

National Lutheran Secretariat

Host Guidelines

Annual Gathering

Last Edited September 2018

Terms and abbreviations used in this document:

AG	Annual Gathering
EC	Executive Committee
ED	Executive Director
EB	Executive Board
HC	Host Committee or Host Community
HS	Host Secretariat
NLS	National Lutheran Secretariat
VPA	Vice President Administration
NLSAG	NLS Annual Gathering
NLSEB	NLS Executive Board includes voting and non-voting members
NLSEC	NLS Executive Committee voting members
NLSVPA	NLS Vice President of Administration

*Proverbs 1:20 - Wisdom cries aloud in the street... she raises her voice, ...
" How long, O simple ones, will you love being simple?" ESV*

Wisdom is different from intelligence. Intelligence seeks knowledge and seeks to eliminate ambiguity. Wisdom on the other hand, resists automatic thinking, seeks to understand ambiguity better, to grasp the deeper meaning of what is known and to understand the limits of knowledge.

Robert J. Sternberg, PhD.

Preface

Please read the above quotation and hear it as a plea from the Via de Cristo community for you to approach the National Lutheran Secretariat's Annual Gathering with wisdom rather than simple intelligence. The document you hold contains a great deal of intelligence accumulated through the many years our communities have gathered. However, you may stifle the Holy Spirit, if you read it simply as an instruction manual. Our hope is that you begin now praying for wisdom; and never cease from that prayer until all final reports have been filed following your year of hosting.

The strength of the Cursillo® method is our dependence on the Holy Spirit and our commitment to prayer. Our 3-day events are not the performance of a well-written play but a creation by the Holy Spirit allowing an encounter with the Living Word. As "Wisdom calls in the street (Prov. 1:20)" so Wisdom beckons to you now. Our intent is to provide you with enough information that you might go to the Lord in prayer; with enough insight to ask for vision. We want each person called to the host team to be willing to use his or her gifts under the direction of God. We pray all team members blend their personal gifts in humility and service for the benefit of all.

Hosting Is Honorable Serving

From the beginning, the National Lutheran Secretariat (NLS) met in order to share common fundamentals and to be a resource to the movement we now know as Via de Cristo. It met regularly to develop materials that carried a Lutheran perspective on a 4th Day movement similar to other 4th day movements that are impacting people and churches around the world. In more recent years, the Annual Gathering has served as a training / sharing ground where the essentials of the ministry are encouraged. Ideas are shared and discussed, still with intention to be a resource to its communities.

Historically the opportunity to serve as host to this gathering was perceived as an honor. In the very beginning the host community would house delegates in the homes of local Cursillistas. Even though it was a lot of work, the hosts considered it an honor, much like putting on a weekend – serving Christ and those He loves. The focus was on Jesus Christ and all sacrifice was gladly made.

However, as the ministry grew, it became more practical to keep everyone together on a common "campus". Rather than have participants spreading out to local homes in the evening, people were able to stay close, enjoy fellowship, and/or meet later into the night. Morning activities could begin earlier with stronger attendance. Some intimate times with the local communities were lost, but much was gained by continuing to use campus settings.

Over time, attendance grew to an average of 200. This meant that hosting, while still an honor would be more of a challenge. The challenge would be logistical, financial and spiritual. Along with a larger venue comes the need for more focused event planning and many questions. The National Lutheran Secretariat Executive Board knows many of the questions already and has created this document to help answer those questions. Knowing full well that each venue is different, this document is meant to serve as a template or framework so each Secretariat does not have to start from scratch.

Hosting today requires communities to be creative about fund raising, grant writing, event promotion, transportation and working with teams of people to make it all happen with the bottom line still that of service to our Lord; service that reflects our abiding love for one another.

While continued, growth is desirable, event planning can become event oriented and the danger becomes a loss of focus on why we do what we do. The danger can be expressed - "we" are doing this for "them" - and community becomes distracted, if not divided. The amount of money involved is sizable and questions often arise, is this "our" money or "their" money? When the gathering is over, do we ship the money "we" worked for to "them" or do we "get to keep it for our community?" It is a perfectly natural, human question. The answer to the question should be equally natural and spiritual. "Our money" is, in fact, Christ's money. Christ has enabled us to raise it for this ministry.

All our secretariats, as they are able, support the movement in one-way or another. When sponsoring a national gathering "we" is defined as all of us in the Via de Cristo. Individuals must guard against a parochial attitude that shrinks "we" to a single Secretariat. Fund raising at this level is done with the intention of the national body benefitting; the national gathering, as being the recipient. However, the NLS understanding the effort and struggle imposed on a Hosting Secretariat determined that once all true expenses are paid, the excess is to be divided between the Host Community and the NLS. It is not the Host Community's responsibility to forward any money to anyone other than the Executive Committee when the event has completed.

It becomes the EC's responsibility, on behalf of all affiliated Secretariats, to determine how best to invest those funds in Christ's mission. There are other expenses that the EC incurs, which the host committee never sees. I.e.: there are Secretariats unable to attend due to lack of funds for one reason or another that would be able to attend through "scholarships". There have been occasions when a host committee has needed supplemental funds from the NLS. While we never want a Hosting Committee to lose money, we also do not want to encourage them to be so focused on the dollars that they miss out on the blessings of community building that hosting makes possible.

There are indeed many temptations that the evil one can use to lure us away from Christ's mission set forth in this gathering. Our mission, together, is to make possible the National Gathering! We wish to encourage everyone around the nation to stay the course, to honor the gift of the Via de Cristo, and to make a positive impact with Christ's love to any environment where we are gathering.

Let us remember to rejoice in the honor we are given to serve.

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Introduction

“The purpose of the NLS is to foster and encourage renewal in the Christian faith in the Lutheran Church and in the larger world community by presenting the fullness of Christ’s ministry by both the laity and clergy. The NLS aims at bringing Christians to a fuller personal knowledge of and a relationship with the Lord Jesus Christ and a deeper level of commitment to Him and to spreading His word.”¹

The NLS shall be how many Via de Cristo communities may be represented on Via de Cristo matters of national interest and the means by which the NLS can effectively communicate with other structures within the Lutheran Church and other organized bodies.

The purpose of the National Lutheran Secretariat Annual Gathering (NLSAG):

1. It is a gathering of delegates from member secretariats to conduct the necessary business of the NLS.
2. It is to learn and share. This may be accomplished through forums, workshops, seminars, small groups and/or guest speakers, discussing how other secretariats are successfully carrying out the Via de Cristo Mission.
3. It is to hold true to and teach the rudiments of our ministry, the fundamentals of Via de Cristo, and visions for the future as we change and grow, while maintaining continuity with the gift that has been given to us.
4. It assists the hosting secretariat in furthering their ministry by building relationships and developing leadership in a non-monetary way.

In order for the Annual Gathering to be a success, many people need to be involved, each with their own tasks to complete, constantly and consistently with an attitude of servant-hood. It is a mutual effort of two groups:

1. **The NLS Executive Committee (NLSEC)** with the NLS Vice President of Administration (NLSVPA) as the liaison.
 - a. NLSEC consists of: Executive Director, President, Spiritual Director, VP of Administration, VP of Outreach, Secretary and Treasurer
2. **The Host Committee (HC)** from the Hosting Secretariat(s) with HC Chairperson(s) as the liaison(s).
 - a. HC consists of teams of people: Chairperson(s) and Assistant(s), Spiritual Director(s), Treasurer, Secretary, Communications, Facilities, Food, Fund Raising, Hospitality, Housing, Music, Palanca, Public Relations, Registration, Technology and Transportation.

If the two groups, open to the Holy Spirit, do their homework well, and communicate well, they will be "Partners in Success", conducting a successful Annual Gathering and building a stronger local community. Therefore, the purpose of this document is to lead a potential hosting community through the process of hosting an Annual Gathering.

¹ *Excerpt from the Constitution and By-laws of the National Lutheran Secretariat Preamble*

The Hosting Process Explained

- Pray!
- Begin the discussion with your Secretariat
- A solicitation will take place each year to recruit future Secretariats to host an annual gathering. This may come by way of a business meeting, the newsletter or individual appeals initiated by the VPA.
 - Hosts are secured at least 2 years in advance, preferably 3 years, not including the current year, that would enable the VPA to have scheduled 3-4 years at all times.
 - Ideally, each Region will be willing to host once every 7 years and the gathering will move around the country equally.
- Interested communities need to request **formal approval from their local Secretariat**.
 - The Secretariat should have a **501c3 tax-exempt status** with identification number.
 - The Secretariat will need to **designate a HC chair/co-chair** to be the liaison with NLSEB.
- Contact possible site facilities for availability, current pricing and accommodations. Acknowledge and understand these may change. (*See Facility Requirements pg. 7*)
 - Annual Gathering traditionally begins on the fourth Thursday in July with the Executive Board arriving on Wednesday. Some board members, delegates and visitors arrive a day or two before the gathering, depending on travel arrangements and meetings. Decide if and how this may be handled with the facility you are using.
- Organize a **preliminary budget**. Obtain host reports for several years via the VPA. This should help give the host Secretariat an idea of when they can host based on how much funding they will need.
- The interested Secretariat then needs to approach the VPA with a **letter of intent** to host an Annual Gathering; including the year of intent, in case more than one Secretariat is interested. The written intent is the assurance for securing the event in your community, confirmed by the VPA.
- Formulate some type of **presentation for Annual Gathering** to be given at the gathering one year prior to your year of hosting. A video of the area is nice (not required). Keep the presentation simple, modest and the costs minimal. Brochures of the site and maybe something from the local chamber of commerce are all that is needed. Remember we are trying to be good stewards.
- We strongly suggest sending host chair(s) and a host team delegation to attend at least one Annual Gathering for observation, especially the year before you actually host. The interaction and **“shadowing”** of the current year is beneficial to ease anxiety about how things are done. Make this a part of the budget.
 - Representation from your Host Committee needs to meet with the Executive Committee most often on Saturday after evening Worship at the prior Gathering to your year of hosting.
- Know that you will need to **host the EB for a mid-year meeting** in October or November the year prior to NLSAG you are hosting. Preliminary numbers should be available in order to set fees and finalize forms at that time. Remember, registration fees cover the bulk of your expenses. So, please work with your facility early to get the fees locked into place.
 - Begin promoting and fund raising as soon as you know you will be hosting (*See Funding pg. 9*)
- Work closely with the VPA in the year that you are hosting. Once you have made the decision, commit to it! Pray without ceasing and enjoy!

Before you offer, make sure the following can be accommodated.

Facility Requirements are based on an average of 200 attendees:

- General Assembly Room for Business meetings and possible forums
 - Seating for 225.
 - 95 seats, of those 200, need to be available for delegates with tables and chairs.
- Worship Space
 - Seating 225 – 250. Include in the number local invitations to Pastors, churches, and Bishops that are expected to join us.
- Committee / Dialogue Rooms (10-12)
 - Seating for 20 in several rooms and up to 30 in a few rooms (preferably with tables).
 - Committees are task oriented, assigned responsibilities for specific outcomes. I.e. Budget and finance, banner creations, document revisions, etc. They may need working spaces with tables.
 - Dialogues have guided information with plenty of discussion for the benefit of all attendees. I.e. lay directors, spiritual directors, communications, etc. These rooms may not need tables.
- Seminar / Forum Rooms
 - Depending on the agenda, set up by the Executive Committee at mid-year, up to 5 different rooms may be used for seminars. These rooms need to hold approximately 50 people each.
 - Forums may be held in one room. You will need a large room to accommodate 20-25 tables, with eight (8) people at each one. Or it can be shared with the business meeting room.
 - All rooms for presenters may need other possible equipment. I.e.: Power Point, Podium, microphone, etc. Check with Presenters for possible conflict of computers. Mac Computers will need an adaptor if facility does not have one.
- Region to Region Meeting Rooms (6-7)
 - Seating for rooms vary from 10 – 35 people.
 - Everyone is from one of the 7 Regions across the US. Some regions are small and may be combined with another adjacent region. Take direction from the NLS Executive Director.
- The Main Office & Copy Center
 - This is the communications / information center for the weekend.
 - Several work stations or laptops with separate printer(s) or capability to print to the copier (Wi-Fi).
 - At least one high speed/double sided copier to be on site to be used by office and newsletter.
 - Table space to work on projects
- Space for the newsletter.
 - The newsletter works better with a separate area. May be a large room divided or two rooms.
 - 2 or 3 Laptops work well with a printer for them to share
 - Security may need to be available for personnel in the evening – sometimes they work late. If this is not possible, the NLSEC needs to know.
 - Table(s) to spread out and assemble the newsletter.

- Dining Area
 - Seating for at least 200-250 with multiple stations.
 - Mealtime is limited to approximately 1 hour.
 - Room for a Saturday night special dinner. See if facility can provide a separate area if needed. Agape dinner should be nicely decorated if possible, with minimal cost.
 - You may include team in your numbers if they will eat on site.
 - It is possible to stagger times slightly in smaller venues.
- Registration Area for check in and check out
 - 2-3 long rectangular tables.
- Vendor area
 - An area set up for the NLS Distribution Center and Symbols, Inc. Make sure an invitation is sent out to NLS Distribution Center and Symbols, Inc. at least a year in advance.
 - Possible area for benevolent groups, i.e. Thrivent
 - Tables for local Secretariat or Hosting communities to sell items such as t-shirts, hats, scarves, etc.
 - **These vendors must be approved by the Executive Committee**
- Space for a small Palanca Chapel
- Space for poster signing
 - 8-10 long rectangular tables work well for this
- Hospitality areas
 - Early in the morning for coffee – typically near the sleeping areas
 - During the day for refreshments
 - Evening special event or just an area to gather with more refreshments
- Housing (Sleeping areas or Dorms)
 - Accommodations for all attendees and HC (Note: One-fourth of participant's traditionally request single rooms.)
 - Do your best to coordinate married couples rooming together.
 - Have handicapped accessible rooms available – know the previous years' numbers and pay attention to the registrations. You may need to house up to 12 people that are truly handicap and there will be others that have difficulty with stairs. Elevators or first floor rooms should be reserved for those who have issues.

Funding: Knowing how to generate funds can help you decide to offer

- Have people that understand how to promote your event. This will help generate funds.
 - Someone from the host committee should plan to invite local churches, the local Via de Cristo community / communities, Synod leaders, Bishops, etc.
 - Know the businesses in your area that are willing to donate items. Know how often and when the request(s) can be made.
- Since no travel expenses are incurred by the hosting secretariat to send lay and clergy representatives to Annual Gathering, those dollars your Secretariat might spend, can help offset host costs.
- Solicit "green" Palanca from host community through local newsletters, Ultreyas, VdC functions.
- Thrivent Financial can be a wonderful benefactor. You may be eligible for local, regional, national and other forms of support in more than one calendar year. The EB may be able to help request Thrivent National money, but you need to ask. See if Thrivent Action cards are still available.
- Church endowment funds may be available.
- Hold fundraisers: dinners with silent auctions, golf outings, etc.
- Send a letter to other Secretariats around the nation that are not currently in the hosting process.
- Set up a "GoFundMe" account or PayPal account where people can donate \$\$ on your website or the National Website for the duration of your hosting. Note: There are fees attached, but it still may be worth it because it allows people to donate over time.
- Many Retailers have a shared donation program that gives a % to your favorite charity when you purchase items at their store. Ask people to make your hosting committee the recipient until after the event. Get details from the retailer.
- Work a local sports venue for concessions or clean up. College, minor league and professional organizations make this a win-win venue for fund raising. These can generate quite a bit of money over a 2-3-year period.
- Work with another Secretariat and share the event. Be creative and don't underestimate any opportunity to help keep the registration fee at a minimum thus encouraging greater participation.
- Suggest business owners or individuals underwrite specific costs, i.e. bottled water, pre-punched three-hole paper, communion elements, a meal for the EB, etc. When you can be specific, people will respond.
- The Executive Committee registration fees are paid to the host committee at the mid-year meeting. This should help offset any initial startup costs. If the facility needs money sooner and you have not yet raised enough, contact the VPA.
- NLS treasury pays for the NLSEC registration and travel to the Annual Gathering. Once the registration fee is approved by the EC at the mid-year meeting. (HC: Don't forget to bill the EC for the extra housing and meals on Wednesday and breakfast on Thursday that is not part of everyone else's registration fee.) Check to see if any appointed NLS Board members or Regional coordinators will fall under this category.

- The HC and NLS Treasury will share expenses for the speakers/ presenters.
 - ❖ HC budget pays for the registrations of speakers, *if requested* by the speaker(s).
 - ❖ The NLS pays for travel expenses of the Keynote speaker & other presenters, *if requested* in the following manner.
 - NLS does not pay a stipend for someone to be a presenter.
 - Travel to be paid by the NLS and registration by the HC.
 - Round trip air travel, economy coach, or the equivalent cost in driving mileage for speakers, presenters or Keynote is what will be covered. We will pay no more than a driving mileage rate of .30 per mile.
 - The cost of food and hotel expenses while in transit will not be paid by the NLS or the HC for anyone's travel.
 - Those requesting compensation must submit a reimbursement request & receipts to NLS Treasurer. Ask the NLS Treasurer for request forms.
- The money that has been raised is to pay all the HC's expenses and needs for the gathering. All excess money will be divided 50/50 between the HC for their efforts and the EC for discretionary use towards future NLS gatherings. This is NOT a "money making" venture. This will affect everyone's 501c3 status if not handled properly.
- It is the EC's hope that any extra money received from the Gathering prior to and / or excess funds generated from the Annual Gathering, will be turned in to the EC within 90 days of the current Annual Gathering closing. The EC can then provide the necessary start up amounts for the next Host Committee, provide struggling Secretariats and new Secretariats with scholarships to attend the next Annual Gathering, discount or forgive dues, cover expenses over and above what was expected, not covered by any other means, that the EC faces. (This is what is meant by discretionary).
- Have items for sale that the community makes, but be sure to get it approved with the EB we have non-compete agreements with Symbols, Inc. T-Shirts, hats, scarves, cups etc. are some ideas. Also check with the facility for approval, they may have limitations or a consignment % to be paid.
- Any offering taken during worship at the Annual Gathering is to be submitted to the NLS treasury for outreach activity. Other special offerings may be collected, if pre-approved by EB.
- There is a line item in the NLS budget for mid-year expenses up to \$3,000.00. Please contact the NLSEB Treasurer if this is to be used. This is used to help offset mid-year expenses and must be requested by the HC, payable to the HC upon request, with receipts. No individual will be reimbursed for expenses. Please understand this is not a pre-paid item, it is a reimbursable item.

Covenant Between

N.L.S. Executive Board

and the **Local Host Secretariat**

Who does what, when and where?

Executive Committee Responsibilities

1. **To set the date of the Annual Gathering.** This is typically the fourth Thursday in July, with the EB meeting to begin on Wednesday. This may change at the discretion of the EC, if necessitated. Some members may arrive on Tuesday due to airline travel schedules. If that happens, it is the EC who will notify the HC so that accommodations may be adjusted.
2. **To solicit offers** from affiliated Secretariats for future hosting of the Annual Gathering. If there is more than one Secretariat interested, or there is a discrepancy of any kind, the entire National Lutheran Secretariat body of delegates will make the final decision.
3. **To provide each HC with a detailed explanation of its responsibilities.** This will come from the VPA via the National Lutheran Secretariat Host Guidelines for an Annual Gathering.
4. The NLSVPA is responsible for working closely with the HC to answer questions, to assist with financial or logistical issues surrounding the Annual Gathering.
5. **To provide the HC with the Schedules and Agendas** for the Annual Gathering to include the following:
 - a. Desired times for all meals – this needs to be verified by the facility for the Annual Gathering. If there is a conflict, the EC will honor the facilities time frames and adjust accordingly.
 - b. Time and length of all worship services.
 - c. Schedule and agenda for all business meetings, committee meetings, dialogues, forums, workshops /seminars, small groups and elections that will be used during the Annual Gathering.
 - d. Time allowed for any social event(s) requested by the HC.
 - e. Time and space needed for the EB to meet privately and separate from the body as a whole: prior to the beginning of the Annual Gathering (Wednesday), throughout as needed and after worship on Sunday as needed.
 - f. Time and space needed for forums, workshops, seminars, small groups and/or guest speakers.
 - g. Subject matter and number of all forums, workshops, seminars and/or guest speakers.
 - h. The names of NLS committees/dialogues that will be meeting, the chairpersons, size and agenda for each, as it becomes known.
 - i. Time will be built into the schedule / agenda for attendees to get from one event to another. If there seems to be a conflict, please contact the VPA.

6. **To provide the HC with space requirements** needed to include the following:
 - a. Size needed for large general business sessions and the preferred arrangement of table and chairs in the room to separate delegates from visitors, if they are going to be separated.
 - b. Number of rooms and seats needed for NLS committee meetings and / or dialogues.
 - c. Worship area, forum and seminar space needed.
 - d. Registration area with tables all day Thursday (8:30 a.m.-5:00 p.m.) and a hospitality area(s) or room(s) for all attendees.
 - e. A dining/serving area that can accommodate our group efficiently with minimal interference from other groups on campus.
 - f. "Information Management Office" for publication and copy needs, preferably with separate areas for the newsletter and on-line computer capabilities for attendees to check email.
 - g. A place for signing of posters
 - h. A Palanca (prayer) chapel
 - i. Other special space needs as requested by the EB.

7. **To give the HC an estimate of the number of participants expected.**
 - a. VPA or Executive Director will provide the HC with a maximum number of possible delegates; based upon the number of member secretariats and how many delegates each one was entitled to at the previous Annual Gathering.
 - b. The VPA will be able to give the HC the average number of attendees over the last few years
 - c. VPA may provide the HC with the number of forums / speakers, committees, etc. at the end of the mid-year meeting.

8. **To approve the registration information.** Schedule for mailing dates and registration deadlines whether to have early discounts, late fees or any other special pricing or items for sale. This information initially comes from the HC to be reviewed and approved.

9. **To approve the HC preliminary budget**

10. **To approve registration fees** based on the approved Annual Gathering budget, with input from the HC Chair, HC Treasurer and the VPA.

11. **To secure and finalize speakers.** The EC does appreciate the names, as suggestions, for possible speakers for the upcoming gathering. Using "local" speakers is one way to keep the costs down and have more participation by the local community. However, the final decision for speakers will rest with the EC. This includes the Keynote. The Keynote does not have to be an official of the church and the community is not expected to find a Keynote if one is not available.

12. **Executive Committee will cover all EC officers “travel expenses” and registration fees** to the Annual Gathering and the mid-year board meeting. The EC can decide, on a case-by-case basis, to cover the expenses of special guests up to the maximum allowed from the budget developed by the HC and approved by the EC. These fees are to be calculated at mid-year and paid to the HC Treasurer at mid-year.

- ❖ **Travel expenses for speakers** will be paid for by the NLS if they are requested
- ❖ Travel expenses are defined by the following: The NLS will pay round trip air travel, economy coach, or the equivalent cost in driving mileage. We will pay no more than a driving mileage rate of .30 cents per mile. The cost of food and hotel expenses while in transit will not be paid by the NLS.

To summarize: The VPA will solicit hosts for the Annual Gathering, provide guidelines, set up the basic schedule /agenda for the three days with business agendas, topics for speakers, request space for and assist in decision making with the HC regarding rooms and housing, approve fees, expenditures, themes and deadlines. The NLS Treasury pays for the EC registration and travel to the Annual Gathering, the travel expenses of board members to the mid-year meeting and the travel expenses for speakers, if requested by the speakers. (See Item 12 above). The NLS Treasurer will issue a check to the HC for registering the EC for the Annual Gathering after the registration fee has been set at the mid-year meeting. The NLS treasurer will issue a check to help offset mid-year costs, if requested by the HC, in the amount of no more than \$3,000 based on receipts turned into the EB, payable to the HC, not an individual.

Host Secretariat Responsibilities

1. **To obtain a contract one year prior to hosting** from a facility or facilities that can accommodate all the items from pages 6- 7, including provide housing, meals and meeting space for our Annual Gathering.
 - a. This contract will require a liability insurance policy for the specified time period. The HC must obtain this policy because different states have different requirements. Some facilities require the policy to be in force as soon as the contract is being drawn up. This may require more than a one -year policy. Typically, this is called event insurance.
 - b. When the contract is being negotiated please remember the EB arrives early, and must be included, as well as any other people the host committee or EB may request arrive early.

2. **To provide housing** as follows with consideration for handicap and / or disabled persons:
 - a. The executive board needs housing for four or five nights, beginning on Tuesday or Wednesday through Saturday night, since they are required to be on site Wednesday for a board meeting. This is to be clarified and confirmed with the VPA.
 - b. The official delegates and visitors to the Annual Gathering will need housing for three nights, Thursday through Saturday in most cases. The HC is not responsible for providing housing for delegates who arrive prior to Thursday or stay longer than Sunday. However, if the HC and hosting facility are agreeable, arrangements may be made to add one or two extra nights at extra cost. The registration forms should convey this information to the delegates / guests so they can make necessary arrangements before and/or after the Annual Gathering.
 - c. To determine how much housing is needed (check attendance from last two years) and attempt to adjust for new and visiting secretariats. (Check with VPA).
 - d. Housing may be provided by the EC for Special guests as approved by the EC (housing expenses for these guests is part of the registration fee absorbed by the HC, as determined at the mid-year meeting. Extra nights by these guests are not covered by the HC.
 - e. Any other attendees: visitors from local secretariats, spouses, and team members, who wish to spend the night, will be housed in the same way as the delegates. They need to be registered if they are spending the night.
 - f. The HC has the responsibility to **inform the Executive Committee of the maximum number that can be housed** in the host facility. If the maximum is reached EC & HC will assess the situation.
 - g. Consideration for Handicap Housing is a must. First floor or elevators need to be available. Currently, we have less than 10% handicap people attending, but this may change at any time and needs to be monitored.

3. **Provide meals for all attendees** beginning Thursday lunch through Sunday breakfast at Annual Gathering.
 - a. Additional meals may be offered by the HC / Facility for early arrivals at an additional cost.

- b. **Wednesday lunch and dinner for EB** at the Annual Gathering must be arranged at the mid-year meeting. These meals may be brought in by community, and paid for by the NLS if available at the facility, or it will be an additional cost to HC.
4. **To confirm space can be provided for the Annual Gathering** based on requirements from the EB, no later than four weeks after the conclusion of the mid-year meeting.
- 5 **To host the mid-year EB meeting** and meet with the EB to tour the facilities and begin to finalize plans. This will give the EB the opportunity to recommend adjustments that may be needed in using the facilities.
 - a. **To provide food, housing and transportation** for EB during mid-year meeting.
 - ❖ Transportation to and from the airport, on site and as needed during mid-year.
 - b. **To provide a location for the EB to meet** Friday, Saturday and possibly Sunday.
 - c. **To gather as many committee/team members as are in place** or considering the task, with the EB to introduce ourselves, build the team, encourage one another, basic discussions, to pray, brainstorm, have Q & A time and a tour of the facility –preferably on Saturday of the mid- year meeting and to provide the EB with a list of chairs in place.
 - d. **To provide a place of worship** for the EB on Sunday morning of the mid-year meeting, if needed.
6. **To provide equipment** as needed during the Annual Gathering, which includes, but not limited to:
 - a. A quality high-speed duplex copier (can copy on both sides and handle thousands of copies made from Wednesday at 1:00 pm through Sunday). About four to five cases of paper will be needed. A copier must be accessible 24-hours a day, on site is best. (More than one makes it easier, but may be cost prohibitive)
 - b. Computers and printers as requested by the EB. Lap tops work great.
 - c. Adequate number of tables and/or chairs for all meetings, forums and worship
 - d. Pads and pencils or pens for the attendee’s use, check with Thrivent or local vendors for promotional items.
 - e. Light weight poster board and markers to make Palanca posters that attendees can sign for upcoming weekends no larger than 22 x 18 inches for each of our VdC communities.
 - f. A quality public address system to be used in all large meeting rooms. And someone who knows how to use it.
 - g. Find a video recording system, a videographer, and high-quality DVDs for each forum, seminar, workshop and keynote speaker. *Please: **No flash pictures*** will be allowed during worship services.
 - h. Whenever possible work with the facility to rent or use their equipment. If it is not available or too pricey, rent or borrow what you need and have it delivered provided the facility is in agreement.

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- i. Audio Visual equipment, Power Point or video capability available for use throughout the Annual Gathering. Work with VPA to determine speaker needs.
 - j. Local secretariat songbooks for use at various times during the Annual Gathering. **All music provided must adhere to copyright laws** (CCLI or other appropriate means). A song/worship book may be created for this purpose following your local guidelines. If songs are projected on-screen, then please use your local CCLI License number or the Secretariat's CCLI number that is providing the PowerPoint.
 - k. Communion supplies for use at the Communion services.
 - l. An assortment of personal products for participants who may have forgotten something.
 - m. An ample supply of three-ring binders for schedules, maps, reports etc. for each attendee. These are passed on from year to year to be good stewards so new hosts only need to replace notebooks, not buy all new.
 - n. Folders can be an option for misc. information, worship services, area attractions, etc. These may be available through the college, Thrivent or local chambers.
 - o. Office supplies, such as three-hole punch, staplers and staple removers, paper cutter, etc.
7. **To handle all funds received** from registrations and fund raising in a financially responsible way with accurate bookkeeping and timely deposits. Do not co-mingle these funds with the local Secretariat. Cover all expenses related to the Annual Gathering. If there is money left over, please discuss this with the VPA. (See preface Hosting is Honorable Serving ☺)
8. **To provide transportation** to and from the nearest airport(s) for all board members, attendees or presenters flying in on Tuesday, Wednesday or Thursday, and back out on Saturday, Sunday.
9. **To provide maps** and other literature for attendees who are driving, in plenty of time for them to call and ask questions or to have in case they are planning to take a vacation before the meeting.
10. **To promote:** create newsletter articles for the National website and for the local website – let people know what you are doing: when, where and how they can participate. Be clear, be repetitive and try not to change dates of any activities. First National newsletter is due August 15, immediately following the Annual Gathering before you host. The next one will be due right after the mid-year meeting.

To Summarize: The Host Committee will act as Servant Leaders in every way for the mid-year and Annual Gathering. Attending to the needs of the body by providing food, housing, transportation, etc. with consideration for handicapped/disabled people. Communication is essential along with matching the right personnel with the tasks to be done. Expenses can be recouped through registration fees, grants, fund raising and donations. When the budgeting, location, and extras are realistic, success can be expected. There is a stipend of \$3,000 for mid-year expenses that must be requested, if desired, to offset actual expenses. Receipts must be turned in. This money will be paid to the HC, not to any individual. Expenses for presenters are split between the HC and the Executive Committee.

Time Table

The following is a general guideline for establishing deadline dates for the Annual Gathering. Use this timetable for setting up deadline dates and review the dates with the VPA. If something hasn't happened by the deadline dates, the Host Committee (HC) needs to communicate with the NLS Executive Committee (NLSEC). See Abbreviations noted to the right of the paragraphs to denote who is to do what.

2 -3 Yrs. prior	Read the Host Guidelines and begin the conversation with your Secretariat. If an HC has not been procured for future dates, there will be an article in <u>Conexiones</u> soliciting host bids and / or an invitation at an Annual Gathering. Formal acceptance must take place at the Annual Gathering. If you know you are going to host, it is not too early to begin fund raising. Try a nearby professional or college sports venue. Often, they are looking for people willing to work concessions for a percentage of profits or cleanup for a flat fee. I.e. NFL, MLB, Minor league baseball, college football, racing, hockey, etc. This takes time to set up.	NLS VPA
2 1/4 Yrs. prior	Letter of intent to host a future Annual Gathering needs to be sent to EC. The local Secretariat will select a General Chair. Suggest finding one or two tentative facility sites. Secure 501c3 tax exempt status and identification number. Begin looking for an event insurance policy.	HC
2 Yrs. prior	Confirm acceptance of the letter of intent at Annual Gathering. HC General Chair(s) should attend the Annual Gathering especially the dialogue session dedicated to Hosting a Gathering.	HC
2 Yrs. prior	After HC letter is accepted, read the host document again. Consider and make inquiries of facility site(s). Many facilities will not book this far out, but will begin the conversation about contract details. Begin fund raising and set goals for the amount you need.	HC
2 Yrs. prior	Establish a person to keep minutes/recapping all meetings. Copy the HC members and local secretariat. Also, include the VPA on all meeting minutes, correspondence (e.g. formalized contracts with site). Make sure the VPA receives your local newsletter.	HC
2 Yrs. prior	Inform hosting community , via local newsletter, letter has been accepted and note dates of your Annual Gathering asking them for prayers, financial support and their participation. Set goals with details to follow.	HC

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2 Yrs. prior	Propose to the Executive Committee the attendance of HC General Chair at upcoming NLS Mid-Year meeting, if this is possible for chair. This would be for observation of a mid-year. Not a necessity, but could be helpful.	HC
1 3/4 Yrs. prior	Provide preliminary budget to the EC for current year's Mid-Year meeting. Request from the VPA prior year's actual budget information, actual number attended at last Annual Gathering, and any needed information to help you create this budget from final HC report. Request from the VPA estimate of the number of participants expected. NLS Executive Director can provide the HC with a maximum number of possible delegates; based upon the number of member secretariats and how many delegates each one was entitled to at the previous Annual Gathering. (Prior information is the best basis to set budget and adjust for unique site information and possible attendees because of location.)	HC VPA ED
1 1/2 Yrs. prior	Recruit HC co-chair and team leaders. Encourage attendance for as many as possible to the next Annual Gathering. Consider making registrations and travel for team leaders part of your budget / fund raising, so they can shadow the positions one year before they serve. Host Chair(s) should plan on attending the upcoming July Gathering for the Host dialogue AND meeting with the Executive Board on Saturday.	HC
1 1/2 Yrs. prior	It's time to request funds from benevolent organizations, i.e. Grants, businesses, or any other funding opportunities local and regional. Fund raising should be well in motion by this time.	HC
1 1/2 Yrs.	Consider a theme to be presented to the VPA for approval by the EC. <i>You do not have to create a theme or theme verse or theme song, but the VPA needs to know your intention and it does need to be approved.</i>	HC VPA
1 Yr. prior	Fine-tune a budget to be submitted to the EC in October, prior to the Mid-Year Meeting. This will help determine registration fees. Money from the current gathering may or may not be available, so do not be in expectation of it. If the <u>need</u> arises, contact the VPA. Promoting / Fund-raising chairs should be well on their way to the goals that were set.	HC TREAS
1 Yr. prior	Extend a verbal invitation to the current Annual Gathering attendees for next year's Gathering at your facility. Be prepared to address the Gathering on Saturday afternoon with a simple presentation.	HC
1 Yr. prior	Attend current July Gathering: attend Annual Gathering's dialogue for Hosting.	HC

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1 Yr. prior	Meet with the EB on Saturday to determine the Mid-Year meeting dates, to present the theme, scripture and graphics for the next Annual Gathering, if not in place. <u>Do not</u> hand out any forms for the next Annual Gathering until registration fees and forms have been approved at Mid-Year meeting.	HC
Aug 11 mo. prior	Recruit additional HC team leaders / members. Have an introductory meeting to explain what an Annual Gathering is and what the HC will be doing. Let the team know about the upcoming mid-year meeting that is for all of them to attend to meet the EC, tour the facility and answer questions.	HC
Aug 11 mo. prior	HC Chair(s) Prepare article for <u>Conexiones</u> and Facebook inviting all NLS communities to attend next the Annual Gathering. Submit to NLS Editor by <u>August 15 deadline</u> . Don't forget to present your theme and your location.	
Aug /Sept 11 mo. prior	Preparing for Mid-Year. Reserve a room for the team and EC to meet in during the Mid-Year meeting. This may be at the facility, a nearby Church or a conference room in the hotel where the board will be staying. (Use the date set at recent Annual Gathering). Find housing for EC (7-9 people, check with VPA on number). This can be homes from the community, the facility (if it has rooms) or a nearby, reasonably priced hotel. The EC is expected to share hotel rooms or pay the difference for a private room.	HC
Sept 10 mo. prior	HC General Chair and HC Team <u>Leaders</u> walk through the facility to determine possible room/equipment requirements/assignments and put in writing to be presented to the VPA at mid-year for discussion. This is not the time for the whole team. That will be at the mid-year meeting. Insurance policy is in place before the Mid-Year meeting.	HC
Oct or Nov 8-9 mo. prior	Host the Mid-Year meeting. <i>Present the "Registration" draft, "Travel" draft and budget to the VPA for approval by the EC before VPA arrives for Mid-Year meeting.</i> HC chair(s) plan for your teams to meet with EC and do a facility site walk-through . The contact person for site facility (i.e. campus, church, etc.) needs to attend walk-through. The EC wants the initial written contract with facility site no later than this Mid-Year meeting. To be finalized by the first of the year.	HC EB

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Oct or Nov 8 mo. prior	Set registration fees. NLS will advance Executive Board’s registration fees at mid-year meeting, or shortly thereafter, as “ up front ” money to help with early expenses. The EC authorizes activities, fees, vendors, themes, forum topics, and seminars, registration forms. EC will seek out speakers for next year. The EC sets the agenda and tentative schedule.	HC EC
Oct or Nov 8 mo. prior	Submit article to Conexiones for <u>Nov 15 deadline</u>. Include information about scholarship money being available to secretariats if financial assistance is needed. Also, encourage those who can, to contribute to the scholarship fund. Create a marketing plan with the VPA. Consider who might address the Annual Gathering from the hosting site in July. Create a marketing plan with the VPA for Website, Facebook, Videos from EC, email blast, etc.	EC
Nov 15 8 mo. prior	HC General Chair sets date for first monthly team meeting in Jan. Regular meetings are now important to generate enthusiasm and visibility. This is also the time to fill out your teams. Promote, promote, and promote this event! Communication is key. Newsletter articles for local and national venues are important! Ultreyas and team meetings!	HC EB
Dec 7 mo. prior	Check your funding. Solicit funds from other Secretariats, graciously. Submit article to Conexiones for <u>Jan 15th deadline</u> with positive promotional spirit. <u>Launch the “on-line” Registration by January 15th deadline.</u>	HC
Dec 7 mo. prior	<u>Draft</u> the following letters and have them approved by VPA A.S.A.P. These need to go out before the <u>15th of January</u>: Create the official “Save the Date” postcard to the National Lutheran Secretariat Annual Gathering. See example in the appendix. This postcard is sent to the list of people who attended the last three year’s Annual Gathering.	HC
Jan 6 mo. prior	<ul style="list-style-type: none"> • Create the email letters of information to go out to Forum Speakers, NLS Presenters of any kind, Committee Chairs, and Secretariats. For these people include tentative schedules. • Create letters of invitation to area Bishops and Secretariat SD’s to be mailed. • Email the following and include dates for the Annual Gathering, registration forms and deadlines, information about the site and surrounding area, any restrictions/limitations to the site, special 	

activities, issues that may be coming up for discussion, and what positions are up for election.

- Email the following and include information regarding registration fees, which include meals, and housing from Thursday lunch until Sunday breakfast, any other meals or housing that may be available for additional fees. This needs to be worked out with the facility.
- Have a way to track these lists (excel works well) and give a copy to the VPA of letters sent. This can be done via email.
- Other Letters that will be sent out are: the email **registration confirmation letter** that gets mailed after the registration forms have been received by the registration chair, the email transportation **confirmation letter** to let attendees know the HC has received their travel plans and the **“first-timers” letters** that get sent out the first of May.

See the Appendix for examples of letters to be mailed out.

Jan 15th	Email the letters of invitation for Annual Gathering to last year’s attendees. HC secretary and HC chair work together on this. Also mail letters to Official Secretariat addresses and NLS representatives. Request mailing labels from VPA, Executive Director or Database Coordinator, asking them to exclude duplicates. Keep a copy of labels used for another mailing. Use email to save on stamps when possible.	HC VPA Ex Dir Database
Feb	HC monthly meeting topics might include: what’s next on the calendar, the individual reports by all HC chairs concerning status of their committee responsibilities (registrations received, treasurer’s report etc.). HC chairs need to be working out details of tasks to be done, keep "fluff" to a minimum. Is funding on target? What more can be done? Read the manual. Spend time in prayer and singing.	HC

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Feb	Develop an email newsletter article to host community requesting their volunteer services. Include: schedules, forms, a list of volunteer opportunities, request a monetary tax-deductible contribution, and offer a day registration for those who want to attend.	HC
Mar	As registrations come in, send out the Registration confirmation letter that was created in January. Include in the letter: emergency phone #'s at Annual Gathering site, name, address, and phone #'s of contact persons if they have questions or concerns, information regarding key deposits, extras to bring (i.e. bedding, fans, money if needed). If this is their first time send two letters. One to confirm that the registration has been received and one for first timers. Also send out the Transportation confirmation letter to be emailed after transportation form is received. Include again emergency phone #'s at NLSAG site, phone #'s to use if flight information changes, what to look for and where to meet at airport or Annual Gathering site. For those driving, include a map to Annual Gathering site.	HC
Mar	HC monthly meeting updates. Monitor registrations, contributions and volunteer responses. Keep asking questions. Get into the details of who is doing what. Have teamwork time to cross over areas that need to work together. Ie: Worship, SDs and Music; Office and news reporters for the daily Conexiones; Hospitality with Housing and Facilities for placement of work areas and tasks to be completed; Palanca, banners and posters. Etc. VPA possible visitation.	HC
Mar	Submit positive, upbeat article to local newsletter and <u>Conexiones</u> for <u>April 15 deadline</u> . Make sure information is on the NLS website.	HC
Mar/Apr	Work through logistics of facilities; talk about requirements or questions that need to be answered during April/May walk-through, (when rooms are accessible, who has keys, special security information, limitations/restrictions.) Setup walk-through date for April/May. HC Chair: Confirm someone from the site facility to address the Annual Gathering.	HC

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April	Walk-through with all HC chairs and members to fine-tune logistics. Ask lots of questions. Don't assume anything. Take good notes, be sure to document any changes from original agreements with facility site. Keep VPA updated. Be patient the registrations will come in!	HC
April	HC monthly meeting updates. Check your funding. Set deadlines for June 1 team, Regional Coordinators and for EB annual reports. Have a drop-dead deadline when the information will be assembled. Suggestion: June 15-20 deadline for reports, a July 1-10 deadline for copying and a July 15 deadline for assembling the notebooks) drop dead for the exceptions might be July 20. Any material not in by this deadline will be added during the first business meeting.	HC VPA
April	Continue to publicize in local newsletter, websites and community events, like closings and Ultreya. Get an article to NLS Editor. Send a copy of all registrations to date, to the VPA and Ex Director electronically.	HC
April 15	Prepare a detailed <u>tentative</u> schedule, including when and where activities will be held. List rooms--chairs, tables, copiers, computers, and tentative equipment needs (AV equip, taping, flip charts, overhead). Including setup and tear down times of rooms. Create Newsletter article. If the walk through isn't until May, use this information to double check all that is in place. Review it with the VPA. Stay on top of things at this point. Those who have been procrastinating will be feeling the tension. Those who are over prepared will be chomping at the bit. Please keep everyone on task, gently and with perspective.	HC VPA
May	Review and send the "first-timers" letter that was created in January similar to the confirmation letter but with extra effort to explain how the Annual Gathering takes place. What to expect, what to bring, encouragement to get involved and awareness of the orientation meeting geared toward them which begins after lunch on day 1. This helps those who have never been to and Annual Gathering feel a little more acquainted and less stressed about what to expect.	HC

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May	Update VPA of the number of registrants. Get HC monthly meeting updates. HC shall provide EC with <u>weekly</u> summaries of registrations beginning no later than Memorial Day. Copies of registrations should be forwarded to Ex Director, Board President, and VPA.	HC
May	Review and finalize details of tentative schedule for additional rooms/equipment needs. Know what the speakers and Forum Leaders have requested for their presentations; i.e. power point, handouts, and technical equipment? If not, check with VPA. These schedules and agenda for the gathering may not be complete until June, but try to get them finalized now.	HC
May	Prepare Registration “dump” for Database Coordinator. Send the required information from Database Coordinator by May 15 th . HC monthly meeting updates. Any questions for the VPA?	HC
June	If a commissioning has not yet taken place, consider one for the entire HC team before the event begins. Review the importance of servant hood and attitude. The HC is the team, serving the Annual Gathering and attendees will receive priority over team.	HC Chair/ VPA
June 1	The national budget will not be ready yet. Stay in tune with the VPA to make sure EB is working on their annual reports.	HC
June 1	Set deadline date for any misc. items from your team i.e.: emergency contact forms, school or local history, campus map, a team list or anyone to be acknowledged, area attractions, etc. to be included.	HC VPA
June 30	Now that items have come in, begin assembling materials for the notebooks/packets/bags, whatever you are using and create an initial Table of Contents for the binders. Create a letter of welcome that goes in the three-ring binder. Add a map of the facility with all the rooms for the binders. Assemble all materials for the binder. Prepare 2 nd Registration “dump” to Database.	HC DataB OFFICE
June 15-20	VPA emails masters of reports including a Annual Gathering agenda to HC to be photo copied and included in binders.	HC VPA
July 1-10	Begin copying necessary documents for the EB as they come in.	HC

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July 1	Late fees will be considered beginning in July, which will be discussed at Mid-Year Meeting by the EC. Add any updated materials that have been received to date. This also goes into the binder.	HC VPA
July 1	Day registrations and transportation forms due. If they have not been received, begin calling for details.	HC
July 1	Transportation works with Registration to verify and co-ordinate arrivals and departures. Be aware of orientation and start times.	HC
	Meal liaisons coordinate work with registration to calculate numbers of meals required per mealtime. Give estimate to the facility's food preparation people.	HC
	Prepare article for the daily <u>Conexiones</u> that will come out on Thursday AM and send to NLS Editor by <u>July 10</u> .	HC
July 15	Registrations received after this date may not be guaranteed of rooms, food or transportation. (People will still be invited, but may have to be responsible for their own motel reservations, transportation arrangements and food. They should still let the HC know they are coming.)	
1 Week Prior	Drop dead deadline to assemble notebooks with materials for attendees. If this date is any different, notify the VPA.	
Wed before AG	The NLS begins (and that date changes year to year) Pick up EB at airport and deliver them to the site. This may be on Tuesday because of travel plans.	HC
	Walk-through facility with facility contact person and VPA. Reconfirm all rooms being used and setup. Now is the time to clear up any surprises of room changes. (Let's hope there are very few changes, but be prepared to make last minute adjustments.)	HC VPA
	Meet with the VPA and President to review schedule and talk through logistics of entire weekend. Especially if there have been any facility changes. Review costs and be prepared to put in a final report shortly after the end of the weekend. Have a great time serving the Lord!!!!	HC VPA Pres.

Aug	Plan a wrap-up meeting to collect individual reports and evaluations from HC chairs/members. Send any outstanding evaluations to VPA along with a copy of all reports, especially the final budget for future hosts.	HC VPA
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Have a thanksgiving service for the host community!

"To God be the Glory."

We find the August step to be the most difficult. It is a vital part of the ongoing process because next year there is another gathering! Your information is important to help us evaluate, plan and pass on the success we have had as we continue to grow. Please tell your committees that the hosting process is not over until this last meeting has been completed.

What Happens at The Mid-Year Meeting?

The mid-year meeting is a great trial run for host teams: transportation with airport runs, food, facilities, and housing and overall site familiarity. It is an opportunity to ask questions of the EB, and to build the relationships between the HC and the EB. This meeting works well when it can happen at the facility where the event will take place. And the HC will be responsible to make these arrangements.

The EB does not need to stay on site. However, they need to be close enough for a walk-thru with as many of the host committee as can attend. The EB will also need a place to meet for the rest of the weekend. Housing for EB (8-10 people) can be hosted in homes with meetings in a church, to help save dollars, or at a hotel that supplies a meeting room.

The EB meets face to face at or near the host site. This is the only other direct meeting the EB will have during the year. This is done over a three-day weekend (Fri. – Sun.) during the month of October or November. Any other communication will be done via teleconferences, email, regular mail and individual telephone conversations. This is a critical “working” meeting for the EB.

The VPA may arrive one day early to tour the site with a HC person, preferably the chair(s). This will give the VPA a look at the facility. Then, along with the HC Chairperson(s) the VPA will determine tentative room assignments, special needs and begin to address any concerns regarding the site. After assessing the site, the VPA will report all findings and make recommendations to the EB the following day.

The rest of the EB will arrive on Thursday evening or Friday morning so the meeting may begin.

The EB gathers together on Friday to review the Annual Gathering.

- Evaluations are analyzed
- Reports/ budgets are shared from previous hosts
- Suggestions from the previous Annual Gathering host are discussed
- Minutes are reviewed and discussed
- Themes are discussed and approved
- Forums and seminars are created / discussed
- Possible speakers are identified and some requests are made (Suggestions may be solicited from the Host committee for possible speakers)
- Any special events, anniversaries or celebrations? Loses?
- Rough agendas and tentative schedules are set
- Registration forms are finalized, fees are approved

The EB that will be in attendance needs to be housed on Friday & Saturday evening. (Again, depending on travel more may need to be housed on Thursday evening. The VPA may be coming early to “scout” out the facility.) This can be done in local HC homes, an inexpensive hotel, a local church, or at the site itself. Consideration needs to be made for food, housing and local transportation. While it is the HC responsibility to make this meeting possible, and must be included in the budget, it need not be a burden. Please know, this is an intense meeting for the EB and some of the discussions do run late into the evening and begin again early in the morning.

- Transportation expenses to and from the mid-year meeting will be the responsibility of the NLS treasury not the HC. (See travel expenses definition at the end of this section) Transportation at the meeting is the HC responsibility.
- The HC Chair is the host for this mid-year meeting, Thursday through Sunday. This will involve picking people up that arrive via air and arranging for transportation the entire weekend. The entire EB, in attendance, must get from one place to another during the meeting, i.e. from lodging to a meeting location, then to the site location, to dinner, back to the meeting location and finally back to lodging. The closer this all is to one another, the better.
- Food may be brought in to the EB from the community, or the EB can eat at local restaurants, the site or in someone’s home – at the HC expense. Remember there is a line item in the national budget to reimburse the HC up to \$3,000.00 for these expenses.
- The simplest idea is an inexpensive hotel with a meeting room and continental breakfasts. The local community could serve dinner or have something delivered. Room rates will be based on double occupancy. If anyone wants a single they will pay the difference.
- Historically 7-9 people from the whole board attend mid-year. This includes the executive committee: Executive Director, President, Spiritual Director, VP Administration, VP Outreach, Treasurer and Secretary. It may include non-voting members of the board such as the Newsletter Editor, and /or the Webmaster. The EB with the HC begin the fine-tuning for hosting the Annual Gathering.
- It is recommended that the HC set one of its initial committee meetings for the Saturday of this mid-year meeting and include a joint session with the EB.
- Introductions and getting acquainted begin the team building process
- A question and answer time is held to clarify what is expected
- This is a good time to have the HC *also* tour the facility
- The theme, if there is to be one, is confirmed so that, if possible, the EB can incorporate it into the keynote, forums, seminars and small group discussions
- Now is a good time to find someone from the facility to address (welcome?) the EB to the facility, possibly giving a brief history and anything that they may feel is significant.

Mid-Year Recap

THURSDAY

- The VPA arrives for a tour of the site with HC Chair(s) take preliminary notes
- HC will transport the VPA as necessary
- The HC will provide accommodations for VPA this evening
- Some years the VPA does not arrive early and some years due to location, the whole board arrives early.

FRIDAY

- HC will transport the VPA as necessary
- HC welcomes the rest of the EB and provides appropriate transportation
- The HC will direct the entire EB to their lodgings and meeting location.
- The meeting will commence with the EB only
- Dinner will be provided by the HC
- The meeting will resume throughout the evening
- The HC will provide transportation, as needed, to lodgings for the night.

SATURDAY

- 7:30 a.m. HC will transport the EB, as necessary, to breakfast, the location of the meeting and / or the site
- HC will provide breakfast, if it is not provided where EB is being housed.
- 11:00 a.m. HC to pre-arrange a tour of the site's facilities ending with lunch on site, if possible.
- 1:00 p.m. HC joins the EB for discussions, we appreciate input from the committee, local personnel, but final decisions rest on the EB. The HC are the serving team and the EB likened to a rector.
- Immediately following these discussions, the EB will re-convene the mid-year meeting until satisfied with progress.
- Dinner will again be provided by the HC and the meeting will re-convene as necessary.
- Hopefully a tentative schedule has been drawn up and will be left with the host committee

SUNDAY

- Breakfast provided by HC
- Unfinished business may continue before worship or be tabled to the afternoon.
- The EB is always honored to worship with the HC at a member's church.
- The EB will re-convene their meeting, if necessary, otherwise brunch or lunch is on individual basis, but again is appreciated, especially if we are still working.
- HC will take any EB members to the airport as necessary; others will leave at EB discretion on Sunday.

This schedule is adjustable, as necessary, for timetables and/or site requirements, with communication between the HC Chair and the VPA.

Travel expenses to and from the mid-year site (not on site) will follow the standard guidelines for travel: The NLS will pay round trip air travel, economy coach, or the equivalent cost in driving mileage. We will pay no more than a driving mileage rate of .30 cents per mile. The cost of food and hotel expenses while in transit will not be paid by the NLS.

Host Committee Personnel Needed

The following is a list of general guidelines outlining personnel for some of the areas of responsibility for Host Committee (HC). For the National Lutheran Secretariat Annual Gathering (NLSAG) to be a success, a lot of different people need to do their jobs well and with an attitude of servant hood. (See John 13: 1-17).

The Host Committee will consist of approximately 15 – 20 people who will be the team leaders to create the individual teams listed below. A minimum amount of local people to run a gathering would be approximately 25-30 in advance and 25 to 30 more people during the gathering. Attendees and those who are on site to “shadow” for next year’s gathering will help in many areas. Comfortable numbers would be 35-40 in advance and 35-45 more people added to the four-day time frame.

Some teams may be combined and certainly a single team member can fill more than one non-chair position on site. For example; an airport driver on Wednesday may serve as a reporter on Thursday, help with Hospitality on Friday and back to the airport on Saturday. Just make sure the team leaders know how and when people are available to assist.

Creating teams for the gathering is like creating teams for weekends. First, we pray for guidance. Then we come together to build relationships that will forge a stronger community, working for a common goal. Please know that this too is God’s weekend and as we honor God with our sincere efforts, He will be there every step of the way.

General Chairperson

1 In advance, during and wrapping up the process – it works best to have one “go to” person

Assistant/Co-Chairpersons(s)

1 or 2 In advance, during and wrapping up the process – someone who complements the general chairperson in abilities - it is not recommended to have more than 2

Spiritual Director(s)

1 or 2 “Lead” in advance and during to coordinate worship services with lay people, the theme and NLS needs. It is best to have the lead person communicate with the Spiritual Director (SD).

5 to 9 More SD’s to preside over worship services, give meditations, sermons or participate in the seven (7) worship services that will be held over the weekend.

Treasurer

1 or 2 In advance and during – it is best to have more than one signer on the account

Secretary / Records Keeper

1 or 2 In advance and during to take minutes any time there is a meeting for documentation to work with VPA getting letters out timely.

Chapel / Worship Team

- 1 In advance and during as lead, plus a few people to assist with creating (7) worship services, working with the SD and music teams
- 6 to 8 Others to act as worship assistants (readers, ushers or communion assistants). Have a core group and then pull people from the attendees at the gathering, if needed.

Dining Room Team / Meal Liaison

- 1 or 2 As Chair(s) in advance, during and wrapping up the process to be a liaison to the management of the dining services
- 4 to 6 At meal times to assist with greeting, serving and busing tables in the dining area

There are 9 official meals beginning with lunch on Thursday and ending with breakfast on Sunday.

Facilities / Physical Arrangements

- 1 Chair in advance, during and wrapping up the process working with the facility's staff for direction in room set up and signage 1 to 2 extra to help facilitate movement or set ups in the rooms we are using, especially those with dual purposes and to place the signage on campus.

Hospitality (includes a welcoming committee)

- 1 or 2 Chair(s) in advance, during and wrapping up the process; to gather refreshments as needed
- 4 to 6 Extras to help with luggage at registration
- 3 to 4 Main site, high traffic areas to serve refreshments in shifts throughout each day (TH-SAT)
- 3 to 4 More to serve as guides between scheduled activities
- 2 or 3 To serve coffee for early risers and snacks for evening events (WED – SUN)

Housing / Registration (this can be two separate teams that work together for check-in)

- 1 or 2 Chair(s) in advance, during and wrapping up the process

Use a software program that is easily shareable electronically for collection of information. I.e.: Access or Excel.
- 4 to 6 Responsible for check in and check out (Use of split shifts is recommended)
Be prepared for late night and early morning pick up / drop off airport runs
- 6 to 8 At check in to help with luggage and directions, as needed. Work with hospitality on this.

Office(s) Communications and Newsletter

1 or 2 Chair(s) in advance, during and wrapping up the process to organize / coordinate workflow this is considered the communications hub where anyone can come to request supplies, copies, maps of the facility, and general information - responsible to run the office and have it staffed Wed – Sun with 2 to 4 people.

Coverage of this office is required throughout the day during the meeting.

2 to 4 Staff for generating copies on site (bulk of copying should be done 2-3 wks. prior to AG)

1 to 2 Misc. team as utility “runners”.

4 to 6 Newsletter Reporters and / or photographers will take notes for the keynote, other special speakers and activities that the NLS Newsletter Editor wants to add to the daily news. They will turn in their reports and pictures to the office or the newsletter editor – laptops will be available for reporters to type their notes

Music

1 or 2 Lead(s) in advance, during and wrapping up the process leading music and taking the lead if there is a serenade make sure CCLI laws are adhered to work with the worship team and the SD to create (7) meaningful worship services on call for transition times ie: before a business meeting or speaker begins.

Make sure that if music is projected onscreen at the Annual Gathering, that the required CCLI License is listed properly with all lyrics. The HC can use their local CCLI number for this occasion. If there is no license, one will need to be purchased for this event. (This would only be necessary if lyrics are projected onscreen). .

4 to 6+ During worship, does not have to be the same group each time.

Palanca

1 Chair in advance, during and wrapping up the process

3 to 4 At site to deliver / distribute gifts of love.

1 to 2 To hang **banner(s)**
1) From each delegate of their Secretariat to be displayed
2) NLS banner
3) From the HC library of banners to decorate (optional)

1 to 2 **Prayer Vigil** persons in the chapel, all day, if possible, to hold the gathering in prayer and to let attendees make prayer requests.

1 to 2 Create, set out, and collect Posters for prayer and signing

Public Relations/Fund Raising (See fund raising on pg. 9)

1 or 2 Chair(s) in advance, during and wrapping up the process doing fund raising activities *with a committee* of people.

The earlier getting started and the more people involved here, the better to raise funds

- 1 or 2 On-site to let NLS President know if special guests have arrived or special events are taking place with the outside community.

Technology - Audio/Visual Equipment

- 1 or 2 Chair(s) in advance, during and wrapping up the process to coordinate work flow on-site during the meeting, to assist in the office with equipment glitches, power points, software issues, the copiers and printers, etc.
- 1 or 2 Someone on site to work with the facility IT department or counterpart to help with worship, business meetings and forums for sound systems / Audio Visual / microphones, etc. This is often understaffed, if the faculty does not want any of the host committee touching their equipment, you still need people to work with the staff to have someone ready and able to help explain what the need is. The NLS Webmaster is available to help with any technical aspects that might arrive.
- 1 or 2 Videographer(s) to record the keynote speaker, worship messages, forums or any other item the EC wishes to have recorded. Work with general chair to procure this person

Transportation

- 1 to 2 Chair(s) in advance, for mid-year, during the Annual Gathering and finishing with a report

Airport Drivers

- 6 to 10 Depending on the number of vehicles used and airports being used. This is an area that can be overlooked by over confidence. It is better to be over prepared in this area. Larger buses sound more efficient, but rarely work with the schedules
- Vans work well picking up several people at a time to transport

On site Transportation (mini buses, vans or golf carts)

- 1 to 2 Transportation runs from early am to late evening.
(Approx. 6 am to 11 pm)
- 6 to 10 It takes approx. 5-6 golf carts to service the needs of moving 200 people around campus throughout the day, depending on how far it is from one activity to another
2-4 hours shifts work well. Some drivers may take several shifts per day per weekend
If the budget allows 6 is good in case one breaks down – which does happen.
- 2 to 4 Off peak mid-morning and mid-afternoon while activity is taking place
- 5 to 6 During peaks (getting people to morning worship or mealtime, from meal times to next activity, from building to building depending on distances, etc. Make sure to have time.

Personnel Responsibilities

Host Committee (HC) personnel will be working closely with VP of Administration (VPA) and other NLS Executive Board (EB) members who are also volunteer servants. (See John 13: 1-17)

The main responsibility of the HC is to provide coordination and logistic support to the EB and the Gathering you are serving. The EB is responsible for the content, consistency and integrity of the Annual Gathering, which includes the agenda and speakers. However, a local Bishop or church leader who would make an inspiring, enthusiastic Keynote would be a welcome suggestion!

Note in this section the word(s) committee and team are somewhat interchangeable. The HC is made up of approx. 14-18 different areas that need to be covered. The areas may be made up of one individual or a team of individuals depending on the number of volunteers and /or the tasks to be done; i.e. the office includes newsletter reporter and photographers, which could be one team or three separate teams. Read through the descriptions and see how the tasks match up with your people.

General Chairperson

- Remember, ultimately, God is in charge and prayer is a must!!
- Consider a small executive committee to be a temporary reunion group to help stay focused, to help make decisions and have support when you need it; i.e. Chairs, lead SD, lead Treasurer, Secretary
- Delegate (split) responsibilities for overseeing individual committees to Co-Chair(s)
- Read and follow this document. Separate it to use for team meetings on what happens next. Copy sections to give to team leaders for their specific responsibilities
- Communicate with VPA first and then other EB as necessary
- Try to coordinate, organize, troubleshoot and "shepherd the flock"
- Serve as liaison between the HC, the facility being used and EB
- Establish a detailed budget, with the HC Treasurer for EB that breaks down individual team budgets and let the teams that have a budget, know they have a budget
- Please do not stop working when the weekend is over. The EC needs your follow through by completing the final reports after the Annual Gathering has taken place

Assistant / Co-Chairperson(s)

- Responsible to the General Chairperson. Be supportive
- Serve as liaison(s) between HC and general chairperson
- Help to delegate responsibilities to HC chairpersons/team leaders
- Help the Chair follow through, after the Annual Gathering is over, to get reports to the VPA
- In absence of general chairperson, the assistant will step up to become the general chair
- Determine who will create and place signage needed for the weekend – directions to activities on the grounds, where transportation stops will be, hospitality locations, room labels, etc.

Spiritual Director(s)

- Work closely with the NLS Spiritual Director, (and under his/her supervision) to help provide the daily worship services, meditations, commissioning of delegates and installation of officers
 - Coordinate with SD and HC regarding themes or special activities pertaining to Annual Gathering
- Recruit other ordained clergy from the local community to assist in the (7) worship services
 - If there are enough volunteers, use two per service
 - Sometimes there is a request to have worship on Thursday morning of the gathering
- Provide spiritual direction to entire HC during the planning stages and up through the gathering itself.
- Coordinate with general chairperson the commissioning of the entire HC team
 - This may be done at the first full team meeting (mid-year) or Thursday morning of Annual Gathering
- Work with chapel/worship and music on liturgy, songs, power point and or any handouts

Treasurer

- Prepare budget summary projection for EB according to time table
- Keep accurate records of all financial data
- Deposit all registration checks in separate local bank account from the home secretariat
- All secretariats should have their own 501(C)(3)-tax exempt identification number. Work with the NLS Treasurer to secure one, if one is not in place
- Obtain special event insurance to match the amount the facility requires as soon as you begin meeting. This may be just a rider added to your current insurance policy
- All individual contributions over \$250, will need a letter of receipt (acknowledgement), so the donor can claim it on their taxes
- There is only one offering taken during the Annual Gathering. This is typically taken on Saturday, either in the morning or the evening based upon travel considerations - if a lot of people are leaving on Saturday afternoon or evening, it is taken in the morning. It appears to have a better response in the evening when the announcement can be made several times during the day. This offering is to be turned over to the EC for outreach, unless directed otherwise by the body.
- Disburse monies as needed to pay all expenses (receipts for expenses should be required). If someone wants to “gift” an item, then note it in the HC treasurer report, by committee, as a disbursement and a contribution. This helps when we compare reports from year to year
- Setup detailed sub-account budgets for each HC to give full accounting of all income and expenses at conclusion of the Annual Gathering to the EB
- Prepare final projection report with detail for EB meeting on Wednesday prior to the Annual Gathering
- Prepare final report with detail for EB as soon as possible after closing the books
- Return 50 % of any overages, after all expenses are paid, to the EB for discretionary use by the EB (see page 10 for explanation of discretionary use) as soon as possible following the Annual Gathering.

Secretary

- Recap all HC meetings and negotiations. Send out copies of minutes to all HC chairs prior to next monthly meeting, VPA, and local secretariat chair
- Assist General Chair and Assistant/Co-Chairs with any general correspondence.
- Help with follow through when Annual Gathering is over

Chapel /Worship Team

- Work with HC SD and the NLS SD in recruitment of local Pastors and Lay leaders to help with the (7) worship services. The NLS SD and the HC SD will be setting the tone of the worship services
- Coordinate with the HC SD the local needs for clergy, hymnals, song books, acolytes, crucifers, power point, communion bread, wine and grape juice or whatever else will be used for services
- Know the layout of the facility where worship will be held. Have several stations for each communion service. Make sure the communicants know which chalice is wine (put ribbon on chalice). Have plenty of servers so that 3-4 stations can be used to help with the flow
- Make a special station for gluten free zone
- Work with Spiritual Directors and Music to coordinate the assembly of the worship folder or the order for power point. Try to have all morning and evening services planned. If using different worship folders, songbooks, hymnals, Bibles, etc. strive to have all referenced clearly and readily available.
- Work with Facilities/Physical Arrangements to have worship area setup for services and then switched back for other uses if necessary.
- First service is on Thursday afternoon as an opening worship
 - There may be a request for a Thursday informal morning with EB, early participants and HC.
 - Encourage HC members to attend if the extra worship opportunity is held
- Secure ushers and readers for each service. If you do not have enough volunteer ahead of time, this is a place where other attendees or those from next year's shadow group could help out
- Work with the facility to make sure sound equipment and any computer equipment that will be used goes through a rehearsal of some kind. There have been too many years where this is a weakness. The sound system is crucial to people hearing the message
- Offering plates will be needed for Saturday night. We collect one offering and it goes to the NLS outreach fund. Please make sure the NLS TREAS gets the offering. Note: Sometimes the offering is taken in the morning if a lot of people will be leaving on Saturday afternoon or evening. Ask the VPA

Dining Room Team / Meal Liaison

- Work with the general chair for meal procurement.
 - Make sure the facility can handle 250 people
 - Make sure they can get in and out in an hour
 - Get final decisions and costs in writing
- Have enough people to greet attendees as they arrive and bus the tables as they finish eating
- Coordinate all menus for all meals. Make sure you have a variety of menus for all special dietary needs. Have some low-fat food available. Sometimes it might be best to suggest to an individual who has extremely special dietary needs, that they bring their own food. A phone call to them would help clarify ahead of time, stressing set menu (no frills) for participants.
- Review any time restriction from site facility for meals. Conflicts with other groups on campus or the kitchen has restricted hours for the summer. Communicate this to VPA as soon as possible to help set tentative and detailed agendas at mid-year.
- Encourage dining team to allow the NLS **guests** to go through line first. This will help in getting them to the next function on time.
- Have the dining team and other team members eat before or after the attendees and guests are expected to arrive
- Find out if the dining hall stays open or will open early enough for the transportation team to eat before transporting people. Meals are particularly difficult to adjust for the transportation team. Be creative and remember to stay in contact with the transportation team
- Try to have a separate area where the participants can sit in dining hall. Hopefully table and chairs are not so close together, so they can mingle if there is time after eating.
- See if it is feasible to have exclusive use of dining area for special meals. It has evolved that an Agape meal is hosted on Saturday evening of the Annual Gathering. This is at the HC discretion and is adiaphorous. Do not feel obligated. If it is a burden to the budget, try something else.
- Verify what food and drink can be brought on site or does it all need to be furnished by the site. Work with hospitality in this area.
- If decorating is desired for a special meal verify if and when this area is available. Please keep gifts of love to a minimum. We are trying to set an example of minimizing adiaphorous. Instead, consider praying as you serve each person.
- Sometimes special presentations are made in the dining hall. Please find out if this will happen so that a sound system can be put in place. Work with facilities chair on this

Facilities/Physical Arrangements

- Read through this document several times to know what is expected.
- Work closely with chairperson(s) and determine the needs for Annual Gathering.
- Become familiar with the facility and the people who will be your direct contacts at the facility
- Inquire who will be the security/custodial personnel to contact if there are problems or questions.
 - Communicate this to the VPA
- Get the schedule from the VPA (after mid-year) for the Annual Gathering and become very familiar with it
- Make sure all rooms are setup with required tables, chairs and equipment for their respective functions. In recent years the facility has people they prefer move tables and equipment. Find out if this is the case and begin conversations with them so everyone knows what to expect
- Work closely with site personnel if they are to do much of the work. Verify how the facility wants rooms to be reset on Saturday or Sunday if we are doing the work.
 - Some rooms may not be available throughout the whole time and need to be reset. Try to keep this to a minimum, however, sometimes it can't be avoided.
- Work with each HC chair to have them documents their requirements.
- Work also with VPA to verify the EB requirements. Including computer, power point, sound systems, etc. needs for business meetings
 - Each Annual Gathering has members from the Executive Board sitting up front at tables with microphones. Find out from the VPA who will be sitting up front for these meetings. It will be at least the Executive Director, President, SD, VP Outreach, VP Administration, Treasurer and Secretary
 - The parliamentarian, the newsletter editor and special guests have been known to join them
- Make sure all facilities are available when needed. If rooms are locked, make sure someone has keys for access.

General assembly room

- Seating approx. 200-225 with 95 - 100 seats at tables for delegates works best.
- Tent cards or some way to identify delegates and Secretariats represented.
- EB needs at least 7 chairs at tables in the front of the room, with 1 or 2 microphones.
- Check with the NLS Editor if a separate table is desired for the laptop in this room.
- Podium and microphone for board and anyone addressing the assembly. Portable if possible.
- PowerPoint with projection capabilities
- Other possible equipment to be determined as needed. I.e.: DVD player, large easel
- Banner stands or a way to hang the National Banner and other banners brought by Secretariats.

Facilities/Physical Arrangements Continued

Worship space

- Seating 225-250
- This space may also be used for the Keynote or Forums depending on the facility. This is another area where using a room for more than one purpose can save money.
- Work with communications in setup of a quality speaker system with capability to tie into audio and / or video taping system for taping worship services, keynote speaker, and / or forums. This has been an area of weakness.
- Microphones are a necessity. Many of the messages have been missed for lack of using microphones and quality sound systems.
- Quality videotapes, not necessarily professional. Videos are to be turned into the Distribution Center before Annual Gathering has concluded. Work with the facility and technology on this
- Table and chairs for speakers and moderator, if sharing this space with worship.
- Altar with communion supplies (work with worship chair to see who will take care of this)
- Committee / dialogue rooms (8 – 10 rooms)
- Know what committees or dialogues will be meeting from the HC chair or the VPA
- Will they need table space and no chairs if there is a banner committee? Will they need just chairs for an informal discussion? Will this room need to be re-used and changed in some way?

Region to Region (6-7 rooms)

- There are (7) regions and some regions are very small
- Seating for at least 10 -15 in 5 rooms and up to 30.in two (tables are not required)_

Hospitality areas

A gathering place for hospitality is needed. Work with the site facility and hospitality on exact number of tables and chairs needed and where

- Approximately 2-3 six ft. tables for food and drinks during the day
- Check with hospitality if they will handle night time activities/ fellowship
- Hospitality areas are to be closed when business meetings are scheduled_

Palanca

- Tables for poster boards signing for upcoming weekends. (The Palanca Team prepares the Poster boards). Please make sure the Secretariats name is bold and the date visible.
- Tables needed for the Palanca chapel, work with Palanca to determine need_

Housing / Registration

- Tables and chairs for registration, where ever it will be held
- Table, tent or an area large enough for morning coffee, tea, juice etc. Work with hospitality
- Table for personal hygiene items that people might have forgotten – again, hospitality
- A place to put out the morning edition of the newsletter

Executive Board Meeting Room

- Table(s) with 8-10 chairs in a room that can be locked, but easily accessible by the board.
- This could be one of the NLS committee rooms.
- EB will use Wednesday from noon to evening, Thursday morning if necessary and Sunday after worship or any special meeting called during the weekend as needed.
- The room needs plenty of outlets and Internet capable.
- A separate small copier or near the main office where copying will be done is very helpful.

Vendors/ Resources

- Table(s) for materials that are furnished by NLS secretariats to share for browsing
- Table(s) for NLS Distribution Center samples of materials available
- 1-2 tables for Symbols, Inc who is part of every Annual Gathering. (Be sure to invite them as vendors)
- Tables for other vendors or resources; i.e. a local vendor that is part of your fundraising efforts, Thrivent, etc.

Hospitality

- Warm friendly/smiling faces!!! Be ready to serve at all times. Know the facility well, take a few extra walk-throughs to become familiar enough that this team can directly assist attendees.
- Responsible for all snacks during the day for breaks and in the evening for fellowship. Keep it simple to keep costs down. Get as much donated as possible. Start early to get donations that will not spoil.
- EB will be meeting on Wednesday. Ask the VPA how many will be attending and what time they will start. It would be great for the HC to feed them on Wednesday. Remember they are traveling and are not familiar with the area.
- Have a few snacks available for early arrivals at the registration area. Also, Sunday after worship for Executive Board Meeting.
- Hospitality areas are to be closed when business meetings and worship are scheduled.
- Secure donations from hosting community such as reunion groups, church groups, and Ultreya gatherings. Ask corporations for donations and larger stores like Walmart or Hobby Lobby, even Costco.
- Suggested items to provide are: pre-packaged snacks, popcorn, soft drinks, lemonade, ice tea, water, fresh fruit, cookies, brownies, veggie trays, chips & dips. Give a little flavor of your local cuisine, but please limit the amounts. Hospitality is not providing meals during the gathering
- Provide napkins and paper plates or bowls for snacks. Find out from the facility if snacks and / or drinks are allowed in classrooms, worship, etc.
- Please have water available in the general assembly room for the EB and speakers.
- Coffee & tea should be regular and decaf, please note the containers as such.
- Be creative and use refillable bottles or 5 gallon dispensers with paper cups and lots of ice in coolers.

Hospitality continued

Main Site/High Traffic Area

- Hospitality area should be located in high traffic location.
- At least one person available during slow times in case someone has a need for something. Supplies should be available such as personal products, aspirin, and ibuprofen--for participants who might have forgotten something. You may have something similar on your weekends that could be brought in.
- Key times are during any breaks or travel time between sessions. When NLS committees are meeting they take breaks on their own timetable so hospitality areas should be staffed at these times. Be mindful of diabetics and other special diets, i.e. gluten free.

Dorm

- Provide early bird coffee or lite snack for all dietary needs. Setup the night before with timer to accommodate those who are early risers.
- Snacks for end of the day, for a time of fellowship before retiring. Again, be mindful of diabetics.
- Only needs to be staffed early and late.
- Collect Hygiene items throughout the year so this does not have to be an expense.

Housing / Registration This team may be split into two separate teams that work closely together. Most of the work is done prior to the weekend. Checking attendees in and then back out will require effort on both teams to accomplish the task.

Housing

- Information needs to come from registration committee as to when participants will be arriving, special needs and any special people sharing rooms.
- Assign housing accommodations to all participants (including Executive Board, lay delegates, clergy delegates and visitors.) Try to keep the EB close together and close to a meeting room.
- If someone is staying off-site, secure that information in case of emergency.
- Make sure there are enough singles and doubles to accommodate participants. Approximately 25% request singles.
- Make sure rooms on first floor are available for physically challenged unless an elevator is available.
- Make sure there are some handicap rooms available. We are hovering around 10-12 people in need.
- Verify whether bed linen, towels, pillows etc. are provided by the facility other HC may need to purchase or seek donations. One year they were purchased and then donated to a homeless shelter.
- Work with facilities to have tables at the registration area beginning late Wednesday.

Housing / Registration Continued

- Keys to rooms—find out what type of key is used, is there a “lost key” fee, what doors will the keys open? Decide how to dispense and have keys returned. If key deposit is required for lost keys this is best handled in the letter of confirmation so everyone is prepared to leave a key deposit and have it returned when they return key. Registration fee cannot anticipate the number of lost keys.
- Security--Is it provided by site facility or do you need to consider providing someone to be available throughout the evening?
- Communicate to participants whether air-conditioning is furnished.
- Beds and Linen. Know what is furnished and done by host site or what HC will need to do. Find out how bedding is handled – HC makes beds, handing out linens at registration or leaving the linens in the rooms for attendees to make?
- First arrivals will be the EB and any early attendees because of flight schedules. Some EB may require them to arrive on Tues to be on time for the start of their Wednesday meeting. Be prepared and know who is coming early. Clarity here relieves stress on arrivals. You do not have to let everyone arrive early. And remember to charge them for the additional meals and nights lodging.
- Greet participants upon arrival and assist wherever possible. Have people and luggage carts available to help transport luggage to rooms.
- Hand out nametags, registration materials and any other items your community has for attendees if they are ready. Early attendees can wait until Thursday to get notebooks and packets if they are not ready yet. Try to have the binders ready for the EB on arrival as much as you can as early as you can.

Registration

- Handle registration forms, transportation forms, confirmation letters and first timer letters. Work with VPA in designing and obtaining samples of these items. Registration forms should be clear as to what the registration fee covers. I.e.: meals and housing from Thursday lunch until Sunday breakfast are included in fee. Housing and meals on Wednesday and breakfast on Thursday would be an additional expense paid by registrant.
- Work with facilities to set up an area near or at housing to check people in and out.
- Confirmation letter should be coordinated with other committees to see if other information needs to be included. (Housing, Meal times, and Transportation).
- Email registration and transportation forms to VPA for posting to the website after fees have been set at the mid-year meeting.
- Review information given on registration forms and request missing information. Follow up as soon as you receive registration form.

Registration Continued

- Verify that the payment is correct for the number of nights lodging and the meals requested. A separate letter may need to be sent to clarify that the registration fee set is for Thursday noon meals through Sunday breakfast. If any additional meals or nights are noted they are extra and you need to request additional payment, in advance, if possible.
- Work closely with VPA. Establish the database with registration information. Find out ahead of time what kind of report / information the EC / HC will need. We have found that it is the most efficient to keep one base. That way if any changes are made, such as cancellations, they are communicated via reports. This information should be available to use at Annual Gathering site to make any last-minute changes so the corrected information can be disseminated to the proper people.
 - Forms may then be date stamped in upper right corner with the date received and then sequentially numbered).
 - Forms will be copied and forwarded to the VPA, NLS President, and Executive Director. This is usually done monthly, then weekly, then on a daily basis, as you get closer to the deadlines.
 - On July 1st, a report should be faxed/ emailed to VPA, NLS President, and Executive Director. with updated data. See previous year for example.
- ** (Note: Whenever listing secretariat in data base start secretariat name with state initials so when you do a secretariat sort they sort by state e.g.: FL: Sonshine North Via de Cristo, FL: Sonshine South Via de Cristo). Request an official name list of all NLS Secretariats from VPA.
- Register/sign-in for all participants Wednesday and Thursday -- hand out binders / packets and nametags. These come from the office team.
- Record on registration form, check # and amount of check and submit to HC Treasurer as received. HC Treasurer will be depositing on a weekly basis at first, then daily. Copy the checks and provide receipt of the checks to the HC Treasurer. If any changes such as cancellations or reduced day(s) stay cause a reimbursement, then a check will need to be written out by HCTreasurer.
- Keep registration forms in alphabetical order. If someone arrives at the Annual Gathering without a form, have them fill one out and make sure to update your data base. Make notations on them if any changes (cancel-reimbursed) and at the end of Thursday of the Annual Gathering submit them to the NLS Database Coordinator, so they can be used to update the database.
- Nametags and Secretariat name tents may need to be changed on Thursday.
- Verify all data needed for reports and print final copy on Friday.
- HC should have nametags, which identify what HC they are working on. Some other easily identifiable marker for them such as a ribbon on tag can help people know who to go to for help. (Make sure they know the critical things i.e.: bathrooms, accessible phones, building locations, etc.)
- Decide with the HC chair that will make the nametags. It is often registration because registration obviously has all the names first. As far as the design, work with the HC chair and logo if you have one.

Registration Continued

- Attendee nametags should include such info as: first name (big letters), last name (smaller letters), state (initials first)-secretariat name (middle size letters), code status of participants (lay delegate, clergy delegate, speaker or visitor). Coordinate with VPA specific info that could be contained on nametag including denoting of first time attendees.
- Work with Facilities/Physical Arrangements to have several tables and chairs available on Wednesday and Thursday for registration. A separate table should be used for handling any special issues with registration. This keeps most registrants processed as quickly as possible. These tables could also be the place for future secretariat weekend posters for signing.
- Communicate and disseminate information to all appropriate HC and EB members as requested.

REGISTRATION REPORTS: last name, first name, secretariat, status (lay delegate, clergy delegate, visitor), street address, city, state, zip code, home phone #, work phone #, e-mail. Why?

- Executive Director needs to know ahead of time what secretariats are represented and how many lay delegates and clergy delegates they are sending. They may need to contact the participants to clarify status, because, according to the official numbers turned in they may be able to have more delegates or have too many. A report listing by secretariat and alpha name sort works well. This is the list used to seat the delegates.
- Housing will need information as to when the participants will be arriving and whether they want single housing, have a special need or are physically challenged and request a first-floor room.
- VPA may use a report first sorted by NLS seminar choices and then by last name. The report could include NLS committee member names, secretariat, and type of attendance, address, phone numbers and seminar choices. This may also be use for committee work. After the VPA reviews report, they may need to appoint someone to a different seminar or committee using the participants second choice. VPA will communicate back to you the final appointed seminar listing.
- PRESIDENT is looking for leadership people, first time attendees, clergy and lay directors.
- Transportation will need information as to when and how participants are arriving and when and how departing. Work closely with them to generate different reports. Airline info sorted several ways is of great help.
- Meal Liaison will need to know how many participants will be served for each of the meals. This includes delegates, visitors, and HC. It is imperative to have HC fill out a Day Registration in order to have a handle on the number of meals needed.

Office(s): Information Management Office / Newsletter

This again is a team that can be together or split up. If they are together, separate them in the room. It is ideal and usually the NLS Newsletter Editor's preference, to have two separate offices for Communications/Information vs. the Newsletter. However, if they are separated, they should be close to one another for sharing of resources and equipment. Please have adequate personnel for both functions; there is a lot going on in the office.

Office Set Up (Computer/Copy Center)

- Several work stations with computer hook ups.
- At least one high **speed/double sided copier**. If it would sort, that would be a plus, also enlarge and reduce, able to copy up to 11X17 paper. And used as a Wi-Fi printer. Available on-site.
- Office supplies needed:
 - Three-hole punch-heavy duty (capable of 25 sheets)
 - One regular three-hole punch
 - Heavy duty stapler, staples, and staple removers
 - Calculator, paper clips, pens, pencils, post-it notes, masking tape and regular tape
 - Dry erase wipe board or chalk board or large poster paper for daily multi-task assignments
 - Dictionary & thesaurus (Google)
 - Computer printer paper if different from copy paper
 - Copy machine paper (35,000 copies include information copied prior to meeting for three-ring binder books). Paper should be three-hole punched always. You may need to reduce original to copy on three-hole paper.
 - Ask the NLS Newsletter Editor what type of paper they will be using at the Annual Gathering. Sometimes it will be 11 x 17. Check with HC chair to for any left over from last year.
 - Hanging files to hold copies of material passed out for secretariats not in attendance. VPA will provide you with a list of Secretariats to mail items to. Make sure to have the contents of the binders with reports saved for each secretariat absent. Pass the binders to next year.
 - Binders are passed from year to year and replaced as needed.
 - Items / Reports needed for binders (See Appendix page for check list).
- One page emergency information in the Office
 - School Information, nearest hospital, who to call on campus, etc.
 - Who to call for lost keys or locked doors.
 - Designate a place for a Message Center Board and marker.
 - Location where the best place is to receive phone calls or make credit card calls.

Office(s): Information Management Office / Newsletter Continued

- Prepare a map of the facility with building and room locations, noting what will be held in the building/rooms and if possible when.
- Label special rooms, i.e. where the Palanca Chapel will be, where food may be dropped off for hospitality, where the drivers meet, etc.

➤ **Computer(s)**

- Several computers need to be available throughout the event.
- Laptops with Wi-Fi work well.
- Find out if the NLSEB will need any for their work, or for any of the presentations. Before renting computers, find out if people from the HC have one that can be borrowed.
- The roving reporters for daily Conexiones newsletter can use laptops. Work with NLS Editor on saving and transferring data.
- Provide a few flash drives to save documents being created this weekend and have one main larger flash drive to save all documents that have been created on this Annual Gathering
- Check with the VPA and the Newsletter Editor what their needs for saving information are so that the office can anticipate supplies.
- Have someone familiar with several versions of Word and Windows. They are usually the norm for documents.

**** Important:** *Any reports typed need to have margins of at least 3/4 inch in order to copy on both sides of three-hole punch paper.*

- Have personnel available Wednesday afternoon through at least Saturday. May need one on Sunday AM.
- Critical times are Friday evening and Saturday AM. Lunch may need to be brought in for workers or staggered, but several should be producing. Final reports are needed after lunch on Saturday.
- Setup in and out baskets so you can set priorities of the work coming in. First in-first out has worked the best.
- Committees may have reports that are generated after NLS committee meetings. Rough drafts may need to be processed before the next session. If the office is to help, the VPA needs to make it clear and then please follow these instructions: have headers or footers in small print on each page including: the NLS committee name, date, time and if rough draft or final draft. First page of report should include names of NLS committee members, secretariat, and status (lay delegate, clergy delegate, visitor). Motions are typed at end of report. Also include page numbers on bottom of all documents in the center. NLS committees will need to let you know how many copies are needed for rough draft review. All final NLS committee reports are copied for everyone.

Office(s): Information Management Office / Newsletter

- If possible collate final reports in the order of the committee to match the table of contents.

➤ Photocopying

- Need high-speed duplex copier capable of producing large volume of copies (35,000+). The capability of sorting is a plus when doing multi-page reports. If copier has capability of enlargements and reductions, this also is a plus. Sometimes you may need to reduce original to copy on three-hole punch paper and not lose any data.
- If high-speed copier is not available for Wednesday's Executive Board meeting, secure a small copier. Check to see if the facility has one you can use before renting one for Wednesday.
- Seek rental equipment for the rest of the weekend, don't rely on host facility. Seek donation of rental equipment.
- Also, make sure you have a backup plan in case this one breaks down or access to a facility such as Quick Print that's open 24 hours.
- Make sure copier is accessible at all times during the weekend. Many late hours are spent copying; therefore machine needs to be available.
- Three-hole punched paper should be used. Try to copy on both sides to reduce costs. If you don't have three-hole paper have a heavy-duty three-hole punch.
- Copies need to be as clear/legible as possible.
- When reports are copied for binders, the page # should be bottom center corresponding with the Index page developed by VP of Administration. Any handouts having multiple pages should also have page #'s bottom center.
- Keep a file of masters in copy room. If you have reduced a master in order to three-hole punch, also keep the reduced copy. Occasionally copies run out and additional copies need to be run.
- Make enough copies for all attending and extra copies for secretariats not in attendance. (Review with VPA) Have one person be responsible to keep up a hanging file for each secretariat absent and pull those copies before distributing. This includes: binder material, worship handouts, daily newsletters, and any reports passed out to everyone.

➤ Newsletter Reporters and Photographers work with NLS Editor

- Roving reporters attend all General Business Sessions, Forums, seminars, and Worship Services. Have a meeting with the roving reporters and NLS Editor. Lay out in advance who and what will be reported. Type in recaps of sessions and work with the NLS Editor in editing for the daily Conexiones. This will be late night work, if not kept up throughout the day.

Office(s): Information Management Office / Newsletter Continued

- Have several people reporting, so one could be typing up their notes while someone-else is out reporting. Work with the NLS Editor as to how many articles are needed for the day and how much is needed.
- Have one or two people designated as photographers with digital cameras.
- If photos are allowed during worship, decide ahead of time of what and how many. Make sure participants are aware at the beginning that you have approval of the EB. When taking pictures try to use a camera without flash, especially during worship. Don't be obtrusive.
- Newsletter needs to be copied before retiring or first thing in the morning. It should be available for pick up at the dorm if possible and/or at the end of breakfast line. Newsletters are distributed on Thursday, Friday, Saturday, and Sunday.

Music

- Organize and play music for the gathering, somewhat similar to a Via de Cristo weekend.
- CCLI licensing or some form of copyright are adhered to at all times!
- Recruit additional persons to play and sing at special evening serenade if you plan on having one at the Saturday evening meal.
- Encourage musicians from local host community to participate as a group or in separate groups for different time slots or worship services.
- Work with NLS President if music is wanted during transition times.
- Provide music that can be reproduced according to copyright laws.
- Work with NLS Spiritual Director pertaining to worship music and EB if they have any special requests. If several music books are used, make sure worship folders state clearly where to find the song or use power point and overhead projection.
- Work with Worship Chairperson/Chapel Head to coordinate with NLS Spiritual Director the worship folder that would include all morning and evening services. Make sure all songbooks, hymnals, Bibles used are referenced. This is to help eliminate confusion and be user friendly.
- Music will be copied and included in three ring-binder unless separate copyright approved song books are used or power points via screens (Coordinate copying with Information Management chair)
- Music is important dynamic, as on the Via de Cristo weekend, but should focus on group participation rather than performance. It is an enhancement, not an end all.
- First service may be on Thursday morning with EB, early participants and HC. Check with VPA

Music Continued

- Be thoughtful when choosing music. It is best to try to mix the music styles contemporary with traditional throughout the weekend as there are many different musical preferences. Please do not use all new songs.
- It's nice if a song is written for this Annual Gathering, but certainly does not have to happen.
- Make sure the sound system can project and is in good working order on Thursday morning before everything begins. Work with the facility person(s).

Palanca

- Prayer, Prayer, Prayer and sacrifice and more prayer. There can never be too much prayer.
- Things are not Palanca in and of themselves. When bathed in prayer and given in sacrifice, that's different. It can be a fine line for some people because when "things" become distractions, people lose focus.
- Palanca (love gifts/trinkets) should be minimal, no need for a lot of "fluff".
 - There are some things that have been much appreciated and practical: three-ring binders to hold all printed materials, a tote bag, and mug or water bottle. Try to keep costs down and see if someone or group would be willing to (donate) items/dollars.
- Banner(s)
 - Some hosts have created a banner matching the theme, if there is one, which can be made in advance and displayed during meeting. Whatever is decided, this is adiaphorous so keep cost, purpose and distractions in mind.
- Prayer Vigil & Chapel

Setup a small prayer chapel for participants' use during the meeting. Keep the decor simple, possibly consisting of a table to serve as an altar, a cross, low lighting, a kneeler, etc.

 - Candles may be used only if the room is staffed. Battery operated candles may work
 - If the room can be locked and has a closet, the vestments and supplies for worship services could be stored there.
 - Promote the availability of the prayer chapel. Signs, announcements, etc.
 - Setup prayer vigil (with chart) during the entire weekend.
 - Do signup sheets in hosting community at Ultreyas and reunion group meetings. Similar to what might be done on a Via de Cristo weekend. Use the website to promote prayer times.
 - Have sign up list in area of registration.

Palanca Continued

➤ Posters

- Provide tag board/poster board cut up in 1/2 sheets (approximately 18" by 22")- at least 2 per secretariat. Get this number from the VPA.
- Put the name of each secretariat at the top portion of poster and place in high traffic areas so participants can sign as soon as possible during the gathering. Places that have worked well: at the dorm sites in the evenings and mornings; by hospitality area during the day where snacks are picked up.
- Consider having a small room set aside so the atmosphere can be more prayerful.
- Have heavy-duty rubber bands available to put around posters on Sunday morning. Poster signing should close just before dinner on Saturday and posters to be handed out as participants leave the banquet. A representative from each secretariat can take the posters back.
- Assortment of colored markers for signing like those used on weekends for posters.
- Place signs near the posters to invite attendees to pray while they are signing the posters.
 - Or create a small altar/kneeler near the posters for prayer.

Public Relations/Fund Raising

- Promote the Annual Gathering, advertise in local newsletters, and write letters of invitation to other local Fourth day communities, area clergy, Bishops and church leaders.
- Solicit financial contributions from any and all appropriate sources such as; Thrivent for Lutherans and church endowment funds.
- Also, promote in local Secretariat(s) newsletter(s) the opportunity to contribute "green" Palanca to offset expenses incurred by host community.
- Work closely with NLS Editor to get deadlines for articles that would go in the Conexiones.
- Communicate with Chamber of Commerce a valuable resource to get "free" material and supplies e.g. brochures, travel folders, maps.
- Request support or donations from local eateries in exchange for advertising.

Transportation

➤ Airport

- Coordinate with HC registration arrival and departure information. Request copies of travel itinerary from participants in welcome letter when Transportation Form is sent out.
- Develop list with registration committee including: arrival time, airline, flight #, departure time, airline, flight #. It has helped to have the lists sorted in different ways in order to verify if the flight exists, because sometimes people write down wrong info.

Transportation Continued

- Confirmation letter should state where participants would be met in baggage claim area and HC person should have something to denote NLS representative for easy identification. (Ribbons, cap/hat, shirts, or signs, something easily visible and this should be communicated in confirmations letter so they know what to look for.)
 - If someone is driving try to secure from Chamber of Commerce brochures, maps of area. Send out well in advance so they are received in advance of meeting. Participants may be incorporating with a family vacation or business meeting.
 - Communication should include phone # to contact, if changes happen while in transit.
 - Get approval from airport for any signs and best location ahead of time (baggage claim area seems to work best).
 - If more than one airport possibility, be clear on the list as to which one participant will be using.
 - Get approval as to where those picking up can park vehicles for easy access and without paying parking fees if possible. Check for a local cell phone parking lot. Drivers can wait there until the person meeting them at baggage claim calls and they are ready for pick-up.
 - Portable phones for use between Annual Gathering site and vehicle or airport to get messages of anyflight delays or changes are handy.
 - Verify departure information when participants arrive. Have someone at the registration table do this.
 - Please don't fill vehicles too full. Remember to also allow room for luggage. Take in consideration any special needs.
 - Consolidate trips to and from airport, but make sure the passengers aren't needed at Annual Gathering site for pre/post meetings. Avoid three to four hour waits without permission first.
- On site
- Provide transportation if needed between dorms and main site. If necessary for physically challenged to provide golf cart or wheel chairs around site throughout entire day.
 - If travel between buildings is required, provide buses, vans or golf carts at peak travel times in morning and evening to accommodate numbers of participants.
 - If available suggest walkie-talkies or cell phones as means of communication around site.

Chair Miscellaneous:

- Have a Nurse on site - on call Wednesday night through Sunday.
- Consider emergency forms that fold and fit into the back of nametags. These can be handed out at Registration.

Miscellaneous Continued

- During team meetings have time spent getting to know each other as you would for a weekend team meeting. Have devotions. Have team training by sections of this document.
- Have those who are not really a “team” join another team that they may be able to help with. i.e.: the nurse can be part of the office team, the hospitality team or the Palanca team. Same with the Secretary.
- Decide who will make Secretariat tent cards for table identification or seat back ID cards.
- Decide who will make name tags with the registration team.
 - Use name tags for designation of small groups and medical emergency info.
- Decide how small discussion groups will be designated. Below is an example.
 - If round tables are being used, find out how many will be sitting at a table for discussion. Then divide the number of registrants by that number and you will need that many different ways to designate who sits where.
 - I.e. 200 attendees / 8 to a table means you will need 25 round tables and 25 table designations. It could be 25 numbers, 25 letters, 25 kinds of fish, 25 different words that have to do with the theme – you get the idea. Then create a sticker to put on the back of the nametags that match the table designations.
 - Adjust the table count as you need or adjust the number of people at the table. However, the more people the longer discussion will take. Suggestion: no more than 8 per table.
- It's nice to have a "flavor" from the hosting community, but is not necessary to go overboard. Like the weekends we try not to do "one-upmanship". Try to be a good example for all NLS secretariats as you serve. This applies to all teams, but probably hospitality the most.

THE FINAL TOUCHES

It's almost over, but you're not done yet. This is the part that is appreciated most by the next chairs and the most difficult to get from the current ones. Please, **All HC chairs** should provide General Chairperson with written recommendations for future Annual Gathering.

- Suggestions of what worked and what did not.
- What situations were unique to your site?
- Please note the actual number of HC personnel and their services.
- If you would host again what would you do differently?
- Joys and concerns in hosting an Annual Gathering.
- Please add a financial recap of each committee with receipts and expenses if possible.
- Definitely add the total overall financial report.
- Food and housing reports are extremely helpful and reviewed by the EB.
- The registration report should include the number housed: Executive Board, lay delegate, clergy delegates, visitors, day registrants not part of HC, HC staying on Annual Gathering site for full weekend by committee, HC day registrants by committee and HC visitors just participating not working.

The registration report helps future sites better anticipate housing needs. HC information helps in planning the number of people needed to put on the Annual Gathering. The General Chairperson will forward all reports along with theirs to VPA as soon as possible after the Annual Gathering. (Within 30 days keeps the meeting and all the activities fresh in the HC minds!)

Remember, these are guidelines to help make each National Lutheran Secretariat Annual Gathering flow well. Flexibility and communication are the keys. We trust you to be good stewards, acting on the behalf of your community and as part of the national organization. So, enjoy the time.

Thank you for your willingness to be a servant.

May God bless you in your endeavors!



Ministry vs Job?

~ ~ ~ ~ ~

**Some people have a job, position or duty in the "church".
Others invite themselves into a ministry.**

What's the difference you ask?

If you are doing it just because no one else will, it's a job.

If you are doing it to serve the Lord, it's a ministry.

If you quit because someone criticized you, it's a job.

If you keep on serving, it's a ministry.

If you'll do it as long as it does not interfere

with your other activities, it's a job.

**If you are committed to staying, even if it means letting go
of other things, it's a ministry.**

**If you quit because no one thanked you or praised you,
it's a job.**

**If you stick with it even though no one recognized
your efforts, it's a ministry.**

It's hard to get excited about a job.

It's almost impossible not to get excited about a ministry.

If your concern is success, it's a job.

If your concern is faithfulness and service, it's a ministry.

If God calls you to a ministry, please don't treat it like a job!

*Lord, strengthen your servants and move us to a true sense of ministry
and service, through your grace and mercy. Amen*