HOST CHURCH GUIDELINES for CLASSIS QUINTE

**Previous Hosts:**

September, 2024 – Grace CRC, Courtice - grace.church@bellnet.ca

January, 2025 – Ebenezer CRC, Trenton - ecrctrenton@gmail.com

They both did a wonderful job arranging and organizing the day. If you need any advice, they have experience!

# REGISTRATION: 9 - 9:25 a.m.

* **Suggestion:**
	+ Have at least two people at the sign in table (you could ask the credentials committee)
	+ Having the churches split into two rows alphabetically (by city or church; whatever you like) has proven to get delegates through quicker.
	+ A third line for visitors/guests/non-delegates sign in.
	+ First-time delegates to Classis have been asked to sign the ‘Covenant for Officebearers’ book which I bring. However, with the recent decisions of Synod, I’m not sure how this will work at the May 2025 meeting. Stay tuned for more info!
* **Name Tags**: Name tags on lanyards work great, but sticky ones are okay too. The Stated Clerk will get the names to you as early as possible, so you have time to make the name tags.
* **Classis Credentials**: Credentials are now submitted online before the meeting happens, so you won’t need to worry about this.
* **Attendance List**: The Clerk will send the attendance list to you as early as possible, so that you can prepare sign in sheets and name tags. Categories are set up for: Delegates, Alternates, Visitors/Non-delegates.
* **Signing in:** It is important to know who is at the meeting! Please check off names on the attendance sheet as people arrive, or have delegates sign behind their name. Before the meeting can officially start, the clerk needs to know who is missing, or if an alternate has taken the place of the delegate.
* If a visitor/non-delegate is not on the sheet please add their name and it would be good to include their home church or ministry representation.
* Anyone arriving at the meeting indicating he/she is a delegate but is not included as a delegate or alternate on the attendance sheet will require permission to be seated before the meeting begins. Let the Stated Clerk know if this happens.
* Please make sure someone is always at the sign in table, especially for late comers. We have had people just pick up their name tags without signing in, and that makes life confusing.

# OPENING DEVOTIONS: 9:30 a.m.

* The Vice Chair of the classis meeting arranges for opening devotions and prayer throughout the meeting. He will let you know if any songs need to be up on the screen.
* The Host Church may also be asked to provide musicians and words for the songs during devotions. A sound system is definitely required. The Vice Chair will be in touch with you!

# CLASSIS MEETING: 9:45 a.m. to the end of the day

* **Head table** – please provide room for 3 people (Chair, Vice and Clerk) 12’-15’ of table space.
* **Sound system** - 4 microphones if possible - one for the chair, one for the Vice and clerk to share, and one off to the side of the podium for speakers. The use of a mic part-way through the sanctuary for delegates would be handy rather than passing around a cordless or having a delegate come forward to ask a question.
* **Audio/Visual equipment** - screen and media projector. Please provide audio/visual crew/technician for the sound system. Sometimes reports include video or PPT presentations or information that needs to be displayed. Those who are presenting will be asked to submit their media in advance to the host church, but sometimes they arrive with a memory stick. We do our best.
* Please provide wi-fi password for delegates.
* **Tables and chairs are best!** They are more comfortable, and allow for people to use their ipads and laptaps as they follow the agenda. If your church has pews in the sanctuary, perhaps there is another room that would work well for a meeting environment.

**Additional Meeting Space**

* **Credentials Committee** may need space to meet (perhaps during lunch) if they were not able to finalize before the meeting.
* **Communications/Overture Committee(s)** may need space to meet during the meeting for further discussions/recommendations.
* **Areas for Breakout session**. If planned, a session when delegates will breakout into discussion groups; may require rooms for this or breakout within the meeting room. Will advise.
* **Elders meeting** may meet during lunch.
* **Deacons meeting** will definitely be held during lunch.

**Office Admin Day (May):** The Office Administrators will be attending for their own separate meeting/gathering. Classis meeting attendees and office admins meet together for opening devotions and then again for breaks and lunch hour. It would be advisable to contact the organizer of the Office Admin Day for complete details. I will confirm that person’s name.

# FOOD & REFRESHMENTS

* **Morning Arrival Refreshments.** 9 – 9:25 a.m. Please provide coffee/refreshments and a snack. There is no mid-morning coffee break. But if you would consider )
* **Attendees with dietary restrictions** will be asked to notify the host church who is asked to comply as much as possible.
* **Lunch** from 12 – 1:30 p.m. GENERALLY. The time will also be confirmed but it could be 1.5 hrs to provide time for deacons and elders to meet. You can expect around 80 people depending on how many guest/visitors/synodical deputies, etc. not including office admins when they gather. Numbers will be confirmed as closely as possible as we near the date. The host church arranges for however way you’d like to provide lunch, snacks, etc.
* **Mid-afternoon break** - To be confirmed. If we have a 1.5 hr lunch there won’t be an afternoon break unless it’s a quick 5-minute stretch. Again, if coffee/refreshments, water can just be available throughout the day would be great.
* **Supper** was once a requirement, but no longer is. It’s nice to have a “grab and go” area with snacks for the road, but not required.

**Payment**. Please contact the classis bookkeeper, Carolyn Simpson (bookkeeperclassisquinte@gmail.com) to arrange payment to cover your expenses. Usually a cheque is brought to the hosting church on the day of the meeting.

**Additional information required?**

Please feel free to contact the Stated Clerk, statedclerkquinte@gmail.com