

# HOST COMMITTEE MANUAL





## HOST COMMITTEE MANUAL TABLE OF CONTENTS

|  |      |
|--|------|
| Welcome Letter .....                                 | A    |
| Summary of Responsibilities.....                     | B    |
| Suggested Timetable for Chairman’s Preparations..... | C    |
| Positions and Responsibilities .....                 | D-1  |
| Chairman of the Host Committee.....                  | D-2  |
| Finance Subcommittee .....                           | D-3  |
| Prayer Subcommittee .....                            | D-4  |
| Volunteer Coordination Subcommittee .....            | D-5  |
| Public Relations Subcommittee .....                  | D-6  |
| Host Housing and Attendee Needs Subcommittee.....    | D-7  |
| Local Transportation Subcommittee .....              | D-8  |
| Worship Subcommittee.....                            | D-9  |
| • Communion Team.....                                | D-10 |
| • Ushering Team.....                                 | D-11 |
| Families Subcommittee .....                          | D-12 |
| • Family Registration Team.....                      | D-13 |
| • Women’s Events Team .....                          | D-14 |
| • Women’s Tours and Activities Team .....            | D-15 |
| • Women’s Hospitality Team .....                     | D-16 |
| • Children’s Activities Team .....                   | D-17 |
| • Nursery Team.....                                  | D-18 |
| Child Protection Policy and Forms.....               | E    |
| Communion Service Guidelines.....                    | F    |
| <i>General Assembly Information Book</i> .....       | G    |
| Volunteer Needs.....                                 | H    |
| Women’s Ministry Guidelines.....                     | I    |
| Worship Service Guidelines.....                      | J    |



## ADMINISTRATIVE COMMITTEE PCA

PRESBYTERIAN CHURCH IN AMERICA  
1700 North Brown Road, Suite 105  
Lawrenceville, GA 30043  
678 825-1000 | [www.pcaac.org](http://www.pcaac.org)

Dear Host Committee,

Thank you for serving the PCA in this unique way. We are grateful for your efforts to bring the General Assembly to your community.

On the surface, you may think of the General Assembly as being a very business-oriented event, but it is so much more! By definition, the GA is responsible to encourage the fulfillment of the Great Commission by all parts of the PCA! Your work will further missions, church planting, campus ministry, and Christian education across our denomination!

Let me be clear, hosting a General Assembly is hard work. But it is hard work that will benefit Christ's Church, and your presbytery will be stronger for it. The GA provides a venue for people with a variety of gifts to serve where gifts might otherwise not have surfaced. You also have the opportunity, in a healthy fashion, to showcase your ministries to the whole of GA, and your constituency will know better the work of the whole PCA! At the end of a General Assembly, many in your presbytery will better understand and value the breadth of the church much more highly!

Because the responsibilities are numerous, we hope you find this manual helpful. We will work to assist you every step of the way and are constantly praying for your efforts.

Serving together in Christ,

L. Roy Taylor  
Stated Clerk of the General Assembly



## SUMMARY OF RESPONSIBILITIES

The General Assembly brings with it numerous responsibilities for both the Administrative Committee Staff and Host Committee. Note that differing terminology has been used in the past, even within the *Rules of Assembly Operation (RAO)*. Common and somewhat interchangeable terms used include “Host Committee,” “Local Committee,” “Local Arrangements Committee,” and “General Assembly Arrangements Committee.” In this document, we will use the term “Host Committee.”

Here are some key points from *RAO* 10 to remember as we begin:

- The Host Committee functions under the Administrative Committee, and final approval of all decisions regarding the Assembly rests with the Administrative Committee.
- The Host Committee shall be composed of the following:
  - The Chairman (or Co-Chairmen) - appointed by the host presbytery
  - Treasurer
  - Other members as outlined by this manual
  - The Stated Clerk of the General Assembly
  - The Business Administrator of the Administrative Committee

### Financial Arrangements

Raising the funds to host a General Assembly is an important task of the Host Committee. Start early, even several years ahead of time. Many times a host presbytery will agree to a “per member” or flat amount contribution from each church.

Here is a sample of income and expense streams that should be included in the budget:

Income:

- Worship Service Offering - \$10,000 - \$15,000
- Family Registration - dependent on activities offered

Expenses:

- Worship Services - \$10,000 - \$15,000
- Family Programs & Events - \$20,000 - \$25,000
- Transportation - \$7,000 - \$14,000
- Other Host Committee Expenses - \$2,000 - \$7,000

The Administrative committee will provide a history of budgets and cost of previous Host Committees for your reference.

## Host Committee Responsibilities

The Host Committee has the responsibility for the following areas of planning and implementation:

- Funding for Host Committee programs and activities
- Coordination of local volunteers
- Housing - in homes or dorm rooms
- Local Transportation (shuttle service, if needed)
- Planning of Worship Services (under the review/approval of the AC)
- Family Programs and Activities
- Selecting a Theme for the Assembly (with assistance of AC as desired). Please note, the General Assembly Logo is the responsibility of the Administrative Committee

## AC Staff Responsibilities

- Oversight of Host Committee activities
- Decision and contracting of all facilities, with input from the Host Committee
- Commissioner Registration
- All Assembly business related arrangements
- Room assignments and meal reservations for any facility functions
- Publication of the *General Assembly Information Book*
- Publication of the *General Assembly Minutes*
- All exhibit hall arrangements
- Audio/Video and Web casting for the Assembly
- Arrangements for accommodations for Assembly staff and fraternal delegates

## Host Committee Basic Timetable

It is recommended that the Host Committee follow this timetable to ensure adequate planning and communication:

- 24 months (or more) before General Assembly:
  - The Chairman of the Host Committee should be designated by the Presbytery.
  - Begin raising funds to host the General Assembly
  - Attend a meeting of the current Host Committee.
- 18 months before General Assembly:
  - The Host Committee Chairman should select all Subcommittee Chairs.
  - Attend preceding General Assembly with subcommittee chairs.
  - Finalize the theme (15 – 16 months before).
- 10 months before General Assembly:
  - The full Host Committee should meet with the AC staff to review responsibilities and answer questions.
  - Each subcommittee's responsibilities and deadlines, as outlined on their individual description pages in this manual, should be reviewed.

## **SUGGESTED TIMETABLE FOR CHAIRMAN'S PREPARATIONS**

This schedule is not a complete list of the Chairman's responsibilities, but it provides a good overview (more responsibilities are laid out on page D-2). In addition to these events, you should have regular host committee meetings. The AC staff does not need to attend every meeting, but may attend four to five meetings.

### **24 months before General Assembly (June)**

- Review Host Committee Manual provided by AC Staff
- Be sure a fund raising plan is in place and functioning
- Set up a meeting with AC staff

### **18 months before General Assembly (January)**

- Select Subcommittee Chairs and provide contact information to AC Meeting Planner

### **15-16 months before General Assembly (March-April)**

- Attend a meeting of the current Host Committee
- Select/finalize theme for the General Assembly and produce/collect promotional materials to distribute at upcoming General Assembly in coordination with the Administrative Committee Graphic Designer

### **12 months before General Assembly (June)**

- Chairman and Subcommittee Chairs attend General Assembly
- Talk with counterparts from current Host Committee

### **10 months before General Assembly (August) or earlier**

- The full Host Committee should meet with AC staff members to review responsibilities and answer questions

### **9 months before General Assembly (September)**

- Send a written report to Administrative Committee for its upcoming October meeting
  - Provide the general plans for worship speakers, family activities, budgeting, etc.
  - Requests for non-PCA worship speaker approval MUST be included in this report

### **8 months before General Assembly (October)**

- Subcommittees to provide ALL necessary information for the *General Assembly Information Book* (requirements are listed on subcommittee responsibility pages in section D)

### **7 months before General Assembly (November)**

- Review proof of *General Assembly Information Book* and submit any changes

### **5 months before General Assembly (January)**

- Commissioner and Family Registration opens first week of January
- Invite future Host Committee chair to attend full host committee meeting

### **3 months before General Assembly (March)**

- Host a presbytery-wide event with all churches to build support for the Assembly and recruit volunteers

### **2 months before General Assembly (April)**

- Send a written report to Administrative Committee for its April meeting
  - Include updates to the general plans for worship speakers, family activities, budgeting, etc.

### **1 month before General Assembly (May)**

- Be prepared to adjust arrangements for women, youth, children, and nursery activities to match response and registrations
- Be aware of deadlines to turn in guarantees and deposits for the various family activities, women's luncheon, transportation, etc.
- Review subcommittees descriptions and confirm all responsibilities are moving forward

### **General Assembly (June)**

- See all your hard work come to fruition - execute the General Assembly
- Remind subcommittees and teams to be preparing reports on their activities for the next year's Host Committee

### **After General Assembly**

- Collate all subcommittee reports and send full report to AC Staff within six weeks



## POSITIONS AND RESPONSIBILITIES

A suggested organization for the Host Committee is provided here to ensure that all required functions are accomplished. This may be altered, as needed, based on the requirements of a particular Assembly.

### Suggested Organization of the Host Committee

The Host Committee should be made up of a Chairman (or Co-chairmen), with subcommittees to oversee the following areas of responsibility:

- **Chairman** .....D-2
  - Finance Subcommittee .....D-3
  - Prayer Subcommittee .....D-4
  - Volunteer Coordination Subcommittee.....D-5
  - Public Relations Subcommittee .....D-6
  - Host Housing and Attendee Needs Subcommittee .....D-7
  - Local Transportation Subcommittee .....D-8
  - Worship Subcommittee .....D-9
    - Communion Team .....D-10
    - Ushering Team.....D-11
  - Families Subcommittee.....D-12
    - Family Registration Team .....D-13
    - Women’s Events Team .....D-14
    - Women’s Tours and Activities Team .....D-15
    - Women’s Hospitality Team .....D-16
    - Children’s Activities Team .....D-17
    - Nursery Team .....D-18

A detailed description for each of these positions follows. It is important for the overall success of the General Assembly that the responsibilities and requirements described on the following pages be planned and executed by the Host Committee.



## Chair of the Host Committee

### **Main function:**

Coordinate the work of the Host Committee – see section C for Suggested Timetable

### **Reports to:**

The PCA Administrative Committee, through the Business Administrator

### **Responsibilities include:**

- Appoint Subcommittee Chairs and oversee their work
- Chair all meetings of the Host Committee
  - Oversee that minutes are kept of all Host Committee meetings and are sent to the AC Staff
- Oversee selection of theme for General Assembly
- Review the **General Assembly Child Protection Policy**, the **Child Protection Policy Acknowledgement Form** and oversee Family Subcommittee compliance
- Raise funds from the presbytery to meet the costs of hosting General Assembly
  - Raise scholarship funds and set guidelines for use, in order to assist teaching and ruling elder's ability to attend the General Assembly.
- Serve as a liaison between the Host Committee and local churches of the presbytery
- Provide a report to the AC of the Host Committee's progress for the October and April meetings prior to General Assembly
- Provide a welcome letter for the *General Assembly Information Book*
- Oversee all Host Committee functions and serve as main point of contact onsite during General Assembly.
- Within 45 days of the close of General Assembly, submit Host Committee report to AC Meeting Planner – to include:
  - Chairman's Executive Summary
  - Tips and Recommendations for improvement in procedures
  - Subcommittee Reports
  - Financial Report

### **Publication Needs and Deadlines:**

Provide welcome letter and photo for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## Finance Subcommittee

### **Main function:**

Responsible for all financial needs of the Host Committee

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities Include:**

- Open bank account in the Host Committee's name (or a sub-account with the presbytery)
- Provide name to make checks payable to (Presbytery Name or PCA General Assembly 2018)
- Help set up the budget in conjunction with other members of the Host Committee
- Keep financial records and present statements at Host Committee meetings
- Make deposits in account, tracking all sources of income, etc.
- Pay bills incurred for hosting the Assembly
  - Approve disbursements of funds for expenses incurred by other Subcommittees and teams
  - Reimburse the Administrative Committee for any expenses which belong to the Host Committee
  - Pay CDM their portion (\$10) of each woman's registration fee
- Arrange with Worship Subcommittee and Ushering Team to collect, count, and deposit offerings
- Prepare a closing financial statement and submit to Chairman of the Host Committee
- Close bank account and forward any surplus funds as previously determined and designated by the Presbytery
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - Be sure to include detailed budgeting and expense reports

## Prayer Subcommittee

### **Main function:**

Oversee that prayer is prominent and a priority before, during, and after the General Assembly

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities Include:**

- Plan presbytery-wide prayer events
  - Coordinate with PR Subcommittee to notify churches and members
  - Create a specific day of prayer for General Assembly
- Recruit volunteers to pray for the Assembly throughout the year
  - Many times Presbytery Women's Ministries teams divide up the names to pray for the individual commissioners and their families
- AC Meeting Planner will regularly provide you list of registered commissioners
  - Email or mail commissioners a note that the Presbytery is praying for them
- Onsite prayer
  - Tuesday Afternoon – Women's Prayer Time (coordinate with CDM Staff)
  - Tuesday Afternoon – Pre-Assembly Prayer Meeting (coordinate with AC Staff)
  - Some Host Committees have set-up a prayer area in the Exhibit Hall where attendees could submit prayer requests, be prayed for, and come to pray
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures.
  - Please note: the formalizing of this subcommittee's work is fairly new and we would love to know what worked well and what could be improved or changed. The above suggested items have been done at past General Assemblies.

## Volunteer Coordination Subcommittee

### **Main function:**

Recruit volunteers for tasks needed before, during and after General Assembly

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities include:**

- Recruit all needed volunteers detailed in Volunteer Needs (see section H of this manual)
- Assist other Subcommittees with volunteer recruitment
- Attend Host Committee meetings and make progress reports
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures

## Public Relations Subcommittee

### **Main function:**

Coordinate information between the Host Committee and the presbytery churches, pastors, and members

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities include:**

- Coordinate information with subcommittees regarding General Assembly within the Presbytery to churches and pastors, including:
  - Volunteer recruitment
  - Host Committee needs
  - Pre-assembly presbytery-wide activities
  - Worship services
- Attend Host Committee meetings and make progress reports
- Direct any requests by media to the *byFaith* News Office
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures

## Host Housing and Attendee Needs Subcommittee

### **Main function:**

Provide host housing options and assist attendees with particular needs as they arise. The needs may be different in each Assembly location.

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities include:**

- Arrange with local church members to provide housing in private homes for those who want and/or need this accommodation
  - Depending on location you may need 20-50 homes
- Obtain information on dorm rooms, RV lots, camp sites, bed-and-breakfast facilities, etc., if needed
- Work with Worship Subcommittee to make hotel reservations for special speakers, musicians, and guests of the Host Committee in coordination with AC Meeting Planner
- Attend Host Committee meetings and make progress reports
- Assist with any particular needs that General Assembly attendees might have onsite
- Make a final financial report to the Finance Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Publication Needs and Deadlines:**

Provide host housing description, reserving deadline, pricing (if necessary), etc. for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## Local Transportation Subcommittee

### **Main function:**

Provide local transportation for General Assembly needs

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities include:**

- Negotiate discount rates or coupons for attendees at nearby parking lots and garages
- Arrange for local transportation of large numbers of commissioners when there is not a close proximity between meeting facilities and hotel accommodations (if necessary)
  - If Assembly business runs late or public shuttles are not available, provide transportation to hotels
  - When needed, shuttle commissioners between locations, based upon meal breaks, special events, etc.
- Arrange for transportation as needed by other subcommittees for tours, programs and activities
- Recruit and train volunteers to staff the local transportation team
  - Have volunteers at shuttle stops to greet attendees and assist as needed
  - When a smaller airport is involved, this subcommittee may want to set up a welcome table/greeting station with helpful information about the city, etc.
- Attend Host Committee meetings and make progress reports
- Have a team member available in the family registration area to answer questions
- Make a final financial report to the Chair of Host Committee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Publication Needs and Deadlines:**

Provide transportation information (i.e. parking, shuttles), pricing, locations, and other details for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## Worship Subcommittee

### **Main function:**

Plan the worship services held during General Assembly

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities include:**

- See Worship Service Guidelines (section J of this manual) for additional information
- Select proposed speakers
  - non-PCA speakers must be approved by the Administrative Committee at its October meeting
- Arrange for special music (soloists, instrumentalists, choirs, etc.)
  - Traditionally there is a pre-worship music time (30 minutes) prior to the beginning of the each worship service
- Plan order of worship to not exceed 90 minutes
- Coordinate with AC Meeting Planner to provide two pulpits, piano, organ, and other special equipment as needed
- Submit orders of worship to AC for approval prior to finalizing the worship bulletins
- Coordinate with Women's Hospitality Team to provide flowers, plants or other décor for the stage in the Assembly Hall
- Make a final financial report to the Chair of Host Committee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedure
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Teams that report to this subcommittee:**

- Communion Team
- Ushering Team

### **Publication Needs and Deadlines:**

Provide information on worship speakers and special music for the *General Assembly Information Book* and website:

- Bio's - max 150 words for each bio
- High Resolution Photo - minimum 300dpi

Send to the AC Meeting Planner by **October 16**.



## Worship Subcommittee: Communion Team

### **Main function:**

Arrange and preside over the communion service during the first worship service of General Assembly (see section F of this manual)

### **Reports to:**

The Chair of the Worship Subcommittee

### **Responsibilities include:**

- Provide elements, communion trays, and table cloths
- Coordinate with AC Meeting Planner to obtain approval from the facility to bring in communion elements, including wine, if necessary
- Recruit elders to serve
  - Other presbyteries may provide names of elders that would like to distribute the communion elements; the AC staff will forward any names received
- Coordinate with AC Meeting Planner to schedule a briefing and training session
  - Send this information to all elders who will be serving communion
- Recruit volunteers for communion prep
- Remind those presiding over the service to fence the table in clear terms
  - See *Book of Church Order* 58-4
- Provide for clean-up at the facility and return of communion trays and table cloths
- Make regular financial reports to chair of Worship Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures

## Worship Subcommittee: Ushering Team

### **Main function:**

Provide ushers for the General Assembly

### **Reports to:**

The Chair of the Worship Subcommittee

### **Responsibilities include:**

- Recruit volunteers to serve as usher
- Instruct the ushers on protocol and provide identification badges
- Ushers are responsible to:
  - Cover all doors during the worship services
  - **Assist seating of attendees** (especially if the Assembly Hall is full)
  - Collection of offering during services (in coordination with Finance Subcommittee)
- Coordinate with AC Meeting Planner to schedule a briefing and training session
  - Send this information to all volunteers who will be serving as ushers
- Coordinate with AC staff on instructions for proper security procedures
- Check with Communion Chair and other Subcommittees to see if they have need for ushers at any other events
- Provide for backup ushers, if needed
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures

## Families Subcommittee

### **Main function:**

Provide women's and children's programs hosted during the General Assembly (see section I)

### **Reports to:**

The Chair of the Host Committee

### **Responsibilities include:**

- Appoint Team Chairs for Family Registration, Women's Events, Children's Activities, and Nursery (Hospitality and Tours if necessary)
- Complete necessary background checks for all volunteers
- Confirm all volunteers have reviewed the **General Assembly Child Protection Policy** and have completed the **Child Protection Policy Acknowledgement Form** (see section E)
- Serve as the main point of contact between the AC Meeting Planner and your teams
- Coordinate women's tote bag sponsorships and inserts with Hospitality Team
- Collect progress reports from your teams on a regular basis
- Attend Host Committee meetings and give progress reports and financial reports
- Hold a closing meeting of team chairs
- Make a final financial report to the Finance Chair
  - Confirm that CDM received their portion (\$10) of each woman's registration fee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Teams that report to this Subcommittee:**

- Family Registration Team
- Women's Events Team
- Women's Tours and Activities Team
- Women's Hospitality Team
- Children's Activities Team
- Nursery Team

### **Publication Needs and Deadlines:**

Work with your teams to provide family programs and activities descriptions, pricing, schedules, contact information, etc. for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## Families Subcommittee: Family Registration Team

### **Main function:**

Manage registration for women and children

### **Reports to:**

Chair of Families Subcommittee

### **Responsibilities include:**

- Receive and process registrations online (*in coordination with AC staff*), through mail, and onsite (Note: CDM will receive \$10 of each woman's registration.)
- Regularly provide updated registration lists to other Family Subcommittee Teams
- Arrange for office supplies and equipment needed for onsite registration
  - including printer, computers, copier, etc.
- Provide signage for family registration tables
- Coordinate women's name badges and tote bags
- Make regular financial reports to Chair of Families Subcommittee
- Recruit and train volunteers to staff the family registration area
- Make a final financial report to the Finance Chair
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>.

## Families Subcommittee: Women's Events Team

### **Main Function:**

Work with CDM Women's Ministries Coordinator in making arrangements for the Women's Events during General Assembly.

### **Reports to:**

The Chair of Families Subcommittee

### **Responsibilities include:**

- Work closely with other teams in the overall planning for the week's activities (see section I for Guide to Women's Ministries at General Assembly)
  - Confirm that women have adequate time to drop-off/pick-up their children before tours, activities and programs begin/end
  - When women's activities are onsite, work with the AC Meeting Planner to make arrangements for the meeting rooms and food venues
  - If women's activities do not occur at the Assembly site, make arrangements for facilities and provide transportation as needed
- Family Registration Team will regularly provide updated registration lists
- Coordinate publicity with CDM Women's Ministries Coordinator and AC Meeting Planner
- Recruit volunteers to welcome and greet attendees at each event
- Have a team member available in the family registration area to answer questions
- Make final financial report to the Chair of Families Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Publication Needs and Deadlines:**

Provide event descriptions, pricing, schedule, contact information, etc. for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## Families Subcommittee: Women's Tours and Activities Team

### **Main function:**

Coordinate women's tours and activities to enhance the experience of these visitors to your city

### **Reports to:**

The Chair of Families Subcommittee

### **Responsibilities include:**

- Research and select places to visit
- Make reservations or purchase advance tickets as needed
- Coordinate with other teams to confirm that women have adequate time to drop-off/pick-up their children before tours and activities begin/end
- Work closely with Transportation Team, if needed
  - Remember, in the middle of June, even if the location is close you may need shuttles
- Provide signage to indicate pick-up and drop-off locations
- Family Registration Team will regularly provide updated registration lists
- Recruit volunteers to lead tours or activities and to welcome and greet attendees
- Have a team member available in the family registration area to answer questions
- Make final financial report to the Chair of Families Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Publication Needs and Deadlines:**

Provide tour and activity descriptions, pricing, schedule, contact information, etc. for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## Families Subcommittee: Women's Hospitality Team

### **Main function:**

Oversee the women's hospitality suite and assist with decorations and favors for the women's tote bags and events

### **Reports to:**

The Chair of Families Subcommittee

### **Responsibilities include:**

- Women's Hospitality Suite:
  - Provide decorations and light snacks
    - When women's activities are onsite, work with the AC Meeting Planner to make arrangements for the hospitality suite, food and beverage
  - Recruit volunteers to staff the hospitality suite to welcome and greet women
    - Please introduce any first time attendees to other women
    - Please make sure all women are engaged with someone and not sitting by themselves or appear excluded
- Gather gifts and other items to be included in women's tote bags that will be distributed at Family Registration
- Assist Women's Events Team by providing decorations for luncheons and other events
- Coordinate with Worship Subcommittee to provide flowers, plants, or other decor for the platform in the Assembly Hall
  - Obtain space layout from the AC Meeting Planner
  - All flammable substances (fabric, wood, etc.) must be treated with fire retardant
- As funds allow, provide any other decorations needed throughout the week either in the Assembly Hall or in other parts of the meeting facility
- Clean up the Women's Hospitality Suite
  - Return any borrowed decorations
  - Arrange for handling of leftover snacks or favors
- Make final financial report to the Chair of Families Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

## Families Subcommittee: Children's Activities Team

### **Main function:**

To oversee activities for children and youth

### **Reports to:**

The Chair of Families Subcommittee

### **Responsibilities include:**

- Plan programs and activities (games, tours, etc.) for children which are age appropriate on Tuesday (optional), Wednesday and Thursday
  - Confirm that women have adequate time to drop-off/pick-up their children before programs, tours, or activities begin/end
  - Plan Bible teaching and worship experiences (e.g. devotional, VBS, Bible Study)
  - Make reservations or purchase advance tickets for tours or activities if needed
  - Arrange for meals and snacks
    - When children's activities are onsite, work with the AC Meeting Planner to make arrangements for the meeting rooms and food
    - If children's activities do not occur at the Assembly site, make arrangements for facilities and provide transportations as needed
- Recruit teachers, helpers and chaperones
  - Complete necessary background checks
  - Confirm all volunteers have reviewed the **General Assembly Child Protection Policy** and have completed the **Child Protection Policy Acknowledgement Form** (see section E of this manual)
  - When recruiting volunteers please use the natural connections of people already serving in children's ministry within the Presbytery
- Check on special insurance coverage for child care and any licensure requirements by the state or facility where the nursery will be located
- Family Registration Team will regularly provide updated registration lists
- Have a team member available at family registration area to answer questions
- Arrange for clean-up and return of any borrowed items
- Make final financial report to the Chair of Families Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Publication Needs and Deadlines:**

Provide tour and activity descriptions, pricing, schedule, contact information, etc. for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.



## Families Subcommittee: Nursery Team

### **Main function:**

Provide nursery care for children younger than school age

### **Reports to:**

The Chair of Families Subcommittee

### **Responsibilities include:**

- Arrange for nursery facilities
  - Check on special insurance coverage for child care, and any licensure requirements by the state or facility where the nursery will be located
  - When children's activities are onsite, work with the AC Meeting Planner to make arrangements for the meeting rooms and food venues
  - If children's activities do not occur at the Assembly site, make arrangements for facilities and provide transportations as needed
- Recruit or hire nursery workers
  - Complete necessary background checks
  - Confirm volunteers and workers have reviewed the **General Assembly Child Protection Policy** and have completed the **Child Protection Policy Acknowledgement Form** (see section E of this manual)
  - Have a team member available at family registration area to answer questions
  - When recruiting volunteers please use the natural connections of people already serving in nursery ministry within the Presbytery
- Supply cribs, pack-n-play, changing tables, toys, crafts, snacks, meals, etc.
  - Plan programs for children which are age appropriate (games, activities, etc.)
    - Plan Bible stories and songs
  - Make name tags for both children and workers
- Family Registration Team will regularly provide updated registration lists
- Have a team member available at family registration area to answer questions
- Arrange for clean-up and return of any borrowed items
- Make final financial report to the Chair of Families Subcommittee
- Within 30 days of the close of General Assembly, submit a report to the Chairman of the Host Committee highlighting any recommended improvements in procedures
  - See previous years Host Committee reports, please visit <http://www.pcaac.org/host-committee-reports/>

### **Publication Needs and Deadlines:**

Provide program and activity descriptions, pricing, schedule, contact information, etc. for the *General Assembly Information Book* and website. See section G for details.

Send to the AC Meeting Planner by **October 16**.

## **PCA General Assembly Child Protection Policy**

In designing the policy of child protection, leaders must remember that the primary goal of any policy is the protection of the child, as well as the spiritual development of a nurturing covenant community. Leaders should approach the issue with a pastoral perspective and resist the temptation to concentrate solely on the legal issues of organizational liability. That being said, the PCA General Assembly Child Protection Policy must comply with all state and local regulations. Child abuse (sexual, physical or emotional) or neglect is not in keeping with the gospel and will not be tolerated in the PCA. General principles when dealing with children and youth:

- A child or youth is any individual up through 17 years old.
- Parents are responsible for supervision of their children if they are not attending a scheduled program or activity.
- All individuals interacting with children and youth are required to receive a copy of this Child Protection Policy and must be familiar with the requirements of the policy. A signed acknowledgment form must be on file with the host committee.
- In order to prevent child abuse (sexual, physical or emotional) or neglect, all personnel, volunteers, and workers that work with children and youth will be asked to complete a background check authorization form. And each host committee is responsible for completing national background checks prior to General Assembly. A file will be maintained by the host committee presbytery.
- Any person who is known or determined to have committed abuse or confessed to abuse is disqualified for service. The PCA General Assembly will not knowingly allow anyone who has been convicted of abuse to participate in any ministry working with children or youth.
- Every attempt will be made to have two adult workers present with children at all times. Workers will avoid one-on-one situations with a child or youth whenever reasonably practical.
  - When the situation arises that only one adult is in the room, the door to the room will remain open until the second adult can return.
  - Whenever meeting with a single individual is necessary, attempt to meet in an open area, or in a room with an open door or door-view glass.

## Code of Ethics

While acting in your capacity as a children's or youth worker the following rules shall apply:

- Children/Youth workers shall not abuse children or youth, specifically refraining from:
  - Physical neglect of a child or youth, including failure to provide adequate supervision during a General Assembly sponsored event.
  - Any evidence of sexual activity in the presence of or in association with a child or a youth.
  - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or a youth.
  - Any sexual abuse behavior or bodily injury to a child or a youth.
  - Mental or emotional injury to a child or a youth.
  - The presence, possession or access to any obscene or pornographic materials at any General Assembly function.
  
- All workers shall use speech appropriate for ministry and refrain from using profanity in the presence of children or youth.
  
- Smoking or use of tobacco products in the presence of children or youth is prohibited. Using, possessing, or being under the influence of alcohol or illegal drugs in the presence of children or youth is prohibited.
  
- All workers must report any personal contagious diseases that might adversely affect the health of the children and youth.
  
- Law requires that all citizens report any reasonably suspected abuse or neglect to a child or youth through 17 years of age to the Department of Children's Services. All workers shall cooperate to the full extent of the law. Strict confidentiality will be maintained throughout the investigation.

## Child Abuse Reporting Procedures (for workers)

Common symptoms of an abused or molested child may include: lacerations and bruises, difficulty while sitting, nightmares, anxiety, sexual self-consciousness, and withdrawal.

Upon the first suspicion of an instance of child abuse, the following steps should be taken:

- Do not treat any suspicion as frivolous or completely innocent.
  
- Mandated Reporting: observed or reported child abuse should be reported immediately to the Team Leader or Children's Director. Failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with the team leader to help protect the child and help the family.
  
- The Team Leader or Director receiving the initial report will be responsible for examining the facts reported and the condition of the child on the same day, when possible, that the report is made. They will comply with all state and local laws regarding reporting suspicion to Child Protective Services.

- Maintain confidentiality of the investigation in consideration of all parties involved.
- Cooperate fully with all church leadership and law enforcement officials.
- The expectation is that there will be no contact with the media.

### **Child Abuse Reporting Procedures (for Presbytery Host Committee)**

Upon the first suspicion of an instance of child abuse, the following steps should be taken:

- Do not treat any suspicion as frivolous or completely innocent.
- Report what you observe immediately to the Host Committee Chairman and the PCA Administrative Committee Operations Manager. Upon receiving the initial report they will be responsible for reporting to the Child Protection Services and complying with all state and local laws.
  - The Operations Manager can be located during General Assembly in the Office of the Stated Clerk.
  - The Operations Manager will report this information to the PCA Stated Clerk and the Business Administrator as soon as reasonably possible.
- The Presbytery Host Committee Chairman and PCA Administrative Committee will contact the insurance company and any appropriate legal representation regarding the child abuse report.
- Maintain the highest confidentiality of the investigation in consideration of all parties involved.
- Cooperate fully with all church leadership and law enforcement officials.
- In the event an accusation is brought against a staff person, volunteer or worker, the accused individual will be restricted from any further work with children and youth until the matter has been fully investigated and appropriate responses determined.
- After filing a report with Child Protection Services, in coordination with law enforcement, the Host Committee Chairman will inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation. If child abuse is confirmed, legal counsel should further advise all parties as to the legal and prudent response.
- The expectation is that no individual party would have contact with the media. Legal counsel is solely responsible for dealing with the media.
- If it is determined that a staff person or volunteer has violated the Child Protection Guidelines the proper disciplinary action will be determined by the individual's employer or responsible party.

## Child Protection Policy Acknowledgment Form

Please initial each line, then sign and date below:

\_\_\_\_\_ I give my authorization for the PCA General Assembly / General Assembly Host Committee / Presbytery to submit a national/state criminal background check on me.

\_\_\_\_\_ I understand that I am required by law to report known or reasonably suspected instances of child abuse, and I am expected to follow the reporting procedures outlined in the PCA General Assembly Child Protection Policy.

\_\_\_\_\_ I acknowledge that I have received, read, and agree to abide by the Code of Ethics and PCA General Assembly Child Protection Policy.

\_\_\_\_\_ I understand that I am to report as soon as possible any accidents or injuries to children, youth or myself to the Team Leader or Children's Director.

\_\_\_\_\_ I understand that if I act in violation of any policy or procedure established by the PCA General Assembly for the protection of children and youth, that I will be restricted from any further work with children and youth until the matter has been fully investigated and appropriate responses determined.

\_\_\_\_\_  
Print Full Name including Middle Initial

\_\_\_\_\_  
Volunteer/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone

(For onsite at General Assembly use only)



**Child Safety Policy: Reported Behaviors**

Date of Report: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Person reporting event: \_\_\_\_\_

Person receiving report: \_\_\_\_\_

Description of event including name(s) of person(s) involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up action items with dates:

- 1. \_\_\_\_\_ Date: \_\_\_\_\_
- 2. \_\_\_\_\_ Date: \_\_\_\_\_
- 3. \_\_\_\_\_ Date: \_\_\_\_\_

Other Notes:

\_\_\_\_\_  
Signature of Children’s Leadership team member



## Criminal Background Check Authorization Form

I hereby give my permission for the PCA General Assembly / General Assembly Host Committee / Presbytery to obtain information relating to any criminal record. A reputable provider to process the national/state criminal check information will be used. The criminal record, as received from the reporting agency, may include arrest and conviction data, as well as plea bargains and deferred adjudications. I understand that this information will be used to determine my eligibility for volunteer service during the PCA General Assembly.

I understand that I will have an opportunity to review my national/state criminal history if there is a positive report and that there is a procedure available for clarification, if there is a dispute regarding the information or records. This information is held as confidential and may be viewed only by Presbytery and Host Committee Chairman and Chair of Families Subcommittee.

---

Volunteer/Applicant Signature

---

Print Full Name including Middle Initial

---

Date of Birth

---

Social Security Number

---

Driver's License State & Number

---

Sex

---

Today's Date

This national/state criminal background check information is returned to:

---

**Please initial:**

\_\_\_\_\_ I give my authorization for the PCA General Assembly / General Assembly Host Committee / Presbytery to submit a national/state criminal background check on me.

## COMMUNION SERVICE

Communion is traditionally served during the first worship service. This responsibility is overseen by the Communion Team (see page D-10). So that communion is conducted without distractions, it is wise to insure that logistical details are well planned, and that the distribution of the elements is rehearsed.

Some key details to consider are:

- The number of people attending the services varies from 2,000 to 4,500.
  - We usually have higher attendance when we meet in the Southeast.
- There should be sufficient communion utensils and communion elements to accommodate the large congregation.
- Recruit elders to serve.
  - Other presbyteries may provide names of elders that would like to distribute the communion elements; the AC staff will forward any names received.
- Provide for clean-up at the facility and return of communion trays and table cloths

As you plan the communion service, take into consideration the *Westminster Standards, Book of Church Order* and Reformed communion liturgies:

- A minister is to preside at the administration of communion
- Typical order of communion:
  - Words of Institution from one of the Synoptic Gospels or 1 Corinthians
  - Confession of sin - corporate and/or silent individual confession
  - Assurance of pardon - appropriate portions of Scripture and statement by presiding minister
  - “Fencing the table” - presiding minister states who may not commune
  - Encouraging the weak
  - Invitation to commune - “open communion”
    - Baptized communicant members in good standing from any evangelical Church, *BCO 58-4* (see below)
  - Sursum Corda - lift up your hearts to heaven where Christ dwells
  - Pre-communion Prayer
    - Thanksgiving for God’s creation, providence, revelation and redemption
  - The Bread
    - Minister takes, blesses and breaks the bread
    - Words of delivery
    - Distribution of bread
  - The Cup
    - Minister takes and blesses the cup
    - Words of delivery
    - Distribution of cup



- Post-communion prayer
- Psalm or hymn
- Benediction

***Book of Church Order 58-4***

On the day of the observance of the Lord's Supper, when the sermon is ended, the minister shall show:

- That this is an ordinance of Christ; by reading the words of institution, either from one of the Evangelists, or from 1 Corinthians 11, which, as to him may appear expedient, he may explain and apply;
- That it is to be observed in remembrance of Christ, to show forth His death till He come; that it is of inestimable benefit, to strengthen His people against sin; to support them under troubles; to encourage and quicken them in duty; to inspire them with love and zeal; to increase their faith, and holy resolution; and to beget peace of conscience, and comfortable hopes of eternal life.

Since, by our Lord's appointment, this Sacrament sets forth the Communion of Saints, the minister, at the discretion of the Session, before the observance begins, may either invite all those who profess the true religion, and are communicants in good standing in any evangelical church, to participate in the ordinance; or may invite those who have been approved by the Session, after having given indication of their desire to participate. It is proper also to give a special invitation to non-communicants to remain during the service.

## GENERAL ASSEMBLY INFORMATION BOOK

*General Assembly Information Book (GAIB)* is developed by the Administrative Committee (AC), for distribution to registered commissioners and exhibitors. The Host Committee provides some content for the GAIB, but the AC is responsible for completing and mailing. All content must be approved by the AC.

### The Host Committee should provide the following items before October 16:

Host Committee Chair:

- Welcome Letter - max 200 words
- High Resolution Photo (usually a headshot) - minimum 300dpi

Host Housing Subcommittee:

- Housing type, reservation information, pricing (if applicable), contact name and information

Local Transportation Subcommittee:

- Confirm parking and shuttle options and work with AC staff on publication needs

Worship Subcommittee:

- Bio for each worship speaker - max 150 words for each bio
- High Resolution Photo of each speaker - minimum 300dpi
- Bios and photos may be necessary for the special music

Women's, Youth, Elementary, and Nursery:

- For each program, event, tour or activity submit:
  - Description - max 100 words
  - Rate - see box below
  - Location for pick-up/drop-off - convention center lobby, hotel lobby, ballroom
  - Transportation - buses and vans, if provided
  - Times - start and end
  - Number - if there is a minimum or maximum of participants
  - Please do not include images. The AC staff will work with the appropriate PR departments for licensing needs.

### Family Registration Pricing Guidelines

**Please supply the rate for each activity. Your rate should take into account:**

- Ticket costs
- Meal costs
- Transportation costs
- Décor costs
- Credit card processing fee (average 3%)
- All applicable taxes and service charges

The rate you provide will be the "early bird" rate to attendees. As the event draws closer, the prices will increase.

The CDM fee of \$10 will be added to the final registration cost. **Do not include** this fee in your rates.



## VOLUNTEER NEEDS

A key function of the Host Committee is to provide volunteers to help during the General Assembly. The below needs do not take into account the volunteers needed by various Subcommittees of the Host Committee, so it will be a good idea to coordinate the needs of all Subcommittees to avoid overlap.

The specific volunteers needed to assist the AC are listed below.

### **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 9 a.m. / near loading dock**

### **Saturday: Tote Bag Team – 20+ people**

20+ people to stuff Commissioner Tote Bags with onsite GAIB and Assembly related materials.  
Specific time/location: **Saturday 10 a.m. / meeting space near loading dock**

### **Saturday: Network Set-up Team – 2-3 people**

2-3 people to help with the set-up of the General Assembly computer network – these volunteers need to have a good working knowledge of setting up computer networks. The network needs to be operational by 8 a.m. Monday.  
Specific time/location: **Saturday 10 a.m. / Stated Clerk's Office**

### **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 4 p.m. / near loading dock**

### **Monday-Thursday: "Ask Me" Guides – approximately 40+ people**

5+ locations (depending on the facilities) to welcome our guests, answer questions, and assist attendees. It is helpful for these volunteers to be familiar with the area and provide directions to hotels, restaurants and entertainment, transportation, and nearby businesses. Often Host Committees set up shifts each day (i.e. 7:45 a.m. – 12 noon, 12 noon – 4 p.m., 4 -7:45 p.m.), and volunteers may want to work the same shift each day or multiple shifts in one day as their schedules allow.  
Specific times: **Monday 9 a.m.-5 p.m.; Tuesday 7:45 a.m. – 7:45 p.m.; Wednesday 7:45 a.m. -7:30 p.m.; and Thursday 7:45 a.m. – 7:30 p.m./Location: to be determined around facilities**

### **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 9:30 a.m. / near loading dock**

### **Additional Volunteers as Needed**

Each Assembly is unique, and while this is a good list of volunteer needs, there may be a specific event or need that arises at your General Assembly. It would be helpful to have two volunteers available to assist as needed during the week of General Assembly.

Remember this is only a list of those volunteers needed by the AC. Please coordinate with each subcommittee and team for their specific volunteer needs. When recruiting volunteers please use the natural connections of people already serving in various areas of ministry (nursery, children, youth, etc).

## Guide for Women’s Ministry at General Assembly

### Women’s Schedule

This is a sample schedule with traditional timeframes.

| Tuesday   | Wednesday                                    | Thursday                                  | Friday  |
|---|--|---|---|
| <b>Family Registration</b><br>7:30 am – 7:30 pm | <b>Seminars</b><br>8 – 11:30 am              | <b>Seminars</b><br>8 – 9 am               | <b>Worship/Devotional</b><br>8 – 8:30 am      |
| <b>Women’s Prayer Time</b><br>3 – 4 pm          | <b>Women’s Program</b><br>11:30 am – 12 noon | <b>Women’s Program</b><br>10 am – 12 noon | <b>Tours and Activities</b><br>9 am – 12 noon |
| <b>Tours and Activities</b><br>10 am – 4:30 pm  | <b>Women’s Luncheon</b><br>12 noon – 1 pm    | <b>Women’s Tea</b><br>12 noon – 1 pm      |   |
|   | <b>Worship Service</b><br>1:30 – 3 pm        | <b>Tours and Activities</b><br>1 – 5 pm   |   |
|   | <b>Women’s Prayer Time</b><br>4 – 5 pm       | <b>Worship Service</b><br>7:30 – 9 pm     |   |

Please be aware of the following items as you are creating the women’s schedule:

- You set the schedule for your women’s events and activities, but know that the above times are when things have been traditionally held.
- Work closely with other teams to confirm that women have adequate time to drop-off/pick-up their children before tours, activities and programs begin/end.

### Areas of Responsibility

#### Women’s Registration

The Host Committee is responsible for managing the registrations for all family programs and activities. The AC provides the service to process online registrations, but the Host Committee receives these and any paper registrations. The host committee is responsible for the master list of family registrations.

### **Onsite Registration and Check-in**

Most of the women's registrations will be received prior to General Assembly. However, there is a need for onsite registration. When planning for onsite registration:

- AC will assign a space and provide Wi-Fi.
  - If you have any networking needs, please contact AC by the end of April.
- Please provide office supplies and equipment – computers, printers, copiers, etc.
- Some family subcommittee teams (tours, events, children, and youth) should have a volunteer on hand to answer questions.
- Coordinate with finance subcommittee on how to handle onsite registration funds.

### **Hospitality Suite**

The AC will assign a space for the women's hospitality suite - a place for the women's to relax and get to know each other. During the General Assembly business this is a place to be refreshed. The hospitality suite may also be used for the women's prayer times.

- Please arrange for light snacks, comfortable seating, and décor.
- Volunteers to be on hand to engage visitors and make newcomers feel welcome.
- The hospitality suite is usually open whenever the business is in session, unless a women's event is occurring.
- The hospitality suite may also be used for the women's prayer times.

### **Tours and Activities**

Women are increasingly interested in the seminars and business of the General Assembly, but tours and activities still play an important role in Women's Ministry.

As you evaluate the unique opportunities your region provides, please choose options that might edify our women, stay within a reasonable budget, and showcase your city.

To accommodate the programs and seminars, we suggest that the tours:

- **Wednesday and Thursday begin** after the programs end (usually around 1:30 p.m.)

However, there are those rare occasions when a tour may require a full day, and then women must make a choice.

### **Prayer**

Women serve in a vital ministry of prayer at the General Assembly.

- Prayer is important in the planning of General Assembly. Coordinate with the prayer subcommittee to host or facilitate pre-assembly prayer opportunities for women in your presbytery.
- CDM hosts two prayer times for women:
  - Tuesday afternoon in the Hospitality Suites
  - Wednesday afternoon in the Hospitality Suites
- The Prayer Subcommittee coordinates an additional prayer time on Tuesday afternoon

## **Women's Tote Bags**

Everyone likes to receive a gift! Traditionally, women's ministry provides a tote bag to each woman registrant.

- The cost of the tote bags should be considered as registration rates are finalized. Tote Bag sponsors can help defray this cost.
- You are responsible for selecting and printing the women's tote bags.
  - The AC may be able to assist in locating a tote bag supplier.
- Local businesses and ministries may provide gifts or inserts for the tote bags
  - Any inserts should be approved by the Host Committee Chairman

## **Finances**

The women's ministry budget operates under the Families Subcommittee. Here are few things to keep in mind as you create your budget:

- Please see to each team's responsibility page for any specific financial needs they may have.
- Please refer to the box at the bottom of page G1 for the Family Registration Pricing Guidelines.
- To help offset CDM expenses for travel, honorariums, and program needs, each woman's registration has a \$10 fee. This is a separate line item on the registration form, but will be collected by the Host Committee and paid to CDM at the end of the Assembly.

## **Promotion**

Work with CDM to actively promote GA women's ministry through their eNewsletter, website, and Facebook page. Work with the AC to promote your events on the General Assembly Facebook page.

## **Events**

The programs offered on Wednesday and Thursday anchor the entire women's ministry at General Assembly. Coordinated by CDM the Host Committee still plays an important role. Please see Women's Events Team page

- Wednesday Program
  - Starts after the morning seminars
  - Program and Speaker is arranged by CDM
- Wednesday Lunch
  - Usually follows Wednesday program
  - Selected by Host Committee
    - Location
    - Menu
    - Décor
- Thursday Program
  - Arranged by CDM, but the Host Committee may offer a meal or tea option
  - Varies from informative to creative and informal events
- Please keep luncheon costs accessible for all attendees
  - Refer G-1 for Family Registration Pricing Guidelines

## WORSHIP SERVICE GUIDELINES

- Worship services shall be included as approved by the Assembly. The Administrative Committee must approve any non-PCA speaker [at the October meeting]. (*RAO* 10-3)
  - Speakers must be compatible with Reformed theology
  - Speakers are expected to respect PCA distinctives in theology, polity and worship
  - Speakers may not use the General Assembly worship services as a platform for promoting their own enterprise
  
- **Worship is to be conducted within the theological parameters of the *Westminster Standards*** (*WCF* I.6; XX; XXI; XXVII; XXIX; *WLC* Qq. 107-100; Qq. 154-196; *WSC* Qq. 45-56; Qq. 89-93; 96-107).
  - Citations regarding the Sabbath are omitted because the Assembly does not meet on the Lord’s Day.
  - Citations regarding baptism are omitted because baptism is not administered at the General Assembly.
  
- Though only *BCO* Chapters 56, 57, and 58 in our *Directory of Worship* have full constitutional status, **the principles of our Directory of Worship should be honored.**
  
- **Remember that Reformed worship is** neither Prescribed (with a required detailed liturgy, such as Roman Catholic, Eastern Orthodox, Anglican, or Lutheran), nor Free-Style (with no binding parameters, such as Quaker, charismatic, or Baptist), but rather **Directed** (bound by biblical and theological principles, yet allowing freedom within those biblical and theological parameters). The biblical-theological parameters are:
  - Reformed worship is **biblical**
    - Obeying and following biblical commands prohibitions, principles
    - Considering biblical precedents
  - Reformed worship is **God-centered**
    - Adoration of God, by the people of God, in accordance with the word of God
    - God is the audience
  - Reformed worship is **participatory**
    - The congregation is to participate in worship. Participation includes: congregational singing, common prayer, corporate confession of faith, responsive readings, unison readings, corporate confession of sin, giving offerings, or receiving communion.
    - Congregation should not merely observe the “worship leaders”
  - Reformed worship is **historically informed**
    - Filter all of Church history through the grid of Scripture
    - Do not dismiss or feel bound by historical worship practices



- Reformed worship is **culturally appropriate**
  - The first four principles (above) may be legitimately and differently expressed in various cultural settings and at different times
- *Within our biblical-theological parameters, there is liberty and variety*
- Be considerate of the reality that **there is a spectrum of worship practices in the PCA** within the parameters of our constitution.
- **Avoid unnecessary offense.** Do not push the envelope in either extreme
  - High Church - choral selection sung in Latin, using only fermented wine in communion, or calling the assurance of pardon an “absolution”
  - Too Contemporary - liturgical dance, religious drama, or hard rock music
- **Adhere strictly to the allotted time frame for services. Start on time; end on time!**
  - The Assembly docket all worship services on Wednesday and Thursday (with a 30 minute “devotional” on Friday), and generously allots 1½ hours (90 minutes) as the not-to-exceed time limit.
    - It is the General Assembly itself that decides the time allotted for worship services, by adopting its own docket, not the Host Committee
    - *All* who lead in *any* parts of the worship service (prayer, reading scripture, music, preaching, administering communion, etc.) should be aware of the time limitations.
  - Following the worship services:
    - Wednesday – Election of the Moderator
    - Thursday - frequently the Assembly reconvenes for business
    - Friday – the Assembly will reconvene for business if needed
    - There is usually a 10-15 minute period of time between the ending of the service and the reconvening of the Assembly.

## The Structure of the Services

An accepted principle of worship is that the structure of the service (order of worship, or shape of the liturgy) should itself be a proclamation or re-presentation of the Gospel.

In his “Gospel Worship Seminar,” Bryan Chapell cites a common flow, looking across the historic structures in Western Christianity:

- Recognition of God’s character
- Confession of our character
- Affirmation of God’s grace
- Instruction for personal transformation
- Responding in Covenant faithfulness

In his worship course at Reformed Theological Seminary, L. Roy Taylor advocated a similar flow:

- God’s Glory – Adoration
- Our Guilt

- God's Grace - Combining the affirmation of God's grace and biblical instruction for personal transformation
- Our Gratitude

The various components of the service may then be included in an order of worship that represents the Gospel. For example:

- God's Glory - Adoration
  - Call to worship
  - Doxology, Psalms, Hymns or spiritual Songs of Adoration
  - Prayers of Adoration
  - Scripture readings focusing on God's character
  - Confession of Faith [Apostles Creed, Nicene Creed, biblical confessions of faith such as I Timothy 3:16, Philippians 2:9-11, or *Westminster Standards*]. There are also musical settings of the Apostle's Creed, see new Trinity Hymnal, 741, 742.
- Our Guilt.
  - Corporate confession of sin via adapted scripture readings (ex. Psalm 51, 32, etc.), common prayer of confession read or sung, a litany of confession, Ten Commandments and/or Two Great Commandments read or sung, see new Trinity Hymnal, 724.
  - Individual, silent prayers of confession.
- God's Grace - Combining the affirmation of God's grace and biblical instruction for personal transformation.
  - Assurance of pardon, appropriate passages of scripture read, declaration by minister.
  - Congregational Response – a doxology, Psalms, Hymns or spiritual Songs of thanksgiving, prayers of thanksgiving (extemporaneous, directed, litany, collect, or common prayer).
  - Prayers of supplication (for ourselves) and intercession (for others) [a.k.a. "Pastoral prayer," "the long prayer," "prayers of the people"].
  - Scripture reading(s) - OT & NT (written word of God).
  - Prayer for illumination - understand of Scripture
  - Sermon, (proclaimed word of God), exposition and application of the word of God, biblical instruction for personal transformation
  - Psalms, Hymns or spiritual Songs of response to the word of God.
- Our Gratitude.
  - Giving - tithes, gifts, offerings, alms
  - Offertory
  - Communion - if administered, see details on Communion Service Guidelines
  - Benediction

### **Worship Speaker Deadlines**

- One month prior: **Speaker Release Form** (provided by AC)
  - If the release form is not provided the sermon will not be recorded or webcast
- Three weeks out: **Sermon Title and Scripture Reference**
  - Needed for worship program publication and recording sales preparation

## Music Team Tips

- Coordinate with AC for move-in, rehearsal, and sound checks
- Traditionally there is a pre-worship music time (30 minutes) prior to the beginning of the each worship service
- Provide all riders that include necessary audio-visual equipment – two months prior
- Submit Talent Release Form – one month prior
  - This release form is required for webcast
  - If there is a choir or musical group, one person may complete the release form for the whole group.
- Worship Music – we must abide by all copyright and webcasting regulations.
  - When printing lyrics in the worship bulletins or on PowerPoint slides, please include the PCA General Assembly CCLI number 79205.
  - We must report all song used to CCLI. Please provide:
    - The CCLI song number
    - Song Name
    - Writer or Composer
    - Publishing Company
    - Year the Song was Published
    - Please indicate if the song is public domain
- PowerPoint slides of worship lyrics and sermon notes:
  - The AC will provide the needed technical specs
  - Provide slides at least one month prior to the General Assembly