

## Timeline Considerations

### **11-12 Months before the Conference**

- Form a planning committee.
- Determine topic and conference name.
- Determine location, dates and format of conference.
- Book hotel or campus conference space.
- Develop budget.
- Obtain funding to cover preliminary costs.

### **10-11 Months before the Conference**

- Develop a marketing strategy.
- Recruit invited speakers.

### **9-10 Months before the Conference**

- Create and distribute Call for Conference Topics.

### **7-8 Months before the Conference**

- Review proposals and notify submitters of acceptances/rejections.

### **5-6 Months before the Conference**

- Finalize the program and advertise the conference.
- Launch registration via email and mail.
- Contact hotel (or campus conference space coordinator) to finalize arrangements.

### **1-2 Months before the Conference**

- Monitor registration numbers so that necessary adjustments can be made.
- Create materials for conference packet.

### **1-2 Weeks before the Conference**

- Double check all onsite arrangements. Confirm final head count.
- Stuff the conference packets.

## **Formation & Education Committee**

The purpose of the Formation and Education Committee is to support, recommend, and evaluate quality professional, spiritual, and theological formation for association members in order to enhance the abilities and effectiveness of campus ministers; to engage in opportunities for professional, spiritual and theological formation and education which lead to competence and credibility within the Church and higher education; and to pursue excellence through engaged, prayerful participation in formation, networks and the sharing of resources, building a firm foundation for advocacy within and among Church leaders on behalf of Catholic Ministry in Higher Education. The Committee's goals are focused primarily on Member Services.

To find out more about the Formation & Education Committee and CCMA, please contact the National Office at:

**Catholic Campus Ministry Association**  
**330 W.Vine St.**  
**Cincinnati, Ohio 45215**  
**p: 513.842.0167**  
**f: 513.842.0171**  
**E: [info@ccmanet.org](mailto:info@ccmanet.org)**  
**W: [www.ccmanet.org](http://www.ccmanet.org)**

# **Self-Funded Gathering Toolkit for Campus Ministers**

***Presented by the CCMA Formation  
& Education Standing Committee***



**Catholic Campus  
Ministry Association**



**Catholic Campus Ministry Association's Formation & Education Committee is pleased to bring you a toolkit to assist in the planning of self-funded ministry gatherings. The toolkit will provide useful information and suggested steps to planning meetings at local, state and regional levels.**

### Getting Started

- Contact other campus ministers in your area and initiate conversation on the need for gatherings; invite campus ministers from private as well as public institutions.
- Create a small committee with other campus ministers in your geographical area to determine if a group gathering is feasible and beneficial.

### Planning

#### Committee

- Organize three to four campus ministers (preferably CCMA members) from your area/region to form a planning committee.
- Option: Identify one campus ministry site that will be responsible for the program.

#### Goals

- Determine meeting goals
  - Will you meet annually or biennially?
  - Will you have guest speakers?
  - Will your gatherings be spiritual, social and educational in nature?
  - What is the main purpose for the meeting?
  - What are your costs and financial considerations?
  - What do you want attendees to learn? Do? Take back to campus?
  - Consider the distance and time people will have to travel.
- Are there enough campus ministry programs in your area to hold a local conference?
- Is a state or regional conference more practical?

#### Set the Date

When selecting event dates carefully consider the following factors: potential conflicts with other professional meetings that your audience may attend, holidays and what academic system your attendees are on (semesters or quarters), is it a typical campus break period (e.g., Spring Break).

You should also avoid the beginning and ending weeks of a typical semester.

#### Format

A two-day program might be ideal for local or small regional conferences.

- The program might begin with a social gathering include one keynote address.
- There should be one or two concurrent sessions, and a closing session.
- Remember to include time for Mass and prayer.

#### Meeting Options

- Consider roundtable discussions and participant idea exchanges of best practices.
- Consider 'hands-on', practical sessions of things that campus ministers may need for their ministries.
- If the conference is small (i.e., less than 50 participants), it may be better to have general sessions instead of concurrent ones.
- If it is decided that multiple day format will be used, consider that participants will wish to stay overnight.

#### Housing Options

- Reserve a block of rooms and meeting space at a nearby hotel or retreat center.
- Reserving rooms may include price negotiations and contact signings.

#### You will need:

- An estimate of how many people may attend the gathering;
- An estimate of the number of meals that will be offered;
- Audio-visual equipment needed
  - LCD projector, screen, podium, flip chart, markers
- Meeting space needs
  - How many rooms you will need, how you would like the rooms to be set up (classroom, theatre);
- Meeting budget for meals and audio-visual;
- Provide directions to the meeting site;

- Meeting information and agenda;
- Housing and accommodations information;
- Consider travel while preparing the event schedule so that activities are held at times when a majority of the attendees may participate.

#### Keynote Speaker

- When using a keynote speaker, if possible, try to recruit speakers who are well-known, and who live locally.
- Consider the costs for stipends, travel and lodging.

#### Budget Considerations

- Conference budget preparation should take into account both income and expenses, with a goal of breaking even.
- Likely Expenses
  - Printing and mailing costs
  - Speaker costs: travel expenses, hotel accommodations, honorariums
- Supplies: conference folders and packet materials like pens and pads of paper, mailing labels if you print them yourself, stickers for bulk mail folded material, name tag holders, etc.
- Hotel costs: meeting space, food, equipment, etc.
- Likely Revenues
  - Donation of supplies and goods
  - Financial assistance from your diocese
  - Participant registration

#### Grants

- Check with your diocese offices to see if all or partial funding is available.

#### Marketing

- Identify those campus ministries in your area/region.
- Develop a mailing list/ email list (contact CCMA for assistance.)
- Invite! Promote!
- Create a Facebook Group; invite campus ministers to join. See *Pennsylvania Catholic Campus Ministry Association Facebook Group*.