

CEC Assembly Planning Committee

Terms of Reference

Adopted by the Governing Board at its meeting in June 2015

Preamble

- The Governing Board shall appoint, at the latest 24 months before an ordinary General Assembly, a General Assembly Planning Committee and establish terms of reference for the General Assembly Planning Committee. (CEC Standing Orders Article 5 (8))
- The Assembly Planning Committee (APC) is a committee of the Governing Board. The Governing Board may also appoint members to the committee who are not members of the Governing Board based on specific considerations, e.g. expertise and the need to ensure the necessary balances in gender, youth, and denominational and/or geographical representation. The APC shall not have more than 8 members.

The Governing Board appoints the Chair of the APC.

The General Secretary is the Secretary of the General Assembly (cf Article 11.1 of the CEC Constitution).

- The work of the APC is based on the relevant provisions in the CEC Constitution and the Standing Orders and takes into consideration recommendations made by the Governing Board and the General Secretariat.
- The APC designs the overall broad structure of logistics and architecture of the Assembly, oversees the planning, and evolution of the Assembly programme through reports received from the General Secretary and inputs into these.
- The APC develops strategies and policies around finances, communications fundraising and subsidies
- The APC will consider the human resource needs of the Assembly based on the recommendation of the General Secretary
- The APC reports to the Governing Board and may mandate the General Secretary to report to the Governing Board on its behalf.
- An Assembly Worship Committee is appointed, the AWC reports to the APC

An Assembly Coordinator shall be appointed by the APC on the recommendation of the General Secretary.

- If a local planning committee (LPC) is appointed, the LPC reports to the APC. The LPC may mandate the General Secretary or the Assembly coordinator to report to the Assembly Planning Committee on its behalf.

Responsibilities of the Assembly Planning Committee

Theme

- Discern the contextual challenges of the Assembly from an ecumenical and thematic perspective
- Brainstorm the Assembly theme and offer a range of possibilities to the Governing Board, who will then make the final decision

Programme and preparatory events

- Consider the format of the Assembly, its size and the broad structure of the Assembly programme and its content for consideration and decision by the Governing Board
- Oversee the development of the general programme (including methodology, resource persons) and give further input to staff through the General Secretary for further work on the programme
- Recommend a participatory preparatory process and consider the organisation of pre-Assembly meetings and events, if needed

Participation

- Consider different categories of participation and examine the possibilities for wider participation in the Assembly outside of its constituency
- Determine the number of delegates and allocation of seats based on relevant provisions of the Constitution for consideration and decision by the Governing Board
- Ensure the necessary balances and quotas (youth, women, migrant and others) for consideration and decision by the Governing Board

Budget, fundraising and subsidies

- Discuss, monitor and propose the preliminary Assembly budget (with income and expenses spelled out) in close cooperation with the Budget Committee and formulate proposals for consideration and decision by the Governing Board
- Develop strategies for financing the Assembly and a policy for subsidies for final approval by the Governing Board

Venue and logistics

- Examine staff recommendations on the Assembly site and other space arrangements for the Assembly
- Receive and consider staff report on the overall logistical work of the Assembly and give advice where needed

Communications

- Consider communication strategies for promoting the Assembly developed by staff and build on those

- Determine the role of the APC and the Governing Board in promoting the Assembly within and outside CEC

Timetable for preparation

The APC shall propose a planning timetable to the Governing Board.

Duration of mandate

The mandate of the Assembly Planning Committee will commence on their first meeting after appointment by the Governing Board and will terminate three months before the Assembly. The Governing Board, in close cooperation with the Assembly Planning Coordinator and the Secretariat will take over the functions of the APC after the termination of the APC's mandate.