



LWF ELEVENTH ASSEMBLY
**Participating in the
LWF Eleventh Assembly**

**Stuttgart, Germany
20-27 July 2010**

**Assembly
Handbook**



The Lutheran World Federation
– A Communion of Churches



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PREFACE

Every Assembly is in one way or another both a landmark and milestone for participants and for Lutheran self-understanding i.e. *identity*. Based on the experience of previous LWF Assemblies, nearly two thirds of the delegates attend such a worldwide Lutheran Church Assembly for the first time. Therefore one cannot just begin to imagine or articulate the impact of such a first-time experience on those attending. For these reasons, among others, the *Assembly Handbook* is an essential and important “navigation compass” intended to equip delegates and others for meaningful participation. It provides the parliamentary rules essential for common action for participants drawn from over 79 countries and from a variety of cultures and political and economic systems and contexts.

It is significant that we remind ourselves again and again that this LWF Eleventh Assembly is rooted spiritually in the contributions of those who have gone before us. In this respect it should neither be seen in isolation from the previous ones, nor those yet to come. Therefore it is not a stand-alone Assembly, but an Assembly that stands in the apostolic tradition of what it means to be an Apostolic church of Jesus Christ.

It is my hope and prayer that this Assembly Handbook will be a helpful guide as you participate in this important landmark event.

May God bless your coming in and going out of the Assembly!

A handwritten signature in black ink, enclosed in a large, hand-drawn oval. The signature is stylized and appears to be 'I. Noko'.

Rev. Dr Ishmael Noko
General Secretary March 2010

WHAT IS AN ASSEMBLY?

An Assembly of the Lutheran World Federation (LWF) is, in the first instance, the coming together of the member churches of the LWF to reaffirm their fellowship and take counsel with one another through their appointed delegates. The Assembly is the principal authority and highest decision-making body of the LWF. As such, its primary functions (Constitution, Article VII) are:

- to be responsible for the Constitution;
- to give general direction to the work of the Federation;
- to elect the President and the members of the Council;
- to act on the reports of the President, the General Secretary and the Treasurer.

This is the eleventh time that the member churches have met in Assembly—once every six or seven years—since the Lutheran World Federation was inaugurated in Lund, Sweden (1947).

An Assembly is a meeting of delegates sent by the member churches. The number of delegates for each church is decided by the Council based on the size of the church.

The Assembly is intended to enable the member churches:

- to witness to the faith and to worship together;
- to confer with one another;
- to speak together on fundamental concerns of the whole church;
- to express their unity as part of the one, universal, new community in Christ; and
- to reflect more deeply on the shift from Federation to Communion.

ADDITIONAL PURPOSES FOR THE ELEVENTH ASSEMBLY

- to explore ways to be God's instruments for healing, justice and reconciliation in the midst of brokenness in church and society;
- to deepen the understanding and experience of the Lutheran communion by addressing differences and disparities, and by sharing gifts;
- to commit to closer and deeper cooperation within the ecumenical movement and to life in communion as given in Christ by deepening a vision of communion;

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- to discern the challenges posed to Lutheran churches in today's multicultural and multi-faith contexts; and
 - to address spiritual, social and environmental challenges provoked especially by economic globalization, the struggle against poverty, HIV/AIDS, water and food security.

Since the number of delegates to the Assembly is limited, the importance of careful preparation is obvious. Various publications have been provided to encourage this to happen and to facilitate the process.

During the past year churches have gathered in local, regional and national meetings for the purpose of prayer, Bible study and discussion on the Assembly theme in order to clarify and formulate their own regional concerns and so to help their delegates become well-informed representatives.

HOW WILL THE ASSEMBLY CARRY OUT ITS TASKS?

The Assembly works primarily in three groupings in order to carry out its tasks.

First, the whole Assembly gathers in **plenary sessions** for presentations and discussions on the theme and on some of the major issues facing the churches today, as well as to receive and adopt reports, and to conduct elections. This time there will also be a plenary for Women and Youth and two Public Hearings on Climate Change, Illegitimate Debt and HIV and AIDS. There will also be a plenary session on the action on the legacy of the Lutheran persecution of Anabaptists.

Second, every official participant will work daily in the same **village group**, to discuss the day's Bible study and one of the issues. The reports of each village group will then be fed into the drafting of the Assembly Message and other Assembly Outcomes.

Third, a range of **committees** assist in organizing and facilitating the work of the Assembly.

There will also be many opportunities for regional and other meetings, as well as for informal interaction during breaks, mealtimes, most evenings, and on Sunday.

HOW DO I PARTICIPATE?

The categories of Assembly participants are described in the **Rules of Procedure**, along with the role and privileges of each category. All registered participants share in shaping the character and tone of the Assembly. Delegates have a particular responsibility and opportunity to shape the outcome of the Assembly. It is significant that about two-thirds of delegates are first-timers.

As you familiarize yourself with all the aspects of the Assembly, you are encouraged to imagine how you will participate in each context. As a rule, it is helpful to plan in advance what questions you will raise and what contributions you will offer to the proceedings.

PLANNING TO TELL THE STORY AT HOME

To prepare for sharing your Assembly experiences with your church and local community at home, you may wish to keep a daily record of events.

Questions for reflection may include:

- What happened today that touched me as significant or memorable?
- What connection did I see between mission at home and our work together in the LWF?
- How did the Assembly theme speak to my needs—at home and throughout the world?
- What word of Scripture or theological insight brought new meaning to how I understand being a communion of churches?
- What stories do I want to remember because they bring the Assembly theme to life and build bridges between churches and communities, and between the Assembly and life at home?
- Which commitments present the greatest challenge for us in our life together? Why?

The LWF Office for Communication Services has prepared a variety of materials in the four LWF working languages to assist you in this

important communication task. Please go to www.lwf-assembly.org for information in English, French, German and Spanish.

WORSHIP AT THE ASSEMBLY

The life and work of the Assembly is grounded in a rhythm of worship and prayer. The theme “Give Us Today Our Daily Bread” serves as the point of orientation for our worship life in Stuttgart.

Readings, prayers, homilies, songs, symbolic acts and movements will express the daily dependence of all creation on the grace of God, and gratitude for the many kinds of “bread” with which the loving creator stills the hunger of “every living thing.”

OPENING EUCHARIST

The Assembly begins with the Opening Eucharist hosted by the Evangelical Lutheran Church of Württemberg in the Collegiate Church (Stiftskirche), the most prestigious Protestant Church in Württemberg. The service will be broadcast over the regional TV network.

The origin of the church dates back to 1175 when the first place of worship—then called the “Church of the Cross”—was built (in the Romanesque style) at the present location. It was extended in 1240 and again in 1325. The nave of the church eventually collapsed and was rebuilt (in the Late Gothic style) in 1531.

The first Protestant sermon was preached in this church on 16 May 1534. A commemorative plaque on the floor near the pulpit marks the spot where Johannes Brenz (1499-1570), the principal leader of the Reformation in Württemberg, was buried, in keeping with his own wish. The impassioned preacher desired to hear the sermons to be preached in this church to all eternity.

The church was severely damaged during the bombing raids in World War II and was thoroughly rebuilt after that. It was extensively modernized between 1999 and 2003. The modern stained-glass windows on the right side of the nave stem from that most recent renovation.

MORNING EUCHARIST

On each day of the Assembly except Sunday participants will gather for the celebration of the Eucharist.

Except on the closing day (see below) the Eucharist will be the first common event on the daily schedule.

Each day except Sunday the theme of the morning service will arise from one of the words of the overall theme of the Assembly: “*Give Us Today Our Daily Bread.*” The liturgies for these services have been prepared by the International Worship Planning Group made up of representatives from the various regions of the LWF. The daily Bible study will take the place of the sermon (see below) as “the Word” for the day.

The morning services will be held in the “Alte Reithalle,” immediately accessible from the lobby of the Maritim Hotel, and will be open to all participants, including local visitors.

MIDDAY AND EVENING PRAYER

During the day two additional periods have been set aside for worship: one for Midday Prayer (immediately before Lunch), and the other for Evening Prayer (immediately preceding Dinner) prepared by the Local Worship Planning Group. The two simple orders of worship are intended for brief meditation that includes short readings, responsive prayers, meditative songs and simple liturgical acts such as the striking of a “singing bowl” and silence.

For both devotional periods participants will remain in the Plenary hall.

SUNDAY CELEBRATION

On Sunday 25 July, participants are invited to join local Lutheran congregations in their places of worship, whether in Stuttgart or in the surrounding countryside. Participants are invited to wear their traditional clothing as a visible demonstration of the rich diversity of our Lutheran family.

The Sunday Eucharist at the Collegiate Church, with Bishop July as preacher, will be broadcast live over national and international television and radio as an additional means of outreach to the people of Europe and beyond.

CLOSING EUCHARIST

The closing Eucharist on July 27 will be held in the Collegiate Church and will include the installation of the new LWF President and the members of the newly-elected Council.

As people of God who have been fed with the Bread of Life and enriched by each other’s insight, challenge and encouragement, we begin our homeward

journeys empowered by the Holy Spirit and filled with new hope and confidence that God will open human hearts and minds and hands to release and share his rich gifts and so to embrace the hunger of people everywhere.

BIBLE STUDIES

The daily Bible studies have been prepared and are included in the six study brochures that have been distributed to registered participants. They will be presented by the geographical regions of the LWF.

It is assumed that Assembly participants are familiar with the Bible studies, having read and meditated on them, either in private or in congregational or other group settings back home, as part of their preparation for the Assembly. The Bible study presenters—each day representing a different LWF region—can therefore be expected to use a variety of methods as they relate the biblical texts to the issues and emphases important in their part of the communion.

Following the worship service, participants will move to their assigned village group rooms in the Liederhalle, where most of the rest of the day's proceedings will take place. There they will continue to reflect on the Bible study as it relates to the specific subject matter that has been assigned to each group for the day's discussion (see below under "village groups").

PLENARY SESSIONS

There will be a total of 16 plenary sessions dealing with the general business of the Assembly, including the elections. Among them will be three thematic sessions including two keynote addresses.

VILLAGE GROUPS

The term "village group" began to be used at the 1997 Assembly in Hong Kong. The term is intended to communicate the dynamic relationship that should prevail among the Assembly participants. These groups are to serve as:

a) a *home* where closer community among delegates can develop. It is a place to reflect together on the Bible study, to pray and to support one

another. Here, also, members share personal stories and experiences, respond to presentations, share concerns, questions and frustrations, and explore ways to resolve difficulties.

b) a *channel* and *forum* for views and ideas. Through their work together, participants will shape proposed commitments and directions upon which the whole Assembly will later act.

c) a *setting* for deepening intercultural communication and what we are about, as a Lutheran communion.

Each village group has a chairperson, a vice-chairperson and a recorder.

The five village groups (each divided into two sections) are scheduled to meet concurrently, in different rooms. They will gather each morning (except for Sunday 25 July) to discuss the Bible study and to focus on their particular village group topic.

Each registered participant has been assigned to one of the five village groups. If for any reason your name is not on the list of participants, please inquire at the Assembly Information Desk.

When focusing on their topic, village groups are asked to pay special attention to the preparatory material in the study brochures. In addition, aspects of the President's Address, the General Secretary's Report, the Keynote addresses, the "From Winnipeg to Stuttgart 2003-2010" Report, and other LWF material may also be considered.

WORKING IN VILLAGE GROUPS

Delegates have voice and vote in these sessions, ex-officio participants and advisers have voice but no vote. Members of the media may attend unless the chairperson announces a closed session for background information only. Other categories of registered Assembly participants are invited to observe and listen, and may be granted voice at the discretion of the chairperson.

Assigned rooms are available for the use of the village group participants throughout the period of the Assembly. Occasionally, when the village groups are not in session, the rooms may be used for meetings or workshops.

A sign on the door will indicate at what times the room is reserved for another group.

PROCESSING VILLAGE GROUP REPORTS

The work of the **Editorial Committee** (which includes the chairperson of each of the village groups) will be based on the content of the village group reports. The Editorial Committee, with staff assistance, will compile and structure this content, eliminating unnecessary duplication or contradictions and ensuring that the proposed Message conveys the mind of the Assembly accurately, adequately and in an inspiring manner.

The consolidated draft Message emerging from the Editorial Committee will be forwarded, through the **Policy and Reference Committee** to the Assembly plenary for discussion.

REPORTING FROM THE VILLAGE GROUPS

The Rules of Procedure indicate that in the process of their discussion of Assembly issues, the village groups are expected to spell out concerns which in their estimation require the attention of the Federation. Along with these concerns they are also requested to specify appropriate action to be recommended to the plenary (e.g. in the form of commitments, resolutions, public statements). These contributions should be developed into a comprehensive message or statement to be reported to the Editorial Committee which will examine them and submit them to plenary for discussion with a view to incorporating them into the final Message of the Assembly.

The outcome from each village group to the Editorial Committee should consist of the following:

1. POINTS TO BE RECOMMENDED FOR THE ASSEMBLY MESSAGE

Each village group should formulate a report of no more than four pages in length, suitable for submission to the Editorial Committee and eventual incorporation into the final Message of the Assembly. The Message should set forth priority areas for the Federation's programmatic work for the period after this Assembly. It should be pastoral as well as challenging in tone and reflect the work in the village groups and the thematic plenary sessions.

To facilitate the integration of the village group reports into one Message, each village group should frame its report as follows:

TENTATIVE

Time	Tuesday 20	Wednesday 21	Thursday 22	Friday 23	
Daily Theme		<i>Given by Grace</i>	<i>To All</i>	<i>Today</i>	
8:00 - 09:15	Registration	Eucharist with Bible Study 01	Eucharist with Bible Study 02	Eucharist with Bible Study 03	
9:15 - 10:30		Village groups	Village groups	Village groups	
10:30 - 11:00		Break	Break	Break	
11:00 - 12:15		Plenary II President's Address	Plenary V Keynote Address 1 Discussions	Plenary IX Youth & Women	
12:15 - 12:30		Midday Prayer	Midday Prayer	Midday Prayer	
12:30 - 14:30		Lunch	Lunch	Lunch	
14:30 - 16:00		15.00 Opening Eucharist in Stiftskirche	Plenary III General Secretary's report	Plenary VI Keynote Address 2 Discussions	Public Hearing 1 "Daily Bread, Climate Change and Food Security"
16:00 - 16:30			Break	Break	Break
16:30 - 18:00	Plenary IV		Plenary VII	Free	
	18:00 – 18:30 Plenary I	1. Report from Assembly Committees	First Report Nomination Committee		
	1. Formal Opening 2. Appmt of Cttes	2. Treasurer's Report	Renewal report		
			Mennonite Action		
18:00 - 18:30	Host Church presents itself	Evening Prayer	Evening Prayer	Evening Prayer	
18:30 - 20:30		Dinner	Dinner	Dinner	
20:30 -	Dinner (20:00 -)	Regional meetings	Plenary VIII 1. Renewal cntd 2. Nominations close	Free	



Assembly Schedule

Saturday 24	Sunday 25	Monday 26	Tuesday 27
<i>Daily</i>		<i>Bread</i>	<i>Bread of life</i>
Eucharist with Bible Study 04	Worship in local congregations	Eucharist with Bible Study 05	Worship with Bible Study 06
Village groups		Village groups	Village groups
Break		Break	Break
Plenary X Final report of Cred. & Noms. Cmt		Plenary XII Other Assembly Outcomes	Plenary XV Final reading of the message
Midday Prayer		Midday Prayer	Midday Prayer
Lunch	Lunch	Lunch	Lunch
Plenary XI Elections	Free afternoon	Plenary XIII First reading of message	Plenary XVI Approval of the minutes
Break		Break	Break
Public Hearing 2 Illegitimate Debt 16:30 – 17:15	Stuttgart experience	Plenary XIV	Closing Eucharist in Stiftskirche
HIV and AIDS 17:15 – 18:00			
Evening Prayer	Evening Prayer	Evening Prayer	
Dinner	Dinner	Dinner	Dinner
Evening Celebration	Free	Free	Departure

1.1 Discussed as important

Give some highlights of what was considered important for the life of the church, the Federation and the world, from the point of view of the specific issue discussed.

1.2 What was affirmed

With regard to the life and ministry of the LWF and its member churches, indicate what was affirmed from the point of view of the issue under discussion.

1.3 Challenges

Give a summary of the challenges that the issue discussed evokes for the life and ministry of the churches, the LWF and the world at large.

1.4 Commitments

Formulate a few commitments which grow out of the work of the village group on this topic. For the sake of future directions, this should move beyond previous commitments or work of the LWF.

The commitments are intended to highlight key concerns or issues on which there is a shared conviction and also a commitment to act collectively.

- What is considered to be of utmost priority for Lutheran churches in the coming years?
- Toward what concrete, practicable and/or measurable goals are the churches challenged to move?

The commitments should express a consensus on new accents, new directions or stronger emphasis on a limited number of priority issues (not specific programs) and help guide the communion of Lutheran churches in the coming years in their joint mission and service in the world.

The commitments are primarily addressed to ourselves and through us to the member churches, and secondarily to the governing bodies of the LWF or other ecumenical organizations. Essentially, they represent our commitment to act together on issues rather than urging others to act.

The points to be included in the Assembly Message must be given to the staff facilitator of the Editorial Committee by 24 July at 18:30. Special issues should be brought to the attention of the Policy and Reference Committee as early as possible.

2. SUMMARY OF DISCUSSION AND PROGRAM IDEAS

A summary of the discussion, including ideas that cannot be accommodated in the Message, should be recorded. The purpose of this is to document the main points of the discussion and to collect good ideas that may have been generated in the group. The document should be delivered to the staff facilitators for compilation as a background resource.

3. SPECIAL ISSUES

In certain cases, a particular issue may need to be brought to the attention of the Assembly in the form of a statement or resolution. In this case, the village group should note this in its report and forward the statement or resolution through the Editorial Committee to the Policy and Reference Committee. This committee could take one of several actions: recommend that it be accepted as information, accepted for action, or referred to the LWF Council, forward it with comment (i.e. giving rationale for how it is to be addressed), or consolidate it with other proposals addressing the same topic.

Special issues should be brought to the attention of the Policy and Reference Committee as early as possible.

3.1 Public Statements

Public Statements are statements that reflect a stance or new policy taken by the LWF, normally not inclusive of action. They typically are addressed to member churches, governmental bodies or authorities, partners in civil society, designated others or all of the above.

3.2 Resolutions

Resolutions are decisions that imply specific action by the LWF. Resolutions are more programmatic in nature and are normally addressed to the various expressions of the Federation.

4. LETTERS

A Letter, sometimes a Pastoral Letter, is a communication that is written to a particular person or to member churches on a given issue. It is usually accompanied by a request for the General Secretary to issue such a letter. In the case of a letter from the Assembly to member churches such a letter is issued jointly by the President and the General Secretary.

LETTER TO MEMBER CHURCHES

A pastoral letter of encouragement, in the light of the experience and actions of the Assembly, shall be sent to member churches for distribution among congregations.

This brief letter will be initially drafted by the Editorial Committee in light of the reports from village groups and the Assembly proceedings. The Editorial Committee will submit the first draft to the Policy and Reference Committee which will review the draft and forward it to the plenary for consideration.

THE ASSEMBLY MESSAGE

The Assembly Message shall be descriptive and representative of the Assembly. It shall provide an opportunity for the Assembly to invite member churches to commit themselves to action, study, consideration, etc., on matters of importance to the Assembly. This invitation shall also be offered to ecumenical partners and other stakeholders.

The Message shall be brief and concise (no more than ten pages) so that it is easily shared.

ADOPTION OF THE ASSEMBLY MESSAGE

The first draft of the Message, including the Commitments, will be presented to the Assembly by the chairperson of the Editorial Committee during Plenary XIII on Monday 26 July from 14:30 to 16:00.

All comments and proposals for revision or changes should be submitted **in writing** to the Editorial Committee for further consideration.

The Editorial Committee will submit a **revised draft** of the Message in Plenary XV on Tuesday 27 July from 11:00 to 12:30 for a second and final reading. Due to time constraints, no full reading of the text will be possible in this session but attention will be drawn to sections or paragraphs where substantial revision has been made. It is hoped that the discussion of this revised draft will concentrate on minor changes, deletions, substitutions of words, etc.

Major additions to the Message will at this point no longer be possible. When adopted, the Message will carry the same authority or status as other actions of the Assembly.

According to past practice, the proposed title of the Message would be:

**“Give Us Today Our Daily Bread”
Message from the Eleventh Assembly
of the Lutheran World Federation
Stuttgart, Germany, 20-27 July 2010**

ASSEMBLY COMMITTEES

Business decisions to be taken by the Assembly will be prepared by a number of committees, the members of which will be nominated by the outgoing Council and appointed at the first business session of the Assembly.

The committees will present their reports and recommendations throughout the Assembly. The Credentials Committee will report to the plenary when necessary.

The following committees are to be appointed:

Business Committee: composed of 14 members of the outgoing Council, it functions as the steering committee of the Assembly.

Policy and Reference Committee: shall consider all recommendations and reports addressed to the plenary, including those from the Business Committee, Editorial Committee, village and initiative groups, and individual delegates.

Editorial Committee: is responsible for putting together in a unified Message the reports from the village groups and a letter to member churches.

Credentials and Elections Committee: recommends action to the Assembly on problems or questions relating to the accreditation of delegates. It also supervises elections taking place during the Assembly.

Minutes Committee: supervises the recording of the minutes of the plenary sessions and certifies them for approval at a subsequent plenary session.

Nominations Committee: makes nominations to the Assembly for the election of the President and members of the Council.

REGIONAL MEETINGS

There will be regional meetings for the seven LWF regions (Africa, Asia, Central Eastern Europe, Central Western Europe, Nordic Countries, Latin America and the Caribbean, and North America) on Wednesday 21 July from 20:30 onwards. Delegates, advisers and ex-officio participants are to attend these regional meetings. Other Assembly participants who would like to attend these meetings should consult with the respective chairperson.

The retiring LWF Vice-Presidents will call and chair the meeting of their respective region. The agenda will basically cover regional matters directly related to the Assembly such as nominations, elections and the Bible study presentations. It may also include other matters such as the regional expression of communion and regional and sub-regional programs.

NOMINATIONS

THE PRESIDENT

All member churches received a letter from the LWF General Secretary inviting them to nominate candidate(s) for the position of LWF President. A list of confirmed candidates will be submitted to the Nominations Committee. The committee will present a first report of the nominations slate during Plenary VII on 22 July and will invite nominations from the floor. Nominations from the floor must be in writing and signed by at least ten delegates.

THE COUNCIL

The Nominations Committee will receive nominations slates for Council positions from the pre-Assemblies. The Committee will present its first report during Plenary VII on 22 July.

NOMINATIONS FROM THE FLOOR

After the first report of the Nominations Committee, nominations from the floor may be received until the chairperson declares nominations closed, which shall be at least 24 hours before the final report.

When the nominations are closed, the Nominations Committee shall consult with delegates of the churches concerned to ensure that the nominations from

the floor have adequate church endorsement. The committee shall then make its findings known and incorporate the endorsed candidates on its list.

The final report of the Nominations Committee will be presented during Plenary X on Saturday 24 July.

PROCEDURE FOR ELECTION OF THE LWF PRESIDENT

On the election of the President, the LWF Constitution (Article X.1) reads as follows:

“The election of the President by the Assembly shall be by a majority of the votes cast in a written ballot.”

The election will take place during the Plenary session following the final report of the Nominations Committee (Plenary XI) on the same day.

For the election to take place, a minimum of three-quarters of the registered delegates must be present (cf. Rules of Procedure, Article 4.1.5.2).

MEDIA AND PRESS

Media representatives from press, radio and television will cover the Assembly, working at the media center. The international and national media representatives will report on Assembly events and plenary sessions and will follow the work of the village groups.

The LWF Office for Communication Services is responsible for accrediting and serving the Assembly media. Press conferences and briefing sessions will be arranged daily and interviews with delegates will be arranged on request. The LWF staff, together with the multilingual team of co-opted staff from member churches and partner organizations, will write news releases, work on audio, TV news and the Assembly Web Site and provide background material in English, French, German and Spanish.

Participants are kindly asked to support the work of the media during the Assembly and to respond appropriately to interview requests from accredited media representatives. Please note that media representatives are requested to refrain from individually seeking out participants to be interviewed. All interviews will be arranged by the LWF Assembly Press Office and require the use of an interview request form.

For any kind of assistance in press relations please contact the LWF communication staff.

Kindly be aware that open plenary sessions may be broadcast live via webstream and therefore will be accessible to the public worldwide.

LANGUAGES

PROVISIONS FOR A MULTILINGUAL ASSEMBLY

All **official documents** will be translated into the working languages of the LWF, namely English, French, German and Spanish.

In all Assembly plenary sessions, simultaneous interpretation will be provided in the working languages. Limited interpretation will be available in the village groups.

Note: In all meetings and sessions, any other language may be used, provided that the speaker makes **prior arrangements** for consecutive interpretation into one of the LWF working languages.

Some Assembly participants are able to provide informal interpretation into languages beyond the four working languages. If you need help during the Assembly, do not hesitate to ask at the LWF Information Desk.

SUGGESTIONS FOR SPEAKING AND WRITING

The LWF is a multilingual fellowship. Please express yourself, or draft your speech or report, in the working language in which you feel most comfortable. Do not hesitate to make the most of the interpretation and translation services.

Remember that many people may not be familiar with your spoken language or perhaps the way you present it. So, please:

- speak clearly, distinctly and slowly;
- keep your sentences short and simple.

If you speak from a **written text** (such as a speech), remember that it may be difficult to understand when the audience can only hear and not see

it. Therefore, compose and deliver your speech in the style and rhythm of an oral communication. Whenever possible, provide the interpreters with a copy of your speech or text.

The draft text should avoid complex sentence structures and the use of jargon. The cultural backgrounds, first languages and formal education vary greatly among Assembly participants.

Should you find it impossible to understand a speaker (e.g. one who talks too quickly, too softly, or indistinctly), you may raise a point of order.

THE RULES OF PROCEDURE AND DEBATE

The Rules of Procedure for the Assembly are recommended by the Council and approved during the first plenary session of the Assembly. They provide the descriptions, and define the authority, for how the Assembly functions in conducting its business. All references in this Handbook are subject to the official descriptions in the Rules of Procedure.

FREQUENTLY ASKED QUESTIONS

HOW CAN I PARTICIPATE EFFECTIVELY IN THE PLENARY SESSIONS?

- Be clear in your mind as to what you want to say.
- Organize your ideas.
- Speak to the point. Every speaker is subject to a three-minute time limit.

HOW DO I GET TO SPEAK IN PLENARY SESSIONS?

- Write your **name and church** on a piece of paper, and indicate if you will speak for or against the matter under discussion, or if you will propose an amendment.
- Give it to a steward who will take it to the chairperson of the session.
- When you are called by the chairperson, proceed to the nearest microphone. When acknowledged by the chairperson, state your name, church and the language in which you will speak.

HOW DO I RAISE A CONCERN AT THE ASSEMBLY?

There are two ways to raise a concern at the Assembly:

- Make a written proposal
- Propose a motion

HOW DO I MAKE A WRITTEN PROPOSAL?

- First, find out from others whether the concern you want to raise is already covered by the agenda. You can check with delegates from your own region, with LWF staff, or with those members of the retiring Council who have been requested to give advice and answer questions regarding Assembly procedures.
- If you are sure that the concern has not been covered, share it with as many people as you can: small groups, regional groups, youth, women, etc. You need to get as much support for the concern as possible.
- Make your written proposal, identifying delegates who support it, and ask a steward to deliver it to the Policy and Reference Committee.

HOW DO I PROPOSE A MOTION?

- A **motion** introduces a subject to the Assembly for consideration or action.
- A motion needs to be **seconded** by another delegate before it can be considered by the Assembly.
- In a debate on the motion, no one may speak more than once, except the proposer.

Example of a motion:

Proposer: “I move that we send a delegation to (country) to study the situation.”

Another delegate: “I second the motion.”

What happens to a motion?

- It can be received (as information).
- It can be adopted (to be acted upon).
- It can be referred back to the group presenting it (for clarification).
- It can be substituted by another motion or be amended from the floor.

Amendments

- An amendment is normally made to modify a motion in order to clarify it, make it more precise, or perhaps to change its effect but not its intent.
- Amendments may be made by either inserting or striking out words or phrases.
- One does not introduce a new idea through an amendment.
- An amendment, like a motion, needs to be seconded.

Example of an amendment:

I move that the motion be amended by adding the words “of four, including one youth,” after the word “delegation”.

Voting on Motions (cf. Rules of Procedure, Article 4.1.6.7)

- Only delegates vote.
- Half the registered delegates must be present for a vote to be valid.
- An affirmative majority is required to pass a motion.

Voting on Public Statements (cf. Rules of Procedure, Article 4.1.6.7)

- Only delegates vote.
- Two-thirds of the registered delegates must be present for a vote to be valid.

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