Trinity Institute® 45th National Theological Conference

January 21–23, 2016
Trinity Church, New York

TRINITY INSTITUTE® 2016 GUIDELINES FOR PARTNERS

Overview
Promotion and Marketing
Contacts

Purposes and Goals
Continuing Education Units
Timeline

Theological Reflection Groups
Hospitality

Webcast
Evaluation
OVERVIEW

Trinity Institute’s Role
Trinity Institute will present *Listen for a Change: Sacred Conversations for Racial Justice* beginning on Thursday evening, January 21, 2016, 6:30–9pm EST, continuing 9am to 5pm on Friday, January 22, and 9am–4:00pm on Saturday, January 23. Trinity’s Eucharist at 11:15am on Sunday, January 24, 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 6:30pm will include a homily by the Most Rev. Michael B. Curry, Presiding Bishop of the Episcopal Church. The music of Zimbabwean singer-songwriter Netsayi will open the conference in a premier of her mass, performed by the Choir of Trinity Wall Street and new-music orchestra NOVUS NY, under the leadership of Julian Wachner. It will be followed by a keynote address from author/National Public Radio correspondent Michele Norris, “Eavesdropping on America’s Conversation on Race.”

Both Friday and Saturday mornings will begin at 9am with song, prayer, and storytelling, with participatory music by Melanie Demore. Partner Sites are encouraged to participate.

At 9:30am on Friday, Nicholas Kristof, Pulitzer Prize-winning *New York Times* columnist, will give a 20-minute talk on the nature and impact of race, followed by conversation with theologian Emilie Townes, dean of Vanderbilt Divinity School, and sociologist Eduardo Bonilla-Silva of Duke University. After reflection groups and lunch, at 2pm, Professor Townes will give a talk on the history of race, followed by a panel including Gary Dorrien, Union Theological Seminary, and reflection groups. On Friday evening we present and webcast a special event for teenagers and parents. Details will be announced this fall.

Saturday morning’s first session will explore current issues of policing and social control, with talks by sociologist Victor Rios, University of California, Santa Barbara, and theologian Kelly Brown Douglas, Goucher University. After reflection groups and lunch, the final afternoon will feature actress/social critic Anna Deavere Smith, followed by a panel focusing on practices and policies to bring change.

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—which 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 provide it for free.

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, 2015.*

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

Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another.

Ephesians 4:25

For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places.

Ephesians 6:12

Racism is not an evil in human hearts or minds; racism is a principality, a demonic power, a representative, image, and embodiment of death, over which human beings have little or no control, but which works its awful influence over their lives

William Stringfellow, Essential Writings

Purpose

To convene the kinds of difficult, life-giving, sacred conversations about race that so many yearn for but find challenging. Call it a rigged system, a form of social control (Michelle Alexander), a permanent state (Derrick Bell), or a demonic power (Stringfellow), racism exerts a seemingly relentless grip and takes on what appear to be endlessly adaptable forms. Some suggest that the problem will go away if we don’t talk about it. Many of our constituents tell us just the opposite: “We have to talk about this. Lives are at stake. People are dying.” They also say that it’s hard. Through the experience and teaching of the conference, TI2016 will empower individuals and churches to have conversations that will help us to understand the multidimensional nature of racism (theological, social, political as well as personal and systemic) and to exercise leadership toward change.

Goals

By the end of this conference, participants will be empowered to engage in conversations and action about race by:

• Witnessing informed, constructive, and compassionate conversations;
• Practicing doing the same in facilitated small groups, gaining insight into of the experience of others and how it often differs from our own;
• Gaining a deeper understanding of how the inner logic of racism has theological roots and needs a theological response;
• Seeing how structural racism works in our society and how we got here;
• Recognizing the critical role mass incarceration plays in that structure;
• Learning about policies and practices that could move society in a more just direction;
• Hearing about ways communities of faith are successfully addressing racial issues and holding difficult and transformative conversations;
• Emerging with knowledge and networks for continued action and mutual support.

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.
Pre-Conference Resources

The value of a conference such as *Listen for a Change* 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 will be providing both videos and live events leading up to the January conference.

**Events:**

In the months leading up to Trinity Institute (TI2016), a series of events called the Pre-TI Dialogues will offer a preview of TI2016. These forums are a chance to engage in some of the issues that will be explored in more depth at the conference, including mass incarceration, structural racism, and policy change.

**Pre-TI Dialogue #1: Event held Saturday, September 12, 2015** – Now available on demand for registered partners. *Our Children, Our Prisons: Moving Young People from Incarceration to Education*

Featuring Bryan Stevenson, keynote address

The first of the Pre-TI Dialogues, focuses on the impact of incarceration on young people. This event brings together nationally recognized experts and local activists to clarify the issues, spark discussion, and offer practical advice on how to make a difference. Bryan Stevenson, author of *Just Mercy: A Story of Justice and Redemption*, delivers the keynote address. Panel speakers will include Divine Pryor, Judith Kaye, the Rev. Vivian Nixon, and Diana Ortiz.

This event is available on-demand only for registered partners. Suggestions for group reflection questions following the program will be provided.

**Pre-TI Dialogue #2: Saturday, December 5, 2015** – Equity in Education

Dr. Freeman Hrabowski, President, University of Maryland, Baltimore County, author, *Holding Fast to Dreams: Empowering Youth from the Civil Rights Crusade to STEM*, keynote. Other speakers TBA.

**Videos:**

**Advent – The Season of Preparation**

In Advent we will offer videos of 10 to 15 minutes for viewing and reflection individually or in groups:

“Constructing Race” – Theologians and sociologists explore how race, which has no genetic or biological basis, was constructed and is maintained, and how this awareness can help to bring change. Speakers include Kelly Brown Douglas, Eduardo Bonilla-Silva, J. Cameron Carter, and Jennifer Harvey.

“Assessing Our Legacy” – This video delves into the archives of Trinity Wall Street and the history of New York City to come to grips with the tangible legacy of the slave trade today.

“Undoing Racism” This mini-documentary follows two congregations as they build a home together as part of an intentional project devoted to undoing racism. ‘Trinity Episcopal Church in New Orleans’ Garden District has a direct historic connection to slavery, the Confederacy, and the Civil War, and Household of Faith is a major African American congregation in the same city.

**January 4, 2016:**

“Talking about Race” Experienced race-conversation facilitators offer insights and advice for those wishing to nurture conversations as learning experiences with the capacity of being transformative for participants. This video will be a vital tool for all facilitators of small groups for *Listen for a Change* and may also be used in other contexts.

**Epiphany – The Season of Insight**

*Listen for a Change* conference in New York and webcast, January 21–23

**Lent – The Season of Going Deeper**

Trinity’s video production and curriculum 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.
THEOLOGICAL REFLECTION GROUPS

TI2016 presents conversation as a learning opportunity: a chance to engage in deep listening and truth telling and, as a result, develop the skills to create change within a troubled system. By having these difficult conversations, we can build the underlying capacities and willingness to address the racial tensions of our time. “Not everything that is faced can be changed,” wrote the late James Baldwin, “but nothing can be changed if it is not faced.”

Following each of the plenary sessions, participants will gather in smaller groups. (See website for full schedule.) 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, you may download and print as many copies as necessary.

A team of experienced race-conversation facilitators have been convened to plan the reflection sessions and to offer guidance on facilitation methods. The fruit of their work will be provided in two forms:

- In October 2015: 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.
- January 2016: An instructional video for facilitators, with insight into the design, purpose, and method of these sessions; advice on approach and method; and a lexicon of terms.

General Questions
Kathy Bozzuti-Jones, Associate Director, Faith Formation and Education
212.602.0870, kbozzuti-jones@trinitywallstreet.org
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 November 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

Tuesday, December 8th at 10:30am and 3:30pm
Wednesday, December 9th at 10:30am and 3:30pm

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 institute@trinitywallstreet.org

General questions:
212.300.9902 and press #2 at the prompt or email TIsupport@trinitywallstreet.org.
Webcast Information

Trinity Institute webcasts are now streamed across many platforms which supports 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 or HTML5. 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 https://www.trinitywallstreet.org/videos to test both your connection and the Flash Player software. Click on any video to see if your computer is up to date.

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, FIOS).

We do not recommend watching via wifi. A wired internet connection is much faster and more consistent.

Also, viewing on mobile devices is possible but not recommended if using a projector.

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)
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 9, Firefox, Safari, 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 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.

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.

On Apple MacBook/MacBook Pro/MacBook Air laptops, there are several ports available (depending on the model you have) including Mini DisplayPort, 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:

![Mini DisplayPort](image1.png)  ![Mini DisplayPort to VGA adapter](image2.png)

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](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.

>>2 of 3
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

Template Materials
To use the template materials, simply replace the highlighted sample text with relevant text about your site. Then they are ready to use! The toolkit contains the following template materials:

- Template flier/poster/ad
- Template press release

Stand-Alone Assets
These are pieces you might need if you wish to build promotional items yourself, such as a webpage or a flier. Here’s what you’ll find:

- Web banner
- Eblast art
- Logos
- Speaker photos
- Key Messages

Tips for Using Template Materials

Fliers/Posters/Ad
Post fliers and posters in open areas, where they are highly visible to people who might be interested in the conference. Hang them in your church, and in other places that your target audience frequents – this may be other churches in the area, schools, or community centers.

Identify people who are advocates for Trinity Institute in your community, give them a stack of fliers, and ask them to get creative! Ask local publications if they would place an ad for you, or simply use it as an announcement in your own materials.

Start now! The earlier you can get attendees signed on, the better.

E-blasts
Email is a fast, easy, inexpensive way to promote TI2016. If you don’t have a list of email addresses readily available, collect email addresses after services or at community events. Ask leaders in your church or organization for mailing lists you may not be aware of; often times, mailing lists are fragmented across an organization.

Press Release
A press release is a written statement released to the media to provide newsworthy information, in hopes that a reporter will cover the event: either by publishing the press release, writing a feature article, or including an event listing in a publication.

Research local reporters who might be interested in reporting on TI2016 and email them a “pitch,” in which you ask them to write about TI2016. This pitch should tell the reporter why his or her readers would be interested in this topic. Below the pitch, copy and paste your press release.

Additional Tips
Feeling creative? Use the logos, photos, and messages to create your own promotional pieces. If you choose to promote TI2016 on your website, you can upload the JPEG provided in the toolkit, to give your page an official feel.

You will find these items on our website https://www.trinitywallstreet.org/trinity-institute/2016/partner-resources

General Questions
Angelica Roman-Jimenez, Program Administrator
212.602.0805, institute@trinitywallstreet.org

Valerie Smith, Program Coordinator
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, flyers, 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, Greenfaith

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 Certification & Shield Director.
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 2016, 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
Robert Owens Scott, Director of Faith Formation and Education
212.602.0870, bscott@trinitywallstreet.org

Angelica Roman-Jimenez, Program Administrator
212.602.0805, aroman@trinitywallstreet.org

Valerie Smith, Program Coordinator
212.602.0871, vsmith@trinitywallstreet.org

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

Timeline

September
Marketing & Promotion Materials 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
- Poster and flier

Speaker Videos
Videos featuring conference speakers reflecting on the themes, useful for creating interest leading up to the event in January.

October
Downloadable Facilitator Guides

November/December
Test your audio & visual equipment. Sign up for webcast test. Participation is required of new partners and is valuable for all.

Advent Curricula
Website videos featuring our speakers for use in individual and group settings.

Webcast Test dates and times

ALL TIMES ARE EASTERN

Tuesday, December 8th at 10:30am and 3:30pm

Wednesday, December 9th at 10:30am and 3:30pm

Reflection Group Facilitator Guides

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

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

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.

Evaluations
Evaluations will be downloadable for each partner site to distribute to conference participants. 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.

March, 2016
CEU Certificates for attendees who qualify.