Trinity Institute® 44th National Theological Conference

January 22—24, 2015
Trinity Church, New York

TRINITY INSTITUTE® 2015 GUIDELINES FOR PARTNERS

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Trinity Institute’s Role
Trinity Institute will present Creating Common Good, a practical conference on economic equality, beginning on Thursday evening, January 22, 2015, 7–8:30pm EST, continuing 9am to 5pm on Friday, January 23, and 9am–3:30pm on Saturday, January 24. Trinity’s Eucharist at 11:15am on Sunday, January 25, will also be related to the theme and will be webcast. Video recordings will be available on our website for presentation in different time zones as necessary.

Thursday evening’s opening worship service at 7pm will include a homily by the Most Rev. Justin Welby, Archbishop of Canterbury. It will be followed by a keynote address from author/scholar Cornel West of Union Theological Seminary.

Both Friday and Saturday mornings will begin at 9am with Morning Prayer, with participatory music by Melanie Demore. This service will be webcast, and Partner Sites are invited to participate.

At 9:30am on Friday, Archbishop Welby will give a 20-minute talk on the question, “Is Inequality Sin?” followed by a panel discussion. After reflection groups and lunch, at 2pm author Barbara Ehrenreich will give a talk on “Class Matters,” followed by reflection groups. On Friday evening we will screen the documentary, Inequality for All, based on the work of Robert Reich, economist and former Secretary of Labor. Professor Reich will participate in a Q&A by Skype. (Partner sites will be provided with a DVD of the documentary.)

Saturday morning’s first session at 9:30am will address the question, “What Can We Do about Economic Inequality?” with an opening talk by economist Juliet Schor. After reflection groups and lunch, the final panel at 2pm will focus on “The Agape Economy: What Is the Church’s Call?” with an opening talk by the Rt. Rev. Julio Murray, Bishop of Panama.

The conference will be webcast live from Trinity Church, Wall Street. Questions and comments from Partner Sites will be incorporated into all interactive plenary sessions. Trinity Institute will supply guidelines and a training video for reflection group facilitators.

Partner’s Role
Your site will host a regional conference concurrently with the conference in New York. Participants will gather to view the keynote and other talks via a broadband Internet connection. Participants at your site should take part in all the small group reflections. You will recruit local facilitators who will use materials provided by Trinity Institute. Those sites not in the Eastern or Central Time Zones may present the plenaries at different times by playing “on-demand” files from our website. These files will be available approximately 1-1/2 hrs after each live session. You may also choose to present the conference later using the on-demand files.

This year the conference will feature a sliding fee scale. Partners can choose to pay the full price of $500 (what it costs us to provide the National Conference) or a lesser rate of either $300 or $100—whatever is affordable. (The option to apply for a scholarship will be made available for those unable to pay the lowest rate. Please contact our office at institute@trinitywallstreet.org). At your discretion you may charge participants in your location whatever fee you feel is appropriate or to provide it for free.

Register online to become a partner site:
To register online visit: www.trinitywallstreet.org/institute then click on the orange “register” link located on the right side of the page.

The deadline to become a partner site is Friday, December 12, 2014.

General Questions
Main Office: 1.212.300.9902 or email institute@trinitywallstreet.org
Purposes and Goals

The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord’s favor.

Luke 4:18–19

For three transgressions of Israel, and for four, I will not revoke the punishment; because they sell the righteous for silver, and the needy for a pair of sandals – they who trample the head of the poor into the dust of the earth, and push the afflicted out of the way…

Amos 2:6–7

America has an enormous reservoir of resilience and common sense… Whenever we have faced the moral urgency of living up to our ideals – to recognize the rights of blacks, women, and the disabled, for example – we have risen to the occasion.

Robert B. Reich, Aftershock: The Next Economy and America’s Future

Purpose
To raise awareness and offer practical advice to help churches address the fact that our society is increasingly made up of have and have nots. This consistently widening gap represents a condition decried by the prophets, forcefully addressed by Jesus, and singled out by a number of contemporary voices in economics and public policy as a serious but correctable obstacle to human thriving. The perspective of this conference is that, far from being too big to tackle (or, as some will argue, nothing to worry about) income inequality represents a core justice issue that can be a vital focus for preaching, teaching, and social action.

Goals
By the end of this conference, participants will:

• Gain a deeper understanding of the mandate in scripture and tradition to make this issue a focus of mission and ministry
• See more clearly how our society got to this point
• Understand and be able to articulate alternatives to the status quo that are consistent with biblical values and contemporary understandings of human flourishing
• Learn about ways communities of faith are successfully addressing this mission focus
• Identify ways in which the above can be used to engage in public theology through preaching, teaching, witness, and community leadership
• Emerge with knowledge and networks for continued action and mutual support

Approach

• Humanize a subject that can get lost in statistics and politics
• Theologize by offering perspectives from scripture and tradition to support preaching, teaching, and social action
• Strategize so people in churches will know how to make this a focus of ministry in practical ways

Withdrawal Policy
If your parish/institution must withdraw from the partner program, please provide written notification of your withdrawal to the Trinity Institute office.

Note: 100% withdrawal fee applies after December 1, 2014.

Important: Please send the name and contact information of your site coordinator and technical coordinator ASAP to Trinity Institute at institute@trinitywallstreet.org, so we may update our files.
Trinity Institute® 44th National Theological Conference

CREATING COMMON GOOD | A practical conference on economic equality

Purpose
The purpose of this conference is to raise awareness and offer practical advice to help churches address the fact that our society is increasingly made up of have and have nots. This consistently widening gap represents a condition decried by the prophets, forcefully addressed by Jesus, and singled out by a number of contemporary voices in economics and public policy as a serious but correctable obstacle to human thriving. The perspective of this conference is that, far from being too big to tackle (or, as some will argue, nothing to worry about) economic inequality represents a core justice issue that can be a vital focus for preaching, teaching, and social action.

Thursday, January 22:
7:00–8:30pm  Opening Worship
Preacher: Justin Welby, Archbishop of Canterbury
Keynote Address: Cornel West (The Rich and the Rest of Us)

Friday, January 23:
7:45am  Registration Opens/ Continental Breakfast
9am  Musical Gathering & Morning Prayer in Trinity—Melanie DeMore, Vocal Activist
9:30am  “Is Inequality Sinful?”
Begin with the theological context. No system is perfectly equal, so when does inequality become exploitation and sin? What does our status quo say about moral priorities and uses of power?
Opening talk (20 minutes): Justin Welby
Panel and Q&A: Julio Murray (Bp. of Panama), Rachel Held Evans (Faith Unraveled: How a Girl Who Knew All the Answers Learned to Ask Questions), Jennifer Jones Austin (Federation of Protestant Welfare Agencies), R.R. Reno (First Things)

11:00am Break
11:30am Groups
12:45pm Lunch
2pm  Class Matters
Some argue that American society is developing a class divide more extreme than any we have ever known, putting any shared vision of the common good out of reach. Issues include immigration, poverty, gender, mobility.
Opening talk (20 minutes): Barbara Ehrenreich (Nickel and Dimed; This Land Is Their Land)
Panel: R. R. Reno (First Things), Yamily Bass-Choate (Iglesia Memorial de San Andres), Traci C. West (Disruptive Christian Ethics: When Racism and Women’s Lives Matter), others TBA

3:30pm Break
4–5:15pm Groups
7pm  Film Screening in Trinity Church—Inequality for All
8:30pm Skype Q&A: Robert Reich (Aftershock: The Next Economy and America’s Future)
Saturday, January 24:

8am        Continental Breakfast

9am        Musical Gathering & Morning Prayer in Trinity Church

9:30am     “What Can We Do about Economic Inequality?”
The economic shape of today’s society did not come about not by accident but by engineering. What tools are available to reverse the trend in ways that support equity and human flourishing? Policy, advocacy, art, education…revolution?

Opening talk (20 minutes): Juliet Schor (*Plenitude: The New Economics of True Wealth*)

Panel and Q&A: Nicole Baker Fulgham (Expectations Project), Saskia Sassen (Columbia University), others TBA

11am       Break

11:30am    Groups

12:45pm    Lunch

2pm        *The Agape Economy: The Church’s Call to Action*
How do we discern what tools will work in our local contexts and rally action around a vision of God’s economy?

Opening talk (20 minutes): Julio Murray

Panel and Q&A: Rachel Held Evans, Jennifer Jones Austin, Amy Butler (Riverside Church)

3:30pm     Adjourn

Sunday, January 25 (Optional):

10am       Discovery Class & Webcast

11:15am    Eucharist - Preacher TBA
THEOLOGICAL REFLECTION GROUPS

Following each of the plenary sessions, participants will gather in smaller groups. (We recommend groups of no larger than 20.) In these facilitated sessions participants will reflect on and respond to the insights from the session, name their own perspectives, build community, and identify new questions and actions.

At Partner Sites, local leaders will facilitate the sessions in order to bring the themes and practices home in meaningful ways and to develop plans for action.

Trinity Institute will post materials for facilitators online, so you may download and print as many copies as necessary.

In November 2014, Trinity Institute will provide:

- A PDF providing design and rationale for the groups, including guidelines for facilitators. You may download and make as many copies as necessary for your site.
- An instructional video for facilitators, with insight into the design, purpose, and method of these sessions.

General Questions
Robert Owens Scott, Director, Trinity Institute
212.602.0870, bscott@trinitywallstreet.org
Advent and Lenten Resources

The value of a conference such as Creating Common Good grows in direct proportion to the lasting impact it has on your community. Therefore, Trinity Institute has long been committed to creating video curriculum resources that are effective and easy to use in group meetings and formation programs, both as preparation and follow-up to the conferences. This year we are pleased to be working in partnership with ChurchNext, a leader in the design and delivery of online Christian learning. Together, we will produce e-courses and online video to provide all of our sites with the option of structuring their program years around economic justice.

Advent – The Season of Preparation

Each week in Advent we will offer online learning courses that endeavor to view income inequality through multiple lenses:

• Archbishop of Canterbury Justin Welby and predatory payday loans and how churches can be “credit champions”
• Bishop of Panama Julio Murray and the invisible reality in two Central American cities
• Rachel Held-Evans and those “playing by the rules” in rural North America
• Nicole Baker Fulgham and the importance of church involvement in public education

Epiphany – The Season of Insight

• The Big Class—a worldwide, free, open, online learning experience in mid-January
• Creating Common Good conference in New York and webcast, January 22–24

Lent – The Season of Going Deeper

• ChurchNext’s curriculum designers and Trinity’s video production team will select material from the conference and specially-shot footage to create online courses each week during Lent.

All of these online courses may be used in group settings with a facilitator on Sunday mornings or at other scheduled times, or members of your community may access them individually at their convenience.

Instructions for sign-up and links for your website will be sent by November 2, 2014. For access to course, please enter coupon code: T12015

These course offerings hope to:

• Draw people into the prophetic imagination of economic equality and justice
• Provide background for people who will participate in Trinity Institute 2015 and ministries beyond
• Help people make connections between prophetic witness and current reality, and to discern the call within that
• Introduce people to the potential of online Christian learning
• Put people in touch with one another around the world
• Make people aware of sponsors’ desire to help them grow in Christ
WEBCAST

To view Trinity Institute webcasts you will need a broadband Internet connection, such as a cable modem, DSL, or a T1 line, hooked to a computer with a web browser. You will want a projector and a screen if you are viewing the webcast as a group.

For additional guidance and technical assistance, during the days of the live conference Trinity’s Technology Information Systems Helpdesk will be available by phone or email. For support call the TI Tech Hotline at 1.212.300.9926, or email TIsupport@trinitywallstreet.org. For any technical questions prior to the days of the conference please call general number: 212-300-9902.

Please designate your technical coordinator as soon as possible and plan to have that person on hand or on call during the conference.

Important: Test Webcasts

Trinity Institute has scheduled two days for webcast tests. In December you will receive an invitation to sign up for one of the test dates. You will also be receiving an email with instructions on how to participate in the webcast test.

ALL TIMES ARE EASTERN

Thursday, January 8 at 12 noon

Tuesday, January 13 at 10:30am and 3pm

Thursday, January 8 will consist of a live webcast of Trinity’s noon Eucharist (with sermon on the conference theme) to allow you to test your connection, your software, and your projection system. The webcast will be followed by a conference call for site and technical coordinators to give feedback and ask questions of the Trinity TV & New Media and Technology Information Systems departments. The two webcasts on January 13 will be replays of portions of the Eucharist followed by conference calls. We will provide you with all the necessary details for participating in the webcast test including the toll-free conference call-in number.

It is crucial that you plan to participate in one of these tests.

Please send the name and contact information of your site coordinator and technical coordinator to Valerie Smith at institute@trinitywallstreet.org

General questions:
1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
Webcast Information

Trinity Institute webcasts are now streamed using the Abode Flash Player, which is available for both MAC and PC users. In order to view our webcasts you will need to install Adobe Flash Player 10 or higher on your computer. To determine if you have any version of Adobe Flash Player currently installed on your computer, visit:

www.adobe.com/software/flash/about/

A box titled “Version Information” will appear on the right hand side of your screen with information about the version your computer is currently running. If you are not running Adobe Flash Player 10 or higher, click the link to the Player Download Center and download the latest version. The Player Download Center will automatically sense your computer’s operating system and select the correct version of the Flash Player for download.

Once you have downloaded Adobe Flash Player, visit trinitywallstreet.org/tiwebcast to test both your connection and the Flash Player software. Adobe Flash Player will work well on almost any connection.

The webcast may be accessed by a dial-up modem, but for optimal viewing we recommend you connect to the internet via high-speed access (cable-modem, T-1 Line, DSL).

Using a high-speed connection provides the best possible picture, and in conjunction with an LCD projector allows you to project the image onto a screen for group viewing. An LCD projector can be rented for a reasonable fee. Another key component for presenting Trinity Institute will be a pair of speakers for your computer or the ability to connect to a public address system.

Equipment and Software

1 | A computer
2 | Speakers for your computer
3 | Adobe Flash Player or higher
4 | Internet connection—preferably one that is able to connect at least 400 kilobits downstream
5 | LCD Projector (if you have a group of 3 or more people)

Many internet connections are shared connections and as a result, may be slow due to network congestion. It is recommended that you test your connection speed during work hours when internet activity is high. This should simulate the network traffic you will experience during Trinity Institute. You can test your connection by watching any of our daily services.
WEBCAST FAQs

What kind of software do I need?
Adobe Flash Player 10 or higher.

What type of connection do I need?
Our programs can be accessed by nearly every type of connection. We recommend high speed internet connection.

What browsers do you support?
While we support all the major browsers, including Explorer, Firefox, Safari, AOL, and Google Chrome. We recommend using Google Chrome.

What if my video freezes or loads very slowly?
All internet connections fluctuate in available bandwidth. If you are experiencing freezing please try to reload the page. If this is a constant problem, consider changing your internet connection.

I’ve tried everything you suggest above, but I’m still having problems. What do I do?
Please contact us, letting us know your operating system, internet connection speed, and software. Also let us know which video you are trying to watch.

During Trinity Institute, the live event will be available in your partners area.

For support call 1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
PC USERS

Quick Guide to Connecting an LCD Projector

Depending on the configuration you have, you will be able to set up your LCD projector within a few minutes. Here’s an important, yet simple, concept that you should keep in mind: a projector is basically a monitor. For a presentation such as Trinity Institute’s National Theological Conference, we do recommend using a desktop rather than a laptop. Desktops are generally more powerful than their laptop counterparts. They also usually include more powerful video cards that will help when displaying the webcast onto a large screen.

Let’s begin!

1 | Confirm everything is turned off.

2 | At the projector: plug in a standard VGA cable (like the blue “male” connector at right), or depending on the model laptop/desktop/projector, by using a DVI cable (like the white connector).

3 | Plug the other end of the cable into your laptop/desktop (desktop “female” connector shown at right). The connector is usually on the back of most laptops/desktops but can sometimes be found on the side of some laptops.

4 | Turn the projector on first.

5 | Turn on the laptop/desktop.

It will take a minute for the projector to warm up. When it’s ready, most computers will give you an image immediately. You may have to use a button combination to make it work on some laptops. Generally, pressing FN + one of the “F” keys (usually F4, located along the top of your keyboard) will toggle showing the image on your laptop screen only, the projector screen only, or both. Because a desktop usually only has one video connection you will only see the image on the projector screen.

For support call 1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
PC USERS

Common Issues/Resolutions

A discolored image (all green or red background)
Look for a broken VGA cable connector—bent pins.

Webcast shows on computer screen, but not on projector screen
Right click on your desktop, select properties. Select the “Settings” tab. Click on the “Advanced” button. Depending on your computer you may have an option called “Displays.” You’ll need to make the projector the “main” display by clicking on it, then selecting “Apply.”

No light
Lamp could be burned out. Though a replacement lamp can be quite expensive, it might be a good idea to keep an extra one around just in case.

Note: Make sure all the cables are connected including the power cable of the projector and the laptop. It is not recommended that you use only the battery! Make sure to keep the power cord plugged in to your laptop during the entire presentation.

Good luck!

For support call 1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
Quick Guide to Connecting an LCD Projector

Depending on the configuration you have, you will be able to set up your LCD projector within a few minutes. Here’s an important, yet simple, concept that you should keep in mind: a projector is basically a monitor. For a presentation such as the Trinity Institute’s National Theological Conference, we do recommend using a desktop rather than a laptop. Desktops are generally more powerful than their laptop counterparts. They also usually include more powerful video cards that will help when displaying the webcast onto a large screen.

On Apple MacBook/MacBook Pro/MacBook Air laptops, there are several ports available (depending on the model you have) including Mini DisplayPort, Mini DVI, Micro-DVI and Thunderbolt. These allow you to connect to an external video source such as TVs, projectors, and external monitors. The following illustrations show the appearance of the Mini DisplayPort and the adapter that is required:

See the illustration of the DVI port and the DVI-to-VGA adapter below.

For support call 1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
MAC USERS

Ideally, the following procedure should be followed:

Shut your Mac down, or put it into sleep mode by pressing the power button and clicking sleep when the shutdown dialogue box appears. Connect the adapter shown below to the VGA cable, which comes with your projector.

![VGA cable and adapter](image)

This is what the projector’s VGA cable looks like.
It will connect to the white adaptor.

Power up the projector, and then take the Mac out of sleep mode (or power it up). As functions return to your Mac, you should see an image appear from the projector.

![Adapter connection](image)

The Projector’s VGA cable should connect to these adapters, which should be connected to the Mac, as shown.

For support call **1.212.300.9902** and press #2 at the prompt or email **TIsupport@trinitywallstreet.org**.

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MAC USERS

The Displays preference panel will help manage different display modes. When an external video component (TV, monitor, projector) is attached to your Mac, the display preference panel will change slightly to include an ‘Arrangement’ tab.

In this case, the larger square represents the Mac while the smaller square represents the external video.

The bar at the top of the first square indicates which display is being controlled by the Mac; the one without a bar will be the secondary display.

So, if you would like to display a multimedia presentation while still controlling the computer, you can deactivate Mirror Displays and drag the bar to the secondary display. This means whatever is on the computer will be displayed on the projection. It is simpler to use the Mirror Displays option.

When the option Mirror Displays is checked, you will see the same thing on the projection as well as the display on your Mac. When this option is unchecked, the display will turn ‘continuous’, which means each display will act as an individual component. You can arrange how these displays interact with each other.

For support call 1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
PROMOTION AND MARKETING

To help promote your local event

Trinity Institute will list all our partners on our website. Please let us know how you would like your location’s name to appear. Be sure to include your URL so visitors to our website can be linked to your site. We strongly recommend setting up a special page on your site devoted to the conference.

To support your local promotion

Trinity Institute will provide:

- Fliers and ads that can be customized with your information and downloaded using Microsoft Word and Acrobat Reader from Trinity’s website
- Individual design elements, such as the conference logo, that you can incorporate into your own designs
- A banner ad for your website
- An HTML flier that you may customize for email promotion
- A social media tool kit

These promotional materials along with other item may be found at trinitywallstreet.org/institute.

General Questions

Angelica Roman-Jimenez, Program Administrator
1.212.602.0805, institute@trinitywallstreet.org

Valerie Smith, Program Coordinator
1.212.602.0871, institute@trinitywallstreet.org
CONTINUING EDUCATION UNITS

In response to the 75th General Convention’s call for the development of continuing education plans for clergy, lay professionals, and licensed ministers (Resolution D009), Trinity Institute offers two Continuing Education Units (CEUs) for all persons who complete each year’s National Theological Conference. As a partner site, you may offer your participants these CEUs.

To qualify participants must:

1) attend all presentations

2) take part in all Theological Reflection Groups, either in New York City or at one of the Trinity Institute partner sites

3) apply for CEUs using a form on Trinity’s website post conference that will confirm participation and ask for a short reflection on the implications for ministry from the conference

Trinity Institute will provide certificates directly to your participants and will maintain all records for future reference. For those participants who do not have computer access, we will post a form in our password protected area that you as the site coordinator may print out and make available.

Participants will have thirty days from the end of the conference to apply for CEUs. At the end of that time, the Trinity Institute office will contact each site coordinator with the names of those persons who have applied. We will ask you to confirm that they attended your site, so please plan to keep attendance records.

General Questions
Robert Owens Scott, Director of Faith Formation and Education
212.602.0870, bscott@trinitywallstreet.org
HOSPITALITY

To ensure the success of your event, we suggest the following:

Conference Folder
Provide participants with a welcome packet, which can include: a welcome letter; schedule; materials from your own parish announcing events, etc.; maps and an evaluation form. PDFs of the evaluation form will be made available online in January 2015.

Name Tags
Make sure the participant’s first name is legible from a distance to assist those in the small groups. They may also be used for admission and re-admission to your program.

Registration
Allow ample time to check-in participants, collect fees from walk-ins, and provide conference materials and name tags.

Signage/Maps
Situate posters, fliers, and directional signs to help participants and facilitators find their specific meeting locations, rest spots, meals, and other essential services.

Meals
Provide your participants with a continental breakfast, mid-morning snack, and lunch.

Photographer
Secure a photographer to take pictures of your program (this can be a volunteer from your congregation). You can then upload them to your parish website and newsletters. These photos will also be helpful in promoting future events and for historical data.
GREENING YOUR TRINITY INSTITUTE EVENT

Making your Webcast a Model of Environmental Sustainability
By The Rev. Fletcher Harper and Stacey Kennealy

Introduction
For faith communities committed to economic and environmental sustainability, this event provides a unique chance to “walk the talk”—to turn their sites into model green events.

There are four areas of focus involved in greening your site.
These are:
• Energy and transportation
• Food
• Waste
• Materials

Here are some tips on each of these areas.

Energy and Transportation
It’s now widely recognized that our use of fossil fuels creates greenhouse gas emissions—primarily carbon dioxide—that are responsible for global warming, also called climate change.

Your institution can show how to decrease the greenhouse gas emissions resulting from a community event in two ways—by conserving energy at your facility, and by encouraging more energy-efficient transportation such as walking, carpooling, or using public transit.

Energy
Conserve energy during your event. Using less lighting and more efficient lighting (Compact Fluorescent Bulbs, or T-8 or T-5 tubular fluorescent lamps) can help your institution cut energy use during and after your Webcast. Adjusting your thermostat one degree lower can actually cut your heating costs 5% over the course of the heating season. See www.hes.lbl.gov for the U.S. Department of Energy’s Home Energy Saver on-line energy audit tool to help you get started.

Purchase carbon offsets to make your event “carbon neutral.” A growing number of companies make it possible for consumers to purchase electricity from renewable energy projects such as solar arrays or wind farms that generate electricity without any carbon emissions or air pollution. See www.green-e.org for a list of renewable energy providers whose generation projects have been certified for their environmental benefit.
Transportation

**Encourage walking or biking.** Where possible, encourage your participants to walk or bike to your event. This creates an opportunity for exercise and enjoying the outdoors.

**Create a car-pooling system.** Identify members of your congregation who are interested in car-pooling, and help them coordinate their travel to and from your event. In addition to saving energy, this also helps build relationships within your community.

**Promote public transit.** If possible, encourage your participants to use public transit to get to and from your event, and provide them with easy-to-understand directions. www.publicroutes.com has public transport information for many parts of the U.S.

Food

In *The Consumer’s Guide to Effective Environmental Choices*, the Union of Concerned Scientists noted that one of the best ways for North Americans to reduce their negative environmental impact was to eat more organic, locally-grown food and less meat.

Your institution can model environmentally-healthy food choices through the refreshments or meal you serve in relation to your event.

**Make your event 100% vegetarian.** Even if they’re not vegetarians, most people are very willing to sample vegetarian fare. By making an effort to serve creative, quality vegetarian food, you can widen participants’ awareness of how they can reduce the environmental impact of their food choices.

**Support local farmers.** If possible, purchase fruit and vegetables that are locally grown, which reduces the transportation-related impact of these foods while supporting local farms. Since Trinity Institute happens in January, this will be difficult for those in northern parts of the U.S. and in Canada. In that case, host sites can provide a list of local farms, farmers’ markets or “CSAs” (Community Supported Agriculture Programs) where fresh produce can be purchased during the growing season.

**Purchase organic foods.** Organic foods are produced without the use of synthetic pesticides, and are much better for human health and the environment. Purchase organic food for your event wherever possible.

**Support fair-trade.** Fair-trade practices provide the farmers and producers with a living wage, and provide you with peace of mind. Fair-trade coffee, sugar, cocoa and chocolate are just a few of the items you can incorporate into your event. Be sure to look for the official fair-trade label on all items. For more information, visit: www.equalexchange.com.
Waste

**Minimize the waste your event produces.** Serve food on reusable plates; use reusable cups and glasses for beverages, and encourage participants to bring their own reusable mugs. To make this as easy as possible, recruit ‘green’ volunteers to help with cleaning the dishes. Where reusable dinnerware is infeasible, use 100% post-consumer recycled content paper products or compostable dinnerware in lieu of Styrofoam or plastic, which take hundreds of years to decay. For information about compostable dinnerware, visit www.worldcentric.org.

**Recycle aggressively.** Make sure that you have well-marked bins for recycling, with easy-to-read signage, alongside all your regular waste bins. Research shows that this is the single most effective way to increase recycling rates. If there are any fruit or vegetable scraps, collect them in a separate bin for composting.

Materials

During and after your event, you can demonstrate responsible use of paper and the chemical products you use to clean your facility.

**Use paper responsibly.** Print any materials you distribute on at least 30% (preferably 100%) post-consumer recycled content paper. Make sure that any paper you use is printed on both sides. Provide paper recycling bins that are well-marked and easy to find.

**Reduce paper usage.** Invite and remind participants of the event through email, e-newsletter, announcements after services, or other media that do not require the use of paper.

**Use green cleaning products to clean your facility.** These products are as effective as conventional cleaning products which contain chemicals that harm human health and the environment. See www.greenseal.org for a list of environmentally-friendly cleaning products.

Conclusion

We encourage you to share information about any steps you take with those attending your Webcast. For additional information and support in becoming a leader in sustainability in your community, see www.greenfaith.org.

The Rev. Fletcher Harper is an Episcopal priest and Executive Director of GreenFaith, an interfaith environmental coalition based in New Jersey. Stacey Kennealy is GreenFaith’s Director of Sustainability.
One of our goals is to do a thorough evaluation of the conference so we can keep what works and fix what doesn’t in future years. We will be very interested in all feedback you have for us in any form. Specifically, we are designing questionnaires that we would like to make available to every participant, in New York and at every site.

In January 2015, we will provide you with a PDF (Adobe Acrobat document) of this year’s evaluation. Please print these out and have them available for your participants at the end of the conference. Have your attendees complete the evaluations BEFORE THEY LEAVE. Hartford Seminary’s Institute for Religion Research will prepare an overall report as well as a report specific to your site at no additional cost to you. But they need sufficient feedback to create this report so please encourage participants to respond. We will provide an address where completed questionnaires may be mailed for tabulation.

We will also provide an online web address for those who would like to complete the evaluation online. Experience shows, however, that people are more likely to complete the evaluation if they do it before they leave.

We will provide a separate online web address for site coordinators to give us their feedback on how the process worked at your site and how it could be improved in future years.

General Questions
Robert Owens Scott, Director of Faith Formation and Education
212.602.0870, bscott@trinitywallstreet.org
CONTACTS

Trinity Institute Staff
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Technical Support
For support call 1.212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
MATERIALS TIMELINE

Timeline

October
Marketing & Promotion Materials (Password Protected Area) available in PDF/Word format. To help you plan your local marketing, Trinity Institute will provide the following:

- Logo
- Speaker photos
- Template for press release
- Web banner and HTML flier (email ready)
- Poster and flier

Speaker Videos
Videos featuring conference speakers reflecting on the themes, useful for reflection and response leading up to the event in January.

November/December
Instructional Video for Facilitators
An instructional video will be available for facilitators to provide insight into the design, purpose and method of these sessions.

Reflection Group Facilitator Guides

Advent Curricula
E-course and website videos featuring our speakers for use in individual and group settings.

Trinity News
Each partner site will receive 20 copies of Trinity News, which will focus on this year’s conference theme.

January
Evaluations will be provided to each partner site for distribution to site coordinators and participants.

Test your audio & visual equipment. Participation is required of new partners and is valuable for all.

Webcast Test

   ALL TIMES ARE EASTERN

Thursday, January 8 at 12 noon

Tuesday, January 13 at 10:30am and 3pm

Reminder: The 2015 webcast will be viewable with Adobe Flash Player (not Windows Media Player).

The presentations will be accessible from our website for use in your ongoing educational program. Viewing will be available on-demand one week after the live event.

Order of Service
The Order of Service will be posted as a PDF and Word file. For Partner Sites at churches that have their own worship planned for Sunday morning, the Institute will provide liturgical materials to incorporate the conference theme into worship. The Trinity service will be webcast, and in past years some Partner Sites have con-celebrated. The sermon will be available on-demand and may be used in a group setting or individually.

March, 2015
CEU Certificates for attendees who qualify