

“BE HARMONIOUSLY JOINED TOGETHER” AS A CONVENTION ORGANIZATION!

PLEASE NOTE: The Convention Committee should assign committee members or committee assistants to present portions of the outline. The outline includes a video in the “Event Media” section of the “Documents” tab on JW Hub.

WORKING AS A UNIFIED BODY (2 min.)

As part of convention oversight, each of us contributes to unity [**Read Ephesians 4:16**] (“is harmoniously joined together” and “made to cooperate” study notes, *nwtsty*)

When we follow theocratic direction together, we serve under Christ’s headship as a united convention organization (Eph 4:15)

PROMOTING UNITY THROUGH GOOD COMMUNICATION (10 min.)

Unified convention planning and organization requires thorough and prompt communication, following Jehovah's example (Am 3:7)

Important topics to communicate to the Convention Committee include:

- Equipment or supply needs to facilitate coordinating cost-effective solutions with the Convention Equipment Pool Committee
- Facility requests that need coordination with contract representative or Assembly Hall oversight
- Feedback and lessons learned during and immediately after the convention

Convention departments often must communicate closely

- Coordination is necessary when departments have overlapping responsibilities, e.g., Baptism must coordinate with Attendants, A/V, Cleaning, First Aid, Installation, and Safety
- It is vital that all departments communicate clearly and immediately with the Attendant Department if the following situations are observed or learned of:
 - Anyone displays suspicious, disruptive, or dangerous behavior
 - Unattended media representative(s) are at the facility (CO-1 chapter 2, “Working With the Media”)

Department volunteers are our friends—just as Jesus’ disciples were to him

Openly communicate and share information with them (Joh 15:15)

- Share assignment schedules and responsibilities in the weeks before the convention
- Be generous with commendation and encourage feedback

OPERATING PLANS HELP US REMAIN UNIFIED (8 min.)

[Play the video ***What is An Operating Plan?*** (4:45 min.) then ask the following questions]

1. How does an operating plan differ from the CO-1?

[The operating plan gives instructions specific to our facility, while the CO-1 provides guidelines for all venues]

2. How can you use the operating plan to promote unity in your department?

[By training volunteers to follow procedures consistently—helping maintain unity within the department and across all conventions at this venue]

3. How can department overseers and assistants contribute to improving this living document?

[By reviewing it regularly and provide lessons learned to the Convention Committee]

PRIORITIZE SAFETY IN ALL WE DO (3 min.)

CO-1 chapter 2, under “Safety” states: “Safety is a priority and must be taken seriously by every department overseer and assistant”

We help keep safety a priority by:

- Cooperating fully with the safety coordinator and assistant(s)
- Completing a *Job Hazard Analysis* (DC-85) before any work begins
- Consulting with the safety coordinator and experienced volunteers (Pr 11:14)
- Attending scheduled safety meetings for move-in and move-out activities [If known, provide the day, time, and location of these meetings]
- Meeting with volunteers (in-person or virtually) shortly before the convention to review safety measures and key details from DC-82 and DC-85

Encourage all to review the section “Safety” in the CO-1, chapter 2

JEHOVAH BLESSES UNITY (2 min.)

Unity is a product of Jehovah’s blessing on the efforts of spiritual men **[Read 1 Peter 3:8]**

As God’s “fellow workers” we see His holy spirit at work as we serve together unitedly (1Co 3:9)

Never underestimate the value Jehovah places on you and your families, as you care for your convention organization assignment

When each of us contributes to unity, our convention organization becomes a true ‘convention family’ that honors our great Host, Jehovah (Eph 3:15)

[Following the presentation of this outline, the Convention Committee should cover any other instructions needed for all departments. After the meeting, committee members and assistants may meet individually with departments under their oversight to address specific needs]

TO BE COVERED IN 25 MINUTES