

Protestant Chapel Guild Conference

Traditionally, National and Regional Guild Conferences have been held on bases/wings/stations and used many of the supports already in place there. Today's military is a very different milieu. Budgets are not as flexible and resources are less plentiful. This creates a situation where the Chaplain team and hosting Guild are faced with many difficulties as they try to access supports that are already struggling to meet the operational demands of the military.

Recent conferences have been held in a Retreat Centre. This venue change creates new roles for the National Executive and the host Guild.

The National Executive is responsible for the planning and execution of the annual conference. The Executive will delegate responsibilities to the host Guild and other Local Guilds following consultation.

The National Executive will:

1. Set the date and agenda
2. Select the venue
3. Approve a host Guild (please note that the venue may not be in the same geographical location as the host Guild)
4. Select the theme
5. Select and book a key-note speaker/workshop leaders (costs will be built into the registration fee or paid from the national account if the national executive so decides)
6. Set the registration fee
7. Ensure that all appropriate costs are built into registration fee (guests, speakers, music etc)
8. Invite guests to the formal opening and banquet
9. Ensure that there will be a pianist, organist or music director for conference and work with this person to develop the music program
10. Make arrangements for a group photograph to be taken
11. Delegate tasks to Local Guilds (devotions, workshops, craft etc)
12. Inform host Guild regarding their responsibilities
13. Provide conference information to all members (regular, life and associate)
14. Request that registration forms and fee be sent to the National Treasurer (Treasurer will send a list of delegates to the President)
15. Provide host Guild with a list of delegates including arrivals and departures
16. Ensure that ground transportation needs are met (to and from airport etc)
17. Arrange for any decorations
18. Ensure that all conference bills are paid as soon as possible
19. Provide gifts for speakers as appropriate

20. Write and send thank you notes as appropriate as soon as possible following the conference
21. Arrive one day prior to the start of conference to allow for an Executive meeting and to prepare for arrival of the delegates

The Host Guild

The role of the host Guild will vary depending on geographical location of the Guild and the conference venue. The National Executive will work with the host Guild to determine which tasks will be undertaken by the Guild. A retreat centre provides all meals, snacks, accommodations, and meeting space. The host Guild is then free to concentrate on tasks related to activities/programming, decorations, special snacks etc. Arrangements can be made for the transportation of materials, within reason, via military mail.

Delegates Expenses

The following proposal has been approved by the Principal Chaplain (P) and distributed to all Chapel Life Coordinators. Please note that this is a **recommended guideline** – not a directive.

National Guild Executive Proposal

14 August 2007

Local Guild Delegate Expenses for Annual Guild Conference

1. A minimum of two (2) delegates from each local Guild to be sponsored for the total cost of attending conference (conference fees, lodging, meals, travel, incidentals).
2. For those Guilds who either on their own or with the help of their chapel congregations cannot cover the total cost of their delegates' expenses, the following funding formula should be considered:
 - 1/3 to be paid by the local Guild
 - 1/3 to be paid by the local Chapel Committee
 - 1/3 to be sponsored by the Christian Development Fund
3. Application to the Christian Development Fund will be made by the local Guild through their CLC.
4. Local Guilds and Chapel Committees are encouraged to advance the money that will be claimed to the Christian Development Fund to the delegate until the Christian Development Fund claim is settled.

Christian Development Fund

The purpose of the Christian Development Fund is to provide financial assistance to lay delegates to attend (or to provide resource persons for) conferences, workshops, seminars, etc. which would contribute to the development and promotion of chapel congregational leadership and programming.

Local Guilds are welcome to apply for assistance from this fund, with the approval of their Chapel Life Coordinator, to facilitate the participation of members in the annual National Guild Conference.

The application form can be completed with assistance from your CLC and submitted through their office to the Office of the Chaplain General.

THE MOST CURRENT FORM CAN BE OBTAINED FROM YOUR CLC. THE REQUEST MUST BE SUBMITTED FOR APPROVAL BY FEBRUARY 1 OF EACH YEAR. NO REQUESTS WILL BE ACCEPTED AFTER THE CONFERENCE.

Please ensure that you submit any requests to the Christian Development Fund through your Chapel Life Coordinator.

Conference Expenses

Historically the National Executive has borne some of the cost related to conference. In 1988 the Protestant Chapel Guild had over 800 members. In 2007 the membership totaled 103. This dramatic decline has resulted in a much smaller budget for the National Executive as the only source of income is from membership fees. Offsetting conference expenses over the years as the membership declined has depleted the funds in the National Guild account.

The National Executive is responsible to ensure that the registration fee set for conference is adequate to cover the costs of the conference. The Protestant Chapel Guild is fortunate to have funding from the Office of the Chaplain General to cover the travel expenses of the National Executive. The regulations regarding the use of these funds are very strict and the National Executive cannot recover any other expenses from this funding source.

Local Guilds are encouraged to work with their Chapel Life Coordinator to enable their delegates to attend conference using the funding formula (1/3 local Guild, 1/3 Chapel Committee, 1/3 Christian Development Fund) as necessary.

All claims to Local Guilds and the Christian Development Fund must be accompanied by receipts after the request has been approved and the conference has taken place.

Why Hold An Annual Conference?

The National Guild Conference serves many purposes. Conference provides an opportunity for Guild members from across the Canadian Forces to come together for fellowship, worship, and business. The Annual Meeting of the National Guild is held during Conference and provides an opportunity for all Local Guilds to have a say, through their delegates, in business matters before the membership.

Conference is much more than an opportunity to have an annual meeting and conduct business. Times for fellowship, worship, learning, and sharing are key to the spiritual growth of the organization and its members. Local Guilds are spread widely across the Canadian Forces and conference facilitates the 'bringing together' of our collective knowledge, skills, and experiences. The Annual Conference is an essential part of the structure of the Canadian Forces Protestant Chapel Guild.