

## **2013 JOINT ASSEMBLY *Together for the love of the world***

**Welcome Delegates, Partners, Guests and Visitors!** General Synod 2013 will take place as part of the 2013 Joint Assembly with the Evangelical Lutheran Church of Canada (ELCIC). The Joint Assembly will be held at the Ottawa Convention Centre (OCC), Ottawa, Ontario from July 3-7. The OCC is located in downtown Ottawa and is within 5-12 minutes walking distance from our assembly hotels, and within 12-30 minutes walking distance from our university accommodations. A map of downtown Ottawa is included on page 10 in this section of the *Convening Circular*.

The OCC overlooks the Rideau Canal UNESCO World Heritage Site and is steps away from major Ottawa attractions. The new Convention Centre features an environmentally friendly design which sets new standards for sustainable practices and serves guests with advanced technology. Named as *Canada's Meeting Place*, the OCC is a short drive from the Ottawa Airport. For more information on the OCC see their website at <http://ottawaconventioncentre.com>. Please see pages 11 – 14 for the floor plans of the OCC.

**No Smoking:** In accordance with City By-law and as required by LEED building standards, all indoor and outdoor spaces within a 9 m (30') perimeter of the convention centre are **NON-SMOKING**. (*Operational Guide Manual, Ottawa Convention Centre*)

### **WEBSITE**

Information as it is available will be posted to the 2013 Joint Assembly website : <http://jointassembly.ca>

### **ASSEMBLY AGENDA**

Some plenary sessions during the Assembly will be held jointly with the Lutherans while others will be held separately to accommodate each church's business. All joint sessions will take place in Canada Hall 2 & 3 on level 3. The separate General Synod business sessions will take place in Canada Hall 3 on level 3.

A detailed daily Joint Assembly agenda is included in the Joint Assembly section of the *Convening Circular*. An outline of the General Synod agenda is included in the Information section. The Program-At-A-Glance schedule of daily Assembly events in this section, provides a quick reference for all Assembly activities.

### **ORIENTATION SESSIONS**

An optional one-hour general orientation session will be offered to all attendees at 10:00 a.m. and again at 11:00 a.m. on Wednesday, July 3 in Room 201. This session will familiarize you with the Ottawa Convention Centre, the agenda and schedule for our meetings, the use of wireless keypads ("clickers") and other assembly information to make your time at the meetings productive.

### **TABLE SEATING**

There will be two seating plans. In the spirit of full communion, the seating plan for the joint sessions will mix Anglicans and Lutherans together at each table. A second plan will be for the separate ELCIC or ACC business sessions. Your table number for each seating plan will be indicated on the back of your name tag. Seating charts will also be displayed in the level 3 foyer. You can check the Program-at-a Glance to determine which sessions are joint and which sessions are separate. Ushers will be available to assist you.

## **REGISTRATION**

Please plan to arrive for on-site registration on the level 2 foyer of the OCC prior to the start of the Assembly. Registration begins on Tuesday, July 2 from 3:00 p.m. to 9:00 p.m. and continues from 8:00 a.m. to 5:00 p.m. on Wednesday, July 3. The registration desk will then be relocated to level 3 and will be open on Thursday, July 4 and Friday, July 5 from 8:00 a.m. to 5:00 p.m. and on Saturday, July 6 from 8:00 a.m. to 2:00 p.m.

## **INFORMATION DESK**

An information desk will be open on the level 2 foyer Tuesday, July 2 from 3:00 p.m. to 9:00 p.m. and Wednesday, July 3 from 8:00 a.m. to 9:00 p.m. It will then be relocated to level 3 and will be open 8:00 a.m. to 9:00 pm Thursday, July 4 and Friday, July 5; 9:00 a.m. to 5:00 p.m. Saturday, July 6 and 8:00 a.m. to 2:00 p.m. on Sunday, July 7.

The information desk will serve as an Assembly “help” desk, providing information to delegates and visitors and answering any assembly-related inquiries.

## **WIRELESS KEYPADS**

A wireless hand-held keypad will be issued to you upon registration. These devices will be used to tabulate election results, to vote on resolutions and also for interaction with presenters. The process is simple; responses are anonymous and real-time feedback is provided. The keypad device which will be attached to your name tag lanyard will be required for all sessions. An orientation to keypad use will be provided during the orientation sessions and also at the first joint session. At the end of the Assembly, you must return the keypad to the information desk.

## **NAME TAGS**

Your registration materials will include your name tag, lanyard and keypad. Please wear the name tag at all times (sessions, events and meals) during the Assembly. Lanyard colours issued will be as follows:

ELCIC delegates – yellow  
Visitors/Observers – white  
Displayers – light blue  
Media – orange

ACC delegates – red  
Guests/Partners/NCC/Staff – royal blue  
Volunteers – green

## **WI-FI INTERNET ACCESS**

Those who have pre-ordered WiFi at the reduced rate of \$30 for the event, will receive information and instructions in their registration material. This rate allows purchasers to use the WiFi in the convention Centre on a single device.

## **LAPTOP CHARGING STATIONS**

As there will be no electrical power at the tables in the plenary hall, two laptop charging stations will be available for your use. You will also find a very helpful article on battery conservation later in this section of the Convening Circular.

## MEALS

The delegates' meal plan includes seven meals and the Joint Assembly Banquet. Lunches and dinners will be served in Canada Hall 1 on level 3 of the OCC. Meals are scheduled during the assembly as follows:

<b>Lunch</b>	Noon – 1:30 p.m.	Wednesday to Saturday
<b>Dinner</b>	5:30 – 7:00 p.m.	Wednesday to Friday
<b>Banquet</b>	6:00 – 10:00 p.m.	Saturday

Coffee will be available on the level 3 foyer in the morning from 10:00 a.m. to 11:00 a.m. (Thursday and Friday) and in the afternoon from 3:00 p.m. to 4:00 p.m. (Wednesday to Saturday). Breakfasts are "on your own."

Visitors/Observers who purchased the meal package will have lunch and dinner tickets included in their registration package. The visitor meal package includes seven meals. It does not include the banquet.

The Joint Assembly banquet, sponsored by FaithLife Financial, will be held in the Trillium Ballroom on level 4 of the OCC. Delegates who indicated when registering that they planned to attend the banquet will receive a banquet ticket in their registration package.

Due to the limited space for banquet seating, a waiting list was established for banquet tickets (\$75 each). Those on the waiting list will be contacted by mid-June regarding banquet ticket availability.

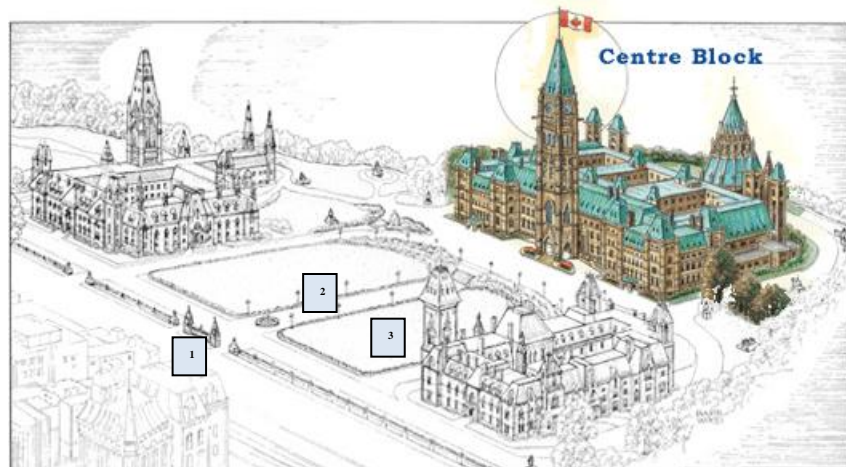
## SPECIAL EVENTS

### ***Event on Parliament Hill***

On Saturday morning July 6, the Joint Assembly will gather on Parliament Hill to bear witness that we are "*Together for the love of the world*". Gathered in our nation's Capital, we will lift up our country in prayer, and offer public witness to God's desire for peace, justice and renewal for all. We will simultaneously be gathered in small, intimate circles and as one large cluster of God's people. Local Ottawa area youth will be the group leaders, guides and primary voices for this experience. The theme of God's life-giving gift of water will permeate the gathering. Come, let us pray together: "Lord, show us the way."

Parliament Hill is located at 1 Wellington Street in downtown Ottawa. Delegates, partners, guests and visitors are asked to make their own way to the front gate of Parliament Hill. Please arrive at the front gate by 8:30 a.m. and you will be directed to our gathering place. The program will start at 9:00 a.m. Transportation to and from the convention centre will be available for those who indicated their mobility concerns on their registration form. The Changing of the Guard Ceremony takes place at 10:00 a.m. and admission is free. Plan to return to the OCC at noon for lunch.

**Note:** The first meeting of the 2013-2016 Council of General Synod (COGS) will take place from 10:30 – 12:00 noon at the Ottawa Convention Centre, Room 107. All newly-elected Council members will be required to attend.



### Legend

1. Front Gate – the main entrance to Parliament Hill is located on Wellington Street, just west of Metcalfe Street. Standing at the main gate and facing directly north, you will see the Centennial Flame in the foreground and the Peace Tower in the background.
2. The Joint Assembly event will take place on the main walkway between the Centennial Flame and the steps leading up to the Centre Block.
3. The Changing of the Guard Ceremony takes place on the lawn of Parliament Hill.

### ***Joint Assembly Banquet, Sponsored by FaithLife Financial***

The Joint Assembly banquet will be served in the sparkling setting of the Ottawa Convention Centre Trillium Ballroom, with floor to ceiling windows overlooking the beautiful Rideau Canal and Parliament Hill. The MC for the evening will be CBC Radio personality Rob Clipperton. The evening will feature fine musicians, a delicious meal, and lots of good conversation. Attendees will be treated to the talents of a local string quartet, enjoy a splash of Ottawa Valley music, and a surprise finale! Come to dine, come for the conversation, but don't expect any long-winded speeches. This will be a compelling evening not to be missed!

The Joint Assembly Banquet will take place on Saturday, July 6<sup>th</sup> beginning at 6:00 p.m. with a reception in the Rideau Canal Atrium on level 2 of the OCC. Tickets are required. The reception will be cash bar and live background jazz music will accompany the conversation. A local bagpiper will ensure that attendees move from level 2 to level 4 in time for dinner.

Dinner will follow in the Trillium Ballroom on level 4 of the OCC starting at 7:00 p.m. The banquet program will begin at about 9:00 p.m. and entertainment will be provided by Ottawa Valley singer Gail Gavan and musicians. The banquet is scheduled to conclude at 10:00 p.m.

### **WORSHIP**

Worship at Joint Assembly captures the mandate from the Primate Archbishop Fred Hiltz and National Bishop Susan Johnson to honour the worship books of each church while focussing on being creative on including new and innovative ideas. "For the love of the world" and exploration of our baptismal calling to fulfill the Assembly's theme, guides our worship life.

### ***Opening and Closing Worship***

The opening and closing worship sessions will take place in Canada Hall 2 & 3 on level 3 of the OCC.

The Opening Eucharist, 1:30 p.m., Wednesday, July 3<sup>rd</sup>, will draw us together as a “joint assembly” and with Canadian iconography establish us as church gathered in that place. Music, multimedia and movement will draw us together from all corners of our nation, while we engage in the ancient rites of Eucharist and baptism which we hold in common.

The Closing Eucharist, 10:30 am, Sunday, July 7 will celebrate our community in Christ, for “the love of the world.” Having come together, we now prepare to move out into the world. We work and worship together, and our worship will inform our work. The presiders and preachers for the opening and closings Eucharists will be the Primate Archbishop Fred Hiltz and National Bishop Susan Johnson. The closing Eucharist is open to all local congregations.

We ask delegates and attendees to refrain from the practice of intinction when receiving the bread and wine at the Eucharist at Joint Assembly. If you do not wish to drink from the common cup, please know that receiving in one kind is considered to be complete communion.

### ***Daily Worship***

At the close of the morning session (or on Saturday, upon return from Parliament Hill), delegates are invited to move to the chapel space located on level 2 in room 201 for a 40 minute noon Eucharist (and go to lunch after). Daily Eucharists will be in juxtaposition to the new and innovative Opening and Closing Eucharists by the exclusive use of each church’s traditional worship books and classic forms, such as Taizé.

At the close of the day (Wednesday through to Friday), Night Prayers offers 15 minutes of reflective prayer as delegates leave the convention centre. Night Prayers will be held in the level 2 foyer.

Morning devotions, with Bible Study, will begin the day on Thursday and Friday. The simple Morning Prayer and the opportunity for table groups to discuss poignant questions will centre the day. Prayers will also begin the afternoon sessions. The Presiding Bishops of the American churches (ELCA and TEC) will be leading one of the morning devotions and Bible studies.

### ***Music for Worship***

The Worship Committee has appointed Timothy Piper as Music Director to co-ordinate music, musicians, and choir. If you are a musician who can make your skills available and would like to participate, please contact Timothy at [localarrangements@gmail.com](mailto:localarrangements@gmail.com).

As the late first century bishop St. Irenaeus advises “Therefore in your concord and harmonious love, Jesus Christ is sung...Become a choir, that being harmonious in love, and taking up the song of God in unison, you may with one voice sing to the Father through Jesus Christ, so that He may both hear you, and perceive by your works that you are indeed the members of His Son.”

## Joint Assembly Prayer

Faithful God,  
You loved the world so much  
that you gave your only Son to be our Saviour.  
We give you thanks  
for the Communion we share in the Gospel.

Together for the love of the World,  
we gather from every corner of this land.

Bless and empower us through your Holy Spirit  
that with joy and steadfastness,  
we may proclaim by word and deed,  
the reign of your love and peace for all people.

As you, O God, are holy, make us holy,  
Through the grace of your Son, our Lord Jesus  
Christ. Amen.

Dieu, toi qui es toujours fidèle,  
Tu as tellement aimé le monde que tu as donné  
ton Fils unique pour le sauver.  
Nous te remercions pour la Communion que nous  
partageons dans l'Évangile.

Nous sommes réunis tous ensemble, de tous les  
coins de ce pays, afin que le monde s'aime  
davantage.

Bénis-nous et rends-nous forts par ton Saint-Esprit,  
afin qu'avec joie et fidélité, nous proclamions tant  
par nos paroles que par nos actions, ton règne  
d'amour et de paix pour tout ton peuple.

Dieu, Toi qui es saint, rends-nous saints,  
par ton Fils, Jésus Christ, notre Seigneur. Amen.

## ASSEMBLY OFFERINGS

Assembly offerings will be accepted at both the Wednesday afternoon opening worship service and at the Sunday morning closing worship service. The recipients of the 2013 offerings will be Canadian Lutheran World Relief and the Primate's World Relief and Development Fund. Offering envelopes will be provided with your registration package. Please bring your offering envelopes to the worship services. If you are unable to attend the services, please leave your envelopes at the registration or information desk.

## YOUTH DELEGATES

Youth Delegates will meet one day prior to the beginning of the Joint Assembly to get acquainted with other Anglican and Lutheran youth delegates, share fellowship, gain a deeper understanding of full communion, find out more about the youth-led public witness event on Parliament Hill, learn about Assembly procedures and explore scripture with their peers.

The meeting time for this youth pre-gathering is July 2<sup>nd</sup> from 3:00–9:00 p.m. (including supper) and from 9:00–11:00 a.m. on July 3<sup>rd</sup>. The gathering will be held in the OCC, Room 211. Youth delegates are invited to make their travel arrangements so that they arrive in Ottawa by early afternoon on Tuesday, July 2. Local transportation will be provided from the airport, train or bus station in Ottawa.

All Youth delegates who are planning to attend the event are asked to email the Pre-gathering coordinator, Laura Walton to received further information directly. Information, including location, will also be available on the youth pre-gathering facebook page:

<https://www.facebook.com/events/153158764857401/?context=create#> or by searching facebook 'events' for **Youth Pre-Gathering for the Anglican/Lutheran Joint Assembly**

For further information or questions, please contact the youth pre-gathering coordinator (Anglican): Ms. Laura Walton, Anglican Youth Initiatives staff member email: [lwalton@national.anglican.ca](mailto:lwalton@national.anglican.ca) or [laurawalton@rogers.com](mailto:laurawalton@rogers.com) or call 705-445-0695.

## **VISITORS/OBSERVERS**

All visitors/observers are required to register for Joint Assembly. Registration can be completed online at <http://jointassembly.ca/delegates/acc/registration/olr> or registration can be completed on site at the OCC.

## **DISPLAYS**

Please support our displayers by taking time during the Assembly to visit the displays located on the level 3 foyer directly outside the plenary hall. A complete listing of the displayers and their booth location will be provided in the Display & Sponsor Directory Guide found in your delegate bag which you will receive upon registration.

## **SPONSORS**

We wish to extend a very warm “thank you” to the Joint Assembly Visionary Sponsor, Ecclesiastical Insurance Co., Banquet Sponsor FaithLife Financial and to our supporting sponsors. Their gracious support and contribution to the 2013 Joint Assembly events are a blessing. These sponsors are acknowledged below and also in the Display & Sponsor Directory Guide provided in your delegate bag upon registration.

Visionary Sponsor	Ecclesiastical Insurance Co.
Advocate Sponsor – Banquet	FaithLife Financial
Supporter Sponsors	Canadian Lutheran World Relief Cassels Brock Lawyers Ernst & Young Huron University College TD Waterhouse Private Investment Counsel Thomas Gold Pettingill Lawyers UNIGLOBE Enterprise Travel Ltd.

We also acknowledge with thanks a Conference Assistance Grant from the Convention Development Fund administered by Ottawa Tourism.

## **PRIVACY PERMISSION**

We are committed to protecting the privacy of your personal information. The information gathered on the online registration form will be used solely to support your involvement with the General Synod of the Anglican Church of Canada and will not be shared with any third party.

## **MEDIA**

For information and tips on dealing with the secular news media, please refer to the *You and the Media, Tips for members of the Joint Assembly 2013*, on page 18 of this section of the Convening Circular.

## **VOLUNTEERS**

The 2013 Joint Assembly, *Together for the love of the world*, would not be possible without the enthusiasm and commitment of the Joint Local Arrangements Committee, the Joint Worship Planning Committee, and the assistance of many dedicated volunteers. The Evangelical Lutheran Church in Canada and the Anglican Church of Canada, express heartfelt appreciation to everyone who contributed to the success of the Joint Assembly, the Fourteenth Biennial Convention and the 40<sup>th</sup> Session of General Synod. We couldn't have done it without you!

## **TRAVEL REMINDER**

UNIGLOBE Enterprise Travel or the airlines will contact you in the event of any unexpected travel schedule changes. However, it is primarily your responsibility as a traveller to check with the airlines for possible travel updates. Please verify your flight departure time within two weeks before travelling, and at least 72 hours prior to your departure date. **After June 1<sup>st</sup>**, any changes to your travel plans to Ottawa are to be forwarded by email to the Joint Local Arrangements Committee at [localarrangements@gmail.com](mailto:localarrangements@gmail.com).

## **OTTAWA LOCAL GROUND TRANSPORTATION**

Local ground transportation for arrivals and departures is being coordinated by the Joint Local Arrangements Committee. ***The local transportation schedule will be posted on the Joint Assembly website two weeks prior to the start of the Assembly during the week of June 17<sup>th</sup>.***

### ***Arrivals***

For most delegates and partners, transportation from the Ottawa Macdonald-Cartier International Airport, the Ottawa Train Station or the Ottawa Bus Terminal will be provided on Tuesday July 2 and Wednesday July 3, for those who indicated on their registration form that pick up is required.

Transportation will be provided to the six Assembly hotels and the two Assembly university residences only. Delegates staying at alternate locations will be responsible for their own local transportation. Those arriving prior to July 2 or departing after July 7 are responsible for their arrangements and expense.

When you arrive at the airport, station or bus terminal, you will be met by Joint Local Arrangements Committee volunteers. Hand held signs will identify those volunteers. For those arriving at the airport, you will find a volunteer in the arrivals area near the baggage carousels.

If your flight/train/bus is delayed, please note that the volunteers will be monitoring arrival times and will be expecting you.

If you are driving from out of town (either from east or west), exit Highway 417 at Nicholas Street. Follow Nicholas Street north for 3.5 km, then turn left onto Daly Avenue. The Ottawa Convention Centre is located at the corner of Daly and Colonel By Drive.



## **Departures**

Transportation will be provided from the Ottawa Convention Centre, and Joint Assembly hotels/residences, to the airport, train station and bus terminal following the Closing Eucharist until 5:00 p.m. on Sunday, July 7. Delegates departing outside this time frame will be responsible for their own local transportation arrangements.

***Please drop by the Local Arrangements Information Desk before 9:00 p.m. on Friday, July 5<sup>th</sup> to register your departure point and confirm your flight/train/bus departure time.*** If you check out of your hotel before coming to the Convention Centre on the Sunday morning, we will help store your luggage in a secure area at the OCC.

## **Change in Travel Plans**

If your travel plans to or from Ottawa change after June 1st, please email the Joint Local Arrangements Committee at [localarrangements@gmail.com](mailto:localarrangements@gmail.com).

## **Last Minute Travel Changes - Help! I need to contact someone!**

If your plane/train/bus is re-scheduled at the last minute; if you are driving and get lost; if you have other questions related to transportation, please call 613-858-3733 (613-858-FRED). This number will reach Fred Michel (Chair of the Transportation Committee), who will be able to assist you.

## **ASSEMBLY LOCAL TRANSPORTATION**

The bulk of Joint Assembly activities will take place at the Ottawa Convention Centre. The Centre is within walking distance of most hotels, Parliament Hill and numerous landmarks and attractions. The Centre is directly linked to the Westin Ottawa Hotel and the 180-store Rideau Centre shopping complex.

There will be no local daily transportation to and from the Ottawa Convention Centre and hotels or universities during the Assembly. **Please note:** For those delegates only who indicated mobility concerns on their registration forms, a limited schedule to and from the Assembly hotels will be provided. There will be no daily service to universities.

## **PARKING**

Parking costs are not covered or reimbursed by General Synod. Two parking garages located near the Ottawa Convention Centre are as follows:

\$20.00 per day*	Ottawa Convention Centre parking (a 2-storey underground facility providing 737 spaces; two entrances - on Daly Avenue and on Nicholas Street South)
\$20.00 per day*	Rideau Centre parking which is directly behind OCC (entrances are on Nicholas Street, on Daly Avenue, and on Colonel By Drive)

\* Rates are subject to change. Call Citipark at (613) 234-6526 or for more details go to: <http://www.rideaucentre.com/en/centreinfo/Pages/PARKINGGETTINGHERE.aspx>.

# MAP OF DOWNTOWN OTTAWA



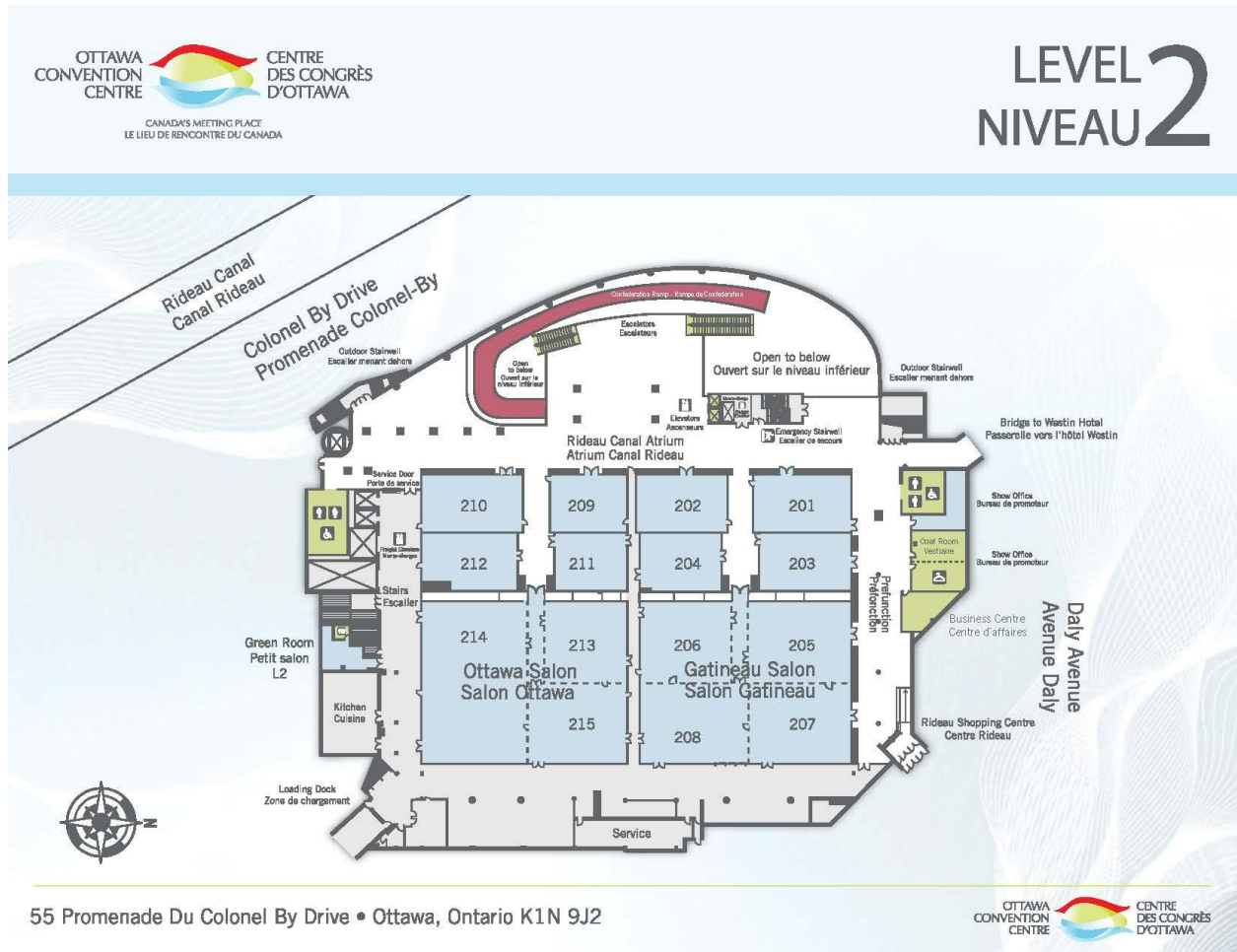
## OCC FLOOR PLAN – LEVEL 1



### Locations

- 101 – ELCIC Reference and Counsel
- 103, 104, 105, 106 – ACC Provincial Caucuses (Thursday only)
- 107 – ACC Nominations Committee

## OCC FLOOR PLAN – LEVEL 2



55 Promenade Du Colonel By Drive • Ottawa, Ontario K1N 9J2



### Locations

#### Foyer – Rideau Canal Atrium

- Registration Desk & Information Desk (Tuesday & Wednesday)
- Night Prayer
- Saturday Reception

201 – Prayer Chapel, Daily Eucharist & Wednesday Orientation Sessions

202 – Communications & Media

203 – ACIP Lounge

209 – Assembly Office

210 – ELCIC Committees

211 – Youth

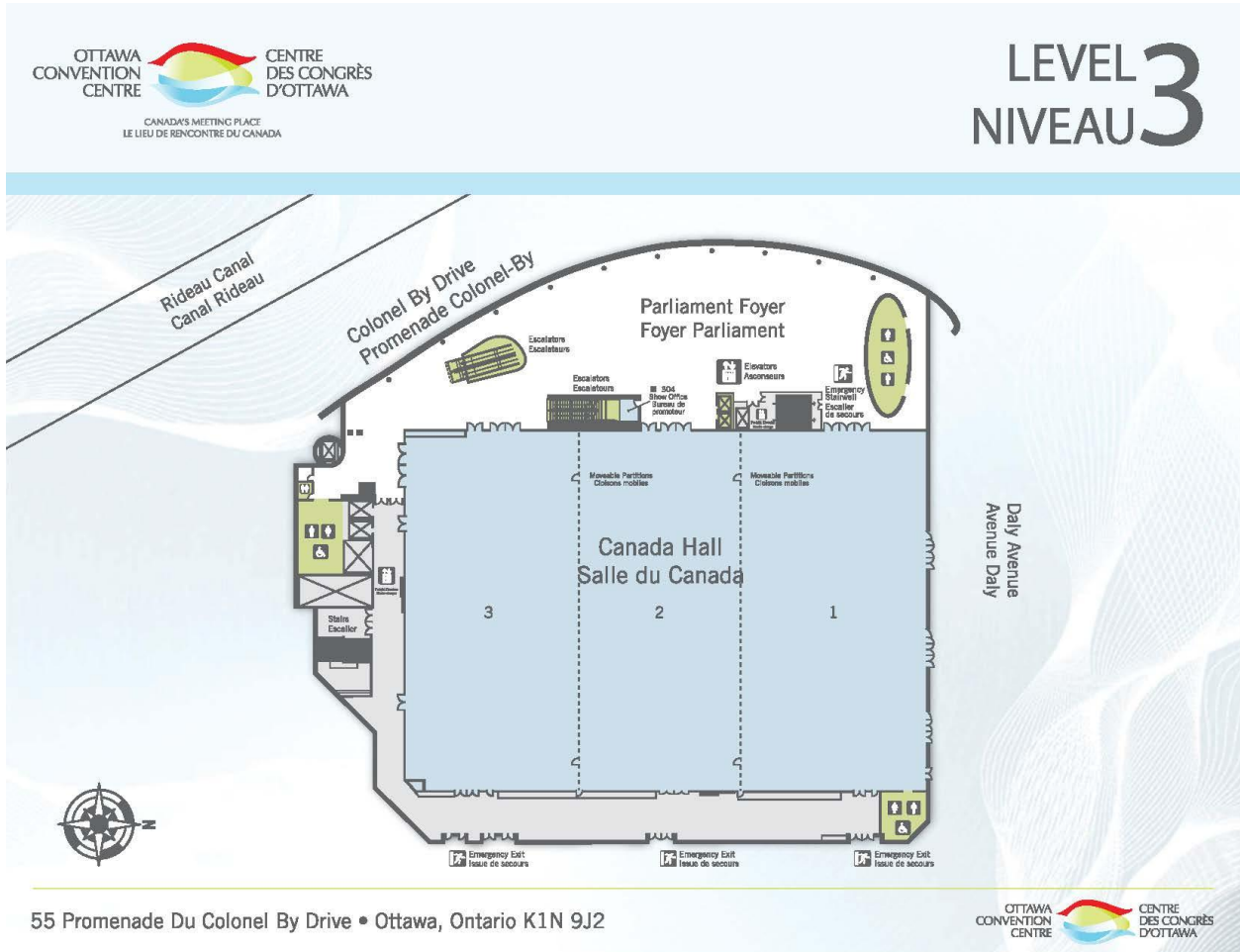
212 – ACC Committees

Green Room – Joint Worship Committee

2B – Volunteer Lounge

2C – Anglican Video Storage

## OCC FLOOR PLAN – LEVEL 3



### Locations

#### Foyer – Parliament Foyer

- Displays
- Coffee
- Registration Desk (Thursday to Saturday)
- Information Desk (Thursday to Sunday)

#### Canada Hall 1 – Dining Hall

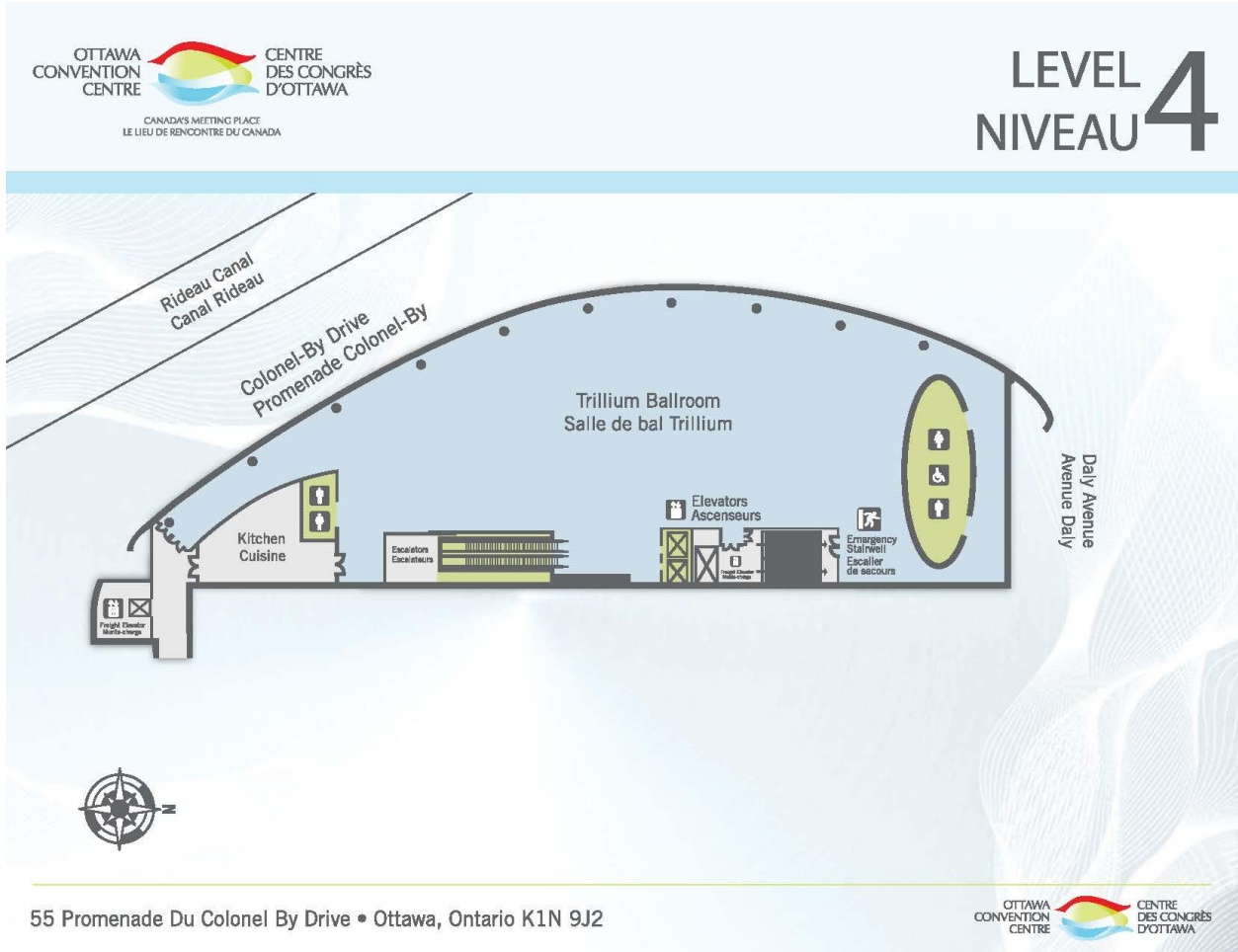
#### Canada Hall 2 & 3 – Joint Sessions

#### Canada Hall 2 – ELCIC National Convention Sessions

#### Canada Hall 3 – ACC General Synod Sessions

#### 304 – ACC Pensions

## OCC FLOOR PLAN – LEVEL 4



### Locations

Trillium Ballroom – Saturday Banquet

# AGENDA-AT-A-GLANCE

2013 JOINT ASSEMBLY  
ELCIC NATIONAL CONVENTION & ACC GENERAL SYNOC  
OTTAWA, ONTARIO  
PROGRAM AT A GLANCE

Updated: May 6, 2013

Date Time	Tuesday July 2	Date Time	Wednesday July 3	Date Time	Thursday July 4	Date Time	Friday July 5	Date Time	Saturday July 6	Date Time	Sunday July 7							
6:30	Set Up Day  Delegates Travel to Ottawa and Transportation Pickups  Committee or Other Meetings as required	6:30	Delegates Travel to Ottawa & Transportation Pickups Continue	6:30	Breakfast - on your own	6:30	Breakfast - on your own	6:30	Breakfast - on your own	6:30	Breakfast - on your own							
		8:30	Committee or Other Meetings as required	8:30	Meet Together	8:30	Meet Together	8:30	Meet Together - Parliament Hill	9:00	Closing Session							
		10:00	Orientation Session	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	10:30	Closing Worship & Eucharist						
		11:00	Orientation Session								12:00		Lunch	12:00	Lunch Daily Eucharist	12:00	Lunch Daily Eucharist ELCIC School Mtgs.	12:00
		12:00	Lunch	12:00	Lunch Daily Eucharist	12:00	Lunch Daily Eucharist	12:00	Lunch Daily Eucharist ELCIC School Mtgs.	1:00	Delegates Travel Home and Transportation Pickups  <b>Session &amp; Event Locations</b> Joint Sessions - Canada Hall 2 & 3 ELCIC Sessions - Canada Hall 2 ACC Sessions - Canada Hall 3 Meals - Canada Hall 1 Registration & Info Desks - Level 2 or 3 Foyers Orientation Sessions - Room 201 Chapel Prayer - Room 201 Daily Eucharist - Room 201 Displays - Level 3 Foyer Coffee - Level 3 Foyer Night Prayer - Level 2 Foyer Banquet Reception - Level 2 Foyer Banquet - Trillium Ballroom Level 4							
		1:30	Opening Worship & Eucharist	1:30	Meet Separately	1:30	Meet Separately	1:30	Meet Separately	1:30								
		3:00	Registration & Information Desk Open	Community Building	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open	Registration & Information Desk Open		Registration & Information Desk Open						
		5:30		Dinner									5:30	Dinner	5:30	Dinner	5:30	Reception
		7:00		Meet Together - Keynote Address									7:00	Meet Separately	7:00	Meet Separately	7:00	Banquet
		9:00		Night Prayer									9:00	Night Prayer	9:00	Night Prayer	9:00	Night Prayer
	9:30	Adjournment		9:30									Adjournment	9:30	Adjournment	10:00	Adjournment	

## TRAVEL EXPENSE REIMBURSEMENT POLICY

Travel expenses as defined below apply to delegates and invited partners of General Synod (“*qualified persons*”). General Synod is not responsible for travel expenses of other persons accompanying a qualified person.

1. All air and train travel must be booked through UNIGLOBE ENTERPRISE TRAVEL. Travel booked with UNIGLOBE will be paid directly by General Synod and should not be included on the Travel Expense Form. Travel by bus may be booked independently subject to the restrictions below.

*There are some restrictions on train and bus travel.* General Synod will pay the lesser of train or bus fare or economy air fare. Should train fare be higher than economy air fare, delegates will be advised of the difference in cost by UNIGLOBE and, should they choose to travel by train, will be invoiced by General Synod for the difference. Should bus fare be higher than economy air fare, delegates choosing to travel by bus will be reimbursed only the equivalent of economy air fare.

*Qualified persons, who are driving, see Sections 2, 3, and 4 below.*

2. Qualified persons within a reasonable driving distance, who drive to Ottawa for the Joint Assembly, will be reimbursed a mileage allowance at the rate of 40¢ per km. The mileage allowance is paid only to the driver; meals en route are paid for the driver and passengers who are qualified persons. (also see Section 3). Carpooling is encouraged.

Other qualified persons, who prefer to drive, will receive the lesser of economy airfare (as determined by UNIGLOBE) or the mileage rate of 40¢ per km.

Parking fees will **not** be reimbursed by the General Synod.

3. The General Synod will pay travel expenses for one return trip to Ottawa. It will not pay travel expenses for clergy or others traveling to their parishes or homes during the Joint Assembly.
4. Amounts indicated for meals are suggested maximums and **apply only** when extended travel time, or the timing of connecting flights necessitates.
5. Travel health insurance is not reimbursed by General Synod; however, it is recommended that you review your province’s policies regarding out of province medical coverage.
6. **Receipts must be provided for ALL expenses other than mileage allowance.**



# Travel Expense Form

For use by General Synod Members and  
Authorized Persons Only

2013 JOINT ASSEMBLY July 3-7, 2013  
www.jointassembly.ca



**Please read the Travel Expense Policy before completing this form. Some limitations apply.**

I certify that I am a member or an authorized partner/guest of General Synod entitled to reimbursement, and that I have incurred the following travel expenses:

**My expenses to attend the above meeting are:**

	Total Cost	Finance Use Only	
		Federal Rebate	Provincial Rebate
By car _____ km @ 40¢/km [Sections 2,3,4]	\$		
Bus/Airport Taxi, etc	\$		
Meals en route (up to \$35 per day)	\$		
Hotel (Economy)	\$		
Other	\$		
<b>Total Expenses</b>	\$		

**DONATION:** If you wish to make a donation to the **General Synod** for any or all of your expenses, please attach a personal cheque for the amount of your donation. A donation receipt will be issued for this amount.

Name: \_\_\_\_\_ [please print]

Address: \_\_\_\_\_

Member of General Synod from the Diocese of: \_\_\_\_\_

Partner or authorized guest. Specify: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make cheque payable to me  - OR - Make cheque payable to the Diocese

Please complete this form, attach the required receipts and deposit it in the designated box, located at the General Synod Information Desk in the Plenary Hall or mail it to: Josie De Lucia, Office of the General Secretary, The Anglican Church of Canada, 80 Hayden Street, Toronto, ON M4Y 3G2. *Thank you.*

Should further information/clarification be required, contact Josie De Lucia, Office of the General Secretary Email: jdelucia@national.anglican.ca or Hanna Goschy, General Synod Treasurer, Email:hgoschy@national.anglican.ca.

*For office use only:*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Cheque. # \_\_\_\_\_

## You and the media

### Tips for members of the Joint Assembly, 2013

The Joint Assembly is a historic gathering of the national governing bodies of the Anglican and Lutheran churches – the Anglican General Synod and Lutheran National Convention -- under the theme *Together for the love of the world*. This will be the most public demonstration yet of our full-communion partnership.

Much of the Assembly will consist of Anglicans and Lutherans meeting together in joint sessions; as well, both the General Synod and the National Convention will meet on their own to deal with matters of concern to the individual churches. It is hoped that the Joint Assembly will adopt a number of resolutions on social issues and the churches also plan to reach out to the secular world through an event on Parliament Hill.

The historic nature of these two churches meeting together as well as some of the issues they will consider, on their own and together, are potentially of interest to secular news media.

This has implications for you as General Synod members. Reporters will be around. Reporters can get in the way. They may want to talk to you and may ask you questions that you are ill-prepared to answer or that you don't *want* to answer.

Reporters have a job to do and most try to do their job as competently and as unobtrusively as possible. Most, but not all. Some reporters come to an event like this Joint Assembly having done their homework and with an idea of who the people are and what is going on. Some, but not all. All reporters work under deadline. That means that when they want something, they want it *now*. Most reporters are courteous enough not to interrupt proceedings and approach people who are otherwise occupied. Most, but not all.

In case you find yourself interacting in some way with a journalist, and since some of you may have little experience dealing with the media, we thought we would provide you with some pointers.

The first thing you should know is that help is available. General Synod Communications (members of General Synod staff who have experience dealing with the news media) have put together a team of people whose principal duties at General Synod will be to handle the media. There will be a newsroom, to which arriving reporters will be directed. Your first option, if approached by the press, could be to direct the reporter(s) to General Synod's media relations professionals.

These people are:

- ***Vianney (Sam) Carriere*, Director of Communications and Information Resources**
- ***Tim Christison*, Communications Coordinator for General Synod**
- ***Sarah Chandler*, assistant to the coordinator and newsroom manager**
- ***Brian Sarjeant*, media relations**
- ***Simon Chambers*, media relations**

If reporters approach you, here are some things for you to keep in mind:

- *You have the right to remain silent. Nothing compels you speak with a reporter. You have the right to (politely) decline to be interviewed or to answer questions.*
- If you chose to talk to a reporter, remember (and tell them) that you are speaking as an individual. Very few people are authorized to speak for the church.
- Your views are yours alone. Those who blog need to be especially sensitive to this.
- If you agree to be interviewed, offer to write down your name and title for reporters. (It's your best bet that they will get it right.)
- Answer the questions that are asked as directly and as concisely as possible. Reporters will love you for this. Ramble and you will see their eyes glaze over.
- Remember that "I don't know" or "I don't care to answer that" is a perfectly acceptable answer.
- If you are interviewed by radio or television, remember that you are not responsible for filling in silences. It's an old trick that reporters use: at the end of an answer, just keep staring at the subject and he/she will succumb to the temptation to please by volunteering more and more ... **Don't.**
- If you don't like the way an interview is going, you have the right to end it.
- **DO NOT** give a reporter a long interview and announce afterwards that it is off the record. If you say you are off the record after the fact, reporters will not honor that.
- Don't violate confidences. Table Group or private conversations are private.
- Remember that all of your interview will likely not be used. Reporters will be looking for highlights of what you said. They may not provide context or they may provide a little bit of context. They may provide the wrong context. Don't be inflammatory.
- Speak for yourself. (1) **Don't** let a reporter put words in your mouth. Be especially careful of a question that starts with something like "So what you are saying..." If you agree to that, you may find yourself quoted as having said a lot more than "yes."
- Speak for yourself. (2) Don't quote other people for attribution. "Well, my Bishop has told us that..." is asking for big trouble.
- Speak for yourself. (3) If you are asked about controversial topics, you will be most effective if you state your views in a positive way rather than speak negatively about the views of others. Don't worry about refuting "them." Let "them" speak for themselves.
- Remember you don't get to vet the content of an interview after it is over. Asking to see or hear material in which you are quoted before it is used will get you nowhere.

- Most reporters are nice people. But they have nothing invested in the story or in you as an individual. They are out to have you say things that are interesting, enlightening, controversial, or downright outrageous. You play into their hands at your peril.

Being interviewed can be fun. It is flattering to be asked for your views. So relax, and have fun, but be careful. And if you get into trouble, remember that help is available.

Sam Carriere  
Communications Director,  
General Synod.



General Synod - Communications & Information Resources

The Anglican Church of Canada

## OPTIMIZE YOUR COMPUTER'S POWER SETTINGS

(How to extend your maximize your battery life)

The display and hard disk on your mobile PC are the two biggest consumers of battery power. By choosing a power plan (called a *power scheme* in Windows XP) you can extend your battery life by automatically lowering screen brightness and reducing other power-hungry functions. A power plan is a collection of hardware and system settings that control how your mobile PC manages power.

### Windows 7

Windows 7 has two default power plans:

- **Balanced.** Automatically balances performance with energy consumption on capable hardware.
- **Power saver.** Saves energy by reducing your computer's performance where possible.

### Change your power plan

1. On the Windows taskbar, in the notification area, click the battery meter icon.




2. Select either the **Balanced** or **Power saver** power plan.

### Windows XP

Windows XP includes two power schemes that were created specifically for laptops and other mobile PCs.

- **The Portable/Laptop power scheme.** Minimizes the use of power to conserve your battery but adjusts to your processing needs so that the system speed is not sacrificed.
- **The Max Battery power scheme.** Minimizes power use but does not adjust as your processing demands change. You should use Max Battery only in situations that require minimal processing, such as reading documents and taking notes in a meeting.

### Use a power scheme designed to maximize battery life:

1. Click **Start**  button, and then click **Control Panel**.
2. In Control Panel, verify that you're in Category view, and then click **Performance and Maintenance**.
3. In the Performance and Maintenance window, click **Power Options**.
4. On the **Power Schemes** tab of the **Power Options Properties** dialog box, click the arrow under **Power schemes**, and then click **Max Battery**.
5. Click **OK**.

You can also create a custom power scheme to suit your specific needs. You can create as many custom power schemes as you want.

---

## Take advantage of low-power states

The different versions of Windows provide the following battery-saving states:



- **Windows 7.** Sleep and hibernation (which is like deep sleep)
- **Windows Vista.** Sleep and hybrid sleep (which is a combination of sleep and hibernation)
- **Windows XP.** Standby (which is like sleep) and hibernation (which is like deep sleep)

### Sleep (Standby)


In a sleep state (standby), your display and hard disk turn off, and all open programs and files are saved in random access memory (RAM)—your computer's temporary memory—rather than to the hard disk. Information stored in RAM is cleared when the computer turns off, so it's a good idea to save your work before placing your system in sleep or standby mode. Otherwise you may lose data if you lose power or swap batteries or if your system crashes.

Sleep (standby) is particularly useful when you're using your mobile PC intermittently during the day. For example, when driving between clients' offices, put your computer to sleep or on standby to maximize the life of your battery and to maintain quick access to open programs, files, and documents. When you want to use your computer again, it wakes up quickly, and your desktop is restored exactly as you left it.

### [Windows 7](#)

- To put your computer into a sleep state, click the **Start**  button, click the arrow to the right of the **Shut down** button, and then click **Sleep**. This action saves all open documents and programs and puts your computer to sleep while still allowing the computer to quickly resume full-power operation (typically within several seconds) when you want to start working again.
- To wake your computer, press the **Power**  button on your computer.

### [Windows XP](#)


Click the **Start**  button, and then click **Control Panel**.

1. In Control Panel, verify that you're in Category view, and then click **Performance and Maintenance**.
2. In the Performance and Maintenance window, click **Power Options**.
3. In the **Power Options Properties** dialog box, click the **Advanced** tab.
4. Under **Power buttons**, click the arrow, and then click **Standby**.
5. Click **OK**.


## Hibernation

In hibernation, your computer saves everything to your hard disk and then shuts down. When you restart the computer, your desktop is restored exactly as you left it. Hibernation uses less power than the sleep state (standby), but it takes a bit longer to resume.

### Windows 7

- To put your computer in hibernation, click the **Start**  button, click the arrow to the right of the **Shut down** button, and then click **Hibernate**.

### Windows XP

1. Click the **Start**  button, and then click **Control Panel**.
2. In Control Panel, verify that you're in Category view, and then click **Performance and Maintenance**.
3. In the Performance and Maintenance window, click **Power Options**.
4. In the **Power Options Properties** dialog box, click the **Hibernate** tab.
5. Under **Hibernate**, select the **Enable hibernation** check box.
6. Click **OK**.

## Hybrid Sleep

Hybrid sleep is a power-saving feature designed primarily for desktop computers. Hybrid sleep saves any open documents and programs to random access memory and to your hard disk and then puts your computer into a low-power state.

---

## Adjust screen brightness

You can also conserve battery power by reducing the screen brightness. To adjust your screen brightness, refer to the instructions from your mobile PC manufacturer. Every computer is slightly different, but you can usually use a combination of keys, a function key, or a software tool to dim the screen.

Even better than dimming the screen is blanking it completely when you're not using your computer. You can further minimize power consumption by reducing the amount of time the computer is idle before the screen goes blank. The power schemes and power plans in Windows let you adjust your power settings to turn off the display after as little as one minute of inactivity..

---

## Turn off wireless

Another significant drain on your battery power is your wireless card. You should turn off your wireless device when you're using your mobile PC but are not connected to a wireless network. You can either

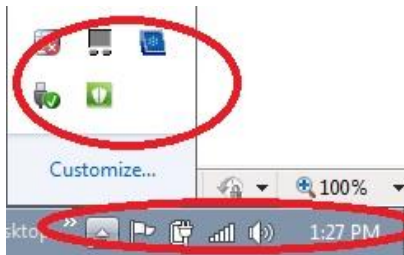
remove your Wi-Fi card or press the manual hardware button (or switch) on your computer, if you're using a Centrino-based mobile PC. Refer to the instructions from your mobile PC manufacturer to learn where the manual hardware button is. Other computers may require that you turn off the wireless connection using software settings. Again, consult your instruction manual for details.

---

### Additional power-saving tips

In addition to adjusting power settings to maximize battery life, consider the following tips to minimize power consumption when you're away from electrical outlets.

- **Turn off scheduled tasks.** If you use scheduled tasks to run programs or scripts, or if you schedule other tasks to occur automatically at a preset time, specify that these tasks won't be performed when the computer is running on battery power.
- **Keep the use of tools in the notification bar to a minimum.** Try to minimize your central processing unit (CPU) usage. Look at the notification area of the taskbar and close any tools (or utilities) that are not necessary. Often, these tools are installed on the computer when you first receive it. Windows 7 users can also click the up arrow at the end of the notification area to see tools and utilities that are hidden but available. The notification bar, shown below, is on the bottom right of your computer desktop.



- **Limit power-intensive activities.** Avoid watching a DVD, listening to a CD, or playing online games on your mobile PC when you need to conserve battery power.

By adjusting your mobile PC settings to conserve battery power and by implementing these tips, you can relieve the stress and inconvenience of running out of battery power.

---