



**2024 NATIONAL CONFERENCE**  
**Local Advisory Team**

Welcome to the Christian Community Development Association's Local Advisory Team for the 2024 National Conference happening October 2-5 in Portland, Oregon. On behalf of the national office staff, I would like to thank you in advance for the time and energy you will give to the work of the Local Advisory Team as we plan the conference together. The Local Advisory Team plays a vital role in the success of the conference, and I am excited to begin this journey together.

If you are new to CCDA or unfamiliar with the planning structure of our annual conference, you may be wondering what the Local Advisory Team is and what expectations come along with being a member of the team. This manual contains many of those details, but before moving on to those responsibilities, it is important to understand the overarching purpose of the Local Advisory Team, which is:

1. To develop an ongoing fellowship of Christian Community Development practitioners in your region.
2. To provide conference support to the national office staff.
3. To help CCDA build key relationships in the host city that will garner support for the conference from a diverse group of community residents, resulting in a welcoming and impactful conference experience for both attendees and the community.

The following pages contain details of the Local Advisory Team's involvement in helping to plan the annual conference. Please keep in mind that the roles and responsibilities laid out in this handbook are merely a guide.

As you read the manual, please be mindful of the following:

- While the national office works with the Local Advisory Team to coordinate many of the on-the-ground details, the primary role of the team is to build relationships and create community around the conference in the local area. We desire to see partnerships form and continue long after the conference has left.
- The conference is an opportunity for the Local Advisory Team to serve the association's members, staff, and the greater Christian community.

If you have any questions about your involvement with the Local Advisory Team, please contact our Director of Membership, Scott Overpeck at [scott@ccda.org](mailto:scott@ccda.org).

Blessings,



Lorenzo A. Watson  
CEO/President

## **CHURCH ENGAGEMENT**

Role: Identify and implement strategies to connect church and nonprofit leaders in the host city with the CCD philosophy, CCDA and the National Conference.

The Local Advisory Team should be composed of leaders representing the various expressions of the church who are passionate about introducing other local church leaders to the CCD philosophy. The goal is to engage local church leaders in the National Conference while also developing lasting unity in the local church.

Responsibilities:

- Identify church leaders and groups in the host city that need to be invited to the table for participation in the National Conference.
- Network with a diversity of church leaders and groups, i.e. African-American, Latino, Asian, Megachurches, House Churches, etc.
- Work with the national office to schedule and promote gatherings that facilitate connections and exposure to the CCD philosophy and CCDA.
- Practice the Listening to the Community component of the CCD philosophy whenever the various groups come together.
- Develop and present creative ideas for bringing local church leaders and their parishioners to the National Conference.
- Build relationships that will encourage involvement beyond the National Conference.

## **SPONSORS AND EXHIBITORS**

Role: Assist the National Office in identifying and securing local sponsorships and exhibitors (approximately \$250,000 are needed in this area to keep registration rates affordable for the National Conference).

Responsibilities:

- Work with the national office to secure sponsorships from local sources—traditional sponsorships, advertising and in-kind donations are welcome.
- Identify potential partners and meet with them to introduce CCDA and the National Conference.

## **GO & SEE**

Role: Assist national office in identifying and connecting with local people for tours that occur away from the conference site.

Go & Sees offer the opportunity to visit local ministries and communities. We encourage you to draw upon the diversity of local leaders and ministries involved in the Local Advisory Team when identifying possible sites. Local knowledge of traffic patterns and travel times is especially important.

Responsibilities:

- Identify and recommend Go & See options for the following areas:
  - Ministry Tours: An opportunity for participants to experience an entire neighborhood and observe how multiple groups are partnering together for community transformation
  - City Tours: An opportunity to see and experience the historical, natural, and commercial sites of the host city

## **STAGE II**

Role: Assist the National Office with planning, design, selection, and on-site coordination of Stage II.

The team will need people with the following gifts/talents: space design, art gallery curating, diverse musical tastes, scheduling and organization.

Responsibilities:

- Identify and recruit local musical talent to submit for consideration for the Performance Stage.
- Identify and recruit local artists to submit artwork for the Art Gallery.
- Identify curators for the art space, responsible to:
  - Communicate with artists.
  - Establish collection of art.
  - Setup art display.
- Identify areas where you will need volunteer staffing.

## **TRANSPORTATION**

Role: Help Identify transportation options for participants, Go & Sees and VIPS.

Ideas may include:

- Bus services
- Local organizations with buses or vans
- Locally owned and operated car services
- Public transportation

## **VOLUNTEERS**

Role: Recruit conference volunteers (approx. 150 - 200) in conjunction with National Office Staff.

## **PRAYER**

Role: Commits to praying for the conference individually and corporately, while finding ways to lead prayer initiatives, encourage, and remind others to be praying as well. On-site, the Prayer Team is responsible for helping with the prayer room.

Responsibilities:

- Plan and facilitate prayer leading up to the conference for Local Advisory Team, attendees, and wider membership of CCDA.
- Create an atmosphere of prayer among the Local Advisory Team members.
- Familiarize yourself with the prayer room at the conference venue:
  - Assist setup and decoration of prayer room.
  - Assist tear down and clean up of prayer room.
- Communicate prayer needs with National Office so that we can also be praying.

## **PROMOTIONS**

Role: Promote the conference locally, with the goal of inviting local churches, ministries, and organizations.

Responsibilities:

- Work with CCDA's communications team to coordinate promotional efforts through video, written, etc.

## **WORKSHOPS**

Role: Assist the National Office in encouraging workshop submissions that meet the local and national needs of our attendees.