Cindy Kohlmann gave our office a new, fresh coat of paint; Jenn Dickinson did some preliminary research on our behalf, was a crucial liaison in the moving process, and supplied lots of valuable information; Scott Dickinson spent several hours helping to unpack, move and organize equipment, and also setting up and reconnecting our computer and copier/printer; Tom Arrowsmith and David Dickinson spent a full day helping Wayne to load and unload a U-Haul van with the presbytery office furniture and boxes. In addition, the First Presbyterian Church in Brookline kindly donated four bookcases to our new office. Thanks so very much to all of you for making our transition a much easier one!

Prayer Concerns & Celebrations

Prayers for those who are recuperating from recent surgery: Bob Ferguson, Gino Maini, and Don Wick.

Continued prayers for Anthony and Desirée Lawson.

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The Presbytery of Boston extends a warm welcome to Rev. Elizabeth Leavitt, who was installed as a co-pastor of the First Presbyterian Church of Waltham on June 28. Everyone enjoyed the festive celebration that followed the service.

Presbytery of Boston Meetings

JULY

13 – Reports Deadline

24 – CEM, 2:00, NPC.

27 – Presbytery Meeting, 7:00, at the Presbyterian Church in Needham. Pre-presbytery event, “Transitions: A Support Center for Employment and Careers,” at 6:00 p.m.

AUGUST

4 – Nominating Committee, 11:00 at NPC

5 – CPM, at Clarendon Hill

6 – COM, 7:00, NPC.

13 – S&B, 7:00, NPC.

19 – Trustees, 12:00, Sudbury.

CS&D, 7:30, NPC.

27 – Council, 7:00, NPC.

E-Connection Classifieds

Bethany Presbyterian Church is selling a 2005 Ford 15-passenger van with 12,000 miles on it. The van is in great shape, no accidents, and has a Kelly Blue Book value around \$13k. We'd like to sell it to a Presbytery or other ministry partner in the Boston area for considerably less than what it's worth. Please call or email Norm Choe if you're interested: 617.335.7483
norman@beebe.com

JOB ANNOUNCEMENT for FIRST PRESBYTERIAN CHURCH, QUINCY

Dear Friends:

Below please find a job announcement for an Office Administrator position at our church. We would appreciate it if you would post it in a prominent location in your church and/or place an announcement in your bulletin and newsletter.

We thank you for your assistance as we begin our employment search.

*Blessings,
Vicki L. Karns, Chair, Personnel Committee
First Presbyterian Church, Quincy*

JOB ANNOUNCEMENT

Office Administrator—40 hours a week, salary negotiable

The purpose of this position is to provide administrative and secretarial services to the pastoral staff, other church staff, and the church and its members. The successful candidate will be responsible for maintaining the day to day operations of the church office and staff.

The specific skills necessary for this position include, but are not limited to, computer experience (Windows Office Suite, design and/or bookkeeping programs, etc.), website design and/or maintenance, and a familiarity with or willingness to learn church management database programs.

The specific administrative duties include, but are not limited to, maintaining and scheduling appointments for the pastoral staff, maintaining church website, coordinating schedules/calendars to be aware of church building use, serving as primary contact for cleaning services, attending weekly/bi-monthly staff meetings, and serving as liason between the church office, the congregation, and the community.

Additional duties include coordinating office work (typing, filing routine correspondence, copying, ordering office supplies, maintaining office equipment), producing weekly worship bulletins/announcements, producing the church's monthly newsletter, producing the annual, and maintaining and updating the church directory.

Previous experience working/interacting in a church office environment is preferred but not required. Please submit letters of interest and resumes to the attention of Rev. Dr. Stan Johnson via e-mail to **office@firstpresbyquincy.org**. E-mail submissions are preferred; however, applications may also be mailed to the First Presbyterian Church, 270 Franklin Street, Quincy, MA 01269.

The application deadline is **July 15**. Qualified candidates will be contacted by **July 24** for interviews.