

## Circuit Coordinator

The Circuit Coordinator is the point of contact with the CLCC and coordinates the work of the congregational representatives and other volunteers. This role is ideally filled by a layman who recognizes the unique opportunity this event provides. It requires the ability to organize and motivate other volunteers.

The Circuit Coordinator

- Locates representatives from each congregation in the circuit. See ***Tips for Locating Congregational Representatives*** below and the [representative's duties](#).
- Chairs meetings with the congregational representatives to determine
  - date and location of convocation (See [Facilities and Equipment](#))
  - topics to be covered
  - format of event
  - how the presenters will be chosen
  - estimates for the costs and the ways to fund event
  - what additional resources may be desired
- Serves as the on-going communication focal point for the circuit seminar, staying in touch with the CLCC and using their resources as the team wishes.
- Oversees distribution of promotional material. A **Circuit Promotion Coordinator** may be chosen to prepare and distribute promotional materials. (See [Promotion](#))
- Applies for grants.
- Determines responsibility among the congregational representatives for the following:
  - Equipment for the presentation (laptop, projector, screen).
  - Registration desk and at least one volunteer to man it.
  - Refreshments and food before and during the convocation.
  - Volunteers to serve the refreshments and lunch.
  - Volunteers to set up and clean up.
  - Documentation of the event (photographs, video and audio files) to be shared among team members and with the CLCC
- With permission of presenters, submits presentations to the CLCC for use in other circuits.
- Provides feedback after the seminar, including the list of attendees and photographic documentation of the event.

### Tips for Locating Congregational Representatives

Here are some tips to help you find congregational representatives in your circuit. Keep in mind that the representatives from the congregations don't need to be well versed in the Lutheran confessions. You simply want leaders.

1. Find the e-mail addresses of the circuit pastors.

Generally, a circuit has about 8-12 congregations. There are a number of ways you can get the pastors' addresses. The easiest would be to ask a pastor who would be likely to help you get this project organized. This is most likely your own.

If you prefer to find the pastors yourself, you may be able to get the list from your district's website. You should be able to find the name of your circuit visitor and a list of the churches in your circuit.

Once you know the names of the pastors or churches you can get their email addresses at [lcms.org](http://lcms.org) using *Locators* at the top right corner. A church's page has a link to its pastor's information.

2. Write to each circuit pastor. Introduce yourself and explain that you would like to see a convocation in your circuit and ask for his help. Explain that he may be asked to lead a presentation, but for now you would simply like his help in finding a representative from his congregation who could help you. Explain in the letter that if he's not able to help you, and it's a large church with secretarial staff, you would like his permission to contact his office secretary to get these names. Don't expect responses from all of the pastors. You may not get any. The purpose of this letter is obviously to get the pastors' help, but the other purpose is to make it clear you are not going behind the pastors' backs. You want their support. Be very tactful and respectful in your request. This could be a form letter, see the sample on the next page.
3. Ask for help from the CLCC. Pr. Jarvis would be willing to provide assistance.

Hopefully you will get a positive response. Lack of a response does not mean, however, they won't cooperate for the actual seminar. It is not likely to be too difficult to find pastors to lead the presentations, especially when material is available for them. They would simply need to personalize it. It's at this first step, when they are not sure what this is about, that you may not get a response. If you don't get a positive response, please contact CLCC for additional helps.

### **Sample Letter to Circuit Pastors**

#### **You might customize this letter to fit your circuit.**

Dear Pastors of LCMS MN S District – Circuit 13,

I would like to interest you and your congregations in an opportunity to participate in a well-structured seminar developed by [Confessional Lutherans for Christ's Commission](http://www.theclcc.org) (CLCC) to observe and celebrate the Reformation and Lutheran Confessions.

Who am I to ask this of you? My name is \_\_\_\_\_. I have been an active member of Trinity Lutheran Church in Rochester for the last 23 years. While attending a recent Continuing Education Class on the book of Job, I was approached by Rev. Rob Jarvis, a the executive director of the CLCC. He asked if I would be the 13<sup>th</sup> Circuit's Coordinator for this seminar.

As Pastors of your respective congregations you have undoubtedly offered or plan to offer your own instruction concerning the Reformation and Confessions – just as the Pastors of Trinity have done. The main difference in this convocation would be the opportunity for interested LCMS laypersons from the 9 circuit #13 congregations to gather together in a single place (yet to be determined) and to learn and share their faith and understanding of what it means to be a Christian Lutheran with each other.

This event cannot take place without a coordinated effort on our parts as laid out on the CLCC web page <https://www.theclcc.org/circuit-convocations-and-classes/>. This page goes into greater detail about organizing a convocation and has links to presentation materials. While the materials for presentation are available through the CLCC, volunteers would be needed to host, publicize, and present the seminar – hopefully sometime in October.

I believe this seminar would be a great opportunity for the laity of our congregations to work together and learn. And if there is any interest from local congregations outside this circuit, and they do not have their own circuit coordinator, then let them join in!

Please let me know if you have any interest in this seminar and who I might contact in your congregation for any further coordination efforts. I look forward to hearing from you.

VDMA,  
(name)