

GA Report

The General Assembly of the PCA was hosted by the churches of the Tennessee Valley Presbytery of which First Presbyterian is a member. We were honored to be asked to host the Assembly in Chattanooga, the first time since 2005.

In every way the event was deemed successful and even characterized as "one of the best ever." Nearly 1400 "official commissioners" came from around the world to take part in the business meetings, more than 1000 others came as guests, family and visitors to watch the proceedings and another 600-1000 came to attend the nightly worship services. 200 vendors displayed the latest in Christian ministries, resources, programs, books and opportunities for involvement both domestically and internationally.

All of the ladies and family events were sold out at maximum capacity and ranged from knitting classes (knitwits) to Chattanooga tours, special programs, high tea, a Covenant College BBQ and outdoor concert along with daily excursions.

Over 500 children and youth were cared for from nursery age through the teen years. 260 were bused to Ridge Haven for a week of camp while more than 100 completed a work/service project with Hope for the Inner City. The youngest and elementary ages were taught and cared for by volunteers at First Presbyterian Church and experienced area attractions.

During the day an abundance of time-relevant seminars were held at the Trade Center along with the various denominational committee meetings and lunches for the PCA agencies. The three evening worship services resembled revival meetings with pastors Bryan Chappel, Kevin Smith, and Rankin Wilbourne preaching the message and special music offered each night. Attendance around 3000 made congregational singing inspirational and heavenly. The success was most easily measured by seeing how the Lord was central, honored, and magnified all week in all activities.

The Assembly took care of its denominational business prayerfully yet expeditiously aided by a new electronic voting system which streamlined the voting process dramatically and will revolutionize General Assemblies well into the future. The General Assembly is scheduled to meet again next June (2016) in Mobile, Alabama.

Introduction

Introduction

After agreeing to serve as the Chairman of the Host Committee in February of 2013, the invitation was presented to the Tennessee Valley Presbytery. Once the Presbytery formally approved that the General Assembly of the PCA would be held in Chattanooga in 2015, the first few real items of business were to secure the chairperson for each standing committee, approve a budget and determine how much financial support should be required of individual congregations and officers. The Clerk of Presbytery immediately sent a letter to the Senior Pastor of each church, copying the Session Clerk and conveying the "asking" of support and the importance of it. The minutes of the first committee meeting (Mar. 18, 2013) listing the proposed budget and hopes for the 2015 General Assembly were laid out (see attachment).

The Host Committee began meeting regularly after March, 2013. All committee chair positions that report to the Chairman of the Host Committee were filled early and sub-committee chairs were put in place over time. Added volunteers and expanded sub-committees were added as necessary. (See attached list of committee chairs along with an organizational chart). John Robertson, Sherry Eschenberg, and Angela Nantz attended several committee meetings which proved to be very helpful in planning.

Soon after the committees began meeting, the innovative idea of electronic voting at the Assembly was considered. Having secured the funding from an anonymous donor, the final decision was left to the Administrative Committee with Ben Dady delegated as the Host Committee's representative to accomplish the goal of moving the General Assembly to electronic voting for the (hopefully) future. In addition to the "normal" committee work, planning was also done along with RBI to host their annual golf tournament at the Lookout Mountain Golf Course, to make a special effort reaching out and inviting all honorably retired Teaching Elders of the PCA to a special reception for them, and assist in the planning and hosting of the PRCC Chaplains' Training the weekend prior to the General Assembly at First Presbyterian Church (Chattanooga). Work also began to arrange a week of camping at Ridge Haven for the children of commissioners attending General Assembly.

It should be noted Jinks Babey did a remarkable job on our behalf in selling ads for and working on the General Assembly Information Book. According to Jinks, "the General Assembly Host Committee did better than any other host committee yet on having a bit of a surplus after paying for the books and (her) expenses." Michelle Saville and Joan Stanton were also indispensable in screening and setting up all the seminars, programs, workshops, and schedules to training during General Assembly. While Covenant's Derek Halvorson served as Chairman of the Seminar Planning Committee, these two ladies did the bulk of the work.

Finally, it is said "prayer is the hard work, the outcomes become the fruit". We added a prayer committee (Julie Moore, chair) to simply bathe the General Assembly in prayer, send out prayer requests and keep GA in the center of attention for the TVP. In May, we scheduled a special "Worship and Prayer" meeting for all TVP churches for the purpose of prayer for GA. Upon receiving the names of registered commissioners, our prayer committee made personal

contact with each one to tell them they were added to our prayer list and given a prayer partner. This had amazing results in seeing their responses and focusing General Assembly as a Christ-centered event from the beginning to the end. (See attached brochure announcing the Worship and Prayer meeting).

Minutes of March 18, 2013 Meeting

11:30 am – 2:00 pm First Presbyterian Church

Don Holwerda opening the meeting with a brief devotional emphasizing that it is we who have the honor to serve Christ in this way and the danger of the perspective that Christ is to serve us. Following the devotion, Don opened in prayer.

Written reports from the three most recent General Assemblies, as well as reports from the 2005 General Assembly in Chattanooga, were reviewed.

Following are some of the hopes held for General Assembly:

- Broad participation by all churches in the Presbytery
- Board participation of Ruling and Teaching Elders, Deacons, Women and Family of TVP
- A General Assembly that will attract delegates and their families, with meaningful activities for family members, worship services for all, even the broader public.
- A General Assembly where all will leave with greater zeal for and commitment to the work of the church.
- A General Assembly that will demonstrate good stewardship of the resources available in TVP.
- A theme that will be significant to the work of the church in a dynamic and rapidly changing culture.

Following is a proposed revenue budget to submit to TVP:

<u>Revenue Source</u>	<u>Actual 2005</u>	<u>Proposed 2015</u>
Presbytery	\$5,000	\$5,000
Churches	\$27,320	\$38,000
Officers	<u>\$7,410</u>	<u>\$7,000</u>
TOTAL	\$39,730 ¹	\$50,000

NOTE: In reviewing the 2005 records, we noted that the Host Committee generated significant revenue from advertising, offerings, and registration fees. As a result, following General Assembly, the Host Committee returned significant funds to Presbytery. The intent of the 2015 Host Committee in presenting a \$50,000 budget is to present the expected costs to Presbytery, but believes that these costs can be offset in a number of ways that will result in a refund to Presbytery. However, the most responsible budget is a conservative budget so that churches will know what is expected in voting to host the General Assembly in 2015.

¹ In 2005, this was divided among the various committees as follows: Commissioners Families, \$5000; Finance \$500, Host Committee, \$1000; Public Relations, \$9,000; Seminars, \$5,000; Special Needs, \$4,850; Worship, \$10,600; Contingency, \$4000.

The Committee proposes that each church be asked to give \$400 per year for 2013, 2014, and 2015. Furthermore, each church should designate one person in the church to ask ruling and teaching elders to give \$50 each, and, Deacons \$30 each.

Respectfully submitted,

Don Holwerda, Host Committee Chair and Frank Brock (2005)

James Woods, Finance Chair and Gordon Fleming (2005)

Diane Cosby Chair, Family Chair and Sandy Hartley (2005)

**GA Host Committee Members/Contacts
2015**

<u>Name</u>	<u>Responsibility</u>	<u>Cell Phone Number</u>
Allen, Jen	Public Relations/Marketing	(423)280-9227
Baierl, Sherry	Family Registration	(423)580-4376
Cosby, Dianne	Commissioner's Family Services	(423)598-8274
Dady, Ben	Assistant to Host Chair	(423)580-6432
Franklin, Bob	Worship/Music	(423)991-0231
Halvorson, Derek	Seminar Planning	
Hartley, Sandy	Women's luncheon and tea	(423)505-2900
Holt, Barbara	Commissioner's Family Services	(423)280-6111
Holwerda, Don	Host Committee Chair	(423)595-1581
Lail, Dana	Children's Activities/Nursery	(423)991-7780
Moore, Julie	Prayer Committee	(423)598-8304
Mullinax, Eric	Assistant to the Host Chair	(423)313-7956
Row, Robert	Youth Activities	(931)510-2927
Schreiner, Tom	Special Needs, Transportation	(423)505-9824
Steere, Anna	Hospitality/Tours	(706)676-0632
Verville, Rachel	Covenant College BBQ/Concert	(423)605-4580
Woods, James	Finance Committee/Treasurer	(423)309-7550

Chairman of the Host Committee: Don Holwerda Email: don@1stpresbyterian.com phone:

Co-Chairs of Worship Subcommittee

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Name
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Chair of Finance Subcommittee

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Chair of Commissioners Families Committee

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Chair of Communion

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Chair of Decor Subcommittee

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Chair of Family Registration Subcommittee

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Chair of Women's Luncheon Subcommittee

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Chair of Hospitality & Tours Subcommittee

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Sub-committee

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Chair of Youth Activities Subcommittee

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Chair of Nursery Subcommittee

Dana Lail
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423-648-7919
423-991-7780

NURSERY
Amy Horne
amy@Impc.org

Rev. Robby Holt, Pastor of Northshore Fellowship
A free-will offering taken for General Assembly Expenses
Nursery provided for 3 yrs. old and under, child care PreK4 - 5th Grade

A SPECIAL

Tennessee Valley Presbytery
Worship & Prayer Meeting
for the 2015 General Assembly

When: May 3, 2015 at 6:00PM
Where: First Presbyterian Church
554 McCallie Ave
Chattanooga, TN 37402

Why: "Unless the Lord builds the house,
the workers toil in vain" - Psalm 127:1

Everyone is welcome and encouraged to attend.
A gathering of churches in the TN Valley Presbytery.

2015 Chair of Family Registration Committee Report

Sherry Baierl-Chair of Family Registration
(423) 580-4376

Emily Calloway-Co Chair of Family Registration
(423) 432-1743

Registration Table Times: Sunday-Set up in Meeting Room 1 sharing the room with the Seminar Team. Mon 8-5pm; Tues 7:30a-7:30p; Wed 7:30-12-No registration only nametag/bag pickup.

Deadlines for Women/Family Registrations:

All nursery, children, youth, and ladies events had to be sent in to PCA-Atlanta October 2014.

Early Bird Register by May 1, 2015 (Friday);

After Cutoff Register by May 2-May 31, 2015;

On-Site Registrations June 8 & 9 only. Paper Registrations only after June 1, 2015.

Social media: Facebook Page: PCA GA & PCA Connect PCA Women's Ministry: I followed these and answered any questions one might have as well as sometimes posted any announcements as well as our church Facebook page as well.

Aprons: We had Aprons for all of the Registration Committee working the on-site and we had 17 ladies and 1 man and we had a Green Anchor with the letter "C" monogrammed on the front and these were my thank you gift to each that assisted the registration desk.

Bags: Barbara Holt got the materials for the bags and Registration will give these out. PCA Atlanta is setting up their bags for the Commissioners on Saturday, June 6, 2015. We had a lot of ladies who didn't want to attend any events but wanted a GA 2015 bag and so we made an executive decision that anyone that pays the \$10 registration fee (see pg. 40 attachment) could get a bag. It was easier to track this way. Ask Sherry E if the room that we are putting the printer and or registration info if this room can be locked up in order to keep the ladies bags secured. Yes we will be able to lock the room per Sherry E who has the keys. I was also given a key during GA to be able to put our registration papers, name tags up each night and then get back out in the morning. We used file holders for the name tags and trays for the ongoing on-site registrations. Women's bags...big thing to remember is to coordinate with PCA Atlanta on how many GA programs you need for the bags. We asked for 300 and quickly realized we would need 400 but had 450 bags ready just in case.

Budget: Registration Committee Budget is \$600; this will include costs of printing registration forms/waivers/name tags, name tag inserts, colored stickers and colored copying of nametags, and aprons. Lanyards are supplied by GCP.

Cancellation Policy: If you must cancel a registration, please request a refund in writing by emailing sherryga2015@comcast.net and there will be a \$20 administration fee for cancellation up to 5/31/2015. There shall be no refunds after 6/1/2015. We had this posted in both GA programs as well as on the on-line registration site.

Children Forms/Waivers: All forms/waivers will be sent to 1st Pres since the children/youth will have their events their on campus so if any late registrations come in they will have them there directly. Then the forms need to go to Sherry Baierl to log in overall on registration forms. Children and Youth registrations I would HIGHLY recommend and pay the cost of having their Child Health, Permission and Release form filled out on-line. Any permission forms also be done on-line if available. We had to email each parent that registered on line to also send in not only their Child Health, Permission and Release form but also the waivers for the different events we participated in. If this is not feasible then I would HIGHLY recommend any of the forms that were not registration forms be turned over to the one in charge of YOUTH to make them responsible for getting these forms and NOT the registration committee. This was added work for us that we had not anticipated on. After the cutoff dates I did turn this over to the Children and Youth committee chairs. I used the ALL children spreadsheet that was sent from PCA-Atlanta each week to use as my basis for waivers and forms received since there was not an option to this online except for 1 form and the youth leader had to verify those with the parents.

Commissioner Registration: Sherry E is to send Karen Hodge a list of all commissioners' registered and will send a letter to their wives of all upcoming children/youth/ladies events to register for. Karen's email is khodge@pca.net. Her phone is 678.825.1146. We also once a commissioner was registered asked for this list from PCA-Atlanta and each of their wives were sent a summary of ladies and children events. We saw a tremendous increase AFTER this letter (s) were sent.

Credit Card Issues: Refer them to events@pca.net.org and phone is Sherry E's # at 678.825.1000. PCA-Atlanta needs to know specifics as to what the registration issues are so it is best to have them either email PCA-Atlanta with their issues or have them call PCA-Atlanta directly.

Credit Card Payments: Credit card payments will have to do on-line registration due to security and if they are writing checks they can fill out the paper registrations. We will only accept checks or cash on site only. No on-line registrations will occur so we can monitor registrations more closely. We elected to do no on-line registrations due to when it was in Texas they could register on line then come by to get their bag and tickets for their events and there was a delay in this process if they did not do it at the registration desk so we made an executive decision to leave off on-line registration and only do paper on site with checks or cash and we also had an ATM close by and made sure the management was aware that it might need to be restocked nightly due to this but they already do being it was a convention center so we really didn't have any problems with this decision and it made for a smoother registration process and this was voiced by a lot of commissioner wives.

Emails: There were numerous emails and I made it a point since I work full-time to check these at lunch on my phone and again when I got home and it wasn't as tedious if I waited to do it once a week. You can save yourself a lot of headache to set aside so much time each day to this. I set up a separate email to use for GA and it was sherryga2015@comcast.net due to I didn't want my personal email out there as well as it flooding my personal email box up. It was so much EASIER to do this and under my in box I had folders set up and named them, Overpaid, owes. Scheduling issues, need waivers-forms, follow-up, current spreadsheets, old spreadsheets (trust me until you get your system down pat you will be glad you didn't delete them) Save folders, on-site info, save folders. It made the process easier for me and trust me when you get 30 emails daily at times I needed a way to decipher them.

Name Tags/Lanyards: CGCP donating lanyards, we need to order the name tags and holders. We will be placing all Ladies events on name tags and what they are registered for. Name Tags/Inserts Colored Copying \$400. We printed name tags and added the colored stickers on each ladies on-site registration as they would come in. We could print 4 name tags at a time and unless the event was happening right away we would ask the ladies to come back by and this was not an issue since we were not too far from the vendor area. Name tags we ordered from www.pcnametag.com and we ordered 1 box of 3-5/8 x 5 1/2 N4VMEB Vertical Paper Name Tag Insert, Blank, Package of 500 for \$30.00 and 500 of 3-5/8x5 1/2 Vertical Vinyl Name Tag Holder slot HVVME for \$130.00 so total cost of \$160.00 plus tax for our name badges. The name lanyards were donated by GCP per PC-Atlanta.

Nursery, Elementary Forms Required:

One Registration form & Health Permission Forms. IF registered online only health permission forms. If paper registration BOTH forms are required.

Nursery registration we did this by the hour and personally I am not for sure why or if this is something we have always done but in my registration process opinion it was the HARDEST one to add to the spreadsheet for any mail ins. If I had to do this again I would recommend 1/2 days or all day registration to make it not only easier on making sure we have the right staff to accompany the number of nursery kids but also to make it easier on the flow of kids coming and going throughout the day. If there was a 1/2 day or all day it would make it easier overall on all.

PCA Booklets: 1st print to go out on January 2015; 2nd print is due out on May 1, 2105 and these will also be placed in the Commissioner as well as the Ladies Bags.

Printer: We will have access to printer and the costs will be as follows:

Black/white: 0.10 per page Color: 0.25 per page The printer will be delivered on Monday and will need to go back on Friday. The printer was for registration desk only and occasionally others would have to use it with our permission first since the cost of printing was coming out of the registration budget.

Refunds/Fees Owed: We had several that either over paid or underpaid throughout this process. All refunds were handled immediately up to the June 1 cancellation policy anything after that was not refunded unless a committee decision agreed to. When I sent the email to the treasurer to refund I also copied the recipient and also told the treasurer to let me know when the check was sent then I would delete the email but kept record of it on the spreadsheet. Anyone that owed money was sent an email that we would not reserve their spot for an event that was close to being sold out unless they paid immediately. They did so and the only ones that still owed upon coming to GA where kid's events and the nursery, children check in desks would expect payment upon arrival of drop off.

Registration Fee: All Ladies registering regardless if it is only 1 event or multiple must pay a \$10.00 registration fee. I would highly encourage you to continue the Women's GA Registration Fee of \$10.00 this helped us cover our main speaker for the Tea and Luncheon plus PCA Atlanta will encourage you to do so as well.

Registration Orientation: An email went out to ask for any volunteers and I received 25 and was glad to take all due to by the time GA started I only had 18. I emailed them the days that were going to have the registration desk open and took 3 hour time slots due to by the time someone got what they had to do would have to leave so I required a 3 hour time slot and there was a couple that could only give me 2 hours due to assisting in other events. I had several that gave me the whole day and I was truly blessed by those. They were given orientation to where the registration desk was, what to wear, be courteous and kind and where to park. I emailed each of them the registration forms to be a little familiar with them and overall once they got there I oriented them to the process. They each received an apron, and both tables had a 3 ring notebook of all the events with description and place. Transportation times of pick up and drop off, paper and pens and copies of all the paper registration forms as well. My goal was for me to be free to trouble shoot and let them handle any on-site paper registrations. Once a lady had registered it went into a tray where the Co-Chair would print the name tags and place the stickers on the name tags. This process went smoothly and to be able to know who I was since we all had the same aprons on myself and the Co-chair wore miniature colored pompoms on our aprons so they would know who Sherry Baierl or Emily Calloway was.

Registration Updates: I sent Dianne Cosby, Barbara Holt, Dana Lail, Robert Row, Anna Steere, Sandy Hartley and Rachel Verville updated weekly list from PCA-Atlanta and after checking registrations as they come in. rverville@covenant.edu These were the ones that were over the committee as well as the nursery, children, youth and all ladies events AFTER I merged the paper registrations with the on-line registrations that PCA-Atlanta would send me every week.

Registration:

- I would highly encourage that you come up with a registration form that includes the address of the primary person that will be entering any mail in registration forms on a spreadsheet. I would also suggest you add a column on your spread sheet that notes the mail in registrations so that when you get your weekly updates of registrations it is less tedious to just cut and paste as long as your spreadsheet matches PCA. Once I received my first spreadsheet of registrations I then added in my mail in registrations and added a column to note Paper registration as well as color coded it.
- When finalizing costs of your ladies and children events make sure you have an early bird price, after cut off price and on-site registration fee. This will highly encourage those that do want to attend to register early due the cheaper prices.
- In regards to these events and the cost I would highly suggest that you pad the fees a little for each deadline to OFFSET your credit card costs that you are charged for EACH credit card processed. This ranged from 3% to 8% PER credit card fee. If not you will lost a lot of money if you don't do this in the end.
- We had a lot of ladies who didn't want to attend any events but wanted a GA 2015 bag and so we made an executive decision that anyone that pays the \$10 registration fee (see pg. 40 attachment) could get a bag. It was easier to track this way.
- We had local ladies that wanted to attend the events and made it available to them after the cutoff date...I personally would not wait that long next time for we had a lot of last minute registrations because of this and it made it harder on everyone overall, deadlines for number of participants, registration etc...
- So if you decide to do this for your local ladies I would highly suggest not waiting till the last week like we did. We waived their \$10 fee as well as let those local ladies pay the early bird cost. I would NOT do this again it was a major headache for our committee. I am assuming they wanted to increase participation for the ladies events with the speakers but we had to turn a lot of ladies away at the registration table that were commissioner's wives. I would stick to the fees and if you do open it up to local ladies like we did have a plan of cost ahead of time and a date that these ladies can start registering and make sure everyone is in agreement. There was a lot of misunderstanding for our committee regarding this.
- I kept a spreadsheet (see attached handout) of ongoing things that I was working on and where I was each time we had a meeting whether it was just posted, pending, or finished.
- We accepted all registrations up to one week before the event and then the online site would read registrations are closed and you can sign up on site only. During this dead time we printed only the ladies for the name tags and let the children and youth do their own. All the ladies events we had removable stickers to coordinate with the events and let the ladies that were in charge of these events know which ones were their stickers and this was their pass to get on the bus or be able to attend any of the special events. If they were signed up they had a sticker on their name tag as well as the spreadsheet would also note who was registered for each of these events. We sat down the weekend before and with some of our youth would tell them which sticker to put on the name tags and then I would double check each and every name tag and they we stored these in magazine holders with A-Z file holders by their last name so it would all be done by the time we were finished. This was a huge success and we did have some ladies that did not want to attend an event they had already signed up for so it was easy to either remove their name

tag and was placed on another ladies or they would tell the ladies at the door whose place they were taking. This was done by the ladies and not at all handled by the registration desk.

- We kept tickers (count) of any events that had a cap on the number of ladies that could attend throughout the registration process from the beginning so by the time on-site registration occurred several of our events had already sold out and others were close so we continued to monitor the number registering so we would know when to close the event.
- We had paper registrations of all the children, youth, and ladies events as well as the Health permission forms and the waivers for the youth on site as we still had availability at the time of on-site. We did not take any more children registrations by the time on-site occurred as during the 1 week dead period they had already maxed out.
- Our children and youth were off campus and we did have a van available for any parent that could not transport their children to the church but all forms had to be filled out for sure before they were allowed on the van.
- All paper registrations received an email confirmation and I did this by just putting a welcome note on a word document and sent it out blind copy to several at one time so that way it was faster. I did not confirm any on-line registrations due to the PCA-Atlanta sent a confirmation email to them after they were registered on line. At times the ladies would email me and confirm which events they registered for but very few. \
- Sometimes ladies want to add on to their online registration and we would have those ladies fill out a paper registration of what they were adding and send a check to the same address of the paper registration and it was easy to add them on the spreadsheet and update their total amounts paid.
- Keep a 3 ring notebook at each of the registration on site tables that has every committee person name, job duty, email and for sure phone numbers. We plugged each of our committee's cell phone numbers into our phone so if ANY questions I could call them and this DID come in handy quite a few times. I also had a list of the pick-up and drop off schedules from the transportation guys and was also the key keeper throughout the day of the vans when the transportation guys were changing shifts.

Ridge Haven: PCA-Atlanta and Wallace Anderson at RH finalized post/card flyer and website info in regards to Ridge Haven Camp. Jr. Camp Grades 3-6th; Jr. High Grades 6-9th; Sr High Grades 9-12th. Contact Wallace Anderson Director of RH Camp 9yrs-High School. Early Bird Prices \$175 due by 4/1/2015; after this date cost is \$195. Bus Price extra: One-Way \$60 and roundtrip \$85 pending availability. Children/Youth will be picked up the Convention Center on Monday at 11am with light lunch on bus. Friday drop-off will be 12:30pm with breakfast served that morning. **NO ONSITE REGISTRATION FOR RIDGE HAVEN!** Register on-line at ridgehaven.org and Click on "Register On-Line", create account with username/password. Choose "General Assembly Camp"; parents to call RH to verify their child(ren) has been officially registered. Parents will follow instructions from there and pay their \$75 registration fee to hold their spot. Final payment will need to be paid BEFORE camp starts. There is no minimum/maximum number for RH camp. wallace@ridgehaven.org Check with Wallace on how many teens have registered for the Ridge Haven Camp - 231 Teens!!!! Ridge Haven accepted our youth from 3rd through rising 12 graders and we had over 230 children attend this camp what an answer to prayer that was and my contact was the Director Wallace Anderson at

Wallace@ridgehaven.org and the site is ridgehaven.org and the kids had a blast with camp and when they returned they said they had a blast but was exhausted!!! What a blessing to be able to offer this to our kids!!

Signs: Get 2 cones with signs from Dana... We used 2 orange cones that had a slit at the top that would hold a thick laminated sign that we used and one read Pre-registered and the other one read On-Site Registration so one could easily distinguish where they had to go.

Tables: We used 4 tables total for our registration area. We used (2) 8 foot long and 18 inches wide to place the bags on behind us. The other (2) were 8 foot long and 30 inches wide that were used for one side for on-site registration and the other one for pre-registered and it gave a nice width for those registering and also to put their bags or purses on while they did so. We had them straight across see the drawing below. We had 3-4 chairs behind each of the on-site and pre-registration tables.

On-Site Registrations

Pre-Registrations

Bag Table

Bag Table

Sold Out: As I received the weekly on-site registrations PCA-Atlanta did not know how many paper registrations I was receiving and that is why you need to know BEFORE registration starts what the minimum and maximum numbers are for ALL the nursery, children, youth and ladies events. Have those numbers to PCA-Atlanta when you submit your numbers in October. The registration committee kept tabs on the tickers throughout and as soon as an event is full or sold out let PCA-Atlanta know so they will stop the on-line registrations ASAP. This is very important to keep tabs on and one what we realized was of the utmost importance as we sold out of all nursery and children events BEFORE on-site registration occurred. These numbers are also were posted on the registration forms. We began with registration the first week of January 2015.

Name tags/Stickers: Print and finalize stickers to be placed on the back of the ladies name tags. We printed our green them Anchored in Christ at the top of our name tags and then the ladies first and last name as well as the city and state they were from. Ladies Events: We used stickers vs. coupons for the main reason that ladies in past events constantly lost theirs so I figured that we would put stickers on the back of the ladies name tags for the events that they signed up for.

Treasurer-Payments:

Checks are to be made out to PCA GA 2015; Sherry B to give checks to James Woods, Treasurer once the participant's name is placed on spreadsheet. James Woods Cell: 423.309.7550 or jwoods@thetrust.com. If overpaid let James Woods and Sherry E know of refunds that are needed.

Youth Forms/Waivers Required

1. Registration form;
2. Health Permission Forms;
3. Hope for the Inner City x2 Forms;
4. Raccoon Caving Form;
5. High Point Climbing Form.

IF registered online only health permission form and waivers for the activities they registered for are required. If paper registration then Registration form, Health Permission Forms and waivers for the activities they registered for are required.

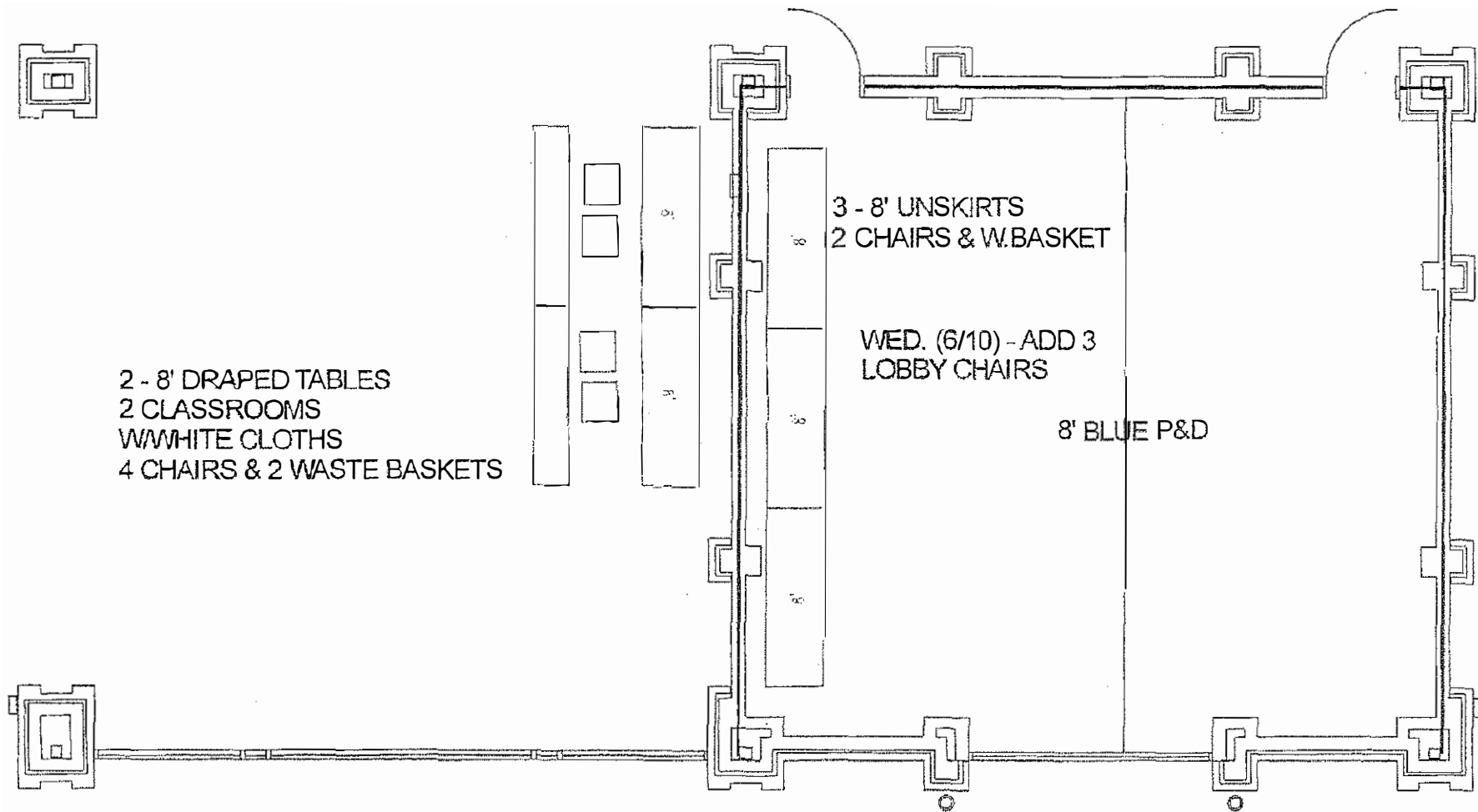
Hospitality Room: The Hospitality Room will be in the TN River Room off of the lobby of the Marriott. Everyone at the registration table made note of the Hospitality room and it was also announced at several of the ladies events as well.

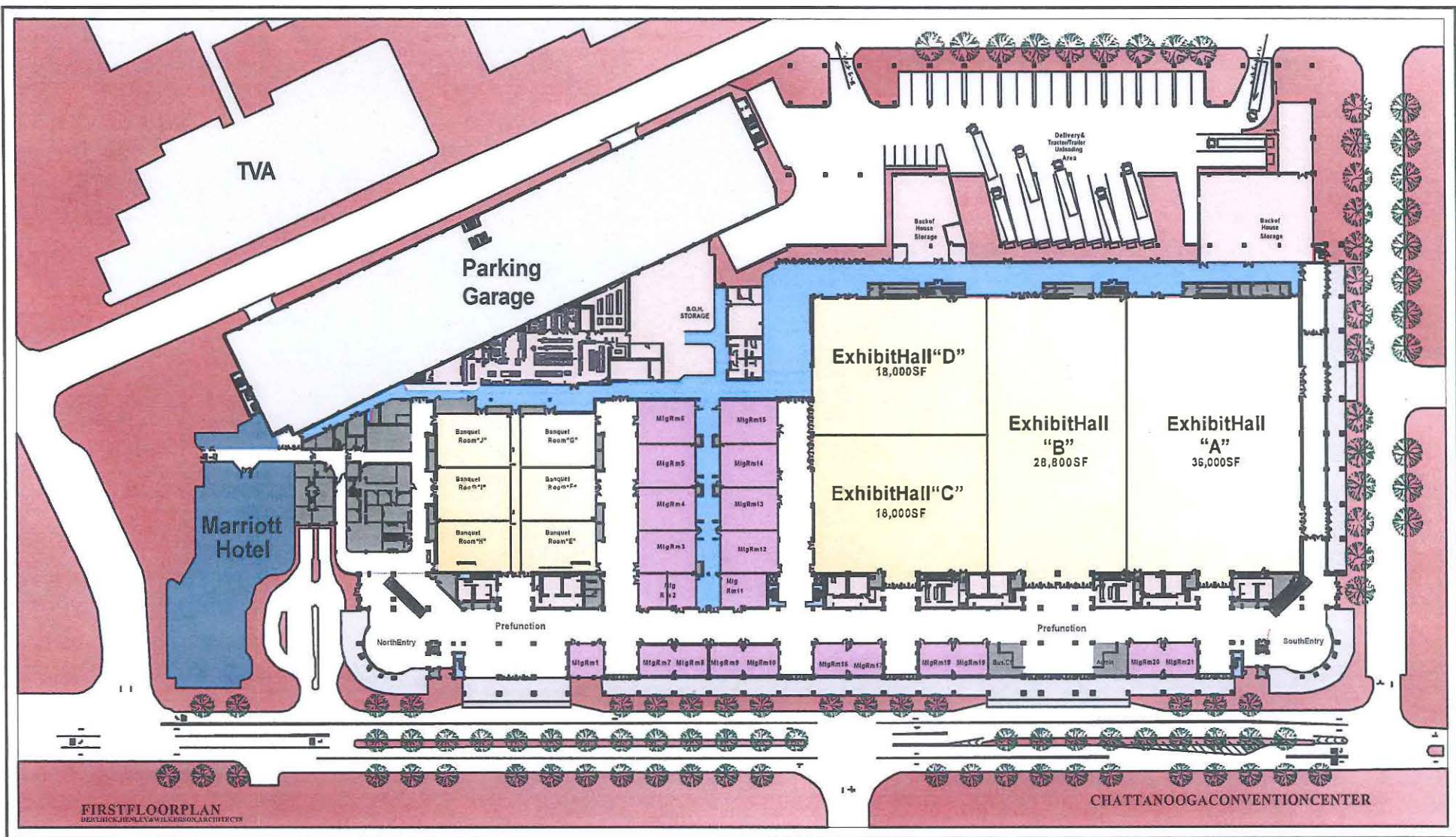
Blessings and if any questions please do not hesitate to call me for I keep my spreadsheets for about 5-10 years before I delete them all.

Thanks,
Sherry Baierl
(423) 580-4376
Chair of Family Registrations

PCA - FAMILY REG. & ROOM 1

SAT. - FRI. (6/6-12/15)





FIRST FLOOR PLAN
DELUCK, HENLEY & WILKINSON ARCHITECTS

GA 2015 FAMILY SUB-COMMITTEE CHAIR FINAL REPORT

TIME-LINE:

February 2013 – Recruited to serve as chair

July 2013 – July 2014 – Recruited the following members to Family Sub-committee (FSC)

FSC Vice-chair

Recruited person to solicit merchants and organizations for items for *the commissioners' wives welcome bags*

Supervised arrangements/details for the *hospitality room*

Recruited local church member to recruit *volunteers for the hospitality room*

Recruited *prayer chair*

Prayer chair: recruited assistant, prayer volunteers, and, on regular basis, solicited from and e-mailed GA-related prayer requests to all commissioners registered for GA

Director of youth activities: youth program included both service projects and recreational activities

Director of children's activities (additionally, coordinated arrangements with the nursery personnel)

Director of ladies tea (also coordinated with Covenant College liaison for GA activities at the college)

Director of ladies excursions

Registrar

June 2014 – attended GA 2014 in Houston, Texas:

For general observation of GA

To staff special GA booth, along with vice-chair, to publicize GA 2015 [Made available informational materials about Chattanooga and treats (Moon Pies)]

To explore the possibility of offering, as an alternative to Chattanooga GA youth events, a week of camp at Ridgehaven Family Camp in Brevard, NC, at a significant discount, to youths from GA commissioners' families

May 2014 – May 2015: FSC met on monthly basis

GA 2015 FAMILY SUB-COMMITTEE CHAIR FINAL REPORT (cont.)

Suggestions:

Recruit a vice-chair, preferably a person who is very familiar with GA, in general.

Schedule committee meetings on, at least, a monthly basis.

Meeting minutes: Recruit someone to record committee proceedings of each meeting for distribution (e-mail) to committee members ASAP following each meeting. (Copies of these, passed along to the following year's FSC chair, could prove useful as the current FSC formulates its programs.)

Committee reports: Ask each committee member to prepare and submit a report (preferably written, to be distributed to the other committee members) at each meeting.

Encourage all committee members to, via e-mail, keep the rest of the committee regularly briefed, between meetings, on activity/progress relating to their respective committee assignments.

Encourage committee members to regularly communicate information to other members of the committee information that would be vital to them as they formulate their respective programs. An example of this would be the youth/children's/nursery directors communicating regularly with the registrar concerning the types of forms/information, etc. that should be included on the registration forms.

Have each FSC member collect and compile (in notebook form) pertinent/helpful documentation (correspondence, spread sheets, itemized lists, etc.) to be submitted to the respective GA FSC members as an aid to GA planning for the following year.

Secure from each of the previous year's FSC members their compiled documentation/final reports.

For consultation purposes (your committee members permitting), provide their contact information to the FSC members for the GA for the following year.

Suggestions for components of final reports of each FSC member:

- 1.) A systematic and specific timeline of all planning and preparations for GA week, including details which would be helpful to future FSC members in carrying out their respective job descriptions.
- 2.) What worked.
- 3.) What didn't work.
- 4.) Compilation/summaries of essential documentation (correspondence, invoices, templates, flow charts, data formats, etc.) pertinent to member's respective job description.
- 5.) Suggestions for the respective FSC members for the following year's GA.

General Assembly Women's Event, Sandy Hartley, chairman
Read House High Tea Wednesday, June 10, 2015
Silver Ballroom, 11:30-1:30

Sherry Eschenberg, the event planner for the PCA, made arrangements with the Read House Hotel for this event for women at least a year and a half before GA for a luncheon on June 10, 2015. There was a transition between Jane Patete and Karen Hodge as Women's Ministry Coordinator during that time. I began communication with Jane and then with Karen over this time through phone calls, emails, and texts.

On October 1, 2014, Karen and I met with Jana McGee, Convention Services Manager for the Read House Hotel, to discuss the meal and room set up. We chose a tea for our meal with the following menu.

Assorted Tea Sandwiches
Smoked Salmon, Dill Cream & Caviar on Crostini
Curried Chicken Salad on Wheatberry Bread
Black Forest Ham, Boursin Cheese on Multi Grain Bread
Cucumber & Watercress on Sourdough Bread

Scones with Lemon Curd & Strawberry Preserves
Tea Biscuits
Mini Pastries and Macaroons

Assorted loose leaf teas on tables
Tea cups/saucers
Tea kettles

The cost was \$16.95 each plus 21% gratuity which came to about \$20.51 each. For 250 the total was \$5,127.38. We used the church tax exempt form and did not have to pay tax. We added enough to cover other expenses charging \$23, \$27, and \$30 for the meal with \$10, \$12, and \$14 for the program only. The first cut off date was April 30. The second was May 31. The last charge was for onsite registrations.

The room seats 300. After the first cut off we did not have 200. By the second cut off we had over 200. We ended up having 250 for the meal and 50 for program only. Karen used Barker Productions for the sound system but had to rent the large screen for the Love Gift video from the hotel. The costs for those and the speaker comes out of Karen's budget.

Dianne Cosby, Barbara Holt. and I had a tasting lunch at the hotel on April 14, 2015. The menu was not exactly as they had said so we made sure it would be what we wanted at the event. We asked them to omit the tea biscuits and add clotted cream for the scones which they did. They had tea bags instead of loose leaf tea. They also were accommodating to four ladies who requested gluten free bread.

We had to give the hotel a final count a week (5 business days) before the event. We could add ten more to that number on Monday before the event on Wednesday. We gave them 240 and added 10 to that on Monday. It is hard to judge the count when the ladies wait until the last minute to register.

Karen Hodge is in charge of the program. She contacted Speaker & Author Barbara Bancroft of Serge who spoke on "Running on Empty- The Gospel for Women in Ministry." We used the theme "Fill My Cup, Lord."

For decorations we went with a tea theme. The hotel provided ivory linens and mirrors for the centerpieces. They had a riser for the podium. We had a committee to decide centerpieces, decorations at the podium, and favors. We borrowed teapots from ladies in the presbytery to use as centerpieces. We had access to the wholesale florist and ordered hot pink and a few white roses with baby's breath and tree fern for accents. The favors were glass teacups with an English Breakfast tea bag and hot pink shredded paper in each one with a cute tag on the handle which said, "Running on Empty? Fill My Cup, Lord." We also had a card with a teapot on the front and information about tea inside it at each place. A committee of ladies from my church, First Presbyterian Church, did the favors which were done ahead of time and arranged the centerpieces on Tuesday afternoon. We had to transport the things to the hotel and back. We set up on Tuesday afternoon. Then we went back on Wednesday morning to finish everything. We had thirty centerpieces and six teapots in the outer area where the ladies entered the ballroom. We also used a column by the podium with a teapot on it. The transporting, setting up, and taking down were very time consuming and physically exhausting. We had help from men at church and the valets at the hotel but it still was very tiring. However, the tables were beautiful with the elegant settings we wanted, so it was worth it.

The cost for the favors was about \$1.20 each or \$359.32 total. The cost for the flowers was \$264. We tipped the valet guys at the hotel who helped us unload them and then load back after the event.

Music while we ate was provided by the Adonia String Trio, Susan Whitacre, Rachel Beckman, and Rebecca James, all Covenant College graduates. Susan and Rachel are members of First Presbyterian Church, and had been a part of the Titus 2 ministry at our church, and Rebecca is a member of Covenant Presbyterian Church. They have played together for ten years and have all been in the Chattanooga Symphony. Karen gave them each a monetary gift.

We had a committee of three ladies greeting in the lobby to direct the women to the ballroom and six ladies (two per door) to check the back of their nametags with the teapot stickers on them for admission. They wore aprons that all women volunteers used during GA. The cost for the aprons came out of another part of our family subcommittee budget. We used our signage and easel from First Presbyterian Church in the lobby.

We decorated earlier on Tuesday afternoon and finished on Wednesday morning. I emailed all 33 churches in the presbytery a couple of months ahead to ask for contributions for door prizes and had about 15 responses. Plus Lifeway donated a book and a nice red tote bag. We drew names from our list which saved time giving them away.

All in all, this was a wonderful event! The food was good, speaker and music were great, and the ladies enjoyed the fellowship.

Suggestions:

Try to involve as many women from various churches in the presbytery. That gives the connection to each other in the presbytery and our denomination. We had a joint worship service to pray for GA a month or so before GA and had tables for sign ups there. Involve your presbytery women's ministry. Ask for donations of door prizes and/or hospitality bag favors from the women's ministries in the churches. Keep good communication between you and the other members of your committee.

Ladies who volunteer need to pay for whatever event they are helping. We charged them the \$23 lowest cost. They do not have to sign up online to register. Just make sure the registration chairman knows how many will be eating at your event. Have nametags for them. We also allowed local ladies to sign up the week before the event. We had about 10 to attend. They too paid \$23.

I got updates from the registration chairman weekly. Online registration was nice. Karen and any of her team (Regional Advisors and WIC Trainers) who are attending GA will register but will not send in money. Keep that in mind as you plan events. They should be on the registration list. There was question about volunteers paying for the meal and the fee. Our volunteers and local ladies did not pay the \$10 fee but did pay for the meal. They did not receive a tote bag like the commissioners' wives who registered.

These are two of the reports I gave at our meetings.

Women's Read House Event
Report August 19, 2014

Karen Hodge and I will meet in September in Atlanta to make plans about the program for the Read House event. We still need to decide whether it will be a luncheon or tea. There will probably be a speaker with special music. There are two possibilities for music from Chattanooga. She and I will go to the Read House on October 1st to plan the menu and decide the cost. We will finalize the plans for the program in October.

Sandy Hartley

August 31, 2014

After the host committee meeting I called the Read House and spoke with Al Jones about menus. The following day I called back and spoke with Marlena Palmer with whom Sherry and Karen had spoken. She emailed the luncheon and tea menus which I forwarded to Karen. Barbara told me after the meeting that Eric and Kathy Youngblood had done a program at LMPC and thought they would be good speakers for this event. Karen and I talked on the phone and she asked for a recording of it. Barbara was going to check but has not gotten back to me yet. Another option is to have Kathleen Nielson read some of her poetry. Karen told me to contact the string trio for the music which I did. They have not given me a yes yet.

Karen and I have a meeting for the PCA Women's Leadership team in Atlanta from September 9-11. She and I will talk more about this then. We will meet with Read House staff on October 1st. We are trying to keep the costs at a minimum so more women will attend.

Last Written Report

High Tea at the Read House, Silver Ballroom-Wednesday June 10, 2015, 11:30-1:30
Speaker & Author Barbara Bancroft of Serge
"Running on Empty- The Gospel for Women in Ministry"

It is hard to describe to folks who do other kinds of work how exhausting ministry can be. Ministry can be draining because it is not just work, but it is also spiritual warfare. In ministry there is always a lot more going on than meets the eye. Barbara will talk about how believing the promises of the gospel each day will keep us close to Jesus and keep our hearts tender and open to the work He is doing in and through us. Resting in His love and care for us gives us the willingness and courage we need to persevere in ministry. We invite you to join us for a bountiful tea in lovely setting, designed to renew and restore you in your ministry calling.

Cost: \$23, \$27, \$30. If ladies come to program only, cost is \$10, \$12, and \$14.
We will eat first. Music while we eat provided by Adonia String Trio, Susan Whitacre, Rachel Beckman, and Rebecca James, all Covenant College Graduates. Susan and Rachel are members of First Presbyterian, and Rebecca is a member of Covenant Presbyterian. They have played together for ten years and have all been in the Chattanooga Symphony.

The hotel will provide ivory linens and mirrors for the centerpieces. There will be a riser for the podium. We will have a committee to decide centerpieces, decorations at the podium, and favors.

Menu - Served Buffet Style

Assorted Tea Sandwiches
Smoked Salmon, Dill Cream & Caviar on Crostini
Curried Chicken Salad on Wheatberry Bread
Black Forest Ham, Boursin Cheese on Multi Grain Bread
Cucumber & Watercress on Sourdough Bread

Scones with Lemon Curd & Strawberry Preserves
Tea Biscuits
Mini Pastries and Macaroons

Assorted loose leaf teas on tables
Tea cups/saucers
Tea kettles

We will have ladies greeting in the lobby to direct them to the ballroom. We will use signage provided by the AC and easels from First Presbyterian. We will use the microphone and amplification from First Presbyterian for the speaker. We will use one or two additional microphones for the trio. We may not need amplification for them.

We will decorate earlier that morning.

The deadline for numbers to the hotel is two weeks prior. Five days before for the final guarantee. Can add 3% overage afterward. Ballroom seats 340.

Sandy Hartley

Thank you for the note and especially for the prayers. Please pass on my thanks to the host committee. We also will be praying for GA and all that goes into making it happen.

Thank you, Julie, for your prayers and the many things the Host Committee members are doing to prepare.

What a pleasant surprise! Thank you for the intercession. We are looking forward to General Assembly in Chattanooga.

Thank you! That is both powerful and tremendously encouraging.

Thank you, Julie! I appreciate the hard work and prayers that are going toward GA. Look forward to being up there.

WOW. I am really encouraged by this. Thanks Julie, and thanks to Tennessee Valley Presbytery!

Thank you! Please pass my gratitude on to those who are interceding on our behalf.

Thank you for this important work and the great encouragement it is to know of your prayers for me. Looking forward to being in Chattanooga with y'all!

Thank you for your prayers Ms. Moore. Looking forward to the experience and to see what God is going to do!

Thank you for your prayers. I am praying for the General Assembly and for all the preparations for it.

Thank you, Julie. I'm grateful for your prayers. Looking forward to the hard work of GA and being with all the brethren!

Thanks for letting us know the committee has people praying for us and all the commissioners and their families. We all need the support that comes from such petitions.

Thank you so much for your encouraging email regarding the Tennessee Valley Presbytery's prayers on my behalf. The older I get the more I realize the great encouragement and power of intercessory prayer. I am honored to serve as a Ruling Elder...and pray that this year's General Assembly will be greatly blessed by our Lord.

Thank you, Julie! What an encouragement! I pray God strengthens you all for all there is to do, that you will know his presence and power and joy.

This is such an encouragement. Thank you!

Thanks so much. Pray every Sunday Acts 13:44 & John 10:42. In the Resurrection Hope

Thank you Julie. This means so much to me. Lord bless.

What a blessing! Thank you so much, and may the Lord bless and keep you as well. Looking forward to GA and seeing what the Lord will do for His glory.

Thank you, Julie. This is encouraging to me and our denomination. Rejoicing in prayerful, expectant dependence on God and His great grace with you.

Thank you for your encouraging email and prayers. This will be my first time attending General Assembly as a commissioner and I am humbled and honored to participate in the Lord's church at this level. Thank you also for being a part of the Host Committee which I image can be a challenging and, hopefully, a rewarding experience for you and the other committee members.

Thank you so much! I need it...my work has been overwhelming...

Many thanks Julie. May such prayers bath the entire GA; such power brings renewal, repentance, and revival. A gracious God who uses creaturely conduits.

Your email is such an encouragement. Thank you and Praise our wonderful Lord.

Wow...thank you, Julie! Knowing that you all are praying is a huge encouragement to me, and a beautiful way to lift my eyes to the King. May The Lord guide and sustain you and your team as you prepare for this huge week...and thank you for being willing to serve! God is with you.

Thank you so very much, Julie. What a wonderful encouragement...may the Lord bless you and all those who are making preparations for fruitful meetings for us there in a few weeks.

Thank you for praying. May the Lord Jesus be magnified.

I thank you, and our precious Lord, for your prayers on my behalf.

Thank you very much for your engagement in this critical ministry of prayer. I am praying for the GA and will pray for you all on the host committee also.

Thanks Julie. It's comforting to know I am being prayed for. Looking forward to seeing the Lord work at GA and being in Chattanooga.

Thank you for your prayers and for the work which so many have done and are doing to prepare for GA.

Thanks so much!! Prayers for y'all too!

Dang! Thanks Julie. That means a lot.

What a very pleasant surprise. I thank you much for praying. Oh how wonderful it is to belong to the family of God!

This is my first trip to GA and I want to encourage you in your work as a Host Committee. Your e-mail was a blessing! I join you in your prayers and go with expectancy because of Him.

Thank you Julie! This is very encouraging - I am humbled by your prayers.

Julie, thanks for the prayer support; it is always needed more than understand. We too will be praying for this year's GA.

Thank you Julie and Host Committee! What a wonderful introduction this the Chattanooga GA. I feel cared for and loved. Thanks for your prayers, which are effective and powerful! Looking forward to seeing you there. Thank you for working to serve the PCA so well.

Thank you so much. I am grateful, as are all the commissioners for whom you're praying.

Thank you for such a thoughtful prayer. I am already eagerly looking forward to attend GA, but knowing that you and the Host Committee are lifting me up in prayer makes my anticipation all the sweeter.

Wow, Julie! This is the first time I have ever received such an email. THANK YOU for your faithful ministry to God's people. I am grateful for your prayers. May God richly bless you as you labor for Him in this GA.

Thanks! What an encouraging thing to do! Looking forward to Chattanooga...and may the Lord bless you all in your preparations!

My humble & heartfelt thanks to you and the Tennessee Valley Presbytery for your ministry of intercession to me and Christ's Church. May the Lord bless you abundantly.

Thanks for your prayers. As you well know, we each need more of the Holy Spirit's help and wisdom every day in order to glorify Jesus. I appreciate the encouragement today.

Thank you for your prayers. That is a great source of peace and reassurance as the time for GA approaches. Thank you again. Continue to pray for all of us.

God bless you Julie and all the others in your presbytery! Please continue in prayer for peace here in Baltimore too.

Thank you for praying! We look forward to being part of the 2105 General Assembly and we appreciate Tennessee Valley Presbytery hosting it!

GA 2015: Women's Tours Follow-up Notes

Submitted by Anna Steere (anna.steere@gmail.com), Coordinator of Women's Tours

Updated 7.15.15

Suggested Planning Timeline:

- June-September 2015
 - Brainstorm and research possible tours and events; keep notes!
 - Book tours with approximate numbers. Shoot high in numbers. Keep notes of booking conversations.
- September-November 2015
 - Submit final plans to Family Subcommittee and PCA; make all corrections for first GA booklet that will be printed in January (deadline for updates to first booklet will be around December 1, 2015)
 - Secure volunteers
- December 2015-March 2016
 - Follow timeline/deadlines from PCA regarding edits to first and second GA booklets
 - Communicate with volunteers
 - Answer emails from attendees
- April-June 2016
 - Finalize events (deposits, final numbers, confirmations, etc.)
 - Finalize transportation needs
 - Answer emails from attendees
 - Work with registration on final numbers
 - Meet with volunteers to discuss logistics
 - Communicate with tour attendees regarding any changes or reminders
 - Print signs for tour departure information

General Notes/Tips:

- **Contact:** If the coordinator of Women's Programs and Women's Tours are two different people/groups, be sure to consistently differentiate between the two - especially in all publications that list contact names and information.
 - Impetus: I (Anna Steere) was listed as the contact person for women's events, even though I was only responsible for women's tours. I had to forward all emails regarding women's programs to the correct point of contact.
- **Volunteers:** Have more at least 3 volunteers per event.
 - Impetus, though the number of attendees was manageable, 2 "workers" was not sufficient to guide and interact with all participants.
- **Volunteers:** Communicate all final event details with volunteers the week before GA. Schedule a meeting and talk through logistics. They need to be able to field questions effectively.

- **Volunteers:** Solicit help from people you know well - people you trust and get along with well. Many folks will volunteer to help here and there, but you need to be able to count on your volunteers. I knew all of my volunteers very well, and that was invaluable. I didn't have to worry about them or do much hand-holding.
- **Events:** Plan 5-7 tours - an array: appeal to a broad range of age, variety of interests, price point, and degrees of physical ability.
- **Prices of Events:**
 - Make some events accessible - financially "doable" - but don't be scared of the more expensive events (\$30-\$40) if the event is really worth the money. We found that the more expensive events were the most popular
 - As you set prices for events, be sure that the early bird price (the cheapest option) covers 1. the cost of admission with tax (if not getting a tax break, though you should), 2. tickets for the coordinator and at least 1 volunteer, if not all, 3. a little more to help with transportation, and possibly 4. a little cushion, should something unexpected come up (like increase in ticket prices or needing to provide lunch for folks).
 - Increase price from Early Bird to After Cut-off, to On-site. This will encourage early bird purchases, which will help give an indication of numbers.
- **Women Only:** You may get some flack for this, but I suggest making the women's tours for *women only*. Some women will want to bring their husband or their children. Child care is provided, so most women should avail themselves of that option. These are called women's events for a reason...
- **Communication:** I only emailed (and texted, because it was necessary) participants before an event when there was a significant shift in departure time. In retrospect, I think it would have been nice if I had emailed all the tour groups (Blind Carbon Copy) to offer reminders of departure time and location, tips of things to bring, express excitement about the trip, answer questions, etc. This email would go out a couple days before the event.
- **Attire:** The Family Subcommittee ordered shirts for all coordinators and volunteers so that we stood out as folks who could answer questions. Shirts were collared and had the GA 2015 logo embroidered on it. I wore this shirt on all tours, and I made sure my volunteers had shirts as well.
- **Payment:** I purchased tickets and made reservations using a debit/credit card that was designated for General Assembly use. This card came from the church of the chair of the Host Committee. Keep all receipts and submit them.
- **Signage:** Design and print a couple signs to display at the tour departure location. I printed 2 foam core signs that were 3 ft. x 2 ft. The signs should display event/tour title, date, and departure and arrival times. People want to know they are in the right place!
- **Organization:**
 - Keep notes!
 - During General Assembly, keep notebook of 1. Registration Spreadsheets, 2. Schedules and Contacts (with cell numbers), 3. Notes, 4. Maps, 5. Paper

Registrations (just in case you get questions about whether or not a lady is actually registered/paid).

- **Departure:** Coordinator and/or volunteer should be at the departure location at least 30 minutes before departure to answer questions and greet attendees.
- **Headcount:** Get a headcount before and after each event. Working with a finalized registration list for each event is helpful; check off those who actually attend the tour. Also, provide volunteers with registration list as well. Though we used a sticker system (sticker on the back of nametags - different sticker for each event/tour to verify who is registered for what), it was still invaluable to have a finalized list of who had registered for each event.
- **Transportation:**
 - Determining transportation needs for events/tours is tricky because the transportation coordinator needs estimated numbers before those numbers are really finalized.
 - Plan to accommodate your maximum number for any event. If you do not offer on-site registration for a particular event/tour, then you will have a good idea of the final number count at least a week before the event.
 - Event/tour coordinator should have the cell number of the bus/van driver.
- **Registration:** On-site vs. No on-site
 - For the events/tours that require a final number count and/or deposit weeks prior to the event, I suggest avoiding on-site registration. This lessens the stress for the coordinator and makes the on-site registration table less crazy.
 - As much as you push online registration before the event, ladies will inevitably scramble for whatever events accept on-site registration.
 - It's good to have at least a few events with on-site registration available.
 - Overestimating final numbers is better than underestimating - unless you can't get a refund.

Event Notes:

Tour 1: Shopping Trip to Coolidge Park (Monday, June 8, 2015)

- **Numbers**
 - 18 Registered
 - 12 Attended
 - Plus 1 Coordinator; 1 Volunteer
- **Event Details**
 - Registration: \$3 Early Bird / \$6 After Cutoff / \$9 On-site
 - Low-key shopping trip around shops and park; children welcome because childcare was not available
 - Depart Convention Center 12:15; Arrive Convention Center 3:00 PM
 - Lunch on your own
- **What Worked**

- For the most part, the ladies enjoyed the opportunity to get out, see the city, and shop. Some partnered up, and others went on their own.
- We told the ladies where and when to be back for departure. Some were a little tardy, but we all made it back!
- I had registration sheets with me with their cell phone numbers. This way I could contact them if necessary.
- Because I was in charge of all logistics and felt responsible for getting everyone where they needed to be on time, I didn't really have the opportunity to chat with the ladies very much. Having my volunteer there to take care of the "hostessing" part while I did the organizing part was very helpful.
- **What Didn't Work**
 - The block of time wasn't quite long enough. Ladies who got lunch didn't have much time to do all the shopping they wanted to do.
 - I should have given my cell phone number to all the ladies.
 - "Lunch on your own" works well when you know the city, but for visitors it was a little intimidating. I told ladies where to find various restaurants, but a map and/or description would have been nice.
 - There was a good bit of walking, and some of the ladies were elderly and struggled to keep up.
- **Suggestions**
 - Give your cell number to participants
 - Get the cell number of your driver
 - Err on the side of giving too much direction (instructions, maps, etc.)

Tour 2: Art District (Tuesday, June 9, 2015)

- **Numbers**
 - 49 Registered
 - 41 Attended
 - Plus 1 Coordinator; 1 Volunteer
- **Event Details**
 - Registration: \$15 Early Bird / \$18 After Cutoff / No On-site Available
 - Guided tour of art museum preceded by stop off at coffee shop for coffee and walk around free art gallery
 - Depart Convention Center 10:00 AM; No transportation provided by to Convention Center
 - Lunch on your own unless attending the afternoon tour. Lunch provided for those on afternoon tour. (This was a last-minute change; they moved up the afternoon tour which made it unfeasible for attendees to get lunch on their own and then get to the second tour.)
 - Walk or take free public transportation back to Convention Center unless attending afternoon tour.
- **What Worked**

- Ladies liked the opportunity to stop in at a local coffee shop and relax in the mid-morning.
- Guided tour of the Hunter Museum was great.
- My volunteer was able to be a "buddy" for one of the attendees who is struggling with dementia. The husband communicated with me prior to GA, and we were able to coordinate this. He was very appreciative.
- **What Didn't Work**
 - Definitely needed 1 or 2 more volunteers. Needed more escorts for the ladies - more folks giving direction and answering questions.
 - Should have allowed more than 30 minutes for coffee stop and free art galleries; we were too rushed to get to the scheduled tour at 11:00 AM.
 - Should have had more time between morning and afternoon tours. The morning tour was rushed because I had to get to the second tour.
 - Should have been more clear about the plan for the morning and provided specific directions to locations. Many ladies looked lost and confused about where we were going and when.
 - A note in my defense: I was informed the Friday before General Assembly that the second tour on Tuesday (TN River Gorge Explorer) was moved up one hour. This caused a last-minute scramble to find lunch for attendees (since doing lunch on their own was no longer feasible), a necessity to communicate this major change to all attendees, and an unappreciated rush to get folks to the next event for the day. Some ladies were left to fend for themselves. It all worked out, but it was hectic.
- **Suggestions**
 - Build in cushion time! And allow enough time for each event to be fully enjoyed without the rush of having to be somewhere else. Down time is ok as long as they aren't out in the heat. Stacking too many events back to back makes relaxing difficult.
 - Be sure to have a sufficient number of volunteers.
 - Communicate plans and directions clearly. Maybe even provide each attendee with a card with pertinent information - event overview, transportation information, cell number, closest restaurants, etc.

Tour 3: River Gorge Explorer (Tuesday, June 9, 2015)

- **Number Registered**
 - 37 Registered
 - 31(?) Attended
 - Plus 1 Coordinator; 1 Volunteer
- **Event Details**
 - Registration: \$33 Early Bird / \$36 After Cutoff / No On-site Available

- 2 hour boat tour on the Tennessee River; lunch provided (Provided lunch was a late development. Lunch was originally "on your own," so it was not budgeted into the cost of the event.)
- Depart Convention Center 1:30 PM (unless walking from Art District Tour); Arrive Convention Center 4:30 PM
- **What Worked**
 - I was surprised to have a relatively large number of women sign up for this tour - the most expensive one. I think they were willing to pay for great experience.
 - The women loved the boat tour - we got a lot of great feedback from this event. Having lunch included worked well. The lunch included was a last minute arrangement. The boat tour time was moved up 1 hour, requiring us to make lunch arrangements for attendees (and PCA covered the cost of lunch). Had the ladies been coming from lunch on their own, it is likely that they would not have been where they needed to be at the correct time for boat departure.
 - My volunteer met a group of attendees at the Convention Center, and this bus of ladies met up with those of us who had been on the Art District Tour in the morning. I received great feedback that the volunteer was very helpful and attentive to the needs of the attendees.
- **What Didn't Work**
 - Those who were attending the Art District Tour in the morning as well as the afternoon TN River Gorge Explorer Tour had to walk several blocks to get to the second tour. We lost track of some ladies who walked down from the Hunter Museum (Art District Tour); they walked ahead and ended up at the wrong pier. I should have had more volunteers keeping up with all attendees.
 - We were very pressed for time between the morning and afternoon tours, so those attending both likely felt rushed and a little confused about where they were going and with whom.
 - Lunch arrived late, delaying departure...but that wasn't our fault.
- **Suggestions**

Tour 4: Walking Tour with Chattanooga History Center (Wednesday, June 10, 2015)

- **Number Registered**
 - 33 Registered
 - 28 Attended
 - Plus 1 Coordinator; 1 Volunteer
- **Event Details**
 - Registration: \$10 Early Bird / \$13 After Cutoff / \$16 On-site
 - Site specific walking history tour of Chattanooga (about 2 mile walk)
 - Depart Convention Center 9:15 AM; Arrive Sheraton Read House 11:15 AM/Arrive Convention Center 11:30 AM
- **What Worked**

- We communicated with ladies to bring comfortable walking shoes and water - both very much needed for this event. For the most part, all attendees were prepared. We did provide water for those who didn't bring their own.
- On-site registration worked well for this event. The Chattanooga History Center was flexible with changing registration numbers up to the day before the event (provided we didn't exceed the maximum number of attendees). On-site registration closed on Tuesday, so we had final numbers in time to confirm for Wednesday event.
- **What Didn't Work**
- **Suggestions**

Tour 5: Rock City (Thursday, June 11, 2015)

- **Number Registered**
 - 37 Registered
 - 34 Attended (added 2 more day-of)
 - Plus 1 Coordinator; 1 Volunteer
- **Event Details**
 - Registration: \$20 Early Bird / \$23 After Cutoff / \$26 On-site
 - Self-directed tour of Rock City
 - Depart Convention Center and Covenant College 9:30 AM (2 departure locations); Arrive Convention Center 4:30 PM
- **What Worked**
 - Leaving from 2 locations worked well for this event - especially since my volunteer had a registration sheet with names of those leaving from the Convention Center
 - We had one lady decide to drive herself and bring her son along. We did not charge her for her son since we had enough money to cover the cost of admission for everyone.
 - Another lady asked to come last minute and offered to pay cash. We allowed her to join us, and I did not accept payment since registration was already closed (so there was nobody to process her payment), and again, we had enough funds to cover costs.
- **What Didn't Work**
 - The 2 hours allotted for this event may have been a little too long. Most women finished early (it was a self-guided tour), so they sat around for a while before we departed. However, they were able to chat with each other, which was nice.
- **Suggestions**

General Assembly 2015

Chattanooga, Tennessee

June 9-12, 2015

Chair of Special Needs Subcommittee Summary

Key Functions: Transportation and Special Housing

Transportation

Shuttle – GA 2015 offered 2 full size vans for shuttling from Monday – Thursday, 9:00 am to 4:30 pm with other time slots offered upon request. These 2 vans were driven by volunteer drivers and rented from Enterprise Rental. In general, these shuttles were underutilized. There was no good way to promote their availability and there was also concern that if we over promoted, we would be unable to meet the demand. In retrospect, I would have only 1 van available. The cost was \$800 plus fuel, less than \$1000. (\$100 per day per vehicle)

Buses – 55 passenger buses were contracted for all women's events and family sponsored events. These took place on Tuesday, Wednesday and Thursday. Each day, anywhere from one to 6 buses were used. The cost of these buses for the week was \$6900.00. (\$600 for a half day and \$1200 for full day)

Public Transportation was available outside the west entrance of the Convention Center and this solution met most of the demand for the downtown user.

Special Housing

Two types of housing were offered for those who had particular housing needs. Covenant College offered discounted pricing for a residence hall on campus. In all, we had 7 suites on campus utilized by approximately 20 people. (The rate was between \$25 and \$75 per night, depending on room/suite)

PCA families also offered rooms in their homes, 5 families took advantage of this offer. We had another 10 families volunteer their homes for this service; the generosity of the Chattanooga PCA community outweighed the needs of the commissioners.

Things learned: Continue to make sure that all signups for events require a box checking the need for transportation. You will need to reserve buses weeks before the event and knowing your counts is imperative.

Chairman for this subcommittee should be required to have two distinct other chairs for these two subcommittees, transportation and housing. This chairperson served in both capacities and it would have been wise to have subchairpersons.

Tom Schreiner – tomschreiner63@gmail.com

Don Holwerda

From: CPC Administrator [cpcadministrator@covenantchattanooga.org]
Sent: Thursday, June 18, 2015 4:11 PM
To: cpcadministrator@covenantchattanooga.org
Subject: Please pass on our thanks to those in your church who helped with Communion at General Assembly

To everyone who helped with the Communion Service during General Assembly:

Please receive our heartfelt thanks for your part in ministering to the members and families of the General Assembly on Tuesday evening, June 9. We have heard many comments of appreciation for how smoothly and worshipfully the Communion service went.

A few items for your encouragement:

106 ruling & teaching elders helped in serving Communion to approximately 3,500 people

27 men served as section leaders

Our thanks to the churches who loaned us their Communion trays: 1st PC (Chattanooga), Lookout Mtn. PC, New City Fellowship, Covenant PC (Chattanooga), and we even borrowed a few bread trays from Brainerd Baptist Church.

In light of Render's upcoming retirement and his 32 years of service in the TVP, it was very special to have he and his sons officiate the Communion Service (Dr. J. Render Caines, Rev. J.R. Caines and Rev. Philip Caines).

Several ladies and men helped prepare the elements, several folks helped provide supper and other support for the section leaders, and several helped clean up and rearrange after the service. There were over 130 people involved in the process, and while we aren't able to thank them all individually, I do want to especially thank three men who helped carry the lion's share of the load: Brad Gruner (1st PC), Don Kent (LMPC) and John Southworth, Covenant PC (Chattanooga).

So, again, thank you for your part in the Communion Service. You helped the worshipers to focus upon Christ and the Sacrament and not the process. Thank you! To God be the glory!

Together in Christ,
Mark

Mark Wilson
Administrator & DCE
Covenant Presbyterian Church
8451 E. Brainerd Road
Chattanooga, TN 37421
423-899-5377

GA 2015 Chattanooga - Electronic Voting Summary

July 29, 2015

The vendor's rep was Kyle Donko - Event Specialist Turning Technologies | 255 West Federal Street | Youngstown, OH 44503

Direct: 330-599-4974 | Main: 330-746-3015 | Toll Free: 866-746-3015 | Fax: 330-884-6065

kdoneyko@turningtechnologies.com | www.TurningTechnologies.com

We were fortunate to have a couple that suggested we use electronic voting during our meetings, but volunteered to pay for it. They did research of various companies and considered this one the best fit for our General Assembly. The Administrative Office approved the experiment.

1,400 devices were needed for this meeting. The cost for the set up and the rental of the devices was \$15,100. We do not have the bill for the travel/lodging as of the writing of this report. There were 26 devices lost/not returned so we will also be billed for half the original contract rate due to some negotiations by the Administrative Office. (\$650 above the noted amount and I suspect for a week of Kyle being on site it will cost around \$1,000 more.)

Issues: The first night, I thought the system was going to bomb completely as it was not reliable. I asked Kyle after the meetings what went wrong and what was done to make it work. His response was as follows:

Thanks for your email and for having me in Chattanooga last week. I totally agree, Tuesday was a disaster, but everything worked well the rest of the week.

1. In my opinion, we did not have enough range on the receiver. Originally, we had the receivers attached to a pole about shoulder level. While testing with no one in the room, everything was working as it should. When all of the attendees entered the room, there was a lot more interference (signal trying to go through actual people as opposed to an empty room) that caused the delays or votes to time out.

To remedy this problem, we ran the receivers into the lighting truss above the stage. Since the receivers range works in all directions, sending a signal up with nothing to try to go through would work better than trying to force it through all those people. We also added a third receiver on a third RF channel and adjusted some settings in the software as well.

For next year, I would recommend having the receivers ran through the truss in the beginning and using the three channels/receivers.

2nd Issue: Lost devices: It was announced at the beginning that if a person lost his device, he would be charged \$50. It turned out to be impossible to enforce and we figured that out the first day. There was no serial number on the devices (at least none that I saw) and the number we recorded for our purposes was on the plastic sleeve the device was kept in by the commissioner. As a result, when folks left, some turned in their device with and others without the sleeve so it was impossible to determine who had not turned in their device. This was a very small percentage of loss, but still added expense. We did not ask our donor to cover this cost as it was an administrative oversight which we should have foreseen before the materials were distributed. Solution: Not determined, but I suggest talking with Turning Technologies and see if a numbered sticker could be put on the device that could be recorded when the on-site materials are given to the delegate.

Ben Dady, Asst. to Don Holwerda

**Tennessee Valley Presbytery
General Assembly 2015
Source of Funding Summary
Events**

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
3/18/2015	GA 2015	308.54	
	PCA	<u>1,865.48</u>	2,164.02
4/29/2015	Gary/Jan White	10.00	
	Gary/Jan White	70.00	
	Mark/Corinne Hayes	268.00	
	Robert/Karen Brunson	33.00	
	Francis/Bonnie Smith	50.00	
	Joseph/Joy Williams	79.00	
	Jimmy/Martha Loftis	58.00	
	William/Angela Thrailkill	33.00	
	William/Gail Barker	43.00	
	Thomas/Connie Kay	20.00	
	Pamela/Howard Eyrich	35.00	
	Audrey Omerly	68.00	
	George/Barbara Rountree	73.00	
	Janet King	50.00	
	Sean/Sara Lucas	365.00	
	Adam/Oliva Jackson	100.25	
	PCA	<u>3,082.96</u>	
		4,438.21	6,602.23
5/14/2015	IX Publishing Inc	63.00	
	Promise/Douglas/Jane Vos	53.00	
	Gregory/Cheryl Molin	51.00	
	Richard/Carole Springer	10.00	
	Kyung Kim/Hyeyoung Ryu	26.00	
	Kyung Kim/Hyeyoung Ryu	26.00	
	Russ/Amanda Hightower	90.75	

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
5/14/2015	Kirk of the Hills	68.00	
	Joe/Barbara Novenson	68.00	
	Donny/Mrs DW Sanders	10.00	
	Robert/Nova Holt	68.00	
	Marc/Natalie Miller	58.00	
	Alan/Patricia Futvoye	66.00	
	Steven/Jennifer Lammers	20.00	
	Edward/Carole Thomas	64.00	
	Robert/Martha Hornick	78.00	
	PCA	<u>4,390.19</u>	<u>5,209.94</u>
			11,812.17
5/18/2015	Rachel Mason (refund)	5.00	
	Gail Barker (refund)	<u>23.00</u>	
		<u>28.00</u>	11,784.17
6/2/2015	Westminster Pres Church	165.00	
	Steere	33.00	
	Huber	55.00	
	Robert Mims and Assoc	78.00	
	Parker	48.75	
	Wert	58.00	
	Kulp	165.00	
	Ledford	25.00	
	Holwerda	20.00	
	Dady	28.00	
	Ashley	35.00	
	Furman	25.00	
	Locke	68.00	
	Alsup	66.00	
	Herberich	68.00	
	Swart	10.00	
	Brady	68.00	
	Ryan	33.00	
	Davis	47.00	

6/2/2105	Sheppard	388.00
	Ledford	110.00
	Kimball	23.00
	Rantal	76.00
	Bailey	452.00
	Ross	10.00
	Sutton	10.00
	Williams	282.00
	Jackson	1.25
	Baierl	2.00
	Rahab's Rope	150.00
	Sipe	115.00
	Cushman	37.00
	Johnson	65.00
	Cosby	23.00
	South City Church	30.00
	Pohl	49.00
	Dady	23.00
	Richardson	23.00
	Brown	23.00
	Kohlin	23.00
	Kohlin	25.00
	Smith	48.00
	May	36.00
	Novenson	65.00
	Vos	10.00
	Huckaba	25.00
	Reagan	23.00
	Maynor	46.00
	Adkins/Courtney	82.00
	Huffman	37.00
	Lipe	37.00
	Conkel	130.00
	Hobgood	13.00
	Ledford	28.00
	Pennylegion	10.00

6/2/2105	Covenant Pres Church	<u>63.00</u>	<u>3,726.00</u>
			15,510.17
6/5/2015	Checks Cap Mark	18.77	15,491.40
6/8/2015	\$Cash	<u>100.00</u>	15,591.40
6/9/2015	George	69.00	
	Schmidt	69.00	
	Ward	109.00	
	Raines	38.00	
	Woodall	50.00	
	Kennedy	96.00	
	Crossroads Pres Fellowship	455.00	
	Elenbaum	66.00	
	Hutchinson	225.00	
	Westminster Pres Church	49.00	
	Hutchinson	59.00	
	Whitmire	165.00	
	Cha	71.00	
	Courtney	20.00	
	\$Cash	<u>783.00</u>	<u>2,278.00</u>
			17,869.40
6/10/2015	Twit	13.00	
	Barrett	82.00	
	Whitham	43.00	
	Hay	10.00	
	Baierl	40.00	
	Eddy	55.00	
	Ferguson	82.00	
	Arnold	225.00	
	Robertson	40.00	
	Slater	155.00	
	Haluska	71.00	
	Thomas	75.00	
	Baird Ministries	10.00	
	Irwin	30.00	

	Gwennap	<u>80.00</u>	<u>1011.00</u> 18,880.40
6/12/2015	\$Cash\$	704.00	
	Trott	57.00	
	Atkisson	41.00	
	Irwin	71.00	
	Cash/Graebner	<u>71.00</u>	<u>944.00</u> 19,824.40
6/1/2015	Kenyon/ref	5.00	
	Guinan/ref	36.63	
	McEntyre/ref	18.00	
	Omerly/ref	10.00	
	Thomas/ref	10.00	
	Rantal/ref	12.00	
	Holt/ref	20.00	
6/10/2015	Herberich/ref	10.00	
	Pohl/ref	12.00	
	Dady/ref	10.00	
	White/ref	2.00	
	Struthers/ref	14.00	
	Keller/ref	14.00	
	Steere/ref	10.00	
	Rogers/ref	17.00	
	Bailey/ref	452.00	
	Ward/ref	15.00	
	Dekker/ref	55.00	
	Honeycutt/ref	12.00	
	Pierce/ref	13.00	
	Tharp/ref	10.00	
	Fennema/ref	10.00	
6/11/2015	Laslo/ref	<u>62.00</u>	<u>829.63</u> 18,994.77
6/9/2015	GA Offering 6/9	6,911.47	
6/10/2015	GA Offering 6/10	3,291.36	

6/11/2015	GA Offering 6/11	<u>3,055.86</u>	
		13,258.69	
6/22/2105	Reverse trans of Offerings 6/9	6,911.47	
	Reverse trans of Offering 6/10	3,291.36	
	Reverse trans of Offering 6/11	<u>3,055.86</u>	
		13,258.69	18,994.77
6/22/2015	PCA (events)	9,969.33	28,964.10
6/30/2015	Cash	333.00	
	Parker	30.00	
	Conkel	<u>35.00</u>	
		398.00	29,362.10
7/27/2015	Wright	14.00	
	Whitmire	34.00	
	Colton	11.50	
	PCA (Events)	<u>1880.84</u>	
		1940.34	31,302.44
8/6/2015	Cash	296.00	31,598.44
8/20/2015	First Pres Reimb Exp	26,726.52	4,871.92

**Tennessee Valley Presbytery
General Assembly 2015
Source of Funding Summary**

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
1/30/2014	TVP	1,134.00	1,134.00
3/31/2014	The names of individual donors have been deleted for confidentiality purposes.	30.00	
		50.00	
	Covenant Presbyterian Ch	1,250.00	
	West Hills, Knox (from TVP)	400.00	<u>1,730.00</u>
			2,864.00
4/11/2014	First Pres Chattanooga	3,000.00	
	TVP	100.00	
	TVP	600.00	<u>3,700.00</u>
			6,564.00
5/5/2014	The names of individual donors have been deleted for confidentiality purposes.	50.00	
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		30.00	
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		100.00	
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		100.00	<u>1,110.00</u>
			7,674.00

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
6/3/2014		30.00	
	The names of individual donors have been deleted for confidentiality purposes.	50.00	
		100.00	<u>180.00</u>
			<u>7,854.00</u>
6/5/2014	TVP	600.00	8,454.00
6/9/2014	Capital Mark Checks	(11.41)	8,442.59
7/10/2014		50.00	
	The names of individual donors have been deleted for confidentiality purposes.	50.00	
		50.00	
		50.00	
	Hixson Presbyterian Ch	800.00	
	Rock Creek Fellowship	400.00	
	Reformed University Fellowship	350.00	
	Tenn Valley Pres/St Elmo PCA	100.00	
	Covenant Pres Ch	1,250.00	<u>3,100.00</u>
			11,542.59
7/18/2014		50.00	
	The names of individual donors have been deleted for confidentiality purposes.	50.00	
		100.00	
		150.00	
		150.00	
	Wayside Pres Ch	400.00	<u>900.00</u>
			12,442.59
8/18/2014		30.00	
	The names of individual donors have been deleted for confidentiality purposes.	30.00	
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<u>Date</u>	<u>Source</u>	<u>Amount</u>
8/18/2014		30.00
	The names of individual donors have been deleted for confidentiality purposes.	30.00
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		75.00
		50.00
		100.00
		50.00
		50.00
		50.00
		50.00
	TVP	500.00
	TVP	600.00
	Equipping Leaders Intl. Inc.	250.00
	One Story Ministries, Inc.	650.00
	NAPADA	250.00
	TVP	800.00
	Mission to North America	250.00
	Ft. Worth Presbyterian Church	250.00
	Reformed Pres. Church of N.A.	250.00
	Providence Christian College	1,200.00
	Harvest USA	650.00

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
8/18/2014	Reformed Pres. Church of N.A.	350.00	
	Belhaven University	650.00	
	PCA Foundation	250.00	
	Institute for Creation Research	650.00	
	MATS International Inc.	350.00	
	Covenant College	1,200.00	<u>10,495.00</u>
			22,937.59
8/26/2014	The names of individual donors have been deleted for confidentiality purposes.	30.00	
		50.00	
	Gulf Coast Presbytery fbo		
	2016 PCA GA Host – Mobile	350.00	
	Erskine College	1,500.00	
	Great Commission Publ.	<u>650.00</u>	<u>2,580.00</u>
			25,517.59
9/15/2014	The names of individual donors have been deleted for confidentiality purposes.	30.00	
		30.00	
	English Language Inst	350.00	
	Life Action	850.00	
		50.00	
	The names of individual donors have been deleted for confidentiality purposes.	30.00	
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		50.00	
		50.00	
		<u>35.00</u>	<u>1,675.00</u>
			27,692.59

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
10/13/2014		30.00	
		50.00	
	The names of individual donors have been deleted for confidentiality purposes.	50.00	
		30.00	
		50.00	
		50.00	
		30.00	
		35.00	
	Smoky Mountain Pres	800.00	
	TVP	100.00	
		30.00	
	Red Bank Pres	400.00	
	Pres Church in America	500.00	
	African Bible Colleges	350.00	
	Covenant Pres Church	1,250.00	
Covenant Pres Chruch	<u>1,073.57</u>	<u>4,828.57</u>	
		32,021.16	
10/24/2014		30.00	
	TVP	100.00	
	TVP	600.00	
	Chatt Valley Presbyterian Ch	1,330.00	
	Pres Church in America	500.00	
	TVP	250.00	
	Reformed Theo. Seminary	<u>1,600.00</u>	<u>4,410.00</u>
			36,431.16
11/18/2014	Highlands Pres	750.00	
	TVP	300.00	
		250.00	
	The names of individual donors have been dele for confidentiality purposes.	50.00	
		30.00	
		<u>75.00</u>	<u>1,455.00</u>
			37,886.16

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
12/15/2014	The names of individual donors have been deleted for confidentiality purposes.	100.00	
	First PRes Chatt	50.00	
		5,000.00	
	Atlantic Coast Commun	350.00	
	PCA	500.00	
	Metokos Press	350.00	<u>6,350.00</u>
			44,236.16
12/18/2014	Covenant Pres Church	50.00	
	TVP	600.00	
	Sunshine Bible Acad	650.00	<u>1,300.00</u>
			45,536.16
12/18/2014	James Woods (stamps, misc)	(63.38)	
	Virginia Babey (printing)	(4,900.00)	<u>(4,963.38)</u>
			40,572.78
1/16/2015	Gerald Washington fbo Stewardship Technology	650.00	
	Covenant Theological Seminary	1,200.00	
	Covenant Presbyterian Church	1,250.00	
	TVP	600.00	
	West Hills Presbyterian Church	725.00	<u>4,425.00</u>
			44,997.78
1/16/2015	Elanders (printing/shipping)	(5,778.84)	39,218.94
1/28/2015	The names of individual donors have been deleted for confidentiality purposes.	50.00	
		50.00	
	TVP	300.00	<u>400.00</u>
			39,618.94

2/17/2015	PCA*	644.54	
	*(Highland Theological College		
	\$350.00 less \$14 (\$336) processing		
	plus misc. GA Com reimbursement		
	\$319.00 less credit card fee \$10.46)		
	Pearl Enter's (Ornaments 4 Orphans)	650.00	
	First Presbyterian Ft Oglethorpe	400.00	
	North Shore Fellowship	990.00	
	Youth Adventure Prog (Trail Life)	650.00	
	West Hills Pres Church	<u>30.00</u>	<u>3,364.54</u>
			42,983.48

3/18/2015	PCA	500.00	
		50.00	
	The names of individual donors have been deleted for confidentiality purposes.	50.00	
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		60.00	
		50.00	<u>1,060.00</u>
			44,043.48

3/14/2015	GA 2015 Events	(308.54)	43,734.94
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4/1/2015		50.00	
	(voting tech)	<u>11,895.00</u>	<u>11,945.00</u>
			55,679.94

6/2/2105	Smokey Mountain Pres	800.00	
	Lookout Mtn Pres (prizes)	50.00	
	Great Commission Publ (tote bags)	<u>400.00</u>	<u>1,250.00</u>
			64,181.59
6/22/2015	5/3/2015 Prayer Svc FPC		
		<u>25.00</u>	64,206.59
6/22/2015	6/9/2015 GA offering	6,911.47	
	6/10/2015 GA offering	3,291.36	
	6/11/2105 GA offering	<u>3,055.86</u>	<u>13,258.69</u>
			77,465.28
6/1/2015	Sandy Hartley (prizes)	50.00	
6/10/2015	Sherry Baierl (tags)	195.78	
	Thread Rex	549.50	
	Sherry Baierl (Thread Rex)	36.00	
6/17/2015	Dianne Cosby (misc)	113.22	
6/19/2015	Elanders	5,590.06	
6/22/2105	All Aboard USA	<u>6,900.00</u>	<u>13,434.56</u>
			64,030.72
6/29/2105	EAN Holdings, LLC (Enterprise)	720.00	
6/29/2015	Sandy Hartley (reimb Wom's Tea)	325.31	
7/1/2015	John Feezel (musician)	150.00	
7/1/2015	Daniel Marshall (musician)	150.00	
7/1/2015	Rebecca James (musician)	150.00	
7/1/2015	Susan Whitacre (musician)	150.00	
7/1/2015	Rachel Beckmann (musician)	150.00	
7/13/2015	Covenant Pres (communion)	670.32	
7/14/2015	PCA (Electronic voting)	11,895.00	
7/15/2015	Chartwells (ladies luncheon)	3,311.00	
7/20/2015	Starkeys Printing (bulletins)	3,513.99	
8/5/2015	Don Holwerda (reimb lunches)	1,604.76	
8/20/2015	First Pres (reimb misc)	7,977.77	
8/20/2015	PCA (reimb misc)	336.00	
8/24/2015	PCA (Electronic voting)	<u>3,700.00</u>	<u>34,804.15</u>
			29,226.57

8/6/2015

The names of individual
donors have been dele
for confidentiality
purposes.

(elect voting)

3,700.00

32,926.57

Thoughts and Recommendations

Thoughts and Recommendations (Randomly presented)

1. There is an “understood” honorarium for “keynote speakers” at General Assembly. When asked about it, John Robertson said the Host Committee is responsible for the speakers they invite, and especially if they were not already planning to attend the Assembly as a commissioner. He felt that \$500 is a fair amount for speaking to a group the size of General Assembly.
2. A sort of unexpected event to help plan was the golf tournament hosted by RBI. It isn’t a lot of work, but you do need to find, secure, and work with a golf course for them. It was helpful to them to find a sponsor for the drinks and snacks on the golf course the day of the tournament.
3. Be sure each committee chair has the cell phone number of other chairs, quick access to the General Assembly schedule of other events and if pick-up point or more remote location and time is a part of it, how to get the person there.
4. We were extra aware of security and concerned with the possibility of a protest from outsiders during a public worship service and developed a plan to implement immediately to minimize disruption and provide safety in the event of an armed intruder.
5. We asked the Tennessee Valley Presbytery to consider taking up an offering designated for General Assembly at the joint Reformation Day service (which is held each year). It made all churches aware of the upcoming General Assembly once again, and gave us a financial “boost” as well. We hosted a second joint service for all the Tennessee Valley Presbytery churches as a worship and prayer meeting. The offering that evening was also designated as support of General Assembly.
6. It would be helpful if, on the evaluation sheets distributed to the commissioners at the end of General Assembly, a section could be added to give feedback to the host committee as well as to the Administrative Committee. It would ask about the value/interest of added activities, opinions on meetings, vendors, and women’s events or any other suggestions to help the Host Committee make General Assembly even better.
7. It was suggested that we should have added the notes to unfamiliar songs in the worship bulletin rather than just projecting the words on the large screens.
8. One of the issues that needs to be dealt with is last minute registration for child care and even last minute registrations for women’s activities. We had “cut off” dates, but found that several ladies didn’t sign up and missed out on events. If we do it again, we would plan on a percentage of late or last minute registrations in these two areas.
9. Any hospitality room for the women needs to be more centralized and evident. Also, include in the room a private nursing area for young mothers and babies.
10. Larry Roff seems to be the “official” organist for General Assembly each year. We found it out late (by his letter) and already had all music and accompanists scheduled, so some last minute shuffling had to be done. Better to handle this one early.
11. General Assembly Information Book – This calls for 2 printings, but the question is why print the first edition? Could it not be on the website only and print only the final draft

in hard copy? Be sure the Host Committee carefully proof-reads the GAIB before publication (especially details of ladies and youth activities). If two versions are printed, make them noticeably different to avoid confusion. A smaller size in the second printing would be more useful to carry about and would considerably reduce confusion between the two versions.

12. The key to success, in my opinion, is the recruitment of strong committee chairs and the addition of one or two assistants for the Host Committee Chair to follow up with committees on a regular basis and allow the chair to lead and not micro-manage.
13. Market General Assembly as a positive experience with the churches and presbyteries. It's not a duty, but a privilege and a wonderful opportunity. Sell it! In that light, we would recommend the Administrative Committee look at the possibility of emphasizing and strengthening the "brand" of General Assembly as an ongoing endeavor than that of a particular year's theme. Rather than creating a "brand" from scratch each year, develop a type of word-mark/logo (see attached example). This would bring several benefits. It would:
 - a. Strengthen the "brand" of the PCA General Assembly through the use of a consistent visual identity.
 - b. Clearly and simply identify the event –including denomination, year, and location.
 - c. Eliminate the work of creating a new logo each year and the risk of a problematic design.
 - d. Reflect the weight and significance of the General Assembly as the annual meeting of the denomination.

Even if there is a theme for each particular General Assembly, the theme could be communicated through copy in print and on the website.

14. Consider using a "periscope" account (Twitter) to stream General Assembly live (each seminar, worship service, etc.). You just need a volunteer with a cell phone in each location and you could video everything at no cost and send it to a national audience.
15. Please do the electronic voting from now on. It's amazing just how much time it saves and is very accurate. Let's stay in the electronic age now that it has been accepted.
16. Be sure to communicate clearly with the Stated Clerk when the Host Committee Chair can welcome the commissioners to the host city on behalf of the host presbytery, otherwise it is easily overlooked and bypassed for the business at hand.
17. Finally, set up a prayer support (standing committee with a chairperson) committee and keep everyone in the presbytery informed of the prayer needs and pray regularly for the Holy Spirit to guide the work. Without that coverage your group will come under attack the entire time.

Enjoy the opportunity, it only comes around once in a while.