

JOURNEY TO BAPTISMAL LIVING

NORTH AMERICAN ASSOCIATION FOR THE CATECHUMENATE

Covenant for Host Congregations and Journey to Baptismal Living for on-site immersive training in the catechumenal process

The host congregation or organization will:

1. provide adequate space for plenary and small group sessions, appropriate AV equipment, screens, easels with notepads, etc.
2. provide dining facilities and meals for participants including two dinners, two lunches, two breakfasts, and snacks as directed in the final event schedule.
3. provide worship space for scheduled worship rites and musician(s) as agreed upon.
4. appoint an event coordinator to oversee arrangements and be liaison to JBL for all planning.
5. provide participant materials including copying of participant notebooks, name tags, etc.
6. provide a hospitality team to welcome guests and host a social time on the first evening.
7. recruit small group leaders and other staff help as necessary.
8. be responsible for funding the event including a minimum payment of \$500 to JBL based on a per capita fee of \$20 per event registrant. Implement a registration process and means of collecting and distributing funds related to the event.
9. provide a list of local hotels for out-of-town participants and if possible, negotiate a reduced rate for the event.
10. publicize this event locally and notify the area bishop(s) and other judicatory leaders of the event
11. provide an electronic roster with names, addresses, email and denomination for each participant.

Signed:

Congregation Representative	Date
Date of event _____	
Host congregation _____	
Primary Contact name, phone and email _____	

JBL will:

1. provide two to four trained leaders to lead the event including training small group leaders prior to the start of the event and coordinating worship and liturgical leadership with on site personnel.* One of the JBL leaders will be designated as the primary contact for pre-conference planning and post-conference follow up. (No honorarium is required for JBL leaders however travel and lodging are expected to be reimbursed.)
2. promote the event through the JBL website and email communication with JBL subscribers.
3. provide a master copy of participant materials including schedule, training materials, etc.
4. provide selected books for sale as well as items for a resource table.
5. conduct an evaluation at the end of the event and share results with congregation.
6. be available post-event to provide assistance and resources to participants as requested.

** Among the team members may be a worship leader/liturgist who will work with the local musician in crafting the worship services required by the content of the event and include the catechumenate rites.*

JBL Representative	Date
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Sample Planning Budget (based on 40 participants including staff and volunteers):

Expenses:

Meals (including 2 dinners, 2 lunches, 2 breakfasts) for 40* people:	\$ _____
Snacks and other hospitality as noted on the event schedule (please provide water, coffee and hot tea throughout event)	\$ _____
Participant cost of \$20 per person to JBL (\$500 minimum)	\$ _____
Supplies: Purchase of Notebooks (40*), dividers for notebooks, name tags, etc.	\$ _____
Housing of up to four JBL training team (3 nights lodging)	\$ _____
Transportation for up to four JBL training team members	\$ _____
Copies of participant materials for notebook (unless absorbed in-house)	\$ _____
Copies of worship services (if not included in notebook) and other worship items	\$ _____
Reimbursement for any JBL shipping costs for resource materials	\$ _____
Miscellaneous Expenses or Other:	\$ _____
Total Projected Expenses:	\$ _____

Based on past training events, 25-30 paid participants is realistic and a minimum goal for a healthy event. JBL does not set a minimum number of participants.

Participant fees determined by dividing total expenses by $40 - 10 = 30^*$ (*subtract 4 training team members, and up to 6 congregational staff/volunteers who do not pay registration fees.)

Hosts are encouraged to seek supporting funds from the local synod or diocese to reduce the registration fees for participants.