

LERN EXECUTIVE BOARD ANNUAL PLANNING GUIDE

TIMELINE COVERS ONE YEAR IMMEDIATELY PRIOR TO LERN ANNUAL MEETING held during the National Workshop on Christian Unity. (NWCU is typically held in April or May)

- June LERN liaison to participate in the NWCU National Planning Committee meeting.
- July LERN Executive Board to discuss possible joint events to be held with any other networks during NWCU.
LERN and EDEIO presidents to discuss date/time of joint L-E plenary, meal and/or program during coming NWCU and make proposal to Executive Boards.
LERN and EDEIO presidents to discuss joint Executive Board meeting and/or meal and make proposal to Executive Boards.
Network liaisons develop essay contest. Determine the moderator for the NWCU essay panel session. Determine scripture on which essay contest will be based. (Scripture 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 at coming NWCU.
LERN Executive Board to assign contact person(s) for presenter candidate(s).
- Aug Determine needs for hotel meeting rooms and caterer when LERN meets during NWCU.
Consider LARC luncheon/program responsibilities.
Determine roll in Eucharist worship service typically held on Tuesday evening during NWCU.
Name LERN contact person with planning committee for Tuesday evening Eucharist worship.
Name Essay Contest coordinator for LERN, if other than LERN president.
LERN president to extend formal invitation to guest presenter candidate for LERN Plenary at NWCU.
- Sept First Friday of month cut-off date for submitting *LERNing* draft to ER.
LERN liaison to participate in the National Planning Committee meeting of the NWCU.
LERN Regional Leaders to rally bishops to fill vacant LERN rep positions and to encourage rep support.
LERN NPC liaison to submit meeting room and catering requests to hotel.
(Including Orientation for Lutherans, LERN plenary sessions, LERN registration table, Lutheran-Episcopal plenary, LERN Executive Board meetings, LARC, Tuesday Eucharist)
LERN NPC liaison to submit LERN schedule, plenary topics and presenter names to LPC chair for NWCU brochure.
Design and produce current flyer announcing Essay Contest.
- Oct First draft of LERN brochure or information piece with LERN registration form in place.
Offer assistance to Lutheran on NWCU Local Planning Committee.
Send Synod Guideline for hosting LERN to local bishop, LERN rep, and LPC rep.
Send letter from LERN president to schools announcing Essay Contest and include flyer.
- Nov First Friday of month cut-off date for submitting *LERNing* draft to ER.
Send out follow-up notification to schools/students regarding Essay Contest.
Draft basic LERN plenary sessions agenda. (Presenters, topics)
Consider invitation to special Lutheran speaker. If agreed, submit invitation.
Assign presenter(s) for Lutheran Orientation during NWCU.

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- Dec** Receive essays and forward to LERN board for review.
Draft/update LERN meeting registration form.
- Jan** First Friday of the month cut-off date to submit *LERNing* draft to ER.
LERN liaison to EDEIO to participate in EDEIO Executive Board meeting.
- Jan 6 Receive essays and forward to LERN Board for review.
Establish electronic registration form on ELCA-ER-LERN website.
- Jan 15 ER mail packet of information including LERN registration form and NWCU brochure.
Confirm NWCU 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 is to be audio recorded.
Send signed form to Local Planning Committee Chair.
- Feb** 1 Secure staffing for LERN registration table at LERN meeting in hotel.
Arrange signage for LERN registration table. (*ER to have made and bring same sign each year?*)
- Feb 14 Cut-off date for students to send in essays.
- Feb 15 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 LERN meeting.
- Feb 21-28 LERN Board members to review and prioritize essays.
- Feb 28 Turn in results to Essay Contest coordinator.
- Mar** 1 LERN President to submit proposal detailed LERN plenary sessions agendas to LERN Board for review.
Send notification to essay contest winner, thus, enabling plans for travel to Phoenix.
Send notification of winner to all participants, LERN board, etc.
Notify LERN plenary session presenters of time allotted, room location and details.
- Mar 5 ER to remind Conference of Bishops and Liaison Committee of LERN / NWCU meetings.
First Friday of the month cut-off date to submit *LERNing* draft to ER.
- Mar 31 LERN liaison to National Planning Committee to confirm meeting room and catering needs with hotel contact person.
- April** - NWCU typically held in April or May each year.
Liaison attends NPC meeting following NWCU and reports back to LERN Executive Board.
- May**

LERN Timeline edited 4-16-09

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