



National Workshop on Christian Unity Guide Book

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This edition of the National Workshop on Christian Unity Guide Book is based on a compilation of information made by Fr. Thaddeus D. Horgan, SA and Canon Henry A. Male, Jr., issued in 1995 and its 2002 revision by Ms. Diane M. Lowe.

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“There is... one Lord, one faith, one baptism...” (Eph 4:5)

“...as in one body we have many members...” (Rom 12:4)

“that they may all be one...so that the world may believe that you have sent me” (John 17:21)

The online link for the Guidebook is <http://www.nwcu.org/NWCU-Guidebook.pdf>

The links for forms for use of the National Planning Committee are at <http://www.nwcu.org/PlanningCommittee/NationalPlanningCommitteeForms.htm>.

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BASIC INFORMATION

Abbreviations and Acronyms

ABC	American Baptist Church
ABS	American Bible Society
AME	African Methodist Episcopal Church
AME Zion	African Methodist Episcopal Zion Church
ARC	Anglican-Roman Catholic
CADEIO	Catholic Association of Diocesan Ecumenical and Interreligious Officers
CC (DC)	Christian Church (Disciples of Christ)
CCTUSA	Christian Churches Together in the USA
CME	Christian Methodist Episcopal Church
DEN	Denominational Ecumenical Network
ECCO	Ecumenical Colleagues (includes: American Baptist Church, African Methodist Episcopal Church, African Methodist Episcopal Zion Church, Christian Church (Disciples of Christ), CME, Friends, the International Council of Community Churches, Moravians, Reformed Church of America, United Church of Christ, and others)
ECUSA	Episcopal Church in the USA (former name of TEC)
EDEIO	Episcopal Diocesan Ecumenical and Interreligious Officers
EDEO	Episcopal Diocesan Ecumenical Officers (former name of EDEIO)
EIN-PCUSA	Ecumenical & Interfaith Network-PCUSA
ELCA	Evangelical Lutheran Church in America
LARC	Lutheran-Anglican-Roman Catholic
LARCUM	Lutheran-Anglican-Roman Catholic-United Methodist
LE	Lutheran-Episcopal
LED	Lutheran-Episcopal dialogue
LERN	Lutheran Ecumenical Representative Network
LPC	Local Planning Committee
LRC	Lutheran-Roman Catholic
NADEO	National Association of Diocesan Ecumenical Officers (former name of CADEIO)
NAEIS	National Association of Ecumenical & Interreligious Staff
NCC	National Council of Churches [of Christ in the USA]
NCCUSA	National Council of Churches of Christ in the USA
NCC F&O	National Council of Churches Faith and Order
NEOA	National Ecumenical Officers Association
NPC	National Planning Committee
NWCU	National Workshop on Christian Unity
PCUSA	Presbyterian Church USA
RCA	Reformed Church in America
TEC	The Episcopal Church
UCC	United Church of Christ
USCCB	United States Conference of Catholic Bishops
UMC	United Methodist Church
UMEIT	United Methodist Ecumenical and Interfaith Training
WPCU	Week of Prayer for Christian Unity

Key

Planning of the NWCUC works in a basic cycle of four years, from the workshop of a particular year to the workshops in the three years following that year. The following key serves to identify a workshop and its year. This key is used in this guide book in the sections which explain workshop planning:

Workshop A: last immediate workshop, the one most recently over; for example:	2008
Workshop B: current workshop, the one after A.	2009
Workshop C: workshop the year after B.	2010
Workshop D: workshop two years after B.	2011

Disclaimer

The following disclaimer is printed in the NWCUC Schedule of Events booklet, but not printed in the NWCUC brochure:

The National Workshop on Christian Unity is a cooperative effort among churches committed to restoring the unity of Christians and involves participation of various ecumenical offices, networks, individuals. The views offered by any presenters during the National Workshop on Christian Unity are their own and do not necessarily represent the National Ecumenical Officers Association (NEOA), the National Workshop on Christian Unity (NWCUC), and/or the NWCUC Planning Committee (NPC).

Guide Book

This guide book serves as the operating manual of the NWCUC and all of its structures. Contained herein are the policies and guidelines recommended by the NEOA and successive generations of NPC and LPC members for the successful implementation of the NWCUC. The guide book is periodically updated and regularly refined in order to serve ongoing developments and circumstances as they arise. A current edition of this guide book may be viewed and/or downloaded from <http://www.nwcu.org/NWCUC-Guidebook.pdf>.

OVERVIEW OF THE NWCU

Origin

The National Workshop on Christian Unity originally emerged from a response of the Catholic Church to the ecumenical mandate of the Second Vatican Council (1962-1965). In 1963 a group of Catholics met to prepare local leadership for ecumenical ministry. The outcome of this meeting was six annual workshops, 1964-1969, sponsored by local Catholic dioceses. In 1969 other Christian communities were invited to participate in the annual gathering. In the same year a National Planning Committee of various church ecumenical leaders was established with responsibility for oversight of the workshop. By 1971 the workshop came under the sponsorship of a national ecumenical body, currently known as the National Ecumenical Officers Association. Local or regional councils of churches began co-hosting the workshop with Catholic dioceses in 1977. This led first to the development of Denominational Ecumenical Networks, i.e., NADEO and EDEO, and eventually to the establishment of a Local Planning Committee. In the ensuing years Denominational Ecumenical Networks began holding annual meetings with programs during the NWCU, and the NWCU became essentially a network of Networks.

Purpose

The NWCU seeks to provide:

Formation: to shape Christians in their ecumenical vocation to live, pray and minister in the spirit of Jesus' prayer in John 17:21, "that all may be one, ... that the world may believe...".

Information: to educate Christians, especially engaged in ecumenical ministry, about the ecumenical movement and the search for Christian unity, to update them on current ecumenical events and issues, and to challenge them to greater commitment to the unity of the church.

Inspiration: to encourage Christians in their ecumenical vocation by providing a forum of opportunity for an exchange of ideas, experiences and values with those who share a common commitment to Christian unity.

Structure: to coordinate national planning with local responsibility, general ecumenical discussions with particular interchurch conversations, and regional leadership efforts with local realities.

Context: to provide a setting for Denominational Ecumenical Networks to interact and to develop their leadership.

Celebration: to be a sign of the unity which already exists among Christians and their churches as they search for ways to overcome the disunity that remains.

Vision: to increase participation to represent the widest possible expression of the Christian *oikoumenē*, i.e., churches Orthodox, Catholic, Anglican, churches of the Reformation and Radical Reformation; Christians of all races and ethnic backgrounds; men, women, old and young.

Identity

The National Workshop on Christian Unity is an annual event for people who are involved in the ecumenical movement, for those engaged in the ministry of Christian unity and for persons interested in ecumenism. It brings together laity, ministers, ecumenical officers, theologians and

church leaders to pray for Christian unity, to study ecumenical subjects, to exchange ecumenical stories and to share Christian fellowship in an ecumenical spirit. This ecumenical focus broadens to also address interreligious concerns, particularly the churches' relations with other world religions and with peoples of other living faiths. The NWCUC is not an ecumenical agency. It is a self-supporting event created by people whose commitment to Christian unity calls them together. The NWCUC happens because of the contribution of its participants.

Dates of the Workshop

The NWCUC ordinarily meets in the Spring, based on recommendations made by the NPC to the NEOA. Every effort is made to avoid Holy Week and Easter Week on both the Julian (Eastern) and Gregorian (Western) Calendars. The workshop is in session from Monday afternoon to Thursday afternoon. Some Denominational Ecumenical Networks meet on the prior Sunday and the opening Monday and/or on the Friday after the workshop.

Planning Cycle

Planning of the NWCUC works in a basic cycle of four years, from the workshop of a particular year to the workshops in the three years following that year. A simple key used throughout the guide book serves to identify a workshop and its year:

Workshop A: last immediate workshop, the one most recently over; for example: 2008	
Workshop B: current workshop, the one after A	2009
Workshop C: workshop the year after B	2010
Workshop D: workshop two years after B	2011

Communication

Email is the assumed mode of ordinary ongoing written communication for those involved in the NWCUC and its planning. Formal correspondence may utilize NWCUC letterhead, sent via email or stamp-mail.

Symbol (Logo)

The symbol of the National Workshop on Christian Unity was designed by the late John R. Fulton. The symbol affirms the cross as central to Christian unity. On each side of the cross is the outline of a chalice, representing the full communion which is the goal of the ecumenical movement. The space between chalice and cross symbolizes that real though imperfect communion which exists among the churches as they embrace the cross which reconciles them. The banners are displayed during each workshop. The NWCUC symbol appears on the front cover of this guide book.

The National Planning Committee and the Local Planning Committee may each design and use a letterhead for their correspondence. In so doing, the following are to appear on both letterheads: the NWCUC Symbol; the name, telephone number and email of the NPC Chair; the name, telephone number and email of the LPC Chair. The committees may also choose to include committee members on their letterheads.

ORGANIZATION

The workshop program of events ordinarily consists of plenaries, seminars, worship services and an optional cultural or social event. Since then, the existing structures i.e., the NEOA, NPC, LPC and DENs, have communicated and collaborated with each other in the planning of both the workshop events and the DEN programs. Ordinarily, during the workshop NWCUCU events take place in the mornings and those of the DENs in the afternoon. Some DENs hold morning worship prior to NWCUCU events. Some DENs meet on Monday prior to the workshop's Opening Worship and on Thursday after the workshop's Closing Luncheon.

Registration

All those attending the workshop must be registered. Registration may be done online at the workshop's website, www.nwcu.org or by completing the registration form which appears on the NWCUCU brochure. Brochures are available upon request from the National Planning Committee and the Local Planning Committee and the Denominational Ecumenical Networks. Workshop participants are responsible for making their own travel and lodging plans. Workshop participants are also responsible for their registration for the programs of the Denominational Ecumenical Networks, which is separate from the registration for the workshop.

Orientation

An NWCUCU orientation for newcomers and any interested workshop participant takes place in the afternoon of the opening day of the workshop. This workshop orientation is followed by orientations of the Denominational Ecumenical Networks.

Worship and Bible Study

Worship and Bible Study are also a part of the workshop experience. The NWCUCU sponsors Opening Worship on Monday evening and Bible Study on Wednesday and Thursday morning. Worship services celebrated during the workshop should be representative of the worship traditions of workshop participants. Ecumenical advances made towards common experiences, interim eucharistic sharing and full communion agreements should be incorporated and celebrated during the week. In the planning of the workshop care is taken not to overload the days with multiple religious services.

All worship services are open to all participants of the workshop and other interested persons. The 'ecumenical principle of reciprocity' governs participation in worship. This principle holds that, when attending the worship of another religious tradition, one follows both the principles and norms of one's own religious tradition and the principles and norms of the tradition hosting the service.

As a part of the workshop, and with respect to the schedule determined by the NPC, some churches hold their own worship services, usually planned by the Denominational Ecumenical Networks. Some DENs also hold morning worship prior to NWCUCU events. Formal worship sponsored by the DENs ordinarily takes place on Tuesday evening in local churches. Among the Protestant churches, this is ordinarily a Holy Eucharist, alternating the rite used among ELCA,

PCUSA, TEC and UMC. Catholics also ordinarily celebrate Eucharist. Occasionally a service of another tradition will be held on Wednesday evening.

Plenaries

The workshop holds five plenary presentations. The National Planning Committee invites scholars and religious leaders whose expertise lie in the fields to be addressed. In the selection of presenters the NPC is to be attentive to diversity, i.e., of denominational representation, of gender, race and ethnic background. The NPC Chair and/or members of the NPC serve as contacts for plenary presenters. A contact extends the invitation to the prospective presenter, provides the presenter with all details of the plenary (i.e., date, time, place, topic, financial and reimbursement information, etc.), and sends the presenter the appropriate forms to be completed. A contact also serves as the introducer of the speaker, or they may designate someone else to make this introduction.

First Plenary

The first plenary presentation is the sermon preached at the Opening Worship on Monday evening. The invited preacher is asked to deliver a sermon on the workshop's theme, which is ordinarily taken from the scriptural theme of the annual Week of Prayer for Christian Unity.

Second Plenary

The second plenary presentation is the Keynote Address on Tuesday morning. The invited presenter is asked to speak on a current ecumenical issue. For many years this address has been sponsored by the Order of St. Lazarus. Founded during the Crusades and organized as a Christian chivalric order, the Order of Saint Lazarus today is an international ecumenical organization. With the aim to support the Christian faith in word and deed, its members practice the Christian tenets of charity and care of the poor and needy. The Order is known worldwide for its activities in charitable, philanthropic, health and education fields.

Third and Fourth Plenaries

The third and fourth plenary presentations are the Bible Study on Wednesday and Thursday mornings. The invited leader is asked to exegete the theme of the workshop, which is ordinarily taken from the scriptural theme of the Week of Prayer for Christian Unity, and to engage those gathered in personal and interactive reflection. In recent years the Bible Study is being sponsored by the American Bible Society. Founded in 1816, the American Bible Society dedicates itself to Bible translation, publication and distribution. Its mission is to make the Bible available to all people. In its selection of a Bible Study leader the NPC welcomes suggestions of biblical scholars and exegetes from the American Bible Society.

Fifth Plenary

The fifth plenary presentation is on Thursday. Decided by the National Planning Committee, this presentation is either a morning session of a panel of speakers or a closing Luncheon Address at midday. The invited presenter is asked to address a topic pertinent to those of the workshop in such a way so as to close the event with encouragement and inspiration.

Seminars

Given the ecumenical nature of the NWCUC, its seminars focus primarily on interchurch issues and relations. The workshop may include seminars which address interreligious/interfaith issues and relations, provided that their focus concerns Christianity and they are limited in number.

Simultaneous seminars are held on Tuesday, Wednesday and Thursday mornings, ordinarily for one hour and fifteen minutes. Participants may choose three to attend. Some seminars are given on one day, others on two days and occasionally there is a seminar which is given on all three days.

Seminars fall into three categories which identify the degree of theological and ecumenical knowledge which is a prerequisite for understanding the presentation:

Level 1: Elementary: minimal knowledge of theology and ecumenism in general, and of the seminar's topic in particular; recommended for newcomers to the workshop.

Level 2: Intermediate: basic knowledge of theology and ecumenism in general, and of the seminar's topic in particular.

Level 3: Advanced: considerable knowledge of theology and ecumenism in general, and of the seminar's topic in particular.

Seminars vary in the number of presenters they have. The NPC is encouraged to avoid engaging multiple presenters (three or more) for many seminars, if expenses for all presenters are to be covered by the workshop. Likewise, the NPC is encouraged to ask seminar presenters who are regular participants in the workshop whether their institution can cover their expenses.

While there is flexibility in the number of seminars which may be offered, experience has revealed that limiting to twelve seminars works well with scheduling and overhead costs. The recommended number of seminars addresses two concerns. First, increasing the number of seminars may increase expenses. Second, with more seminar options from which to choose only three to attend, there can be a wide range in the number of attendees from one seminar to another.

The seminars are the responsibility of the National Planning Committee. Two of these are fixed sessions: Ecumenism 101, a beginner's introduction to the ecumenical movement; and the Student Essay Contest. Two seminars may be the responsibility of the Local Planning Committee, if the NPC so chooses. Members of the NPC and LPC respectively serve as contacts for seminar presenters. A contact extends the invitation to the prospective presenter(s), provides the presenter(s) with details of the seminar (i.e., date, time, place, seminar number and title, seminar description, financial and reimbursement information, etc.) and sends the presenter the appropriate forms to be completed. A contact also serves as the introducer of the speaker, or they may designate someone else to make this introduction.

The NPC and LPC committees invite scholars, religious leaders and ecumenists with expertise in the fields to be addressed in the seminars. In the selection of presenters the NPC is to be attentive to diversity, i.e., of denominational representation, of gender, race and ethnic background.

Seminars vary in the number of presenters they have. The NPC is encouraged to avoid engaging multiple presenters (three or more) for many seminars, if expenses for all presenters are to be covered by the workshop. Likewise, the NPC is encouraged to ask seminar presenters who are regular participants in the workshop whether their institution can cover their expenses.

The following is a proposed structure for twelve seminars:

10 NPC-sponsored seminars:

2 one-day fixed seminars, Level 1:

Ecm 101

Essay Contest

8 are two-day seminars:

Tuesday-Wednesday; or Tuesday-Thursday; or Wednesday-Thursday, of which:

1 is Level 1

4 are Level 2

3 are Level 3

2 LPC-sponsored seminars:

1 on Tuesday-Thursday

1 on Wednesday-Thursday

2 LPC-sponsored seminars:

1 on Tuesday-Thursday

1 on Wednesday-Thursday

That is, the LPC has four time-slots. Assuming LPC Seminar presenters accrue no cost to the workshop, the LPC may decide the arrangement for these two seminars. For example, it could literally be two seminars, each given two days; or it could be four one-day seminars; or it could be one seminar topic addressed in four segments. The LPC determines the level of the LPC seminars.

The chart on the following page indicates how these might be arranged.

NWCU SEMINAR SETUP AND SCHEDULE

Sem #	Seminar Title	Level	Days	Tues	Wed	Thurs
1	Ecumenism 101	1	1	X		
2	Student Essay Contest	1	1	X		
3			2	X	X	
4			2	X	X	
5			2	X	X	
6			2	X		X
7			2	X		X
8			2		X	X
9			2		X	X
10					X	X
11	LPC		2	X		X
12	LPC		2		X	X
TOTAL				8	7	7

Cultural/Social Event

Organized and funded by the Local Planning Committee, an optional cultural or social event is offered on Wednesday evening. This event provides an opportunity for networking and relationship building. It also offers newcomers a setting in which to gather and meet each other. Alternatively, the LPC may provide a list of local attractions and events for individual participation.

DENOMINATIONAL ECUMENICAL NETWORKS

Some church denominations have established formal networks of ecumenists working at the middle judicatory level, and other have less formal ecumenical groups. While these Denominational Ecumenical Networks (DENs) are not one of the structures of the NWCU *per se*, they are in a sense the origin of the NWCU. They remain an essential part of the NWCU. Today their annual national meetings regularly take place during the NWCU and at the same site. Most workshop participants also participate in the activities of their DEN's annual meeting. DENs are responsible for planning their own events. These ordinarily take place in the afternoon, typically beginning with lunch and a speaker, and they include Tuesday evening worship. This worship is described above in the general workshop organization section under Worship and Bible Study. Therefore, it is important that those planning the NWCU consider the program of each network and list it along with the NWCU program in the NWCU brochure and in the NWCU printed program. It is similarly necessary for the DENs to communicate regularly with each other and with the planning structures of the NWCU to assure the efficient use of resources, presenters, and schedule of events during the workshop. Registration for the programs of the DENs is separate from the registration for the NWCU, though the DENs are responsible for distributing registration information for the NWCU to their members. NWCU sets policy where DENs are concerned only when the workshop is affected by a DEN event.

Denominational Ecumenical Networks currently active in the NWCU include:

CADEIO (Catholic)

ECCO (American Baptist Church, African Methodist Episcopal Church, African Methodist Episcopal Zion, Church, Christian Church (Disciples of Christ), Christian Methodist Episcopal Church, Friends, International Council of Community Churches, Moravians, Reformed Church of America, United Church of Christ, and others)

EDEIO (Episcopal)

EIN-PCUSA (Presbyterian)

LERN (Lutheran)

UMEIT (Methodist)

STRUCTURES OF THE NWCU AND THEIR RESPONSIBILITIES

The structures of the NWCU are the National Ecumenical Officers Association (NEOA), the National Planning Committee (NPC) and the Local Planning Committee (LPC). Appointments to the NEOA, NPC and LPC should reflect the diversity of the Christian *oikoumene* (Gr., the whole world), with special attention to racial and ethnic diversity, gender diversity, generational diversity, and particular areas of expertise.

National Ecumenical Officers Association

The NEOA is comprised of the national ecumenical officers of the churches, or a member of their staff. The NEOA acts as the governing body for the NWCU as a 501(c)3 non-profit organization. The NEOA normally meets once annually, in conjunction with the NWCU. Additional meetings may be called by the NEOA President or by a majority of the members of the NEOA. Responsibilities, with respect to the NWCU, include:

- 1) Approves new churches and denominational ecumenical networks for NEOA and/or NPC membership.
- 2) Appoints NPC Chair from a list of three candidates proposed by the NPC. This appointment is made approximately two years in advance of the workshop to be chaired. For example, in May 2004, the NEOA confirmed the recommendation for the 2006 NPC Chairperson.
- 3) Confirms the NPC selection of the LPC Chair. This confirmation is made at least one and preferably two-three years in advance. Recommendation of the LPC Chair is made by the current NPC and presented to the NEOA for confirmation by the current NPC Chair.
- 4) Receives and approves or rejects NPC recommendation of future dates of NWCU.
- 5) Receives recommendations of future NWCU sites from NEOA Treasurer based on formal proposals from candidate host cities submitted to NEOA Treasurer and reviewed by NPC.
- 6) Chooses the site and announces its chosen host city at least one year and preferably two years in advance.
- 7) Acts as the responsible fiscal agent for the NPC.
- 8) Ratifies fees of the NWCU determined by the NPC.
- 9) Receives an annual NWCU financial report from the NEOA Treasurer.
- 10) May form *ad hoc* committees to assist in any aspect of the NEOA's work.

NEOA President

The NEOA President is elected by the members present at the annual meeting, and serves a renewable term of one year. Responsibilities, with respect to the NWCU, include:

- 1) Sends letter of approval of NPC membership to applicant church/network, with copy to NPC Chair (see sample letter #3).
- 2) Appoints NEOA Treasurer for three-year term, normally chosen from a list of three candidates proposed by the NPC.
- 3) Sends letter of appreciation to NPC Outgoing Chair at conclusion of term (see sample letter #2).
- 4) Sends letter of appointment to NPC Incoming Chair upon selection (see sample letter #1).

NEOA Treasurer

The NEOA Treasurer is appointed by the NEOA for the three-year term. NEOA considers names of candidates submitted by NPC. Treasurer may be re-appointed to a second three-year term. Responsibilities, with respect to the NWCUC, include:

- 1) Serves as financial officer of the NPC and of the NEOA.
- 1) Sets up and maintains NWCUC general bank checking account with two signatures, that of the NEOA Treasurer and the NPC Secretary.
- 2) Upon direction of NEOA, sets up and maintains bank investment account with two signatures, that of the NEOA Treasurer and the NPC Secretary.
- 3) Maintains the NWCUC accounts, files the tax reports and acts on behalf of the NEOA as a non-profit corporation.
- 4) Signs contracts in the name of the NEOA and/or the NPC.
- 5) Signs checks related to the NEOA and/or the NPC.
- 6) Reports regularly to the NEOA and the NPC.
- 7) Monitors financial sponsorships (grant monies) and provides current list of sponsorships to NPC annually.
- 8) Reports NWCUC expenses to the IRS (via 990E form) within three months of close of each workshop.
- 9) Receives proposals from candidate NWCUC host cities and manages the process of nominations and selection of city (see section on Hosting the NWCUC).
- 10) Manages the process of the hotel arrangements and negotiates with hotel for the NWCUC and NPC meetings two or more years prior to a NWCUC.
- 11) May use NEOA-approved travel agency to aid in selection of hotel.
- 12) Provides application data to set up an account with hotel where Workshop C is to be held.
- 13) Arranges for hotel to work with LPC contact persons and DEN contact persons.
- 14) Assists and acts as a consultant to the LPC Treasurer.

- 15) Contacts LPC Treasurer after each NWCU to discuss budget and forthcoming LPC income/ expense report.
- 16) Receives from the LPC within 90 days of the close of each NWCU final reports on the finances of the workshop using the proposed budget categories for income and expenses.
- 17) Advises LPC and NPC of amount (dollar/cents) of local *per diem* reimbursable according to IRS. Adjusts as needed the meal allowance of \$60 per day per person set in this guide book.
- 18) Provides the LPC with a typical sample budget.
- 19) Reviews LPC Treasurer LPC draft budget seven (7) months prior to Workshop B.
- 20) Provides updates of sample budget to the Guide Book Editor as needed.
- 21) Provides initial advance of four thousand dollars (\$4,000) to LPC nine (9) months prior to Workshop B which is to be reimbursed at close of Workshop B.
- 22) Provides LPC Chair and/or Treasurer will all grant funds received for current workshop and notes designated application of funds.

National Planning Committee

The National Planning Committee (NPC) is the primary planning structure of the NWCU, under the delegation of the NEOA. The NPC is directly responsible for the content, format, and overall success of the NWCU; it delegates certain responsibilities to the Local Planning Committee (LPC). Regular communication between the NPC and the LPC is crucial.

The NPC is constituted of three kinds of members:

- 1) One representative of each church or denomination recognized by the NEOA
- 2) One representative of each of the DENs recognized by the NEOA
- 3) Eight *ex officio* members recommended by NPC and ratified by NEOA:
 - Current NPC Chair
 - Outgoing NPC Chair
 - Incoming NPC Chair
 - NPC Archivist/Guide Book Editor/Parliamentarian
 - NPC Communications Liaison
 - NPC Secretary
 - Current LPC Chair
 - NEOA Treasurer

NPC Roster

NWCU NATIONAL PLANNING COMMITTEE				
Role	Representation	Current Incumbent	Email	Term
Communions/Churches	AMEZ			2008
	CC (DC)			2008
	CME			2008
	ECUSA			2008
	ELCA			2008
	PCUSA			2008
	UCC			2008
	UMC			2008
	RCC (USCCB)			2008
DENs	CADEIO			2008
	ECCO			2008
	EDEIO			2008
	EI-PCUSA			2008
	LERN			2008
	UMEIT			
Ex officio	NPC Chair			2009
	Incoming NPC Chair			2010
	Outgoing NPC Chair			2008
	NEOA Treasurer			2008
	LPC Chair			2008
	Communications			2010
	Archivist/Editor			2010
	At-Large			2008
	NPC Secretary			2010

The NPC Chair, NPC Archivist/Guide Book Editor/Parliamentarian, NPC Communications Director, and NPC Secretary serve three year terms and are recommended by the NPC to the NEOA for approval. They may be re-appointed to multiple consecutive terms. NEOA Treasurer is recommended by the NPC to the NEOA, appointed by the NEOA and may serve two consecutive terms. The LPC Chair serves a one year term and is recommended by the NPC to the NEOA. Representatives of the churches are the national ecumenical officers of the churches or are delegated by them. Representatives of the DENs are their presidents or are delegated by them.

If a member of the NPC is unable to attend a meeting or fulfill other responsibilities, a proxy may be appointed according to the following norms:

- 1) Church representative proxies are appointed by the church's national ecumenical officer and communicated in writing/email to the NPC Chair
- 2) DEN representative proxies are appointed by the DEN president and communicated in writing/email to the NPC Chair
- 3) *Ex officio* proxies are appointed by the NPC Chair

If the current NPC Chair does not or cannot fulfill duties of the position, the NPC will direct the Outgoing NPC Chair to accept the responsibilities of the current NPC Chair.

Meetings of the NPC

The NPC ordinarily meets four times each year. Additional meetings, electronic chats, teleconferences or videoconferences may be called by the NPC Chair, or by a majority of the NPC members. The regularly scheduled meetings are as follows:

Meeting 1: Thursday after workshop A

This meeting usually takes place shortly following the closing luncheon with the primary purpose of transferring responsibility of the NPC Chairs. At this meeting the Current NPC Chair leads a short debriefing of the workshop just concluded, offers appreciation, and by 'passing the gavel' becomes the Outgoing NPC Chair. The Incoming NPC Chair collects evaluations and feedback, and becomes the new Current NPC Chair (for Workshop B).

Meeting 2: Friday after workshop A, or one to two months following

This meeting usually takes place the day after the conclusion of the workshop in the same location, and fills the entire day (c. 9:00am – 6:00pm). On occasion, it has proven necessary to move the meeting one to two months after Workshop A, in which case it is held at the location of Workshop B. The tally and composite of evaluations are presented by the new Current NPC Chair and reviewed by the committee. The theme and its wording are established. Plenary presenters for Workshop C are identified. Seminar topics and proposed presenters for Workshop B are identified and assigned initial contact persons from NPC. Time should be taken for a general review of changes or updates to the guide book and an orientation to the NPC for new members.

Meeting 3: Eight months prior to workshop B

This meeting usually takes place eight to nine months prior to Workshop B on location, preferably at the hotel and including site visits to local churches that will be hosting worship services or other events. The meeting is normally scheduled for three days and two nights (c. 12.00 pm - 12. 00 pm).

Agenda items for Workshop B include necessary changes or substitutions for the seminar presentations, finalization of the entire schedule including DEN events, and any concerns raised by the NPC members. Review draft of NWCUC brochure prepared by LPC.

Agenda items for Workshop C include the confirmation of plenary presenters or any necessary changes or substitutions. Initial conversation may be surfaced around theme or seminar presentations. The Incoming NPC Chair may make additional reports.

Agenda items for Workshop D include the review of proposed host cities, dates, and the proposal of an NPC Chair and LPC Chair.

Meeting 4: Sunday prior to workshop B

This meeting takes place on the evening immediately prior to the beginning of Workshop B (c. 5:00 pm – 7:00 pm). Address any necessary changes or substitutions to the dates, host city, NPC Chair or LPC Chair for Workshop D. Review any final preparations for Workshop B.

Responsibilities of the NPC

- 1) Reviews the guide book annually (usually during Meeting #2).
- 2) Collaborates with the NEOA to assure the success of the NWCUC, including long-term strategic goals.
- 3) Promotes awareness of and participation in the NWCUC among ecumenists around North America.
- 4) Promotes responsible stewardship of the time, talent, and treasure resources of the NWCUC, its participants, presenters, and planning structures.
- 5) Authorizes the work of the LPC; collaborates with the LPC to assure the success of the NWCUC.
- 6) Reviews proposals for host cities for the NWCUC and recommends future sites to the NEOA.
- 7) Determines the theme of the NWCUC. Serious consideration ought to be given to the annual theme for the Week of Prayer for Christian Unity, from which since 1980 the workshop theme has been taken.
- 8) Develops the schedule, topics of the NWCUC, including plenary presentations, seminar presentations, and worship services.
- 9) Determines plenary and seminar presenters, approves any LPC recommendations for seminars.

- 10) Recommends NPC Chair, LPC Chair, NEOA Treasurer, NPC Secretary, NPC Communications Director, and NPC Archivist/Guide Book Editor/Parliamentarian to the NEOA for confirmation after securing approval of the nominee's denominational leadership.
- 11) Approves a budget for the NWCU developed by the NEOA treasurer, including registration fees and hotel contracts.
- 12) Approves all workshop displays/exhibits.
- 13) Seeks out possible donors to fund cost of continental breakfast on Tuesday and Wednesday of workshop.
- 14) Reviews and approves NWCU brochure prepared by LPC.
- 15) Assists LPC Chair as needed in coordination of events and keeping NWCU on schedule.

NPC Members (Individual responsibilities)

- 1) Read and become familiar with this guide book upon appointment to the NPC.
- 2) Participate actively in all NPC meetings, electronic communications, teleconferences, or video conferences.
- 3) Be familiar with the work of ecumenists in academia, judicatory offices, or local ministry as resources for plenary and seminar presentations.
- 4) Draft seminar titles, topics and descriptions for review by the entire NPC.
- 5) Serve as an initial contact for presenters at the NWCU as assigned.
- 6) Serve as an ongoing contact for assigned presenters at the NWCU, including the completion of the appropriate tracking forms one month prior to Meeting #3.
- 7) Serve as introducer of assigned presenter during the NWCU, including welcoming them upon arrival, assisting them with NWCU check-in, introduce presenter during presentation, and take headcount of each assigned seminar.
- 8) Promote awareness of and participation in the NWCU; encourage sponsorships of presentations or other events during the NWCU.
- 9) Encourage local ecumenists to consider hosting the NWCU, especially in underrepresented regions of the country and/or in cities which have not yet hosted the NWCU.
- 10) Ordinarily participate in the procession at the Opening Worship Service (vesting is optional).
- 11) Provides the Archivist with workshop materials of historical value.

NPC Chair

The NPC Chair actively serves on the NPC a total of three years: One year as Incoming NPC Chair, one year as Current NPC Chair, and one year as Outgoing NPC Chair. The NPC Chair is

appointed by the NEOA at the recommendation of the NPC, usually six months to one year before beginning service as Incoming NPC Chair. The NPC Chair is accountable to, and communicates with, the NEOA through the NEOA President. Chair actively encourages proposals from candidate host cities three years in advance.

The NPC Chair should have at least three years experience participating in the NWCU and preferably at least one year service on the NPC in any capacity before beginning service as Incoming NPC Chair. An individual may serve as NPC Chair only once.

Incoming NPC Chair

According to the Planning Cycle previously indicated, throughout this guide book, the Incoming NPC Chair refers to the Chair of Workshop C. During the year as Incoming NPC Chair, serves as a full member of the NPC, and has the following additional responsibilities:

- 1) Communicates proposed LPC Chair for Workshop C to NEOA for confirmation.
- 2) Communicates confirmation by NEOA to LPC Chair for Workshop C (see sample letter #7).
- 3) Communicates invitation for displays/exhibit during Workshop C to organizations approved by the NPC (see sample letter #8).
- 4) Communicates initial confirmation of plenary presenters for Workshop C (see sample letter #6) and serves as primary NPC contact for them.
- 5) Communicates regularly with LPC Chair for Workshop C.
- 6) Reviews and compiles the evaluations for Workshop B, presented during Meeting #2.
- 7) Appoints a member-at-large for a term of one year commencing at Meeting #1 following Workshop B, if desired. Appointment should be made with sufficient notice for member-at-large to arrange for travel and lodging to attend Meetings #1 and #2.
- 8) Provides the Archivist with workshop materials of historical value.

Current NPC Chair

According to the Planning Cycle previously indicated, throughout this guide book, the Current NPC Chair refers to the Chair of Workshop B. Responsibilities during the year as Current NPC Chair include all of the individual and corporate responsibilities of the NPC, as well as the following:

- 1) Serves as public representative and spokesperson for the NWCU.
- 2) Assures that every member of the NPC understands and fulfills their responsibilities as outlined in this guide book.
- 3) Assures the clear assignment of roles and responsibilities not specifically outlined in this guide book, including follow up on action items assigned during meetings.
- 4) Prepares an agenda for and moderates all regular meetings of the NPC.

- 5) Calls additional meetings, teleconferences, or videoconferences of the NPC, when necessary or expedient.
- 6) Communicates regularly with the Incoming NPC Chair, offering support or advice.
- 7) Communicates regularly with the NEOA President, LPC Chair, and DEN Presidents.
- 8) Collaborates with the NEOA Treasurer to prepare a budget for Workshop B.
- 9) Assures hospitality and other needs for plenary presenters and special guests of the workshop.
- 10) Presents the Ecumenical Recognition Award to the recipient during one of the workshop plenaries. Award is not given each year.
- 11) Calls to order Workshop B during the Tuesday morning plenary; introduces NPC and LPC.
- 12) Presides at all plenaries of Workshop B.
- 13) Calls to close Workshop B during the closing plenary; thanks NPC and LPC, presenters, participants, and announces date and location of Workshop C.
- 14) Exercises executive authority over any last-minute contingencies.
- 15) Concludes responsibility as Current NPC Chair at Meeting #1 following Workshop B, immediately assumes role of Outgoing NPC Chair.
- 16) Provides the Archivist with workshop materials of historical value.

Outgoing NPC Chair

According to the Planning Cycle previously indicated, throughout this guide book, the Outgoing NPC Chair refers to the Chair of Workshop A. Responsibilities during the year as Outgoing NPC Chair include all of the individual and corporate responsibilities of the NPC, as well as the following:

- 1) Assumes the responsibilities of the Current NPC Chair in the event of his/her absence or incapacity.
- 2) Communicates regularly with Current NPC Chair, offering support or advice.
- 3) Communicates formal appreciation to each presenter within one month of the conclusion of Workshop A (see sample letter #10).
- 4) Communicates formal appreciation to the LPC Chair and entire LPC within one month of the conclusion of Workshop A (see sample letter #11).
- 5) Communicates formal appreciation to any NPC members who have completed their term (see sample letter 12).
- 6) Communicates formal appreciation to sponsors within one month of the conclusion of Workshop A (see sample letter #13).

- 7) Prepares and submits a summary report of Workshop A to the NEOA President and Current NPC Chair within one month of the conclusion of Workshop A (see sample report #2).
- 8) Compiles and submits all records, recordings and archival information for Workshop A to the Archivist within three months of the conclusion of Workshop A.
- 9) Concludes all responsibilities on the NPC at Meeting #1 following Workshop B. If Meeting #2 following Workshop B is being held onsite the following day, this person may attend with voice but no vote.

NPC Archivist/Guide Book Editor/Parliamentarian

- 1) Monitors policy and procedural matters of the workshop and its entire planning process.
- 2) Maintains and updates NWCU Guide Book at the direction of the NPC and NEOA.
- 3) Assures that all members of the NPC and LPC receive current electronic copies of the guide book upon appointment to the NPC or LPC, respectively.
- 4) Reports all guide book changes to NPC Communications Chair for website updates.
- 5) Procures and receives all workshop materials of historical value for archives.
- 6) Maintains NWCU Archives.
- 7) Manages the nomination process for the Ecumenical Recognition Award.

NPC Communications Liaison

- 1) Oversees the marketing and publicity for the NWCU.
- 2) Coordinates media relations with secular and denominational agencies.
- 3) Collaborates with the LPC Communications and LPC Displays/Exhibits sub-committees.
- 4) Maintains the electronic media of the NWCU, including the website.
- 5) Maintains the web-based version of this guide book in response to changes provided by the guide book editor.
- 6) Maintains the web-based archival information in response to changes provided by the Archivist.
- 7) Oversees the securing of a recording service for all presentations during the workshop.
- 8) Assures the responsible care and transportation of the NWCU banners from outgoing LPC Chair to successor LPC Chair.

- 9) Assures that a common NWCU letterhead is available for use by the NPC and LPC.
- 10) Provides the Archivist with workshop materials of historical value.

NPC Secretary

- 1) Communicates schedule and agenda of NPC meetings with enough notice to NPC to allow for travel arrangements and other preparation.
- 2) Records minutes of NPC meetings, teleconferences, and video conferences, and maintains a record of all electronic communications.
- 3) Assures minutes, informational pieces and action items are distributed to NPC members and the NEOA President within thirty days of the meeting.
- 4) Serves as co-signer with the NEOA Treasurer on the NEOA NWCU general bank account.
- 5) Maintains and monitors the roster of appointments to the NPC, including terms of appointments and contact information for incumbents.
- 6) Maintains and monitors the chart of seminar topics and presenters.
- 7) Maintains a list of Student Essay Contest winners.
- 8) Maintains a list of workshop displays/exhibits.
- 9) Manages the process of nominations for the NPC Chair and *ex officio* members.
- 10) Receives from the NEOA Treasurer information regarding nominations for host cities for the NWCU and maintains a list of candidate host cities for upcoming workshops (see section on Hosting the NWCU).
- 11) Communicates receipt to each written proposal from prospective host. (see sample letter #4).
- 12) Communicates confirmation of selection of host city and authorization of LPC (see sample letter #5).
- 13) Provides Archivist with copy of all workshop minutes and lists for the archives.

LOCAL PLANNING COMMITTEE

The Local Planning Committee (LPC) is an annual committee of approximately twelve members whose responsibility is the local planning of the NWCU. LPC is comprised of chairs of each of its sub-committees. The LPC includes representatives of the Christian church denominations present in the locale, persons with local ecumenical experience and persons equipped with skills necessary to plan the workshop. The LPC may adjust its membership numbers and design to best fit its needs to fulfill its assigned responsibilities. The design of the LPC in this guide book is the result of four decades of NWCU LPC's trial and error (and successes).

LPC leadership should represent multiple years experience with the NWCU and include two or more years NWCU experience for the LPC Chair. Officers of the LPC are the Chair, Secretary, and Treasurer. The LPC emerges from a local ecumenical group which has submitted a written proposal to host a workshop. This proposal is submitted to the NPC via the NEOA Treasurer at least two or more years in advance of the year it would like to host.

LPC officers and members are volunteers and not paid by NWCU, NEOA, LPC or NPC. LPC has the option of securing grant (cash gift) funds to cover the cost of a paid LPC administrative staff. The LPC may not solicit funds from existing NWCU sponsors. The LPC strives to reach goals of the NWCU. NEOA may replace LPC and/or LPC Chair if it appears minimum goals will not be met.

Responsibilities of the LPC:

- 1) Is responsible to the NPC regarding the local arrangements of the workshop.
- 2) Consults the section on Recommended LPC Subcommittees in the guide book appendices.
- 3) Recommends a candidate for LPC Chair to the NPC. NPC appoints LPC Chair and appointment is confirmed by the NEOA.
- 4) Reviews guide book at the LPC's first general meeting.
- 5) Works in collaboration with the NPC and communicates with the NPC as local arrangements of the workshop are confirmed.
- 6) Considers LPC Chair as liaison between NPC and LPC.
- 7) Considers LPC Treasurer (Finance Chair) as liaison for finances with NEOA Treasurer.
- 8) Recommends appropriate hotel for NWCU site to the NEOA Treasurer for consideration by NPC.
- 9) Meets as a committee at its own discretion in a timely manner to complete its tasks and meet deadlines.
- 10) Generates strong campaign for participation in Workshop B and creates foundation encouraging heavy local registration.
- 11) Opts whether or not to embellish the workshop symbol with a local logo.

- 12) Recruits, trains and engages volunteers as needed; places volunteers in obvious locations for general information and hospitality (i.e., lobby, registration, display area, etc.) at NWCU.
- 13) Receives from the LPC Treasurer two months after the close of the workshop the report of receipts and expenses for the workshop; which must be submitted to the NEOA Treasurer within 90 days after the workshop. The NEOA Treasurer is responsible for reporting this information to the IRS (i.e., via 990E form).
- 14) Opts whether or not to plan and implement one or two NWCU seminars and submits recommendation to NPC (via LPC Chair) for approval.
- 15) Recommends to NPC potential seminar topics and presenters.
- 16) Works in collaboration with local representatives of the Denominational Ecumenical Networks (DENs).
- 17) Encourages DENs and local judicatory leaders to offer hospitality and/or host events for members of their respective denomination who are participating in the NWCU.
- 18) Registers complimentary all plenary and seminar presenters for the workshop. If a presenter offers to a contribution towards registration, the LPC accepts it and deposits it in its general fund.
- 19) Recommends the appointment of a new LPC Chair in the event the current LPC Chair cannot or does not fulfill LPC Chair responsibilities.
- 20) Ensures approximately 15,000 brochures are printed and distributed in a timely manner.
- 21) Ensures that detailed printed programs are placed in each registration packet distributed at the NWCU.

LPC Chair

- 1) Calls and chairs meetings of LPC on regular and as needed basis.
- 2) Oversees all responsibilities of LPC subcommittees.
- 3) Refers to NWCU Guide Book to ensure all responsibilities are performed in a timely manner.
- 4) Ensures that each member of the LPC receives and reviews the guide book.
- 5) Appoints LPC Secretary.
- 6) Appoints LPC Treasurer.
- 7) Appoints chair of each LPC subcommittee (i.e., Arrangements, Program, Registration, Communications/Public Relations, Worship, Displays, Finance, Optional Social Event, Transportation, Displays, Schools, etc).
- 8) Is primary liaison between LPC and NPC.

- 9) Maintains on-going communication with NPC Chair.
- 10) Participates in NPC meetings with voice (no vote) during one-year tenure as LPC Chair (beginning with NPC Thursday meeting at NWCUC and ending with next year's NPC Thursday meeting).
- 11) Has expenses for hotel, travel, food when attending NPC meetings covered by NWCUC via NEOA Treasurer.
- 12) Is primary recipient of presenter tracking forms via e-mail.
- 13) Shares tracking form information received with entire LPC, and with the NPC Chair.
- 14) Ensures that completed tracking forms for plenaries and seminars are received in timely manner to incorporate into brochure (approximately seven months prior to the workshop).
- 15) Receives completed and signed presenter Permission to Record forms and shares information with LPC Program Chair.
- 16) Receives from NPC details regarding NWCUC seminars to be included in brochure. Shares same with LPC Communications Chair for drafting of brochure.
- 17) Works closely with LPC Communications Chair on drafting of brochure.
- 18) Arranges for complimentary hotel upgraded rooms (with sitting area) to be assigned to DEN presidents for the purpose of hosting small meetings, when possible.
- 19) Submits brochure draft to NPC for review and editing at NPC meeting held approximately 7-8 months prior to Workshop B.
- 20) Circulates final brochure draft to NPC for approval before LPC Communications Chair takes final draft to printer.
- 21) Distributes forms at NPC meeting approximately seven months prior to workshop including: hotel meeting room request, book order for display and/or sale, brochure order, expense reimbursement claim, presenter's permission to record, and presenter tracking forms.
- 22) Advises DENs of hotel criteria for DENs.
- 23) Advises NPC of hotel criteria for NWCUC.
- 24) Provides detailed printed program of workshop schedule (created by LPC Program Chair) to each member of NPC at Sunday evening meeting of NPC immediately prior to workshop.
- 25) Provides final report on workshop to NPC within 90 days of its closure. Report to include LPC Finance Chair (Treasurer) report. General report includes total number of registrations, pertinent information and comments (see sample report #2).

- 26) Provides NPC Archivist with pertinent Workshop A materials for historical records within 90 days after close of Workshop A, including a full set of workshop recordings.
- 27) Encourages involvement of LPC in surfacing names of potential local seminar topics and leaders.
- 28) Brings LPC recommendations for potential seminar topics and leaders to the NPC meetings.
- 29) Confirms that NWCUC disclaimer is noted in the printed program of events distributed at workshop.

LPC Secretary

- 1) Records Minutes of all LPC meetings.
- 2) Distributes copies of Minutes to LPC members in timely manner.
- 3) Chairs LPC meetings in absence of Chair.
- 4) Maintains current list of LPC members' contact information.
- 5) Collects pertinent Workshop B information (including financial report) for Archives.
- 6) Submits Archive data to LPC Chair for delivery to NPC Archivist.
- 7) Communicates with seminar presenters to assure receipt of information necessary for the registration form, printed program, and other materials.

LPC Finance Chair/ Treasurer (see section on Financial Policies)

- 1) Chairs LPC Finance subcommittee.
- 2) Fulfills responsibilities of LPC Treasurer.
- 3) Is responsible for all finances of LPC.
- 4) Establishes local NWCUC bank checking account with two signatures required on each check (LPC Chair and LPC Treasurer). Orders printed checks. Reconciles bank statements.
- 5) Deposits into bank account all moneys received in timely manner including daily deposits received on site during the NWCUC.
- 6) Works in consultation with NEOA Treasurer.
 - a) Receives from NEOA Treasurer initial seed money of four thousand dollars (\$4,000).
 - b) Receives from NEOA Treasurer any money from sponsorships/grants for designated use in Workshop B.
 - c) Discusses questionable claims with NEOA Treasurer prior to payment.

- d) Submits to NEOA Treasurer final financial report (with all expenses paid) for Workshop B within ninety (90) days following close of workshop.
 - e) Submits check in amount of workshop net profit to NEOA Treasurer with final report and closes bank account.
- 7) Provides reimbursement for all workshop presenters.
 - 8) Provides plenary presenters with honoraria within seven (7) days of close of workshop B.
 - 9) Does not provide reimbursement for NPC members.
 - 10) Receives sample budget from NEOA Treasurer eleven (11) months prior to Workshop B if current budget sample is not provided in this guide book.
 - 11) Reviews all expense reimbursement claims with receipts from presenters for transportation, meals and hotel and pays unquestioned claims within ten (10) days of receiving claim.
 - 12) Submits to LPC for review report on receipts and expenses for Workshop B within (sixty) 60 days following close of workshop.
 - 13) Uses income and expense categories shown in the sample budget provided by NEOA Treasurer when preparing final financial report. Use of these categories is imperative for federal tax reporting purposes by NEOA Treasurer.

Planning Timeline

[to come]

FINANCIAL POLICIES OF THE NWCUC

General Information

Each NWCUC costs approximately \$60,000. An aggressive campaign to generate 350 paid full registrations typically covers that cost. Each NWCUC strives to cover its costs and send additional funds to the NWCUC via the NEOA Treasurer for the purpose of building up funds to cover any future workshop losses. These figures will be evaluated bi-annually.

Bank Accounts

NEOA Treasurer oversees the NWCUC bank account and reports current balance and status to the NPC and NEOA. Check book to be reconciled each month with bank statement. One signature required on check. NEOA Treasurer and NPC Secretary sign on NWCUC bank account. LPC Finance Chair is to establish and oversee NWCUC LPC bank account. Two signatures (LPC Chair, LPC Treasurer) required on each check.

Financial Reports

Oral and/or written financial reports are presented by LPC Finance Chair (aka LPC Treasurer) at LPC meetings. LPC final financial report (including all income and expenses) is to be submitted to LPC sixty (60) days after close of workshop. Complete final written financial report to be submitted to NEOA Treasurer within ninety (90) days after close of workshop. Final financial report includes detailed income and expenses. NEOA Treasurer, in turn, presents LPC Treasurer's final financial report to NPC at its meeting (typically 6-7 prior to next workshop) and will review report with NPC. NEOA Treasurer will also present written report with oral discussion to NEOA annual meeting. All expenses of the NWCUC, both local and national, are computed together for the final expense report. NEOA Treasurer files U.S. Department of Treasury (IRS) tax form 990E annually on behalf of NWCUC.

Funding Sources

Initial start-up funds in the amount of four thousand dollars (\$4,000) are advanced to LPC Treasurer by NEOA Treasurer. The seed money is typically used to open a LPC bank account in name of NWCUC, purchase letterhead stationery and return address envelopes, secure a person or company to design the local logo, and secure printer to print brochure. The initial start-up funds are to be reimbursed to the NEOA Treasurer at the close of the workshop.

NEOA, NPC and LPC are encouraged to solicit contributions of funds, in-kind services and gifts as needed, and volunteers from local judicatories, congregations, and other appropriate sources. Such gifts provide a cushion of more flexibility in the budget.

Primary source of funding comes for NWCUC registration fees which are as follows:

Full registration by six weeks prior to the workshop:	\$125
Full registration thereafter:	\$150

Full registration for full-time students:	\$50
One day registration which on Thursday includes luncheon):	\$50

Funds granted (cash gifts) to NWCUCU received by NEOA Treasurer are immediately deposited in NWCUCU account. NEOA Treasurer immediately sends a check for same amount to LPC Treasurer for deposit in NWCUCU LPC Account. Grant funds are to be used for purpose designated in year received. Sponsors may fund particular presentations, and should be recognized at the introduction to each event. Current sponsors are the American Bible Society for the Bible Study and the Order of St. Lazarus for Keynote Address. Funding is also available to students. Full-time students may apply for NWCUCU scholarship.

Hotel Account

Primary hotel account is set up with hotel via NWCUCU contract by NEOA Treasurer. LPC may do this in consultation with NEOA Treasurer.

NWCUCU funds primary meeting expenses (transportation, hotel and meals up to \$60 per day) of NWCUCU NPC Chair, NPC Incoming Chair, NPC Outgoing Chair, *ex officio* members and NEOA Treasurer (when individual is not otherwise covered by another agency). Expense claims to be submitted to NEOA Treasurer for reimbursement.

EXPENSES AND HONORARIA

NEOA Treasurer

NEOA Treasurer is primary financial officer of the NEOA, NWCUCU and NPC. NEOA Treasurer reports financial accounting to NEOA and NPC regularly. NEOA Treasurer secures an annual audit or formal review according to requirements set by IRS for a 501c3.

Reimbursement

Reimbursement covers expenses of hotel accommodations, meals and travel. Travel reimbursement is only for economy class tickets. Split travel arrangements must be negotiated in advance with NEOA Treasurer. Current Internal Revenue Service (IRS) allowance is used when computing car mileage reimbursement claims. Reimbursement for meals is not to exceed the IRS *per diem*, c. sixty dollars (\$60) per day per person. No reimbursement is made for hotel incidentals, mini bar, movies, internet access, telephone calls or other incidentals.

NPC Members

NPC expense claims are submitted directly to NEOA Treasurer for reimbursement. Hotel room, meals, travel and NWCUCU Registration fees are covered by the NWCUCU for *ex officio* members when attending NWCUCU or NPC meetings during term in office and only if no other agency will cover expense of individual. Criteria established for Plenary Presenters is applied.

LPC Members

LPC Chair has cost of meals, transportation, and hotel accommodations covered by NWCUCU when participating in NPC meetings and NWCUCU. Same criteria applied as to NPC Chair. Expense claim submitted to LPC Treasurer for reimbursement. LPC members may receive complimentary registration in the NWCUCU if opted for by the LPC. Serious consideration should always be given by the LPC to meet budget, cover all expenses, and strive for profit.

Presentation Expenses

All equipment (i.e., audio-visual, writing board, flip charts, etc.) provided by the hotel will incur an extra charge. The Local Planning Committee will confirm receipt of each request and inform the presenter of any associated costs which does not fall within allocated budget allowances. Such costs must be covered by the presenter. Responsibility for ordering hotel equipment lies with the NWCUCU LPC, which designates who from this committee bears this responsibility. Presenters cannot order hotel equipment.

Plenary Presenters

Four plenary presenters (Opening Worship Preacher, Keynote Speaker at Opening Plenary, Wednesday/Thursday Bible Study, Closing Luncheon Speaker) are selected by the NPC and compensated by the LPC Treasurer with honoraria as follows:

Monday Opening Worship Preacher	\$500
Tuesday Keynote Speaker	\$500
Wednesday Bible Study/Religious Experience (if more than one person, the honorarium is shared)	\$500
Thursday Bible Study/Religious Experience (if more than one person, the honorarium is shared)	\$500

If one plenary presenter fills two positions (such as, Bible Study Leader on Wednesday and Thursday), may be compensated with $2 \times \$500 = \$1,000$. If honorarium is declined or return, LPC Chair advises NPC Chair to send letter of appreciation. Honorarium may be presented to plenary presenter following conclusion of presentation or mailed within seven (7) days of presentation.

Plenary Presenters are given complimentary hotel room, meals, transportation, and NWCUCU registration. If the Wednesday or Thursday religious experience or special plenary includes a worship service, that preacher may be given or share in funding allotted for that occasion only. NPC Chair is to provide hotel (via LPC) names of persons rooms and hotel meals to be charged to NWCUCU hotel account. Plenary presenters' accommodations are covered for entire stay at NWCUCU. Presenters are to make their own transportation arrangements and to submit claim for reimbursement to LPC Chair/ Treasurer. LPC Treasurer is to reimburse claims within seven (7) days of receipt. Questionable claims are to be discussed with NEOA Treasurer prior to reimbursement.

Seminar Presenters

Seminar presenters are not offered an honorarium or other monetary stipend. Each presenter's hotel room, transportation, meals, and NWCUC registration fee is to be covered by NWCUC. If a presenter is scheduled for only one day, not more than two night's accommodations are covered by NWCUC. Meals may be charged to NWCUC hotel account and/or submitted for reimbursement to LPC Chair on NWCUC Expense Claim form. Internet access, telephone calls, or other incidentals will not be reimbursed by the NWCUC. Any other expense reimbursement claims (seminar supplies, equipment orders, etc.) to be approved by NEOA Treasurer. Presenters make own transportation arrangements. LPC provides hotel with presenter names whose hotel room and meals are to be charged to NWCUC account. LPC registers all presenters in the workshop. LPC makes hotel room reservations for all presenters and assures there are no duplications. LPC provides hotel with list of presenters names to charge room and hotel meals to NWCUC account. Presenters who are members of the NPC need not be included on this list, and should make arrangements as members of the NPC rather than as presenters.

ADDITIONAL FEATURES OF THE NWCUC

Academic Credit

The NWCUC fulfills requirements for Continuing Education Units, about 15-20 classroom hours. The LPC should arrange for a local accredited academic institution to offer credit to any participant who applies.

Awards

In 1996 the NPC instituted an Ecumenical Recognition Award. Each year the NPC may decide to honor an individual as recipient of this special award. The purpose of the award is to recognize exceptional ecumenical achievement. The nominating process of this award is as follows. The Parliamentarian manages the nomination process for the Ecumenical Recognition Award. The NPC Chair forms and chairs an ad hoc award committee of three NPC members. This committee seeks nominees for the award from NPC members and recommends to the NPC its selection of a candidate for the award. Upon endorsement of the NPC, the NPC Chair contacts the nominee about acceptance of the award. In the event that a nominee does not accept the award, the ad hoc committee may select another nominee. Presentation of the award is made by the NPC Chair during one of the workshop plenaries. Additionally, some DENs have their own awards which are presented during the course of the workshop. These include CADEIO's annual James Fitzgerald Award for Ecumenism, presented at the CADEIO Luncheon.

Bookstore

It is the desire of the NEOA and the NPC that each workshop will provide for its attendees the opportunity to purchase publications written by presenters and other noted ecumenists. Bookstores given the book concession will be provided with the names of all workshop presenters and preferred publications, as provided by the LPC. They may use this information to place their published works among the inventory brought to the NWCUC. If a presenter makes a request regarding a particular publication it will be the responsibility of the bookstore to decide if it will be in the inventory. A general bibliography of ecumenical resources is provided by the NWCUC Guide Book Editor.

Displays/Exhibits:

NPC approves all displays/exhibits. The NPC Secretary maintains a list of displays/exhibits. Displayers do not receive a subsidized NWCUC registration fee. Displayers may not attend workshop events unless they are registered. LPC arranges for displays/exhibits and for their space allocation and location. LPC is encouraged to ask the displayers to provide a reasonable sample of their display board and handout materials in advance of the workshop as a precaution against controversial messages. The following bodies have a standing approval:

American Association of Interchurch Families

Canadian Centre for Ecumenism

Churches with representation on the NPC
Denominational Ecumenical Networks
Graymoor Ecumenical & Interreligious Institute
National Association of Ecumenical & Interreligious Staff
National Association of Interchurch and Interfaith Families
National Council of Churches
National Workshop on Christian Unity sponsors:
Priority should be given to workshop and DENs registration, the workshop bookstore,
councils of churches, ecumenical agencies, etc.
North American Academy of Ecumenists
Paulist Office for Ecumenical and Interfaith Relations
Taizé
World Council of Churches

Informal Networking

Throughout the NWCUC, various caucuses of people create informal networking opportunities. In recent years younger ecumenists have gathered for a dinner or evening meeting, alumni from ecumenical programs have met, delegates to CCTUSA or NCCCUSA have held meetings. Announcements of these gatherings may be included in the daily announcements, but are not usually included in the printed program.

Recordings

The NPC Communications Chair works with the LPC in contracting for recording service. Recordings should be available in current and commonly accessible digital forms. Ordinarily the practice is that the recording service provides their services at no cost to the NWCUC in return for the recording service having the right to sell and distribute the recordings it has made. For out-of-town contractors LPC provides hotel accommodations and the meal *per diem*. Digital recordings are to be made of all presentations for which permission to record has been received. Plenary presentations are ordinarily audio and visual. Seminar presentations are ordinarily audio. The Archivist is to ensure that a full set of recordings is sent to the archives. The LPC is to ensure that workshop presenters receive a complimentary copy of their presentations.

Registration Packet

Prepared by the LPC, the Registration packet should include:

- 1) NWCUC Brochure
- 2) NWCUC List of NPC and LPC members with contact information
- 3) NWCUC List of Participants, with name, denominational and organizational affiliation telephone number and email, organized alphabetically and by denomination
- 4) NWCUC Evaluation (see sample form #11) and information for online evaluation
- 5) NWCUC Hosting the NWCUC, for cities interested in hosting a workshop
- 6) NWCUC Schedule of Events booklet
- 7) NWCUC Updates/Changes re: plenary and seminar details
- 8) Bus schedule for event transportation
- 9) Information on Continuing Education Units
- 10) Information on host city, map of city/neighborhood
- 11) Information on recording of presentations, with order form
- 12) Information on the student essay contest, with names of winners
- 13) Information on Wednesday Evening Social/Cultural event (if applicable)
- 14) Hotel services and layout of meeting space and rooms
- 15) Identifying insignia (i.e., ribbon, sticker) for NPC and LPC members
- 16) Identifying insignia (i.e., ribbon, sticker) for newcomers and first time attendees (optional)
- 17) Name Tag
- 18) Pre-paid tickets (i.e., luncheons, Wednesday Evening Social/Cultural Event)
- 19) Table assignments (if applicable)
- 20) List of neighborhood churches, restaurants, social and cultural sites, local transportation options

Student Essay Contest

The essay contest is sponsored by the Denominational Ecumenical Networks (DENs) and is open to all graduate theological students, seminarians and other students preparing for ministry in an academic institution or judicatory program. The contest is designed for students to exercise their theological imagination and introduce ideas in a friendly and supportive environment. The essay topic is determined annually, shortly after the preceding workshop. Submissions are due the following February 16. Papers are submitted to the student's respective church national ecumenical office or DEN president. Winners present their essays at a seminar on Tuesday

during the workshop. The NPC contact for this seminar oversees the essay contest process. This process may be re-addressed annually by the contest coordinators in cooperation with the NPC and LPC to accommodate the current year's needs.

Website

The purpose of the NWCUC website is to promote the event, to provide information for participants, to enable participants to register online for the workshop, and to access links to the DENs and registration procedures for their programs. The website identifies members of the National Planning Committee and the Local Planning Committee and gives their contact information. On the website are descriptions of workshop plenaries and seminars, and brief information about presenters. Other features found on the website are: links to the DENs, churches and workshop sponsors, workshop displays/exhibits, as well as recordings/streaming of presentations. The website also includes highlights of past workshops

HOSTING THE NATIONAL WORKSHOP ON CHRISTIAN UNITY

Proposing to Host the NWCU

- 1) A formal proposal must be submitted to the NPC Treasurer including information attesting to the requirements below. Proposals are considered at NPC Meeting #3 for Workshop D.
- 2) Proposing to host the NWCU implies a commitment to actively work on a Local Planning Committee following the NWCU Guide Book so as to assure a successful workshop.
- 3) Elements of the proposal are listed below.

Local Support

- 1) Letters of invitation and support from at least four local judicatory leaders, including those of the three churches with the largest DENs participating in the NWCU, currently the Catholic, Episcopal, and ELCA. These letters should be included in the proposal.
- 2) Strong local contacts of the member DENs.
- 3) Support from local ecumenical agencies, councils of churches, academic institutions, dialogues, etc.
- 4) There must be a responsible, even if ad hoc, organization which can develop a local planning committee, designate a local chairperson and handle the funds.
- 5) A local judicatory or ecumenical organization will have to contribute in-kind administrative assistance in handling reservations, acknowledgements, registration, etc.

Facilities: Churches

Cathedrals and other churches hosting NWCU worship experiences should be within walking distance or a short bus ride (c. 15-20 minutes).

Facilities: Hotel

- 1) Availability of a hotel/convention center with 12-15 breakout rooms and large assembly room to seat up to 500 people at tables, adequate catering facilities, a restaurant, and public information systems available.
- 2) The NPC takes an active part in choosing hotel facilities. Sometimes it uses a professional meeting planner. If you approach a hotel sales staff, make it clear that a professional meeting planner may be involved in the future. While price data is helpful (i.e., ranges from room rates) the NPC negotiates the final price and signs the contract.

- 3) Host site will also be used by NPC during Meeting #3, prior to the workshop.
- 4) NPC Secretary/NEOA Treasurer visits proposed hotels prior to review by NPC?
- 5) Complimentary rooms are to be negotiated, normally at a rate of 1:50 paid. The final number is determined at the conclusion of the workshop. These complimentary rooms are used to accommodate our presenters first, followed by *ex officio* NPC members, thereby keeping the NWCU cost down.
- 6) Complimentary Suites or suite upgrades may be provided. Suites should be made available to the Current NPC Chair, LPC Chair, plenary presenters, in that order.
- 7) Internet access for workshop participants; gratis access preferred.

Services: Travel to the NWCU

An airport served by at least two major airlines within 30-40 minutes drive of the hotel/convention center.

Services: Local Transportation

- 1) Host site to have shuttle and/or taxi service between hotel and airport available 24/7.
- 2) Parking information and costs should be made available with conference registration.
- 3) Parking costs for plenary presenters, students, and others local participants should be considered.

Services: Local Amenities

- 1) Within walking distance.
- 2) Restaurants, cafés, etc.

Regional Distribution

NPC may also solicit proposals, preference given to geographic distribution of workshops to maintain national, rather than regional, identity of workshop. From 1964 to 2009, the regional distribution of work-shops is as follows:

- Northwest: 2
- Southwest: 8
- South(east): 10
- North-central: 10
- Northeast: 16



DATE	SITE	DATE	SITE
2010	Tampa, FL	1986	Hartford, CT
2009	Phoenix, AZ	1985	San Antonio, TX
2008	Chicago, IL	1984	Minneapolis, MN
2007	Arlington, VA	1983	Louisville, KY
2006	San José, CA	1982	Grand Rapids, MI
2005	New Orleans, LA	1981	Boston, MA
2004	Omaha, NE	1980	Seattle, WA
2003	Savannah, GA	1979	Birmingham, AL
2002	Cleveland, OH	1978	Tulsa, OK
2001	San Diego, CA	1977	Pittsburg, PA
2000	Louisville, KY	1976	Memphis, TN
1999	Rochester, NY	1975	San Diego, CA
1998	St. Paul, MN	1974	Charleston, SC
1997	Sacramento, CA	1973	Toledo, OH
1996	Richmond, VA	1972	New York, NY
1995	Albuquerque, NM	1971	Houston, TX
1994	Providence, RI	1970	Kansas City, KS
1993	Milwaukee, WI	1969	Philadelphia, PA
1992	Denver, CO	1968	Detroit, MI
1991	St. Louis, MO	1967	Oakland, CA
1990	Pittsburg, PA	1966	St. Louis, MO
1989	Indianapolis, IN	1965	Boston, MA
1988	Portland, OR	1964	Baltimore, MD
1987	Atlanta, GA		

Archives

NWCU Archives are currently housed at Union Theological Seminary. With the approval of the NEOA, efforts are currently underway to consider transferring the archives to the University of Notre Dame, Indiana. This would place them in proximity to two DENs' archives. CADEIO's archives are at the University of Notre Dame, Indiana, and LERN's archives are in Elk Grove Village, IL, near ELCA's churchwide office, The Lutheran Center. EDEIO's archives are in Austin, Texas, part of the Archives of the Episcopal Church.

APPENDICES

Plenary and Seminar Forms are to be sent by the NPC Chair to each NPC member who serves as a contact person for presenter(s). Ordinarily the NPC Chair is the contact for plenary presenters, although this task may be delegated to an NPC member. The contact prepares these forms as indicated on them and then sends them to the presenter for completion. Upon completion the presenter then sends them back to the contact, who is responsible for forwarding them to the NPC Chair, the LPC Chair and any other designated committee member. For the most part this correspondence is done electronically. For seminars the contact either introduces the presenter(s) or engages a member of the NPC or LPC to do so. For plenaries the NPC Chair engages the introducer. During the workshop contacts make themselves available to welcome presenter(s).

Appendix A: Recommended Additional LPC Subcommittees

LPC Arrangements Chair

- 1) Chairs LPC Arrangements sub-committee.
- 2) Makes every effort to secure a small number of complimentary parking spaces from the hotel for the use of local volunteers recruited by the LPC to perform tasks during the workshop.
- 3) Works with LPC Transportation Chair to arrange transportation for NWCUC events more than two blocks away from hotel and for special needs of presenters.
- 4) Works with LPC Transportation Chair to arrange transportation of major speakers to/from airport.
- 5) Works with LPC Chair to confirm needs of each presenter and special guest.
- 6) Secures from LPC Chair completed hotel meeting room request forms from NPC and DENs.
- 7) Arranges for appropriate room space and set up for all NWCUC gatherings including seminars, plenaries, and worship centers.
- 8) Acts as liaison with hotel for meeting space, room set up, catering, equipment, signage, special needs (i.e. emergency contact, handicap access).
- 9) Coordinates presenters' requests for equipment.
- 10) Make certain DENs equipment orders are not duplicated with LPC equipment orders.
- 11) Does not make hotel catering arrangements for DENs.
- 12) Coordinates with DENs to facilitate cooperation of needs from hotel and LPC.
- 13) Secures and sets up signage (in compliance with hotel requirements) in hotel including identification of seminar rooms, plenaries, worship centers, registration, book store, display areas, etc.

- 14) Works with LPC Displays/Exhibits Chair regarding space, tables, electric outlets as requested by displayers and makes arrangements with hotel.
- 15) Works with hotel on LPC Program Chair needs regarding hanging of NWCUCU banner and/or other decorations.
- 16) Works with hotel on LPC Registration Chair needs for NWCUCU registration area.
- 17) Works with hotel on LPC Communications Chair needs for hanging NWCUCU Message Board.

LPC Communications Chair

- 1) Chairs LPC Communications sub-committee.
- 2) Arranges for drafting, printing and distribution of 15,000+ NWCUCU brochures.
- 3) Arranges for drafting, printing and distribution of approximately 500 letterhead/envelopes.
- 4) Arranges for drafting local logo if opted for by LPC.
- 5) Researches possibilities for complimentary printing.
- 6) Researches printers and considers time and cost in all printing orders.
- 7) Provides small amount of letterhead/envelopes to NEOA President, NPC Chair, NEOA Treasurer for letters over their signatures.
- 8) Designs NWCUCU brochure as workshop's primary marketing tool. Brochures to be attractive, provide all pertinent information, easily read and user friendly.
- 9) Receives from NPC Chair (via LPC Chair) biographies and photographs of four plenary presenters to include in brochure.
- 10) Receives from NPC Chair (via LPC Chair) identification of seminar presenters.
- 11) Receives from NPC Chair (via LPC Chair) seminar descriptions.
- 12) Receives from LPC Chair presenter information on completed tracking forms.
- 13) Create brochure draft in computer format commonly used for circulation.
- 14) Builds brochure draft as information is received. Reserve space on draft for information not yet received.
- 15) Submits NWCUCU brochure draft to NPC for approval at NPC meeting held six to seven months prior to workshop.
- 16) Secures NPC approval (via LPC Chair) of brochure final draft prior to printing.
- 17) Distributes to NPC (via LPC Chair) brochure request forms.
- 18) Fills brochure request form orders by December prior to workshop.
- 19) Acquires list of NWCUCU participants in last two workshops and mail a brochure to each person.

- 20) Mails large packets of brochures (via UPS) to denominational networks, church staffs and others requesting brochures.
- 21) Charges no fee to send from 1 – 1,000 brochures to one addressee.
- 22) Charges fee for additional brochures sent upon request after first 1,000 to one addressee.
- 23) Receives forms requesting brochures and fills orders in a timely manner. For workshops held in April, Church denominational officers should receive brochures by early December, thus allowing time to re-distribute in January.
- 24) Works in collaboration with the NPC Communications Chair (NPC ex-officio position)
- 25) Consistently provides current local updates for NWCUC website to NPC Communications Chair.
- 26) Arranges locally publicity for NPC before and after workshop.
- 27) Works with NPC Communications Chair on arranging local publicity, press releases, photo-ops, press conferences during the workshop.
- 28) Maintains local lists of newspapers, newsletters, journals, for press release distribution
- 29) Is custodian of NWCUC logo banner during workshop.
- 30) Makes certain banner is passed to next year's LPC Chair at close of current workshop.
- 31) Arranges for design of local logo to embellish NWCUC symbol if opted for by LPC.
- 32) Works in collaboration with LPC Program Chair to produce a printed program, i.e., a Schedule of Events booklet, which is to be included in each registration packet.
- 33) Ensures that NWCUC disclaimer is printed in the Schedule of Events booklet (printed program).
- 34) Ensures that NWCUC disclaimer is not printed in workshop brochure.
- 35) Arranges for and maintains NWCUC Information Board in hotel during workshop.

LPC Displays/Exhibits Chair

- 1) Chairs LPC Displays sub-committee.
- 2) Acts as liaison between LPC, hotel and displayers.
- 3) Work with LPC Arrangements Chair to secure display area, tables, and electric outlets as needed for displays in hotel.
- 4) Arranges display area in hotel.

- 5) Secures one or more book store with ecumenical, denominational and theological books to be part of the NWCUC Bookstore display and to sell books on site.
- 6) Determine number of displays by space available.
- 7) Procures from the NPC (via LPC Chair) lists of books to recommended by NPC and NWCUC Workshop B presenters for display and/or sale during workshop.
- 8) Arranges for exhibit areas as requested by DENs and ecumenical bodies approved by NPC to display. Invites displayers to be set up in hotel on Monday morning of the NWCUC.
- 9) Keeps all displays, recording sales, and book store in same general area in hotel when possible.
- 10) Ensures that displayers have a strong ecumenical interest or be related to NWCUC presenters.
- 11) Ensures that displayers not be politically divisive, controversial or potentially church dividing. (See section on NPC).
- 12) Obtains from NPC Secretary (via LPC Chair) a list of pre-approved displayers and exhibitors to display/exhibit at the NWCUC. (See section on NPC).
- 13) Arranges to secure display area during unstaffed hours without additional cost to NWCUC when possible. If not possible, advises displayers of such.
- 14) Advise displayers that NWCUC provides no liability insurance and accepts for responsibility for security.
- 15) Arranges for volunteer workers as needed. Each displayer to provide own on-site staff.
- 16) Invites shops with Christian mementos to have a gift shop at the workshop if opted for by the LPC.
- 17) Works with LPC Program and Arrangements Chairs to arrange display area for audio/visual recording company.

LPC Program Chair

- 1) Chairs LPC Program sub-committee.
- 2) Plans and arranges Opening Reception following Opening Worship Service on Monday evening.
- 3) Plans and arranges for Closing Luncheon.
- 4) Designs and arranges meal tickets as needed.
- 5) Designs Closing Luncheon tickets with assigned table numbers.
- 6) Arranges seating assignments at each table to mix people and denominations represented, and strives for ecumenical balance at each table.

- 7) Works with LPC Registration Chair to include Closing Luncheon tickets in registration packets.
- 8) Arranges for audio and/or video recording of NWCU plenaries and seminars and for the sale of recordings during the workshop.
- 9) Assure that, included in the LPC agreement with recorders, they will provide a complete set of recordings for the archives.
- 10) Receives signed Permission to Record forms from LPC Chair and maintains list of sessions with permission to record.
- 11) Does not permit audio or video recording of any presenter without signed permission form.
- 12) Coordinates recording arrangements with LPC Communications Chair and LPC Arrangements Chair.
- 13) Coordinates with LPC Arrangements Chair on hanging of NWCU logo banner in main plenary room.
- 14) Coordinates with LPC Arrangements Chair on ballroom decorations if opted.
- 15) Arranges for cash and carry continental breakfast in hotel if no complimentary breakfast is provided, when possible.
- 16) Works in collaboration with the Communications Chair to produce current NWCU printed program of events booklet to be distributed in registration packets.
- 17) Recruits signers for hearing impaired if/where needed.
- 18) Assists LPC Chair as needed to keep agenda on schedule at NWCU Opening Plenary on Tuesday.
- 19) Seeks sponsorships (cash grant funding) for the NWCU including denominations and ecumenical groups to host NWCU program or event (i.e., Monday evening Opening Reception, continental breakfast on Tuesday or Wednesday).
- 20) Does not approach current sponsors of NWCU for additional grant.
- 21) Advises NPC and LPC Chairs of sponsorships (gifts) received.
- 22) Coordinate with Incoming LPC Chair the placing of blank evaluation forms on each table at Closing Luncheon and arranging for Incoming LPC Chair to collect forms immediately following luncheon.

LPC Registration Chair

- 1) Chairs LPC Registration sub-committee.
- 2) Sets up advance NWCU registration and tracking system.
- 3) Arranges for NWCU registration form to be included in the NWCU brochure and on the NWCU web-site.
- 4) Collaborates with NPC Communications Chair regarding on-line registrations.

- 5) Collaborates with LPC Schools Chair regarding requests for continuing education credits.
- 6) Processes each workshop registration when it comes in.
- 7) Sends each registration confirmation upon receipt, including pertinent information (airport shuttle, maps, directions, etc.).
- 8) Works with LPC Finance Chair (Treasurer) to deposit and record fees received in a timely manner.
- 9) Provides to-date workshop registration report (including seminar interest) to NPC Chair (via LPC Chair) two months prior to workshop, one month prior to workshop and two weeks prior to workshop.
- 10) Works with LPC Arrangements Chair to assure appropriate room size for each seminar according to seminar check-offs on completed registration forms.
- 11) Pre-registers each presenter and special guest complimentary (no fee) in NWCUC.
- 12) Does not provide complimentary NWCUC registration for NPC members.
- 13) Maintains workshop registration records on computer, with back-up on external storage device and in hard copy.
- 14) Creates printed alphabetical list by denomination of all workshop participants for distribution in registration packets at workshop.
- 15) Creates supplement list of participants (to add to previously distributed list) by denomination and have copies available for pick up at the workshop registration desk on Tuesday morning.
- 16) Arranges for NWCUC on-site registration and information beginning Monday 8:30 AM – 9:00 PM and optional hours through Thursday.
- 17) Arranges for NWCUC registration desk staffing.
- 18) Distributes packets of information upon check-in at on-site registration desk
- 19) Makes hotel room reservation for each presenter and special guest.
- 20) Provides hotel with list of names of presenters and special guests whose room and meals are to be charged to the hotel's NWCUC account.
- 21) Arranges, when possible, for NPC Chair, LPC Chair (if residing in the hotel) and DEN presidents to have complimentary room upgrades to suites in which small group meetings may take place.
- 22) Does not make hotel reservation for NPC members.
- 23) Acts as contact person between LPC and hotel for all room reservations.

LPC Schools Chair

- 1) Chairs LPC Schools sub-committee.

- 2) Arranges continuing education credit (CEU) through local academic institution or one through which CEU has already been granted.
- 3) Works with LPC Communications Chair to ensure that CEU information appears on the NWCU website and in the brochure.
- 4) Acts as NWCU LPC liaison with local colleges, universities, and seminaries.
- 5) Communicates with academic institutions about the NWCU, and strongly encourages faculty and students participation in the workshop.
- 6) Inquires about possibilities of academic credit for students participating in NWCU and arranges such when possible.
- 7) Works with LPC Registration Chair to ensure CEU information is included in registration confirmation and/or on-site registration packets.
- 8) Serves as the contact for students who apply for NWCU scholarship.

LPC Social Event Chair (optional)

- 1) Chairs LPC Social Event sub-committee.
- 1) Explores possibilities for a social or cultural event to be held on Wednesday evening of workshop.
- 2) Considers social event to be a helpful opportunity for networking, relationship building and an incentive for NWCU participation.
- 3) Submits recommendation for event to LPC which makes decision to choose to offer an optional social and/or cultural event to workshop participants.
- 4) Plans and arranges event.
- 5) Plans social event as offering to workshop participants, but separate from the NWCU.
- 6) Plans social event participation fee to cover entire cost of event.
- 7) Works with LPC Communications Chair to include event sign-up in brochure and on website.
- 8) Provides for tickets as needed.
- 9) Works with LPC Registration Chair to include pre-paid social events tickets in appropriate registration packets.
- 10) Works with LPC Transportation Chair to provide buses to/from social event.
- 11) Informs social event site management that NWCU does not provide liability insurance for event.
- 12) Ensure scheduling of social event does not conflict or negatively impact on NWCU programs.

LPC Transportation Chair

- 1) Chairs LPC Transportation sub-committee.

- 2) Explores options for transportation needs of workshop with special consideration of expense to workshop.
- 3) Arranges all busing needed to/from workshop events scheduled more than two blocks away from hotel (including worship, opening reception, social event).
- 4) Offers staggered bus schedule for return to hotel following Opening Reception. (Not everyone wants to return at the same time).
- 5) Offers staggered bus schedule for return to hotel following special social event if appropriate.
- 6) Works with LPC Registration Chair to arrange transportation to/from airport for plenary presenters and special guests.
- 7) Ensures that each presenter and special guest is informed of airport/hotel transportation arrangements.
- 8) Works with LPC Registration Chair to arrange special needs transportation for handicapped if requested.
- 9) Does not charge fee to participants for transportation between NWCUCU scheduled events.
- 10) Understands that NWCUCU does not provide liability insurance when transporting workshop participants.
- 11) Provides information to DEN's regarding a bus company that could provide busing to/from DEN activities away from hotel.

LPC Worship Chair

- 1) Chairs LPC worship Subcommittee.
- 2) Works with LPC Chair to coordinate Opening Worship Service on Monday evening of NWCUCU
- 3) Invites NPC, LPC and DEN presidents to participate in processional at Opening Worship Service
- 4) Determines liturgical color and advises participants for vesting.
- 5) Recommends to NPC name(s) of one or two recipients of offering to be received at Opening Worship. (Typically, one national recipient and one local recipient)
- 6) Provides hospitality to Opening Worship participants including Preacher who is secured by the NPC.
- 7) Is not responsible for DENs-sponsored worship services but serves the DENs as they typically engage locals in planning process of DENs-sponsored worship services.

Appendix B: Sample Reports

- 1) Final Report from NEOA Treasurer to NPC /NEOA
- 2) Final Report NPC Outgoing Chair to NPC
- 3) Final Report from LPC Outgoing Chair to NPC / NEOA Treasurer
- 4) Final Report from LPC Outgoing Treasurer to NEOA Treasurer and LPC Chair
- 5) Brochure cover, local logos [to come]

Sample Report #1: Final Report from NEOA Treasurer to NEOA and NPC

National Workshop on Christian Unity

NEOA Treasurer's Final Report

(Date)

ASSETS (Cash)

NWCU Checking Account

NWCU Master Account

NWCU Certificate of Deposit

Total Cash

REIMBURSEABLE MONIES (Advanced)

Workshop

Total Reimbursement Due

+

TOTAL ASSETS

LIABILITIES

GRAND TOTAL ASSETS

PROFIT / LOSS ACCOUNTING

NWCU 20--

NWCU 20--

LPC Profit / Loss \$

LPC Profit / Loss\$ _____

NPC Expense

NPC ExpensesNEOA Expenses

NEOA Expenses

NET PROFIT / LOSS

NET PROFIT / LOSS =

Signed:

NEO Treasurer, Date: _____

Sample Report #2: Final Report from NPC Chair to NPC

2002 NATIONAL WORKSHOP ON CHRISTIAN UNITY

REPORT TO NATIONAL PLANNING COMMITTEE

FROM NATIONAL CHAIR DIANE LOWE

JUNE 10, 2002

The National Workshop on Christian Unity (NWCU) held at the Cleveland Sheraton City Centre Hotel in Cleveland, Ohio on May 20-23, 2002, was a successful event. *With You Is The Fountain of Life* provided the theme of the 39th annual NWCU and the Cleveland hospitality was excellent.

Opening worship preacher The Reverend John Thomas, President, United Church of Christ, and key note speaker Cardinal Walter Kasper, President, Pontifical Council for Promotion Christian Unity, were well received. Scheduled Closing Luncheon speaker The Reverend Kathryn Bannister, Pastor, United Methodist Church, and President, World Council of Churches, was replaced with 14-hour notice by Dr. Ann Riggs, Director, Faith and Order Commission, National Council of Churches.

Wednesday-Thursday plenary was in the form of a Eucharist using Churches Uniting in Christ (CUIC) liturgy followed by reflections on the worship experience. Preacher UMC Bishop Jonathan Keaton was especially well received. Reflection presenters The Reverend Dr. Bertrice Wood, Director, CUIC, and The Reverend Alan Detscher, Roman Catholic, were identified after brochure was printed.

Of the 12 seminars listed in the brochure, one was canceled and one extended. Seminars generating most interest by participants were those offering current status of ecumenical dialogues, forthcoming dialogue possibilities, or identification on dialogue stumbling blocks.

Healthy registration (438) largely due to:

1. 14,000 brochure distribution
2. Attractive keynote speaker
3. Broad local involvement

Publicity Chair position was established by NPC and is under current development by Reverend James Gardiner. NWCU Website created by The Reverend Carolyn Roper Fowlkes generated significant interest.

Disclaimer divorcing responsibility of NWCU-NEOA from views offered by speakers/presenters was printed in program. NEOA directed disclaimer to be included in all future programs, but not brochure.

Excellent cooperation between National Planning Committee (NPC) and Local Planning Committee (LPC) allowed brochures to be developed, printed, and distributed in a timely manner. LPC organization was exemplary. Periodic registration status reports provided by LPC to NPC during weeks prior to NWCU were helpful.

Hosted continental breakfasts by Faith & Values Media and Graymoor Ecumenical and Interreligious Institute were appreciated by participants. Network activities were well-coordinated with the NWCUC program. Optional social event was well attended and appreciated.

National Chair sent packet including letter of invitation/confirmation, brochure, and pertinent forms to each speaker/presenter on January 15, 2002. Letters of appreciation for services performed were sent to each speaker/presenter on June 2, 2002. Local treasurer distributed appropriate honorariums to speakers on site during the NWCUC.

Appropriate documents will be provided to NWCUC archives via Henry Male, NPC Treasurer. Thank you for the privilege of serving as 2002 National Chair.

(signed)

Diane M. Lowe

-- dianelowe@aol.com

Sample Report #3: Final Report from LPC Chair to NPC

20__ NWCU LOCAL PLANNING COMMITTEE FINAL REPORT

Date:

Submitted by:

Included in this report:

Copy of Final Financial Report to NEOA Treasurer from LPC Finance Chair/Treasurer

Registration Analysis

Over all the Local Planning Committee was pleased with their arrangements for the workshop. Participants seemed to be happy, the hotel was cooperative without too much anxiety about last minute changes, and participation remained high through the closing luncheon. The following comments and suggestions are offered to help smooth out a few areas of confusion.

Reflections for the National Planning Committee on the following:

Brochure

Networks

Network registration, hours, staffing

Hotel arrangements

Meeting rooms requests, set-ups, food service

Displays, audio taping

Other

Reflections for the Local Planning Committee on the following:

Meetings

Leadership

Message Board

Opening Prayer Service Offering

Printed Program, Disclaimer

Optional Wednesday evening social event

Other

Sample Report #4: Final Report from LPC Treasurer to NEOA Treasurer and LPC Chair

National Workshop on Christian Unity

Local Planning Committee's Final Financial Report

INCOME

ADVANCE

LPC Chair's Initial Advance \$ _____

LPC Chair's Misc. Advance _____

Total due the NWCU Master Account _____

REGISTRATION

Full time # _____ x \$ _____ ea. = \$ _____

Full time # _____ x \$ _____ ea. = \$ _____

One day # _____ x \$ _____ ea. = \$ _____

Two days # _____ x \$ _____ ea. = \$ _____

Students # _____ x \$ _____ ea. = \$ _____

Unpaid # _____ (complimentary registrations).

TOTALS

All registrations # _____

Paid registrations # _____

Monies from registrations \$ _____

Grants / Donations \$ _____

Misc. receipts \$ _____

TOTAL INCOME \$ _____

EXPENSES

(See attached sheet for breakdown) _____

Reimbursement to NWCU Master Account _____

TOTAL EXPENSES (paid to date) \$ _____

Checkbook / Bank Account balance \$ _____

Are all bills paid? Yes _____ No _____

If not, which are not paid?

1.

2.

Person(s) submitting report: _____ Date _____

(LPC Treasurer) (LPC Chair)

APPENDIX C: SAMPLE FORMS

The NWCUC uses the following tracking forms to ensure that information is obtained and tracked:

- 1) Brochure Request
- 2) General Information on Presentation and Presenters: Plenary Presenters
- 3) General Information on Presentation and Presenters: Seminars
- 4) Bibliography for Bookstore
- 5) Conference Room Request and Setup
- 6) Permission to Record
- 7) Expenses and Reimbursement: Presenters
- 8) Expense and Reimbursement: NWCUC, NPC, Presenters
- 9) Evaluation

Sample Form #1: National Workshop on Christian Unity: Brochure Request

Workshop attendees are invited to request up to 1000 gratis brochures. Additional brochures are sent at cost of shipping and postage. Those interested in receiving brochures are to fill in the information below and send it to the LPC Chair.

Name of person requesting brochures: [delete this rubric and type in name]

Organization: [delete this rubric and type in the name of the organization]

Address: [delete this rubric and type in the full address]

Tel: [delete this rubric and type in number] **Fax:** [delete this rubric and type in number]

Email: [delete this rubric and type in path]

Number of gratis brochures requested (1-1000) [delete this rubric and type in number]

Number of additional brochures (shipped at cost of shipping and postage) [delete this rubric and type in number]

Send to the NWCU Local Planning Committee Chair:

[LPC Chair is to delete this rubric and type in his/her name and address prior to emailing form to inquirer]

LPC Tracking Information

Date form sent:

Date form returned:

Date brochures shipped:

Number of gratis brochures shipped:

Number of additional brochures shipped:

Sample Form #2: General Information on Presentation and Presenters: Plenaries

(for presentations with multiple presenters a form is to be completed for each presenter)

The contact person is to obtain the following information about the presenter, type in the information and forward the form as an electronic attachment in WORD to the NPC Chair and the LPC Chair.

Plenary Presenter (underline one):

Monday Opening Worship Preacher Tuesday Plenary Keynote Address

Wednesday & Thursday Bible Study Leader Thursday Panel or Closing Luncheon Address

Presenter's Name with Title: [delete this rubric and type in name with title]

Presenter's Address: [delete this rubric and type in full address]

Tel: [delete this rubric and type in number]**Fax:** [delete this rubric and type in number]

Email: [delete this rubric and type in path]

Contact Person's Name:

Introducer's Name:

Biography of Presenter: [delete this rubric and type in the following: c. 100 words, including name as it is to appear in NWCUC materials; title and position; academic degrees, including institution of conferral; description of ecumenical engagement; articles and/or books written]

Brief Abstract of Presentation: [delete this rubric and type in the following: c.120 words; if more than one presenter, filled in only for presenter listed first and cross-referenced for other presenters]

Presenter's registration for the NWCUC will be made by the Local Planning Committee.

Presenter's registration for hotel accommodations:

for the night(s) of [delete this rubric and type in dates]

registration will be made by: (underline one)

presenter LPCN/A (presenter does not need accommodations)

Presenter's expenses will be paid by the (underline one)

presenter NWCUC shared between presenter's organization and NWCUC

Photograph: The Plenary Presenter is to send a digital photograph to the NPC Chair and LPC Chair.

Sample Form #3: General Information on Presentation and Presenters: Seminars

(for presentations with multiple presenters a form is to be completed for each presenter)

The contact person is to obtain the following information about the presenter, type in the information and forward the form as an electronic attachment to the NPC Chair and the LPC Chair.

Seminar #[delete this rubric and type in number]

Seminar Title: [delete this rubric and type in title]

Presenter's Name with Title: [delete this rubric and type in name with title]

Presenter's Address: [delete this rubric and type in full address]

Tel: [delete this rubric and type in number]**Fax:** [delete this rubric and type in number]

Email: [delete this rubric and type in path]

Contact Person's Name: [delete this rubric and type in name]

Introducer's Name: [delete this rubric and type in name]

Biography of Presenter: [delete this rubric and type in the following: c. 100 words, including name as it is to appear in NWCUC materials; title and position; academic degrees, including institution of conferral; description of ecumenical engagement; articles and/or books written]

Brief Abstract of Presentation: [delete this rubric and type in the following: c.120 words; if more than one presenter, filled in only for presenter listed first and cross-referenced for other presenters]

Presenter's registration for the NWCUC will be made by the LPC. Presenter's registration for hotel accommodations:

for the night(s) of [delete this rubric and type in dates]

registration will be made by: (underline one)

presenter LPCN/A (presenter does not need accommodations)

Presenter's expenses will be paid by the (underline one)

presenter NWCUC shared between presenter's organization and NWCUC

Sample Form #4: National Workshop on Christian Unity: Bibliography for Bookstore

Presenters are invited to submit a select bibliography of books and journals related to your presentation. Kindly fill in the information below and send it to the LPC Chair. The LPC Chair will include these sources in the listing which is given to those responsible for the NWCU Bookstore in the hope that they will be available for purchase via the workshop.

Presenter's Name: [delete this rubric and type in name]

Presentation (Plenary Name / Seminar # and Title): [delete this rubric and type in appropriate presentation information]

Email form to the NWCU Local Planning Committee Chair:

[Contact person to delete this rubric and type in the name and email of the LPC Chair prior to sending form to inquirer]

Bibliographical Information: for each entry please provide the following:

Author(s)/Editor(s). Title. (Series/Translation [if applicable]). Publisher: Place, Date of Publication. ISBN.

Sample Form #5: Conference Room Request and Set-Up

Name of Presentation: [delete this rubric and type in the name the Plenary or Seminar]

Preferred Room Set-Up: [delete this rubric and delete the options which do not apply] theatre, classroom, circle, etc.).

Equipment/Teaching Tools: [delete this rubric and type in equipment, tools]

All equipment, i.e., audio-visual, writing board, flip charts, etc.) provided by the hotel will incur an extra charge. The Local Planning Committee will confirm receipt of each request and inform the presenter of any associated costs which do not fall within allocated budget allowances. Such costs must be covered by the presenter. Responsibility for ordering hotel equipment lies with the NWCUC LPC, which designates who from this committee bears this responsibility. Presenters cannot order hotel equipment.

Refreshments (not applicable to morning seminars)

[delete this rubric and type in the food and/or drink to be ordered]

Attendance (number of people expected to attend event) [delete this rubric and type in number]

NWCUC Contact Person's Name: [delete this rubric and type in name]

Tel: [delete this rubric and type in number]**Fax:**[delete this rubric and type in number]

Email: [delete this rubric and type in path]

Sample Form #6: Presenter's Permission to Record

Most NWCUC plenary and seminar presentations are audio-recorded. Occasionally some are video-recorded. Presenters are to print out this form, complete it in hard copy and stamp-mail it to the LPC Chair

I, _____, hereby authorize the National Workshop on Christian Unity and its agents to audio record and/or video record my presentation given as follows:

Date of Workshop: _____

Place of Workshop: _____

Presentation (Plenary Name / Seminar # and Title): _____

I understand that:

- 1. the grantee will not assert any copyright or deprive me of any other rights I have in the materials;
- 2. any tape cassettes or transcriptions or the materials I present will be available to the attendees for purchase only by members of the National Workshop on Christian Unity and conference attendees. I understand that I am entitled to a complimentary audio cassette copy of my presentation from the company which will be selected to make the recordings.

SignatureDate

Stamp-mail this form to the NWCUC Local Planning Committee Chair:

[LPC Chair to delete this rubric and type in his/her name and address prior to emailing form to presenters]

LPC Tracking Information

Date form sent:

Date form returned/received:

Sample Form #7: Expenses and Reimbursement Form: Presenters

The NWCU covers presenters' expenses of travel, registration, room and board as identified below. In order to be reimbursed presenters must fill in the information below and submit it with receipts, including passenger receipts or copies of tickets, to the NWCU Local Chair. As a self-supporting body, the NWCU is grateful if presenters or their institution can help defray their workshop expenses. For further information about expenses and their reimbursement, presenters may contact the NEOA Treasurer.

Hotel Reservations and Meals: The NWCU covers a plenary presenter's hotel room and meals for the entire workshop. The NWCU covers a seminar presenter's hotel room and meals for the number of days and overnights related to one's presentation. Meals are reimbursed based on the site *per dieum* according to the IRS, c. \$60. Expenses beyond these are the responsibility of the presenter. Presenters are to indicate on the General Information form whether they or the LPC will make reservations at the hotel which is hosting the NWCU. Whoever makes the reservation is to inform the hotel that it is a reservation for an NWCU presenter. Hotel accommodations and meals at the hotel will be applied to the NWCU account. Meals taken elsewhere are to be paid by the presenter and then reimbursed by the NWCU. The NWCU does not cover expenses of telecommunications, such as, telephone, facsimile, email, internet, video. These are the responsibility of the presenter.

Workshop Registration: All workshop participants must be registered. The LPC will register all workshop presenters.

Network and Social Event Registration: The NWCU neither registers presenters for their Denominational Ecumenical Networks nor covers network expenses. Likewise, for the registration and expenses for the social event.

Travel Expenses: Presenters are to make their own round-trip travel arrangements for the workshop. Round-trip air, train or bus transportation will be reimbursed. Automobile expenses which do not exceed the lowest coach fares will be reimbursed at a rate of \$.___ per mile.

Travel (R/T air/train/bus to and from NWCU)\$ _____

Travel (local transportation: shuttle, bus, taxis)\$ _____

Travel (car: _____ miles @ \$. ___per mile)\$ _____

Meals: \$ _____

Other: _____ \$ _____

TOTAL\$ _____

LPC Tracking Information

Date reimbursement request received:

Date reimbursement sent:

Sample Form #8: Expenses and Reimbursement Form for NPC Members

The NWCU covers the expenses of the National Chair for three years, as Incoming Chair, Chair and Outgoing Chair. The NWCU may also cover the expenses for NPC members whose institution cannot do so. This arrangement is made on an individual basis, decided upon by the NEOA.

Expenses covered include one's expenses of travel, registration, room and board as identified below. In order to be reimbursed presenters must fill in the information below and submit it with receipts, including passenger receipts or copies of tickets, to the NEOA Treasurer. For further information about expenses and their reimbursement, presenters may contact the NEOA Treasurer.

Hotel Reservations and Meals: The NWCU covers these NPC members' hotel room and meals for the entire workshop and for NPC meetings. Meals are reimbursed based on the site *per diem*, c. \$60. Expenses beyond these are the responsibility of the individual. Hotel reservations are made by the individual who is to inform the hotel that it is a reservation for a NWCU NPC member. Hotel accommodations and meals at the hotel will be applied to the NWCU account and not to the presenter's credit card. Meals taken elsewhere are to be paid by the individual and then reimbursed by the NWCU. The NWCU does not cover expenses of hotel telecommunications such as telephone, telefax, email, internet, video. These are the responsibility of the individual.

Workshop Registration: All workshop participants must be registered. Unless arranged otherwise, NPC members register themselves for the workshop. Those for whom the NWCU covers the registration fee are reimbursed for this expense.

Network and Cultural/Social Event Registration: The NWCU neither registers NPC members for their Denominational Ecumenical Networks nor covers network expenses. Likewise, for the registration and expenses for the cultural/social event.

Travel Expenses: NPC members are to make their own round-trip travel arrangements for the workshop. Those whose travel expenses are covered by NWCU, round-trip air, train or bus transportation will be reimbursed. Automobile expenses which do not exceed the lowest coach fares will be reimbursed at a rate of \$.XX per mile.

Travel (R/T air/train/bus to and from NWCU)\$ _____

Travel (local transportation: shuttle, bus, taxis)\$ _____

Travel (car: _____ miles @ \$.XX per mile)\$ _____

Meals: \$ _____

Other: _____ \$ _____

TOTAL\$ _____

Sample Form #9: NWCUC Evaluation

Participants in the National Workshop on Christian Unity are kindly asked to complete this form. Your evaluations help in the planning of future workshops. Thank you for your consideration.

Circle any of the following identities and employment which describe you and your position:

Clergy/Ministry Professional Laity Teacher Student Ecumenical Staff

National Staff Judicatory Staff Parish Staff Academic Institution Secular Employment

Is your ecumenical work stipended? YES: FULL TIME PART TIME

This is my (circle one) 1st 2nd 3rd 4th 5th+NWCUC meeting.

Personal Information (optional): Name, Denomination, Email, Phone, Address

Comment briefly on the following aspects of NWCUC meetings in general.

Worship:

Presenters:

NWCUC Meetings:

Suggestions for future workshops:

Describe briefly your overall impression of this workshop.

What aspect of this workshop did you find most helpful?

Evaluate the following features of this year's workshop by making a check in the applicable box.

WORKSHOP FEATURE	Excellent	Good	Fair	Poor	N/A
National Publicity					
Registration Procedures					
Orientation Sessions					
Hotel and Meeting Accommodations					
Bookstore					
Information on Ecumenism in Area					
Wednesday Evening Event					
Keynote Plenary					
Bible Study					
NWCU Seminars: Mornings					
Network Seminars: Afternoons					
WORSHIP	Excellent	Good	Fair	Poor	N/A
Opening Worship: Monday Evening					
Morning Prayer: Tuesday					
Morning Prayer: Wednesday					
Episcopal/Lutheran/Methodist Eucharist					
Catholic Eucharist					
PLENARY PRESENTATIONS	Excellent	Good	Fair	Poor	N/A
Opening Worship Sermon: Monday Evening					
Keynote Address: Tuesday					
Bible Study: Wednesday					
Bible Study: Thursday					

Sample Form #10: Brochure

[to come: samples of past brochures (scanned)]

APPENDIX D: LIST OF SAMPLE COMMUNICATIONS/LETTERS

The following letters are formal communications which should be written on NWCUC letterhead.

From NEOA President:

- 1) Confirmation to NPC Incoming Chair of appointment.
- 2) Thank you to NPC Outgoing Chair.
- 3) Approval of NPC membership to applicant church/network.

From NEOA Treasurer:

- 4) Acknowledgement to candidate host city of receipt of inquiry and guidelines for proposal.
- 5) Confirmation to contact for city hosting future workshop and authorization of LPC.

From NPC Incoming Chair:

- 6) Confirmation of Incoming LPC Chair.
- 7) Confirmation to Incoming LPC Chair of Workshop C's plenary presenters with pertinent information.
- 8) Invitation to prospective approved groups to display/exhibit at NWCUC.

From NPC Chair:

- 9) Confirmation with pertinent information to plenary presenter.

From NPC Outgoing Chair:

- 10) Thank you to presenter.
- 11) Thank you to LPC Chair and LPC.
- 12) Thank you to an *ex officio* NPC member at the completion of term.
- 13) Thank you letter to sponsor of a NWCUC presenter or event.

From LPC Treasurer of Workshop A:

- 14) Reimbursement of expense claim to presenter.

From LPC Chair of Workshop A:

- 15) Cover Letter to NEOA Treasurer submitting net profit check to NEOA Treasurer.

From LPC Chair of Workshop B:

- 16) Confirmation with pertinent information to seminar presenter.

Sample Letter #1: Confirmation from NEOA President to NPC Incoming Chair of appointment

Date

Name

Organization

Address

City, State, Zip

Dear _____:

Thank you for accepting the position of National Planning Committee (NPC) Chair for the 20__ National Workshop on Christian Unity (NWCU) to be held in (city, state) on (date). Your appointment to this position is confirmed.

Your three-year position includes one year each as NPC Incoming Chair, Chair, and Outgoing Chair. Your term of Incoming Chair begins on Thursday, (date, 20__), with the transfer of Chairs during the NPC meeting. Your term as Outgoing Chair ends on Thursday, (date, 20__), with the transfer of Chairs during the NPC meeting. Please make arrangements to participate in all NPC meetings and NWCU workshops between (date) and (date).

If expenses you incur for travel, meals, and housing for NWCU and NPC meetings noted above are not covered by another agency, you may submit an expense claim to NEOA Treasurer for reimbursement. You are asked to make your own hotel and travel arrangements and to turn receipts in with expense reimbursement claim. No other compensation is provided by the NWCU.

The NWCU Guide Book may be found on the workshop's website, <http://nwcu.org/NWCU-Guidebook.pdf>. Please follow the detailed procedures outlined in the guide book. You have the option of appointing one at-large member to the NWCU to serve during your one-year tenure as Chair. See the guide book for details.

On behalf of the NEOA, I extend to you a hearty welcome to the position of Chair of the 20__ National Workshop on Christian Unity.

Sincerely in Christ,

_____, President

National Ecumenical Officers Association

Cc: Chair, NPC 20__

Sample Letter #2: Thank you from NEOA President to NPC Outgoing Chair

Date

Name

Organization

Address

City, State, Zip

Dear _____:

The National Ecumenical Officers Association (NEOA) is deeply grateful to you and especially appreciative of your outstanding leadership as Chair of the National Planning Committee for the 20__ National Workshop on Christian Unity (NWCU).

Please present all final reports and pertinent data (including concluding reports, brochure, programs, attendee list, etc.) to the NPC Archivist/Guide Book Editor/Parliamentarian (*name, address*) with 90 days of the workshop. Thank you.

Through your superb efforts as National Chair, the 20__ NWCU was a resounding success and the greater cause of Christian unity well served.

Sincerely in Christ,

_____, President

National Ecumenical Officers Association

Cc: Chair, NPC

Sample Letter #3: Approval from NEOA President of NPC membership to applicant church/network

Date

Name

Organization

Address

City, State, Zip

Dear _____:

It is with great pleasure that the National Ecumenical Officers Association (NEOA) approves (*name of church denomination and/or denomination ecumenical network*) as a member of the National Planning Committee (NPC) for the National Workshop on Christian Unity (NWCU).

Each church (denomination) has one seat on the NPC and each denomination ecumenical network has one seat on the NPC. Meeting and travel expenses incurred by representatives of the churches or networks are not covered by the NEOA, NWCU or NPC. Members of the NPC are asked to become familiar with and follow the NWCU Guide Book which may be found on the workshop's website, <http://nwcu.org/NWCU-Guidebook.pdf>.

Please advise the current NPC Chair (*name, address, e-mail address*) of the name(s) of your representative(s) assigned to the NPC and their respective contact information. They will be contacted by the NPC Chair and provided information regarding the next NPC meeting. Feel free to contact the NPC Chair with any inquiries.

The NWCU welcomes you and looks forward to working in partnership with you on the NPC.

Sincerely in Christ,

_____, President

National Ecumenical Officers Association

Cc: 20__ NPC Chair

Sample Letter #4: Acknowledgement from NEOA Treasurer to candidate host city of receipt of inquiry and guidelines for proposal

Date

Name

Organization

Address

City, State, Zip

Dear _____:

Thank you for expressing an interest to host the National Workshop on Christian Unity (NWCU) in the city of _____.

Sites are selected up to three years in advance. Requests to host are often received from several cities for the same year. It will be helpful if you would submit your complete written proposal to host the NWCU to me as Treasurer of the National Ecumenical Officers Association (NEOA) as soon as possible. Sites are selected from written proposals.

Enclosed please find a copy of guidelines for submitting a proposal to host. In addition, you may find the NWCU Guide Book on the workshop's website, <http://nwcua.org/NWCU-Guidebook.pdf>.

Sincerely in Christ,

_____, NEOA Treasurer

National Planning Committee

Enclosure – 1

cc: 20__ NPC Chair

Sample Letter #5: Confirmation from NEOA Treasurer to contact for city hosting future workshop and authorization of LPC

Date

Name

Organization

Address

City, State, Zip

Dear _____:

On behalf of the National Ecumenical Officers Association (NEOA) and the National Workshop on Christian Unity (NWCU), I write to confirm the location of (*city, state*) as the site of the 20__ NWCU and the acceptance of your Local Planning Committee's proposal to host.

Please provide the 2__ NWCU National Planning Committee (NPC) Chair (*name, phone, e-mail*) with the names of members of your recommended Local Planning Committee (LPC) and nominee for LPC Chair. NPC will forward LPC Chair candidate to NEOA for ratification.

You are asked to work closely with the NPC Chair in the planning process and to follow procedures as laid out in the NWCU Guide Book. The guide book may be found on the workshop website, <http://nwcuc.org/NWCUC-Guidebook.pdf>. Please contact webmaster, the Rev. Dr. Paul Masquelier, (*phone, e-mail*) with current information to be added to the website.

The NEOA Treasurer will provide a sample LPC budget for your reference and seed money to begin LPC tasks. S/he is am available to advise your LPC Treasurer via (*NEOA Treasurer's phone number, e-mail address*).

Thank you for your enthusiasm and readiness to assume local responsibility for this major event.

Sincerely in Christ,

_____, NEOA Treasurer

National Planning Committee

Cc: 20__ NPC Chair

Sample Letter #6: Confirmation from NPC Incoming Chair to Incoming LPC Chair

Date

Name

Organization

Address

City, State, Zip

Dear _____:

Welcome to the position of Chair of the Local Planning Committee (LPC) for the 20__ National Workshop on Christian Unity (NWCU) to be held in the city of _____ on _____, 2____.

I look forward to working with you and your LPC over the coming months as we prepare for the 20__ workshop. Please refer to and follow the NWCU Guide Book which may be found on the workshop's website <http://nwcuc.org/NWCUC-Guidebook.pdf>.

The National Planning Committee (NPC) will meet on _____, 20__ and again on _____, 20__. I invite and encourage you to meet with us as liaison between the NPC and LPC. Your LPC will meet separately from the NPC.

Please feel free to contact me at any time at (*phone number*) or (*e-mail address*). We are sure to have a demanding, but especially rewarding time ahead. Thank you for your partnership.

Sincerely in Christ,

_____, Incoming Chair

20__ National Workshop on Christian Unity

Cc: 20__ NWCUC Chair

Sample Letter #7: Confirmation from NPC Incoming Chair of Workshop C to plenary presenter with pertinent information

Date

Name

Organization

Address

City, State, Zip

Dear _____:

Thank you for agreeing to participate as a plenary presenter in the National Workshop on Christian Unity (NWCU) in *(hotel, city, state)*, *(workshop dates)*. Your presentation will be on *(day)*, *(date)*, at *(time)*, in room *(name)*.

The NWCU will cover expenses for your travel, housing, and meals and provide you with a *(dollar amount)* honorarium. We ask that you make your own travel and hotel arrangements. Upon your arrival at the hotel tell the reservation desk you are with the National Workshop on Christian Unity and that your hotel room is to be billed to the NWCU account. You will be asked to present a personal credit card to the hotel for incidental expenses such as phone calls, Internet access, entertainment and alcoholic beverages.

You will be pre-registered in the NWCU. Please check in at the NWCU registration table upon your arrival. You are also welcome to register with the church network of your choice upon arrival at the NWCU. Registration for the hotel, NWCU, and a church network are each separate from one another.

At this time, please send me a photograph and brief biography of yourself for NWCU advance publicity and brochure. Enclosed are pertinent forms for your use. Please complete and return the forms: Permission to Record, Book Order, Brochure Order, and Presentation Room-Equipment now. Use the Expense Reimbursement form at the conclusion of the NWCU.

Feel free to contact me at *(phone number)* or *(e-mail address)* anytime. See Internet website www.nwcu.org. We are looking forward to your presentation and participation.

Sincerely in Christ,

Incoming Chair, National Planning Committee,

20__ National Workshop on Christian Unity

Enclosures

Cc: Incoming LPC Chair, 20__ National Chair

Sample Letter #8: Invitation from NPC Incoming Chair to prospective approved groups to display/exhibit at NWCUC

Date

Name

Title

Organization

Address

City, State, Zip

Dear _____

Your organization is invited to provide a display at the National Workshop on Christian Unity (NWCUC) to be held on _____(date) in the _____(hotel name) in _____(city, state).

Please send confirmation of your display plan to the NWCUC Local Planning Committee (LPC) Chair _____(name, address, phone, e-mail address) before _____(date). The LPC will arrange for appropriate display space for you in the hotel.

The NWCUC charges no fee to display. Display shall be ecumenical in nature and may include sales. Display shall not include political, controversial, nor potentially church-dividing issues. NWCUC and/or the hotel do not accept responsibility for liability, security, display personnel, or handling money.

Thank you for your consideration of a display at the NWCUC.

Sincerely in Christ,

_____, In-Coming Chair

20__ National Workshop on Christian Unity

Cc: LPC Chair 20__

Sample Letter #9: Confirmation with pertinent information from NPC Chair to plenary presenter (to each presenter: Opening Worship Preacher, Keynoter, Bible Study Leader, Closing event Presenter[s])

January ____, 20__

Name

Organization

Address

City, State, Zip

Dear _____:

We are delighted that you have agreed to participate in the leadership of the National Workshop on Christian Unity (NWCU) in (city, state), on (date). The NWCU will reimburse you for your travel, room and meals as well as provide an honorarium in the amount of \$_____.

Please advise the (hotel name) at (phone number) of your estimated date and time of arrival and your hotel room will be billed to our NWCU local account. You will have to present a credit card to the hotel for incidental expenses such as phone calls, entertainment, and alcoholic beverages.

Please use the enclosed Expense Reimbursement form for meals not charged on hotel account and ground transportation. I am enclosing a number of items that may help you as you make arrangements including a brochure with detailed information. You will note that registration for the NWCU is separate from registration for the hotel. Both are separate from the registration with a denomination ecumenical network (DEN), such as, EDEIO, LERN, CADEIO, UMEIT, Presbyterian-EIR-Network. You will have complimentary registration in the NWCU, but are responsible for your own registration with a DEN.

I am also enclosing a number of other forms. Please be sure to complete and send each one to Local Planning Committee (LPC) Chair (name and address) as soon as possible. The Permission to Record form is necessary to enable a recording of your presentation which will be offered for sale. Book Order form will alert us to order books you recommend be offered for sale during the NWCU. The Brochure Request form will order NWCU brochures be sent to you for your distribution. Hold on to your Expense form, however, until the conclusion of the workshop and then send the completed form to the Local Planning Committee Chair for reimbursement.

We are looking forward to your presentation. Feel free to contact me at (phone number) or (e-mail address). Questions regarding your meeting arrangements should be directed to LPC Chair at (phone number) or (email address).

Sincerely in Christ,

(__name), Chair

20__ National Workshop on Christian Unity

(NPC Chair's address)

Enclosures - (number)

Sample Letter #10: Thank you from Outgoing NPC Chair to presenter (to each presenter)

Date

Name

Organization

Address

City, State, Zip

Dear _____:

On behalf of the National and Local Planning Committees, I write to extend our sincere appreciation to you for your key participation in the 20__ National Workshop on Christian Unity (NWCU).

The ___th annual NWCU recently held in (*city, state*) was highly successful due in large part to your presentation. Thank you for the generous gift of your time and talent.

The NWCU is grateful to you and looks forward to enhanced collaboration in the mission of the unity of the Church. May God continue to bless you in your work and service.

Sincerely in Christ,

_____, Chair

National Planning Committee

2_____ National Workshop on Christian Unity

Sample Letter #11: Thank you from NPC Outgoing Chair to LPC Chair and LPC

Date

Name

Chair, Local Planning Committee

20__ National Workshop on Christian Unity

Address

City, State, Zip

Dear _____:

On behalf of the National Planning Committee of the 20__ National Workshop on Christian Unity, I write to thank you and the Local Planning Committee (LPC) for superb dedication and unending excellence of volunteer effort.

The NPC looks forward to receiving the LPC Chair's detailed final report including the LPC Treasurer's concluding Income and Expense Report. The reports will be preserved in the NWCUCU Archives.

Please extend our heartfelt appreciation of each member of the LPC. The 20__ NWCUCU could not have happened without you and your cadre of motivated volunteers. Thank you for making NWCUCU the success that it was.

Sincerely in Christ,

_____, Chair

20__ National Workshop on Christian Unity

Sample Letter #12: Thank you from NPC Outgoing Chair to an *ex officio* NPC member at the completion of term

Date

Name

Organization

Address

City, State, Zip

Dear _____:

On behalf of the National Workshop on Christian Unity (NWCU), I write to extend sincere gratitude to you for your service as an ex-officio member of the NWCU's National Planning Committee (NPC) from *(month / year)* through *(month / year)*.

Lending your valuable time and talent to the many tasks of planning the annual workshop has been greatly appreciated. The distinguished success over four decades of the NWCU could not be possible without the dedicated efforts of persons such as you in its extensive planning process.

Your colleagues on the NPC join me in thanking you for your service.

Sincerely in Christ,

_____ Chair

20__ National Workshop on Christian Unity

Sample Letter #13: Thank you from NPC Outgoing Chair to sponsor of a NWCU presenter or event

Date

Name

Organization

Address

City, State, Zip

Dear _____:

On behalf of the 20__ National Workshop on Christian Unity, I write to thank the (name of the organization) for making grant funds available to sponsor the (keynote speaker? Breakfast? Other?) in (name of city) on (date).

Support such as yours greatly enhances the National Workshop on Christian Unity. It is our hope that you will consider sponsorship of the NWCU in the coming years, as well.

Please accept our deepest gratitude for your generous gift.

Sincerely in Christ,

_____, Chair

National Planning Committee

20__ National Workshop on Christian Unity

Sample Letter #14: Reimbursement from LPC Treasurer of Workshop A of expense claim to presenter (to each presenter)

Date

Name

Organization

Address

City, State, Zip

Dear _____

Enclosed please find a check payable to you from the National Workshop on Christian Unity (NWCU) in the amount of _____.

You were key to the success of the 20__ NWCU held in _____(city). The enclosed check is in reimbursement of expenses incurred. If you have any questions, feel free to contact me at _____ (phone number).

Thank you for your participation in the National Workshop on Christian Unity.

Sincerely in Christ,

Treasurer, Local Planning Committee

2____NWCU

Enc. 1

Cc: 2____ LPC Chair

Sample Letter #15: Cover Letter from LPC Chair of Workshop A to NEOA Treasurer submitting net profit check

Date

Name

NEOA Treasurer

Address

City, State, Zip

Dear _____:

Enclosed please find check number _____, dated _____, payable to the National Workshop on Christian Unity (NWCU), in the amount of _____ (\$_____). These funds represent the profit made on the _____NWCU held in _____(city).

With this check, the bank account in _____(city) is closed. As soon as you deposit the check and it clears our bank, we will close out the 2____ NWCU LPC books, as well. All expense claims received have been paid.

Thank you for the opportunity to host the NWCU and work with such a marvelous group of Christians from throughout the greater Church.

Sincerely in Christ,

_____(name)

Chair, 20__ NWCU

Local Planning Committee

Enc. – 1 check

Cc: NWCU NPC Outgoing Chair

Sample Letter #16: Letter of Confirmation with pertinent information from LPC Chair to Seminar Presenter (to each presenter)

January 2, 20__

Name

Organization

Address

City, State, Zip

Dear _____:

Our Local Planning Committee for the 20__ National Workshop on Christian Unity looks forward to welcoming you warmly in (city and state name).

As you know, you are scheduled to speak on (day of week and calendar date) from (time) to (time) and again on (day of week and calendar date) from (time) to (time). The title of your seminar is (title).

In order to facilitate our planning, please assure that you have completed and returned pertinent NWCUC forms previously provided to you by your NWCUC National Planning Committee contact person. All forms may be returned to me electronically except the Permission to Record form which requires an original signature. The forms are:

bibliography for the bookstore

brochure request

confirmation of room and set-up

permission to record

seminar information

reimbursement form (to be completed after the workshop)

All forms may be found on the workshop website, <http://www.nwcu.org/PlanningCommittee/NationalPlanningCommitteeForms.htm>.

If you have not already, please remember to make your hotel room reservation with the (name of hotel) at (phone number of hotel) for the nights you will be at the workshop. If you are not staying in the hotel, please let me know. Separate from the hotel reservation, I will pre-register you with the NWCUC. When you have checked into the hotel upon arrival, please also check in at the NWCUC desk to pick up your name tag and information packet. You may choose to register with a participating church ecumenical network, as well.

Thank you for your compliance with these requests. We look forward to your participation in the 20__ National Workshop on Christian Unity.

Sincerely in Christ,

(name)

Local Planning Committee Chair

20__ NWCUC

Appendix E: Sample Reports

- 1) Final Report from NEOA Treasurer to NEOA and NPC
- 2) Final Report from NPC Outgoing Chair to NPC
- 3) Final Report from LPC Outgoing Chair to NPC
- 4) Final Report from LPC Outgoing Treasurer to NEOA Treasurer and LPC Chair