

## LERN PLANNING GUIDE

2010 / 2011

TIMELINE: ONE YEAR PRIOR TO LERN ANNUAL MEETINGS AT NATIONAL WORKSHOP ON CHRISTIAN UNITY  
(typically held in April or May each year)

### JUNE

- LERN liaison to participate in the NWCU National Planning Committee meeting (if scheduled).

### JULY

- LERN Executive Board to discuss possible joint events to be held with any other networks during NWCU.
- Denominational network presidents to discuss date/time of one or more joint plenary sessions, meals and/or programs during coming NWCU, and make proposal to Executive Boards.
- Network presidents to discuss possible joint Executive Board meeting and/or meal and make proposal to Executive Boards.
- Network liaisons develop workshop student event. Determine scripture passage or topic on which the student event will be based. (If a scripture passage, it typically agrees with theme for NWCU and Week of Prayer for Christian Unity.)
- LERN Executive Board to discuss possible major topics and presenters for LERN plenary sessions at coming NWCU.
- LERN Executive Board to assign contact person(s) for presenter candidate(s).

### AUGUST

- Determine needs for hotel meeting rooms and caterer when LERN meets during NWCU.
- Consider LARCUM luncheon/program responsibilities.
- Determine roll in Joint Eucharist worship service typically held on Tuesday evening during NWCU.
- Name LERN contact person for Joint Eucharist planning committee. (Note: This could be a Lutheran member of the Local Planning Committee.)
- Name student event coordinator for LERN, if other than one of the network liaisons.
- LERN president to extend formal invitation to guest presenter candidate for LERN Plenary at NWCU.

### SEPTEMBER

- First Friday of the month is cut-off date for submitting *LERNing* draft to ER.
- LERN liaison participates in National Planning Committee fall meeting for the next NWCU.
- LERN regional coordinators to rally bishops to fill vacant LERN positions and to encourage support from members.
- LERN NPC liaison to submit meeting room and catering requests to hotel. (Orientation for Lutherans, LERN plenary sessions, LERN registration table, any joint plenary(ies) or luncheon(s), LERN Executive Board meetings.)
- LERN NPC liaison to submit LERN schedule, plenary topics, and presenter names to LPC chair for NWCU brochure.
- Design and produce current flyer announcing the student event.

### OCTOBER

- First draft of LERN brochure or information piece with registration form in place.
- Offer assistance to Lutheran(s) on NWCU Local Planning Committee.
- Send *Synod Guideline Materials* for hosting LERN to local bishop, LERN member, and LPC representative
- Send letter from LERN president to schools announcing workshop student event and include flyer.

## NOVEMBER

- First Friday of the month is cut-off date for submitting *LERNing* draft to ER.
- Send out follow-up notification to schools/students regarding student event.
- Board determines if any changes needed to year-end reporting form.
- Draft basic LERN plenary sessions agenda. (Presenters, topics.)
  - Consider invitation to special Lutheran speaker. If agreed, submit invitation.
  - Consider hosting an informal LERN social event.
- Update LERN year-end reporting form.

## DECEMBER

- First week of the month - Receive student event proposal and forward to LERN board representatives for review. (Determine if additional board members to be involved in the review of submittals.)
- Update LERN meeting registration form.
- Distribute year-end reporting form to all LERN members with instructions to complete.

## JANUARY

- First Friday of the month is cut-off date to submit *LERNing* draft to ER.
- Jan 6 Establish electronic registration form on ELCA-ER-LERN website.  
Receive student event submittals and forward to LERN Board representative(s) for review.
- Jan 15 ER mail packet of information including LERN registration form and NWCUC brochure.  
Confirm NWCUC website link to LERN registration form.
- Jan 20 Determine LERN guest presenters' needs and make appropriate arrangements to accommodate.  
Secure signed "permission to record" form if presenter to be audio recorded. Signed forms are to be forwarded the Local Planning Committee chair.

## FEBRUARY

- LERN president and/or network liaisons participate in meeting of denomination ecumenical networks presidents.
- Feb 1 Determine coordinator for LERN registration table in the hotel.  
Secure staffing for LERN registration table at LERN meeting in hotel. (Ideally arrange for local Lutherans to host the table.)  
Arrange signage for LERN registration table.
- Feb 15 ER to remind Conference of Bishops and Liaison Committee of LERN / NWCUC meetings.  
Cut-off date for student event submittals.  
ER to provide LERN Board with list of Lutherans registered to date for LERN gathering.  
LERN regional leaders to contact unregistered LERN reps to encourage registration for meeting.

## MARCH

- First Friday of the month is cut-off date to submit *LERNing* draft to ER.
- Mar 1 LERN President to submit proposal detailed LERN plenary sessions agendas to Board for review.  
Finalize roles of Board members, including presenter(s) for Lutheran Orientation during NWCUC.  
Send notification to selected student event participant(s), thus, enabling plans for travel to NWCUC.  
Send notification to other student submitters.
- Mar 31 LERN liaison to National Planning Committee to confirm meeting room & catering needs with hotel contact person.

## APRIL - MAY

NWCUC typically held in April or May each year.  
Liaison attends NPC meeting following NWCUC and reports back to LERN Executive Board.