



# THE EPISCOPAL CHURCH IN MAINE

The Rt. Rev. Stephen T. Lane

143 State Street Portland, ME 04101-3701

207-772-1953

[www.episcopalmaine.org](http://www.episcopalmaine.org)

31 March 2016

Dear Friends in Christ:

One of the most effective networks in The Episcopal Church is BEST (Bishops' Executive Secretaries Together), an organization made of up Bishop's Executive Assistants, Secretaries and Administrative Assistants. It is this group that keeps bishops connected and sees to it that the canonical and other work across dioceses actually gets done. BEST shares "best practices", engages in professional development, and provides pastoral support for the membership. This dynamic group of Bishops' Assistants will gather in Portland this May for their annual Conference. The current Vice-President (soon to be President) is our own Barbara Martin.

Barb and I have long imagined having a similar organization in the Diocese of Maine for Parish Administrators. We envision providing a virtual "next desk" for parish administrators to encourage communication, smooth out protocols and processes, and have a place where folks can lean on each other. Putting faces with names will help improve communication and administration across the diocese, and it makes a lot of sense to provide a platform that fosters relationships in order to support good ministry. We imagine a working group that will be able to connect electronically for the most part, but also gather regionally as time and schedules permit. At least once a year, Barb will gather all the administrators together for a day of professional development and support.

A steering committee has already been hard at work brainstorming ideas about how to best proceed. The Parish Administrators Collaboration's Mission Statement is: "The Parish Administrators Collaboration (PAC) of the Diocese of Maine is a community of professionals who share knowledge and resources to support the ministry of our congregations and the mission of the Church." Membership is open to the parish administrator of each congregation in the diocese, whether paid or volunteer. A "Parish Administrator" is defined as the one person in each church who is central to the overall administration of the congregation, including - but not limited to - office coordination, calendaring and appointments, secretarial work, preparation of materials, bookkeeping, etc.

I hope you agree that the benefits of such collaboration are significant and you will encourage the parish administrator of your congregation to participate, even though it may mean a bit of time away from the office and some travel. I understand that your congregation's budget may not have the ability to support this mid-year trip, but please don't let that discourage you ~ scholarship support is available through my office, please be in touch with Barbara.

The inaugural meeting of the PAC is scheduled for Tuesday, June 7th at the Cathedral Church of St. Luke (this location may change because of the anticipated construction at the Cathedral; the alternate venue is St. Mary's in Falmouth). The meeting will begin at 1PM and adjourn promptly at 4PM. Administrators are welcome to bring their own brown bag lunch at noon, and visit informally with staff and the members of the steering committee:

Megan Akers, St. Alban's, Cape Elizabeth  
Lynne England, Cathedral, Portland  
George Jones, St. Thomas', Camden  
Cathy Zub, St. David's, Kennebunk

Ginny Bartlett, Grace Church, Bath  
Kate Gabriel-Jones, St. Peter's, Rockland  
Beth Shaw, St. Mary's, Falmouth  
Teresa Pinney, Administrative Assistant  
Barbara Martin, Executive Assistant to the Bishop

Please RSVP to this invitation by emailing Teresa at [tpinney@episcopalmaine.org](mailto:tpinney@episcopalmaine.org) with the name of your administrator and congregation.

This invitation comes with my thanks for all the work our parish administrators do to keep our churches functioning and effective.

Faithfully,



The Rt. Rev. Stephen T. Lane  
*Bishop of Maine*

cc: Parish Admins