



The Assembly - Easy Read version



The International Federation Assembly in June

Every 5 years, L'Arche holds a large meeting of representatives from all the communities in the Federation: the International Federation Assembly. This year, most of the Assembly will be online.

The Assembly is a meeting between the communities:



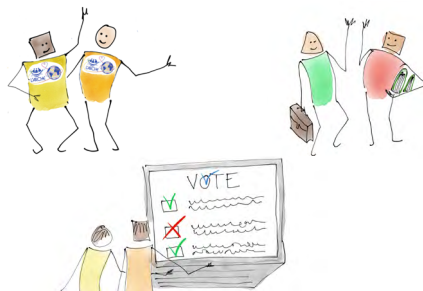
Every member of every community will be able to participate in their own way.

By **participating in** the Zoom calls and **watching** the prerecorded videos which are on the programme.

By **posting articles, photos or videos** on Slack or Facebook.

And **by reading posts by the other communities** on Slack or Facebook
On the final day, the communities **will also invite their friends**.


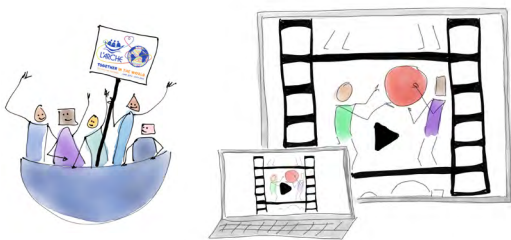


The Assembly votes:



The delegates vote on behalf of their communities on the following documents. Individual members will also vote for:

- **The reports** on what has been done in the previous mandate,
- L'Arche International's **finances**,
- The work to be done in the next **mandate**,
- How to plan the **next leaders** for L'Arche International
- The members of the **Federation Council**,
- And the **Charter**.

During the assembly, there will be different sessions:

Time for everyone live on Zoom:	
 	<ul style="list-style-type: none"> • Opening ceremony, Tuesday 20 June at 14:00 UTC, • Thank you to the previous team of leaders, Friday 23 June at 02:00 UTC and at 14:00 UTC • Closing ceremony, Saturday 24 June at 18:00 UTC <p>To convert UTC time to the time in your community, see worldtimebuddy.com</p>
Time in community with pre-recorded videos - no Zoom	
 	<ul style="list-style-type: none"> • To watch the Video of the Day each day, which includes activities and meditations. • To watch the videos introducing the reports: <ul style="list-style-type: none"> ● On the Charter before the Assembly ● On the leaders' reports on day 1 ● On the history of L'Arche and on finances, on day 2 ● On the new mandate and the new stewardship board, on day 3 • To see lots of good ideas from communities in the Resource Gallery and on Slack or Facebook.
Time just for the delegates, live on Zoom	
 	<p>For introducing and discussing activities done in their communities, every day during the week, and for discussing the reports, days 1, 2 and 3 at 00:00 (midnight), 10:00 or 20:00 UTC</p> <p>To convert UTC time to the time in your community, see worldtimebuddy.com</p>
Times when the delegates will vote on behalf of their community	
 	<p>Every day at the time of your choice between 01:00 UTC and midnight UTC :</p> <ul style="list-style-type: none"> ● On the charter - Day 1 ● On the reports - Day 2 ● On the mandate and the organisation for l'Arche International leaders - Day 3 <p>To convert UTC time to the time in your community, see worldtimebuddy.com</p>
Time to get active, to think and talk...	
 	<p>For getting active and thinking, each community decides on its own programme.</p> <p>This guide has some ideas for activities connected to the theme of the day or the theme of the reports.</p> <p>There are lots of other videos to inspire your activities in the website Resource Gallery and on Slack or Facebook.</p> <p>Everyone can get active and think together, or just a small group of you.</p> <p>Talk about what you're doing and post it on Slack or Facebook. It will inspire other people.</p> <p>Now it's up to you to build your own programme!</p>



The role of the assembly delegates

1. They meet the delegates from other countries



In their little group.
And in their big group.
Through Zoom, Slack, by e-mail or by ordinary letter.

2. They are the ambassadors of the Assembly in their community:



They explain to their community what will happen and share all the information.
They ask their community questions to find out how to vote.
They help their community to choose their programme for the week before it starts:

- Watch the videos about the reports, and the videos of the day,
- Share the daily newsletter and filmed news report,
- Choose interesting activities to experience together.

3. They are spokespeople for their community at the Assembly.



The community asks them to vote on its behalf.

4. They are like journalists in their community:









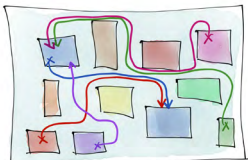

They help their community to talk about its ideas, experiences and things it is proud of.
They help to post photos or articles on **Facebook** or **Slack**.

For delegates to help each other before the Assembly



There are information meetings for all the delegates.
There are formation meetings.
There are letters.
There are meeting groups.

Programme for each day and suggested activities that we can do as a community. Choose what suits you.

Day 1 - JUNE 20th - Please note that in your time zone, some of the activities could be on the day before or on the day after.		
<p>Watch everyone in direct</p> 	<p>Welcome to everyone</p> 	<ul style="list-style-type: none"> ● Meeting for all the community to watch the opening ceremony live on Zoom, (or on catch-up).
<p>Watch when we want</p> 	<p>The World</p> 	<ul style="list-style-type: none"> ● If they haven't done so already, some will watch the reports of the international leaders (catch-up video and written documents). They are about life in old and new communities. ● Everyone can watch the Video of the day: It has activities to help you settle in and make yourself at home, and a meditation session to get everyone walking together.
<p>Getting active, thinking and telling</p> 	<p>We are all walking together in OUR WORLD</p>  	<ul style="list-style-type: none"> ● To think about the leaders' reports, you can talk about life in your community together. For example, you could ask: who has just taken their first steps in L'Arche? Who has already walked a long way in L'Arche? Tell one another your memories. ● To make yourself comfortable in front of the screen, you need to get yourself comfortable. How do you do it? Have you planned snacks or drinks? What's the ideal chair? Not too soft? Not too hard? Take photos and post them on Slack or Facebook and send them by post to other delegates <ul style="list-style-type: none"> ● To welcome visitors, communities decorate their entrance door like in the video of the day. Does this give you any ideas? What are yours like? Take photos and post them on Slack or Facebook. ● To talk about our Walking Together: <ul style="list-style-type: none"> ● Draw a map of the paths that the participants take every day. Think about the paths that we all take, the paths that cross one another. We can each mark our favourite place on the map. Take photos and post them on Slack or Facebook. ● Close your eyes and guess who's walking to find out if you know one another. ● Ask for volunteers to remove one of their shoes to put in the middle. Guess who each shoe belongs to? ● Walking together, if you'd like to join the UK on their Big Walk for L'Arche International, on a day that suits you: bit.ly/Walking2023 Take photos and post them on Slack or Facebook. ● To meditate, watch the daily video together, the types of shoes that you could put on at different times in the week. It's a way of preparing to get on the road together...
<p>Vote</p> 		<p>This is the day for voting on the charter. If it hasn't already been done, the delegates will consult their community to find out how to vote.</p>

Day 2 - JUNE 21st - Please note that in your time zone, some of the activities could be on the day before or on the day after.

Watch when we want



Water



- If they haven't done so already, some people can **read the reports** (catch-up video and written documents) on finances and on the history of L'Arche. They are about money and our history.
- **Everyone can watch the Video of the day**: There will be activities to discuss what is flowing, like the water in our communities, our drinks and money, for example. There will be meditation time to represent the water of tears of joy or sadness in our stories.

Getting active,
thinking and telling



Water is flowing



Money is flowing too

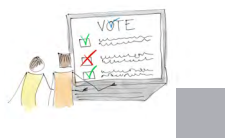


History is flowing as well




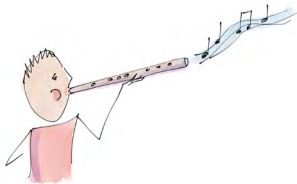





- **To think about the financial reports and on history:**
 - Based on the extract of the Video of the day, which shows **how the communities make or serve drinks** around the world, talk about how you run a café or make drinks to sell. Post articles, photos or videos on Slack or Facebook.
 - Prepare a **flea market** amongst yourselves. Everyone brings along things that they don't want any more, things they have found or made, or a service to offer. Decide if you want to swap or sell... This could be an opportunity to discuss: What to keep? What project should we save for? Post articles, photos or videos on Slack or Facebook.
 - Discuss **how to decide on the sale price of works** of art or crafts from your workshops. Write down your thoughts. Exhibit your works on sale on Slack or on Facebook.
 - Organise a **drink** together: When? Where? Who's paying? Choose your drink and say why it's your favourite. While you're enjoying this moment, tell others your memories of important people in your lives. Post articles, photos or videos on Slack or Facebook.
- **To think about history:**
 - Look at **your photo albums** and comment on them together. Choose your favourite photo from your community life. Post it with your commentary on Slack or Facebook.
 - Draw the important moments from your lives on a **fresco or a comic trip**. Don't forget to draw yourself as you are now. Post the articles, photos or videos on Slack or Facebook.
- **To meditate**, watch the extract of the video of the day with water patterns. And think of your history, of the tears of sadness and joy, of watering and washing...the precious water of everyday.

Vote



It's the day for voting on the reports of the international leaders, the stewardship board and finances. If they haven't already done so, the delegates consult their community to find out how to vote.

Day 3 - JUNE 22nd - Please note that in your time zone, some of the activities could be on the day before or on the day after.		
<p>Watch when we want</p> 	<p>Air</p> 	<ul style="list-style-type: none"> ● If you haven't done so already, some of you can watch the reports (catch-up video and written documents) on the mandate and the members of the new stewardship board. In it, they talk about how leaders get organised and how everyone's voice counts in meetings and decisions. ● Everyone watches the Video of the day: It shows that in the world we like to play music, it suggests activities for using our voice as an instrument. It invites us to join a meditation session to evoke the breath of peace.
<p>Getting active, thinking and telling</p> 	<p>Air passes into music</p>  <p>Air passes into the voice</p>  <p>What pushes us to decide</p> 	<ul style="list-style-type: none"> ● The Video of the day is about our orchestras. ● Set up an orchestra for the day, play together, and film yourselves. Then post the video on Slack or Facebook. ● Make up some tunes together: everyone has a turn, each musician plays a tune, and others repeat it and respond to it. ● To think about the reports which are about meetings and decisions: <ul style="list-style-type: none"> ● Try a breath dance: Get in a circle while singing. Move closer to the centre, whispering softly. Then move away from the others and raise your voice very loud and very high, so that it carries further, etc. As we do in our lives and our meetings, sometimes we breathe in the tranquil air in our normal voice. We huff and puff a lot when we're angry. We murmur when we confide. We hold our breath to be quiet... ● Play the voice throwing game: Place a pot in the middle of the group. The first player makes a noise as if he's sending his voice into the pot. The group listens and does the same thing. A second player makes a sound that seems to be going up in the air before falling in the pot. The group listens and does the same thing. A third player invents a different path to the pot for a different sound, etc. ● To prepare for meetings: lead a relaxation session so everyone can find their breathing in and out pattern. By getting to know your own breath, everyone will know how to be more attentive to the breath of others. ● To think about decisions in our lives: show everybody images from the video of the day or from other videos which demonstrate the effect of winds - when they blow strongly and when they are gentle. Everyone chooses an image to talk about decisions which are forced upon us or those which are gentle. ● When meditating together, listen for the sound of peace: everyone chooses a note, a whistle, a sound... And, on the signal, hold it as long as your breath. Then all be silent. Remain in silence, listen peacefully to the air that is moving in different ways.
<p>Vote</p> 		<p>This is the day for voting on the Federation mandate, on the members of the new stewardship board and on organising the L'Arche International leaders. If they haven't already done so, the delegates consult their community to find out how to vote.</p>

Day 4 - JUNE 23rd - Please note that in your time zone, some of the activities could be on the day before or on the day after.

Watch when we want



Fire



No reports to watch on this day.

- **The video of the day** suggests activities to celebrate the new charter and see how it can bring light to our lives and give us energy in our day. It will also include a time to say thank you to the former international team.

Getting active,
thinking and telling



Fire brings light



The charter gives energy



● **To celebrate the charter:**

- Invite your friends to **a buffet of dishes and ideas**: in a large room, everyone lays out what they'd like to share for the meal or the snack on some of the tables. On other tables, groups have brought ideas for activities inspired by the charter to explore together. After sharing the meal we will explore the ideas.
- Invite your friends to a vigil around a **campfire** to talk about the work on the Charter process and other memories. Also to talk about how the charter describes what we are already living and what we would like to live to put it in practice.
- Organise **a walk to sample some of the culinary specialities** in each community location and how the charter is put into practice in this place. For example, use drawings to talk about, questions for discussion, songs to sing, a game.... On one of the charter themes.
- **To celebrate the thank yous**, organize a meal together, make a label for everyone with each person's name on the front, and on the back a place for a thank you, compliment or words of encouragement.
- **For a meditation session**, decorate the area with different candles. Wax or electric candles for spiritual celebrations, birthday candles, decorative candles that are made in the workshops... Think of all the lights you have in your lives.

All watch live



Thank you!



Meeting for the whole community to participate in the **Thank you Celebration for the previous international team** live on Zoom. Choose which timing suits you best, out of the two possibilities on offer. Or watch later on catch-up.

Day 5 - JUNE 24th - Please note that in your time zone, some of the activities could be on the day before or on the day after.

Watch when we want



Let's show who we are!

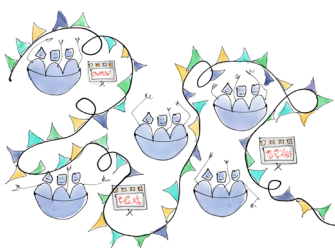
No reports to watch on this day.

- **The video of the day** shows what we have shared during the week. And presents "The Manifesto" that we will share with our friends, neighbours and in our society.

All watch live



Let's celebrate this week!



- Meeting for all the community to watch the **closing ceremony on Zoom**, live (or on catch-up).
- **To join in the celebration**, you can ask everyone to bring along a symbol of this week or something the same colour as this symbol:
 - Symbol of the earth or something green,
 - Symbol of water or something dark blue,
 - Symbol of the air or something light blue,
 - Symbol of fire or something orange.

Getting active,
thinking and talking



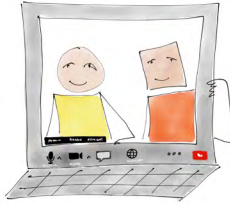
**With or without....
Together - IN THE WORLD**

To show our togetherness around the world:

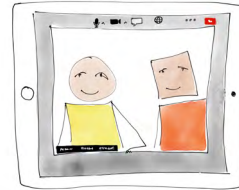
- Think together about how to introduce ourselves to your neighbours and fellow citizens:
 - Describe our roots,
 - Describe what makes us recognisable,
 - Talk about the traces we would like to leave behind us,
 - Talk about our way of living in the world and in nature.
- Think of questions to ask your neighbours and fellow citizens.... To get to know them.
- Take photographs of your meetings, write down your questions and post them on Slack or Facebook.

Getting used to Zoom

On Zoom, your faces appear in a window. And the borders have pictograms. They are in different places depending on what computer you have. For example:



At the bottom of a computer



At the top on a tablet



At the top and the bottom on a telephone



Naming etiquette

Click here to **rename** the window with the participants' first names and the name of your community or country.



Gallery

Click here to see all the windows



Microphone

Click here to turn it on or off.



Speaker

Click here to make the person speaking appear bigger



Camera

Click here to turn it on or off.



Reactions

Click here to choose a reaction. You'll see it beside your head



Interpretation

Click here to choose the language you'd like to listen to.



Raise hand

Click on this reaction to indicate that you'd like to say something



Chat

Click here to write or read a message.



The 3 dots

Click here to find actions which you can't find anywhere else.



Share screen

Click here to show everyone a presentation that is on your computer, tablet or telephone.



End

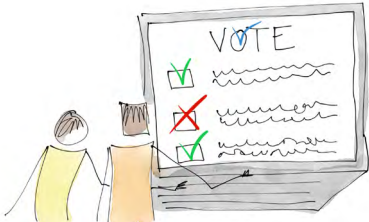
Click here to leave the Zoom meeting.



If you are sharing sound,

Choose the right folder and click on the little audio square at the bottom of the sharing window.

To vote

	
You will vote online at : vote.associationvoting.com/larche/	
Check the timetable every day to decide when to vote.	
To be recognized, give the e-mail address used by your pair of delegates.	
Enter the password you received on May 10th.	
Read English in black, French in red, Spanish in green.	
Every day, your pair of delegates agrees to carry your community's vote.	
On Tuesday, you will have to say yes or no to the charter.	
On Wednesdays, you will have to say yes or no to every report.	
On Thursday you will have to say yes or no to <ul style="list-style-type: none">• the mandate,• the International Stewardship Board,• the president of the International Stewardship Board,• the members of the Federation Council,• the transition plan.	
Be careful, at the end, once you've confirmed your vote, you won't be able to change it.	
You will receive a receipt after voting.	
No one will know what you voted for.	

