# 46<sup>th</sup> General Assembly June 12-15, 2018, Atlanta, GA Host Committee Post-Assembly Reports



Metro Atlanta Presbytery July 2018

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# General Assembly 2018 Host Committee General Administration Report

#### **Scope and Objectives:**

The Metro Atlanta Presbytery began discussions around hosting an upcoming General Assembly in 2016, at the encouragement of the PCA Administrative Committee. After discussions over two Presbytery meetings, TE Walter Henegar and RE Jim Wert were asked to assemble a Host Committee and begin planning for a General Assembly in Atlanta in June 2018.

The overall tasks and scope of the effort, funding and volunteers required has been generally well-documented from prior Assemblies. However, on particular challenge that the Atlanta Committee faced was the introduction of a new, shortened schedule beginning in 2018; we were to be the proverbial guinea pigs. This introduced uncertainty in several areas:

- How would this affect attendance, particularly since one of the rationales behind the shorter assembly was the desire to attract more ruling elders?
- How should we adapt the worship service schedule, with the opening service now to occur in an afternoon session, and the final worship being significantly shortened and potentially subject to last minute cancellation should the Assembly end early?
- What should our expectations be for the financial impact from worship offerings given this shortened schedule?
- How should women's and children's programs be scheduled with less available windows
  in general, and more limited flexibility for full day events?
- Should we drop any kind of planned gathering sponsored by the Host Committee, similar to what occurred in Chattanooga (Covenant College) or Greensboro (downtown concert)?
- Should a shorter Assembly require a smaller overall budget, or comparable to prior years?

Overall, there were several objectives that the core Host Committee leadership had to pursue, apart from the scope and responsibilities of individual subcommittees:

- Assemble the Host Committee leadership team, and key subcommittee leadership in particular
- Establish an initial estimate of an overall budget
- Guide the decision making process leading to the selection of a General Assembly theme
- Connect with the leadership of prior General Assemblies, as well as the Administrative Committee to get counsel and advice, delineate roles, identify best practices and pitfalls to avoid, establish key deadlines, etc.

- Keep both the Metro Atlanta Presbytery and AC updated at their stated meetings in the year leading up to the Assembly, including through written reports and PowerPoint presentations where useful
- Serve as a liaison to other presbyteries, especially those near the metro Atlanta area
- Serve as a liaison to the Administrative Committee, especially the Events Coordinator, Amanda Burton, and Business Administrator, John Robertson; as well as contacts at the host hotel
- Provide general support and coordination for and between subcommittee leadership across the Host Committee

Key milestones and deliverables for core Host Committee leadership included:

- Preparing for, kicking off and establishing a regular pulse of Host Committee meetings
- Preparing for the promotion of the 2018 Assembly during the 2017 gathering, ideally including the finalization of a theme, Host Committee logo, general program details, and volunteers to staff an exhibit booth
- Assuring the development of all scheduling and program details in time for an October deadline for the initial commissioner's handbook, and delivered to the AC
- Writing a welcome letter from the Host Committee to include in this handbook
- Developing an initial draft of a Host Committee operating budget, with adjustments over time as individual subcommittees firmed up their plans
- Developing estimates on giving targets for each church in the Presbytery in order to meet the budget, along with periodic giving reminders where necessary
- Developing an integrated plan for total volunteer needs, again shared with Presbytery churches
- Preparing agendas, minutes and support materials for all Host Committee meetings
- Developing support tools for use during the Assembly, e.g., a layout of the host hotel
  with key Assembly functions and spaces identified; developing tools and maps to assist
  visiting commissioners and families, e.g., local restaurants within walking distance,
  locations for GA seminars
- Preparing welcome remarks for various Assembly gatherings, e.g., the AC Appreciation Dinner, and for the opening of GA itself

#### **Host Committee Budget:**

For the total Host Committee operating budget, we established a target of \$80,000. This was an aggressive budget, and reflected several things: 1) an downtown urban Assembly, making things like food, transportation, and volunteer costs more expensive; 2) a desire to defray some of these costs for family and children's programs, including subsidies for some events and the decision to cover all bus/transportation costs as part of the Host Committee budget; and 3) our desire to support our Assembly theme of "Love God & Love Neighbor" through a more significant prayer emphasis (including a well-supported pre-Assembly prayer meeting) and a collection of community outreach efforts with local ministries through our "Love Neighbor" committee.

For budgeting purposes, we did not include event or tour registration fees as part of this \$80,000. Instead, we treated these as a separate budget, with the objective of managing revenues and expenses (apart from Host Committee subsidies) as close to breakeven as possible. Women's tours, the Women's breakfast event, and all of the children and youth excursions developed their own budgets on this basis.

We broke down the \$80,000 budget as follows:

Worship:	\$9,000	Programs printing, speaker honoraria, musician costs, communion supplies	
Women/families	\$36,000	Total of 7 italicized areas, below	
Registration	\$9,000	Women's bags and content, name tags/lanyards for women and family volunteers, name tags/lanyards for registered women, signage for registration tables, non-donated items for Women's bags	
Hospitality	\$3,250	Refreshments (including high-priced hotel catering), room decorations and amenities, door prizes, special activities (photo booth, massage chairs, etc.), aprons or shirts for volunteers	
Women's Breakfast	\$5,300	Subsidies on per person costs, speaker honoraria, decorations, door prizes, cost of admission for volunteers	
Women's Tours	\$2, <mark>1</mark> 50	Admission subsidies on per person costs, admission for volunteers, water/refreshments on buses, aprons or shirts for volunteers	
Nursery	\$10,300	Hired nursery workers, aprons or shirts, snack/lunch fees for children	
Children/Youth Fam <mark>il</mark> ies contingency	\$3,600 \$3,250	T shirts, refreshments, admission price subsidies  Just in case we hit an unexpected expense  (e.g., our need to shift to a "plan b" for one youth trip)	
Prayer	\$1,200	Pre-Assembly program printing, musician and speaker honoraria, promotional materials, AV support	
Communications/PI	R \$9,000	Logo design, signage (e.g., around hotel, on buses), printing costs not covered in other budgets, promotion costs for other subcommittees, special host committee lanyards, aprons, and hats	
Transportation	\$12,500	For women's tours, children and youth programming, pre- Assembly sight-seeing loop (all costs covered by Host Committee versus baking into registration fees)	
Hosts and Runners, Volunteer Coordina		Aprons/hats for volunteers, snacks and water for load-in and bag-stuffing volunteers, subsidized parking	

**Love Neighbor** \$2,500 Aprons/hats for volunteers, promotional materials, outreach

events supplies and support

**Host Committee** \$8,300 GA promotional costs (e.g., at 2017 GA), Host Committee

shirts/lanyards, subsidizing of hotel/parking costs for Host Committee members as needed, mileage for meetings and visits to other presbyteries, 2-way radios, Host Committee room office supplies, contingency reserve for other

subcommittees

## Total Host Committee Operating Budget: \$80,000

Our overall operating budget versus our actual expenses turned out as follows (noting that there are roughly \$2,000 of these expenses that are still have status as estimates or "to be paid"):

Area	Initial Budget†	Actual†	Difference
			Surplus/(Deficit)
Worship	\$9,000	\$5,875	\$3,125
Women/Families:			
Registration	\$9,000	\$1,906	\$7,094
Hospitality Room	\$3,250	\$1,678	\$1,572
Women's B'fast	\$5,300	\$10,452*	(\$5,152)*
Women's Tours	\$2,150	\$4,567*	(\$2,417)*
Nursery	\$10,300	\$3,594*	\$6,706*
Children/Youth	\$3,600	\$9,250*	(\$5,650)*
Contingency/Other	\$2,400	\$2,682	<u>(\$282)</u>
Total	\$36,000	\$34,129	<u>\$1,871</u>
Registration Fees Collected**	Λ <del>.</del> ΤΙ /	<u>(\$20,271)</u>	<u>\$20,271</u>
Net after including collected fees	\$36,000	\$13,858	\$22,142
Prayer	\$1,200	\$1,949	(\$749)
Communication	\$9,000	\$7,808	\$1,192
Transportation	\$12,500	\$13,625	(\$1,125)
Hosts/Runners/Volunteer Coord.	\$1,500	\$1,054	\$446
Love Neighbor	\$2,500	\$1,206	\$1,294
Host Committee	\$8,300	\$3,207***	\$5,093
TOTAL (net)	\$80,000	\$48,582	\$31,418 surplus

<sup>\*</sup> These expenses include all charges, some of which were offset by registration fees

<sup>\*\*</sup> Fees were collected based on "early bird" pricing (up until March 31), "regular" pricing (up until May 31), and on site "full" pricing where there was still capacity.

<sup>\*\*\*</sup> Includes an estimated expense for a post-GA Host Committee debriefing dinner

<sup>†</sup> Both initial budgets and actual expenditures were fluid to a degree, with adjustments over the months leading up to General Assembly, as well as between subcommittees (e.g., within the Women/Families subcommittees, or between subcommittees such as Communications, which picked up some expenses initially assigned to other subcommittee budgets.

For the Host Committee Administrative budget itself (\$8,300), we broke this down initially as follows:

GA 2017 Promotion: \$250 (excludes logo work and signage, included in

communications budget)

Mileage/travel: \$250 Radios/office supplies \$500 GA Lodging/parking \$1,000 Host committee lanyards \$1,500

and "thank you items"

Contingency/other \$4,800

Total \$8,300

Per the above table, actual Host Committee spending fell well short of this budgeted total.

With regard to revenue raising, after developing our budget, we then created a target giving amount for all the churches in the Metro Atlanta Presbytery. This began with a series of discussions with the MAP "tent pole" church, Perimeter Church, which covered a substantial percentage of our overall budget. We then allocated the remaining budget across the other 31 MAP churches based on their annual giving levels to the Presbytery, and informed each of this assigned goal. In contrast to some past assemblies, where substantial funds were contributed to support the GA budget from local visitors or convention bureaus, we had no funding from sources outside of the PCA for this General Assembly.

Our actual revenues toward the \$80,000 budget were as follows:

 From MAP churches:
 \$71,660
 87%

 From other presbyteries:
 \$ 9,900\*
 12%

 From individuals:
 \$ 515
 1%

 Total raised:
 \$82,075
 100%

<sup>\*</sup> Note: \$5,000 of these presbytery contributions came from the Piedmont Triad Presbytery, who chose to "pay it forward" given their own surplus from the 2017 GA. MAP plans to continue this practice. Ten other presbyteries contributed at or close to the \$500 "askings" that the AC has suggested from presbyteries to support the annual GA.

# **Host Committee Composition and Contact Information:**

Committee	Lead	Contact	Lieutenants
General	Jim Wert	jwwert@gmail.com (404) 421-9378	
Administration,	Walter Henegar	walter@atlantawestside.org	
<b>Committee Co-Chairs</b>	(also secretary)	(404) 450-7385	
Worship	Aaron Messner	<u>a.messner@wmpca.org</u> (404) 626-4586	Dale Zarlenga (770) 755-8335 (dalezarlenga@carriagelanepres.org)
Communion	Perimeter support on supplies	1 0 1	Chaplains, presbytery elders, others mobilized at GA
Ushering	Perimeter diaconate		Perimeter and other diaconates
Finance	Jamey Short	jameys@perimeter.org (404) 401-1241	
Prayer	Andrew Flatgard	andrew@intown.org, (678) 206-5455	Kipper Tabb
<b>Public Relations</b>	Randy Renbarger	randyr@perimeter.org (404) 307-2429	Scott Logan, (770) 309-8375 scottl@perimeter.org
Families – Overall Leadership	Kathy Stair	ksstair@aol.com (678) 640-7721	Sally tenPas, (678) 356-5711 Sallytenpas@yahoo.com Greer Pelletier, (678) 697-2022 gpelletier02@yahoo.com
Family Registration	Suzanne Heninger	Church of the Redeemer suheninger@bellsouth.net (678) 576-2166	Irene Brennan (nini30319@gmail.com) Florence Kramer Robin Newton (bradandrobin@juno.org)
Women's Events (breakfast)	Kathy Wargo	kwargo@pcanet.org	CDM Women's Ministry team Amy Veerman (decorations) amy@veerman.com Robin Newton (door prizes)
Women's Tours & Activities	Emily Wert	wertfamily@gmail.com (404) 723-2310	Sherri Williams, (404) 992-0940 (hdsmwfamily@gmail.com)
Women's Hospitality	Judy Tjoe	momtjoe@yahoo.com (770) 339-2857	Mimi Johnson (678) 491-9195 mimijohn1463@gmail.com
Children's/Youth Activities	Kutania Ingram	kutaniai@christchurchatlanta.org (678) 760-8050	Eleanor Lilly, Camp Westminster (Conyers) Brent Curl, Soujourn Adventures ((brentc@perimeter.org) Jeanne Thon (Elementary) Brian Ingram (Youth)
Nursery	Kutania Ingram		Marcella Blocker (678) 449-5366 Brian Ingram (404) 246-0724
Hospitality: Floor Hosts and Housing	Ray Holton	rayholton49@gmail.com	Support from Bob DeLorme
Local transportation	Jacks <mark>on</mark> Harris	jackson@atlantawestside.org (404) 550-7484	
Volunteer Coordinator (incl. Host Committee runners, AC support)	Bob DeLorme	delormeb@bellsouth.net, (404) 642-4454	
"Love Neighbor"	Hace Cargo	(404) 538-9902 hace.cargo@brookhavenpres.com	James Saxon (Apostles) (jsaxon@apostles.org) Dan Decriscio (City Church ES) (daniel.decriscio@kcc.com) Phillip Lee (phillipl@perimeter.org)

**Overview of Host Committee Activities:** 

The decision to host the 46<sup>th</sup> General Assembly in Atlanta in 2018 was initiated within the Metro Atlanta Presbytery in late 2015, began to coalesce into a recommendation by a Special Committee in December 2015, and was approved by MAP at their January 24, 2016 stated meeting. From this point, planning and the assembly of Host Committee members was informal, with Walter Henegar and Jim Wert stepping into the Host Committee co-chair roles. We did spend time in June 2016 with the Host Committee leadership for the Mobile General Assembly, gathering initial information and counsel toward launching our own hosting effort.

The Host Committee held its first kickoff meeting on March 23, 2017. We decided in this meeting to set regular monthly meetings from that point, choosing 7-9 pm on the 4<sup>th</sup> Thursday of every month. Since our desire was to recruit leadership from a broad cross-section of MAP churches, we chose to meet at Intown Community Church, given its relatively central geographic location. A copy of our monthly Host Committee meeting minutes is included in Appendix A.

There were several milestones that defined our Host Committee Activity.

- 1. Preparations leading up to the June 2017 General Assembly in Greensboro. These included:
  - Developing clear points of contact for all MAP churches
  - Filling all sub-committee lead positions
  - Attending at least one Greensboro GA committee meeting by phone, with report on any observations/advice (we actually attended several)
  - Keeping the Presbytery and AC in the loop on key points
  - Mobilizing prayer engagement
  - Selecting a GA theme
  - Developing an initial budget, with church-specific targets for giving
  - Beginning to fill major volunteer needs to fill
  - Assuring that coordination and communication/promotion roles were clear for time during the Greensboro assembly

2. Key deliverables to get in place by year end 2017, including finalizing all materials necessary for the first installment of a Commissioners' Handbook by October 2017, as well as some additional follow-through items, summarized in the following table:

Deliverable	Timing
Written update to AC	September
General plans	2017
Non-PCA worship speakers, if any	
General plan for worship speakers in place	September
Non-PCA worship speakers identified, if any	September
Budgets set	September
General plan for family activities in place	September
General Assembly Information Booklet (including logo and other artwork):	
Welcome letter/photo	
Host housing description, reservation deadlines, pricing (if necessary)	
Transportation information overview (parking, shuttles, pricing if necessary)	
Prayer Promo, if desired	
Love Neighbor Promo, if desired	
Worship speaker bios and photos	
Special music plans and bios/photos, if any	
General overview of planned family programs, activities (prices*, schedules,	0 ( 1 16
contact info, etc.)	October 16
Event(s)/Bruncheon description (pricing*, schedule, speaker, contact info	
Tour activities and descriptions, pricing*, schedule, contact info	
Children's and Youth activities, pricing*, schedule, contact info	
Nursery availability overview, pricing*, schedule, contact info	
Proof the GA Information Handbook	November
GA budgeting in MAP (and other) church budgets	December
Volunteer needs identified and "budgeted"	December

- \* Note: pricing needed to consider
  - Ticket costs
  - Meal costs
  - Transportation costs
  - Décor costs
  - Credit card process (3% on avg.)
  - Taxes/service charges
  - "Early bird"/standard/late registration fee structure
  - Less any subsidies we wished to provide

- 3. Key activities in 2018 leading up to the General Assembly, including:
  - Working with churches to make and fund pledges adequate to meet our operating budget
  - Closing the gap on all volunteer needs, including load-in/out and commissioner bag-stuffing help for the Administrative Committee
  - Finalizing worship and liturgy design, music support, etc.; as well as arrangements for the pre-Assembly prayer service
  - Finalizing all transportation needs, plans, and a contract with bus and driver providers
  - Developing contingency plans for youth and women's events in the case of rain or other disruptions
  - Outlining the plans and mechanics for a "Love Neighbor" financial gift, including the potential to dedicate GA offerings to this purpose
  - Monitoring registration numbers for women and youth events/activities/tours in order to finalize arrangements with the hotel and target destinations, as well as manage a wait list for at-capacity activities
  - Assuring that signage, Host Committee collateral materials (hats, aprons, name tags, lanyards, etc.) were all printed and ready
  - Developing support tools for commissioners and families, and making these available both in print and on the GA mobile app (hotel maps, details on a family shuttle service running on Tuesday, etc.)
- 4. Key activities during GA week itself:
  - Setting up the Host Committee office, including a safe with petty cash, storage for family registration materials, two-way radios for key Host Committee leaders, runners and hospitality hosts, water and coolers for volunteers and selected women and youth outings
  - Assuring volunteers were oriented and well-deployed
  - Monitoring cash disbursals and receipts as required, including worship offerings
  - Assisting with sign placements and removals as needed to help those on tours to find their gathering spots
  - Assisting with shepherding children on to their buses for their excursions
  - Generally checking in with subcommittee teams to assure smooth sailing and adequate support

#### **Counsel for Future Host Committees:**

Considering areas that worked well for our 2018 Host Committee, as well as areas where we could have improved, we'd offer the following advice to those hosting GA in the future, particularly assuming a continuing commitment to a compressed timeframe like we used this year. Our top ten:

- 1. **Pray.** A lot. This was one of the chief responsibilities of our Prayer Coordinator not just to think about prayer occurring during GA, but to overlay this discipline and dynamic across all of our preparations and meetings. We chose to dedicate one of our last few Host Committee meetings mainly to prayer for one another and for GA. To the extent that our team was effective, and our work fruitful, our Committee is strongly convinced that this can only be attributed to God's work through us, and in our weakness. In this sense, prayer provided our grounding, our source of resilience, and our hopefulness for every GA detail.
- 2. Build your Host Committee team as quickly as possible, while also paying rigorous attention to required positional skills. Our Host Committee was incredibly blessed with amazing talent in all positions, not only in our subcommittee leaders, but also in the key lieutenants that they recruited. It felt like the Golden State Warriors. Or the 1981/82 UNC National Champs. Running through each position we filled:
  - Worship this should probably be a well-connected, bridge building Teaching
     Elder, capable of navigating the charged waters of designing worship services for
     a curmudgeonly Assembly with broad tastes and philosophies
  - o Family Ministries Head an absolutely critical position, and ideally filled with a woman leader who has extraordinary skills in gathering a broad leadership team across an array of areas under the Children and Families heading. This role will need to stay on top of many details with flexibility, encouragement, and foresight in the event of contingencies. This role will also be charged with the highest percentage of the Host Committee budget, so facility and discipline in forecasting and managing the necessary funds will also be important. Existing connections to the CDM Women's Ministry is also a plus. This role oversaw the following areas:
    - Women's and Children's Registration high attention to detail, strong database management skills, a firm and also hospitable spirit in dealing with inquiries and issues that surface, and very strong administrative skills are all key requirements for this role. This role will also need to recruit a capable and friendly team who can serve at the registration tables throughout the Assembly.
    - Nursery/Children/Youth Coordinator we were fortunate to secure an outstanding leader who took on all three areas, with lieutenants overseeing these different areas; again, key skills included an ability to mobilize volunteers, assure appropriate background checks, arrange logistics, and interact well with parents (mainly mothers) dropping their children off in a strange place and with unfamiliar faces

- Women's Tours key are strong and creative knowledge of both local attractions, combined with some experience/sensibility toward the kinds of activities that tend to appeal to GA commissioners' wives. This role also requires interaction with tour venues in coordinating logistics; and outstanding communication skills, particularly in the months leading up to the Assembly in responding to registree questions and passing along updates/reminders. We found that having a strong #2 lieutenant helped greatly in this role
- Women's Hospitality warmth, creativity, and superior decorating skills to make a cramped hotel meeting room feel like home were all important, as were negotiating skills with the host hotel, e.g., around baked goods that were apparently sourced from Fort Knox.
- Women's Breakfast a direct connection to the CDM Women's Ministry is very helpful, e.g., to arrange for speakers; also important are creativity in table decorations, logistics management particularly in working with the host hotel on targeted numbers, and an entrepreneurial spirit in securing door prizes, etc.
- o Finance it was particularly helpful for us to run all of our budgeting, receipts and expense management through the accounting department of our largest member of our Presbytery, Perimeter Church. In particular, having a designated person in the Perimeter accounting office to direct any donations, issue expense checks, and give periodic financial updates greatly simplified and accelerated our financial management processes. These are behind-the-scenes roles which are nearly transparent when done well, which they were for us.
- Communications/PR another Perimeter Church-based talent pool for our Committee, with particular support through strong in-house graphics talent and many connections to the range of requirements we had in our various subcommittees: signage (e.g., for buses, gathering points, banners for family check-in), color-coded aprons for various committees to help attendees find people to help them, t-shirts for children and youth activities, "Love God & Love Neighbor" lanyards for Host Committee members and volunteers, videography support for promoting our Love Neighbor activities, graphic design for worship and prayer service bulletins, etc.
- O Hospitality Hosts our leader exuded warmth and welcome wherever he went, both at the 2017 GA booth, and around the hotel in 2018; we supplemented these relational skills with volunteer recruitment and administrative skills in another role, specifically:
- Volunteer Coordination candidly a role that we overlooked for too long, but that turned out to be critical, especially in the key recruitment over the couple of months leading up to GA, and especially for coordination across a number of dimensions during the actual Assembly (orchestrating load-in and out for our subcommittees, especially our nursery, as well as the Administrative Committee; orienting our hospitality hosts; interfacing with the hotel staff on key needs;

- serving as a general go-to resource for anything that pops up. We'd suggest finding someone with experience in leading teams in similar multi-faceted events, e.g., road races, sporting meets, convention gatherings.
- O Prayer with the primary characteristics being a deep passion for personal and corporate prayer, and ideally some creativity and strong connections to assemble prayer-related activity; this was the first time we have tried a well-coordinated pre-Assembly prayer service (in the same time slot as the Worship Service under the old GA schedule). Our prayer leader was well-connected and administratively gifted to pull this off.
- Local Transportation another role which we deferred filling for some time, but also critical in arranging for specific logistics and schedules, as well as receiving bids and negotiating terms with outside transportation contractors; our leader was an operations director at on of our presbytery churches, which turned out to be a perfect skill set.
- o "Love Neighbor" committee this was a new team that we established given our Atlanta theme, and our desire to bring it to life; it was helpful to have one of our young Teaching Elders in the presbytery bring energy, creativity and entrepreneurial orientation to this role, as well as an ability to mobilize and communicate well with local ministries and other elders and volunteers across the Presbytery to bring to life a new program from scratch.
- 3. **Pick your theme early**. We did this in one of our first gatherings as a host committee, where we reviewed past GA themes, offered a number of suggestions, and landed on a decision which was biblical, timely, and robust enough to guide an array of subsequent decisions. This led to an outstanding design for our GA 2018 logo, strong guidance for our eventual worship speakers, a common theme for many women's and children's activities, and a resonant touch point for many speakers and reports given through the Assembly.
- 4. Think about and design in contingency plans. For example, we had back up plans for some of our youth trips in the event of inclement weather, one of which we had to deploy after water release programs on the Chattahoochee River made tubing unsafe. We negotiated well on those events and tours which required commitments to fixed numbers at the hosting venue or hotel, preserving as much flexibility as possible for on site registrations for as long as we could. Overall, we simply anticipated the need for last minute adjustments and unexpected developments, staying both positive and available across the whole Host Committee team to fill in any gaps as they developed. This was particularly critical given the degree of uncertainty over the actual adjourning time for GA under the shortened schedule. We candidly had no idea whether there'd even be a Friday morning devotional service, including the preacher and worship band we'd recruited; or enough attendees for our planned women's tour that morning. These plans were locked in literally only after a floor vote late Thursday evening. It seems clear that a precedent was established in Atlanta to follow-through with Friday morning worship,

even if business is concluded on Thursday evening, but there's no particular guarantee that this will be the case in future Assemblies.

- 5. Target a budget higher than you think you'll need. In retrospect, the \$80,000 goal we set was probably too high, even with this suggestion in mind. It was our first shortened Assembly, and we were trying some new things. It has worked out that a \$50,000 budget would have sufficed. Still, had we taken that route, the administrative burden would have been greatly increased, e.g., for closely monitoring and reporting on all expenditures, as well adapting to last minute/unanticipated charges. Given our experience in Atlanta, a \$60K budget for GA is likely to be adequate.
- 6. Get a designated scribe/secretary on your Host Committee. This could be one of your committee members who is willing to act in this capacity, or perhaps a church administrator from one of your presbytery churches. This was a useful role for us in creating a body of reference material in our minutes, to issue reminders of meeting dates and assignments, and to create an online file (we used Dropbox) for easy access to all the materials and reports we generated over the 15 months that our Committee was active.
- 7. **Outsource your bus transportation.** We looked at several options to try and secure volunteer drivers, local church buses, etc. But the combination of GA occurring right in the heart of most church's VBS calendar, along with the logistical nightmare of arranging schedules subject to last minute adjustment, figuring out liability insurance, assuring adequate and streamlined bus selections, not to mention familiarity with downtown Atlanta driving all these things made the hiring of professional drivers and working with a bus company a near no-brainer. This was very consistent with the advice we received from the Greensboro GA committee.
- 8. Be very specific about volunteer needs, from roles to timing; and sometimes analog works best at recruiting them. We spent a lot of time trying to communicate our volunteer needs generally to our Presbytery churches. Generic announcements, e.g., at Presbytery meetings, didn't work particularly well. We ultimately created on-line sign up tools (SignUpGenius), and did get some responses. But candidly, our best results came from direct communication armed with a list of specific volunteer positions and time slots that we needed to fill. We even created a bulletin insert to drop into offering plates for use in a couple of churches, and these did produce some material volunteerism. Candidly, this just takes dogged persistence in many cases.
- 9. Partner with your Administrative Committee contacts. For our committee, this connection was far more than just a reporting/updating relationship. Amanda Burton and John Robertson were invaluable in testing ideas, soliciting assistance, checking precedents and pitfalls, clarifying schedules, coordinating with the host hotel, monitoring commissioner registrations, getting access to mailing lists that helped us communicate

more effectively, etc. Put Amanda and John on your speed dial!

10. **Don't worry too much about fielding requests from commissioners for housing** with local families. It is sufficient to have a few such folks in reserve that have a spare room available should a need arise. As far as I know, we had one inquiry for such housing support out of nearly 1500 commissioners. There is no need for a dedicated subcommittee member covering housing requests; better to fold this into another team member's role (we added this to our Hospitality Host team).



# General Assembly 2018 Worship Committee

Aaron Messner

## Scope and objectives:

Our team was tasked with putting together the two worship service (Wednesday afternoon & Thursday Evening) and the devotion (Friday morning) for the 2018 General Assembly. We had a very clear objective, we wanted to have worship services that were Reverent, Joyful, God honoring, and Christ centered, as well as unifying & edifying for as many of the participants as possible. We were keenly aware in our initial meetings that our denomination is moving towards increasing "balkanization" and our denominational differences are often most profoundly manifested in the diverse styles and emphases of our corporate worship. It was our prayer that 2018 GA worship would not exacerbate those difference and drive us further apart, but instead would maximize heartfelt participation and actually draw us together as a church.

## **Budget Overview:**

In reviewing the budgets of the past few assemblies, we determined that the worship budget has generally been set at around \$10,000 (If I remember correctly, the range of recent worship budgets, not counting Mobile as noted below, was between \$9 and 14k). The major outlier in this process is if a worship committee chooses to have a well-known musical artist perform and lead worship (like the Gettys in Mobile). Employing such an artist changes the budget by orders of magnitude. We chose not to go in this direction and settled in on a budget right around \$10k.

However, in considering this \$10k budget number, even though the total budget number of past worship committees has been fairly consistent, the range of particular items have varied considerably.

Here are the significant items and the ranges that have been a part of almost every worship committee's budget:

• Communion costs (\$750-1000)

- Honorariums for speakers (\$1500-2000)
- Honorariums for Musicians (this is the area with the most significant variation year on year, but it is also an area that you have total control over.)
- Printing (\$2500-5000) The range is shaped by 1) the extent of what you print for each service (do you print all the words & musical notation of all the songs, which will increase the total number of pages...we did), 2) do you print a separate order of service for each service or a unified worship book that people can keep for the various services, thus decreasing the total number of order of services to be printed (we printed a unified book) 3) relationships you have with printers that can affect the total printing costs regardless of what you decide with issues 1) & 2).

We worked off a \$10K budget. We saved on Lord's Supper costs, because we had a church that was willing to take that on themselves. We spent on the low end of the range for honorariums for speakers (\$1500). We got a very good deal on printing (again, low end of the range). These savings allowed us to employ a number of musicians and be generous with their honorariums. We saved where we could, so we could spend where we wanted.

# **Key Statistics/Volunteer Needs:**

Worship services for GA require a number of volunteers. First there are all of the people who are leading upfront (liturgists, preachers, musicians) just as you would have for any worship service, but then you have far more people involved behind the scenes (or on the floor) than you need for a normal worship service.

You have total control over the number of up front participants. For behind the scenes & on the floor volunteers the requirements are relatively fixed but numerous. I would group volunteers into the following categories.

Liturgists, Preachers & Musicians: The Worship Committee as a whole should decide on preachers and tone/style of worship. You should then have one person who is in charge of organizing liturgists and one person who is in charge of organizing musicians.

Lord's Supper Preparation: This can vary, the more you have, the faster you can do the work. I would recommend going to the biggest church in your presbytery (the one who is already set up to serve the most people the Lord's Supper on a regular basis) and ask them to take the lead on this item. We had the blessing of

having a church in our presbytery that is numerically larger than GA. They were able to take all the duties of Lord's Supper Preparation (they already had a system in place for large scale preparation and all the supplies necessary without borrowing from other churches). If you don't have a church this size, you will have to get churches to work together (share supplies) etc. You will definitely need someone to be the point person for Coordinating Lord's Supper preparation.

Lord's Supper Distribution: Depending on the Layout of the Convention Hall, you will need 40-50 elders to distribute the elements. You should have a point person to recruit elders, develop a plan for the actual distribution (the plan for distribution requires some thought and planning beforehand), gather the elders and communicate the plan to the elders.

Ushers/Offering: For Wednesday's worship service, I recommend using the elders who have already volunteered to serve the Lord's Supper, to usher and collect the offering. However, you will also need another person/or have the same person organize ushers to collect the offering for the Thursday night service (30-40 people). We assumed that most of the Wednesday ushers would be willing to serve on Thursday, but very few were able to do so. So we had to scramble a bit to ensure sufficient usher coverage for Thursday night. You will then need a point person to organize the ushers, assign specific responsibilities for each usher and develop a plan for what to do with the offering when it is collected each night: where it will be taken immediately after collection, who will count it, and what will then be done with the offering once it is counted. Again, our largest church in the Presbytery, where our Finance Committee chairman was on staff, made the money collection, counting and reporting much more simple at our Atlanta Assembly. As part of organizing ushers, you also need to ensure you have 6-10 people available to hand out orders of service at the entry points to each worship service.

You need to have someone who is ultimately responsible for the design of the order(s) of service and someone who is responsible to work with the printer for the actual production of the order(s) of service.

You will need someone responsible for the transportation of items needed for worship services (pulpits, musical instruments, etc).

#### **Main Activities:**

I recommend appointing a worship chairman as soon as possible and tasking that chairman with the assembly of a worship committee (accepting and recruiting volunteers). Once a committee is formed, I recommend gathering for prayer and discussion of goals, philosophy, etc. The first official task for the committee will be to choose a man to preach on Thursday and another man give the devotion on Friday. Work on these tasks should commence immediately if it has not already taken place.

Then the committee should assign coordination duties to particular individuals (individuals can take on multiple responsibilities but these activities must be coordinated (these individuals need not be on the worship committee itself). We found it helpful to have a smaller committee for decision making purposes, but to recruit individuals from throughout the presbytery to help with various tasks.

Our smaller working committees included: Liturgy Coordination, Music Coordination, Lord's Supper Preparation, Lord's Supper Distribution, Ushering/Offering, Printing, Transportation.

I would have these coordinators in place at least 6 months out. While most of the work of the committee doesn't take months of actual labor, it is nice to line up leadership of the various responsibilities well in advance.

#### What worked well?

We had a small committee that after some initial difficulties, became very clear and cohesive in terms of goals and overall vision for the worship services. I hope and pray you will find such cohesion, for it is very difficult to plan worship services without it. Part of this cohesion came from separating the leadership of the two worship services with the leadership of the Friday devotion. This dynamic is something I would be glad to discuss with future GA committee leadership if they should desire such conversations. I think our clear and coherent vision for worship was our strength. Also, having a large church offer generous resource support with respect to the Lord's Supper preparation and offering collection was invaluable. It made potentially complex situations very simple and easy to organize.

# **Areas for Improvement:**

We should have delegated more responsibilities and where delegation did take place, we needed better communication on specific details related to various tasks. We had too few people doing too much work. We did not have a specific person for each of the coordination areas listed above. A couple of individuals coordinated most of those tasks. However, looking back on our labors it is clear that having a specific person for each particular area would have been very helpful and I heartily recommend such a course of action. And in the areas where delegation does take place, make sure you communicate on all the details to avoid unnecessary stress and scrambling at the last minute.

#### Advice to Future Host Committees:

Take advantage of the experience & wisdom of the people and presbyteries who have done this before. As the 2018 worship chair, I did not do this to a sufficient degree. I wish I would have spent more time on the phone with previous worship committee chairs, asking them to talk me through the details and telling me all the things that I didn't know. It also might be helpful to have a chair who is a visionary, big picture type (I think we had this), and a co-chair who is an administrative, "get the details done" type. We could have used this second figure in a clearly defined role.

Also, while you need to learn from previous GA's experience, don't feel like you are constrained by what past GA's have done. Find the balance between learning from the wisdom and experience of those who have gone before and casting your own vision that you can get behind with passion and clarity.

# General Assembly 2018 Women and Families Sub- Committee General Administration

Kathy Stair

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#### Scope and objectives:

To provide our ruling and teaching elders' families evidence of our theme Love God, Love Neighbor by experiencing our love to them and providing resources, encouragement and opportunities to love both our community and theirs well.

#### **Budget Overview:**

- 1. Because Metro Atlanta Presbytery is a large region, Atlanta is traffic heavy, and programs start early mornings, it was determined that the budget should include overnight stays for not only Host Committee leaders, but also team leaders, and some volunteers. (The childcare team did decide to not spend night, but to receive some gas stipend)
- 2. For the same reasons, as well as parking costs, it was determined that our budgets would need to include parking reimbursements for most volunteers. Most women's team volunteers received this reimbursement
- 3. If the team and their volunteers were working over lunch hours we paid for their lunches. Overnighters we covered breakfast and dinner.
- 4. To help with recruiting for child care, the children's budgets included a \$500 stipend for Children's head director, Nursery director, Elementary director, and Youth director. The nursery "volunteer workers" were offered \$10 an hour. We hired 4 professional childcare workers for the nursery. For the Elementary events, \$200 stipends were given to the BS teacher and \$100 for "volunteer" who would be committed for both days.
- 5. When making budgets, add 3% credit card charge to costs

#### My Administration Budget (actual):

Families Sub-Committee leaders lodging, overnight parking, 3 nights \$1131 (this is for my 2 assistants – mine was covered because my husband already had to be at GA.)		
Families Sub-Committee leaders food \$117		\$117
Families Sub-Committee leaders CDM Breakfast registration		\$126
3 aprons		(in promo budget)
Thank you gifts for Women's Team	leaders	\$353.15

Women and Family Activities planned (more detail in individual committee reports)

(All events and nursery hours were timed so everyone could be at worship)

#### Women

Committee on Discipleship Ministries (CDM): Breakfast and Program:

- Buffet Breakfast in International Ballroom of Hyatt
- Program: "Shared Journey" with Sherry Lanier and Ronjanett Taylor

#### Tours:

- Atlanta Botanical Gardens Tour and Lunch
- Martin Luther King Center Tour
- Atlanta History Center and Lunch at Swan Coach House
- Fox Theatre Tour

#### Hospitality Room:

- General hospitality to women for a place to be with friends or sit for a while
- Prayer for GA Commissioners
- CDM Ruling and Teaching Elders wives reception

#### Gifts for Women:

- Swag Bags Purchased by PCA Foundation
- Contents to include donations from GA exhibitors, local corporate headquarters, treats
- Door Prizes donations by GA exhibitors, local Atlanta artists

<u>Families</u> (Background checks and GA Child Protection forms for all workers with children)

#### Youth:

- 5<sup>th</sup>-7<sup>th</sup> grade: Wednesday morning Camp Westminster ½ day camp
- 8<sup>th</sup>-12<sup>th</sup> grade: Wednesday morning Ministry opportunity with Love Neighbor Ministry adults
- 5<sup>th</sup>-12<sup>th</sup> grade: Thursday (ALL DAY) Perimeter Church Sojourn Ministry zip line and team building and Malibu Grand Prix go-carts, miniature golf, and water slide

# Elementary: (K-4<sup>th</sup> grade)

- Fernbank Museum of Natural History and Picnic Wednesday morning
- Bible School Thursday morning
- Atlanta Zoo and picnic Thursday afternoon

Nursery: (6 months to 4 years) (on site at Hyatt)

- Open Wednesday morning until Worship
- Thursday 2 sessions: morning and afternoon

#### What worked well?

It was very helpful to have 2 assistants on site to cover things that generally, I could not have time to do while on site. (filling in gaps in women's registration, children's check in, etc)

And they each had an assignment.

One assistant took care of all Women and Families on site banking: parking reimbursements, hourly nursery worker payment, on site petty cash.

One assistant took care of ordering and delivering lunches to all Women and Families team and nursery workers.

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

I had one assistant in the beginning who was familiar with GA and the Women's and Families program. She was most helpful as a sounding board for brainstorming and planning. However, she moved away in December. That is when I asked two other women to join as assistants, because I knew that their help would be needed on site.

The Women and Families team was difficult to pull together and took some time. God used connections I had in our presbytery churches to recommend women who they thought were

capable. Most of us did not know each other before being on the team. The personalities were diverse. God provided the best team ever! Their gifts were invaluable.

Putting the puzzle pieces of children's activities was mind boggling, until my daughter was at my house one day during my duress and she gave suggestions and helped put the pieces together, because she raises her family here and knew what would work well for what age. Even if you don't have someone on your team to coordinate children's activities yet, get a young mom to help make the plans.

This presbytery has many capable Children directors, but vacation bible school was a huge factor in their decisions not to be part of GA children's program. God provided a Children's Coordinator in late October, who, too, had a huge vacation bible school the very next week to prepare for. God kept her smiling through the process. However, she could have delegated more to get help from her team.

We had a contact for parents of special needs children to communicate with through registration time. However, it turned out that this person was not able to attend GA. We did not have a lot of interaction with these parents ahead of time. But there were a couple "autism spectrum" children signed up. God provided that our elementary bible school teacher was a special needs teacher, specifically for these children. I saw her calmly and beautifully working with a little boy to give him a chance to participate.

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

#### May 2017

✓ Agreed to be committee chair for Women and Families. Recruited someone to be my assistant

#### June 2017

- ✓ Met with Suzanne Kline at Greensboro General Assembly
- ✓ Met with Karen Hodge to talk about CDM program theme and speakers
- ✓ Started recruiting for Registrar, Children's Coordinator, CDM breakfast Coordinator

#### July-August 2017

- ✓ planned women and children's program and budgets to be turned in by the end of August. Communicated with SoJourn Ministries, Camp Westminster
- ✓ recruited women and families registrar, we both met with Amanda Burton to discuss process
- ✓ turned in budgets

#### September 2017

- ✓ Children activities confirmed
- ✓ worked on CDM breakfast food choices and pricing with Hyatt
- ✓ Speakers for CDM breakfast finalized
- ✓ Recruited someone to handle all door prizes and swag bag contents
- ✓ Prepared written descriptions of all activities for women and children for registration book
- ✓ Communicated with registrar on registration format, times, and costs for registration book
- ✓ Communicated with children's events for descriptions, waivers, etc. for registration book
- ✓ Communicated all information to AC for registration book

#### October 2017

- ✓ Recruited 2 assistants since original assistant moved.
- ✓ Recruited children's coordinator
- ✓ Met with children's coordinator to go over the budgets and arranged children's events and plans.
- No CDM program coordinator found. Decided since I am very familiar with CDM and this GA event, I could make it happen without one. Negotiated with CDM to cover cost of breakfast for their women's team who would be attending be set up workers and hostesses.
- ✓ Recruited Hospitality Room Coordinator
- ✓ Met with Hospitality coordinator to go over budget and plan

#### November 2017

- ✓ Made a team site visit to the Hyatt to check out rooms
- ✓ The PCA Foundation offered to pay for swag bags
- ✓ GCP committed to lanyards
- ✓ ChristChurch committed to picnics for elementary children events

#### January 2018

- ✓ Recruited someone to put together table decorations for CDM Breakfast
- ✓ Arranged for someone to give GA welcome to CDM Women's Leadership Training event in February I would not be there
- ✓ Met with each tem to re-access budgets and look at timing flow charts
- ✓ All hotel rooms for team secured

#### February 2018

✓ Met with finance team to talk about how to handle payment of stipends, hourly workers, on site payment, prepayments, petty cash, squares for onsite registration.

- ✓ Met with promotion team. Gave promotional needs aprons, t-shirts, swag bags and signage for onsite so they can check on prices and selections
- ✓ Arranged with Karen Hodge (CDM) about a promotional video for CDM breakfast program speakers to use on social media
- ✓ Worked with Amanda and Registrar concerning on-line registrations
- ✓ Registration open. (because of the shorter GA schedule, we did not know how children's activities would be impacted. Did not anticipate such quick numbers some elementary events filled up in 8 hours!)
- ✓ Worked with registrar, children's coordinator and Amanda on raising caps on children's registration.

#### March 2018

- ✓ Children's events full again
- ✓ Help recruit volunteers and chaperones for nursery and children events
- ✓ Receiving some emails from registrants

#### April 2018

- ✓ Have a bible school teacher for elementary
- ✓ Met with children's team for site visit
- ✓ Check on possible CPR and nurses with children. Had some with already committed volunteers
- ✓ Determine with Hyatt how to feed some nursery age children who paid at registration to have food provided for them
- ✓ Follow up with teams: All background checks, child protections forms in?, deposits and tickets made,
- ✓ Promotional materials ordered

#### May 2018

- ✓ Registration closed mid-May. Answer e-mails about women still wanting to register
- ✓ Wrote a WELCOME letter for swag bag from Women and Families Committee Promotion printed
- ✓ Final follow up with teams
- ✓ Determine needs for onsite transporting nursery equip, coolers, etc.
- ✓ Receive and distribute aprons

#### June 2018

- ✓ Guarantees to Hyatt
- ✓ Met with swag bag and door prize person to bundle and wrap gifts
- ✓ Delivered swag bags and contents to be stuffed

- ✓ Team and Kathy Wargo (CDM representative) take a walk through of space
- ✓ Help those with set up
- ✓ Met with Hyatt for final guarantees
- ✓ Helped with opening registration
- ✓ Delivered prizes to hospitality and CDM
- ✓ Generally helped each team where needed room set ups, food needs, children check in
- ✓ Attend women's prayer time
- ✓ Set up for CDM breakfast with hostess team and centerpiece person
- ✓ Delivered Welcome at CDM breakfast
- ✓ Decisions on cut offs for events that women were trying to register last minute and parents wanting to drop off kids at last minute
- ✓ Walked a lot!



# General Assembly 2018 Sub-Committee Report – Women & Family Registration

# From Suzanne Heninger

**Objectives:** To handle the women's & children's registration forms, payments, & permission slips, and help with communicating information to women & families.

# **Key Statistics:**

Number of women who registered: 236

When/how they registered:

Online: 122

Mailed registration form & check: 37

By mail/phone after online registration closed: 21

(online registration closed May 12<sup>th</sup> and could not be reopened)

Onsite at General Assembly: 56 (46 of these were for the breakfast)

What they registered for:

Women's Breakfast: 221 – 187 registered + 29 volunteers & CDM people

Botanical Gardens: 36 (plus 3 volunteers were on each tour)

Martin Luther King Center: 20

Atlanta History Center & Swan House: 33

Fox Theater Tour: 16 (since GA ended early, we had a few people walk up to

the bus and join the Fox tour including 3 husbands)

Number of Youth: 59

Camp Westminster (5<sup>th</sup>-7<sup>th</sup> grade): 16

Ministry Opportunity (8<sup>th</sup>-12<sup>th</sup> grade): 17

Sojourn & Tubing (5<sup>th</sup>-12<sup>th</sup> grade): 53

Number of Elementary kids (Kindergarten-4<sup>th</sup> grade): 79

Fernbank Natural History Museum: 51

Bible School (during Women's Breakfast): 61

Zoo: 50

Number of Nursery kids: 56

Wednesday AM: 36

Thursday AM (during Women's Breakfast): 45

Thursday PM: 29

Half chose to pay for a \$15 lunch from the hotel vs. having mom send a lunch

Note: We limited registration for Fernbank,, Zoo & Sojourn to 50. We put names on a waiting list and did get some of those kids in, but there were more who wanted to attend. We did not accept any onsite registrations for children/youth because we were full.

Total Number of Families who registered their children/youth: 75

Of those moms, the number who went to the Women's Breakfast: 28

The number who went to a Women's Activity other than the Breakfast: 11

# **Schedule of Preparations for GA:**

## August-January:

- discussed ways of communicating activities with women
- planned budget
- created registration forms
- approved registration forms in the Commissioner's Handbook

February: registration opened

#### February-May:

- received weekly online registration reports
- manually enter mailed registrations into the online program
- attended Host Committee meetings updated everyone on numbers & turned in checks
- maintained my own spreadsheet with registration information in a useful format
- read health forms as they arrived by mail & kept a list of allergies & special needs
- answered emails from people with registration questions/problems
- closed registration for children's activities as they filled up & started a waiting list
- recruited people to help with the registration table at GA

May 15 - sent reminder email to parents who had not sent their health & permission forms

June 1 - sent email to parents about what to wear & bring for children's activities

#### June:

- handled cancellations, refunds, and people who were getting in from the waiting list
- gave activity leaders latest/final lists of who had registered
- printed name tags for all the women
- printed raffle tickets for all the women
- created "GA at a Glance" information sheet
- made emergency contact lists for women, children, & youth activities
- sent final allergy/special needs information to children/youth leaders
- printed individualized info sheets for parents to receive at check-in
- printed blank health forms for parents who had not sent them clipped to info sheet
- sorted health forms by activity to give to activity leaders
- continued to respond to emails & questions
- made sure volunteers were ready to help at General Assembly
- prepared everything to take to General Assembly

At General Assembly: Women & Family Registration open Tuesday-Thursday

- arrived Monday & stored our things in the Host Committee Room
- cheerfully welcomed all the women & families to GA
- Women's Table passed out name tags & handled onsite registrations
- Family Table gave parents info sheets & t-shirts & collected final health forms
- printed name tags for onsite registrations people could pick them up in an hour
- handled ad hoc requests: name tags for extra volunteers, printing rosters, making copies, delivering permission forms after final people turned them in
- served as an information booth with maps, tourist info, & handouts

#### After General Assembly:

- turned in final receipts & checks, thank you notes to volunteers, final report

# **Onsite Logistics:**

Hours we were open:

Tuesday 8:00-5:00

Wednesday 7:00-4:00

Thursday 7:00-11:15AM when the Women's Breakfast started

We had planned to close for lunch on Tuesday and for the Opening Worship Service Wednesday afternoon, but closing meant packing everything up & hauling it down one floor to the Host Committee Room, so it was much easier to have someone stay & keep it open.

Online registration was paid by credit card, mail-in by check. Onsite we accepted payment by credit card using a Square reader or by check – no cash.

Only a few name tags had not been picked up by the Women's Breakfast. We took those to the breakfast or gave them to the tour leader.

We used separate tables for Women & Family Registration but had them close together. We separated them for 2 reasons:

- 1) only a few women went to both
- 2) they had different special tasks onsite registration vs. t-shirts & permission forms

We had 3 people (myself & 2 volunteers) who stayed in the hotel & were there the full time to work the registration tables. That provided important continuity. Wednesday & Thursday I had 2 more volunteers come in to help – they came Thursday mostly to attend the breakfast as a thank you. We could have had more help on Tuesday, but Kathy's volunteers enjoyed helping. We had a steady stream of people come to the tables over the whole 3 days.

We had two high top tables for people to use while filling out forms.

The front of our tables served as an information desk full of maps & brochures.

I brought my computer & printer from home plus plenty of office supplies. I had a rolling cart for moving all our forms, brochures, t-shirts, name tags, etc. and so I could take the printer to my hotel room at night. The printer allowed me to make name tags onsite as well as photocopy & print anything else we needed. It was a busy printer.

Having a counter behind us for t-shirts, the printer, & storage was very helpful.

We had aprons for all the volunteers which made people easy to identify.



# **Budget:**

Several items that might have come out of my budget came through other committees:

signs – particularly the 2 large banners to hang above the tables

aprons – purchased together for all the volunteers

lanyards – donated by Great Commissions Publications

lunches – we had one person take orders and get lunches for everyone

#### What I spent money on:

hotel – 3 rooms for 3 nights

dinners for the 3 of us who stayed at the hotel

parking for my volunteers

name tags, plastic holders, printer paper, printer ink, office supplies

# Name Tags:

The name tags with pictures for the activities the women were attending were cute and easy to use instead of tickets. I made them with a mail merge program and manually deleted the pictures that shouldn't be on each name tag before printing them. The back of each name tag had a key listing the events. I had a template for printing more onsite. We gave everyone pre-printed raffle tickets so they would see the Hospitality Room when they dropped off their ticket. Many women went straight there to drop it off.







## **Suggestions for Next Year:**

- 1) The hardest thing was turning away parents who showed up at the registration table with kids who weren't registered for anything. We capped Fernbank, Zoo, and Tubing at 50 kids and took a few more from the waiting list. We took everyone who signed up for nursery & for Bible School (which was during the Women's Breakfast) until the May 12<sup>th</sup> registration deadline. But at that point, our children's leader said no more. Our registration forms listed onsite registration if there was room. It would probably be better to say there is no onsite registration for kids or be sure you have the flexibility to provide it. But that's a challenge because you need to know how much space, how many volunteers, bus size, number of lunches. You need to read the health forms & look for allergies. I had a mom email a health form the day before GA for a child with lifethreatening allergies. A lot of RE families don't know they're going to GA until the last minute when the children's activities are full. We set our bus sizes for the women's activities to have a few extra seats, but it's easier to take more adults than more kids.
- 2) We allowed onsite registration for the women's events, but stopped taking more people for the breakfast at noon the day before when the hotel wanted a final number. Even then we had people who were disappointed they couldn't get in.
- 3) A lot of women came up saying they didn't know if their husband had registered them. The answer was almost always no. The commissioner's registration form has a space for their wife's email but half of them left it blank. We sent a message to all the women we had an email for and to the women who came last year, but there were still women who didn't know about the activities.
- 4) We got a lot of questions about visitor badges. I thought women needed name tags only if they were attending a paid women's event, but apparently the app said everyone needed a badge. Lots of people didn't have badges.
- 5) Some young wives are on a very tight budget. Your information should include things women can do at GA without an extra cost. Our "GA at a Glance" handout included the seminars & worship services. You might want to plan a free or low cost activity for women.
- 6) The times listed for your activities need to be the time you meet at the hotel until the time you return to the hotel. We initially had listed the time we were going to be at the event not including the bus time to get there. Nursery & children's activities need to cover the same time range or provide an option for mothers on the tour to arrive early or pick their kids up late.
- 7) Having t-shirts for the kids was super helpful. We asked for t-shirt size on our paper forms, but not on the online form. Ask for their t-shirt size, and order extras.
- 8) Our Women's tour leader emailed everyone on her list the day before with final details and a reminder of when & where to meet. I wish I had done that for the children's registrations. Handing it to them at the registration table wasn't enough because some people got in late the night before. We had a couple of people miss 7:30 AM departures. Also I discovered the emailed receipt they got from online registration only told them how much they'd paid, not what they'd signed up for.

- 9) When I emailed reminders about permission slips & the information on what to bring for different activities, I did it in groups of 8 emails so they wouldn't end up in a spam folder. That worked well. People responded to those emails.
- 10) Setting up an email specifically for GA was helpful so GA emails weren't mixed into my regular messages. I had mail-in registrations and health forms sent to my church's address and I picked them up there.
- 11) I ended up doing a lot of printing that wasn't related to registration. It might be useful to have a volunteer with a printer available to handle requests.
- 12) Make sure online registration stays open through General Assembly. Registration was set up to close May 12<sup>th</sup>. We asked the company providing the online registration to keep it open, they closed it anyway, and then said we couldn't reopen it. You can mark individual events as closed without closing the whole thing. Once it closed, all new registrations had to be done by mail and I could not input any of them into the system.
- 13) There are several ways online registration could be improved. The data entry is very repetitive entering info for yourself, for your kids, & on the payment screen. It would be nice to default that data as much as possible. It would be very helpful after picking the Presbytery to get a list of churches only for that Presbytery. But most importantly, the reports are difficult to use and didn't give all the information I needed. For example, I could not get their church (after going to all the effort to enter it) which I wanted for the name tags and I could not get their husband's name & cell phone for the emergency contact list.
- 14) It would nice to get a report on how much money has been collected for each activity. Refunds are noted in a separate column on the print out and there seemed to be a lot of adjustments, so you can't just add it up. Adding to the complexity, we had people registering at early-bird, regular, and onsite rates. We had people who paid for Bible School & Zoo separately vs. people who selected the cheaper combined option. We offered a discount for people with multiple kids in nursery. And after May 12<sup>th</sup>, nothing could be entered into the system at all. So it was not easy to compare what we took in with what we spent.
- 15) I would encourage you to go to Host Committee meetings and be involved in the big picture preparations. One of the real delights of GA was the people I got to know and serve with this past year. We spent most of one Host Committee meeting praying for General Assembly for the work that would be done there, for the pastors who would come, for their families that was a special time. I realized the importance of my part because I saw the big vision the worship, the community service, the logistics, the finances, all of it.
- 16) Would I do it again? Yes!

Feel free to contact me if you have questions: Suzanne Heninger 678-576-2166

# General Assembly 2018 CDM Women's Breakfast and Program

Kathy Stair, Amy Veerman 678-640-7721

#### **Scope and Objectives:**

Provide the women with a casual Southern breakfast and program in the context of the theme Love God, Love Neighbor

#### **Details:**

- Breakfast for Teaching and Ruling Elders wives
- Thursday, June 14, 9:15 am
- Program by CDM
- International Ballroom, Hyatt Regency
- Anticipated as many as 250
- Final guarantee 221. But counted over 10 -15 nametags not picked up- (cancellations)
- Worked with CDM for help in set up workers and hostesses

#### **Budget:**

_ FUA	Actual Cost	Estimated Cost
Breakfast for 300/ actual	\$9549.75	\$12,900
221 (Actual cost includes		
meals for volunteers)		
Decorations	\$680 (for 25 tables)	\$600
Printed tea towels part of	Moved to Promotion	
decorations	budget	

- The cost of the breakfast was \$43 a person! At that price, the Host Committee committed to subsidizing the cost. The early bird rate for registering was \$26. (see registration for increments of registration date prices)
- Since I didn't have a team, I worked with CDM to have their Women's Ministry Trainers and Regional Advisors who would be attending GA, be our set up and hostess team. The Host Committee covered their cost and the speakers cost
- This actually saved a lot of money, because I had budgeted for overnight stays for breakfast volunteers.

- We offered CDM staff that will be attending, the \$26 rate.
- CDM covered the cost of the speakers
- AV costs can be 'negotiated' with CDM

#### **Description and what worked well:**

The feedback is the women really liked a breakfast format, thought the whole event was relaxing, casual, and inviting

The table centerpiece, in fitting with the theme, was a wooden basin filled with water and a tea towel printed with ... not to be served, but to serve..., with a bundle of wax flower in the basin water.

Sherry Lanier and Ronjanett Taylor spoke to the women about ministering together in their diversity.

7 of those door prizes were given out. Hospitality drew names ahead of time for Karen to read out.

Had a sticker under 1 chair at each table to receive the centerpiece as a gift

Set up was a breeze with the CDM team

#### The Hard part:

It was very difficult to estimate how many women would be attending, especially with the shorter GA. We sent out many communications to encourage registration. At May deadline, we may have a little more than 100 registered (not counting volunteers) By General Assembly week, we had 175 (includes volunteers) 56 women signed up at on site registration. A good number of women thought their husbands registered them... Most just thought they could do it when they got to GA. The Hyatt was good with adding numbers at the last minute, but I had to finally cut it off at around 1pm the day before, because I could not be dealing with an ever moving guarantee number and table counts for centerpieces! We actually did turn a few women away.

Having the event at the hotel was very costly. Downtown Atlanta did not have many options to move this off site. There is always the tension of cost less off site but that is often more difficult for the women to navigate.

**Timeline:** see Administrative timeline above

# General Assembly 2018 Women's Tours Emily Wert

#### **General Timeline:**

#### June-July

1. Think about your city and the places you think would make interesting tours, factoring in available time slots and GA location (ie are you downtown or further out?)

#### August-September

- 1. Visit your tour locations. If planning to have a lunch, check out the menu, talk with the location tour contacts, discuss (and negotiate) pricing.
- 2. Figure out costs for each tour (reservation/room fee, entry fees, lunch costs, parking fees, transportation costs). Remember that meals will add on tax and gratuities, which may add substantially to the total cost/meal. Plan a price for Early Bird, Regular registration and Onsite registration. Ideally Early Bird prices will cover your actual costs. However, some locations had a high fixed cost for a group/lunch reservation. Our host committee decided to cover those fixed costs and the transportation costs (a separate committee/budget) to try to keep the women's tours costs in a reasonable range, especially because a large city like Atlanta is more expensive. Discuss whether to subsidize some costs with your host committee. I planned to include the tour costs for the 3 tour volunteers in the women's tour budget.

#### September-October

- 1. Finalize costs for your tours with Early Bird, regular and on-site registration pricing. We set early bird registration cut-off at end of March to encourage early registration so we could get a sense of numbers sooner. If transportation costs are under your budget and not a separate committee, then research and choose a bus company to provide buses for your tours.
- 2. Write a description of each tour (~100 words) and find a good picture of each tour site, for the General Assembly Event Guide, typically needed in early October.
- 3. Recruit volunteers to assist with your tours. Determine how many you need. I planned to go on all the tours, so only recruited 2 more women. Depending on number of tours and size of tours (more than 1 bus?) you may need more.

#### January-March

1. Not a lot to do here. Touch base with your volunteers and tour location contacts.

#### **April-May**

- 1. Finalize tour details (confirm and pay deposits, finalize menus for lunches if having).
- 2. Finalize transportation needs (our host committee had a separate committee head in charge of transportation for women and children's activities, so just needed to keep them up-to-date on numbers, to determine size of bus(es) needed.
- 3. Make sure you have good signage (printed signs with name of tour,/PCA GA logo, and an

- easel). Our host committee had a separate committee head in charge of publicity and signage. I told them what I wanted on the signs, and they designed and made them.
- 4. Decide on distinguishing attire for your tour volunteers. Our host committee decided on color coded aprons for each area (yellow for registration, pink for women's hospitality room, teal for women's tours, blue for general hospitality/floor greeters, etc.). The publicity committee also created and printed these aprons.
- 5. Stay on top of registrations. Create a spreadsheet for each tour with women's names, emails and cell phones. Make note of any dietary restrictions, and alert restaurants (if applicable). Most are happy to accommodate gluten free, or no sugar, salt, etc.

#### June/Week of GA

- 1. Print out alphabetical check off lists for each tour—with a column for getting on bus at beginning of tour, and another column for getting back on bus for return trip. Our women and family's registration chair brought a printer to the hotel, so was able to print out current/updated lists the evening before/morning of each tour.
- 2. I chose to bring a cooler and purchase bottled water (I got from Sam's, 45 bottles for \$3.50). I filled the cooler with waters and ice from the hotel and had a host committee runner put it on bus before each tour. Hand out waters as women get off the bus (especially helpful when tour involved walking, or being outdoors, in heat).
- 3. Week before GA, go to main hotel/convention site. Check it out. Take photos of meeting spot for women's tours. I sent emails using mail merge and my spreadsheet (so could begin with each woman's first name) giving information about when and where to meet for each tour, including photos.
- 4. Volunteers should be at meeting point 30 minutes before departure, wearing identifying aprons (or T-shirts, or whatever you decide on). I gave each volunteer a clip board with the alphabetized list of registrants. We each checked off women, and I consolidated on my list. We met in the lobby of hotel, but had to walk about a block to side of hotel to get on the bigger buses. At departure time, 2 volunteers walked the group to the bus, while I stayed behind a few minutes waiting for stragglers.

Note: We were the first year of GA with the new compressed timeline. This complicated planning tours, because we did not have one single day where we could plan an all day (10-4) outing as in the past. Tuesday most people weren't there yet. The initial worship service at 1:30 on Wednesday was right in the middle of the day. Thursday was the day for the traditional CDM women's luncheon and speaker (which we changed to a breakfast to allow a block of time in the afternoon), and Friday everyone was checking out and leaving. We ended up planning a shuttle loop around downtown Atlanta for Tuesday, that stopped at various attractions (Ga Aquarium, World of Coke, MLK center, Ponce City Market, Krog Street market (and Atlanta Beltline), Jimmy Carter Library); the Atlanta Botanical Gardens with lunch on Wed morning before the worship service, and a short trip to the Martin Luther King Center after the worship service; a

tour of the Swan House with lunch at the Swan Coach House followed by tour of Atlanta History Center for Thursday afternoon (after the CDM breakfast); and a backstage tour of the Fox theater on Friday morning.

#### **Detailed Report of Tours**

#### **Tour 1: Free Shuttle Loop**

#### Tuesday, June 12, 2018, 10 am -5 pm

We had no idea what to expect for this. There was no cost and no registration, so we didn't know if anyone would choose to ride, or if we would have to turn people away. We had a 25 passenger bus making three loops that took about 2 hrs each. A shuttle map was printed in the GAIB and was handed out at the women's and family registration tables. Because the shuttle loop was leaving first thing on Tuesday (originally listed as 9:30, but we changed to 10 am to allow more people to know about it) I also sent an email to every woman who either signed up for a tour or signed up their children for an activity. I did not have emails for all women attending (especially ruling elders wives). I wish there was an easier way to get this information.

My email said:

{Name},

We are looking forward to you joining us in Atlanta for General Assembly!

I just wanted to be sure you were aware that the Atlanta Host Committee is providing a free shuttle service on Tuesday, June 12 that will make a loop, stopping at several Atlanta sights (World of Coke/Aquarium, Martin Luther King Center, Krog Street Market, Jimmy Carter Library, Ponce City Market). If you have free time on Tuesday, you might want to plan your day to take in one or more of these attractions. The shuttle will make 3 complete loops, departing the Hyatt at 10:00 am, 12:30 pm and 3:00 pm. These times are a slight change from the information printed in the GA Handbook.

If you would like to see the World of Coke and/or the Georgia Aquarium (both a lot of fun), it is best to buy your tickets ahead of time (even just before) online to get a discount, though you can buy at the door.

https://www.georgiaaquarium.org/experience/visit/tickets/tickets-offers, http://www.worldofcoca-cola.com/purchase-tickets/

Each will take at least 2-3 hours to see. Both of these attractions are very close to the Hyatt, an easy walk. You can take the shuttle there, but unless the timing works out just right, it will probably be easier (and faster) to just walk back.

We have added a stop at Krog Street Market to allow you to walk a portion of the new Atlanta Beltline: take the 1st or 2nd shuttle to the Krog Street Market stop (a fun area to browse). From there you can walk north for a 1.5 mile walk on level ground to Ponce City Market where you will find more shops and places to eat. Both markets are interesting re-purposings of old Atlanta architectural structures - a 1920's warehouse, and the old Sears building. You could then catch the 2nd or 3rd shuttle back to the Hyatt.

It would also be possible to take the 1st shuttle to the MLK Center, Krog Street Market or Carter

Library, and then catch the 2nd shuttle from that location to Krog Street Market, Carter Library or Ponce City Market, catching the 3rd shuttle from that location back to the Hyatt.

Please note: If you catch the 3:00 pm shuttle from the Hyatt to an attraction, you will need to find your own way back (walk from Coke/Aquarium, Atlanta Street car from MLK, Uber or Lyft from other spots).

I am attaching a .pdf showing the shuttle route, the approximate schedule (+/- 10 min depending on traffic), and a Google Earth photo of the shuttle stop locations. For your convenience, I've also listed the (approximate) departure times at all the stops below:

Depart Hyatt (10:00 AM, 12:30 PM, 3:00 PM)

World of Coke, Aquarium (10:15 AM, 12:45 PM, 3:15 PM)

MLK Center (10:45 AM, 1:15 PM, 3:45 PM)

Krog Street Market (11:05 AM, 1:35 PM, 4:05 PM)

Jimmy Carter Library (11:25 PM, 1:55 PM, 4:25 PM)

Ponce City Market (11:50 PM, 2:20 PM, 4:40 PM)

I'm also attaching a brief description of each of the stops, again, a slightly revised version of what is in the GA Handbook.

The shuttle loop map and info is also accessible from the PCA GA app on your smart phone. Look on the menu under "interactive maps".

I hope this info will help you plan and better enjoy your time in Atlanta,

**Emily Wert** 

Women's Tours

404-723-2310 (my cell)

wertfamily@gmail.com

In the end, we had a full bus for the 10 am loop, with 2 families going to the GA Aquarium, and rest going to MLK and Krog Street (including an older couple with wife in wheelchair who planned to walk the Beltline from Krog Street to Ponce City Market!). We had a clipboard on the bus, and had one of our tour volunteers ride on each loop, making note of how many got on and off at each stop. We had about 5 on the 2nd loop, including one who just wanted to ride the loop. In the end because traffic was light, there was about a 15-20 minute wait at each stop, to wait till the pickup time on the schedule. This allowed those on the bus to get off and have a brief look around before getting back on. Two got off at MLK and planned to walk back to the Hyatt. We did pick up the older/wheelchair couple at Ponce City Market. Good for them! The 3rd loop had also had a couple of folks that just wanted to ride the circuit, and we picked up the 2 families from the GA Aquarium, and because it was so close, we detoured back to the Hyatt to drop them off before continuing on the remaining 2 hour loop (the kids and moms looked like they were done:)). So it seemed to be appreciated and worked out well.

Tour 2
Atlanta Botanical Gardens with lunch at Longleaf Restaurant in the gardens Wednesday, June 13, 2018, 9 am—1 pm
Registration: \$45 early bird, \$55 Regular, \$65 onsite
35 registered, 32 attended + 3 tour volunteers.

Guided tour of Atlanta's Botanical Gardens, an urban oasis in the heart of Midtown. The gardens include a Japanese garden, an edible plants garden, an award-winning children's garden and the fantastic Fuqua Orchid Conservatory, containing a rare collection of high-elevation orchids never before grown in the southeast. Enjoy a gourmet lunch in the heart of the gardens at Longleaf Restaurant.

I negotiated a menu price including tax/gratuity which included a salad and a choice of shrimp and grits or griddled chicken for the entrée, and a choice or lemon tart or chocolate tart for the dessert. Because we had such a tight timeframe (had to leave to return by 12:45 to get back for worship service at 1:30), I sent emails asking women to give me their menu choices ahead of time. I made a note of this on the checkoff spreadsheet as well as highlighting those who hadn't responded, so we could get the info as they checked in for the bus. I had printed out cards with each woman's name, entrée and dessert choice (and dietary restrictions if any). When we arrived I gave total counts to the restaurant and the cards. After a docent led tour (3 docents, we split into 3 groups, with a tour volunteer with each group) through the gardens, we went to the restaurant. The menu/ name cards were laid out on a table at the entry, for them to pick up and place at their seat, to expedite things for the waiters. The salads were already set out on the tables. This all worked really well (though we had to adjust for the woman who told us on arrival that she couldn't be at a table that had shrimp because she was so allergic—but we were able to designate a chicken only table). We also had a woman who had emailed ahead saying she needed a wheelchair. I was able to rent a motorized riding scooter from the gardens (\$27—host committee covered that cost), so that she could enjoy the gardens.

# Tour 3 Martin Luther King Center Wednesday, June 13, 2018, 3:30 pm—5:30 pm Cost: \$5 early bird, \$6 regular, \$7 onsite 17 registered, 11 attended + 3 tour volunteers

The King Center is at the hub of a 23-acre National Historic Site. Free attractions include the birth home, the crypt of Dr. and Mrs. King, exhibits at Freedom Hall, a gift shop/information facility, and the Reflecting Pool. The King Library and Archives is the world's largest repository of primary source materials on Dr. Martin Luther King, Jr. and the American Civil Rights Movement. The archives also include more than 200 oral history interviews with Dr. King's teachers, friends, family and civil rights associates.

There was no cost beyond the transportation for this tour (King center has no entry fee). We didn't have a lot of time here (almost 4 by the time we got there, and the Center and Ebenezer

Baptist church closed at 5) but we were able to see the all the main things. If we hadn't had to work around worship service, we could have gotten there soon enough to sign up for a tour of the birth home (couldn't reserve ahead).

#### Tour 4

Swan House, Atlanta History Center with Luncheon at the Swan Coach House Thursday June 14, 2018, 11:45 am —4:30 pm

Cost: \$45 early bird, \$55 regular, \$65 on-site

33 Registered, 33 attended + 3 tour volunteers (included some cancellations and transfers to others)

Enjoy a guided tour of the Swan House (a classically styled mansion built in 1928) followed by an iconic Southern luncheon at the Swan Coach House. Then take a self-guided tour through the Atlanta History Center (including the Smith Family Farm, an 1860's working farm), the Tullie Smith House (an 1840's plantation plain house missed by Sherman's march and moved to this site), and the Goizueta Gardens.

The tour of the Swan House included actors in period costumes playing the characters of Edward and Emily Inman (owners of the Swan House), Philip Schutze, the architect of the Swan House, and Ruby Woods, the interior designer. This was a delightful unexpected addition. Our luncheon in the iconic Swan Coach House included traditional Southern ladies' favorites of chicken salad and shrimp salad served in heart shaped tart shells, and a frozen fruit salad, served with a refreshing fruit punch. We then had a couple of hours to self-tour the History Center, including their current exhibits on the Civil War and BBQ.

#### Tour 5

Fox Theater Behind-the-scenes tour

Friday, June 15, 9:45 am—11:30 am

Cost: \$20 early bird, \$25 regular, \$30 on-site

15 registered, 16 attended + 3 tour volunteers (lots of last minute cancellations and additions)

Take a guided tour of the fabulous Fox Theatre, showcasing the must-see details of the Fox and its remarkable history. Guests will tour over 10 locations throughout the building—from the orchestra pit and Mighty Mo', the largest working Moller theatre organ in the world, to the Men's Lounge featuring the original furniture chosen by the wife of movie-mogul William Fox.

Because the men wrapped up their sessions surprisingly early on Thursday night, and had no business on Friday after the morning worship devotional, we had a lot of last minute cancellations. However, these were balanced out by last minute additions (some of whom were husbands of women going). In the end we had 1 more than the pre-reserved tickets, and were able to add one more at the theater. We had a very engaging guide, and I think everyone (including the men) enjoyed the tour.

#### Things that went well:

- 1. Having the spreadsheet and printed out alphabetized lists was very helpful. Important to have cellphone info on the printed sheet.
- 2. Water bottles in coolers on the bus were appreciated.
- 3. Communication! Had lots of appreciative comments and praise for the level of communication. I sent out emails to everyone registered, with photos of spot in hotel where we were meeting for the tours. I reminded people of the time to meet (15 min before departure) and when the bus would depart. I also reminded people to bring an umbrella when the weather was looking iffy. I also sent out group texts when departure time for Fox needed to be moved up 15 minutes.
- 4. Giving people chance to indicate dietary needs. Only applied to 2 people, but those two really appreciated the accommodation.
- 5. I think all the tours went well, and that people enjoyed themselves.
- 6. Name/Menu cards for the Botanical Gardens—really helped the kitchen staff and helped us have enough time for our lunch.

#### What I would change:

- 1. I would enter every registered woman's name into my phone with their cell phone number ahead of time (and if at all possible, try to verify that it IS their cell phone, not their husband's phone or a home phone). I had several women who just didn't show—changed their mind, but didn't let me know. I was waiting, holding up the bus departure, trying to be sure I didn't leave anyone, and spent time looking up and entering their number. If I already had all numbers in my phone, I could have sent a text to all missing about 5 min before departure, to be sure they were still coming. It all worked out, but would have been easier if I had the info ready to go. I did put cell numbers on the check off lists.
- 2. Please go back to the normal schedule! The compressed schedule took all the breathing room out of GA. No time for informal gatherings. Much prefer worship services in the evenings, with days available for tours and women's programs. (And time for seminars—I had several women cancel at last minute because they didn't realize tour conflicted with the only time there was for scheduled seminars). With worship service in middle day, it was very difficult to find long enough time slots to plan a tour that was more than about 5 minutes away. If they keep the compressed schedule, I probably would only try to do a Wed am tour and a Thursday afternoon tour (and keep the woman's program as a breakfast instead of a lunch), and not schedule anything on Friday. So instead of having 4 or 5 tours as in the past, just 2, with maybe a shuttle loop on Tuesday if location works for that.

# GA 2018: Love God & Love Neighbor Women's Hospitality

Judy Tjoe (<a href="mailto:momtjoe@yahoo.com">momtjoe@yahoo.com</a>)

#### Mission

- To provide a welcoming place for all women who attended GA 2018
- To bless women by offering to pray for her and by writing a personal note after GA

#### **Statistics**

- Dates/Times:
  - o Tuesday 12-4:30 pm
  - o Wednesday 9-1 pm
  - o Thursday 12-4:30 pm
- Venue: Hyatt Regency, Chicago A
- Attendance: 125 one time visitors (plus numerous returnees)
- Volunteers:
  - o 2 on Tuesday
  - o 3 on Wednesday and Thursday
- Theme of room: "Bloom to Love"

#### **Budget**

Budget			
- \$1.500			

**Actual** 

Food/beverage = \$1,500
 Decorations = \$500 (flowers & candies)
 \$82.16

Total = \$2,000 \$1,358.25

#### Items Ordered:

- 4 gal. of coffee
- 1 gal. of hot tea
- 1 gal. of lemonade
- 2 doz. of assorted cookies
- 1 doz. of assorted bar cookies
- 1 doz. of assorted biscuits
- 1 doz. of assorted scones

#### What worked well?

- 1. Our location was on same floor as the Exhibit Hall and near the Women's restroom. Every woman who registered received a raffle ticket. She had to bring ticket to Hospitality room for the drawings. We had 16 gift bundles to give away from Tuesday to Thursday. Ladies were notified by text if their names were drawn.
- 2. Borrowed decoration such as table runners, vases and plaques from our church women's ministry.
- 3. Provided a pleasant scent using an atomizer.
- 4. Fresh flowers and live plants were placed on the various tables.
- 5. Women's Hospitality Sign was placed outside the room with decorations to draw attention.
- 6. Guest book for women to sign names and mailing addresses. We wrote a note to each one after GA.
- 7. As God led, we prayed for some women.
- 8. Room was closed during Women's Brunch on Thursday.
- 9. Offered an assortment of candies...chocolate and non-chocolate.
- 10. Two volunteers on Tuesday and three volunteers for Wednesday and Thursday.

#### **Recommendations:**

- 1. Have a "Nursing Mom Connect" room or area. Provide a volunteer for this area and have toys for the babies and toddlers.
- 2. Order coffee for the mornings and the afternoons when the room is open.
- 3. Lemonade, not iced tea, was well-received in the afternoon. Hot tea was good for the morning.
- 4. Have room Open on the day of Registration.
- 5. Provide a charging station for cell phones.

#### **God's Provisions:**

- What a blessing to serve during GA 2018!
- God provided a great location, staff, and volunteers.
- The plants (for room decorations) were loaned to us by a volunteer.
- The rest of room decorations were loaned to us by Perimeter Church Women's Ministry.
- Guest book, note cards, and stamps were donated.
- God allowed us to meet and listen to many women as well as to pray for some of them.

# General Assembly 2018 Women and Families Sub- Committee Children's Programs

Kutania Ingram
<a href="mailto:kutani@christchurchatlanta.org">kutani@christchurchatlanta.org</a>
404-605-0505

#### **Budget Overview**

- Because budgets needed to be finished before our childcare coordinator was in place,
  Kathy Stair (Woman and Families sub-Committee Chair) created the initial budgets for
  all Children's Programs (nursery, elementary, and youth). The good news about this was
  that Kutania Ingram, the Children's Programs director, had a budget already made. The
  bad news was that Kutania had a budget already made.
- Throughout the planning process, Kutania and Kathy worked together to tweak the budget in order to fit needs.

#### **NURSERY**

Scope and Objective: Caring for children (6 months to 4 years) of Ruling and Teaching Elders' wives in a pleasant and safe environment

#### **Nursery Budget Overview**

- The budget originally accounted for 5 professional workers in the nursery. We actually used 3 one day and 4 the next.
- The budget also accounted for compensation of \$10 per hour for the nursery workers. (This was similar to the approach used in the 2017 GA in Greensboro.)
- The budget accounted for a stipend for Kutania to oversee all children's programs. We felt this was appropriate given a) we were asking a staff member from a local church to step into this role, and b) since the majority of our Presbytery churches were conducting some form of Vacation Bible School during or close to Assembly week, that stepping into a leadership role was a significant claim on their capacity to do their "normal" jobs.
- The budget accounted for a stipend for someone to oversee the nursery
- In the registration information, parents were asked to pack a lunch for children to avoid allergy issues and hotel food costs. They were also asked to send their own snack and drink.
- We did offer a child box lunch at a price of \$15 at registration (We didn't determine the exact contents of lunch until few weeks before GA. It turned out to be turkey sandwich, cut orange, and a drink.
- The early bird rate for registration was \$20
- All Nursery workers were provided with a lunch from Corner Bakery Café, across the street from the host hotel. We also found an out of the way location for our nursery workers to take their lunch breaks.

GA 2018 Budget Estimates -Nursery- based on 100 total children (actual 54)	Actual cost	<b>Budgeted Cost</b>
Equipment – and toys if rented (borrowed from ChristChurch)	\$0	\$1,300
General supplies, diapers, cleaning nametags, snacks	\$257	\$100
Volunteer - aprons 7 (moved to Communications budget)		
Volunteer food and paid workers, nursery coordinators (15		
workers at \$15 per) 2 days (actual only \$10 per day)	\$300	\$450
Childrens lunch (hotel?) (charged parent \$15 for hotel lunch)	\$400	\$200
Paid workers (TLC prices \$19 each, \$13 per hr. based on 4		
workers) 2 days	\$950	\$1000
Extra volunteer nursery workers - paid \$10 hr, 5-7 workers per	·	·
session (actual 6 workers, most worked all sessions)	\$900	\$1200
Ppaid nursery coordinator (Marcella)	\$500	\$500
Children's Programs Coordinator stipend	\$500	
*Parking	\$209	\$834
Credit card processing fee 3% x 100 kids		\$60
Gas stipend for Children's and nursery coordinators	\$100	\$100

TOTAL \$4116 \$5874

• Total actual income from fees \$2571

#### **Description**

- The Hyatt had a good place for children. There were 6 (if walled) rooms with a corridor with 2 on each side and 2 in the back behind double doors. The Nursery used the back 2 rooms and 1 side room. It was divided into Infant and Crawlers, Walkers, and 2's to 4's
- Parents check-in was in front of double doors. Parents received coded tags for child pick up
- Wednesday morning 1 session was offered. Thursday- a morning and afternoon session were offered. (There was a window where mom's going to breakfast or tour where we allowed an extra time for their nursery session.)
- Most of the hourly paid "volunteers" were 14 to 18 years old. This was very helpful.
- Some of the parking costs were saved by families riding together, car pooling, and Atlanta's rapid train transit system, MARTA.

#### **What Worked**

- Parents providing lunches for their child if they had food allergies.
- Having all nursery equipment come from one organization.
- Providing gas cards for coordinators.

- Having rooms divided into age appropriate groupings, with age appropriate toys/equipment.
- Having registrar take care of all registration, parent questions, and updates.
- Having security outside the entry doors for safety.

#### What could be better

- A bigger push for volunteer recruits from pastors and key leaders.
- Making sure paid lunches are labeled on a separate sheet.
- For days that are scheduled to be longer, budget in ordering a television for the 2's to 4's class to watch a child friendly movie (e.g., Veggie Tales) after the children have had story time, nap time, songs, games, crafts, etc. This helps with classroom management and meltdowns with children being away from their parents for a long period of time.

#### **ELEMENTARY**

(K-4<sup>TH</sup> GRADE)

Scope and Objectives: To give the elementary children of Teaching and Ruling Elder's families a pleasant experience while family attending General Assembly

#### **Elementary Budget Overview**

- The budget included a stipend for a Coordinator of this age group
- The budget included a stipend for the Bible School teacher
- The budget included stipends for volunteers who committed to chaperone for both days
- Parking was reimbursed to all
- No food budget because they were on the picnic
- There was an option in registration for Thursday to register for the Bible school only, the Zoo only, or both. A discount was given if a parent chose to participate in both activities.

	Actual	Budgeted
GA 2018 Budget Estimates -K-4th grade		Cost
T shirts for children at activities and volunteers for trips- \$12 for 60 kids		
(approximate) (part of the Communications budget)		
Background checks	\$60	
Fernbank tickets x 50 x \$16 each (includes tax) *total ticket costs	\$855	\$800
Fernbank tickets for volunteers -8x \$18 (includes tax)		\$144
Transportation to Fernbank (part of Transportation budget)		
Picnic lunch (provided by a Presbytery church)	\$0	\$300
Special needs volunteer and equipment/program	\$0	\$300
Bible school supplies and crafts		\$500
transporation to Zoo		
Second picnic lunch (provided by a Presbytery church)		\$400
Zoo tickets x 51 x \$17.00 (buying advanced tickets)(includes tax) *total		
tickets	\$987	\$867
Zoo tickets volunteers (8 x \$23 (buying advanced tickets prices includes		
tax		\$184
Director food - 2 lunches		
Children's Director stipend	\$500	\$500
Volunteer parking - 5 for fernbank,6 for zoo,	\$205	\$450
Stipend for adult volunteers	\$300	
Fernbank credit card fee 3% x 16x50		\$24
Zoo credit card fee 3% x 17 x 51 kids		\$26
Emergency child rain ponchos		
Bible school teacher and Fernbank Aid - Mary		\$200

TOTAL \$3187 \$5195

\*Total Actual Fee Income = \$2324 Initial Estimated Income = \$2367

#### **Description**

- Children were given T-shirts at Women's Registration (children's table) to be worn to all off site activities
- Adult volunteers were given matching T shirts
- Check-in in front of double doors in the Children's/Nursery area
- Wednesday morning the children went to the Fernbank Museum of Natural History and had a picnic on the site.
- The children returned in time for mid-day opening Worship
- A church provided picnics for both days

- In the children area in the Hyatt, 2 rooms were used for Bible school class, divided by age, on Thursday.
- Thursday children left after Bible school to a picnic in Grant Park and walked to Zoo Atlanta

#### What Worked

- Dividing the age groups into three sections (kindergarten, 1<sup>st</sup>-2<sup>nd</sup> and 3<sup>rd</sup>-4<sup>th</sup>). We assigned two adults per age group onsite during classroom time and two to three adults per group for field trips.
- Having a room for K-2<sup>nd</sup> grade and a room for 3<sup>rd</sup>-4<sup>th</sup> grade.
- Having one or two youth per group to help with bathroom breaks, passing out materials, line control, being a buddy to children with behavioral concerns.
- Having a special needs adult leader.
- Having the same Bible lesson taught to all age groups but made age appropriate with age appropriate games and crafts done in their rooms.
- Having a roster printed out for each field trip for teachers to take along.
- Having a contact person for lunch drop offs on field trips.
- Having students come with their t-shirts on. Colored shirts for group identity.
- Having parents wait outside in the foyer to pick up their child after field trip until all students have gathered in their assigned classroom and seated as they wait to hear their name called by their leader for parent pick up. This helped with security measures on all levels especially making sure each child is connected with their correct parent/guardian.
- Having child(ren) assigned a claim number printed on their name badge, matching the number of their parents claim card. I used cardstock and laminated them for cutout.

Example Child's Card:

General Assembly 2018

Child's Name: Susan Lee

200

Parent Card:

General Assembly 2018

Lee

#200

This parent's card can be used at each check out station (nursery, children, youth)

#### What could have been better

- Having longer guide ropes to assemble and use for traveling between locations for kindergartner students on field trips.
- Having a key person tell when they are leaving field trip location and ETA back to hotel site.

#### YOUTH

#### (5<sup>TH</sup>-12<sup>TH</sup> GRADE)

**Scope and Objectives:** To provide the youth of Teaching and Ruling Elder's families a pleasant experience while family is attending General Assembly

#### **Budget Overview**

- The budget was divided by age for Wednesday morning, but combined for Thursday.
- T-shirts were given at Women's Registration to each child to be worn at all events
- Adults were given matching T shirts
- Camp Westminster offered a ½ day camp for the 5<sup>th</sup>-7<sup>th</sup> graders
- Lunch was provided by the camp
- They returned in time for mid-day opening Worship
- The Wednesday budget does not reflect the 8<sup>th</sup>-12<sup>th</sup> grade event, because there was no cost. This age group had the opportunity to join the adults in the local ministry opportunity.

#### Wednesday's budget

	Actual	Budget
GA 2018 Budget Estimates 5th- 7th grade	Cost	Estimate
Westminster day camp- Wednesday morn- 20 kids? X \$50 *actual 16		
kids	\$800	\$1000
2 volunteers to check in and ride bus to day camp		
transportation to camp (separate budget, part of Transportation)		
T-shirts (separate budget, part of Communications)		
Total	\$800	\$1000

Total actual income from fees: \$815

#### Thursday's Budget for combined ages

- The budget was based on taking the teens river tubing, but the river was flooded that day, so we had to go to plan C. We had anticipated a plan B and incorporated an extra \$5 apiece to cover it. However, that place closed down and our new choice, Malibu Grand Prix, was a little more expensive than budgeted
- A stipend is included in this budget for the Youth Coordinator
- A stipend is included in this budget for a volunteer committed to 2 days

A otyo1	Dudget
	Budget
Cost	Estimate
\$1560	\$1380
\$0	\$150
\$0	\$500
_ A	
\$0	\$510
\$500	\$500
)	\$12
\$966	
\$25	\$200
\$477	\$408
	\$275
	\$0 \$0 \$0 \$500  \$966

TOTAL \$3528 \$3935

Estimated Registration Income \$2706 Total Actual Registration Income: \$3010

#### **Description**

- Ministry Opportunity for teens on Wednesday morning (8 am to 1 pm). This was a project put together by our Love Neighbor team. Teens were given the opportunity to join adults in a ministry serving a church's hurting neighborhood. Because of chaperone needs, we limited registration to 10 teens that would come without a parent, however, there was no charge to register. This ministry opportunity was highly commended. The picture of adults and teens working together brought out others in the neighborhood to help.
- Camp Westminster Day Camp on Wednesday (7:30 am to 1 pm). This was a ½ day opportunity for rising 5<sup>th</sup> to 7<sup>th</sup> graders to visit this camp operated by Westminster Presbyterian Church. Youth were given opportunities to engage in activities like horseback riding, zip-lining, swimming, arts and crafts, etc.
- Thursday was an all day event for both age groups at Sojourn Adventures in the morning (operated by Perimeter Church), and then participate in a fun activity in the afternoon. While we initially were planning a tubing activity on the Chattahoochee River, we had to fall back on a contingency plan and took them to Malibu Grand Prix instead.
- Both days, teens checked in the same area as the children and gathered in a room nearby.
- Buses left between 8 and 8:30 am both days. On Thursday, the bus drove them to Sojourn Ministries (Perimeter Church) (leadership building and ropes course). They were served lunch there by Chick-fil-A then the bus drove them to Malibu Grand Prix (go-carts, mini golf, bumper cars, water slide)
- Bus returned around 5 pm in time for dinner

#### **What Worked**

- Having the youth coordinator survey the land ahead of time.
- Being in communication with event management ahead of time.
- Organizing roster ahead of time.
- Having a roster of registered students based on each day's events so leader knows who's present.
- Having registrar handle all registration and sending out information to parents of child needs for each event.
- Knowing the allergy list.
- Having colored t-shirts for group identity

#### What Could have been better

- Better communication of ETA back to location sites.
- Bigger room assigned for youth gathering and dismissal.

### GA 2018 General Assembly SWAG BAGS AND DOOR PRIZES

#### Robin Newton

#### bradandrobin@juno.com

#### Scope and Objectives

To reflect the theme of Love God Love Neighbor by sharing gifts with women from our community- both God's community and Atlanta's community

#### **Statistics**

- Each women registering would receive a swag bag
- Given to women as they registered on site
- Door prizes to be given away at hospitality room, CDM women's gathering and breakfast program

#### **Budget**

#### Swag bags

- Budgeted: \$2250
- Actual: 0
  - Gifted by PCA Foundation

#### Swag Bag contents:

- Budgeted: \$1500
- Actual: \$178.28
- Gifted
  - o Chick fil A coupons
  - Waffle House coupons
  - o GCP notepads and materials information
  - UPS jelly beans
- Promotional pieces provided
  - Covenant College
  - Book publisher catalogs
  - o PCA Foundation Love God Love Neighbor gifting information
  - o PCA Foundation devotionals
  - Welcome letter from Women committee
  - o Maps

- Restaurant information
- o Some things I don't remember

#### Purchased

- o Canned Coca Cola at a discounted price from bottle distributor
- Chocolates

#### **Door Prizes**

o Budgeted: \$300

Actual: \$35Purchased

o ribbon for bundling

o note cards to add to book gifts

o Gifts

- Many book publishers contacted from the exhibit hall list
- o Jewelry, jewelry travel bag, tote bags from exhibit hall contact
- Georgia Tech 3 mugs, t shirt, umbrella
- o Local Artists: Pottery platter, 2 oil paintings, natural dye scarf

#### What Worked Well

Swag bags: there was some discussion of not going all out on this. One of the reasons was the 20 swag bags in my closet, cost, and non-PCA sponsors on the bags. However, the PCA Foundation stepped up and offered to pay for the bags. That took care of the cost issue and the PCA Foundation is an Agency of the PCA, plus their tag line, Facilitating Generosity to Advance God's Kingdom, dovetailed nicely with Love God Love Neighbor!

Using a contact list provided by AC of GA exhibitors was very helpful. Of course, every publisher wanted to give something. We needed to be careful that they understood that we didn't want 10's of books. It either had to be a couple for gifts or 250 for bags.

It was helpful in contacting area businesses to have a letterhead letter from AC with non profit number and permission for us to ask for gifts

The Arts Community of Atlanta is well represented in our congregations. Those contacted were generous. We asked them to include business cards.

The volunteers for stuffing the commissioners bags also stuffed the women's bags the Saturday before GA

Two of us bundled prizes in ribbon. Since we had more books than we would ever need, we bundled one of the non book gifts with a book and with the rest of the books, we bundled them in twos. We did buy some pretty note cards to put with the book bundles just to make them more festive.

Guessing at the number of swag bags was difficult, since we had no history with the new shortened schedule. We ordered 250. After all the last minute breakfast registrations our number may have been 200-220. So we must have had at least 30 extra bags, it seemed like more.

**Timeline: See Administration timeline above** 

## GA 2018 General Assembly Prayer Subcommittee Andrew Flatgard

**GOAL:** To facilitate prayers for unity and love before and during General Assembly.

#### **MAIN ACTIVITIES:**

1. **Pre-Assembly Prayer Gathering** -- Tuesday 7:30pm of G.A. week

650 people attended this Prayer Gathering. Kevin Twit led music and assembled musicians and singers. Men and women prayed and sang, including African-Americans, Latinos, and Anglos. The liturgy reflected the overall motto of the 2018 G.A.: "Love God & Love Neighbor". I'm sure if you asked Kevin to lead a Prayer Gathering that he would be happy to serve again. The Tuesday 7:30pm time worked well because there were already many people in town.

- 2. **Prayer Memes** in social media to prompt people to pray before the Assembly. You can contact Cami Summers (csummers@pcanet.org) in the Cmte on Discipleship Ministries office as she has these memes and contact info for PCA Permanent Committee social media personnel who can also disseminate these calls to pray.
- 3. **Prayer Box** to collect prayer requests during General Assembly. This was a box created and designed by children to receive prayer requests that people wrote down on paper. We set this up in the main hallway just outside the Exhibit Hall. I was very surprised at how many requests we received as we took in about 25 per day. We also collected a few prayer requests within the G.A. app.
- 4. **Prayer Room** during General Assembly staffed by people ready to pray with people. This room was open Wednesday and Thursday mornings with volunteers (1 per hour) present to pray with people. I was present Wednesday at 11:30am to pray with people and to collect their email addresses so I could email them prayer requests received from the Prayer Box, too. Our room for this was difficult to find so we didn't have many people come by for prayer, so I recommend securing an easy to find room.

#### BUDGET: \$1500.

Most of this was to pay for the Prayer Gathering which included costs for musicians (4 @ \$150 each), audio support, and printing of the liturgy.

#### **CONTACT:**

Rev. Andrew Flatgard, Asst. Pastor, Intown Community Church in Atlanta. I'm happy to assist you in any way. Please feel free to contact me.

Email: andrew@intown.org Cell: 678.206.5455

# PCA General Assembly 2018 Finance Subcommittee Jamey Short

The role of the Finance Chair was to support the efforts of the Host Committee (HC) by:

- Coordinating the solicitation of funds from Metro Atlanta Presbytery Churches (as well as other Presbyteries) to fund HC responsibilities. This was done through phone calls, emails, and personal appeals at Presbytery meetings.
- Processing expense reimbursements for committee members.
- Receiving registration fees.
- Providing monthly financial updates to the HC Chairman.
- Processing invoices and payments to venders, contractors, etc.
- Managing cash flow (onsite payments, petty cash, offering) during the event.
- Preparing final reconciliation following the event and coordinating final distribution of any remaining funds.

The Host Committee originally set the budget at \$70,000, later increased to \$80,000 when the committee decided to set an objective to have GA offerings designated for Love Neighbor ministry partners. Funds received from Churches and Presbyteries totaled \$82,075.

The budget was divided in to the following categories:

- Host Committee Chair/Admin
- Finance
- Family and Hospitality (Woman's, Youth, Hospitality)
- Prayer
- Public Relations and Communications
- Transportation

It was extremely beneficial to have the support of one of our local churches (Perimeter) which had a well-organized accounting system in place and a willingness to support the financial management of the Host Committee. This added much efficiency to what could have been a cumbersome process.

Perimeter maintained two general accounts on behalf of the Host Committee: Income and Expense. A spreadsheet was maintained by the Finance Chair's office to track individual transactions. This minimized additional strain to Perimeter's accounting staff and made information quickly available in a universal format. All Income and Expenses were authorized by the chair of the related committee and sent to Finance Chair's office for processing. Committee Chairmen were responsible for tracking surplus or deficit within their specific areas.

Finance Chair started receiving invoices from venders (primarily for PR related items) before we had received funds to cover expenses. Future committees should have a plan for this.

Approximately \$13,000 in offerings was collected in two worship services during GA. The host committee pre-designated these offerings to a newly created foundation in support of our "Love Neighbor" theme/initiative. This was assuming that we were able to meet our budget with contributions from the hosting churches which we did. These funds were deposited into the Host Committee account and then forwarded to the PCA Foundation Office. The offering was primarily (at least 95%) in the form of cash. Future host committees should be prepared to store cash on site securely and then to transport the cash securely following the event.

The following is a financial summary. This represents 50 church/presbytery contributions, approx. 300 event registrations, and 110 expense payees. NOTE: Offerings received from GA worship services are not included in these numbers.

PCA GA 2018 Income and Expenses						
Raised from churches/presbyteries				\$	82,075	as of 6.4.18
Income from event registrations				\$	20,211	
Total Income		Α		\$	102,286	
Expenses To date				\$	65,503	
			J.L			
Net in account				\$	36,783	as of 6.25.18

Once the books are closed, Host Committee will choose where to disperse the remaining funds. Likely, we will contribute to Metro Atlanta Presbytery, the Host Committee for General Assembly 2019 in Dallas, and/or the PCA Foundation/Love Neighbor Initiative.

# General Assembly 2018 Communications/PR Subcommittee Randy Renbarger

#### Scope and objectives:

Seeking to establish and support the identity of this year's GA through the creation of the logo, supporting the AC offices with signs and way finding as well as supporting other host committee team members with signs, promotions, graphics and specialty items.

Additional support for Worship Bulletins may be requested or may be managed by the host committee team member over this area. Important to establish upfront who will cover what.

#### An overview of budget:

The total budget should be around \$10,000

Graphic Design costs will include initial logo design and then support for translating and converting that art across the communication needs for the GA. The logo was used to support all signs, way finding, social media posts, videos, email templates, promotional items/swag, etc.

Video promotions used for email blasts and social media promotions.

Printing costs to cover any direct mail pieces, bulletins, prayer guides, handouts, etc.

Promotional Items/Swag cost to cover Hospitality Team shirts/aprons, Volunteer shirts/hats, Children's T-shirts, Chaperone T-shirts, Women's Breakfast Swag, etc.

Signs for Women's and Family registration as well as way finding and transportation will need to be evaluated and then designed based on what best fits the space and communications needs.

#### **Key Learnings:**

For "Welcome" way finding and Hospitality Team identification, we'd highly recommend just using the words "PCA General Assembly". Do not use your GA logo or graphic as the primary visual identifier. The crowd is specifically looking for PCA General Assembly. We used the logo and everyone kept asking for help finding the PCA General Assembly, even though we were right in front of them in the lobbies.

Set advanced print and production deadlines for your signs and promotional items to help negate any last-minute edits, changes or rush charges.

AC Team does a lot of great work and you'll need to support them with their GA Guide Book, which happens in the fall of the previous year. We'd recommend setting a deadline with good margins for revisions and edits. Also, teams will need to know what they are doing as far as offerings for the Women and Families for this deadline. Any "Calendar" items and events for the week of GA will need to be identified and ready for listing in this guide book. Have a central source collect, edit and source the information for the Administrative Committee. Having a single source makes it easier for them as well.

AC also supports all the social media efforts, web site, GA App and can provide the email lists for e-blasts.



### **GA 2018 General Assembly Transportation Committee**

#### **Jackson Harris**

#### **Scope and objectives:**

Provide a simple, cost effective and user-friendly bus riding experience for GA attendees, particularly in support of women's and children's tours/activities

#### **Budget Overview:**

\$12k on buses + drivers. Atlanta has ~\$4k higher cost than prior GA cities, driven by cost of living differences. Given a positive difference between total GA receipts and expenses, we also decided to forward an additional \$200 per driver, or \$1,000 total, as a gratuity/honorarium for our drivers.

#### **Key Statistics/Volunteer Needs:**

~400-420 total guests were transported safely on buses from Tuesday to Friday of the General Assembly. While we had no precedent for it, ~20-25 used the "city loop" on Tuesday to travel around Atlanta historic sites and attractions. See Appendix D for a complete schedule of individual trips and approximate numbers of people transported.

#### **Main Activities:**

- 3 months out submitted Requests for Quotes to several local bus companies
- 2 months out compared quotes received, as well as qualitative impressions on those companies that responded, and signed a contract with chosen vendor; worked with the Communications team to assure the production of appropriate signage (placards and tent signs) to have on the buses identifying them as connected to GA
- 1 month out submitted payment and finalized bus size needs based on guest registrations; worked with the host hotel to finalize pick up and drop off points, and communicate these to other Host Committee groups as needed; researched, and actually drove, the "Atlanta sight-seeing" loop and determined best drop-off/pick-up locations
- During the Assembly simply assured that everything was running smoothly according to plan

#### **General Impressions:**

Buses logistics worked just fine taking all the feedback I received. It was a great overall effort.

We explored the idea recruiting volunteer drivers, borrowing buses from churches or nonprofits, but none of these alternatives turned out to be available or really viable. In addition to June being a high activity month for many of these alternatives (e.g., VBS), issues like liability insurance, the need to absolutely lock down schedules, etc. made going with outsourced professionals an obvious decision.

#### **Advice to Future Host Committees:**

Feel good about the relationship you build with your bus vendor. It really help to find a true "partner" and advisor to work out everything you won't think of.



# General Assembly 2018 Volunteer Subcommittee Bob DeLorme

I came on as volunteer coordinator approximately February of 2018. These are my observations of areas that went well and areas that could be improved.

Scope and objectives: The goal is to have enough volunteers to help with load in, stuffing bags, IT set-up, load out and what we called hospitality host and runners. (Please see attached job descriptions in Appendix C.)

Overview of budget: The major anticipated expense for us was parking reimbursement, but all volunteers with the exception of me did not request reimbursement for their parking. We had anticipated as much as \$1800 for parking. The other expense is to have refreshments for the volunteers during load-in, stuffing bags, IT setup and load out. We did have refreshments left over from load-in that met all the volunteer needs for the rest of the week. Total cost for my parking and refreshments was right at \$200.

#### **Key statistics:**

- Administrative Committee and Exhibit Hall load-in requested 20, and we got 20 volunteers. Many folks started out unloading, and then switched to filling commissioners and women's bags
- Bag-stuffing for commissioners' and women's bags requested 25, and got 25 volunteers
- IT setup, requested 4, and had 5 come to help set up computers in the Stated Clerk's office
- Note: the total for the front-end weekend work (load in, bagging, IT) = 50 people
- Load-out on Friday for the AC and Host Committee offices requested 10-12 people, but only had 3 people sign up. We had more volunteers show up who were at GA and local that we recruited, though, i.e., about 10

Hospitality Greeter Volunteers and support "runners" (to help out wherever needed) varied by day. The numbers reported below come from the Signup Genius that we created. In several cases we were short of volunteers, and folks step in to help who were not recorded in the signup genius.

- Monday none requested, not needed
- Tuesday requested total of 15 but only got 7
- Wednesday requested 30 only got 8.
- Thursday requested 30 got 7 but had to call some off. Not needed
- Friday requested 5 got 2 but asked them not to come. Not needed

Runners (in some cases deployed to help with Hospitality Greeter slots)

- Monday none requested not needed
- Tuesday requested total of 8 but only got 6
- Wednesday requested 8, and got 7
- Thursday requested 8 got 7 but had to call some off. Not needed
- Friday none requested

We also used the signup genius to sign folks up for helping with the prayer service. This was actually run by Andrew Flatgard, our Prayer Coordinator, using the same Signup Genius online platform.

This is a link to the Signup Genius page that we used: <a href="https://www.signupgenius.com/go/10c0b4aa4ad2ca6ff2-pcageneral">https://www.signupgenius.com/go/10c0b4aa4ad2ca6ff2-pcageneral</a>

#### General Activities and Advice:

The signup genius worked well. We realized we should have scheduled folks for different time slots. For instance, on Tuesday and Wednesday we needed the volunteers to be in place at 7:30 am, instead of reporting at 8:00. We also found that many of the attendees were arriving early and needed directions at 7:30. It's necessary to allow for extra time to give appropriate orientation to the facility and discussion of specific roles and resources, e.g., what you want the Hospitality Host to do. We also found out that we could use runners as Hospitality Hosts where we had more critical spots to fill versus other duties. Runners were often serving several functions and changing roles during their volunteer time.

Approximately two months before the GA, Paula Hunt, and administrative assistant at Intown Community Church, set up the on-line Signup Genius. In retrospect, you might want to have it in place three months out. Having it in place earlier will hopefully allow you to spend more time communicating with others trying to sign up volunteers.

There are actually several products which can be used to sign up individuals. Signup Genius is what Intown Community Church just happened to use. Make sure if someone else sets up the internet signup program that they also allow the Volunteer Coordinator to have full access to it. Where possible, this includes the direct ability to edit fields, have access to contact information, and give broad orientation to volunteers on how the program works. It is very helpful to have a basic knowledge and be able to make changes when need. At the same time, you should keep the access to any on-line sign-up tools to a minimum to prevent to many "chiefs" from making changes without the coordinator knowing about it. In our case only three individuals had access.

The signup program should allow you to set multiple time slots on the same day, i.e., allow for shifts. We found that there was a need to have multiple shifts each day. You will need to determine what your needs are going to be, e.g., how many locations, and at what time slots, will require Hospitality Greeters, and how many "Runners" you'd like to have generally available to

support the Host Committee and Administrative Committee. You can find job descriptions for our Hospitality Hosts and Runners in Exhibit C.

We originally sent the Signup Genius to members of Intown Community Church in hopes we could garner enough volunteers from that focused membership. We quickly realized this was not going to generate enough volunteers. I would recommend from the onset to send request information to as many churches as possible to generate as much exposure as possible. I would also recommend starting at least 2 months out but do not expect a larger number to sign up at first. We had most of our signups within the 2-4 weeks before GA. It took repeated requests to get volunteers and we were still short on the first two days. I would start early but recognize that many folks are not going to commit early, but instead wait till the last minute. One way we were able to recruit volunteers at our church was to create a physical form to be placed in the bulletin. There was as announcement with explanation made up front on what we needed, along with simple instructions on completing the form and turning it in. We then placed the names we gathered on these physical sheets into the Signup Genius as well to facilitate follow-up communication. In this way, we added at least 5-8 volunteers from our church. I would try to recruit other churches to use the same approach.

We found it important to get everyone registered through the Signup Genius for it allowed for mass e-mails to all volunteers. The signup genius was also programed to send out reminders to every volunteer two days before their time slot. This helped to reminded them plus if they were not able to come they had time to notify the volunteer coordinator.

A note on time slots. As mentioned earlier, you should plan to have Hospitality Greeters/Hosts and runners in place no later than 7:30 am on Tuesday and Wednesday to provide help to early arrivers. Also, I would suggest front-loading the first two days (Tuesday and Wednesday) of GA, since those are the days where the most confusion will occur. By Thursday the attendees appeared to know the area. On Tuesday, most commissioners just needed simple support on where to find registration lines, as well as committee meeting rooms. On Wednesday morning, this support need shifted to locating seminar rooms. Where they needed the most help on Thursday was finding where the various luncheons were being held. Also depending on how many outside events might be taking place throughout the day, there will be a need to direct folks to those outside event staging areas. These outside events typically were for children and women. This is where the runners can be very helpful. They can be dispatched to help with moving a line of kids to a bus or help load water on a bus for the outside events.

Another thing the Volunteer Coordinator and runners were doing was to make sure ice chest were stocked with the drinks that were needed for outside events. Usually first thing I did in the morning was to make sure each ice chest was stocked with the drinks and iced down. We were also trying to make sure the appropriate signs were in place for each event.

One way to determine need for Hospitality Host and Runners is to find out if you are on one level or multiple levels, how many escalators will be used by the attendees and how many halls they will have to navigate to access the main Assembly area versus smaller meeting rooms. In Atlanta, we had 4 levels in two different towers with two different sets of elevators and two

different sets of escalators. This multiplied our need for Greeters; ideally future GA sites will not have this extensive of a challenge in trying to direct individuals toward different towers. The general challenge is to be able to have enough friendly smiling individuals who can assist the attendees on registration day (Tuesday) and day one (Wednesday) when most of the breakout sessions occur in the morning. Day two (Thursday) most of the activity took place in the main Assembly hall. Another potential complication for Thursday is how many meal functions occur, e.g. the Women's Breakfast, MNA luncheon etc. Commissioners exit the main floor wanting quick direction to get to the luncheons, and need we asked our Hospitality Hosts to fill.

By Thursday afternoon we found a decreased need for Hospitality Hosts. On Tuesday and Wednesday, we placed at least one but often two in the main lobby and with one at the top and ends of every escalator in the morning and through the lunch break. By Thursday afternoon the need for Host volunteers had decrease tremendously. I had to call several volunteers to ask them to not come. The same was true for the last day (Friday).

Areas where you will need lots of volunteers at one time are the move-in, bagging and move-out. Also, on Tuesday (registration day) and Wednesday (the first day of the actual General Assembly), you will need lots of hosts to direct attendees. I would plan on having any orientation sessions for your hosts and questions all completed to allow them to be in place at 7:30 am. I would also suggest having an extra host at any major intersections where large groups may be moving during the changing out of sessions on Wednesday morning. I would also have several Hosts outside of the main GA session on Thursday just prior to lunch break to assist folks trying to get to luncheons and to assist those who may need help to find a place to eat.

One area where we needed more information was on the array of activities happening around the hotel other than the Women's/Children's events and main Assembly schedule. This would have helped greatly in our ability to assist commissioners with these various events that were occurring. We often were asked about an event but had no knowledge of the event. I would highly recommend getting an accurate list of every event that is taking place (including those not on the official schedule in the Commissioner's Handbook). This list could be disseminated to all Hospitality Hosts, runners and the Volunteer Coordinator to be aware of the event instead of trying to place a phone call to get information at the last minute.

One big help for our array of volunteers was having 2-way radios that folks could access. Still, you have to get folks to use them. It doesn't do any good to get one but not turn it on or have the volume so low no one could hear it. We had ear pieces that worked very well. You can set the radio so all sound comes through the ear piece and not broadcast.

One major word of encouragement: the world will not end if everything isn't perfect! I would also add: remain FLEXIBLE!!! Expect the unexpected to happen. In fact, just plan that something unexpected is *going* to happen. I did not expect to be coordinating picking up nursery equipment and returning it. I had to plan on adding that to the list of tasks my volunteers helped with. This worked out well but took some planning to get everything in place. For us, for example, the issue quickly became one of finding a loading dock to unload and reload the nursery equipment and deliver it back to the contributing church.

One last suggestion would be to visit the venue several times prior to the load-in. Try to get a feel for the loading dock in relation to where you will be stuffing bags and where you will be moving furniture/boxes for the Clerk's office and the bookstore in the exhibit hall. It will also be helpful to know the behind the scene short cuts, e.g. through hotel service halls, since you may be doing a lot of walking!

The next two pages include some example communication pieces:

- A solicitation for remaining volunteers
- A Thank You note to volunteers





We continue to need volunteers who can serve at the upcoming PCA General Assembly, which our Presbytery is hosting at the Hyatt Regency Hotel downtown. We have particular remaining needs in these areas:

#### Movers:

- Unloading trucks on Sunday, June 10, starting at 5 p.m. We're looking for at least 5 more people.
- Reloading trucks on Friday morning, June 15, starting at 10 a.m. We're looking for at least 10 people.

#### Shakers (hospitality hosts and greeters):

- Tuesday, June 12. We especially need hosts (ideally 5) Tuesday evening, from 4-8 pm, when many of the commissioners will be arriving. We could also use others from 8-12 and 12-4, too.
- Wednesday, June 13. We could use 5 hosts in the morning (8-12) and up to 10 in the afternoon (12-4) and evening (4-8)
- Thursday, June 14. We could use 5-10 hosts in all three slots during the day (8-12, 12-4, and 4-8)

Willing Caretakers (generally available "runners" to help behind the scenes):

• Wednesday, June 13. Our biggest need is in the morning, 7:30 to 11:30 am. We could use 2 or 3 more aides/runners for our Host Committee, especially in helping make sure our children and youth make it to their buses safely.

You can use this link to reach our SignUpGenius page: <a href="https://goo.gl/SfdYbu">https://goo.gl/SfdYbu</a>

Questions or need help signing up, please call Bob DeLorme at 404.642.4454

#### Thanks!



# THANK YOU!

I would like to thank all of you who were able to make it today. You guys did a great job of unloading the trucks, stuffing bags, moving the "junk" to other floors and in general doing anything that was asked of you.

### YOU DID A FANTASTIC JOB!

We finished earlier than I had predicted. That's on you! Thanks for the hard work and smiling faces.

We could not have done this without you!

Now if anyone just happens to be looking for a little more excitement late on Sunday afternoon i.e. 5 pm, we just happen to be unloading another truck. You are more than welcome to sign back up or just show up if you want to join us. Same place, same truck, bookstore and executive office boxes different day and different time. Please feel free to join us.

Again THANK YOU! Jim Wert, Amanda Burton and I certainly appreciate your taking the time and expense for parking to join us.

Bob DeLorme

The Grey Hair/Bearded Crazy Guy

# General Assembly 2018 Hospitality Hosts and Housing Subcommittee Ray Holton

#### **Objectives:**

The objective of the Hospitality committee was to be readily available to anyone who needed assistance. We mainly focused on the Hyatt Regency hotel and its convention facilities itself, but we also sought to assist those seeking places to eat, recognizing that some would be on a limited budget. Our goal was assisting commissioners and other attendees to find the exhibit hall, meeting rooms, nursery, youth activities, etc.

The objective of our Housing component was to be able to connect any commissioners who asked for a housing option with a host family (presumably without cost).

#### **Budget:**

Our expenditures were very modest, mainly for aprons and the hats for Hospitality volunteers to wear. We also had some expenditures for water and snacks for volunteers which we kept in the host committee room. This was part of the Volunteer Coordination budget. We had no budget for expenses connected to housing.

#### **Key Statistics and Main Activities:**

Ray Holton was mainly on various floors of the host hotel, and coordinated with our Volunteer Coordinator, Bob DeLorme, on volunteer orientation and deployment. Bob typically stayed close to the Host Committee room as volunteers showed up, outfitted them in Hospitality Host aprons and/or hats, provided them with maps and other resources, and then sent them to various locations. The handheld radios available for the Host Committee were a big asset as it allowed Bob to move about and yet be available to open up the host committee room. All of this worked very well.

The total number of volunteers varied across three main time slots per day, an 8am to 12 noon window, a noon to 4 pm window, and a 4 pm to 8 pm window. During our busiest periods (Tuesday morning and afternoon during registration, Wednesday morning during GA seminars and prior to the opening worship service, and Thursday during the primary GA business meetings and women's/family activities), we had up 8 volunteers deployed mainly at the escalator exits on the various floors of the hotel. This included both those who signed up directly, as well as those who signed up to be general "runners" for the host committee.

Obviously the main activities of the hospitality group was to be readily available to anyone with a question. Again, we had most of the main transition locations in the hotel covered at all times, especially during Wednesday and Thursday when things really "cranked up".

Here is a representative photo of a fully equipped Hospitality Host in action:



With regards to housing requests, we only received one, and were able to connect this commissioner with a host family to work out the particulars.

# Things That Worked Well:

I believe that the visibility of our hospitality volunteers was a key to our success. Many attendees learned to look for the blue aprons. We also answered questions from conventioneers of different organizations. Also each volunteer had a copy of the General Assembly Program (Commissioner's Handbook) so that they could refer to it when giving help.

# Possible Improvement Areas:

Hospitality leadership was not very familiar with the General Assembly Program at the beginning of the assembly. Hindsite says that I should have taken the program and physically gone to every meeting room. I was not familiar enough with the 3rd level and that the seminar rooms were in alphabetical order which I only learned from a hotel staff member later.

#### **Advice to Future Host Committees:**

Key advice would be for host committee volunteers to be visible. Many commissioners come in Monday for the registration opening at 3 PM so volunteers should be present at that time. Though it makes for a long day, be on site by 6:45 AM and make sure to be visible until about an hour after the final events of the evening. Use something distinctive so that they are easily

identified. As I mentioned in point 6 above, become very familiar with the General Assembly Program that is distributed to commissioners and physically visit every meeting room.

With regard to filling housing requests, we had only one request. We'd suggest identifying a few possible host families who could house a GA commissioner, ideally close to the main hotel venue, and then simply activate these volunteers should you receive any requests through commissioner registration. Other than that, this is an area that simply doesn't need much management.



# PCA General Assembly 2018 Love Neighbor Subcommittee Hace Cargo

The work of the Love Neighbor sub-committee was unique to the 2018 General Assembly in that it was a new initiative and therefore had no template to give direction to its work. Despite the fact that this effort was particularly tied to the theme of the 2018 GA, it was one of our goals from the beginning that in addition to the benefit to our local community here in Atlanta, we might also be able to justifiably commend similar efforts to future hosts of GA.

To those ends we believe our efforts were a success. With a relatively minimal amount of manpower and planning we were able to organize two events that resulted in a total of over 60 people serving some of our most overlooked neighbors. And our fundraising efforts (which included offerings from GA worship services plus some "outside" fundraising through the PCA Foundation) enabled us to give substantial financial contributions to partner ministries that serve those same populations.

We hosted one event Tuesday afternoon in the refugee community of Clarkston in which 22 people staying in the GA hotel met about 20 people from local Atlanta PCA churches to host a block party in partnership with Friends of Refugees. This event was primarily planned by three members of City Church Eastside (including one host committee member) who have worked extensively with Friends of Refugees in the past. The only costs were supplies for activities and games (totaling around \$200).

Our second event was a "neighborhood beautification" project on Wednesday morning that was planned in conjunction with the youth activities. We took almost 25 people (youth and adults) and worked in conjunction with Restore Life in the Grove Park neighborhood west of downtown Atlanta, working alongside neighbors from the community and sharing a meal together. A pastor in this community who is part of our presbytery planned the event with his staff and the total costs for supplies and the lunch provided for volunteers and neighbors totaled a little more than \$500.

Both of these events were relatively easy to plan and details for exactly what would happen (e.g. what games would be played at the block party) were not ironed out until the final weeks before GA. The bulk of the work before that was in *promoting* these events and figuring out how to work registration so we would know who to expect for which events (which we did separate from all the AC registrations for commissioners and families).

We also provided an opportunity for anyone attending GA that wanted to see the work of the MTW team that serves the refugee community in Clarkston to participate in the VBS they were running the week of GA. This was our least "successful" event as it conflicted in timing with GA worship and/or business on Wednesday and Thursday and with the other Love Neighbor event on Tuesday. In the end, two people participated on Tuesday, but not the other days. We did still fulfill a financial commitment to help with the week of VBS, providing funds for lunches for all the kids attending, which totaled \$600 for the week.

Finally, with the help of the PCA Foundation, our host committee and presbytery established a designated fund that could be used to collect funds that would then be distributed to these ministry partners. A small number of donations came in before GA began (through online giving enabled by the PCA Foundation), but the vast majority of funding came from the offerings of GA worship services (where we also promoted online and text-to-give options), which were specifically designated as gifts to this fund in both GA worship services. In total, about 20% of the giving came in through the online options (before, during and shortly after GA), which certainly warranted making such giving avenues available. A commission formed by our presbytery will soon close this account with the PCA Foundation and disperse all the funds received (just over \$17,000 in total) to our ministry partners.

Efforts such as these would be worth replicating (and improving!) for the good of future host cities, the unique potential to influence the overall ethos of our future assemblies, and the goodwill it creates with partner ministries who might be pleasantly surprised to see a group of Presbyterians from all over the country gathered and concerned not only for the business of the church, but also the community in which they are gathered.

Based on our pioneering experience, if future host committees were to take up a similar project the following recommendations could be helpful in the planning process:

- 1. Focus: In any city there will be a multitude of worthy organizations to partner with, people groups to serve, and outlets for financial investment in kingdom work. But working with a number of unrelated organizations, and hosting multiple events, may have lessened our potential impact in some ways. It's simply harder to recruit people to a cause without a clear focus. In our case, had we focused on *either* the refugee community or the urban community near downtown Atlanta, I think we could have extended a more compelling and targeted invitation. To that same point, if we could do it over again, focusing our energy on just *one* event capable of accommodating a large group of people might have been a more efficient use of resources and could have provided our PR campaign with a more succinct message. As it was, three events with three different partners created a lot of details to keep track of for the organizers and may have overwhelmed or confused potential participants.
- 2. Timing: One of the greatest challenges for everyone involved in the 2018 GA was adjusting to the new schedule. Assuming that this schedule is used next year and going forward, it actually creates a nice window for one focused event to serve the local community. Though not everyone arrives until Wednesday with the new schedule, *late afternoon on Tuesday* is an ideal time for such an event. Those who have come in early to serve on committees of commissioners are through with their work for the day by lunch (with the exception of the Overtures Committee). Many others who want to be there first thing Wednesday have had the opportunity to check in and are getting acclimated. It obviously doesn't interfere with worship services, seminars or any of the business that takes place on the floor of GA. Our Wednesday morning event was less attended by adults but multiple commissioners expressed that if they had known the new schedule better, they would have registered for the Tuesday event. If you cannot find any one partner who could host a large crowd at that time, I would even send people out to

- multiple locations all during one time slot. We were even pleasantly surprised at how many people from local PCA churches in Atlanta were able to join us for a late afternoon event youth, moms with their kids, individuals with flexible work schedules, etc.
- 3. Promotion: One of the challenges of organizing a new event was that we had to do lots of promotion. Our efforts on this front were somewhat hindered by the fact that we were still nailing down details for our events in the final months leading up to GA. But the more specific info you can provide to be included in the GA Handbook and put on the website from the very beginning, the better! That being said, we also found that many people never look at the handbook and website until right before GA begins. So, if possible, a whole separate PR campaign would be worthwhile. Utilize social media, see if by Faith will help disperse information, email commissioners directly with information (the AC can provide email addresses for registered commissioners), target specific audiences (like those serving on committees of commissioners of families that register their older kids for youth events), create promotional material that can be easily distributed online (e.g. videos and info graphics). Our sub-committee was not very PRsavvy, but the PR/communications teams for our host committee as a whole had a lot of great ideas. If we could have implemented many of those ideas earlier and started with an organized plan for when we could create and release content, that would have allowed us to reach a greater audience. Finally, on this front, plan for a big surge in registrations in the final week or two before GA begins and plan to have as many as half of your participants sign up in those final few weeks. This was the case for our events – almost half the registrations came in the final 2-3 weeks before GA and that was even without a big final PR push.
- 4. Partnership: The organizations we partnered with were eager to help us expose PCA folks to their ministries and the communities they serve. If anything, our struggle was that we could not give them *more* exposure. They all asked for opportunities to address the assembly and have booths in the hotel. While it's understandable that they would want these platforms, try to set expectations early about the nature of GA and what kind of exposure you can provide, being as generous as possible. Because it is a substantial platform, you obviously have to use good discretion in who you partner with (and expect someone to take issue with your choices regardless). And if you have just one main ministry partner, one other issue you avoid is figuring out how to give multiple partners equal exposure, equal number of volunteers, equal amounts of resources to plan their events, etc. If you can find one primary partner that you can rally around, you can also make a much more compelling appeal to GA attendees as to why they should serve and/or give to that specific work.

If the Dallas host committee (and other future hosts) have any desire to take up a similar work and see their local communities loved by the PCA during General Assembly, I personally would be more than willing to help in any way that I can. At a minimum, I am available to answer more specific questions, give input on ideas based on our experience, and "pitch" presbyteries or ministry partners on the mutual benefits of this work.

Regardless of what particular plans may come into focus, as I pray for next year's GA in Dallas I will be praying that we collectively love and serve the community in Dallas well and continue to grow in our love for our neighbors as a denomination.

Blessings, TE Hace Cargo 2018 GA Host Committee hace.cargo@brookhavenpres.com 404.538.9902



# **General Assembly 2018 Host Committee Minutes**

Kickoff Meeting March 23, 2017

Present: RE Jim Wert, TE Walter Henegar, co-chairs; TE Aaron Messner, RE Ray Holton, TE Andrew Flatgard, Randy Renbarger, Scott Logan, Jamey Short, Gordon Moore, Emily Wert, Sherry Eschenberg and Angela Nantz from the Administrative Committee office.

1. Jim opened in prayer and introduced everyone present

### 2. Overview

- Sherry Eschenberg, Angela Nantz described the role of the home office vis-à-vis the host committee
- We discussed how the new two-day assembly format will affect worship services
- We reviewed the basic responsibilities, structure & timelines of the committee
- We reviewed a chart of current subcommittee chairs, including open positions, and discussed possible leaders to fill them
- Walter agreed to serve as the temporary secretary for the committee
- We reviewed the proposed budget

#### 3. Theme

- We discussed criteria, reviewed past GA themes, and considered several options
- After a healthy discussion, we decided to go with: Love God & Neighbor

### 4. Resources

- General Assembly Handbook
- Ken Thompson has created Dropbox folder on the presbytery account:
- https://www.dropbox.com/sh/s4t3gzpymeo5o62/AACUVGKouNEHvFqk1ayvDIzea?dl=0
- Walter distributed selected reports from prior GAs and committees
- Jim distributed a list of committee contacts for GA 2017 in Greensboro

### 5. Future planning

- We decided to meet together monthly on the 4<sup>th</sup> Thursday of every month, 7pm at Intown Community Church, starting April 27.
- Because neither co-chair will be in town for the May 2 Metro Atlanta Presbytery meeting, Aaron agreed to give the report

#### 6. Wrap-up

- John White will be a good source of information, and possibly negotiation, for downtown events, e.g. World of Coke.
- North Avenue helped us with a nursery location the last time Atlanta hosted, though may not be possible again in 2018 due to their renovations

### 7. Ray closed in prayer

### **General Assembly 2018 Host Committee Minutes**

May 25, 2017, Intown Community Church

Present: RE Jim Wert, TE Walter Henegar, co-chairs; RE Ray Holton, TE Andrew Flatgard, TE Hace Cargo, TE James Saxon, Kathy Stair, Jane Patete, Sherri Williams

Absent: TE Aaron Messner, Randy Renbarger, Scott Logan, Jamey Short, Emily Wert

8. Hace Cargo opened in prayer at 7:05 pm

### 9. We introduced:

- Our new Families subcommittee chairperson, Kathy Stair, along with her key lieutenant, Jane Petete
- Hace Cargo, who will chair a new "Love Neighbor" subcommittee promoting an external orientation at GA, along with James Saxon, from Church of the Apostles and a member of the Metro Atlanta Presbytery, who will be assisting

### 10. GA 2017 Status and Support

- We discussed possible things to give away at our Exhibit Hall booth, and opted NOT to try and order anything customized (e.g., pens, magnets, kaleidoscopes)
- We did endorse trying to solicit free things we could give away, e.g. donations from local companies/attractions like Chick-fil-A, Coke, the Georgia Aquarium. At a minimum, we should try and collect appropriate promotional materials/brochures. This will require someone (or more) to make connections to gather these items.
- Ray Holton will be scheduling volunteers to staff our Exhibit Hall booth while the hall is open
- Kathy Stair will be giving the update and remarks about the Atlanta GA at the Women's luncheon. She'll be looking for help on content
- Our plan is for all our subcommittee heads to reach out to their counterpart leaders while at this year's GA; stay tuned for contact information and phone numbers

### 11. "Love Neighbor" subcommittee

- This will be a new initiative for us to take on, with Hace Cargo in the lead
- Our aspiration will be to integrate the "love neighbor" theme into everything going on at the 2018 GA
- We need to start brainstorming possibilities now, as well as connect to local church leaders for their input
- Could involve explicitly inviting in people from the surrounding community into our worship services
- It would be great to be able to contribute funding to local outreach/neighbor-to-neighbor ministries, at least any "leftover" money that we raise above our expenses.

- Some have suggested trying to raise aggressive sums beyond our budget, and pitch a specific partner ministry or ministries
- It may be possible to highlight the theme and/or specific local ministries in our prayer efforts, pre-worship activities/testimonies, prayer during the worship services, etc.
- Consider an explicit Gospel presentation at the last worship devotional?
- We'll need input from our other subcommittee heads on this, obviously
- 12. Hosting a "big event" (like Greensboro's downtown concert, or Mobile's Getty Concert)
  - Given our shortened schedule, we're thinking "no"
  - If we do anything, it would probably be a time of special music before the Thursday night worship

# 13. Prayer

- We are beginning to develop a prayer request list for our various committees and leaders
- We will be connecting with a prayer contact at each MAP church
- Andrew is beginning to think about/recruit a diverse group to participate in an hour of prayer for Tuesday evening on 6/12/18

### 14. Women's/Family Ministries

- Now assembling further information on planned docket for 2018, MAP member churches
- Will be recruiting leaders for other subcommittees where we still have gaps
- Kathy and Jane will be contacting CDM first to see what they need and plan in the way of programming for 2018
- We are assuming that background checks apply just to volunteers working with children and youth (i.e., not for volunteers on women's programming); we will confirm this with the AC
- We will look for technical help/support/counsel on IT matters from Perimeter Church, e.g. to facilitate registrations, conduct background checks
- We reviewed an initial proposal for Women's Tours/Activities. This included:
  - Tues June 12, 2018: Family day at Coke Museum/Georgia Aquarium: Arrange for group tickets for combo or individual venues (as discounted a price as possible to get—Check with John White?). This could also be available for youth/children. Women can go as a group with or without kids. Have shuttle bus from Hyatt to Coke/Aquarium entrance that runs throughout day (every hour? From 10-5?), possibly volunteers to lead guided walk from hotel to Coke/Aquarium (if Centennial Park has reopened, can walk through there as well). Lunch on own in area.
  - i. Wed June 13, 2018: Atlanta Botanical Gardens with luncheon. 9:30 -- 1 pm. Back before worship service. Ida Bell will talk to Gardens about group tour/ticket prices/arranging luncheon/price. Worship service: 1:30-

- 3 pm. Martin Luther King Center, 3:30-5:30 pm. (Just 5 min drive from Hyatt). Suggest Ponce City Market for evening meal and walk on Beltline, but not an organized event.
- ii. Thurs June 14, 2018: AM: Women's lunch with speaker (arranged by Womens Event Coordinator/AC). Is it possible to have speaker first, then lunch, speaker 10-11:30, lunch 11:30-12:30, so that we can start afternoon tour at 1 pm? Atlanta History Center/Cyclorama. 1 pm—5 pm. Arrange Tea and Scones in Swan House.
- iii. Fri June 15, 2018: Backstage tour of Fox Theater 9:30-12:00. (5 min from Hyatt). Ida Bell has agreed to be on team with Emily Wert and Sherri Williams. She will look into talking to venues about group pricing in June. We hope to finalize prices and plans by end of July.

15. Andrew Flatgard closed in prayer at 8:50 pm



# General Assembly 2018 Host Committee Minutes June 22, 2017, Intown Community Church

Present: RE Jim Wert, TE Walter Henegar, TE Aaron Messner, TE Andrew Flatgard, TE Hace Cargo, Emily Wert, Kathy Stair and Jane Patete.

- 1. Aaron opened in prayer
- 2. Jim and Walter shared their agreement that Walter will henceforth take the role of vice chairman/secretary rather than co-chair
- 3. Debriefing the Greensboro General Assembly
  - General observations, lessons learned:
    - Splitting the exhibitor hall in two different locations was less than ideal, both for commissioners and especially for exhibitors
    - Question for the AC: Will we have a single space for the exhibit hall?
    - Amanda Burton is working to schedule a Hyatt site visit July 5-7 (later confirmed for July 6<sup>th</sup> at 1pm)
    - We anticipate a need for heavy promotion of the new schedule in order to encourage more commissioners to *plan* on staying through Friday.
    - Qualitatively, the sense of growing divisiveness and distrust in the assembly was discouragingly noticeable. Next year we expect (despite the shortened schedule): a packed agenda, the racial reconciliation study committee report, and multiple probable overtures in response to the women in ministry study committee. Because of these likelihoods, we want to make choices that will help set a more unifying tone. Whom we ask to preach, especially Thursday, will make a huge difference.
  - Nathan Kline, the Greensboro Host committee chair, joined the committee via Skype and shared some of his takeaways:
    - He wished they had done online-only registration; paper registration proved to be an incredibly big headache
    - Have a separate registration person assigned to women, teenagers and kids; otherwise it's a HUGE job
    - Hardest job was finding someone to be in charge of the nursery, though family registration may be down due to the shortened schedule
    - Getting women into the hospitality room was important, which was one reason why they offered donated door prizes every day
    - Other donations that were included in the women's bags: Good Book company gave \$1000 of the \$1300 to pay for bags. Local vendors donated a lot of other gifts like Texas Pete, peanuts, etc. except Moravian stars. One committee member who was well connected to the business community made all the "asks" for these donated items.

- Consider asking every church to make a \$500 donation for putting on GA
   this would have generated 40,000 by itself.
- Worship: Goal was to reflect the diversity of the denomination, plus a taste of North Carolina (e.g., bluegrass band on Thursday). Joel Littlepage, who's a TE/worship leader in the presbytery, did a great job and had a lot of connections that helped bring together other gifted musicians.
- Women's event: Tours were full.
- Pre-assembly prayer: About 30 in attendance. They didn't do a great job promoting it, so perhaps more could be gathered with better promotion and a specific invite to all commissioners. The room was also tucked out of the way, which made it harder to find.
- Purchasing and acquiring supplies for things like communion: Ideal to get through one or two churches, rather than multiple. Tuesday attendance was approximately 3,000 to 3,400 worshippers.
- Have lots of "runners" available to help address unexpected scenarios; e.g., last-minute scramble to collect lanyards, plants in front of pulpit. The Greensboro visitors bureau promised five people but ended up only providing one.
- Committee members (especially chair, worship chair and nursery coordinator) should stay on site to be available as needed. Their hotel room expenses were covered by the host committee budget.
- Color-coded host committee t-shirts were helpful; recommended by Chattanooga host committee. Teenagers gray, nursery pink, aqua for kids, etc.
- Smartsheet and Signup.com (\$100/year) were really helpful; they passed out postcards with a QR code on it and distributed them to the churches to recruit volunteers.

### 4. Sub-Committee Updates

- Worship (Aaron Messner)
  - Aaron has begun collecting names who are interested in helping the worship subcommittee, but has not yet met
  - Preacher ideas: Joe Novenson, Ravi Zacharias (outside the PCA but well regarded and hard to categorize), Sinclair Ferguson, Allistair Begg, etc.
  - Music: Black Gospel choir (but not really representative of MAP)? Georgia Boys Choir? Extra-large combined-church "blow the doors off" choir?
  - Friday morning devotion: Still want to make it special, a "must attend" event.
  - Perimeter's diaconate is already signed up to distribute communion; communion will be distributed by elders only
- Finance (Jamey Short, via email)

- Overall budget goal: Perimeter is pushing back on our \$80k budget, which they've agreed to cover roughly half of. Jim believes there are reasons we need to keep it higher, so we'll have to keep that conversation going.
- Church solicitation: Jim has prepared a spreadsheet of expected church giving based on statistics from the 2016 PCA Yearbook.
- GA bank account
- We need to find someone to help solicit donated items
- Prayer (Andrew Flatgard)
  - Should have a contact from every church within about 30 days
  - Still planning on a one-hour Tuesday night 7:30pm prayer event in the ballroom
- Public Relations (Scott Logan)
  - The committee is unanimously pleased with the logo, with kudos to Scott Logan and his team.
- Families (Kathy Stair)
  - Greensboro recommended outsourcing all transportation to one company; however, the company's limited bus space ended up limiting registration for certain events, which would have been harder
  - Caroline Almade is joining Kathy's team
  - Karen Hodge confirmed that Thursday morning breakfast is the best slot for a women's event at 9:15am, after the 8am seminars. Need to keep the cost down (Greensboro was too expensive), and anticipate same-day registrants. Karen is brainstorming a speaker or two in keeping with our theme. Too many giveaways at the lunch; Karen suggested instead to use them as incentives for early registration. Recruiting Debbie Locke to coordinate women's events with CDM.
  - Kathy met with Danny Iverson from Shalom City Church here in Atlanta about involving some of the women in his ministry.
  - We want to set up a women's hospitality room in a more prominent location.
  - Gayle White might be a resource for catering.
  - St. Paul's may be a resource for space.
- Women's Activities (Emily Wert)
  - Emily and Kathy met in Greensboro and continue to move her plans forward.
- Floor Hospitality/Runners (Ray Holton was absent)
- Love Neighbor (Hace Cargo)

- Talking to folks at Greensboro generated some good ideas about how to get the word out early on:
  - 1. The "ask" should come from our presbytery, not the home office, to reinforce the grassroots nature of the denomination
  - 2. Be careful not to communicate alignment with any particular "camp"
  - 3. Put together some sort of video well before GA
  - 4. Make sure we do some sort of follow-up afterward (via byFaith?) in order to demonstrate the positive impact.
  - 5. One particular partner is the Atlanta Mission, which is in walking distance of the hotel, has partnered with multiple PCA churches in the area, and has a great track record.
  - 6. We could offer some sort of service opportunity at the same time as the seminars, like workshops
- 5. Other general discussion topics:
  - Need for subcommittee budgets and volunteer targets
  - Expense reimbursement as we start spending money
  - Need for coordination on soliciting discounts, give-away items, etc.
    - Jim and Walter will work on finding someone to run point on this.
  - Integrating other presbyteries into the mix (Korean, GA Foothills, NW Georgia)
    - Billy Park has given Jim some names from the Korean presbytery
    - We need to contact the stated clerks of each presbytery
- 6. Group Input on Leadership Roles Still to Fill
  - Families subcommittees: Family Registration, Women's Events, Women's Hospitality, Children, Youth, Nursery (Kathy S in the lead)
  - Communion and Ushering (Aaron M in the lead; Perimeter deacons in the wings)
  - Host Housing/Attendee Needs (still need a coordinator)
  - Local Transportation (outsource? Still need a coordinator)
  - Volunteer mobilization (still need a coordinator/defaults to each subcommittee head)
  - Security? (may be enough to let AC take this on; need to clarify who bears the expense)

- 7. Next meetings: July 27, August 24, Sept. 28, Oct. 26, Nov. 30, Jan. 25, Feb.22, March 22, April 12/26, May 10/24, June 6); Prayer
  - The November meeting is on the 4th Thursday due to Thanksgiving
  - There will be no December meeting
  - Beginning in April, we will move to meeting twice monthly
- 8. Kathy Stair closed the meeting in prayer



# General Assembly 2018 Host Committee Minutes July 27, 2017, Intown Community Church

Present: RE Jim Wert, TE Walter Henegar, TE Aaron Messner, RE Ray Holton, RE Jamey Short, Emily Wert, Kathy Stair and Jane Patete; also from the AC: TE John Robertson and Amanda Burton

- 1. Kathy Stair opened in prayer
- 2. We spent a few minutes reflecting on the July 6 Hyatt tour
  - Women's hospitality requested not to be buried in an out-of-the-way room
  - The assembly space will be long, more "shotgun" in orientation
  - The nursery area is spacious and accessible
  - The family registration spot is well-located
  - The exhibit hall space looks ideal
- 3. We reviewed Jim's document outlining Fall 2017 deadlines
  - September-October seems to be the crucial period, in order to have the commissioner handbook in place; all we need to provide is information, and the AC graphic designer will lay it out
  - Still need a housing subcommittee chair; fairly straightforward job. Last year they didn't publish a list of available housing; they just kept an internal list for those who need it
  - Still need a transportation subcommittee chair, whose negotiations with bus companies will affect pricing for Women's tours & activities
  - Worship speakers need to be determined in September
  - Our committee's written update to the AC will need to be sent by the end of September
- 4. Budget first pass discussion
  - Jamey Short shared that the Greensboro committee is passing on to us a \$5,000 surplus!
  - Preliminary subcommittee budgets are **due on August 20**, three days <u>before</u> our next meeting on August 24
  - With certain events, do we charge 100% of our costs, or do we pay for some costs from our budget?
  - Preacher honorariums: If they are commissioners, we typically do not pay their travel costs or registration fee; if we choose a preacher outside the PCA, we may (and probably ought to) pay his travel expenses
  - Each category includes a contingency amount
- 5. Sub-Committee Updates

- Host (Jim Wert)
  - Jim presented a draft estimate of expenses, totally get \$74,500
- Worship (Aaron Messner)
  - We discussed possibly inviting Randy Pope to offer the Friday morning devotional, given his influential ministry and Perimeter's 40<sup>th</sup> Anniversary
  - Aaron will have a more robust report on worship music next meeting
- Finance (Jamey Short)
  - All budgeting will be handled through Perimeter's accounting department, so presbytery checks should be addressed and mailed to Perimeter, to Jamey's attention
- Prayer (Andrew Flatgard)
  - Andrew is in contact with prayer leaders at our presbytery churches and is poised to pass along particular requests to them.
- Public Relations (Randy Renbarger/Scott Logan)
  - Randy and Scott were not in attendance
- Families (Kathy Stair) (recruiting efforts, potential schedule shifts, etc.)
  - Suzanne Henneger from Church of the Redeemer has agreed to serve as the the Registrar for families
  - Eleanor Lilly at Westminster Camp could be available for some kids' activities; they could also offer a discounted rate. They run a day camp for kids age 6-10, which they could include some of our kids in (Tues, Wed & Thurs) or just the Wednesday horseback riding camp. They could also, possibly, run a separate GA camp in parallel to their regular camp, though this would require bringing on more workers. We would need to cover transportation; Camp Westminster is in Conyers, about 35 minutes from downtown.
  - The Nursery Coordinator position is not yet filled, but Kathy has a potential lead (note: Chattanooga host committee had 76 kids infant-to-4 years)
  - If we can arrange for a regular shuttle circuit to some nearby attractions, it could reduce the intimidation factor of our big city
  - Moving nursery equipment to the hotel appears to be a logistical challenge; renting is another possibility
  - CDM's program will be a brunch, after the session-wide seminar. Kathy's out-of-the-box idea is to use some women from ChristChurch to help with this.

- For hospitality, she would like to see a combination of people from Old Peachtree and Atlanta Church of All Nations; Billy Park may be a good contact to recruit from the Korean presbytery; Aaron will reach out and connect him with Kathy.
- Older kids (over 13) could potentially be involved in any Love Neighbor service opportunities
- Women's Tours & Activities (Emily Wert)
  - Emily spoke with Atlanta History Center & Swan House about Tours & tickets after the CDM brunch; the cost is about \$44/person plus \$200 room fee plus transportation. We agreed that the host committee will cover the fixed costs.
- Floor Hospitality/Runners (Ray Holton)
  - Ray would like to get peach-colored aprons or vests or some sort of identifying garment for welcome volunteers. Another idea: Varsity-style paper hats
  - Is there an age limit on runners? Probably not.
  - When we begin to recruit volunteers from churches, we need to have as specific as possible requests about what we need.
  - Could this role include housing and transportation? Ray has a contact at a bus company he will look into.
- Love Neighbor (Hace Cargo)
  - Hace was unable to attend but emailed that he has been in contact with the Atlanta Mission and with Hung Truong at St. Paul's about how we can serve the community during the assembly.
  - Jim's projected expenses document includes some funds for a Love Neighbor event
- 6. We discussed other general topics:
  - Need for subcommittee volunteer target numbers
  - Expense reimbursement as we start spending money
  - Need for coordination on soliciting discounts, give-away items, etc.
  - Integrating other presbyteries into the mix (Korean, GA Foothills, NW Georgia)
- 7. Group Input on Leadership Roles Still to Fill
  - Families subcommittees: Family Registration, Women's Events, Women's Hospitality, Children, Youth, Nursery (Kathy S in the lead)
  - Communion and Ushering (Aaron M in the lead; Perimeter deacons in the wings)

- Host Housing/Attendee Needs (still need a coordinator)
- Local Transportation (outsource? Still need a coordinator)
- Volunteer mobilization (still need a coordinator/defaults to each subcommittee head)
- Outside Materials Donations? (still need a coordinator)
- Security
  - AC bears this expense, but if we have law enforcement people in our churches, we can still help the AC by recruiting them to help. Could present as a specific request at the Sept 19 Metro Atlanta Presbytery meeting
- 8. Wrap-up: questions, assignments, next meetings (August 24, Sept. 28, Oct. 26, Nov. 30, Jan. 25, Feb.22, March 22, April 12/26, May 10/24, June 7); Prayer



# General Assembly 2018 Host Committee Minutes August 24, 2017, Intown Community Church

- 1. Getting Started:
  - a. Prayer by Hace Cargo
  - b. Agenda review
- 2. Introductions of any new subcommittee leaders, lieutenants (as needed)
  - a. None present
- 3. Review and status on fall deliverables (introduced in July meeting)
  - a. Due date of 10/16 for the sake of GA booklet
  - b. Need to be in draft mode by Sept meeting
- 4. Budget second pass discussion, integration
  - a. Jamey Short absent budgets still work in progress
  - b. Expense estimates distributed
  - c. Some committee budgets not yet submitted (but getting closer)
- 5. Sub-Committee Updates (objectives, progress updates, volunteer needs, areas where you'd like broader counsel, etc.)
  - a. Host (Jim Wert)
  - b. Worship (Aaron Messner, progress on speakers, worship design, etc.)
    - i. Committee has had discussion around philosophy, drawing from breadth of PCA (and MAP).
    - ii. Agreement to pursue speakers who are new to GA.
    - iii. Desire to pursue speakers that are not associated as representatives of particular camps within PCA.
    - iv. Alexander Jun will speak in opening worship service will try to "tee up" both emphases of GA.
    - v. Have done research on worship budgets 2010-2016.
      - 1. Range of \$9-14k.
      - 2. Communion supplies \$500-700
      - 3. Bulletin cost can be very high (and large variance amongst GAs)
      - 4. Major variance in cost is musicians
      - 5. Some GAs did not give speaking honorariums (ATL 2018 will)
      - 6. We have one less worship service to fund than previous GAs.
    - vi. Need to potentially consider screens half-way back in the assembly room for music/readings to account for length of room.
    - vii. Also beneficial to have worship guide on the app (work with AC).
  - c. Finance (Jamey Short, other than budgeting discussion above)
    - i. Continue to pass along budgets for consolidation
  - d. Prayer (Andrew Flatgard's email update)
    - i. Pass along prayer requests to Andrew to be passed to presbytery churches.
    - ii. Planning continues for pre-assembly prayer event.
      - 1. Less than an hour
      - 2. Kevin Twit has been contacted for music

- e. Public Relations (Randy Renbarger/Scott Logan, fall publications needs, use of logo, access to Perimeter resources to produce hats/shirts, etc.)
  - i. If anyone is working on anything with layout/graphics (or anything print-based), reach out to Randy/Scott Perimeter has extensive network of vendors and often gets deals due to volume..
  - ii. Desire to have consistent logo/branding.
- f. Families (Jane Patete, for Kathy Stair) (recruiting efforts, potential schedule shifts, schedule updates, etc.)
  - i. Current draft of children's schedule distributed
  - ii. Accomplished: all six budgets turned in (updates to come as plans finalize), children's schedule (including MLK trip as family event) completed and aligned with women's schedule:
    - 1. Camp Westminster offering special rate for GA families for the week we can promote, but families cover cost and transportation.
    - 2. Half day camp at Camp Westminster on Wed as part of GA activities.
    - 3. Sojourn (at Perimeter) offered as Thursday activity, followed by tubing on Chattahoochee
    - 4. No longer pursuing Stone Mountain
    - 5. Ministry opportunity for 7<sup>th</sup>-HS on Wed morning
    - 6. Younger kids will do VBS and Grant Park/Zoo
    - 7. Schedule allows for children (K-12) to attend worship (nursery would stay open during worship).
  - iii. Yet to be accomplished:
    - 1. Transportation
    - 2. Meals:
      - a. Parents will provide food at hotel instead of \$15 lunches provided by hotel,
      - b. Local church will provide picnic lunch for zoo trip,
      - c. Food provided at Westminster
  - iv. Still working on:
    - 1. Still need childcare coordinator will be given \$500 stipend
    - 2. Nursery equipment offered by Westside
    - 3. CDM Women's breakfast (not a lunch this year) needs leaders several candidates (including a team possibility from ChristChurch)
      - a. Hyatt breakfast \$45/person need an alternative
      - b. CDM always covers speaker and AV needs and meals for speaker
      - c. Has budgeted for volunteers for this event
    - 4. No news on possibility of moving hospitality room
      - a. Still need someone to take lead on hospitality room.
- g. Women's Activities (Emily Wert, fruit of venue research, any updates on planned activities, etc.)
  - i. Put down a deposit for Swan Coach House for luncheon (12-5 on Thurs)

- ii. Botanical Gardens waiting to hear about room reservation for lunch (cost includes admission to the gardens)
- iii. MLK Center only about 5 min away
  - 1. Doing house tour not possible logistically
  - 2. Can still see old Ebeneezer and tour rest of grounds
  - 3. Open to do as families
  - 4. Registration charge for the purpose of knowing numbers in advance
- iv. Still need to talk to Fox Theatre for cost of backstage tour
- v. Aquarium and Coke need a contact for good group rates offer (Kirk Glaze for Coke?)
- h. Floor Hospitality/Runners (Ray Holton, including updates on housing and transportation research, etc.)
  - i. Working on aprons/hats with Randy
  - ii. Will price some other bus companies for transportation (and price different sizes of buses).
  - iii. Deadline for host families: start of the year (as early target) need to be relatively close to downtown (not Alpharetta).
- i. Love Neighbor (Hace Cargo, emerging plans, etc.)
  - i. Still working on specifics of partnership with Atlanta Mission
  - ii. Alternative options: Friends of Refugees and MTW team in Clarkston Jonathan Hastings (at Westminster as main contact) 404,987.1919
  - iii. Will also speak with Danny Iverson about possibilities partnered with Grove
  - iv. Could use Perimeter's Community Outreach department for connections/resource.
- 6. Other general discussion topics:
  - a. Need for subcommittee volunteer targets continue to evaluate need for volunteers.
  - b. Expense reimbursement happening?
    - i. Yes worked well for Randy/PR.
  - c. Need for coordination on soliciting discounts, give-away items, etc.
    - i. Potentially need someone to take lead on solicitation of deals and give-aways.
  - d. Integrating other presbyteries into the mix (Korean, GA Foothills, NW Georgia)
    - i. Jim and Walter will continue to work on these connections.
  - e. Others?
    - i. Sept MAP mtg: Opportunity to pitch presbytery for help with childcare and other needs.
    - ii. Reminder that churches need to put GA in church budgets.
- 7. Group Input on Leadership Roles Still to Fill
  - a. Families subcommittees: Women's Events, Women's Hospitality, Children, Youth, Nursery (Kathy S in the lead)
  - b. Communion and Ushering (Aaron M in the lead; Perimeter deacons in the wings)
  - c. Host Housing/Attendee Needs (Ray Holton researching)
  - d. Local Transportation (Ray Holton researching)

- e. Volunteer mobilization (still need a coordinator/defaults to each subcommittee head)
- f. Donations coordinator?
- 8. Wrap-up: questions, assignments, next meetings (Sept. 28, Oct. 26, Nov. 30, Jan. 25, Feb.22, March 22, April 12/26, May 10/24, June 7); Prayer
  - a. Goal for next meeting- lock down budgets and content for GA booklet.



# General Assembly 2018 Host Committee Minutes September 28, 2017, Intown Community Church

In attendance: RE Jim Wert, Kathy Stair, Emily Wert, TE Walter Henegar (via teleconference), Randy Renbarger, RE Dan Decriscio, Randy Renbarger, TE Aaron Messner, Suzanne Heninger, Scott Logan, TE Andrew Flatgard Absent: Ray Holton, Hace Cargo, Jamey Short (see note, below)

### 1. Prayer

Walter opened in prayer and we reviewed the agenda

### 2. Attendance and committee additions

- Suzanne Heninger (Registration) and Dan Decriscio (Love Neighbor) joined us for the first time
- Jamey Short's role at Perimeter is changing; won't be here in person due to exec team meetings but may send a lieutenant
- Norm Dunkin RE from Carriage Lane is hoping to join the committee in October, possibly in volunteer management

### 3. Reports to MAP and AC

• Jim summarized the recent status reports to MAP and the AC.

### 4. Fall deliverables

- Still working toward October 16 deadline (before next meeting) to get content into commissioner handbook, including costs for activities, who's preaching, etc.
- 5. Sub-Committee Updates (objectives, progress updates, volunteer needs, areas where you'd like broader counsel, etc.)
  - **Host** (Jim Wert)
  - Worship (Aaron Messner)
    - o Alexander Jun will "exhort" for the Wednesday afternoon worship service
  - Not yet where they need to be; the committee represents a broad spectrum of views on worship, though charitable toward one another.
  - o They have extended an invitation to Randy Pope to do the Friday devotional.
  - o Ravi Zacharias was asked, but can't be, the Thursday night speaker; so the committee is still working on it.
  - Jim reported that Emily Moore of the Psalter Project (classic CCM versions of Psalms) has offered to do some sort of worship for free. Potentially a Thursday

night pre-worship performance? Regardless, we will not attempt to have a special music event like the Gettys, due to the shorter schedule.

- **Finance** (Jamey Short and team, in absentia)
  - So far, we have received almost \$7,000, excluding \$5,000 we are anticipating from what we're expecting from Piedmont Triad Presbytery, plus \$48,000 in pledges from MAP churches (Perimeter's portion is \$36,000)
  - The \$80,000 budget, at this point, is fairly fixed.
  - o Confirmed: Any individual contributions to the fund will be tax deductible.
  - Process for expense submissions?
    - Post-meeting note: please submit all expenses to Jackie Bourret (jackieb@perimeter.org); a copy of physical receipts (or a copy of an on-line confirmation, if the receipt is digital) must accompany all expense submissions
  - Targets distributed to churches: some churches have already exceeded their expected contribution.
- Love Neighbor (Dan Decriscio repr<mark>esen</mark>ting Hace Cargo in absentia; see Hace's written report)
  - o Dan Decriscio reported on his meeting with Hace Cargo; the committee wants to provide an experience for people to serve their neighbors in hands-on ways
  - o Refugee ministries in Clarkston could be the "star" of GA, especially given the high number of international refugees there (Refuge Coffee)
  - Other potential ministries to partner with: Homelessness (Atlanta Mission), Sex Trafficking (Dream Center, Out of Darkness, Beloved), Racial Reconciliation (Darryl Ford, Danny Iverson), Underserved Youth (Summerhill) and Christian Community Development (Danny Iverson, Desire Street Ministries)
  - Like a cruise (bear with the infelicitous analogy), commissioners and families could serve, have some experiences, and take some stories back to their churches.
  - Hoping that Love Neighbor ministries can attract GA attendees who might not normally come, including deacons
  - Focusing on innovation in ministry, like one particular for-profit company in Clarkston ("Community Garden")

- o Timing: Wednesday and Thursday during the day? Open to commissioners but especially families and visitors. Schedule conflict: We need to be careful not to cut into women, youth & family activities. Alternately, perhaps Tuesday? Early-arriving commissioners will begin committees of commissioners on Tuesday afternoon. Wednesday morning prior to the opening worship service is another option.
- o Jim summarized four general avenues: 1. Family involvement in available programs, service opportunities as part of the family youth schedule, 2. Commissioner and other congregational/diaconal involvement in service projects running parallel to the whole GA 3. Financial support, e.g., through specific offerings, use of any surplus revenues 4. Focused seminar on creative ways to love our neighbors [in coordination with Covenant College], possibly including a field trip and likely scheduled on Wednesday morning at the same time as other seminars; we can also coordinate with Covenant College and the AC on including other seminars as part of the regular GA schedule with a "Love Neighbor" focus

### • Prayer (Andrew Flatgard)

- i. Working with Stephen Estock to assemble 50 days of prayer leading up to GA
- ii. Committee prayer requests being sent to most churches in the presbytery
- iii. Pre-Assembly prayer meeting Tuesday at 7:30-8:30 in the Centennial Ballroom, led by Jimmy Agan & Andrew; Billy Park, Kevin Twit and Sean Lucas will be involved.
- iv. Wednesday 11:30am prayer time (and possibly others at other times during GA) will be labeled differently. Kathy Stair noted that the women will also have some sort of Wednesday morning prayer time, either separately or coordinated at the same time.
- v. The room used for the Wednesday 11:30 "open prayer" time won't be available all week, but Andrew is looking into reserving a prayer room to be available throughout the Assembly
- vi. Andrew is working with Amanda Burton about communicating all these things, including any material that needs to be included in the Commissioners' Handbook.
- **Public Relations** (Randy Renbarger/Scott Logan)
  - i. If we don't get certain details like final pricing, specifics on "Love Neighbor" seminars, or even the worship speakers before October 16, we could get them into the second printing of the commissioner handbook

- that is included in the Commissioners' bags. The main things we want to include now are calendar items and any costs associated with activities.
- ii. Randy is working with Ray on logo-branded hats and aprons for the welcome team; Perimeter can help with t-shirts for youth field trips.
- iii. Suzanne raised an important question about how women and wives of commissioners can learn of activities ahead of time. Can we access and blast to an email list of women who have gone to GA activities in the past? \*Does the AC gather this information in the commissioner registration form?
- iv. Signage: Given the size and complexity of the Hyatt, we will need to work on signage

# • **Logistics** (Ray Holton)

- i. Transportation: we will likely outsource transportation, possibly supplemented by church (or Christian school?) vans and volunteer drivers. Ray has been researching this, and the current budget is \$9,000.
- ii. Housing: This need is still a ways off, but will end up recruiting PCA members who are willing to host commissioners. This has traditionally been a relatively small number.

# • **Families** (Kathy Stair)

- i. Westminster Camp has committed to a half-day camp for 5<sup>th</sup> through 7<sup>th</sup> graders for Wednesday morning, \$50 including lunch (not including transportation). They are also offering \$75 off a week of camp for children of GA attendees (9-11 year olds? We need to confirm; the age range may be wider.). The committee will simply refer folks to this latter offer; we won't coordinate.
- ii. Perimeter's Sojourn Ministries is offering their staff and facilities for 5<sup>th</sup> through 12<sup>th</sup> graders for \$30 on Thursday morning, with a 50 person limit.
- iii. Chick Fil-A near Perimeter is offering to feed this group and deliver it for free; there will be a per meal charge, probably \$5-7.
- iv. After Perimeter, they will be bussed to tube down the Chattahoochee for \$10. The backup plan in case of thunderstorms is Slingshot indoor arcade (\$5 more).
- v. Other planned activities not yet arranged: Fernbank Museum, Atlanta Zoo; we need to confirm pricing for the Handbook.

- vi. Kathy wants to offer a reduced price for the CDM breakfast event; the hotel charges \$44.30, but we will charge them \$25; our current budget should be able to cover the difference.
- vii. CDM Breakfast speakers are: Sherry Lanier and Ronjanett Taylor from MS, a dynamic duo
- viii. Robin Newton from ChristChurch has agreed to work on getting together door prizes; in this regard she will help with Registration. Possible door prizes: Original artwork from Atlanta artists?
- ix. Kathy's informal survey suggests women don't really want a permanent bag but would be happy to have a disposable gift bag with Atlanta-specific items
- x. Kathy sent a letter to MAP churches, following up on Jim's update; one response so far. One of the main needs we have is children's volunteers.
- xi. Counting on the Love Neighbor committee to have a Wednesday service opportunity for youth.
- xii. Should we establish a maximum charge for childcare, i.e., for families with multiple children? Probably so.
- xiii. Do we feed kids and volunteers lunch on Tuesday and Wednesday? Kathy wants to include in the instructions that parents should pack a lunch, due to allergies OR, for an extra \$15, we could provide a lunch through the
- xiv. Kathy is waiting to hear from someone who volunteered to teach Bible school

# • Registration (Suzanne Heninger)

- i. Has spoken with Amanda Burton and has a couple of people working with her.
- ii. Is preparing emphasize on-line registration (vs. paper)
- iii. Handling of funds: When is early bird pricing, and when does it kick into another tier? This is to encourage early registration. We should probably set early bird pricing with a deadline of March 31, with a shift to higher costs thereafter.

### • Women's Activities (Emily Wert)

- i. No charge on Tuesday group "loop" tour
- ii. Wednesday tour to MLK Center will charge \$5

- iii. Georgia Aquarium costs are too high, even for group rates, so we will encourage commissioners to do that on their own.
- iv. Emily may have a connection to get cheaper tickets at the World of Coke, which may be a little more reasonable.
- v. She has negotiated a lunch at guided tour at the Botanical Gardens, which will cost \$60, which is higher than any previous precedent. Ultimately the Committee recommendation is to have the Host Committee budget cover the cost of the room, and move the lunch/tour price to \$45. This should work within the present budget.
- vi. The price for the Atlanta Historical Society/Swan House tour will also be set at \$45. As with other tours, all of this assume that transportation costs are built into the Host Committee budget to cover.

#### 6. General discussion

- Jim reported that he has made contact with the Georgia Foothills Presbytery, and is waiting for a response from Northwest Georgia. Where his schedule allows, he is planning on attending their presbytery meetings and giving an update, probably in January.
- 7. Group Input on Leadership Roles Still to Fill included in the above committee reports.
  - Families subcommittees: Women's Events, Women's Hospitality, Children, Youth, Nursery (Kathy S in the lead)
  - Communion and Ushering (Aaron M in the lead; Perimeter deacons in the wings)
  - Host Housing/Attendee Needs (Ray Holton researching)
  - Local Transportation (Ray Holton researching)
  - Volunteer mobilization (still need a coordinator/defaults to each subcommittee head)
  - Donations coordinator?
- 8. Wrap-up: questions, assignments, next meetings (Oct. 26, Nov. 30, Jan. 25, Feb.22, March 22, April 12/26, May 10/24, June 7); Closed in prayer by Aaron Messner at 9:30 pm

# General Assembly 2018 Host Committee Minutes October 26, 2017, Intown Community Church

Present: RE Jim Wert, Emily Wert, Kathy Stair, TE Hace Cargo, Randy Renbarger, Scott Logan, TE Walter Henegar, Mimi Johnson

- 1. Hace Cargo opened in prayer at 7:15 pm; Jim reviewed the agenda
- 2. Kathy introduced new subcommittee member Mimi Johnson.
- 3. Jim and Randy offered a quick status on Commissioners' Handbook/Fall deliverables. Amanda Burton will follow up directly with appropriate content owners with any questions.
- 4. Sub-Committee Updates
  - Host: Jim Wert reported that we have a photo of chair and vice-chair for the handbook. With much of our design work done in order to complete the handbook content, our committee attention will now begin to shift toward closing the remaining gap on our budget, and beginning to recruit volunteers for the various subcommittees. We have nine meetings left between now and GA 2018. Jim also mentioned the need to have follow-up conversations with MAP churches, both to confirm their giving plans, as well as pass along concrete areas of need where they may be able to help. We will likely use a "divide and conquer" approach by splitting up church contacts among some of our Host Committee members.
  - Worship: Aaron Messner could not attend the meeting but confirmed that Joe Novenson will preach Thursday night, the final slot we were needing to fill.
  - **Finance**: We reviewed the budget and giving toward our target income, which is currently short by about \$19,000. Committee members who have an expense reimbursement should take a photo or scan receipt and send to Jackie Bourret (jackieb@perimeter.org), copying Jamey Short (jameys@perimeter.org).
  - Prayer: Andrew Flatgard is finalizing leaders for the Tuesday night prayer
    meeting, including Rev. Juan Carlos & Dr. Samara Martinez. He is still collecting
    prayer requests from presbytery churches, and is working with Stephen Estock on
    a 50 Days of Prayer document.
  - **Public Relations**: Randy Renbarger thinks the AC will handle most signs, but we may need to have some signs related to things like women's & family activities, hospitality suite, shuttle stops, etc. Randy reminded the group that Perimeter has excellent resources and economical options for assisting in the creation of any needs involving signage, hats, aprons, shirts, etc.
  - **Families:** Kathy Stair reported that:

- i. Mimi Johnson of Perimeter will assist Judy Tjoe at the hospitality suite
- **ii.** Jane Patete is moving to Pennsylvania to be near her family. Sally ten Pas and Greer Pellitier will pick up her duties.
- **iii.** Kutania Ingram will lead the Children's programs and will work with the TLC childcare workers, with whom she currently works at ChristChurch. Kutania already has some volunteer leaders in mind for particular roles.
- iv. Westminster Camp has an additional offering of a 3-day camp for \$290 for families of registered commissioners.
- v. Still looking for a coordinator for the CDM breakfast, though the CDM may have some staff members who can help. Robin Newton is working on door prizes for the breakfast. CDM will also host a reception for teaching and ruling elders' wives on Wednesday afternoon following the worship service.
- vi. Still talking to the CDM bookstore about paper vs. cloth bags. Kathy and her key volunteers will meet at the hotel for a site visit on Nov 29 at 2pm.
- vii. Transportation: Still trying to see if Whitefield might be able to lend a van.
- Registration: Suzanne Heninger has done a great job setting up a physical mailing address (Church of the Redeemer) and coordinating with Amanda Burton to make most registrations online.
- Women's Activities: Prices have been finalized for the Atlanta Botanical Garden tour and MLK Center tour; breakfast with Atlanta History Center & Swan House: \$45 early bird (March 31), \$55 and \$65; there will also be a Fox Theater behind-the-scenes tour on Friday.
- Logistics: Ray is moving to Charlotte and is facing multiple family crises right now; Norm Dunkin will help during the assembly but is not able to take on further responsibilities. Jim will follow up with Ray.
- Love Neighbor: Hace Cargo has set up events for both Tuesday and Wednesday that will be advertised in the commissioner handbook: Tuesday afternoon with Friends of Refugees in Clarkston; Wednesday with Danny Iverson in Grove Park. Hace will contact Amanda to coordinate with Covenant College about getting some Love Neighbor-themed seminars on the slate. In addition, he is exploring whether we want to organize another parallel service project. If we are able to pull it off, byFaith magazine could help us get the word out.
- 5. Other general discussion topics:
  - Need to host a **presbytery-wide event** in March to "drum up support" for the assembly?

- Need for coordination on soliciting discounts, give-away items, etc. mostly in support of women's ministries, so may be adequately covered by Robin Newton
- Integrating other presbyteries into the mix (Korean, GA Foothills, NW Georgia); plans still developing
- Decorations on main floor, e.g., for worship services; Kathy Stair will speak with Amanda Burton about this need.
- Be ready for Handbook proofing next month!
- 6. Group Input on Leadership Roles Still to Fill
  - Families subcommittees: Women's Events, individual leaders for Children, Youth, Nursery (Kathy Stair and Kutania Ingram in the lead)
  - Communion and Ushering (Aaron M in the lead; Perimeter deacons in the wings)
  - Host Housing/Attendee Needs (Ray Holton researching)
  - Local Transportation (Ray Holton researching)
  - Volunteer mobilization (still need a coordinator/defaults to each subcommittee head)

Wrap-up: questions, assignments, next meetings (Nov. 30, Jan. 25, Feb. 22, March 22, April 12/26, May 10/24, June 7); closing prayer by Scott Logan at 8:40 pm

# General Assembly 2018 Host Committee Minutes November 30, 2017, Intown Community Church

Present: Jim Wert, Emily Wert, Kathy Stair, Walter Henegar Mimi Johnson, Judy Tjoe, Hace Cargo

- 1. Judy Tjoe opened in prayer
- 2. Mimi introduced new subcommittee member Judy Tjoe
- 3. Sub-Committee Updates
  - Host chairman Jim Wert offered several broad reports:
  - Committee work will pick up considerably in January, including volunteer recruitment, finalizing worship details, transportation contracts & hospitality arrangements, etc.
  - Amanda Burton says the commissioner handbook is close to completion and should be circulated among our committee members soon, hopefully Dec 1.
  - o Ray Holton is moving and facing significant challenges with his brother Arthur's terminal illness. The committee paused to pray for Ray and his family.
  - o We will need fairly accurate estimates of how many people we'll be transporting to various activities by April 15
  - o Jim's handout, *How Can Our Neighboring Churches Help?* estimated some financial and volunteer needs we can ask our churches to help meet.
  - We need a few more homes secured for commissioners needing housing.
  - Support materials will be needed, including communion supplies and nursery equipment.
  - We still haven't found any churches that have offered to lend us a van or church bus
  - Worship
    - i. Aaron Messner not present; no news since last month
  - Finance
    - i. Jamey Short not present; no news since last month
  - Prayer
    - i. Andrew Flatgard not present; no news since last month
  - Public Relations

- i. Randy Renbarger & Scott Logan were not present. We will need some free-standing signage for certain activities, so subcommittee leaders need to keep in mind which particular signs we will need
- ii. We will need to get input to the Hyatt about when we expect busses to pick up groups, which could require some staging help from hotel staff, depending on when and where the group needs to board the bus. We may also need to hire an off-duty police officer to help with crossing the street, etc.

### Families

- o Fourteen volunteer leaders joined Kathy on the site visit
- The hospitality room has been moved to a more obvious floor, though it is still a bit small
- We have moved away from paper bags back to cloth swag bags, paid for by the PCA Foundation
- Great Commission Publications will provide lanyards
- Kathy's discipleship group at ChristChurch has agreed to make picnic lunches for the K-4 trips to Fernbank and the Zoo
- Still needs help for table arrangements at the CDM breakfast
- We are paying TLC workers to help with children, plus \$10 an hour to additional volunteers
- o Some open questions about signage, tables and other furniture
- They will need some t-shirts for kids who will go on the field trips; Randy Renbarger should be able to advise on this
- Judy Tjoe suggested that the women's hospitality room is not big enough for much furniture, and the hotel may not allow us to bring it in anyway
- o Parking prices at the Hyatt have gone up since Kathy did her budget; parking on Baker Street is \$20/day but without in-and-out privileges
- Registration
  - i. Suzanne Hennegar not present; no update since last meeting
- Women's Activities (Emily Wert)
  - i. The Fox Theater tour may not be finalized till March due to their production schedule, which might still change prior to June
- Logistics (Jim, for Ray Holton)

- i. [see Jim's report on Ray above]
- Love Neighbor (Hace Cargo; parallel service project, target partner ministry(ies), emerging plans update, etc.)
  - i. Tuesday and Wednesday events are good to go
  - ii. The Atlanta Mission knows we won't do much with them, though they do hope we might still do a seminar-esque event with them
  - iii. Hace will be in touch with Aaron to work on collaboration with worship services, especially if we have a special gift request
  - iv. Dan Decriscio and Hace are talking about organizing a pre-assembly service project with refugees in Clarkston; Philip Lee, church planting intern at Perimeter, could help lead it
  - v. Promotion is the next area to focus on; putting materials in the swag bags and/or the commissioner handbook are two options. We may want to include educational materials about refugees in general as well.
- 4. Other general discussion topics:
  - Need for coordination on soliciting discounts, give-away items, etc.: assume this will be handled by Robin Newton within the Families group.
  - Integrating other presbyteries into the mix (Korean, GA Foothills, NW Georgia, plans)
  - Status on decorations needs for main floor, e.g., for worship services. Amanda says we don't have to have them if we don't want them.
  - Presbytery-wide event in March? Jim will circle back with John Robertson about this.
- 5. Group Input on Leadership Roles Still to Fill
  - Families subcommittees: mostly filled
  - Communion and Ushering (Aaron M in the lead; Perimeter deacons in the wings)
  - Host Housing/Attendee Needs (Ray Holton researching)
  - Local Transportation (Ray Holton researching)
  - Volunteer mobilization (still need a coordinator/defaults to each subcommittee head)
  - Donations coordinator?

- 6. Wrap-up: questions, assignments, next meetings (Jan. 25, Feb.22, March 22, April 12/26, May 10/24, June 7)
- 7. Jim Wert closed in prayer.



### General Assembly 2018 Host Committee Minutes January 25, 2018, Intown Community Church

Present: RE Jim Wert & Emily Wert, TEs Aaron Messner, Andrew Flatgard, Hace Cargo and Walter Henegar; Mimi Johnson, Judy Tjoe, Sally Tenpas, Suzanne Heninger and Kathy Stair

- 1. Andrew Flatgard opened in prayer.
- 2. Overview: Jim explained that we are transitioning from planning to execution, making sure that our plans are fleshed out and our volunteers are lined up. The Commissioners' Handbook is in the mail, and registration is already open, including hotel rooms at the Hyatt. Jim gave a report at Metro Atlanta Presbytery on Tuesday, January 23, emphasizing the new, abbreviated schedule. Jim encouraged our committee subchairs to share with each other where their volunteer needs are either filled or still needing to be filled.

### 3. Subcommittee Updates

- Worship: Aaron Messner reported that Dale Zarlenga will be leading the Wednesday and Thursday services, lending a consistent, middle-of-the-road, blended style to both, but with a somewhat larger scope of musicians. Danny Iverson will take point on leading music for the Friday morning devotional, using volunteers from his church. Still working on getting sermon texts from the preachers. The committee has a meeting coming up next week and should have a lot more to report on next month. Aaron will be in contact with presbytery churches this week about getting communion servers.
- Finance: Jamey Short has a new job at Perimeter, so Jim brought his report in absentia, including a spreadsheet of our presbytery giving by church. He plans to contact every church that has not yet given. If there are any updates or budget revisions, please let Jamey know ASAP. Perimeter's pledge should be roughly half funded in January, with the rest later in the Spring.
- Prayer: Andrew Flatgard is working to facilitate prayer leading up to General Assembly, potentially (as CDM did last year) using memes through social media. He has asked for response metrics before potentially adopting this strategy. The Tuesday 7:30am gathering is in the works, with Jimmy Agan helping Andrew lead, with Kevin Twit leading worship. His team is also working to recruit volunteers to pray every hour of General Assembly, and setting up a system for receiving prayer requests during the Assembly.
- **Public Relations**: Randy Renbarger and Scott Logan (in absentia due to car problems) reported via Jim that Perimeter is available to help produce hats, shirts, signage etc. so subcommittee chairs need to send him specific details of what they want and how many. These "orders" should be submitted as soon as possible.

- Families: Kathy Stair reported that she and Suzanne have already found some errors with online registration and the youth registration in the printed handbook. The online registration forms have been corrected and otherwise work very well. Amy Veerman is going to handle decorations at the CDM breakfast. CDM's women's team will serve as on-site "worker bees." Special needs coordinator Debbie Locke will represent the committee at the CDM's Women's Leadership Training in February. Volunteers can park for the discounted rate of \$26/day, vs. the usual \$45/day. Kathy has asked Whitefield if we can borrow or rent a minibus. Kutania is planning a site visit with her volunteers. Judy Tjoe noted that the hospitality room (Chicago A, on the main level) will be open from noon to 4:30.
- Registration: Suzanne Heninger reported that registration is moving right along.
- Women's Activities: Emily Wert is waiting on a definitive report from the Fox Theater.
- Transportation & Housing: Ray Holton recently moved to Concord, NC but was present for the meeting, so we may need to find him a local lieutenant though he is fully committed to fulfilling his role. Ray would like to have volunteers to direct commissioners stationed at each of the nearby hotels. He is also committed to "rustling up" housing for any commissioners needing free housing. Several committee members are looking into different possibilities for borrowing busses from schools, though we will probably need to spend the money for a local bus company to transport people for women's, youth and children's events.
- Love Neighbor: Hace Cargo is working on three service opportunities: 1)

  Tuesday afternoon and Wednesday morning service project in Grove Park for families of commissioners, and 2) Tuesday night, Wednesday afternoon and Thursday afternoon, churches can bring staff or deacons to a ministry in Clarkston; 3) a special offering toward our Love Neighbor gift toward a local ministry. The committee discussed whether to name the ministry to which donations will be given, or to be more general. One targeted ministry is Friends of Refugees. Randy and Scott are working on a video to promote these opportunities, and to get some notice into byFaith; we also have the option to spend money to send mailers with the help of the AC. There is also a Facebook page for General Assembly, through which we can get information out about this and other activities. Walter also contacted Amanda Burton to get contact information for whoever manages the the General Assembly app.

### 4. Other general discussion topics:

- Jim has been making connections with the other presbyteries and Billy Park about integrating other presbyteries into the mix
- We are not going to have a Presbytery-wide event in March

- 5. Leadership Roles Still to Fill
  - Support person for Ray?
  - Dedicated person for Logistics (housing and transportation)?
  - Volunteer coordinator?
- 6. Next meetings will be Feb.22, March 22, April 12/26, May 10/24, June 7.
- 7. Aaron closed in prayer



### General Assembly 2018 Host Committee Minutes February 22, 2018, Intown Community Church

Present: TEs Billy Park, Hace Cargo, Andrew Flatgard, John Robertson and Walter Henegar, REs Jim Wert and Ray Holton; Emily Wert, Scott Renbarger, Phillip Lee, Greer Pelletier, Sally Tenpas, Suzanne Heninger, and Amanda Burton via conference call

Walter opened in prayer.

### **Introductions**

TE Billy Park introduced himself in his role as a church planter and part-time coordinator of the Korean language presbyteries with the PCA home office. Hace introduced Phillip Lee who is helping with the Love Neighbor subcommittee.

### **Sub-Committee Reports**

### Love Neighbor

Hace reported that two primary service opportunities are in place:

- a) Tuesday afternoon 1-5:30 with Friends of Refugees in Clarkston: a block party with educational component
- b) Wednesday morning with Restore Life in Grove Park, in coordination with youth and family ministries.

Both events will require transportation, perhaps 25 on Tuesday and more like 10 on Wednesday. There will also be opportunities for a separate audience to work with MTW refugee ministries in Clarkston on Tues, Wed & Thurs, coordinated by Phillip Lee from Perimeter. Tolivar Wills & Hung Truong of St. Paul's have agreed to be on-air talent for the promotional video Hace is scripting and working with Randy Renbarger to produce. In addition, they have set up a donor-advised fund with the PCA Foundation for receiving and disbursing gifts received at GA.

Administrative Committee. Amanda reported that online registration is live, and hotel reservations at the Hyatt have begun to fill up. She added that things are going well and the committee is progressing nicely. Registration numbers are strong, with 856 commissioners registered already. John Robertson said he expects the racial reconciliation committee to present a report, along with various overtures, including some seeking to strengthen our definition of marriage, and at least one regarding the role of women in ministry. Given Atlanta's popularity and easy access, he expects the assembly to be well-attended.

Amanda said the AC will also produce signage, floor stickers, and a map of the hotel layout, including directions to other nearby hotels and places to eat, which will be distributed at registration. The committee will stand by for opportunities to provide specific input on the content of these items.

Amanda can answer all questions about the layout of the stage for worship. The decision about whether to have an organ or not is up to the host committee; we expect Dale Zarlenga will want one. Often the organ company will lend an organ in exchange for exhibit space.

**Worship**: Aaron Messner was absent but reported via email that they are working on a presbytery choir of members from multiple churches. Billy Park reported that the CKC (Coalition for Korean Churches) within the PCA is gathering for the 21<sup>st</sup> year, this year at the same time as General Assembly. On Wednesday night, the choir is planning to sing the Hallelujah chorus from Handel's Messiah, in Korean. In addition, they are planning to provide translation into Korean for the worship service, using their own A/V equipment. Amanda confirmed that we should be able to include maps in the GA app, but was not yet sure if we could include worship service orders and hymn lyrics (such as the Messiah in English).

Finance: Jamey Short reported in absentia, via Jim, who produced a distributed report on where we stand vis-à-vis presbytery church giving to-date. We are thankful to be in a good position overall (about \$14k short of our target), though a number of churches still have yet to give. Amanda said she would look into some way of integrating a giving button into the GA app. Subcommittees who receive checks should send them to Jamey or Jackie at Perimeter. Deposits for bus transportation contracts will probably require Jamey to cut some more substantial checks.

**Prayer**: Andrew Flatgard confirmed that the Tuesday night prayer service at 7:30 is in place with seven people helping, including Kevin Twit leading music and Jimmy Agan helping put together the liturgy. He is also working to recruit men and women volunteer pray-ers at GA, and a system for collecting prayer cards. Andrew met with Stephen Estock and Cammie Summers from CDM about the memes they use to prompt prayers via various social media platforms. Andrew will rewrite some of these memes and begin sending them out on Sundays and Wednesdays in late April. Randy will help to promote the Tuesday prayer service in *byFaith* magazine.

**Public Relations.** Randy Renbarger will prepare several news releases on various initiatives (the Korean choir, prayer night, Love neighbor events, etc.) and feed them to Dick Doster at *byFaith*. He will also coordinate with Andrew on the timing of social media posts. He offered to help Amanda with content flow on the GA app, suggesting a feature that might allow people to post prayer requests through it. Subcommittee members should submit any website links to Randy can post to the GA website to generate interest pre-assembly. We can also submit links to Amanda for the AC page. Randy has spoken with Kathy and Ray about helping with GA volunteer & participant swag like t-shirts, aprons, hats, etc.

**Families**. Sally tenPas and Greer Pelletier emphasized the need to pray for volunteers, especially for Kutania Ingram, who needs the greatest number, since registration is already going strong. Jim recommended approaching churches or groups within churches, like small groups, to provide volunteers. A large number of the nursery volunteers will be compensated.

**Registration**. Suzanne Heninger said registration has been open for a week and a day. Some events filled up immediately, so they have had to increase the capacity. To-date, 33 women participants have registered for at last one women's event, including 28 for the breakfast. Registration for children's events includes 28 kids 4 years old and under, 45 elementary school kids, and 23 teenagers. The Love Neighbor opportunity only has 4 people signed up so far, though it is capped at 10. The registration table will remain open all day Tuesday for walk-up registrations. Amanda and John confirmed that the AC will provide the necessary signage for these events. There is no nursery on Friday morning, only Wednesday and Thursday during the day, and none in the evening.

Women's Activities. Emily Wert reported that Fox Theater has confirmed the Friday morning tour, with a limit of 25 participants; if there are more, they will need to arrange for a second tour guide.

**Transportation**. Jackson Harris, not present, is getting quotes for shuttles. Subcommittee members should share with Jackson any specific transportation needs not already specified.

Hospitality. Ray Holton asked whether his contact information be included on the online registration form, but Amanda said they will contact the AC, who will forward requests on to him. Ray toured the Hyatt today and was pleased with the setup. He asked that Ken Thompson send a blast request for volunteers to Metro Atlanta Presbytery, as well as GA Foothills, NW Georgia, and the Korean Southeastern Presbytery. Ray asked Amanda to provide an updated list of dates and times that volunteers are needed to be present, adjusted for the new 2018 GA schedule.

Host Chairman. Jim remarked that we have 109 days until General Assembly starts, and only six committee meetings remaining.

Future meetings: March 22, April 12 & 26, May 10 & 24, June 7

Andrew Flatgard closed in prayer

### General Assembly 2018 Host Committee Minutes March 22, 2018, Intown Community Church

Present: TEs Aaron Messner, Hace Cargo, Andrew Flatgard, John Robertson and Walter Henegar, REs Jim Wert and Ray Holton; Emily Wert, Randy Renbarger, Scott Logan, Suzanne Heninger, Judy Tjoe and Amanda Burton

### **Prayer**

Aaron Messner opened in prayer.

### **Introductions**

Jackson Harris of Atlanta Westside introduced himself as the transportation subcommittee chair

### **General Review**

Chairman Jim Wert reminded us that GA is 82 days away. Our main focus areas are finalizing funding arrangements, mobilizing volunteers, and designing the worship services. There will be a PCA conference for pastors and wives at the Hyatt a few days before the assembly.

### **Subcommittee Reports**

Administrative Committee John Robertson & Amanda Burton reported that 1,008 commissioners registered so far, which is ahead of last year. Reservations at the Hyatt are already sold out. Met with hotel security today and felt good about the coverage they will provide. They have staff for both health and safety emergencies, and the AC will hire about four police officers as well.

Love Neighbor: Hace Cargo reported that the designated fund with the PCA Foundation has been set up and is ready to receive donations. There is now a live link to register for the service events on the GA website. We're in an "ok place" in terms of participation so far, but we need to get the word out more. Dan Decriscio is taking lead on the Tuesday afternoon and Wednesday morning events and is working to recruit the few volunteers needed from City Church Eastside. Budget-wise, they will be providing a meal but shouldn't need much beyond the shared transportation budget. They surely won't need the full \$2500 budgeted. When we take up the offering in worship services, we will communicate that it goes to local PCA partner ministries. Hace is planning to attend the GA Foothills presbytery in April and will distribute a list of volunteer needs on behalf of the committee.

Worship Aaron Messner reported that we will have a substantial choir presence in both services: Wednesday will be the Korean choir in the service itself, plus a separate ensemble for congregational singing. Thursday we'll have a presbytery-wide choir, which will be recruited from churches in the weeks prior to the Assembly, including a couple of rehearsal. Dale Zarlenga will lead this choir. He is also meeting worship leaders in various churches in order to put together a broad coalition of musicians. They are planning to have a single

worship bulletin for the two main services and will not have a printed order for the abbreviated Friday program. They will also plan to provide access to a pdf version of the bulletin online during the assembly. The order of service will be relatively traditional in terms of liturgical elements. They are still waiting for texts from the preachers. The AC has a CCLI number for worship song licenses. After Easter, Aaron will sit down with Perimeter to coordinate volunteers for ushers to hand out bulletins, point people to their seats, prepare communion, and collect the offering. They will also need elders to serve communion. Aaron will need to identify a point person among Perimeter's staff or leaders. The \$9,000 budget may be sufficient, depending on what sort of honorarium they provide for musicians, and how much.

**Finance:** Jim distributed a budget update from Jamey Short. To-date, we have received about \$63,000, which seems to be on-track to reach our budget by the assembly date. Jamey is reaching out to larger churches that have not yet given, and Jim Wert will also issue a charge at the May Metro Atlanta Presbytery meeting. Expense-wise, we have spent about \$6500 so far, primarily for transportation deposits and other deposits for women's events. In addition, we have received about \$7,000 for family & children registration fees. The AC still has other funds they have collected for this purpose that they have not yet passed on to the committee treasurer.

Prayer: Andrew Flatgard reported that they are still working with the AC to arrange for the GA app to receive prayer requests, which he will distribute to committee members, along with paper cards. Andrew will lead a Wednesday 11:30 am prayer time with a smaller group that will pray for those requests. He is also working with the home office to circulate various prayer memes via various social media channels. The prayer time on Tuesday at 7:30 will have a 60-minute service he is working with Kevin Twit, Jimmy Agan and Billy Park to build. They would like a minimum of 6 volunteers to greet people at the door. We discussed whether there might be a smaller, out-of-the-way room that could be used as a "prayer closet" – such as room H. The \$1200 budgets will go primarily toward the Tuesday service, but otherwise they expect to be slightly under budget.

**Public Relations:** Randy Renbarger and Scott Logan reported that they met with Kathy Stair and provided samples of aprons and bags; he also has designed aprons for Ray's volunteers and t-shirts for the children's activities. They're also working on the video to promote the Love Neighbor activities on Tuesday night. The video will cost \$3,000-4000, but most other expenses are allocated in other subcommittee budgets. Randy will check actual numbers todate and send out an updated budget projection. Scott reported that 70% of the women & family registration emails they sent Friday were opened and read. The AC will take care of signage, possibly including floor stickers. Randy wondered about creating magnets to identify busses; the other signage challenge will be how to identify places to wait for the bus.

**Families:** Judy Tjoe reported on behalf of Kathy Stair that the hospitality room does not need many volunteers, since it will only be open four hours a day for three days. Mimi is going to look into finding a photo booth to place right outside the hospitality room; Perimeter may be able to lend them their iPads and printers to set something like that up. They are working on

a plan to decorate the room. They don't expect to need the full \$1500 budgeted for their subcommittee.

**Registration:** Suzanne Heninger reported that technical issues with registration have been fixed. 71 women are registered, and they expect to get a big jump in the next week before early registration ends; 20 to the botanical gardens, 5 to MLK center, 57 at the breakfast (plus 10-12 volunteers), 18 to the Atlanta History Center, 5 Fox Theater. Youth: 34 registered, 15 to Camp Westminster, 9 to Love Neighbor event, 30 for tubing event. 63 children are registered, including 46 to Fernbank, 52 to the Bible School, and 32 to the Zoo. The nursery also has 38 total kids registered. Most events are under the caps on the number of kids who can participate, and they will maintain a wait list for events that exceed the caps. Bottom line, they will need a significant number of volunteers, most of whom will need to have background checks, or at least verify that their home churches have completed those background checks for them. They still need some help getting permission slips from parents, most of whom have *not* mailed them in yet. They expect to stay within their budget.

Women's Activities: Emily Wert reported that there are no new developments. They have adequate volunteers so they don't need more. She expects to stay within their budget.

Transportation: Jackson Harris distributed a bus planning grid for events requiring transportation. Bus contracts came in at very similar amounts so they decided to go with Bus Max, which also supplies busses for Whitefield Academy, and made a deposit with them. The total capacity numbers include volunteers and chaperones. The budget is closer to \$11,000, which is higher than prior assemblies due to Atlanta market factors. If numbers need to be dialed down, we can do that in the month of May. Jackson intends to be present on Tues-Wed mornings to make sure everything is where it needs to be. He will reach out to our contact with the hotel to make sure they are clear about what we're doing. As mentioned in the Love Neighbor report above, we will also need to coordinate signage.

Hospitality: Ray Holton reported that he will plan to orient hospitality volunteers on Monday afternoon. Ray has emailed the clerks of the three north Georgia presbyteries to recruit volunteers, but has not received any responses yet. Ray intends to roam the assembly the whole time, since he is not able to register as a commissioner this time. Regarding local housing requests, he has not yet received any requests, nor has the AC. The total number of volunteers he would like to have is 35, spread across the three primary days of the assembly (about a dozen a day). Suzanne suggested that the need will probably be less on Thursday, since most folks will have figured things out by then. Ray intends to visit the hotel again before June to get familiar with routes to nearby hotels. Jim is working on a list of accessible places to eat nearby, which we can include in the commissioner bags.

**Volunteer Coordination**: Jim reported that Bob DeLorme has agreed to be our volunteer coordinator; any subcommittees with volunteers will lean on Bob to coordinate their needs. In addition, Bob is working to raise up *all* of the move-in and pack-up volunteers from Intown Community Church, where he is a deacon. Those volunteers will also be available to help stuff commissioner bags and family bags. Bob will join us at our next meeting.

## Wrap up and final details

The next meetings will be April 12 & 26, May 10 & 24, and June 7. Jim will be in Hong Kong during our next meeting April 12, so Walter will moderate.

Jackson closed in prayer.



### General Assembly 2018 Host Committee Minutes April 12, 2018, Intown Community Church

Present: TEs Walter Henegar and Dale Zarlenga, REs Randy Renbarger and Jamey Short, Emily Wert, Scott Logan, Suzanne Heninger, Judy Tjoe, Mimi Johnson, and Sally Tenpas

Kathy Stair opened in prayer.

General review/updates: Walter reminded us that GA is two months away. Our main priorities at this point are finalizing funding and budgets, mobilizing volunteers, filling remaining gaps, and finalizing worship plans.

### **Sub-Committee Updates**

Worship: Dale Zarlenga reported that there is good movement in worship planning. He has been working with Amanda to arrange for the piano and organ and other stage items. We will use Westminster's lectern for the duration of the assembly. Joe Novenson has provided his texts and title (Psalm 51 and Ephesians 4:17-24: "The Help We Need to Love Like Jesus Might Hurt Us Like Heaven"). Perimeter has taken ownership of Wednesday afternoon communion preparation. Randy Schlichting is working with Amanda and Ric Springer to coordinate elders to serve communion. Note that we may need to cover not only the main floor during these worship services, but also an overflow viewing room set up with an audio/video feed.

Perimeter's team is willing to put together the bulletin if the worship subcommittee can provide content and parameters with at least three weeks lead time. (There is a \$5,000 budget for bulletins.)

The presbytery-wide choir has two rehearsals set, on May 20 from 2:30 to 4:30 and June 9 from 9am to 12pm; prospective singers will have to come to at least one of them. Members from Carriage Lane, Westminster and Redemption Fellowship will provide the core singers for the choir, and Dale will work with St. Paul's to select the music. Their goal is to make it refreshing and to involve as many people as possible in singing. Aaron's assistant is planning to coordinate the request for singers for the choir; we may also want to include this request with other requests for volunteers. Note to volunteer coordinator Bob DeLorme!

**Finance.** Jamey Short distributed a summary of where we are to-date in terms of church giving and expenses that have already been disbursed. Overall, we are in a good position, with a net cash balance of \$71,579. Jamey also distributed a list of churches that have not yet given; they have contacted some of the larger-capacity churches in this category but have not received a response from all of them yet. Subcommittees who need payments to individuals totaling more than \$600 must request a W9 from the payee before they will be paid.

**Prayer:** Andrew was absent but reported via email that there were no substantial updates. Kathy asked whether Andrew intended to use room H in the tower for prayer, because she would like to use room G for youth.

**Public Relations:** Randy Renbarger and Scott Logan reported that they are on-track budget-wise. They have quotes ready to go for swag items like aprons, hats and t-shirts, as soon as the subcommittee chairs confirm their needs. They are also prepared to provide signage in addition to the basic wayfinding signs provided by the AC. They are shooting a video tomorrow for the Love Neighbor campaign. The AC has reorganized the Love Neighbor webpage on the GA site, based on the content provided. The video will be posted on the website and promoted via an email blast and social media.

**Families:** Kathy Stair reported that they have teachers for Wednesday and Thursday morning teachers for nursery and elementary age kids. Kathy and Kutania and one of the teachers did another site visit last week, which was encouraging. There will be several people with CPR training on-site, as well as one nurse on the zoo trip.

<u>Food:</u> ChristChurch's women's ministry is taking care of food for the elementary trips to Fernbank and to the zoo. They still need to determine how to feed the nursery-age children; the hotel platters are expensive.

<u>Volunteer needs</u>: Kutania is searching for five volunteer chaperones: two adults for Wednesday to Fernbank and three for Thursday to the zoo. Amanda is checking on how to verify background checks for teachers, since they are difficult to retrieve from school systems. Other volunteer needs include: one adult to ride with kids to Westminster camp, and three adult chaperones for the tubing trip (one adult per child under 13).

<u>Trips</u>: They have already made a deposit for the Sojourn Ministries trip but haven't yet paid for Fernbank or the zoo. They are working on an alternative plan in case there is rain. The tubing event for youth is also subject to revision in case of lightning. There is still room at Westminster Day Camp and at the Sojourn Ministries event.

<u>CDM breakfast</u>: Only 84 women have signed up so far, though the event can accommodate up to 350. Thankfully, if attendance is low, the hotel does not penalize us. The two speakers for the breakfast are making a promotional video this week, which Kathy will send to Amanda to put on the GA website. The will have some <u>setup and takedown needs</u>, so they would like some volunteers allocated for this purpose. The same volunteers who stuff the commissioner bags will also stuff the women's events bags.

Kathy wondered whether cell phones will be adequate for communication during the assembly, since reception in the hotel may be bad. Bob DeLorme may have a set of walkietalkies to share. The hotel may also provide radios.

**Hospitality:** The amounts charged by the hotel for food are wildly exorbitant, which will either limit the amount we can serve, or it will increase the hospitality budget significantly. Judy or Mimi will follow up with Amanda Burton to find out if we can negotiate any of these prices.

**Registration:** Suzanne Heninger reported that registration is proceeding slowly, with 112 women have now registered. Still getting both online and analog registrations. Funds are getting to Jamey, and Amanda is working on a few refunds. Some children's events are

already full, but most are still open. *Please see attachment for specific registration numbers as of April 9*.

**Women's Activities**: Emily Wert is in communication with the Fox Theater; only 14 women are signed up for the tour, which will require a second tour guide if more than 25 register. She paid the first half of the Botanical Garden deposit, and she still needs to finalize the menu.

Love Neighbor: Hace Cargo was absent but reported via email that he will be reaching out to the worship committee to formulate a plan for the special offering during the worship services. Kathy indicated that his volunteers should function as chaperones for the youth who participate, without recruiting additional volunteers. *Please see Hace's fuller report, attached.* 

**Transportation**: Jackson Harris was absent but the bus schedule and plan are still in place. The only question raised was whether the busses will have some means for identifying it as our bus; Randy and Scott can help as needed.

Hospitality: Ray Holton was not present but reported that he has yet to receive a request for housing. He has corresponded with Bob Delorme about recruiting hospitality volunteers, including TEs and REs during times when there is no business going on in the assembly. He plans to arrive Monday morning and will be "roaming" to assist people throughout the assembly week. Randy requested that if Ray identifies any signage needs beyond the standard wayfinding signs provided by the AC (e.g., floor stickers, maps, etc.), that he provide the information and parameters to the Perimeter PR team by mid-May.

**Volunteer Coordination**: Bob DeLorme was not present but is in communication with Jim and Ray about volunteer needs. Suzanne will contact Amanda Burton to determine whether women who have offered to help with women's registration can also help with general commissioner registration.

Next meetings: April 26, May 10, May 24, and June 7

Jamey Short closed in prayer.

### General Assembly 2018 Host Committee Minutes April 26, 2018, Intown Community Church

Present: TEs Andrew Flatgard, Hace Cargo; REs Jim Wert, Randy Renbarger, Ray Holton; and Scott Logan, Kathy Stair, Suzanne Heninger, Emily Wert, Kutania Ingram, Sally tenPas, Greer Pelletier and Mimi Johnson

Ray Holton opened in prayer at 7 pm.

General review/updates: Jim Wert reminded us that GA is 49 days away. Our main priorities continue to be finalizing funding and budgets, mobilizing volunteers, filling remaining gaps, and finalizing worship plans. Jim and Hace Cargo shared highlights of their meeting with the Georgia Foothills Presbytery on April 17; this may result in a gift from that presbytery to our Host Committee budget. The total number of commissioners registered for GA is now 1,215, of which 237 (19.5%) are Ruling Elders. The RE percentage is a bit lower than the final figure for last year's GA of 21%. Finally, we noted that our former convention contact at the Hyatt Regency has changed; it is now Brianna Rubino (Brianna.rubino@hyattcom).

### **Sub-Committee Updates**

**Registration:** Suzanne Heninger reported that registration continues to go smoothly, and with only a little change since the April 12 meeting. Her latest counts:

- Women (total registered): 117
  - o Botanical Gardens (W): 31
  - o MLK Center (W): 15
  - o Hospitality Reception (W): 31
  - O Women's/CDM Breakfast (Th): 92 plus 26 volunteers, 118 total
  - o Atlanta History Center/Swan House (Th): 28
  - o Fox Theater (F): 14
- Youth (total registered): 43
  - o Camp Westminster (W): 17
  - o Love Neighbor Ministry (W): 13 (now closed unless accompanied by parent)
  - Sojourn and Tubing (Th): 39
- Elementary (total registered): 69
  - Fernbank (W): 50 (registration now closed; wait list available)
  - O Bible School (Th): 56 (5 need to stay until 11:30 am after Bible School): still open for additional registration, e.g., for moms attending the Women's Breakfast
  - o Grant Park/Zoo Atlanta: 51 (registration now closed; wait list available)
- Nursery (total registered): 46
  - Wednesday morning: 35
  - o Wednesday lunch: 13
  - o Thursday morning: 40
  - o Thursday lunch: 12
  - Thursday afternoon: 29

In addition to these updates, several other Registration highlights:

- Suzanne Heninger plans to send out a general reminder/email blast to commissioners' wives reminding them of the May 12 registration deadline, and encouraging sign-ups, particularly for the Women's Breakfast. Note that on-site registrations are common for this event, and Kathy Stair will be following up with the Hyatt to determine how much flexibility we will have for last minute registrations for the Breakfast. We will need to commit to a minimum number soon, and that may require us to include an estimate for on-site registrations should the hotel indicate minimal flexibility to add plates at the last minute.
- Suzanne will need to confirm that her computer and printer will all work wirelessly on the hotel site, and that she has a power supply at the registration tables. She will contact Bob DeLorme to confirm that his technical support team can assist if necessary, and may choose to go to the hotel on Saturday, 6/9, while that team is available to help. The plan is to print out name tags on site; they will include individual registree schedules/information.
- Suzanne has coordinated with Randy Renbarger on her signage needs, both general for the registration booths, and for specific sign-in lines at two tables (Women's and Children's tables). She will divide registration by A-J lines, and then K-Z.
- Suzanne will also be confirming the on-site availability of credit card processing, i.e. through Square; her plan is to only accept checks or credit card payments, not cash. (There will be petty cash available in the Host Committee room, however, so exceptions may be possible.) Note: it is probably wise to test the connectivity of the Square app on site, given fairly notorious signal problems at downtown Atlanta hotels
- Hospitality will be providing two flower arrangements for the Registration tables
- Registration volunteers will be handing out door prize entries, and instructing registrees to fill them out and then drop them off in the Women's Hospitality Room.
- Suzanne will work with Emily Wert and Kutania Ingram to confirm all information on tour/activity times is accurate and in sync.
- Suzanne will need some kind of rolling cart in order to transport materials back and forth from the registration tables to the Host Committee room. Jim will check with Amanda to coordinate on this with the hotel.
- Bag-stuffing for the Women's bags will likely occur on Saturday, simultaneously with stuffing of the Commissioner's bags. We are still finalizing the content, but it may include the surreptitious addition of a tasty baked treat or two, dropped in the bags during registration. Emily Wert will be a co-conspirator on this point.

**Families:** Kathy Stair brought a nearly full complement of her various sub-subcommittee leadership. The team has made another recent cite visit to the Hyatt, and has plans for ast least one more prior to the start of GA. Individual committee reports included:

- <u>Children/Youth and Nursery:</u> Kutania Ingram gave a general update on preparation status and remaining needs, particularly around volunteers. This included:
  - The need for 3 adult chaperones for the Wednesday Fernbank Museum of Natural History outing, 10 am to 12:30 pm. These chaperones could meet the group at Fernbank, or come to the Hyatt first.
  - o The need for 3 adult assistant/chaperones at the Thursday Bible School/Zoo Atlanta outing, from 7:45 am to 4:30 pm
  - o The remaining need for 1 adult volunteer for the river tubing portion of the Thursday youth outing, 1:30 − 3:30 pm. It's possible for this volunteer to meet the group at Duluth River Tubing
  - o In general, we prefer all volunteers for these children and youth needs to have already passed security checks at their home churches, if possible. If not, we can still conduct them.
  - Nursery volunteers and equipment are in good shape. Katania will need logistics transportation support for transporting equipment and moving it in and out of the Hyatt; she'll connect with Bob DeLorme on this need.
  - Kutania is working out details for alternative options in case of rain
- Women's Hospitality: Mimi Johnson reported progress here. Highlights included:
  - The Hyatt has made a few concessions on what we can have in the Hospitality Room. This includes free (!) water, and the option to fill our own candy/nut bowls
  - o Room set-up and decoration plans are in good shape, despite the fact that bringing in any outside furniture is not permitted.
  - We will be purchasing the Hyatt's formidable, likely gold-plated cookies
  - o The group is coordinating with Randy Renbarger on signage needs
  - o Given space constraints in the lobby areas where the Hospitality Room will be located, we will **not** have the ability to include a photo booth opportunity for the women. This committee is considering other fun alternatives.
- Women's Tours/Events: Emily Wert and Sherri Williams made a recent visit to the Botanical Gardens, both to see current exhibits (which will be impressive and new), and work on food arrangements and options for the luncheon. Emily will follow up on budget availability to expand the choice options for this luncheon.
- <u>CDM breakfast</u>: 92 women have signed up so far, though the event can accommodate up to 350. The promotional video is now live on the GA website. Plans for door prizes and room/table decorations are progressing well.

Love Neighbor: Hace Cargo reported on status both for the various Love Neighbor activities/events that will be occurring parallel to GA, as well as on arrangements for a "Love Neighbor Gift", both through direct donations and the GA offerings. On events, Hace will be using the upcoming MAP meeting on May 1 to particularly target local churches who may wish to participate in the Tuesday service to refugees in Clarkston; there really is no cap on this as far as number of participants. With regard to the Wednesday urban neighborhood event, Hace will work with Suzanne Ingram to get a list of current registrations to make sure

there are no overlaps or missing names given what he's gathered to date. While this Wednesday service event is closed to new unaccompanied youth, there is still capacity for any youth who wish to join assuming they can bring along a parent. Hace also reported that a sign (Sandwich board? Gorilla outfit?) will also be useful in helping to assemble the Love Neighbor groups for transportation to their appropriate service locations; he'll work with Randy and Scott on this. On a Love Neighbor gift, arrangements with the PCA Foundation are finalized, and our Committee will be making a recommendation on the distribution of Love Neighbor funds at our upcoming Presbytery meeting. It appears that we are very close to reaching our goal of being able to announce at our worship services that all gifts there will be dedicated to our Love Neighbor outreach, a first for GA where offerings typically go to offset host committee expenses. Hace will also be following up with Aaron Messner on plans for how best to communicate about these offering as part of our worship service. Finally, Hace will be finalizing a promotional video and a communication/email blast to promote our Love Neighbor initiatives here in the final month before GA.

Prayer: Andrew Flatgard reported good progress in plans and liturgy for the Tuesday evening prayer event (7:30 pm); it will include musical support from Kevin Twit, seven prayer leaders, time for silent prayer and reflection, opportunities for interaction/engagement, etc. With regard to promoting this event, we discussed the idea of creating physical cards or printed sheets that could be distributed to all the meetings of Committees of Commissioners that Tuesday morning and afternoon, encouraging their participation. Andrew will follow up with Randy and Scott on this. With regard to on-site support for prayer during GA, Andrew is finalizing plans for prayer cards/displays to be used in the Exhibit Hall, as well as mobilizing volunteers to be available in a dedicated prayer room (International Tower, Embassy Hall, Room H/Geneva). Kipper Tabb has indicated his availability to serve as one of these volunteers. Andrew is also working with Amanda Burton to see about including a prayer request feature on the GA app.

Public Relations: Randy Renbarger and Scott Logan presented design options for signage, shirts and aprons to our assorted committee leads, to general acclaim. Aprons will be of differing colors and, other than for the administrative leadership, will all include the specific group names that apply (nursery, women's tours, registration, etc.). They will also be creating a special and distinctive (we hope!) host committee lanyard for our name tags; we have dropped the idea of special shirts for the Host Committee members. See the other sections of these minutes for other references to support that Randy and Scott are providing on promotions, videos, signage, etc.

**Hospitality**: Ray Holton reported that we still have no requests for off-site housing. We will continue to treat this as unlikely, but with plans for a quick response should the need arise. We know of churches in MAP that are checking with their officers and members to assure that we have some options available if needed. Ray continues to plan on arriving Monday morning and will be "roaming" to assist people throughout the assembly week. In the area of providing both commissioners and families with orientation tools, Ray will be developing a guide with simple instructions on how to navigate between downtown hotels, as well as

Peachtree Center and its food court. He may need assistance from Randy Renbarger in the final production of this guide. We will also be developing a map of local dining options, both for lunch and dinner, to include in the commissioners' and families' bags received at registration. See a separate attachment for a first draft of these dining maps. We will be adding information on walking times for these locations.

Worship: Neither Aaron Messner nor Dale Zarlenga were in attendance. Aaron did provide the following update for the committee: "Music progressing...choirs coming together. Still trying to get text and title from Alexander Jun, then we can move forward with finalizing order of service and moving forward with printing. Should have a physical, finalized order to pass out next time. Jim Wert has also followed up with Alexander Jun, who says he's close to sending the information needed (in fact, he may already have to Aaron). The main Assembly Hall/ballroom is now configured to seat 2727. Assuming we'll still need overflow seating on Thursday night, that will be as a live feed in Regency VII (across the lobby from Centennial Ballroom). See the minutes from 4/12 for additional information on communion servers, bulletin printing/budget, choir plans/rehearsal schedules. We probably need some kind of promotional approach for choir members from throughout MAP should they be available/desire to participate. At a minimum, we will announce details at the 5/1 MAP meeting.

**Finance.** Jim Wert distributed a current summary of where we are to-date in terms of church giving and expenses that have already been disbursed. After a late-breaking pledge from one church, we have now raise 95% of our \$80,000 budget, with a remaining gap of \$3,885. Ideally we'll close this shortly, including through another appeal at our upcoming Presbytery meeting. Registration receipts and expense disbursements seem to be running smoothly. As of 4/23/18, we had operating cash on hand of \$67K, and after including registration fees, \$78K.

**Transportation**: Jackson Harris was absent but the bus schedule and plan are still in place. Jackson has continued to particularly ask to be informed should it look like our transportation needs/capacity *increase*. It's far less of an issue should we need to scale back.

**Volunteer Coordination**: Bob DeLorme got knocked out with a stomach issue for this meeting. He continues to press ahead with recruiting efforts for move-in/out needs, as well as in mobilizing hospitality hosts. He and Jim Wert will continue to coordinate on this front.

### **Review of Action Items:**

1. **Suzanne Heninger** will send out an email blast to commissioners' wives, reminding them of the registration deadline and encouraging sign-ups. This email also needs to include a reminder on permission form completion, ideally before coming to GA. Other content could include a link to both the CDM Breakfast and Love Neighbor promotional videos.

- 2. **Kathy Stair** will be working with the Hyatt to pin down flexibility for last minute registrations for the Women's Breakfast, as well as giving them a final count on attendees (possibly to include a buffer for on-site registrations. She will also coordinate on a final (?) site visit to the Hyatt prior to GA.
- 3. **Suzanne Heninger** will contact **Bob DeLorme** about technical support as she confirms her registration table requirements. This should probably include testing on-site credit card processing through Square.
- 4. **Kutania Ingram** will connect with **Bob DeLorme** on coordinating the transportation and move-in/out of nursery equipment.
- 5. **Jim Wert will contact Amanda Burton on several fronts:** 
  - a. Assurance of power supply to the Family Registration tables
  - b. Assurance of security, including a safe, for cash storage in the Host Committee room
  - c. Updates on details regarding the seminar schedules
  - d. The availability through the hotel of a cart to move materials back and forth between family registration tables and the Host Committee room
  - e. Details on hotels where commissioners are staying, if available
  - f. Confirmation on whether or not a hotel and/or downtown map will be available on the GA 2018 app
  - g. Confirmation on when we will have access to the Host Committee room
  - h. Confirmation on when we can move nursery equipment into the assigned rooms
- 6. Randy Renbarger and Scott Logan will be following up on:
  - a. Finalizing the design and producing signage for Family Registration, Nursery,
    Love Neighbor, Transportation/Buses, the Women's Hospitality and possibly Ray
    Holton's team of hospitality hosts
  - b. Printing up aprons, with appropriate labeling, for all Family/Children leaders and volunteers
  - c. Printing teen and children's shirts for those activities
  - d. Printing caps and aprons for hospitality hosts
  - e. Assisting with promotional materials for Love Neighbor, e.g. finalizing the video now in production
  - f. Developing a printed invitation reminder for the Tuesday evening Prayer Gathering for distribution on-site at GA, e.g. to committees of commissioners
  - g. Printing of tools/guides to include in the commissioners/women's bags, including instructions on navigating the hotels (**Ray Holton** will develop content), and a map of local dining options (**Jim Wert** is finalizing this content see a separate attachment, distributed at our meeting, for a first draft)

### 7. **Hace Cargo** will:

- a. Follow up with **Suzanne Heninger** on getting names for those currently registered for the Wednesday youth/urban center event to synchronize with the names he's received.
- b. Follow up with **Aaron Messner** on the best approach for communicating about worship service offerings, and our intent to contribute them as designated funds for our Love Neighbor partner ministries.
- c. Follow up with **Randy Renbarger** on finalizing the Love Neighbor promotional video and pursuing a communications "blast" promoting our Love Neighbor initiatives and opportunities
- 8. **Andrew Flatgard** will continue to follow up with **Amanda Burton** on using the GA app for prayer requests; he'll also be finalizing plans for submitting and seeing prayer requests physically in the Exhibit Hall.
- 9. **Ray Holton** will develop the content for a simple guide with directions on how to navigate between the downtown Atlanta hotels, as well as Peachtree Center
- 10. **Jim Wert** will follow up with **Bob DeLorme** on:
  - a. Host Committee communication options, including the availability of walkie talkies in case phone connectivity is a problem.
  - b. Volunteer needs to help with Women's Breakfast set-up and tear-down. This may be filled by the generally available Host Committee "runners" we are trying to recruit.
- c. Covering our need for recruiting hospitality hosts to serve with **Ray Holton** 11. **Aaron Messner** will:
  - a. Follow up with Alexander Jun on his exhortation title and text.
  - b. With his worship team, continue to finalize liturgy and orders of service, and convert this into a worship guide to use throughout GA. This will also need to be available as a PDF accessible on line. **Randy Renbarger**, **Scott Logan** and the Perimeter team are available to assist with design and production of this worship guide.
  - c. Work with **Dale Zarlenga** to finalize the design/approach for worship music.
- **12. Jim Wert,** with **Hace Cargo** in support, will prepare and present an update for MAP at the 5/1 meeting, including solicitation of support in filling our volunteer and financial gaps over the next month.

**Next meetings**: May 10, May 24, and June 7. <u>Please note:</u> our intention is to spend a significant portion of our next meeting on May 10 in prayer. Please forward any specific requests on to Andrew Flatgard, and we'll be sure to integrate that into our plan for the evening.

Scott Logan closed in prayer at 9 pm.

### General Assembly 2018 Host Committee Minutes May 10, 2018, Intown Community Church

Present: TEs Walter Henegar, Andrew Flatgard, Hace Cargo and Aaron Messner, REs Ray Holton and Jim Wert, Kathy Stair, Suzanne Heninger, Judy Tjoe, Mimi Johnson, Bob Delorme

Andrew opened the meeting by leading the committee in an extended season of prayer for GA and one another.

Dallas host committee chair Rick Owens and committee member Brad Bradley joined the meeting via teleconference to listen in.

Administrative Committee: Neither John Robertson nor Amanda Burton was present, but they are waiting on details regarding move-in timing, room availability, current commissioner registration figures, plans for main hall layout, exhibit hall status, seminar plans, etc.

Host Chair: TE Jim Wert reminded us that GA is now one month away and praised the Lord that we have now met, and slightly exceeded, our funding goal! We have also just learned about a "secret" room that we can make available for confidential or ad-hoc meetings. Jim has purchased 15 walkie-talkies for use by committee members.

Worship: TE Aaron Messner reported that the worship plans are coming together; Friday morning worship will be led by Danny Iverson's team from Shalom City Church. He is finalizing Thursday evening worship singers and musicians, including several Korean-American leaders like Lloyd Kim & Billy Park, a Korean-American choir, and a choir composed of singers from multiple presbytery churches. Orders of worship will be finalized and sent to Perimeter's team next week; they also hope to provide a pdf for online use. Arrangements for ushers and elders as communion servers are also in process. Budget-wise, Aaron could use additional funds for instrumentalists, but could shuffle it from other areas if needed.

**Finance**: Jim distributed documents detailing our budgets and giving to-date, which includes about \$10,000 from other presbyteries, and only one larger MAP presbytery church that has pledged to give but has not yet given. A total of 17 out of 33 MAP churches gave, and all of our larger churches gave. So far we have only spent \$15,203, the bulk of which went toward a bus deposit, and some for communication items like logo design and promotions. The host committee room will have a safe available on site for keeping petty cash.

**Prayer:** Andrew Flatgard reported that the Tuesday night pre-assembly prayer meeting is shaping up, 7:30pm for one hour. Kevin Twit will lead the music and the liturgy will be printed. Memes are going out on social media on Sundays and Wednesdays to call people to pray. Prayer volunteers will be available on site to pray for people in room H on Wednesday and Thursday. We are hoping that the GA app will have the capacity to receive and forward prayer requests; we are waiting on Amanda to confirm. **They could use a few more volunteers Tuesday night at 7pm to hand out programs before the service.** 

**Public Relations**: Randy Renbarger was not present due to family health issues but reports that they are on track to produce items including a special host committee lanyard, additional

signage, t-shirts, etc. Question for Randy: Is it possible to have signage to place outside of the bus for tour stops, like Ponce City Market?

Love Neighbor: Hace Cargo reported that promotions for his events will run right up to General Assembly, which may lead to last-minute signups. The piece by ByFaith Magazine led to a bump in registrations already, but there is still plenty of room for signups for the Friends of Refugees ministry in Clarkston on Tuesday. The promotional video was completed today; Hace will forward the link to the committee to share in our church networks. Hace and Aaron have discussed an alternative approach for collecting a special offering for the Love Neighbor campaign, starting with a brief verbal announcement early in the service. In addition, we will have the ability to make online and text-message gifts. The PCA Foundation also included a request on their distribution list. The May meeting of Metro Atlanta Presbytery approved a commission including RE Jim Wert and Dan Decriscio and TEs Hace Cargo and Walter Henegar, which will have the power to decide how funds are distributed among local partner ministries after the assembly.

**Transportation**: Jackson Harris reported via teleconference that he submitted the final bus schedule to the bus company today, which should provide a final quote tomorrow or Monday. Subcommittees with transportation needs have done a good job getting specific numbers to him, per the distributed plan with capacity and registration number estimates. Bus sizes are between 24 and 44 passengers. Plan A is for the smaller busses to park under the awning at the front of the Hyatt, with signs in the lobby. The larger busses will attempt to do the same, but if they are unable to, Plan B is to park them on Baker Street, with signs and volunteers pointing people to that location. We expect that runners and other hospitality volunteers can cover these roles since they are only needed for a short period of time. Randy Renbarger is producing signs for the busses to indicate that they are picking up for the General Assembly. Jackson will follow up about signs.

Hospitality: Ray Holton reported that we have received a request for host housing, which has already been fulfilled by a host family. Jim distributed pamphlets called "50 Fun Things to See and Do in Atlanta," which will be included in the women's welcome bags. He also distributed a map of some downtown Atlanta lunch options, which we would like to be included in all the welcome bags, including for commissioners. Nathan Hayes from ChristChurch has offered to serve as a volunteer for a day. Bob DeLorme said the signup genius is up and running now, though still being tweaked. The Sunday night load-in for the bookstore is still being finalized. A few people have already signed up.

**Registration:** Suzanne Heninger distributed a report on current registration numbers, which she will email to the committee. All women's events will remain open after May 12, unless we reach our maximum bus capacity. The only children's event that will be open after Saturday is Camp Westminster, since the others have reached capacity. Suzanne is still receiving and seeking corrections to parental permission slips, which include allergy information, since it affects plans for food preparation. **Request for Amanda:** She would like to have an additional table at the registration area so people can sit and fill out permission slips. She is also putting together a list of emergency contacts for volunteers. She has confirmed a few more chaperones in the past

week. Question: Will volunteers have medical/first aid kits available on each trip? Busses presumably will.

**Families**: Kathy Stair reported that everything is looking good. We have followed the lead of Greensboro to offer \$10/hour paid stipends to our nursery volunteers, in addition to paying the professional nursery workers. This is a large part of the families budget. Hace would *probably* like to include a flyer from Friends of Refugees in the women's welcome bags, or at least the information recently sent out via the PCA Foundation. Kutania would like someone to loan us two large coolers so we can have water bottles on the busses. Bob DeLorme will work with Kutania to pick up nursery equipment on Saturday. Kathy has a schedule indicating who will be where, when, which she will print and leave in the host committee room. Judy Tjoe said the hospitality room is shaping up well.

Women's Activities: Jim Wert reported on behalf of Emily Wert that she is finalizing plans for tours, confirming arrangements, and staying within budget.

Next (last two) meetings: May 24 and June 7

Bob DeLorme closed in prayer.



### General Assembly 2018 Host Committee Minutes May 24, 2018, Intown Community Church

Present: REs Jim Wert, Dan Decriscio, and Jamey Short, TEs Aaron Messner, Hace Cargo, John Robertson and Walter Henegar, Emily Wert, Judy Tjoe, Mimi Johnson, Bob DeLorme, Kathy Stair, John Tremann

Jamey Short opened in prayer.

Host Chair: Jim offered several general updates: We are 16 days until GA First Contact! We have had some unexpected overage in bus costs already. We still need volunteers for move-in and move-out. We're not sure when we will be able to move into our host committee room, which is two levels down from the lobby. After GA, each of our committees will need to write a report on how things went, to help future committees.

AC Updates: John Robertson reported that commissioner registrations are at 1366 (1086 TEs and 280 REs); he expects we'll end up around 1350. The AC did a practice walkthrough last week, and they'll do it again next Friday in even greater detail. The host committee should stay alert to assist with unexpected events on-site. For example, if there is a medical emergency, anyone with a radio should notify John, Amanda and Angela Nantz. We should also know how to reach security. Our host committee volunteer runners should also be available to assist. Some cell phone providers may not work well in the hotel. John wasn't sure when we can move into our rooms (Amanda can confirm), but he suspects we will have access sometime Sunday. The "secret" room will be available throughout the week thanks to ChristChurch deacon Thure Gustafson. Jim will be asked to welcome the assembly on Wednesday after the worship service.

**Prayer**: John Tremann represented Andrew Flatgard and reported that the GA app will be able to receive prayer requests, which will be sent to Andrew. All the spots are filled for the Wednesday and Thursday prayer room. There will be a box available to collect prayer requests. The Tuesday prayer meeting liturgy is complete and Perimeter will print it. Kevin Twit is finalizing musicians, and we still need four more volunteers to welcome and hand out bulletins. The prayer meeting on Wednesday morning at 11:30 will be smaller than anticipated, and Andrew will lead it. *Questions for Andrew: How will we promote the prayer request app and box? On the main screens in the assembly? Is he still expecting to land within budget?* 

Worship: Aaron Messner reported that we have submitted our worship template to Randy Schlichting at Perimeter, and they have worked with Amanda Burton to clarify other logistical needs. The first rehearsals have had positive reports. Gary Hitzfeld is actively recruiting uniformed chaplains to serve communion, which will take some burden off of Perimeter elders. In the early welcome announcements at each service, we will explain the Love Neighbor gifts. Hace will provide online giving information to use on-screen during the services. *In general, whenever we need to project something on-screen, we should go to head of floor clerks Ric Springer*. Aaron will assign word limits for those who lead in prayer, and participants will be asked not to make special commentary. His \$9000 budget is sufficient, but another \$1000 would be beneficial.

**Finance:** Jamey Short distributed a budget update, which indicates that our income currently sits at \$82,075 – the excess of which will be needed to cover a recently adjusted transportation invoice for busses. We have disbursed \$25,0152 so far and have \$56, 923 balance. If any host committee members need petty cash, please submit requests to Jackie two weeks ahead of time. Jamey will also have a credit card on site for any other on-site expenses. The worship service offerings will be collected by the Perimeter deacons, following their existing protocols. The AC will provide a room for the amounts to be counted and a security guard to escort the deacons to it. Send any check requests to Jamey. Petty cash will be kept in the host committee room safe, with separate envelopes.

**Public Relations:** Randy and Scott were not present but Jim will follow up with them. Question from the committee: When will we receive the swag they have designed and ordered?

**Transportation:** Jackson Harris confirmed via text that he will drive the Tuesday shuttle route ahead of time, to clarify the exact pickup points so we can print them onto a map for participants. He also reported that the Hyatt will not commit to specific locations where the shuttle busses will pick up on each day. Plan A is in front of the hotel, and Plan B is around the corner on Baker Street. Leaders for each tour will have to scope out each spot before leading participants outside.

Volunteer Coordination: Bob DeLorme reported that we have had more people sign up, but it's slow going, and we have *many* more needs. So far no volunteers to help with move-in on Saturday. Intown's youth group will try to find more. Sunday evening is another key slot when we need more volunteers. Bob distributed two documents Jim prepared: Hospitality Host Volunteer Overview and Host Committee Runner Overview. At least one runner will need a vehicle to take people who miss the bus to their events. We do have all volunteers secured for families and trips.

**Registration:** Suzanne Heninger was not present but Kathy reported on her behalf that most events are closed now except for women's events. Regular registrations close on the 31<sup>st</sup>, except for on-site registrations. Breakfast registrations are at about 160 so far, but the hotel builds in a 20% contingency. We have had to put some kids on a waiting list, either because there's no room on the bus, or not enough volunteers. They are planning to send email reminders to parents about how they need to prepare their children for the events. *Request for Suzanne: Please email an updated registration report to the committee.* 

**Families:** Kathy Stair reported that Kutania has all her chaperones secured. Background checks are in process. Mimi and Judy are ready to go with the hospitality room, which will be themed "Bloom to Love" and designed to look like a simple garden. They are staying within their \$3600 budget, and will more likely only need \$2400 or \$2500. The Werts will lend two large coolers for water, and Kathy has a request in to ChristChurch to borrow some carts. Her role has effectively proved to be a full-time job.

**Women's Activities:** Emily Wert reported that most payments to various tour locations have already been sent out. We have one request for a wheelchair at the Botanical Gardens. She expects to use all of her budget, if not slightly more.

Love Neighbor: Hace Cargo introduced MAP moderator RE Dan Decriscio, who has been helping tremendously. Tuesday event signup: 15+ participants; Wednesday morning is full with 15 kids and 7 adults; Danny Iverson will involve some of their kids alongside the GA kids. Unfortunately the smaller MTW Clarkston event has only generated four signups so far, and Phillip Lee is now unable to participate. The promotional video is getting traffic, and Hace has more flyers to put in the women's welcome bags. A small amount of money has already come in from the PCA Foundation email request. Kathy shared that Hace's volunteers need to read and sign the PCA Child Protection Policy. Budget-wise, he doesn't foresee spending more than \$1500 of his \$2500 budget.

Hospitality: Ray Holton was not present, but we have not received any further requests for housing.

FINAL meeting: June 7

John Tremann closed in prayer.

### General Assembly 2018 Host Committee Minutes June 7, 2018, Intown Community Church

Present: RE Jim Wert, Emily Wert, Bob DeLorme, Judy Tjoe, Mimi Johnson, Kathy Stair, Suzanne Heninger, TE Hace Cargo, Randy Renbarger, Scott Logan.

Kathy Stair opened in prayer at 7:15pm

### Reports:

- Jim Wert (Host Chair)
  - o Opened with information about committee members absent for various reasons
  - Information about when various rooms will be available to host committee for unloading and setting up:
    - Host committee will have access to Chicago E, starting Sat at 7:00pm, to use as home base.
    - Embassy Hall (nursery space) as of Sat at 5:00pm.
    - Chicago A (hospitality) as of 8:00am on Tues.
    - International ballroom (womens luncheon) on Thurs at 6:00am
    - Loading area is on exhibit hall level
    - Loading in womens bags (and contents) cannot happen until after the commissioner bags are completed – Kathy and Suzanne now planning to pack womens bags on Monday
    - Coolers and waters for family events can stay in the host committee room, or in the Wert's room if necessary (to avoid transgressing the hotel's policies).
    - Centerpieces and favors for women's breakfast can come in Wednesday and be stored in the host committee room until Thurs morning.
    - "Secret room" should be available as needed just off the tunnel to the Marriott. Jim will verify details. Can be used for things like lunch for nursery workers.
  - Host committee communication
    - We have 15 2-way radios that host committee can use will be kept in host committee room.
    - Will have at least one host committee "runner" at all times
  - Be ready to be flexible!
- Bob DeLorme (Volunteers)
  - o Load-in:
    - Volunteer needs well covered for Saturday unloading and stuffing bags.
       Have 5 people for IT as well (though only 4 needed)
    - Sunday night only have half the volunteers needed (8 of 15)
    - No volunteers needed Monday
  - o During Assembly:

- Only have about 1/3 of the volunteers needed for hospitality hosts (for the week). Especially need more for Tuesday, when most people are checking in.
- Still need runners in several time slots.
- o Biggest need is re-load on Friday (10 people, ideally).
- Keep recruiting in any circles possible!
- O Bob has created parking and MARTA instructions that can be sent along to any volunteers to avoid tickets, towing and the highest parking prices.
- Aaron Messner (Worship) not present (most questions answered by Randy Renbarger)
  - Bulletin
    - Will print 4000
    - Both services printed in same bulletin
    - Don't know about digital version on the app (Amanda has copy needed to make it happen if it's possible/planned)
  - Communion
    - Perimeter deacons will prep at Perimeter and then take it down
  - Honorarium checks are already cut for speakers
- Randy Renbarger and Scott Logan (Communications/PR)
  - o Signs will be delivered to hotel all together on Monday
  - Lanyards are done and can be picked up from the host committee room Mon and Tuesday
  - o T-shirts will all be in by tomorrow and will be delivered to registration
- Andrew Flatgard (Prayer) not present
  - o Flyers coming to promote the prayer event Tuesday night
  - Has volunteer needs met
  - Tuesday night event should be unique kickoff that happens to be "in place of" old opening worship service.
- Suzanne Heninger (Registration)
  - Registration update:
    - Kids events are full; womens events can stay open until buses are full.
    - Not closing the womens breakfast will take people up until it starts, as long as space allows.
  - o Payment: Square will be set up on Suzanne's phone for payment options (only credit card and check accepted)
  - O Nametags have been created, including small images on the nametag to illustrate which events each individual has signed up for (and key on the back of the nametag)
  - Most bus pick-ups can (hopefully) happen right in front of Hyatt lobby on
     Peachtree. If that is not available it will have to move across the street to Baker St.
- Kathy Stair (multiple reports)
  - o Nursery
    - Information sent to workers about parking
    - Plans in place to transport nursery equipment from ChristChurch

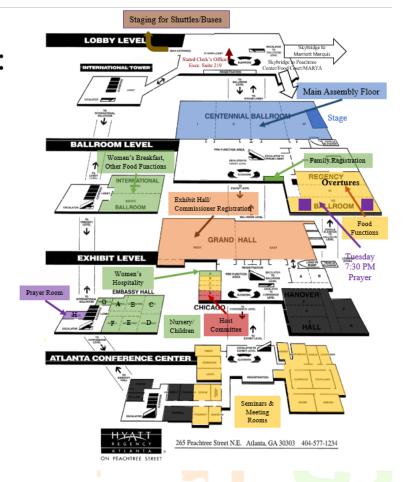
- Checking in with Kutania about process for checking kids in and out (in terms of security protocol).
- Background checks all taken care of
- o Children/Youth
  - Contingency plan (for rain) is Malibu Gran Prix don't know yet about waivers needed. If so, we will have them there to be signed at registration.
    - Jackson has given contingency plans to bus company
  - Emergency rain panchos (for zoo outing) ordered and will arrive tomorrow.
- Women's breakfast
  - Gave hotel number of 175 (have 174 currently registered)
  - Can continue to receive more people, up until 250 people
  - Door prizes set
  - Speakers are set
- Mimi Johnson and Judy Tjoe (Hospitality)
  - o All set!
  - o Raffle is coordinated with registration
- Emily Wert (Women's activities)
  - o Events all set still getting last few meal "orders" for Botanical Gardens lunch
  - No contingency plans for rain (lunches already inside)
  - o Fox tour (Fri morning) will go on regardless of when assembly wraps up
- Hace Cargo (Love Neighbor)
  - o Events full and fully planned
  - All set for offerings in worship services info sent to Aaron last week.
  - Hace will coordinate with Jamey to be sure offering money is marked as designated for Love Neighbor
- Jackson Harris (Transportation) not present
  - Shuttle loop:
    - Still planning on doing shuttle loop.
    - Jackson or Jim will do drive-through tomorrow to sort out logistics.
    - Won't be able to publish a schedule, only give people stop locations
    - Don't know how many people will plan to use it
    - We will be able to hand out maps showing exactly where the buses will stop in each location will have maps available on the bus.
- Jamey Short (Finance) not present
  - o Will have petty cash on site for small expenses
  - o Jamey will be on site for larger expenses

Everyone: remember to produce post-assembly documentation for future host committees. Goal is to complete by the end of June.

Jim Wert closed in prayer at 9:15.

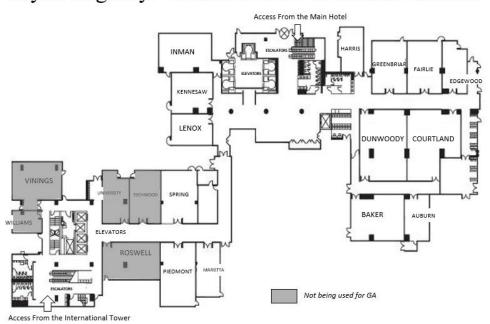


# Hyatt Regency: General Assembly Space Assignments\*



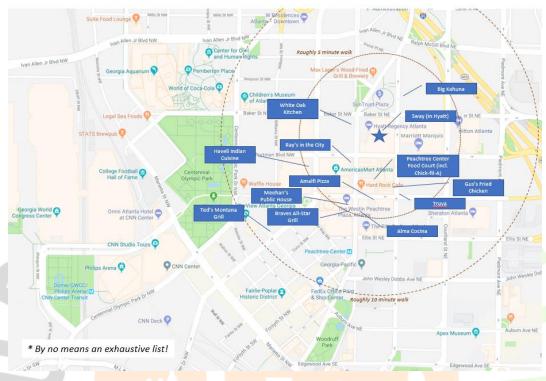
<sup>\*</sup> May be subject to change

# Hyatt Regency: Conference Level Seminar Rooms



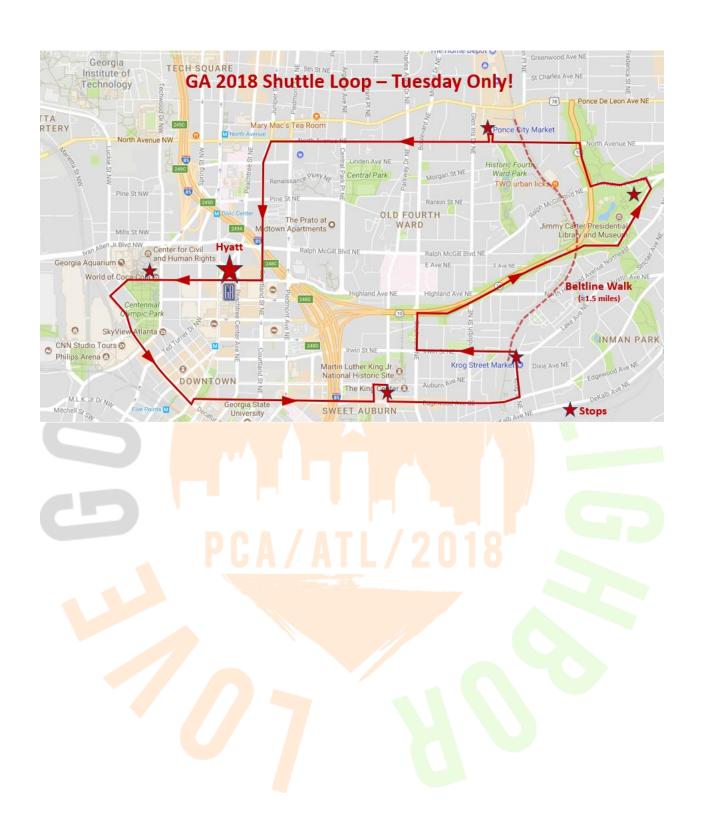


# Some Downtown Atlanta Lunch Options \*



# Additional Downtown Atlanta Dinner Options \*





# App<mark>endix</mark> C Selected Volunteer Job Descriptions

## **Hospitality Host Volunteer Overview**

## **The Basics:**

- Essential role: to be an ambassador for our Presbytery and Atlanta as a welcoming presence to those attending our 2018 General Assembly: commissioners, families, exhibitors, and other guests in the city
- Host Committee contacts:
  - o Ray Holton, rayholton49@gmail.com, (770) 542-7015 (m)
  - o Bob Delorme, delormeb@bellsouth.net, (404) 642-4454 (m)
- Location: Hyatt Regency Hotel, 265 Peachtree Street NE, Atlanta, Georgia 30303
- Volunteer check-in and home base in the Hyatt: Host Committee office, Chicago E, Exhibit Level (2<sup>nd</sup> floor down from the Lobby, across from Exhibit Hall)
- Visibility: volunteers will receive a "Hospitality Host" hat and/or apron, as well as a special lanyard with a name tag marking them as available to help. You are welcome to wear anything you deem inviting and visible across a hotel lobby; extra credit for Hawaiian shirts, things that light up, and outfits inspired by favorite sci-fi/fantasy authors
- Deployment: we will plan to spread visitors throughout the four floors of the Hyatt Regency, ideally more than one host per floor

## Some Specific Responsibilities:

- Be a welcoming voice and face for those unfamiliar with downtown Atlanta
- Be prepared to give directions to points within the hotel, e.g., nursery rooms, the Exhibit
  Hall, registration desks for commissioners and families, seminar rooms, the Prayer
  Room, bus pickup locations, the walkway bridges to other hotels and the Peachtree
  Center food court
- Offer advice on local attractions like the Georgia Aquarium, World of Coke, etc., as well as how to get there
- Help folks find restaurants within walking distance of the hotel
- Be available to help shepherd children and youth going on field trips to their appropriate buses

#### Resources available (maps will also be available at registration tables and on the GA app):

- A floor map of the Hyatt Regency, including detail on Conference Level seminar rooms
- A map of some local dining options, both lunch and dinner, within walking distance
- A map of the route for our Tuesday Family Shuttle service
- A MARTA train map
- Some volunteers will be assigned a two-way radio in case they need to call for support from other volunteers or host committee members
- Your smile and exemplary Southern Charm!

## Host Committee "Runner" Overview

## **The Basics:**

- Essential role: to be available to both the Host Committee and the PCA Administrative Committee to play a "jack-of-all-trades" or "utility infielder" role, particularly in support of requests for assistance, meeting unexpected needs, and being generally available to fill staffing/volunteer gaps
- Host Committee contact:
  - o Bob Delorme, <u>delormeb@bellsouth.net</u>, (404) 642-4454 (m)
- Location: Hyatt Regency Hotel, 265 Peachtree Street NE, Atlanta, Georgia 30303
- Volunteer check-in and home base in the Hyatt: Host Committee office, Chicago E, Exhibit Level (2<sup>nd</sup> floor down from the Lobby, across from Exhibit Hall)
- Visibility: runners will mostly play a "behind the scenes" role, though we plan to have designated aprons and/or hats and Host Committee name tags/lanyards available for all volunteers
- Deployment: working from the Host Committee office, runners will be assigned to specific roles as the arise (see below for some potential examples)

### Some Specific Responsibilities:

Be available, as needed, to:

- Shepherd children and youth going on field trips to their appropriate buses
- Shuttle materials, documents, copies, etc. between various rooms/offices during the Assembly
- Provide transportation to commissioners or families who need to reach an off-site location, e.g., because they've missed their bus
- Stand in for missing volunteers who are tardy or unable to fulfill their roles
- Provide assistance to attendees with disabilities
- Serve as a backup set of eyes and ears in monitoring possible security issues
- Check in on rooms being used for events, seminars, etc., and coordinate with hotel services to fill any requests (e.g., extra chairs, water for speakers)
- Help in locating individuals, e.g., in the case of emergencies

#### Resources available (maps will also be available at registration tables and on the GA app):

- A floor map of the Hyatt Regency, including detail on Conference Level seminar rooms
- A map of some local dining options, both lunch and dinner, within walking distance
- Some runners will be assigned a two-way radio in case they need to call for support from other volunteers or host committee members
- Your flexible, hospitable, servant's heart and hands, standing in the gap!

# Saturday 09:00 June 9 and 5:00 pm Sunday June 10<sup>th</sup> Load-In Volunteers

## Please report at 09:00 front lobby or if on Sunday at 5:00 pm

## **The Basics:**

- Essential role: to help unload trucks. Will have 1-2 trucks to unload on Saturday along with other materials folks may be bringing. Will have 1 truck on Sunday and several potential cars to help unload.
- Host Committee contact:
  - o Bob DeLorme, <u>delormeb@bellsouth.net</u>, (404) 642-4454 (m)
- Location: Hyatt Regency Hotel, 265 Peachtree Street NE, Atlanta, Georgia 30303
- Volunteer check-in and home base in the Hyatt: Host Committee office, Chicago E, Exhibit Level (2<sup>nd</sup> floor down from the Lobby, across from Exhibit Hall). Note: On Saturday there will be a person in the hotel lobby from 0845 to 0930 to help direct you to the correct area. Sunday we will have a person in the lobby starting at 4:45 to 5:15. After 0930on Saturday (Sunday 5:15) please call or text Bob at 404.642.4454. He will direct you to the appropriate area. If phone service is a problem please go to the desk and ask for directions to the loading docks we will be using. If you are still not able to locate your area then please go to the Executive Suite in room 219. There should be IT folks setting up the computer network and they will know how to reach Bob or Amanda
- Deployment: Will be working at the loading docks unloading to the Executive Office, Host Committee Office, Bookstore, bags to be stuffed. Etc.
- May also help stuff bags when finished unloading.
- Soft Drinks/water and snacks will be provided.

## Saturday 09:00 June 9

## **Baggers**

# Please report at 09:30 front lobby. Come earlier if possible We start unloading truck at 09:00.

## The Basics:

- Essential role: to stuff two different groups of bags. i.e. 1500 bags and 300 in the second group. Will have to first unload the bags from the truck. Once the boxes with all the bags get in place, you will be bagging till we finish all 1800.
- Host Committee contact:
  - o Bob DeLorme, delormeb@bellsouth.net, (404) 642-4454 (m)
- Location: Hyatt Regency Hotel, 265 Peachtree Street NE, Atlanta, Georgia 30303
- Volunteer check-in and home base in the Hyatt: Host Committee office, Chicago E, Exhibit Level (2<sup>nd</sup> floor down from the Lobby, across from Exhibit Hall). Note: On Saturday there will be a person in the hotel lobby from 0845 to 0930 to help direct you to the correct area. After 0930 please call or text Bob at 404.642.4454. He will direct you to the appropriate area. If phone service is a problem please go to the desk and ask for directions to Baker on LL3. If you are still not able to locate your area then please go to the Executive Suite in room 219. There should be IT folks setting up the computer network and they will know how to reach Bob or Amanda
- Deployment: Will be working in Baker located on LL3.
- Soft Drinks/water and snacks will be providede.

# Saturday 09:00 June 9 "IT Helpers"

## Please report at 09:00 front lobby.

### **The Basics:**

- Essential role: to help the staff IT person set-up network for the staff, load programs, general help. Please bring screw drivers i.e. may be several sizes of flat head and Philip screw drivers. I'm not sure what tools the IT staff person will have. If you think of anything else that might useful when setting up network, please bring.
- Host Committee contact:
  - o Bob DeLorme, <u>delormeb@bellsouth.net</u>, (404) 642-4454 (m)
- Location: Hyatt Regency Hotel, 265 Peachtree Street NE, Atlanta, Georgia 30303
- Volunteer check-in and home base in the Hyatt: Host Committee office, Chicago E, Exhibit Level (2<sup>nd</sup> floor down from the Lobby, across from Exhibit Hall). Note: On Saturday there will be a person in the hotel lobby from 0845 to 0930 to help direct you to the correct area. After 0930 please call or text Bob at 404.642.4454. He will direct you to the appropriate area. If you are still not able to locate your area then please go to the Executive Suite in room 219. There should be IT folks setting up the computer network and they will know how to reach Bob or Amanda
- Deployment: Will be working in the Executive Suite which I believe is 219
- Soft Drinks/water and snacks will be provide.
- You will start as soon as the computers are unloaded. You will be there till the job is finished or you need to leave. If it take longer than expected then the IT staff person may decide to finish on Sunday. I know several folks will not be able to come back on Sunday. We will fly by the seat of our pants on timing and if needed on Sunday. Thanks for your understanding

An example of the communications from our Host Committee Chairman on where the Volunteer Coordinator may be asked to provide additional help beyond the Administrative Committee loadin requirements. This could be accomplish by the Volunteer Coordinator directly, or better through mobilizing some of the volunteer "runners":

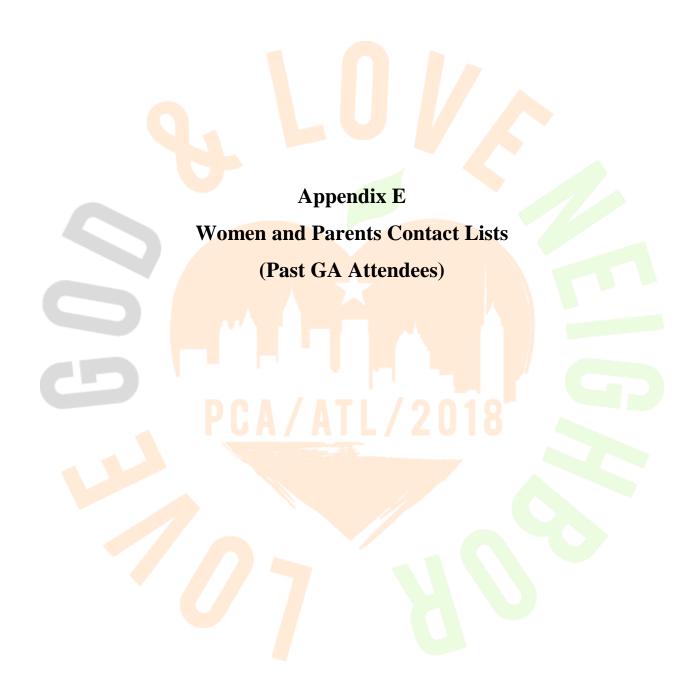
Apart from whatever loading dock access that the AC needs (Saturday, Sunday and Friday), I think Host Committee unloading needs will be:

- Saturday morning unloading of materials for the Women's bags (this could happen around 10:30 or 11:00 am, i.e., after we've gotten at minimum a good start on the Commissioners' bags).
- Unloading of Family Registration support materials (signage, computers, rolling carts, handouts, etc.); the Registration Coordinator is in charge here. I don't think we have a Monday afternoon registration window for families like we do for commissioners, but they're scheduled to open shop first thing Monday morning. So I suspect this is another Sunday afternoon move-in, stored in the Host Committee room.
- Unloading of Women's Hospitality Room decorations, etc. once we have access to Chicago A. Do you know when that will be? Same time as the Host Committee Room in Chicago E? I'm not sure how much stuff this entails. That's a question for our Women's Hospitality Coordinators. I'm assuming the earliest we would have access to Chicago A will be Saturday evening after 7 pm. So this might be a Sunday afternoon thing, and it might not require a loading dock space.
- Unloading Nursery equipment on Monday morning. The Volunteer Coordinator is handling this pickup and drop off. He'll need to give you his arrival time estimate.
- Packing up Nursery equipment on Thursday evening. Again, our Volunteer Coordinator is the man with the plan/timing on this
- Unloading of coolers and waters for various women's and children/youth bus-connected activities. We'll have some of this for the women's tours, along with a number of large coolers. Our Family Coordinator will need to let us know about what we need to store on site for the children/youth trips. We'll probably move our stuff in on Saturday night once we have Host Committee room access. Not sure when the children/youth stuff will be ready to move.
- Unloading of Host Committee support materials (2-way radios, power strips, jacuzzi): I will handle this on Saturday night, and doubt we'll need a loading dock.
- Unloading centerpieces and favors, etc. for the Women's breakfast. This is a Family Coordinator question for timing and quantity of material. I'm assuming we'll be able to store this material in the Host Committee room, so this may again be a Sunday afternoon drop-off rather than trying to bring this in the morning of the event.
- Reloading any of the above stuff that doesn't get consumed or given away: Friday morning through afternoon.



GA Bus Planning							
Vendor(s): Bus	Max providing drivers	s, Pinnacle providing buse	es   Downpayment ha	s secured reservation and	we can reduce b	ous count	
Total Cost: \$10	Ok (buses) + gratuity						
				(# Should include volunteers)			
Day	Group	Event	Total Capacity	Current Registration	Start Time	End Time	Primary Person Responsible
Tuesday	General	General	25	?	9:30 AM	5:00 PM	Emily Wert
Tuesday	Mixed	Love Neighbor	25	?	1:00 PM	5:00 PM	Hace Cargo
Wednesday	Women	Botanical Garden	44	31	8:45 AM	1:00 PM	Emily Wert
Wednesday	K-4th	Fernbank	60	50	9:30 AM	1:00 PM	Kutania Ingram
Wednesday	5-7th grade	Camp Westminster	30	19	7:30 AM	1:00 PM	Kutania Ingram
Wednesday	Women	MLK Center	25	15	3:30 PM	5:45 PM	Emily Wert
Wednesday	8-12th grade	Love Neighbor	25	21	8:00 AM	1:00 PM	Hace Cargo
Thursday	K-4th grade	Grant Park & Zoo	60	51	10:30 AM	5:00 PM	Kutania Ingram
Thursday	5-7th grade	Sojourn/Tubing	60	55	7:30 AM	5:00 PM	Kutania Ingram
Thursday	Women	Atlanta History Center	44	30	11:45 AM	4:45 PM	Emily Wert
Friday	Women	Fox Theatre	25	14	9:45 AM	11:15 AM	Emily Wert





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