VIRTUAL CATHOLIC CONFERENCE

Say the Word
una Palabra tuya

SOUTHEAST CATECHIST CONFERENCE 2021

AUGUST 12-15

GO.VIRTUALCATHOLICCONFERENCE.COM/SCC2021

Parish Gatherings Workbook

August 12 – 15, 2021

Planning Guide to Success

ABOUT THE CONFERENCE

The Southeast Catechist Conference begins on Thursday August 12, 2021 and concludes on Sunday August 15, 2021 and is FREE! This conference is presented in partnership with the Atlanta province dioceses of Atlanta, Charleston, Savannah and Raleigh.

Beginning on August 12 Keynotes, Bishops' Welcome, and Presentations all which have been pre-recorded will be available for all registered.

KEYNOTE SPEAKERS

Highlighting the conference will be keynote speakers on Thursday and Friday evening and Saturday morning.

PRESENTATIONS

The following tracks will be available in English and Spanish:

Catechetical Theology, Catechetical Methodology, Youth Ministry, Young Adult Ministry, Adult Formation, Senior Adult Formation, Intercultural & Diversity, Special Needs & Disabilities, RCIA, Evangelization & Discipleship

LIVE CHATS

Live Chats will begin each Thursday and Friday night at 7:00 PM.

Live Chats on Saturday will be at 9:30 AM, 11:30 AM and 1:00 PM

Live Chat Lists:

https://drive.google.com/file/d/1odW-FPAPo7bm631OEwu6G4tz2VYbKiBB/view?usp=sharing

SCC WEBSITE

Check out the website https://go.virtualcatholicconference.com/SCC2021 for details on each of the above features as planning begins.

PRAYER

Prayer experiences will be prerecorded and available throughout the conference.

Adoration prayers will be offered from parish communities throughout the conference time.

CATECHIST CERTIFICATION

- Check with your diocesan office for certification information.
- If available, share with participants how to submit workshops attended for certification credit.

STEPS TO SUCCESS

1. Create a Team
2. Target Audience(s)
3. Logistics (Venue & Technology)
4. Model
5. Schedule
6. Budget
7. Hospitality
8. Communications

CREATE A TEAM:

Invite others to join you in the planning process.

Here are a few roles to consider.

Jot names of people who have these abilities:

Administrative/Registrar: _____

Communications: _____

Technology: _____

Emcee: _____

Hospitality: _____

Prayer Leader: _____

Set up/Take Down: _____

Other: _____

TARGET AUDIENCE(S)

Which groups in your parishes might benefit from attending?

Refer to list of tracks in the "ABOUT" section of this document.

When is the best time for the audience to gather? The conference lasts for 4 days, how might each be taken advantage of for the audiences chosen? What days and times would be best for the audience to attend?

Who from the staff or volunteers will be invited?

- ☐ Catechists
- ☐ Youth Ministry Volunteers
- ☐ RCIA Team
- ☐ Adult Faith Formation Volunteers
- ☐ Special Needs
- ☐ Evangelization and Discipleship Volunteers
- ☐ Parents

VENUE

What breakout spaces will each group be gathered in based on the number of audiences you are inviting; what space do you have? If the audience is interested in one topic, one room may suffice.

However if there are multiple audiences, what space might be used to gather the large group for welcome and fellowship and what breakout spaces might be used for the various topics? If no breakout space is available, consider having various audiences on different days.

Main Gathering Space/Lunch and Group Prayer

_____

Audience # _____ Where? _____

Audience # _____ Where? _____

Audience # _____ Where? _____

Audience # _____ Where? _____

Audience # _____ Where? _____

Audience # _____ Where? _____

TECHNOLOGY

Think early on about technology. Consider what technology is presently available and consider what might need to be borrowed or rented.

The following technology will be needed for both the large group and each breakout space:

- ☐ Laptop
- ☐ TV/Projector
- ☐ Audio/Speakers
- ☐ Technology Cart or Table
- ☐ Extension Cords
- ☐ Internet Connection *

** Internet will be required.*

Below please find a technology worksheet to check off what is needed or what is already available for planning:

ROOM	LAPTOP	TV/ PROJECTOR	INTERNET	AUDIO/ SPEAKERS	TABLE/ CART	CORDS

BUDGET

While the virtual events are free, there may be cost considerations with hospitality, and technology. Below is a spreadsheet to help calculate costs.

EXPENSES		
		COST
BREAKFAST		
	Beverages	
	Food	
	Plates/Napkins/Cutlery	
	Cups	
	Serving Utensils	
	Condiments	
LUNCH		
	Beverages	
	Food	
	Plates/Napkins/Cutlery	
	Cups	
	Serving Utensils	
	Condiments	
SNACKS		
	Beverages	
	Food	
	Plates/Napkins/Cutlery	
	Cups	
	Serving Utensils	
TECHNOLOGY		
	Rentals	
OTHER		
	Total	

HOSPITALITY

If funds are limited or unavailable consider request of donations from local supermarkets, restaurants, or retail stores, or do a potluck for breakfast, lunch, dinner, or snacks.

In addition to the listed items on the budget, below are hospitality needs to consider:

- ☐ Setup/Take Down Volunteers
- ☐ Food Servers
- ☐ Coffee Pots
- ☐ Food Warmers
- ☐ Extension Cords
- ☐ Serving Dishes
- ☐ Tablecloths
- ☐ Table Decorations
- ☐ Nametags

MODELS

Here are some sample model schedules to consider followed by a worksheet to use for planning a schedule.

Due to different demographics (such as Spanish and English) and ministries (such as RCIA, Catechists, Youth Ministry or Evangelization) we foresee that parish gatherings may have more than one group or track. To foster fellowship, prayer and unity, using the model schedule above, the recommendation would be for all groups/tracks to meet at Welcome and Fellowship, Lunch, and for Prayers and separate for watching videos and live chats.

Thursday or Friday Night Event

6:00 PM – Hospitality and Fellowship

6:15 PM – Opening Prayer

6:30 PM – Watch Keynote Video

7:00 PM – Live Chat

8:00 PM – Small Group Discussion

8:30 PM – Large Group Table Share

9:00 PM – Closing Prayer

Saturday Full Day Event

8:00 AM – Welcome and Fellowship

8:30 AM – Opening Prayer

8:45 AM – Watch Presentation

9:30 AM – Live Chat

10:00 AM - Break

10:15 AM – Watch Presentation

11:00 AM – Live Chat

Noon – Lunch/Small Group Conversations

12:30 PM – Watch Presentation

1:00 PM – Live Chat

2:00 PM – Small Group Share possibly by presentation topic.

2:30 PM – Large Group Share

3:00 PM – Rosary

SCHEDULING WORKSHEET

TIME	ACTIVITY

COMMUNICATION/INVITATION

Consider the following ways to invite participants to the event and create a plan using the worksheet below:

DATE	COMMUNICATION TYPE
	Personal Group Leader Invitation
	Personal Invitations - Email
	Personal Invitations – Phone Call
	Personal Invitation – Mailing
	Personal Invitation – Text
	Newsletter
	Social Media
	Bulletin
	Pulpit Announcement
	Other

REGISTRAR/SIGN-UP

For this conference we highly encourage participants (whether attending an event or doing conference individually) to sign up individually online at *https://go.virtualcatholicconference.com/SCC2021#_lx8dz7vbf*

In addition for the gathered event, a registrar may be necessary to track who is coming or not. Below please find a simple sign-up sheet for this purpose.

NAME	GROUP	EMAIL	PHONE NUMBER