

# Practical Guide

**LIVING GOD  
RENEW AND  
TRANSFORM US**



**World Communion of Reformed Churches  
General Council 2017  
29 June – 7 July  
Leipzig, Germany**

## Table of Contents

<b>Introduction .....</b>	<b>4</b>
<b>1.1 The General Council Staff Team .....</b>	<b>4</b>
<b>1.2 Important Phone Numbers .....</b>	<b>4</b>
<b>2. Before You Travel .....</b>	<b>5</b>
<b>2.1 Preparation.....</b>	<b>5</b>
<b>2.1.1 Council Materials .....</b>	<b>5</b>
<b>2.1.2 Packing Properly .....</b>	<b>5</b>
<b>2.2 Dress Code .....</b>	<b>5</b>
<b>2.3 Climate and Weather .....</b>	<b>5</b>
<b>2.4 Electricity .....</b>	<b>6</b>
<b>2.5 Phones/Communications .....</b>	<b>7</b>
<b>2.6 Money/credit cards/cash points .....</b>	<b>7</b>
<b>2.7 Time Zone .....</b>	<b>7</b>
<b>2.8 Vaccinations .....</b>	<b>7</b>
<b>3. Enroute / Transfers / Arriving Well.....</b>	<b>8</b>
<b>3.1 Emergency Phone Numbers .....</b>	<b>8</b>
<b>3.2 Transfers .....</b>	<b>8</b>
<b>3.3 Don't Forget!.....</b>	<b>8</b>
<b>4. Arriving in Leipzig .....</b>	<b>9</b>
<b>4.1 General Council Registration Desk .....</b>	<b>9</b>
<b>4.2 By Plane.....</b>	<b>9</b>
<b>4.3 By Train.....</b>	<b>9</b>
<b>4.4 Rental cars .....</b>	<b>10</b>
<b>4.5 Taxis .....</b>	<b>10</b>
<b>5. Lodging and Accommodations .....</b>	<b>11</b>
<b>6.1 Trams (Leipziger Verkehrsbetriebe).....</b>	<b>13</b>
<b>6.2 Regional Trains (Regionalbahn/DB) .....</b>	<b>14</b>
<b>6.3 Cars .....</b>	<b>14</b>
<b>6.4 Environmental zone/Emissions sticker .....</b>	<b>14</b>
<b>7. Leipzig Messe .....</b>	<b>16</b>
<b>7.1 Smoking.....</b>	<b>17</b>
<b>8. Other Council Locations .....</b>	<b>18</b>
<b>8.1 Berlin (Sunday, 2 July).....</b>	<b>18</b>
<b>8.2 Wittenberg (Wednesday, 5 July).....</b>	<b>18</b>
<b>9. Council Schedule.....</b>	<b>19</b>

9.1 Youth Gathering .....	19
9.2 Pre-Councils: Women & Youth.....	19
9.3 Orientation Sessions.....	19
9.4 Overview .....	19
10. Communicating the Council .....	21
11. Security and Access .....	22
11.1 Name Badges .....	22
11.2 Security.....	22
11.2.1 Heightened Security .....	22
11.3 Welcoming Worship.....	22
11.4 Berlin Day .....	22
11.5 Crime.....	22
12. Meals.....	23
13. Services .....	23
13.1 Registration and Information Desk .....	23
13.2 Language Services .....	23
13.3 Print Center.....	23
13.4 Chaplaincy, Pastoral Team.....	24
13.5 IT Services.....	24
13.6 Mobility Services.....	24
13.7 Accessibility .....	24
14. Financial Services.....	24
15. Medical/Emergency Services .....	25
16. Merchandise (to purchase).....	25
17. Resources (for free!) .....	25
18. Insurances .....	25
19. Leipzig.....	26
19.1 A Taste of Leipzig.....	26
19.2 Shopping .....	27
19.3 Mobile Apps .....	27
20. German Language Basics .....	29
21 Staff and Stewards (Here to help!) .....	30
21.1 WCRC Staff.....	30
21.2 Stewards .....	31

## **Introduction**

Greetings in the name of the living God!

Welcome to the 26th General Council of the World Communion of Reformed Churches, taking place in Leipzig, Germany, 29 June – 7 July 2017.

This guide provides you with the logistical and practical information you will need to successfully arrive in Leipzig and ensure you have the best experience possible during the Council.

Of course, if you have any questions, do not hesitate to ask any of us—staff or stewards. We are here to help!

We wish you a very pleasant stay with us in Leipzig and a most blessed Council meeting!

### **1.1 The General Council Staff Team**

One note on our main meeting location: Most of the General Council will take place at the “Leipziger Messe.” In German, “Messe” means conference grounds (sometimes translated as “fairgrounds”), but we refer to it simply as the “Messe” throughout this document. At the Messe itself, the Council will occupy two buildings: the Congress Center Leipzig (CCL) and Hall 2. The CCL contains the registration desk, offices and smaller meeting rooms while Hall 2 has the plenary hall, the dining room and the display area.

### **1.2 Important Phone Numbers**

Participant Emergencies (during travel or while at Council):  
+49 (0)175 6060734

Emergency Contact Number (for family, colleagues):  
+49 (0)175 6003705

General Council Office:  
+49 (0)175 6027798

## 2. Before You Travel

### 2.1 Preparation

#### 2.1.1 Council Materials

There are a number of documents available online which will also be available in hard copy at the Council. We are attempting to both save the environment and costs so are purposefully not mailing documents for this Council (following the example set by the World Council of Churches at its last Assembly in Busan). We highly recommend that, if possible, you travel with an electronic device that allows you to access all documents so that we can continue to save on printing while at the Council.

- *Practical Guide*: This contains logistical information for your time at the Council.
- *Workbook*: This contains the business work of the Council, including background papers and proposals, the proposed amendments to the Constitution & Bylaws and the Council's proposed Rules of Order.
- *From Grand Rapids to Leipzig*: This is an overview of the activities and work of the organization over the last seven years.
- *Website*: The WCRC website ([wcrch.ch](http://wcrch.ch)) contains all these documents, as well as news and additional information; Council-related materials are translated into six languages (English, French, German, Indonesian, Korean and Spanish) while important news will also appear in Arabic and Mandarin. To access the various languages, simply select the language of your choice from the far right of the menu bar; this can be done from any page (and if that page is not translated into the language of your choice, you will be redirected to the homepage).

#### 2.1.2 Packing Properly

### 2.2 Dress Code

"Business casual/formal" is sufficient for most of the work of the General Council. However, for the visits to Berlin and Wittenberg, participants are requested to dress more formally. This means either traditional suits, ties etc. or (even better) traditional clothing. Especially for Berlin we would like to show the television audience how colourful and diverse the Reformed family is.

Layering appropriately for cooler morning and evening hours is recommended. Air conditioning is not typical in Germany, thus please dress accordingly (see climate section below).

### 2.3 Climate and Weather

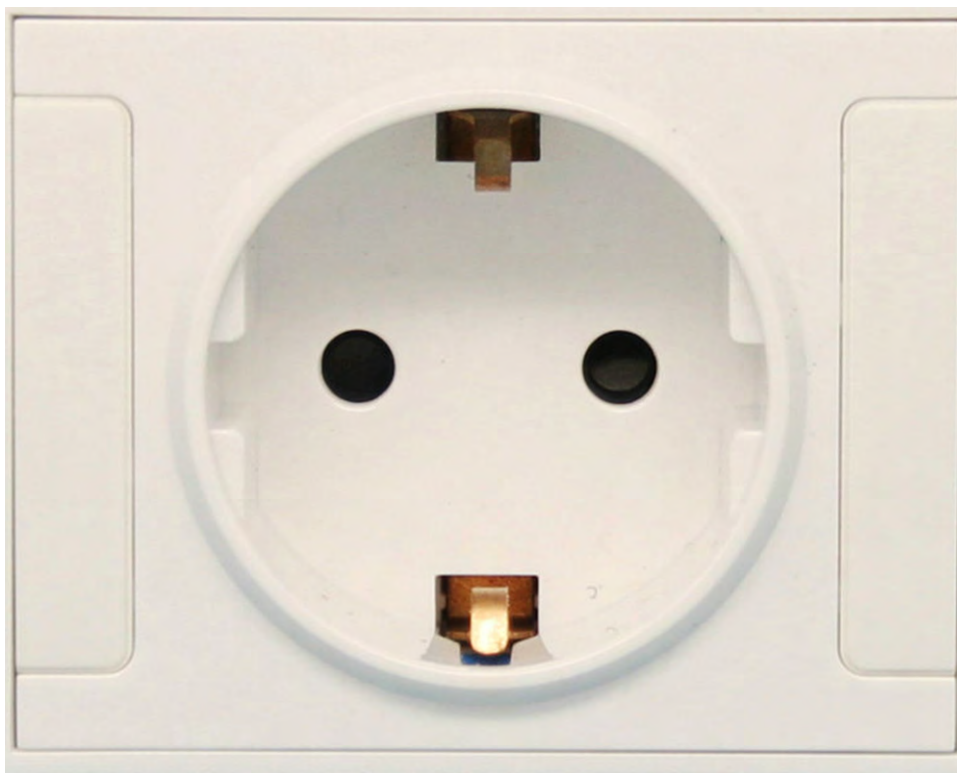
The average highs in Leipzig for June and July are, respectively, 21.7C (71.1F) and 24.5C (76.1F), while the average lows are 11.5C (52.7F) and 13.8C (56.8F) and the daily means are 16.5C (61.7F) and 19C (66.2F). The record high for these two months was 36.6C (97.9F) while the record low was 1.8C (35.2F). Mornings

and evenings are cooler, and the plenary hall and other Council facilities at the Messe are air-conditioned (though many locations in Germany are not).

Rainfall is very possible in June and July. Please think about bringing rainproof jackets and footwear. Umbrellas will be provided to all participants in your welcome packets!

## **2.4 Electricity**

Electrical sockets (outlets) in Germany supply electricity at between 220 and 240 volts AC. The primary socket type is known as the Europlug or Schuko (see image below). If you're plugging in an appliance that was built for 220-240 volt electrical input, or an appliance that is compatible with multiple voltages, then an adapter is all you need.



Travel plug adapters do not change the voltage, so the electricity coming through the adapter will still be the same 220-240 volts the socket is supplying. For example, North American sockets supply electricity at between 110 and 120 volts, far lower than in most of the rest of the world.

But that doesn't mean that your specific appliance isn't already compatible with the higher voltage—it may very well be. Most portable electronic devices, especially those that run off batteries, are built to be compatible with all worldwide voltages. This usually includes items like laptops, cell phones, digital cameras, digital camcorders, many portable video game devices, digital music players, etc. More and more personal grooming items like hair dryers curling irons, shavers (especially cordless ones) and such are being built to be compatible with multiple voltages as well—but most of them are not.

Please check to ensure that your device(s) is compatible with 220-240 volts before bringing it along. If it is not, plugging it in could "fry" the device or even start a fire.

## **2.5 Phones/Communications**

The Messe has Wi-Fi access for all participants while many of the hotels will also have Wi-Fi access included in their cost. Wi-Fi "hotspots" are common in Germany, including throughout Leipzig's city centre.

## **2.6 Money/credit cards/cash points**

Euros are used in Germany. Cash is the preferred method of payment. Debit and credit cards—such as Visa, Mastercard and sometimes American Express—are accepted at some restaurants and shops. Smaller stores do not usually accept credit cards or debit cards.

**The use of checks or travelers checks in Germany is extremely uncommon.**

Many banks that offer cash machines (ATMs) where international cards can be used to withdraw cash are located in Leipzig city centre. There are also several such machines in and around the Messe conference grounds. Please note that accessing cash through these machines will likely incur additional fees.

For payment of registration and other fees at the Council, the Finance Office will be able to accept major credit cards, debit cards and cash in the following denominations: euros, US dollars and British pounds. Euros are preferred due to fluctuations in currency rates.

## **2.7 Time Zone**

The time zone in Leipzig is Central European Summer Time (CEST; UTC/GMT +2 hours).

## **2.8 Vaccinations**

Vaccinations are not necessary for trips to Germany.

### **3. Enroute / Transfers / Arriving Well**

#### **3.1 Emergency Phone Numbers**

If you experience any problems—delays, missed connections, etc—please first work with the airline on which you are traveling. If you need additional assistance and booked your tickets through the Council's travel office, please contact Florian Geldermann of Raptim Humanitarian Travel at: +49 (0)151 646 23544. If you did not book your flights through the Council travel office but are in need of assistance, please be in touch with Katrina Mertz at: +49 (0)175 6060734 or [gctravel@wcrce.eu](mailto:gctravel@wcrce.eu).

#### **3.2 Transfers**

Transfers are included for all those subsidized participants whose travel is being arranged through the Council travel office (and its travel agent, Raptim); transfer tickets will be sent directly in June.

For all other participants (whether you booked your flights through Raptim or not), transfers via bus in Germany can be purchased at a reduced cost through Raptim. Please contact Peter Cordewiener at [cordewiener@raptim.de](mailto:cordewiener@raptim.de).

Stewards wearing red t-shirts and holding General Council/WCRC signs will meet participants at the Leipzig airport, central train station and Messe train station and move them along to the Leipzig Messe for registration. The same service will be offered for returns to home countries via the departure airports booked. The exact details and schedule of these transfer arrangements will be made known to all directly.

For any questions on transfer arrangements, please write to: [werner.keil@wcrce.eu](mailto:werner.keil@wcrce.eu) for more information.

#### **3.3 Don't Forget!**

When packing, do not forget to bring the following documents:

- Passport
- NGO Travel Identification (if necessary): for those who have booked through Raptim and it is indicated as a condition of your booking fare, please bring along identification that will show you work for an NGO/missionary agency; the formal invitation letter to General Council which was sent with registration confirmations suffices for this purpose; if you need a copy of this, please write to [registration@wcrce.eu](mailto:registration@wcrce.eu)
- Insurance letters (these have also been sent by Council Registration)



## **4. Arriving in Leipzig**

If you are arriving by train, bus or plane into Leipzig, please find the WCRC stewards who will be stationed in each of these places. WCRC stewards will be wearing red t-shirts.

### **4.1 General Council Registration Desk**

All participants are required to formally check-in at the registration desk located at the entrance of the Messe's CCL (Congress Center Leipzig) on the ground level. At the registration desk, identification and other details will be verified, the registration fee and any other fees paid. All participants who registered prior to the start of the Council will receive a welcome pack that will include name badge, agenda, documents and additional practical information (and a few practical gifts!).

### **4.2 By Plane**

For those travelers wanting to make their own way to the Messe or their hotel upon arrival in Leipzig, please take note of the following:

The Leipzig/Halle Airport (Flughafen) is located in the heart of Central Germany and is not far from the Leipzig Messe: approximately 10-15 minutes by autobahn and eight minutes with the rapid transit train S5, which leaves every 30 minutes.

To drive from the Leipzig/Halle Airport to the exhibition grounds or downtown Leipzig, you can choose from a large selection of car rental companies.

Taxi stands are located at the airport Terminal B (see below for more information).

Up-to-date information for air travellers can be obtained from the Flughafen (Airport) Leipzig/Halle. Airport information services can be found in Terminal B (ground floor) or by phoning: +49 (0)341 224-1155.

### **4.3 By Train**

The trains of Deutsche Bahn (DB) are the environmentally-friendly way to travel to and even within Leipzig. The main train station is located in the centre of the city and is among the most modern and largest train stations in Europe and includes a large shopping mall. Services for train travellers are provided by DB Reisezentrum West on the ground floor and DB Servicepoint on the first floor.

The routes S2, S5, S5X or S11 of the S-Bahn Mitteldeutschland (rapid transit railway) take you directly to the Leipzig Messe train station (e.g. from Halle, Altenburg, Zwickau, Dessau, Bitterfeld). The S-Bahn routes S5 and S5x also take visitors from the Leipzig/Halle airport to the trade fair grounds in just a few minutes.

At Leipzig's main train station and at the City Tunnel stations of the S-Bahn Mitteldeutschland, travellers from all other directions can also access the routes

S2, S5, S5X or S11 to the Messe. The distance between the Messe train station and the exhibition grounds is approximately 750 metres.

Tram line 16 of the "Leipziger Verkehrsbetriebe" stops in front of the main train station, and will also take you to the Messe in around 18 minutes. Go in the direction of "Messegelände" and it is the final stop.

Information regarding the connections to the Leipzig Messe can be obtained from the schedule information service of the Deutsche Bahn and the Mitteldeutscher Verkehrsverbund and Leipziger Verkehrsbetriebe.

Please contact Raptim if you need assistance in purchasing train tickets for connections to Leipzig: Peter Cordewiener, [cordewiener@raptim.de](mailto:cordewiener@raptim.de).

#### **4.4 Rental cars**

Renting a car and coming to Leipzig is also an option. Over-the-counter services from a large number of car rental companies can be found at all German airports and train stations.

#### **4.5 Taxis**

Taxis can be found directly in front of Terminal B at the Leipzig/Halle airport.

The largest taxi stand is located in downtown Leipzig in front of the main train station.

On the exhibition grounds, taxi stands can be found right by the West entrance (between the Glass Hall and Messesee).

Maximum prices according to the currently valid taxi tariff ordinance:

Airport-Leipziger Messe: 28 euro

Main train station-Leipziger Messe: 20 euro

One-time surcharge for large taxis (as of 5 passengers): 7 euro

**Please note that any journeys by taxi taken by Council participants will NOT be reimbursed by the WCRC.**

## 5. Lodging and Accommodations

The General Council Lodging Team is making accommodation arrangements for many General Council participants. Confirmations of these booking details are sent to participants prior to the start of the Council. Generally, Council participants will be allocated into the following hotels:

- Seaside Park Hotel – [www.parkhotelleipzig.de/](http://www.parkhotelleipzig.de/)
- Motel One Augustusplatz – [www.motel-one.com/en/hotels/leipzig/leipzig-augustusplatz/](http://www.motel-one.com/en/hotels/leipzig/leipzig-augustusplatz/)
- Hotel NH Leipzig Messe – [www.nh-hotels.com/hotel/nh-leipzig-messe](http://www.nh-hotels.com/hotel/nh-leipzig-messe)
- Days Inn Leipzig Messe – [www.daysinnleipzigmesse.com/en](http://www.daysinnleipzigmesse.com/en)
- Nordic Hotel – [www.nordic-hotels.com/en/hotels/leipzig-nordic-hotel-leipzig/](http://www.nordic-hotels.com/en/hotels/leipzig-nordic-hotel-leipzig/)
- Marriott – [www.marriott.com/hotels/travel/lejdt-leipzig-marriott-hotel/](http://www.marriott.com/hotels/travel/lejdt-leipzig-marriott-hotel/)
- IBIS Leipzig City – [www.ibis.com/gb/hotel-9008-ibis-leipzig-city/index.shtml](http://www.ibis.com/gb/hotel-9008-ibis-leipzig-city/index.shtml)
- Ininside Leipzig by Melia – [www.melia.com/en/hotels/germany/leipzig/ininside-leipzig/index.html](http://www.melia.com/en/hotels/germany/leipzig/ininside-leipzig/index.html)
- A&O Hotel – [www.aohostels.com/en/leipzig/leipzig-hauptbahnhof/](http://www.aohostels.com/en/leipzig/leipzig-hauptbahnhof/)
- Markgraf Hotel Leipzig – [www.markgraf-hotel-leipzig.com/en/](http://www.markgraf-hotel-leipzig.com/en/)
- Motel One Nikolaikirche – [www.motel-one.com/en/hotels/leipzig/leipzig-nikolaikirche/](http://www.motel-one.com/en/hotels/leipzig/leipzig-nikolaikirche/)
- Days Inn Leipzig City Centre – [www.daysinnleipzigcity.com/en](http://www.daysinnleipzigcity.com/en)

If for any reason the WCRC should need to ask participants to change hotel rooms, advance notice will be given.

Those participants for whom the WCRC is paying rooming costs must pay the hotel directly for any extra services, such as telephone calls, fax, laundry, extra internet packages, pay entertainment, any mini bar drinks or snacks, and any meals taken in the hotel, other than breakfasts which are included. Every participant will be personally responsible for any such extra charges and will not be reimbursable by the WCRC.

For those who are booking their own accommodations, the Lodging Team recommends utilizing the Leipzig Messe's Hotel Booking System, which can be accessed through the links below:

English: [www.leipziger-messe.de/hotel/wgrk17](http://www.leipziger-messe.de/hotel/wgrk17)

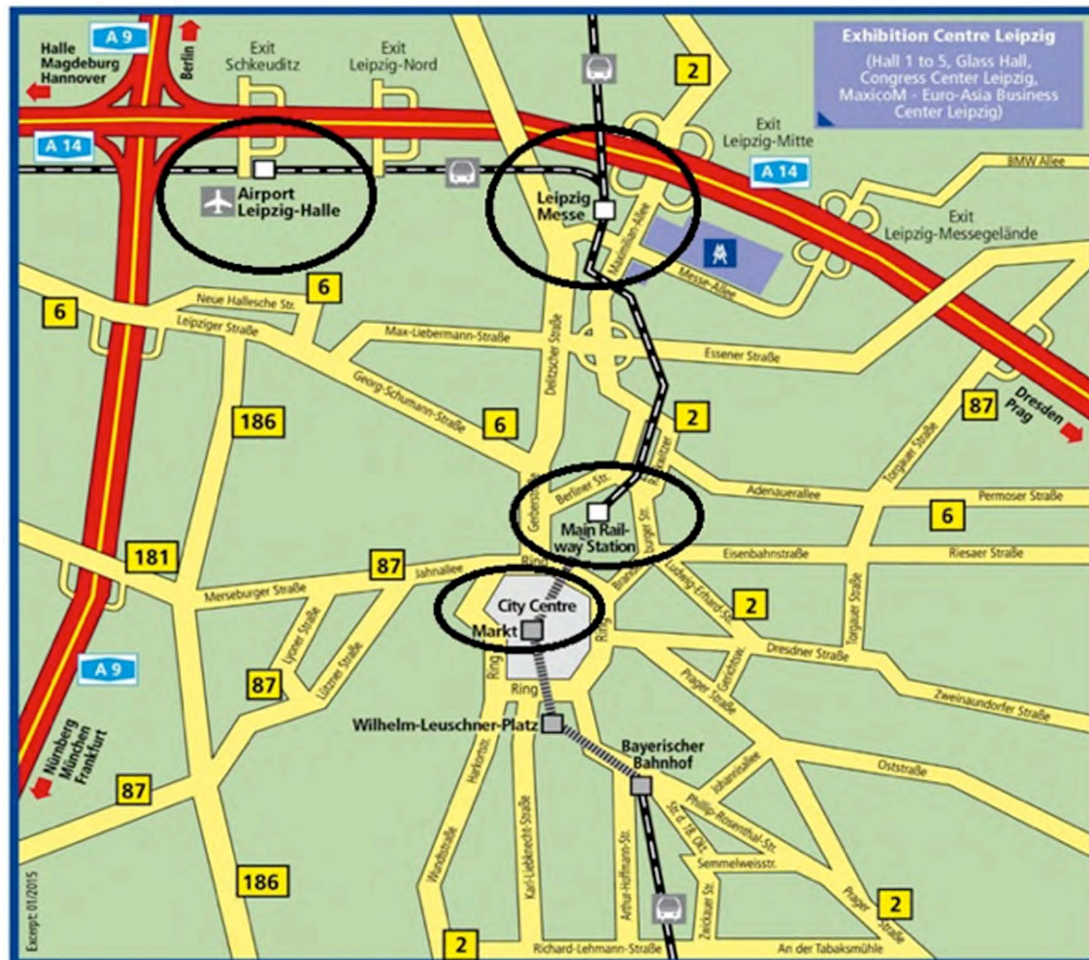
German: [www.leipziger-messe.de/unterkunft/wgrk17](http://www.leipziger-messe.de/unterkunft/wgrk17)

Please note that in order to guarantee any reservations, credit card details will be requested. Depending on the number of rooms, hotels may request advance payment for larger groups of self-payers.

Also, those booking their own accommodations are requested to inform the WCRC of your location, as this will be particularly important for transportation coordination for the day trips to Berlin and Wittenberg.

## 6. Leipzig: Getting Around

All General Council participants may use the Leipzig public transportation system for the duration of the Council meeting (except for visitors who select the non-transportation option). Tickets for the system will be included on the back of Council name badges and thus distributed when registering.



### 6.1 Trams (Leipziger Verkehrsbetriebe)

The easiest way from Leipzig's city centre to the Leipzig Messe is by tram. Directly in front of the main train station, tram line 16 will take you to the Messe in around 18 minutes. Travel time from the Augustusplatz is about 23 minutes, again with line 16 and no transfers. Travel towards the direction of "Messegelände" (final stop).

The trams will take you almost to the west entrance of the Messe's CCL (Congress Center Leipzig). You can enjoy the way along the *Messesee* (water feature) between the stop and the CCL, which sits to the left of the water feature as you walk from the tram stop.

## **6.2 Regional Trains (Regionalbahn/DB)**

At Leipzig's main train station and at the City Tunnel stations of the S-Bahn Mitteldeutschland, you can access the routes S2, S5, S5X or S11 to the Messe. Travel time from Leipzig's main train station: 6 minutes, from Leipzig's market place: 8 minutes. Please note that the trains do not run as frequently as the trams. Travel to the "Leipzig Messe" train station.

The routes S2, S5, S5X or S11 of the S-Bahn Mitteldeutschland (rapid transit railway) take you directly to the Leipzig Messe train station (e.g. from Halle, Altenburg, Zwickau, Dessau, Bitterfeld).

The distance between the Messe train station and the actual grounds is approximately 750 metres, or about a 10 minute walk. You can also take tramline 16 for one stop from the train station to the final "Messegelände" stop.

More information on public transport can be found here:  
<https://www.l.de/verkehrsbetriebe/>

## **6.3 Cars**

The Leipzig Messe has a central location directly on Autobahn A 14. The grounds are well marked:

A 14 – exit Leipzig Messegelände,  
A 9 Schkeuditzer Kreuz – ten minutes by car,  
A 38 Kreuz Parthenaue – ten minutes by car.

The national highway Bundesstrasse 2 will take you from the Messe to central Leipzig in about ten minutes.

When looking for a parking space, feel free to use the parking guide system that will quickly lead you to open visitor parking spaces. Please note that fees will be charged for parking: <http://www.city-parking.de/parken/standorte/leipzig/parkplaetze-leipziger-messe>

## **6.4 Environmental zone/Emissions sticker**

An environmental zone extends over large portions of Leipzig, including the city centre. It does not include Leipzig Messe nor the airport. The environmental zone is marked by traffic signs. The objective of this initiative is the reduction of particulate matter volumes.

Only vehicles with green emissions stickers, or those that meet the criteria for exceptions, may enter this zone. This sticker can be purchased from the technical town hall (Technisches Rathaus) of the city of Leipzig. In addition, you can obtain a sticker for your car at all national vehicle registration authorities, the officially recognised monitoring organisations for transportation, and repair shops.

Additional information, including a map of the Leipzig environmental zone can be found on the website of the city of Leipzig (in German only): <http://www.leipzig.de/umwelt-und-verkehr/luft-und-laerm/umweltzone/>

## 7. Leipzig Messe



The main location for the General Council is the “*Leipziger Messe*.” In German, “Messe” means conference grounds (sometimes translated as “fairgrounds”), but we refer to it simply as the “Messe.” At the Messe itself, the Council will occupy two buildings: the Congress Center Leipzig (CCL) and Hall 2. The CCL contains the registration desk, offices and smaller meeting rooms while Hall 2 has the plenary meeting hall, the dining room and the display area.

<http://www.leipziger-messe.de/>  
Seehausener Allee 1, 04356 Leipzig, Germany

The General Council offices will be open from 8 a.m. to 6 p.m. each day the Council is in session in Leipzig.

Registration will take place in the CCL.

<http://www.leipziger-messe.com/company/exhibition-grounds/plans/site-plans/>

Maps for the Messe will be provided in the information packets provided during registration check-in.



### **7.1 Smoking**

Smoking in Germany is only permitted in designated public places or specially designated smokers' areas. Smoking is not permitted inside of the plenary hall or CCL. Please be mindful of signs posted which indicate where smoking may be allowed. Whether smoking is permitted inside hotel rooms will be indicated by respective hotel rules.

## 8. Other Council Locations

### 8.1 Berlin (Sunday, 2 July)

The Council travels to Berlin and back to Leipzig by bus (50 people per bus). Buses will depart at 5:30 a.m. from designated spots near Council hotels in order to arrive on time for the internationally televised worship service from the Berlin Dom.

After the worship service, everyone walks to the Foreign Office of the Federal Republic of Germany for a reception and short programme. **Please note that security clearance for this will be strict.**

And after the reception, participants visit historical sights and diaconical projects in Berlin.

It will be a full, rich and unique day. Please note the following:

- Wear comfortable shoes and traditional clothing.
- There will be thorough security checks when entering the Foreign Office, similar to airport security. Please do not bring big bottles or anything that could be identified as a weapon.
- **Passports are required.**
- Please bring a small bag only.

### 8.2 Wittenberg (Wednesday, 5 July)

The Council again travels to Wittenberg and back to Leipzig by bus (50 people per bus). Buses will depart at 8:00 a.m. from designated spots near Council hotels in order to arrive on time for the ecumenical worship service.

After the service, there is a lunch reception in the church square and participants are then able to explore Wittenberg and its Reformation sites and exhibits.

It will be another full, rich and unique day, so please note the following:

- Please bring a small bag only.
- Please wear comfortable shoes.
- Passports are not required, but please wear your name badge.

## **9. Council Schedule**

### **9.1 Youth Gathering**

A special gathering of youth from around the world, including Council stewards and youth delegates, takes place over the weekend prior to the General Council, beginning on 23 June. Youth gather in Zwochou, a Catholic retreat centre just outside of Leipzig. Practical details for participants in the gathering will be communicated directly to them.

### **9.2 Pre-Councils: Women & Youth**

Two pre-council meetings will take place at the Messe from 26-28 June. These pre-councils are opportunities for youth and women delegates to get to know each other better, explore the theme of the General Council, engage in deeper theological dialogue on issues of interest and learn about how the General Council conducts business. Youth and women delegates are not only invited but are encouraged to attend these pre-councils. To attend, delegates must indicate their desire on their Council registration form. Arriving to the pre-councils be conducted in the same way as arriving to the Council itself (please see above for details).

### **9.3 Orientation Sessions**

Important orientation sessions will be held on 28 June at the Messe to prepare all delegates for Council procedures, explaining both the process of discernment and how consensus will be used throughout. Please find the specific times in the General Council Workbook and plan to attend.

### **9.4 Overview**

The full, detailed Council schedule is available in the General Council Workbook.

2017 General Council  
Leipzig, Germany

Date	Thursday, 29 June	Friday, 30 June	Saturday, 1 July	Sunday, 2 July	Monday, 3 July	Tuesday, 4 July	Wednesday, 5 July	Thursday, 6 July	Friday, 7 July
Theme	Welcoming the World	Theology of Life	Committed to Justice	Witnessing to the World	Commitment to Communion	Strengthening Communion	Affirming Unity of Church	Discern and Decide	Close as a Communion
08:30-09:00			Listening Session: Justice	Travel to Berlin	Worship / Bible Study (Mitri Raheb)	Worship / Bible Study (Elsa Tamez)	Travel to Wittenberg	Worship Commemoration: Jan Hus Bible Study (Mitri Raheb)	Devotion
09:00-9:30	Worship / Bible Study (Hyunju Bae)	Welcoming Worship (St. Nicholas Church)	Theme Input: Justice (Isabel Phiri & Philip Peacock)	Worship (Berlin Dom)	Break	Break		Decision Plenary	
9:30-10:00			Break	Words of Greeting from German Church Officials	Plenary Nominations	Plenary Nominations	Ecumenical Ceremony (City Church)	Break	Break
10:00-10:30		Greeting by President Frank-Walter Steinmeier	Listening Session: Gender Justice	Walk to Foreign Affairs	Theme Input: Mission in Communion (Farid Esack & Wies Granberg-Michaelson)	Theme Input: Strengthening Communion (Tiniyiko Maluleke)		Decision Plenary	Decision Plenary
10:30-11:00	Plenary: Opening Actions	Journey to Messe	Decision Plenary	Reception at Ministry of Foreign Affairs	Listening Session: Mission in Communion	Listening Session: Strengthening communion	Words of Greeting	Discernment Groups	Closing Communion
11:00-11:30					Lunch	Lunch	Lunch	Lunch	Lunch
11:30-12:00			Worship / Bible Study (Elsa Tamez)		Discernment Groups	Discernment Groups	Visit to the World Exhibition	Listening Session: Committee Reports	
12:00-12:30		Presentation: General Secretary's Report			Decision Plenary	Decision Plenary		Break	
12:30-13:00			Lunch	Light Lunch					
13:00-13:30	Reception (Town Hall)								
13:30-14:00	Opening of Reformation Exhibition (including light lunch)								
14:00-14:30	Journey to Messe								
14:30-15:00									
15:00-15:30		Theme Input: Theology of Life (Jürgen Moltmann)	Discernment Groups	Historical and solidarity visits	Decision Plenary	Decision Plenary		Break	
15:30-16:00			Break		Break	Break		Discernment Groups	
16:00-16:30					Journey to town	Listening Sessions: Korean Peninsula & Public Witness			
16:30-17:00		Listening Session: Theology	Workshop(s)		Peace Prayer (St. Nicholas Church)	Supper	Return to Leipzig	Decision Plenary: Elections	Departures begin
17:00-17:30	Break			Return to Leipzig (sandwich supper on the way)	Light Supper	Supper		Supper	
17:30-18:00		Discernment Groups	Journey to town		Organ Concert	Journey to town		Committees	
18:00-18:30	Theme Input: Economic Justice (George Zachariah)		Visit to social art projects (including light supper)		Committees	Psalm Concert		Committees	
18:30-19:00									
19:00-19:30	Supper	Supper							
19:30-20:00									
20:00-21:30	Regional Meetings	Regional Meetings							
21:00-22:30	Evening Prayer (Reformed Church)	Worship (Reformed Church)						Evening Prayer (Reformed Church)	

For more  
information, please  
visit [wrc.ch/gc2017](http://wrc.ch/gc2017)



## 10. Communicating the Council

The General Council is of interest not only to those within the Communion but also to the general public. The Council Communication Team is composed of members from nine different countries, speaking more than seven different languages. They will not only report about the Council itself but want to collect (and share) stories about many of the participants—so please be courteous to them. If you do not wish to be interviewed by anyone, please politely decline.

News and information about the Council will be shared online through a variety of means and you are encouraged to share posts, as well as post your own pieces (especially using the Council's hashtag: **#ref2017**). Please do like/follow the WCRC via social media.

*Website:* The WCRC website will have all materials for the work of the Council, as well as feature stories about the Council and its participants. Please visit [wcrch.ch](http://wcrch.ch) and select the language of your choice.

*Photos:* A special photo website is available to download pictures. All pictures on this site are available to share and use as necessary. The site can be found through this link: [wcrch.ch/gc2017/images](http://wcrch.ch/gc2017/images).

*Social Media:* We invite you to join us virtually in the following ways:

- The hashtag for the Council is **#ref2017**. Please utilize this throughout our time together.
- The WCRC's Twitter account is @Reformedcomunio and is multi-lingual.
- The WCRC's Instagram account can be found here: [www.instagram.com/reformed\\_communion/](http://www.instagram.com/reformed_communion/)
- The WCRC's main Facebook page can be found here: [facebook.com/reformedcommunion](http://facebook.com/reformedcommunion). It will be multi-lingual throughout the Council.
- The WCRC's French Facebook page can be found here: [facebook.com/communionmondiale](http://facebook.com/communionmondiale)
- The German Council Facebook page is located here: [facebook.com/WGRK2017](http://facebook.com/WGRK2017).
- For Spanish, please visit AIPRAL's Facebook page: [facebook.com/aipral](http://facebook.com/aipral).

*YouTube:* videos will be posted to the WCRC's channel.

*eNews:* A daily news summary will be sent out via email to all participants, as well as to those who subscribe through the WCRC website.

## 11. Security and Access

### 11.1 Name Badges

All Council participants will be given their name badges as part of their welcome package when registering upon first arrival.

The name badges are not simply name tags, but serve as official Council identification and will also contain your public transportation ticket. This identification also will be your security clearance to enter the Messe. These must be worn at all times in the Messe. If you should lose your badge, please go to the General Council office for a replacement as soon as possible, or write to [gcoffice@wcrc.eu](mailto:gcoffice@wcrc.eu).

### 11.2 Security

The Leipzig Messe has its own security for admission to the premises. Therefore, **all participants must wear their official name badges at all times**. These will serve as security clearance for the duration of the Council.

#### 11.2.1 Heightened Security

### 11.3 Welcoming Worship

After the welcoming worship on Friday morning in the *Nikolaikirche* (St. Nicholas Church), the Council will be welcomed to Germany by Federal President Frank-Walter Steinmeier, in his first visit to Leipzig and Saxony as president. Security will thus be heightened for admittance into the church. **To enter, both your official name badge and your passport are required.** It is also requested that participants carry only the essentials to this service. Admission to the 9:00 a.m. service begins at 7:45 a.m. to ensure everyone is able to pass through security.

### 11.4 Berlin Day

The Council name badges will be sufficient for entry to the Berlin Dom. However, to enter the German Ministry of Foreign Affairs, passports are also needed. **Participants without their passports are not allowed entry due to strict security measures.**

Please also be mindful to bring the minimal amount of personal possessions and valuables with you on the Berlin excursion, e.g. handbags, backpacks, etc.—only those items absolutely necessary—due to this formal security screening for entry into the Ministry.

### 11.5 Crime

Crime levels are relatively low in Germany. However, just as in any major city, petty crime, scams and robbery are possible during your stay. Thus, please remain aware of your surroundings and possessions, particularly if moving around Leipzig at night. Secure valuables in your room or in hotel safes, if desired. Be cautious around ATMs or when exchanging currency.

## **12. Meals**

The cost for meals during the Council is included in the registration fee.

All Council participants will be given bio-degradable, re-usable water bottles. They can be refilled at water fountains in the Messe. Please use them. Tap water in Germany is safe to drink. Water with and without gas will also be made available to participants throughout the Council plenary sessions.

Breakfast will be served in the hotels where participants are staying. All lunches, dinners and coffee breaks in Leipzig will take place in the catering section of Hall 2. A wide range of buffet items will be made available.

Vegetarian, vegan, kosher, hallal, gluten-free, and diets for individuals with diabetes will all be available to participants indicating the need for such special meal services at the time of registration and prior to the start of the Council. Participants with any food allergies should notify the General Council office as soon as possible as well.

## **13. Services**

### **13.1 Registration and Information Desk**

All participants are required to formally check-in at the registration desk located at the entrance of the Messe's CCL on the ground level. At the registration desk, identification and other details will be verified, the registration fee and any other fees paid. All participants who registered prior to the start of the Council will receive a welcome pack that will include the name badge, agenda, exhibits and further practical information.

### **13.2 Language Services**

The Language Services Team has put together a highly experienced group of translators and interpreters for all language needs at the Council. English, Spanish, French and German are the four constitutional languages for which language services will always be available. Korean and Indonesian are also supported languages, while staff and stewards also speak a wider variety of languages.

### **13.3 Print Center**

A print center is available for Council printing needs. Only authorized staff persons may use these services. Materials for plenary sessions, in particular, will be made available in print form as necessary. Please talk to a staff person or steward if any printing needs should arise. Please otherwise try to refer to electronic copies of documents as much as possible to help the Council stay green!

### **13.4 Chaplaincy, Pastoral Team**

The Chaplaincy Team has put together a set of guidelines for dealing with potential sexual harassment issues during the Council. This is not intended to be legalistic or punitive. It is meant to serve as a covenant for how, as a community, we deal with sexual harassment, seeking care, compassion and justice for all parties involved. It is our hope that the situation necessitating these guidelines will not arise. Please see the guide in the Appendix.

### **13.5 IT Services**

The conference, media and telecommunication technology of the Messe is state-of-the-art. Wi-Fi access will be available throughout the buildings. Charging stations for electronic devices will be made available. Please do bring your own adapters to fit German electrical sockets.

### **13.6 Mobility Services**

If any emergencies should arise, a small fleet of vehicles will be on stand-by to facilitate expeditious mobility issues. Please contact a steward or staff member for further details.

### **13.7 Accessibility**

The premises of the Messe are designed to meet the needs of disabled persons. If you have mobility difficulties and need the use of a wheel chair, please contact the General Council Office as soon as possible ([gcoffice@wcrc.eu](mailto:gcoffice@wcrc.eu)), especially if this information was not entered at the time of registration. Special arrangements for disabled individuals to non-Messe events can be arranged.

## **14. Financial Services**

The General Council finance office will be available during Council business hours to assist participants with financial enquiries. Please refer to the following in general:

- All participants pay a registration fee that covers meals and local transport, unless especially arranged otherwise.
- Invoices are sent via email for registration fees.
- Main currencies accepted at the Council are euros, US dollars and British pounds, although euros are preferred due to currency rate changes.
- Bank transfers are the preferred manner of transaction.
- Major credit cards and debit cards are accepted. Paypal has also been set up as an alternative means of transaction.
- All self-payers are requested to take care of any invoices for arranged travel with Raptim GmbH and hotel stays with the respective institutions directly. The WCRC is unable to cover any costs on behalf of self-payers for travel or hotel.



## **15. Medical/Emergency Services**

Medical/emergency services will be available at the Messe at all times. If you should need a medic please tell a steward or staff member right away for assistance.

If you have a non-urgent but medical need and wish to see a doctor, please inform a steward or staff member to refer you to the appropriate medical provider.

If you need to go to a pharmacy (Apotheke in German), there are many in Leipzig city centre. The closest one to the fairgrounds is located at Sachsenpark shopping centre about 500m away.

If you should be in your hotel or in the city centre and need immediate help, the phone number to dial for emergency services is 112.

If you should need to contact the police, please dial 110, and let Council staff know of any incidents.

## **16. Merchandise (to purchase)**

A variety of items are available for purchase at the Council. These include buttons, bottles, bags, prints and shirts. Look for the table at the Messe.

## **17. Resources (for free!)**

The WCRC offers a variety of free printed materials. Practical guides, theological reports and selected issues of Reformed World are just a taste of what will be on offer. These tables will be set up in the display area, just next to the dining hall.

## **18. Insurances**

All registered General Council participants receive a confirmation of travel health insurance for the duration of their trip to General Council (Barmenia Policy). All participants are also covered for any liabilities that could occur during the Council, as well as accident and disability insurance. Please take note that personal office content insurance is not provided for any non-staff members, nor is insurance against possible petty theft (items you leave out unattended vs. locked up in a hotel safe or personal vehicle, for example) or fire damage. For additional details on insurance arrangements, please contact [gcoffice@wcrc.eu](mailto:gcoffice@wcrc.eu).

## 19. Leipzig

### 19.1 A Taste of Leipzig

Leipzig is constantly changing and developing. Those who wish to dive deeper into Leipzig will discover the unique soul of this city. The Leipzig trade fairs, started in the Middle Ages, and the University, founded in 1409, are the roots of the city's liberal, outgoing, tolerant and hospitable spirit. This is a spirit which sparked the Peaceful Revolution of 1989 that led to the fall of the Berlin Wall and changed the world.

Leipzig's reputation as a city of art and culture is founded in the commitment of its citizens who throughout the centuries have sponsored artists, collected paintings, founded museums, and in 1743 began a musical society that was the beginning of today's world-famous Gewandhaus Orchestra. The tolerant spirit of the city has attracted scholars, artists, composers, musicians and poets alike.

Those interested in literature can follow the tracks of Goethe, Schiller, Lessing or Nietzsche. Lovers of painting and sculpture can discover the precious art gallery collections which include the work of contemporary painters.

Confidence and an appreciation for the good and pleasurable things in life determine the Leipzig lifestyle. Accordingly, there is a great variety of things to see and to do. This includes a night at the theatre, opera or concert hall. In the lively historic city centre, over 1,200 restaurants, pubs and bars invite you to relax and have good food and a nice drink. There are those who feel attracted by the elegant and luxurious Art Deco shopping arcades, the nostalgic cafés and gourmet temples around the Old Market Square. Others feel more drawn to the southern quarters where students and young artists meet in jazz bars and cosy pubs.

With many forests and parks right in the city centre, golf courses, lakes, rivers and canals, Leipzig offers many opportunities for those who love nature and sport activities.

During your stay in Leipzig, if you happen to find time to explore the city, a few of the top recommended sites to see include:

- Leipzig Zoo (*Zoologischer Garten Leipzig*)
- Peoples' Memorial (*Völkerschlachtdenkmal*)
- Museum in the Round Corner (*Museum in der Runden Ecke*)
- *Zeitgeschichtliches Forum*
- *Mendelssohn-Haus Leipzig*
- Bach Museum
- Old City Hall
- *Museum der Bildenden Künste*

The General Council Visitors Programme arranges tours and programmes in and around Leipzig. For more information, please contact [visitors@wcrc.eu](mailto:visitors@wcrc.eu).

## 19.2 Shopping

The Sachsenpark shopping centre is located just about 200 meters from the Messe. It features clothing stores, laundry services, grocery stores, restaurants and cafes, two banks with cash machines, an electronics store, a classic German-style “drug store” and a pharmacy. A gas station and fast food options are also close to the complex. There is even a bowling alley located at the end of the shopping complex for those looking to take a break from Council activities and kick back at the end of a long day. For more information, please see: <http://www.sachsenpark.de/einkaufen/>.

Leipzig City Centre features a plethora of shops, restaurants, cafes, and service stores to fit your particular needs. It is recommended to go to stops “*Hauptbahnhof*” (Central Station) or “*Markt*” (Market) to most directly reach the best shopping areas in town.

## 19.3 Mobile Apps



- *Leipziger Notenspur/Leipzig Music Trail*

A walking tour of four centuries of Leipzig’s musical heritage, including basic information about composers and their dwellings as well as music samples.



- *Hidden Leipzig*

Trips off the beaten track. Leipzig is known for its multifaceted subcultures and its startups. Join in the adventure beyond the inner city “ring” and enjoy hipster cafés, pubs, alternative walking tours, etc.



- *Leipzig Travel App*

Information about Leipzig before you go or after you arrive. All the information you need about public transportation, tourist information, events during your stay, travel offers that help guide you through the diversity of the city, etc.



- *ZEITFENSTER. Leipzig*

Guide yourself through Leipzig and read up on the historical sites of 1989. Turn the city of Leipzig into a virtual museum where past and present meet. (supported by Universität Leipzig)



- *Leipzig Offline City Map Lite*

An interactive map of the city including a search engine for streets, shops, etc.



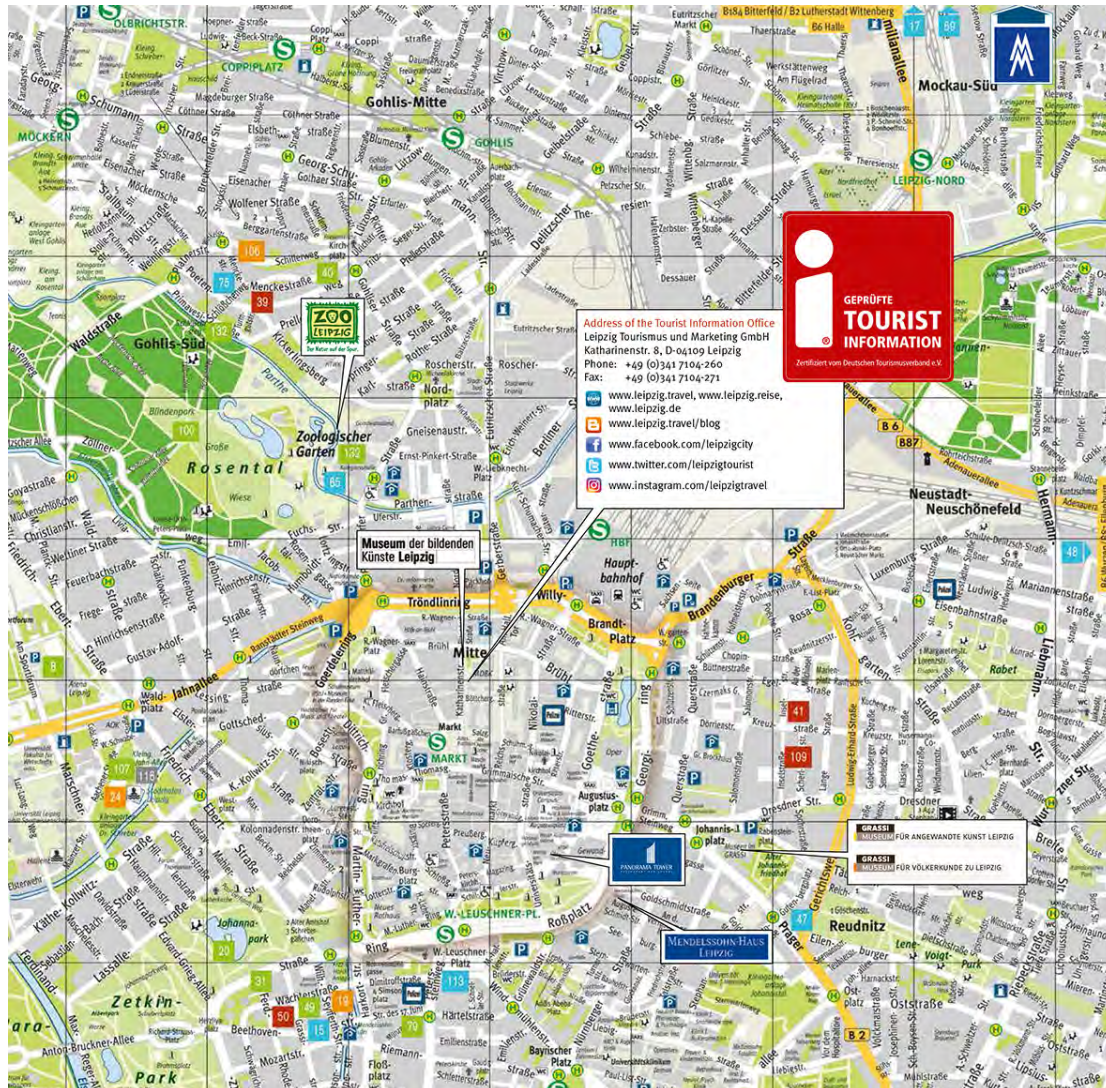
- *Was geht?*

All dates for parties, concerts, cinema, theater and so much more throughout Leipzig and other German Cities. (Not exclusively for Leipzig!)



## - Easy GO

Helps you find the right metro from the Messe into town or where ever you like to go.



## 20. German Language Basics

During the General Council among our group itself the constitutional operating languages are English, German, French and Spanish (while Indonesian and Korean will be offered as possible). At all times you should be able to find one of our staff team or an interpreter who can speak in one of the four core languages of the WCRC.

Most Messe staff should be able to communicate in some amount of English and of course fluent German. Sometimes an additional language may be spoken.

When you leave the Messe to go into the city centre, for example, you can expect that most people you may stop to ask for directions only speak German. Some speak English limitedly, and occasionally Spanish or French. Many international residents or visitors, as well as university students, may speak English, Spanish, or French in addition to German.

Here are a few basic phrases in German to keep in mind:

- Yes. *Ja.*
- No. *Nein.*
- Please. *Bitte.*
- Thank you. *Danke.*
- You're welcome. *Bitteschön.*
- Pardon me. *Entschuldigung.*
- I don't understand. *Das verstehe ich nicht.*
- I don't speak German. *Ich spreche kein Deutsch.*
- Do you speak English/French/Spanish? *Sprechen Sie Englisch/Französisch/Spanisch?*
- Where is the subway/train station? *Wo ist die U-Bahn/der Bahnhof?*
- Is the tip included? *Ist das Trinkgeld inbegriffen?*
- How much does that cost? *Wieviel kostet das?*
- Is there a public phone here? *Gibt es hier eine Telefonzelle?*
- Can I get on the internet? *Kann ich ins Internet gehen?*
- Can you help me? *Können Sie mir helfen?*
- Where is the bathroom? *Wo ist die Toilette?*

## **21 Staff and Stewards (Here to help!)**

### **21.1 WCRC Staff**

All WCRC core staff will be present at the General Council. If you need to get a hold of anyone, please refer to the following email addresses and phone numbers:

#### **General Council email addresses:**

- Registration enquiries: [registration@wcrce.eu](mailto:registration@wcrce.eu)
- Travel enquiries: [gctravel@wcrce.eu](mailto:gctravel@wcrce.eu)
- Accommodation enquiries: [gclodging@wcrce.eu](mailto:gclodging@wcrce.eu)
- General Council office: [gcoffice@wcrce.eu](mailto:gcoffice@wcrce.eu)
- Global Institute of Theology enquiries: [git@wcrce.eu](mailto:git@wcrce.eu)
- Visitors enquiries: [visitors@wcrce.eu](mailto:visitors@wcrce.eu)
- Youth Gathering enquiries: [youth@wcrce.eu](mailto:youth@wcrce.eu)

#### **General WCRC email addresses:**

- General enquiries: [wcrce@wcrce.eu](mailto:wcrce@wcrce.eu)
- General Secretariat: [gs@wcrce.eu](mailto:gs@wcrce.eu)
- Membership enquiries: [gs@wcrce.eu](mailto:gs@wcrce.eu)
- Reformed Partnership Fund: [partnership.fund@wcrce.eu](mailto:partnership.fund@wcrce.eu)
- Reformed World: [reformed.world@wcrce.eu](mailto:reformed.world@wcrce.eu)

#### **WCRC Core Staff Team:**

General Secretary  
Chris Ferguson: United Church of Canada  
Email: [gs@wcrce.eu](mailto:gs@wcrce.eu)

Consultant for Theology, Mission, Communion and the Global Institute of Theology  
Aruna Gnanadason: Church of South India  
Email: [aruna.gnanadason@wcrce.eu](mailto:aruna.gnanadason@wcrce.eu)

Executive Secretary for Justice and Partnership  
Dora Arce-Valentin: Presbyterian Reformed Church in Cuba  
Email: [dora.arce\\_valentin@wcrce.eu](mailto:dora.arce_valentin@wcrce.eu)

Executive Secretary for Communications  
Philip Tanis: Reformed Church in America  
Email: [philip.tanis@wcrce.eu](mailto:philip.tanis@wcrce.eu)

Programme Coordinator for Peace and Development  
Mun-kee Kim: Presbyterian Church of Korea  
Email: [munkee.kim@wcrce.eu](mailto:munkee.kim@wcrce.eu)

General Council Coordinator



Hanns Lessing: Evangelical Church of Westphalia  
Email: hanns.lessing@wcrc.eu

Assistant to the General Secretary, General Secretariat and General Council  
Offices

Katrina Mertz  
Email: katrina.mertz@wcrc.eu

Assistant for Finance and Communication, General Council Finance Office

Anna Krüger  
Email: anna.krueger@wcrc.eu

Assistant for the Reformed Partnership Fund, General Council VIP Services

Werner Joecker  
Email: werner.joecker@wcrc.eu

Assistant for Justice and Theology, General Council Office

Amritha Perumalla  
Email: amritha.perumalla@wcrc.eu

Project Assistant, General Council Visa Services

Paul Oppenheim  
Email: paul.oppenheim@wcrc.eu

Intern, General Council Communications Office

Grenna Kaiya  
Email: grenna.kaiya@wcrc.eu

Intern, Youth and Pre-Council Services

Lin Wan-Jou: Presbyterian Church in Taiwan  
Email: lin.wanjou@wcrc.eu

Intern, Youth and General Council Office

Miguel Rosa: Presbyterian Church (USA)  
Email: miguel.rosa@wcrc.eu

Theological Coordinator: Reformation Exhibition

Margit Ernst-Habib  
Email: margit.ernst-habib@wcrc.eu

Stewards Programme Coordinator

Werner Keil  
Email: werner.keil@wcrc.eu

## **21.2 Stewards**

Seventy stewards from around the world are on hand to assist in all aspects of the Council's work. Much of what they do will be behind the scenes, but they will also act as guides on the various excursions, are trained to provide emergency

assistance and also know who to contact (and how) for other needs and questions.

Stewards can be recognized by their red t-shirts, their orange caps or their name badges. If you have any needs, please do not hesitate to ask a steward.