



Guidelines for Hosting Contemplative Outreach Events

*And the community was of one heart and mind,
and no one claimed that any of his possessions was his own,
but they had everything in common. Acts 4:32*

The intention of hosting Contemplative Outreach events is to share the joy of giving and receiving support so that the graces of Centering Prayer and contemplative practices are experienced by more people throughout the world and to support one another in the transformational work of the Holy Spirit. Since its inception, Contemplative Outreach has hosted a variety of events whose objective is to share the method of Centering Prayer and to serve the needs of those who are called to the contemplative dimension of the Gospel.

GUIDELINES FOR HOSTING SPEAKERS AND PRESENTERS

Chapters often wish to sponsor events, appearances, presentations and speaking engagements from Contemplative Outreach. Events could include any of the following:

- Workshops including “The Seven-Session Introduction to the Centering Prayer Practice” and “The Seven-Session Introduction to Lectio Divina.”
- All Contemplative Outreach retreats, including Intensive Retreats for Centering Prayer, Lectio Divina, Welcoming Prayer and others.
- Extended programs such as Living Flame, Nine-Month Course and others.
- Locally-hosted formation programs.
- Annual United In Prayer Day.
- All events which are promoted on the Contemplative Outreach website and publications.
- Contemplative Outreach Parish Mission.

STIPENDS, TRAVEL ARRANGEMENTS AND ACCOMMODATIONS

Stipends, travel arrangements and accommodations are arranged directly between the sponsoring chapter and the speaker or presenter.

The usual stipend for a CO guest speaker is \$150 per day. This does not include travel days, but actual day(s) that the Chapter is offering the presentation. The stipend is suggested by the Resource Faculty, but is negotiable with the sponsoring Chapter.

INCOME SHARING – GIVING TO CONTEMPLATIVE OUTREACH

For any event that suggests a donation or where there is a cost to attend, we invite a financial sharing practice of 10% or more of the gross income [receipts before expenses] to be given to support the vision of Contemplative Outreach. For the United in Prayer Day, we invite 50% of the income to be shared. Refer to the [Incoming Sharing Guideline](#) in this document for more information.

BENEFITS FOR THE HOSTING CHAPTER

- Services of the Regional Representative in your region, serving as consultants, Chapter visits, program planning and Chapter development.
- Consultation with Contemplative Outreach Resource Faculty Service Team Leaders for staffing and program development, as appropriate.
- Use of Contemplative Outreach affiliation and logo.
- Use of Contemplative Outreach graphics, images, and photographs, when requested.
- Promotion on the Contemplative Outreach website, in the monthly e-Bulletin and published newsletter.
- Special discounts on books and brochures through the Contemplative Outreach bookstore.
- Use of Contemplative Outreach established program, workshop and retreat formats.
- Distribution of materials at the Contemplative Outreach annual conference, when requested.
- Liability insurance while in active service to Contemplative Outreach; certificates of insurance are available to Chapters.
- Use of bulk-rate mailing permit, when requested.

COPYRIGHTS

Video and/or audio recording of events require advance arrangement with Contemplative Outreach and the signing of an agreement releasing intellectual property rights to Contemplative Outreach, Ltd. A copy of the master of each recording is to be sent to Contemplative Outreach for archiving, along with any brochures or other promotional material created for the event.

All programs and resource materials are considered copyrighted by Contemplative Outreach, Ltd. and should only be used by permission, or by volunteers who have expressly been given permission by their role in the CO community. Significant effort has been expended to develop and offer these resource materials to the CO community and they should be handled appropriately. Brochures, handouts, diagrams or excerpts from books or transcripts should not be copied arbitrarily for use without express written consent of Contemplative Outreach. Every attempt has been made to make these resource materials available at the most reasonable rates possible, just to cover costs and support of the work of CO.

INCOMING SHARING GUIDELINE

Support for Chapter Servant Leadership Enrichment, Training and Development

[Excerpted from 2010 Grant Writing Guidelines]

Each year Contemplative Outreach and its more than 120 affiliated chapters host retreats, courses, workshops and an annual conference aimed at introducing, supporting, nourishing and deepening the contemplative life of ordinary people in their day to day lives. Many who attend these events wish to move ever deeper in their practice of and support for the movement of Centering Prayer around the world. Literally hundreds give of their time, talent and treasure each year ... some have done so for many years. Many others would like to move deeper through attendance at these offerings but are constrained by the lack of resources.

In recognition that we are members of a global community of intention and practice, we wish to explore ways in which resources and talents could flow from one part of the Contemplative Outreach community to other parts where they are needed and invited.

Thus, it is in this spirit that we explore ways in which this reciprocal support could take place and herewith we offer some possibilities for further exploration and possible experiment ...

- It is important to point out that, through the generosity of many, considerable support is being given to Chapters and their formation and development through the ‘Regional Representative’ structural design which began over four years ago. Chapter support has the single largest budget of any program area and represents over 25% of Contemplative Outreach’s annual operating budget.
- **Grant Writing in Chapters** – Chapter leadership may also be aware of local foundations and individuals who may wish to support such activities in their local geographic areas. If so, a Coordinator or Contact Person could approach the foundation or potential donor directly to understand their grant application process. If desired, the local leadership may approach Contemplative Outreach, Ltd. to have the grant flow through its 501(c)3 organization so that the donating organization or individual potentially receives a tax deduction for their gift.

To obtain the step-by-step process for Chapters to submit grant application contact your Regional Representative.