

HOST CHURCH REQUIREMENTS FOR CLASSIS MEETINGS

Thank you for offering to host the upcoming meeting of Classis Quinte. We hope you enjoy serving us in this way. Here is a checklist to help in your preparations.

Suggestion: contact the previous host church for suggestions and input:
Community Frankford, host of May 2019 classis meeting (Marlene, Office Admin communitychurch@sympatico.ca)
Rehoboth Bowmanville, host of January 2019 classis meeting (office@jesusandyou.ca)
Oshawa Zion, host of September 2019 classis meeting (office@zioncrc.ca)

REGISTRATION TIME: 9 - 9:20 a.m.

- Please prepare a registration table with name tags, markers and pens and three people to assist with registration. It would be advisable to have at least one person who has experience with the registration process and checking credentials.
 - Suggestion: Having the churches split into two rows alphabetically by city has proven to be very efficient. The signup sheets will be set up accordingly. Also, a third line for visitors/guests sign in. There will be a sign in sheet for that as well.
- 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.
- Stated Clerk will supply the attendance/signin sheets and forward to the host church office ahead of time.

OPENING DEVOTIONS: 9:30 – 9:45 a.m.

- As of the May 2019 Classis Meeting there was approval at Classis that the Vice Chair of the classis meeting will be responsible to arrange individuals/churches for the prayers, devotions, readings, etc. for the day. This includes the opening devotions.
- The host church may be asked to supply music leaders and songs for opening devotions. This will need to be communicated with the Vice Chair.

NETWORKING SESSION: network this meeting

- If anything is required for the morning session, someone will be in touch with the church to arrange for needed items.

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

- Head table – please provide room for 3 people with laptops and receptacles nearby. 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 mike if possible.
- Audio/Visual equipment - screen and media projector. Please provide audio/visual crew/technician for the sound system. Sometimes reports include a video presentation or information that needs to be displayed.
- Please provide wifi password.

FOOD

- Morning Refreshments. 9 – 9:30 a.m. Please provide drinks and a snack. There is no mid-morning coffee break.
- Delegates with dietary restrictions are responsible to notify host church who is asked to comply.
- Lunch from 12 – 1 p.m. You can expect around 70-80 people. Lunch is usually a complete hot meal.
- Deacons would appreciate a separate lunch room as they meet during lunch.
- Credentials Committee will require a room to meet during the luncheon
- Communications Committee (if meeting) will require a room during the luncheon

- Mid afternoon break - around 3:15 p.m. Again, the delegates will appreciate drinks and a snack.
- Supper - around 5:30 p.m. You can expect around 40-50 people for a light supper for eat in or to go, ie. Deli meats, buns and fruit/cookies, etc. Some churches have offered soup or pizza. Always good to check with the church of the previous meetings for their input.
- Payment. Please contact the classical treasurer, Laura Vink, lauravink04@gmail.com, 613-922-4304. She will forward a cheque for a set amount to cover the cost of food and use of building expenses. Laura will need to know who to make it payable to.

Additional information required?

Please feel free to contact the Stated Clerk, Joan Crawford, statedclerkquinte@gmail.com
613-920-7269