

## **2020 Week of Prayer for Christian Unity**

*“They showed us unusual kindness” (Acts 28:2)*

### **TIPS FOR ORGANIZING AN ECUMENICAL WEEK OF PRAYER FOR CHRISTIAN UNITY SERVICE**

While the worship materials provided in this year’s kit can be used to craft a Week of Prayer for Christian Unity-themed service within your own congregation, that is not our goal. Our intention is that worship for the Week of Prayer for Christian Unity be truly ecumenical, promoted widely, and draw leaders and worshipers from a broad range of Christian traditions in your community. But how can you meet this goal of inclusive, ecumenical worship celebrating the Week of Prayer? Here is a basic plan you can use to get you started:

#### **4-6 months prior:**

- Reach out to other faith leaders in your neighbourhood by phone, email, or just dropping into their place of worship; invite them (or their representative) to participate in a Week of Prayer for Christian Unity service planning meeting.
- Gather those interested for a meeting; select a date and venue for your event; divide tasks (e.g., event promotion/communications, worship planning/bulletins, music/musicians, hospitality/refreshments); craft a ‘save the date’ media release inviting others who are interested to get involved (or make use of the sample release provided on [www.weekofprayer.ca](http://www.weekofprayer.ca)); decide how you will use social media to promote and report on the event.
- Print or order an appropriate number of posters and/or bulletin covers based on preliminary estimates of attendance.

#### **1-2 months prior:**

- Hold a follow-up planning meeting; divide worship leadership roles; finalize order of worship and select hymns and other music; print or order additional print materials, if necessary.
- Finalize plans to promote your event in each participating congregation and in the wider community (e.g., assign someone to place posters in grocery stores, libraries, other public locations; craft another media release with more details about event; divide posters for distribution in churches; plan to include details of the event on various church websites; continue your social media promotion plan; share your event with us for promotion via CCC channels).

#### **2-4 weeks prior:**

- Communicate with all participating churches; remind them to promote the event in their worship bulletins and during announcements (you may wish to use the bulletin insert found on [www.weekofprayer.ca](http://www.weekofprayer.ca))

#### **1-2 weeks prior:**

- Hold final, brief meeting to confirm all arrangements (e.g., event staffing, hospitality); walk through the service with leaders (and musicians, if possible); finalize bulletin
- Print bulletin

**At event:**

- Have a guest register, so you can capture information about how many faith communities are represented.
- Assign a photographer / videographer to capture some moments to share via traditional or social media (get signed releases if you will be making images public). If you would like to share these materials with us, please contact our Communications Coordinator, Nicole Roccas ([roccas@councilofchurches.ca](mailto:roccas@councilofchurches.ca)).
- Speak with participants to ask about their experience at the event, to gather material for an article (make sure to get permission if you will attribute any quotes).

**After event:**

- As soon as you are able, meet briefly with the organizing team to reflect on the event and collect ideas on what went well, and what you would change for next year.
- Write a brief article about the event for submission to local media outlets, and be sure to include pictures.
- Complete your social media communications about the event.
- Pass along any helpful feedback you may have to the Canadian Week of Prayer for Christian Unity writing team, using the evaluation form available online.
- Select the organizing team and venue for next year's event.