



December 4, 2021

God Willing
and the People Consenting

The Right Reverend Ketlen A. Solak

will ordain

Brandon Pearce Cooper

to the Sacred Order of Priests
in Christ's one holy catholic
and apostolic Church

Saturday, December 11, 2021
at ten thirty in the morning

at

Christ Episcopal Church
5910 Babcock Boulevard
Pittsburgh, Pennsylvania 15237

Your prayers and presence are requested
Clergy: Red Stoles Reception to follow



Diocese Seeks Treasurer and Director of Administration

The Episcopal Diocese of Pittsburgh is seeking an individual with a Bachelor's degree in Accounting or Finance to serve as Treasurer and Director of Administration. This position reports to the Bishop and works closely with the Diocese's parishes and governing bodies. The person serving in this role will be responsible for the administration of all accounting activities; preparing various monthly/annual financial statements, budgets, and reports; coordinating the annual diocesan audit; overseeing the administration of benefits; managing two employees; and other compliance, consulting, and administrative functions.



Candidates must have experience in accounting and advanced knowledge of accounting principles and reporting practices. A CPA is preferred, as well as experience with not-for-profit accounting. The ideal candidate will be familiar with the Episcopal Church and its structures and be able to work well with diocesan and parish leadership and other members of diocesan staff. Additionally, this individual must be proficient with QuickBooks and have excellent verbal and written communication skills.

This is a full-time position of 40+ hours a week. The salary range is \$65,000-\$75,000 and is commensurate with education and background. For more information, [view the full job description](#).

Interested applicants should submit cover letter and resume to TreasurerSearch@episcopalpgh.org. Application deadline is December 31, 2021.



An Invitation to Participate in *5-Minute Advent*

Dear Friends,

As I look forward to our first Advent season together in the Diocese of Pittsburgh, I invite you to consider observing this special time of reflection, prayer, and renewal in community. To that end, our diocesan Canon for Faith Formation and Evangelism, the Rev.

Natalie Hall, has organized an interesting program that will allow each one of us to participate and enrich our spiritual lives daily for five minutes via Zoom. Hence, I invite you to take part in ***5-Minute Advent*** on **Monday through Saturday evenings from 7:00-7:05 p.m.**



Please note that *5-Minute Advent* began on Monday, November 29th, and ends on Wednesday, December 22nd. The series is called *Expecting Life* and will follow, verse by verse, Isaiah's prophecy of God with us. Together we will prepare to celebrate the arrival of Jesus Christ into the world. Please share this news with your parish members and others who may be interested in an accessible way to observe Advent together.

Everyone in the diocese is invited to these 5-minute evening moments of reflection, which offer us an easy way to engage together in a meaningful spiritual practice.

[Click here for our evening Zoom link](#). Passcode: Advent

Advent helps us to focus our attention on the presence of Jesus in our midst and to prepare for a meaningful Christmas celebration. **Please join us once a day or once a week.** It would be wonderful to share 5 minutes together in community during this Advent season, and to remember how God has given us a great and living hope through the life of our Lord, Jesus Christ.

May God stir in us renewed hope during these four weeks of Advent.

Faithfully,



The Rt. Rev. Ketlen A. Solak, D.Min.
IX Bishop of Pittsburgh



Advent Quiet Day In-Person and Online

[St. Mark's Episcopal Church](#), 335 Locust Street, downtown Johnstown, PA is hosting an Advent Quiet Day in-person and via Zoom on Saturday, December 4, 2021 from 9 a.m. to 1 p.m.

A quiet day is a period of respite when time is set aside to be quiet, spend time with God and refresh your spirit for the days ahead. The theme of our 2021 Advent Quiet Day is **"The Four Themes of Advent."**



The event will consist of alternating periods of meditation and quiet time followed by final prayers and a vegetarian lunch. During quiet time, in-person participants can go to the parish hall, where there will be collection of books and relaxation activities available or find a quiet spot in the church or offices to read and/or meditate. Online participants should consider the quiet times as sabbath time and be as quiet as possible. Participants are asked not to talk until after the final prayers.

The event is free. All are welcome.

If you plan to attend in-person, please wear a mask and social distance. If you wish to participate via Zoom, please contact the Rev. Nancy Threadgill at revnancy-stmarks@atlanticbbn.net or (814) 535-6797 in advance of the event to obtain login information.

For additional information about the event, check out our website at <https://saintmarksjohnstown.com>.



Vestry Note: Changing Parish By-laws

If you are considering updating your parish's by-laws, please be aware that the [Canons of the Episcopal Diocese of Pittsburgh](#) establish the following two requirements:

1. **A parish vote.** Canon XV, Section 5, states, "No alterations in the Articles of Association, Charter, or By-laws, of any Parish shall be made unless approved by a majority of votes of the members of the Parish qualified to vote for members of the Vestry and who are present at a meeting called on due notice." Typically, such votes



occur at an annual parish meeting, but a special meeting may also be called for the purpose of approving by-law changes.

2. **Standing Committee approval.** Canon XV, Section 2, states, "Neither the Articles of Association nor the Charter and By-laws of any Parish shall be changed without the consent of the Convention or of the Standing Committee."

Additionally, it is customary for our diocesan chancellor to review proposed by-law changes in advance of the request for Standing Committee approval.

If you have questions about the process for updating parish by-laws, email the Rev. Canon Kimberly Karashin at kkarashin@episcopalpgh.org.



Benefits Update for Parishes: Disability Insurance Coverage for Lay Employees

Did you know that Lay employees who work 20 or more hours per week qualify for disability insurance through Church Pension Group (CPG)?



Parishes may enroll in either Employer-Paid or Employee-Paid coverage for short and/or long-term disability insurance coverage for their lay employees only. Parishes are encouraged to investigate the options for providing disability coverage to lay employees to provide parity with clergy who are covered for both short and long-term disability as part of the benefits provided for clergy by CPG.

Please review the following helpful links for information about disability coverage provided on the CPG website:

- [Enrolling your group](#)
- [Disability Premiums](#)
- [Short Term Disability](#)
- [Long Term Disability](#)

Please contact Administrative Specialist Jo Ann McLaughlin-Klemencic at jamklemencic@episcopalpgh.org with questions or requests for more information about enrollment in disability coverage for lay employees.



St. Brendan's Searching for Next Priest-in-Charge

St. Brendan's, Franklin Park, is searching for its next part-time priest-in-charge. [View the job posting here.](#)

The parish's discernment committee will be accepting applications through December 6. Application materials (including cover letter, resume, OTM portfolio, and sample sermons) and any questions about the position or application process should be emailed to stbrendanssearch@gmail.com.



Learn more about St. Brendan's by visiting their website at stbrendans.org.



Around the Diocese



Bishop Solak's Visitation Schedule:

December 5: Advent, Jeannette

December 12: Advent, Brookline

December 19: Nativity, Crafton

December 24: Trinity Cathedral, Pittsburgh (*Christmas Eve*)

Parish leadership is reminded to complete and submit [this form](#) at least two weeks in advance of their visitation.

Note: Bishop Solak's 2022 Visitation Schedule and the 2022 Cycle of Prayer will be available next week.



Has your parish been featured in the news?
Please let us know via email at info@episcopalpgh.org