

SHOWING "UNITY OF MIND" IN THE CONVENTION ORGANIZATION

PLEASE NOTE: The Convention Committee coordinator of the first convention, the contract representative, and the rooming coordinator should assign brothers, including their assistants, to handle each subheading. Highlight practical ways to show "unity of mind" in all roles of convention organization. After the outline is covered, time may be allotted for local information and questions.

UNITED IN ACCOMPLISHING JEHOVAH'S WORK (2 min.)

Even though there are different Convention Committees, we function as "one convention organization," unified in purpose and spirit

As spiritual men, we reflect the spirit of **1 Peter 3:8 (Read and footnote)**

We will discuss practical ways to show "unity of mind"

"UNITY OF MIND" IN WORKING WITH THE CONTRACT REPRESENTATIVE (20 min.)

What is the role of the contract representative (share relevant points from *Convention Organization Guidelines* [CO-1] chap. 2 pars. 53-58)

The contract representative is the point of contact for venue and contract-related matters

This includes city and government officials, parking representatives, police/fire/EMT, and venue management

Convention Committees should ensure that department volunteers avoid directly contacting the venue management (CO-1 chap. 2 par. 58)

The Operating Plan is the foundation of a well-organized, successful convention

[Play the video *What is an Operating Plan?* (approx. 4 min. 45 sec.)]

Question: How does the Operating Plan unify Convention Committees?

It is a basic summary of where, when, and how to accomplish needed tasks specific to your location (1Co 14:40)

Within the week after the convention, the Convention Committee coordinator should compile the "Lessons Learned" from the committee and departments and submit them to the contract representative who will post them on JW Drive

Review and discuss tentative adjustments to the operating plan. [If practical, this review can occur after the conclusion of this meeting. The contract representative will upload the approved operating plan to JW Drive.]

The CEPC, Convention Committee, and contract representative should maintain good communication regarding equipment shipments. The contract representative will communicate with venue management to confirm arrival time and dock availability.

SHOWING UNITY IN WORKING WITH THE ROOMING COORDINATOR (9 min.)

Much work is done year-round in negotiating for hotel rooms

Encourage all to use only hotels on the "Rooming List" to prevent increased room rates

Rooming overseers should send a reminder to the congregations two weeks before the cutoff day, encouraging the brothers to finalize their room arrangements

This will reduce reservation requests being made to the hotels after the cutoff day

Provide assistance to anyone needing help to find rooms after the cutoff day

Consult with the rooming coordinator when selecting brothers to serve in the Rooming Department

Select brothers that have good communication skills and rooming experience

Rooming coordinators should work closely with rooming overseers to use or liquidate all complimentary rooms

The rooming overseer or the Convention Committee may contact the rooming coordinator for unusual situations (CO-1 chap. 2 par. 59)

For example, some have reported incidents where multiple reservations were made and then canceled at the last-minute

Such actions create several problems, including damaging the organization's reputation with the hotels, complications in the assignment of complimentary rooms, and many unused rooms

If these concerns arise, the rooming overseer should inform the rooming coordinator, who can contact the branch if necessary and provide reminders to the congregations

WORKING UNITEDLY WITH THE CONVENTION AND EQUIPMENT POOL COMMITTEE (11 min)

[Play the video *Support Convention Equipment Pool Committees* – 2:31-6:02 and 9:20-13:06 (approx. 7 min. 17 sec.)]

Question: How can we show we are united in supporting the CEPC arrangement?

- (1) Good communication and cooperation with the CEPC regarding needed supplies
- (2) Good communication between Convention Committees regarding receiving/shipping equipment, theme banners, stage backdrops, and other supplies

Adjustments to shipments must be communicated to the receiving Convention Committee

Failure to do so can result in additional expenses, work, and stress **[Read Proverbs 20:18]**

[Note: The program overseer should follow WHQ instructions regarding broadcasting equipment.]

BE OF THE SAME MIND (3 min)

Be “of the same mind in the Lord” and “think in agreement, to live peaceably” (Php 4:2; 2Co 13:11)

We are one convention organization; committees do not work independently (review some of the reminders discussed)

Convention work is part of our worship rendered “whole-souled as to Jehovah, and not to men.” (Col 3:23)

TO BE COVERED IN 45 MINUTES