



Governing Board
Agenda Item: 11
Document Name:
2GB2020_DOC11 DRAFT TOR GA APC
Purpose: For adoption

CEC General Assembly Planning Committee

Terms of Reference

DRAFT

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Preamble

The General Assembly Planning Committee (hereafter: Assembly Planning Committee) is a committee of the CEC Governing Board, and reports to the Governing Board.

The Assembly Planning Committee shall consist of a member of the Governing Board as Chair, at least seven other members appointed by the Governing Board, including the Treasurer,¹ and the General Secretary, as well as, in an advisory capacity, the coordinator of the General Assembly, the head of the local planning committee for the General Assembly in the host country and the legal advisors of the General Assembly. The Assembly Planning Committee shall elect its own Vice-Chair.

The General Assembly Nominations Panel, also appointed by the Governing Board, works in close collaboration with the Assembly Planning Committee.

1. Legal basis

1.1 The Assembly Planning Committee is appointed by the Governing Board in accordance with the CEC Standing Orders § 6 (7) with these Terms of Reference adopted by the Governing Board in accordance with the CEC Standing Orders § 11.

1.1 The work of the Assembly Planning Committee is based on the relevant provisions of the CEC Constitution, the CEC Rules of Procedure of the General Assembly and the CEC Standing Orders.

2. Mandate – responsibilities and duties

The responsibility and duties of the Assembly Planning Committee is to oversee the planning and preparation of the General Assembly, and to advise and recommend for decision-taking by the Governing Board on the following matters:

2.1. General Assembly Theme

2.1.1 Reflect on the context and ecumenical landscape in which the General Assembly will take place.

2.1.2 Discuss possible themes for the General Assembly 2023 in response to the European context and ecumenical landscape and formulate a proposal for consideration by the Governing Board. The proposal shall take the translation into CEC's official languages into consideration.

¹ The Governing Board shall according to the CEC Standing Orders § 18 (9) "ensure a reasonable geographical and confessional balance; the desired distribution among church officials, parish ministers and lay persons; among men, women and young people; minority and majority churches; and participation by persons whose special expertise and experience will be needed in its appointments", including the appointment of the Assembly Nominations Committee.



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2.2. Nature and style of the General Assembly

2.2.1 Consider the nature and style of the General Assembly (governance functions, ecumenical encounters, worship life, content, visual identity) and bring recommendations to the Governing Board.

2.2.2 Maintain a clear distinction between the constitutional functions of the General Assembly and other components of the assembly, i.e. business sessions and general sessions, cf. CEC Rules of Procedure B.3.

2.3. Participation in the General Assembly

2.3.1 Consider the number of participants in the General Assembly according to the Rules of Procedure of the General Assembly B.4.1 and bring recommendations to the Governing Board.

2.3.2 Consider and recommend who should be invited as guests from ecumenical and other partners to the General Assembly.

2.3.3 Encourage the Member Churches and other participants to ensure a fair and adequate geographical and cultural representation; a fair representation of lay persons, and a fair representation of women and men and young people and consider and recommend whether some groups not fairly represented should be invited as guests.

2.4. Agenda of the General Assembly

2.4.1 Based on the decisions taken on the nature and style of the General Assembly, consider and draft an agenda for the assembly.

2.4.2 Provide the Governing Board with its proposed agenda for the business sessions at such a time that the three (3) months limit of the CEC Constitution Art. 7a (1) can be met. The agenda will normally take the form of a timetable for the General Assembly, already including a tentative schedule also for general sessions, services and events. It will be adopted by the Governing Board by way of a formal proposal to the General Assembly.

2.5. Preparatory events

2.5.1 Consider the processes and methodologies to involve the CEC member churches and the CEC thematic groups in the preparations and the actual General Assembly.

2.5.2 Consider and recommend pre-assembly events (e.g. youth, regional, confessional).

2.5. Spiritual life

2.5.1 Discuss and offer guidance to the Governing Board for the development of the assembly spiritual life based on recommendations from the Assembly Worship Committee.

2.6. Communication

2.6.1 Discuss and recommend the best ways and means of communicating and promoting the General Assembly with member churches and ecumenical partners, drawing upon expertise from CEC communication staff.



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2.7. Budget and reimbursement policy

- 2.7.1 Discuss and monitor the development of the General Assembly budget including fundraising.
- 2.7.2 Develop strategies for financing the General Assembly.
- 2.7.3 Review the existing reimbursement policy, recommending any adjustments.

2.8. Venue and logistics

- 2.8.1 Visit the assembly venue in order to propose how the space will be used.
- 2.8.2 Consider the overall logistics of the General Assembly.
- 2.8.3 Consider the human resource needs of the General Assembly.

2.9. Other tasks

- 2.9.1 Monitor the timeline for assembly preparations and report on progress to the Governing Board.
- 2.9.2 Undertake further preparatory and/or assembly responsibilities as assigned by the Governing Board.
- 2.9.3 Consider the continuing role of the Assembly Planning Committee in assisting the Steering Committee in leading the General Assembly.

3. Working methods

- 3.1 The Assembly Planning Committee shall meet physically two times a year, if circumstances allow it, scheduled in advance of the meetings of the Governing Board. The Assembly Planning Committee may also conduct additional online meetings.
- 3.2 In its work, the Assembly Planning Committee shall draw upon expertise from the CEC staff. The Assembly Planning Committee will be supported by the CEC Secretariat.
- 3.3 The Assembly Planning Committee shall be empowered to establish subcommittees and other internal bodies.
- 3.4 The Assembly Planning Committee shall appoint an Assembly Worship Committee. The Assembly Worship Committee shall report to and be accountable to the Assembly Planning Committee.
- 3.5 The Local Planning Committee, appointed by the Governing Board, shall support the Assembly Planning Committee with local expertise and contacts. The Local Planning Committee reports to the Assembly Planning Committee.

4. Reporting

- 4.1 The Assembly Planning Committee shall regularly report to the Governing Board via its Chair, both in its meetings and, where necessary, in writing. The Chair may also mandate the General Secretary to report to the Governing Board on his or her behalf.



Conference of European Churches
Conférence des Églises européennes
Konferenz Europäischer Kirchen
Конференция Европейских Церкве

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5. Duration of mandate

5.1 The mandate of the Assembly Planning Committee will commence on their first meeting after appointment by the Governing Board and will terminate three (3) months before the General Assembly. The Governing Board, in close cooperation with the Assembly Coordinator and the Secretariat, will take over the functions of the APC after the termination of the APC's mandate.

Appendix: Time-frame of the planning of the CEC General Assembly 2023

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2GB2020_DOC11 APPX 2023 GA TIME-FRAME
Purpose: For information

General Assembly 2023

Time-frame

What	When	Who
Decide on GA location	2020	GB
Call to MC to nominate APC members	2020	Spring GB
Appoint APC Moderator	2021	Spring GB
Vacancy Notice Assembly Coordinator	2021	Spring GB
Preparatory papers on Regional Consultations		
Appoint APC	2021	Fall GB
Appoint Assembly Coordinator	2021	Fall GB
Establish Local Committee/Appoint Local Coordinator	2021	Fall GB
Worship Committee	2021	Fall GB
Written invitation to CEC Members	18 months prior to GA date	
Floor Management	2021	
Assembly Nominations Committee	2021	
Call to MC to nominate candidates for GB		
Regional Meetings/Consultations	2022	
APC starts mandate	2022	
Assembly Coordinator starts employment	2022	
End of mandate APC	2023, 6 months prior to GA	
Appoint GA Moderators		
Legal Advisor(s)		
Send out GA agenda/timetable	3 months prior to GA	