



Order of the Ascension

September 26, 1984

The Very Reverend James Fenhagen
General Theological Seminary
175 Ninth Avenue
New York, New York 10011

Dear Jim:

I'm delighted that General and the Order will be able to join together in co-sponsoring the Parish Development Institute. As I recall, we agreed to start during the last two weeks of August 1985. That would mean beginning sessions on Monday August 19. My assumption is that we would do Phase 2 during the same two weeks in 1986. If you think that some of the changes at the seminary would be completed by that summer, and therefore, that another two week period would be better, please let me know. I think we will need to advertise the dates for both summers at the same time.

We also agreed to the following:

1. Mary will find out about the seminary charge for room and board. I think we could do without the meal service being available on Saturday the 24th and Sunday the 25th. Mary will work with Frank and you to identify a minimum number of participants necessary to go ahead with the event. We also, at some point, need to get a specific number on the upper limit (on the assumption of one person per air conditioned room).
2. The Order will design, staff and manage the workshop. It is likely that Mary, Mary Ann Mann, Alice Mann and I will serve as staff.
3. If it can be arranged, a member of the seminary faculty will participate. I would think that 1 or 1½ days would be about right. The task would be for that person to relate his or her field to parish development and/or oversight. The faculty person would be paid for his or her time. I'd be pleased if you were available to do this. However, if you think someone

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else should be asked, please let me know. If you could not do it, I think I'd look for something on ecclesiology (possibly from John Koenig) or a historical look at changes in parish life/oversight, (possibly from Roland Foster). If you would like to do it yourself, would you let me know if you would prefer 1 or 1½ days, and what fee you are asking. I think this piece should come on August 22, 23, 27 or 28.

4. We will base the cost to participants on room and board (which goes to the seminary), staff stipends, and advertising expenses.

5. The Order will manage the advertising which should include a mailing to all parish clergy.

6. The Seminary will use its communication system to inform alumni, students and others.

Some questions that come to mind now are:

1. Is the library open during that time of year?
2. What space would be best for group sessions?
3. Is the bookstore open at all during that period? Might we arrange for it to be open if only for a few hours at the beginning of the program?
4. I'm assuming that the chapel and sacristy would be available.
5. I think it would be best if checks for the course, room and board went to the seminary. Mary could work with the business office regarding disbursements.

Jim, I'm assuming that you might ask Mary to do some of this detail work since she is there on site. (Mary, I hope that's ok).

As soon as we can get the issues of 1986 dates, faculty participation and costs settled, the Order will begin to advertise.

In Christ,

The Reverend Robert A. Gallagher

cc: Mary E. Laney