



# The Angelus

The Church of the Holy Nativity

• Clarendon Hills, IL •

December, 2009

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## December Happenings at CHN

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### Sunday, Dec. 6<sup>th</sup>

#### The Second Sunday of Advent

#### St. Nicholas Day and Brunch, 9:30 a.m.

Kids (& kids at heart) bring gifts to St. Nick for families of Cathedral Shelter.

Bring a friend, and don't miss the special guest (shhh...)

Brunch to follow the 9:30 service. All are welcome.

#### Setting Our Hearts: 5:00 p.m.

Final class in An Introduction to Sacred Community.

### Sunday, December 13<sup>th</sup>

#### The Third Sunday of Advent

**Adult Forum:** Immigrants in Art with Mary Teschner

**Youth Groups to Enchanted Castle** 12:30 p.m.

**A Service of Lessons and Carols**, 4:00 p.m.

Let the gift of choral music and seasonal readings enlighten your spirit.

Invite a friend and share the gift of our parish's inspiring music this season!

A reception will follow the service.

### Sunday, December 20<sup>th</sup>

#### The Fourth Sunday of Advent

Guest Speaker: David Stanford from Lawrence Hall

### Christmas Eve

Thursday, Dec. 24<sup>th</sup>

#### 4:00 p.m. Family Service

Retell the Christmas Story! Children of all ages are welcome to participate as we Retell the Birth of Christ! All kids, bring your favorite stuffed animal!

#### 10:00 p.m. Choral Service

A traditional, inspirational service of candlelight and choral music

Reception after the 10:00 p.m. service

### Christmas Day, Dec. 25<sup>th</sup>

A simple Christmas Eucharist, 10:00 a.m.

### Sunday, December 27<sup>th</sup>

#### New Year's Toast and Piñata Party

End the old year, and kick off the new, with style and FUN!

Champagne Reception to follow both services.

Piñata Party for kids of all ages following the 9:30 a.m. service

**FIND OUT ABOUT THESE EVENTS & MORE INSIDE!**

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## A PRIEST'S PONDERINGS

There is nothing that turns one's world upside down quite like the birth of a baby. While I don't know this from my own experience, I have witnessed the world-turning reality of childbirth in the lives of my family and friends. Priorities once held now vanish into vapors, replaced by new priorities. Personal limitations that once seemed insurmountable are now surpassed without a second thought. A life that was once predictable is now filled with adventure and seemingly limitless future possibilities. Hearts that once seemed to function at capacity are suddenly capable of a new depth and breadth of love. And a God who sometimes seemed remote is now as close as the miracle held in your arms. Can you remember your life before your child, or niece, or nephew arrived? Can you remember how your world turned over and again in one event? There may be no other event in one's ordinary life that has the power to transform one's being so completely.

It is no wonder, then, that God comes to us as a newborn baby. When it comes to world-turning events, the inbreaking of God into our world in the person of Jesus is the clear frontrunner. Into the darkness of night breaks Light. In an isolated barn now dwells Love made human. Into a world torn by violence and war enters Peace. Boundaries once thought unbreachable, God now breaches to enter into the reality of our lives as Emmanuel, God-with-us. Futures of promise and peace once unimaginable are now made real through a life that will show us a way beyond fear and violence through faith and self-sacrifice. And a God who once seemed remote is revealed to be as near to us as a touch, dwelling among us in human form— living, loving, suffering, dying, that we might know how beloved we are by the Father-Mother God who gave us life. There is no other event in human history that transforms not only our lives, but the world, so completely.

And now in this time of Advent we prepare for this world-turning event— the inbreaking of God into our world in the birth of a human baby, Jesus of Nazareth. As with the arrival of any baby, this arrival especially requires preparation. Do you remember all of the preparations you made as you were awaiting the arrival of your child/niece/nephew? Space reconfigured. Closets purged. Finances rearranged. Eating habits changed. Exercises done to prepare one's body for a very specific marathon. Supplies gathered. Books read. Prayers said. And all of these months of preparation done simply to welcome the arrival of another one of us mere mortals into our lives.

How much more preparation must be necessary to welcome into our lives the arrival of our newborn King, our God made human? How does your life need to be rearranged to make space for God to break into your life? What do you need to purge from your life to make space for Emmanuel, God-with-us? How do you need to change your use of money in order to participate in the inbreaking of God's kingdom on Earth, rather than to participate as a mere consumer? How do you need to treat your body so that it becomes a temple that bears God in this world in human form? What readings, art, music, and other such influences do you need to invite into your life to ready yourself the arrival of a child like no other? What prayer needs to flow from your heart and off your lips to prepare you for the world-turning event that happens once again on Christmas Day?

— *Aimée*

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***CALLED TO FOLLOW...CHALLENGED TO GROW...  
SENT TO SERVE***

Thank you to everyone who has generously pledged to support God's mission and ministry at CHN. Giving Campaign update: as of last Sunday we have pledges totaling \$204,644 which is 79% of our goal of \$257,000. 53 families have pledged as of last week, totaling 70% of our goal of 75 pledging units. If you have not turned in your pledge card, please bring it to church and put it in the offering plate or return it to the church office at 275 S. Richmond Ave., Clarendon Hills, IL 60514. Thank you for your generous giving. Pledge cards are available in the Ford Room next to the names tags.

Prayerfully, Jim Intagliata, Jon Hagstrom, KC Cooke, Christine Massie, Alan Baron, and Aimée Delevett.

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CHN invites you to consider the Direct Debit Program. This program utilizes electronic funds transfer to provide you with a convenient method to contribute to CHN with a monthly debit directly from your bank account.

Direct Debit offers you:

- Assurance of Timely Offerings
- Convenience
- Simple and Easy sign-up

Parishioners choosing the Direct Debit Program ensure their offering has been received.

Your offerings are made directly from your bank account on a monthly basis on the 15<sup>th</sup> of the month (or the first business day thereafter).

Direct Debit plan gives you the reliability and safety advantages of knowing your offerings are made, even if you are out of town.

Fill out the back of your 2010 please card to enroll in CHN's Direct Debit Program.

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Artwork courtesy of Karen Riddlebaugh Hunter

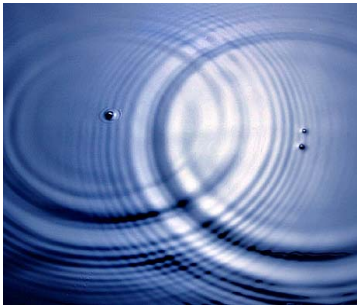
***ATTENTION: ALL KIDS***

*Submitted by Sari Intagliata*

We will have a special visitor on **Sunday, Dec. 6<sup>th</sup>**. St. Nicholas, the bishop of Myra, will be here to gather presents for the poor. Please come and help him, hear his story and join the fun after the 9:30 service. Immediately following the 9:30 a.m. service we will have a festive brunch. Everyone is invited! The cost is \$6 for adults and \$3 for children 12 and under. We will also need some potluck dishes for the brunch. Call the office if you need to sign up or can bring something. 630-323-6820. Thanks!

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# SETTING OUR HEARTS: AN INTRODUCTION TO SACRED COMMUNITY

SUNDAY, 5 - 6:30 P.M.  
CONCLUDES DEC. 6<sup>TH</sup>

This class has been exploring basic Christian themes and symbols as understood in this Episcopal community, such as belonging, baptism, and communion.

The course is designed especially for people new to the Episcopal Church and to Church of the Holy Nativity.

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*Submitted by Louisa Hallas and Olga Andrulis*

The Junior High Youth Group would like to invite all of the parishioners to assist us in baking cookies for youth at Lawrence Hall. Lawrence Hall Youth Services treats, educates and provides a home for some of the most at risk youth in Illinois. Find your favorite cookie recipe, and bake a batch of cookies to bring some holiday cheer to the people at Lawrence Hall. Please bring boxed cookies to the Junior High Youth room (downstairs) on **Sunday, Dec. 6<sup>th</sup>** and we will take care of the delivery. If you have any questions, please contact Olga Andrulis or Louisa Hallas. Thank you!

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## ***YOUTH MINISTRY UPDATE!***

*Submitted by Louisa Hallas*

As we head into Advent, the youth at CHN are getting into the Christmas spirit. From Christmas parties with the youth groups, to serving others in the greater community we are busy. The junior high youth group is baking cookies to take to the Lawrence Hall community. Lawrence Hall is located in Chicago and provides housing, education, and aid for at-risk youth in Illinois. We're also putting the call out to all of you-if you would like to help our efforts and donate some cookies as well, find your favorite cookie recipe and drop off your boxed cookies to the youth room on **Sunday, Dec. 6<sup>th</sup>**. Together we can make Christmas a little more cheerful for the youth at Lawrence Hall.

**ENCHANTED CASTLE:** On **Sunday, Dec. 13<sup>th</sup>** youth from both groups will meet at the church at 12:30 p.m. and travel together to Enchanted Castle in Lombard for Lazer Tag, Mini Golf, Go-Karts, etc. We will return to the church at about 3:30 p.m., and then will attend Lessons and Carols together. Families, please join us for the service! Also, if you are able to help provide transportation to and from the event, I would appreciate it! And if you would like to join us, I am in need of one more adult chaperone. Thanks! Contact Louisa Hallas with questions.

Thank you all for your continued support for the youth. If you'd like to be involved in any of the above activities, please let me know!

Peace,  
Louisa Hallas

(Any questions or concerns, please don't hesitate to let me know. Contact: Louisa Hallas: [CHNyouth@sbcglobal.net](mailto:CHNyouth@sbcglobal.net) or 847-951-4138).

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## ***ADVENT DEVOTIONS***

There are two devotional booklets to help you and your family in your preparation of Christmas. "Wait for the Light" is for young families who can pray and reflect together throughout Advent. "Seen through God's Eyes" is intended to guide young adults and adults on their Advent journey. They are available in the message center. Enjoy!

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**RALLY FOR THE CATHEDRAL COUNSELING CENTER  
SUPPORT MENTAL HEALTH**

**“Authentic” New England Lobster Dinner  
Friday, December 11<sup>th</sup>, 2009 at 7:00 p.m.**

**Jon & Norma Hagstrom’s House  
317 Hudson Ave., Clarendon Hills, IL  
630-325-1016 RSVP by Dec. 6<sup>th</sup>**

**\$100.00 donation per guest  
MAKE CHECKS PAYABLE TO  
CATHEDRAL COUNSELING CENTER**

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***PRAYER SHAWL MINISTRY***

*Submitted by Jane Youngs*

Our next meeting will be a Holiday gathering at **7:00 p.m. on Dec.15<sup>th</sup>** at Jane Youngs home, 706 S. Adams in Hinsdale. According to a recent Mayo Clinic study, knitting reduces the likelihood of developing memory loss by as much as 30-50%. Other studies have shown that it also reduces stress, alleviates pain, decreases depression and lowers blood pressure. So, whether a great escape or a way to relax, come and knit with the CHN Prayer Shawl Ministry group. We have yarn, needles, instructions and friends who will help you begin. We are starting our third year of knitting shawls and baby blankets. Many shawls have already been given to people for comfort, celebrations and other occasions. If you have any questions, please call Jane Youngs at 630-323-1893.

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***F.U.N. (Family Unity Night)  
CHILDREN'S CHRISTMAS COOKIE DECORATING***

*Submitted by Gretchen Baron*

**Saturday, Dec. 19<sup>th</sup> from 2:30 – 4:30 p.m.** in the Ford Room. All kids invited to come and decorate Christmas cookies for that special someone...maybe Santa? Cookies and decorations/icing will be provided. Come join the fun! Any questions, please see Alan or Gretchen Baron or email at [Gretchie7@comcast.net](mailto:Gretchie7@comcast.net) or phone at 630-734-3846.

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## ***HOLIDAY WORSHIP SCHEDULE***

### **Thursday, December 24<sup>th</sup>**

#### **Christmas Eve, 4:00 p.m. Family Service**

Our 4:00 service is a special family service where we will retell the Christmas story and celebrate the coming of Christ. This service will be especially welcoming for children, as all children will be invited to gather around the altar and help build the nativity as we tell the story of Jesus' birth. All children are also invited to bring their favorite stuffed animal (don't worry, you don't have to leave it behind). The children will be invited to bring their stuffed animals to the manager to welcome the baby Jesus. (ALL animals are invited-octopuses, giraffes, koala bears...not only animals that might have been found at the manager! So, please, children, bring your favorite stuffed friend!)

#### **10:00 p.m. Choral Service**

A celebration with choral music, instrumentation, and candlelight. If your kids are all teenagers, or if you're an empty nester, we encourage you to let the beauty of this festive service gift you this Christmas!

#### **Christmas Eve Reception**

All are welcome for fellowship following the 10:00 p.m. service on Christmas Eve. Anyone wishing to bring a plate of finger type food with them to add to the table is welcome to do so. The table will be set and all you have to do is add your contribution on your way into church and then enjoy all the goodies with us afterwards! For more information contact Mimi Johnson at 630-985-4814 or Jenni Garnett at 630-734-3964.

### **Christmas Day, December 25<sup>th</sup>**

A simple Christmas Eucharist, 10:00 a.m. Welcome the peace of Christmas at a quiet Christmas morning service. As Christ was born among us in Bethlehem thousands of years ago so Christ is born among us this morning as we celebrate Holy Communion!

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## ***SIGHTS AND SOUNDS***

*Submitted by Robin Reeves*

On Dec. 24<sup>th</sup>, Christmas Eve, we will move with great fanfare from Advent to the 'Eve of the Nativity' and this will be marked by glorious music and seasonal flowers. At CHN this is referred to as "Signs & Sounds" and marks the official beginning of Christmas. The evergreens of Advent will be supplemented with many seasonal flowers, garlands, additional greens, candelabra swaged in greens, candles...well, you get the picture. All of this is to mark the birth of The Christ Child in a very special way. These additional flowers and greens are funded each year by donations from the congregation and will be in place from Christmas Eve until the first Sunday of Epiphany on Jan. 10<sup>th</sup>.

We ask you to consider donating funds to help defray the costs of this extra purchase by placing a check in the envelope found in your bulletin and dropping it in the offering plate. You may make this donation in memory or thanksgiving for a loved one and their name will appear in the bulletin on the first Sunday in Epiphany, Jan. 10<sup>th</sup>, 2010. Thank you for helping fund this effort and for making our Christmas Celebration very special, indeed.

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## CHAMPAGNE AND CANDY!

On **Dec. 27<sup>th</sup>** we will have our New Year's toast and piñata party. End the old year, and kick off the new, with style and FUN! A Champagne Reception will follow both services and the piñata party for kids of all ages will follow the **9:30 a.m.** service.

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Submitted by Robin Reeves

Altar flowers which adorn our sanctuary every Sunday morning are generously donated by parish members in honor or memory of loved ones, special people or events. Thank You to all who continue to give funds for the beautiful flower arrangements. They help mark this time and space as sacred by bringing some of God's natural beauty indoors for us to ponder as we engage in the ancient ritual of our Sunday service.

For those who want to participate in this tradition, there is a Schedule where you may sign up for a particular Sunday located on the counter at the message center (counter located on west side of Ford room). There are nine more Sundays available those who would like to honor a loved one celebrate a birthday, anniversary, commitment or remember a loved one who has passed. Dates still free in 2010 are: **Jan. 31<sup>st</sup>, May 2<sup>nd</sup>, 16<sup>th</sup> & 23<sup>rd</sup>, July 11<sup>th</sup>, Aug.15, Sept. 19<sup>th</sup> & 26<sup>th</sup>, Oct.31<sup>st</sup>.**

The fee for an arrangement is \$47.50. In the spirit of community you are encouraged to share the cost of an arrangement with another family. The fee for each family would then be only \$23.75. Remembrances for each family will be noted in the Sunday bulletin. A check for the flowers can be dropped in the collection plate or sent to the office. Make sure you note "*Sunday Flowers*" on the check so the counters will know credit your account.

Lastly, in an attempt to keep the costs as low as possible and as an effort to conserve, we "CHOOSE TO REUSE" by asking that you return the original black plastic vase to the church within 1 to 3 weeks after you have taken the flowers home. There will be a container located under *the last pew* across from to the "**Disabled Entrance**" to the Church (located on the south/west corner of the church). Simply remove any dead plant material from the container, pour out any remaining water and **place the pot in the marked container under the pew.** In this way the florist will be able to pick up the used pots for RECYCLING when they deliver our flowers each Saturday. The florist will take care of the green stuff, wire cage and tape on the pot so you don't need to remove it. Just drain the pot to the extent possible, if it's still a little wet, not to worry. The "Flower Ministry" thanks you for your cooperation and generosity in this effort.

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December Birthdays

2	Carol Magura	14	George Wilcox
7	Roberta Mizera		Ayo Phillips
	Rick Willis	15	Frank Romans
	Amy Grogan	22	Hilary Smith
10	Holly Houghton	25	Carol Park
11	Ron Price	28	Ada-Lin Crowley
12	Jef Fox	31	Larry Magura
13	Ed DiJoseph		
	Joci Massie		

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**BIRTHDAY EMAILS** (copy and paste in internet address window)

If you follow this address you can bring up the months birthday list. Alongside each birthday date and person (if they have an email address) is a little envelope icon. Click on the icon and it will bring up a window where you can write your birthday message to the person of the day!

<http://www.mychurchbirthdays.com/birthdays.aspx?id=2274766>

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**VISIT OUR WEBSITE** <http://www.holynativity-church.org>

Previous issues of the Angelus can be viewed or downloaded from the website...the next Supper Club date and main course are listed under activities...a calendar of church events...birthday listings...special events...too much to list here.

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**ALTERNATIVE CHRISTMAS GIFTS:  
WHAT JESUS WANTS FOR CHRISTMAS**

Honor friends and relatives with gifts that allow them to help bring life and hope to persons around the world. First, look to your congregation and diocese. Our congregation has ongoing ministries that would appreciate a few unrestricted dollars at their disposal. The same holds true for diocesan ministries. Gifts to clergy discretionary funds are also a vital aid to ministry. Remember: If you send a donation in someone's name, please be sure to provide these groups with clearly printed information about who you are, in whose name you are making the gift, and addresses for both of you. This will help them send appropriate acknowledgements.

Here are a few more ideas:

**EPISCOPAL RELIEF & DEVELOPMENT**

This fund focuses on three primary areas: relief (usually in the form of resources that provide food, water, shelter, medical supplies, and comfort) from the devastating losses that come as a result of natural or human-caused disasters; rehabilitation projects to help rebuild after disasters; and development, usually in the form of development grants designed to help people help themselves. As of March 31, 2005, more than \$10 billion have been contributed to Tsunami Relief funds, more than \$10 million of it through ERD. Please check out their website. They are doing extraordinary work worldwide. P.O. Box 12043, Newark, NJ 07101 800-334-7626 [www.er-d.org](http://www.er-d.org)

**HEIFER PROJECT, INTERNATIONAL**

Give a gift of hope. Choose a meaningful gift to give a loved one and help children and families around the world receive training and animal gifts to help them become self-reliant. Heifer Project provides livestock and training for needy families in more than 100 countries. P.O. Box 8058, Little Rock, AR 72203 800-422-0474 <http://www.heifer.org/site/c.edJRKQNiFiG/b.204586/>

**HABITAT FOR HUMANITY**

Habitat for Humanity works in partnership with people around the world to build simple, affordable houses. 121 Habitat St., Americus, GA 31709 800-HABITAT (800-422-4828) [www.habitat.org](http://www.habitat.org)

**UNITED THANK OFFERING**

A major volunteer mission arm, UTO offers daily prayers and gifts of thanksgiving by women, men, and children. UTO grants have been the seed money and support for a wide range of community ministries. 815 Second Ave., New York, NY 10017 800-334-7626

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## **ACCESS IMPROVEMENT TO THE NAVE**

*Submitted by Alan Baron*

A low energy powered door operator has been installed to improve accessibility to the nave from our accessibility ramp. This operator complies with ADA requirements, and utilizes wireless pushbuttons to open the door. If the door is locked or obstructed, a clutch inside the operator will stop opening the door and prevent any damage or injury. A generous thank you to Mark Lee of Mark Lee Window and Door from Wisconsin Rapids, WI (Elaine Dempsey's son-in-law) who provided the operator at cost and donated his time for the installation. If you have any questions, please contact any member of the Buildings and Grounds Committee.

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## **THE FALL BALL AND SILENT AUCTION**

*Submitted by Susan Dillon*

This event was a great success this year! A good time was had by all, and approximately \$10,000 was raised to further the work of our parish ministries. None of it would have been possible without the assistance and support of the following people: Bettie Buday, Judith Romans, Val Birch, Evan Georgi, Tricia Sbertoli, Alan Baron, Gretchen Baron, Elizabeth Reis, Kitty LeBaron, Sue Crowell and Mary Arnold. Many thanks also to those who donated gifts and to those who purchased items or made donations.

---The Steering Committee; Susan Dillon, Mimi Johnson and Liz LeBaron.

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## **SUPPER CLUB**

*Submitted by Joan Fox*

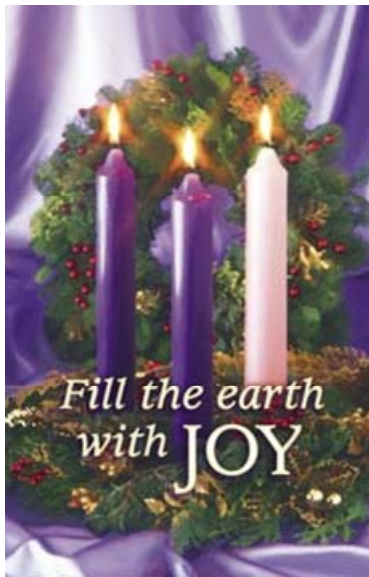
There will be no Supper Club in December. All are invited to join us for our HOLIDAY party on **Jan. 8<sup>th</sup>**. This will be an all appetizer dinner. The sign-up sheet will be in the message center. Beverages begin at **6:00 p.m.** and the meal starts at **6:30 p.m.** (This is a very casual gathering of adults, with no dues or advance reading!) This evening is generally over early--for those worn by the work of the week. Questions? Call Joan Fox at 630-325-8620.

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Mark your calendars: The Annual Parish/Budget meeting will be held on **Jan. 31<sup>ST</sup>**. Please mark your calendars so all can be present as we review our year past and celebrate plans for the coming year! The time of the meeting will be announced when it is determined.

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**The Church of the Holy Nativity  
invites you to**

**An Advent Service of  
Lessons & Carols**

**featuring  
The Church Choir and Instruments**

**Dec. 13<sup>th</sup>, 2009**

**4:00 p.m.**

**275 S. Richmond Ave., Clarendon Hills  
(630)323-6820**

**Reception to follow**

# This Christmas, Give Gifts for Lasting Change!

This holiday season, honor friends and loved ones with *Gifts for Life*, Episcopal Relief & Development's gift catalog offering a unique opportunity for you and your family to make a real difference in the lives of people living in extreme poverty all around the globe. And with each *Gifts for Life* gift you purchase, we'll send an attractive card you can personalize and send to your friends and loved ones.

## Give Gifts for Life in 3 easy steps!

### 1. Select Your Gifts

Gift Description	Item#	Price	Qty.	Total
Give a <b>Goat</b> for a stable source of food and earnings.	FS0102	\$80		
Hatch opportunities with the gift of a <b>Flock of Chickens</b>	FS0902	\$135		
Safeguard infants from deadly illness with <b>Postnatal Care</b>	PH0501	\$50		
Provide <b>Food to the Littlest Scholars</b> (per child)	PH1101	\$15		
Supply <b>Micro-Credit Loans for Women</b>	FS1801	\$200		
Protect families from malaria with a <b>Mosquito Net and Training</b>	PH0105	\$12		
<b>TOTAL AMOUNT</b>				

### 2. Enter Your Name and Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/ZIP

\_\_\_\_\_  
Church or Organization and City (if applicable)

### 3. Choose a Method of Payment

- Check/Money Order Enclosed  
 Credit/Debit Card:  
 VISA  MasterCard  Amex  Discover

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone (Required for Credit Card Orders)



**Act Now! Orders must be placed before Monday, December 7, 2009 to ensure delivery of your gift cards before Christmas.**

Send Order Form to:  
 EPISCOPAL RELIEF & DEVELOPMENT  
 PO BOX 7058  
 MERRIFIELD, VA 22116-7058

Please make checks and money orders payable to Episcopal Relief & Development.

## Holiday Gift Ideas to Fit Every budget



visit us at [www.er-d.org/GiftsforLife](http://www.er-d.org/GiftsforLife) to view the entire *Gifts for Life* catalog

## Bishops Blend Gift Boxes are the Perfect Holiday Gift!



Just in time for the holidays, Episcopal Relief & Development is pleased to offer special gift boxes featuring our Bishops Blend line of organic, fair trade and shade grown coffee and tea.

**Order Now**  
[www.er-d.org/BishopsBlend](http://www.er-d.org/BishopsBlend)

## DECEMBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>29</b> 1 ADVENT 7:30 & 9:30 AM Holy Eucharist No Christian Education 10:45 AM Part Rehearsal for Lessons & Carols in the Nave 10:45 AM Youth Group Parent meet with Louisa 5:00 PM - 6:30 PM Junior High Youth Group 5:00 PM - 6:30 PM SETTING OUR HEARTS: An Introduction to Sacred Community 6:00 PM CHN Book Club at Nancy Handke's Home 7:00 PM - 8:30 PM Senior High Youth Group	<b>30</b> OFFICE CLOSED-Bettie Off 7:00 PM - 9:15 PM EFM Meeting-Ford Room/Sacristy	<b>1</b>	<b>2</b> 7:30 PM - 9:30 PM Choir Rehearsal in the Nave and Ford Room 7:30 PM Stewardship Meeting in the downstairs Conference Room	<b>3</b>	<b>4</b> Office closes at noon Rector's Day Off	<b>5</b> Removal of one pew 9:00 AM - 3:00 PM Marianne's Practice in the Nave 10:00 AM Choir rehearsal
<b>6</b> 2 ADVENT 7:30 & 9:30 AM Holy Eucharist Bring in home baked cookies for Lawrence Hall residents 9:30 AM St. Nicholas Day Service and Brunch 10:45 AM No Christian Ed 5:00 PM - 6:30 PM Junior High Youth Group 5:00 PM - 6:30 PM SETTING OUR HEARTS: An Introduction to Sacred Community	<b>7</b> 9:00 AM Staff Meeting in the Downstairs Conference Room 10:30 AM Pastoral Care Visitor Meeting in the downstairs Conference Room 7:00 PM Building and Grounds Committee Meeting in the downstairs Conference Room 7:00 PM - 9:15 PM EFM Meeting-Ford Room/Sacristy	<b>8</b>	<b>9</b> 7:30 PM - 9:30 PM Choir Rehearsal in the Nave and Ford Room 7:30 PM Stewardship Meeting in the downstairs Conference Room	<b>10</b>	<b>11</b> Office closes at noon Rector's Day Off	<b>12</b> 9:00 AM - 3:00 PM Marianne's Practice in the Nave 10:00 AM Choir rehearsal
<b>13</b> 3 ADVENT 7:30 & 9:30 AM Holy Eucharist Youth Groups meet for Lessons and Carols 10:45 AM Adult Forum - Mary Teschner 10:45 AM Church School 12:30 PM Jr. and Sr. High Youth Christmas Party at Enchanted Castle then back to CHN for Lessons and Carols 4:00 PM Lessons & Carols Service and Reception	<b>14</b> 6:30 PM - 10:00 PM Clarendon Hills Women's Club in Ford Room 7:00 PM - 9:15 PM EFM Meeting-Downstairs Area	<b>15</b> 7:00 PM Prayer Shawl Ministry Holiday gathering at Jane Youngs home	<b>16</b> 7:30 PM - 9:30 PM Choir Rehearsal in the Nave and Ford Room 7:30 PM Stewardship Meeting in the downstairs Conference Room	<b>17</b> 7:00 PM Vestry Meeting in Downstairs Sunday School Room	<b>18</b> Office closes at noon Rector's Day Off	<b>19</b> Book Group meets at Jane Youngs home-time TBA 9:00 AM - 12:00 PM Marianne's Practice in the Nave 2:30 PM - 4:30 PM F.U.N. (Family Unity Night) Children's Christmas Cookie decorating
<b>20</b> 4 ADVENT 7:30 & 9:30 AM Holy Eucharist Cookie delivery and caroling to Shut-ins? Guest Preacher at both services - David Stanford from Lawrence Hall 5:00 PM - 6:30 PM Junior High Youth Group	<b>21</b> ANGELUS ARTICLES DUE 9:00 AM Staff Meeting in the Downstairs Conference Room 6:30 PM Divine Treasures Meeting in the downstairs Conference Room 7:00 PM - 9:15 PM EFM Meeting-Ford Room/Sacristy	<b>22</b> 7:00 PM Coventry Meeting in the Ford Room	<b>23</b> 7:30 PM - 9:30 PM Choir Rehearsal in the Nave and Ford Room	<b>24</b> CHRISTMAS EVE 4:00 PM Family Service 10:00 PM Choral Service and Reception	<b>25</b> NO SUPPER CLUB Office closes at noon Rector's Day Off 10:00 AM Christmas Day Eucharist	<b>26</b> 9:00 AM - 12:00 PM Marianne's Practice in the Nave
<b>27</b> 1 CHRISTMAS 7:30 & 9:30 AM Holy Eucharist Marianne Gone - Jean Lyles supply organist New Year's Toast and Pinata Party No Christian Ed No Youth Group Meetings	<b>28</b> 7:00 PM - 9:15 PM EFM Meeting-Ford Room/Sacristy	<b>29</b>	<b>30</b>	<b>31</b> New Year's Eve	<b>1</b> New Year's Day OFFICE CLOSED Office closes at noon Rector's Day Off	<b>2</b> 9:00 AM - 12:00 PM Marianne's Practice in the Nave

Clinical Project Manager

**POSITION LOCATION:**

**CITY:** Schaumburg      **STATE:** IL

**SALARY:** 70 – 120K DOA

**HOURS:** 8 – 6PM

**POSITION REQUIREMENTS:**

Location is in a northwest suburb of Chicago.

Bachelor's degree and 3 years experience as an account manager in a medical education agency preferred.

The Account/Client Services Manager will direct accounts (planned and executed by clinical project managers), provide strategic consultation to clients and pursue new business opportunities.

Duties include:

Business Development - conduct market research and work closely with project managers and clients. Present new business concepts to clients and develop project proposals and estimates.

Account/Project Management – oversee editorial projects and provide ongoing, comprehensive communication to the client

Financial - prepare and revise draft project budgets. Monitor costs during life of projects. Ensure timely invoicing and track payments. Develop and revise financial reconciliations on completed projects.

Management – Communicate project progress at team meetings; update senior management on account activity. Ensure team adheres to SOP, mentor junior team members.

**FIRM PROFILE:**

Pharmaceutical Marketing / Communication firm.

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Celebrating our 51st successful year ~