



Stewards at the Twelfth Assembly Framework and Guidelines

A special group of young people at the Assembly will be the **Stewards**. The Twelfth Assembly will bring 25 young people from all over the world and give them the opportunity to contribute to supporting the background logistical work that makes the Assembly possible. The Stewards Program will provide a space for growth, leadership development and increased understanding of the Lutheran World Federation and the workings of its highest decision and policy-making body, the Assembly.

There are three aspects to the Stewards Program:

1. Hands-on leadership development and participation at the Youth Pre-Assembly
2. Enhancing participation and contribution of young people to the life of the Lutheran World Federation and its member churches through exposure to the work of the Assembly
3. Support for the smooth running of the Assembly by performing assigned tasks

In addition to these three aspects, Stewards will also have the opportunity to experience aspects of the Assembly program through attendance at some of its plenary sessions as well as through evening briefings given by youth delegates.

A Steward is an invaluable resource to the LWF and its member churches. They are young people committing time, energy, skills and knowledge and contributing these in order to ensure the success of the Assembly. They are leaders in their churches and communities and they are or will be the ones taking the LWF into the future.

Stewards are called upon to perform various tasks that make deliberation, decision-making and worshipping at the Assembly possible. But in the life of the Church, Stewardship goes beyond the performance of technical, administrative or logistical tasks. It is a principle that is based on an understanding of the goodness of all God's gifts and a desire to use them to the best of a person's own ability. The contributions of Stewards facilitate and advance the work of the member churches that will gather for the Twelfth Assembly of the LWF.

Duration of the program

During the months leading to the Assembly, there will be online preparations and meetings.

The Assembly Stewards Program itself will last from 2 to 17 May 2017 and will include the following components:

- 2 May – Arrivals together with youth delegates attending the Youth pre-Assembly
- 3 to 8 May – Pre-Assembly Youth Conference in Ondangwa
- 9 May – Stewards' Welcome and induction; setting-up
- 10 to 16 May – LWF Twelfth Assembly in Windhoek
- 17 May – Breakdown, evaluation and farewell

Profile, attributes and qualification

Stewards will be under 30 years of age at the time of the Assembly. They will speak and understand English and, ideally, one or more of the other LWF official languages: German, Spanish, and French. A requirement is experience in youth work in the LWF member church to which they belong at national level. They must also be knowledgeable of LWF work with young people and be part of the Global Young Reformers' Network and/or a regional youth network.

Some of the personal attributes required of Stewards are:

- Initiative: a readiness to be proactive and to be proactive within a team
- Communication: an ability to express ideas and feelings as well as listen across cultures
- Teamwork: to know what it means to be part of a team and build community in an international and multicultural context
- Patience: for work that may seem menial or insignificant and see value in it
- Problem-solving: to be ready to tackle problems that arise and offer solutions

In addition to these, a basic interest to learn and be involved in one or several areas of work (outlined in the next section and defined in the application form) in which the assistance of Stewards will be required will be required.

Areas of work and the composition of stewards' teams

A Stewards Coordinator will be responsible for coordinating and ensuring the flow of work of stewards as well as their well-being. The areas of work and the number of Stewards assigned per team are determined by the Assembly Office according to identified needs. The composition of the Stewards' teams will be done jointly by the Assembly Coordinator and Stewards' Coordinator taking into account the Stewards' specific skills, their work preferences as well as ensuring gender, language and geographical balances.

Following are the areas of work where Stewards will be involved at the Assembly:

1. Plenary and Floor management
2. Communications
3. Worship
4. Documentation
5. Registration and information desk
6. Space and room management
7. Responding to spontaneous requests as determined by the Stewards Coordinator

Application process

A call for stewards will be sent to all member churches and LWF youth networks in March-April 2016. Applications will be open to all young people who were born after 16 May 1986 and are members of an LWF member church. Interested applicants will fill in an application form and submit the form with the required endorsement by 31st May 2016 to Stewards2017@lutheranworld.org. As stated, the application will need an official endorsement from the applicant's church.

Successful applicants will be informed by 30 June 2016.

The selection process will take into account regional representation and gender balance. However, because the Twelfth Assembly is taking place in Africa it must be understood that a reasonable majority will come from this region.

Remuneration

Stewards are expected to work voluntarily. A small stipend will be given at the start of the program and a certificate at the end of the program. The LWF will cover the cost of travel and board but encourage those interested to fundraise and contribute towards these costs. The LWF will not cover in-country costs, e.g. visa and transportation.