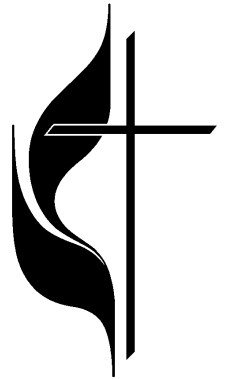


GUIDELINES FOR ORGANIZING A UNITED METHODIST BISHOP'S DINNER FOR SCOUTING



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General Commission on United Methodist Men
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The 2012 Book of Discipline states in ¶2302.5(c): “The General Commission on United Methodist Men will provide resources and support...to coordinate and promote...Bishop’s Dinners for Scouting.”

GUIDELINES FOR ORGANIZING A UNITED METHODIST BISHOP'S DINNER FOR SCOUTING

A Bishop's Dinner for Scouting brings together at one time a number of churches and other United Methodist (UM) organizations that could expand this ministry of outreach and organize scouting units if properly motivated.

This program can be initiated by a UM Conference Committee on Scouting, a district committee on scouting ministry or other scouting ministry representatives. In all cases **it is mandatory that the program be developed through the Conference Director of Connectional Ministries, Conference Men's President and/or the Conference Scouting Coordinator or a District Superintendent who will initiate communication with the Bishop** regarding his or her support of the project.

During the dinner, the opportunities and responsibilities of working in concert with youth-serving agencies are explained. Trained volunteers sit with each group of attendees to answer their questions and to encourage their acceptance of the challenge to provide programs to youth in units under UM auspices. The dinner program should include a presentation on the religious, vocational, and educational aspects of these programs followed by the bishop's endorsement of the programs.

The program needs to emphasize ministry aspects of scouting instead of just starting new units. These include promotion of: Scout Sunday, P.R.A.Y. Awards (formerly the God & Country series), worship on outings, adult recognition, the Bishop's Award of Excellence, the Good Samaritan Award and other UM awards for youth and adults, and UMMen support. Pastors and lay leaders who attend because of the bishop's presence may not have another opportunity to hear these aspects of our ministry.

In planning such a program, you need to determine whether the whole annual conference should be involved or only a portion of the conference, such as a UM Church district or combination of districts. This decision should be based on the geographical area involved, the availability of church leaders, and the bishop's commitments.

To maximize success, at least three (3) months lead time should be provided to organize and execute the program.

The following attachments cover all basic aspects of the program:

- *Attachment 1* *Master planning schedule*
- *Attachment 2* *Plan of action - Conference Committee on Scouting*
Plan of action - District Committees on Scouting
Plan of action - local council, Boy Scouts of America (BSA),
Girl Scouts of the U.S.A. (GSUSA), Camp Fire USA (CFUSA), or Big
Brothers Big Sisters of America (BBBS)
- *Attachment 3* *Sample bishop's letter*
- *Attachment 4* *Sample follow-up letter*
- *Attachment 5* *Visitation guide (things to do)*
- *Attachment 6* *Covenant card*
- *Attachment 7A* *Sample program agenda*
- *Attachment 7B* *Sample invitation*
- *Attachment 8* *Duties of the church organizer/contact person*
- *Attachment 9* *The Partnership Concept*

MASTER PLANNING SCHEDULE

Action Date	# of Days Prior to Program	Suggested Steps
	-90	Meet with bishop to discuss plan, secure his or her cooperation and participation, and select dinner date(s)
	-80	Recruit chairman for Bishop's Dinner
	-75	<p>Conduct planning meeting; attendance should include key members of conference and/or district UM Scouting Committees, BSA, GSUSA, Camp Fire USA, Big Brothers Big Sisters of America executives. Agenda should include:</p> <ol style="list-style-type: none"> 1. Selection of churches and organizations to be contacted. It is recommended that all United Methodist churches within the chosen area, conference, or district(s) be invited. 2. Estimated attendance 3. Location and facilities needed 4. Program, menu, over-all cost, etc. 5. Potential sponsor(s) for dinner 6. Plan of action for district scouting committees and youth agency councils 7. Other items, such as ordering of recognition/awards
	-60	Firm up commitments on location, facilities needed, etc.
	-60	Secure emcee
	-55	Secure dinner sponsor(s)

	-50	Second meeting with bishop to brief him or her on progress to date and to submit rough draft of bishop's letter
	-45	Mail bishop's letter of invitation to selected pastors
	-45	Recruit organizers
	-40	Training of organizers
	-35	Send follow-up letter
	-30	Begin personal contacts with designated pastors relative to bishop's letter
	-30	Initiate publicity contacts
	-14	Mail invitations, if used
	-7	Deadline for confirming attendance at dinner by all concerned
	-7	Publicity launched in local media/conference publications
	-4	Deadline for completion of all personal contacts
	0	Conduct Bishop's Dinner for Scouting
	+7 / 14	Extend "thanks" to all concerned, pay bills, complete unfinished business, etc.
	As scheduled	Conduct individual unit organization meetings with council representatives as per schedule developed at Bishop's Dinner
	+30	Follow-up meeting with bishop covering results achieved and future action
	+60	New unit organization completed; bishop sends congratulatory notes to pastor, chairman of unit committee, and unit leader

PLAN OF ACTION
CONFERENCE OR DISTRICT SCOUTING COORDINATOR
(when more than one district is involved)

1. Inform related youth-serving agencies and churches about the project and secure their cooperation and active support.
2. Arrange for meeting with bishop - when possible, include executive director of the local youth-serving agencies and key annual conference or district committee personnel.
3. Give over-all guidance and direction to this project - see **Master Planning Schedule** - follow-up on necessary items.
4. Ensure that each Church District Scouting Committee participates fully in the project.
5. Keep the bishop and youth-serving agency executive fully informed on progress and on their part in the program.
6. Arrange for and conduct the initial planning meeting.
7. Order desired program and promotional literature.
8. Secure dinner sponsor(s) - suggest influential UM lay person, United Methodist Men (UMM), district or conference scouting budgets, or the dinner can be dutch treat. UMs do this often. The youth-serving agencies are also potential sources.
9. Arrange for location, facilities, and publicity needed for dinner.
10. Prepare letter for bishop's signature and follow-up letter by Conference or District Scouting Coordinator, Conference Men's President and Conference Council Director or District Superintendent.
11. Coordinate additional follow-up on invitations.
12. See that all concerned meet set deadlines.
13. Develop program for dinner; arrange for speakers, photographers, etc.
14. Conduct Bishop's Dinner.
15. Assist where needed in the individual unit organizational meetings to ensure their success.
16. Thank all participants and others responsible for the overall effort.
17. Evaluate program and plan for the future.

PLAN OF ACTION

District Committees on Scouting

1. Participate in the conference planning session for the Bishop's Dinner.
2. Personally visit or phone all pastors in the district relative to the bishop's letter - secure attendance commitment - offer guidance on selection of adults for the organizing committee that will attend the dinner.
3. Follow up on visits as necessary to ensure attendance.
4. Participate in Bishop's Dinner.
5. Participate in individual unit organizational meetings.
6. Provide follow up service to newly-organized units. Too many new units fail to survive their first year of operation because of lack of attention.

PLAN OF ACTION

Local Youth-Serving Agency

1. Cooperate with the organizing committee and follow the **Master Planning Schedule**.
2. Participate in the planning session for the Bishop's Dinner.
3. Assist with additional invitation follow-up where appropriate.
4. Provide professional staff assistance at the Bishop's Dinner to "oversee" and guide the efforts of the organizers assigned to assist the various potential partners (sponsoring organizations) at the dinner.
5. Follow up and participate at the individual unit organizational meetings.
6. Provide follow up service to newly-organized units.

SAMPLE BISHOP’S LETTER

Dear Pastor _____:

I am interested in the Scouting program as a current, viable, and useful means of serving our children, youth, and families. Thus, I feel that I should rightly lend my assistance in its greater development within our churches.

Ideals and values stressed in scouting are the Christian foundations desperately needed by modern youth - responsibility to God, to family, to neighbor, and to the civic community. Its religious, vocational, and educational aspects, along with a strong commitment to form a Christian conscience in youth, are important elements of the program. It is also an effective force in developing sound adult Christian leadership.

Persons representing your UM Conference (or District) Committee for Scouting Ministry will contact you shortly regarding this matter and will discuss further aspects of the program for your consideration. Please give them your fullest cooperation.

On _____, I will host a Bishop’s Dinner for Scouting at _____
(date) (location)

at _____ p.m. I am extending an invitation to you and two or three of your key lay persons (such as Chairperson of Administrative Board, Chairperson of Council on Ministries, Church School Superintendent, President of United Methodist Men, or Youth Minister [lay or staff]) and current scouting coordinator (if you have one), to attend this event so that we may learn more about this worthwhile program and how it can be used beneficially by our churches to serve our children, youth, and families.

Please take the time to fill out the enclosed addressed, stamped postal card, indicating those who will be with you at this dinner, or fax or e-mail your response to _____.

This card should be returned to me no later than _____.

Assuring you of my grateful appreciation of your anticipated cooperation on behalf of our conference scouting program, I remain,

Faithfully yours in Christ,

_____, Bishop

Enclosure

SAMPLE FOLLOW-UP LETTER

Dear Pastor _____:

Just a reminder that the Bishop’s Dinner for Scouting will be held at _____
at _____ p.m. on _____.

The Bishop has invited you and two or three of your key lay persons (such as Chairperson of Administrative Board, Chairperson of Council on Ministries, Church School Superintendent, President of United Methodist Men, and youth minister), who are interested in the Scouting program of our United Methodist Church to attend. If you have not already responded, please do so at your earliest convenience.

We have an excellent program planned for the evening, and your presence will support and encourage those who, along with you, seek for greater involvement in and commitment to the church’s mission to serve children, youth, and families.

May God bless you for your interest in the scouting ministry.

Sincerely Yours in Christ,

Conference (or District) Scouting Coordinator

VISITATION GUIDE

The UM Conference and District Committee for Scouting Ministry have joint responsibility to contact each designated church and/or organization within the target area as a follow-up to the bishop's letter. Local youth agency representatives may be used where appropriate. Suggested details are:

Organizing visitation team

This should consist of a member of the District Scouting Committee and may include a key scouter/organizer (possibly the same individual).

Making the appointment

Phone the pastor or organization head in advance for a definite appointment; explain your visit as a follow-up to the bishop's letter.

Making the visit

1. Amplify purpose of visit (2012 Book of Discipline, ¶ 2302.5.b and c; ¶ 226, 4-5; and ¶ 256.4).
2. Explain the conference and district scouting ministry program.
3. Discuss the partnership concept in scouting.
4. Explain support given by local council and district scouting committee.
5. Discuss pastor's/organization head's support and cooperation in establishing scouting in his/her church/organization.
6. Discuss the function and purpose of the Bishop's Dinner.
7. Stress importance of pastor's/organization head's attendance at Bishop's Dinner.
8. Offer guidance in the selection of key lay persons to attend.
9. Cover duties of Scouting Coordinator in the local church.
10. Confirm attendance at the Bishop's Dinner.

NOTE: *Your purpose is to ensure participation in the Bishop's Dinner. **DO NOT attempt to get a commitment to use youth-serving agency programs at this time.***

Knowing "door opening" literature

1. Good Samaritan Award, Bishop's Award of Excellence, Cross & Flame Award, Torch Award, Shepherd Church Charter Recognition, and Silver Torch Award
2. P.R.A.Y. Awards (formerly the God & Country Program Series)
3. Guidelines: Civic Youth-Serving Agencies/Scouting 20013 – 2016 (available from Cokesbury)
4. *Scouting News*
5. UM Men Magazine

SAMPLE PROGRAM AGENDA

6:30 P.M.	Gathering & Fellowship	All
6:45	Welcome and Introductions (include head table)	Host Pastor
	Opening Ceremony	Host unit(s); brief comments from Conference or District Scouting Coordinator
	Invocation	Host Pastor
6:55	Dinner	All
7:30	Program of Celebration (may include one or more of the youth-serving agencies) Church Emphasis & Program Descriptions: Boy Scout Girl Scout Big Brothers Big Sisters Camp Fire USA)	Conference or District Scouting Coordinator
	Description of UM Scouting Awards (Good Samaritan, Cross & Flame, etc., and P.R.A.Y. Awards)	Conference Scouting Coordinator
8:00	Introduction of Bishop	Host Pastor or Dist. Supt.
8:05	Bishop's Message	
8:15	Group Discussions	Each church group
8:30	Covenant Card Commitment	Bishop
8:35	Summary	Conference or District Scouting Coordinator
8:40	Closing Ceremony	Host unit(s)
8:45	Benediction	District Superintendent, Conference Council Director, or Host Pastor

SAMPLE INVITATION

**BISHOP JONATHON KEATON INVITES
YOU TO ATTEND THE BISHOP'S
DINNER FOR SCOUTING**

**Thursday Evening
April 27, 2006
6:30 PM**

**at
Trinity United Methodist Church
7533 W. St. Joe Hwy.
Lansing, MI 48917**

DUTIES OF THE CHURCH ORGANIZER/CONTACT PERSON

1. Attend preliminary training conducted jointly by the local youth-serving agency and UM District Scouting Committee.
2. Visit, with others, your assigned potential partner organizer. See Attachment 1, *Master Planning Schedule*.
3. Serve as host and organizer to your assigned pastor/organization head and his adult leaders at the Bishop's Dinner. Do the following:
 - A. *Answer questions pertaining to organization.*
 - B. *Explain in detail the purpose and function of the organizing committee.*
 - C. *Secure your assigned church's/organization's commitment to organize one or more units.*
 - D. *Guide your group in filling out the commitment sheet/covenant card. Be responsible for seeing that the card is returned.*
 - E. *Be their contact person until the unit is organized.*
4. Follow up and participate in the unit's organizing meeting, in accordance with the schedule.

DUTIES OF THE CHURCH ORGANIZING COMMITTEE

1. Develop and survey a list of potential parents and others that could or should be involved in scouting.
2. Notify these people by letter of a meeting to discuss the organization of a scouting program within your church; prepare a notice for the church bulletin and newsletter.
3. Follow up by personal phone call to ensure adequate attendance.
4. Check on attendance by youth-serving agency representative and unit contact person.
5. After the meeting, follow up on details to guarantee the selection of top caliber leadership which meets the standards of your church and of the youth-serving agency.
6. This organizing committee may or may not become the unit committee; that depends on additional personnel and other circumstances.

THE PARTNERSHIP CONCEPT

From a marketing standpoint, youth-serving agencies have a product to offer - a program and service to back up that program. Their customers are the organizations that use their programs to reinforce or expand the outreach of their own youth programs and objectives. Their consumers are the youth members and families who benefit from their customer's program.

Therefore, it is important to recognize that, in order to be successful, we, the UMCs sponsoring scouting programs, must truly be in partnership with the local and area arms of the youth-serving agency.

That the objectives of the UMC and the youth-serving agencies are not only compatible but also complementary, we need only look to the **2012 United Methodist Book of Discipline** (§1119.2).

“There shall be a comprehensive approach to development and implementation of youth ministry programming at all levels of the Church. The comprehensive approach is based on the understanding of the primary task of youth ministry: to love youth where they are, to encourage them in developing their relationship to God, to provide them with opportunities for nurture and growth, and to challenge them to respond to God’s call to serve in their communities.”

For example, the informal Christian education of youth - knowledge of the religious emblems program can be helpful here - and the opportunity to engage in community and church service are functions of the scouting programs. Try to determine what the particular emphasis is in the church you visit; speak to that emphasis. The youth-serving agencies exist to serve the needs of its customers, in this case, the United Methodist Churches.

SAMPLE RESOURCES

- ❖ Letter from the Bishop
- ❖ Reminder letter
- ❖ Discussion Guide
- ❖ Covenant Card
- ❖ Let's Get Started: A Step-by-Step "How To" for the Local Church
- ❖ Bishop's Dinner "Quick Tips"
- ❖ Keys to Success



The United Methodist Church

RALEIGH AREA
The Methodist Building, 1307 Glenwood Avenue
Post Office Box 10955
Raleigh, North Carolina 27605-0955

Alfred Wesley Gwinn, Jr.
Resident Bishop

Office (919) 832-9560
Fax: (919) 832-4721

Dear Pastor,

I am convinced that a strong Scouting Ministry will allow us to insure that our conference is built on a foundation of healthy churches. It's an outreach and an in-reach ministry that provides intergenerational programs, evangelism initiatives, mission opportunities, and servant leader training.

In October, I will host a series of three Bishop's Dinners for Scouting to help organize new units/clubs. We will meet at 6:00 pm at these locations and on these dates:

Date	Location	Host District
Monday, October 10	Jarvis Memorial UMC, Greenville	Greenville
Monday, October 17	Hampstead UMC, Hampstead	Wilmington
Thursday, October 20	Millbrook UMC, Raleigh	Raleigh

I invite you and one/two of your key leaders to attend the one event that has the most convenient location and date. The key leader(s) might be your Lay Leader, Church Council Chair, Youth Minister/Coordinator, Church School Superintendent, UMM/UMW President, or chairperson of Family Ministries, Evangelism, or Outreach.

During the event, I will describe why I believe this ministry is so important to the health of churches throughout our conference. Representatives will join us from our civic youth-serving agency/scouting partners, and you will see why the United Methodist Church established such strong partnerships with the Boy Scouts, Girl Scouts, and Camp Fire USA.

During August and September, many of you will receive a personal contact from the team we have formed between our partners and the Conference Committee on Youth-Serving Agencies/Scouting. I encourage you to cooperate with this team by considering their new unit/club proposals and by responding to their effort to highlight the importance of the October events.

At each dinner, some scouts will join us and our district UMM teams will cook and serve. There will be no charge for the food. So, we would like to have an accurate count of attendees before the food is purchased. Please provide the names of those who will represent your church by sending an RSVP e-mail, by September 20, to the address that matches the district dinner you will attend:

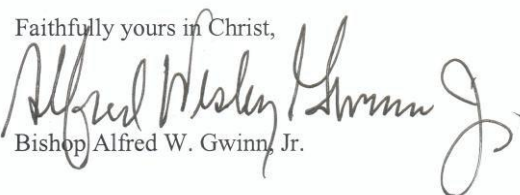
greenville_dinner@nccumc.org

wilmington_dinner@nccumc.org

raleigh_dinner@nccumc.org

As responses are received, I will personally pray for each person coming to these events. Assuring you of my grateful appreciation of your anticipated participation, I am ...

Faithfully yours in Christ,


Bishop Alfred W. Gwinn, Jr.

REMINDER LETTER



The Virginia Conference, United Methodist Church
Ministry of Scouting

February 9, 2002

Dear Pastor,

Just a reminder that the Bishop's Dinner for Scouting will be held at Wesley Memorial UMC at 6:00 p.m. on Sunday, March 10, 2002. The purpose of this dinner is to help you organize new scouting units for youth outreach ministry.

The Bishop has invited you and at least one of your key lay or staff persons to attend. That person could be your Lay Leader, Administrative Council Chair, Youth Minister/Coordinator, Church School Superintendent, UMM/UMW President, or chairperson of Family Ministries, Evangelism, Outreach, etc.

If you have not already done so, please email or call Norfolk District Scouting Coordinator Willie Freeman at waf517@bellatlantic.net or 757-857-1579 no later than Friday, March 1. Please indicate your church, district, and the names and titles of those who will attend.

We have an excellent program planned for the evening. Your presence will encourage those who, along with you, seek greater commitment to intentional youth outreach ministry.

God bless you for your interest in the Ministry of Scouting.

Yours in service to children and youth,

Willie Freeman
Event Chairman and
Norfolk District Scouting Coordinator



Bishop's Dinner
for
Civic Youth-Serving Agencies/Scouting

Discussion Guide

Welcome to the Bishop's Dinner.

This part of the evening is the time for you to reflect upon the relationship between your church and the organizations that comprise the partnership that we define as the scouting ministry of the United Methodist Church. Look now at the Covenant Card. During the next few minutes, discuss how you would like to complete that card. The discussion facilitator at your table will help guide your conversation and can answer questions.

Please include the following topics in your discussion:

- How strong is the children and youth ministry in our church?
- Which of the partner organizations have programs that complement our existing children and youth ministry ... or, which might help us to build such a ministry?
- Does your church already have scouting ministries with "full family" programs from at least two (2) of our civic youth-serving agency/scouting partners?

If "no," then ...

- Who is the individual in our church who would be the best person to work with the appropriate civic youth-serving agency/scouting partner to start the organization of a new unit or club?
- Is your church willing and able to work with the appropriate partner on the following new unit/club organization steps:
 - Secure commitments from the pastor and the church leaders to adopt the program.
 - Appoint an organizing committee.
 - Conduct a parents' meeting.
 - Select leaders and insure they work with the partner to get trained.
 - Recruit members.
 - Begin unit/club meetings.

If "yes," then ...

- What do you think the leadership of your church can do to better link your scouting ministry to the life of your church?

After considering the discussion questions above, please prayerfully complete the Covenant Card and take it to the front table during the covenant invitation.

COVENANT CARD

Bishop's Dinner for Civic Youth-Serving Agencies/Scouting

In order to strengthen our outreach ministry to the youth and families of our community, we make a commitment to one of the following two actions:

1. **Explore the formation (or expansion) of a Ministry of Scouting through the establishment of a:**

Please check all that apply ... this covenant applies to churches that have either "no current scouting ministry," or a "ministry based only on the program of one of our five partners (BSA, GSUSA, BBBS, Camp Fire USA)."

- Cub Scout Pack
- Boy Scout Troop
- Venturing Crew
- Girl Scout Troop (Daisies, Brownies, Junior, Cadette's, Seniors)
- Camp Fire Club
- One-on-one mentoring through Big Brothers Big Sisters

2. **Build an improved link between our current partner units/clubs and the life our church ... to strengthen the health of our church.**

This covenant applies to churches that already have a scouting ministry that is based on the "full family" programs of two or more of our partners (BSA, GSA, Camp Fire USA, BBBS).

By committing to either action #1 or #2 on this Covenant Card, we agree to :

- appoint a Local Church Scouting Coordinator to our Church Council
- work with our District Scouting Coordinator to strengthen our Scouting Ministry
- encourage participation in the God and Country religious education programs for youth and adult mentors
- observe annual Scouting and Youth Ministry Sundays
- promote outdoor Sunday worship programs on campouts or overnight trips

Signature

Date

(PLEASE PRINT)

Your Name: _____ Position: _____

Home Phone: _____ Work Phone: _____

Your E-mail: _____ Pastor's Name: _____

Church Name: _____ City/ZIP: _____

Acknowledgements:

District Scouting Coordinator: _____ Date: _____

Annual Conference Scouting Coordinator: _____ Date: _____

Let's Get Started

A Step-by-Step “How To” for the Local Church

1. **TALK** with the pastor, lay leader, and/or the Christian education person about using one or more civic youth-serving agency programs such as Boy Scouts, Girl Scouts, Big Brothers Big Sisters, or Camp Fire.
2. **TALK** with your local church council about community-based outreach ministries to children/youth in your community. Develop a plan and timetable.
3. **ASK** the church council to select the appropriate person to serve as the coordinator for civic youth-serving agency/scouting ministries. Elect the nominee at a church council meeting after he or she agrees to serve. Provide support for a budget. Make this a position to be elected annually at the charge conference.
4. **FORM** A CHURCH Civic Youth-Serving Agencies/Scouting Task Group.
5. **WORK** with the committee on nominations and personnel to nominate other adult leaders for a Civic Youth-Serving Agencies/Scouting Task Group who will be elected at a church council meeting.
6. **WORK** with the Civic Youth-Serving Agencies/Scouting Task Group to form a plan of action.
7. **REPORT** the plan and time tables to the church council for input, approval, and implementation.
8. **SURVEY** the church and community to assess interest as to what type(s) of unit/troops/mentoring could/should be formed from Boy Scout, Girl Scout, Camp Fire or Big Brothers Big Sisters groups.
9. **CONTRACT** the appropriate local civic youth-serving agency to get their professional help in forming needed units/troops or programs.
10. **SCHEDULE** a children/youth recruiting night. Form an agenda, secure leaders, organize units/troops, and set meeting dates. Let this become a night for Civic Youth-Serving Agencies/Scouting Ministries.
11. **FORM** needed units/troops that will be supported by the church and community.
12. **REPORT** success to the church council. Set a date for a Civic Youth-Serving Agencies/Scouting Ministries Sunday worship celebration. Have a consecration service for leaders.

BISHOP'S DINNER FOR SCOUTING QUICK TIPS



- A. What is it?** An annual conference (or district) event intended to bring church pastors, youth ministers and lay leaders together with civic youth agency officials to share information and ultimately grow scouting in the local church.
- B. Who attends?** From the “church”:
1. Bishop of an annual conference
 2. District superintendents
 3. Annual, district and local scouting coordinators
 4. Local church pastors
 5. Youth ministers
 6. Lay leadership
- From the youth agency:
1. Executive Director
 2. Other professional staff
 3. Top council volunteer leadership
- C. Why?** To grow and expand the scouting ministry in the local church
- To serve youth in the local church’s community
- To serve unchurched families
- D. Where?** At a local United Methodist church (remember, it is a church event and should be held in a local church setting)
- E. Cost?** Should be no cost to participants. Ask local UM Men’s chartered unit to assist in funding, or local UM donors. Use resources of the youth agencies and annual and district conferences.
- F. Methods?** Bishop’s Dinners may be more effective when they are conducted by district or by inviting a few districts (2-4, for example) at a time. It really depends on the annual conference, the bishop’s schedule and other dynamics and variables that should be considered.

KEYS TO SUCCESS



16 Organizational Steps to Conducting a Successful Bishop's Dinner

1. Plan your work (see backdating schedule in **Guidelines for Organizing a United Methodist Bishop's Dinner**) and work the plan.
2. Plan the event in partnership with UMMen (president and/or key leadership of the district/conference).
3. Allow 3-6 months of planning in scheduling a Bishop's Dinner.
4. Organizing/Planning Committee (this is not a "one-man show").
5. District Superintendents must have ownership (meet one-on-one with each one and/or meet/present concept at Bishop's cabinet meeting).
6. Conduct Bishop's Dinner at a church facility (a local church, fellowship hall, etc.). It is a church event.
7. Send invitations to all churches (pastors, lay leaders) in a timely manner.
8. Youth ministers can be a key to ultimate success. Make sure to invite them.
9. Do not charge participants (develop sponsor[s], other funding sources).
10. Follow-up phone calls.
11. Concise (2 – 2½ hour) program.
12. Brief all presenters on program.
13. Recruit and train (brief) table organizers.
14. Covenant cards handed to Bishop by local pastors before departing.
15. Thank yous to appropriate persons (the Bishop, sponsors, etc.).
16. Follow-up to the event – where the work begins. District and local church scouting coordinator and professional staffs of the youth agencies must follow-up together and in partnership. (See steps to organizing a unit, club, etc. – **2013-2016 Guidelines: Scouting and Civic Youth-Serving Ministry**, copyright 2012, available at www.Cokesbury.com, or call 800-672-1789).

For more information, contact:

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1000 17th Ave. S.
Nashville, TN 37212
Phone: 615-620-7261 Email: lcoppock@gcumm.org