

**Guidelines**

**For Hosting an**

**National Lutheran Secretariat**

**Annual Meeting**

(Rev 04/20)

## Hosting Is Honorable Serving

From the beginning the National Lutheran Secretariat met in order to be a resource to the ministry we now know as Via de Cristo. It met regularly to develop materials that carried a Lutheran perspective on a 4<sup>th</sup> Day movement that is impacting churches around the world. In recent years its principle benefit has been to serve as a training/sharing ground where the ideals of the movement are encouraged and ideas discussed.

The opportunity to serve as host to this meeting was almost always perceived as an honor. In the beginning the host community would house delegates in the homes of local cursillistas. It was a lot of work, but the hosts considered it an honor in the same vain as putting on a weekend. The effort was for Christ and the sacrifice was gladly made for the Lord and fellow Christians.

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

Over time attendance has risen to 200 plus and hosting, while still an honor, has become exponentially more work. It is so much more than picking a few people up at the airport, providing them with a place to meet, something to eat, and a bed. The costs for hosting have risen to the point that fundraising and extensive arrangements are necessary. While continued growth is desirable a dangerous loss of focus is ever present. The danger can be expressed in the words "we" are doing this for "them," the "we" being local Secretariats and the "them" being the National Lutheran Secretariat. The amount of money involved is sizable and the question inevitably arises, is this "our" money or "their" money? When the meeting has completed, do we ship the money we worked for on to them (or the next host secretariat) or do we "get to keep it for our community?" (We did the legwork, should we not get the reward?) It is a perfectly natural question.

The answer to the question should be equally natural or perhaps better said spiritual. "Our money" is in fact Christ's money. It was raised for Christ's ministry. In fact, "Christ enabled us to raise it for His ministry." All of our secretariats support the ministry in one way or another, as they are able. When sponsoring a national meeting "we" is actually defined as all of us in the Via de Cristo. Individuals must guard against a parochial attitude that shrinks "we" to single Secretariat sized dimensions. Fund raising at this level is done with the intension of the National body as being the recipient. While it is easy to imagine what a secretariat might do if any "extra funds" are retained; Christ enabled the dollars to be raised for the good of the larger movement and we, being the entire Via de Cristo (local and national) rejoice.

It becomes the National Lutheran Secretariat's responsibility to determine how best to invest those funds in Christ's mission. This is why the host document now declares that once all true expenses are paid, the excess is returned to the National Board for disposition. There are other expenses that the Board incurs, which the host committee never sees. There are Secretariats that are unable to attend due to lack of funds for one reason or another that would be able to attend with "scholarships" available and there have been times when a host committee has been in need of supplemental funds. While we never want a Hosting body 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 tempt us away from Christ's mission. We must be ever vigilant to not be lured down natural paths that become divisive to our ministry as a whole. We are honored to welcome Christ's representatives wherever we hold national meetings, and we rejoice in whatever honors are given any of us to serve.

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### Glossary of abbreviations used in this document:

NLS	National Lutheran Secretariat
NLSAM	NLS Annual Meeting
HC	Host Committee
NLSEB	NLS Executive Board
NLSVPA	NLS Vice President of Administration

## National Lutheran Secretariat (NLS) Introduction to Hosting

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“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.”<sup>1</sup>

“The NLS shall be the means by which 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.”<sup>2</sup>

The purpose of the National Lutheran Secretariat Annual Meeting (NLSAM) is four-fold:

1. It is a gathering of delegates from all 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 movement, the basic fundamentals, while visioning for the future as we change and grow, while maintaining continuity.
4. It assists the hosting secretariat in furthering its own movement and developing its’ leadership in a non monetary way.

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

1. **The NLS Executive Board (NLSEB)** with the NLS Vice President of Administration (NLSVPA) as the liaison.
  - a. NLSEB executive board members consist of: President, Spiritual Director, VP of Administration, VP of Outreach, Secretary, Treasurer
2. **The Host Committee (HC)** of the Hosting Secretariat with HC Chairperson(s) as the liaison.
  - a. Host Committees consist of Chairperson(s) and Assistant(s), Spiritual Director(s), Treasurer, Secretary, Registration, Housing, Food, Facilities, Communications, Hospitality, Transportation, Palanca, Music, Public Relations / Fund Raising

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 NLSAM.

*Footnotes 1 & 2 are excerpts from the Constitution of the National Lutheran Secretariat Preamble.*

## How to Bid

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### ***Sequence of Events:***

- A solicitation of some kind will take place approximately 2-3 years before a Secretariat is asked to host. This may come by way of the Connexiones or individual appeal, initiated by the NLSEB.
- Request formal approval from your local Secretariat.
- Contact NLSEB with letter of intent to host NLSAM. Your verbal and written intent are the assurance & contract for securing the event in your community.
- Organize a preliminary budget, use past host reports, HC Treasurer, NLSVPA, & NLS Treasurer
- Your Secretariat should have a 501(C)(3)-tax exempt identification number.
- Designate chair/co-chair for HC.
- Contact sites for availability. NLSAM always begins on the fourth Thursday in July with the NLSEB arriving around noon on Wednesday. (Some delegates and visitors arrive early, depending on travel arrangements – decide how to handle this early).
- Formulate some type of presentation for NLSAM two years prior to event to be given one year prior.. A video of the area is nice (not required), but keep the presentation costs minimal and presentation simple/modest. Brochures of the site and maybe something from the local chamber of commerce are all that is needed. Remember we are trying to cut out fluff on weekends and at our NLSAM
- Send a delegation and encourage host chair(s) to attend at least one NLSAM for observation and so they can be a part of the NLS committee-Hosting an NLSAM.
- Know that you will need to host the NLSEB for a mid-year meeting in November prior to NLSAM to be hosted. Preliminary numbers should be available in order to set fees and finalize forms at that time.

### **Before you bid make sure the following can be accommodated.**

#### ***Facility Requirements after 2004 have been to average 200 attendees:***

- General Assembly Room
  - Seating for at least 200. Please have at least 95 seats for delegates with tables and chairs.
- Worship Space
  - Seating 225 – 250. Invite local churches, Via de Cristo community, Synod leaders, Bishops, etc.

- Committee Rooms (10-12)  
Seating for 15 in several rooms and up to 30 in a few rooms (preferably with tables).
- Region to Region Meeting Rooms (7)  
Seating for rooms vary from 10 – 25
- Dining Hall  
Seating for at least 200-225.
- Computer/Copy Center – the office for the weekend.  
Several workstations with computer hook ups and Wi-Fi and at least one high speed/double sided copier to be on site. This space will act as communications/information center. This space is not for the newsletter editor. The newsletter works better with a separate area.
- Seminar/Forum Rooms - Depending on the agenda, set up by the board, up to 5 different rooms may be used for seminars and forums. These rooms need to hold approximately 50 people each.
- Sleeping rooms or Dorms  
Accommodations for all attendees and HC (One-fourth of participant's traditionally request single rooms.) Do your best to coordinate married couples rooming together.

***Funding: Knowing how to generate funds can help you decide to bid***

- Since no travel expenses are incurred by the hosting secretariat to send lay and clergy representatives to NLSAM, those dollars your Secretariat might spend, can help offset host costs.
- Solicit "green" Palanca from host community through local newsletters, Ultreyas, VdC functions.
- Other sources for funding are: Thrivent for Lutherans (you may be eligible for local, regional and other forms of support in more than one calendar year), church endowment funds, other Secretariats making donations, holding fundraisers, etc. Start early and ask often.
- 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 encouraging greater participation.
- Suggest business owners or individuals underwrite specific costs, i.e.: bottled water, paper, communion elements, a meal for the NLSEB, etc.
- Once the registration fee is approved by the Executive Board at the mid-year meeting, NLS treasury pays for the NLSEB registration and travel to the NLSAM. (HC: Don't forget to bill the NLSEB for the extra housing and meals on Wednesday and breakfast on Thursday that is not part of everyone else's registration fee.)

- The NLSEB registration fees should help offset any initial start up costs. The HC and NLSEB will share expenses of speakers. Host Committee budget pays for the registrations of speakers, *if requested* by the speaker(s). The NLS pays for travel expenses of Keynote speaker & other presenters, *if requested*.
- The NLS will pay round trip air travel, economy coach, or the equivalent cost in driving mileage when requested. We will pay no more than a driving mileage rate of .25 per mile. The cost of food and hotel expenses while in transit will not be paid by the NLS for anyone's travel.
- Those requesting compensation must submit a reimbursement request & receipts to NLS Treasurer.

**All excess money is to be turned over to the NLSEB for discretionary use towards NLS.**

- It is the NLSEB's hope that any extra money received from the NLSEB prior to and / or excess funds generated from the NLSAM, will be turned in to the NLSEB within 90 days of the current NLSAM closing. The NLSEB is able to then provide the necessary start up amounts for the next Host Committee, provide struggling Secretariats and new Secretariats with scholarships to attend the next NLSAM, discount or forgive dues, cover expenses over and above what was expected, not covered by any other means, that the board faces. (This is what is meant by discretionary)
- The host committee is acting as a "pay it forward" knowing that the dollars they are good stewards of will help in some way the efforts of other people involved. This is NOT money making venture. This will affect everyone's 501(c)(3) status.
- Any offering taken during worship at the NLSAM is to be turned over to the NLS treasury for outreach activity. Special offerings may be collected, if pre-approved by NLSEB.
- There is a line item in the NLS budget for mid-year expenses up to \$1,500.00. 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.

Covenant Between  
N.L.S. Executive Board  
and the Local Host Secretariat

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*Who does what, when and where?*

## **Executive Board Responsibilities**

1. To set the date of the NLSAM on the fourth Thursday, of July each year with the NLSEB meeting to begin on Wednesday afternoon. NLSVPA and newsletter chair may arrive on Tuesday.
2. To solicit bids from member Secretariats for future hosting of the NLSAM (2 years in advance, if possible) with the entire National Lutheran Secretariat body of delegates making the final decision if there is more than one Secretariat bidding or there is a discrepancy of any kind.
3. To provide each HC with a detailed explanation of its responsibilities, (Guidelines for Hosting a NLS Annual Meeting).
4. The NLSVPA is responsible for working closely with the HC to answer any questions, to help make financial or logistical decisions.
5. To provide the HC with the schedule for the NLSAM to include the following:
  - a. Times allowed for all meals.
  - b. Time and length of all worship services.
  - c. Schedule for all business meetings, committee meetings, forums, workshops/seminars, small groups and elections.
  - d. Time allowed for any social event requested by the HC.
  - e. Time and space needed for the NLSEB to meet separately prior to the beginning of the NLSAM (this is normally Wednesday through Sunday afternoon).
  - 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 that will be meeting, the chairpersons (if known), size and agenda for each NLS committee.
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.



- b. Number of rooms needed for NLS committee meetings.
  - c. Worship area, forum and seminar space needed.
  - d. Registration space 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 for other groups on campus, areas for special speakers or business meetings that run over, as needed.
  - 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. Other special space needs as requested by the NLSEB.
7. To give the HC an estimate of the number of participants expected.
- a. NLS Secretary 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 NLSAM.
  - b. NLSVPA will provide the HC with the number of forums, speakers, committees, etc. By the end of the mid-year meeting, if at all possible.
8. To reimburse all NLSEB officers for "travel expenses" to the NLSAM and the mid-year board meeting. The NLSEB can decide, on a case-by-case basis, to cover the expenses of special guests up to the maximum allowed by the budget, for the NLSAM, developed by the HC and approved by the NLSEB. 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 .25 cents per mile. The cost of food and hotel expenses while in transit will not be paid by the NLS.
9. To approve the registration fee based on the approved NLSAM Budget.
10. To approve the registration information, schedule for mailing dates and registration deadlines with input from the HC.

***To summarize:*** The executive board will solicit hosts for the annual meeting, provide guidelines, set up the basic agenda for the three days with business agendas, topics for speakers, request space for and make decisions with the HC in regard to rooms and housing, approve fees, expenditures, themes and deadlines. The NLS Treasury pays for the NLSEB registration and travel to the NLSAM, the travel expenses of board members to the mid-year meeting and the travel expenses for speakers, if requested by the speakers.

(See Item 8 above) NLS Treasurer will issue a check to the HC for registering the NLSEB for the NLSAM *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 \$1,500 based on receipts turned into the NLSEB, payable to the HC.

## **Host Secretariat Responsibilities**

1. To obtain a contract from a facility or facilities that can provide housing and meals for our NLSAM. (Current capacity needs at least 225) one year prior to hosting.
  - a. This contract will undoubtedly require a liability insurance policy for the specified time period. The HC must obtain this policy because different states have different requirements.
  - b. When the contract is being negotiated please remember the NLSEB arrives early, and must be included, as well as any other people the host committee or NLSEB requests early arrivals for.
2. To provide housing as follows with consideration for handicap or disabled persons:
  - a. The executive board for four nights, Wednesday night through Saturday night, since they are required to arrive on Wednesday for a board meeting.
  - b. The official delegates to the NLSAM for up to three nights, Thursday through Saturday. The HC is not responsible for providing housing for delegates who arrive sooner than Thursday or stay longer than Sunday, and the registration forms should convey this information to the delegates or guests so they can make other arrangements before and/or after the NLSAM.
  - 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 VP Outreach and Secretary NLSEB)
  - d. Special guests as approved by the NLSEB (expenses for these guests may be divided between NLSEB and HC) as determined at the mid-year meeting.
  - e. Any other attendees (visitors from the secretariats, spouses, and local secretariat members). The HC has the responsibility to inform the NLSEB of the maximum number that can be housed in the host facility. If the maximum is reached NLSEB & HC will assess the situation.
3. Provide meals for all attendees beginning Thursday lunch through Sunday breakfast at NLSAM
  - a. Additional meals may be offered by the HC for early arrivals at an additional cost.
  - b. Wednesday lunch and dinner for NLSEB must be arranged at the mid-year meeting. Community, paid for by the board or additional cost to HC, may bring in these meals.
4. To provide space for the annual meeting based on requirements from the NLSEB, no later than four weeks after the conclusion of the mid-year meeting.

5. To host the mid-year NLSEB meeting and meet with the NLSEB to tour the facilities and finalize plans. This will give the NLSEB the opportunity to recommend adjustments that may be needed in using the facilities.
  - a. To provide food, housing and airport pick-up and drop-off transportation for NLSEB during mid-year meeting.
  - b. To provide a location for the NLSEB to meet Friday, Saturday and possibly Sunday.
  - c. To gather, as many committee members as are in place or considering the task, with the NLSEB 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 Sat of the mid year meeting and to provide the NLSEB with a list of chairs in place.
  
6. To provide equipment as needed during the NLSAM, which includes the following:
  - a. A quality high-speed duplex copier (can copy on both sides and handle thousands of copies made from Wednesday at 1:00pm 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)
  - b. Computers and printers as requested by the NLSEB. 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 attendees' use, check with Thrivent or local vendors for promotional items.
  - e. Light weight poster board and markers to make Palanca posters attendees can sign for upcoming weekends no larger than 22x18inches for each of our VdC communities.
  - f. A quality public address system to be used in the large meeting rooms. A video taping system and high quality tapes or DVDs for each forum, seminar, workshop and keynote speaker. *Please:* No flash pictures will be allowed during worship services.
  - g. AV equipment, Power Point or video capability available for use throughout the NLSAM. Work with NLSVPA to determine speaker needs.
  - h. Local secretariat songbooks for use at various times during the NLSAM. All music provided must adhere to copyright laws (CCLI). A song/worship book may be created for this purpose following your local guidelines. If songs are projected, then all complied CCLI copyright laws must be visible on screen.
  - i. Communion supplies for use at the Communion services.
  - j. An assortment of personal products for participants who may have forgotten something.
  - k. An ample supply of three ring binders for schedules, maps, reports etc. for each attendee if requested during the registration process. Online digital binder will be the HC responsibility. Work with the NLSVPA for the online template.

- l. Folders can be an option for misc. information, worship services, area attractions, etc. These may be available through community organizations.
- m. 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. Cover all costs related to the NLSAM. If there is money left over, please send it to the NLSEB Treasurer. This is not money making venture. (See preface☺)
8. To provide transportation to and from the nearest airport for all attendees flying in on 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.

**To Summarize:** The host committee will act as Servant Leaders in every way for the mid-year and annual meetings. 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 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 \$1,500 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.

## Time Table

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The following is a general guideline for establishing deadline dates for the National Lutheran Secretariat Annual Meeting (NLSAM). Use this timetable for setting up a tickler file with deadline dates and review the dates with the NLS VP of Administration (NLSVPA). If something hasn't happened by the deadline dates, the Host Committee (HC) needs to communicate with the NLS Executive Board (NLSEB).

2 -3 Yrs prior	Article in <u>Conexiones</u> soliciting host bids if none have been procured or an invitation at an NLSAM. Formal acceptance must take place at NLSAM.	NLS VPA
2 1/4 Yrs prior	Letter of intent wishing to host sent to NLSEB. Select General Chair. Suggest tentative reservation of facility site. Secure 501(c)(3) tax-exempt identification number. Begin looking for an event insurance policy.	HC

2 Yrs prior	Bid for site presentation at NLSAM. All bid presentations should be kept simple / modest. HC General Chair should attend NLSAM.	HC
2 Yrs prior	After bid accepted, formalize facility site reservation and begin to work out contract details.	HC
2 Yrs prior	Establish a person to keep minutes/recaps of all meetings. Copy the HC members and local secretariat chair. Also, include NLSVPA on all meeting minutes, correspondence (e.g. formalized contracts with site). Make sure NLSVPA receives your local newsletter.	HC
2 Yrs prior	Inform hosting community, via local newsletter, bid has been accepted and note dates of NLSAM asking them for prayers, financial support and their participation. Details to follow.	HC
2 Yrs prior	Propose to NLSEB the attendance of HC General Chair at upcoming NLS mid-year meeting, if this is possible for chair.	HC
1 1/2 Yrs prior	Provide preliminary budget to NLSEB for this year's mid-year meeting. Request from NLSVPA prior year's actual budget information, actual number attended at last NLSAM, from final HC report. Request from NLS Secretary estimate of the number of participants expected. NLS Secretary 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 NLSAM. (Prior information is the best basis to set budget and adjust for unique site information and possible attendees because of location.)	HC NLSVPA NLS Secretary
1 1/2 Yrs prior	Recruit HC chairs and encourage attendance for as many as can possibly make it to at the next NLSAM. Funding of this needs to be considered also.	HC

Guidelines for Hosting a NLS Annual Meeting

1 1/2 Yrs prior	It's time to request funds from benevolent organizations, i.e.: Thrivent, matching funds where people in your community work, grants, businesses, or any other funding opportunities local and regional. Begin fundraisers.	HC
1 Yr prior	Fine tune budget and submit to NLSEB prior to the NLSAM. This will help determine possible registration fees. "Extra" money from the current meeting may help your preliminary numbers, if the <u>need</u> arises. When it is extra, the desire is that you will return it when you have returned a profit	HC NLS TREAS
1 Yr prior	Extend invitation to NLS participants for next year's meeting at general assembly. HC give presentation to the assembly.	HC
1 Yr prior	Attend NLS committee meetings/seminars for Hosting NLSAM.	HC
1 Yr prior	Meet with newly elected NLSEB on Sunday to determine mid-year meeting dates. Consider theme/focus for the next NLSAM. Do not hand out any forms for the next meeting until registration fees and forms have been approved.	HC
1 Yr prior	Prepare article for <u>Conexiones</u> inviting all NLS communities to attend next NLSAM. Submit to NLS Editor by August 15 deadline. Submit article as computer text on disk or via Email.	HC
11 months prior	Recruit additional HC members.	HC
Aug 11mo prior	Reserve a room at the NLSAM facility for mid-year meeting (using the date set at recent NLSAM). Housing for NLSEB (6-8 people, check with NLSVPA) can be in host homes to help save dollars. Do a walk-through with HC General Chair and HC Co-Chairs to determine facility room/equipment usage and put in writing. Any changes from this should be in writing. Plan to present to NLSVPA at midyear meeting.	HC
Nov 8 mo prior	Host mid-year meeting, HC chairs plan to meet with NLSEB and do NLSAM site walk-through. The contact person for site facility (i.e. campus, church,	HC NLSEB

etc.) needs to attend walk-through. NLSEB must have initial written contract with facility site no later than mid-year meeting. Finalized by the first of the year.

Nov 8 mo prior	Set registration fees. NLS will advance NLSEB's registration fees at mid-year meeting as "up front" money to help with early expenses. NLSEB authorizes activities, fees, vendors, themes, forum topics, and seminars, registration forms. NLSEB will seek out speakers for next year. NLSEB sets the agenda and tentative schedule. NLSEB selects NLS committees/chairs and items to be discussed by these committees. This information will be part of <u>Conexiones</u> and the letters of invitation sent by HC and NLSEB.	HC NLSEB
Nov 15 8 mo prior	Submit article to <u>Conexiones</u> for Nov 15 deadline. 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. Consider who might address the NLSAM from the hosting site in July.	HC NLSEB
Dec 7 mo prior	HC General Chair sets date for first monthly meeting in Jan. Regular meetings are now important to generate enthusiasm and visibility.	HC
Dec 7 mo prior	Check your funding. Solicit funds from other Secretariats, graciously. Submit article to <u>Conexiones</u> for Jan 15th deadline with positive promotional spirit.	HC
Jan 1st	Letters of invitation sent to: Forum Speakers, NLS Committee Chairs, SD's of NLS local Secretariats, Bishops. Send with these letters: registration forms, Annual Meeting, Forum and Seminar Tentative Schedule. Request labels from NLS Database Coordinator for SD's and Bishops.	NLSEB
Jan	<p>HC General Chair convenes first monthly meeting.</p> <ul style="list-style-type: none"> <li>- HC General Chair explains to entire HC what an annual meeting is, what happens at an annual meeting, &amp; what the NLS does. Re -read "Hosting is Honorable Serving" to the host committee.</li> <li>- Set consistent monthly meeting times by group consensus.</li> <li>- Stress servanthood as foundation and role of HC in relationship to NLS.</li> <li>- While it is important for hosting Secretariat to be able to express the "flavor" of the local movement, please do so in moderation, remembering this is the official annual business meeting of the NLS.</li> </ul>	HC

- Setup devotion schedule for monthly meetings. Pray together, pray often.
- Work on team building, spending time on introductions.
- Hand out HC budgets, stressing the importance of stewardship and of keeping all receipts for potential audit. Submit receipts, even if someone wants to “gift” an item, then note it in the HC treasurer’s report by committee as a contribution. This helps when we compare reports from year to year. Please remember, this is not a profit-making venture, if there is money left over, it is passed on. We are a 501(c) (3)

Jan	Secure liability insurance coverage for event (NLSAM) in an amount of at least \$1 million, or whatever the facility requires.	HC
Jan	Regularly announce the upcoming NLSAM at each community event. Give status of palanca opportunities (prayer, volunteer opportunities, food and financial contributions).	HC
Jan	Request an official list of all NLS secretariats from NLS Secretary.	HC NLS Sec.
Jan	<p><u>Draft</u> the following letters and have them approved by NLSVPA:</p> <ul style="list-style-type: none"> <li>• Official letter of invitation for NLSAM. This letter is sent to the list of people who attended last year’s NLSAM. Include dates for the meeting, dates for registration 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. Registration fee includes meals and housing from Thursday lunch until Sunday breakfast, any other meals or housing will be additional fees. Include attachments with letter: registration forms; Forum and Seminar Tentative Schedule—subject to information being available.</li> <li>• Tentative “draft” agenda for July should go to the newsletter from VPA</li> <li>• Registration confirmation letter to be mailed after registration form <u>is received</u>. Include in the letter: emergency phone #'s at NLSAM 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.</li> <li>• A “first-timers” letter, drafted by VPA, sent out by HC in May. Similar to</li> </ul>	HC NLS VPA



the confirmation letter but with extra effort to explain how the annual meeting takes place. What to expect, what to bring, encouragement to get involved and awareness of the orientation meeting just for them.

- Transportation confirmation letter to be mailed after transportation form is received. Include again emergency phone #'s at NLSAM site, phone #'s to use if flight information changes, what to look for and where to meet at airport or NLSAM site. For those driving include a map to NLSAM site.
- Have a way to track these lists (excel works well) and give a copy to the NLSVPA of letters sent. This can be done via email.

Jan 15th	Mail letter of invitation for NLSAM and attachments to: last year's attendees. Official Secretariat addresses, NLS representatives. Request mailing labels from NLS Editor or Database Coordinator, asking them to exclude duplicates. Keep a copy of photo labels used.	HC NLS Editor
Feb	HC monthly meeting topics might include: 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 each function, remembering to keep "fluff" to a minimum. Is funding on target?	HC
Feb	Develop letter to host community requesting their volunteer services. Include: schedules, forms, a list of volunteer opportunities, request a monetary tax-deductible contribution, and a Day Registration.	HC
Mar	HC monthly meeting updates. Monitor registrations, contributions and volunteer responses. Keep asking questions. <b>VPA possible visitation.</b>	HC
Mar	Work through logistics of facilities; talk about needs or questions that need to be answered during April walk-through, (when rooms are accessible, who has keys, special security information, limitations/restrictions.) Setup walk-through date for April. Confirm someone from the site facility to address the NLSAM.	HC
Mar	Submit positive, up beat article to <u>Conexiones</u> for April 15 deadline.	HC

Guidelines for Hosting a NLS Annual Meeting

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 NLSVPA updated. Be patient the registrations will come in!	HC
April	HC monthly meeting updates. Check your funding.	HC
April	Continue to publicize in local newsletter. Get an article to NLS Editor. Send a copy of all registrations to date, to the NLSVPA.	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.	NLS VPA
May	Send the letter for first time participants giving them some insight as to what to expect. Include glossary of terms from Fourth Day book in order for them to familiarize themselves. Update NLSVPA of the number of registrants.	NLS VPA HC
May	HC monthly meeting updates. HC shall provide NLSEB with <u>weekly</u> summaries of registrations beginning no later than Memorial Day. Copies of registrations should be forwarded to NLS Board President, Secretary and NLS VPA? Or their equivalent possibly in an excel format.	HC
May	Review details of tentative schedule for additional rooms/equipment needs. Have speakers requested individualized needs? I.e. power point, handouts, A/V equipment? If not, check with VPA.	HC
May	If "seminar selection" is included on the registration, re check size of meeting rooms and get the information to the NLSVPA, promptly, for scheduling. After assignment, VPA will need to notify registrar of the assignment, so registrar can produce a report by NLS committee for ring binder. (If this format is being used)	HC
June 1	Collect items to go into the three ring binders or online format. Create committee/seminar details; include details of their objectives. Mail HC the assignments to go in the book, if using this method.	HC VPA
June	HC monthly meeting updates.	HC

Guidelines for Hosting a NLS Annual Meeting

June	Commissioning of entire HC team. Review the importance of servant hood and attitude. The HC is the team, serving the NLSAM and not the guests. Participants will receive priority over seminar assignments and if room allows HC members will be allowed to participate as much as their schedule allows.	HC
June 15	Begin Setting Table of Contents for three ring binder book of annual reports. Request all reports from NLSEB. Set deadline date for any items to be included in the book. Suggest July 1 <sup>st</sup> .	NLS VPA
June 15 - 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.) SET A DEADLINE.	HC NLSEB
July 1st	NLSEB mails masters of reports including a NLSAM agenda to HC to be photo copied and included in three ring binders or digital format.	HC
July 1st	Have ready a letter of welcome that goes in the three ring binders.	HC
July 1st	Prepare a map of the facility with all the rooms for the binders. Note what will be held in the buildings/rooms and if possible, when. This also goes into the three ring binders.	HC
July 1st	Day registrations and transportation forms due. If they have not been received, begin calling for details.	HC
July 1st	Transportation works with Registration to verify and co-ordinate arrivals and departures. Be aware of orientation and start times.	HC
	Facility meal coordinator works with registration to calculate numbers of meals required per mealtime. Give estimate to site food preparation people.	HC
	Prepare article for the daily <u>Conexiones</u> that will come out on Thursday AM. If possible send to NLS Editor prior to the meeting.	HC
Wed before NLSAM July	Pick up NLSEB at airport and deliver them to the site.	HC

	Walk-through facility with facility contact person and NLSVPA. 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 NLSEB to review schedule and talk through logistics of entire meeting. 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 NLSEB
August	Plan a wrap-up meeting to collect individual reports and evaluations from HC chairs/members. Send any outstanding evaluations to NLSVPA along with a copy of all reports, especially the final budget for future hosts.	HC NLS VPA

Have a Thanksgiving service for the host community. "To God be the Glory."

*We find this last step to be the most difficult. It is a vital part of the ongoing process because next year there is another meeting! 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. Thank you for your service to our Lord in this endeavor.*

## **What Happens at The Mid-Year Meeting?**

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The Mid-year meeting at the hosting site is a great trial run for airport, food facilities and an opportunity to ask questions of NLSEB. Arrange for a meeting room at the host site. The executive board does not need to stay on site. Housing for NLSEB (seven or eight) can be in hosted homes with meetings in a church, to help save dollars or at a hotel that supplies a meeting room.

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

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

The rest of the NLSEB will arrive on Friday morning so the meeting may begin Friday afternoon. The NLSEB gathers together on Friday to review the annual meeting.

- Evaluations are analyzed
- Suggestions from the previous NLSAM host are discussed
- Minutes are reviewed and discussed
- 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)
- Rough agendas and tentative schedules are set
- Themes are discussed and approved
- Registration forms are finalized, fees are approved

The full NLSEB needs to be housed on Friday & Saturday evening. (Again, the NLSVPA needs to be housed for an extra evening on Thursday.) 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 NLSEB 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 thru Sunday. This will involve picking people up that arrive via air and arranging for transportation the entire weekend. The entire NLSEB, in attendance, must get from one place to another during the meeting, ie; 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 NLSEB from the community, or the NLSEB 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 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 can be based on double occupancy.
- Historically seven people from the board attend mid-year. The executive board: President, Spiritual Director, VP Administration, VP Outreach, Treasurer, Secretary and The Newsletter Editor. There have been occasions when others have also been requested to attend, i.e.: Website Coordinator, financial advisor. Typically, only the NLSVPA arrives on Thursday.

The NLSEB with the HC begin the fine-tuning for hosting the annual meeting.

- 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 NLSEB
- Introductions and getting acquainted begin the team building process
- Evaluations from the previous NLSAM are highlighted
- Reports/ budgets are shared from previous hosts
- 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 NLSEB 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 NLSAM to the facility, possibly giving a brief history and anything that they may feel is significant.

## **Mid-Year Recap**

### **THURSDAY**

- The NLSVPA arrives for a tour of the site with HC personnel Preliminary notes are taken
- HC will transport the NLSVPA as necessary
- The HC will provide accommodations for NLSVPA this evening

## **FRIDAY**

- HC will transport the NLSVPA as necessary
- HC welcomes the rest of the NLSEB and provides appropriate transportation
- The HC will direct the entire NLSEB to their lodgings and meeting location.
- The meeting will commence with the NLSEB 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 NLSEB, as necessary, to breakfast, the location of the meeting and / or the site (HC will provide breakfast if it is not provided where NLSEB is being housed.)
- 11:00 a.m. HC to pre-arrange a tour of the site facilities ending with lunch on site, if possible.
- 1:00 p.m. HC joins the NLSEB for discussions, we appreciate input from the committee, local personnel, but final decisions rest on the NLSEB. The HC are the serving team and the NLSEB likened to a rector.
- Immediately following these discussions the NLSEB 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 NLSEB is always honored to worship with the HC at a member's church.
- The NLSEB 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 NLSEB members to the airport as necessary; others will leave at NLSEB discretion on Sunday.

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

**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 .25 cents per mile. The cost of food and hotel expenses while in transit will not be paid by the NLS.*

## **Host Committee Personnel Needed**

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

### **General Chairperson**

1 in advance and during the process – it works best to have one “go to” person

### **Assistant/Co-Chairpersons(s)**

1 or 2 in advance and during – someone who complements the general chairperson in abilities  
it is not recommended to have more than 2

### **Spiritual Director(s)**

2 or 3 in advance and during to coordinate worship services with lay people, the theme and NLS needs. It is best to have a lead person that will communicate with the NLS S.D.

### **Worship Chairperson / Chapel Head**

1 or 2 in advance and during

### **Chapel Assistants**

1 – 3 people on site to help with reading, communion, bulletins, etc.

### **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

### **Registration/ Housing**

1 or 2 as Chair(s) in advance and during (at least through Friday of NLSAM.)  
4 to 6 at the time of the meeting to help with check in (Use of split shifts is recommended).

### **Meal Liaison**

1 or 2 as Chair(s) in advance and during  
2 or 3 at meal times / split shifts.



**Facilities / Physical Arrangements**

1 or 2 as Chair(s) in advance and 1 – 2 extra during to help facilitate movement around campus

**Communications Audio/Visual Equipment**

1 or 2 as Chair(s) in advance and during to coordinate work flow

**Sound System / Audio Visual / Power point capabilities, microphone**

1 main person with 3 or 4 local people / in shifts.

**Information Management**

1 or 2 as Chair(s) in advance and during to coordinate work flow

**Photocopying and office**

2 or 3 in shifts (The bulk of reports to be copied one week in advance, if possible.) Coverage of this office is required throughout the day during the meeting. 4-6 people on Wednesday. Since the conference starts for host committee and NLS Board members on Wednesday. Last minute inserts for the notebook completion will occur at this time.

**Computer operator(s)**

1 in advance and 2 or 3 on-site during the meeting, to type reports &/or articles.

**Newsletter Reporters**

3 or 4 local people in shifts to work with the NLS Editor writing summary articles from all speakers and taking pictures for daily newsletter. Knowledge of digital camera a plus!

**Hospitality (includes a welcoming committee)**

1-2 in advance and during.

**Main Site/High Traffic Area**

8-10 in shifts during registration, 3-4 in shifts to guide to meals, chapel, seminar sessions, business meetings, breaks and NLS committee work time.

**Dorm**

1-2 in shifts morning and evening

**Transportation**

1-2 Chair(s) in advance and during.

**Airport**

6-10 Depending on the number of vehicles used and airports to transport from. This is an area that can be overlooked by over confidence. It is better to be over prepared in this area.

On site Transportation

- 1-2 off peak
- 2-3 during peak

**Music**

- 1-2 in advance and during-on call for transition times ie: before a business meeting or speaker begins
- At least 4-6 during worship

**Palanca**

- 1-2 Chair(s) in advance and during.
- 3-4 at site to deliver / distribute gifts of love.

Banner(s) Each group of delegates is asked to bring their Secretariat's banner to be displayed.

- 1-2.

Prayer Vigil group

- 1-2 persons in the chapel, all day, if possible, so attendees know it's available and staffed.

Posters

- 1-2 people to create and have ready prior to the NLSAM along with a kneeler to invite attendees to pray

**Public Relations/Fund Raising**

- 1-2 Chair(s) in advance doing fund raising activities *with a committee* of people
  - The more the better to raise funds
- 1-2 On-site to let NLS President know if special guests have arrived or special events are taking place with the outside community.

Total = Approximately 30 minimum in advance.

Additional 30-45 on site. Some of the non-chair positions can be multitasked as there will be times of little background work to do.

## Personnel Responsibilities

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Host Committee (HC) personnel will be working closely with NLS VP of Administration (NLSVPA) and other NLS Executive Board (NLSEB) 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 NLSEB. The NLSEB is responsible for the content, consistency and integrity. Specifically, the content, agenda, and speakers are planned by NLSEB. However, a local Bishop or church leader that would make an inspiring, enthusiastic Keynote would be a welcome suggestion!

Suggestion: Have all HC members subscribe to the Conexiones.

### **General Chairperson** Works with NLSEB and the facility

- God's in charge!!
- Try to coordinate, organize, troubleshoot and "shepherd the flock".
- Communicate with NLSVPA first and then other NLSEB as necessary.
- Delegate responsibilities for individual committees to Co-Chair.
- Serve as liaison between HC and NLSEB.
- Establish a detailed budget for NLSEB that breaks down into individual committee budgets.
- Please follow through by completing the final reports after the NLSAM has taken place in a timely manner

### **Assistant / Co-Chairperson(s)**

- Responsible to the General Chairperson.
- Responsible for the HC under their guidance.
- Serve as liaisons between HC and General Chairperson.
- Delegate responsibilities to HC chairpersons.
- Help the Chair follow through, after the NLSAM is over, to get reports to the NLSVPA

In absence of General Chairperson, the assistant would make decisions for their HC.

### **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.
- Recruit other Pastors from local community to assist in the services.
- Provide spiritual direction to entire HC during the planning stages and up through the meeting itself.
- Coordinate with General Chairperson the commissioning of the entire HC team in June.
- Work with Worship Chairperson/Chapel Head. (See next page)

### **Worship Chairperson/Chapel Head**

- Work with NLS Spiritual Director and the local Spiritual Directors in recruitment of local Pastors and Lay leaders to help with the worship services. The NLS Spiritual Director will be setting the tone of the worship services or works with the local Host committee SD.
- Coordinate with the NLS Spiritual Director the local needs for clergy, hymnals, song books, acolytes, crucifers, communion bread, wine and grape juice. 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 2-4 stations can be used to help with the flow.
- Work with Spiritual Directors and Music to coordinate the assembly of the worship folder. Try to have all morning and evening services planned out and in one folder. If using different songbooks, hymnals, Bibles, 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 morning with NLSEB, early participants and HC. Encourage HC members to attend.
- Secure ushers and readers for each service.
- Offering plates will be needed for Saturday night. We collect one offering and it goes to the NLSAM outreach fund. Please make sure the NLS TREAS gets the offering.

### **Treasurer**

- Prepare budget summary projection for NLSEB according to timetable.
- Keep accurate records of all financial data:
- Deposit all registration checks in local bank account on a weekly basis at first then daily. NOTE: All secretariats should have their own 501(C)(3) tax-exempt identification number. Work with the NLS Treasurer in order to secure one. Facility may require this in addition to special insurance.
- All individual contributions over \$250.00 will need a letter of receipt (acknowledgement), so the donor can claim it on their taxes.
- Offering at worship during NLSAM is to be turned over to the NLSEB.
- 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 in order to give full accounting of all income and expenses at conclusion of the NLSAM to the NLSEB.
- Prepare final projection report with detail for NLSEB meeting on Wednesday prior to the NLSAM.
- Prepare final report with detail for NLSEB as soon as possible after closing the books.

- Return any overages, after all expenses paid, to the NLSEB for discretionary use by the NLSEB (see page 7 for explanation of discretionary use)

### **Secretary**

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

### **Registration**

- Handle registration forms, transportation forms, confirmation letters and first timer letters. Work with NLS Editor, the website coordinator and NLSVPA in designing and obtaining these items. Registration forms should be clear as to what the registration fee covers. Example 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. Confirmation letter should be coordinated with other committees (Housing, Food, and Transportation).
- Email registration and transportation forms to NLSVPA for posting to the web site.
- Work closely with NLSVPA. You will receive the original registrations forms (forms should be date stamped in upper right corner with the date post marked and then sequentially numbered). Forms will be copied and then forwarded to the NLSVPA, NLS President, NLS Secretary. This is usually done monthly at first, then weekly, then on a daily basis, as you get closer to the deadlines. On July 1st, a report should be emailed to each of the NLSEB with updated data. Work closely with NLSEB to establish information needed. (Sort by secretariat, then participant name within secretariat. Include: secretariat, last name, first name, address, phone #'s and status i.e.: lay delegate, clergy delegate, visitor (visitors from the secretariats, spouses, and local secretariat members, and guest speakers who do not have official voting privileges). A speaker could also be a lay or clergy delegate.
- Review information given on registration forms and request missing information. Follow up as soon as you receive registration form.
- 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.
- 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 HC Treasurer.

- Keep registration forms in alphabetical order. If someone arrives at the NLSAM without a form, have him or her fill one out and make sure to update your database. Make notations on them if any changes (cancel-reimbursed) and at the end of Thursday of the NLSAM submit them to the NLS Editor so they can be used to update the database.
  - Establish a database with registration information. Find out ahead of time what kind of report / information the 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 NLSAM site to make any last minute changes as people register and corrected information can be disseminated to the proper people. Nametags and name tents may need to be changed on Thursday.
  - \*\* (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 NLS Secretary.
  - Register/sign-in for all participants Wednesday and Thursday -- hand out three ring binders / packets and nametags. Verify all data needed for reports and print final copy on Friday.
  - Folder, pad and pencils can be secured through Thrivent or other benefit organizations.
  - 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.)
  - 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 NLSVPA specific info that could be contained on nametag including denoting of first time attendees. See sample.
  - 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 the majority of 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 NLSEB 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:
- \* NLS Secretary 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.
- \* NLSVPA 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 NLSVPA reviews report, they may need to appoint someone to a different seminar or committee using the participants second choice. NLSVPA 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.

**Housing (this chair can be the same as Registration (once everyone is on the campus registration is over and housing is the most likely position for this person to be responsible for)**

- 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 NLSEB 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 elevator is available.

- Verify whether bed linen, towels, pillows etc. are provided or seek donations or request participants to provide.
- Keys to rooms--need to decide how to dispense and return. Availability to access outside doors at anytime. 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 or do you need to consider providing someone to be available throughout the evening?
- Communicate to participants whether air-conditioning is furnished.
- Dorm Hostess and Room Decorators-verify what is furnished and done by host site or will you need to prepare (such as making up beds).
- First arrivals will be the NLSEB and any early participants because flight schedules require them to arrive on Wed in order to be on time for the start of the 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 luggage carts available to help transport luggage to rooms (try and save on your backs). Help them get nametags and registration material.

### **Meal Liaison/**

- Work with site for meal procurement. Make sure final decisions and costs are in writing.
- 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 time restriction from site facility of meal times. Communicate this to NLSVPA as soon as possible in order to set tentative and detailed agendas.
- Encourage HC personnel to allow the NLS guests to go through line first. This will help in getting them to the next function on time. Have the HC help the NLS guests get seated before going through.
- 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 NLSAM. 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 site.
- If decorating is needed for special meal verify if and when this area is available.



### **Facilities/Physical Arrangements**

- Work closely with General Chair or Assistant/Co-Chair and determine the needs for NLSAM.
- Make sure all rooms are setup with required tables, chairs and equipment for their respective functions. Work with each HC chair to have them document their requirements. Work also with NLSVPA to verify the NLSEB requirements. Including what computer & A/V are needed.
- Make sure all facilities are available when needed. If rooms are locked, make sure someone has keys for access.
- Inquire who will be the security/custodial personnel to contact if there are problems or questions. Communicate this to the NLSVPA
- Setup and take down all chairs, tables and equipment. Starting Wednesday AM through Sunday late afternoon. Work closely with site personnel if they are to do much of the work. We may get a better price if HC provides the labor. Verify how the facility wants rooms to be reset on Saturday or Sunday. (University and College campuses might limit the amount of labor assistance we can do. Please verify this with the campus)
- Some rooms may not be available throughout the whole time and need to be reset. Remember to try and keep this to a minimum, however, sometimes it can't be avoided.
  
- General assembly room
  - Seating 180-225 with 95 - 100 seats at tables for delegates works best.
  - Tent cards or some way to identify delegates and Secretariats represented.
  - NLSEB needs at least 6 chairs at tables in the front of the room, with 1 -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, white board
  - Banner stands or a way to hang the National Banner and other banners brought by Secretariats.
  - Insulated coffee & water somewhere in the room at all times.
  
- Worship space/forum
  - Seating 200-250
  - 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 Forums.
  - Microphones are a necessity. Many of the meditations have been missed for lack of using microphones and sound systems.
  - Videotapes with quality, not necessarily professional. *Videos are to be turned into the Distribution Center before NLSAM has concluded.*

- Table and chairs for speakers and moderator, if sharing this space with worship.
  - Altar with communion supplies (work with Worship Chairperson)
  - Song books using proper copyright guidelines. Work with music committee.
- Committee rooms (8 – 10 rooms)
- Seating for up to 15 with tables. Have at least one table with 3 chairs and remaining chairs should have some type of writing surface.
- Region to Region (7 rooms)
- Seating for at least 10 -15 in 5 rooms and up to 25 in two (tables are not required)
- Dining Hall
- Seating for approximately 225 comfortably.
  - Portable microphone system for making announcements or music.
- Hospitality areas
- A gathering place for hospitality is needed. Work with facility on exact number of tables and chairs needed. Approximately 3-6 tables for food.
  - Hospitality areas are to be closed when business meetings are scheduled.
  - There should be an In and Out door for traffic flow if possible.
  - An assortment of personal products--for participants who might have forgotten something.
  - Tables for poster paper and markers for signing posters for upcoming weekends. (The Palanca Host Committee usually using the large lightweight tag board no larger than 22x18 prepares these posters. Two for each secretariat.)
  - Tables for materials that are furnished by NLS secretariats to share for browsing.
  - Table for NLS Distribution Center samples of materials available.
- Dorm
- Housing will setup individual room accommodations.
  - Tables and chairs for registration, if held in dorm. The table could stay and have posters brought over for signing in the evening/morning.
  - Table for morning coffee, juice etc. Work with hospitality.
  - Table for personal hygiene items that people might have forgotten
  - A place to put out the morning edition of the newsletter
  - This is an information hub.

➤ NLSEB Meeting Room

- Table(s) with 10 chairs in a room that can be locked, but easily accessible by the board.
- This could be one of the NLS committee rooms or an assembly room.
- NLSEB will use on Wed from 1 pm into the evening, Thurs morning if necessary and Sunday after worship or any special meeting called during the weekend as needed.
- The room needs plenty of outlets and with Wi-Fi or Internet capable.
- A separate small copier or near the main office where copying will be done is very helpful..

**Communications Audio/Visual Equipment**

➤ Sound System/Audio Visual

- Responsible for sound system (to coordinate with Music and Facility/Physical Arrangements Committees). Test system out on Wednesday afternoon have ready to go by Thursday AM worship.
- HC is responsible for the videotaping. Help secure a competent audio/visual engineer for one taping of each forum, seminar or special presentation approved by NLSEB.
- Suggest coordinating audio and video taping equipment with central sound system for better quality sound.
- Separate systems may be needed if worship/forums and general assembly meetings are in different areas or if something is needed in dining hall.
- Secure adequate people to run all necessary equipment and run errands as needed
- Secure adequate number of videotapes. Better to be over and be able to return, if not needed. Verify with Executive Board what will be taped: keynote, forums, seminars, etc.
- Prepare for system failure and have backup plan.
- Additional microphones with stand or portable microphones need to be available in the assembly room when there is discussion.

**Information Management Office**

➤ Office Set Up (Computer/Copy Center)

- A separate room set up near by this office should be set up for Newsletter editor.
- 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. Available on-site.
- Office equipment/supplies needed:
  - \* Three hole punch-heavy duty (capable of 25 sheets)
  - \* One regular three-hole punch

- \* Stapler-heavy duty (electric nice), staples, and staple removers
- \* Calculator, paper clips, pens, pencils, post-it notes, masking tape and regular tape
- \* Dry wipe board or chalkboard or large poster paper for daily multi-task assignments
- \* Dictionary & thesaurus
- \* Computer paper if different from copy machine paper
- \* Copy machine paper (35,000 copies includes information copied prior to meeting for three ring binder books). Paper should be three holes punched at all times. You may need to reduce original in order to copy on three-hole paper.
- \* Colored copy paper for newsletter set aside and used only for this purpose. 4 different colors and three holes punched at all times. (11 x 17 preferred)
- \* Hanging files to hold copies of material passed out for secretariats not in attendance. NLS Secretary will provide you with a list and will mail information out. Make sure to have a three-ring binder with reports saved for each secretariat absent.
- \* Update the online binder often and as needed by the NLSEB. Include the daily newsletter

### Items / Reports needed for three ring binder / packet:

These should be given to Information Management Office Chair and copied when last possible updates have been made

- Alphabetical Listing of Secretariats and individual attendees.
- Welcome Letter from the HC
- NLS Committee Listing and committee reports.
  - Updates for ongoing projects (i.e.: the campaign funding program will take several years)
- “Where We’ve been and Where Are We Going” updated
- Basic Weekend Schedule and daily detailed schedules from NLSVPA - wait for “final” copy
- All NLSEB reports, including appointed positions
- Any new policies or changes to policies
- Nomination forms filled out by nominees
- Region to Region map &/OR Region to Region list
- Roberts Rules of Order (brief form)
- One page emergency information
  - 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.
  - Prepare a map of the facility with building and room locations, noting what will be held in the building/rooms and if possible when.

- Mark special rooms, i.e. where the Palanca Chapel will be, where food may be dropped off, etc.

### **Information Management Office Continued**

#### ➤ Computer(s)

- Several computers need to be available throughout the event.
- Laptops are a plus if at all possible. There may be someone on an NLS committee able to type as they meet. Include a request in welcome letter for participants to bring laptop if they have one. Have them let you know in advance, if they plan on bringing a laptop, so you know how many more to get.
- The computers (especially lap tops) could be used by the roving reporters for daily Conexiones newsletter. Work with NLS Editor on how to save data.
- Provide flash drive or disk (CD &/or floppy) to save all documents. Backup all disks.
- Setup procedure with NLS Editor, to save individual files, in order to denote separate NLS committee reports. These are for use in the Conexiones final year-end report of minutes. Also used in highlights for daily paper.

\*\*\*\*\* **Important:** 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 adequate personnel for both functions; newsletter input and NLS committee reports.
- Have someone familiar with Word and Windows. They are usually the norm for word processor software.
- 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.
- Reports are generated after NLS committee meetings. Rough drafts need to be turned in before the next sessions. 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.
- If possible collate final reports in the order of the committees.

#### ➤ 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 in order to copy on three-hole punch paper and not loose any data.
- If high-speed copier is not available for Wednesdays Executive Board meeting, secure a small copier.
- Also, make sure you have a backup 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.
- Seek rental equipment and don't rely on the host facility. Seek donation of rental equipment.
- 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 three ring binder, 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 off.
- Make enough copies for all attending and extra copies for secretariats not in attendance. (Review with NLSVPA) Have one person be responsible to keep up a hanging file for each secretariat absent and pull those copies before distributing. This includes: three ring binder material, worship handouts, daily newsletters, and any reports passed out to everyone.
- If using the online format, please keep all reports up to date.

➤ Newsletter Reporters 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. Late night work, if not kept up throughout the day.
- 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 NLSEB. 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. Use different colors for each publication and three-hole punch before handing out. Newsletters are distributed on Thursday, Friday, Saturday, and Sunday for the binders and posted online for the Online Format.

## **Hospitality**

- Warm friendly/smiling faces!!! Ready to serve at all times. Know the facility in order to direct and assist participants.
- Responsible for all snacks, etc. during the meeting. This would include Wednesday for NLSEB meeting, host community setting up and potential early arrivals because they can't make connections on Thursday. Also, Sunday after worship for Executive Board Meeting.
- Hospitality areas are to be closed when business meetings are scheduled.
- Secure donations from hosting community such as reunion groups, church groups, and Ultreya gatherings. Have sign-up lists available and coordinate with Hospitality Chair.
- Suggest items to provide are: popcorn, soft drinks, lemonade, ice tea, water, fresh fruit, cookies, brownies, veggie trays, chips & dips. Give a little flavor of your weekends, but please limit the amount. No one wants to run out, but it is worse to have so many people go through so much work and there isn't any time to enjoy.
- Provide napkins and paper plates or bowls to be taken into the NLS committee rooms or other work areas (this is if it is allowed by facility).
- Lots of ice in coolers.
- Coffee & tea should be regular and decaf, please note as such.
- 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.
- 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.

## **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.
- 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 NLSAM site and vehicle or airport to get messages of any flight 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 NLSAM 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.

### **Palanca**

- Prayer, Prayer, Prayer and sacrifice
- Things are never 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 binder 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. If using the online format, tote bags are not necessary.
  - 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.
- 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. 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 sign up 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.
- Posters

- Provide tag board/poster board and cut in 1/2 (approximately 18" by 22")- at least 2 per secretariat.
- Put name of secretariat on top portion of poster and place in high traffic areas so participants can sign as soon as possible during meeting. Places that have worked well: at the dorm sites in the evenings and mornings; by hospitality area during the day when snacks are picked up.
- 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.

### **Music**

- Organize and play music for the meeting, somewhat similar to a Via de Cristo weekend.
- Recruit additional persons to play and sing at special evening serenade if you plan on having one.
- Encourage musicians from local host community to participate as a group.
- 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 NLSEB if they have any special requests. If several music books are used make sure worship folder or musician states clearly where to find the song.
- 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 are used are referenced. This is to help eliminate confusion and be user friendly.
- Music can be copied and included in three ring binders unless separate copyright approved songbooks are used. (Coordinate copying with Information Management chair). Use local CCLI license for all copied and displayed music.
- 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 is on Thursday morning with NLSEB, early participants and HC.
- Be thoughtful when choosing songs. It is best to try to mix the music styles contemporary with hymns throughout the weekend, as there are many different musical preferences. It's nice if a song is written for the special event and not all songs should be new.

### **Public Relations/Fund Raising**

- Promote the NLSAM, advertise in local newsletters, 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.

### **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: All HC chairs should provide General Chairperson with written recommendations for future NLSAM.

- 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 NLSAM.
- 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 NLSEB.
- The registration report should include the number housed: NLSEB, lay delegate, clergy delegates, visitors, day registrants not part of HC, HC staying on NLSAM 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 NLSAM. The General Chairperson will forward all reports along with theirs to NLSVPA as soon as possible after the NLSAM. (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 Meeting 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.

*Thanks 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!

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