

Dioceses of Wichita and Mid-America

(insert DOWAMA logo)

Parish Life Conference Manual

Prepared by the Fellowship of St. John the Divine



FELLOWSHIP OF SAINT JOHN THE DIVINE

12/4/2009

DOWAMA PLC MANUAL

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**Diocese of Wichita and Mid-America
Parish Life Conference**

Approved 2008

Wednesday

Opening of Conference

Registration open throughout conference as set by host parish.

2:00pm-5:00pm	Executive Committee Meetings (FSJD/Mission Committee, Antiochian Women, SOYO, Council of Presbyters)
5:00pm-5:50pm	Choir Rehearsal
6:00pm	Akathist to St. Raphael
7:00pm	Clergy and Wives Dinner with Bishop
7:00pm	Clergy Children Dinner and entertainment (While parents at dinner)
7:00pm	Teen Social
7:00pm	Dinner on own
7:00pm- 11:30pm	Welcome Social Event ¹
11:30pm	Compline

Thursday

7:00am-8:00am	Bible Study
8:00am-9:00am	Matins
10:00am-12:30pm	Oratorical Festival and Awards
10:00am-12:30pm	Oratorical Judges Room (Small room near Chapel if possible)
12:30pm -4:30pm	Children's Programs
12:30pm-4:00pm	Antiochian Women Luncheon with Bishop and Meeting

¹ Social Events could begin at 8:00 and not include dinner. Must end prior to Compline

12:30pm	Lunch on own
2:00pm – 4:30pm	SOYO General Assembly
2:00pm-3:30pm	Workshop Session A (4-6) (include 20/40 Fellowship Workshop)
3:30pm-4:30pm	Choir Rehearsal
4:30pm-6:00pm	Vespers with Keynote Address
6:00pm-7:30pm	St Ignatius Dinner Meeting with Bishop
6:00pm	20/40 Fellowship Dinner Outing
6:00pm-7:30pm	Dinner on own ²
7:30pm-9:30pm	Bible Bowl
9:30pm-11:30pm	Teen Social Event and Adult Coffee Social ³
11:30pm	Compline

Friday

7:00am – 8:00am	Bible Study
8:00am-9:00am	Matins (Western Rite)
9:00am-12:00pm	20/40 Fellowship Service Project
9:00am – 4:00pm	Teen Service Project and Outing
9:00am -4:30pm	Children's Programs
9:30am-12:30pm	Clergy Wives Sisterhood Program/Meeting ⁴
9:30am- 10:50am	Workshop Sessions B (4-6) (includes Choir)
11:10am – 12:30pm	Workshop Session C (4-6)

² Host parish could offer a quick buffet meal at an additional price

³ Could be held in Hospitality Room

⁴ To be coordinated with Clergy Sisterhood President.

12:30pm- 1:30pm	Lunch on own
1:30pm –3:30pm	Diocesan General Assembly (Even years includes Metropolitan’s Council)
3:30pm – 4:30pm	Choir Practice
4:30pm -5:30pm	Vespers
6:30pm-9:00pm	Grand Banquet and Choir Festival
9:00pm –11:30pm	Hafli
11:30pm	Compline

Saturday

8:00am	Matins
9:00am	Hierarchical Divine Liturgy Followed by Coffee Social or Continental Breakfast.

NOTE: Hours of Hospitality Room are up to host parish. However, the Hospitality Room is to be closed during all Church services, and from 1:00 on Friday afternoon. (Can reopen Saturday after Liturgy).

Contact the PLC Liaison for information on Sunday Divine Liturgy.

**Diocese of Wichita and Mid-America
Parish Life Conference**

(Approved July 2008)

Tuesday – Chapel Set up (see end of schedule)

Wednesday

Opening of Conference

- | | |
|------------------|--|
| 2:00pm-5:00pm | Executive Committee Meetings
(FSJD/Mission Committee, Antiochian Women, SOYO, Council of Presbyters)
SET UP: 8-15 People per group, conference style |
| 5:00pm-5:50pm | Choir Rehearsal
SET UP: In Chapel |
| 6:00pm | Akathist to St. Raphael
SET UP: Chapel see below |
| 7:00pm | Clergy and Wives Dinner with Bishop BASIL
SET UP: Rounds for 60-80 with headtable for 6-8 per Bishop |
| 7:00pm | Clergy Children Dinner and entertainment
(while parents at dinner)
SET UP: Typically held in Hospitality Suite |
| 7:00pm OR 8:00pm | Teen Social
SET UP: Per host parish |
| 7:00pm OR 8:00pm | Social Event
SET UP: Per host parish
Total For both socials if on property is 200-275 people. MUST end by 11:30 |
| 11:30pm | Compline
Chapel |

Thursday

- | | |
|---------------|---|
| 7:00am-8:00am | Bible Study
SET UP: 30 People Conference or Hollow Sq. preferred but can be classroom or theatre-style if needed |
|---------------|---|

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8:00am-9:00am	Matins Chapel
10:00am-12:30pm	Oratorical and Awards Chapel – Need additional table brought in for judges
10:00am-12:30pm	Room near chapel for Oratorical Judges
12:30pm -4:30pm	Children’s Programs SET UP: Per host Parish
12:30pm-4:00pm	Antiochian Women Luncheon Meeting SET UP: Rounds for 100 with head table for 15
LUNCH ON OWN – Hotel expect heavy lunch traffic especially from teens. Buffet is helpful.	
2:00pm – 4:30pm	SOYO General Assembly SET UP: Classroom for 100-125 people (theatre ok) with head table for 8
2:00pm-3:30pm	Workshop Session A (include 20/40 Fellowship Workshop) SET UP: 4-6 workshops if space allows set classroom for 25-30 theatre- style is acceptable. If 25-30 not available in each workshop put maximum and we can plan workshops accordingly
3:30pm -4:30pm	Choir Rehearsal SET UP: In Chapel
4:30pm-6:00pm	Vespers with Keynote Address Chapel
6:00pm-7:30pm	St Ignatius Dinner Meeting SET UP: Rounds for 75-90 with head table for 10-15
6:00pm	20/40 Fellowship Dinner Outing Off Property
6:00pm-7:30pm	Dinner on own ⁵

⁵ Hotel could offer a quick buffet meal at an additional price in the restaurant as 250-300 need to eat in 1-1/4 hours

7:30pm-9:30pm	Bible Bowl SET UP: See Below
9:30pm-11:30pm	Teen Social Event– 200-275 people SET UP: Per host parish
9:30pm-11:30pm	Adult Social (Coffee house) SET UP: Per host parish – could be held in hospitality suite
11:30pm	Compline Chapel

Friday

7:00am – 8:00am	Bible Study SET UP: 30 People Conference or Hollow Sq. preferred but can be classroom or theatre-style if needed
8:00am-9:00am	Matins (Western Rite) Chapel
9:00am-12:00pm	20/40 Fellowship Service Project Off Property
9:00am – 4:00pm	Teen Service Project and Outing Off Property
9:00am -4:30pm	Children’s Programs SET UP: Per host Parish
9:30am-12:30pm	Clergy Wives Sisterhood Program/Meeting ⁶ SET UP: Per host parish and Sisterhood president
9:30am- 11:00am	Workshop Sessions B SET UP: 4-6 workshops if space allows set classroom for 25-30 (see workshop set up on Thursday) (includes Choir)
11:00am – 12:30pm	Workshop Session C (includes Chanters Workshop) SET UP: 4-6 workshops if space allows set classroom for 25-30 (see workshop set up on Thursday)

⁶ Coordinate with president of Sisterhood. Could end with a lunch.

12:30pm- 1:30pm	Lunch on own
1:30pm –3:3pm	Diocesan General Assembly SET UP: Head table for 6, Classroom for 150, fill balance of back of room with theatre-style for non-voting attendees. Theatre-style can work if space is an issue – please let us know in advance.
3:30pm – 4:30pm	Choir Rehearsal SET UP: No set up needed, recommend in separate area for noise
4:30pm -5:30pm	Vespers Chapel
6:30pm-9:00pm	Grand Banquet and Choir Festival SET UP: Large Head table, two-tiered if possible (minimum 20 people) Rounds for 400-500. Choral Risers for choir performance. Dance follows, can be in separate room
9:00pm –11:30pm	Hafli SET UP: Dance floor, stage, reception seating if not in banquet room.
11:30pm	Compline Chapel

Saturday

8:45am	Matins Chapel
10:00am	Hierarchical Divine Liturgy Chapel Followed by Coffee Social or Continental Breakfast. SET UP for Coffee Social per host parish

NOTE: Hospitality Room is to be closed during all Church services, and from 1:00 on Friday afternoon.
(Can reopen Saturday after Liturgy)

SPECIAL SET UPS:

CHAPEL – The room needs to be on a 24 hour hold for the duration of the conference. Seating will be up to 400-500 people theatre-style. In the front of the room is a very large stage – of 30 x 36 if possible. There will be 40+ priests at one time up there in addition to the altar table. Three aisles, larger center and left aisle (when facing stage). Pipe and drape is helpful for either side of the stage to allow for other items to be placed behind it. Space on either side and down from the risers for chanters, bishop’s chair and choir (on choral risers if available).

BIBLE BOWL: Three-tiers of risers if available (if not, one row can be on the floor). Facing the rooms set theatre-style. 20-25 6ft tables with three chairs per table (one table per team) Table are on the risers. Other AV will be needed.

Room Night History for Diocese of Wichita and Mid-America’s Parish Life Conferences:

June 9-13, 2009 Wichita, Kansas

Airport Hilton Hotel

6/9	6/10	6/11	6/12	6/13	6/14
<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun</u>
12	140	161	152	17	

2008 Dallas, Texas

<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun</u>
3	108	179	180	91	1

Total room nights: 562

NOTE: 2008 was the first year we ended on a Saturday. The Dallas parish hosted an evening dinner and dance so many people stayed over. Attendance in Dallas was higher than ever before. We attribute this to the convenient location within our diocese.

2007 Topeka, Kansas

<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>	<u>Sat.</u>	<u>Sun</u>
1	36	122	131	111	3

Total room nights: 404

Actual Rooms used

June 8-12, 2005, Plaza Hotel and Sioux City Convention Center, Sioux City, IA

<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>
31	114	115	106

The hotel was sold out and the number of rooms used at overflow hotels is not yet available

June 6-13, 2004 Doubletree Hotel, 505 IH 35 North, Austin, TX 512-454-3737

<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
4	5	12	48	112	122	117	3

Total room nights: 423

June 2003 Hyatt Regency Tech Center, Denver, CO 303-714-4611

<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>
16	81	113	72

Total room nights: 283

Smaller room nights used in Denver as it is our farther west than the majority of parishes/people.

June 24-30, 2002 Westin Hotel Oklahoma City, Oklahoma 405-235-2780

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
2	7	20	111	121	123	2

June 5-10, 2001 Hyatt Regency Wichita, Kansas 316-293-1234

<u>Tuesday</u>	<u>Wed</u>	<u>Thursday</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
2	16	104	121	118	3

Minimum Complimentary/Special Rate Rooms:

- **2 bedroom Suite for the Bishop Wednesday-Sunday**
- **1 Hospitality Suite Thursday – Sunday**
- **This is in addition to their hotels complimentary room policy which is typically 1 room for every 50 rooms used (sometimes 1 per 25)**

- **Special Rate Rooms – 4-6 rooms on Concierge Floor at group rate to be assigned by the Bishop.**

2/18/2010

12/4/2009

GENERAL INFORMATION

Contacts:

Diocese President of the Fellowship of St. John the Divine -- Judy Stanley, jstanleyfacs@yahoo.com

PLC Liaison -- Joan Farha, jmfarha@aol.com

Past PLC Chair (2009) – Helen Stitt, hastitt@sktc.net

Workshop Committee Chair – John Morris, jcmorris@att.net

Registration Software contacts – Justin Elkouri, jelkouri@gmail.com; or Michael Srour, mcsrour@sbcglobal.net

The DOWAMA PLC Schedule is a standing schedule set by the Fellowship of St. John the Divine. No changes are to be made without approval by the PLC Liaison and the Fellowship President.

Archdiocese Department of Conventions and Conference Planning; Approvals are required for the hotel contract by the Archdiocese Department of Conferences and Convention Planning. Reports required by the Archdiocese are noted in the Reports section. The Archdiocese Department also has its own manual available on www.antiochian.org for your information.

The president of the Fellowship or the PLC Liaison will contact the Bishop for items requiring his blessing as indicated throughout this manual and as necessary.

Workshop Committee, with the blessing of the Bishop, selects the keynote speaker and all workshops and speakers including scheduling within the designated workshop sessions. ALL questions, from ANYONE regarding workshops, speakers, schedules should be directed to that committee chair.

Immediate Past PLC chair will provide you with budgets, financial reports, suggestions and other valuable information. Regardless of the city, there are certain aspects of this conference that remain the same. Variables due to city size and location do exist, but most things change minimally. The PLC Liaison has additional past reports as well.

Fellowship President – The Fellowship of St. John the Divine oversees the PLC. The president is the final authority next to the Bishop.

PLC Liaison is our Diocesan representative to the Department of Conference and Convention Planning and your advisor, support, guide, helper, what ever you need. Copies of meeting minutes and budget should be sent to the liaison

Budget – establish your budget using past budgets and financials.

ALL expenses for the presiding Bishop and the keynote speaker are included in the PLC budget. An honorarium is also given PRIOR TO THE CLOSE OF THE PLC to both the Bishop and keynote speaker. Suggested amounts listed below.

- Bishop -- \$1200 Plus travel expenses.

- Keynote -- \$2000 offered at invitation includes Honorarium and travel expenses.
- For both – Hotel, food expenses and other miscellaneous expenses are paid for by the PLC. Typically all of these expenses would be billed to the Master Account.
- Workshop presenters are not paid.
- Distribution of profits – the host parish retains 55% of the profit. The Fellowship of St. John receives 45%. The Fellowship then distributes their portion as follows 25% to the Antiochian Women and 25% to Teen SOYO, retaining 50%.
- Extras (above what is listed in this manual) requested by organizations are at the expense of the organization. (See meeting room section).

Registration –Ticket books (packages) are grouped for Adults, Teens, and Children. The Fellowship has established prices for each category of ticket book. The NAC Fellowship has registration software and online service. Please see the section on Registration and Prices. A sample (past) registration form is included. Please note that form followed a different schedule make adjustments accordingly.

PR – Mailings are sent out to each parish – Parish Priest and Fellowship Contact typically in January. Additional mailings (snail or e-mail) can be sent out until the PLC.

Young Adult (20/40 Fellowship) – In the past this segment of our faithful has been neglected at the PLC. It has been agreed that a Young Adult track be created for those approximately 20-40 years (single or married). This will include workshops during each workshop session, outings and fellowship time. Please note, while this can include our OCF/College Ministry it is not limited to college students, but all of our young adults who are in this age range.

Teens – teen activities are a must. They LOVE to be together, hang out, sing, dance, Hafli etc. Chaperones are required for all Teen events. Coordinate with the Workshop Committee to insure that no Youth workers workshops are scheduled during Teen events.

Children – Aged 4-12 need activities at anytime there are meetings and workshops. Best to break them in to two groups, i.e. ages 4-9 and 10-12. Outside activities are great. It should be more than babysitting. There are Vacation Bible School materials available that may be helpful in planning fun and creative activities. Links for materials are available at www.antiochian.org/christianeducation.

Clergy Children – Birth to any age. During the Clergy and wives dinner with the Bishop a dinner (typically pizza) is provided for their children – at no cost. This event is to continue until the dinner with the Bishop is over. It is usually helpful to have some planned activities, i.e. games or movies.

- During the Clergy wives sisterhood activity child care must also be provided.

Souvenir Ad Book – This book contains letters from specific people

Metropolitan

Diocesan Bishop

Host Parish: Pastor, PLC Chair, Parish Council Chair (or a combination)

Diocese Organization Presidents/Chairs: Order of St. Ignatius, Fellowship of St. John the Divine, Antiochian Women, SOYO (often their respective Spiritual Advisors will co-sign the letter.)

Ads may be sold to individuals, parishes, organizations and businesses. It is a key component to covering the expenses of the conference. Keeping the cost of the book down is important. (See ad book forms from past conferences).

Executive Committee/Committees – Chair of the conference, co-chairs and/or vice chair, secretary, treasurer, host pastor make up the executive committee. The other committees and their structure are up to the host parish.

WORD Magazine – the WORD provides ad space to the Dioceses for their PLC. Contact the WORD for information and details. Deadlines are 2-3 months in advance.

Exhibit Space – Please make sure exhibit forms are available for all those organizations wishing to have a table in the exhibit area. Also, provide exhibit space for the Creative Festivals art and photography entries. There may also be vendors (businesses, not church organizations) that want exhibit space to sell items. They may be charged a fee for that space.

Saturday Night Event – The host parish is welcome to hold a separate event Saturday evening at their own expense and profit. This event is not included in the PLC registration/ticket book. All proceeds go to the host parish and are not split with the Diocesan organizations. Likewise all expenses are the responsibility of the host parish and not part of the PLC budget.

2010 DIOCESE AND ARCHDIOCESE OFFICERS

Diocese Officers

St. Ignatius – Rex Moore

Advisor Father Anthony Miller

Antiochian Women – Winona Nava

Advisor Father Christopher Morris

SOYO – Timothy Farha

Advisor Father Antony Bahou

Fellowship – Judy Stanley

Advisor Father Jeremy Davis

St. Ignatius – Dan Abraham

NAB Antiochian Women – Cindy Nimey

NAC SOYO – Michael Massad (Oklahoma City)

NAC Fellowship – Jane Tadros

Vice Chair Archdiocese Board of Trustees – George Farha (Wichita)

2/18/2010

12/4/2009

**Diocese of Wichita and Mid-America
Parish Life Conference Timeline**

18 months to 2 years out

- Establish PLC Executive Committee (at least General Chair)
- Determine date options for PLC (Fellowship President/PLC Liaison) 1st choice – week immediately following Pentecost, 2nd choice the third week in June.
- Contract Hotel for PLC. All contracts must be reviewed by PLC Liaison and Fellowship President, before being sent to Archdiocese Department of Conferences and Convention Planning for approval.
- Set up bank account for PLC.

1 year to 15 months out

- Secure Committee Chairs and they secure committee members.

8 month to One Year Out

- Determine who will build the iconostasis. Maintain regular contact.
- Contact PLC Liaison for direction on who will get the iconostasis after the PLC. Coordinate size and details with them.
- Contract Entertainment and other outside sources
- Schedule and confirm any and all off property events (teens, young adults, children).
- Confirm with hotel times of heavy restaurant use (see schedule)

5-6 Months Out

- Web site up and running (or earlier)
- Set up Credit card machine if accepting credit card payments
- Contact PLC Workshop Committee Chair Keynote speaker info and workshop topics. Determine who will assist keynote speaker with travel arrangements.
 - ❖ Publicity Packet Mailed or e-mailed to each parish. – **This packet will be distributed to the Clergy at their Clergy Retreat in Wichita in February.** Packet includes:
 - ❖ Souvenir Ad form
 - ❖ Hotel Information
 - ❖ Schedule
 - ❖ Registration Form
 - ❖ Young Adult Track flyer
 - ❖ Any individual event flyers – Antiochian Women, St. Ignatius, Teens, Teen Permission form, Children, Workshop listing, Clergy Wives, Keynote Speaker (What information is up to host parish)
- Contact possible Vendors/Exhibitors (see previous year's list)
- Follow Hotel timeline as directed
- Follow Printers timeline for Ad books
- Secure t-shirt source and design for Children and teens t-shirts. Follow their timeline

3-4 Months out

- Update on iconostasis
- Determine needs and sources for altar table, chapel.

6-8 weeks out

- Contact speakers and organization presidents for Audio-Visual needs. These items are part of the PLC budget and not charged to speaker/organization.
- Confirm head table guests (check with hotel on size at each meal/meeting). (Head table lists) Grand Banquet head table can include Archdiocese-level presidents of organizations The host parish can directly or through the Diocesan organizations officers identify which if any of the Archdiocese officers will be in attendance
- Make contact with off property events updating them on numbers and needs.
- **4 weeks out**
- Secure all Liturgical items for Hotel Chapel
- Reconfirm all contracted providers– Entertainment, Audio-Visual if not from hotel, Vendors etc.

From this point you will be following the direction of the hotel for most everything.

Key to a successful PLC – If people feel welcome and are greeted with a smile, they will have a wonderful time and remember the PLC fondly!

Smile from beginning to end and lift everyone else's spirits.

COMMITTEE LIST

1. Executive Committee
 - Host Pastor
 - General Chair
 - Vice Chair
 - Treasurer
 - Secretary

2. Registration
3. Food/Social Events
 - Can include separate chair-person for each event
4. Meetings and Workshops
5. Vendors/Exhibitors
6. Audio-Visual needs (coordinates with Meetings and Workshops)
7. 20/40 (Young Adult Group)
8. Teen Activities
9. Children's Activities
10. Hospitality Suite/Welcome
11. Chapel and Holy bread
12. Publicity and Ad book
13. Transportation
14. Security

Committees can be added, combined or separated as the parish determines.

REGISTRATION AND PRICES

The NAC Fellowship of St. John the Divine offers a registration software program at no charge. As of 2010, an online registration system will also be available for a fee. Both of these were developed for our Parish Life Conferences and Archdiocese Conventions. Contact Justin Elkourie (NAC Fellowship Vice President) at jelkouri@gmail.com or Michael C. Srour the software developer at mcsrour@sbcglobal.net. Or go to the Archdiocese website www.antiochian.org to the Fellowship page www.antiochian.org/fellowship-of-st-john or Dept of Convention and Conference Planning for information www.antiochian.org/conventions.

Host parish may submit a request for a change in pricing to the PLC Liaison.

NAME TAGS

To minimize confusion we would like to use color-coded nametags if possible – coded by category – Adult, Teen, Child. At a minimum please put a colored dot on each name tag.

REGISTRATION CATEGORIES AND PRICES

Early Registration Prices – Up to two weeks prior to PLC

FULL ADULT PACKAGE: 19 and older

Includes: All meetings and church services; Wednesday evening event; Thursday evening event; Friday evening Grand Banquet and Dance; other events as noted.

NOTE: The Clergy and Wives Dinner is included (for all Clergy & their wives) in the ticket price as it replaces the Wednesday night event. Clergy Children's Pizza Party is included for all clergy children.

PRICE: \$90.00 plus \$10.00 Archdiocese Registration Fee

FULL TEEN PACKAGE:

Includes: All meetings and church services; Wednesday evening event; Thursday evening event; Friday Teen Outing and Service Project; Friday evening Grand Banquet and Dance; other events as noted. (NOTE: Does not include Thursday lunch)

PRICE: \$90.00 plus \$10.00 Archdiocese Registration Fee

FULL CHILD PACKAGE:

Includes: All meetings and church services; Wednesday evening event; Thursday and Friday Children's Program; Thursday evening event; Friday evening Grand Banquet (child's plate) and Dance; other events as noted.

PRICE: \$60.00 (no Archdiocese Registration Fee charged)

Late Registration Prices:

Late Fees are set by the host parish. Suggest price increased by minimum of \$30 per person to encourage early registration. The Archdiocese's online registration system will automatically include Archdiocese fee and late fees.

NOT INCLUDED IN PACKAGE:

1. Antiochian Women's Luncheon -- Thursday
2. Order of St. Ignatius Dinner – Thursday
3. 20/40 Activities

Prices set by host parish

INDIVIDUAL EVENT TICKETS:

For those not purchasing package, but wanting to attend single event(s) – prices set by host parish

1. Wednesday
 - a. Clergy and Wives Dinner (includes Clergy Children event)
 - b. Evening Social Event
2. Thursday Evening Social Event
3. Friday Evening Grand Banquet and Dance

MEETING/WORKSHOP ONLY FEE

For those not purchasing tickets of any kind (package or individual).

PRICE: \$20.00 plus \$10.00 Archdiocese Registration Fee

Workshops/Speakers and PLC Workshop Committee Overview

This committee was set up in 2003 and includes a representative from the Fellowship (committee chair), the Antiochian Women, Spiritual Advisors from the Fellowship and the Teens, and the out going Teen SOYO president.

This committee, with the blessing of the Bishop, selects the keynote speaker, schedules the workshop topics and the speakers, and confirms the speakers and topics for the Standing Workshop (i.e. Youth Ministry, Christian Ed.).

If the host parish receives suggestions for workshop speakers they should be forwarded to this committee.

VENDORS AND EXHIBITOR INFORMATION

DEFINITIONS AND FEES

Minimum Fee is \$15 per table or the amount charged by the facility whichever is greater.

1. Exhibitor – Displays information, sells nothing.
 - a. Fee: Minimum fee per table or \$15.00 per table
2. Organization/Church Vendor – An actual organization or church, all proceeds go to that organization or church.
 - a. Fee: Double minimum fee per table or \$30.00 per table
3. Commercial Vendor -- Selling for profit (in part or whole)
 - a. Fee: Quadruple minimum fee per table or \$60.00 per table

Late Fee – All vendor/exhibitor table requests must be in three weeks prior to the first day of the PLC. After that time there will be a 25% penalty fee attached to the per table fee.

Space is Limited and reserved on a first come first serve basis. (To be noted on all vendor/exhibitor information)

MEETING ROOMS

Contact Speakers and Organization Presidents to determine needs in meeting rooms.

- Audio/Visual: The PLC is to provide basic Audio/Visual (podium, microphone, screen, projector system).
- Food and Beverage: The PLC is to provide water in the rooms. Other food and beverage are at the organizations expense or individual ticket items (Antiochian Women's lunch, St. Ignatius Dinner). We no longer provide lunch for the teens on Thursday prior to their meeting.
- Any additional requests, which add expenses must be paid for by the organization and/or individual making the request (except for the Bishop and Keynote Speaker) Contact PLC Liaison for clarification and questions.

CHAPEL

When determining these needs consider the space you have available. The larger the stage the better as we could have 40+ clergy serving.

This list is in addition to standard items as directed by parish priest and Bishop.

If possible:

- Stage/Risers for Altar area: Ideal size is 30' x 36'.
- Pipe and drape (ask hotel) area on either side of stage. Behind this drape can be clothes rack, area for clergy and altar servers to dress.
- Table for Proskedia
- Small carpets/rugs to be at the feet of each priest as he serves Holy Communion.
- Candle box if possible
- Podium(s) or stands for icons at entrance
- Bishop's chair
- Podium for chanters (second one needed if doing "camp" Vespers)
- Choral risers
- Sound system

Please keep in mind that you are setting up a "church" in the hotel and take into consideration ALL of the needs, etc. of conducting the services and the accommodations that need to be made on both sides of the iconostasis.

Notes:

1. Make the left aisle (when facing the altar) wider than the right for the Great Entrance.
2. Middle aisle needs to be wide enough for the Hierarchical Divine Liturgy for all of the priests to stand on either side facing one another and for the Bishop at the end of this processional.
3. Rows of chairs are far enough apart for standing.

Head Tables for DOWAMA PLC

ALL head-tables seating is subject to the blessing of the Bishop.

Clergy and Wives Dinner with Bishop

Bishop, Host Pastor and his wife, PLC guest speaker, Dean of the Diocesan Cathedral and his wife, President of the Council of Presbyters and his wife, Secretary of the Clergy Brotherhood and his wife. Contact PLC Liaison to confirm head table.

St. Ignatius Lunch

Bishop, Host Pastor and Khouriya, PLC Guest Speaker, St. Ignatius officers, and the St. Ignatius Spiritual Advisor and spouses. Contact St. Ignatius Chair for DOWAMA to confirm table.

Antiochian Women's Lunch

Bishop, Host Pastor and Khouriya, PLC Guest Speaker, Antiochian Women officers, Antiochian Women Spiritual Advisor and his wife. Contact DOWAMA AW President to confirm table.

Grand Banquet Head Table

There are options for this head-table depending on space. The first one listed is the minimum. During the conference, communicate with Grand Banquet head table guests what time to meet and where to process into the dining room. This can be included in their registration packet. Note it is listed in the order of seating. Contact PLC Liaison to confirm head table.

HEADTABLE 1

Diocese Chair⁷ of St. Ignatius⁸
Diocese Spiritual Advisor of St. Ignatius
Diocese President of Antiochian Women
Diocese Spiritual Advisor of AW
Spouse of Vice Chair⁹
Vice Chair of Archdiocese Board of Trustees
Guest Speaker Spouse
Guest Speaker
Bishop
PODIUM¹⁰
MC
MC Spouse
Host Pastor
Host Khouriya

⁷ All officers are current or out-going not those elected at this PLC

⁸ If space allows, include spouses of officers and Spiritual Advisors

⁹ Or the senior Archdiocesan Trustee and his/her spouse present at the PLC.

¹⁰ Diocese Officers/Advisors can be moved to either side of the podium for balance.

PLC Chair
PLC Chair Spouse
Diocese President Fellowship
Spouse of the Diocese President Fellowship
Diocese Spiritual Advisor Fellowship
Diocese President SOYO
Diocese Spiritual Advisor SOYO

HEADTABLE 2

Same as table 1 but include all spouses

HEADTABLE 3

Same as table 2 adding Archdiocese Officers and spouses if space allows
The Archdiocese Officers would be on the lower tier or outside edges of single tier.
Archdiocese Chair of St. Ignatius (or Vice Chair)
Spouse
NAB Antiochian Women President
Spouse
NAC SOYO President
NAC Fellowship President
Spouse

If space allows only head table one, then tables should be reserved at the front of the room for those listed on tables 2 and 3 and spouses not seated at head table.

NOTE: List of current officers and spiritual advisors is in the "General Information" section of this manual.

GRAND BANQUET PROGRAM

This is the traditional program we have followed, but it is flexible. The MC will direct the people to rise for the procession and remain standing for the opening prayer.

ORDER OF EVENTS

Procession and Introduction of Head Table
Opening Prayer – Presiding Hierarch
Choir Festival
Host Pastor Welcome
Bishop’s Address
SOYO Awards – SOYO President
PLC Chair Thank you and passing of the St. John the Divine icon to next
 PLC host parish
Closing Prayer

NOTE: It is preferable, if time permits, to not have food served or preset during the choir festivals. The clinking for silverware can out “sing” the choir. If available, choral risers preferred, but a riser is sufficient. Microphone for choir director to introduce songs.

REPORTS

As Printed in the
Archdiocese Department of Conventions and Conference Planning Manual
Available on www.antiochian.org

Part IV: Conclusion and Reporting

At the conclusion of the diocesan Parish Life Conference, the host pastor and conference Chair are responsible for submitting the following:

1. Arrange for accommodations and transportation of all hierarchs, dignitaries and special guests.
2. Prepare a detailed financial report using the Conference database and Exhibit H and U. Send the report to the Metropolitan Primate, Diocese Bishop and the DCCP within 60 (sixty) days from the conclusion of the conference.
3. Provide the host pastor and Chair of the next two diocesan Parish Life Conference's detailed reports generated from the Conference database.
4. The host pastor and/or the Chair shall attend next diocese meeting and make formal report verbally and in writing.
5. Submit the Conference database data file to the DCCP or designee within 60 (sixty) days.
6. Submit an article with pictures to The Word for publication and to the Archdiocese Webmaster