



ASSOCIATION FOR EPISCOPAL DEACONS

ENGAGING THE DIAKONIA OF ALL BELIEVERS

Request for Proposals: AED Triennial Assemblies 2019 and 2022

Proposal Due Date: Mar. 1, 2017

Every three years in June, AED hosts a Triennial Assembly to which we hope to welcome all deacons in the United States, Canada, and associated communions. We invite you, your community of Deacons and your diocese to submit a Proposal for hosting this Assembly. Hosting an Assembly helps enliven local diaconal community-building, and provides a tremendous service to the diaconal community as a whole. Thank you in advance for the work you are considering undertaking.

AED attempts to provide wide opportunity for deacons and others to participate, and so attempts to hold the Assembly in a variety of locales around the continent. In order for the event to be successful it is essential to have a well-organized local committee from a host Diocese to offer an invitation and manage on-site activities. The last Assembly was held in Minneapolis, MN.

The AED Board of Directors plans to make site decisions for 2019 and 2022 (if possible) at a Board meeting in March of 2017. To be considered, proposals are due March 1, 2017.

Proposals should carefully address the following issues:

1. **The Bishop's Support:** In what ways will your Bishop support the Assembly? May we count on your bishop to participate in some activities, and to preside over the Closing Eucharist?
2. **The Community of Deacons:** Is there a community of deacons willing to function as a local planning committee? Are there two deacons who will convene this local committee? (At least one should have attended a previous Triennial) Are there enough deacons or other interested persons with appropriate skills to carry out these important local functions:
 - A. Conference registration;
 - B. Liaison with the Assembly site;
 - C. Publicity and Assembly materials design;
 - D. Coordination with the AED Executive Director and Board Design Team.
 - E. Hospitality during the Assembly, including acting as greeters and guides and arranging information on local activities for families/spouses.
 - F. Liturgy design for Eucharist and Prayer services (in close consultation with AED).
3. **The Proposed Assembly Site:** Is there an Assembly site available, for appropriate dates, and accommodating up to 200 persons? Does it have a reasonable and modest cost structure? Please provide details addressing the following issues and costs:

- A. Most attendees will need hotel or dormitory accommodations. What are the amenities of rooms at the proposed site?
- B. Local attendees may commute. What needs might they have and how will those be addressed in your setting?
- C. What kinds of disability adaptation are available at your proposed site? Is the site entirely ADA compliant? Are there suitable guest rooms for disabled persons?
- D. How might food be provided at your site, including daily meals for Assembly residents and commuters, daily meals for non-participating spouses/partners, coffee breaks, social hours, and a banquet with additional guests?
- E. Are there appropriate spaces at your site for Assembly use including:
 - 1) A plenary room space large enough for all attendees. (What technologies are included to support presentations, *e.g.*, AV capacity for sound and projection, wireless, etc.)
 - 2) A room suitable as liturgical space for all. (How might it be rendered more inviting for worship?)
 - 3) Three to five rooms for pre-Assembly meetings and conference workshops for 25 to 75 persons.
 - 4) Small group spaces for 15 to 18.
 - 5) Small groups of 10 to 12 persons.
 - 6) Exhibit space for AED and other commercial and information booths or tables.
 - 7) Coffee/social space for informal activity (may be associated with exhibit space).
 - 8) A registration area, centrally located.
- F. Does your proposed site staff appear flexible and willing to work with the AED local committee and central staff?
- G. In what ways could you support the use of music in our liturgies?

4. **Transportation:** Does the site proposed have good air transportation service? How will the participants get to the site from the airport, and what is the cost? Can the local team provide transportation to and from the airport to the Assembly site, for national design team members coming in early or presenters?

5. **Special Appeal of your Area:** What special historical, cultural or religious appeal does your area have that AED could use to enrich the Assembly theme? What local attractions might appeal to family members accompanying Assembly participants?

Please contact AED with any additional questions. We welcome any opportunity to discuss this proposal and make it possible for your diocese to host. Thank you!

The Rev. Deacon Lori Mills-Curran
Executive Director

Please submit proposals (preferably electronically) to:

Executive Office • P.O. Box 1516, Westborough, MA 01581-6516

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