

# **DEPARTMENT OF CONVENTIONS AND CONFERENCE PLANNING (DCCP)**

## **REPORT**

### **53<sup>rd</sup> BIENNIAL ANTIOCHIAN ARCHDIOCESE CONVENTION**

**Miami, Florida  
July 25<sup>th</sup> - 30<sup>th</sup>, 2017**

Carol Jazzar, Co-Chair  
280 de Chateauguay St.  
Longueuil, Québec J4H 2K7  
(514) 942-0170

Raed Sweiss, Co-Chair  
8520 S Cicero Ave,  
Burbank, IL 60459-1106  
(708) 772-1040

DCCP@antiochian.org  
[www.antiochian.org/dccp](http://www.antiochian.org/dccp)

#### ***MISSION OF THE DCCP***

The Department of Convention and Conference Planning (DCCP) is responsible for overseeing the planning and selection of all Archdiocese Conventions and Parish Life Conferences (PLCs). The role of the DCCP is to ensure adherence to Archdiocese policies and procedures regarding the biennial Conventions and the annual PLCs.

In order to facilitate the overseeing of Conferences, a Conference Coordinator and conference planning committee have been established in most of the Dioceses by the DCCP in collaboration with the local Auxiliary Bishop. The Conference Coordinators and their local committee report and receive approval for the planning of the Parish Life Conference by the local Auxiliary Bishop and the DCCP to ensure adherence to policy and procedures.

The DCCP also oversees the Antiochian Events (AE) team, which manages our registration and financial record keeping for all conventions and PLCs.

The co-chairs of the DCCP oversee seven Dioceses whereby the Conference Coordinators report directly to their respective DCCP co-chair with any questions or concerns that might arise in their Diocese.

The co-chairs of the DCCP continue to oversee all Archdiocese Conventions working directly with the host parishes including carrying out site visits to ensure venue selection meets the requirements to host a Convention.

All Parish Life Conferences and Archdiocese Conventions are required to use the Antiochian Events System, which is also overseen by the DCCP.

The DCCP also functions along with the Archdiocese Chancellor to review all agreements entered into regarding conventions or conferences. The intent is to protect the Archdiocese by minimizing legal exposure.

### ***FUNCTIONS OF THE DCCP***

The DCCP is here to offer assistance to parishes when hosting Conventions and Conferences. This is done with the coordination of our AE team, the DCCP co-chairs and PLC coordinators conducting site visits, training via YouTube and other online training modules for use of the AE system etc....

The DCCP communicates with each auxiliary bishop directly or through the PLC coordinators in their respective dioceses and directly with the Archdiocese/Metropolitan concerning Conventions. The DCCP and its coordinators work with the regional Diocese Mission Councils (DMC) along with the Department of Youth and Department of Christian Education in order to facilitate Bible Bowl and Festival awards and expenses.

Typically, communication is carried out through email and/or phone conversations; however, the preferred method is through email in order to document interactions and track the decisions that are made thereby eliminating possible confusion.

The DCCP plays a critical role in facilitating the organization and execution of the Biennial Convention and the annual PLCs in each Diocese. The DCCP ensures that guidelines established by the Archdiocese are implemented and that the Archdiocese is well protected from agreements entered into by parishes who are hosting the conventions and conferences.

The DCCP target audience is host parishes and perspective host parishes for Conventions and PLCs. Through our Antiochian Events team, we reach all the faithful members of the Archdiocese.

The DCCP serves all attendees of PLCs and Conventions by ensuring that guidelines are followed and properly planned. On a convention year, the DCCP and its coordinators serve 5,500-6,000 attendees.

The DCCP communicates directly with the conference coordinators, AE team, auxiliary Bishops, members other Archdiocese departments, clergy, and host parishes who in turn communicate with the faithful. Our communication efforts with the above-mentioned individuals and groups is ongoing until the resolution of issues is achieved.

The DCCP works with other Archdiocese departments and organizations, in particular, the Department of Youth, the various Diocese Mission Councils (formerly known as the Fellowship of St. John the Divine), the Department of Christian Education and others in order to ensure planning of successful conventions and conferences.

## **DCCP GOALS AND ACCOMPLISHMENTS - 2016**

- To provide guidance and support to the Conference Coordinators and host parishes for the 2016 and 2017 PLCs.

*Achieved:* The DCCP has provided continuous support and on-going communication with the respective Conference Coordinators, AE team and host parishes.

- To provide guidance and support to the host parish and committees of the 53<sup>rd</sup> Archdiocese Convention.

*Ongoing:* Support and guidance is provided to the host parish on a regular basis by the DCCP.

- To fill the vacant Conference Coordinator positions in the Dioceses of Charleston/NY and in the Diocese of Miami.

*Partially achieved:* In consultation with the auxiliary Bishops, we were able to fill the position in the Diocese of Charleston/NY.

- To solicit and assist parishes in the bidding process for the 2021 Archdiocese Convention.

*Achieved:* We will continue to assist and provide guidance to the parishes that have submitted their intent to bid for the 2021 Archdiocese Convention.

- To oversee and monitor the planning and execution of upgrades to the Antiochian Events system.

*Ongoing:* The AE team has been working on updating the AE system and platform since last year with a goal to deploy this for the 2018 PLC Season. Quarterly reports regarding the progress of the upgrades are provided to the DCCP from the AE team.

- To provide PLC host parishes with a predesigned website which is uniform for all PLCs which will enable them to promote their PLCs and to provide up to date information including easy access to on-line registration, hotel reservations etc....

*Achieved:* A great deal of positive feedback was received from the host parishes of the 2016 PLCs with regard to having a single website for all PLC's ([www.antiochianevents.com](http://www.antiochianevents.com)). This year it was expanded to include Blast Emails with a standard template.

## **DCCP GOALS and ACTION PLAN 2017-2018**

- To continue to work with and assist the host parish and convention committee of the 54<sup>th</sup> Biennial Archdiocese Convention taking place in July 2017.

*Action Plan:* The DCCP will continue to provide support and guidance to the host parish leading up to and throughout the Convention week.

- To provide guidance and support to the Conference Coordinators and host parishes for the 2017 and 2018 PLCs.

*Action Plan:* Continuous and on-going communication with the respective Conference Coordinators, AE team and host parishes throughout 2017 and 2018.

- To assist the parishes bidding to host the 2021 Archdiocese Convention.

*Action Plan:* The DCCP will conduct site visits and meet with the respective host parishes to ensure all requirements are met for hosting an Archdiocese Convention.

- To fill the vacant Conference Coordinator position for the Diocese of Miami.

*Action Plan:* In consultation with the auxiliary Bishops, and clergy in the Diocese of Miami, we will select a suitable Conference Coordinator.

- To hold the annual DCCP meeting in the fall of 2017 to solidify all PLC coordinator teams to provide consistency around the Archdiocese.

*Action Plan:* In consultation with the Conference Coordinators will we establish an agenda and points of discussion. The date of the meeting is to be determined.

- To continue to oversee and monitor the planning and execution of upgrades, and to test and implement the new Antiochian Events System.

*Action Plan:* The DCCP will continue to receive quarterly reports from the AE team and monitor the progress of the updates on a frequent basis.

- To update the existing Convention Planning Manual and Conference Planning Manual to better reflect the evolving needs and current trends within the Dioceses and Archdiocese.

*Action Plan:* To begin revisions and updates to the planning manuals with a completion date before the end of the 2017.

- To oversee the management of the “Festivals” for the Archdiocese Conventions and Parish Life Conferences specifically with regard to the planning and funding of awards as discussed with the former FSJD, the Department of Youth, and the Department of Christian Education. To ensure such funding we have increased the Parish Life Conference (PLC) registration fees by an additional \$5 in order to allow the awards and planning to continue without interruption.

**MEMBERS OF THE DCCP**

In addition to the two co-chairs, the DCCP is currently comprised of seven Conference Coordinators and two members from the Antiochian Events team. All members of the DCCP volunteer of their time.

*Conference Coordinators:*

Diocese of Los Angeles	<i>Mr. Lew Malouf</i>
Diocese of Ottawa	<i>Mr. Eric Zakaib</i>
Diocese of Toledo	<i>Mrs. Mary Jean Ciresi</i>
Diocese of Wichita	<i>Mrs. Joan Farha</i>
Diocese of Worcester	<i>Ms. Mary Winstanley O’Connor and Mr. David Franciosi</i>
Diocese of Charleston/ New York	<i>Mr. Todd Mokhiber</i>
Diocese of Miami	<i>Position is vacant</i>
Antiochian Events	<i>Mr. Michael Srour and Mr. Hani AbuGhalzeh</i>

When a Biennial Convention occurs the host pastor and convention chair are considered ex-officio members of the DCCP for the two years proceeding and the two years following their respective Convention.

**BUDGET 2017**

Since 2012, the DCCP receives 25% of the registration fee from the Biennial Archdiocese Conventions. Prior to 2012, the DCCP did not have an operating budget. These proceeds to the DCCP amount to approximately \$7,500 which are expected to last the DCCP for a two-year period. Our DCCP annual budget is approximately \$3,750, which is expected to be used for minor system upgrades, registration fees and reimbursement for some PLC coordinators. All other expenses

for the DCCP including co-chair travel, hotel and car rental have been donated by the co-chairs due to lack of funding.

An increase in funding will begin post 2017 PLC with an additional \$5 registration fee in order to cover expenses related to logo design, shortage in award funding and additional expenses not paid by the DMC in order to ensure continuation of PLC Diocese programs and awards.

***SPECIFIC ISSUES REQUIRING THE ATTENTION OF THE METROPOLITAN***

The DCCP would like to find ways to work more closely with Diocese Mission Councils (DMC) in order to make sure and clarify financial responsibility of the DMC and the DCCP in planning of the conferences.

We thank His Eminence Metropolitan JOSEPH for his guidance and continued support of the Department of Conventions and Conference Planning.

**RESPECTFULLY SUBMITTED,**

*Carol*

Carol Jazzar, DCCP Co-Chair

*Raed*

Raed O. Sweiss, DCCP Co-Chair