



# **General Assembly Final Report**

**Greensboro, NC  
Piedmont Triad Presbytery**



# GA 2017 Final Report

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## Worship





## WORSHIP SERVICES

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### Original Vision

- There seem to be two approaches to worship at General Assembly. The first is to have a uniform group of musicians and style across all three nights. The upside here is consistency, but it has a higher potential for alienating different groups because it will likely only meet the preferences of the small group planning the worship. There is a false assumption that there is a certain “PCA style” but this does not exist and ironically pursuing it can be less inclusive we found. The other approach is to be eclectic by including more leaders and styles. This can include more local musicians and be approachable for more people, but runs the risk of inviting in no one because it is too varied. We tried to combine these approaches. We tried to enlist many musicians from the Presbytery across many churches. However, we tried to use this pool of musicians each night so familiar faces and a somewhat cohesive sense of music stretched the Assembly. It kept some thread of consistency while approaching different styles. Our liturgy and song choices were very strict to the theme and being scripture based. We were grateful the broader Host Committee for picking a tangible and articulate theme.
- Practically speaking we formed a sub-committee with five members. Anything larger would have been difficult to manage. The sub-committee was well trusted by our Host Committee. Our goal was to have a small group of leaders setting the vision, while enlisting a large group of participants from the Presbytery. With a teaching elder chairing the sub-committee, we had two people in charge of music, two people in charge of liturgy writing/design, and one person overseeing communion.

### Activity Description

- **On Liturgy Writing:**  
We enlisted two women from our Presbytery to compile liturgy. One was educated at Covenant Theological Seminary and had experience in copyediting. The other was a creative writer with magazine editing experience. They worked to compile and format the bulletin. We chose to use one bulletin for all three nights. It offered a sense of cohesion between all three nights and saved difficulties in printing. We also made a digital copy available for phones or tablets. The first draft was completed in January to allow time for adding music, editing content, and printing. The content was first approved by the Teaching Elder overseeing the sub-committee and then submitted to the Stated Clerk for approval.
- **On Liturgists:**  
In the early Fall (approximately 9 months before) we sent a survey to each presbytery church’s Session allowing them to nominate a Ruling Elder or Teaching Elder to lead liturgy in a worship service. This gave Sessions enough time to deliberate with plenty to spare for the editors to add names and adjust before printing the bulletins. We sent a tutorial video to the liturgists to help them hone their speech and limit lengthy introductions as are especially frequent at G.A. services.
- **On Speakers:**  
The Worship Sub-committee was tasked with choosing speakers. This again would have been a difficult task amongst a large group. We went into the previous year’s General Assembly with a list of names. It was helpful to

casually speak (without talking about G.A.) with those folks to get a sense of people's personalities and the state of their churches. Soon after, roughly July, we asked Duke Kwon and Irwyn Ince and asked they commit by the end of September. We already had our theme and we spoke at length about how they might preach sermons related to the theme. We had check-in phone calls every 2-3 months to acquire their bios and photographs, to check-in about sermon progress, and to collect prayer requests. In late April, we met over phone with each speaker asking them questions about their passage, plans for reading the passage, and tech needs. The form is included below.

- **On Music:**

Conversations with a number of previous General Assembly hosts made it clear that each of us will helplessly fall into blind spots. There is no "PCA style" embodied by any majority. To assume you will be able to execute completely inclusive or unobtrusive music leading might be foolish. What is not foolish is to be as scriptural and inclusive in preparation as possible. We made an effort to have musicians from across Presbytery churches, particularly including those from churches with different styles of worship. We also tried to use songs that were tied closely to the theme so they served the theological aim and hopefully deflected any sense of an agenda of style.

- **On Communion:**

We served communion on the first and last nights. Many of our Presbytery churches celebrate weekly communion and so we prefer this practice as part of our worship services already. Logistically this was less daunting than anticipated. We used Sign-up.com to have elders from the Presbytery sign-up. We also asked RUF, the Chaplains, and a few others to promote sign-ups on their email lists. The biggest burdens were acquiring enough implements and setting up the elements in the afternoon. We asked a local Baptist church and the largest PCA church in the state for their implements, which made it simple for returning them. The actual practice is not terribly difficult. Each section went fairly quickly in serving. If the Teaching Elder can do a concise introduction, communion only adds about 10 minutes to the service. This was well worth it for the denomination. Having communion AFTER the debates had begun seemed formative. I cannot recommend more having communion near the end of the Assembly.

## Budget

<b><u>G.A. Worship Subcommittee Budget</u></b>		
<b>ITEM</b>	<b>BUDGET</b>	<b>ACTUAL COST</b>
<b><u>Printing</u></b>	<b>\$1,100.00</b>	<b>\$1,269.00</b>
Bulletins	\$1,100.00	\$1,269.00
<b><u>Communion Supplies</u></b>	<b>\$700.00</b>	<b>\$549.33</b>
Juice	\$300.00	322.65
Bread	\$200.00	\$121.68
Materials	\$125.00	\$105.00
Decor/Symbols	\$75.00	\$0.00
<b><u>Tuesday &amp; Wednesday Music (Redeemer)</u></b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
John Ray (Bass)	\$650.00	\$650.00
Daniel Faust (Drums)	\$650.00	\$650.00
Michael Anderson (Keys + Piano)	\$300.00	\$300.00
Vocalist (Tenor)	\$300.00	\$300.00
Vocalist (Tenor)	\$300.00	\$300.00
Vocalist (Soprano)	\$300.00	\$300.00
Melissa Littlepage (Vox + arranging)	\$600.00	\$600.00
Heather Conine (Violin)	\$400.00	\$400.00
(Violin II or Wind)	\$400.00	\$400.00
(Cello)	\$400.00	\$400.00
(Viola)	\$400.00	\$400.00
(Scores, Music, Arranging)	\$300.00	\$300.00



<b>Thursday</b>	<b>\$750.00</b>	<b>\$750.00</b>
John Ray (Bass)	\$350.00	\$350.00
Vocalist 1	\$100.00	\$100.00
Vocalist 2	\$100.00	\$100.00
Guitarist	\$100.00	\$100.00
Fiddle	\$100.00	\$100.00
<b>Misc. Expenses</b>	<b>\$1,550.00</b>	<b>\$1,815.30</b>
Recording	\$800.00	\$800.00
Liturgy Illustrator	\$500.00	\$500.00
Charting	\$50.00	\$50.00
Subcommittee Gratitude Dinner	\$200.00	\$110.00
Choir Director Hotel	\$355.30	\$355.30
Extra Communion Supplies (RJ Miles)	\$109.31	\$109.31
<b>TOTAL COST TO PTP</b>	<b>\$9,100.00</b>	<b>\$9,383.63</b>

#### What worked well?

1. Having a small committee trusted by the Host Committee
2. Enlisting lots of musicians and liturgists from Presbytery churches helped with buy-in for the whole Assembly.
3. Having a concise, scripture-based theme
4. Doing communion both nights
5. Using SmartSheet for checklists and project reports. Our checklist is embedded below.
6. Using Sign-up.com for volunteers

#### What didn't work?

1. We overwhelmed the sound techs. They were not originally contracted to handle large bands and as such had a minimal staff who nonetheless did an excellent job.
2. We were not as prepared as we could have been for the business session worship collaborations with organist Larry Roth. It was also unclear whether we were to pick the songs or just supply a vocalist to accompany Larry.
3. We probably could have done communion at every service. Having the Wednesday service early was too close to the business sessions and was a jarring transition. In the future I would not have business end just before a worship service without a break and prelude music.

#### God's Provision

Everything! God saw us through so much and we really did not know where we were going. A prayerful committee relying on God was our only hope.

<b>Worship Subcommittee</b>	<b>Point Person</b>	<b>Status</b>	<b>Progress</b>	<b>Due Date</b>	<b>Details</b>
<b>Liturgy/Printing</b>	<b>Kim Watkins &amp; Rachael Duane</b>				
Prepare Order of Worship w/communion (Tues)	Joel, Kim, Rachael	Complete	Full		
Prepare Order of Worship (Wed)	Joel, Kim, Rachael	Complete	Full		
Prepare Order of Worship w/communion (Thur)	Austin, Kim, Rachael	Complete	Full		
Submit Final Order of Worship for Approval by AC	Austin	Complete	Full		
Arrange for tech equip, sound, pulpits	Joel & Austin	In Progress	Three Quarter		
Format & print worship programs	Kim & Richard	In Progress	Three Quarter		
<b>Speakers</b>	<b>Austin Pfeiffer</b>				
150 word bio and hi-res photo to AC	Austin Pfeiffer	Complete	Full		
Confirm tech needs, title, length w/speakers	Austin Pfeiffer	Complete	Full		
Pre-service speaker orientation (mic/time)	Austin Pfeiffer	Not Started			
<b>Moving Logistics</b>	<b>Committee</b>				
Choir Risers (Biltmore Ballroom)	Joel Littlepage	In Progress			Saturday, June 11th, 11am-1pm
Communion Supplies (Guilford A Service Kitchen)	Katy Abbott	In Progress			Monday, June 12th, 11am-1pm
Musician Load-in	Joel & Austin	In Progress			Monday, June 12th, 5pm-10pm
Bulletins (Morehead)	Kim Watkins	In Progress			Tuesday, June 13th, 12pm-1pm
<b>Music</b>	<b>Joel Littlepage &amp; Austin Pfeiffer</b>				
Secure musicians for worship	Joel & Austin	Complete	Full		
Musical Prelude for Worship Service Tuesday	Joel	Complete	Full		
Worship Service Music Tuesday	Joel	Complete	Full		
Musical Prelude for Worship Service Wednesday	Joel	Complete	Full		
Worship Service Music Wednesday	Joel	Complete	Full		
Musical Prelude for Worship Service Thursday	Austin	Complete	Full		
Worship Service Music Thursday	Austin Pfeiffer	Complete	Full		
Stage Diagram for Tuesday & Wednesday	Austin & Joel				
Business Session Leader					Zoo? Duane? Joe Beck?
<b>Communion</b>	<b>Katy Abbott</b>				
Purchase cups, juice and bread	Austin	In Progress	Half		
Recruit PTP elders	Katy & Austin	In Progress	Half		
Recruit Chaplain elders	Austin Pfeiffer	Complete	Full		
Figure out Communion procedure	Katy & Austin	In Progress	Quarter		
Pre-Service Communion Server Training	Katy Abbott	Complete	Full		
Pick up Communion Service Supplies from CCC	Katy Abbott	In Progress	Half		
Ask Westover to borrow Communion Service and filler machine	Katy Abbott	In Progress	Half		
Volunteers to prepare elements (Tues)	Katy Abbott	In Progress	Half		
Servers to clean up after service (Tues)	Katy Abbott	In Progress	Quarter		
Volunteers to prepare elements (Thur)	Katy Abbott	In Progress	Quarter		
Servers to clean up after service (Thur)	Katy Abbott	In Progress	Quarter		
<b>Worship Services</b>					
Contact & Train Liturgists	Kim Watkins & Austin Pfeiffer				Email, YouTube, Schedule, Liturgy
Service Coordinator Tuesday	Austin Pfeiffer				Austin Pfeiffer
Service Coordinator Wednesday	Austin Pfeiffer				Austin Pfeiffer
Service Coordinator Thursday	Austin Pfeiffer				Kim Watkins
Stage Manager Tuesday	Joel Littlepage				
Stage Manager Wednesday	Joel Littlepage				
Stage Manager Thursday	Austin Pfeiffer	Complete	Full		Stephen Langford
Media Person Tuesday	Joel Littlepage				
Media Person Wednesday	Joel Littlepage				
Media Person Thursday	Austin Pfeiffer				Travis Lintner
Tuesday & Wednesday ProPresenter Slides	Joel Littlepage				
Thursday ProPresenter Slides	Austin Pfeiffer				
Procure In-Ear Headphones	Austin & Joel				
<b>Post G.A.</b>					
Submit final expense reports to host chair	Austin & co				
Submit final report to host chair	Austin & co				
Return Communion Service Supplies to CCC & Westover	Katy				



## **Women & Family**





## Women & Families Sub-Committee

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**Vision:** Our hope was to provide extravagant hospitality and enjoyable activities for families attending General Assembly. Activities are listed below. Please see individual committee reports for specifics on attendance, cost, number of volunteers, budget.

### WOMEN:

- Luncheon and Program: Wednesday, June 14, 11:30 a.m. – 1:30 p.m.
  - Luncheon - held in Victoria Ballroom at convention center
  - Program - “Ministry in Marriage,” Mike & Melissa Kruger
    - Door Prizes: 15 gifts divided – 9 for luncheon and 6 for daily drawings in hospitality suite
    - Swag Bags: 350 bags filled with several donated items, Good Book Company sponsored the cost of bags (300 bags would have been plenty).
- Tours:
  - Old Salem Village Tour - Tuesday, June 13, 9:00 a.m. – 4:00 p.m.
  - Greensboro Garden Tour - Thursday, June 15, 9:00 a.m. – 12:00 p.m.
  - Mayberry Tour – Thursday, June 15, 8:30 a.m. – 4:00 p.m.
- Hospitality Suite: Monday, 12:00 p.m. – 4:30 p.m.; Tuesday-Wednesday-Thursday, 8:30 a.m. – 4:30 p.m.

### YOUTH: All workers were required to have background checks.

- Hanging Rock State Park hike and mini golf/arcade at Celebration Station, Tuesday, June 13, 8:00 a.m. – 4:00 p.m.
- Carowinds Amusement Park, Wednesday, June 14, 8:00 a.m. – 4:30 p.m.
- Zipline Canopy Tour and Civil Rights Museum, Thursday, June 15, 8:00 a.m. – 4:30 p.m.

### ELEMENTARY CHILDREN: All workers were required to have background checks.

- Morning Program at Friendly Hills Church:
  - Interactive Bible stories, crafts, music, games, including lunch: Mon.-Tues.-Wed. – 9:00 a.m.-12:30 p.m.
- Afternoon Field Trips/Activities:
  - Greensboro Science Center – Tuesday, 1:00 p.m. – 4:00 p.m.
  - Afternoon Movie and games – Wednesday was an extended full-day session at Friendly Hills Church: 9:00 – 4:00 p.m.
  - Air Fun Trampoline Park – Thursday, 1:00 p.m. – 4:00 p.m.

### NURSERY: All workers were required to have background checks.

- On-site at convention center. All nursery furniture, toys were transported to hotel.
- Hours: Tuesday, Wednesday, Thursday, 8:00 a.m. – 4:30 p.m.

### What worked well?

1. Our Families Sub-committee started out with four members from the same church. Having knowledge of each personality and history of working together on previous ministry teams and events was a huge blessing. We could get right to business!

### **What suggestion would you offer for improvement if you were starting all over again?**

We had a unique situation with our presbytery of 12 small to mid-size churches, as most people in this area are not familiar with General Assembly. Some members of our church thought that General Assembly was like a presbytery meeting. It was very challenging to find people who were interested in volunteering for something they knew nothing about. Despite this, it would have been better if I had worked harder at finding people to commit to being chairpersons earlier in the process. For the first 9 months of the planning process, our small Families Sub-committee (four people) collectively worked at planning programs & schedules for all children's and women's events. We had a fantastic team that worked well together, and yet it was such a huge help for me when there were commitments to chair each of the committees: women's luncheon, swag bags, women's tours, women's hospitality suite, children's program and tours, and nursery.

### **God's Provision**

Two of the prayer requests that became most pressing were our need for a nursery chairperson and a children's chairperson. The four people on our Families Committee had very busy lives outside of planning for GA, but despite this, the Lord stretched our time so we were able to get done the things that needed to be done at each step of the planning process, until these two chairpersons were found. Seven months before GA, our children's committee chair stepped into the position, and just three short months before GA started, two ladies came forward and co-chaired the nursery. We were SO thankful for God's provision! One of the verses that kept coming to mind during this time was Colossians 4:2 "Continue steadfastly in prayer, being watchful in it with thanksgiving." We were confident that God would provide; we just didn't know when and how!

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### **Brief overview of Families Committee Sub-committee timeline:**

#### January 2016

- Agreed to serve as Families Sub-Committee chair.

#### February 2016

- John Robertson and Sherry Eschenberg from the PCA administrative office came to Greensboro. Our host committee met them for a tour at the Koury convention center, location of GA2017. We were told at this meeting that there would not be space for the women's luncheon to be held in the convention center so we began the search for possible venues in Greensboro. Contacted Greensboro Convention and Visitors and Bureau for venue ideas.
- Began conversations with CDM women's ministry coordinator, Karen Hodge, regarding speaker/program for women's luncheon. The local host committee provides the venue, decorations, and A/V costs. CDM sets the program schedule, chooses the speaker. Our committee requested that Karen extend an offer to Paige Benton Brown to be our speaker, but she was unavailable. Karen then suggested that we ask the Krugers to speak on Ministry Marriage, and they eventually accepted the invitation in April.

#### March 2016

- Started meeting with a local committee of three other ladies from Friendly Hills Church. Because our host committee did not yet have leaders for several of the committees, our small committee started planning the schedules and activities for these committees: women's luncheon, swag bags, women's tours, hospitality suite, nursery, children's activities and tours. I set the meetings, and these ladies kept showing up – what a gift from God! Many times throughout our year-and-a-half of planning, God brought to mind Gideon's story--his anxiety that his clan was the weakest and that he was the least in his house, but God's response was, "I will be with you." God was certainly with us and provided a lean, but very productive team!

#### June 2016

- Attended General Assembly in Mobile, AL. Met with host committee chair, Mack Griffith, the day before GA started and day after the event was over. Spent time observing the registration table, the nursery, the children's activity area, the hospitality room, the women's lunch, spoke with committee chairs, etc., and took copious notes!

#### July 2016

- After much research and many visits to possible venues, our committee chose the Greensboro Country Club for women's lunch (due to lack of space at convention center). Later it was moved to the convention center. This whole process consumed a great deal of time.
- Host committee chair sent plea to 12 pastors in presbytery, asking for prayer and assistance in locating a registrar, tour coordinator, hospitality suite coordinator, nursery coordinator, children's coordinator, youth coordinator.

#### August 2016

- Reviewed all area attractions and compiled a list of activity possibilities for children's tours, women's tours, family events.

#### September 2016

- Set the schedules for children and women, mindful of the General Assembly schedule for commissioners, times of worship services, meeting times, etc. Sherry was immensely helpful with this!
- Worked out details of separate programs for nursery, children, women, and calculated costs for each, including food, and transportation. Because of the high actual cost of every event, we asked the host committee to subsidize half the cost.
- Nursery will be on-site at hotel. Because of space limitations, we were not able to accommodate all who wanted to use the nursery. Note: Amanda and Sherry will have good suggestions on how to plan the nursery schedule/numbers for GA 2018. Our schedule and way we divided children by ages may not be the best approach.
- Decided that children will be meeting at Friendly Hills Church for morning session of Vacation Bible School (round trip coach bus transportation provided from hotel) then afternoon session will be field trips. Box lunches will be provided for morning session.
- Women's luncheon venue was moved from Greensboro Country Club back to hotel, thankfully, after Sherry's help!
- Met with Southern States Tours to arrange transportation for children's tours, women's tours, & family event downtown Greensboro. This was a huge help and lightened our load!
- Purchased Moravian Star ornament favors from Old Salem Village for the women's luncheon.

#### October 2016

- Our women's luncheon and swag bag chair is now Jane Leonard – we are so thankful for her great ideas, dedication and support!
- Met several times with Carol, our Registrar, to finalize meeting places, costs, and registration deadlines for all children's and women's activities – so we could send Sherry a draft for GA informational book. Carol is phenomenal!
- Met with Greensboro Convention and Visitors Bureau in downtown Greensboro to survey Le Bauer Park, the venue for our GA family concert & food truck event.
- Prepared and sent out job descriptions for nursery coordinator and children's coordinator – still networking, praying, and looking for people to fill these positions.

#### November 2016

- Chair of Children's Committee provided! Thanking the Lord for a very gifted children's ministry director, Cindy, joining our team!
- Worked on swag bag contents, women's luncheon centerpiece ideas. Jane has done an excellent job connecting with potential sponsors for door prize gifts and swag bag items.
- Reserved transportation busses through Southern States Tours.

#### January 2017

- Reserved hotel rooms for host committee members who wanted to stay on-site during GA. The host committee covered expense of hotel room for Nursery Committee Chair since the nursery was on-site.  
Note: It was very beneficial to be on-site for the duration of GA. There were some late-night surprises that happened which would have been even more frustrating if we had to drive from our home. Also, don't forget to register and pay for any events you personally will be attending, such as women's lunch.

#### February 2017

- Personally contacted a few women involved with children's ministry in local churches, looking for nursery coordinator.
- Chair of Women's Tours and Chair of Hospitality Suite have been found! We are so thankful to God for Lynn and Barbara!
- Women's decoration committee kicked it up in full gear – Susan and Lynn did such beautiful work developing the decorations for the women's lunch!
- Jane and I gave personal invitation to GA women's luncheon and activities at PCA Women's Leadership Training in Atlanta (Feb 23-25).
- PCA Admin. Committee travelled to Greensboro to join our February Host Committee meeting.

#### March 2017

- We have a Nursery Committee Chair!!! So very thankful for Heidi and her co-chair, Debbie!
- Started finalizing vendors for aprons for women's volunteers and picnic blankets for family event downtown. Lime green was our theme color.

#### April 2017

- One last tour of the convention center – checking on rooms for nursery area, hospitality suite, ballroom for women's lunch.

#### May 2017

- Sherry and Amanda came from PCA office to one of our May Host Committee meetings.
- Divided up items and wrapped 15 door prizes for women's luncheon and women's hospitality suite drawings.
- The women's luncheon was advertised on PCA and CDM women's Facebook pages.

- Youth, elementary, nursery spots are all sold out. Still space in women's luncheon and tours.
- Confirmed massage therapists for Thursday event in women's hospitality room.

#### June 2017

- First of June, sent invitation to ministry wives in local churches – invited to attend women's luncheon to help fill tables & cover cost.
- June 3, last GA Host Committee planning meeting! Still short a few volunteers for the nursery, but God did provide the week of GA.

Colossians 4:2 "Continue steadfastly in prayer, being watchful in it with thanksgiving."





## **Women & Family Registration**





## REGISTRATION

Carol Peastrel

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### Original Vision

- To coordinate each event schedule, pricing, and required information for Women & Family programs including early bird and regular registration date deadlines. Process both online and mail-in registrations and provide ongoing updated counts for each session/activity.

### Activity Description

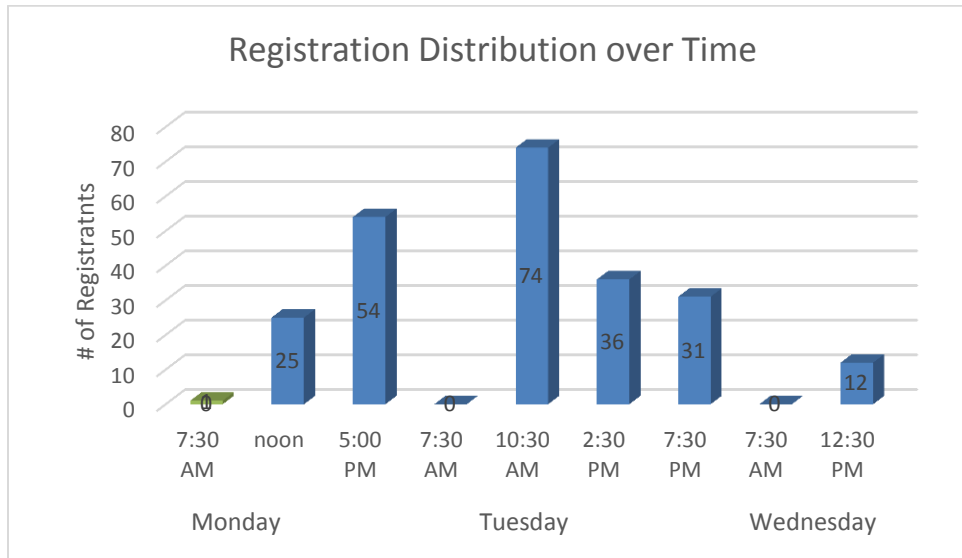
- Process registrations and payments; provide lists and nametags for all women and children subcommittees; print check-in sheets/bus lists/security name labels for tours, print check-in sheets/bus lists/security name labels for nursery and elementary programs, set up and oversee on-site registration area; provide ongoing status reports.

### Statistics

- Demographic:** Spouses and children of commissioners attending the General Assembly
- Date/Time:**  
*Early-bird Registration:* Jan – Apr 30  
*Regular Registration:* May 1-15  
*On-site Registration:* Monday June 12: 7:45 am-5:00 pm; Tuesday June 13: 7:30 am-7:30 pm; Wednesday June 14: 7:30 am-noon;  
*Answer questions, oversee tour check-ins, pack up:* Wednesday June 14: noon-5pm; Thursday June 15: 7:30 am-7:00 pm
- Venue:** Registration desk area at hotel w/lockable storage closet; swag bags at separate table nearby. Equipment included 2 laptops, 1 printer, 1 Square credit card reader hooked up to an ipad.
- Registrants: Planned vs. Actual**

<b>Attendance:</b>	<b>Planned</b>	<b>Actual</b>	<b>Notes</b>
Families:	400	383	
Women:	350	298	Includes total registered including 13 no-shows In additions there were 10 cancellations
Luncheon	300	232	Allowed those on waiting list to attend after 15 min wait for no-shows
Tours:	36	36	
Nursery:	36	47	36 was the maximum per session (+15 for Wed lunch only) 47 was the number of families served See nursery report for detail
Elementary:	70	91	70 was the maximum per day (52 max using bus) See elementary report for detail
Science Center	52	46	See elementary report for detail
Movie		17	See elementary report for detail
Trampoline Park	52	36	See elementary report for detail
Youth:	50	57	Max of 50/day See youth report for detail

Most registrations took place from 3-5:30 pm on Monday after hotel room check-in opened and before worship. **There was really no need to have registration open early on Monday; waiting until noon would have given the team more time to set up without rushing.** The second rush of registrations was Tuesday morning. People were lined up at least 15 minutes before the scheduled time of 7:30 am!



- **Volunteers onsite:** Prepaid registrations 3 people; Onsite registrations/changes 2 people w/laptop; 1 runner, 1 greeter, 2 swag bag distributors. Each team worked approximately 4 hours.

#### Budget

<i>Item</i>		<i>Qty</i>	<i>Vendor</i>	<i>Part #</i>	<i>Cost</i>
Vinyl Badge Holders 3 5/8x5 1/2		500	pcnametag.com	HZVME2	\$157.58
Paper Badge Inserts		1500	pcnametag.com	N4VMEB	\$86.58
Badge Trays		5	pcnametag.com	ONEWAYPTRAYS	\$29.57
Alpha Tag Markers		1	pcnametag.com	OALPHM	\$20.53
Lanyards			PCA GA Admin Committee		\$0.00
Acrylic Table Sign Display Holders	pkg of 6	1	amazon.com	TWING	\$14.99
Mailing Labels (nursery security)	100 sheets	1	onlinelabels.com	OL875WX	\$12.62
Shipping Labels (elementary security)	100 sheets	1	onlinelabels.com	OL125WX	\$12.62
1" Labels (tour icons)	100 sheets	1	onlinelabels.com	OL28WX	\$21.16
Removable File Folder Labels (t-shirts)	750 labels	1	amazon.com	Avery 8066	\$14.55
Clear Labels (swag journals)	750 labels	1	amazon.com	Avery 5630	\$14.96
Card Stock	250 sheets	1	officedepot.com	423545	\$17.07
Folders- Color 1/3 cut	100	1	officedepot.com	7881526	\$19.20
Display Board for Tour Signs	20" x 30"	1	officedepot.com	804822	\$4.70
Spray Adhesive	1 can	1	officedepot.com	941210	\$6.41
Multipurpose Paper	8 reams	1	officedepot.com	358955	\$25.67
TOTAL					\$1,064.55

## Comments

- Ladies' nametags were simple. They showed the logo and registrant's name and city/state. As in previous years, we used small labels on the nametags to designate paid activities:



Old Salem



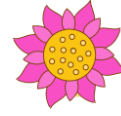
Luncheon



Program Only



Mayberry



Garden Tour

- As ladies checked in they were given their nametags and checked off on a copy of the master list. On-site registrants and anyone with changes, payments were sent to the two "special requests" stations for processing by the volunteers using the laptops. Only those who felt proficient with Excel and Word were assigned to work with the computers.
- Members of the registration team were identified by lime green aprons and a volunteer nametag.

## What worked well?

- We worked with a bus tour coordinator who made all the arrangements for our travel and tour needs. She was invaluable in saving us time and costs. She dealt with the bus lines, trip destinations, and provided snacks and water. She was also on site before the departure of every excursion to make sure everything was in order.
- Having credit card capability at the onsite registration desk made transactions quick and easy.

## What didn't work?

- Online and mail-in registrations. The amount of time it took to manually duplicate the mailed registrations into the system was overwhelming. 25% of the registrations received by the cut-off date were mailed.
- Keeping track of people who owed money due to requested changes after their initial registration. There was no way to access the PCA master list to make changes such as cancellations or adding/deleting an activity. This meant there was always a discrepancy between the weekly report sent from the PCA vs the list kept by the registrar. This required manual updates every week.
- Revisions due to on-site registrations and changes required printing bus lists and name tags the night before which made for late nights.

## What suggestion would you offer for improvement if you were starting all over again?

- Have an admin for each area; i.e., elementary, ladies, youth, nursery, family night, registration, volunteers.
- Only allow online registration. The amount of time it took to replicate the information on mailed registrations was overwhelming. Online registration also lessens the likelihood of errors and simplifies payment. There also should be a way to access the master list to make changes and to handle refunds.
- Work with the PCA to revamp registration form so that duplication of info input (like email addresses and phone numbers) and more automated settings are in place (for example, when you choose the presbytery, only the churches in that presbytery should show on the list and not every single PCA church!). There is also no way for someone to just sign up without selecting tour or luncheon options.
- Set the early bird registration deadline for March 30; the regular deadline for around May 15, and close ALL registrations at that point.

- Change the cancellation fee to a larger amount or a percentage making sure you recoup more than the \$10 women's ministry fee which does not get refunded. You need to also account for credit card fees and the time it takes to process a cancellation.

**God's Provision**

God provided a calm in the midst of chaos. We got through it even with minimal sleep. There were more volunteers than expected and things flowed so smoothly that there were no complaints about registration!



## **Women & Family: Swag Bags**







## SWAG BAGS

Jane Leonard

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(336) 817-2340

### Original Vision

- Theme: Extravagant North Carolina Hospitality

### Activity Description

- Swag Bags

### Statistics

- Each lady registering would receive a swag bag ( ? final number )
- Given to ladies as they arrived at GA
- Registration area
- Every lady that registered
- Volunteers used to assemble bags week before GA and to give bags to ladies as they arrived

### Budget

- Budget: \$1392.00
- Actual: \$1294.57
- Gifted
  - The Good Book Company for Swag Bags - \$1100.00
  - Our State Magazine ( 450 copies ) - \$2400.00
  - Texas Pete Sauce - \$400.00
  - NC Peanuts 450 packs - \$400.00
  - Piedmont Candy Company Candy - \$100.00
  - Greensboro Convention Center - Soap packets and pens
  - PCA Bookstore - high lighters
  - Great Commission Publication - 450 First Catechism books and notepads
- Costs:
  - Swag Bag Purchase - \$476.00
  - Cheerwine - \$116.57
  - Tissues - \$88.00
  - Water - \$24.00
  - Journals - \$579.00

### **What worked well?**

1. We decided to focus on items that would be local to our area and economy. When we started asking in January 2017, persons and companies responded affirmatively. We wanted the ladies coming in from across the country to get a flavor of items with history in North Carolina.
2. Local companies and book companies responded generously with donations to our request to bless the wives of our elders. We printed a "Welcome to North Carolina" insert giving history on local items and thanking each company and individual for donating items for door prizes and swag bags. These inserts were placed in each bag.
3. Again, CDM, and specifically Kathy Wargo, guided us in the beginning with how to connect with the various book companies and gave us specific persons to contact. We also made connections at the Transformed Conference and Leadership Training in Atlanta. Again, do not be shy about asking. Often the companies are waiting for you to ask so they can give!
4. The day before the assembly of the bags ( the week before GA ) a volunteer and myself laid all of the items out on 4 long tables so that the 8 volunteers arriving at 10AM the next morning could just put them all together. We assembled 300 bags that morning and tied them in groups of 5's with a Zip tie for ease of counting and moving to the Convention Center. They were moved to the convention center the next day via three vehicles.
5. A good quality bag. We chose black as a second choice with lime green logo of "Come to the Table" to match the chosen colors for GA 2017. Our thought was that many ladies will always have a black bag and the quality and rubberized lining would lend itself to being used again whether to grocery, to beach, to pool or whatever, giving "The Good Book Company" continuing marketing for their generous donation.

### **What didn't work?**

1. We delayed getting sponsorship for our swag bags waiting on one particular company. By the time we asked The Good Book Company, it was too late to order a first choice color. The Good Book Company was awesome to work with and do not want to convey any negativity their way...we just waited too long to ask them!
2. Numbers again!! We were expecting 450 ( our mistake here ) Just look carefully at the attendance numbers from the years before....not just luncheon numbers, but number of total registrants ( ladies )! The week before GA, we still had less than 200 ladies registered, so did not fill but 300 bags. In the end we may have been short a few filled bags for our ladies. We gave 25 filled bags to volunteers in the children's program. Ladies were still registering the day GA began. All left over bags were given to the homeless shelter. They were delighted as the bags were of good quality and sturdy to carry heavy items.

### **What suggestion would you offer for improvement if you were starting all over again?**

1. Seek sponsorship for your swag bags early...late fall, winter and at latest early spring.
2. Don't be shy about asking for anything!!!

### **God's Provision**

He provided beyond anything we expected and provided the volunteers as needed! We pray our ladies were blessed with their goodies.



## **Women & Family: Ladies' Luncheon**





## LADIES' LUNCHEON

Jane Leonard

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### Original Vision

- Theme: Extravagant North Carolina Hospitality

### Activity Description

- Ladies' Luncheon-

### Statistics

- PCA Pastors' and Elders' Wives
- June 14, 2017
- Victoria Ballroom, Koury Center, Greensboro, NC
- Expected 250-350/229 attended
- Volunteers helped with set up and take down and with admitting ladies to the Ballroom

### Budget

- Budgeted \$8530 for expected 300 ladies. Cost was \$6,360 with attendance of 229 ladies.
- Our meal cost was \$20.00/plate. We added \$10.00 to cost of each person's plate to cover cost of decorations, favors, and AV equipment. CDM paid for the honorarium for Mike and Melissa Kruger. We did pay for meals for the Krugers. The acrylic Moravian star favors cost \$880.00, the table decorations of ten inch colored Moravian star with tea lights cost \$450 and the AV with Frank Barker was \$450.00.

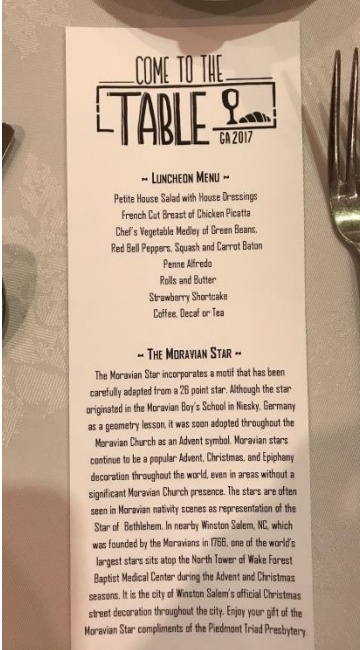
### What worked well?

1. CDM (Karen Hodge and Kathy Wargo specifically) secured our speaker and were extremely helpful with suggestions and advice for how to plan the entire event from communication with Frank Barker (our AV source ) to how to secure for door prizes etc. They were both readily available for any question and responded almost immediately.
2. Having our luncheon on site kept us from having to bus to another location.
3. We used ten inch handmade colored Moravian stars as our centerpieces which allowed us to decorate our tables quickly and continued the theme with acrylic Moravian stars as favors. Our tour the day before was to Old Salem, a working Moravian Village in Winston Salem, NC. We borrowed mirrors to use under our centerpieces. We also borrowed green plants from Lowe's Home Improvement for our stage during the luncheon.
4. Our theme of Extravagant Southern Hospitality guided our being gifted and purchasing local gifts to welcome out ladies to the South. We had a total of 16 door prizes. Six door prizes were given out at the Hospitality Suite and ten were given out at the luncheon. We combined the gifts from the various book companies with local pottery, Buckhead Bettie bags, Twining

Tea, gift cards from Chili's, year subscription to Our State Magazine, and gift from Ridge Haven. These door prizes were beautifully gift wrapped by a talented volunteer.

5. Staying in touch with the committee members and asking for help when needed.

6. Start planning early for any sponsorships and for door prizes. Don't wait until a couple of months out. Have as much completed as you can by 60 days out from your event.



7. **Don't** be shy about asking for gifts....you will be surprised how often people will be glad to give! It is advertising for them.



### **What didn't work?**

1. Attendance numbers: the ladies were continuing to register up until the last 24 hours. It was a moving target. We also had projected higher numbers than the year before. Our attendance in the end was close to the 245 of 2016.

### **What suggestion would you offer for improvement if you were starting all over again?**

- Don't stress over the numbers.
- Have your event on-site if at all possible to save transportation cost.
- Simple decorations were beautiful and can be used again. Although lovely, flowers are costly and will not be able to be used again.

### **God's Provision**

- Funds
- Door Prizes
- Volunteers when needed







## **Women & Family: Ladies' Tours**





## LADIES' TOURS

Lynn Thaggard

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### Original Vision

Make arrangements and coordinate women's tours which highlight Greensboro during General Assembly

### Planning Timeline

#### June-July

- Consider your city when thinking about tours for GA. What are the places that would be of interest for the women to see? Consider the cost involved as well and if it can be presented reasonable enough for the attendees.
- I highly recommend using a reliable tour company. This will save you countless hours in planning.

#### August-September

- Submit tour recommendations to the Chair of the Families Host Committee. Review your preliminary plans with the committee and be prepared to submit your final schedule by early October.
- A written description of each tour in 100 words or less and a picture of the event's site will be needed for the General Assembly Event Guide by early October. Your tour company can provide all of this and significantly lighten your load!

#### January-March

- Stay on top of your deadlines for submission for the printing of the event guide.
- Start recruiting volunteers to be escorts for the tours. Choose outgoing, friendly, reliable women that you know and trust well.

#### April-June

- Finalize event details: confirm and pay deposits and meet with the tour company to be sure all are aware of the needs.
- Finalize transportation needs or confirm with the tour company if they are providing the transportation.
- Communicate with the volunteers what their responsibilities will include. I was able to do this via email rather than meeting in person.
- Design and print signs for departure information for each tour.
- Confirm with the Families Registration Chairman regarding the number of registrants.

### General Notes/Tips

Try to attend the GA organizational meetings. This will provide a total picture and give greater clarification of the task before you.

### Volunteers

Recruit volunteers that have a sense of hospitality and enjoy meeting new people. It was suggested to recruit more volunteers than needed in the event someone had to cancel. I did not do this, but I did have persons in mind that I was ready to ask at a moment's notice! GA 45 did not charge the volunteers for the price of the tour where they served. A couple of weeks prior to GA, communicate the duties and logistics of each tour either in a meeting or via email. I was able

to attach the itineraries provided by the tour company in my communication email in order that each lady was then able to see an overview of the event. Their duties include:

1. Arrive 30 minutes prior to the departure place to check off names and load transportation.
2. Engage with the women going on the tour.
3. Wear distinguishing attire. (Your family subcommittee should come to a consensus regarding this decision. The GA 45 volunteers wore lime green shirts or lime green aprons. The Tour Escorts were in lime green shirts.)
4. Keep account of all who go on the tour. (To distinguish eligibility for the tour, registration made a sticker symbol for each tour, which was placed on their name tag.) If your tour includes various stops, be sure to check names and/or count heads to be sure no one is left behind. I provided a clip board and pen to the tour escorts along with the list of attendees that I received from registration.
5. Be sure to share the escorts' cell numbers with those going on the tour in case of separation or a need. Our tour company provided pocket itineraries which included the escorts' cell numbers printed on them.
6. Announce where and when the bus will depart at the end of the tour. The escort needs to be in good communication with the bus driver and or tour guide, if provided.
7. GA 44 recommended that if your tour destination is via walking, keep your group together, remembering most are visitors and do not know your area.

### **Tours**

GA 45 planned 3 tours. We did not plan a tour for Monday, Wednesday or Friday. Wednesday was the ladies' luncheon and a large family event that evening and we didn't want a tour to interfere with either of those events. We offered 1 tour on Tuesday and 2 on Thursday. Plan a variety of tours. We offered a historical type tour on Tuesday which included a local lunch. Thursday offered a Garden Tour and another semi-historical tour native to our area. The Garden Tour was only 3 hours. Our area has beautiful gardens and the ladies longed for it to have been longer. However, if it had, we would have had to include a boxed lunch. This they would have also enjoyed. However, a longer tour would have also meant enduring more heat. In hindsight, we possibly should have started the tour slightly earlier, to enjoy more of the coolness of the morning. The 2<sup>nd</sup> tour included time for lunch on their own not included in the price of the tour. The tour company arranged for docents for both tours on Thursday.

### **Pricing:**

For GA 45, three price points were available for the registrants. To encourage early registration the first price was an EARLY BIRD rate. This was helpful and necessary in planning. The 2<sup>nd</sup> price was the REGULAR rate and the 3<sup>rd</sup> was the ONSITE price. When pricing an event, make sure the Early Bird rate covers the total cost of the event. Remember the cost of the tours will need to include transportation, tickets, and meals if included and the guide's fee, if there is one. We asked the GA local committee to subsidize the cost by half in order to make the tours affordable, to which they agreed.

### **Payments/Cost for Tours:**

I, personally, did not experience any expense, except that I made the decision to provide a light snack for those on the Garden Tour. The tour company kept us informed as to when deposits were due for the various events and the head of finance for GA wrote checks to cover expenses. All costs of the tours flowed through the tour company which meant the writing of one check to the tour company rather than to separate entities. Again, the use of a tour company greatly lightens your responsibilities!

### **Tour Sources:**

We used Southern States Tours and Conventions and this was immensely helpful in the planning of the ladies' tours as well as other events that were happening offsite. For one cost per attendee, the tour company provided the guide, the tour, tickets, taxes, gratuities, transportation and lunch if provided. I will say that having lunch included enhances the event. The Garden Tour did not include lunch, however, I did provide a light snack for the ladies to enjoy and the tour company provided coolers of water for each tour.

If you choose to do tours on your own, be mindful that you will need to develop the entire tour from guide to ride. Costs include the price of the tickets, guide fee, transportation, and lunch if included.

Be creative and remember cost can affect your decisions.

### **Timing of Tours:**

All of the women's tours were offered during the day. The attendees need to know that they need to be on time for departure. I sent a reminder email to all registrants the night before their tour with all of the pertinent information.

**Signage:**

Design and print signs to display at the tour departure location at the time of tour. We made a sign that could be held up by one of the tour escorts while the other escort checked off names. Make sure the sign is visible and the tour title is clearly displayed.

**Finally:**

This is a very fun and exciting job, so enjoy! Feel free to contact me if I may assist you in any way.

**Detailed Report of the Tours****Tour 1: Old Salem Museums & Gardens**

**Tuesday, June 13, 2017 9 am-4 pm**

**Numbers:**

- 31 registered
- 27 attended
- 2 Tour Escorts

**Details:**

- Registration: \$43 Early Bird, \$48 Regular, \$54 Onsite
- Visit the restored German Moravian congregation town founded in 1766, where on every side the past lives again. This is a self-guided walking tour.
- Depart Koury Convention Center at 9 am; returned at 4 pm.
- Lunch included in the ticket cost at Old Salem Tavern

This was an excellent tour that included 10 exhibit buildings and several gift shops. The ladies thoroughly enjoyed that lunch was included and reflected the historical setting as well. The Tour Company provided someone who met the bus upon arrival with the tickets in hand. She also was able to provide a few instructions. The Tour Escorts ensured everyone arrived for lunch and then again for departure. The tour company provided coolers of bottled water that the Escorts handed out as the ladies reloaded the bus for departure.

**Tour 2: Tour of Mayberry**

**Thursday, June 15, 2017 8:30 am-4 pm**

**Numbers:**

- 35 registered
- 28 attended
- 2 Tour Escorts

**Details:**

- Registration: \$24 Early Bird, \$27 Regular, \$30 Onsite
- A sight-seeing tour of Mount Airy, NC, Andy Griffith's home and the basis for the Andy Griffith Show
- Departed the Koury Convention Center at 8:30 am and returned at 4 pm.
- Lunch on their own.

This tour was located an hour and 15 minutes from Greensboro. The Tour Company contracted a step-on-guide that was informative, funny and engaging! The tour included time for lunch at a restaurant of their choice, including the famous Snappy Lunch, which all the ladies decided to enjoy! The tour escorts, through provision of the tour company, arranged entry to the local museum, where they happened to be celebrating customer appreciation and therefore unexpectedly gave free admission. However, funds were not returned to attendants because the cost of the trip had already been greatly reduced to make it affordable. Everyone had a pleasurable day and thoroughly enjoyed the tour!

**Tour 3: Greensboro Garden Tour**  
**Thursday, June 15, 2017 9 am -12 pm**

**Numbers:**

- 32 registered
- 27 attended
- 2 Tour Escorts

**Details:**

- Registration: \$15 Early Bird, \$18 Regular, \$22 Onsite
- Local Gardens Walking Tour
- Departed Koury Convention Center at 9 am and returned at 12 pm.
- Lunch not included.

This tour included 3 local gardens, 2 of which were across from each other. The tour company contracted a local docent at each garden to provide information along the walking tour, however, the ladies were free to also wander the gardens on their own. The tour company also supplied coolers of bottled water for the ladies to enjoy throughout the morning. I brought a light snack of almonds in baggies and many of the ladies enjoyed that as well! The Tour Escorts made sure everyone was accounted for before leaving each garden and handed out water bottles. This also was a very enjoyable trip. The ladies would have loved if it had included a boxed lunch, which we had considered in planning. However, considering the increasing heat, it was best that we arrived back at the convention center at noon. In hindsight, this tour should have started a half hour to an hour earlier to enjoy more coolness of the morning.

**A Short Story of God's Provision**

I am thankful that God provided us with perfect weather and that we had no medical or physical issues to contend with on any of our tours. Also, I'm grateful that each of the ladies expressed how much they enjoyed each tour and how they expressed appreciation for our thoughtful planning.



## **Women & Family: Hospitality**







## LADIES' HOSPITALITY

Barbara Botts  
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 (314) 413-1998

### Original Vision

- To provide a warm and welcoming atmosphere for pastors wives and all women who attended GA2017.

### Activity Description

- (Copy from registration booklet)

### Statistics

- Participant Demographic - Women
- Date(s)/Time(s) Monday 12 – 4:30PM, Tuesday, Wednesday, Thursday 8:30 – 4:30
- Venue/Location: Koury Center Arrowhead Room, 3<sup>rd</sup> floor near exhibits and meeting rooms
- Attendance [planned/actual] 50?/150+ one time visitors, many returnees
- Volunteers - We had two ladies for each of the seven shifts. (Four hours each)

### Budget

- Budget: \$1300.00
- Actual: \$832.30

<i>Item</i>	<i>Details</i>	<i>Budgeted</i>	<i>Actual</i>	<i>Donated</i>
Drinks	11 Gal. Coffee 4 Gal. Iced Tea	\$1300.00	\$832.30	
Snacks	5 doz. Cookies 1 Snack Mix Assorted Chocolates	\$500.00	\$313.65	
Flowers	Leant by Home Depot	\$200.00		\$200.00
Massages	\$ gifted	\$500.00		\$500.00
TOTAL		\$2500.00	\$1145.95	\$700.00

### What worked well?

- Our location was key! A lot of traffic in the area. Every woman who registered received a "Free Gift Drawing" form with her name tag. They were encouraged to fill it out and take it to the Hospitality Room. Tues – Thurs we had a drawing and handed out two gift baskets. The ladies did not have to be present to win, but after notification they were responsible for picking up the gift. This helped bring in traffic.

2. We were given \$500 to provide chair massages for pastor's wives. Thursday afternoon two masseuses, gave 32 women 15 minute massages.
3. We took in comfy furniture and had bouquets on the tables to offer a more welcoming atmosphere.
4. We used a mixture of individually wrapped chocolates, scattered around for table decorations. York mints were a hit.
5. Holding the prayer times was well received, many participants and such a blessing.
6. Home Depot allowed us to borrow tropical plants to decorate our room and having one of our ladies make beautiful hydrangea bouquets from her yard, held down our expenses.
7. Serving coffee all day and snacks in the afternoon. The hotel provided pitchers of ice water each day.

#### **What didn't work?**

1. Serving iced tea in the afternoons. Always some left. Changed the order for Wednesday to only one gallon, still some left. Eliminated serving it on Thursday afternoon. However, I added a gallon of coffee for the afternoon on Wednesday and Thursday afternoons, which was appreciated.
2. Playing background music. We had too much activity going on in the room without it.

#### **What suggestion would you offer for improvement if you were starting all over again?**

I would shorten the open time on Monday afternoon, not opening until 1:00 pm, little to no traffic, except for the prayer time.

I would also close the room during the Women's Luncheon, as women did not come and it would provide an opportunity for all to attend the luncheon/program. (Although, I realize the host committee is there to serve. Yet it would provide an opportunity for those ladies to get a grasp of the bigger picture of the Women's Ministry.)

#### **God's Provision**

God provided in every way! Wonderful location, staff and volunteers who loved the women well! Provided tropical plants through the generosity of Home Depot, by letting us use some Sunday – Thursday. The \$500 gift was certainly a bonus only He could provide and the pastor's wives who received the benefit felt loved and encouraged. It was a great joy to experience all our GREAT GOD can do!



## **Women & Family: Nursery**





## NURSERY

Heidi Priest (coordinator)

Debbie Thompson (on-site)

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704-640-4623

### Original Vision

- The vision for the nursery during General Assembly is to provide care and biblical teaching to children birth-preschool age to allow parents some time to refresh themselves and participate in special activities.

### Activity Description

- The nursery facilities will be well-equipped for children and provide a safe and welcoming environment with age-appropriate activities.

### Statistics

- Participant Demographic: Children birth-4 years old
- Date(s)/Time(s): 7:30-5:30 Tuesday, Wednesday, and Thursday
- Venue(s)/Location(s): Koury Convention Center second floor Oak, Cedar, Birch
- Attendance [planned/actual] 36 planned/session; 46 registered, but not everyone was there for each session

### Budget

workers' pay		
director		
hotel		
t-shirts (workers)	The Logo Shop	\$359.52
Craft Supplies	Oriental Trading	\$97.23
Cleaning/Nap Towels/Crafts	WalMart	\$142.80
Curriculum	Christian Book Distributors	\$16.75
Lunch	Koury Convention Center	
TOTAL:		\$616.30

### **What worked well?**

1. Our Registrar was amazing! She was very quick to respond to anything I needed and kept me updated on the information I needed.
2. Signup.com worked well in that I could view it anytime and keep schedules organized and didn't have to spend time talking to people and signing them up manually.
3. My "on site" nursery coordinator was amazing in carrying out all the planning I had put on paper beforehand while GA was actually going on.
4. A cd player was purchased for each classroom which was more cost effective instead of renting the hotel's equipment.
5. A separate classroom was set aside for the physical activity portion of the day and for the special Wed. Lunch Session.
6. The drop off/pick up system went smoothly. Parents were very cooperative as they signed in, placed stick on labels on their children and their belongings, and then picked them up again. It was helpful to put the pick-up sticker on a 3x5 card.
7. The caregivers were EXCELLENT! It really helped to have a core of workers who worked all or most of the hours during the week, especially since the children were in unfamiliar surroundings.
8. We couldn't have managed without our 4 "under 18 yr old" volunteers. The kids LOVED them! They were invaluable, and I wish there could be a way to compensate them!
9. The physical activity room was a big hit with the kids. It was also used during nap time to keep crying or wide awake children from disrupting those sleeping. A parent of a child not registered in the nursery asked to use the room for his restless toddler to get some activity (under his supervision). I think this would be a GREAT benefit to parents in the future if there were space/time available.
10. The wide variety of play/educational activities plus a structured schedule kept the children well occupied all day long and helped caregivers use time wisely.
11. It was very helpful (and I think reassuring to parents) to have a security guard on duty throughout the entire day.
12. Volunteers to run errands and man the check-in table were essential.
13. Hotel staff took EXCELLENT care of us!

### **What didn't work?**

1. Signup.com worked really well, but I found several people cancelled at the last minute or some didn't take their name off the slot they signed up for and just didn't show up which put us at a shortage for caregivers.

2. Hauling ALL the nursery materials from different facilities to the GA site is a HUGE undertaking. It is a big responsibility making sure all the supplies are available to care for the children's needs, their toys, and everything for their activities.
3. Cots were provided for the children to rest on, but not enough for each child, so a beach towel was purchased for each child to rest on and then allowed to take home with the children.
4. I know there were computer issues, but the sign-in sheets were a bit confusing. It was sometimes difficult to locate the child's name and/or stick-on labels. (Even though the whole system was GREAT, there were some kinks to work out.)
5. **LUNCH – While the hotel kitchen staff was incredibly gracious in serving us, lunches were particularly challenging. The meals, even though they were "kid" friendly (sandwiches and fries, chicken tenders, spaghetti) were difficult to serve to such YOUNG children, and the portions were adult-sized. We could have used EXTRA workers during the lunch hour (when we actually ended up with FEWER.)**

**What suggestion would you offer for improvement if you were starting all over again?**

I would suggest a facility that already has all the nursery materials on site such as diaper changing accommodations, rocking chairs, toys, space for keeping personal belongings, and child sized furniture.

We had a "morning" sign-in sheet and an "afternoon" sign-in sheet. Children who came for both sessions were supposedly on both sheets, (and because of computer issues, they may have been on one or both or neither!) Sometimes the morning kids were on the afternoon sheet, and the afternoon kids were on the morning sheet. It would have been very helpful (if possible) to have a separate sheet for the children who were there "all day," including just one set of stickers (since parents didn't pick them up or check on them between sessions.)

Because of the above issue, and also because parents were coming and going with children throughout the day, it would be very helpful to have someone stationed at the check-in table all day. (This wasn't always possible for us, and there were times when parents picked up children without signing them out because no one was at the table.) Sometimes parents didn't know or remember what sessions they had signed up for (adding to the confusion, especially if the sign-up sheets weren't accurate), but we just went with the flow, and the Lord graciously worked out all the details. (All children in the classroom during lunch were fed, even if they weren't "supposed" to be there, and every child eventually went home at the end of the day!)

If possible, I would recommend scheduling more workers than "seem" to be necessary, particularly at lunch time. Because the children were in unfamiliar surroundings, we always had a few who were crying or needed one-on-one attention, especially on the last day when they were more tired.

The crafts were great. The children enjoyed making them, and the parents enjoyed seeing them, but it was a challenge to get them done in the classroom, especially with the younger children. It was very helpful to use an "extra" person to go around on the last day to help all of the children complete their crafts. (Even so, we didn't accomplish this with the youngest group.)

I don't know how it could be possible, but it would be MUCH easier to have GA staff or volunteers handling the meals!

**God's Provision**

God's provision was evident in everything, especially in how everything fit together between the planning of one person and another person being on-site carrying out all the planning. He also provided enough caregivers for adequate supervision of the children.

We had everything we needed!

Caregiver "no shows" could have been a problem, but the Lord sent all the help we needed in the form of people willing to work extra hours. Hotel staff brought us EVERYTHING we needed, quickly and in abundance - (We asked for 2 boxes of Kleenex and received 4 within minutes!)

Overall, the children had a wonderful time, and the parents seemed pleased and blessed to enjoy their activities knowing their kids were in good hands. Caregivers were loving and kind and worked well together, pitching in wherever needed. This is ALL evidence of God's gracious provision!





## **Women & Family: Elementary**





## ELEMENTARY CHILDREN

Cindy Beck

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### Original Vision

- Provide quality children's ministry and enrichment activities during three days of General Assembly events

### Activity Description

- Elementary children will enjoy a morning filled with interactive Bible stories, crafts, music, games, meeting new friends and having fun together. Wednesday will be an extended day with an afternoon movie and games. Lunch is included each day. Round trip transportation between the Koury Center and Friendly Hills Church is available. There will be field trips available on Tuesday and Thursday afternoon to the Greensboro Science Center and Air Fun Trampoline Park, respectively.

### Statistics

- **Demographic:** Children between Kindergarten and 5<sup>th</sup> grade
- **Dates/Times:**  
June 13<sup>th</sup> – 9am-12:30pm and 1pm-4pm  
June 14<sup>th</sup> – 9am-4pm  
June 15<sup>th</sup> – 9am-12:30pm and 1pm-4pm
- **Venues:** Friendly Hills Church, Greensboro Science Center, Air Fun Trampoline Park, Koury Convention Center
- **Attendance:** anticipated 50-70 children daily – actually had 57/77/71 each day.
- **Volunteers:** 25 total volunteers for all 3 days.

### Budget

	<i>Cost</i>	<i># Participants</i>	<i>Bus Riders</i>	<i>Early Bird Cost</i>	<i>Collect</i>	<i>Subsidy</i>	<i>TOTAL</i>
fixed	\$2,720						
Tuesday Total	\$2,161	57	44	\$13 + \$5 bus	\$961.00		
Science Center Total	\$1,350	46		\$34	\$1,564.00		
Wednesday Total	\$2,799	77	51	\$13 + \$5 bus	\$1,256.00		
Movie Alternative	\$175	17		\$10	\$170.00		
Thursday Total	\$2,315	71	49	\$13 + \$5 bus	\$1,168.00		
Trampoline Park Total	\$1,188	45		\$32	\$1,440.00		
Total	<b>\$12,709</b>				<b>\$6,559</b>	<b>\$4,000</b>	<b>-\$2,150</b>

Budget Breakdown:

	#	Cost
<b>Fixed Costs</b>		
Curriculum		\$0.00
T-shirts Kids	93	\$638.63
T-shirts Workers	60	\$306.62
Background Check for Workers	10	\$100.00
Audio/Video needs for Koury		\$175.00
Director		\$1,500.00
		<b>\$2,720.25</b>
<b>VBS Tuesday</b>		
	<b>57</b>	
Transportation	1 bus	\$639.00
Workers (20)	4.5 hr @ \$10/hr	\$840.00
Snacks	57	\$62.40
Lunch	77	\$594.55
Materials		\$25.16
		<b>\$2,161.11</b>
<b>VBS Wednesday</b>		
	<b>77</b>	
Transportation	1 bus	\$715.00
Workers (20)	7 hr @ \$10/hr	\$1,220.00
Snacks	80	\$62.40
Lunch	100	\$776.88
Materials	80	\$25.16
Inflatables		\$541.76
		<b>\$2,799.44</b>
<b>VBS Thursday</b>		
	<b>71</b>	
Transportation	1 bus	\$639.00
Workers (20)	4.5 hr @ \$10/hr	\$850.00
Snacks	75	\$62.40
Lunch	95	\$738.46
Materials	75	\$25.16
		<b>\$2,315.02</b>
<b>GSO Science Center</b>		
	<b>46</b>	
Transportation, Admission & Snack		\$1,110.00
Chaperone Admission	4	\$240.00
		<b>\$1,350.00</b>
<b>Trampoline Park</b>		
	<b>45</b>	
Transportation, Admission & Snack		\$1,152.00
Chaperones	3	\$36.00
		<b>\$1,188.00</b>
<b>Wednesday Luncheon Movie Alternative</b>		
AV Costs		\$175.00

What worked well?

1. **Curriculum choice** (multi-media driven Orange VBS) worked out well, **pacing of activities** (large group, progressive story, thematic crafts, focused small group activities) worked well, **outsourcing bagged lunches** (from Apple Spice Junction) was a stroke of genius, having a **consistent, daily volunteer base** was very helpful, and booking the field trips through a **tour bus service** was GREAT.
2. So that more women could attend the luncheon, we added the option of children attending a movie in one of the rooms at the Koury Center during the luncheon because the elementary program was full. The cost was \$10/child. They needed to bring in their own lunch and/or snacks since having the convention center provide food was cost prohibitive.

#### **What didn't work?**

1. The Science Center field trip was a little too chaotic. The number of children with a small number of permitted chaperones in a large space was a bit much to oversee well.

#### **What suggestion would you offer for improvement if you were starting all over again?**

1. Plan to accommodate 100 children. It was sad to have to turn people away after we had surpassed our cap of 70 (and you can see how well we stuck to THAT number on Wednesday!)
2. Set an earlier "early bird" registration date and a FIRM final registration date that is at LEAST 3 weeks out from the event.

#### **God's Provision**

1. There was such an abundance of grace and provision involved in every part of this event. It was simultaneously the most overwhelming and the most rewarding thing I've ever been a part of. We NEEDED special needs care givers (for children with autism, Down's Syndrome, and hearing impairment) and the Lord PROVIDED those caregivers. We needed patient, loving, mature teachers and the Lord provided them. We needed teenage helpers (who would work for free!) and the Lord provided them. We needed a high caliber administrator to make decisions about check-in protocol, handle registrations, set up budgets, order t-shirts, set up transportation and field trip details, and SO MUCH MORE – and the Lord provided the best admin EVER. We needed a large enough facility to accommodate the number of children and programming needs – and the Lord provided that at Friendly Hills. I could go on and on, but it was an adventure that was well worth the journey. Even after three solid days of HARD work, most of the teachers contacted me the following week to THANK ME for the opportunity.





## **Women & Family: Youth**







## YOUTH

Ethan Smith

[esmith@hopechurchws.org](mailto:esmith@hopechurchws.org)

(704) 621-6477

### Original Vision

- To provide a fun, safe day of fellowship and play for youth-aged (grades 6-12) children of General Assembly commissioners.

### Activity Description

- Tuesday: Hanging Rock State Park hike and afternoon fun & games at Celebration Station
- Wednesday: Zip Line Tour in Asheboro
- Thursday: Carowinds Theme Park

### Statistics

- Youth (grades 6-12)
- June 13-15, 2017

### Trip Reports

- **Hanging Rock (Joe Beck):** On Tuesday, January 13th, 49 students total enjoyed a morning hike to the top of Hanging Rock at Hanging Rock State Park, followed by a quick lunch and an afternoon at Celebration Station. The middle and high school students came from all across the country, loaded onto a charter bus, and enjoyed a morning of nature and an afternoon in bumper boats, go-carts, and competing in arcade games. The students were in good spirits the entire day and represented their families, churches, and the PCA with class and joyfulness. The students treated the bus driver as well as the adult leaders with an impressive amount of respect.
- **Zip Line Tour (Ben Tietje):** We had a fun and successful trip Wednesday, June 14th, on the second of three Youth Days during General Assembly. 51 kids, 6 adults, and 1 bus driver loaded up and headed to the Richland Creek Zipline Tour in Randolph County, NC. Everyone but the bus driver participated on the entire zipline without any issues or problems; all had a good time. After the zipline, we loaded up onto the bus around 11:45 and headed into Asheboro to eat at Times Square Pizza for lunch, getting more pizza than we could keep up with. Our next stop was to the campus of UNCG, where we were all treated to ice cream at Yum Yum's Better Ice Cream before heading back to the Koury Convention Center at 2:45. The kids were excellent the entire day, and everyone seemed to have a great time without any major issues.
- **Carowinds (Josh Cushing):** We had everyone sign up in the lobby of the Koury Center and break into 7 groups with chaperones. We had a handful of people not show up. Penny Noyes of Southern States Tours provided an itinerary, communications between parties, snacks and food both for leaving and arriving. Even with the short amount of time that we had, the lines were small, so most groups seemed to have their fill of rides. We arrived back at the Koury a bit late because one group was late arriving at the rendezvous point. We had no major issues, great volunteers, and a number of campers said that they had fun.

## Budget

- Preliminary Budget: \$5000 (based on 25 participants)
  - \$1,500 subsidy from presbytery/local host committee
  - \$800 to cover cost for volunteers (four per day) and youth leader
  - \$795 for cost of van transportation and snacks
  - \$500 to pay youth leader
  - \$1,275 for incidentals
  - Cost = \$134.80/participant after subsidy
- Actual Cost: \$11,673.66
  - \$1,500 subsidy from presbytery/local host committee
  - T-shirts: \$608.66
  - Youth Leader Pay: \$450 (3 x \$150)
  - Hanging Rock: \$2,915
  - Zipline: \$3,716
  - Carowinds: \$4,434
  - Cost = \$203.47/participant after subsidy

## What worked well?

1. The tour director had everything in order. She had nearly everything down to a "T".
2. The kids said they really enjoyed the activities.

## What didn't work?

1. Registration did not cut off when we wanted it to. We were happy to accommodate extra participants, but it was stressful for the registrar.
2. We were told we wouldn't have time for the Civil Rights Museum, but we ended up having plenty of time. I wish we could have taken the kids there instead of the ice cream parlor.

## What suggestion would you offer for improvement if you were starting all over again?

I can't think of anything!

## God's Provision

- God provided some incredible youth leaders to our presbytery *just in time* to lead two of the youth activity days.
- God provided a tour coordinator who was very knowledgeable and made the entire experience smooth and pleasant.
- God provided volunteers who took off work and gave their time to invest in our youth.
- God provided beautiful weather for our participants to enjoy the activities.



## **Women & Family: Family Night**





## FAMILY NIGHT

Nathan Kline

[nathan@friendlyhillschurch.org](mailto:nathan@friendlyhillschurch.org)

(336) 404-2481

### Vision

- We wanted GA 2017 to be family friendly, Carolina colored and Greensboro centered.

### Description

- We invited the GA to the downtown parks of Greensboro for a food truck festival and bluegrass concert. We provided transportation through bussing and maps for direction. We arranged the GA schedule on Wednesday to accommodate our goal.

### Statistics

Two bands- The Snyder Family and Gipsy Danger  
Five Food Trucks: Stamey's, Taquiera, Grill Sargent, Ice Queen, King Queen Haitian Cuisine  
Porta Potties- Four portable bathroom units  
Water Bottles- 500  
Blankets for sale- 100  
Busses – 5  
People riding the bus- 240  
Attendees- 500 to 700?

### Budget:

- Our original budget for Wednesday night was \$12,000
- Our final expenses:

Park Rental:	\$2855.00
Bands: Snyder Family	\$2500.00
Gipsy Danger	\$500.00
Buses	\$3975.00
Water	\$29.64
Blankets	\$951.14
Porta Potties	\$415.00
Extra Security	\$380.00
Total	\$7670.53

Note: Greensboro Visitor's Bureau donated \$5100 so our actual cost was under \$3000.

### What worked well?

The bands, the transportation, the logistics of set up and tear down worked really well. Richard Jones and his family being on site was tremendously helpful. We had a great turn out of people both local and out of town. The Downtown parks people were easy to work with. The food truck selection was varied and good.

### How it could be better?

The food trucks were very slow. Some people left without getting food. The weather mostly cooperated. We could have/should have advertised at GA better. The key to most events is getting the word out early and often.

**What would I suggest for next time?**

I would suggest a looser schedule. We were very tight with assembly business, worship and then concert. The times were very tight. I would give people an hour between events. I would let the warm up band have more time. Other than that it was a success.

**God's provision:**

The rain held off until the end. Penny Noyes (the bus director) and her husband were a huge gift from God.



## General Administration







## GENERAL ADMIN

Carol Peastrel  
[carol@friendlyhillchurch.org](mailto:carol@friendlyhillchurch.org)  
(336) 292-7788

### Original Vision

- To assist the sub-committees with administrative needs.

### Activity Description

- Handle overall correspondence
- Maintain communication and information update through smartsheet
- Order ad specialty items: t-shirts, blankets, shirts, aprons
- Prepare graphics and media information including bulletin inserts, PowerPoint slides, weblinks, newsletter and bulletin paragraphs for churches in Presbytery
- Miscellaneous tasks like sign-making for tours
- Organized and prepared documents, reports, and agendas
- Prepared flyers for family night
- Prepared and emailed schedules for elementary participants 2 weeks before GA to avoid before confusion during registration. Another copy was given to each family at registration which included driving directions.

### Budget

- Smartsheet.com 1 yr subscription \$99

### What worked well?

1. Created a general email address ([ga2017@friendlyhillchurch.org](mailto:ga2017@friendlyhillchurch.org)) to communicate with committee, the AC as well as handle questions from registrants.
2. Used smartsheet.com to track progress of sub-committee tasks and budget.

### What didn't work?

1. Lack of desire to promote GA from most other churches in presbytery.
2. A large amount of last minute work requested by sub-committees.

### What suggestion would you offer for improvement if you were starting all over again?

Each sub-committee should have their own admin to handle their needs. It was overwhelming trying to provide lists, signage, orders, etc., in addition to all the general correspondence needs of the host committee.





## **Volunteers**





## VOLUNTEERS

Carol Peastrel  
[carol@friendlyhillchurch.org](mailto:carol@friendlyhillchurch.org)  
 (336) 292-7788

### Original Vision

- To recruit workers (both paid and volunteer) to assist in all areas of setup/teardown, worship, and family activities

### Activity Description

- Instead of using the word “volunteers” we opted to use “serving opportunities”. We had 2000 postcard size handouts printed to advertise types of positions needed and where to go to sign up. The front and back of the card



looked like this:

- January through March, 3 members of the host committee visited the various churches in the presbytery to give a talk accompanied by a PowerPoint presentation about GA and serving opportunities. They distributed the volunteer postcards at this time.
- We also placed a link to [signup.com](http://signup.com) on the presbytery website
- Signup.com allowed people to peruse the various opportunities and sign up for specific jobs, days and times. It took some time developing the job descriptions. The on-line program allows real-time viewing of participants, spots, reports and can be accessed by more than one organizer in each category. It also provides the ability to email groups within the sign-up areas. If people made changes or cancelled, the organizer was automatically sent an email through the system.

**Budget**

• Worker Signup Postcards (Vistaprint):	\$205.46
• Worker Tracking Software (Signup.com): \$35/mo from Jan-Jun.	\$175.00
• Volunteer worker aprons (registration and hospitality): 3 Pocket Bib Aprons (F10 in lime) w/embroidered logo (36) from apronsandsmocks.com/the logo shop	\$606.34
	TOTAL: \$983.80

**What worked well?**

1. Signup.com was an invaluable tool in keeping track of people and when they were scheduled.
2. It was easy to keep track of additional sign-ups and cancellations.

**What didn't work?**

1. Most people did not sign up until the last few weeks before GA.

**What suggestion would you offer for improvement if you were starting all over again?**

Having effectual liaisons in each church in the presbytery to continually promote GA recruiting would be beneficial. Even though many people signed up online, personal invitation by the various sub-committee leaders often proved to be the best recruiting tool.

**God's Provision**

Every sub-committee was able to fill their staffing needs!



## Logistics







## SETUP/TEAR DOWN LOGISTICS

Jeff Anderson

[jeffanderson5306@gmail.com](mailto:jeffanderson5306@gmail.com)

(336) 908-6021

### Original Vision

- Recruit volunteers to interact with the Administrative Committee in organizing for the set up and tear down of GA on Saturday, Sunday, and Friday. It was determined that we would encourage collaboration within the Piedmont Triad Presbytery youth groups to accomplish these activities. SignUpGenius was set up by one of the youth pastors.

### Activity Description

The following includes excerpts from the HOST COMMITTEE MANUAL, Volunteer Needs, page H-1:

- Saturday: Move-in Team – 10+ people**  
10+ strong people to unload the AC truck and distribute materials throughout the facility. Many times the move-in team will assist the tote bag team once the truck is unloaded. Specific time/location: **Saturday, June 10, 9 a.m.** / near loading dock. **RESULTS:** AC truck was a 30 foot U-Haul loaded about waist high front to back. 9 youth and 3 adults arrived at 9:00 am, truck was unloaded and materials transported to tote bag assembly area in about 1 hour. Needed: 5 each 4 wheel dollies (3 feet x 5 feet) provided by hotel banquets. AC committee members were available on loading dock and at tote bag assembly area to direct traffic.
- Saturday: Tote Bag Team – 20+ people**  
20+ people to stuff Commissioner Tote Bags with onsite GAIB and Assembly related materials. Specific time/location: **Saturday, June 10, 10 a.m.** / meeting space near loading dock. **RESULTS:** By 10:00 am, additional youth and adults/parents arrived, totaling 30 plus. All commissioner tote bags were filled by 11:30 am. AC committee members were providing directions and directing traffic.
- Sunday: Move-in Team – 10+ people**
- 10+ strong people to unload the Media Center & PCA Bookstore trucks and distribute materials throughout facility. Specific time/location: **Sunday, June 11, 4 p.m.** / near loading dock. **RESULTS:** 4 adults and 12 youth arrived at 4:00 pm. PCA Bookstore truck was a 30 foot U-Haul filled with boxes of books, plus bookcases, racks. Material was distributed to multiple rooms on multiple floors. PCA Bookstore truck was emptied in about an hour. Needed: 5 each 4 wheel dollies (3 feet x 5 feet) provided by hotel banquets. After PCA Bookstore truck was emptied, our group assisted in moving the Barker Productions Truck, most of their equipment already on casters. The volunteer group left at 5:30 pm.
- Friday: Move-Out Team – 10+ people**  
10+ strong people to help move all materials back to the dock and load the truck. These volunteers need to be especially flexible because pack-up begins as soon as Assembly business closes. This usually occurs Friday morning but could occur on Friday afternoon. Specific time/location: **Friday, June 16, 8:00 a.m.** / near loading dock. **RESULTS:** At 8:00 am, 4 adults and 15 youth began moving items for the PCA AC truck from multiple locations. AC committee members were available on loading dock area to direct traffic. Needed: 5 each 4 wheel dollies (3 feet x 5 feet) provided by hotel banquets. Volunteers also assisted loading the PCA Bookstore Truck, and the Barker Productions Truck. Volunteers left by 11:00 am.

(SEE ATTACHMENT I SETUP LOGISTICS SCHEDULE HIGHLIGHTED)

#### Statistics

- Participant Demographic- (See Activity Description RESULTS)
- Venue(s)/Location(s)- (See Activity Description RESULTS)
- Attendance [planned/actual]- (See Activity Description RESULTS)
- Volunteers- (See Activity Description RESULTS)

#### Budget

- (Please attach) NONE

#### What worked well?

1. These were essential: 5 each 4 wheel dollies (3 feet x 5 feet) provided by hotel banquets.
2. Doing a walk through on Friday to see the loading docks, freight elevators, back hallways, and rooms where material was to be delivered.
3. Having PCA AC members on hand at both the unloading docks, and the destination rooms/areas to direct traffic.

#### What didn't work?

1. It was un-nerving to depend on the viewing of SignUpGenius numbers to determine how best to deploy volunteers. You really do not know how many will show up and at what time they will show up until the actual event. Perhaps you get a committed number from each church in the future. The more that do show up, the faster everyone finishes.

#### What suggestion would you offer for improvement if you were starting all over again?

As soon as it is available, get a copy of the PCA AC Delivery and Pick-up Schedule.

#### God's Provision

People showed up to volunteer- even in larger quantities than reflected on the SignUpGenius!  
Attitudes and willingness to serve was awesome!

#### Attachment I (Setup Logistics Schedule Highlighted)

##### 2017 PCA General Assembly

##### Delivery and Pick-up Schedule

5/6/17 Per Sherry Eschenberg- need  
Host Comm Volunteers-Setup Logistics

Schedule	Location	Begin	End	Comments
<b>Friday, June 9</b>				
AC Truck Arrives				park overnight on dock?
Vernon Computer Rental	Sawgrass			Unload into Sawgrass Room
<b>Saturday, June 10</b>				
PCA AC Truck	Multiple Rooms	9 a.m.	5 p.m.	Unload into Facility
Printing (RPR Reports)	Blandwood	9 a.m.	11 a.m.	Unload into Blandwood
Choir Room	Biltmore	11 a.m.	1 p.m.	Unload Pulpits & Choir Risers
<b>Sunday, June 11</b>				
Hollins Expo Svcs Trucks	Imperial Ballrm	8 a.m.	8 p.m.	Set-up in Imperial Ballroom & 3rd Fl lobby
Family Registration	Reg Desk 1	4 p.m.	6 p.m.	Unload into Auditorium 1
Host Committee	Multiple Rooms	4 p.m.	6 p.m.	Unload & Set-up into various rooms
PCA Bookstore Truck	Imperial Ballrm	4 p.m.	6 p.m.	Unload into South Exhibit Hall
Barker Productions Truck	St. Andrews	4 p.m.	6 p.m.	Unload into St. Andrews, Reg Desk 5

Seminar Supplies	Torrey Pines	4 p.m.	6 p.m.	Unload into Torrey Pines
<b>Monday, June 12</b>				
Printing	Blandwood	8 a.m.	10 a.m.	Unload into Blandwood
Rental Copiers	Blandwood	8 a.m.	10 a.m.	Set-up in Blandwood and Sawgrass
IPG Trucks	Guilford Ballrm	8 a.m.	6 p.m.	Unload & Set-up into Guilford Ballroom
Lift Delivery (IPG)?	Guilford Ballrm			Unload into Guilford Ballroom
Rental Scooters	Sawgrass	8 a.m.	6 p.m.	Unload into Sawgrass Room
Communion Supplies	Guilford Ballrm	11 a.m.	1 p.m.	Unload & Set-up in Guilford A Svc Kitchen
Piano Rental	Guilford Ballrm	12 noon	2 p.m.	Unload & Set-up into Guilford Ballroom
Organ Rental	Guilford Ballrm	12 noon	2 p.m.	Unload & Set-up into Guilford Ballroom
Exhibitors (POV)	Imperial Ballrm	2 p.m.	6 p.m.	Set-up in Imperial Ballroom & 3rd FI lobby
Musicians	Guilford Ballrm	5 p.m.	10 p.m.	Unload & Set-up into Guilford Ballroom
Rental Furniture	?			TBD
<b>Tuesday, June 13</b>				
Printing	Blandwood	8 a.m.	10 a.m.	Unload into Blandwood
Bulletins	Morehead	12 p.m.	1 p.m.	Unload into Morehead
		4:30		
Musicians	Guilford Ballrm	p.m.	11 p.m.	Unload & Set-up into Guilford Ballroom
<b>Wednesday, June 14</b>				
Printing	Blandwood	8 a.m.	9 a.m.	Unload into Blandwood
		4:30		
Musicians	Guilford Ballrm	p.m.	7 p.m.	Unload & Set-up into Guilford Ballroom
<b>Thursday, June 15</b>				
Printing	Blandwood	8 a.m.	9 a.m.	Unload into Blandwood
		5:30		
Musicians	Guilford Ballrm	p.m.	10 p.m.	Unload & Set-up into North Exhibit Hall
Communion Supplies	Guilford Ballrm	8 a.m.	11 p.m.	Set-up in Guilford A Svc Kitchen
<b>Friday, June 16</b>				
Printing	Blandwood	8 a.m.	9 a.m.	Unload into Blandwood
Exhibitors (POV)	South Hall	8 a.m.	12 noon	Remove from Imperial Ballrm-3rd FI lobby
PCA Bookstore Truck	Imperial Ballrm	8 a.m.	12 noon	Remove from Imperial Ballrm-3rd FI lobby
PCA AC Truck**	Multiple Rooms	12 p.m.	6 p.m.	Remove from various rooms
Host Committee	Multiple Rooms	12 p.m.	6 p.m.	Remove from various rooms
Barker Productions	St. Andrews	12 p.m.	6 p.m.	Remove from St. Andrews, Reg Desk 5
Rental Copiers	Blandwood	12 p.m.	6 p.m.	Remove from Blandwood and Sawgrass
Rental Scooters	Sawgrass	12 p.m.	6 p.m.	Remove from Blandwood and Sawgrass
Piano & Organ	Guilford Ballrm	12 p.m.	6 p.m.	Remove from Guilford Ballroom
IPG Trucks**	Guilford Ballrm	12 p.m.	6 p.m.	Remove from Guilford Ballroom
Hollins Expo Svcs	Imperial Ballrm	12 p.m.	6 p.m.	Remove from Imperial Ballrm-3rd FI lobby

\*\*If the Assembly ends on Thursday night the move-out may begin around 9 a.m. on Friday.





## Planning Meetings





## STEERING COMMITTEE PLANNING MEETINGS

Beth A Fisher

[BethAnneFisher@gmail.com](mailto:BethAnneFisher@gmail.com)

(434)-409-7022

### Original Vision

- To plan a General Assembly that will honor and serve our brothers and sisters in the Presbyterian Church in America and their guests with the exceptional and extravagant hospitality of North Carolina.

### Activity Description

- The Steering Committee (SC), consisting of sub-committee leaders, the co-chairs of the steering committee, registrar, and secretary, met monthly from January 2016, until April 2017. Two meetings were held in May of 2017.
- Send thank-you cards to convey gratitude. Thank-you cards were ordered in May, 2017.

### Statistics

- Participant Demographic: Members of the SC came from multiple churches within the Piedmont Triad Presbytery.
- Date(s)/Time(s): Meetings were generally held on the 3<sup>rd</sup> Saturday of each month from 9-11am. Meetings were rescheduled if there was a holiday or low availability for a month.
- Venue(s)/Location(s): The SC met at Friendly Hills Church in Jamestown, NC.
- Attendance: Meetings ranged from ~5-12 people.
- Volunteers: All members of the SC were volunteers.

### Budget

- 200 thank you cards and envelopes were purchased for \$76.31.
- Postage for 200 cards = \$98.00

### What worked well?

- Having a regular meeting time/place, and including the next meeting time/date in the minutes from each meeting.
- Having an established agenda for each meeting.
- Sending email reminders prior to meetings.

### What didn't work?

- Piecing together the list of thank-you card recipients and their addresses after the convention was doable, but somewhat tedious.

### What suggestion would you offer for improvement if you were starting all over again?

- Develop a standard template for meeting minutes that includes a table of action items with the person responsible listed next to each, and a date by which it should be completed:

Action Item	Assigned Date	Due Date	Person Responsible

- Maintain a running list of who will receive thank-you cards- and their addresses.

### God's Provision

God provided a willing, dedicated, and creative team to head up all sub-committees, and openly discuss any potential issues that may arise. Potential issues were widely varied and included such things as: whether or not to have a rain plan for the Family Event, how many nights to have communion, qualifications/background checks for children's workers, etc.

Host Committee Meeting  
2017 PCA-General Assembly  
January 30<sup>th</sup>, 2016  
9:30-11am Friendly Hills Church

Present: Nathan Kline, Suzanne Kline, Jeff Anderson, Richard Jones, Susan Reaves Austin Pfeiffer, Beth Fisher

Absent: Bryan Brendley, Gerald Chrisco, Donnie Robbins, Linda Dellinger

**Upcoming Important Dates:**

**February 16<sup>th</sup>:** 10am at Koury Center, anyone who is available and wants to walk through.

**February 20<sup>th</sup>:** 9:30am Friendly Hills Church, Host-Committee Meeting

**Meeting Summary:**

Nathan opened the meeting with prayer and discussed the basic structure of General Assembly (GA). GA will take place June 12<sup>th</sup>-15<sup>th</sup>, 2017 at Koury Convention Center. Registration will take place on the 12<sup>th</sup>, with business meetings, seminars, worship services, women's events, and child-care taking place on the 13<sup>th</sup>-15<sup>th</sup>. Our goal is to honor and serve our brothers and sisters in the Presbyterian Church in America and their guests with the exceptional and extravagant hospitality of North Carolina. We discussed the various roles required for this committee and others as we move forward, and brainstormed possible people to add. Nathan would like us to go to the following website and look at notes from the last 3 Host-Committees: <http://www.pcaac.org/host-committee-reports-resources/> Nathan closed the meeting with prayer at 11:00.

Jeff requested that all emails relating to this committee and GA 2017 begin with the subject: **GA 2017:**

**The roles of this committee are as follows:**

**Committee Co-Chairs:** Nathan Kline and Bryan Brendley

**Clerk/Secretary:** Beth Fisher

**Treasurer:**

- At this time we do not have a treasurer. At some point we may create a budget to present to Presbytery along with recommendations for raising money. This money may be used for things such as:
  - o Convention "extras" such as tours and events that would show off the area.
  - o Paying nursery workers
  - o Scholarships for youth
  - o Offsetting some of the cost of a women's tea and/or door prizes

**Set Up and Tear Down:** Jeff Anderson

- The Administrative Committee (from PCA) brings equipment. Those volunteering for set up and tear down will be present to unload equipment. Nathan suggests 2 teams of people (20-30), one for setting up, and one for tear down.

**Registration:** Richard Jones (Secretary's note: June 2017- Role of Registrar was later assigned to Carol Peastral when she joined the committee)

- Will need to be 2 registration tables (booths provided by Administrative Committee)
  - o 1 table will be for Commissioners (Teaching and Ruling elders)
  - o 1 for families/guests
    - Will also include registration for tours, kid's/nursery registration
    - Bag of trinkets also given out at this table
- We provide the people to volunteer at these tables

**Prayer-**

- This person will organize and send notices of current prayer needs to all churches in the Presbytery as these needs come up.

**Worship-** Austin Pfeiffer and Joel L.

- There will be 3 worship services.
- Recommendations to be made to Presbytery will include:
  - o Teams for music for worship.
    - 1 team all 3 nights?



- Different teams each night?
- Speakers:
  - Local Pastor?
  - Someone else?

**Women's Ministry-** Suzanne Kline, Susan Reaves

- Women's events will include:
  - Tea/Lunch
  - Workshops
  - Tours

**Youth-**

- Possible options include:
  - Ridgehaven
  - Project in Greensboro
    - Housing Greensboro?

**Children-**

- To include nurseries
- Will need to decide where the nurseries will be:
  - On site at Koury
  - Some other location

**Seminars-** Primarily Administrative Committee/Covenant College

- Will need someone here to help organize and set up.

**Logistics-** Donnie Robins (Secretary's note: June 2017- Jeff Anderson took on this role)

- Analyzing/coordinating many activities
- Transportation
  - Connecting with the city of Greensboro
  - From airport to Koury
  - Some families may request housing
  - Will be needed for all offsite events

**PR-** Gerald Chrisco

**Next Steps for People to Ask:**

- Prayer
  - Richard will ask Debbie Thompson
  - Possibly ask Hope Hodgkins or Luanne Barker
- Women's Ministry
  - Amber Keith- Richard's Church
- Children
  - Salem Church
  - Austin will ask Sarah Kerns
- Youth
  - Glenn Presley
- Seminars
  - Clyde Godwin

**Brainstorming about possible pre/post events:**

- NASCAR tour
- Indelible Grace concert- in the park?
- Grasshoppers Game
- Seagrove
- Golf- Pinehurst/Grandover

Host Committee Meeting  
2017 PCA-General Assembly  
February 16, 2016, 2016  
9:30-11:30am Friendly Hills Church

Present: Nathan Kline, Suzanne Kline, Jeff Anderson, Richard Jones, Bryan Brendley, Beth Fisher

**Upcoming Important Dates:**

**March 12th:** 9:30am Friendly Hills Church, Host-Committee Meeting

**Meeting Summary:**

I. Recap from Meeting at Koury Convention Center:

1. Assembly Hall will be in the Guilford Ballroom
2. Vendors will be housed in Imperial Ballroom with some overflow upstairs
3. Nursery on level 2
4. Everyone who met with the people at Koury were very impressed by their professionalism, preparedness and desire to make this a great convention (ie go to GA this year).
5. Ladies' luncheon will likely be offsite

II. Discussed potential proposal to the Presbytery for a budget. Such a proposal would include recommendations for raising funds, as well as where those funds would go.

III. Discussed worship proposal from Austin Pfeiffer.

1. Speaker for Tuesday night will be outgoing moderator from this year's GA
2. Discussed having the same worship team every night vs. a different team each night.

IV. Jeff Anderson proposed that we look at a sample schedule of GA and identify which events/sessions are to be developed/proposed by this committee and which are the responsibility of the Administrative Committee.

V. Theme for convention will need to be developed by May of this year to be included in a brochure at 2015 convent. This year's theme is "REFRESHED: In and For the Cross".

Host Committee Meeting  
2017-PCA General Assembly  
March 12<sup>th</sup>, 2016  
9:30am Friendly Hills Church

**Present:** Nathan Kline, Suzanne Kline, Austin Pfeiffer, Bryan Brendley, Jeff Anderson, Richard Jones, Beth Fisher, Lynn Thaggard

**Upcoming Important Dates:**

~~**April 9<sup>th</sup>:** 9:30 am Friendly Hills Church, Host Committee Meeting—cancelled~~

**May 14<sup>th</sup>:** 9:30 am Friendly Hills Church, Host Committee Meeting

**Meeting Summary:**

Reviewed Budget Proposal put forward by Nathan

Worship- Austin put forth his plan. We discussed budget, plans for each night, and a plan for a sub-committee

Speakers- we discussed the pros/cons of local vs. well-known speakers; leaning local.

Brainstorming themes: We brainstormed themes and discussed how to incorporate “Extravagant Hospitality” into the theme.

- Consensus is for “**Come to the Table**” to be the theme.

Also discussed the potential for high top tables to encourage conversation.

**Adjourn:** 11:00

Host Committee Meeting  
2017-PCA General Assembly  
May 21<sup>st</sup>, 2016  
9:30am Friendly Hills Church

**Present:** Anna Kline, Suzanne Kline, Nathan Kline, Bryan Brendley, Jeff Anderson, Beth Fisher

**Meeting Summary:**

Nathan will ask someone who is going to GA this year to observe in the nursery.

Presbytery has asked that the committee reconsider having the Women's Lunch at the Greensboro Country club. We will continue to look at venues that can hold 300-400 people and stay within budget.

Get copy of policy change for Greensboro Country Club.

**Fundraising:**

Need 3 different letters- on GA letterhead

- 1 to the churches in our presbytery (Clerks for sessions) asking for a contribution of 3,000. As for 1,000 this year, then the rest 1<sup>st</sup> of next year (15)
- 2<sup>nd</sup> to all deacons and elders asking for a contribution of \$50- any money left over after GA 2017 will be used for church planting.
- 3<sup>rd</sup> - To go to businesses, this one will be written by Gerald Crisco

Looked at logos from Katie/Christy-

- Motion made to purchase rights to Option 3 for the logo (Bryan), seconded (Beth).
- Beth will find out how much her office recently spent on bags with company logo on it and where they came from.

Nathan will take some items with the Come to the Table logo on them to GA 2016. We will vote about which items via email.

**Adjourn 10:50**

Host Committee Meeting  
2017-PCA General Assembly  
July 16th, 2016  
9:00am Friendly Hills Church

**Present:** Nathan Kline, Suzanne Kline, Beth Fisher, Bryan Brendly, Jeff Anderson, Joel Littlepage, Richard Jones

**Meeting Summary:**

We discussed:

- Communion- whether or not we want to do communion each day and whether or not we want to ask another church for their communion service. Nathan will ask the Administrative Committee about potential for communion each day.
- Administrative committee contracts with set up/clean up. We will need to pack up the bookstore, will need about 25 people to do this.
- We cannot have a Food Truck Festival at Koury Center- maybe Carmike theatre?
- Gerald Chrisco is writing a letter to churches about fundraising. Need a second bank account. Will need someone else to write the checks out of it. Nathan is going to write letters to all 84 presebytery in the US to ask for \$500 a year would set up a starting budget for all GAs. Gerald will also get with business owners.
- Parts of this past GA
  - o At the 2016 GA the sound system wasn't great. There was no childcare during worship and it was hard to hear. Our budget projection includes an adequate sound system for the space.
  - o Concert-this past year was 5:30-6:30, with worship service at 7
  - o Tuesday- first big worship service, last 2 years, Wednesday evening has been open for activities. Worship service is usually 7:30-9, but earlier on Wednesday.
- Worship plan presented by Joel.
- Ridgehaven for kids- 20 kids that don't go, scholarships? Or alternative programming her? What would we do with the ones that can't go?

Need to ask:

- Who will be in charge of security?
- Koury about shuttles from the airport.
- Charles (Visitor's Bureau) about food truck festival in park. Maybe just do live music instead of a formal concert.

Need to tie down:

- What women will do
- What kids will do
- Need a chair for children's committee

Next Meeting: August 20<sup>th</sup>, 9am

Adjourn: 11:20

Host Committee Meeting  
2017-PCA General Assembly  
August 20th, 2016  
9:00am Friendly Hills Church

Present: Richard Jones, Bryan Brendley, Carol Peastrel, Jeff Anderson, Suzanne Kline, Nathan Kline, Beth Fisher, Austin Pfeiffer

**FUTURE MEETINGS:** WILL BE ON THE 3<sup>RD</sup> SATURDAY OF EVERY MONTH AT 9:00AM AT FRIENDLY HILLS CHURCH

Discussed:

- Deadline for printed brochure is October 16<sup>th</sup>
- Nathan will create a welcome letter
- Fundraising-letter went out
  - o Ask sessions to give \$1,000 this year- if not \$1,000 what can they give?
    - Money to go to Richard Jones in care of Meadowview
- Parking- tabled for now- will not be in brochure
- Tours- need to decide if we will limit # of people who sign up for specific tours
  - o Suzanne will find out how many people went to the women's events this year
  - o Women
    - Old Salem
    - Reynolda
    - Possible tea at O Henry
    - Seagrove? Accessibility might be tough
  - o Kids
    - Lebauer park
    - Children's Museum
    - Science Center
- Need to follow up on the letter to say how they can give money and dates, set for 01/31/2017
- Transportation- any busing in Greensboro, the Greensboro Visitor's Center will find a sponsor for (either partial or full)
- Housing- Koury will supply most of it.
  - o Do we want to offer free housing for people who ask for it?
    - Will investigate when asked, but not advertise in the booklet
- Do we want a commissioner's hospitality suite?
  - o Not necessary
- Wednesday night:
  - o Nathan has requested early worship on Wednesday and leaving Wednesday night free (of meetings).
  - o Would need to have food truck festival off site- maybe downtown?
    - Nathan will talk to Charles
- Worship:
  - o Speakers are confirmed
  - o Austin has reached out to get their bios and pictures
  - o Communion all 3 nights?
    - We do have the service from Christ Covenant in Charlotte- will serve about 2,000.
    - Nathan will find machine that fills cups
    - If all three nights should be simple (ie not wine **and** juice).
    - We will work towards having communion on 1<sup>st</sup> and 3<sup>rd</sup> nights to open and close the assembly – unanimous decision after discussion
  - o Liturgy is finished
- Women-
  - o Luncheon on Wednesday. National committee will provide speaker. We are responsible for venue.
    - Either the Country Club or Grandover
  - o Hospitality room open all days
  - o Carol will be registrar on our end

- Nursery- Coordinator- may need to reach out to other presbyteries
  - o Nursery is birth –PK
  - o 30-40
- Children
  - o K-5<sup>th</sup> Grade
  - o Possibly: VBS in morning and field trip in PM?
  - o Maybe 60-80

**Adjourn: 10:40**

Host Committee Meeting  
2017-PCA General Assembly  
September 17th, 2016  
9:00am Friendly Hills Church

Present: Bryan Brendley, Carol Peastrel, Jeff Anderson, Suzanne Kline, Nathan Kline, Beth Fisher

Next Meeting: October 15th

Begin: 9:00

Adjourn: 10:30

**Discussed:**

1. Smartsheet- training is available. If you missed the online training that was posted by Smartsheet, there are lots of YouTube videos available.

2. Nathan's photo- working on selecting one.

3. Fundraising- \$5,000 from Presbytery and \$5,000 from various churches.

- Question- has letter gone to officer's yet?
- Thank you cards- will send them to people/churches who donate.

4. Events-

- Wednesday Night: earliest we could have worship start is 5:15pm.
  - Worship will end around 6 or 6:15.
  - Events downtown will start around 6:30, with music starting at 7.
  - Looking at reserving space and transportation (possibly Le Bauer Park Great lawn with stage). Do we need to look at renting chairs?
    - Buses run every 15-30 minutes after initial wave of buses to the park, look at combination of private and city buses.

5. Worship:

- Need ruling elder to coordinate (~120 people)
- Need ushering chair (~30-50 ushers)

6. Women:

- 2 activities: Old Salem & Replacements Inc. (possible)

7. Youth:

- Ethan Smith- they have met

8. Children & Nursery: still looking for coordinators.

- Nursery will be at Koury
- Kids will come to FHC T-R
  - 1 afternoon to Science Center
  - 1 afternoon to Trampoline Park



Host Committee Meeting  
2017-PCA General Assembly  
October 15th, 2016  
9:00am Friendly Hills Church

Present: Richard Jones, Carol Peastrel, Jeff Anderson, Suzanne Kline, Nathan Kline, Beth Fisher, Jane Leonard

**Next Meeting: November 19<sup>th</sup>, 2016 9am FHC**

Nathan update- proposal to visitor's bureau - will cover transportation and cost of Snyder family band for Wednesday night (\$5100). GA will cover LeBauer park. Davis street fits 5 food trucks. Buses handicapped accessible?

**Registration Notes- see "General Notes" Packet\*** (see attachments in SmartSheet for each area listed below- GA 2017 Registration Write Up)

- LeBauer discussed possibility of water, chairs
- **Discussed Women's Budget and Women's Events**
  - o Old Salem
  - o Mayberry
  - o Garden Tour
- **Discussed Nursery and Elementary Budgets and Events**
  - o Still need a nursery coordinator and a children's coordinator
- **Discussed Youth Activities**

Richard Jones- Budget update. PO forms are now posted in SmartSheet

Starting in December going around to churches to promote GA.

Carol Peastrel has done amazing work for this project. Host Committee will compensate her for hours spent working on GA.

**Adjourn 10:30am**

Host Committee Meeting  
2017-PCA General Assembly  
November 12th, 2016  
9:00am Friendly Hills Church

Present: Bryan Brendley, Carol Peastrel, Jeff Anderson, Suzanne Kline, Nathan Kline, Beth Fisher, Austin Pfeiffer, Lynn Thaggard, Richard Jones, Cindy Beck

Next Meeting: December 17<sup>th</sup>

**Fundraising:** 5 churches have given. We have about \$14,000 currently (after some checks have been written). Send email to clerks of the session with an attachment to send out to everyone else.

**Worship:** Joel and Austin are working on getting music set. Can contact Joel for information about people interested in participating.

- Need communion chair
- Need ushering chair
- Westover is providing communion trays

**Women:**

- Need a hospitality coordinator for the hospitality suite
- Cost of food for kids. Parents can bring in food, but if they don't, it will be ~\$15 per child.
- Have space for ~36 children

**Children:**

- Cindy
- Using Orange curriculum- VBS
- Will be transportation between Koury and the church

**Youth:**

- Ethan- programs are all set for youth who don't go to Ridge Haven
- Nathan will connect with Ridge Haven about the possibility of scholarships

**Nursery:**

- Still looking for coordinator

**LeBauer Park:**

- All set with renting it- may need to add more time for set-up/breakdown
- Down payment has been made on the park
- Greensboro Visitor's Center providing \$5100 for event
- Need to make sure the the Food Trucks have a permit
- Events people there will help set up blocking off the streets for food trucks
- Space for 5: Ideas: Crafted, Stamey's.....
- Find someone to open for Snyders?
- Blankets? Suzanne has found some for \$6 without logo. Need to be able to sell then for \$10 or less.

**Prayer:**

- Bryan will be in charge of prayer

**Appreciation:**

- Beth will take care of appreciation

**Volunteers:**

- Sign up process
- Bryan motioned that he wants us to use the paid version of Our Volunteers to manage volunteers. Seconded and approved.

Host Committee Meeting  
2017-PCA General Assembly  
December 10th, 2016  
9:00am Friendly Hills Church

Present: Bryan Brendley, Carol Peastrel, Jeff Anderson, Suzanne Kline, Nathan Kline, Beth Fisher, Matt Ridge, Cindy Beck

**Next Meeting:** January 21<sup>st</sup>, 9am FHC

**Volunteer Procurement Strategy:** will hand out a card when we go to speak at different churches. Card will have a QR code on it as well as the website where they can go.

1. Speech- will have a little humor and stay away from volunteer, helper, etc.
2. Power Point- add some pictures from previous GAs
3. Will speak at churches in January/Early February

**Registration:** Matt Ridge is helping with the technical aspect of registration.

- We will get 4 spreadsheets broken down with info from registration.
- 1500 commissioners
- 3400 total

**Wednesday Night Concert:**

- Need an application to block off the street.
- Do we have a warm up band?
- Need a stage
- We can charge the food trucks to be there

**Bus Timing for Kids Programs:**

- Drop off for everyone at 7:45, will need auditorium staffed

**Swag Bags:**

- Lynn is working on bags.

**Host Committee Shirt:**

- Looked at possible ones

**Blankets:**

- GSO asking if we are going to sell in the park- Nathan will find out about cost of a license to sell in the park
- Sell on the bus?
- Ask for a donation?

**Nursery:**

- Cindy has some people she can ask to chair the nursery

Host Committee Meeting  
2017-PCA General Assembly  
January 21st, 2017  
9:00am Friendly Hills Church

Present: Bryan Brendley, Carol Peastrel, Suzanne Kline, Nathan Kline, Beth Fisher, Lynn Thaggard, Cindy Beck, Austin Pfeiffer, Richard Jones

1. Smartsheet Updates

- Everyone should update as they have things that are being done

2. Worship

- Have a fully formed committee with heads for ushers and communion, etc.
- 18-20 military chaplains who will serve communion
- Liturgy is complete
- Sermons in progress
- Communion- will be passing the elements

3. Treasurer

- Almost \$10,000 in the bank right now
- Letter to go out to all officers soon- need to encourage churches to give now
  - Nathan to contact Gerald
- Visitor's Bureau will reimburse \$5,000 for the event at LeBauer Park

4. Volunteers

- Website is up and ready!
- Need people to go to the site to sign up
- Need a person at each church to be a point person for volunteers

5. Women

- Looking for one person from each church to be the point person for women
- Working on swag bags- New Growth Press has been asked to sponsor the bags
- Still need a nursery chairperson- potential for Heidi from Meadowview
  - Richard will connect her with Suzanne/Cindy

6. LeBauer Park

- Nathan met with Amanda and Josh Sherrick Special Events Manager from the City of Greensboro
- Richard has been looking at sound companies
- Beth will follow-up with Jared Matthews' band about opening
- We will not need to apply to close Davie street- there are enough food truck spots there.
- Will need an Arts Center bathroom blocked off for the band
- We can sell blankets
- Nathan will follow up with Amanda about a tent and chairs
- Will put a flyer about the details about the event in the general registration bags
- Can also put it out to the churches in the Presbytery in May

7. Children

- Registrations coming in
- \$10 an hour for nursery and children's at FHC- background checks required

8. Ad Specialties

- Looked at sample shirts- Carol will look at a button-down option for men

9. Committee of Thanks

- Coming later

10. Action Items

- Next Meeting, February 18<sup>th</sup> - Sherry and John will be here for that meeting
- Nathan will talk next week at Presbytery about having a volunteer coordinator from each church

Host Committee Meeting  
2017-PCA General Assembly  
February 18th, 2017  
9:00am Friendly Hills Church

Present: Bryan Brendley, Carol Peastrel, Suzanne Kline, Nathan Kline, Beth Fisher, Cindy Beck, Austin Pfeiffer, Sherry Eschenberg, Angela Nance, Frank Barker, Jane Leonard

**Next Meeting: March 18<sup>th</sup> at 9am**

**Meeting Summary:**

1. PCA- Sherry Eschenberg

2. Worship- Austin

- Subcommittee is doing well
- Bulletins are nearly finished- will send to Sherry before printing
- Chaplains will have some people to serve communion
- Sherry is working on the contract for sound
- Worship subcommittee is happy to continue coordinating with people serving communion they are not working on coordinating ushers

3. Church Visits-

- Will need to follow-up with them as we get closer- either in person or via email

4. Registration/Volunteers

- Carol- would like to start a campaign
  - Bulletin announcements
  - Inserts
  - Videos
- Sign up is now available online

5. Women

- Suzanne- recruiter person to chair hospitality room- looking at getting furniture from Furniture Land South.
- Still need a person to take on chairing tours
- Looking at purchasing aprons
- Women's lunch- will have access to the room ~2.5 hours ahead of time. Can store materials close to the room prior to that.
- Discussed playing music during the luncheon
- Make sure that there are people designated who are allowed to order additional beverages.

6. Children

- Cindy- curriculum is all set. Still need volunteers.

7. LeBauer Park

- Nathan-
  - Contract signed
  - Will need people willing to go through the park and clean up afterwards.
  - Good to go with Food Trucks and blankets
  - Sound- Blue Ridge sound to do the sound.

8. Committee of Thanks

- Beth- no updates

9. Ad Specialties-

- Carol-
  - Will need credit card sales available

-

Other:

- Check host committee guidelines for volunteers. Nursery, background checks (repeat, etc).
- Need to contact pastors to talk to elders/deacons about donating \$50
- Checks to Meadowview- GA 2017
- The Host Committee report after GA should be complete by June 30<sup>th</sup>.

Host Committee Meeting  
2017-PCA General Assembly  
March 18th, 2017  
9:00am Friendly Hills Church

Present: Suzanne Kline, Nathan Kline, Beth Fisher, Cindy Beck, Richard Jones, Lynn Thaggard

**Next Meeting: April 8<sup>th</sup>, 9am**

**Meeting Summary:**

**Nursery:** Heidi Priest is willing to coordinate! Suggested that Meadowview children's ministry as a unit help. Debbie or Marina could be onsite person-still need a solid name for Sherry to contact. Tuesday, April 11<sup>th</sup> at 1:30 a team will tour the area at the Koury center.

**Children:** Working on check-in/out process for logistics. Software is set.

**Women:** Lynn is tour guide. Working on what to put in the bags.

**Church Visits:**

- Going well- Beth has one more scheduled tomorrow.

**Registration:**

- 

**Worship:** via email from Austin

UPDATE FROM WORSHIP COMMITTEE:

Smart Sheet is updated with our tasks, point persons, and their status.

**COMMUNION:**

-Katy Abbott and I are working to settle our communion plan. She is in touch with CCC and Westover regarding baskets and cup holders. Both churches were hesitant about loaning their mechanism for filling cups so we may need to pursue other options here.

-Volunteer spots: 29/32 of 65 spots are full for serving communion.

Please speak with the Elders from your churches and ask them to serve at least one night if they can.

-I have contacted the Military Chaplains about serving communion.

-We have figured out which crackers/juice we will need and should be able to stay in budget.

**BULLETIN:**

-Formatting is almost finished for the bulletin. We will submit our final copy to the A.C. in the next few weeks with plenty of time to print.

**TECH:**

-Joel and I have worked with the A.C. regarding our tech needs. There is a possible need to extend our tech budget by \$1800. This is a frustration with the tech company more than anything. Given the constraints of our budget, the worship committee is aware that it would not be prudent to stretch the budget unless we know we will have a surplus, which does not appear to be the case at present. Please know this is not being indulgent, we are trying our best to do things on this large scale without stretching our budget.

I hope this helps, please let us know if there are any questions.

**LeBauer Park:**

- Gipsy Danger (Jared Matthews) will open for Snyder Family.

**Updates:**

- A report needs to go soon- please submit a short note about where you are to Nathan this week.



Host Committee Meeting  
2017-PCA General Assembly  
April 8th, 2017  
9:00am Friendly Hills Church

Present: Suzanne Kline, Nathan Kline, Beth Fisher, Richard Jones, Lynn Thaggard, Bryan Brendley, Carol Peastrel, Jeff Anderson, Austin Pfeiffer, Jane Leonard, Barbara Botts, Cindy Beck

**Next Meeting: 2 meetings in May, 1<sup>st</sup> and 3<sup>rd</sup> Saturdays (6<sup>th</sup> and 20<sup>th</sup>)**

**Meeting Summary:**

Reports

Nursery: Heidi Priest (from Meadowview) will be the nursery coordinator. Suzanne and Nathan have met with her.

- Curriculum/Procedures are mostly set up
- Anyone 18+ can be paid, <18 can get some volunteer hours
- Nathan will ask if people who are not signed up in the nursery will need background checks.

Hospitality-

- Approved to bring in chocolate if it is individually wrapped
- Still looking for furniture
- Home Depot may let us "borrow" flowers to put in the hospitality room
- Looking for someone for therapeutic massage

Children's-

- Everything is going well
- Volunteers are coming in
  - o Filling in adult teachers, then using teenage volunteers

Women-

- Still looking for furniture
- Volunteers will be wearing aprons
- Good Book company has sponsored bags for \$1100-
  - o Our State has donated 450 copies of May
- Luncheon- no barriers at this time.
- Tours- Could use someone to go with Jenny on the Mayberry tour

Church Visits-

- Nathan will contact the remaining 4 churches that haven't been visited (includes the Kirk)
- Carol is working on bulletin inserts
- Bryan, Beth, Jeff will follow-up with those who visited after Nathan/Austin check in

Worship- Bryan Brendley will be over the ushers

- Austin is working with tech company to make sure all needs are met
- Bulletins are almost complete
- Need pulpits- 2 (hopefully matching)

Deliveries- Nathan will check with Sherri about what Host Committee is responsible for.

- Hospitality needs a dock-time

LeBauer Park-

- Signed contracts for everything
- Nathan will follow-up with them regarding food trucks
- All set with an opening band
- Will be ordering blankets (50x60)

Registration

- Do we want to make a hard-core cut off with registration?
- Sign-up.com
  - o Volunteer signups have picked up!

Host Committee Meeting  
2017-PCA General Assembly  
May 6th, 2017  
9:00am Friendly Hills Church

Present: Suzanne Kline, Nathan Kline, Beth Fisher, Richard Jones, Lynn Thaggard, Bryan Brendley, Carol Peastrel, Jeff Anderson, Jane Leonard, Cindy Beck, Barbara Botts, Josh Cushing, Joel Littlepage, Sherry Eschenberg, Jim Wert (via skype- host committee chair for next year), John Robertson

**Next Meeting: May 20th**

**Meeting Summary:**

**Nursery:**

- Report sent:
  - o Still working to recruit caregivers –
  - o Will use Meadowview's materials/equipment
  - o Caregiver training 5/27
  - o Procedures in place
  - o Need someone to follow-up regarding background checks

Need to make schedule for unloading on 5/20

**Children's Ministry:**

- Training meeting on 20<sup>th</sup> after this meeting
- Need more for check-in attendance

**Women:**

- Bags have come in
- Luncheon- #s are low, about 155 so far, next deadline is May 12<sup>th</sup>
  - o Reach out to Karen Hodge to promote through her women's network
- Will show a movie in auditorium 1 during the women's luncheon for kids who are not in other children's activity
- Tours
  - o Will set a training meeting date
  - o Still looking for a few more people to go
  - o Penny Noyes- Southern States Tours is coordinating buses, and snacks for buses.

**Worship:**

- All songs finalized, choir practices have begun,
- Liturgy is just about complete
- Prayer requested by speakers for clarity with their message
- May put out a website a few weeks before GA with the music/bulletin, as a hospitality gesture for those unfamiliar with the music
- Communion- Christ Covenant is bringing all their plates/trays, Katy will pick up from Westover. Will need to be tagged
- Need to find a hymn leader from a church in the presbytery
- Copy of artwork to Administrative Committee before it gets printed
- Will have recording of all 3 nights

**LeBauer Park:**

- Jared Matthews/group will be playing before Snyder family band (6:30-7:30), Snyder Family Band (7:45-9:15)
- Buses will run continually throughout the evening
- Security at the park?

**Registration:**

- Youth- computer didn't cut off when it needed to, switched to using buses, can handle up to 48 for each event.
- Registration deadline was this past Sunday.
- Children's program is full
- Nursery- getting full for some ages
- Suggestions for next year:
  - o No paper registration
    - Or charge a \$5 fee for processing
  - o Rework online registration

**Volunteers:**

- Figure out how to get information out to volunteers and get them to sign up
- Carol sent out a packet to all churches
- Suggestion: put a goal out to each church?
- Send an email to Diaconal chair?
- Ushers/Communion are just in the evening
  - o Carol/Nathan will send chaplain volunteer information to Katy

**Financial:**

- At about \$36,000 currently in the account, not including \$5,000 from Greensboro Visitor's Center, or \$5,000 from Redeemer.

Host Committee Meeting  
2017-PCA General Assembly  
June 3rd, 2017  
9:00am Friendly Hills Church

**Present:** Suzanne Kline, Nathan Kline, Beth Fisher, Richard Jones, Bryan Brendley, Carol Peastrel, Jeff Anderson, Jane Leonard, Cindy Beck, Barbara Botts, Matt Ridge, Jim Wert (phone), Austin Pfeiffer

Next Time Together- Appreciation Dinner!

**Meeting Summary:**

- Nursery equipment: Coming from Meadowview on Monday
  - o No one has been turned away from Nursery- all sessions are <33 kids
- Children's Ministry:
  - o If space were not an issue- could have been set at 100 (5-10 years old)
  - o 30 volunteers- good for 75 kids
  - o Will maps to give to people at registration from Koury Center to FHC.
  - o Each family has been mailed a schedule of their child's schedule
- Youth:
  - o All set with tours/activities
  - o Maxed out at 50 kids, there is a waiting list
  - o NATHAN- touch base with Ridge Haven regarding transportation.
- Women:
  - o Tours- all set with volunteers
  - o Registration for women's lunch is low, still space
  - o Hospitality- will be bringing in furniture on Saturday- she will contact Sherri for access to rooms
- Worship:
  - o May come in about \$600 under budget (bulletins cost less than anticipated)
  - o All communion supplies set
  - o Training videos for liturgists and communion servers sent using mail chimp, to see who has read the emails
  - o Table at the front- will need to ensure that there is a server assigned for serving musicians
  - o Question regarding lockable storage for communion supplies and instruments- may be 2 rooms behind the stage for this
  - o Joe Beck and Austin will be doing music for the business sessions (split up)
  - o Joel and Austin have completed website with music- on the presbytery website
    - <http://www.piedmonttriadpresbytery.org/ga2017/>
- LeBauer Park- everywhere where we are passing things out- pass out an invitation to LeBauer Park
  - o Richard will oversee the bands and sound stuff
  - o Gipsy Danger from 6:30-7:15
  - o Snyder Family Band 7:30-9
  - o Had 1 food truck cancellation- may not be able to get another one in there
  - o Water/Blankets- all set to pass out water and sell blankets
  - o Penny- directing to buses, her husband will direct to the park from the buses
  - o Nathan will work out details of where to buy water- can be stored at CCG
  - o Nathan has put in a request for 2 GPD Officers to work
- Registration
  - o Will have 3 lines for registration (alphabetically) as well as special requests
  - o Take payment with credit card via square- will cost 3% of total transactions
  - o Will have tickets for women's bags
- Budget
  - o Raised \$51,656.26
  - o Current Balance \$32,240.92
  - o Worship- outstanding expenses: \$3,650
- Thank-You cards have been ordered- keep a list of who should receive one

**Current Big Needs for Volunteers:**

- LeBauer Park
- Tuesday afternoon registration
- AV/Tech Stuff