

National Meeting Handbook

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Article I. **Title and Purpose of Meeting**

The official title of the meeting described in these Guidelines is "The 20__ National Meeting of Diocesan Liturgical Commissions " followed or preceded by any statement of its particular theme. This title is to appear on all printed materials relating to the meeting.

The National Meeting of Diocesan Liturgical Commissions provides members of diocesan liturgical commissions/offices of worship or their equivalent structures with an opportunity for an extended treatment of a subject or theme which the commissions of the country have indicated as meriting special consideration.

In addition, the meeting provides an opportunity for the identification of national and regional priorities in the area of liturgy (see *National Process, Purpose*, on page 6), an opportunity for the exchange of ideas among participants, and for prayerful celebrations of the liturgy.

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Article II. **Sponsors and Hosts**

The meeting is co-sponsored by the Federation of Diocesan Liturgical Commissions (FDLC) and the Bishops' Committee on the Liturgy (BCDW). The meeting is hosted by a diocese or an FDLC region. This is to be included in any press releases or promotional material regarding the meeting.

Article II. 1 **Responsibilities of the Sponsors**

The FDLC and the BCDW, either jointly or individually as indicated, have the following responsibilities:

- Article II. 1.1 **Theme**
Provide for national input as to the theme of the meeting (FDLC);
- Article II. 1.2 **Approvals**
Approve the topic, site, dates, schedule, and general outline of the meeting (FDLC and BCDW);
- Article II. 1.3 **Policy**
Make and, as necessary, affirm policy decisions regarding the planning and execution of the meeting (FDLC and BCDW);
- Article II. 1.4 **Budget**
Approve the budget for the meeting two years prior to meeting (FDLC);
- Article II. 1.5 **Contracts**
Approve and sign any contracts (FDLC);
- Article II. 1.6 **Financial Responsibility**
Assume financial responsibility for the meeting (FDLC);
- Article II. 1.7 **Publicity**
Provide all means necessary for publicizing the meeting (FDLC and BCDW — Host publicizes a local Liturgy Day if planned);
- Article II. 1.8 **National Process**
Conduct the National Process through the National Process Facilitator (FDLC);
- Article II. 1.9 **Other Meetings**
Determine if another meeting may be held in conjunction with the meeting (FDLC and BCDW);
- Article II. 1.10 **Position Statements**
See to the proper disposition of all position statements and resolutions of immediate concern passed at the meeting (FDLC).

Article II. 2 **Invitation to Host the Meeting**

Individual dioceses or FDLC regions may extend the invitation to host the meeting. Or, the sponsors may invite a diocese or region to do so.

- Article II. 2.1 **Invitation Extended by a Diocese**
The person extending the invitation should first obtain the permission of the liturgical commission/office of worship and the Ordinary of the diocese proposing to host the meeting. The Chair of the FDLC Board, after any necessary approval by the Board and after the sponsors' acceptance, makes a formal request of the local bishop asking that his diocese host the meeting.
- Article II. 2.2 **Invitation Extended by the Sponsors to a Diocese**
The FDLC Executive Director, as directed by the sponsors, makes initial contact with the liturgical commission or worship office of the proposed site. After the commission or office consents and in turn receives the approval of the local Ordinary, the Chair, after any necessary approval by the Board, makes a formal request to the bishop.
- Article II. 2.3 **Invitations Extended by or to Particular Regions**
In both cases the members of the region are to agree to host the meeting. After the Ordinary of the diocese has been approached by the local commission and given his approval and after any necessary

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approval by the Board, the FDLC Chair makes a formal request of the bishop asking that the meeting either be hosted by or be held in his diocese.

Article II. 3 **Participants**

Article II. 3.1 **Attendance**

The meeting is open to members of diocesan liturgical commissions/offices of worship or equivalent structures, invited guests, and other persons interested in liturgy. All participants may attend the various sessions and participate in the discussions during the business sessions.

Article II. 3.2 **Voting**

Only duly authorized representatives from dioceses that are active members of the FDLC may vote at business sessions. Each diocese is entitled to two voting representatives.

Article II. 3.3 **Exhibitors**

Exhibitors, if present, are admitted to all sessions, but they are not allowed to make presentations to the meeting's participants without the permission of the chair of the Local Meeting Committee and the permission of the chair of the Ad Hoc Committee. They may, however, participate in the discussions during the business sessions with the permission of the chair of these sessions.

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Article III. National Process

Article III. 1 Purpose

Since the FDLC is a federation of local commissions/offices of worship, its agenda is determined by the grassroots needs and priorities of its membership. Needs and priorities, however, may differ from region to region as well as from diocese to diocese. Some issues may be important everywhere, whereas others may be important in only one or a few regions or dioceses. The National Process is the means to surface, share, and discern such issues on various levels of concern. The specific purpose of the National Process is:

- To help each diocese and region determine and clarify its own priorities and articulate those ideas and projects to which it is committed;
- To allow the same to happen on the national level, and to commit the national resources of the FDLC to the priorities which have been discerned.

The process is intended to be collegial and deeply Christian. Priorities and statements to which people are committed are not determined in a "win-lose" fashion, but in a spirit of mutual respect and collaboration with that willingness to compromise which collaboration sometimes entails.

Article III. 2 Sources for Input

The National Process encompasses a two prong approach which utilizes four sources of opportunities for input:

Article III. 2.1 Diocese

Issues shared within the diocese itself;

Article III. 2.2 Region

Issues shared between dioceses at the regional level;

Article III. 2.3 Board

Issues arising from the FDLC Board and its standing committees.

Issues shared at these levels may result in the formulation of Position Statements.

Article III. 2.4 Membership Gathered at the National Meeting

Issues arising from the inter-regional table discussions following each plenary session.

Issues that arise at this level are formulated by the National Process Committee from the process described below in articles III.3.1 through III.3.10

Article III. 3 The Fruit of the Interregional Discussions

Article III. 3.1 After each plenary session the membership seated at assigned interregional tables are invited to discuss and analyze the presentation in the light of two factors.

- How does what the speaker has presented apply to your ministry/region/ diocese? What are the pastoral implications of what has been presented by the speaker?
- Are there any issues flowing from your discussion that the members of the FDLC could address as a region or as a national organization?

Article III. 3.2 The issues raised are recorded by a table facilitator an assigned regional representative or someone appointed by the National Process Committee.

Article III. 3.3 The issues recorded are the collated with the help of the hosting region under the direction of the National Process Committee. The collated report is given to each member for discussion in their next regional caucus.

Article III. 3.4 Each caucused region is requested to work with the issues and/or strategies from the interregional tables with the goal of prioritizing them in light of their feasibility and the region's level of commitment to particular issues and/or strategies that arise.

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- Article III. 3.5 These regional results are then given back to the National Process Committee for further collation. The process of collation at this stage is based on similarity between various issues and/or strategies and frequency of particular types of issues and/or strategies.
- Article III. 3.6 The results of this work are presented to the membership at the final business session.
- Article III. 3.7 During the final business session the membership, seated at regional tables, is presented both in oral and written format with the results or fruits of their interregional and regional discussions. These fruits are pared down by the National Process Committee and their delegated associates to a “top three” list of issues and/or strategies.
- Article III. 3.8 After the presentation by a member of the National Process Committee regions are given a reasonable amount of time to discuss the issues and/or strategies concentrating on two points.
- Is there anything coming for this discussion that can be of use and/or done either for or in your diocese and/or region?
 - Of what has been presented are there any issues and/or strategies that you would want to be placed on the agenda of the next Board of Directors meeting?
- Article III. 3.9 After a period of regional table discussion the Chair for this portion of the Business Meeting calls the membership to order and invites members to address any of the issues and/or strategies with the purpose of trying to discern whether or not there is a consensus from the group on a particular issue(s) and/or strategy(ies).
- Article III. 3.10 Issues and/or strategies that receive reasonable consensus are forwarded to the Board of Directors for consideration and/or action.
- Article III. 4 **Formulation of Position Statements**
- Article III. 4.1 **Nature**
Position statements are a call to a particular action. They are to address only one topic in as simple a form as possible. They may be preceded by a preamble detailing the reasons for the action that is called for, but this preamble is not the subject of the voting at the business sessions. Achieving consensus on its highest priority will require discipline on the part of the members of the region. Regional concerns which do not receive the full consensus of the region may be submitted to the appropriate standing committee of the Board as a possible subject for its position statement.
- Article III. 4.2 **Directed Toward a Specific Group**
Position statements are addressed to one of the following:
- the FDLC Board of Directors for assignment to a standing committee (Eucharist and Liturgical Year; Prayer; Sacraments; Liturgical Arts and Music; Ministries; National Process; Executive).or to an ad hoc committee;
 - the Bishops' Committee on the Liturgy;
 - diocesan liturgical commissions/offices of worship. When position statements are directed to local commissions/offices of worship, responsibility for their implementation rests completely on the local level. A positive vote by a member commission on a position statement so directed represents a pledge of commitment by this commission to implement this statement in its own diocese. No action is required of the FDLC or the BCDW by such statements.
- Article III. 4.3 **Number**
Each region may submit one position statement which should reflect a consensus of the commissions of the region after input from all the regional commissions. Regional position statements should be developed in the Spring and the completed texts forwarded to the National Process Facilitator on or before the date designated. Forms for this purpose (see page 47 “Form for Obtaining Position Statements and page 46, *Sample Letter Requesting Position Statements from FDLC Board Members*) should be distributed to the senior representative from each region by the National Process Facilitator early in March. The FDLC Board as a whole and its individual standing committees may also submit one position statement each.

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Article III. 4.4 **Alternatives**
Regions may always request an FDLC standing committee to consider a particular issue as a topic for a position statement to be presented by that committee. This may be done, for example, when a concern does not receive the full consensus of a region or when a region has already formulated the one position statement to which it is entitled. Such concerns may also be brought to the hearing session which deals with resolutions of immediate concern.

Article III. 4.5 **Procedures**
During the winter and early spring each region is invited to formulate a position statement. The position statements (regional, from standing committees, and from the Board as a whole) are gathered together and collated by the National Process Facilitator. The Facilitator arranges these statements as well as any other statements submitted to the FDLC Board or its committees according to broad categories.
The National Process Facilitator in collaboration with the FDLC Executive Director is responsible for forwarding the texts of position statements to the primary and secondary liaison persons of all active FDLC member commissions so that their members may discuss the statements and make recommendations for voting to their representatives at the meeting.
To aid the regions in discussing the statements, the sponsoring region is requested to submit a thorough explanation of its position statement to the National Process Facilitator, to be distributed to all the regions along with the position statements in time for their adequate study and preparation. This explanation should include a statement of the context for the position statement (if possible, more detailed than the preamble), supporting theological, ecclesial and/or liturgical arguments, and a bibliography or list of references for further study.
The statements are also included in the *FDLC Newsletter* and in the Program Book for national meeting. The position statements as they appear in the Program Book form the official texts for the Business Sessions of the national meeting. During the meeting there will be opportunities for regional caucusing during which each region may review the position statements for purposes of clarification.

Article III. 4.6 **Contact with the BCDW**
The BCDW and FDLC, co-sponsor the National Meeting of Diocesan Liturgical Commissions. If, during their formulation, the Position Statements warrant consultation, individual regions may consult with the BCDW secretariat by fax, phone or letter for suggestions or clarifications, if they so choose.
Bishops' Committee on Divine Worship Secretariat
3211 Fourth Street, N.E.
Washington, D.C. 20017-1194
202 541 3060 (Phone)
202 541 3088 (Fax)
Copies of the formulated Position Statements are also sent to the BCDW secretariat by the National Process Facilitator.

Article III. 5 **Formulation of Resolutions of Executive Committee Resolutions**

Article III. 5.1 **Nature**
If a person or group feels that some issue must be brought to the floor of the National Meeting and cannot wait until the following year, they may present their concern to the Executive Committee at the Executive Committee Hearing Session.

Article III. 5.2 **Process for Presenting Executive Committee Resolutions**
Executive Committee Resolutions must be presented during the Executive Committee Hearing Session, which will meet prior to the first Business Session and be facilitated by the Chair of the FDLC Board of Directors. If the Executive Committee determines that the matter should be brought to the floor for a vote, it shall compose a resolution (ECR—Executive Committee Resolution) to present to the delegates for voting. Votes shall be tallied in the same manner as for position statements. If more than three ECR's are presented, the Executive Committee will determine a method of prioritizing the resolutions and limiting the number of ECR's to three. These statements, including

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their preambles, will be voted upon in the usual manner after the delegates vote on all the position statements.

Article III. 6 **Business Sessions**

A major portion of the meeting is devoted to the business sessions of the FDLC. These sessions are part of the National Process.

Article III. 6.1 **Chairperson of the Business Sessions**

The Chairperson of the Business Sessions is appointed by the National Process Facilitator.

Article III. 6.2 **Credentials for Voting**

The following norms govern eligibility to vote:

- a. Each active (dues paying for the current year) FDLC member diocese is entitled to two voting representatives;
- b. these representatives must be members of and duly authorized by the diocese on behalf of which they vote.

Article III. 6.3 **Credentials Committee**

In case of any disputes concerning the voting status of a particular delegate or diocese, the National Process Facilitator, the chair of the business sessions, and the FDLC Executive Director will act as a credentials committee to resolve the issue.

Article III. 6.4 **Discussion**

During the business sessions there will be an adequate period of time for discussing each position statement and resolution of immediate concern. (See Article V. 2.1.1 Time Allotments). During this period all participants in the meeting, unless otherwise stated in these Guidelines (see Section VI), may share their thoughts and comments on any aspect of the item under discussion. Business Sessions are concluded by the evening of the last full day of the meeting.

Article III. 6.5 **Amendments**

Position statements and resolutions of immediate concern may be amended according to established parliamentary procedure. All amendments will be carefully recorded so that the final wording of these statements and resolutions is accurate.

Article III. 6.6 **Voting Procedure**

Article III. 6.6.1 **Number of Voting Delegates**

At each business session the number of voting delegates from each region will be recorded on a form provided for this purpose.

Article III. 6.6.2 **Ballots**

The ballots will identify the region and contain yes, no, and abstain.

Article III. 6.6.3 **Invalid Ballots**

Each delegate will indicate his or her name and diocese on the ballot. Failure to do so will invalidate the ballot.

Article III. 6.6.4 **Tallying**

After the voting sessions, the results of the voting will be counted, and the total number of points received by any position statement or resolution of immediate concern will be divided by the total number of persons voting. To receive the endorsement of a meeting a position statement or Executive Committee resolution must receive 2/3 yes votes of the total yes/no votes cast. If more than 20% of the votes cast are abstentions, the position statement fails.

Article III. 6.6.5 **Challenges**

Any challenge to the balloting procedure must be received by the National Process Facilitator no later than December 1 of the same year. The challenge will then be referred to the FDLC Parliamentarian for resolution. If no challenge has been received by this date, the ballots will be destroyed.

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Article III. 7 Implementation

Article III. 7.1 Responsibilities of the FDLC Board

Article III. 7.1.1 Implementation

To oversee the implementation of position statements that have received the endorsement of the meeting;

To review actions taken to fulfill a statement

To declare by a formal vote that a position statement is complete. (In the absence of this vote, a position statement remains unfinished business of the Board of Directors.)

Article III. 7.1.2 Communication

To communicate to the membership the completion of a position statement, giving a full accounting in the *FDLC Newsletter* of all actions taken to fulfill the statement.

To communicate, if necessary, resolutions of immediate concern to those affected by them.

Article III. 7.2 Responsibilities of the FDLC Chair

Article III. 7.2.1 Report

To report on the disposition of position statements from the preceding meeting as part of his or her annual report at each national meeting;

Article III. 7.3 Responsibilities of the FDLC Executive Director

Article III. 7.3.1 Publicize

To publicize through a press release the position statements (with preambles) and Executive Committee resolutions (with preambles) that have been endorsed by the meeting;

Article III. 7.3.2 Newsletter

To print in the FDLC Newsletter the official text of each position statements (with preambles) and Executive Committee resolutions (with preambles), together with their degrees of endorsement, which passed at the meeting.

Article III. 7.3.3 BCDW

To provide the BCDW with a copy of the official text of each position statements (with preambles) and Executive Committee resolutions (with preambles), together with their degrees of endorsement, which passed at the meeting.

Article III. 7.4 Fact Sheet on the National Process

1. Each Position Statement is presented on the Floor of the National Meeting for discussion.
2. After discussion of each Statement a vote is taken. Each member diocese is permitted two votes.
3. The voting provides for the following categories:
 - yes
 - no
 - abstain
4. Position Statements are addressed to a particular group, usually some Committee of the FDLC or the FDLC Board; the Bishops Committee on the Liturgy or the local Commissions and Worship Offices.
5. Position Statements receiving 2/3 yes votes of the total yes/no votes cast. are considered to have received the endorsement of the National Meeting and will be turned over for action to the body to whom the Position Statement is addressed.
6. Support for a Position Statement addressed to diocesan Commissions or Worship Offices indicates the personal commitment of the diocese voting to implement that Position Statement.
7. Diocesan or Regional Concerns which did not achieve sufficient support to become Position Statements may be presented at the Hearing Sessions of the Standing Committees of the FDLC during the National Meeting.

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8. Executive Committee Resolutions will be discussed on the floor and voted upon the same way that Position Statements are voted upon, but they must receive a commitment of 2/3 yes votes of the total yes/no votes cast to pass.
9. Those Executive Committee Resolutions which pass will be communicated to the BCDW, published with their preambles in the FDLC Newsletter and distributed to other groups affected directly by the Resolution.
10. Items to be Voted at Business Sessions.
 - A. **Position Statements:**
Maximum=1 per region and 1 per Standing Committee of the Board of Directors
 - B. **Executive Committee Resolutions:**
Maximum=3
11. Numbering System.

Items are numbered by the National Process Facilitator in the order in which they will be considered, e.g.,— 2003/1, 2003/2, etc. Those passed are numbered in such a way as to indicate type (PS or ECR) year (2001), sequence within the ones passed (A, B, etc.), and vote. In this way there is no need for slashes or separation marks. Thus, for example, PS 2003 A 122-4 and ECR 2003 B 88-15.

Article III. 7.5 Floor Action Procedures: Position Statements and Resolutions of Immediate Concern

Article III. 7.5.1 Before Introduction to the Assembly

- A. Before introduction to the assembly, Position Statements (i.e. “items”) remain the exclusive property of the authoring region, while Executive Committee Resolutions remain the exclusive property of the Executive Committee.
- B. Ample time is provided before the first business session and regions are encouraged to engage in consultation with other regions for dialogue and revision of items.
- C. The wording of any item may be changed in any way deemed appropriate by the authoring region before introduction to the floor.

Article III. 7.5.2 Floor Action

Article III. 7.5.2.1 Privileged Motion

- A. Each author presents the item as a privileged motion.
- B. The author who makes the motion of introduction reads the motion (with preamble) and briefly explains its origin and purpose. The author also takes questions of clarification from the floor.
- C. Once an item has been introduced to the assembly it becomes the shared property of the authoring region and the assembly.
- D. Following the motion of introduction, the item is automatically tabled to a time certain (i.e. discussion and voting are postponed until all items have been introduced to the assembly).

Article III. 7.5.2.2 Discussion

- A. As each item is removed from the table for discussion the author of the item is invited to make preliminary comments. The author then remains at the microphone for responses to inquiries.
- B. Amendments
 - a.) Amendments deemed “friendly” by the authoring region are accepted as proposed.
 - b.) Formal amendments, requiring a motion, second, and simple majority, may be made at any time.
- A. Motions to Table
 - a.) Successful motions to table to a time certain place an item at a later point in the agenda to be determined by the chair.

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- b.) Successful motions to table an item place it on the table until such a time as the assembly removes it by a simple majority. Motions remaining on the table at the end of the National Meeting are defeated.

Article III. 7.5.2.3 Rules of Order

All questions of order not covered in this handbook that pertain to the business session time which handle the formal Position Statements shall be determined by *Robert's Rules of Order, Newly Revised*.

Article III. 7.6 The Voting Process

1. All are asked to remember that the first resource of FDLC is ourselves, the members, first of all.
2. Regional representatives pass out ballots.
3. Fill out Item number using year and two digit number from 01, 02, etc.
4. Fill out Region number using two digit number from "01" through "12".
5. Fill in name and diocese. Please write as clearly as possible while of course preserving the unique and distinctive features of handwriting and signature.
6. Circle the vote which you wish to cast.
 - yes
 - no
 - abstain

Article III. 7.7 Filling out the Regional Tally Envelopes

1. Already has first three lines filled out.
 - Position Statement Number.
 - Region Number.
 - Ballots Received Initially.
2. Then fill in any additional ballots received using two digit numbers from 01, 02, etc. If zero, then use double zero.
3. Then Total Ballots Received line is filled in.
4. Then Votes Cast line is filled in.
5. Then the *Ballots Unused* or *Spoiled* line is filled in.
6. Then total of two lines below asterisks is taken and this should agree with the line above as marked by arrow.
7. Finally the Regional Representative signs the envelope and seals it and gives it to the page to return to the tellers.

Article III. 7.8 Credentials for Voting at National Meetings

1. It is the responsibility of the regional representatives to see that the distribution of ballots among the delegates of their respective regions conforms to the regulations of the FDLC Bylaws.
2. The regional representative must verify that those casting ballots are duly delegated by their respective liturgical commissions or worship offices to vote.
3. For each business session at the National Meeting the regional representative will record the number of voting delegates from his/her respective region. A form for this purpose will be provided by the National Process Facilitator.
4. When voting, each delegate will indicate his/her name and (arch)diocese on the ballot. Failure to do so will invalidate the ballot.
5. The National Process Facilitator, the Chair of the Business Sessions, and the Executive Director of the FDLC will form a credentials committee to resolve any disputes concerning the voting status of a particular delegate or (arch)diocese at the National Meeting.
6. Any challenge or protest concerning the balloting procedure at a National Meeting must be received by the FDLC National Office by December 1 of that same year. If no challenge has been submitted, the ballots may be destroyed on that day.

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Article III. 8 The National Process Facilitator

The National Process is carried out under the direction of the National Process Facilitator who is appointed by the Chair of the FDLC Board to both facilitate the national process and to chair the National Process Committee for ongoing refinement of the national process. The National Process Facilitator has the following responsibilities which pertain to the National Meeting in particular:

Article III. 8.1 Tasks of the National Process Facilitator

Timeline Code

| | |
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| BM | Before National Meeting begins |
| DM | During National Meeting |
| PM | Post Meeting |

1. Obtain from the FDLC National Office any updates on names and addresses of regional representatives. BM-8 months
2. With an introductory letter mail position statement forms and information to all regional representatives(see page 47 "Form for Obtaining Position Statements and page 46, *Sample Letter Requesting Position Statements from FDLC Board Members*). BM-8 months
3. After receipt of position statements submitted by the FDLC regions, contact the chairs of all FDLC Standing Committees to determine whether these committees wish to submit any position statements (one from each committee and one from the Board as a whole).BM-4 months
4. If necessary, edit (as to grammar, spelling, etc.) position statements and arrange them according to broad categories. Number position statements as follows: 2003/1, 2003/2, 2003/3, etc. BM-4 months
5. The National Process Facilitator or the National Office will email (if necessary send by Post) amended or revised position statements to the dioceses. BM-4 months
6. With an attached cover memo email (if necessary send by Post) one copy of the position statements to the primary and secondary liaison persons of each FDLC diocese with active status and to the BCDW Secretariat. BM-4 months
7. Appoint the Chair of the Business Sessions. BM-4 months
8. With the Executive Director see to the inclusion of the position statements, procedure for Resolutions of Immediate Concern, the name of the Chair of the Business Sessions, and other voting information in the meeting's Program Book; BM-4 months
9. If necessary email (if necessary send by Post) information regarding the process for the introduction of Executive Committee Resolutions (ECR's) to the FDLC Chair or his/her delegate on the Executive Committee who will handle such resolutions should they arise at the national meeting. BM-1 month
10. Serve as a member of the meeting's credentials committee; DM
11. Confer with the Chair of the Business Sessions as to details of the Business Sessions.DM-1st day
12. Train and supervise runners for the business sessions. DM
13. At each business session distribute to regional representatives a form for recording the number of voting representatives from his or her region. See Form for Indicating Number of Voting Delegates in Each Region on page 50. DM
14. Obtain from the FDLC Chair the Executive Committee Resolutions 24 hours prior to the final business session so both copies can be made and distributed to the membership and appropriate time can be set aside for such ECR's if necessary. DM
15. Assist the Chair of the Business Sessions in keeping track of all amendments to position statement and resolutions of immediate concern. DM
16. See to the distribution and, as necessary, collection of all ballots and other forms during the business sessions; together with the Chair of the Business Sessions supervise the counting of the ballots. DM
17. Present a summary of the voting. DM
18. Provide the FDLC National Office the percentages of of votes cast in the three categories or YES, NO, ABSTAIN. DM

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19. Transmit all ballots back to the National Office at the conclusion of the final business session to be retained until December 1st of the year of the meeting. If no challenge to the voting procedure has been received by that date, the National Office shall destroy all ballots. PM

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Article IV. **Prayer**

Article IV. I **Principles for Liturgical Planning**

1. The meeting is an occasion for an experience of truly prayerful liturgy for all who attend. The rites should be of the highest quality while reflecting a genuine simplicity and be prepared according to the liturgical books and documents.
2. The choice of ministers for the various celebrations should reflect the nature and diversity of roles within the Church. Those chosen as presiders, readers, musicians, and other ministers should be persons who demonstrate specific competency as well as reflect the composition of the participants.
3. Music for the various services should be well-executed and should reflect a variety of styles, composers and publishers.
4. The environment should be prepared with care. Consideration should be given to the fact that the same space may be used for a variety of functions, e.g., prayer, general sessions and business meetings. The environment should reflect a simplicity, be in good taste and appropriate to the space allotted.
5. The use of inclusive language as well as multi-cultural and multi-lingual considerations should enter into any decisions regarding prayer for the meeting.
6. The beginning of all liturgical planning is the rites as they are given in the liturgical books: the structure, the content, the ceremonies, the texts. God's people have a right to be formed by the prayer of the Church, not by the personal taste of those who plan the liturgy. Be aware of the options provided within the rites themselves. *Always begin with the rite.*
7. All parts of a liturgical ritual are not of equal importance, the rhythm and flow of the liturgy demand sensitivity. If everything is perceived to be important by those who prepare the liturgy, nothing will be perceived as important by the assembly. *Emphasize the major parts of the liturgy.*
8. Liturgical norms and policies of the church cannot be taken too lightly because they all bear the weight of a long tradition and they denote the direction of the Universal Church. Hence they demand our respect. *Understand and respect liturgical law before making adaptations.*
9. Every choice that is made in preparing liturgy should be guided by prayer and a sense of the transcendent. Such choices enable the participants to be ushered into a more intense experience of the saving and healing Presence of God. *Liturgy is prayerful celebration.*
10. The prayerful participation of the assembly is therefore the primary consideration of all preparation. Participants must be able to hear and see. Participation aids must contain all that needs to fulfill its role in the liturgy. *The prayer of the whole assembly is primary.*
11. Silence, the most neglected element in the liturgy, conveys an awareness of the presence of the transcendent. It is the stage upon which the liturgy unfolds, the context and depths of every utterance, the ground from which the Word emerges and the home to which it returns. *Silence is the beginning and end of prayer.*
12. Materials which are artificial in composition do not have the substance and depth needed to sustain the weight of the mystery or to bear the awaited Presence which emerges from the ritual use of that object. *Symbols and objects are to be authentic.*
13. Movements and gestures are to be done with the fullest possible, dignity, and reverence. *Movements and gestures are to be genuine and full.*
14. Preparation includes knowing the human and physical resources available, choosing among options, making musical selections, preparing the environment and all that is needed for the celebration, rehearsing the ministers, and making the texts, songs, movements and gestures part of ones personal and prayerful preparation. *Preparation means preparing everything including oneself.*

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15. The goal for liturgical ministers is always to do the best they can. No one has a right to demand perfection; everyone has right to expect personal and ritual preparation. *Liturgical preparation strives for the ideal.*
16. Planners cannot "thematize" that which is fundamentally themeless. The liturgy is not meant to be used to teach about a particular topic. Though we focus on different aspects of the Pascal Mystery during the liturgical year, the focus of the Eucharistic liturgy is always the same: the passion, death, and resurrection of Jesus Christ. *Eucharistic liturgy is always a celebration of the paschal mystery.*
17. Many different elements must be taken into consideration when preparing for a special occasion. *Space, time, and the assembly all dictate requirements for a specific ritual.*
18. The official rites of the Church are to be celebrated at national meetings: Morning Prayer, Evening or Night Prayer, and the Eucharist (celebrated on Sunday when the meeting is held over a weekend.) Please Note: The use of inclusive language as well as multi-cultural and multi-lingual considerations should enter into any discussions regarding the prayer for the Meeting. (Appendix 12-A in the National Meeting Guidelines, 8-Section 8B4g)
19. The prayer format of the official rites of the Church is to be used. For example, Morning Prayer consists of:
 - Invitatory
 - Hymn of Praise
 - Psalmody
 - Scripture Reading
 - Canticle of Zachary
 - General Intercessions
 - Lord's Prayer
 - Dismissal

Article IV. 2 **Prayer Committee of the FDLC Board of Directors**

The role of the Prayer Committee is to assist with the design of liturgical celebrations, reviewing both their nature and general content. It is the expectation of the FDLC Prayer Committee that the hosting region or (arch)diocese will submit a detailed outline of the liturgical prayer for the National Meeting which includes hymnody, psalmody, scripture and the various styles and languages that are going to be employed in the liturgical prayer at the National Meeting. This outline should be communicated to the Prayer Committee of the FDLC Board of Directors 9 months before the meeting. The contact information for the Prayer Committee may be obtained from the FDLC National Office.

If the Prayer Committee has not received the liturgy plans from the hosting region or (arch)diocese in a timely manner, then the Prayer Committee Chair—with the consent of the FDLC Chair and National Office and having notified the Chair of the Local Meeting Committee— may assemble a National Liturgy Planning Subcommittee to prepare the National Meeting's scheduled liturgies. This subcommittee is to assume the responsibilities of the Local Meeting Liturgy Subcommittee.

The Prayer Committee is also responsible for evaluation of the prayer at national meetings.

Article IV. 3 **Liturgy Subcommittee of the Local Meeting Committee**

Article IV. 3.1 **Tasks of the Liturgy Subcommittee**

Timeline Code

| | |
|----|--------------------------------|
| BM | Before National Meeting begins |
| DM | During National Meeting |
| PM | Post Meeting |

1. Review *Principles For Liturgical Planning* on page 15. BM-12 months
2. Obtain from the Program Subcommittee the number, scheduling, and other details of the celebrations to occur during the meeting. BM-12 months

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3. Determine with the Physical Arrangements Subcommittee the space or spaces to be used for the celebrations. BM-12 months
4. Begin initial design of all celebrations. BM-12 months
5. Submit initial designs to the FDLC Prayer Committee for approval. BM-9 months
6. After the approval of these designs by the Prayer Committee, write the script for each. Include in detail everything that is to happen.
7. Obtain a list of the daily eucharists celebrated near the meeting site and send to the National Office. BM-6 months
8. Obtain in writing all copyright permissions. BM-3 months
9. If the assembly's part is to be included in the Program Book, give this material as well as the copyright information to the National Office. If not, arrange for the printing of separate prayer aids. BM-6 months
10. Appoint one or more persons to oversee the creation of the liturgical environment and to obtain all the needed properties for the celebrations. This person should work in close cooperation with the Physical Arrangements Subcommittee. BM-2 months
11. Assign a single person for each celebration who will be responsible for it and capable of making last minute decisions. This person should not participate in the celebration as a minister. BM-2 months
12. Arrange with the Physical Arrangements Subcommittee as to scheduling times and places for all rehearsals. BM-2 months
13. Select personnel for the liturgies. BM-2 months
 - The FDLC membership and the BCDW staff should be considered in selecting presiders and other ministers for the daily prayer services.
 - The local bishop and the Chairman of the BCDW are ordinarily invited to fill major liturgical roles during the meeting.
 - Musicians may be chosen from the FDLC membership, the local region, or the diocese where the meeting takes place.
14. Plan and direct any pre-meeting rehearsals.
15. During the meeting supervise all liturgies and their rehearsals. DM
16. After the meeting return all properties to their respective owners. AM

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Article V. Program

Article V. I Theme, Site, Dates

Article V. I.1 Theme

The theme of the meeting is determined by the Board of Directors after consultation with the FDLC membership.

Topics are suggested by the members on the national meeting evaluation form. These topics are then reviewed by the Board of Directors at its January meeting and a list is prepared for presentation to the members by their regional representatives at the spring regional meetings.

During the spring regional meetings the list is reviewed, added to if desired, and prioritized. The results of this review become part of the regional reports sent to all Board members.

At its January meeting, after discussing the topics suggested by the regions, the Board of Directors sets the theme for the national meeting two years later.

A list of previous themes is found under *Prior Sites and Themes* on page 18.

Article V. I.2 Site

An attempt is made to cycle locations from eastern to western cities with a central location every other year. A list of previous meeting sites is found on *Prior Sites and Themes* on page 18.

Article V. I.3 Dates

The meeting is held annually. It traditionally occurs within the first full week of October, beginning on Tuesday and concluding on Saturday.

Article V. I.4 Approval

The theme, budget and dates of the meeting are approved by the FDLC Board of Directors and the BCDW Secretariat at least two years in advance of the meeting. The site of the meeting is approved at least five years in advance by the same bodies.

Article V. I.5 Prior Sites and Themes

| Year | Site | Region | Theme |
|------|---------------|--------|--|
| 1968 | Chicago | BCL | Eucharistic Prayer Texts & "The Role of Music in Eucharistic Celebrations" Formative Meeting of the FDLC |
| 1969 | Pittsburgh | 3 | Study of recent CDW texts: Marriage, RCIA, Lectionary, GIRM |
| 1970 | Louisville | 5 | Contemporary Man and the Paschal Mystery |
| 1971 | San Francisco | 11 | Christian Initiation, Confirmation, Celebration and Adaptation |
| 1972 | Detroit | 6 | Confirmation |
| 1973 | Oklahoma City | 10 | Ministry, Adaptation, Style and Presence |
| 1974 | Spokane | 12 | Reconciliation |
| 1975 | Boston | 1 | Parish Liturgy: American Style |
| 1976 | Indianapolis | 7 | Christian Initiation of Adults |
| 1977 | Albuquerque | 10 | Sights and Sounds of Worship |
| 1978 | Panama City | 4 | Sunday Worship: A Pilgrim People Pause to Pray |
| 1979 | Kansas City | 9 | Discovering the Good News |
| 1980 | Sun Valley | 10 | Shepherd and Teacher: The Bishop and Liturgical Renewal |
| 1981 | Milwaukee | 8 | The Assembly: A People Gathered in Your Name |
| 1982 | Buffalo | 2 | Symbol: The Language of Liturgy |

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| Year | Site | Region | Theme |
|-------------|----------------------|---------------|--|
| 1983 | New Orleans | 5 | The Liturgical Year: The Church Gives Thanks and Remembers |
| 1984 | Sacramento | 11 | Initiation/Conversion |
| 1985 | Grand Rapids | 6 | Liturgical Spirituality |
| 1986 | Portland, ME | 1 | Reconciliation |
| 1987 | Breckenridge | 10 | Death and Dying |
| 1988 | San Diego | 11 | Liturgy and Social Justice |
| 1989 | Pittsburgh | 3 | Full Active and Conscious Participation |
| 1990 | Chicago | 7 | Liturgical Ministries |
| 1991 | Phoenix | 10 | Ritual Catechesis |
| 1992 | Miami | 4 | Discovering Our Traditions (Inculturation, Revision of Roman Missal) |
| 1993 | Rochester | 2 | The Liturgy of the Hours: The Church at Prayer |
| 1994 | St. Louis | 9 | Marriage: A Communion of Life and Love |
| 1995 | Providence | 1 | Mystery & Metanoia: Building Bridges Between Liturgy and Life |
| 1996 | Minneapolis-St. Paul | 8 | Eucharist: To Give Thanks and Praise |
| 1997 | Seattle | 12 | The Three Days: Immersion into the Paschal Mystery |
| 1998 | Memphis | 5 | Children and Youth in the Liturgical Life of the Church |
| 1999 | Cleveland | 6 | Reconciliation |
| 2000 | Orange | 11 | Gathered on the Threshold: People of Every Race Language and Way of Life |
| 2001 | Philadelphia | 3 | The Lord's Day: The Lord Transforms Us To Transform the World |
| 2002 | Indianapolis | 7 | Communion: Fruit of the Eucharist |
| 2003 | San Antonio | 10 | Winds of Change, Fires of Hope: The Fortieth Anniversary of the Constitution on the Sacred Liturgy |
| 2004 | Orlando | 4 | The Church Gathered Around the Bishop |
| 2005 | Buffalo | 2 | All Time and Seasons Belong to Christ |
| 2006 | Omaha | 9 | Music and the Art of Celebration |
| 2007 | Hartford | 1 | Liturgy: The Privileged Place of Catechesis |
| 2008 | Milwaukee | 8 | To Worship in Spirit and Truth: A Search for Catholic Identity |
| 2009 | Detroit | 6 | Liturgical Formation with Zeal and Patience |
| 2010 | Alexandria, LA | 5 | |
| 2011 | | | 12 |
| 2012 | | | 11 |
| 2013 | | | 3 |
| 2014 | | | 7 |

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Article V. 2 Meeting Schedule

At its 2006 January meeting, the FDLC Board of Directors approved a revised National Meeting schedule. Instead of major speakers, the schedule now includes a Study Day.

The various components of the meeting, business sessions, hearing sessions, regional caucuses and the BCDW discussion feed into one another.

Any changes to the minimal requirements of the schedule need to be approved by the Board.

Article V. 2.1.1 Time Allotments

| Event | Minimum time to be allotted |
|-------------------------------|-----------------------------|
| BCDW and FDLC Reports | 90 Minutes |
| Study Day | 8 Hours |
| Business Sessions | 5 Hours |
| Each Hearing Session | 90 Minutes |
| Regional Caucuses | 3 Hours |
| Workshop or Interest Sessions | 90 Minutes |

| Event | Maximum time to be allotted |
|---------|-----------------------------|
| Banquet | 2 1/2 Hours |

Article V. 2.1.2 Tasks of the Program Subcommittee

The Program Committee works closely with the Ad Hoc Committee to develop the overall schedule for the meeting.

1. Refine the schedule of the meeting, determining the number and nature of workshops, special interest sessions, special events, social gatherings, etc. (See *Approved* on page 27)
BM-24 months
2. Develop a list of speakers/presenters other than the major speakers. After review by the Ad Hoc Committee, contact all speakers other than those presenting major addresses (see *Sessions* page 25.)
BM-24 months
3. Send a draft of the schedule including to the Ad Hoc Committee for approval.
BM-23 months
4. After approval of the Ad Hoc Committee, finalize the program and send a copy to the Ad Hoc Committee and to the various local subcommittee chairs.
BM-22 months
5. Commission a logo for the meeting.
BM-22 months
6. Consult with the Physical Arrangements Subcommittee and the hotel to determine the number, location, and availability of meeting rooms in the meeting facility. With the hotel's assistance and in conjunction with the Physical Arrangements Subcommittee, assign spaces for the meeting.
BM-16 months
7. Prepare and send to the Program Book Subcommittee all program materials to be included in the Program Book.
BM-6 months
8. Send a list of all speakers to the Registration Subcommittee.
BM-2 months
9. Contact the Physical Arrangements Subcommittee in regard to hotel arrangements for the speakers and equipment needed by the speakers.
BM-2 months
10. Obtain volunteers to act as runners and vote counters for the business sessions.
BM-2 months
11. Obtain introducers for the speakers.
BM-2 months

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12. Obtain volunteers to provide any necessary transportation that may be needed as the speakers arrive in the city of the meeting. BM–2 months
13. Keep in touch with the speakers throughout their stay. DM
14. Provide the National Process Facilitator with assistance during the business sessions. DM

Article V. 2.2 Individual Components

The schedule should allow for the following components:

Article V. 2.2.1 Registrations

Registration hours are determined according to the schedule of the meeting. Registration should open at least three hours before the opening event of the meeting and half an hour before the first event on the next two days.

Article V. 2.2.1.1 Tasks of the Registration Subcommittee

1. Visit the place designated for the registration area. List all equipment provided by the hotel and the drayage company, e.g., number of tables, chairs, typewriters, etc. List and make provision to obtain other equipment that will be needed. Consult with the Physical Arrangements Subcommittee. BM–8 months
2. Obtain from the hotel the housing registration forms with prices, cut-off dates, refunds, return address, etc., and send it to the FDLC National Office for inclusion in the registration mailing BM–8 months
3. Determine who qualifies for complimentary housing. See Budget Notes #Article VI. 3 on page 34. Contact the National Office and determine dates of arrival and departure of major speakers. Make hotel reservations for speakers who are entitled to housing. BM–3 months
4. Develop a flow chart for the registration based on the registration procedure outlined below (see page 22, Registrations for Each Day). BM–4 months
5. Develop a process for handling problem registrations, e.g., those that arrive without sufficient funds, etc. BM–4 months
6. Appoint a person to oversee registrations. This person is to:
 - Obtain periodic reports of registrations from the National Office;
 - Turn over any money received locally to the National Office for deposit in the National Meeting Account;
 - Obtain a list of speakers from the Program Subcommittee and a list of exhibitors from the Exhibit Subcommittee;
 - File name tags of speakers and exhibitors according to last name;
 - Provide for special identification for FDLC Board members, FDLC and BCDW staff, speakers, exhibitors, Local Meeting Committee;
 - Receive from the National Office a listing of pre-registrants with city, state, and according to FDLC region for inclusion in the registration packet. BM–3 months
7. Develop partial registration forms BM–3 months
8. Obtain volunteers to staff the registration area. BM–3 months
9. File name tags (together with forms) of pre-registrants according to last names;
10. Prepare meeting evaluation forms; evaluations may be done after a specific event, daily, or at the end of the meeting. They may be color coded to differentiate between partial and full registrations so that results may be collated accordingly. See Meeting Evaluation Form on page 52; BM–1 month
11. Prepare a meeting packet to be given to each registrant. Provide a container or holder for these materials, e.g., an envelope, a folder, a plastic case, etc. BM–2 days
12. The packet should include:
 - The Program Book from the Program Book Subcommittee

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- The FDLC and BCDW reports from the FDLC National Office and the BCDW Secretariat
 - A listing of pre-registrants divided according to FDLC regions and by surname provided by the National Office
 - Meeting evaluation forms
 - FDLC Board Committee Reports
 - Information on nearby restaurants and points of interest
 - Promotional materials from publishers or commercial firms are to be included in the packet only for FDLC Plan C Subscribers. A list of qualifying firms may be obtained from the National Office.
 - Tickets for meals and special events may be included either in the packet or distributed with the name tags. BM–2 months
13. Obtain the following items from the National Office:
- The FDLC report
 - A listing of pre-registrants divided according to FDLC regions and by surname
 - Alphabetical list of those who have pre-registered for use during registrations
 - List of member dioceses;
 - Name tags and holders, ribbons for speakers, Board members, National Office staff, BCDW staff, Local Meeting Committee personnel, and exhibitors; BM–1 week
14. Stuff meeting packets and deliver to the hotel registration desk. BM–1 day
15. Prepare registration packets for the FDLC Board of Directors and deliver to the Board meeting. BM–1 day
16. Immediately before registration opens, arrange space, check equipment. Obtain signs from the Physical Arrangements Subcommittee for flow of registration. BM–1 day

Article V. 2.2.1.2 Registrations for Each Day.

Only one copy of the Registration Master List should be maintained. It should be divided into sections by letters of the alphabet, e.g. A-M, N-P, Q-Z. Under no circumstances should it be copied so that several people would be working with copies of the same list of names as it makes it very difficult if not impossible to reconcile the list at the end of the meeting.

Article V. 2.2.1.2.1 Registration process for those who have pre-registered

1. Registrant presents his or her name.
2. Registrar asks registrant to sign pre-registration list indicating that registrant has received materials.
3. Registrar gives registrant name tag, holder, and meeting packet.
4. Speaker and Exhibitor Registration is the same as that for pre-registrations.

Article V. 2.2.1.2.2 Registration process for those who have not pre-registered

1. Registrant first fills out registration form at a location apart from the registration desk.
2. Registrar receives registration form, numbers it sequentially, determines registration fee according to the FDLC status of the diocese of the registrant, and receives payment.
3. Registrar records amount received (and check number).
4. Registrar passes completed registration form to typist who types name tag which is then given to the registrant along with the meeting packet.

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5. At the end of the day the amount of money is added up, checked against the amounts on the registration forms, and sent to the National Office for deposit.

Article V. 2.2.2

New Member Orientation

Before the meeting begins an orientation session should be provided new participants to assist them in understanding the dynamics and intent of the business sessions. This session is conducted by the FDLC Chair and Executive Director.

Article V. 2.2.3

Reports from the BCDW and FDLC

It is customary that the Chair of the BCDW and the Chair of the FDLC present reports at the beginning of the meeting. The time allotted for both reports and subsequent discussion shall not exceed 90 minutes. Written copies of each report should be included in the national meeting packets. National meeting participants should be offered the opportunity to respond to each report with questions and/or comments.

Article V. 2.2.4

Study Day & Conversation with a Liturgical Scholar

1. The National Process Committee works with the Board and the National Office, with suggestions from the Local Committee, in choosing the topic and one or two worthwhile academic speakers.
2. A process would be developed for the Study Day in order to produce “fruits of the meeting” which could lead to possible Position Statements and concrete ideas to implement in dioceses.
3. The Conversation with the Liturgical Scholar (one of the speakers from Day 2) would include talking about the “fruits” of the day and concrete plans for diocesan implementation.

Article V. 2.2.5

Eucharist

The meeting should include celebration of the eucharist. The homily is to be well-prepared and is to be based on the scriptural and liturgical texts of the Mass. Unless specific reasons dictate otherwise, concelebration is not to be encouraged. It is usually preferable that the celebration of the eucharist take place in a church rather than in the hotel setting (see *Principles for Liturgical Planning* on page 15).

Article V. 2.2.6

Liturgy of the Hours

In addition to the eucharist, it is appropriate that the participants come together at least once a day for morning and/or evening prayer based on the Liturgy of the Hours. A gathering and departure ceremony should also be incorporated into the schedule of the meeting (see *Principles for Liturgical Planning* on page 15).

Article V. 2.2.7

Business Sessions

Business sessions form one of the most important parts of the national meeting. During these sessions meeting participants communicate and interact with each other as they address liturgical concerns and issues. Five hours shall be allotted in the program for business sessions. For further information see *Business Sessions* on page 9.

Article V. 2.2.8

Hearing Sessions

The hearing sessions offer an opportunity for contact and communication between members of the FDLC committees and the membership. In the program schedule they may be repeated or staggered so individuals can attend more than one. The content of each hearing session, i.e., the work of the committees, shall be found in the written report of the FDLC Chair. A minimum of 90 minutes shall be allotted for each hearing session.

Article V. 2.2.9

Regional Meetings/Caucuses

The schedule of the meeting should allow adequate space and a minimum of 3 hours for regions to gather, discuss items of mutual interest, and consider the position statements and resolutions of immediate concern. The schedule should also allow the regions to meet shortly before the

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hearing sessions so that participants have an opportunity to surface issues that can be discussed at these hearing sessions.

Article V. 2.2.10

Exhibits

Exhibits provide participants an opportunity to view liturgical accoutrements and books. They also provide an important source of income for the meeting.

Exhibitor representatives from prior meetings should be consulted when planning the schedule of exhibit times during the meeting. Special care should be taken to see that exhibit hours are not be too long, do not conflict with the general sessions, and are scheduled during hours when the meeting's participants are most likely to visit them. The exhibit area shall, as far as possible, be located near the area in which the General Sessions and Business Sessions take place.

The FDLC will be provided complimentary exhibit space and local personnel to staff an FDLC booth. A space is to be provided where diocesan commissions can place promotional materials, e.g. on their own publications, for free distribution to the meeting's participants.

Article V. 2.2.10.1 Tasks of the Exhibits Subcommittee

1. Visit the space designated by the Physical Arrangements Subcommittee for the exhibit area. Determine if it or a nearby storage room can be locked. At times it may be necessary to hire a security guard if the area cannot be secured. BM-9 months
2. Investigate local companies (drayage firms) that provide set-up services and furnishings for exhibits. Recommend a local drayage firm to the Executive Director who will negotiate and sign a contract on behalf of the Federation. BM-9 months
3. Develop and forward to the National Office a list of potential exhibitors from the local area, e.g., religious book stores, vestment makers, artists, crafts-people, etc. In developing this list attention should be given to the quality of materials characteristic of a potential exhibitor. BM-9 months
4. Once a drayage firm is under contract obtain from that firm a scale plan of the exhibit area and forward the plan to the National Office for inclusion in the Exhibitor Prospectus (see Sample Floor Plan for Exhibit Space on page 60). BM-7 months
5. Arrange with the Physical Arrangements Subcommittee for exhibit security. BM-3 months
6. Assign at least one visible "PR" person to greet, extend hospitality, listen, handle problems, and circulate among the exhibitors during the meeting. BM-3 months
7. Assign people to staff the FDLC exhibit. BM-3 months
8. In conjunction with the Physical Arrangements Subcommittee assign space for an exhibitor room near the exhibit area where exhibitors may relax during the meeting. BM-3 months
9. Be present for the set-up of exhibit furnishings. BM-1 day
10. Greet and register exhibitors, show them the location of the exhibitor room, etc. BM 1 day
11. Supervise volunteers helping exhibitors move, unpack their materials. Exhibitors should be able to set up a full four hours previous to the opening of the exhibit space. BM-1 day
12. Supervise volunteers helping exhibitors pack remaining materials. AM
13. Be present for the taking down of exhibit furnishings. AM

Article V. 2.2.11 Social Gatherings

The schedule should allow for various types of formal and informal social exchange, e.g. wine and cheese parties, cash bar, etc.

Article V. 2.2.11.1 Banquet

Minimally a banquet which may be preceded by a reception shall be scheduled as part of the meeting. During the banquet recognition should be given to the hosting region and local chair as well as an invitation to the next National Meeting. In those years when Board elections have taken place recognition should also be given outgoing and

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newly elected Board members. The entire banquet exclusive of a reception beforehand should not exceed two hours and a half. Each element, including the invitation to the next meeting and awards should be timed and allotted an appropriate amount of time so that the banquet does not exceed the two and a half hour limit. A photographer should be engaged for the banquet. Black and white photos of the local chair of the meeting and of any recipients of awards should be forwarded to the National Office for inclusion in the FDLC Newsletter.

Article V. 2.2.11.2 **The Frederick R. McManus Award**

In those years when it is awarded, the Frederick R. McManus Award is bestowed by the Chair of the FDLC Board of Directors during the National Meeting banquet. The following will be provided the honoree by the Federation: complimentary coach airfare which will be booked by the National Office, complimentary registration to the meeting, and complimentary room and board during the meeting. Should a group or organization be so honored, the above will be provided one representative of the group or organization unless specific provisions are made by the Board of Directors for more than one person. Expenses for the McManus Award shall be charged against the National Meeting Budget and provision for these expenses will be made in its preparation.

The wording of the award is: The Frederick R. McManus Award presented by the Federation of Diocesan Liturgical Commissions to _____ for his/her/their outstanding contribution to pastoral liturgy. Given on [Date of presentation] in [location of National Meeting] on the occasion of the _____ National Meeting of Diocesan Liturgical Commissions.

Article V. 2.2.11.3 **Tasks of the Banquet Subcommittee**

1. In cooperation with the Physical Arrangements Subcommittee, determine where the banquet will be held (in the hotel or at another site) BM-24 months;
2. In cooperation with the Transportation Subcommittee, make arrangements for transportation to the banquet if it is off site and if money is budgeted for the transportation. BM-6 months
3. In light of the meeting budget, select the menu for the banquet, being sensitive to those who have special needs (vegetarians, etc.), allowing two choices if possible. BM-2 months
4. Arrange for a photographer. BM-1 month.
5. See to it that banquet tickets are distributed at the time of registration and keep an exact count of the number who will be attending and the entrees ordered if a choice is provided.
6. Complimentary banquet tickets are provided to the staff of the BCDW and of the FDLC National Office, the recipient of the McManus Award, and to the Local Chair of the Meeting. Any additional complimentary tickets must be approved by the Executive Director. DM
7. Provide boxes where evaluation forms and name tag badges can be placed at the conclusion of the banquet. Make an announcement to this effect at the conclusion of the banquet.

Article V. 2.2.12 **Special Interest Sessions (Workshops)**

Special interest sessions shall be included in the format of the national meeting. Special interest sessions should be scheduled which address the needs of members. Their purpose is to encourage meeting participants to:

- (a) focus on the issue or theme of the particular meeting;
- (b) focus on current issues relevant to the membership;
e.g. multi-cultural liturgies, communion outside mass
- (c) allow the opportunity for dioceses to share programs and projects or deal with a particular topic.
- (d) focus on issues relating to offices and commissions.
e.g. the relationship of worship office to liturgical commission, the protocol for episcopal liturgies, fostering and developing an understanding of diocesan church, the role of the

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cathedral, setting diocesan policy, diocesan formation of ministers, large dioceses' concerns, small dioceses' concerns, rural dioceses' concerns.

Article V. 2.2.12.1 **Schedule**

A minimum of 90 minutes shall be allotted to each workshop or special interest session.

Article V. 2.2.12.2 **Stipends**

Presenters' stipends for workshops may range from \$50 to \$150 per presenter. Unless the presenter is also a major speaker, airfare and hotel accommodations are not provided workshop presenters. Exceptions to this norm need to be approved by the Board of Directors at the time the meeting's budget is approved.

Article V. 2.2.13 **Study Materials**

Article V. 2.2.13.1 **Purpose**

In order to assist diocesan commissions in their preparation for the meeting through the National Process, study materials are published each year on the theme of the meeting. Their purpose is to create an awareness on both diocesan and regional levels of issues relative to this theme. In such a way background is provided for the formulation of position statements within the FDLC regions.

Article V. 2.2.13.2 **Format**

Study materials may assume various forms, e.g.

- specially commissioned books or articles;
- already published books or articles;
- bibliographies of existing materials;
- short summary paragraphs plus discussion questions submitted by the major speakers.

Article V. 2.2.13.3 **Distribution**

A free copy of all study materials is sent to each primary and secondary liaison person of all active FDLC member dioceses by March 1st of the year of the meeting. Additional copies of these materials should be made available.

Article V. 2.2.14 **Meetings Held in Conjunction with the National Meeting**

Article V. 2.2.14.1 **Committees**

Committees of the FDLC may wish to conduct a meeting of interested individuals before or after the national meeting. They may do so only with the approval of the meeting's sponsors.

Article V. 2.2.14.2 **Special fees**

A special registration fee is to be charged which will cover the expenses of this meeting.

Article V. 2.2.15 **Future Meeting Planning Luncheon**

A luncheon meeting for members of Ad Hoc Committees responsible for future National Meetings should be scheduled.

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Article V. 2.3 Approved Schedules

Article V. 2.3.1 Long Board Meeting (odd years)

Pre Meeting (Monday)

| | |
|--------------|------------------------------------|
| 9:00 – 12:00 | FDLC Executive Committee Meeting |
| 1:00 – 3:00 | FDLC New Board Members Orientation |
| 4:00 – 9:00 | FDLC Board of Directors Meeting |

Day One (Tuesday)

| | |
|--------------|--|
| 9:00 – 12:30 | FDLC Board of Directors Meeting |
| 10:00 | Registration Opens |
| 1:00 - 2:00 | New Member Orientation |
| 2:15 - 3:45 | Gathering Prayer; Welcome; BCDW and FDLC Reports |
| 4:00 - 5:30 | Regional Caucuses |
| 6:00 - 8:00 | “Taste of the Region” |
| 8:00 - 9:30 | Conversation with the BCDW (with cash bar) |
| 9:30 – 10:45 | Liturgy Networking Opportunity |

Day 2 (Wednesday)

STUDY DAY (including use of interregional tables)

| | |
|---------------|--|
| 8:00 – 8:45 | Facilitators’ Meeting |
| 8:15 – 8:45 | Morning Prayer |
| 8:00 – 12:00 | Exhibit Set Up |
| 9:00 – 10:30 | Overview of the Day Address 1 followed by Questions and Answers |
| 10:30 – 11:00 | Break |
| 11:00 – 12:15 | Address 2 followed by Questions and Answers |
| 12:15 – 1:30 | Lunch |
| 12:15 – 5:00 | Exhibits Open |
| 1:30 – 3:15 | Table Talk Address 3 followed by Questions and Answers |
| 3:15 – 3:30 | Break |
| 3:30 – 4:00 | Table Talk |
| 4:00 – 5:00 | Questions & Answers |
| 6:00 | Mass (leave earlier depending on distance required) |
| After Mass | Free evening |

Day 3 (Thursday)

| | |
|---------------|--|
| | Local Mass times given for daily Mass |
| 8:00 | Exhibits Open |
| 8:15 - 8:45 | Morning Prayer |
| 9:00 – 10:30 | Business Meeting (interregional tables) |
| 10:30 - 11:00 | Break |
| 11:00 - 12:00 | Regional Caucus |
| 12:00 - 1:30 | Lunch (on your own) |
| 1:30 - 3:00 | Business Session (regional tables) |
| 3:00 - 3:30 | Break |
| 3:30 - 5:00 | Hearing Sessions |
| 5:00 - 7:00 | Dinner on your own |
| 7:00 - 9:00 | Study Night – Conversation with Liturgical Scholar |
| 9:00 | Night Prayer |

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Day 4 (Friday)

| | |
|---------------|--|
| | Local Mass times given for daily Mass |
| 8:15 - 8:45 | Morning Prayer |
| 9:00 - 10:00 | Business Session (regional tables) |
| 10:00 - 10:30 | Break |
| 10:30 - 11:30 | Regional Caucus |
| 11:45 - 1:15 | Lunch (on your own) |
| 1:15 - 2:15 | Business Session (regional tables) |
| 2:15 - 2:45 | Break |
| 2:45 - 4:30 | Diocesan Level Conversations and Workshops |
| 6:00 | Cocktail Hour |
| 7:00 | Banquet |

Optional Local Liturgy Day

Schedule to be determined by Local Committee

Article V. 2.3.2 Short Board Meeting (even years)

Pre Meeting (Monday)

6:00 - 8:00 pm FDLC Executive Committee Meeting

Day One (Tuesday)

| | |
|--------------|--|
| 9:00 - 12:30 | FDLC Board of Directors Meeting |
| 10:00 | Registration Opens |
| 1:00 - 2:00 | New Member Orientation |
| 2:15 - 3:45 | Gathering Prayer; Welcome; BCDW and FDLC Reports |
| 4:00 - 5:30 | Regional Caucuses |
| 6:00 - 8:00 | "Taste of the Region" |
| 8:00 - 9:30 | Conversation with the BCDW (with cash bar) |
| 9:30 - 10:45 | Liturgy Networking Opportunity |

Day 2 (Wednesday)

STUDY DAY (including use of interregional tables)

| | |
|---------------|---|
| 8:00 - 8:45 | Facilitators' Meeting |
| 8:15 - 8:45 | Morning Prayer |
| 8:00 - 12:00 | Exhibit Set Up |
| 9:00 - 10:30 | Overview of the Day |
| | Address 1 followed by Questions and Answers |
| 10:30 - 11:00 | Break |
| 11:00 - 12:15 | Address 2 followed by Questions and Answers |
| 12:15 - 1:30 | Lunch |
| 12:15 - 5:00 | Exhibits Open |
| 1:30 - 3:15 | Table Talk |
| | Address 3 followed by Questions and Answers |
| 3:15 - 3:30 | Break |
| 3:30 - 4:00 | Table Talk |
| 4:00 - 5:00 | Questions & Answers |
| 6:00 | Mass (leave earlier depending on distance required) |
| After Mass | Free evening |

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Day 3 (Thursday)

| | |
|---------------|--|
| | Local Mass times given for daily Mass |
| 8:00 | Exhibits Open |
| 8:15 - 8:45 | Morning Prayer |
| 9:00 - 10:30 | Business Meeting (interregional tables) |
| 10:30 - 11:00 | Break |
| 11:00 - 12:00 | Regional Caucus |
| 12:00 - 1:30 | Lunch (on your own) |
| 1:30 - 3:00 | Business Session (regional tables) |
| 3:00 - 3:30 | Break |
| 3:30 - 5:00 | Hearing Sessions |
| 5:00 - 7:00 | Dinner on your own |
| 7:00 - 9:00 | Study Night – Conversation with Liturgical Scholar |
| 9:00 | Night Prayer |

Day 4 (Friday)

| | |
|---------------|--|
| | Local Mass times given for daily Mass |
| 8:15 - 8:45 | Morning Prayer |
| 9:00 - 10:00 | Business Session (regional tables) |
| 10:00 - 10:30 | Break |
| 10:30 - 11:30 | Regional Caucus |
| 11:45 - 1:15 | Lunch (on your own) |
| 1:15 - 2:15 | Business Session (regional tables) |
| 2:15 - 2:45 | Break |
| 2:45 - 4:30 | Diocesan Level Conversations and Workshops |
| 6:00 | Cocktail Hour |
| 7:00 | Banquet |

Optional Local Liturgy Day

Schedule to be determined by Local Committee

Article V. 3 **Hotel**

The selection of a hotel is one of the most important factors in determining the success of a meeting. The final selection along with negotiating room rates and signing contracts is the responsibility of the Executive Director. The Director is guided and assisted in the selection process by the Physical Arrangements Subcommittee.

Article V. 3.1 **Tasks of the Physical Arrangements Subcommittee**

As a subcommittee of the Local Meeting Committee, the Physical Arrangements Subcommittee has the following responsibilities:

1. Visit potential hotels and other potential meeting/or banquet facilities and determine:
 - what type of meeting and other spaces are available (size, possible seating arrangements, etc.) and what equipment (e.g., audio-visual, sound, platforms, stages, etc.) is available. Walk through all spaces. (See *Future Sites Evaluation Form* on page 54.)
 - any limitations in regard to union or hotel requirements;
 - what the facility will provide free, e.g. complimentary rooms;
 - the cost of coffee breaks, meals, etc.; BM-60 months
2. Forward to the Executive Director a completed *Future Sites Evaluation Form* for each hotel and or other meeting facility recommended by the Physical Arrangements Subcommittee. BM-59 months

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3. With the FDLC Executive Director visit the top two or three possible hotel choices .
BM-58 months
4. After the Ad Hoc Committee approves the schedule, obtain a copy from the Program Committee.
BM-22 months
5. After the hotel contract has been signed, establish one person as the liaison with the hotel.
BM-17 months
6. Consult with the hotel to determine the number, location, and availability of meeting rooms in the meeting facility. Make a detailed schedule of facilities showing each event with its date and time period. With the hotel's assistance and together with the Program Subcommittee assign spaces to all program events. Be sure to specify one room as the headquarters room for the meeting. Go through the schedule with a hotel representative making sure there is adequate time for the facility to set up. Make arrangements for coffee breaks, cash bars, meals, etc., allotting a special room for exhibitors coffee. Walk through the meeting site with this schedule to determine any problems.
BM-16 months
7. Consult with the Program Subcommittee to make arrangements for any entertainment.
BM-6 months
8. Consult with the National Office to determine which speakers if any should be recorded. Arrange to have a professional company provide audio cassettes for those speakers who have agreed to have their presentations recorded. While priced reasonably, some profit should accrue to the FDLC from the sale of any cassettes.
BM-6 months
9. Consult with the National Office to determine whether the speakers need any special equipment; make arrangements for any needed equipment. BM-6 months
10. Hold a meeting with a representative of the Program Subcommittee, the Liturgy Subcommittee, the Exhibits Committee, and the Registration Subcommittee to determine what special equipment will be needed, and who is responsible for obtaining it. This would include any equipment needed for workshops and speakers. Rentals of equipment are allotted for in the budget and expenses should not exceed budgeted figures. BM-3 months
11. Arrange for a message/information center, e.g., a bulletin board, near the registration area. Send information on its location to the Program Book Subcommittee for inclusion in the Program Book.
BM-3 months
12. Make provision for the Headquarters' space at the hotel by arranging for typing, computer, and Xerox equipment to be on hand or at least readily available. Obtain two or three "go-fer's" who can be present at this space during the busy moments of the meeting. BM-2 months
13. Assign one person to each major event of the meeting. This person should know whom to contact and where to go to solve problems and find missing equipment. BM-1 month
14. Make signs indicating times and areas of registration and exhibits (these will be placed in prominent locations in the meeting facility. Also make signs to be placed near individual meeting rooms indicating date, times, and events that will take place in them. Also make signs indicating FDLC region for use on tables during the business sessions. BM-1 month
15. Place signs in appropriate locations. BM-1 day
16. Have one person staff headquarters space throughout meeting. DM
17. After the meeting supervise, as necessary, the removal and the return of all equipment.
AM-last day

Article V. 4 **Publicity**

In order to spread word of the meeting as far and wide as possible, both national and local publicity occurs before and after the meeting.

Article V. 4.1 **National Publicity**

National publicity takes place in the following ways:

Article V. 4.1.1.1 **Prior National Meeting**

Publicizing the upcoming meeting at the prior national meeting through announcements, handouts, and various creative ways; (FDLC)

National Meeting Handbook

Article V. 4.1.1.2 Letter to Bishops

Sending a letter signed by the Chair of the BCDW announcing the meeting to all the bishops of the United States; (BCDW)

Article V. 4.1.1.3 Newsletter announcements

Placing announcements of the meeting in the newsletters of the FDLC and the BCDW; (FDLC & BCDW)

Article V. 4.1.1.4 Press Release

Sending a short press release on the meeting to national liturgical journals and other appropriate publications; (FDLC)

Article V. 4.1.1.5 Registration Brochures

Sending registration brochures and, as appropriate, letters of invitation to:

- + all bishops of the United States; (BCDW)
- + all liturgical commissions of the United States; (FDLC)
- + Canadian diocesan worship commissions; (FDLC)
- + Non-Roman liturgical organizations; (FDLC)

Article V. 4.1.1.6 After the Meeting

Issuing a press release at the conclusion of the meeting and sending this to national news organizations.

Article V. 4.2 Local Publicity

Local publicity takes place in the following ways:

Article V. 4.2.1 Letter of Invitation

Sending a special letter of invitation to all the bishops of the region where the meeting will take place; (Local)

Article V. 4.2.2 Press Releases

Preparing various press releases for distribution to the religious and secular press in the region; (Local)

Article V. 4.2.3 News Media

Obtaining coverage of the meeting by various news media. (Local)

Article V. 4.2.4 Local Groups

Distributing information on the meeting to special groups in the area. (Local)

Article V. 4.2.5 Tasks of the Publicity Subcommittee

1. Publicize the meeting in an appropriate way at the preceding national meeting. BM–12 months
2. Establish a regional network for the distribution of registration brochures on diocesan levels: determine how many brochures will be needed by each diocese in the region. BM–8 months
3. Prepare and send a letter of invitation, signed by the local bishop, to all the bishops of the region: this letter should give the dates, location, theme, major speakers, etc., of the meeting. BM–6 months
4. Send the names of network members with numbers of requested registration brochures to the FDLC National Office. BM–6 months
5. Prepare a short press release on the meeting (dates, location, theme, major speakers) and send to:
 - all Catholic newspapers in the region;
 - the religion editors of the secular newspapers in the local city. BM–6 months

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6. Prepare a full press release (perhaps with biographies of the major speakers, total program details, special interest sessions, etc.) and send to:
 - all Catholic newspapers in the region;
 - the religion editors of the secular newspapers in the local city. BM-2 months
7. Send invitations to attend the meeting to:
 - local Catholic Newspapers;
 - religion editors of secular newspapers in the local city;
 - local TV stations (determine which event you would like them to cover, but not a eucharist or other liturgical prayer service) BM-1 month
8. Appoint one or more persons to assist reporters and other media people during the meeting. BM-1 month
9. Assist news people during the meeting. DM

Article V. 4.3 Press

1. **Press Credentials:** A complimentary registration (excluding meal functions) may be extended to representatives of the media who request credentials for attendance at the National Meeting.
2. **Interviews:** The Chair of the Board of Directors or the Chair's delegate will represent the FDLC when interviews are sought through the National Office.

Article V. 5 Program Book

Article V. 5.1 Tasks of the Program Book Subcommittee

3. Provide each group or person listed below with a specific request for materials to be included in the Program Book and assign a specific date for the receipt of the materials. BM-5 months
4. Collect from the sources indicated and submit to the National Office the following items: BM-3 months
 - a. Table of Contents: National Office
 - b. Letters of welcome from the bishop, etc.: Chair of Local Meeting Committee
 - c. General Information: All Committees
National Process Facilitator
 - d. Complete schedule with specific meeting rooms noted: Program Subcommittee
 - e. Music for the celebrations (can also be issued separately by the Liturgy Subcommittee): Liturgy Subcommittee
 - f. Descriptions of workshop and interest sessions: Program Subcommittee
 - g. Listing of exhibitors: National Office
 - h. Position statements: the full text of any preamble, the statement itself, and the region or group submitting the statement: National Process Facilitator
 - i. Information on voting: National Office
 - j. Listing of FDLC regions and regional representatives: National Office
 - k. Listing of FDLC Executive Committee, National Office Staff, National Process Facilitator, Parliamentarian, Chair of Business Sessions, etc.: National Office
 - l. Listing of BCDW members, staff, advisors, consultants: BCDW Secretariat
 - m. A map of the meeting facilities: Physical Arrangements Subcommittee
 - n. List of daily eucharists celebrated near the meeting site: Liturgy Subcommittee
 - o. Copyright acknowledgments if music is included in Program Book: Liturgy Subcommittee
 - p. Other acknowledgments: All Committees.
3. Obtain at least three cost estimates for typesetting, design, paste-up, and printing of book. BM-3 months
4. Work with the National Office on typesetting, proofreading, and printing. BM-2 months

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5. Deliver printed books to the Registration Subcommittee. BM-1 day

Article V. 6 **Transportation**

Article V. 6.1 **Tasks of the Transportation Subcommittee**

1. Determine transportation facilities to city of meeting, e.g., which airlines fly there. See whether any special rates can be obtained for the meeting. Also determine nature of transportation from airport to hotel. Send this information to the FDLC National Office for inclusion in the registration brochure. BM-7 months
2. See to the rental of buses (if needed and if budgeted) for transporting the participants to the Eucharistic Liturgy, etc. BM-7 months
3. Supervise all transportation needs, e.g. , arrange to pick up the major speakers and members of the Board of Directors. DM

National Meeting Handbook

Article VI. **Finances**

In addition to providing an opportunity for networking of commissions and offices, the national meeting also serves the entire Federation as a source of income.

Article VI. 1 **Financial Responsibility**

The FDLC undertakes all financial responsibility for the meeting, assuming any profit and covering any deficit. In consideration of the services contributed by the hosting office/commission 10% of any profit from the meeting will be offered to the hosting office/commission.

Article VI. 2 **Budget Process**

Article VI. 2.1.1 **Budget Preparation**

The Executive Director and Treasurer in consultation with the Local Chair of the meeting prepare a draft budget (using *A Standardized System of Accounting* as found on page 35) and submit it to the Ad Hoc Committee for their approval.

Article VI. 2.1.2 **Board Approval**

The Ad Hoc Committee submits the budget for the approval of the FDLC Board at the January Board meeting twenty-one months prior to the meeting. It is submitted at subsequent Board meetings if necessary for updating and review.

Article VI. 2.1.3 **Monitoring**

The Ad Hoc Committee monitors expenditures for the meeting and approves any which exceed by 5% the sum budgeted for a particular line item.

Article VI. 3 **Budget Notes**

Article VI. 3.1 **Based on 225 Registrants**

Estimates of income from full registrations should be made on the basis of 225 registrants.

Article VI. 3.2 **Master Account**

A tax exempt Master Account should be established with the hotel where the meeting will be held. At times this account can be set up using the tax exempt number of the host dioceses. Otherwise, the National Office will apply in the state where the meeting will take place. Normally only the Executive Director and the Chair of the Local Committee should be authorized to make charges to this account. A meeting to review charges to the Master Account should be scheduled with the hotel for the day the national meeting closes.

Article VI. 3.3 **Member Rates**

Anyone from a dues-paying diocese qualifies for member registration rates. If desired partial registration fees for portions of the meeting may be arranged for groups from the area where the meeting takes place.

Article VI. 3.4 **Special Meetings**

If there will be any special meeting before or after the national meeting, a special registration fee is to be included so that the expenses of this meeting will be covered. (See Section IX above.)

Article VI. 3.5 **Special Items**

The budget is to include the expenses of the Ad Hoc Committee, i.e. travel and lodging, in preparation for the meeting. It should also include lodging during the meeting for the chair and staff members of the BCDW secretariat, the FDLC Chair, the FDLC Executive Director, staff members of the National Office, the Local Chair of the Ad Hoc Committee, the major speakers, and the recipient of the McManus Award.

Article VI. 3.6 **Member Expenses**

Travel to and from the national meeting as well as registration, room and board, remain the responsibility of the individual FDLC members and their guests. They are not to be considered expenses of the meeting.

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Article VI. 3.7 **Unapproved Expenditures**

All debts incurred by groups or individuals which have not been approved by the FDLC Board remain the responsibility of those groups or individuals.

Article VI. 4 **Final Report**

After the meeting a written financial statement indicating both budgeted and actual income and expenses is prepared by the National Office and presented at the next FDLC Board meeting by the Executive Director.

Article VI. 5 **A Standardized System of Accounting**

Article VI. 5.1.1 **Purpose.**

The purpose of the following is to standardize the accounting and reporting of income and expenditures for the national meeting. The numbering system is to remain constant each year for purposes of comparison from year to year.

Article VI. 5.1.2 **Record Keeping.**

At the National Office a daily ledger is kept on the meeting indicating areas of income with bank deposits and areas of expenditure with debits using the identification numbers as explained below.

Article VI. 5.1.3 **Identification Numbers.**

Income items are listed under 600 numbers; expenditures under 700 numbers.

Article VI. 5.1.4 **Report Form.**

There are three columns provided on the financial report form. These are used in two ways. In preparing the meeting's budget for the approval of the Ad Hoc Committee and the FDLC Board of Directors: a) the first column is used for the actual income and expenses of the meeting which was held two years previously; b) the second column is used for the actual (if available) or proposed budget of the meeting held one year previously; c) the third column is used for the proposed budget of the present meeting. In preparing the financial statement after the meeting for presentation to the FDLC Board of Directors: a) the first column is used for the actual expenses and income of the meeting held one year previously; b) the second column is used for the budget as was proposed and approved by the FDLC Board for the present meeting; c) the third column is used for the actual income and expenditures of the present meeting.

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Accounting Identification Numbers.

Article VI. 5.2

Income Categories

- 603 Grants**
Cash Gifts to the National Meeting.
- 604 Gifts**
Donated Services to the National Meeting.
- 621 Full Registrations.**
Full registration fee income, including overhead charged for refunds.
- 622 Partial Registrations.**
Partial registration fee income
- 623 Other Registration Connected Income**
Special fees for meals, specific events as concerts, etc.
- 631 Exhibits**
Income from rental of exhibit booths or other commercial involvement in the meeting.
- 641 Other Pre-Meeting Income**
Ordinarily this is used only for any reimbursements from expenditure accounts 741-748.
- 681 Advertising**
Income from the sale of advertising in the Program Book.
- 682 Complimentary Rooms**
Value of anticipated room nights complimented by the hotel according to the terms of the hotel agreement
- 691 Miscellaneous Income.**

Article VI. 5.3

Expenditures Categories

Grants and Loans

- 702 Repayment of Loans.**
Reimbursement of funds advanced by local dioceses and other groups.

Study Materials

- 711 Authors' Fees.**
Stipends paid to writers of original articles, copyright fees for reprints, etc.
- 712 Preparation.**
Art work, design, paste-up, etc.
- 713 Printing.**
Actual printing costs including paper, ink, collating, binding, etc.
- 714 Distribution.**
Cost of envelopes, postage, handling, etc.

Registration

- 721 Supplies.**
Name tags, holders, ribbons, holders for materials given to participants, etc.

Exhibits

- 730 Prospectus.**
Invitation materials, contracts, mailing, and confirmation of exhibitors.
- 731 Equipment Rental.**
Rental of booths, furnishings, any hotel fees for the exhibition.
- 732 Security, hospitality for exhibitors.**

Pre-Meeting Planning Expenses

- 741 Ad Hoc Committee: Travel.**

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All transportation costs incurred by the Ad Hoc Committee for planning meetings other than those held in conjunction with a previous national meeting.

742 Local Committee.

For example, travel, lodging, etc.

743 Secretary.

The recording of minutes, agenda, correspondence and other secretarial tasks as needed by the Local Meeting Committee.

744 Telephone.

All expenses incurred in preparation for the meeting.

745 Postage.

Mailing for correspondence, reports, etc., by the Local Meeting Committee.

746 Supplies.

For example, stationery, envelopes, pens, pencils, Xeroxing costs, etc.

747 Art/Logo/Design.

All artistic fees in preparing stationery, local publicity, etc.

Publicity

751 Registration Brochures.

Preparation. Art work, design, paste-up, etc.

752 Registration Brochures.

Printing. All printing costs.

753 Registration Brochures.

Distribution. Cost of envelopes, postage, handling.

754 Local Publicity Expenses.

Cost of publicity at previous national meeting, posters, hand-outs, partial registration publicity done locally, etc.

Physical Arrangements

761 Hotel Rental and Charges.

Includes rental of space for the actual meeting and any special auxiliary space if the program requires it. Also charges for setting up and removal of special arrangements, e.g., the moving of furniture, chairs, etc.

762 Equipment Rental.

For example, rental of typewriters, sound systems, audio-visual equipment, organ for the liturgies, etc.

763 Decorations.

Signs, flowers, hangings, posters, even if these are used for the liturgies.

764 Other.

Meeting Program

770 Speakers' Expenses.

Transportation, stipends, per diem, etc.

771 Complimentary Rooms.

Hotel rooms for major speakers, Local Chair, BCDW Chair, BCDW staff, FDLC Chair, FDLC Staff.

772 Supplies.

For examples, ballots, duplicating services, Xeroxing etc.

773 Program Book: Preparation.

Art work, design, paste-up, etc.

774 Program Book:

Printing.

775 Coffee Breaks.

Coffee, tea, milk, sugar and arrangements with the hotel.

776 Banquet.

All expenses including entertainment.

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- 777 Other Social Gatherings.**
Special meals, wine and cheese parties, etc.
- 778 Transportation costs during the meeting.**
- 779 Workshops**
Stipends, supplies, equipment. For approved workshop stipend range see Special Interest Sessions on page 25.
- 780 Awards**
The McManus Award: airfare and hotel, other gifts, plaques, certificates of recognition given at the meeting.
- Prayer Services**
- 790 Professional Fees.**
Fees for musicians and other professionals for the liturgies, commissioned art works, etc.
- 791 Supplies.**
Wine, bread, oil, vestments, etc. Rental of equipment is to be listed under 762 above. Costs for decorations such as flowers, etc., are listed under 763 above.
- 792 Participation Aids.**
All printed booklets (if not included in the Program Book), copyright fees, purchase of music, etc.
- 793 Facility Rental**
Fee for service facility rental.
- General Expenses**
- 800 National Office Services.**
A fee set by the Board of Directors to offset expenses incurred by the National Office and the Board in the planning a National Meeting.
- 810 Evaluations.**
Any fees paid for production of evaluation report.
- 820 Miscellaneous Expenses**

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Article VI. 6 Finance Subcommittee

Article VI. 6.1 Tasks of the Finance Subcommittee

1. Review the budget proposed by the FDLC National Office and make recommendations for any needed changes before its presentation to the FDLC Board of Directors at their January meeting. BM-23 months
2. Monitor income and expenses to see that the approved budget is followed.
3. Obtain approval of the Ad Hoc Committee for any expenditures which are likely to exceed by 5% the amount budgeted for a particular line item.
4. Forward all funds collected to the National Office for deposit in the National Meeting Account together with appropriate information on the source of the funds. See Income Categories on page 36. The National Office is responsible for producing a final financial report on the meeting for the Board of Directors and cannot do so without this detail.
5. Forward all bills incurred in planning and running the meeting to the National Office for payment together with appropriate information on the line item to be charged in the budget. See Expenditures Categories on page 36. Normally, all bills are to be paid by the National Office. If any bills are paid locally, provide receipts to the National Office for reimbursement, noting the line item to be charged in the budget. The National Office is responsible for producing a final financial report on the meeting for the Board of Directors and cannot do so without this detail.

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Article VII. **Role of the FDLC Board**

Article VII. 1 **Board Responsibilities**

The Board of Directors is responsible for approving the site, choosing the theme, and approving the budget for the National Meeting. Themes are proposed in the meeting's evaluation form, reviewed and added to at the regional meetings, and selected at least two years in advance of the National Meeting by the Board at the January Board Meeting.

Article VII. 2 **Chair's Responsibilities**

Article VII. 2.1 **Letter to Ordinary**

After proper approvals (see "Invitation to Host the Meeting" on page 4.), the Chair writes a letter to the Ordinary of the diocese proposing to host the meeting requesting the Ordinary's permission.

Article VII. 2.2 **New Members' Orientation**

The Chair and the Executive Director conduct the New Members' Orientation (see "New Member Orientation" on page 23.)

Article VII. 3 **Regional Representatives' Responsibilities**

The Regional Representatives to the FDLC Board have the following individual responsibilities:

Article VII. 3.1 **Position Statements**

Submit to the National Process Facilitator any position statements arising from their particular regions;

Article VII. 3.2 **Chair Meetings**

Chair regional gatherings/caucuses during the meeting;

Article VII. 3.3 **Certification of Delegates**

Ascertain that each person voting during the business sessions is qualified to do so in accord with Article III.5.2 above.

National Meeting Handbook

Article VIII. **Role of the Ad Hoc Committee**

Article VIII. 1 **Composition**

The Ad Hoc Committee for the meeting is composed of the following members:

- + the FDLC Executive Director as chair;
- + a representative of the BCDW Secretariat;
- + An FDLC Board member from the region in which the meeting will take place (appointed by the FDLC Chair);
- + the Chair of the Local Meeting Committee.

Article VIII. 2 **Responsibilities**

The Ad Hoc Committee has the following responsibilities:

Article VIII. 2.1 **Topics**

With the National Process Committee, develop Study Day topics and schedule

Article VIII. 2.2 **Speakers**

Approve Study Week speakers and present to the FDLC Board of Directors for their information;

Article VIII. 2.3 **Budget**

Approve and present budget to the FDLC Board of Directors for approval;

Article VIII. 2.4 **Monitor Expenses**

Monitor expenses before and during the meeting;

Article VIII. 2.5 **Schedule**

Approve and present to the Board of Directors for their information the schedule and program of the meeting;

Article VIII. 2.6 **Meeting Facility**

Approve the choice of the meeting facility;

Article VIII. 2.7 **Study Materials**

Determine nature and distribution of study materials;

Article VIII. 2.8 **Master Account**

Normally only the Chair of the Ad Hoc Committee and the Local Chair of the National Meeting are able to authorize charges to the Master Account at the hotel. This should be confirmed with the hotel so that the hotel will not accept charges unless they are approved by the Chair or the Local Chair. This should be done at a count down meeting just prior to the start of the National Meeting at which both the Chair and the Local Chair should be present.

Article VIII. 2.9 **Evaluations**

Through the Executive Director provide a written report on the evaluations of the National Meeting to the FDLC Board of Directors at the January Board Meeting.

Article VIII. 3 **Meetings**

This Ad Hoc Committee first meets in conjunction with the national meeting two years prior to the meeting for which they are responsible. Thereafter, the Ad Hoc Committee meets as often as needed. If necessary, it may meet in the city where the national meeting will occur.

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Article IX. **Role of the Local Meeting Committee**

Article IX. 1 **Responsibilities**

The Local Meeting Committee assists the Ad Hoc Committee in the overall planning and execution of the meeting. The Local Meeting Committee recommends hotel facilities to the Ad Hoc Committee, hosts any on-site meetings of the Ad Hoc Committee, arranges all social aspects of the meeting, and provides local color and flavor for the meeting. The Local Meeting Committee also establishes and monitors the meeting budget and timelines for the accomplishment of local tasks.

Article IX. 2 **Composition**

The membership of the Local Meeting Committee is drawn from the host diocese and region and is composed of a chair and the chairs of its Sub-committees. The chair of the Local Meeting Committee is ordinarily the chair or secretary of the liturgical commission or director of the office of worship of the diocese where the meeting will take place. In cases where a region hosts the meeting, a regional representative from that region, even if not from the diocese where the meeting will take place, may be the chair of the Local Meeting Committee.

Article IX. 3 **Subcommittees**

The Local Meeting Committee is aided by various subcommittees: Liturgy, Physical Arrangements, Program, Registration, Exhibits, Banquet, Publicity, Transportation, and Finance. The Chair of the Local Meeting Committee is responsible for appointing chairs of the Local Meeting Committee subcommittees and for convening meetings of the Local Meeting Committee.

In light of the timelines called for by the subcommittees' tasks, the Chair of the Local Meeting Committee should appoint, meet with, and review the responsibilities of the Physical Arrangements Subcommittee chair as soon as a city has been approved as the meeting site by the FDLIC Board and meet with the other subcommittee chairs to review their responsibilities at least two years before the meeting.

For a detailed list of responsibilities of the Local Meeting Committee subcommittees please see

Tasks of the Liturgy Subcommittee on page 16,

Tasks of the Physical Arrangements Subcommittee on page 29,

Tasks of the Program Subcommittee on page 20, *Tasks of the Registration Subcommittee* on page 21,

Tasks of the Exhibits Subcommittee on page 24,

The wording of the award is: The Frederick R. McManus Award presented by the Federation of Diocesan Liturgical Commissions to _____ for his/her/their outstanding contribution to pastoral liturgy. Given on [Date of presentation] in [location of National Meeting] on the occasion of the _____ National Meeting of Diocesan Liturgical Commissions.

Tasks of the Banquet Subcommittee on page 25,

Tasks of the Publicity Subcommittee on page 31,

Tasks of the Program Book Subcommittee on page 32,

Tasks of the Transportation Subcommittee on page 33, and

Tasks of the Finance Subcommittee on page 39.

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Article X. Role of the FDLC National Office

1. Negotiate, review, and sign all hotel contracts; (see *Future Sites Evaluation Form* on page Article XI. 8) BM–24 months
2. Contract study day presenters and workshop presenters. Determine whether the speakers need any special equipment; obtain resumes and pictures; (see *Contract for Major Speakers* on page 57) BM–15 months
3. Send copies of past meeting budgets, final statements, and estimates of office expenses for study materials and other printed materials to Local Meeting Committee. BM–15 months
4. Set up a tax exempt Master Account with the hotel where the meeting will be held. At times this account can be set up using the tax exempt number of the host dioceses. Otherwise, apply in the state where the meeting will take place. Normally only the Executive Director and the Chair of the Local Committee should be authorized to make charges to this account.
5. Assist, as requested, the National Process Facilitator in the distribution of materials for the National Process; BM–8 months
6. Prepare study materials as directed by the Ad Hoc Committee. BM–11 months
7. Distribute study materials—one copy to the primary and secondary liaison persons of each FDLC member diocese with active status, BCDW Secretariat, all Board members, etc. BM–9 months
8. Prepare a letter, to be signed by the BCDW Chair, announcing the meeting to all bishops in the United States. Send to BCDW Secretariat for distribution through the NCCB mailing. BM–9 months
9. Receive a list of companies and other groups that might wish to exhibit at the national meeting from the Local Meeting Committee. BM–9 months
10. Prepare and distribute all national publicity except that occurring at the previous national meeting;
11. Prepare and send a short press release on the meeting to:
 - *Ministry and Liturgy*
 - *Today's Parish*
 - *Pastoral Music*
 - *Crux*
 - *Worship*
 - *BCDW Newsletter*
 - *The Liturgical Conference*
 - *National Bulletin on Liturgy*
 - National Catholic News Service BM–7 months
12. Negotiate and sign a contract with a drayage firm which will handle receiving and shipping of exhibitors materials, provide a schematic floor plan of the exhibit space showing location and booth number of each booth, and will handle the set up of the booths. BM–7 months
13. Mail exhibitor invitations (See **Error! Reference source not found.** on page **Error! Bookmark not defined.**) and contract materials (see *Sample Exhibitor's Contract* on page 58 and **Error! Reference source not found.** on page **Error! Bookmark not defined.**) to all potential exhibitors. Oversee all contract negotiations. Sign all contracts and assign exhibit spaces. Maintain continued contact with exhibitors. BM–7 months
14. Receive materials for the registration brochure from the Local Meeting Committee. BM–7 months
15. Prepare registration brochures, including in the brochures:
 - Names of sponsors;
 - Name of host diocese or region;
 - Theme of meeting;

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- City and dates of meeting;
 - Identification of major (and perhaps other) speakers; titles of major presentations and a short description.
 - Schedule of meeting;
 - General information, e.g. details regarding registration fees, refunds, hotel and travel arrangements;
 - Hotel registration form;
 - Meeting registration form (name, address, phone number, diocese, region). BM–7 months
16. Send registration brochures to:
- all bishops in the United States (through USCCB mailing)
 - dioceses in the region where the meeting will be held (number copies as requested by these dioceses)
 - all other dioceses in the United States
 - prior registrants BM–5 months
17. Send registration brochures and letters of invitation to:
- Canadian worship offices
 - Non-Roman liturgy organizations BM–5 months
18. Process and acknowledge all pre-registrations using the official National Meeting stationery. Record check number and date of receipt on pre-registration forms, filing the originals at the National Office and sending copies to the Local Chair of the Ad Hoc Committee. BM–5 months
19. Deposit all income (registration income, exhibitor income, grants, etc.) in the National Meeting Account, an interest bearing account; make timely reports of income to the Local Chair of the Ad Hoc Committee. Monitor all expenditures. Expenditures which would exceed by 5% the sum budgeted for a particular line item must have prior approval of the Ad Hoc Committee.
20. Send mailing list of all primary and secondary liaisons of FDLC active dioceses to the National Process Facilitator for distribution of position statements (or distribute position statements through the National Office). BM–4 months
21. Layout, print, and distribute the Program Book; include the following:
- Table of Contents:
 - Letters of welcome from the bishop and the local chair:
 - General Information:
 - Complete schedule including daily eucharists celebrated near the meeting site:
 - Descriptions of workshop and interest sessions:
 - Position statements: the full text of any preamble, the statement itself, and the region or group submitting the statement:
 - Information on voting (see *Fact Sheet on the National Process* on page 10:)
 - Music for the celebrations with necessary copyright acknowledgments (this can also be issued separately by the Liturgy Subcommittee as separate handouts again with the necessary copyright acknowledgments):
 - Listing of FDLC regions and regional representatives:
 - Listing of FDLC Executive Committee, National Office Staff, National Process Facilitator, Parliamentarian, Chair of Business Sessions, Standing Committees:
 - Listing of BCDW members, staff, advisors, consultants:
 - Listing of exhibitors:
 - Other acknowledgments:
 - A map of the meeting facilities:
22. Work with the local chair to determine paper, ink color, and the most economical way of printing and shipping the Program Book; BM–6 months

National Meeting Handbook

23. Determine times of arrival and departure of major speakers. Make hotel reservations for major speakers. Communicate this information to the Local Meeting Chair. BM-2 months
24. In consultation with the National Process Facilitator, print the ballots and the envelopes for recording number of voting delegates, and any other materials required during the business sessions. (See *Form for Indicating Number of Voting Delegates in Each Region* on page 50, . BM-2 months
25. Send names and addresses of exhibitors to the drayage firm. BM-3 months
26. Send National Process Facilitator a listing of FDLC member dioceses in good standing. BM-2 weeks
27. Prepare award plaques, certificates, etc. BM-2 weeks
28. Print name tags with city, state, and FDLC region for pre-registrants; BM-1 week
29. Prepare evaluation form and send to Local Chair for duplication and inclusion in the registration kit; BM-1 week
30. Prepare list of registrants by last name and a list by region and send to Local Chair for duplication and inclusion in the registration kit; BM-1 week
31. Print name tags with appropriate information for exhibitors and speakers; BM-1 week
32. Send the Registration Subcommittee a list of active FDLC member dioceses for reference for walk in registrations. BM-1 week
33. Send the Registration Subcommittee copies of all registrations. BM-1 week
34. Prepare banquet script. DM-next to last day
35. Assign seating at head table DM-next to last day
36. Prepare a press release on the meeting and distribute to all members at the meeting. DM-last day
37. Send press release by email to:
 - FDLC Members
 - BCDW Newsletter
 - *Crux*
 - *Ministry & Liturgy*
 - *National Bulletin on Liturgy*
 - National Catholic News Service
 - National Association of Pastoral Musicians
 - *Worship*
38. Meet with hotel to review charges to the Master Account. DM-last day
39. Collect all evaluations. DM
40. Collate the results of the evaluations. AM
41. Report the results to the FDLC Board of Directors and to the Ad Hoc Committee for the next National Meeting. AM
42. Print in the FDLC Newsletter the position statements and resolutions of immediate concern (together with their degrees of approval) which were passed at the meeting. AM-2 months
43. See to the printing of the major addresses given at the meeting either in the FDLC Newsletter or by an authorized agent of the FDLC. AM
44. Prepare a final financial statement of the meeting for presentation to its sponsors. AM

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Article XI. **Forms and Contracts**

Article XI. I **Sample Letter Requesting Position Statements from FDLC Board Members**

To: Members of the FDLC Board of Directors
From: Ms. Mary S. Smith,
National Process Facilitator
Date: March 1, 19__
Re: Position Statements for the 19__ National Meeting

Enclosed are the Guidelines for the formulation of position statements and a form for submitting a regional position statement for the 19__ National Meeting of Diocesan Liturgical Commissions. The senior delegate from each region will receive the official copy to be returned to me. The junior delegate will receive a copy for information purposes.

Please note that only one position statement may be submitted by each region. Each standing committee of the Board (as well as the Board as a whole) may also submit one position statement each.

The deadline for return is _____, both for regional statements as well as for those from individual FDLC Standing Committees. It is important that I receive them by that date so that they can be edited, duplicated, and made available to the Program Book Subcommittee for inclusion in the Program Book. They will also be mailed to all primary and secondary liaisons in active FDLC dioceses for local discussion before the meeting.

If you have any questions on any aspect of the process, please do not hesitate to write or call me.

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Article XI. 2 Form for Obtaining Position Statements

TOPIC: _____

PREAMBLE: A preamble may be included with the position statement if the group submitting the statement wishes; this preamble, however, will not be subject to discussion at the business sessions, nor will it be voted upon or included with the statement after the voting has been completed. If you wish to submit a preamble, please do so on a separate sheet.

BODY OF STATEMENT:

1 It is the position of the delegates to the 19__ National Meeting of Diocesan Liturgical Commissions
that
(to whom 2
directed) 3
(action 4
desired 5
arranged 6
in sense 7
lines) 8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23 We request that a time-line and procedure for implementation of this resolution be set by the FDLC
Board of Directors at the _____ Board meeting.

Submitted By: _____ Region, Committee
Please Return This Form To: Ms. Mary S. Smith
No Later Than June 1, 20__ National Process Facilitator
1667 Freedom Highway
Anywhere, Idaho 97345

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Article XI. 3 **Sample Letter Accompanying Position Statements Mailed to Dioceses**

To: Principal and Secondary FDLC Liaison Persons
From: Ms. Mary S. Smith, National Process Facilitator
Date: July 1, 20__
Re: 20__ Position Statements

Enclosed is a copy of the position statements that have been submitted for the 20__ National Meeting of Diocesan Liturgical Commissions in _____.

Delegates to the meeting will receive copies of these statements when they register. This advance copy has been provided so that you can study and discuss the position statements with your staff and/or members of your liturgy commission.

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Article XI. 4 Sample Ballot for Business Sessions

BALLOT

STATEMENT NUMBER ___ / ___

REGION NUMBER ___

NAME

DIOCESE

PLEASE CIRCLE YOUR CHOICE CLEARLY

YES

NO

ABSTAIN

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Article XI. 5 Form for Indicating Number of Voting Delegates in Each Region

FDLC
REGIONAL TALLY ENVELOPE

POSITION STATEMENT NUMBER _____/____

REGION NUMBER ____

BALLOTS RECEIVED INITIALLY ____

ADDITIONAL BALLOTS ____

TOTAL BALLOTS RECEIVED ____

must agree
VOTES CAST ____

BALLOTS UNUSED OR SPOILED ____

TOTAL BALLOTS RETURNED ____

SIGNED _____

National Meeting Handbook

Article XI. 6 Form for Executive Committee Resolution

TOPIC: _____

1 Whereas (*Preamble is not to exceed 100 words and will be*
2 *included in voting and publication*)

3

4

5

6

7

8

9 the delegates to the 20__ National Meeting of Diocesan

10 Liturgical Commissions are resolved that

11

12

13

14

15

16

17 is a matter of significant and immediate concern to
18 them, they urge that

19

20

21

Resolution Submitted by _____

National Meeting Handbook

Article XI. 7 Meeting Evaluation Form

Meeting Evaluation Form

NAME:(optional) _____ REGION _____

Thank you for taking time to complete this form. Your responses will help us greatly in planning future meetings.

On a scale of 1 (low) to 5 (high) please rate the following by circling the appropriate number (5-Excellent, 4-Above Average, 3-Average, 2-Below Average, 1-Poor). Simply leave blank any items you did not experience or do not wish to comment upon.

REGISTRATION PROCESS

- 1. Registration Brochure.....5.....4.....3.....2.....1
- 2. Hotel Registration5.....4.....3.....2.....1
- 3. Hospitality5.....4.....3.....2.....1

PRINTED MATERIALS

- 4. Program Book.....5.....4.....3.....2.....1
- 5. Study Materials5.....4.....3.....2.....1
- 6. Worship Booklets.....5.....4.....3.....2.....1

MEALS

- 7. Banquet5.....4.....3.....2.....1
- 8. (Other Social)5.....4.....3.....2.....1

FACILITIES

- 9. Hotel.....5.....4.....3.....2.....1
- 10. Conference Space.....5.....4.....3.....2.....1

SPEAKERS

- 11. (Name of Speaker).....5.....4.....3.....2.....1
- 12. (Name of Speaker).....5.....4.....3.....2.....1
- 13. (Name of Speaker).....5.....4.....3.....2.....1
- 14. (Name of Speaker).....5.....4.....3.....2.....1
- 15. (Name of Speaker).....5.....4.....3.....2.....1

SPECIAL INTEREST SESSIONS

- 16. (Name of Interest Session)5.....4.....3.....2.....1
- 17. (Name of Interest Session)5.....4.....3.....2.....1
- 18. (Name of Interest Session)5.....4.....3.....2.....1
- 19. (Name of Interest Session)5.....4.....3.....2.....1
- 20. (Name of Interest Session)5.....4.....3.....2.....1
- 21. (Name of Interest Session)5.....4.....3.....2.....1

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MEETING EVENTS

- 22. Orientation of New Members.....5.....4.....3.....2.....1
- 23. FDLC, BCDW Reports.....5.....4.....3.....2.....1
- 24. Exhibits.....5.....4.....3.....2.....1
- 25. Open Forum.....5.....4.....3.....2.....1
- 26. Business Sessions.....5.....4.....3.....2.....1
- 27. Hearing Session (please list which you attended)
.....5.....4.....3.....2.....1
- 28. Overall Meeting Schedule.....5.....4.....3.....2.....1

PRAYER

- 29. Opening Prayer (list day here).....5.....4.....3.....2.....1
- 30. Morning Prayer (list day here).....5.....4.....3.....2.....1
- 31. Evening Prayer (list day here).....5.....4.....3.....2.....1
- 32. Table Prayer (list day here).....5.....4.....3.....2.....1
- 33. Eucharist.....5.....4.....3.....2.....1
- 34. Prayer Experience Overall.....5.....4.....3.....2.....1

What did you like about this year's National Meeting? _____

What did you like least about this year's National Meeting? _____

Suggestions to improve the Meeting: _____

Suggestions for future Meeting Topics: _____

After completing this evaluation form, please place it in the box in the Forum Foyer
or mail it to: FDLC National Office, 415 Michigan Avenue, NE Suite 70, Washington, DC. 20017

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Article XI. 8 Future Sites Evaluation Form

Hotel: _____
Sales Representative: _____
Phone: _____
Date: _____

Space Requirements:

Sleeping Rooms (200) _____
Handicapped Access? _____
Non-smoking Rooms? _____
Sprinkling System? _____
Parking? (Fees?) _____
Transportation from Airport (Cost?) _____

Breakout Rooms (12 for regional meetings) _____
Workshops & New Members' Orientation (2 to 4 rooms) _____

Business Sessions and Major Presentations Room (250 in rounds, 400 theater) _____
Is the room set up for audio visuals? _____
Does the hotel have an exclusive contract with an AV company? _____
If so, which company and what are their rates? _____
May we bring in our own equipment? Is there a charge levied for that? _____

Exhibitors' Room (30 8'x10' draped tables) _____
Located near Business Sessions? _____
Does the hotel have an exclusive contract with one company? _____
If so, which company and what are their rates? _____

Command Center Room _____
Located near Business Sessions? _____
Can it be locked? _____
Additional charge? _____

Hospitality Suite _____
Additional charge? _____

FDLC Board Meeting Room _____

Food:

Banquet Room (300 people in rounds) _____
Will the hotel cater the meal? _____
Range of costs for banquet? _____

Charges for coffee breaks _____
Restaurant options in the hotel: _____

Location of Hotel:

Downtown, Airport, etc.? _____
Parking? _____
Transportation to the Airport _____
Convenient to restaurants outside the hotel? _____

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Convenient to other attractions? _____

Rates:

Rack Rate: _____
Walk-in rate _____
Weekend rate specials? _____

Room Rates:

Double (Guaranteed?) _____
Single (Guaranteed?) _____
Room tax rate _____
Any other taxes? _____
Complimentary Rooms? _____

Cancellation policies: _____

Charges for public meeting rooms? _____

Is there a minimum number of sleeping rooms that must be booked to guarantee the rate on the public rooms?

Master Account?

Will the hotel accept a tax exempt certificate for charges to the Master Account? _____

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Article XI. 9 National Meeting Hotel Rates

| Year | City | Single | Double | Attendance | # Dioceses |
|------|----------------|------------------------------|------------------------------|------------|------------|
| 1989 | Pittsburgh | \$88 | \$88 | | |
| 1990 | Chicago | \$60 | \$70 | | |
| 1991 | Phoenix | \$70 | \$75 | | |
| 1992 | Miami | \$55 | \$55 | | |
| 1993 | Rochester | \$70 | \$80 | | |
| 1994 | St. Louis | \$88 | \$98 | | |
| 1995 | Providence | \$80 | \$90 | | |
| 1996 | St. Paul | \$85 | \$85 | 239 | 111 |
| 1997 | Seattle | \$89 | \$89 | 244 | 114 |
| 1998 | Memphis | \$115 | \$115 | 237 | 119 |
| 1999 | Cleveland | \$100 | \$100 | 225 | 112 |
| 2000 | Orange | \$130 | \$130 | 229 | 106 |
| 2001 | Philadelphia | \$115 | \$115 | 201 | 105 |
| 2002 | Indianapolis | \$119 | \$119 | 182 | 97 |
| 2003 | San Antonio | \$109 | \$109 | 189 | 112 |
| 2004 | Orlando | \$109 | \$109 | 178 | 106 |
| 2005 | Buffalo | \$115 | \$115 | 148 | 91 |
| 2006 | Omaha | \$119 | \$119 | 165 | 97 |
| 2007 | Hartford | \$119 | \$119 | 147 | 91 |
| 2008 | Milwaukee | \$94 | \$94 | 191 | 102 |
| 2009 | Detroit | Center: \$42 Hotel: \$139 | Center: \$42 Hotel: \$139 | | |
| 2010 | Alexandria, LA | \$95 | \$95 | | |

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Article XI. 10 Contract for Major Speakers

**Federation of
Diocesan Liturgical Commissions
P.O. 29039
Washington, DC 20017**

AGREEMENT

It is agreed by and between the Federation of Diocesan Liturgical Commissions, hereinafter called "FDLC", and _____, hereinafter called "speaker", as follows:

1. Speaker agrees to present a major address in _(city, state)_____ on the topic ___(theme)_____ on _(date)____, at_(time)_____ entitled:_____.
2. FDLC agrees to pay speaker:
3. an honorarium in the amount of \$____; (from \$400 to \$600)
4. reimbursement for transportation expenses (i.e., plane-coach fare, unless otherwise agreed);
5. and a per diem stipend whose total shall be \$50.
6. FDLC also agrees to provide hotel accommodations for speaker at _____ for one night.
7. Speaker agrees to furnish the FDLC with a written copy of said address within two weeks after it is given.
8. FDLC, upon receipt of said written copy, agrees to send payment to the speaker as enumerated in #2 above.
9. FDLC, either itself or through its agent, shall have the exclusive right to copyright and publish said address in written form and/or through audio and video tapes.

IN WITNESS WHEREOF, we have signed this agreement on the dates shown next to our signatures.

Dated _____

FDLC

Dated _____

SPEAKER

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Article XI. I | Sample Exhibitor's Contract

1994 EXHIBITOR CONTRACT

NATIONAL MEETING OF DIOCESAN LITURGICAL COMMISSIONS 1994

ADAM'S MARK HOTEL
Fourth & Chestnut Street
St. Louis, Missouri 63102
Phone: 314.241.7400

October 7, 1994–October 11, 1994

BOOTH PRICES AND FURNISHINGS

Heritage Display Group will provide, install and dismantle the required number of standard exhibit booths, 8'x10' in size, in accordance with the floor plan. Booth equipment will consist of polished aluminum framework and fire retardant draperies. Each booth will be provided with one (1) 7" x 44" exhibitor identification sign indicating company name and booth number. Drape colors will be 8' high Burgundy and Gray backdrape with 3' high Burgundy siderails. The display area is fully carpeted.

Booth Cost: \$450 for the first booth and \$350 for each additional booth.

There is a \$250.00 surcharge if booth space is shared with a second company. The name of the second company *must* appear on this contract.

Exhibitors will be entitled to two complimentary registrations for the first booth and one complimentary registration for each additional booth.

BOOTH SET-UP AND DISMANTLING

Set-Up: Friday, October 7, 10:00 a.m.–3:00 p.m. At the conclusion of the set-up time, all equipment, crates, etc. must be removed from the premises.

Dismantling: Monday, October 10, 1:00 p.m.–7:00 p.m. Unless otherwise provided, all exhibits must be removed from the exhibit area by the exhibitor at its own expense no later than 7:00 p.m., Monday, October 10. If the exhibitor shall fail to remove its exhibit then the FDLC may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor, who shall pay any damage incurred by the FDLC on account thereof, except in the cases of extreme necessity.

BOOTH APPLICATION

We the undersigned, have reviewed the floor plan for exhibit space at the National Meeting of Diocesan Liturgical Commissions to be held at Adam's Mark Hotel, St. Louis, Missouri, October 7–11, and request the following booth(s):

Booth Number(s): first choice: _____ second choice _____

PAYMENT OF EXHIBIT SPACE

Your company check or money order for FULL PAYMENT MUST accompany this contract for booth space.

1st Booth at \$450 = \$ _____

_____ Additional booths at \$350 each _____

TOTAL AMOUNT DUE \$ _____

Full payment must be received at the FDLC National Office on or before June 1, 1994. Please make all checks payable to the Federation of Diocesan Liturgical Commissions .

TYPE OR PRINT IN INK

Please print your company's name, address, phone number, and your representative's name as you wish them to appear in the Exhibitors' List in the 1994 National Meeting Program and on the Exhibitor Booth Identification Sign.

Exhibiting Firm: _____

Address: _____ Phone _____

City, State, Zip: _____

Authorized Representative Name _____ Representative's Phone _____

Signature of Representative: _____

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CANCELLATION

In the event of cancellation, received on or before July 23, 1994 the exhibitor will receive a refund, less a 25% administrative fee if the FDLC is able to resell the canceled space. If notice is received after July 23, 1994, no refund will be made. All requests for cancellation of booth space must be sent in writing to the FDLC National Office.

RULES AND REGULATIONS

Occupancy and use of exhibit space is subject to the published *RULES AND REGULATIONS*, which are hereby incorporated as part of this contract and to the Electrical & Fire Regulations of the city of St. Louis, which are hereby incorporated as part of this contract.

Please sign & return all copies to FDLC

The FDLC will acknowledge receipt of your request

Federation of Diocesan Liturgical Commissions

P.O. Box 29039

Washington, DC 20017

202.635.6991

FOR OFFICE USE ONLY

Check # _____ Amount \$ _____ Date Received _____ booth(s) assigned _____

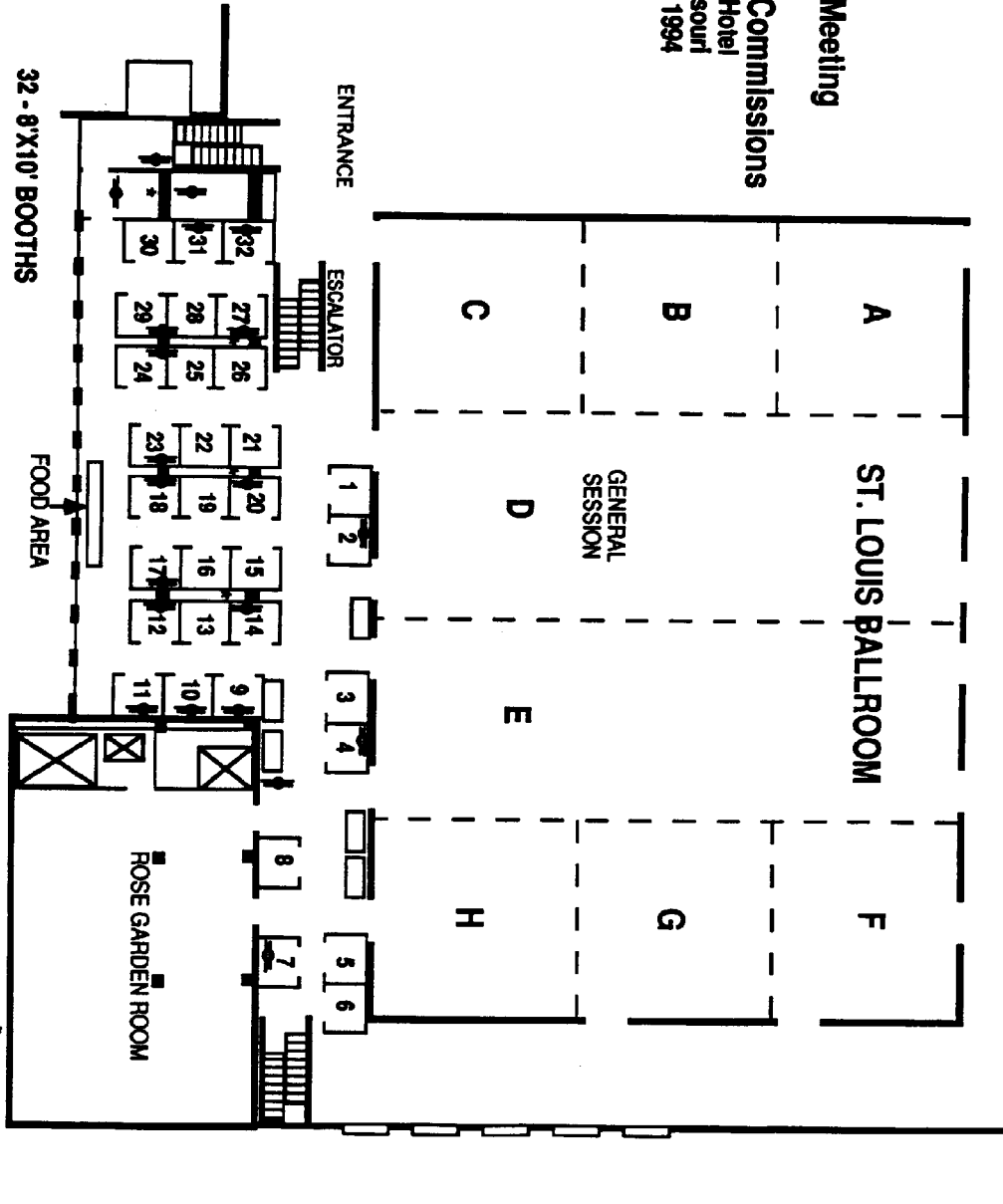
Signature for FDLC _____ Date Assigned _____

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Article XI. 12 Sample Floor Plan for Exhibit Space

1994 National Meeting
 of
 Diocesan Liturgical Commissions
 Adam's Mark Hotel
 St. Louis, Missouri
 October 7-11, 1994

EXHIBITOR LOCK UP FOR VALUABLES
 DIRECTORS ROW 41
 SECURITY GUARD OVERNIGHT
 IN EXHIBIT AREA



PLAN DESIGNED BY:

HERITAGE
 CONVENTION SERVICES

6135 MANCHESTER AVENUE
 ST. LOUIS, MISSOURI 63139
 314 644-3559 800 486-3553
 FAX 314 644-2012

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Article XI. 13 Sample Exhibitors' Rules and Regulations

The National Meeting of Diocesan Liturgical Commissions 1995 Rules and Regulations

These rules and regulations are part of the Application for Exhibit Space at the National Meeting of Diocesan Liturgical Commissions 1995. All those receiving Exhibit Booth Number confirmation are bound by the terms and conditions of these Rules and Regulations.

1995 EXHIBIT LOCATION AND DATES

a) Providence Marriott
Fourth & Chestnut Street
St. Louis, Missouri 63102
Phone: 314.241.7400
October 7, 1995–October 10, 1995

EXHIBIT SET-UP HOURS

a) Booth Supplier Friday, October 7, 8:00–10:00 a.m.
b) Exhibitor Friday, October 7, 10:00 a.m.–3:00 p.m.
At the conclusion of the set-up time, all equipment, crates, etc. must be removed from the premises.

EXHIBIT HOURS

a) Friday, October 7 3:00 p.m.–6:00 p.m.
b) Saturday, October 8 8:30 a.m.–6:30 p.m.
c) Sunday, October 9 8:00 a.m.–1:30 p.m.
d) Monday, October 10 8:30 a.m.–1:00 p.m.

EXHIBIT TEAR-DOWN HOURS

a) Monday, October 10, 1:00 p.m.–7:00 p.m.
Unless otherwise provided, all exhibits must be removed from the exhibit area by the exhibitor at its own expense no later than 7:00 p.m., Monday, October 10. If the exhibitor shall fail to remove its exhibit then the Federation of Diocesan Liturgical Commissions (FDLC) may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor, who shall pay any damage incurred by the FDLC on account thereof, except in the cases of extreme necessity.

EXHIBIT PERSONNEL REGISTRATION

The purchase of the first 8' x 10' booth will entitle the exhibitor(s) to two (2) complimentary exhibit badges, enabling them to attend all convention program sessions and food functions excluding the banquet. Each additional booth will entitle the exhibitor(s) to one additional full registration.

ADDITIONAL EXHIBIT PERSONNEL REGISTRATION

All other booth personnel *must* purchase full convention registrations. All badges must be arranged for and paid for ahead of time. One full registration for the Providence meeting costs \$175. Banquet tickets are available for \$45 per person.

EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Each exhibitor shall name at least one person to be its representative in connection with installation, operation, and removal of its exhibits. Such representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.

All business between the FDLC and the exhibitor will be conducted only through the latter's representative and no other person. Exhibitors desiring to change representatives must notify the FDLC in writing.

Exhibitors will be provided badges in accordance with exhibitor registration policy. Badges will not be transferable and will be required for admittance to the exhibit area.

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HOTEL RESERVATIONS

Hotel reservations should be made directly with the Adam's Mark Hotel. Special FDLC meeting rates are: Single—\$85; Double—\$95; Triple—\$110; Quad—\$125.

TRAVEL

Special FDLC National Meeting fares are available through Saint Louis Corporate Travel, 800.423.9331.

DECORATOR/DRAYAGE CO.

FDLC has designated Heritage Display Group (Voice:314-644-3550, FAX: 314-644-2012) as the official decorator/drayage firm. A complete service kit will be furnished to exhibitors upon receipt of full payment for booth space to the FDLC.

All exhibit materials are to be shipped to Heritage Display Group *freight* address:

- a) *Exhibitor's Firm Name*
- b) *c/o Heritage Display Group*
- c) *6010 North Lindbergh*
- d) *St. Louis, MO 63042*

Include the phrase "**For the FDLC**" and your **booth number(s)** on each package. Please note the above address is different from Heritage's *mailing* address found on the layout. No exhibit material will be accepted directly by the hotel or by the FDLC. Freight express and parcel post shipments must be prepaid. (C.O.D. shipments will be refused.) The FDLC assumes no responsibility or liability for any of the services performed or materials delivered by Heritage Display Group.

BOOTH SPECIFICATIONS

Heritage Display Group will provide, install and dismantle the required number of standard exhibit booths, 8'x10' in size, in accordance with the floor plan. Booth equipment will consist of polished aluminum framework and fire retardant draperies. Each booth will be provided with one (1) 7" x 44" exhibitor identification sign indicating company name and booth number. Drape colors will be 8' high Burgundy and Gray backdrape, with 3' high Burgundy siderails. The display area is fully carpeted.

LIGHT AND POWER

Sufficient light is provided for general illumination. However, those wishing additional lighting may rent spotlights through Heritage. Rates will be supplied in the exhibitor service kits to be mailed by Heritage. Electric outlets noted on the layout may not be used without first ordering them from the hotel through Heritage.

FURNITURE

No furniture or other accessories are included in the price of the exhibit booth. Heritage Decorating Company has a complete line of furniture and other items available for rental. Order forms will be included in the exhibit service kit.

SHIPPING AND SET-UP

All exhibit and display materials used in your booth should be shipped to and handled by Heritage. Shipping forms and complete instructions will be included in the exhibit service kits.

Heritage will provide receipt of freight, delivery of exhibit freight to your booth site, storage of empty containers, return of containers at the close of the exhibition and forwarding to the destination of your choice.

PAYMENT SCHEDULE

Full payment for space *must* accompany the signed 1995 Exhibitor Contract. Full payment for all booths is due by June 1, 1995. No exhibitor will be allowed to set up or enter the exhibition area unless payment in full is received. Please make all checks payable to the FDLC.

CANCELLATION OR WITHDRAWAL

The exhibitor shall give FDLC written notice of intention to cancel or withdraw from the exhibition. In the event that notice is received on or before July 23, 1995 and only if the FDLC is able to resell the canceled space, shall the exhibitor receive a refund, less 25% processing fee. If notice is received after July 23, no refunds will be made. All requests for cancellation of booth space must be sent in writing to the FDLC National Office.

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EXHIBITION CANCELLATION

In the event the exhibition is not held for any reason beyond the control of Federation of Diocesan Liturgical Commissions, the rental and lease to the exhibitor shall be canceled and terminated and the rental paid by the exhibitor for space in the exhibit hall for this specific event shall be returned. Return of moneys paid in advance for rental will terminate any liability upon the Federation of Diocesan Liturgical Commissions.

FORFEITING OF SPACE

The FDLC reserves the right to rent to any other exhibitor any previously rented, but unoccupied space after 3:00 p.m. on the opening day of the National Meeting. Moreover, this clause shall not relieve the exhibitor who contracted for the initial space of the financial obligations to pay the full amount of said rental space.

SHARING OF BOOTH SPACE

If the exhibitor of record elects to permit another company to share space in the booth, there will be a surcharge fee of \$250.00 for the second company. In no instance will there be permitted more than two (2) companies occupying one booth space. The name and address of the company sharing booth space must appear on the exhibitor contract. FDLC reserves the right to remove any company in violation of this regulation.

CHARACTER OF EXHIBITS

FDLC reserves the right to decline or prohibit any exhibit, part of exhibit, or proposed exhibit which is not suitable or in accordance with the policy of the Board of Directors of FDLC. The FDLC may prohibit any exhibit not in accordance with its ethics.

BOOTH CONSTRUCTION REQUIREMENTS

- a) Exhibitors must construct their booths so as not to obstruct the view of neighboring booths at any level 3 feet from the floor from the aisle to a point one half the distance between the front and rear of booth.
- b) No exhibit construction or sign shall exceed a height of 8 feet.
- c) FDLC reserves the right to settle any difference between exhibitors regarding the above requirements.
- d) Approval for an exception of any of these requirements must be presented by the exhibitor in writing to the FDLC National Office prior to 30 days before the opening of the exhibition.

CARE OF EXHIBITOR'S SPACE

Each exhibitor shall care for and keep in good order and surrender the space occupied by it in the same condition as it was at the commencement of the occupation, ordinary wear excepted. If the space occupied by the exhibitor shall be damaged by an act of negligence on the part of the exhibitor, or the exhibitor's agents, employees, patrons, or guests, the exhibitor on demand shall pay such sum as shall be necessary to restore said space to the same condition it was in when first occupied by the exhibitor.

DISTRIBUTION OF LITERATURE AND SAMPLES

Signs, advertising devices, distribution of printed matter, samples, or other articles shall be restricted to the exhibitor's own exhibit space and not in aisles.

SOUND LEVEL

Exhibitors are responsible for monitoring the sound level in their respective area. Any projector, recordings, etc., must be turned down so that the sound is audible only to the persons who are within the area of the respective booth.

SIGNS/POSTERS

Exhibitors will not be permitted to tape, paste, thumbtack, nail, staple, or otherwise affix signs or posters to the walls, drapes, electrical outlets, etc., of the convention hotel. If any damage is caused to the hotel property accidentally, or otherwise, the exhibitor will be billed for the full cost of repairing said damage.

SECURITY SERVICE

The FDLC will provide night security for general protection only. In addition, a locked room will be available at night for smaller items.

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HOLD HARMLESS CLAUSE

While the FDLC will provide security personnel during those periods when the exhibition is not open, neither FDLC nor the Adam's Mark Hotel nor any of their officers, agents, employees or other representatives shall be held accountable or liable for any damage, loss, harm or injury to the person or any property of the exhibitor, however caused, whether during the exhibition or in transit to or from the exhibition.

EXHIBITOR INSURANCE COVERAGE

Exhibitors should consult their insurance company for proper coverage on exhibit material and displays. In many instances a rider can be added to your present policy at a nominal cost. The exhibitor agrees to provide the Federation of Diocesan Liturgical Commissions and their agents with a certificate of insurance regarding their participation in the show for the following items:

- a) 1) Comprehensive General Liability including Premises and Operations, Blanket Contractual and Products Liability with a limit of \$1,000,000 per occurrence and \$1,000,000 aggregate for both Bodily Injury Liability and Property Damage Liability.
- b) 2) Workers Compensation and Employers Liability Insurance with an Employers Liability Limit of \$100,000.
- c) 3) A Floater or Property Insurance Policy verifying coverage for the exhibitor's property at the show.

OTHER REGULATIONS

Necessary regulations for the proper conduct of the exhibits as set forth herein are not considered all-inclusive, nor are they deemed or considered to be exclusive of such other reasonable rules and regulations as may or might become necessary to properly conduct this exhibition. Such timely emergency regulations and decisions as shall be necessary in addition to the above shall be at the discretion and judgment of FDLC, whose decision and ruling shall be final in all cases in addition to those explicitly enumerated herein. By signing the 1995 Exhibitor Contract, the exhibitor agrees for itself and its representatives to abide by all such rules and regulations as well as the decision of the FDLC in interpreting the same.

OFFICIAL PROGRAM LISTING

The FDLC will list each exhibiting company's name, address, phone number, and customer representative in the 1995 National Meeting Program.

CORRESPONDENCE

All correspondence and questions relating to the rental of exhibit space should be directed to:

Mr. Joseph Skeffington
FDLC National Office
PO Box 29039
Washington, DC 20017
Phone: 202.635.6991

National Meeting Handbook

Article XI. 14 **Sample Letter of Invitation to Exhibitors**

(Sent by the National Office in the spring prior to the meeting)

Dear ,

The annual National Meeting of Diocesan Liturgical Commissions will take place in Omaha from October 10 to October 13, 2006, at the Doubletree Downtown Omaha Hotel. The theme of the meeting is *Music and the Art of Celebration*. Sponsored by the Bishops' Committee on Divine Worship and the Federation of Diocesan Liturgical Commissions, the meeting will bring together directors of diocesan offices of worship and chairs of diocesan liturgical commissions from throughout the United States. We expect approximately two hundred and twenty diocesan directors and liturgical commission chairs. These are people who often influence purchasing decisions both at the diocesan and at the parish level.

In addition, the meeting is open to local participants from the Heartland. We expect one hundred local registrants: clergy, religious and lay liturgical leaders from the region. These local registrants are often in search of liturgical materials for their parishes.

An important part of each year's meeting is an exhibition of liturgical vestments, books, art, and other accoutrements. I write to invite your participation in that exhibition. In order to assist you with your decision, I am including a detailed schedule of the meeting, a layout of the exhibit space, a copy of *Rules and Regulations* for the exhibition, a flier from the official drayage firm (Champion Exposition Services, Inc.) and a contract. As you will see from the layout of exhibit space, the number of booths is limited; and so it will be important to return the contract to me as soon as possible in order to guarantee your space. Please sign and return all three copies. We will return a copy to you once we have assigned your booth(s).

If you have any questions, please do not hesitate to call me or the Associate Director, Mr. Joseph Skeffington, at the FDLC National Office in Washington. Our private line is 202-635-6991.

Sincerely yours,

Lisa A. Tarker
Executive Director