

CLC CANADA STANDARD OPERATING PROCEDURE



DATE ISSUED: 0000000 **DRAFT** 20070813
SUBJECT: Organizing a National Assembly
S.O.P. NUMBER: SOP: 013

PURPOSE

The National Assembly brings together the Representatives of CLC Communities across Canada. It is a time of prayer, sharing of dreams and vision, celebration, business, discernment and decision making with one another for CLC Canada. While World CLC determines the norms and policies and discerns the vision of CLC over the next five year period, it is the National CLC whose goals are to further the vision of World CLC. The General Council will, during the course of its mandate, work toward the implementation of the discerned decisions made by the National General Assembly.

REFERENCES

General Principles, Norms of the Christian Life Community (World CLC, CLC Canada)
Part Two Life and Organization of the Community, Item #13 (b) Government
Constitution for Christian Life Community (CLC) Canada
Article Five: National Assembly
Standard Operating Procedures
SOP: 002, National CLC President(s), Section B, Item 4

GUIDELINES AND PROCEDURES

These guidelines and procedures are intended as a reference for the General Council and may be adapted or modified to suit the circumstances leading up to a National Assembly.

A. Organization and Tasks:

1. General Council:

- a) Will initiate the assembly and set the date, time and place of the assembly using Jesuit facilities where possible.
- b) Will advise local communities through the Regional Representative that, in the National Assembly:
 - i) Each Local CLC Community in Canada is allowed one delegate to represent the community. Members of General Council may be appointed as the delegate of a local Community and are considered delegates for voting purposes.
 - ii) Any Local Community who has completed Phase one of Formation and has been accepted as a full member of CLC Canada and fulfills their responsibilities is eligible to have a vote at the National Assembly. Each local CLC Community has one vote and decisions will be taken in a spirit of discernment by a majority vote providing a quorum is present. A quorum consists of 50% of the Local CLC Communities in Canada. The Executive Council and General Council has one vote in the person of the president.
 - iii) Observers who are CLC Members from any Local CLC Community in Canada may attend a National Assembly at their own expense and they can attend all sessions but may not take part in any voting/discernment process.
- c) Will determine the most practical time for the National Assembly to take place one year following the World CLC General Assembly.
- d) Will determine the location of the National Assembly with the intent to rotate the location among the Regions in a sequential manner and subject to the agreement of the Region to host and organize the Assembly as outlined in this SOP.
- e) A theme will be discerned and shared with the Communities across Canada through the respective Regional Rep. It will be consistent with Ignatian Spirituality and our way of life, along with a grace desired to compliment the theme. The programme, schedule and agenda is the responsibility of the National General Council.
- f) Will appoint the Regional Representative as the National Assembly Coordinator who will initiate meetings of the Assembly Organizing Committee on a regular basis. It is suggested that meetings take place at least once a month during the initial stages of the pre-assembly
- g) May approve the appointment of another individual to assist the Regional Rep as Coordinator.

- h) Will appoint the National Assembly Organizing Committee, which may be a local CLC community or communities in the Region, who will select their own Chairperson.
- i) Will examine and consider for approval, a budget submitted by the National Assembly Organizing Committee through the Assembly Coordinator.
- j) Will place the infrastructure outlined above approximately 18 months prior to the date set for the National Assembly.

2. National Assembly Coordinator

- a) Responsible to coordinate all planning for the Assembly subject to reporting to and approval of the National General Council. This includes all stages of the National Assembly.
 - i) Pre-Assembly;
 - ii) Assembly;
 - iii) Post Assembly
- b) Co-ordinates all activities of the Assembly in order to enhance the program and facilitate the process to help those who attend.
- c) Will ensure that clear and effective communication is established with the General Council, and the National Assembly Organizing Committee, during all stages of the assembly. The Assembly Coordinator will attend meetings of the National Assembly Organizing Committee as necessary and maintain on-going contact with the National President and the Chairperson of the National Assembly Organizing Committee.
- d) Will be available to meet with the General Council and the National Assembly Organizing Committee prior to the commencement of the Assembly to ensure its harmonious evolution.
- e) Will be responsible to ensure the audio and/or video recording of the assembly events, if requested by the General Council.
- f) Will notify the appropriate media (Catholic Register, etc) for coverage of this event prior to the Assembly and appoint a person to prepare post assembly reports for Update, the CLC Website etc.
- g) Will, at the conclusion of the Assembly, conduct an examen and evaluation of the entire process with the Organizing Committee members. A summary report of this evaluation and recommendations for future assemblies shall be submitted to the General Council.

3. National Assembly Organizing Committee

- a) The host Region will select members for the National Assembly Organizing Committee who are mandated by General Council to put into place all necessary logistics needed for a successful Assembly.
- b) Will be given the necessary support by the General Council and the Regional Executive Council including information from past assemblies, a copy of this SOP and financial support to meet ongoing expenses. (see Appendix B attached)
- c) Will establish sub-committees, which may be a community, as deemed necessary to complete the responsibilities outlined below. The size of each sub-committee need only be as large as to ensure efficient completion of all responsibilities including:
 - i) Finance
 - ii) Registration
 - iii) Transportation
 - iv) Accommodation
 - v) Hospitality/Social Activities
 - vi) Liturgy

C. Responsibilities Of The Organizing Sub-Committees

1. Finance

- a) With direction from the National Assembly Organizing Committee, develop a draft budget including costs for accommodations, meals, supplies, materials, advertising and honorarium for speakers.
- b) The draft budget will be presented to the National Assembly Organizing Committee and the Assembly Coordinator.
- c) Once approved by General Council, the Finance Committee manages the budget and disperses all funds as authorized and prepares timely reports to the National Assembly Organizing Committee on a regular basis or as requested.
- d) After the conclusion of the Assembly, ensures all bills have been paid, prepare a final financial report for General Council and turn over all excess funds to them.
- e) The attendance, including travel and registration, of General Council members at a National Assembly are paid for from the budget of the General Council and do not have to be included by the Finance Committee.
- f) Travel Fund (see Appendix A)

A Travel Fund will be established by the Finance Committee to assist eligible CLC Communities to send their one voting delegate to the National Assembly where air fare is necessary.

- i) The Travel Fund is intended to assist with the cost of air travel and help equalize travel costs for those delegates who must fly to the location for the National Assembly. It does not include the common costs of the assembly such as registration, meals, accommodations, speakers etc. which are fixed costs applicable to all delegates.
- ii) The Finance Committee will be responsible to calculate the estimated average air travel cost for each eligible delegate one year prior to the assembly as outlined in Appendix A and the communities be informed through the Regional Representative.
- g) **Solidarity Fund (see Appendix A)**
In the gospel spirit of sharing for the common good, all CLC Communities are responsible for gathering and sending the funds required for the Solidarity Fund to the National Executive Assistant prior to the date of the National Assembly. These funds will be deposited in the Solidarity Fund for distribution prior to or at the Assembly.
- h) Any surplus funds from a National Assembly will be turned over to CLC Canada as part of its revenue to be used for the good of CLC Canada and to help meet the financial obligations of the Executive and General Council.

2. Registration

- a) Develop and circulate a registration form via email and website. (see Appendix C sample form)
- b) Gather all registration information and forms prior to the commencement of the Assembly.
- c) Set up a registration desk (prominent location) at the main entrance to the Assembly area.
- d) Ensure that all necessary information (agenda, accommodations etc.) are available to the delegates at the registration desk.
- e) Assign people at the registration desk throughout the Assembly to provide assistance to delegates.

3. Transportation

- a) Coordinate transportation arrangements with registration arrangements to coordinate the transportation needs for the arrival and departure of delegates.
- b) Ensure that a number of vehicles are made available for transportation to and from the site for delegates; i.e. buses, planes, trains.

4. Accommodation

- a) Coordinate accommodation arrangements closely with registration arrangements to ensure that the delegates are directed to their rooms, workshop and assembly areas. They will ensure that physically challenged delegates are able to reach all areas as independently as possible.
- b) Ensure that delegates have all necessary accommodation information prior to the commencement of the Assembly.

5. Hospitality and Social Activities

- a) Provide a welcoming atmosphere for all CLC members attending the Assembly.
- b) Be sensitive to special needs and to ecological concerns when organizing the activities.
- c) Plan a social, asking members to contribute refreshments and snacks.

6. Liturgy

- a) Organize and prepare all forms of liturgical celebrations (Eucharist, prayer services etc.) for the Assembly.
- b) Ensure that the discerned theme of the Assembly be evident in the varied liturgical celebrations.
- c) Ensure a commitment to inclusiveness; (gender, culture, faith traditions).
- d) Submit liturgical plans to the National Assembly Organizing Committee and the Assembly Coordinator at the pre-assembly stage, to allow coordination with the presiding celebrant. This information shall include: i) Types of liturgy; ii) Times and places; iii) Music and instruments; iv) Presiders v) Arrangements made to have all mass vestments, vessels and set-up for each mass.

Original Approved: June 1996
Revised: March 21-23, 1997

Approved by General Council _____
Year Month Day

NATIONAL ASSEMBLY EQUALIZATION GUIDELINES

A. Travel Fund

The National Assembly Finance Committee will use the process described below to determine the amount each eligible CLC Community will be asked to contribute to the National Assembly Travel Fund. This guideline provides a framework with the Finance Committee making appropriate and necessary adjustments within the intent of SOP #013 and purpose of the Travel Fund.

1. Establishing an amount for travel costs:

- a) Approximately one year prior to the Assembly, information about the cost of regular economy air fare on the most economical national carrier from approximately 4 travel centers to the location of the Assembly will be gathered. For example, using Central Region as the location, the following data would be calculated:

<u>Assembly In Central</u>		In other years these fare rates would be used :	
Halifax to Toronto:	\$497	<u>Assembly in Maritimes</u>	<u>Assembly in Prairies/Rockies</u>
Charlottetown to Toronto:	\$461	Toronto to Halifax	Halifax to Calgary
Winnipeg to Toronto:	\$532	Ottawa to Halifax	Charlottetown to Calgary
Calgary to Kitchener	<u>\$586</u>	Winnipeg to Halifax	Winnipeg to Calgary
Total :	\$2076	Calgary to Halifax	Toronto to Calgary
Average:	\$519		

- b) Using current data from time to time on the number of eligible CLC communities (those who have been in CLC for a minimum of a year), calculate the cost of air travel for communities likely to require air travel as follows:

Assembly Location - - - - -	Central	Maritimes	Prairies/Rockies
Total	No.	No.	No.
Eligible	Trav.	Trav.	Trav.
<u>Com'ty</u>	<u>By Air</u>	<u>By Air</u>	<u>By Air</u>
Rockies	7	7	0
Prairies	4	4	0
Central	23	23	23
Maritimes	<u>18</u>	<u>0</u>	<u>18</u>
	52	34	41

Cost based on Average Air Fare: $\$519 \times 29 = \$15,051$ (changes depending on location)
 Assembly Travel Fund Contribution from all communities: $\$15,051 \div 52 = \289.44 round to \$290.

B. Solidarity Fund:

The Solidarity Fund is intended to assist those communities who, for various reasons, have been unable to raise or collect the funds to make the financial commitment necessary to send a voting delegate to the National Assembly. It is intended to primarily support travel, not delegate fees).

- a) Contributions from each local community will be requested through the Regional Representative to enable them ample time to gather and submit the funds to the National Executive Assistant. In the spirit of the scriptural example of the early church all communities are expected to support this fund.
- b) The National Executive Assistant will distribute the funds gathered to those eligible delegates who attend the National Assembly in equal amounts up to the amount available in the fund

PRACTICAL CONSIDERATIONS FOR CLC NATIONAL ASSEMBLIES

These practical considerations are gathered from evaluation forms and the experience of organizing committees over the years. They are intended to provide guidelines for the organizing committee.

1. When possible, the possible date and location for the next Regional Assembly should be announced at the closing of the current assembly.
2. Attempting to arrange a group rate for air travelers to the assembly has been a time consuming process which apparently had no measurable benefit. The responsibility to find the most economical air fare/flight which suits the individual is the responsibility of the delegate.
3. Delegates should make travel and flight arrangements to arrive within the time frame for the arrangements made by the organizing committee and to fit the assembly programme schedule and agenda.
4. There needs to be a close working and communication relationship among the various sub-committees to co-ordinate the organizing effort and to budget appropriately.
5. It is important to keep the purpose for the Assembly in focus. Since it occurs only once every 5 years, there is important business to be dealt with as well as the discernment and prayer called for. It should not be confused with a convention in the secular sense. Relationships need celebration and social time but not at the expense of the larger focus of the assembly.
6. A pre-assembly meeting of the National Organizing Committee and General Council is an essential part of every National Assembly.
7. EXCO and General Council should develop a current list of the National Assembly Coordinators, Organizing Committee Chairpersons and National Organizing Committee members who are still active in CLC and willing to offer advice to if/when needed.
8. Resource Tables
CLC Resources will be available at a specific table set up for that purpose. Other material brought by members can be placed at a separate table. Books can be provided on consignment or a religious bookstore(s) can be invited to display appropriate materials for sale at suitable times during the Assembly.
9. Open Forum:
If a request is made to the Assembly Coordinator, an open forum may be scheduled to present information, share ideas and announce coming events appropriate to the purposes of an Assembly. The Assembly Coordinator, with the Executive Council, may schedule time for an open forum outside of the assembly discernment process and regular business meeting.

(Please note, this is a sample form only each organizing committee will develop their own form with information appropriate to a particular National Assembly)

SAMPLE REGISTRATION FORM:
Christian Life Community ----- National Assembly

Theme
Grace
Date
Location

NAME: _____ ADDRESS: _____

City/Town _____ Province _____ Postal Code _____

Phone _____ FAX: _____ Email _____

CLC Community: _____ CLC Region _____

Flight Information: (Arrival/Departure Date, Times, Flight Number: _____

Assembly Fee due by: _____ Late Fee after: _____

Fee for Partial Attendance : _____ Accommodation Fee: _____

- I require accommodations _____
- I will commute _____
- I wish to be billeted (first come first served for the numbers available) _____

I enclose full payment with this registration _____ Assembly fee _____ \$ _____

Accommodation fee _____ \$ _____

I enclose non-refundable Registration Fee of \$50.00 _____ \$ _____

(Balance due upon arrival)

Willing to help sponsor a participant _____ \$ _____

Total Amount enclosed _____ \$ _____

If you are unable to pay full amount, apply for assistance to the Solidarity Fund through the National Executive Assistant. (clccanada@jesuits.ca)

Return Registrations (with Registration fee) to: (National Assembly Coordinator)

Cheques made payable to: (National Assembly Coordinator)

• I HAVE SPECIAL DIETARY NEEDS (please specify) _____

• I REQUIRE TRANSPORTATION FROM AIRPORT/BUS STATION/TRAIN STATION
 (Please supply details) _____

Signature of Delegate _____ Date _____

If EXCO or General Council Member, Please Check _____

Your responses will help with plans for our next assembly
 Has this Assembly provided you with sufficient tools to better co-operate:

1. Pre-Assembly Preparations	Strengths	Weaknesses	Areas We Can Improve
Knowing about the assembly well in advance			
Advance information given to you re: Registration Theme Programme Business			
2. Assembly Registration			
Time spent on developing the theme at the Assembly			
Speakers			
Facilitation Process			
Prayer Time Individual and/or communal, Eucharist each day.			
Free Time and Fun Time			

Has this Assembly provided you with sufficient tools to better co-operate:

- | | | |
|------------------------------------|-----|----|
| a) In ..(theme of Assembly) | Yes | No |
| b) In ..(application of the theme) | Yes | No |

How?

Lows

Highs

Draw Cloud

Draw Jagged Circle

Post Assembly:

In light of your experience at this Assembly what desires do you have for:

your Region?

your community?

Name:

CLC Community:

THANK YOU