GUIDELINES FOR PARTNERS

Guidelines for Partners

March 22-24, 2017
Trinity Church, New York City

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Overview

Trinity Institute’s Role
Trinity Institute will present Water Justice beginning on Wednesday evening, March 22, 2017, 7:00–9:00 pm EST, continuing 9:00 am to 5:00 pm on Thursday, March 23, and 9:00 am–4:00 pm on Friday, March 24. Wednesday evening will begin with worship (order of service may be downloaded from our website), followed by a keynote address. Thursday and Friday will feature two plenary sessions each day, 9:00–11:00 am and 2:00 – 4:00 pm.

Each plenary session will begin with interactive song and prayer, and partner sites are encouraged to participate. This year’s speakers will include internationally recognized experts who will frame issues and solutions along with people from different parts of the world who will share their stories of ways the water crisis affects them and how their faith is helping them to work for change. Partner Sites will be incorporated into all interactive plenary sessions, submitting questions via email, social media, and Skype.

Plenary sessions will be interwoven with facilitated reflection groups (see website for the schedule) in which participants will make connections between the presentations and their own experiences and will discern next steps for work in their own contexts. Designs for the group sessions and guidance for facilitators in your site will be available on our website.

After being webcast live, video recordings of the plenary sessions will be available on our website for presentation.

Special events may be added during the evenings. Please check our website and e-newsletters for updates.

Partner’s Role
Your site will host a regional conference concurrently with the conference in New York or at later dates and times of your choosing. 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 1½ 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 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 March 1, 2017.

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

_He turns a desert into pools of water, a parched land into springs of water. And there he lets the hungry live, and they establish a town to live in; they sow fields, and plant vineyards, and get a fruitful yield._

Psalm 107:35-37

_...let everyone who is thirsty come. Let anyone who wishes take the water of life as a gift._

Revelation 22:17

_Water is the hammer with which climate change will hit the earth._

Travis Huxman, Environmental Biologist

**Purpose**

To enlighten, inspire, and equip faith communities on water as a vital, life-giving focus for justice ministries, and to join with others around the world to draw attention to our obligation to care for God’s gift of water. The ancient world knew water as a need, a gift, and a guide (the Hebrew word for rain and teaching is the same). Today, as the consequences of human-induced climate change become ever clearer, more and more of the world’s population lacks access to the clean, safe water we need to survive. The oceans, source of nutrition and livelihood for over a billion people, are literally dying. Fortunately, water can again become our teacher:

_The light at the end of this tunnel is that water survival will necessitate more collaborative, equitable and sustainable ways of producing energy, growing food, trading across borders, and producing goods and services.... Water will be nature’s gift to humanity to teach us how to live more lightly on the Earth, in peace with respect for one another and with true justice._


Faith communities can take a leadership role by framing the water crisis in terms of our common humanity, our shared future, and the earth that is God’s gift. By drawing attention to the burdens placed on the most vulnerable, we can raise the call for justice – which, as the prophet Amos declared and Martin Luther King, Jr. echoed, must “roll down like waters.”

**Learning Goals – Participants will:**

- Experience water theologically as a sacred gift, nurturer, and sustainer of life
- Understand the relationship of water issues and climate change
- Gain a deeper awareness of how our actions affect others around the world
- Identify what we can do to mitigate and adapt to these issues
- Experience the global nature of the Church and Christian community and its power to effect change

**Action Goals – Participants will:**

- Access, create, and share educational resources, networks, and relationships that can continue to have an impact after the project
- Find opportunities to join in existing projects and ministries
- Receive guidance and support in creating or re-energizing effective and well-focused ministries in their local contexts
- Access educational resources, networks, and relationships to maintain ongoing impact
Theological Reflection Groups

Following each of the plenary sessions, participants gather in smaller groups. (See website for full schedule of Reflection Group meetings.) We recommend groups of no larger than 20. In these facilitated sessions, participants reflect on insights from plenary speakers and storytellers, name their own perspectives, consider new questions, build community, and identify plans for action in their home contexts.

Theological Reflection Groups help people of faith to connect what they are learning about global water challenges with their own experience in local contexts. Each successive session invites deeper integration and exploration, leading to concrete steps for faith community engagement.

At Partner Sites, local leaders facilitate the sessions in order to bring the themes and practices home in meaningful ways, and to develop plans for action. To support their work, step-by-step Reflection Group Facilitation materials are provided.

A Design Team of activists, educators, and pastoral leaders will convene to plan the Reflection Group materials and to offer guidance on facilitation methods. The fruit of their work will be provided in two forms:

- Reflection Group Facilitation (pdf)
- Instructional Video for Facilitators

General Questions

Kathy Bozzuti-Jones, Associate Director, Faith Formation and Education
212.602.9622, kbozzuti-jones@trinitywallstreet.org
Pre- and Post-Conference Resources
see TI2017.org for details and updates

Trinity Institute Dialogue #1
Our Sacred Ocean
A religious response to the international Our Ocean conference

American University, Washington DC
Co-Sponsored by GreenFaith and Trinity Institute
This event took place Wednesday, Sept. 14. Highlights are available on our website.

Earth’s oceans are in danger, and communities of faith must respond. Learn about:

• the environmental issues facing oceans
• religious teachings related to ocean protection and care
• advocacy opportunities

Featuring:

• Theologian Jame Schaefer, PhD., of Marquette University, presenting “Hope for the Imperiled Oceans—Theological and Ethical Perspectives of the World Religions”
• Dr. Vaughn Turekian, Science and Technology Advisor to US Secretary of State John Kerry

Trinity Institute Dialogue #2
It’s Not Just Flint: Water Crises and Inequality in the United States

Saturday, January 21, 2017, 10:00 am – 3:00 pm EST
Live in Trinity Church, New York and Webcast (live and on demand)

A year after the news about toxic water in Flint, Michigan broke nationally, it’s clear that for millions of Americans – particularly in poor and marginalized communities, both urban and rural – safe water and sanitation are increasingly unaffordable. This one-day event will bring together keynote speakers, panelists, and original video to show what is happening now in Flint and surfacing in other communities and to spark dialogue about how faith communities can make a difference.

Trinity Institute Dialogue #3
Just Water Discovery Day for Children, Youth & Families

Saturday, March 25, Times TBA
Live in St. Paul’s Chapel, New York and Webcast (live and on demand)

Trinity Institute is hosting a “Just Water” Discovery Day for children, youth and families, portions of which will be webcast live and available on demand. This will include two science shows from Philadelphia’s Franklin Institute:

• “Water, Water, Water!” – Intended for a preschool audience about how we all need water to live and grow, and how water likes to stick to us and to itself
• “How to Build a Storm: The Weather Show” for kids in elementary and middle school that explores wild weather and introduces climate change.

Guests from New York City’s renowned Symphony Space Global Arts program will bring us water stories and music from around the world. Throughout the day, we’ll also be learning about water justice through hands-on activities, film clips, and presentations. We will provide resources that parishes can use locally at any time to make the theme of water justice accessible and engaging to young people.
To keep building momentum after the conference and to offer participants a way to draw other members of their communities into the conversation, Trinity Institute is partnering with GreenFaith to offer a free webinar series. The sessions will be online and interactive. Topics will include:

- **Water and Spirituality** – Overview of water rituals from various faiths and how different faith communities are adapting these rituals, and creating new ones, to engage their members in a deeper relationship with God through their connection with water

- **Ocean Wonders, Ocean Challenges** – A whirlwind tour of the Census of Marine Life – the largest-ever survey of life in the oceans – and a basic scientific introduction to the three most significant challenges facing oceans today

- **Theologies of Water** – Participants will enjoy an interactive discussion among theologians from the Christian, Jewish, Muslim, Hindu, and Buddhist traditions, who will each share insights about water and its spiritual meaning and moral significance

- **Advocacy and Our Ocean** – Experts from the US State Department and various ocean advocacy groups will discuss several of the key issues facing the international community ways that advocacy by faith groups can make a difference

- **The Interfaith Statement on Water and Oceans** – For the first time, religious leaders have come together to release a major statement on earth’s waters and oceans. Signers and a UN representative will describe the statement’s key points and significance
Advent Resources

In Advent 2016, we will offer four short videos with reflection questions suitable for group or individual study. These original videos will put human faces on the water justice issues that the conference will explore. They will be available for viewing on our website.

**Rising Tides:** Isle de Jean Charles is a richly biodiverse island community in the Louisiana Bayou near New Orleans. Environmental degradation leading to rising waters threatens the very existence of the island and a way of life that has been sustained for centuries.

**Toxicity:** Cuba’s ongoing water crisis was exacerbated when Hurricane Sandy stirred up its shallow water table and made much of the tap water unsafe for consumption. With help from partners in the United States, the Episcopal Church of Cuba has installed filters that make its churches and seminary sites for whole villages, have access to clean, safe water.

**Access:** Bottled water was not always the custom in the United States. There was a time when people quenched their thirst from water fountains. A move is underway to refurbish water fountains in less-affluent neighborhoods in New York City. The goal is to encourage young people to choose water instead of soft drinks, as well as reminding them that water from fountains is safe, healthy, free, and does not require use of plastic bottles.

**Drought:** As drought envelops the southern third of the African continent, one nation severely affected is Swaziland. Children hungry from a lack of food are unable to walk to school, and cattle, a symbol of wealth in Swazi culture, are dying. The Anglican Church is reaching out, assisting communities in developing small community gardens, as well as assisting people in becoming more environmentally aware.

These videos will be released throughout the fall and will all be ready, along with discussion questions, by the first week of Advent.
Lenten Resources

Study Guide
Available as PDF, App, or Webpage

Trinity Institute 2017 will begin on March 22, coinciding with the United Nations’ World Water Day and the second week of Lent. In order to enhance that vital season of prayer, study, and repentance, members of the Anglican Communion Environmental Network are creating a Lent Study Guide. The guide will be available for individuals and groups as a webpage, a PDF, and as an app for smartphones and tablets late November 2016, in English, French, Spanish, and Portuguese.

Each week will include a contextual meditation, scripture, a prayer, and online resources. The Rev. Jeff Golliher, the Anglican Communion’s environmental representative at the United Nations, is editing the guide. The writers are:

- Dr. Andrew Leake, Anglican Diocese of Northern Argentina
- Rachel Mash, Anglican Church of Southern Africa
- The Right Reverend Dr. Helen-Ann Hartley, Bishop of Waikato, New Zealand
- Michael Schut, The Episcopal Church in the United States
- Dr. Mathew Koshy Punnackadu, Church of Southern India
- And, writing a special meditation for Palm Sunday: The Right Reverend Ellinah Wamukoya, Bishop of Swaziland and convener of the Anglican Communion Environmental Network

Sermon Series
Available for viewing online

Our partners at St. Paul’s Cathedral in London will offer a preaching series on the theology of water at Evensong each Sunday in Lent. Each sermon will be posted online on Monday, with study questions crafted by the preachers. See our website for the link.

Preachers:

- March 5: The Rev. Canon Dr. Edmund Newell, Principal, Cumberland Lodge, “The Sacramental Sea”
- March 12: The Rev. Canon John Rodwell, Honorary Canon Blackburn Cathedral
- March 19: Lorraine Kingsley, CEO, Toilet Twinning
- March 26: Barbara Ridpath, Director of St Paul’s Institute
- April 9 (Palm Sunday): TBA
A Global Partnership

JustWater2017
Coming together to care for God’s sustaining gift of water in all its forms

Water Justice is proud to be part of JustWater2017, a world-wide series of events coinciding with the United Nations’ World Water Day, March 22, 2017. Cathedrals and churches around the world will lift their voices to draw attention to our obligation to care for God’s sustaining gift of water in all its forms.

This effort emerged from a partnership among:

- St. George’s Cathedral, Cape Town, South Africa
- St. Paul’s Cathedral, Melbourne, Australia
- Trinity Church Wall Street, New York, United States (Trinity Institute)

It is intended to become a worldwide movement with churches and cathedrals around the world participating.

Aims & Objectives
The universality of water together with its locally specific context make it a wonderful subject for a global conference of churches. We have come together for this JustWater program in order to:

- Raise consciousness of local circumstances on water-related issues
- Nurture shared understandings, focused upon the season of Lent and World Water Day, to weave together a compelling theological vision centered on human dignity, justice, stewardship, and community
- Provide impetus and guidance for direct action and mutual support, equipping church leaders to be active agents and advocates
- Deliver an integrated program with business, science, liturgy, education and the arts to help raise awareness, deepen understanding and build a shared community for action

The intention of our initiative is to create a program of events with content and resources that can be shared and adapted with cathedrals and churches around the world, working hand-in-hand with business, government and charitable organizations to accomplish more together than we can on our own.

Outcomes
JustWater will be a resource open to all who wish to access it. Users will adapt the program to their location depending upon interest and local relevance. Each program will operate independently, running within a similar time frame with shared logos and using #JustWater2017 to increase reach and impact.

See JustWater2017.org for information, ideas, and resources and to share what you are doing with a global community.
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 general questions prior to the days of the conference, please call 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—one day in February and one in March. You will receive an invitation to sign up for one of the 1 hour test dates. You will also be receiving an email with instructions on how to participate in the webcast test. During this test we strongly advise that you use the same equipment that will be used during your presentation. You will need a computer and telephone to call after web viewing.

ALL TIMES ARE EASTERN

Wednesday, February 8th: 10:30am - 11:30am and 3:30pm - 4:30pm

Wednesday, March 8th: 10:30am - 11:30am and 3:30 - 4:30pm.

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

Important: Please send the name and contact information of your site coordinator and technical coordinator ASAP to institute@trinitywallstreet.org

TI Tech Hotline:

1.212.300.9926

General questions:

212.300.9902 or email TIsupport@trinitywallstreet.org.
How to view Trinity Institute live via webcast:
2 Easy steps

- Login to our website at: [https://www.trinitywallstreet.org/education](https://www.trinitywallstreet.org/education)
  (We encourage you to login to our website at least 30 minutes prior the live event)

- Click on the “Watch Live Video Now” button in the upper right corner (see below). Please note that the orange button won’t appear until the event is live. If you do not see this button, please refresh your page. It’s also helpful to ensure the latest version of your browser is being used. You will also see a live stream & on demand button in the “Today at Trinity” box at middle of page.

If you still do not see the live video button after refreshing the page please call the TI Hotline: 212-300-9926.
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 suggested 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 212.300.9926 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 1.212.300.9926 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 1.212.300.9926 or email TIsupport@trinitywallstreet.org.
MAC 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.

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:

For support call 1.212.300.9926 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.

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.

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

For support call 1.212.300.9926 or email TIsupport@trinitywallstreet.org.
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 1.212.300.9926 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
- 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

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.

Eblasts
Email is a fast, easy, inexpensive way to promote TI2017. 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; mailing lists are often 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. Trinity Institute will provide a template that you may adapt for your site.

Research local reporters who might be interested in reporting on TI2017 and email them a “pitch,” in which you ask them to write about TI2017. 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 TI2017 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/2017/partner-toolkit

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 February 2017.

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, Stacey Kennealy

Introduction
This year's Trinity Institute – Water Justice – is focused on an environmental theme. This gives Host Sites around North America a unique chance to “walk the talk” – to turn their webcast into a model “green” event.

This is an exciting opportunity for three reasons:
• It's a faithful thing to do. Showing that we can be not only “hearers of the Word but doers also (James 1:22)” is always important.
• It will make the webcast at your site more meaningful. Many people have not thought about what is involved in “greening” an event, and will be genuinely interested to see what you have done.
• It will make your webcast more powerful. People are influenced by seeing others model new behaviors, and more likely to take action themselves if they see others setting an example first.

There are five areas of focus involved in “greening” your webcast site. These are:
• Energy and transportation
• Food
• Waste
• Materials
• Communications

Here are some tips on each of these areas.

Energy and Transportation
Our use of fossil fuels creates greenhouse gas emissions that are responsible for climate change. It’s our duty as people of faith to reduce these emissions at our events.

Your institution can decrease the greenhouse gas emissions resulting from your webcast 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 (LEDs, 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.** Invite 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 March, 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 volunteers to help with cleaning the dishes. Where reusable dinnerware is not possible, 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.

Communications

We encourage you to share information about any steps you take with those attending your webcast. Trinity Church will provide a sign-up sheet for any congregations that want to take part in a follow-up webinar with GreenFaith to help them start their own congregation on the path to becoming an environmental leader.

The Rev. Fletcher Harper is an Episcopal priest and Executive Director of GreenFaith, an interfaith environmental coalition. Stacey Kennealy is GreenFaith’s Director of Sustainability. See www.greenfaith.org for more information.
Evaluation

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 February 2017, 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

Kathy Bozzuti-Jones, Associate Director
212.602.9622, kbozzuti-jones@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 1.212.300-9926 or email TIsupport@trinitywallstreet.org.
Materials Timeline

Timeline

NOVEMBER
Marketing & Promotion Materials available in PDF/Word format. To help you plan your local marketing, Trinity Institute will provide the following:

- Logo
- Web banner
- Speaker photos
- Poster and flier
- Template for press release

Lent Study Guide

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

DECEMBER
Reflection Group Facilitator Guides will be posted as a PDF file.

JANUARY 2017
Instructional Video for Facilitators
An instructional video will be available for facilitators to provide insight into the design, purpose and method of these sessions.

Sign up for February's webcast test. See below for date & times. Participation is required of new partners and is valuable for all. You will receive an invitation to sign up from our office. You will also be receiving an email with instructions on how to participate. You will only need to partake in one session (unless your prefer otherwise).

Order of Service
The Order of Service will be posted as a PDF and Word file. The Trinity service will be webcast, and in past years some Partner Sites have co-celebrated. The sermon will be available on-demand and may be used in a group setting or individually.

Each partner site will receive a copy of Water of Baptism, Water of Life, an activity book for 8-11 year olds by the Rev. Anne E. Kitch.

FEBRUARY 2017
Webcast Test (eastern times):
Wednesday, February 8th: 10:30am -11:30am and 3:30pm - 4:30pm
If you are not able to participate in February’s test be sure to sign up for March webcast test.

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 2017
Webcast Test (eastern times):
Wednesday, March 8th 10:30am - 11:30am and 3:30 -4:30pm

MAY 2017
CEU Certificates for attendees who qualify.