

# HOST CHURCH GUIDELINES for CLASSIS QUINTE

(revised July 2022)

**Note: Times for registration and when the meeting begins will be confirmed. Registration and Meeting time may be changed.**

The May 2022 classis meeting was hosted by Bowmanville Maranatha. They did a wonderful job arranging and organizing the day. It would be recommended to contact the office for their input and advice. [office@maranathabowmanville.ca](mailto:office@maranathabowmanville.ca)

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

- Suggestion: Having the churches split into two rows alphabetically by city has proven to be very efficient.
- Also, a third line for visitors/guests sign in.
- Please provide name tags. The use of hanging name tags (around the neck) rather than the stick on type works great, number the name tags # 1-8, so that we can easily divide into groups if needed. (Not sure if groups will be needed but might be good to have it pre-arranged).

The Clerk will supply the attendance/signin sheets. These will also be emailed to the host church to keep on file.

Please cut up and have sufficient amounts of ballot sheets available for voting (2x3" size approx.). The stated clerk will advise host church if this is needed and approx. how many are required.

## **OPENING DEVOTIONS: 9:30 a.m.**

- The Vice Chair of the classis meeting arranges for opening devotions and prayer throughout the meeting
- The Host Church is asked, if possible, to provide musicians, sound system, and words for the songs during devotions.

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

- Head table – please provide room for 3 people with their laptops and receptacles nearby if needed. 12'-15' of table space
- Sound system - 3 microphones if possible, one for the chair, one for the clerk, and one off to the side at a podium for speakers. The chair would appreciate a wireless clip-on mic if possible.
- Audio/Visual equipment - screen and media projector. Please provide audio/visual crew/technician for the sound system. Sometimes reports include a video/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.
- Please provide wifi password.

## **Additional Meeting Space**

- Credentials Committee may need space to meet
- Communications Committee may need space to meet
- Elders
- Deacons
- Office Admins require separate space to gather (September Classis)

**Office Admin Day:** September Classis meeting traditionally sees the Office Admins attend as well for their own separate meeting/gathering. Classis meeting attendees and office admins meet together for opening devotions and then again for breaks and lunchhour. It would be advisable to contact the organizer of the Office Admin Day for complete details.

## **FOOD & REFRESHMENTS**

- Morning Refreshments. 9 – 9:30 a.m. Please provide drinks and a snack. There is no mid-morning coffee break.
- Delegates with dietary restrictions will be asked to notify the host church who is asked to comply.
- Lunch from 12 – 1:30 p.m. GENERALLY. The time will also be confirmed but it will 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. (additional numbers in September with Office Admins.) 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 - around 3:15 p.m. (tentative or perhaps no break) To be confirmed
- Supper – if needed, if this could be a 'to-go-style'. The timing is always very undeterminable, depending on the meeting. Something light and easy for those who would like to remain to eat before leaving or for those who'd like to take it with them. It could be that a classis meeting returns to it's meeting if not able to complete. They may need to break for supper then return to the meeting. It could also be that the meeting is finished in good time and that supper would then be provided as described above.

**Payment.** Please contact the classical treasurer, Laura Knegt: [treasurerquinte@gmail.com](mailto:treasurerquinte@gmail.com) to arrange how payment is disbursed to the host church. She will provide a cheque to the church.

### **Additional information required?**

Please feel free to contact the Stated Clerk, Joan Crawford, [statedclerkquinte@gmail.com](mailto:statedclerkquinte@gmail.com)