



The Final Report
From the 2016 PCA General
Assembly Host Committee
Gulf Coast Presbytery

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Section 1 Worship Subcommittee

Section 2 Communion Subcommittee

Section 3 Women’s and Families Subcommittee

- *Chairman*
- *Co-Chairman*
- *Events*
- *Tours*
- *Registration*
- *Hospitality and Decorations*
- *Tote Bags*

Section 4 Children’s Subcommittee

Section 5 Youth Subcommittee

Section 6 Local Transportation Subcommittee

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Host Committee Chairman Report

Mack Griffith, TE Gulf Coast Presbytery

Although Gulf Coast Presbytery dates back to the beginnings of the PCA, this was our first time to host a General Assembly. Some three hundred people from the churches of the Presbytery gave of their time to make the 44th General Assembly a welcoming environment for Commissioners and their families from around the country. I'm particularly indebted to those who served on our many subcommittees. If you attended this Assembly you saw their work, if you read this report you will gain insight into their joyful service to Christ and His church.

Please feel free to contact any person listed on the "wire diagram" that is included behind this letter for more information on how they did their job. Each member of the Host Committee is ready and willing to assist those who will follow them. We are most grateful for the help of those who went before us!

When Gulf Coast Presbytery approved me for this position in February of 2014 I started with a seven man Executive Committee that met monthly before the Host Committee was formed. It was with these men that we developed the theme, "Refreshed: In and For the Cross". We also decided on the men to preach and this committee also gave me recommendations for Subcommittee Chairmen. Out of the Executive Committee came the Host Committee with 15 Subcommittees. You will find their individual reports included in this document.

I'm also very indebted to the staff of the Stated Clerk's Office of the PCA. Sherry Eschenberg answered my questions at least weekly, more like daily, and John Robertson and Dr. Roy Taylor were available as needed, and they were needed! My desire from the start was to build a strong relationship with this office as the planning of the Assembly is certainly a joint effort between the Host Committee and the Stated Clerk's Office.

The 44th General Assembly proved to be a historic Assembly with the approval of Overture 43, "Pursuing Racial Reconciliation and the Advance of the Gospel"!

For a great summary of the Assembly, see the attached report from Dr. Roy Taylor, "Actions of the Forty-fourth General Assembly of the Presbyterian Church in America.

One of my mentors, Don Holwerda, Host Committee Chairman for the 43rd Assembly reminded me in a humorous way that more people have climbed Mt. Everest than have chaired a General Assembly Host Committee. I don't plan to get into mountain climbing but I was thankful I could work with so many great people who had a passion to make this a wonderful Assembly. We completed our work very thankful to God for His grace to us all. May God richly bless the Host Committees that will come after us and may He continue to bless the Presbyterian Church in America!

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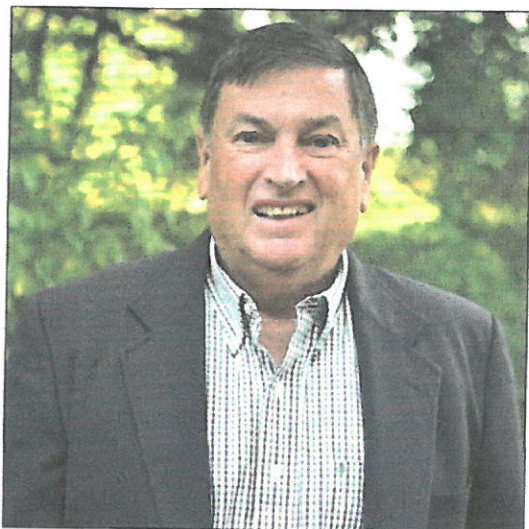
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Welcome from the Gulf Coast Presbytery



Welcome to the 44th General Assembly of the Presbyterian Church in America! It is a tremendous privilege for the members of Gulf Coast Presbytery to host you in the river front convention center in the historic city of Mobile.

As our Presbytery name implies, our southernmost boundary follows over 200 miles of coastline with some of the most beautiful white sand beaches in the world. We hope you and your family will take advantage of some vacation time either before or after the Assembly.

Our theme is "*Refreshed: in and for the Cross.*" Our desire is that you and your family will be personally refreshed in Christ as well as encouraged for the Kingdom ministry to which you will return. The preachers for the week will be Moderator Jim Wert, Timothy Keller and Kevin DeYoung. Our special musical guests on Wednesday night will be Keith and Kristyn Getty.

We are particularly excited to offer an outstanding program for families. Ladies can enjoy a wonderful luncheon with Laura Story, who will not only be leading a time of worship through song, but will also be sharing from her new book, *When God Doesn't Fix It: Lessons You Never Wanted to Learn, Truths You Can't Live Without*. There will be another luncheon at the beautiful Bellingrath Gardens and home—"65 acres of year-round pageantry in a Southern estate garden." Several tours will be offered as well to see the sites and enjoy the rich history and beauty of the area.

Excellent childcare and children's programs will be offered throughout the week for infants through twelfth grade. The elementary children will be offered a VBS-type program in the mornings with an afternoon trip to the newly-opened *GulfQuest: The National Maritime Museum of the Gulf of Mexico*, a visit to the *USS Alabama*, and a trip to the *Dauphin Island Sea Lab*. The youth (sixth grade and above) will have the opportunity to participate in service projects, beach games at Gulf Shores, and an all-day trip to Battleship Park.

We look forward to welcoming you to the Gulf Coast. We're excited that many Commissioners will bring their families to enjoy the worship, the rich fellowship, and numerous fun and spiritually refreshing activities, along with eating some great seafood and savoring the beauty surrounding Mobile Bay and the nearby beaches.

We look forward to offering you some warm southern hospitality!

In His Service,
Mack Griffith

- Chairman meet with past Chairmen
- Chairman/Stated Clerk tour Assembly Venue
- Secure an Administrative Assistant
- Develop a Steering Committee of approximately 5 or 6 members, key leaders in the Presbytery
- Appoint Subcommittee Chairmen and Chairwomen

First Steps

- A deep commitment to serve
- Knowledge/Expertise for their subcommittee
- Self Motivated
- Ability to delegate
- Flexible
- A Christ-like Spirit
- Submissive Spirit

Requirements for Subcommittee Chairmen/Chairwomen

- Willing to report to the Chairman both verbally and in writing as needed
- Able to give the time needed, will take vacation if needed the week of Assembly
- Will come to the job without a "personal agenda" but rather to serve the Presbytery and the PCA

Requirements for Subcommittee Chairmen/Chairwomen

- Willing to communicate with at least one person who has held their position during an earlier Assembly
- Willing to make monthly meetings a top priority in their schedule (formal meetings will probably not begin until Spring 2015)

This will involve some travel
to a central location

**Requirements for Subcommittee
Chairmen/Chairwomen**

**Actions of the Forty-fourth General Assembly of the
Presbyterian Church in America**
L. Roy Taylor, Stated Clerk

Mobile, Alabama Site of 44th General Assembly

The Forty-fourth General Assembly met June 20-23, 2016 in the historic port city of Mobile, Alabama, at the Mobile Convention Center. Gulf Coast Presbytery hosted the meeting, with Teaching Elder **Mack Griffith** serving as the Host Committee Chairman. A total of 1,316 commissioners attended: 1,029 Teaching Elders (TEs) and 287 Ruling Elders (REs). Building on the theme “Refreshed: in and for the Cross,” the three nightly **worship services** were high points of the Assembly. Speakers were Retiring Moderator, **RE Jim Wert**, **Dr. Tim Keller**, Pastor of Redeemer Presbyterian Church in NYC and **Dr. Thurman Williams**, Associate Pastor of Grace and Peace Fellowship of St. Louis. Musicians **Keith and Kristyn Getty** presented a concert and led the music in worship on Wednesday evening. In addition to usual business, the Assembly dealt with several **key issues**: 1) racial reconciliation, 2) the role of women in the PCA, 3) sexual brokenness in a fallen world, and, 4) a logo for the PCA. The Assembly formed study committees on the first two issues.

Dr. George W. Robertson, Moderator

The Reverend George Robertson, PhD, Pastor of the First Presbyterian Church of Augusta, Georgia (org. 1804), was elected Moderator without opposition. Having been disciplined in the faith through the ministry of the First Presbyterian Church of Tusculum, Alabama, he graduated from Covenant College, Covenant Theological Seminary, and Westminster Theological Seminary. He and his wife, Jacqueline, are the parents of a son and three daughters. Dr. Robertson served as pastor of Covenant Presbyterian Church of St. Louis from 1991 to 2005 and as pastor of First-Augusta since 2005. Under his ministry both churches recovered from discord, experiencing revitalization and both spiritual and statistical growth. In Augusta, the site of the formation of the Presbyterian Church in the Confederate States of America, Dr. Robertson has led the Church in modeling racial reconciliation through several community outreach efforts and holistic ministries, building relational bridges to the surrounding community. Half of a recent adult new members’ class was African-American. The Church is deeply involved in campus ministry and hosts an extension campus of Erskine Theological Seminary. Dr. Robertson moderated the Assembly with a perceptible humility, fairness, and a disarming humor.

Racial Reconciliation

Last year, in response to a personal overture offered by Dr. Sean Lucas and Dr. Ligon Duncan the General Assembly invited Presbyteries to express their opinions on the issue of racial reconciliation. This year a total of **forty-three overtures** dealing with the issue of racial reconciliation came to the Assembly from Presbyteries. Overture 4 from Missouri Presbytery served as a model for many of the overtures, which used either the same or slightly changed language. In the Overtures Committee, **Overture 43 from Potomac Presbytery** was used as a framework and **amended**, including elements from the Missouri overture (4), the Northwest Georgia overture (53), and the Mississippi Valley overture (55) for presentation to the Assembly as Recommendation 1, which was **adopted as amended**. The amended overture is attached to this report. The remaining overtures on racial reconciliation were answered by reference to the amended Overture 43 from Potomac, which is appended to this report. One commissioner filed a respectful dissent: “With respect to the otherwise laudable resolutions adopted by the Assembly, I dissent from the use of the word ‘repent’ in the first two paragraphs. I do not believe one can repent of the sins of another.”

The Assembly also amended and approved Overture 45 from Potomac Presbytery to **form a study committee** to develop specific steps that could be taken to effect racial reconciliation and the advance of the gospel. **The study committee’s** seven voting members are Kevin Smith (convener), Carl Ellis,

Alexander Jun, Sean Lucas, Jonathan Seda, Richie Sessions, and Alex Shipman. Advisory members are Sylvester Brown, Otis Pickett, and Russ Whitfield.

Finally, the Assembly voted to establish a “**PCA Unity Fund**” via designated contributions to and administered by the Mission to North America Committee (MNA) to raise up future generations of African-American and other minority Teaching Elders and Ruling Elders.

The Role of Women in the PCA

The **Cooperative Ministries Committee (CMC)** had recommended to the **Administrative Committee (AC) permanent committee** that the Assembly form a study committee on the role of women in the PCA in local Church, Presbytery, and Assembly levels. The CMC (composed of the chairmen and coordinators or presidents of the ten General Assembly Committees and Agencies along with the six recent moderators of the Assembly as advisory members) does not make recommendations directly to the Assembly. The AC recommended to the Assembly that a study committee be formed to investigate such matters as: 1) the biblical basis, theology, history, nature, and authority of ordination; 2) the biblical nature and function of the office of deacon; 3) clarification on the ordination or commissioning of deacons/deaconesses; and 4) – should the findings of the study committee warrant *Book of Church Order (BCO)* changes – proposed changes for the GA to consider. The PCA ordains men only to the offices of Teaching Elder, Ruling Elder, or Deacon (*BCO* 7-2). **The AC Committee of Commissioners (CoC)** (composed of representatives of Presbyteries who meet at the Assembly to review the year-long work of the permanent committee) recommended to the Assembly by a vote of 31-7 that the Assembly not form a study committee. The CoC recommendation that there be **no study committee was defeated 447-699-8**. The AC permanent committee’s recommendation to form a **study committee was approved 767-375-12**. Twenty-six commissioners filed a protest against the action. The Assembly approved a response that the protest was “a grave mischaracterization of the action.” **The study committee’s** seven voting members are Irwyn Ince (convener), Jeffrey Choi, Ligon Duncan, Kathy Keller, Mary Beth McGreevy, Bruce O’Neil, and Harry Reeder; and advisory members are Nikisha Alcindor, Leon Brown, Dan Doriani, Kimberly Jones, Lani Jones, and Roy Taylor.

Directions for Contributing to Study Committees and PCA Unity Fund

Both study committees and the PCA Unity Fund will be underwritten by designated contributions.

- Clearly designate the object of your gift.
- For either the Study Committee on the Role of Women or the Study Committee on Racial Reconciliation send gifts to The Administrative Committee, 1700 N. Brown Road, Suite 105, Lawrenceville, GA 30043.
- For the PCA Unity Fund send gifts to Mission to North America, PO Box 890233, Charlotte, NC 28289-0233.

Sexual Brokenness in a Fallen World

A number of recent events in our culture regarding sexual issues have concerned parents, church leaders, and other individuals. The Cooperative Ministries Committee included in its report to the General Assembly a report of its subcommittee on Sexual Brokenness in a Fallen World which addressed the issue biblically and pastorally, seeking to speak the truth in love on this controversial subject. The report also included a list of helpful resources. An Assembly-wide seminar was held on Wednesday morning of the week. The three-minister panel consisted of Tim Geiger, Executive Director of Harvest USA, which ministers to people who struggle with various forms of sexual brokenness; Allen Edwards, Pastor of Kiski Valley PCA, who had previously shared his own struggle with the Assembly; and David Strain, Pastor of the First Presbyterian Church of Jackson, MS, who has dealt with people pastorally who have been touched by this issue. The seminar was well attended and well received.

PCA Logo



At the First General Assembly in 1973 the matter of a PCA logo was considered. In 1982, 1983, 2006, 2014, and 2015 it was discussed again. The matter had been referred to the Historical Center (HC) Subcommittee of the AC for report to the AC and recommendation to the Assembly. The HC Subcommittee, after extensive discussion over numerous suggested emblems, engaged the services of Steve Beaver, Principal and Creative Director of the Beaver Design Group. The Design Group initially developed over one hundred options, eventually presenting nine to the HC subcommittee. These were evaluated using national surveys as well as four focus groups held around the country. In accordance with a directive of the Assembly, two designs were presented this year. The Assembly chose the design shown here by a vote of 325-277-11. Matt Smartt, son of a PCA founder, Kennedy Smartt, created the initial design of the chosen logo, working with the Beaver Design Group. The logo will be available in black and white or color (blue) with either the letters PCA or the denominational name, Presbyterian Church in America, and may be used in a number of applications. Check the AC website for access to the PCA logo, www.pcaac.org.

PCA by the Numbers

In his annual report the Stated Clerk reported that in 2015 we had:

- 1,534 churches, an increase of 35.
- 327 Mission churches, a decrease of five.
- A total membership of 370,332, an increase of 11,816
- A Sunday School attendance of 97,719, an increase of 1,096, which is the first increase in SS in a number of years.
- A total of 9,679 professions of faith, an increase of 254.

Giving increased in all categories. With virtually all mainline and some evangelical denominations plateaued or declining, PCA growth, though not as spectacular as in our early years, is noteworthy.

Leadership Changes

- **Dr. James “Jim” C. Bland, III**, retired after seventeen years of service as Coordinator of Mission to North America. During his tenure as MNA Coordinator Reformed University Ministries was spun off as a permanent committee and several new initiatives were begun while retaining the major emphasis on church planting. The Assembly showed its appreciation with a standing ovation. Jim and his wife, Linda, look forward to their next phase of ministry.
- **The Rev. James Paul Hahn, Jr.**, was elected as the new Coordinator of Mission to North America. Paul has served as staff minister in Mississippi, a campus minister at Auburn University, a church planter in Austin, TX and Knoxville, TN and as coordinator of church planting for TN Valley Presbytery. He is fifty-three. He and his wife, Frances, are the parents of four children.
- In recent years **seven of the ten** General Assembly Committees and Agencies (RH, CC, CTS, CDM, RUM, MTW and MNA) have had changes of Coordinators and Presidents, due primarily to retirements.

Progress Reports on Assembly-level Ministries

- The **Administrative Committee** recommended to the Assembly the adoption of a PCA logo, the formation of a study committee on the role of women in the ministries of the church (as suggested by

the CMC), no increases in the fees and charges for which the AC is responsible, and the approval of budgets of the Committees and Agencies.

- The **Committee on Discipleship Ministries** reported that beginning in April 2016 women from all over the PCA will be gathering for regional **Transformed** conferences. The CDM staff has developed children's worship curriculum. See www.teachmetoworship.com.
- **Covenant College** reported that a three-year strategic plan is being implemented. A Visual Arts Facility has been built. A campaign to fund the remodeling of Carter Hall is underway.
- **Covenant Theological Seminary** reported that Edwards Hall Community Center has been refurbished. CTS professors and alumni have participated in numerous major publications.
- **Mission to North America's** newly elected Coordinator, Paul Hahn, indicated that MNA will emphasize **church revitalization** in addition to other emphases to assist the majority of PCA churches. The formation of the PCA's 85th Presbytery, Columbus [OH] Metropolitan Presbytery was approved.
- **Mission to the World** now fields 586 missionaries in 86 countries. Coordinator Dr. Lloyd Kim urged us to pray that 1% of our adult members would become missionaries (a force of 2,800!).
- **The PCA Foundation** reported that they distributed more than \$9 million to Christian causes in 2015 of which \$5.1 million was to PCA churches, ministries and causes.
- **PCA Retirement Benefits, Inc.** reported that 60 Ministerial Relief recipients received \$489,026 including retired pastors, disabled pastors, widows, pastors without call, lay workers, and dependents.
- **Reformed University Ministries** reported that five new campus ministries were launched in 2015. RUM works on 145 campuses in 39 states, in 60 Presbyteries. Nine new efforts are slated for 2016.
- **Ridge Haven Conference Center** reported that for a second year in a row RH welcomed over 3,500 Summer Camp guests. Winter Camps and Special Camps are growing as well.

Other Assembly Actions

- **Gave initial approval** to and sent down to Presbyteries proposed amendments to the *Book of Church Order* 13-2 to require ministers without call to report annually or in writing to their Presbyteries; 5-3 to add a requirement that mission church temporary governing body minutes be reviewed by Presbytery.
- **Referred back to Chesapeake Presbytery** a proposed amendment to *BCO* 15-3 to allow Presbytery Judicial Commission minority reports.
- **Referred to the AC** Overture 7 from Grace Presbytery regarding petitioning the government to insure religious liberty in light of the SCOTUS Obergefell ruling on same-sex marriage.
- **Did not approve** proposed amendments to *BCO* 15-5 a. to allow the Assembly to give advice to the Standing Judicial Commission on specific cases; 38-1 and 42-2 to change nomenclature from complaint to appeal in a case without process; 43-1 to allow a pre-judgment complaint; and 35-1 to require an officer to testify in his own trial, if it regards doctrinal views.

Suggested Prayer, Offerings and Events

- Prayer for Covenant College as determined by local sessions.
- November 2016, a Month of Prayer for Global Missions (MTW).
- A special offering for MTW Compassion Ministries on a date chosen by local sessions.
- November 6, 2016 a Day of Prayer for the Persecuted Church Worldwide (MTW).
- Annual Relief Ministry Offering (PCA-RBI, Inc.).
- 2017 Love Gift for PCA Women in the Church (CDM) is for Covenant College.
- *The Assembly approved the request that churches contribute to the Administrative Committee on the basis of 0.35% of total tithes and offerings (excepting capital campaign projects).*
- **The Forty-fifth General Assembly will convene June 13-16, 2017 in Greensboro, NC.**

Attachment

OVERTURE 43

from Potomac Presbytery

As Amended and Approved by the 44th General Assembly

"Pursuing Racial Reconciliation and the Advance of the Gospel"

Be it resolved, that the 44th General Assembly of the Presbyterian Church in America does recognize, confess, condemn and repent of corporate and historical sins, including those committed during the Civil Rights era, and continuing racial sins of ourselves and our fathers such as the segregation of worshipers by race; the exclusion of persons from Church membership on the basis of race; the exclusion of churches, or elders, from membership in the Presbyteries on the basis of race; the teaching that the Bible sanctions racial segregation and discourages inter-racial marriage; the participation in and defense of white supremacist organizations; and the failure to live out the gospel imperative that "love does no wrong to a neighbor" (Romans 13:10); and

Be it further resolved, that this General Assembly does recognize, confess, condemn and repent of past failures to love brothers and sisters from minority cultures in accordance with what the Gospel requires, as well as failures to lovingly confront our brothers and sisters concerning racial sins and personal bigotry, and failing to "learn to do good, seek justice and correct oppression" (Isaiah 1:17); and

Be it further resolved, that this General Assembly praises and recommits itself to the gospel task of racial reconciliation, diligently seeking effective courses of action to further that goal, with humility, sincerity and zeal, for the glory of God and the furtherance of the Gospel; and

Be it further resolved, that the General Assembly urges the congregations and presbyteries of the Presbyterian Church in America to make this resolution known to their members in order that they may prayerfully confess their own racial sins as led by the Spirit and strive towards racial reconciliation for the advancement of the gospel, the love of Christ, and the glory of God; and

Be it further resolved, that the 44th General Assembly call the attention of churches and presbyteries to the pastoral letter¹ contained in Overture 55 as an example of how a presbytery might provide shepherding leadership for its churches toward racial reconciliation; and

Be it finally resolved, that the 44th General Assembly remind the churches and presbyteries of the PCA that BCO 31-2 and 38-1 provide potent and readily available means for dealing with ones who have sinned or continue to sin in these areas.

¹ Find the Pastoral Letter, Attachment 1 to Overture 55 from Mississippi Valley Presbytery to the 44th General Assembly, here: <http://www.pcaac.org/wp-content/uploads/2016/07/Pastoral-Letter-Overture-55-MS-Valley.pdf>

2016 General Assembly Host Committee Report

to the PCA Administrative Committee

September 2015

Presented by Mack Griffith, Chairman 2016 Host Committee

Introduction: Gulf Coast Presbytery is pleased to host the 44th General Assembly of the Presbyterian Church in America in Mobile Alabama June 20-24 2016. Like many Presbyteries, Gulf Coast is wide geographically and without a large church in the host city and our largest church is three and half hours away in Tallahassee Florida. Despite this "limitation" the churches, spread along the Gulf Coast, from Mobile to Madison Florida are working together to provide what we hope will be a welcoming Assembly for Presbyters and their families.

2016 Theme: Refreshed: In and For the Cross

We know that for most Teaching and Ruling elders General Assembly is not necessarily seen as a restful week. Next year it is our hope that while conducting the important work of the court there will be personal refreshment "in the Cross" and then returning to their places of ministry carrying the good news of the Gospel "for the Cross"!

Host Committee Staffing: The names below include the Chairmen and their Assistants of each Subcommittee; others have been recruited to serve on these committees as well.

Host Committee Chairman: Mack Griffith, Associate Director of the Presbyterian and Reformed Commission on Chaplains, former PCA Pastor and U.S. Army Chaplain, Colonel, retired.

Worship Subcommittee: Michael Brock, Chairman, Rob Looper, and Jim Bryars

Prayer Subcommittee: Joel Trieck, Chairman

Finance Subcommittee: Milton Adams, Chairman

Family/Women: Susan McCrary, Chair; Arleen Blackstone, Co-Chair

Family Registration Team: Cheri Koch, Chair; Robyn Eldridge, Co-Chair

Women's Events Team: Anne Collett, Peggy Poteet, Co-Chair

Women's Activities and Tours Team: Elizabeth Cook, Chair

Women's Hospitality Team: Becky Bryars, Chair

Volunteer Coordination Subcommittee: Chip Frost, Chairman

Nursery/Children's Subcommittee: Barksdale Pullen, Chairman

Youth Subcommittee: Chris Holland, Chairman

Local Transportation Subcommittee: David Cook, Chairman

Communion: Pete Scarbrough, Chairman

Ushering: Ted Poole, Chairman

Each Subcommittee is functioning well and reporting their work to the Chairman of the Host Committee. Each Subcommittee Chairman has been provided their portion of the Assembly Manual and at least the report from the 2015 GA, while some have reviewed earlier reports as well. Most, if not all, of our Chairmen have communicated with their counterparts from the 2015 Host Committee, reporting wonderful cooperation for which we are all very grateful. On a personal note, I'm most grateful to Don Holwerda, 2015 Chairman, for his most gracious encouragement and help to me.

All Subcommittee Chairmen met together on September 2nd. John Robertson and Sherry Eschenberg were in attendance at this meeting. The Worship, Family, Nursery, Children and Youth Subcommittees will meet the deadline in October of providing the needed information to the AC staff in order to be published to the Denomination.

We believe some excellent Events, Programming and Tours are being planned for the women while the children and youth will be well taken care of with opportunities to enjoy some wonderful offsite activities as part of the programming. We are blessed to have several outstanding venues in walking distance of the Mobile Convention Center that will be both educational and entertaining for the children including the newly opened Gulf Quest, a maritime museum, the Explorium/Imax Theater as well as the Dauphin Island Sea Lab.

The Youth will rotate each morning to participate in four very worthwhile service projects while enjoying the beaches at Gulf Shores Monday-Wednesday afternoons. On Thursday afternoon the youth will enjoy a tour of the Battleship USS Alabama, a submarine - USS Drum, some military memorials, and view some historic military planes at Battleship Park, all within eyesight of the Mobile Convention Center.

Ridge Haven Camp and Conference Center is again offering a special camp for General Assembly youth. We recognize Mobile is further from Ridge Haven than the most recent Assemblies but we hope to make it work, particularly for those that can easily drop off and pick up in their travels to and from Mobile. Further transportation plans are being considered for those not traveling near Ridge Haven. We are grateful to Wallace Anderson, the Ridge Haven Administrator for his cooperation in providing this camp to the children of Commissioners.

Use of Volunteers: The Host Committee has asked each church to assign a Volunteer Team Leader (VTL) so the Volunteer Coordinator from the Host Committee will be able to contact each VTL to recruit volunteers from their church as needed. Each Subcommittee Chairman will be responsible to report their needs to the Volunteer Coordinator. The ongoing volunteer needs of the Administrative Committee for GA will also be handled in the same manner.

The Worship Services are being planned by the Worship Subcommittee in keeping with the Assembly Manual as provided by the Administrative Committee. The intent is to plan and conduct these services in a manner to bring honor and glory to the Living God and not to the Presbyters leading. No service will be considered overly Contemporary or High Church. The Communion Service on Tuesday night will also be well planned and conducted in a truly worshipful manner. Plans are moving forward to have the Getty's, well known and loved musicians participating on Wednesday night. Since additional funding is being raised for their participation, we are still unsure of how many of their musicians will be able to attend with them.

Worship Service Preachers:

Tuesday Night-Moderator Jim Wert

Wednesday Night: Tim Keller

Thursday Night: Kevin DeYoung

Conclusion: Recognizing that this is the first General Assembly for Gulf Coast Presbytery to host, we are very indebted to the Administrative Committee Staff for their patience and helpful guidance as we move forward. We will remain open for advice through adjournment as to how we can help make this a memorable Assembly, for all the right reasons. Our goal is to support you, the Administrative Committee in your responsibility to conduct General Assembly each year. We truly desire your prayer support and your wisdom as we carry out the responsibilities assigned to us.

Respectfully submitted,

Mack Griffith

2016 General Assembly Host Committee Report

to PCA Administrative Committee

April 2016

Presented by Mack Griffith, Chairman 2016 Host Committee

Introduction: Seven months have passed since my last report to this body and I'm happy to report that during this time the entire 2016 Host Committee and its 15 Subcommittees have worked hard to serve the Administrative Committee and the Denomination in carrying out the tasks assigned to us. As the Chairman I can say, without any reservation, God has brought together some wonderfully gifted Subcommittee Chairs to work in our areas of concern. (See my September Report for list of Chairs) We have only added one Chair since that report with Rick Skinner (ruling elder at Eastern Shore Presbyterian) now serving as Chair of the Special Needs and Special Housing.

I believe we're right on schedule with our work and every area is well planned and is right on target with execution. Although we know we will face the last minute "unexpected" we intend to be ready early on. We're pulling together at least 250 volunteers from many Gulf Coast Presbytery churches who will be working with children, youth, women's events, ushering, serving communion and a host of other duties. The Host Committee has been sending out prayer requests to the churches of Gulf Coast Presbytery for a number of months.

Changes to our original plans:

(1) Several months ago we learned Kevin DeYoung would not be able to preach Thursday night since his wife is scheduled to have a baby the week of General Assembly. Our replacement is Thurmon Williams, Associate Pastor of Grace and Peace Fellowship PCA in St. Louis.

Bio: Thurmon was the pastor of New Song Community Church (PCA), in the Sandtown community of West Baltimore, MD, since February of 2000. Prior to that, he served as the Minister of Outreach and Youth at Faith Christian Fellowship Church (PCA), also in the city of Baltimore, for 5 years while completing his Masters of Divinity (M.Div.) at Chesapeake Theological Seminary. Before serving at Faith, he was on staff for 4 years with the ministry of Young Life. Thurman and his wife, Evie have been married for 16 years and they have been blessed with four beautiful children, Charvez, Shaquana, Joshua, and Caleb. Thurman completed his Doctor of Ministry degree in May 2011 at Covenant Theological Seminary.

(2) Another very recent change has occurred with our Women's Program as criticism was spread about the Ladies Tea at the Bragg-Mitchell Mansion in Mobile. We have responded to this criticism by cancelling the tea and creating a new event with more diversity in mind.

HERITAGE TOUR: Hosted by Trinity Family Ministries (PCA)

"Join us on a narrated tour with local historian of our city's richest heritage sites. Let us introduce you to the slave ship survivors, creative entrepreneurs, and baseball legends...stories that illuminate our past and inform our present from Africa Town to the Civil Rights Movement. Ride with us and discover the colorful and unique landscape that is Mobile including its tears and its joy. Several site-seeing stops will be included. Refreshments will be served at a historic home on the tour."

Report of Worship Services:

Tuesday: Michael Brock, Senior Pastor of Eastern Shore Presbyterian (ESPC) is leading the planning of this service. The prelude concert will be led by George Searcy and family, George is the Director of Music at ESPC. His family is extremely talented and will provide an excellent worshipful concert. One of George's sons participating in this concert made it to the finals of the TV show *The Voice*. Moderator Jim Wert is preaching. Bob Hornick will be fencing the communion table and leading others in the distribution of the elements. Pete Scarbrough, a ruling elder emeritus at Eastern Shore Presbyterian is in charge of the logistics of communion. He has it well planned for serving over 3,000 people.

Wednesday: Rob Looper, Senior Pastor of McIlwain Presbyterian Church is leading the planning of this service. The Gettys will provide a 50 minute concert prior to the worship service and will lead the music during the worship service. A joint Presbytery Choir will participate in this service. Tim Keller is preaching.

Thursday: Jim Bryars, Senior Pastor of Grace Community Church is leading the planning of this worship service. A youth community choir, led by a PCA ruling elder in Panama City Florida will provide the prelude concert. The worship music will be led by George Searcy supported by musicians from Grace Community Church and Trinity Fellowship Church in Mobile. Thurmon Williams is preaching.

We have a graphic artist designing our bulletin cover and putting the bulletins together for printing. We are putting all three services into one bulletin.

Conclusion: The best way to review our work is to see it outlined in the General Assembly Information Book. The activities scheduled for the children, youth and ladies are clearly outlined for registration and participation. Our theme for the Assembly; "Refreshed: In and For the Cross" remains our desire for those coming to Mobile for the 44th General Assembly. Our prayer is that the families of the Commissioners will be well cared for and enjoy coming to Assembly as well. Tim Keller and Thurmon Williams will be preaching on our theme and we expect Jim Wert to reference it as well. The Host Committee continues to be very thankful for the support and encouragement of the staff of the Stated Clerk's Office. We remain available for any your suggestions and feedback in how we might better serve our Denomination.

Section 1
Worship
Subcommittee

Worship Subcommittee Final Report

44th General Assembly – Mobile, AL

Michael Brock, Chairman

1. What did we do?
 - a. We were responsible for the three worship services at the GA.
 - b. Also, we were responsible for providing a musician (pianist) for singing that takes place at various times during the business meeting of the GA
 - c. We were a small committee of three, initially. The three were TE's / Senior Pastors. Also included in our meetings was our Host Committee Chairman (this was very helpful). After several meetings, we began to include our Music Director (also very helpful).
 - d. The three TE's each took responsibility for one of the worship services (Tuesday night, Wednesday night, and Thursday night). Each one created a rough draft of the liturgy.
2. What worked well?
 - a. We didn't try to push the envelope in our worship services. We wanted to have "plain vanilla" worship services with nothing provocative or cutting edge.
 - b. Not having an organ made logistics somewhat easier.
 - c. Having a Music Leader leading from the piano rather than guitar was a good thing.
 - d. We didn't try to have 14 different TEs involved in each worship service – this was good. Limit it to a few.
 - e. NOT introducing preachers! Affects the flow of worship and is unnecessary; commissioners have had that info for weeks by then. (RBL)
 - f. Having one person be the GA Chairman. Mack did a super job! You might be able to get him to do it again in 50 years! (Jim Bryars)
3. What didn't work well?
 - a. Each night our worship services started a little late – by a few minutes
 - b. Tuesday night ran a little long
 - c. Miscommunication regarding offering on Wednesday night, my fault (RBL)
 - d. The Tuesday night sermon was not aligned with the theme of GA, "Refreshed In & For the Cross". The first worship service is so important for setting the tone for the remaining week. And, the message was too long. (Jim Bryars)
4. What suggestions do we have for future assemblies?
 - a. I would encourage a meeting at about 5 p.m. each night to include every single person that has responsibilities in the service where you would walk through the details of the whole service, especially the transitions. This would give you the opportunity to make sure there is no question about who is supposed to step to the microphone and what each person is supposed to say.
 - b. Encourage future worship sub-committees to see the worship services as an opportunity to focus on what unites us rather than to showcase what kind of worship they prefer. (RBL)
 - c. I would suggest that the succeeding year's worship sub-committees consult the previous year's committee for recommendations. (RBL)
 - d. I would seize the opportunity at every GA to do whatever necessary to encourage, enrich, and equip the leadership of the PCA, especially the pastors and their wives. Many pastors and wives can come to GA discouraged and disappointed with their ministry. This is the one opportunity we have every year to refresh the PCA leadership. (Jim Bryars)
 - e. I would consider how we might better cast vision for the PCA during GA. Especially in areas of evangelism, discipleship, church planting, and world missions. (Jim Bryars)
 - f. I would change the policy that gives the outgoing moderator the opportunity to give the sermon for the first worship service and allow the Host Committee to make that selection. They can select the moderator if they choose too. But the first worship service sets the tone for GA. A good communicator can set that tone and capture the primary theme of GA. (Jim Bryars)

Section 2
Communion
Subcommittee

GENERAL ASSEMBLY 2016

COMMUNION SUBCOMMITTEE

FINAL REPORT

On June 21, 2016 approximately 3,000 worshipers were served Communion as the 2016 General Assembly held it first evening worship service. Our committee saw the fruition of many months of planning as God blessed the efforts of many Ruling and Teaching Elders who participated in the preparation and conducting of the Communion Service.

We spent many months in contact with all of the churches in the Gulf Coast Presbytery first ascertaining that we had enough communion trays and plates to accommodate our needs. I found that was a good place to start the planning. Then we maintained contact with the churches seeking available elders for serving during the service. God blessed us with all of the equipment and all of the servers (14 Table Captains & 72 Servers) that we needed, as well as a few alternates. We felt it was important to have the servers identified in advance of the day of the service. The only other things left to do were determining how many trays and plates were needed based on the seating lay-out we had, ordering the communion supplies, writing serving instructions, letters to the various servers about the training time, arranging the pick-up and return of the communion sets to the churches, and getting volunteers for the preparation of the elements. We had four wonderful people from Eastern shore Presbyterian Church who worked tirelessly to prepare the elements.

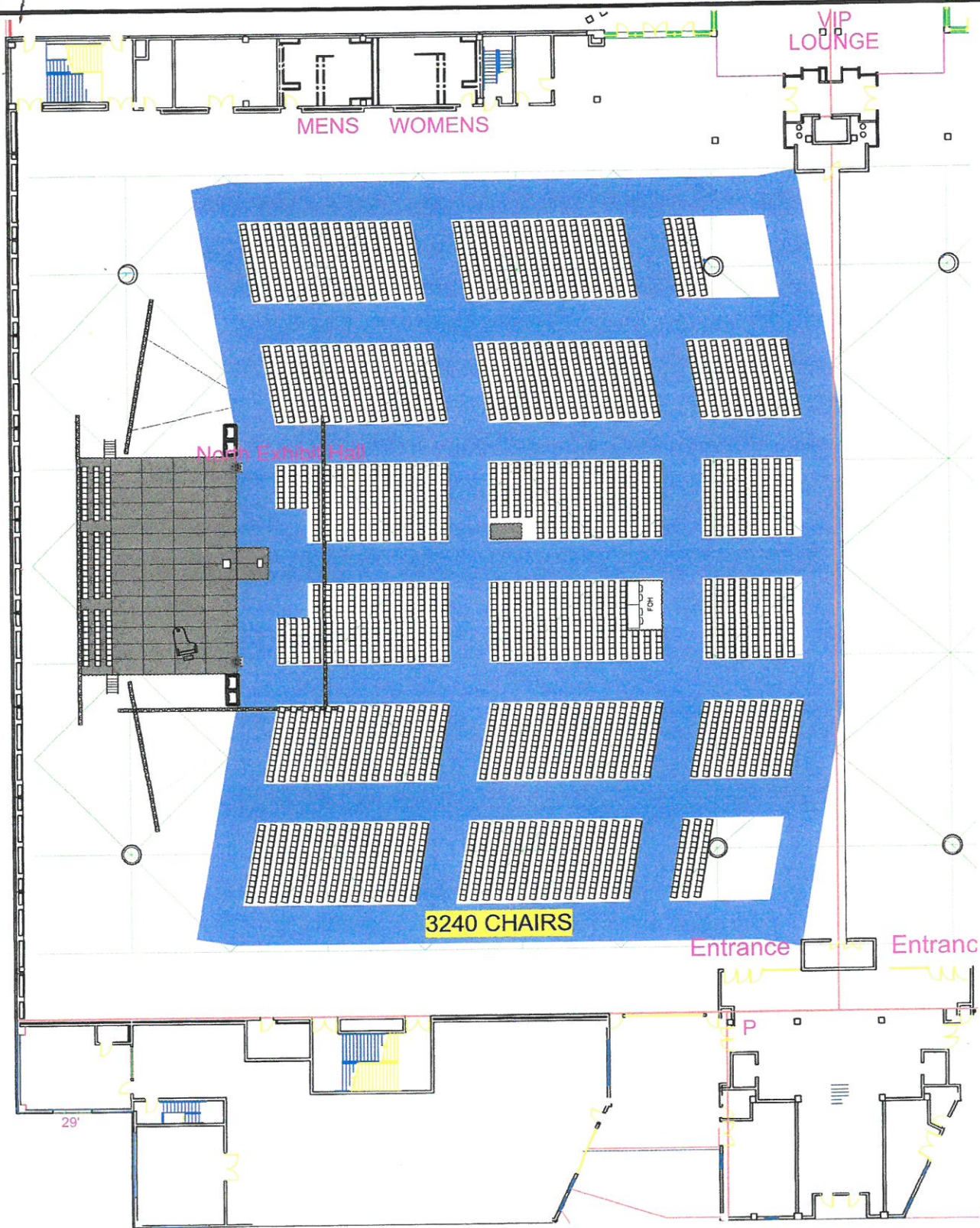
Lining up communion sets and volunteers early worked very well for us. While there were still plenty of things to do, knowing you had what you needed to get the job done took a lot of strain off. We also decided on using a small gluten-free cracker instead of buying gluten-free bread, freezing it, cutting off the crust, and cubing the bread which would be time consuming. The crackers were small, but they worked. The greatest blessing we had was the willingness of the elders, deacons and congregation members to volunteer when needed.


The main area of planning and implementation that did not work so well was the coordination of seating groups and tray capacity. We had 18 groupings of seating. Almost all of them held 196 seats. We used 4 servers per section which meant there were 98 people to be served by the two servers. Communion trays hold 40 cups, so we had to use 120 cups per section of 98 people resulting in waste of 22 cups of juice. We could not have servers switching trays among each other as that would be rather chaotic. In the future it would be good for the seating planner to attempt, as much as possible, to keep multiples of 40 in mind.

God truly blessed our Communion service and we are certainly thankful for that. I am told that all 3,000 people were served in about 18 minutes. I would like to recognize the help of Ruling Elder John Hailey who came alongside on short notice at the eleventh hour to actually conduct and oversee the immediate preparation and conduct of the service. I was unable to finish out my duties due to a family illness.

Recommendations to the Administrative Committee: Go to each of the Presbyteries, solicit about \$200 from each one and purchase a nice communion set and permanent shipping crate. Having that on hand when all of the other crates arrive at the GA site would be of great help to future subcommittees. I have already mentioned the need for seating area coordination.

Pete Scarbrough, Communion Subcommittee Chairman



Production Name	PCA 2016	Designer	Mac Smith	Page Number
Venue	MOBILE CONVENTION CENTER	Room		 Initial Production Group 303-420-7406
Date		Scale		

Section 3
Women's and
Families
Subcommittee

Women's and Families Subcommittee

Host Committee Report

44th General Assembly of the PCA -- Mobile, AL

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Women's and Families Subcommittee

Chairman's Final Report

44th General Assembly of the PCA -- Mobile, AL

Susan McCrary

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Note: All planning for Youth, Children, and Nursery aged children were done this year by a separate Children's Committee—However, registration for all children remained the responsibility of the Families Subcommittee. That will make what follows make a bit more sense. It was a good experiment, and certainly lightened our load considerably. I would support this structure in the future, as long as you very intentionally, communicate well. Thankfully, all the subcommittees communicated very, very well.

COMMUNICATE.well.often.more.again.andthensome.

Having spent quite a while preparing the previous version of the Families Subcommittee Chairman's lesson's learned, I have chosen to chunk it in favor of a few words about communicating.¹ You won't be surprised to note that in just about every Host Committee Report², communication is highlighted as a key to success. Please allow me to be transparent, for your benefit, and for the benefit of those who will be attending GA45 and following. During the timeframe during which we were preparing for and executing General Assembly, several really good friendships were formed on our team, because of all the good chemistry the Lord blessed us with, and because we communicated with each other and with others on different committee, a lot. A WHOLE LOT. Like all the time, about everything. Having said that, communication is still worth emphasizing, because even with a GREAT team, who each individually had GREAT skills and GREAT attitudes and formulated GREAT plans, there were still some bumps in the road we could have avoided.

Communicate Constantly. By that I mean, a good bit more than you think is necessary. What follows is one example where better communication would have meant a better GA (at least less expensive) for the women with children, and one idea that helped the whole host committee be more cohesive:

To lower costs for participants: Early on, our team reviewed the Host Committee Report from previous years, and concluded that it would be good to offer mid-day-only childcare on the two days of the most well-attended women's events. (For example, if a woman only needed

¹ Since the Families report this year is almost 50 pages long, you are in no way being shortchanged by my brevity. I can't say anything more or better than the team leaders have done here, and once you read this report, you will know what I mean.

² We only went back to 2004 in our examination of previous Host Committee Reports.

childcare for the Wednesday luncheon -- then she should only have to register (and pay for) childcare for a couple of hours midday. Our luncheon was from 11:15 until 1:15. So childcare from 11am until 1:30pm (or so) would have been a great option.) Very early on, we informed those in charge of childcare of this need. They acknowledged it, and we forgot about it. And didn't follow up. And you can guess what happened—no provision for midday childcare ONLY was made, so mothers had to register their children and pay for several more hours of childcare than was needed. Follow up, follow up, follow up.

To improve cohesion: Improved communication and cohesiveness were really side effects: Each member of our team picked three members of the Host Committee (Like the Head of Transportation (the HOT man), Communion, Finance, etc.) and agreed to contact them at least monthly and ask how we could be praying for them. SO MANY PRAYERS WERE ANSWERED! (OK, yes, God answers all our prayers, but you know what I mean!) What this also did, was to make our team more aware of, and empathetic with, the challenges facing the other subcommittees. It helped us do a better job of providing other committees what they needed to do their jobs!³

Communicate Clearly. Make sure the message you sent is the message that was received. Here's an example of the type of disconnect that can occur when you don't communicate clearly:

Months before the nametags were printed, the Families Subcommittee discussed them at a meeting, and decided how they should be done. Following that meeting, a subset of the group talked about it and came up with a better way (it was the best way, and in the end it is what we did.) What I intended to communicate was procedural: Let's not have subsets of the team overturning decisions made by the whole team- let's revisit the question as a team, or go with what the team originally decided. Here's what I actually (unintentionally) communicated: The first decision was better, and we're not going to change it. It is really important to try to get feedback, and make sure that what you meant to communicate is in fact, what WAS communicated.

Communicate Compassionately.

All those involved with the planning of a general assembly have other demands on their time, attention and energy. When someone messes up, (when I messed up), I can't tell you what a gift it was, when our teammates either overlooked a goof, or pointed it out with kindness, a recommended solution, and an offer to help! What a difference it makes to a person's commitment and determination to complete the task, to know that your teammates are standing by your side, and will help you cross the finish line!

Communicate Christ. Early on, we adopted this Scripture verse to remind us who is in charge and to whom is due all the glory: "The Lord has done this, and it is marvelous in our eyes!" Psalm 118:23

³ One example—transportation needs to know our headcounts in order to know how many busses to order, to establish estimated costs, etc.

Women's and Families Subcommittee

Co-Chairman's Final Report

44th General Assembly of the PCA -- Mobile, AL

Arleen Blackstone

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14 July 2016

What we did.

As the Team was assembled, support the goals of the Chairman, committee leaders and Host Committee chairmen; keep them bathed in prayer. *Attended all Host Committee meetings, Family Subcommittee meetings in person and on line, and met with Chairman one-on-one during the last month before GA.*

What worked.

E-mail, on-line Webex meetings, face to face meetings and many phone calls.
Observe workings of Committees and their challenges, solutions and recommendations for correction and improvement.
On-going record keeping to assure nothing is forgotten.
Prior approval before spending.

What didn't.

Obsolete or inadequate registration processes.
Not having a Family Sub-committee treasurer—this made recordkeeping more time consuming than it otherwise might have been.

Suggestions for next time.

Re-evaluate current Registration data base program.

Please consider the recommendations offered by the GA44 and previous Ga's registrars who have identified ways to improve current process. Re-compete the existing data base contract using new, identified needs and integrating suggestions and recommendations by prospective contractors.

New contract must be one cost with no additional cost for changes.

Program/General Assembly Information Book.

Use a wider variety of photos for the *Program*. The overture on Racial Reconciliation must be taken to heart, and racial diversity should displayed in the GA45 Program. (A review of the GA44 photos in the General Assembly Information Book show few if any non-white people.)

Women's and Families Subcommittee

EVENTS Final Report

44th General Assembly of the PCA -- Mobile, AL

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After accepting the position of Women's Event Chair in May 2015, we immediately began gathering volunteers from within our church and looking into possible venues for proposed events. In hindsight, we would recommend that you first read, meticulously, prior years host committee reports from cover to cover and then *monthly*, reread all the sections pertaining to women and family. This is a most helpful read and you may learn from our mistakes as you maneuver through each phase of planning!

Other suggestions before Planning Phase begins:

1. Plan for and have a lengthy phone conversation with Sherry Eschenberg with PCA – who is a wealth of knowledge and can steer you in the most efficient direction. She will have chosen the most convenient, and spacious event site nearest the convention center and will have already booked space that you might be able to use!!! Brainstorming with Sherry will save you LOTS of time.
2. Have a conversation with Karen Hodge and/or Kathy Wargo with CDM (Christian Discipleship Ministries) concerning the Ladies Wednesday lunch. They host this event annually and play a large role in planning and publicity. They will help direct you through the process while giving you the latitude to make it your own.
3. We recommend meeting with all committee heads of the Family team before you begin planning your women's events. The scheduling of every event, tour, seminar and children's program hinge on one another- SO BE CAUTIONED - the potential of overlapping in your planning may likely lead an inefficient use of precious time . Communication with your team will save you from taking 3 steps forward and 2 steps back, which can be very frustrating ! Our first Family team meeting was 8/25/15, so we basically spun our wheels between May and August !

4. You are not likely to fully realize the scope of this project until the first Host Committee meeting, which for us took place on 9/2/15. At this first meeting, we were informed that the rough draft of the GAIB (General Assembly Informational booklet) which goes to all the Commissioners of the PCA and lists the schedule of events for the upcoming GA, would need to be complete by October 12, 2015. *This is where the planning phase really ramps up!* To meet this deadline, you have to know all details of your events including what, when, where, entertainment, menu, décor, transportation, misc expenses and the cost of each item per head because you will need to help establish a ticket price that will hopefully cover those costs. So you will need quotes from venues and caterers right away and will need to have frequent conversations with transportation and décor Chairs , and CDM to coordinate entertainment.

All this information must then be approved , proofed, and printed by the Host Committee Heads and PCA to be mailed in early 2016, hence the October deadline.

Now we will outline our two events for you and end with the do's and don'ts.

Wednesday, June 22, 2016
Renaissance Hotel – Bon Secour Ballrooms 1,2,and 3
11:15 a.m.- 12:15 p.m. Lunch
12:15p.m. -1:15p.m. Laura Story

Attendance: 270 Attendees for lunch and program
30 Program only attendees

Menu: Strawberry Spinach Salad with Mandarin Oranges
Grilled Chicken and Pasta with Asiago Cream Sauce
Mini Bundt cake with caramel sauce and whipped cream
Tea and coffee

Program: Songs and Stories with Laura Story

Favors: In lieu of favors, a donation was given to Trinity Family
Mission, a PCA church plant in Mobile, AL.

Ticket price:	Lunch/Program	\$30 early bird (by 4/30)
		\$35 Regular (5/1-5/31)
		\$40 on site (6/20-6/21)
	Program only	\$10 early bird
		\$12 regular
		\$14 on site

Cost : The cost per person \$27.06. The hotel charged \$20.00 per head plus
23% service chg and 10% tax

Other costs: Laura Story fee- paid by CDM

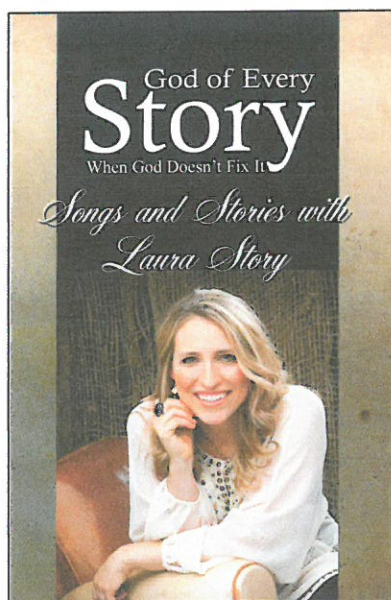
Projection system and screen – paid for by CDM

Cost to move piano to riser \$75.00

Audio visual and LCD Package \$1030.00 plus 23%SC and 10% tax

Piano tuning was comped by Nathan Witter (at a typical expense of \$75-\$100)

Live feed production – Frank Barker Productions




CDM prepares the minute by minute program schedule:

GA 2016 Women's Luncheon – Wednesday June 22, 2016 – 11:15am-1:15pm

Program	Person	Time	Staging
Welcome	Arleen Blackstone Susan McCrary	11:15-11:20 (5 min.)	On Stage: Arleen, Susan & Stephen
Prayer	Dr. Stephen Estock	11:20-11:23 (3 min.)	
Lunch is Served		11:23-11:59 (36 min.)	
Greetings & Gifts			B.A., Karen, Anne & Peggy
	B.A. Snider	11:59-12:02 (3 Min)	
	Karen Hodge	12:02-12:05 (3 Min)	
	Anne Collett & Peggy Poteet	12:05-12:08 (3 Min)	
2016 Women's Ministry Love Gift	Karen Hodge	12:08-12:15 (7 min.) talk+video	
Songs & Stories	Laura Story	12:15-1:10 (55 min)	Laura Story
Invitation to 45 th GA	Suzanne Kline	1:10-1:13 (3 min)	Suzanne & Stephen
Benediction	Dr. Stephen Estock	1:13-1:15 (2 min)	

CDM , with input from Women's Event Chair, prepares and prints the program flyer handed out at the door. The cost for this is covered by CDM.


Door Prizes – 3 prizes were given to attendees. A portion of these prizes was donated. To save time, winners' names were randomly selected from the registration list. Alternate names were chosen in case the winner called was not present.



Laura Story is a Bible teacher, worship leader, GRAMMY award-winning singer/songwriter, and bestselling author. "Blessings" was certified GOLD in 2011 and inspired her first book *What If Your Blessings Come Through Raindrops*. She has a graduate degree from Covenant Theological Seminary and has served as the worship leader at Perimeter Church in Atlanta since 2005, but her greatest joy is being a wife to Martin and the mother to Ben, Griffin, and Josie.


Laura's life took an unexpected turn when her husband, Martin, was diagnosed with a brain tumor. Their life would never be the same. Yes, with God all things are possible, but currently there is no cure to restore Martin's short-term memory, eyesight, and other complications. The fairytale life she had dreamed of is no longer possible. And yet Laura has found a better broken with Jesus and you can too.

Pick up a copy of Laura's new book from her book table or the PCA Bookstore in the Exhibit Hall.



"This book is a must-read. My wife, Carol, and I have had the privilege of witnessing much of what is described in this book. I will assure you, it is the real story. Get ready to be encouraged, challenged, and taught well when you read *When God Doesn't Fix It*."

—Randy Pope
Pastor of Perimeter Church



Women's Luncheon
Wednesday, June 22, 2016
44th PCA General Assembly, Mobile, AL

Welcome.....	Arleen Blackstone Susan McCrary
Prayer.....	Dr. Stephen Estock
Lunch is served	
Greetings and Gifts	B.A. Snider <i>Great Commission Publications</i>
	Karen Hodge <i>Women's Ministry Coordinator</i>
	Anne Collett & Peggy Poteet <i>Local Host Committee</i>
2016 Women's Ministry Love Gift--Parakaleo	
Songs and Stories	Laura Story
Invitation to 45 th General Assembly	Suzanne Kline
Benediction	Dr. Stephen Estock

** Thanks to Barker Productions for audio-visual services.

Thursday, June 23, 2016

Bellingrath Gardens- Box Lunch and Tour

11:00 a.m.- 12:30 p.m. Lunch and program

12:30p.m. -3:15p.m. Tour of Gardens and Home

*Attendance: 85 Attendees paid for lunch/ program and tour
70 attended*

*Menu: Catered Box lunch – prepared by Bay Gourmet Caterers
½ Virginia Ham Wrap with Romaine, Tomato and Cheddar
Cheese with a Creamy Dijonaise
½ Smoked Turkey Wrap with Romaine, Lettuce and Provolone
Cheese with Pesto Mayo
Wild Rice Salad with Cranberries, Spinach, Feta Cheese and Almonds
Fresh Seasonal Fruit Salad and chips
Chocolate Fudge Brownies and Lemon Squares
Tea, Lemon Water, Coffee and Lemonade*

*Program: Music by Marjorie Searcy and Sons
Speaker -Tom McGehee, historian
Dogwood Trail Court as Ambassadors of Eastern Shore*

*Theme: “Refreshed: In and For the Cross “
Local church member designed the graphic for our theme which
was used on our program*

*Ticket price: Lunch/Program \$44 early bird (by 4/30)
\$52 Regular (5/1-5/31)
\$60 on site (6/20-6/21)*

*There was no option offered for “Lunch only” or “Tour only” due to the expense of the 30 minute
bus ride from Convention center to gardens.*

*Cost : Venue Rental was \$350 for a 4 hour period
Tours were \$18/head (see tours report)
Lunch \$17 plus tax and \$50 delivery fee*

*Other costs: Honorarium of \$150 for Dogwood Trail Court
Gift for Marjorie Searcy (musician) -\$50 gift card
Program fans - \$175.00
Décor - see décor committee report*

*Door Prizes : 3 prizes were given to attendees. A portion of these prizes was donated. To save
time, winners' names were randomly selected from the registration list. Alternate names were
chosen in case the winner called was not present.*

A minute by minute timeline for program was helpful to keep us on schedule:

BELLINGRATH LUNCH/TOUR PROGRAM OUTLINE		
11:00 a.m.	Women arrive and are greeted by Hostesses and Dogwood Trail Court They will be asked to go through serving table and grab lunch and find their seat !	(15 mins)
11:15 a.m.	Becky Bryars will take podium for Blessing	(2 mins)
11:17 a.m.	Lisa Sneed will take podium for welcome and introductions She will also instruct attendees to continue to eat during program She will thank the Dogwood Trail Court for help in greeting guests Then she will introduce our entertainment - Marjorie and Jordy Searcy	(5 mins)
11:22 a.m.	Marjorie and Jordy Searcy perform	(20 mins)
11:42 a.m.	Lisa returns to introduce Mr. Tom McGehee - historian	(2 mins)
11:44 a.m.	Tom McGehee - history of Bellingrath Family / Gardens	(16 mins)
12:00 noon	Anne Collett and Peggy Poteet - Door Prizes will introduce Elizabeth Cook	(5 min)
12:05p.m.	Elizabeth Cook - instructions for tour will remind time of bus departure!	(5 min)
12:10 p.m.	Lisa Sneed - Thank you and closing prayer	(2 min)
12:15 p.m.	Ladies Depart for tour	(3 hrs)
3:15 p.m.	Bus departs from Bellingrath Gardens	

What did not work:

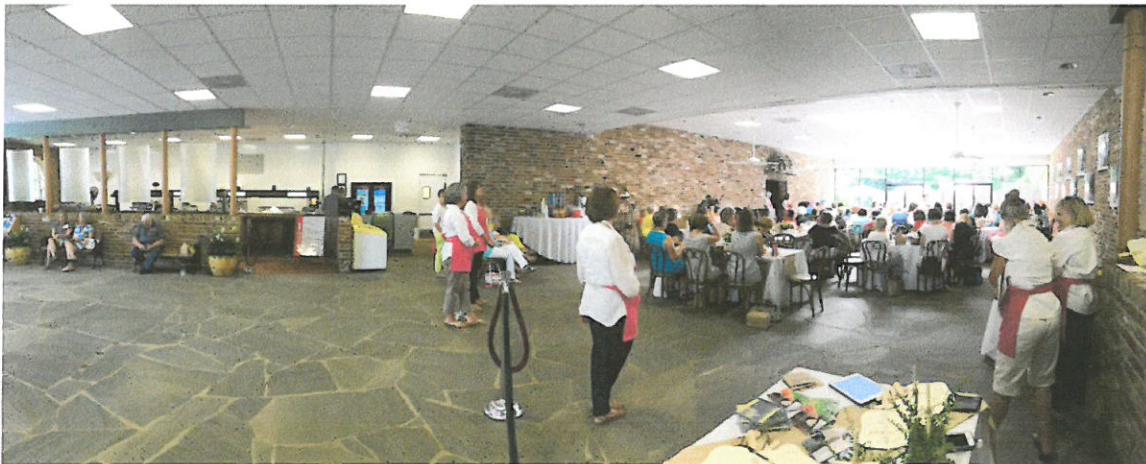
1. We wish that we had reached out to women in other local churches earlier in the planning phase. We had hoped to have all the door prizes completely donated, which did not happen. Our church was really tapped for resources, and we might have received monetary donations to offset some of our costs from women from other churches who probably wished they were geographically close enough to help with General Assembly.
2. We should have earlier discussed a way to open up the Laura Story program to women in PCA churches of the Southeast Presbytery. Our first priority was to the Commissioner's wives yet due to the late date in which many choose to register (on site the week of the event) , we wanted to find a way to allow the locals to hear Laura Story and fill remaining seats. We recommend making that decision well before registration begins and adhere strictly to the deadlines committed.
3. We suggest making it clear *in print* that the Women's events are for the women attendees only and that childcare and activities for their children are offered during these times. Doing so should eliminate cross words and frustrations which, for us, happened at a most inopportune time.

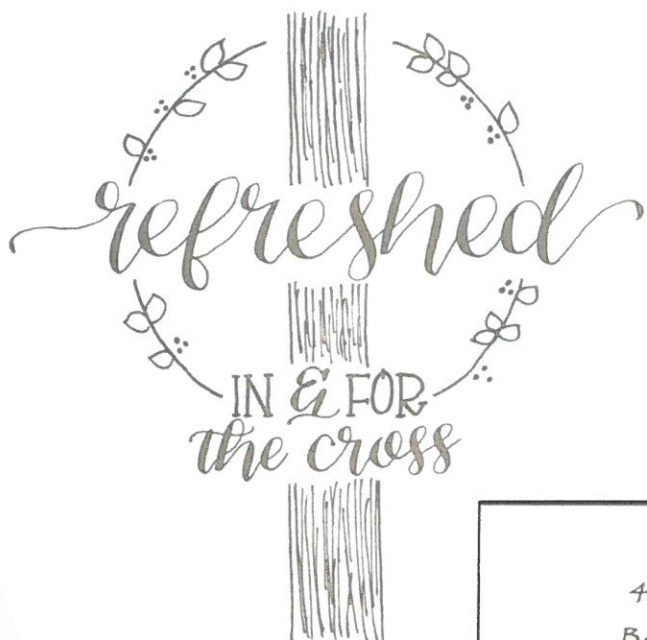
4. The sound check at Bellingrath was done before the ambient noise from the adjacent cafeteria line ramped up during the musical portion of the program, which coincided with lunchtime for non-GA Bellingrath patrons. The women at the back tables had a very difficult time hearing, and two women responded that they couldn't really hear Marjorie at all, speaking or singing. Three suggestions here would be worth considering:

a. Assign a person control of the sound board in advance, and figure out an effective way to signal him or her during the performance that the volume needs to be adjusted.

b. If a potentially noisy area is immediately adjacent to where your ladies are gathered, request sound absorbing (or at least deflecting) partitions be set up in advance (before sound checks are done) to increase the likelihood that all participants will be able to hear the speakers or performers.

c. Have speakers (equipment) in more than one location, so that you don't have to make it too loud for the people in front, in order to make it audible for the people in the rear.





*44th Annual PCA General Assembly
Bellingrath Gardens Lunch and Tour
Thursday June 23, 2016*

<i>Blessing</i>	<i>Becky Bryars</i>
<i>Welcome and Introductions</i>	<i>Lisa Snead</i>
<i>Entertainment</i>	<i>Marjorie Searcy</i>
<i>Bellingrath Historian</i>	<i>Thomas C. McGehee</i>
<i>Presentation of Door Prizes</i>	<i>Anne Collett Peggy Poteet</i>
<i>Tour Instructions</i>	<i>Elizabeth Cook</i>
<i>Enjoy your tour !!</i>	<i>Bus departs 3:15pm</i>

What worked:

1. Choosing volunteers that you know well is quite important. If you know their specific gifts and skill sets, you can place them accordingly. For example: Not just any volunteer may handle sales well at a book signing table using an iPad to take credit card transactions!
2. We chose hot pink aprons for our ladies because they were very visible and everyone seemed to like the happy color! We opted to make our own colorful name tags with lime green ribbon. Our hostesses were asked to use the volunteer registration form for GA so the registrar had a record of their attendance but they did not sit and eat with the attendees. On Wednesday, they sat in the back of room in "program only" chairs during the performance. We did gain approval to feed our volunteers after the Gardens program/tour on Thursday due to the need to keep them on site for cleanup of venue.
3. Working closely with the Registration Chair is a must!! Your headcount will be critical as you approach the week of GA. The caterer and the venue reps will need a "hard" total in order to set up tables, chairs and meal count. At the predetermined drop dead date/hour, an inflated number of meals was discussed, to cover last minute registrations. The registrar knew that the FINAL number was not to be exceeded and we kept in constant contact until the very end, hoping all the while, that the number would be met. This was probably the most trying situation for us, but this happens every year and our registrar was prepared for this!
4. Registration also kept up with those who had food allergies or issues. We only had two ladies mention issues for Wednesday and none on Thursday. This is a conversation to have with food rep/caterer, as you do not want to be caught unprepared!
5. We strongly recommend getting every agreement, contract and quote in writing! Hard copies and electronically filed email copies are essential during the process and will need to be submitted to the treasurer for approval and payment. We found that keeping copies of minutes from meetings and notes from phone conversations were also most beneficial for future reference and memory jogging. For example: our hotel rep was replaced in midstream and those notes were critical when we had to basically start all over with her replacement.
6. The morning of both events, we arranged for our hostesses to arrive two hours prior to the event to go through the venue, point out entrances and exits and restrooms, and assign their tasks. They were also on site to help with table décor and any other last minute surprises. We chose 12 hostesses for both events and needed every last one! The moment of arrival of 300 women in the same 15 minute window of time was proof that we did not have too many volunteers. Remember: You cannot have too many volunteers!

Women's and Families Subcommittee

TOURS Final Report

44th General Assembly of the PCA -- Mobile, AL

Elizabeth Cook

Ec.cook@comcast.net

251-345-3303

July 3, 2016

Suggested Planning Timeline

June-July

1. Consider your city when thinking about tours for GA. What are places of interest and what would be appealing for women to see?
2. Consider using a local, reliable tour company. Take detailed notes with your point of contact from the tour company. Keep a notebook.

August-September

1. Submit final tour recommendations to the Chair of the Families Host Committee. She should give you a deadline for submission, which should be in early August. That will give you sufficient time to review your preliminary plans with your whole Families Subcommittee, and then have it reviewed and revised as needed by the Whole Host Committee at least two months before it is submitted to Sherry Eschenberg, who will want it on or about 7 October.
2. A written description of each tour in 100 words or less and a picture of the event's site will be needed for the General Assembly Event Guide (GAIB), typically in early October.
3. Start recruiting volunteers to assist with your tours. Choose women you trust and know well.

January-March

1. Stay on top of your deadlines for submission for the printing of the event guide.
2. Communicate with your volunteers.

April-June

1. Finalize event details (e.g., confirm and pay deposits and any other details that require attention with tour guides or tour companies.)
2. Finalize transportation needs.
3. Communicate with Families Registration Chairman regarding number of registrants.
4. Meet with volunteers to discuss duties.
5. Design and print signs for departure information for each tour.

General Thoughts

If the chair of Women's Tours and Women's Events are two different people, be sure to consistently differentiate between the two especially for points of contact in the GA event guide.

Do all possible to attend your GA organizational meetings. Pay attention to details. You will have an opportunity to get a total picture at these meetings and receive clarification of the task before you.

Volunteers:

These women are a great resource for you. Recruit those who have a sense of hospitality. Personally knowing your volunteer is helpful; you'll be able to depend on her. Recruit more volunteers per event than you need. I had three volunteers per tour. Someone may get sick (as in my case) and you'll appreciate the third helper. GA 44 did not charge the volunteers for the price of tour where they served. However, any tour that they choose to take without serving as a volunteer requires payment by them for that tour. In order to help volunteers field any questions; meet with them as a group a month to 3 weeks prior to the start of GA. Explain their duties and the logistics of the tour which include the following:

1. Arrive 30 minutes early at the tour departure place.
2. Engage with the women going on the tour.
3. Wear distinguishing attire. (*Your Family Subcommittee should come to a consensus regarding this decision. The GA 44 volunteers wore pink aprons over white shirts.*)
4. Keep account of all who go on the tour. (*You must keep in communication with the head of registration for the list of registrants per tour. To distinguish eligibility for the tour, registration made a sticker symbol for each tour. It was placed on the registrant's nametag when she paid for an event. When the sticker was visible, the registrant's name would be checked against the list provided by registration. Provide a clipboard and pen for your volunteer.*)
5. Share your cell phone number with those going on the tour in case of separation or other needs.
6. Make sure those on the tour **know where and when** the bus will depart at the end of the tour. Therefore, the volunteer must be in good communication with the tour guide or bus driver.
7. If your tour destination is via walking, keep your group together. Remember they are visitors and may not know the area.

Tours:

The final number of tours is generally four to five. I did not plan a tour for Friday as most attendees leave this day. Usually, Monday is reserved for a shopping trip of some type. Plan a variety of tours considering the ages and physical abilities of the women attending. Include variety. This is one area I would have changed given the opportunity. I had two history tours. Where both were well received, in hindsight, I would have had an alternative for one of the history tours. I suggest you have more tour options than required in case there is a need for change.

Price of Tours:

For GA 44 three price points were available for the registrants. To encourage early registration the first was an EARLY BIRD rate. This could give an indication of the number of attendees. The second was the REGULAR rate and the third was the ONSITE price. When you price an event make sure the early bird rate covers the total cost of the event. Do not depend on the higher rates

collected at different intervals to cover the cost. **Remember the cost of your tours will include transportation, tickets for the event, meals (if scheduled) and the guide's fee.**

Tour Sources:

At the beginning of the timeline I suggested using a tour company. This was immensely helpful for me. For one cost per attendee the tour company provided the guide, the tour, and transportation. In some instances they suggested providing lunch for the tourists... Hold that thought, because if your tour starts at 11:00 am and ends at 3:00pm; lunch can be an asset. It may cost a bit more, but would enhance the event.

You may choose to do a tour on your own. In this case you will have to personally develop the entire tour from guide to ride. Cost will include the price of tickets to your event, the cost of a guide, tip for the driver, an honorarium for the guide and the cost of transportation. (Good communication with the head of transportation will be needed unless you organize a walking tour.)

So, be creative! But, remember that cost could affect your decisions. The tour on Monday for GA 44 was not technically a tour but a shopping event to a quaint, inviting, artisan town in Alabama. The only cost was transportation.

Timing of Tours:

Many events/seminars will occur daily during the week of General Assembly. As best possible try to time the start of a tour 30-45 minutes AFTER the ending of another major women's event. The Main Women's Event is generally offered on Wednesday. You can still offer a tour, but consider the timing, so that women who would like to attend more than one event/day have time to make it to the second event prior to its departure. All of the women's tours were offered during the day.

Another important point about timing is that the attendee needs to know that your tour starts on time. I included the word **sharp** at the starting time in the event guide to stress the point.

It is important to keep in communication with registration for the timing of closing the sign-up for an event. You will know how many buses are needed and how many you can accommodate on a tour. Keep registration informed of your parameters. Timing is critical on this point.

Payment/Cost for Tours:

For deposits and final payments to the tour company, I kept in contact with our head of finance. He would write a check to the tour company for payments. I purchased the tickets for one tour and paid cash honorariums to the tour guides. I submitted a request for reimbursement to finance for these expenses. The head of transportation made arrangements for deposits and payments when only a bus was needed for a tour/event.

I suggest communication with the officers of your GA to determine how payment and reimbursement will occur.

The costs to me (for which I was reimbursed) were three clipboards for my volunteers, a few pens, honorariums for the tour guides, tips for the bus drivers, and the cost of the signs to display at the tour departure sight. The Families Host Committee provided our aprons.

Signage:

Design and print signs to display at the tour departure location. Make sure they are sturdy for the stand. The signs should display your event/tour title, date, and departure time. Make sure your sign is visible, and large enough to be seen from 40' or so. This is a good source of information for those going on the tour.

Finally:

Your part in GA is important. Please feel free to contact me if I may assist you with advice. My email is (ec.cook@comcast.net) or call me at 251-751-7030 cell or 251-649-4972 home.

Detailed Report of the Tours

Tour 1: Shopping Trip to Fairhope, Alabama Monday, June 20, 2016

Numbers

- 16 registered
- 15 attended
- plus 3 volunteers

Details

- Registration: \$12 early bird, \$15 regular and \$18 on site
- Shopping trip to an artisan town in Fairhope, Al
- Depart Mobile Convention Center at 10:30am returned at 3:30pm
- Lunch on your own

Great attention to detail was given to this trip. The scenic route was taken vs. the regular highway route. Specialty cookies were made by one of the volunteers for the attendees. A stop at the local bookstore, *Page and Palette* where treats were given to the women as well as a quick trip to the Welcome Center of Fairhope set the tone. The response was very good. The length of time for the trip was appropriate. There were no complaints; only praise.

The volunteers were extremely helpful and courteous to our attendees as they were able to enjoy their shopping experience in Fairhope, AL and choose from the many restaurants for lunch.

Tour 2: GulfQuest Maritime Museum Tuesday, June 21, 2016

Numbers

- 15 registered
- 14 attended
- plus 2 volunteers

Details

- Registration: \$14 early bird, \$17 regular and \$20 on site; Senior citizen rates were: \$12 early bird, \$15 regular and \$18 on site
- Local Maritime Museum trip
- Departed the Mobile Convention Center at 9:00am and a second time at 10:30am, Returned at tourist's leisure

This tour was self-guided at a museum that was a 5-minute walk from the Mobile Convention Center. Tickets were purchased ahead of time and given to the women at the departure location. Two volunteers escorted the groups to the museum. The museum is very new to Mobile and gave an excellent presentation of maritime history. The tour was offered twice that morning in case someone could not arrive in time for the first escort. This was very well received. The attendees enjoyed the museum. There was no time restraint for return since it was self-guided. However, the volunteers offered to stay with the ladies for any assistance.

Tour 3: Heritage Tour

Tuesday, June 21, 2016

Numbers

- 43 registered
- 42 attended
- plus 3 volunteers

Details

- Registration: \$28 early bird, \$33 regular and \$38 on site;
- Local African American History Tour
- Departed the Mobile Convention Center at 1:30pm Returned at 4:30pm

A local historian provided an excellent tour reflecting the history of African Americans in Mobile, AL from the time of slavery in the United States to present. This tour was well received by the attendees. The two negatives were that the bus was not up to par with the air-conditioning and the microphone did not work properly. I would highly advise that whoever supplies buses for your tours makes sure the air-conditioning and microphone work well. On this tour a local guide was hired outside the "tourist industry." Organization was needed for ticket purchase and arrangement of transportation. The head of transportation with GA provided transportation. The tour guide purchased the tickets for the tour and was reimbursed by our head of finance the day of the tour.

Tour 4: Tour of Historic Mobile

Wednesday, June 22, 2016

Numbers

- 56 registered
- 54 attended
- plus 2 volunteers

Details

- Registration: \$39 early bird, \$46 regular and \$53 on site;
- Local History tour
- Departed the Mobile Convention Center at 1:30pm Returned at 4:30pm

This tour was “outsourced” by a local tour company. The attendees were given a tour of Mobile via buses and stopped at various points of interest as well as a historic home. The guide was very entertaining and the group enjoyed the tour. The only negative was that it was scheduled at 1:30pm. The Women’s Luncheon and Program finished at 1:15pm. The attendees were pressed for time to get to the tour as they were leaving the previous program. I mentioned this in the timing section of my brief. I should have scheduled Tour of Historic Mobile for 2:00pm.

Tour 5: Luncheon and Tour of Bellingrath Gardens Thursday, June 23, 2016

Numbers

- 77 registered
- 77 attended
- plus several volunteers

Details

- Registration: \$44 early bird, \$52 regular and \$60 on site;
- Luncheon and tour of local historic garden
- Departed the Mobile Convention Center at 10:30am Returned at 4:00pm

The women who organized the events were responsible for this marvelous day at the gardens and the luncheon. My responsibility was to provide transportation and volunteers for the bus ride. Two buses were used. I had one volunteer per bus host the attendees and count heads. This was a wonderful event and I am grateful for the attention to detail provided by the women who were in charge of this program.



General Assembly 2016

Family Registration Committee Report

Cheri Koch, Chair of Family Registration
(850) 642-0536, Koch@auvsifoundation.org

Robyn Eldridge, Co Chair of Family Registration
(850) 376-5498, robbobeld@aol.com

Registration Schedule: Sunday, June 19, 2016 - Set-up
Monday, June 20, 2016 – Registration Open 7:45 am – 5:00 pm
Tuesday, June 21, 2016 – Registration Open 7:30 am - 7:45 pm
Wednesday, June 22, 2016 – Registration Open 7:30 am – 12:00 pm

Deadlines for Women/Family Registrations

Early Bird Registration deadline - April 30, 2016
Regular Registration deadline – May 31, 2016*
Onsite Registration – June 20 – 23, 2016

* Online registration was kept open until June 7 to accommodate those who missed the deadline and to provide plenty of time for mailed in registrations to be processed and entered into the online system. This time extension was not announced, but was done purposefully to circumvent human nature.

Budget: Registration Committee total expenditures was \$952.77. This included the following items:

Plastic Badge Holders – 3 5/8" x 5 1/4" from PCNametag.com – 500 @ \$0.31ea = \$155.00
Paper Badge Inserts – same size – 1000 @ \$0.056ea = \$56.00
Plastic Badge Holders – 3" x 4" – 300 @ \$0.48ea = \$144.00
Paper Badge Inserts – same size – 1000 @ \$0.024ea = \$24.00
Tour Icon Labels – 3/4" round – Uline – 1 box @ \$43.59
Badge Ribbons – 180 – between \$0.20ea - \$0.36ea = \$42
Registration (for Registration Committee) – 25
Hostess (for Tour Guides / Luncheon Hostesses) – 20
Host Committee – 70
Ask Me – 40
Usher (for Offering Ushers) – 25
Bib Aprons (Hot Pink) – 10 @ \$15ea = \$150

Printer Ink – Black and Color – 3 color sets / 5 black – \$259.18

Generic Signs 24” x36” – 3 @ \$76 ea = \$229.00

Host Committee Event Radio Rental – 10 radios – Event Radio Rental - \$400.70

Lanyards were supplied by GCP via PCA Atlanta.

Equipment supplied by registrar consisted of the following:

- 2 Printers with copying capacity

- 2 laptops for on-site registrations and printing of badges

- 3 additional monitors for ease of working with multiple windows

- Two of the volunteers brought their own laptops, which aided speed and efficiency

- 3 complete admin kits - Power strips, extension cords, pens, pencils, markers, highlighters, stapler, hole puncher, post-it notes, notepads, tape dispenser, rubber bands, paper clips, binder clips, index cards, labels, scissors, electronic wipes, small first aid kit, package tape, copy paper, cardstock

- Badge Trays – from PCNametag.com

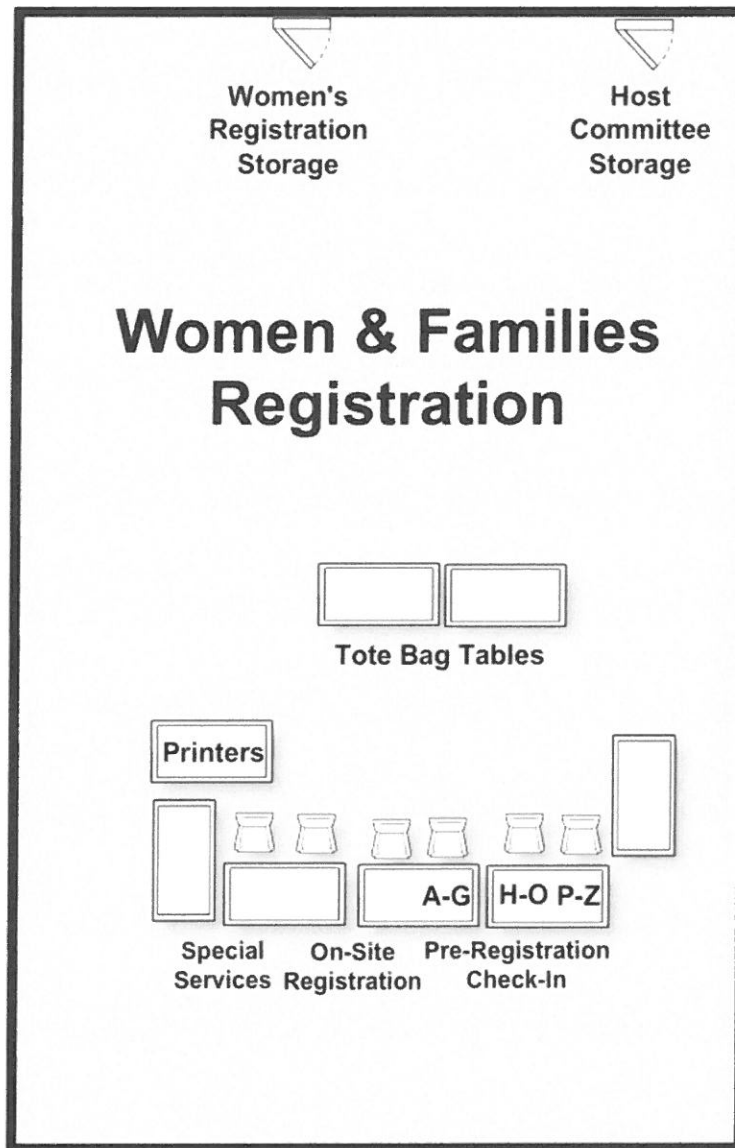
- 17” x 11” paper for printing large format checklists

- 2 sets plastic 3 drawer stacks to hold additional supplies

- Sheets to cover registration tables at night

This equipment was instrumental in allowing for quick onsite check-in, credit card payments, and badge printing. A minimum of one printer and one computer is required for onsite registration and entering in credit card payments but I strongly recommend two computers each attached to separate printers. We used one of the 3 drawer stacks under the table between the two Onsite Registration Volunteers for the needed supplies to complete the registration process. (tour/event icon stickers, tape, extra pens, highlighters, staplers, whiteout etc. One drawer was used to hold completed tallied receipts- this drawer stack was invaluable) Most of the other equipment provided by the registrar was part of her business and was loaned by her. Recommend that the registrar investigate whether a church would loan some equipment for Sun. – Wed. of General Assembly. Also see if a participating church could loan admin supplies for the admin kits. The vast majority of these items are returned after registration closes. Badge trays are totally optional but were very helpful to easily alphabetize attendee and volunteer badges. (see reference material for detailed information)

Registration Desk Layout:



Volunteers: A total of eleven ladies provided labor for registration during GA. Most of the ladies had husbands who were attending GA and this was a great blessing as most of the ladies worked full days. This provided great continuity and corporate knowledge when things got hectic onsite. Tuesday was the busiest time for our volunteers with both check-in and onsite registration working steady for most of the day. All Women and Families volunteers wore hot pink bib aprons including members of the Women's Registration Committee working onsite which made it easy for the women to identify us if they had questions. Volunteers got to keep their aprons as a thank you for their service. The registrar and co-registrar did the majority of the prep work for GA and were aided by one GA commissioner who was tech savvy.

Planning Process: The planning process for Women's Registration and events cannot begin too soon. The Gulf Coast Women's Committee was not formed until 10 months prior to GA and because of this, some of our planning was not as cohesive as it could have been. I would strongly recommend confirming your desired women's tours/events and schedule as early as possible – by the end of August. In this way, childcare sessions can be developed to ensure the best coverage of these events within the context of overall GA seminars and events. Women will also need childcare for general GA seminars and sessions, so communicate well and often with those planning other events and those planning childcare, to ensure that childcare is available whenever needed.

Plan to send e-mails to last year's women's registrants once registration opens. Many Commissioners fail to let their wives know that registration for women's events and childcare is open, so contacting them early definitely helps. We will provide you with a list of all registrants from 2016 – please contact Cheri Koch – 850-642-0536 or by e-mail at Koch@auvsifoundation.org.

Overall Registration Responsibilities:

- 1) Work with Women and Families Committee to develop event timeline including tours and childcare sessions to ensure a cohesive event schedule that works well with other GA scheduled events.
- 2) Work with Women and Families Committee to develop event pricing, including tours and childcare sessions, and registration deadlines.
- 3) Oversee development of online and printed registration forms within the general template that GA uses, including setting registration limits for each event, once events schedule has been determined.
- 4) Ensure that the online and printed registration forms collect all required information needed for each event, including childcare permission, health & liability forms, attendee contact information, emergency contact information, and Americans with Disabilities Act/Special Needs/Dietary Restrictions information.
- 5) Ensure that both online and printed registration forms capture exactly the same information for consistency.
- 6) Process all registrations to confirm payment amount and registration accuracy - look for inaccurate or missing information and possible errors. Process any changes/cancellations and manage waitlists. Update Tour/Events Chairman and Childcare Directors on a regular basis with registration numbers for each event/childcare program.
- 7) Develop a procedure to handle special registrations – registrations paid for by an outside entities and volunteer registrations. Work with Women's Committee to determine which

registrants will pay the \$10 registration fee, how much volunteers will pay to attend women's events, and when volunteers can register.

- 8) Print badges, check-in sheets and organize onsite registration equipment. Host a registration volunteer training to go over check-in and on-site registration procedures and conduct mock registrations / check-ins to ensure that all volunteers are well-versed in the procedures.
- 9) Manage Women and Families Onsite check-in and registration.
- 10) Submit a "Lessons Learned" report to the host committee for future registrars.

Registration Responsibility Details:

- 1) **Work with Women and Families Committee to develop event timeline including tours and childcare sessions to ensure a cohesive event schedule that works well with other GA scheduled events.**
 - a. What worked – Tours, events and childcare sessions were determined very quickly once the committee began its work. A detailed schedule was developed and was approved for the GA print mailer going out in Jan. GA required that all Women's Committee events and childcare information, including schedules and detailed event descriptions be turned in by mid-Oct for the Jan. mailer. This was a tough deadline to meet, but we made it.
 - b. What could be improved – A detailed overview of how the women's events and childcare sessions would work together was not done due to the tight timeline. In the end, the childcare schedule allowed women to attend all desired events; however, some women's event times didn't sync entirely with childcare sessions. There is no guarantee that childcare sessions can be sync'd with women's event times and still enable the childcare program the flexibility to take elementary and youth on field trips. In the end, most attendees were very pleased with the quality and availability of childcare sessions. We strongly recommend starting work on these event details and sessions no later than August to more easily meet the October deadline for the January mailer and the launching of online registration.
- 2) **Work with Women and Families Committee to develop event pricing, including tours and childcare sessions, and registration deadlines.**
 - a. What worked –
 - i. Pricing for tours was adequate with graduated price increases for each registration deadline to encourage early registration. Price increases were approximately 20% higher for subsequent registration periods.

- ii. Event pricing included: a 4% credit card fee that is charged for EACH credit card processed, plus an almost \$4 registration fee that is charged for every registration, and the cost of bus transportation when applicable.
- iii. Registration Fee: All ladies registering had to pay a \$10.00 registration fee regardless of the number of events for which they registered. This fee helped cover the cost for the main women's speaker.
- iv. Registration deadlines were made earlier than last year in order to give the tour and childcare committee the ability to meet number guarantee deadlines at the hotel and with each venue. These new registration deadlines were initially not popular as there is definitely a desire to do things as they have always been done and to give GA families as much flexibility in planning as possible. However, it was determined by the committee that attendees would adjust to the registration deadlines and that the new deadlines would make life much easier on the planning committees. We heard no complaints from attendees about the earlier deadlines. The earlier deadlines ended up being a good decision in retrospect and one that had been recommended by previous registrars.
- v. A cancellation policy was in place and we needed to refer to it in numerous instances when cancellations were requested. "Cancellation Policy: If you must cancel a registration, please request a refund in writing by email to registerga2016@cox.net. There will be a \$20 administrative fee for cancelling your family registration up to June 13, 2016. **There shall be no refund after June 13, 2016.**"

b. What could be improved –

- i. Pricing for childcare was difficult due to the challenges of providing on-site childcare at a hotel, the need to provide paid childcare staff with Level 1 background checks for safety, and the high food costs associated with all hotels. It was determined that many GA attendees would not be able to afford the true cost of childcare at this venue, so a decision was made by the Host Committee to underwrite some of the childcare program costs to keep childcare costs as low as possible. This decision benefitted GA families greatly; however, the low price of Sessions 1(8am-10am) and Session 2 (10am-12noon) seemed to allow families to cancel more easily than those families who had paid for Session 3 (12noon-4pm to include lunch) because not much money was at stake. The fact that all of our childcare sessions were sold out with a wait list made these late cancellations difficult to handle. The registration committee was burdened with trying to fill the now open slots at the last minute with children whose mothers had given up their plans to attend women's events due to the lack of childcare slots for their children. We used time and date of original registration to determine placement order on the waiting list.

- ii. Pricing for one of the nearby museums included a senior rate. While this seemed like a great idea, the execution of pre-purchasing museum tickets was extremely difficult as we never asked the ladies for their birthdate. Our tour committee chairman had to make guesstimates at the last minute. I would discourage this type of pricing in the future as the cost savings was minimal to our ladies but the headache to our committee on-site was huge!
- iii. Women who wanted to add additional sessions to their online registration were not able to do that in the current online system. Several created a duplicate registration, but they end up paying the \$10 GA fee twice and a refund was in order. We (the registrars) were also not able to add or edit any registrations in the system. A separate spreadsheet had to be kept for some of these special situations. We hope that this can be fixed in the future by adding a login to each registration so that registrants can go back into the system and change their registrations until the regular registration deadline.
- c. Additional Note - The Gulf Coast Host Committee provided more childcare slots than what had been provided the previous year and we still ran short on childcare slots. It was observed by quite a few attendees that there were more families in attendance at this GA than previous GA's. We would recommend that next year's Host Committee investigate ways to accommodate more children in the nursery and elementary programs. The youth program was under-utilized and could have accommodated almost 100 more youth. It appeared that many of the youth attended the Ridge Haven camp during GA.

3) Oversee development of online and printed registration forms within the general template that GA uses, including setting registration limits for each event, once events schedule has been determined.

- a. What worked –
 - i. After quite a bit of work with GA, we managed to add an online registration system for the registrar to enter mailed-in registration forms. This enabled mailed-in form information to be included in the weekly report spreadsheets generated by GA and prevented the registrar from having to keep two separate spreadsheets – one for online registrants and a separate spreadsheet for mailed in registrants – as had been done by previous registrars. In addition, we were able to print a paid receipt for every registration entered by us. We kept these in a notebook along with the original mailed-in form as a reference when attendees had questions about registered events or payments.

- ii. This system also enabled the registrar to enter **onsite** registrations into the electronic database in real time, process credit card payments (which was the main form of payment onsite and the first time credit card payments had been available at the Women's Registration desk for GA), and obtain a comprehensive report at the end of GA that included all registrations. Having more electronic registration tools has been recommended by several past registrars and we consider the online entry system one of our main gifts to future registrars.
 - iii. The new online entry system also enabled the registrar to use automated registration limits by event. Some events had a maximum number of registrants allowed, especially childcare. Automated limits can be set in the online system and the system will not let anyone register once the limit has been reached. In order to use this system effectively, mailed-in registrations **must** be entered in a timely manner, especially when events are beginning to get full, so that online registrants do not usurp earlier mailed-in registrations. Having a co-registrar was a great help here so that all mailed-in registrations were entered as soon as they were received, even when one of us was busy.
 - iv. We set-up a separate e-mail specifically for GA registration – registerga2016@cox.net - this was helpful as both registrars could check e-mails and respond and prevented our personal e-mails from being published online.
- b. What could be improved –
- i. Request spreadsheets from PCA Atlanta twice a week to better keep up with registrations. Also, request to receive notifications from the system for every online registration. It would have been very helpful to have a copy of the receipt for each online registration. Note: This is a change to the GA system, so it will need to be requested **early** for this change to be made before registration opens in January.
 - ii. Due to the fast paced process of developing the event/childcare schedule, several items were left off the registration forms. In addition, the registrar was asked to approve printed registration forms before ever seeing the online registration form. This caused the printed form and the online form to be out of sync. The mailed-in form did not collect all necessary information that was needed for registrars to enter the attendee in the online system. (see 3.b.iv) We recommend that printed registration forms not be approved until the online registration system has been updated for this year's events. **Please, please, please, begin working on this now with GA as it takes their IT company quite a while to make changes to the online system.**

- iii. With more time, we would have realized the need to include a more detailed request for ADA/Special Needs/Dietary Restrictions in the printed and online registration forms.
- iv. The new entry system for mailed-in registrations included a liability/photo release declaration for all women's tours/events that the registrar had to approve before the system would allow mailed-in registrations to be entered. This was quite disconcerting because the mailed-in form did not include these waiver declarations and the registrar was forced to accept these waivers for the attendee in order to complete the registration. To fix this problem for onsite registration, we modified the "Onsite Registration Form" to include these waiver declarations and required onsite registrants to initial the waivers. We recommend that this modification be included on all future printed women's registration forms.
- v. The CANCELLATION POLICY was not included on the printed form and must be added so that all registrants are aware of the deadlines and cancellation fee. We had to reference the cancellation policy several times for registrants who wanted to cancel and making sure that this information is published on the forms is imperative as many women do not use the website at all and the printed forms is the only thing they see.
- vi. The registration online form needs to be changed to read REGISTRANTS NAME instead of just NAME as this will help later with printing badges with mail merge and keeping up with those who are actually registered. Some husbands registered their wives in the online system and put their own names in the NAME slot which caused their name to appear on the spreadsheet instead of the wife's name (Women's Registrant) which in turned caused an issue when it came time to print badges.
- vii. The automated number limit system available online did not work with the Nursery because in our haste to get the online entry system working, we did not consider that the Nursery had sub-rooms with number limits by age (infants, 1's & 2's, and 3's & 4's.) If we had been aware of this before registration opened, we could have set up the electronic number system for each sub-room for the Nursery. We set a total limit of 50 children in the Nursery; however, the infant and toddler rooms only had space for 7 – 11 children in each room. These rooms filled up first and trying to mange families with multiple children, including infants, toddlers and elementary children, became very challenging as there would be room for all children in a family except for one. The fact that one child was on a waitlist affected the registrations of the entire family, including mom's tours/events. I would say that this was the most challenging aspect of managing registration and required us to work VERY closely with the children's program director and affected families – to include many e-mails and phone calls.

- viii. We monitored the count of any events that had a cap on the number of ladies that could attend throughout the registration process from the beginning. By the time onsite registration occurred, several of our events had already sold out and others were close; so we continued to monitor the number registering at onsite registration so we would know when to close the event.

4) the online and printed registration forms collect required information needed for each event, including childcare liability forms, attendee contact information, emergency contact information, and ADA/Special Needs/Dietary Restrictions.

- a. What worked – We were able to collect the basic information that was needed for the women’s and children’s events. Also, with repeated prompting (many e-mails and phone calls), we received all but about 5 of the children’s health forms before GA began which we counted as success!
- b. What could be improved –
 - i. Children’s Health Forms were required to be mailed in or turned in onsite as there currently is no way to electronically upload completed/signed forms. Many, many hours were spent sending multiple emails and phone calls to parents to chase down the missing Child Permission, Health and Release Forms required for each child to participate in the children’s program. We would strongly recommend that electronically uploaded health forms be a **requirement** to complete any registration that includes children. The children’s health form includes necessary information on special needs and dietary restrictions. This information is crucial for the children’s director to know as soon as possible for planning purposes. A peanut allergy or child with autism dramatically changes the way any program operates and the director must be aware of these things as soon as a child registers. Requiring parents to upload a signed health form for each child before registration can be completed would give the Children’s Director this pertinent information as soon as the child is registered. In many cases, we were calling parents the week before GA to get these forms which was AFTER menu selections were due to the hotel and equipment had already been rented for each room. Making major changes to accommodate a disability would have been very difficult and we were thankful that only some minor issues came to light during the last week.
 - ii. Women’s mailed-in registration forms did not include husband’s name, position, Presbytery name, specific ADA/special needs/dietary restriction section, emergency contact information, or liability/photographic waiver declaration. We would recommend adding this information to the mailed-in form. Having a husband’s name would help GA cross reference commissioner attendees with their wives. Having emergency contact

information for women registrants would be invaluable in an emergency situation. With the current system, there was no sure way to identify who the registered woman was accompanying at GA.

5) Must ensure that both online and printed registration forms capture exactly the same information for consistency.

- a. What worked – Much of the information on the online registration form was the same as the printed version and in the end, we had what we needed to get our work done.
- b. What could be improved – By having both the online and the printed forms match, the new online entry system would be seamless and would provide all the required and helpful information necessary to run a great event. In addition, having each woman initial their own liability waivers is critical to allow the registrar to accept the online waiver in the system. (see 4.ii above)

6) Process all registrations to confirm payment amount and registration accuracy – look for inaccurate or missing information and possible errors. Process changes/cancellations and manage waitlists. Update Tours/Events Chairman and Childcare Directors on a regular basis with registration numbers for each event/childcare program.

- a. What worked –
 - i. Checking registration forms to confirm payment amounts and registration accuracy allowed us to correct several errors well before they caused headaches onsite. We were able to notify registrants of underpayments and have them send a check or mark the onsite check-in lists so that payments could be collected onsite.
 - ii. It was critical to enter registrations into the system as soon as they were received in the mail. This kept the spreadsheets as up-to-date as possible and provided accurate numbers to the committee. Having a Co-Registrar was a huge blessing as we could divide the workload.
 - iii. Sending out regular Registrar's Reports to the Host Committee was extremely helpful to all. The report included registration breakdowns for all women's events and childcare by program and room. It also included the dollar amount of registration fees submitted to the Host Committee treasurer for that period.
 - iv. Cross referencing the childcare registrations with the women's events registrations was also helpful. We checked to make sure that women who had children in the children's program and were also registered for women's events, had their children covered for the entire time that they

were scheduled to be gone. If we found a discrepancy, we gave the moms a call. This helped assure our children's director that there wouldn't be children who were picked up late or not at all because a mom was still at an event. This was particularly important because the Session 3 elementary school program went on an off-site field trip and there would not have been anyone onsite to keep children who were not picked up on time from Session 2. Cross checking childcare was also necessary for the Women's Luncheon & Program and the Thursday tour to Bellingrath Gardens, which was a full day event.

- v. By double checking the forms and online registrations for discrepancies, we were able to have refunds waiting for women who had registered for both the program and program/lunch by mistake. This was an unexpected bonus for those women and really reflected well on our preparation.
- vi. Holding fast to the online deadline was extremely important in allowing the Host Committee to prepare for the week of GA. The last few weeks are extremely busy and all tours/events/childcare numbers must be set for final planning to be accomplished adequately. You will get many requests from those who have missed the deadline, but hold firm for your Host Committees sake! All who requested outside deadline registration were very understanding when told they would be able to register onsite. Onsite registration was on a first come first serve basis and we had very few events sold out from online registration. (except for some childcare rooms for which we set up a waiting list). We set our onsite numbers based on 2/3 pre-registered -1/3 onsite numbers from previous years and space available dictated by transportation or venue size limits. This worked very well.

b. What needs improvement –

- i. Double checking registration forms will inevitably reveal areas on the forms that are confusing to registrants (which happens no matter how much we tweak a registration form). One of those areas this year was the option for the Women's Luncheon & Program and the option of the Women's Program Only. We thought that this was self-explanatory, but found after checking registrations that several women registered and paid for both options because they didn't understand that they were the same program – just one option came with lunch. The online registration form needs to be corrected so that a registrant can only choose either the lunch and program button OR the program only button. Currently, an online registrant can choose both. Also, the printed form should be annotated so that women know to choose one or the other – not both.
- ii. Registration deadline and waitlist management was extremely difficult and as the registrar, you must have exemplary people skills. It is very tough to

hold the line when your servant heart wants to make people happy. However, you are the first line of defense for your Host Committee and you must lovingly disappoint women who have procrastinated beyond even your unpublicized extended deadlines, expect preferential treatment because they are related to a pastor or elder (note – this is a conference for pastors and elders – everyone is related to one!), and those who prove that they are human by displaying ungodly and unloving behavior to you. There isn't much you can do to improve this except pray constantly for patience and understanding!

- c. Additional Note – Be prepared for an influx of last minute changes the week prior or even the day before GA, as attendees finally realize what their real schedule will be. This is especially true of families – many families wait until the last minute to decide they are coming to GA and then scramble to see if there are any open slots available. Those families who planned well ahead may find their plans change and have to cancel. Plan to have extra time in your schedule to deal with these issues or schedule additional help.
- 7) Develop a procedure to handle special registrations (registrations paid for by an outside entities) and volunteer registrations. Work with Women's Committee to determine which registrants will pay the \$10 registration fee, how much volunteers will pay to attend women's events and determine when volunteers can register.**
- a. What worked –
 - i. A Special Registration form was developed with the words "SPECIAL REGISTRATION" in the header and was used for any registration that was going to be submitted in bulk and/or paid for by an outside entity with a single check for multiple people. This form did not include the GA \$10 registration fee as most of these registrations were for GA staff, CDM staff or Chaplain's program attendees. (These registrations cannot be done online if they do not include the \$10 fee because there is no way to by pass the \$10 registration fee in the GA online registration system)
 - ii. A Volunteer Registration form was developed with the words "VOLUNTEER REGISTRATION" in the header. The Women's Committee determined that volunteers would pay the early bird rate and no GA registration fee for tours or events that they wanted to attend when they were not actively volunteering. (These registrations cannot be done online if they do not include the \$10 fee because there is no way to by pass the \$10 registration fee in the GA online registration system)
 - iii. Because the main focus of the women's programs/tours is to bless Commissioner's wives, we wanted the majority of slots to stay available for those ladies. Our committee decided that volunteers would only be able to register for events/tours after official online registration had closed.

We began accepting volunteer registrations one week after online registration closed. This way, available slots were filled with volunteers who wished to pay for the tour but Commissioner's wives still had received priority through the regular registration dates.

- b. What needs improvement – Although the Volunteer Registration forms were discussed during Women's Committee meetings, the information didn't get to all volunteers. Have printed forms with instructions available at several of your Women's Committee / joint Host Committee meetings and tell each chairman that they need to use these for their volunteers. Most of our committees utilized these forms effectively and it really aided in badge creation ahead of time. However, several other volunteer groups from the Host Committee didn't know about the forms.

8) Print badges, check-in sheets and organize on-site registration equipment. Host a registration volunteer training to go over check-in and onsite registration procedures and conduct mock registrations/check-ins to ensure that all volunteers are well-versed in the procedures.

- a. What worked –

- i. Women's Attendee Badge (3 5/8" x 5 1/4") - printing was done using Mail Merge to minimize mistakes caused by manual transfer of information. Once the electronic mail merge was completed, the badge file was double checked against the spreadsheet for accuracy before badges were printed. At this time, checks for spelling/content errors were also done and quite a few errors were caught (Typos in a name, husband's name where the attendee's name should be, etc.)
- ii. The Women's Committee decided to utilize tour/event icons on the front of the badge to designate tours for which attendee had paid. These icons on the badges were used as the ticket for attendees to enter any tour or event for which they had paid. Picture icons were selected and we thought it was a great idea – until we found that Mail Merge doesn't support pictures. Our IT Guru researched a work around for us (it took 3 days!) and figured out a way to make it work. This was an answer to prayer as we thought we were going to have to use hand affixed labels. However, this process would not be easily replicated again, so I would highly recommend using easily printed alphanumeric symbols that can be populated using Mail Merge. Our IT Guru says he would be available for advice on this issue. Contact: Gordon Eldridge (850)496-5398 or email: Gordoneld@aol.com
- iii. A two-sided mini-schedule was printed on badge blanks and inserted inside the badge cover behind the actual badge with information on

women's events, child care sessions and some GA events. This was a popular item and was very much appreciated by all.

- iv. Printed copies of "Onsite Registration Forms" and "Child Permission, Health & Release Forms" were available for use at Onsite Registration (as well as a supply of pens).
- v. Check-in lists were printed on 11" x 17" paper for ease of reading by those retired eyes and to enable our volunteers to have all needed information at their fingertips – registered tours, amount paid, e-mail for verification, etc. Multiple copies were prepared so that each check-in station had their own copy. Highlighters were used for marking checked in attendees.
- vi. Hard copies of all registration receipts, mailed-in forms, and children's health forms were kept at the registration desk for reference. Yes, we did have to use them a few times.
- vii. Volunteer training was conducted with all registration volunteers. The registration process was explained and sample badges, checklists, and forms were provided for hands-on practice. This allowed volunteers to be confident and feel prepared when registration opened.
- viii. The Women and Family's Registration desk was set-up with three stations for Pre-Registered Check-in (split into alphabetical groups), two stations for Onsite Registration and one station for Special Services. Each station is described below:
 1. Pre-Registered Check-in Station - This check-in station handled any attendee who had registered prior to GA and employed many of our retired volunteers or volunteers who were not tech savvy. This was the perfect place for them to shine because this station didn't require computers. We split pre-registered women into four equal sections by alphabet so that no station was overloaded during check-in. Attendees went to the station that corresponded to their last name (signs were posted so that attendees would know which station to go to). Volunteers would check off registrant's name on a checklist and give them their printed badge, lanyard and a goody "Swag" bag. Volunteers would confirm the registrant's events and make sure that there were no outstanding registration issues. Badges were flagged for registration issues as needed with a labeled colored piece of cardstock (taller than the badges) slipped inside the badge holder that corresponded to the purpose of the flag. (Refund - GREEN, Owes Money - RED, Child Care Form Needed- BLUE). We made a note on the "Refund" and "Owes" flags what the refund or money owed was for and on the "Child Care Form" the name of the child who needed a form completed.

Refund checks were signed for on the green flag card inserted in their badge prior to receiving their check so that we had proof that they received their refund. Volunteers collected missing child health forms and made a copy for our ready book and gave the original back to the parent to turn into the children's program directly. Attendees who had an "Owes" red flag card in their badge were sent to the Special Services Station for their payment to be processed. This system was very user friendly for all our volunteers.

2. Special Services Station – Special Services is the station where an official registrar can help resolve difficult or complicated issues and allows for more personalized service than what a volunteer can handle. Having a Special Services Station allows the regular Check-in Stations to function at the highest speed possible. Special Services has the capability to register people onsite, take payments, issue receipts, send a refund request to the host committee treasurer and print badges.
3. – The Onsite Registration Stations had computers for each volunteer to register attendees in real time through the GA online system. This was the only way to take credit card payments onsite. Attendees registered, paid, got a printed receipt and badge w/lanyard at this station. These volunteers **must** be tech savvy. It also helps if they use their own laptop to speed efficiency and keep equipment costs down. Each one of these stations had its own printer. Each printer was within arms-length of each station operator for quick and easy access. This helped move people through the line at a quicker pace. For our set up, we actually had two screens for each of these volunteers to help with the registering through GA website and also using the IT Guru's badge form for printing badges. The website was on one screen and the badge form was on the other so we could switch to the screen we needed. It worked great!
- ix. Having what amounted to a mobile office was extremely helpful and allowed the registration team to meet various needs that arose onsite and was a blessing to all. We ended up having 6 tables provided by GA and we brought 2 more to create an open hollow rectangle. The front tables formed sort of a flat U which held all the Stations facing forward. The back tables held goody bags for each registrant. The U-shape kept foot traffic out of the registration area.
- x. Badges (3" x 4") for the Host Committee, Ushers, Runners and other Volunteers were printed prior to GA. Some badges had names on them and others were generic badges to be used by multiple volunteers on

different days – such as Usher and Runner badges. Badge ribbons were used to identify special categories of volunteers – Host Committee, Registration, Ushers, Hostesses, etc. These ribbons are inexpensive and distinctive.

- xi. Printed sheets of icon size stickers for each tour/event icon were available for badges of ladies who wanted to add a tour or event onsite. This was done at the Onsite or Special Services Stations so we could keep up with the event tally sheet.

b. What needs improvement –

- i. Overall, the registration process went very well. Having a multi-part badge like the ones GA uses for commissioners would really help as we had to waste 3 badge blanks for every 1 badge printed onsite unless there were multiple ladies registering at the same time. When possible, we tried to have one onsite registration station entering registrations and the other station printing badges and payment receipts to minimize the amount of waste. We hope to have a recommendation on multi-part badges in the near future.
- ii. WiFi connections went down several times, causing a back up in online registration. Make sure there is a reliable WiFi source. One of our registrars resorted to using her own Personal Hotspot through her cell phone to keep things going until WiFi came back up. We would recommend that future registrars utilize a hard line WiFi source connected to a router with a password that is available only to Women's Registration. We were assured that WiFi would be available, but only found out onsite that the WiFi was to be shared with every attendee at GA, which bogged down the system.

9) Manage Women and Families Onsite check-in and registration. After all the preparation, now you get to see your hard work pay off!

a. What worked – Preparation, preparation, preparation!

- i. Goody “Swag” Bags: All ladies who paid the \$10 registration fee got a goody bag. Coordinate with PCA Atlanta on how many GA programs you need for the bags. However – even with prior coordination, there may not be enough programs for each bag.
- ii. We opened registration for the Women's Luncheon to all ladies in the Presbytery approximately one week prior to GA. There was some debate that local ladies might take the place of Commissioner's wives trying to register onsite. Ultimately, we decided to open a certain number of remaining tickets to the ladies in the Presbytery and kept the rest for onsite

registration. In fact, the vast majority of onsite registrations were from Commissioner's wives for the luncheon. In the end, we had just enough luncheon spaces for all those wanting to attend. I would encourage the Women's Committee to discuss this issue well in advance, to include a date for opening up the event to local ladies, how to take payments from those locals and how to handle onsite registration for Commissioner's wives who are the Host Committee's primary concern.

- iii. We had a tally sheet on-site showing how many open event spaces were still available for each event. This worked pretty well, but the first day onsite during one of the busy times, volunteers forgot to mark the tallies. We kept a copy of every onsite registration receipt and were able to double check registrations against the tally sheet so that we would know if an event needed to be closed because it was full. The second day of registration, we not only marked the tally sheet but also marked our copy of the registrant's receipt when we made the marked tally to confirm the tally had been accounted for in the tally sheet. This solved the problem during rush times as we could mark the tallies as things slowed down as long as that particular event wasn't close to its maximum number of attendees.

Refunds: Most refunds were processed by the Host Committee Treasurer and were in the form of a check. Crediting funds back to the original charge card can only be done by PCA Atlanta and most of the time, the registration fees have already been forwarded to the Host Committee. Processing refunds through the Host Committee Treasurer is the easiest way to process refunds. If an attendee wants a credit on their credit card, you will need to e-mail PCA Atlanta.

10) Submit a "Lessons Learned" report to the host committee for future registrars. The registrar's report from GA2015 was very helpful and contained many great suggestions. It is our hope that this report helps you and provides insight into our thinking and planning process.

REFERENCE INFORMATION

General Assembly App Sign



Get all the latest news and schedule updates
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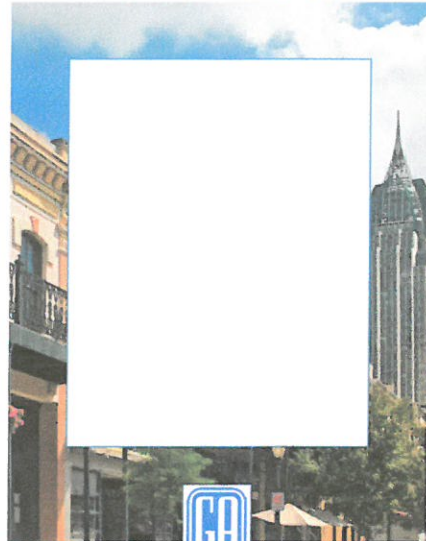
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#pcaga



Generic Sign – 24” x 36” with 11” x 17” white square (tabloid size paper can be used to make any sign you need)

Refreshed:
in and for the Cross



Mobile, Alabama

June 20-24, 2016

FINAL REGISTRAR'S REPORT

PCA General Assembly 2016

Women's & Family's Committee Registrar's Report – 6-29-16

Women's Registrations - – 298 total paid / 11 Chaplain's Wives / 10 CDM Registrations / 46 Volunteer Registrations

Tour Description	Number Registrants
Fairhope Shopping Trip	17
Gulf Quest - 9:00 am	11
Gulf Quest - 10:30 am	13
Heritage Tour	57
Mobile Historic Tour	56
Women's Lunch/Program	245
Program Only	46
Bellingrath Gardens	77

Youth Registrations - 39 youths – Youth registrations were accepted until June 16 by mail or e-mail. Onsite youth registrations were only accepted for the next day(s) activities.

Session Description	Number of Youth Registrants	Max Number of Youth Registrants
Monday	8	40
Tuesday	25	40
Wednesday	17	40
Thursday	39	40

Elementary Registrations - 83 children *2 children on wait list who never received a slot

Session Description	Number of Elementary Registrants	Max Number of Elementary Registrants
Elementary - Mon Session 3: 12noon-4pm	8	50
Elementary - Tue Session 1: 8-10am	32	50
Elementary - Tue Session 2: 10am-12 noon	49	50
Elementary - Tue Session 3: 12noon-4pm	34	50
Elementary - Wed Session 1: 8-10am	49	50
Elementary - Wed Session 2: 10am-12	55 – Closed	50

noon		
Elementary - Wed Session 3: 12noon-4pm	51	50
Elementary - Thu Session 1: 8-10am	46	50
Elementary - Thu Session 2: 10am-12 noon	55 – Closed*	50
Elementary - Thu Session 3: 12noon-4pm	43	50

Nursery Registrations – 46 children

Session Description	Total Number Nursery Registrants	Breakout Rooms	Breakout Registrations	Max Number Break out
Nursery - Mon Session 3: 12noon-4:30pm	6	Infant	1	8
		1-2 yrs	3	10
		3-4 yrs	2	12
Nursery - Tue Session 1: 8-10am	15	Infant	2	8
		1-2 yrs	6	10
		3-4 yrs	7	12
Nursery - Tue Session 2: 10am-12 noon	22	Infant	1	8
		1-2 yrs	9	10
		3-4 yrs	12	12
Nursery - Tue Session 3: 12noon-4:30pm	27	Infant	5	8
		1-2 yrs	11	10
		3-4 yrs	11	12
Nursery - Wed Session 1: 8-10am	29	Infant	5	8
		1-2 yrs	10	10
		3-4 yrs	12	12
Nursery - Wed Session 2: 10am-12 noon	34	Infant	5	8
		1-2 yrs	10	10
		3-4 yrs	14	12
Nursery - Wed Session 3: 12noon-5pm	25	Infant	3	8
		1-2 yrs	10	10
		3-4 yrs	12	12
Nursery - Thu Session 1: 8-10am	25	Infant	5	8

		1-2 yrs	12	10
		3-4 yrs	8	12
Nursery - Thu Session 2: 10am-12 noon	34	Infant	5	8
		1-2 yrs	15	10
		3-4 yrs	14	12
Nursery - Thu Session 3: 12noon-4:30pm	19	Infant	1	8
		1-2 yrs	10	10
		3-4 yrs	8	12

Women's Badge Front



First Name
Last Name
City, State

Women's Badge Legend



Fairhope Shopping Trip



Heritage Tour



GulfQuest 9:00 am



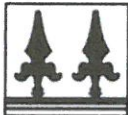
**Laura Story Program
And Lunch**



GulfQuest 10:30 am



**Laura Story Program
ONLY**



Mobile Historic Tour



**Bellingrath Gardens
Tour**

Women's Badge Insert - Schedule

Monday – June 20, 2016	Time
Family Registration Open	7:45am - 5:00pm
Youth Service Project/Beach	8:00am - 5:00pm
Shopping Trip - Fairhope	10:30am - 3:30pm
Nursery Session 3	12:00pm - 4:00pm
Nursery/Elementary	12:00pm - 4:00pm
Session 3 – Exploreum /IMAX	
Hospitality Room Open	12:00pm - 4:30pm
Women's Prayer Time	3:00pm - 4:00pm
Evening of Confessional Concern and Prayer	7:00pm - 9:00pm

Tuesday – June 21, 2016	Time
Family Registration Open	7:45am – 7:45pm
Exhibit Hall Open	8:00am - 11:00pm
Nursery / Elementary - Session 1	8:00am - 10:00am
Youth Service Project/Beach	8:00am - 5:00pm
Hospitality Room Open	8:30am - 4:30pm
Women's Prayer Time	9:00am - 10:00am
GulfQuest Tour 1	9:00am
Nursery / Elementary - Session 2	10:00am - 12:00pm
GulfQuest Tour 2	10:30am
Nursery - Session 3	12:00pm - 4:00pm
Elementary - Session 3 – USS Alabama Battleship	12:00pm – 4:00pm
Heritage Tour	1:30pm – 4:00pm
General Assembly Seminars	2:00pm - 3:00pm
General Assembly Seminars	3:30pm - 4:30pm
General Assembly Seminars	4:30pm - 5:30pm
Worship Service Prelude	7:00pm - 7:30pm
Worship Service	7:30pm - 9:00pm
Fellowship Time	9:45pm - 11:00pm

Wednesday – June 22, 2016	Time
Family Registration Open	7:30am – 12:00pm
Exhibit Hall Open	8:00am - 11:00pm
Nursery / Elementary - Session 1	8:00am - 10:00am
Youth Service Project/Beach	8:00am - 5:00pm
General Assembly Seminars	8:00am - 9:00am
Hospitality Room Open	8:30am - 4:30pm
Assembly-Wide Seminar	9:15am - 10:30am
Nursery / Elementary - Session 2	10:00am - 12:00pm
Women's Luncheon	11:15am – 12:15am
Nursery - Session 3	12:00pm - 4:00pm
Elementary - Session 3 – GulfQuest Museum	12:00pm – 4:00pm
Women's Program – Laura Story	12:15pm – 1:15pm
Women's Training	1:30pm - 4:30pm
Historic Tour of Mobile	1:30pm - 4:30pm
Concert – Keith & Kristyn Getty	6:30pm - 7:30pm
Worship Service	7:30pm - 9:00pm
Dessert Social	9:00pm - 11:00pm

Thursday – June 23, 2016	Time
Exhibit Hall Open	8:00am - 11:00pm
Nursery / Elementary - Session 1	8:00am - 10:00am
Youth – USS Alabama Battleship / Field Games	8:00am - 5:00pm
General Assembly Seminars	8:00am - 9:00am
Hospitality Room	8:30am - 4:30pm
Children's Ministry Training	9:15am - 10:15am
Women's Luncheon & Bellingrath Gardens Tour	10:30am - 4:00pm
Elementary - Session 3 – Dauphin Island Sea Lab	12:00pm – 4:00pm
Worship Service Prelude	7:00pm - 7:30pm
Worship Service	7:30pm - 9:00pm

Host Committee Badge



4" x 3" Standard Value Vinyl Name Tag Holder. Pin/Clip

PC Nametag Item # : HEBLG	100	300	500	1000	2500	5000
	\$0.47	\$0.40	\$0.34	\$0.30	\$0.30	\$0.26

4" x 3" Classic Paper Name Tag Insert, Blank, Package of 500

PC Nametag Item # : N6LPWB Cost: \$13.00 each

4"W x 1-5/8"H; Grey Ribbon With Gold Imprint

Item # : SHOCGYGO

Cost: \$0.25 each

Ask Me Badge Sample



4"W x 1-5/8"H; Red Ribbon With Gold Imprint

Item # : SASMEREGO

Cost: \$0.25 each

Registration Committee Badge



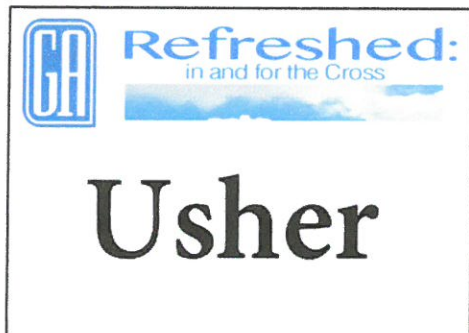
4"W x 1-5/8"H; Caramel Ribbon With Gold Imprint
PC Nametag Item # : SRECOCMGO
Price: \$0.25 each

Volunteer Badge



4"W x 1-5/8"H; Caramel Ribbon With Gold Imprint
PC Nametag Item # : SRECOCMGO
Price: \$0.25 each

Volunteer Badges



Badge Trays

OneWay Plus™ Name Tag Tray, Package of 5

Item # : ONEWAYPTRAYS

Product Details

Sleek black tray keeps name tags in place even when it's upside down!

- This is just the trays. Need lids too? See our OneWay Plus badge organizer (ONEWAYP2 or ONEWAYP10) to buy them together
- Keeps name tags in place, even if the tray gets jostled on your registration table
- Black tray looks very professional on your registration table
- Each tray holds up to 50 name tags of all heights and up to 4-3/8" in width; Pack of 5 trays

Minimum Quantity: 1 // Incremental Quantity: 1

Qty	1
Price	\$26.99

Quantity:

1

Add to Cart

★★★★★ 4.7 (176)

[Write a review](#)

Mouse over image to zoom.



SAMPLE REGISTRATION FORMS WITH WAIVERS

ONSITE REGISTRATION

Women's Program and Activities Registration

On-Site Women's Registration

First Name _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Church _____ Presbytery _____

E-mail Address (to send e-mail confirmation) _____

Location during GA 2016 Hotel Name _____

DAY	TIME	EVENT	ON-SITE REGISTRATION	Subtotal
Monday	10:30 am	Shopping Trip in Fairhope, AL*	\$18.00	
Tuesday	9:00 am	GulfQuest Maritime Museum (Adult)	\$20.00	
		Senior (65+)	\$18.00	
Tuesday	10:30 am	GulfQuest Maritime Museum (Adult)	\$20.00	
		Senior (65+)	\$18.00	
Tuesday	1:30 pm	Heritage Tour	\$38.00	
Wednesday	11:15 am	Women's Luncheon / Program	\$40.00	
Wednesday	12:15 am	Women's Program Only	\$14.00	
Wednesday	1:30 pm	Tour of Historic Mobile	\$53.00	
Thursday	10:30 am	Bellingrath Gardens Luncheon / Tour	\$60.00	
Women's GA Registration Fee				\$10.00
WOMEN'S REGISTRATION GRAND TOTAL ----->				

*Bring money for coffee/lunch

Make checks payable to **Gulf Coast Presbytery**
In the memo field write "GA Registration"

_____(Initial) **Photo Release:** Presbyterian Church in America and its legal representatives and assigns, retain the right and permission to publish, without charge, photographs taken during the General Assembly. These photographs may be used in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising, or in other similar ways.

_____(Initial) **Medical Release:** while we do our best to provide the safest possible environment for our events, the Presbyterian Church in America cannot be held responsible for any medical emergencies that occur during the General Assembly.

MAIL-IN REGISTRATION

Women's Program and Activities Registration

Women's Registration

First Name _____ Last Name _____
 Street Address _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____
 Church _____ Presbytery _____
 E-mail Address _____ Husband's Name _____
 Hotel Name _____ Special Requests _____

Register Early to Save----->			Early Bird 04/30/16	Regular 05/31/16	Onsite	Subtotal
Monday	10:30 am	Shopping Trip in Fairhope, AL*	\$12	\$15	\$18	\$
Tuesday	9:00 am	GulfQuest Maritime Museum (Adult)	\$14	\$17	\$20	\$
		Senior (65+)	\$12	\$15	\$18	\$
Tuesday	10:30 am	GulfQuest Maritime Museum (Adult)	\$14	\$17	\$20	\$
		Senior (65+)	\$12	\$15	\$18	\$
Tuesday	1:30 pm	Bragg Mitchell Mansion Tea / Tour	\$28	\$33	\$38	\$
Wednesday	11:15 am	Women's Luncheon / Program	\$27	\$32	\$37	\$
Wednesday	12:15 am	Women's Program Only	\$10	\$12	\$14	\$
Wednesday	1:30 pm	Tour of Historic Mobile	\$39	\$46	\$53	\$
Thursday	10:30 am	Bellingrath Gardens Luncheon · Tour	\$44	\$52	\$60	\$
Women's GA Registration Fee						\$ 10.00
Women's Registration Grand Total						\$

*Bring money for coffee/lunch

Make checks payable to **PCA GA 2016**
 In the memo field write "GA Registration"

Mail check, registration forms, and health and permission forms to:
 PCA GA 2016, Westminster Presbyterian Church, 2 Woodham Ave., Fort Walton Beach, FL 32548

Registration deadline: May 31, 2016
E-mail questions regarding registration to: Cheri Koch at <mailto:registerga2016@cox.net>

____ (Initial) **Photo Release:** Presbyterian Church in America and its legal representatives and assigns, retain the right and permission to publish, without charge, photographs taken during the General Assembly. These photographs may be used in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising, or in other similar ways.

____ (Initial) **Medical Release:** while we do our best to provide the safest possible environment for our events, the Presbyterian Church in America cannot be held responsible for any medical emergencies that occur during the General Assembly.

SAMPLE CHECK-IN SHEETS (11" x 17" paper)

Check In	Last Name	First Name	Fairhope Shopping	Trip	GG1	GG2	Hedge	March	Only	History	Refill/Grat	GA Fee	Total	Main Memo	Registration	Payment	E-mail	Cell Phone	Address	Address	City	State	Zip	Name	Participant	Refund	T-Shirts
	Adkins	Lucy	0	0	0	0	0	35	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Adkins, Lucy	0	0	
	Adkins	Claudia	12	0	0	0	28	0	0	0	0	10	50		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Adkins, Claudia	0	0	
	Adkins	Kathy	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Adkins, Kathy	0	0	
	Anderson	Pat	0	0	0	0	28	30	0	0	0	44	110		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Anderson, Pat	0	0	
	Armstrong	Station	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Armstrong, Station	0	0	
	Ashley	Annette	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Ashley, Annette	0	0	
	Avery	Kathy	0	0	0	0	30	0	0	0	0	10	20		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Avery, Kathy	0	0	
	Bard	Jane	0	0	0	0	12	0	0	0	0	10	22		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bard, Jane	0	0	
	Barber	Burgette	0	0	0	0	35	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Barber, Burgette	0	0	
	Barnes	Sam	0	0	0	0	35	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Barnes, Sam	0	0	
	Barr	Beth	0	0	0	0	33	30	0	0	0	10	138		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Barr, Beth	0	0	
	Beall	Martha	0	0	0	0	30	0	0	0	0	10	70		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Beall, Martha	0	0	
	Beane	Lanette	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Beane, Lanette	0	0	
	Beaver	Beth	0	0	0	0	35	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Beaver, Beth	0	0	
	Belt	Carol	0	0	0	0	30	0	0	0	0	10	93		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Belt, Carol	0	0	
	Bennett	Franklin	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bennett, Franklin	0	0	
	Bent	Shirley	0	0	0	0	30	0	0	0	0	10	70		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bent, Shirley	0	0	
	Bise	Jane	0	0	0	0	44	52	108				108		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bise, Jane	0	0	
	Blackstone	Arleen	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Blackstone, Arleen	0	0	
	Bloom	Janet	0	0	0	0	30	0	0	0	0	10	50		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bloom, Janet	0	0	
	Bond	Jennifer	0	0	0	0	30	0	0	0	0	10	50		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bond, Jennifer	0	0	
	Boone	Neil	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Boone, Neil	0	0	
	Bradley	Neil	0	0	0	0	30	0	0	0	0	10	20		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bradley, Neil	0	0	
	Brady	Martha	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Brady, Martha	0	0	
	Brown	Carolyn	0	0	12	28	30	0	0	0	0	10	10		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Brown, Carolyn	0	0	
	Brown	Susan	0	0	0	0	30	0	0	0	0	10	44		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Brown, Susan	0	0	
	Browning	Natalie	0	0	0	0	40	0	0	0	0	10	10		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Browning, Natalie	0	0	
	Brownish	Karen	0	0	0	0	30	0	0	0	0	10	70		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Brownish, Karen	0	0	
	Bray	Cris	0	0	0	0	30	0	0	0	0	10	50		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bray, Cris	0	0	
	Bray	Brendy	0	0	0	0	35	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Bray, Brendy	0	0	
	Brenger	Ellen	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Brenger, Ellen	0	0	
	Burch	Tom	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Burch, Tom	0	0	
	Caines	Linda	0	0	0	0	30	0	0	0	0	10	93		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Caines, Linda	0	0	
	Carroll	Mary Jo	0	0	0	0	30	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Carroll, Mary Jo	0	0	
	Carroll	Jane	0	0	0	0	30	0	0	0	0	10	70		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Carroll, Jane	0	0	
	Carter	Sally	0	0	0	0	35	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Carter, Sally	0	0	
	Cha	Hannah	0	0	0	0	28	30	0	0	0	44	151		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Cha, Hannah	0	0	
	Chapman	Michael Ann	0	0	0	0	30	0	0	0	0	10	107		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Chapman, Michael Ann	0	0	
	Clark	Grace	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Clark, Grace	0	0	
	Clarke	Kathy	0	15	0	0	35	0	0	0	0	10	60		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Clarke, Kathy	0	0	
	Coggil	Marianne	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Coggil, Marianne	0	0	
	Conley	Jane	12	0	0	0	30	0	0	0	0	10	20		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Conley, Jane	0	0	
	Crook	Rita	0	0	0	0	30	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Crook, Rita	0	0	
	Cushman	Janet	0	0	0	0	30	0	0	0	0	10	70		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	Cushman, Janet	0	0	
	DeBruin	Amie	0	0	0	0	35	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Amie	0	0	
	DeBruin	Barbara	0	0	0	0	30	0	0	0	0	10	45		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Barbara	0	0	
	DeBruin	Tracy	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Tracy	0	0	
	DeBruin	Hannah	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Hannah	0	0	
	DeBruin	Donna	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Donna	0	0	
	DeBruin	Sally	0	0	0	0	28	0	0	0	0	10	38		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Sally	0	0	
	DeBruin	Abigail	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Abigail	0	0	
	DeBruin	Susan	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Susan	0	0	
	DeBruin	Ann	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Ann	0	0	
	DeBruin	Edith	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Edith	0	0	
	DeBruin	Susan	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Susan	0	0	
	DeBruin	Allyson	0	0	0	0	30	0	0	0	0	10	40		5/27/16 10:10 AM	Credit Card	lucyadkins@gmail.com	4074547064	101 Bus. Center	Orlando	FL	32814	101 Bus. Center	DeBruin, Allyson	0	0	
	DeBruin	Stephanie	0	0	0	0	30	0	0	0	0	10	40														

Women's and Families Subcommittee

Hospitality and Decorations Final Report

44th General Assembly of the PCA -- Mobile, AL

Becky Bryars, Chairman

rbryars@gmail.com

251-533-0096

Our team was responsible for two areas: the Hospitality Room for commissioners' wives and other women attending GA, and Decorations to provide beauty and a welcoming environment for specific women's events.

HOSPITALITY ROOM (HR)

1. What did we do?

~We worked with the hotel to provide drinks and minimal snacks for women who stopped by the HR. (There was ice water with lemon slices in big glass carafes all day. We had coffee in the mornings and iced tea in the afternoons. In addition, the hotel provided assorted cookies in the afternoon.)

~We had the hotel provide clusters of seating arrangements to make talking in small groups easier. (Three groups of 3-4 upholstered chairs with a table in the middle. We also had a few straight back chairs available in other areas of the room.)

~We decorated the room with fresh cut flowers, ferns, and a few live plants. Each table had an arrangement and the ferns sat beside the drink table. We also used the ferns beside the stage for the Wednesday luncheon.

~We recruited women from the Presbytery, mainly Mobile women, to be hostesses to greet and interact with women. It worked well to have two women working as hostesses at all times to enable them to move around the room as new women entered. Hostesses were easily identifiable by the pink aprons they wore. Hostesses were asked to get up and greet ladies as they walked in, welcome them, inquire about how the week was going, and offer any assistance needed. Our goal was that each lady who entered would feel welcomed and cared for.

~We provided on the tables copies of a local magazine, The Mobile Bay Monthly, and informational pamphlets about the city.

~Our hours were Monday 12:30-4:30 pm; Tuesday through Thursday 8:30am-4:30pm. Each set of hostesses worked 4 hour shifts.

~We provided background music with an iPad and speakers.

~Our cost for providing coffee, tea, and cookies was \$710. To keep within our budget, we didn't provide cookies on Monday and Thursday afternoon when traffic was low. One of our ladies purchased the flowers, chocolates and mints and chose not to request reimbursement. It totaled about \$100.

2. What worked well?

~Coffee was a big hit. People gradually heard there was coffee (some men too) and came in for it. Afternoon coffee would have been well received, but we didn't have it Tuesday-Thursday afternoons due to the expense.

~People drank water all day... Mobile is hot in the summer! We had quite a bit of iced tea left over each day.

~We ordered 2 dozen cookies for the afternoons. Most were eaten each day.
~The flowers made the room softer and more inviting.
~Cluster seating arrangements worked very well. Two or three ladies could come in together and visit or individuals could come in and meet and visit with new people. It looked more inviting than just straight back chairs in a row.
~Having two hostesses at a time is adequate.

3. What didn't work well?

We wanted to have more snacks but the hotel would not allow us to bring in food, even if everything was individually wrapped. Costs were high... \$45 per gallon of coffee or tea, \$30 per dozen cookies. Finally, they allowed us to bring in individually wrapped mints and chocolates to use as "decorations." The women enjoyed these.

4. What suggestions do we have for future assemblies?

We think the HR would get more traffic and be used more if it were in the Convention Center where more people gather daily. The GA committee assigned the HR to be in the hotel that is connected to the Convention Center. We had a small but steady stream of visitors starting on Tuesday. (Monday afternoon was slow. Thursday afternoon was also very slow.)

Suggestion: If the HR is not in the meeting area, we suggest you have invitations to the HR showing the location and hours at the Family Registration Desk

DECORATIONS

1. What did we do?

~We provided decorations and table arrangements for the annual Wednesday Women's Luncheon and for a Thursday luncheon that was combined with a tour at Bellingrath Gardens.

Wednesday Luncheon



~We planned for 350 women - 35 tables of 10. The hotel provided the round tables, white tablecloths, napkins, and flatware. We added a table runner and a centerpiece. In an attempt to keep within a limited budget, we bought 35 17-inch plastic terra cotta colored bowls and spray painted them metallic silver. Then a large oasis was soaked in water and added to each bowl. Because we live in the deep south, we wanted a southern look so we arranged fresh magnolia leaves and pods in each bowl. The large tables accommodated the large arrangements well.

~Large macho ferns were placed at front of the stage. We placed 4-6 stems of small, clear lights in each fern.

~Typically a favor is provided for each lady to take with her. We chose instead to use that money to make a donation to an inner city church plant in our city. The planting pastor's wife was seated at

the head table and introduced at the luncheon. We placed by each plate a printed card explaining that in lieu of a favor, a donation was being made to the church plant. The card included prayer requests for the church.

~Thursday luncheon



Bellingrath Luncheon Tablescape



Bellingrath Luncheon
Serving Table Centerpiece

We had approximately 80 ladies attend, and we set 12 tables of six to eight place settings, depending on table sizes available. Again we used white tablecloths and the same burlap runners. Arrangements were round or square birch bowls (from saveoncrafts.com). In each plastic-lined bowl we planted Mexican heather and sweet potato vine in potting soil. Then crosses made of natural color twigs/sticks (also from saveoncrafts.com) tied with jute twine were placed in each bowl.

Our total cost for decorations for both events was \$1485.

2. What worked well?

Wednesday luncheon - The natural decorations (magnolia leaves and pods on burlap runners) were soft and didn't fight with the very busy carpet in the room. For 35 large table arrangements, the cost was reasonable. Members of our church collected the magnolia leaves and pods from their yards. Cost of the Wednesday arrangements was only the runners, plastic bowls, and spray paint. However, it was fairly labor intensive, taking several ladies most of one day to create.

Thursday luncheon - The arrangements in the birch bowls were beautiful and we sold them afterwards. Every arrangement was bought and taken home by someone, either a guest or a helper. The money from the sales was added to the gift to the church plant.

3. What didn't work well?

Really all the decorations were lovely and helped create a welcoming environment at each event. The only down side was that the large arrangements, which were made on Monday of GA week in a home, had to be transported late Tuesday night to the hotel. It took four vehicles to transport them.

4. What suggestions do we have for future assemblies?

- ~Have a point person who is responsible for deadlines, budget and finances, recruiting helpers to work, scheduling work days, etc.
- ~Put a creative person in the role of dreaming-up the arrangements, finding the resources, and directing the actual assembly of decorations.
- ~Try to incorporate plants or flowers available in your area which will be less expensive.
- ~We got so many positive comments on not having a favor for the Wednesday luncheon and instead giving the money that would have been used for "something with eternal value."

Women's and Families Subcommittee

Swag (Tote) Bag Chairman's Final Report

44th General Assembly of the PCA -- Mobile, AL

Julie Costas, Chairman
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On February 3, 2016, I was contacted by Susan McCrary, Chair of the Women and Families Subcommittee for the GA 44 Host Committee, and was asked to serve as the "swag bag coordinator." I promised to pray about it and let her know within a couple of days. Having helped with similar projects for retreats and weddings (but on a much smaller scale), I began researching types of bags and appropriate contents. On February 4, 2016, I advised Susan that I was willing to oversee the project.

I was told that approximately 350 bags were needed (based on historic registration information) and that there would be a small budget to help with the expense. I developed a list of possible items to include in the bags, and members of the Subcommittee voted on their top ten favorites. It was originally thought that we would ask individual churches in the Gulf Coast Presbytery (the host presbytery) to "sponsor" (i.e., donate or underwrite) items for the swag bags. Two churches had already offered to provide two items for the bags: Fairhope Notes (greeting cards) and hand-made Cross bookmarks. It was also decided to create a small recipe booklet and ask ladies from churches in the presbytery to submit their favorite recipes.

For the bags themselves, I proposed that we use either fabric shopping totes or paper gift sacks. Other types of totes were also considered, but ultimately, the Subcommittee chose to go with fabric shopping totes and directed me to source them from a commercial vendor. Because volunteers staffing the registration table were going to wear fuchsia (hot pink) aprons, it was decided that the bags would be hot pink.

I priced bags with local vendors and on-line, and ultimately ordered 400 bags (19x6x15) from PaperMart.com (the bags came in lots of 100, so we had to order 400 bags). The cost for the bags was \$347.25, including freight. We chose to save money and not have the totes imprinted. Instead, we crafted a hang-tag with a

themed graphic on one side and a welcome message from the Subcommittee's Chair on the other. As it turned out, it might not have been that expensive to have a logo imprinted on the bags, but the hang-tags were visually attractive even if cutting them out and tying them on each bag was somewhat tedious.

On May 5, 2016, I met with the executive pastor of Wildwood Church PCA (my home church) to enlist his staff's assistance in ordering the bags and purchasing the contents. Wildwood Church agreed to order and pay for the bags and contents, and seek reimbursement from the Host Committee and from other churches in our presbytery. Because of the geographic distance between churches in the Gulf Coast Presbytery and the time factor, it was not feasible to ask individual churches to purchase and ship swag bag contents to us. Instead, I drafted a letter to the churches in our presbytery, included an empty swag bag, and explained the project and that they could help by contributing financially to it.

To assemble the swag bags, I considered whether to transport empty bags and contents to Mobile and assemble them on-site, but ultimately, I decided to fill the bags in Tallahassee and transport them to Mobile, as I had volunteers in Tallahassee who were willing to help.

On the Sunday prior to GA, approximately 325 filled bags were transported to Mobile and delivered to the Convention Center. The bags were placed behind the Women and Families registration table in the Convention Center, with extras located in an adjacent storage room. We also had unfilled bags and contents available on-site, and were able to create several extra bags due to demand. We still ended up with leftovers, but overall, it was gratifying to see women carrying their pink bags around Mobile during 44th GA.

The bags were filled with the following items:

GA Program/Guide
Fairhope Notes (greeting cards)
Hand-crafted cross bookmark
Recipe booklet
A bottle of water with a specially printed label
Several individual packets of Crystal Lite® drink mix
Fig cereal bar
Skinny Pop® popcorn
Packet of tissues
TicTacs®

Hand lotion
Pen and notepad (both were specially ordered with logo)
Emory board
Shout® stain removal packets

In late February 2016, the Subcommittee Chair advised that I had a \$2500 budget. Wildwood received \$1133 from other churches and individuals in response to my letter to churches in our presbytery inviting contributions. This gave us a total of \$3633.00 to spend.

According to Wildwood's records, they spent \$1978.88 on the bags and contents (not including the recipe booklet which cost \$885.40 to print, which was reimbursed to Arleen Blackstone who was in charge of the Recipe Book.) The total Swag Bag expenditures were \$2,864.28.

Respectfully submitted,

/s/

Julie Costas
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Section 4
Children's
Subcommittee

Children's Component

From parents, "Thank you for taking great care of my kids.", "you guys did an amazing job planning everything and having it so organized.", "the best children's program in GA history", from the hotel event planner, "Your organization and experience were a huge help!" These were encouraging comments for the children's team, and we know that first it was for the Lord, but also for the children and the parents. However, not all comments were complementary – some were rather picky by people who have no idea of what it takes to pull this event off, and if you are taking on this position for the GA, I encourage you to have thick skin and a strong backbone. You may be working with elders and elders' wife, but their comments will leave you wondering why they are in the ministry, but then just be thankful you don't work at their church. So, some advice for running the children's component:

1. What is your philosophy of children's ministry at GA? I ran the children's component at the 26th GA and now the 44th GA, and the philosophy has changed. At the 26th we were a support to the Women's Program and matched their schedule and were able to plan accordingly. At the 44th it has become childcare from 8:00 am – 5:00 pm, and is open to exhibitors, staff, and commissioner's families. I don't know who has the authority to make changes, but if the Host Committee has any input in this issue, it ought to be discussed up front. There are many reasons why this is important, but one is the issue of a waiting list for childcare. Does your Host Committee want to say 'no' to a commissioner's family because of an exhibitor's family took a spot? (In the end we were able to accommodate all but three people wanting childcare, but it was a challenge.)
2. Have a strong registrar on your Host Committee. I cannot say enough about our registrar, without her I can only imagine the problems we would have had for people signing up and waiting list issues. The A/C registration software does not allow for room limits, so people will continue to sign up, so a strong Host Committee registrar is essential. The registrar was our central contact, which was great as health forms came in. If you can require electronic forms for registration that would be better than giving an option of mail in or electronic, therefore you could have them immediately. The forms were necessary early to see if there were children with special needs, so that extra workers could be recruited/hired. It was also necessary for the hotel because we had gluten, lactose and peanuts allergies that the kitchen had to prepare for, and the earlier you let the hotel staff know this the better.
3. In relation to number two, have a strong Host Committee Chairman who understands the value of each of the components of the GA. Our Chairman did a great job of supporting and understanding the value of the Children's Component and helped run interference when needed, greatly appreciated!
4. Paid/Volunteer – We had a combination of paid workers and volunteer workers in the rooms. I strongly recommend a core of paid workers who have been trained to work with children, and then supplement with volunteers. You are dealing with children we don't know, a place they don't know, a facility they don't know, and care-givers the

children don't know. Having a core of paid people will help give the familiar to the children, as opposed to different volunteers every day. Also, we found that volunteers are willing to give a day or a morning – which is greatly appreciated – but no volunteers were willing to give 50+ hours of childcare. (We also insisted on Level 2 (FL) background checks for paid staff, and Level 1 (FL) for volunteers.)

5. Speaking of waiting list, a great resource for converting a hotel conference/banquet room into a childcare facility is: https://cupe.ca/sites/cupe/files/children_welcome.pdf It is a Canadian publication, but gives great guidance and forms that are very useful. Their ratios are a little stricter than normal US ratios, but it will give you some flexibility. Depending on the space you are assigned, there will be limits on the number of children you can take, and this is where a backbone is needed. In the last two weeks, people will begin to call and email wanting spaces, however do not overload a room, and I would recommend not taking reservations during those two weeks. The hotel/venue that you work with will want all numbers at least two weeks out, maybe more.
6. Schedule – this is a no win, depending on your philosophy of children's ministry at GA. The A/C will need the information for your program almost nine months out, so that they can prepare the books for mailing in January. However, we found that once the local Host Committee woman's schedule was set, there were minor changes, and then the agencies/committees/exhibitors began adding seminars, etc. that the women could attend. The result is that it is very difficult to match all the schedules of activities with childcare schedule. We had three sessions a day, which was close. Other GAs have had hourly sign-ups, others a morning and afternoon session. The point is simply that it won't align perfectly, and that is okay, but have thick skin because people dropping off/picking up will somehow see it as your fault for not aligning correctly.
7. Budget – This is a wildcard depending on staff, resources borrowed, hotel rooms, etc. As you plan your budget, know that the A/C will have an upper bound for the amount you can charge for childcare. So the revenue for childcare will probably not cover the cost, so the Host Committee will need to budget accordingly.

Overall the program aspect of the children's component went very smoothly thanks to diligent planning and a great team. Our only negatives were the negative comments of a few people, who we naively thought should know better being in the ministry. (I will be happy to share in more detail – schedules, budgets, training, conversion of spaces, curriculum, field trip ideas, etc – to the people in charge of childcare at the next GA.)

BASIC DAILY SCHEDULE

7:30am am)	Arrive & prep rooms (NO LATER THAN! On Tues., 7:15
7:45am	Children can begin arriving Free Play/Manipulatives/Coloring at tables
8:30am	Circle Time/Lesson time
8:45am	Craft/Activity
9:00am	Small Snack/Storytime Diapers/Potty Breaks
9:30am	Lg. Motor Game(s)/Music
9:45am	Pickup from Session 1 & Drop-off for Session 2 begins Free Play
10:15am	Circle Time/Lesson time
10:30am	Craft/Activity
10:45am	Diapers/Potty
11:00am	Small Snack/Storytime
11:30am	Free Play (or possible movie)
11:45am	Pickup from Session 2 & Drop-off for Session 3 begins
12:15ish	Lunchtime (once all Sess. 2 kids are picked up)
1:00pm	Storytime (quiet storytime or dvd)

1:15pm	Diapers/Potty Breaks
1:30pm	Rest-time/Nap-time
2:15ish	3's/4's – Lesson time again Simple craft/activity
2:45pm	Diapers/Potty Breaks
3:00pm	Indoor Gross Motor Games 1's/2's – In classroom 3's/4's – Go down to Schooner (1 st floor) for games
3:30pm	Small Snack
4:00pm	Movie & Pickup time
4:45pm	Kids should all be picked up by now (Wednesday goes til 5, so picked up by 5:15) Straighten up the rooms/wipe down tables, etc... ALL DONE FOR THE DAY!!

Obviously, these times are suggestions & not set in stone, but PLEASE be sure to check/change all diapers at least once during each session (2x at least during the long afternoon session). I will let you know who in your room is leaving at each session, so you can have all their items “packed up” & ready to go.

SESSION 1 :	8 – 10 AM
SESSION 2 :	10 AM – 12 PM
SESSION 3 :	12 PM – 4:30 PM
	(Til 4 on Mon., 4:30 on Tues. & Thurs., 5:00 on Wed.)

PCA GENERAL ASSEMBLY 2016

Mon., June 20th - 12 noon - 4 pm (just Session 3)
(very small group, so probably just 1-2 rooms open)

Lesson - Noah & the Ark

Snacks - Goldfish
Chex
Cheerios
Animal Crackers (softer kind)
Fruit Loops (maybe, with craft)

Lunch - Chicken Quesadilla, fries & corn
Juice Box/Water

Crafts - Noah's Ark template with animal foam stickers
Color rainbow printout (curr./template)
(Or glue on Fruit Loops onto rainbow)
Ark coloring page - match animal cutouts
Noah & the Ark coloring page

- Activities - Play with Noah & the Ark toys
Play with Animal figures
Tell story with puppets on sticks & soft Ark
Rainbow yarn to make shapes during story

Tues., June 21st - 8:00 am - 4:30 pm (Sessions 1-3)

Story - Jonah & the Giant Fish

Snacks - Whale crackers (WM)
Goldfish
Chex
Cheerios

Lunch - Chicken Tenders, mac & cheese & green beans
Juice Box/Water

Crafts - "Jesus Whaley Loves Me" whale craft (from OT)
Paper Bag Whale & Jonah craft
Jonah's path printout - color, cut & glue
Jonah & the Big Fish coloring page

- Activities - Tell story using the letter cards
Play "fish" game (curr./"Simon Says")
Feed the Whale game (tub & beanbags)
Parachute with Inflatable Fish
Play with Sea Life Creature figures

Wed., June 22nd - 8:00 am - 5:00 pm (Sessions 1-3)

Story - Jesus calls "Fishers of Men" ("Great Catch")

Snacks - Goldfish
Chex
Cheerios
Star Crackers (CVS)
Fish/Nemo gummies

Lunch - Cheese Pizza & Broccoli
Juice Box/Water

Crafts - "Fishers of Men" net craft kit (from OT)
"Fishers of Men" Jesus Mobile kit (from OT)

Picture with yarn fishing line & real bobber

"You're a Starfish" coloring page (curr.)

Great Catch/Fishers of Men coloring page

Activities - "Fish" in nets during story (curr.)
Play "Go Fish" game (with poles & fish)
Play net game with parachute & blow-up fish
(curr.)

Starfish Scramble game (curr.)
"Fish" toss game (like Feed the Whale from
Tues.)

Play with Sea Life Creatures
Play with Inflatable Fish (mini beach balls)

Thurs., June 23rd- 8:00 am - 4:30 pm (Sessions 1-3)

Story - Jesus Calms the Storm

Snacks - Goldfish
Whale &/or Star crackers (if any left)
Chex
Cheerios
Fish/Nemo Gummies

- Sticky Crosses (add on tissue paper - stained glass effect)
- Regular Crosses (use glue sticks to add tissue paper)
- Under the Sea Craft Foam Picture Frame kits (Oriental Trading)
- Craft Foam small sheets to decorate with sea life shaped stickers &/or with Christian words & symbols

Also, there will be plain white paper, construction paper, bigger "white" paper, stickers, scissors, stencils, crayons, markers, etc..., available in our Storage Room (Captains Suite), along with extra toys, & bigger "gross motor skill" type toys (i.e., pop-up tunnels & vehicles, hula hoops, nerf balls, soft bowling sets, & a parachute)

Elementary Rotations

Day	Time			
Sample Session 1	7:45 - 8:15 Check-in (,)			
	8:00 - 8:15 DVD			
	8:15-8:30 Music ((L),)			
	8:30 - 9:30 Rotations	Red ()	Blue	White
		8:30-8:50 Teach ((L),)	Rec (, (L),)	Craft ((L), , ,)
		8:50-9:10 Craft ((L), , ,)	Teach ((L),)	Rec (, (L),)
		9:10-9:30 Rec (, (L),)	Craft ((L), , ,)	Teach ((L),)
	9:30-9:45 Music ((L),)			
	9:45-10:00 DVD			
Session 2	9:45 - 10:00 Pick-Up/Check-in (,)			
	10:00-10:15 DVD			
	10:15-10:30 Music ((L),)			
	10:30 - 11:30 Rotations	Red ()	Blue	White
		10:30-10:50 Teach (, (L))	Rec (, (L),)	Craft ((L), , ,)
		10:50-11:10 Craft ((L), , ,)	Teach (, (L))	Rec (, (L),)
		11:10-11:30 Rec (, (L),)	Craft ((L), , ,)	Teach (, (L))
	11:30-11:45 Music ((L),)			
	11:45-12:00 DVD			
Session 3	11:45 - 12:15 Pick-Up/Check-in (,)			
	12:00 -12:15 DVD			
	12:15-12:45 Lunch			
	1:45 Leave for Field Trip			
	4:30 Arrive Back			
	5:00 Pick-Up (,)			

Section 5
Youth
Subcommittee

General Assembly 2016
Mobile Alabama
YOUTH PROGRAM
By
Chris Holland

We sought to provide an experience for the youth attending our program that would empower them to be servants in their community when they left Mobile GA. In our effort to do this, we decided to line up a service project for them in the morning, Monday-Wednesday, at a local ministry; Rotary youth club & Prodissee Pantry. Each of these ministries focus on a different area of ministry. Whereas the Rotary youth club focus's on equipping inner city kids with the academic tools needed to graduate highschool and be successful in college, the Prodissee pantry provides groceries for over a thousand families in during the summer. The youth seemed to really enjoy serving in small teams at each location.

On the days the students served in these ministries, we grabbed a quick lunch at Eastern Shore Presbyterian church in Fairhope, then headed to the beach where Reformed Youth Ministries (RYM) played games with the kids and allowed for the regular chaperones to take a break and relax til time to go back to the convention center.

I feel this process worked really well. I am so thankful we hired RYM! They cost \$2,000 for 5 interns for the whole week. We also provided a host home & \$200 in grocery money for them.

On the fourth day we toured the USS Alabama Battleship. This was a fun time for the youth, who by this time had made some good friendships with each other, to run around and have a good time together. We also rented a field and gazebo's next to the battleship for a place to eat lunch and play field games with the RYM interns.

Our exact numbers for each day was as follows:

Monday	- 5 students, 4 chaperones
Tuesday	- 22 students, 6 chaperones
Wednes	- 36 students, 8 chaperones
Thursday	- 29 students, 8 chaperones

Final Thoughts:

We had a huge grandiose plan before we had exact numbers of attendance. As we found that less people than was originally projected were coming we changed the plan around a few times to get the schedule right. It was definitely stressful but well worth it. The youth were awesome and I didn't have any big issues other than last minute food allergy food searches in town. I would require kids with severe food allergies to bring their own lunch next time. We worked really hard to provide food that was safe for the allergy kids, and it did make the parents feel like we went the extra mile for their kids but it was a huge headache.

Words to the Next Youth Activities Director

1. Be extremely clear on the details with the Host Committee and the Chaperones.
2. When you complete your plan for the week, invite other youth directors in your area to take part with a clear job description for them. Also, include their senior pastor in the conversation of having them help with youth.
3. When you pitch the idea to chaperones, let them know your expectations are for them to be there with you at all times unless there is an emergency. If you get close to the next GA and you think you might not need all the drivers on the schedule, ask them to be on call in case there is a sudden jump in numbers. I'm so glad I did this on Wednesday, 15 new kids

signed up on Tuesday night. It would've been a mess if I didn't prep my drivers for a last minute change.

4. Be joyful! If you're not joyful in this process your team will see it. Always stay positive. Don't complain about the problems of the Host Committee with anyone other than the Director. Complaints go up the chain, not down(Saving Private Ryan,Quote).
5. Its ok if you don't have an answer for a parent but, don't not answer. Always respond to parents questions quickly. They will give you more grace even if you don't have answer and they feel like you're working on it, it'll pay off big when you get the answer.
6. This one goes along with the previous word of advice: Lean heavily on the registration team. They are gonna know most of the answers the parents may ask you. When a parent emails you a registration question like "Did my kids health forms show up" or "Is it too late to register online for just 1 day of youth stuff?" say this: Great Question! Let me ask our registration team. They are awesome! Thank you for your question, I'll get back with you on this asap. Again, always be positive and happy to deal with new issues. If you can do this you'll enjoy GA.
7. Have a chaperone that can be with you the whole time and be there for you when you want to quit. I had one of my best buddies stay at my house and attend every youth thing with me. I wouldn't have stayed positive and saine with out him there for me.
8. We all have things going on right now but for a good reason you were chosen to do this job. Let me give you the picture for my life right now. My wife is 8 months pregnant, I'm leading at PTI(pastors conference in Pensacola) on Friday night, then I'm headed to St Louis the following Sunday afternoon for a week. I'll return from that and then head to our youth's beach camp for a week. Then my wife will have our third child. If you have kids, you know I'll not be getting any sleep for at least 2 months. I say all this so you will know that yes, Youth workers have a ton to do during summer and it'd be so much easier to just hire a local youth camp to take on the youth this year instead of you, but, and this is a big but, You are being given a huge opportunity to minister to the kids of the guys that make our denomination go. You have the responsibility to make the pastors and elders of the PCA feel free to speak their mind without worry on the floor so as to minister to us all better. This is huge. Don't forget that. If you do, you'll have contempt for the whole denomination your whole life.
9. Finally, last one is simple. Have a quiet time every morning during GA. You need to get away from the crowd and by yourself talk to Jesus about the day and about your struggles. He cares for you when you fail even if the parents you're about to serve may not. DO THIS!

Now, Go have fun.

June 20th	Leader	Activity	Objective
Time Block	Monday		
8-8:30am		Mixer Game	Meet new people
8:30-8:45am	Chris Holland	Explain the Day	
8:45-12noon		Service Projects	
		Prodissee pantry	Team 1
		Repair Baldwin	Team 2
		Car wash Fundraiser	Team 3
		Inner City?	Team 4
12-12:30pm		Lunch@ESPC	
12:30-4:45pm		Gulf shores Beach	Ladies in 1-pieces
4:45-5pm	Debrief the day then leave		

June 21st	Leader	Activity	Objective
Time Block	Tuesday		
8-8:30am		Mixer Game	Meet new people
8:30-8:45am	Chris Holland	Explain the Day	
8:45-12noon		Service Projects	
		Prodissee pantry	Team 1
		Repair Baldwin	Team 2
		Car wash Fundraiser	Team 3
		Inner City?	Team 4
12-12:30pm		Lunch@ESPC	
12:30-4:45pm		Gulf shores Beach	Ladies in 1-pieces
4:45-5pm	Debrief the day then leave		

June 22nd	Leader	Activity	Objective
Time Block	Wednesday		
8-8:30am		Mixer Game	Meet new people
8:30-8:45am	Chris Holland	Explain the Day	
8:45-12noon		Service Projects	
		Prodissee pantry	Team 1
		Repair Baldwin	Team 2
		Car wash Fundraiser	Team 3
		Inner City?	Team 4
12-12:30pm		Lunch@ESPC	
12:30-4:45pm		Gulf shores Beach	Ladies in 1-pieces
4:45-5pm	Debrief the day then leave		

June 23rd	Leader	Activity	Objective
Time Block	Thursday		
8-8:30am		Mixer Game	Meet new people
8:30-8:45am	Chris Holland	Explain the Day	
8:45-12noon	Chris Inman	Tour Battle Ship	
			Team 1
			Team 2
			Team 3
			Team 4
12-1pm		Lunch@On Ship	
1-1:30pm	Chris Holland	Group Discussion on Nightly Sermons	
1:30-4:30pm		Field Games	
4:30-5pm	Debrief the day then leave		

Event Leaders	
Service Project Leader	
Team 1 Leader	
Team 2 Leader	
Team 3 Leader	
Team 4 Leader	
Battle Ship Leader	C. Inman
Explain the Day/Debrief	C. Holland
Food Coordinator	
Mixer/Field Games Leader	

Chaperones	
Team 1	
Team 2	
Team 3	
Team 4	
BattleShip	
Food Team	

Section 6

Local

Transportation

Subcommittee

PCA General Assembly 2016

Local Transportation

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The 2016 General Assembly in Mobile Alabama did not require a great amount of local transportation. There was no requirement to provide transportation to/from the airport or hotels. Transportation was required for children, youth, and spouses of those attending the GA. In our initial meetings there was no transportation request for children and youth. Transportation for these two groups were provided for by volunteers from churches within the Gulf Coast Presbytery.

The following bullets show the procedure I followed and what actually happened.

- Knowing that all was required of me was to provide transportation for the ladies outings I had to wait until that committee determined what they would do and when. Once dates, times, and locations were determined we came up with an approximate number of attendees for each event.
- I then contacted three of the local bus companies to obtain price estimates for different size buses. I also spoke to several locals to secure opinions concerning the customer service level for each company. I then made a final decision as to which company would best serve our needs.
- When we were one month from start date I was receiving updates for those registered for each event. The numbers appeared to be somewhat lower than anticipated but I realized that many people do procrastinate. We were required to place a one hundred dollar deposit for each bus at this time.
- The week prior to start date the children's coordinator requested transportation for two events. He had scheduled free transportation and for some reason it did not work out. I had given the bus company a heads up that some requirements may change so I had no issue increasing the bus service to meet our needs.
- Also at one week out it became obvious that either many people were procrastinating or our estimates were far too high for attendees. In any case I had to cancel one bus the day prior to the scheduled event. I am still working with the bus company to see if they would be willing to reimburse a portion of that fee. At this time I requested the registrar to close the registration at a certain number for each event. The numbers were based on the size of the buses I had reserved. I would recommend this be done two weeks prior to the event not one. In doing this you need to leave room for late registrations.

- My primary job during the week of GA was to ensure the buses were on site for pick-up, speak with the driver to confirm return time and destination, and coordinate conversation between the driver and the person in charge of the event. I also ensured the person in charge of the event had my cell phone number. Everything went smoothly and there were no issues.

On the first trip the only complaint was that the bus was too hot. After informing the bus company of this complaint it was fixed and we had no other complaints the rest of the week.

The pick-up and drop-off points were the same all week. My thought was that it would be less confusing for everyone if we were consistent. So all adult trips departed and returned from the convention center. The children's trips all departed and returned from their central meeting area in a hotel.

Section 7
Volunteer
Subcommittee

Volunteer Subcommittee Report

By: Chip Frost

First: My job was to recruit volunteers for many areas needed. As I looked at what was needed I decided the best way to fill these needed positions was to start by recruiting team leaders. I looked for men and women that I felt would do the job without my constant supervision. I was very fortunate to recruit some great men and women as leaders.

Second: By communicating with each team leader on a regular basis but not micro managing them but being there for them when ever needed.

Third: Areas that didn't work as I had hoped would be getting each church within your presbytery to respond to our request. I was disappointed in how slowly the churches responded to my request.

Fourth: My suggestion would be to start early getting your team leaders together. Help them recruit their team.

Section 8

Prayer

Subcommittee

General Assembly 2016 Prayer Committee Report

Joel Treick

As the chairman of the Prayer Sub-Committee, my responsibility was to collect prayer requests from the Host Committee and distribute those requests to both the Host Committee and the Sessions of the Gulf Coast Presbytery.

I collected new prayer requests from the 1st to the 15th of every month, and then distributed the prayer requests on the 15th of every month. The regularity of the schedule worked well, but looking forward, I might suggest that future Prayer Sub-Committee chairmen make personal contact with someone from the session of each church in the presbytery. I sent many emails, but looking back, I'm not sure how many people outside of the Host Committee really prayed for those requests. A personal phone call might have been helpful.

Section 9
Special Needs
Housing
Subcommittee

Special Needs Housing Summary Report
2016 General Assembly
Rick Skinner (skinsfhpe@gmail.com; mobile 251-209-2896)

1. Process

- a. Notices sent out by General Assembly Committee contains information so that attendees who need volunteer host housing know how to make the requests.
- b. General Chairman assigns gmail address.
- c. Document guest information as requests for housing are received.
- d. Acknowledge receipt of requests and advise requesters that assignments will not begin until there is an inventory of host home availability.
- e. Begin recruiting for hosts at the end of January with a bulletin announcement. (See attachment.)
- f. Begin making assignments in April
 - i. Before making assignments accumulate a number of housing requests and host housing volunteers so that guest needs can be better matched to available housing.
 - ii. Delaying assignments also allows for finding housing as close as possible to the General Assembly venue.
- g. Contact respective host before each assignment is made to make sure that home is still available and to make sure that guest needs match home.
- h. Send email to each guest as assignments are made with copy to host.
 - i. This email contains instructions for guest to make contact with host so that host coordinator is no longer needed for this assignment.
 - ii. Email contains email and phone contact information for both guest and host.

2. Documentation

- a. Two spreadsheets were used to record all information about hosts and guests. I used GoogleDocs so that chairman could view status of guests and hosts at any time and from any location.
- b. See two attachments.
 - i. Host information
 - ii. Guest information

3. Summary Comments

- a. I could have waited a little longer to begin making assignments.
- b. Otherwise, the process worked well.

BULLETIN ANNOUNCEMENT REQUESTING HOST HOUSING

January 31, 2016

When you have secured commitments for hosting, please try to give me a brief description of lodging available and numbers of people who can be accommodated.

If it helps you, following is a bulletin announcement I have submitted for Eastern Shore Pres...

HOUSING FOR GENERAL ASSEMBLY (GA) - JUNE 20-24, 2016: The Fairhope and Mobile PCA churches are being asked to provide host housing for General Assembly Commissioners and Exhibitors. If you would be so kind as to volunteer your home to house one or more of these visitors, please **contact Rick Skinner at 251-209-2896**. Following is the information relative to your commitment...

1. The four nights when housing will be required are Monday through Thursday, June 20-23, though in some cases guests will either arrive later in the week or depart earlier.
2. Your guest(s) would typically be a Teaching Elder(s) or a Ruling Elder(s). Wives in some cases accompany them.
3. No meals are required from host families.
4. Your guests would typically leave your home around 7:30 am and return around 9:45 pm.
5. They are required to provide their own transportation.
6. This GA Convention will be held in the Mobile Convention Center. If you would like more information about the GA, check out <http://www.pcanet.org/pca-general-assembly/>.

Your assistance with this will be a wonderful blessing to your guest(s), who might not otherwise be able to afford the trip.

2016 General Assembly June 20-24 Host Housing.xlsx - Host Information

First Name	Last Name	Drive time to Convent on Center	Address	City	State	Zip Code	Phone H-home Letter prefix is First Name Initial	Email	Names of Guests Hosting	Comments
Housing Assignments are up-to-date as of _____										

2016 General Assembly June 20-24 Host Housing.xlsx - Guest Information

Guest First Name	Guest Last Name	# of Guests	Dates Requiring Lodging	Guest Phone	Guest Email	Date of 1st Email	Organization	Commissioner y/n	Contact Name	Host Home	Comments
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Section 10
Finance
Subcommittee

44th PCA General Assembly
Income and Expenses
June, 2016

INCOME

Mobile Convention Bureau	\$30,000.00
Registrations	\$31,529.00
Worship Service Offerings	\$12,505.07
Contributions for Getty Concert	\$11,600.00
Presbyteries - Support	\$2,000.00
Churches - Support	\$2,100.00
Individuals - Support	\$400.00
Total Receipts	<u>\$90,134.07</u>

EXPENSES

WORSHIP

Getty's Concert	\$21,380.00
Honorariums for Speakers	\$2,500.00
Bay County Christian Youth Choir	\$827.50
Bulletins	\$4,991.40
Communion Supplies	\$514.96
Total Worship	<u>\$30,213.86</u>

FAMILY PROGRAMS & EVENTS

Childcare	\$11,874.77
Youth Activities	\$3,505.38
Women's Events	
Bellingrath	\$3,699.36
Luncheon - Laura Story	\$8,892.29
Historic Tour	\$2,126.00
Gulf Quest Tour	\$213.40
Heritage Tour	\$704.00
Hospitality Suite	\$710.33
Decorations, Swag Bags, Etc	\$5,387.01
Registration Refunds	\$884.00
Donation to Trinity Family Ministries	\$700.00
Total Family Programs & Events	<u>\$38,696.54</u>

TRANSPORTATION - Buses \$4,200.00

HOST COMMITTEE EXPENSES

Lodging and Mileage	\$5,799.63
Radios for Host Committee	\$400.70
Miscellaneous	\$627.00
Total Host Committee Expenses	<u>\$6,827.33</u>
Total Expenses	<u>\$79,937.73</u>
Net to Gulf Coast Presbytery	<u>\$10,196.34</u>

Section 11

Host Committee Meeting Minutes

**Minutes of the
General Assembly Host Committee
Eastern Shore Presbyterian Church, Fairhope, AL
2 September 2015**

Opening Remarks: TE Mack Griffith began the meeting with welcoming comments and briefly mentioned several points for everyone to keep in mind while serving on the Host Committee. The points were:

- Church Government
- Importance of organization
- Importance of hosting
- Origin of committee development
- Role of the Administrative Committee
- Each one involved is serving the Lord
- Service should be done with a loving and caring heart
- Urged each to work together, showing grace

Introductions: TE Griffith made some comments about the Executive Committee, introduced the members and made brief comments as to their contributions. The theme for the 2016 General Assembly (GA) will be "Refreshed: In and For Christ". He then asked each Committee Chairperson to introduce their committee members and tell what they were asked to accomplish. See attached organizational chart for committees, chairpersons, and contact information. In addition, representatives from the PCA Administrative Committee were TE John Robertson and Mrs. Sherry Eschenberg. Also, Chris Holland, Assistant Youth leader at Eastern Shore PC, was in attendance.

TE John Robertson thanked everyone for serving and stressed the importance of working and praying together. The benefits will be growing together as a Presbytery. General Assembly is where the denomination's voice is heard. It is where all the churches learn to "dance together".

Mrs. Sherry Eschenberg expressed a great desire of working with this Host Committee, helping to resolve details. Each sub-committee will have to write a summary report on their efforts following General Assembly in 2016. Copies of the Chattanooga Host Committee's Final Report were made available.

Sub-Committee Reports:

Worship: TE Michael Brock, Chair. TE Tim Keller, Redeemer PC, NYC, NY, has agreed to deliver the Wednesday evening sermon. TE Kevin DeYoung, University Reformed PC, East Lansing, MI, has agreed to deliver the Thursday evening sermon. It is unknown if the Moderator will deliver the Tuesday evening sermon or if we will have to find another speaker. Communion will be served at the Tuesday service. Christian musicians, Keith and Kristyn Getty, have agreed to a one evening performance. The stage size needed is undetermined.

Youth: Mr. Chris Holland, Chair. Plans are to divide the youth into four groups and rotate them through four events. He plans to use church vans for transportation and have one supervisor per five youths.

Volunteer: RE Chip Frost, Chair. Churches have been contacted to provide a name of a member willing to serve as a Point of Contact (POC). Only ten of the twenty four churches have responded. He encouraged the others to respond.

Family: Mrs. Susan McCrary, Chair. Plans are to have a big event for the ladies on Wednesday in the Ball Room of the host hotel. A trip to Bellingrath Gardens on Thursday is being considered. They are still trying to determine a family plan cost.

Nursery/ Children: TE Barksdale Pullen, Chair. Room specifics are needed. He also needs to know how insurance coverage will work, the names of workers for security screening, and tour group schedules for arranging child care.

NOTE: There seemed to be a difference in preconceptions as to availability of child care between TE Pullen and the ladies making family arrangements. This difference was not resolved.

Other Issues Discussed:

Care and Feeding of the Host Committee – it was recommended a room be secured in the host hotel.

First Aid – PCA Administrative Committee will contract for a First Aide Station with the Convention Center.

Security – PCA Administrative Committee will contract for security.

"Ask Me" Crew – At GA, how to identify host members capable of answering questions related to Mobile and the surrounding area was discussed. Several options were suggested. The Host Committee will determine method.

Closing: The meeting was closed in a short season of pray concluding with TE Joel Treick, Chair, Prayer Team.

RE James C. Richardson,
Acting Recorder

**Minutes of the
General Assembly (GA) Host Committee
Pinewood Presbyterian Church, Cantonment, FL
30 November 2015**

Opening Remarks and Prayer: TE Mack Griffith began the meeting with welcoming comments, a short video on Mobile, and briefly went over the items from TE Treick's email Prayer List. This was followed by a season of prayer which was opened by RE Rick Skinner and closed by TE Mack Griffith.

Introduction and Attendance: TE Griffith asked that everyone introduce themselves, give their church connection, and identify their sub-committee area of responsibility. Earlier, he provided an updated organizational chart by email.

Present:

Communion –	RE Pete Scarbrough, Eastern Shore, Fairhope AL
Families –	Susan McCrary, Eastern Shore, Fairhope AL
	Arleen Blackstone, Westminster, Ft. Walton Beach FL
Family Registration –	Cheri Koch, Westminster, Ft. Walton Beach FL
	Robyn Eldridge, Westminster, Ft. Walton Beach FL
Finance –	RE Milton Adams, First Pres., Atmore AL
Nursery/ Children –	TE Barksdale Pullen, Wildwood, Tallahassee FL
Prayer –	TE Joel Treick, Pinewoods, Cantonment, FL
Special Needs/ Housing –	RE Rick Skinner, Eastern Shore, Fairhope AL
Ushering –	Ted Pool, Mcllwain, Pensacola FL
Women's Hospitality –	Becky Bryars, Grace Community, Mobile AL
Worship –	TE Michael Brock, Eastern Shore, Fairhope AL
	TE Jim Bryars, Grace Community, Mobile AL
Youth Subcommittee –	Chris Holland, Eastern Shore, Fairhope AL
	Phoebe Pritchett, Eastern Shore, Fairhope AL
Host Committee Chair –	TE Mack Griffith, Retired Chaplain, Fairhope AL
Host Committee Chair Assistant –	RE Jim Richardson, Westminster, Ft. Walton Beach FL

Absent:

Special Needs/ Housing –	RE Rick Skinner, Eastern Shore, Fairhope AL
Transportation –	RE David Cook, Grace Community, Mobile AL
Volunteer –	Deacon Chip Frost, Mcllwain, Pensacola FL
Women's Events –	Anne Collett, Eastern Shore, Fairhope, AL
	Peggy Poteet, Eastern Shore, Fairhope, AL
Women's Tours –	Elizabeth Cook, Grace Community, Mobile AL
Worship –	TE Rob Looper, Mcllwain, Pensacola FL

Sub-Committee Reports: The main purpose of the meeting was to give progress reports and budget needs. The primary goal was to have hosting plans ready for publication in the General Assembly (GA) Information Book. More intense work will begin after the first of the year. An Assessment (After Action) Report will need to be written after General Assembly concludes. Each sub-chairman was encouraged not to wait until after GA to start compiling details but to be recording pertinent information for the time period September 2015 till GA end. Information to report includes what was proposed, accomplished, what went well, what didn't, and the pros and cons of administrating the sub-committee.

Action Item: Each sub-committee is responsible for reviewing the GA Information Book draft for correctness. Review should be completed by Thursday of this week. Changes are to be passed through Chairman Griffith. All areas pertaining to Women events are to be funneled through Susan McCrary.

Communion: Pete Scarbrough, Chair. A floor plan is being developed showing seating, serving stations, and serving areas. He plans to serve up to 4,000 individuals and will be requesting the contribution of communion sets from the Gulf Coast Presbytery (GCP) churches. He estimates he will need the help of many elders to serve communion on Tuesday night.

Post Note: Pete estimates he will need as many as 84 servers and 24 table captains.

Family: Susan McCrary, Co-Chair and Arleen Blackstone, Co-Chair. Half this job is putting on GA, the other half is lessons learned on hosting GA. The women are praying for each sub-committee chairman.

Family Registration: Cheri Koch, Co-Chair, and Robyn Eldridge, Co-Chair. With Cheri's professional job making an event date change, she will now be able to work on site with Robyn Eldridge on family registration. An improvement has been made to the registration process whereby hand written entries can now be merged with the on-line registrations. Everything seems to be in place for a trial run in January 2016. Plans are to have two onsite registration/ terminal locations in the Convention Center. They are still trying to determine a family plan cost and transportation schedules.

Post Note: It was determined a trial run in January 2016 was not needed.

Finance: Milton Adams, Chair. He has initiated a procedure for reimbursement of vouchers. A budget for the Family Registration Sub-Committee and worker's uniform has been approved. Some outside gifts are expect to help offset the cost. Questions related to reimbursements will be referred to the Chairman who will consult with TE Bob Hornick, GPC Stated Clerk, for final resolution.

Nursery/ Children: Barksdale Pullen, Chair. He is planning for three nursery periods daily, am and pm. He will lead the events for the 1st-5th grades. Children are encouraged to bring their own food. Room specifics are needed. He also needs to know how insurance coverage will work, the names of workers for security screening, and tour group schedules for arranging child care. All workers will be paid and will come from Wildwood PC, Tallahassee, since Florida child care workers have background checks. He has not received a response from the Alabama authorities regarding background checks requirements. His prayer requests were for children safety, getting the right workers, and GA security.

Prayer: Joel Treick, Chair. Each sub-committee chairman was encouraged to send their prayer request to TE Treick for the monthly Prayer Letter. Reoccurring subjects are health and safety for each Host Committee member, unity in our work and coordination, and for the overall spiritual and physical success of General Assembly 2016.

Special Needs/ Housing: Rick Skinner, newly appointed chairman. It is anticipated that no more than fifteen requests will be received. Request should be made at GAHousing2016@gmail.com. Host accommodations are expected to be made with members of Christ PC, Eastern Shore PC, and Grace Community PC. Convention Center parking is expected to be \$5 per day.

Transportation: David Cook, Chair. He is getting prices and is compiling the needs of all sub-committees. Prayer was offered for his sister who was recently diagnosed with cancer.

Ushering: Ted Pool, Chair. Plans are to use volunteers from three nearby GCP churches with each church taking one service. Different colored program covers are planned for each service. Offering buckets will be located at preselected seats. Additional volunteers will be needed for the collection.

Women's Events: Anne Collett, Co-Chair, and Peggy Poteet, Co-Chair, although unable to be present, were recognized for their great effort and success on luncheon arrangements. Plans are to have guest Laura Story present a program for the ladies on Wednesday in the Ball Room of the host hotel. A table for her book signing will be set up outside the dining area after the luncheon. On Thursday, a luncheon and tour is planned at Bellingrath Gardens.

Women's Hospitality: Becky Bryars, Chair. Vicki White reports the ladies are having trouble negotiating approval with the host hotel to bring in outside drink and food for the hospitality room. Hospitality (Swag) bags are to be filled by the team.

Women's Tours: Elizabeth Cook, Chair. A list of the tours will be in the booklet.

Volunteer: Chip Frost, Chair. Churches have been contacted to provide a name of a member willing to serve as a Point of Contact (POC). Only ten of the twenty four churches have responded. He encouraged the others to respond. Pray for the appointment of a volunteer coordinator in each church and an adequate number of volunteers.

Worship: Michael Brock, Chair. RE Jim Wert, 2015 Moderator, will deliver the Tuesday evening service with GPC TE Rob Looper serving as service leader. TE Tim Keller, Redeemer PC, NYC, NY, has agreed to deliver the Wednesday evening sermon and GPC TE Jim Bryars will be service leader. TE Kevin DeYoung, University Reformed PC, East Lansing, MI, has agreed to deliver the Thursday evening sermon with GPC TE Michael Brock serving as service leader.

Christian musicians, Keith and Kristyn Getty, have agreed to a one evening performance. The stage size needs are undetermined. Some financial support is still required. Each GPC church will be asked to make a contribution. George Searcy, Director of Worship Arts at Eastern Shore PC, will be the point person for Worship Music in consultation with the Worship Committee.

Prayer was requested that we represent Christ well to the Mobile community, for bountiful offerings, and for George Searcy who recently had surgery for tumor on his kidney.

Youth: Chris Holland, Chair. Plans are to divide the youth into four groups and rotate them through four events – Prot Pantry, Repair Baldwin, Fundraiser, and Battleship Park. He plans to use GPC church vans and buses for transportation and have one supervisor per five youths. His desire is also to have at least three supervisors trained in first aid. A beach house is available to serve as a hub and safe place, and will be staffed by RYM students. He is projecting 80 youths will register for the activities. There may be a need to hire additional Life Guards for beach activities. All events will leave from the convention center. A request was made to add Phoebe Pritchett to the organization chart as co-chair.

Prayer was requested for participants' safety and a meaningful outreach.

Action Item: TE Griffith will contact Sherry Eschenberg, AC Committee, about getting a room in the Convention Center for our people to use for personal items and meal/ food / drink related needs.

Next Meeting and Closing: Chairman Griffith thanked everyone for their work and effort. The next meeting will be held 1 February 2016 at 1 PM at Pinewoods PC, Cantonment, FL. The meeting was closed in pray by TE Jim Bryars at about 3:30 PM.

Thanks to Arleen Blackstone for her contribution to the minutes.

JAMES C. RICHARDSON
Acting Recorder

**Minutes of the
General Assembly (GA) Host Committee
Pinewood Presbyterian Church, Cantonment, FL
1 February 2016**

Opening Prayer: Joel Treick

Attendance:

Present:

Communion –	RE Pete Scarborough, Eastern Shore, Fairhope AL
Families –	Susan McCrary, Eastern Shore, Fairhope AL
	Arleen Blackstone, Westminster, Ft. Walton Beach FL
Family Registration –	Cheri Koch, Westminster, Ft. Walton Beach FL
	Robyn Eldridge, Westminster, Ft. Walton Beach FL
Finance –	RE Milton Adams, First Pres., Atmore AL
Nursery/ Children –	TE Barksdale Pullen, Wildwood, Tallahassee FL
Prayer –	TE Joel Treick, Pinewoods, Cantonment, FL
Transportation –	RE David Cook, Grace Community, Mobile AL
Ushering –	Deacon Ted Pool, McIlwain, Pensacola FL
Volunteer –	Deacon Chip Frost, McIlwain, Pensacola FL
Women's Events –	Anne Collett, Eastern Shore, Fairhope, AL
	Peggy Poteet, Eastern Shore, Fairhope, AL
Women's Hospitality –	Becky Bryars, Grace Community, Mobile AL
Women's Tours –	Elizabeth Cook, Grace Community, Mobile AL
Worship –	TE Rob Looper, McIlwain, Pensacola FL (via internet)
	TE Jim Bryars, Grace Community, Mobile AL
Youth Subcommittee –	Chris Holland, Eastern Shore, Fairhope AL
	Phoebe Pritchett, Eastern Shore, Fairhope AL
Host Committee Chair –	TE Mack Griffith, Retired Chaplain, Fairhope AL
Host Committee Chair Assistant –	RE Jim Richardson, Westminster, Ft. Walton Beach FL

Absent:

Special Needs/ Housing –	RE Rick Skinner, Eastern Shore, Fairhope AL
Worship –	TE Michael Brock, Eastern Shore, Fairhope AL

Visitor	Samuel Armstrong, Pinewoods, Cantonment, FL
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Chair Comments: The main purpose of the meeting was to maintain good communications, inform everyone on the progress and status of the Hosting Committee and present budget needs. Mack expressed appreciation for the work everyone is doing and reminded all there only 147 days left until General assembly. Everyone met the action item of reviewing the draft General Assembly (GA) Information Book for correction and accuracy. A copy of the first issue was passed around for all to see. Mack stated that GA and the hosting of GA has a lot of "moving parts" and encouraged everyone not to let the work or actions stress you out but try to maintain a balanced prospective and a supportive attitude. He then addressed the general make-up, activities, and procedures of a GA and cautioned of the possibility of a lot of disagreement on business issues. Reimbursement forms were passed out and Mack commented on maintaining cash flow and asked for help in managing demands. He reminded the Host Chairmen to be mindful of their volunteers as they plan and project needs and expense. Prayer

was requested for the overall workings of GA, denomination unity, and for the sensitive civil rights debate issue.

Care & Feeding of Host Personnel: Mack stated that a host room has been arranged through the Administrative Committee (AC) for workers to leave personal items and may have water bottles and light snacks. For meals, consideration is that gift cards for Chick-Fil-A and Jimmy John's will be made available. Both places have agreed to remain open the nights of Wednesday and Thursday.

Minutes: M/S/A the 30 November 2015 minutes as corrected.

Sub-Committee Reports

Communion: Pete Scarborough, Chair. He plans to serve up to 4,000 individuals and will be requesting the contribution of communion sets from the Gulf Coast Presbytery (GCP) churches. He estimates the need for as many as 84 servers and 24 table captains to serve communion on Tuesday night. Pete will contact churches to secure the needed servers and captains. A floor plan needs to be developed showing seating, serving stations, and serving areas. He and Mack will discuss this off-line.

Family: Susan McCrary & Arleen Blackstone, Co-Chairs. All efforts are moving along splendidly. The women are praying for each sub-committee chairman.

Family Registration: Cheri Koch & and Robyn Eldridge, Co-Chairs. In an effort to promote attendance, Karen Hodge, PCA Women's Ministry Coordinator, will place a registration form on her newsletter page. Cheri will email a notification to register to the Elder wives who attended GA last year, encouraging them to register early. A 3% credit card fee will be added for those paying with a credit card. Checks are being sent to Westminster PC, FWB.

Finance: Milton Adams, Chair. Milton requested that all churches start sending GA support contributions now to help build the GA fund. If churches have not started contributing toward the fund, he requested they institute some plan. The Presbytery will receive proceeds from registration and offerings. Milton also requested projections on bus and hotel costs. For billing actions, it was suggested that some businesses will allow direct pay (payment after services) in lieu of upfront payments. Deposits have been made toward funding the Gettys and ladies' activities. The approved reimbursement form should be used for compensation. For questionable compensations, reimbursements will be referred to the Chairman who will consult with TE Bob Hornick, GPC Stated Clerk, for final resolution.

Nursery/ Children: Barksdale Pullen, Chair. For the birth through preschool, he is planning for three nursery periods daily, am and pm. They will be led by Bo Pullen and staffing will be secured through Care.com if enough Presbytery volunteers are not forthcoming. Originally, children were encouraged to bring their own food but Barksdale has run into an issue with the hotel over this.

He will lead the events for the 1st-5th grades. His six staff members are:

Anna Davey	Eastern Shore
Bethany Griffith	Oak Mountain
Anslie Jackson	Wildwood
Chelsea Knight	Wildwood
Melanie Knight	Wildwood
Beth Lambert	Wildwood

The VBS teaching theme will be "Splish-Splash Bible Bash" with the following lesson plans:

Monday	H2O Woe - Jesus Calms the Storm
Tuesday	Ready to Serve - Jesus Washes the Disciples' Feet
Wednesday	The Great Catch - Fishers of Men

The planned trips are:

Monday	Gulf Coast Exploreum & IMAX Theater
Tuesday	USS Alabama
Wednesday	Gulf Quest Museum Tour
Thursday	Dauphin Island Sea Lab

All workers will be paid and will have Florida background checks. His prayer requests were for children's safety, getting the right workers, and GA security.

Prayer: Joel Treick, Chair. Each sub-committee chairman was encouraged to send their prayer requests to TE Treick for the monthly Prayer Letter. Recurring subjects are health and safety for each Host Committee member, unity in our work and coordination, and for the overall spiritual and physical success of General Assembly 2016.

Special Needs/ Housing: Rick Skinner, Chair. Mack Griffith reported for Rick. Rick is recruiting housing with members of Christ PC, Eastern Shore PC, and Grace Community PC. It is anticipated that no more than fifteen requests will be needed. Requests should be made at GAHousing2016@gmail.com. Convention Center parking is expected to be \$5 per day. Thus far, requests from at least three locations have been received.

Transportation: David Cook, Chair. He has requested five busses to cover all the daily needs. A deposit of \$100 per bus will be required.

Ushering: Ted Pool, Chair. Plans are to use 12 volunteers per night from three different churches. Different colored program covers are planned for each service. Offering buckets will be located at preselected seats. Additional volunteers will be needed for the collection. Ushering duties are as follows:

Tuesday Service	Eastern Shore
Wednesday Service	McIlwain
Thursday Service	Christ

Women's Events: Anne Collett & Peggy Poteet, Co-Chairs.

Prayer Times: Monday, 3-4 pm Host Hotel, and Tuesday, 9-10 am Convention Center (MCC)

Wednesday Luncheon: Luncheon will be held in the Ball Room of the host hotel. Laura Story will be the guest speaker; extra sound equipment will be needed; the menu has been set and will cost \$30 per person or \$10 per person for program only. They are planning for 300-350 ladies. A table for her book signing will be set up outside the dining area after the luncheon.

Women of International Impact: Wednesday seminar with Kathy Stair, 1:30-4 pm, MCC

Children's Ministry Training: Thursday sem. w/ Sue Jakes & Bethany Griffith 9:15-10:15 am, MCC

Women's Hospitality: Becky Bryars, Chair. The host hotel still refuses to let the ladies bring outside drink and food into the hospitality room. The plan is to fill each Hospitality Bag with a water bottle & a packaged treat and hand out the bags at registration. Becky reported that Fallen Gleason was working on women's event decorations and cutting costs. Decision on assembly hall decorations is pending.

Women's Tours: Elizabeth Cook, Chair. A minimum of 35 individuals is required for each tour.

Fairhope Shopping Trip: Monday, 10:30 am – 3:30 pm, \$12/ person.

Gulf Quest Maritime Museum: Tuesday, 9 am or 10:30 am walking tour, \$14/ person, \$12/ Seniors

Bragg-Mitchell Mansion Tea Tour: Tuesday, 1:30 – 4 pm, \$28/ person

Historic Mobile Tour: Wednesday, 1:30 – 4:30 pm, \$39/ person

Bellingrath Gardens: A historic tour of the grounds and home is planned for Thursday. Plans have been made for 125 ladies with a cost of \$44 per person. The cost will include transportation, a box lunch, and admission to the grounds and home. The theme verse is Proverb 11:25.

Volunteer: Chip Frost, Chair. Churches have been contacted to provide a name of a member willing to serve as a Point of Contact (POC). Only a few have responded. He encouraged the others to respond. He can be contacted at chipfrost@hotmail.com. McIlwain Church will be hosting the Pensacola Theological Institute, starting June 24, and their volunteers have asked to be excused toward the end of the week. The need is as follows:

Jun 18	Moving-in crew, 9 AM start at Convention Center
	Point man Ben Nelson, Grace, Mobile
	Need 10+ helpers to unload media center.
	Commissioner's Tote Bag, 10 AM South Exhibition Hall
	Point Man TBD
	Need 15+ helpers to stuffing tote bags
Jun 19	Move-in continuation, 4 PM start at Convention Center
	Point man Ben Nelson, Grace, Mobile
	Need TBD, general support
Jun 20-24	Ask Me People, shifts, daily opening to closing at Convention Center
	Point man Chip Frost, McIlwain, Pensacola
	Need 50-70 helpers. Must know Mobile area.
	Ask Me People Action Item: Mack, Chip, Susan (Cheri?) to discuss this offline.
	On Call TBD, throughout week
	Point man Chip Frost, McIlwain, Pensacola
	Need TBD, general support
June 24	Move-out crew, 9 AM start at Convention Center
	Point Man
	Need

Pray for the appointment of a volunteer coordinator in each church and an adequate number of volunteers.

Mack Griffith stated that Presbyterian and Reformed Commission on Chaplains (PRCC) and Military Personnel will be meeting with him at GA. Some may volunteer to help. [Note: PRCC endorses chaplains from the Associate Reformed Presbyterian Church (ARPC), the Korean American Presbyterian Church (KAPC), the Korean Presbyterian Church in America – Koshin (KPCA), the Orthodox Presbyterian Church (OPC), the PCA, the Reformed Presbyterian Church of North America (RPCNA), and the United Reformed Churches in North America (URCNA)]. All the denominations are asked to send their Chaplains and some scholarships will be available for their wives.

Worship: Michael Brock, Chair. The Committee is working through the order of worship with the assistance of George Searcy, Music Director, Eastern Shore, Fairhope AL. Kevin DeYoung had to withdraw as Thursday night speaker because of family responsibilities, projected birth of a child. His replacement is being sought. A Communion leader has not been selected. It was reiterated that this GA was to be a time of refreshment for all attendees. The prayer request was for the worship services to bring clarity and refreshment.

The Gettys have confirmed their commitment and have requested an hour long pre-service concert with a supported Presbytery Choir of 50 individuals. They plan to present a wide variety of Christian music. Their requests are being worked. Some financial support is still required.

The Worship Schedule currently stands as:

Tuesday:	Music/ Preservice & Worship	George Searcy
	Speaker	Jim Wert, 2015 GA Moderator
	Communion	TBD
Wednesday:	Concert	Getty's Band w/ Presbytery Choir
	Speaker	Tim Keller, Redeemer PC, NYC, NY
	Worship Music	George Searcy
Thursday:	Music/ Preservice & Worship	George Searcy
	Speaker	TBD

Prayer is requested for a Thursday night speaker, that all the services will be well attended, for the music and messages to influence hearts, for wisdom and understanding on business issues, for friends to be reconnected, and for all to be refreshed physically and spiritually.

Youth: Chris Holland & Phoebe Pritchett, Co-Chairs. Chris is planning for a max of 150 youth to register. They will be divided into four groups and will rotate them through the following events with lunch provided in the event cost:

Prodissee Pantry	A mission food pantry in Spanish Fort, AL
Repair Baldwin	A mission to assist families w/ home projects
Fundraiser	Car wash
Rotary Youth Club	A mission to develop skills in productivity, responsibility, & caring.

Recreational activities are:

Gulf Shores Beach	RYM beach house and staff (M-W afternoons)
Battleship Park	Tour USS Alabama and field games (Thursday)

These events are designed to give the youth a meaningful experience in cross-culture ministry. Team leaders and chaperones are:

Samuel Armstrong	Food Coordinator
Jonathan Frost	Mcllwain
Evan Gartmen	First Baptist, Moss Point, MS
Pace Holdbrooks	Redeemer
Chris Holland	Eastern Shore
Chris Inman	Grace Community
Phoebe Pritchett	Eastern Shore

He plans to use GCP church vans and busses for transportation and have one supervisor per five youths. His desire is also to have at least three supervisors trained in first aid. He is projecting 80 youths will register for the activities. There may be a need to hire addition Life Guards for beach activities. All events will leave from and return to the convention center. Prayer was requested for participants' safety and a meaningful outreach.

Next Meeting and Closing: Chairman Griffith thanked everyone for their work and effort. The next meeting will be held 21 March 2016 at 1 PM at Pinewoods PC, Cantonment, FL. Mrs. Sherry Eschenberg, PCA AC, is expected to attend. The meeting was closed in pray by Chris Holland, Susan McCrary, Barksdale Pullen, and Pete Scarborough at about 3:30 PM.

Thanks to Arleen Blackstone and Robyn Eldridge for their contributions to the minutes.

JAMES C. RICHARDSON
Acting Recorder

**Minutes of the
General Assembly (GA) Host Committee
Pinewood Presbyterian Church, Cantonment, FL
21 March 2016**

Opening Prayer: Bob Hornick

Attendance:

Present:

Communion –	RE Pete Scarborough, Eastern Shore, Fairhope AL
Families –	Susan McCrary, Eastern Shore, Fairhope AL
	Arleen Blackstone, Westminster, Ft. Walton Beach FL
Family Registration –	Cheri Koch, Westminster, Ft. Walton Beach FL
Finance –	RE Milton Adams, First Pres., Atmore AL
Nursery/ Children –	TE Barksdale Pullen, Wildwood, Tallahassee FL
Prayer –	TE Joel Treick, Pinewoods, Cantonment, FL
Volunteer –	DE Chip Frost, McIlwain, Pensacola FL
Women's Events –	Anne Collett, Eastern Shore, Fairhope, AL
	Peggy Poteet, Eastern Shore, Fairhope, AL
Worship –	TE Rob Looper, McIlwain, Pensacola FL
	TE Michael Brock, Eastern Shore, Fairhope AL
Host Committee Chair –	TE Mack Griffith, Retired Chaplain, Fairhope AL
Host Committee Chair Assistant –	RE Jim Richardson, Westminster, Ft. Walton Beach FL

Absent:

Family Registration –	Robyn Eldridge, Westminster, Ft. Walton Beach FL
Special Needs/ Housing –	RE Rick Skinner, Eastern Shore, Fairhope AL
Transportation –	RE David Cook, Grace Community, Mobile AL
Ushering –	DE Ted Pool, McIlwain, Pensacola FL
Women's Hospitality –	Becky Bryars, Grace Community, Mobile AL
Women's Tours –	Elizabeth Cook, Grace Community, Mobile AL
Worship –	TE Jim Bryars, Grace Community, Mobile AL
Youth Subcommittee –	Chris Holland, Eastern Shore, Fairhope AL
	Phoebe Pritchett, Eastern Shore, Fairhope AL

Visitors	Sherry Eschenberg, PCA Administrative Committee
	RE John Robertson, PCA Administrative Committee
	TE Bob Hornick, Gulf Coast Presbytery Stated Clerk
	Chris Griffith, Fairhope, AL
	Julie Costas, Wildwood, Tallahassee FL

Chair Comments: Mack opened with general comments and introductions. He recognized our visitors from the PCA Administrative Committee and our Presbytery Stated Clerk. He mentioned the various church courts and noted that overtures could originate at any level. Also mentioned were exit reports which are due two weeks after General Assembly. Please be considering what you did, what worked, and what will be helpful for next year's Host Committee. Special Prayer was given for David Cook who had an appointment with an oncologist.

PCA Administrative Comments: John Robertson was introduced and he expressed gratitude for the work our Host Committee was doing. Building on Mack's comment related to overtures, he mentioned that they expected an overture from last year, related to race reconciliation, would command tremendous attention in time and business. It deals with how to act on heart attitude changes the 60's civil rights issues brought. Based on early responses, they are expecting 30-40 new overtures this year in relation to last year's overture. Other known business items will be the presentation of a logo for the PCA, and the Supreme Court's decision on same sex marriage, and how churches can protect themselves. The Administrative Committee is expecting a very large attendance this year. Joel Treick then led in prayer for the mentioned issues, the workings of the assembly as a whole, for unity of the body, and for infusion of inspirational work.

Sherry Eschenberg stated the electronic voting process would be in place. Exhibitors and large deliveries will have to be scheduled because of the limited dock space at the convention center. She said a variety of "Ask Me Aprons" were available through the Tote Bag company. They come in lots of 72 to 100 depending upon the style. They are still working on a stage layout that will accommodate the Getty's needs, the choir, and GA business. A professional piano tuner from Panama City has volunteered to do the piano tuning duties for GA. First aid information will be in the Commissioners Handbook.

Minutes: The minutes were discussed, changes were made, but approval was left for next meeting.

Care & Feeding of Host Personnel: Security will be present 24/7 during the GA. A small office size room, near the registration table, has been obtained for host workers to secure personal items. Mack is still working on getting gift cards through Chick-Fil-A and Jimmy John's for the workers. Both places have agreed to remain open the nights of Wednesday and Thursday. In the event of a hurricane threat, we will follow the City of Mobile plan for safety. Motorola radios have been ordered for improving hosting communications. They will be available for signing out at the registration table area.

Sub-Committee Reports

Communion: Pete Scarborough, Chair. Plans are to serve up to 4,000 individuals and plans to use the communion sets from the Gulf Coast Presbytery (GCP) churches. He will order the communion elements and contact the churches that have not responded. He estimates the need for as many as 84 servers and 24 table captains to serve communion on Tuesday night. Pete will contact churches to secure the needed servers and captains. Another floor plan needs to be developed showing seating, serving stations, and serving areas. A concern is that we will have less seating capability this year than last. A contingency plan will be needed for overflow.

Family: Susan McCrary & Arleen Blackstone, Co-Chairs. Susan felt registration was moving slowly but that all the women events were progressing smoothly. She also stated that host women would have to wait until the day of an event to register and it also depended upon space available. Volunteer help has been great and that is an item for praise.

Family Registration: Cheri Koch & Robyn Eldridge, Co-Chairs. Cheri reported that registration was moving slowly and will run through 31 May. After that ladies will have to register onsite. Volunteer and Chaplain's wives registration forms have been finished. Sherry Eschenberg sends email when a Commissioner registers.

Finance: Milton Adams, Chair. Milton stated the GA Host Fund was still in the black. Deposits have been made for the busses, box lunches for Bellingrath, beach house, and the Getty's Band. About \$1,300 remains on the Getty commitment. He mentioned that additional funding will be forthcoming through the evening collections, the Conference Centers enticement, and the Presbytery loan. Still forthcoming could be additional GCP church support contributions. Susan requested that in our report to future Host Committees, the accounting sheets specify item, expense, and other pertinent information.

Nursery/ Children: Barksdale Pullen, Chair. Barksdale is still looking for volunteers to help. Presbytery response has been sporadic and only for part time. An ad will be placed on Care.com for help. The host hotel has not responded to his food request. Program events have not changed. Bo Pullen will lead the birth through preschool events with planning for three nursery periods daily, am and pm.

Barksdale will lead the events for the 1st-5th grades. His six staff members are:

Anna Davey	Eastern Shore
Bethany Griffith	Oak Mountain
Anslie Jackson	Wildwood
Chelsea Knight	Wildwood
Melanie Knight	Wildwood
Beth Lambert	Wildwood

The VBS teaching theme will be "Splish-Splash Bible Bash" with the following lesson plans:

Monday	H2O Woe - Jesus Calms the Storm
Tuesday	Ready to Serve - Jesus Washes the Disciples' Feet
Wednesday	The Great Catch - Fishers of Men

The planned trips are:

Monday	Gulf Coast Exploreum & IMAX Theater
Tuesday	USS Alabama
Wednesday	Gulf Quest Museum Tour
Thursday	Dauphin Island Sea Lab

All workers will be paid and will have Florida background checks. His prayer requests were for children's safety, getting the right workers, and GA security.

Prayer: Joel Treick, Chair. The prayer request list will be updated so each sub-committee chairman should send their prayer requests to TE Treick. In addition, he would like to know of answered prayer. It was suggested the prayer request list be disseminated to all churches in GCP.

Special Needs/ Housing: Rick Skinner, Chair. Mack Griffith reported for Rick. There were no new updates on this matter. Rick is recruiting housing through members of Christ PC, Eastern Shore PC, and Grace Community PC. It is anticipated that no more than fifteen request for needs. Requests should be made at GAHousing2016@gmail.com. Convention Center parking is expected to be \$5 per day. Thus far, requests from at least three locations have been received.

Transportation: David Cook, Chair. Mack reported for David. There is nothing new to report. Five busses have been secured to cover all the daily needs. A \$500 deposit was required.

Ushering: Ted Pool, Chair. Plans are to use 16 volunteers per night from three different churches. Offering buckets will be supplied by the Administrative Committee. A room has been identified for ushers to use for planning and counting. Additional volunteers may be needed for the collection and securing process. Ushering duties are as follows:

Tuesday Service	Eastern Shore
Wednesday Service	Mcllwain
Thursday Service	Christ and Grace Community

Volunteer: Chip Frost, Chair. He needs a co-chair because he will be leading a mission trip to London, England in May. Churches have been contacted to provide a name of a member willing to serve as a Point of Contact (POC). Only a few have responded. He needs an addition 15 to 20 men or women. He can be contacted at chipfrost@hotmail.com. Mcllwain Church will be hosting the Pensacola Theological Institute, starting June 24, and their volunteers have asked to be excused toward the end of the week. The need is as follows:

Jun 18	Moving-in crew, 9 am start at Convention Center
	Point man Ben Nelson, Grace Community, Mobile
	Need 15+ helpers to unload media center.
Jun 18	Commissioner's Tote Bag, 10 am South Exhibition Hall
	Point Man Cissy Phillips & Evelyn Bilbo, Atmore, AL
	Need 30+ helpers to stuffing tote bags
Jun 19	Move-in continuation, 4 pm start at Convention Center
	Point man Ben Nelson, Grace Community, Mobile
	Need 15 for general support
Jun 20-24	Ask Me People, 3 hour daily shifts, opening to closing at Convention Center
	Point man Dick Buchanan, Christ Presbyterian, Mobile
	Need A local volunteer group will provide workers & restaurant list
Jun 20-24	On Site Volunteers, shifts, daily opening to closing at Convention Center
	Point man Chip Frost, Mcllwain, Pensacola
	Need 20 men & women for demand needs
June 24	Move-out crew, 9 am start at Convention Center
	Point Man Ben Nelson, Grace Community, Mobile
	Need 15+ general support

Pray for the appointment of a volunteer coordinator in each church, an adequate number of volunteers, a co-chair, and praise for the Lord's provisions.

Almost all of the needed volunteer support has been met. A local group, Mobile RSVP (Retired Senior Volunteer Program), have agreed to provide workers to answer questions related to places/ restaurants in the Mobile area. Their point of contact is Gayle Agley.

An Assembly program of all on-site events will be available. The AGA2016 app is in place and as soon as the seminars are finalized, the app can be sent to Google and Apple users, about 15 Apr.

Women's Events: Anne Collett & Peggy Poteet, Co-Chairs. Plans and events have not changed.

Prayer Times: Monday, 3-4 pm Host Hotel, and Tuesday, 9-10 am Convention Center (MCC)

Wednesday Luncheon: Luncheon will be held in the Ball Room of the host hotel. Laura Story will be the guest speaker; extra sound equipment will be needed; the menu has been set and will cost \$30 per person or \$10 per person for program only. They are planning for 300-350 ladies. A table for her book signing will be set up outside the dining area after the luncheon.

Women of International Impact: Wednesday seminar with Kathy Stair, 1:30-4 pm, MCC

Children's Ministry Training: Thursday sem. w/ Sue Jakes & Bethany Griffith 9:15-10:15 am, MCC

Women's Hospitality: Becky Bryars , Chair. Plans are moving ahead with the Hospitality (Swag) Bags. Cost of favors is still being worked and content will vary depending on the event. A Presbytery Cookbook is being worked. Decoration types and their locations are still being discussed. Door prizes are being solicited. Prayer was requested for worker Julian Costa.

Women's Tours: Elizabeth Cook, Chair. Susan reported the effort now was on developing briefings for the tour guides. Activities remain the same. A minimum of 35 individuals is required for each tour.

Fairhope Shopping Trip: Monday, 10:30 am – 3:30 pm, \$12/ person.

Gulf Quest Maritime Museum: Tuesday, 9 am or 10:30 am walking tour, \$14/ person, \$12/ Seniors

Bragg-Mitchell Mansion Tea Tour: Tuesday, 1:30 – 4 pm, \$28/ person

Historic Mobile Tour: Wednesday, 1:30 – 4:30 pm, \$39/ person

Bellingrath Gardens: A historic tour of the grounds and home is planned for Thursday. Plans have been made for 125 ladies with a cost of \$44 per person. The cost will include transportation, a box lunch, and admission to the grounds and home. The theme verse is Proverb 11:25.

Worship: Michael Brock, Chair. The Committee finalized the order of worship and George Searcy, Music Director, Eastern Shore, Fairhope AL will be in charge of preservice & service music selections. Pastor Robert S. Hornick, GPC Stated Clerk and PCA Administrative Committee employee, has agreed to serve as Communion leader. Thurman Williams, Assistant Pastor, Grace & Peace Fellowship, St. Louis, MO, has agreed to be the Thursday night speaker. Donny Monk, McIlwain, will be in charge of the Presbytery Choir. Those wishing to be a part of the choir should contact him. The Bay County Christian Youth Choir, Panama City will present preservice music Thursday evening. There remains a \$1,300 deficit in the Getty's financial support. A graphics artist has been secured to design the worship bulletin. All three worship events will be in one program. The pulpit will come from Westminster PC, FWB.

The Worship Schedule currently stands as:

Tuesday:	Music/ Preservice & Worship	George Searcy
	Speaker	Jim Wert, 2015 GA Moderator
	Communion	Bob Hornick, GPC Stated Clerk
Wednesday:	Concert	Getty's Band w/ Presbytery Choir
	Speaker	Tim Keller, Redeemer PC, NYC, NY
	Worship Music	George Searcy & Presbytery Choir
Thursday:	Concert	Bay County Christian Youth Choir
	Speaker	Thurman Williams, Grace & Peace Fellowship
	Worship Music	George Searcy

Youth: Chris Holland & Phoebe Pritchett, Co-Chairs. Mack reported the plans have not changed and that Ridge Haven will be hosting a youth camp at the same time. Chris is planning for a max of 150 youths to register. They will be divided into four groups and will rotate them throughout the following events with lunch provided in the event cost:

Prodissee Pantry	A mission food pantry in Spanish Fort, AL
Repair Baldwin	A mission to assist families w/ home projects
Fundraiser	Car wash
Rotary Youth Club	A mission to develop skills in productivity, responsibility, & caring.

Recreational activities are:

Gulf Shores Beach	RYM beach house and staff (M-W afternoons)
Battleship Park	Tour USS Alabama and field games (Thursday)

These events are designed to give the youth a meaningful experience in cross-culture ministry. Team leaders and chaperones are:

Samuel Armstrong	Food Coordinator
Jonathan Frost	Mcllwain
Evan Gartmen	First Baptist, Moss Point, MS
Pace Holdbrooks	Redeemer
Chris Holland	Eastern Shore
Chris Inman	Grace Community
Phoebe Pritchett	Eastern Shore

He plans to use GCP church vans and busses for transportation and have one supervisor per five youths. His desire is also to have at least three supervisors trained in first aid. He is projecting 80 youths will register for the activities. There may be a need to hire addition Life Guards for beach activities. All events will leave from and return to the convention center. Prayer was requested for participants' safety and a meaningful outreach.

Next Meeting and Closing: Chairman Griffith thanked everyone for their work and effort. The next meeting will be 25 April 2016 at 1 PM at Pinewoods PC, Cantonment, FL. The meeting was closed in a season of prayer at about 3:30 PM.

Thanks to Cheri Koch for her contributions to the minutes.

JAMES C. RICHARDSON
Acting Recorder

**Minutes of the
General Assembly (GA) Host Committee
Pinewood Presbyterian Church, Cantonment, FL
25 April 2016**

Opening Prayer: Michael Brock

Attendance:

Present:	
Communion –	RE Pete Scarborough, Eastern Shore, Fairhope AL
Families –	Susan McCrary, Eastern Shore, Fairhope AL
	Arleen Blackstone, Westminster, Ft. Walton Beach FL
Family Registration –	Cheri Koch, Westminster, Ft. Walton Beach FL
Finance –	RE Milton Adams, First Pres., Atmore AL
Volunteer –	DE Chip Frost, McIlwain, Pensacola FL
Women's Events –	Anne Collett, Eastern Shore, Fairhope, AL
	Peggy Poteet, Eastern Shore, Fairhope, AL
Worship –	TE Michael Brock, Eastern Shore, Fairhope AL
Host Committee Chair –	TE Mack Griffith, Retired Chaplain, Fairhope AL
Host Committee Chair Assistant –	RE Jim Richardson, Westminster, Ft. Walton Beach FL

Absent:	
Family Registration –	Robyn Eldridge, Westminster, Ft. Walton Beach FL
Nursery/ Children –	TE Barksdale Pullen, Wildwood, Tallahassee FL
Prayer –	TE Joel Treick, Pinewoods, Cantonment, FL
Special Needs/ Housing –	RE Rick Skinner, Eastern Shore, Fairhope AL
Transportation –	RE David Cook, Grace Community, Mobile AL
Ushering –	DE Ted Poole, McIlwain, Pensacola FL
Women's Hospitality –	Becky Bryars, Grace Community, Mobile AL
Women's Tours –	Elizabeth Cook, Grace Community, Mobile AL
Worship –	TE Rob Looper, McIlwain, Pensacola FL
	TE Jim Bryars, Grace Community, Mobile AL
Youth Subcommittee –	Chris Holland, Eastern Shore, Fairhope AL
	Phoebe Pritchett, Eastern Shore, Fairhope AL

Chair Comments: Mack opened by informing all of the death of Susan McCrary's mother and an email prayer request from RE Scotty Smith. Again, he encouraged everyone to start making plans now for completing the after actions (exit) reports due two weeks after General Assembly. Mack stated that he had made a Chair decision to replace the Ladies Bragg-Mitchell Mansion Tea Tour with another venue. It seems the tour caused consternation of racial tones among a small element in the PCA. In an effort to maintain peace and unity within the PCA, he asked Elizabeth Cook, Women's Tour Chair, to find another venue. He also thanked Cheri Koch, Family Registration Co-Chair, for making the necessary registration changes. The change has produced an extremely large work load for her. Through this and all the other changes that have been made, Mack said he sees the Lord's hand at work, guiding us to a better General Assembly.

Minutes: The minutes of 1 February 2016 and 21 March 2016 were approved as corrected.

Care & Feeding of Host Personnel: The status remains unchanged. Security will be present 24/7 during the GA. A small office size room, near the registration table, has been obtained for host workers to secure personal items. Mack is still working on getting gift cards through Chick-Fil-A and Jimmy John's for the workers. Both places have agreed to remain open the nights of Wednesday and Thursday. In the event of a hurricane threat, we will follow the City of Mobile plan for safety. Motorola radios have been ordered for improving hosting communications. They will be available for signing out at the registration table area.

Sub-Committee Reports

Communion: Pete Scarborough, Chair. Plans are to serve up to 4,000 individuals and plans to use the communion sets from the Gulf Coast Presbytery (GCP) churches. He estimates the need for as many as 72 servers and 14 table captains to serve communion on Tuesday night. Pete will contact churches to secure the needed servers and captains. He is still developing a floor plan showing seating, serving stations, and serving areas. A concern is that we will have less seating capability this year than last. A contingency plan will be needed for overflow.

Family: Susan McCrary & Arleen Blackstone, Co-Chairs. Susan reported the contact person of the host hotel had left and that she would need to verify with the new contact that prior agreements are still in place. The hotel has agreed to put a piano on a riser so Lara Story would be more visible to the audience. Nathan Witter, a Pensacola piano tuner, has volunteered to provide services as needed. A concern was how outstanding reimbursements would be handled in a timely manner.

Host women will have to wait until the day of an event to register, provided space is available. Susan mentioned the recent surgery of a volunteer, Julie Costas. Volunteer help has been great and that is an item for praise. Susan requested that all the ladies have their exit reports in by 16 July 2016.

All host volunteers will have to be badged as a matter of security. Cheri Koch will make badges for the volunteers. Susan wants to get the name and email address of every participant so a thank you note can be sent after GA. A concern was security for events in the host hotel. Security has been addressed for the Convention Center but not for the hotel.

Family Registration: Cheri Koch & Robyn Eldridge, Co-Chairs. Cheri reported that registration will run through 31 May with a June 5 internal cut-off date for US Postal mail submissions. After the 31st, ladies will have to register onsite. She has contacted all who have registered for the original Tea Tour, informing them of the change to the Heritage Trail, and asking if they would like to participate in the change. Most have declined. Volunteers and Chaplain's wives registration forms are completed. Sherry Eschenberg sends email when a Commissioner registers.

Finance: Milton Adams, Chair. Milton stated the GA Host Fund was still in the black but is expecting a flood of bills for payment. He and Mack will work to make turnaround on claims for reimbursement as quickly as possible. At this stage of the game, if a situation arises where payment is demanded before a claim can be made, it was recommended to pay the bill and submit the bill later. Mack and Milton will talk off line on other possible measures. Milton needs to check with the bank on making night deposits and the security of such.

Funding will be forthcoming through the evening collections, the Conference Centers enticement, the Presbytery loan, and additional GCP church contributions. Susan requested that in our report to future Host Committees, the accounting sheets specify item, expense, and other pertinent information.

Nursery/ Children: Barksdale Pullen, Chair. It was reported that Barksdale has to let the host hotel provide food for the nursery children. They want to charge on a per child basis and not provide a platter style meal. This method costs more and makes it harder to determine how many meals to order. The second problem is related in that meal time falls between two nursery periods. Because some of the women's events overlap time wise with nursery periods, a concern is that children in the first period, and not signed up for lunch, will be picked up late and children in the second period will be dropped off early, not having registered for lunch. The consensus was that we would have to go with per child pricing and try to closely manage registration for the two sessions.

Program events have not changed. Bo Pullen will lead the birth through preschool events with planning for three nursery periods daily, morning and afternoon. Barksdale is still looking for volunteers to help. Presbytery response has been sporadic and only for part time.

Barksdale will lead the events for the 1st-5th grades. His six staff members are:

Anna Davey	Eastern Shore
Bethany Griffith	Oak Mountain
Anslie Jackson	Wildwood
Chelsea Knight	Wildwood
Melanie Knight	Wildwood
Beth Lambert	Wildwood

The VBS teaching theme will be "Splish-Splash Bible Bash" with the following lesson plans:

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The planned trips are:

Monday	Gulf Coast Exploreum & IMAX Theater
Tuesday	USS Alabama
Wednesday	Gulf Quest Museum Tour
Thursday	Dauphin Island Sea Lab

All workers will be paid and will have Florida background checks. His prayer requests were for children's safety, getting the right workers, and GA security.

Prayer: Joel Treick, Chair. No report. The prayer request list will be updated as sub-committee chairs send their prayer requests to Joel. Please include answers to prayer requests and praise items. It was suggested the prayer request list be disseminated to all churches in GCP.

Special Needs/ Housing: Rick Skinner, Chair. Mack Griffith reported the status is unchanged. A request was received, from someone with health problems, needing rest during the day. A potential need for housing was presented on behalf of the Inter Church Relations Committee for Fraternal Delegates. Mack said we would help if called upon.

Rick is recruiting housing through members of Christ PC, Eastern Shore PC, and Grace Community PC. It is anticipated there will be no more than fifteen requests for housing. Requests should be made at GAHousing2016@gmail.com. Convention Center parking is expected to be \$5 per day. Thus far, requests from at least three locations have been received.

Transportation: David Cook, Chair. Mack reported that adjustments were being made as needed. Five busses have been secured to cover all the daily needs. A \$500 deposit was made. David has received an optimistic report from his Oncologist.

Ushering: Ted Poole, Chair. The status is unchanged. Plans are to use 16 volunteers per night from three different churches. Offering buckets will be supplied by the Administrative Committee. A room has been identified for ushers to use for planning and counting. Additional volunteers may be needed for the collection and securing process. Ushering duties are as follows:

Tuesday Service	Eastern Shore
Wednesday Service	Mcllwain
Thursday Service	Christ and Grace Community

Volunteer: Chip Frost, Chair. He still needs a co-chair because he will be leading a mission trip to London, England in May. Churches have been contacted to provide a name of a member willing to serve as a Point of Contact (POC). Only a few have responded. He still needs an addition 15 to 20 men or women for the On Site Volunteer work. He can be contacted at chipfrost@hotmail.com. Mcllwain Church will be hosting the Pensacola Theological Institute, starting June 24, and their volunteers have asked to be excused toward the end of the week. The need is as follows:

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	Point man RE Dick Buchanan, Christ Presbyterian, Mobile
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An Assembly program of all on-site events will be available. The AGA2016 app is in place and as soon as the seminars are finalized, the app can be sent to Google and Apple users, about 15 Apr.

Women's Events: Anne Collett & Peggy Poteet, Co-Chairs. Plans and events have not changed.

Prayer Times: Monday, 3-4 pm Host Hotel, and Tuesday, 9-10 am Convention Center (MCC)

Wednesday Luncheon: Luncheon will be held in the Ball Room of the host hotel. Laura Story will be the guest speaker; extra sound equipment will be needed; the menu has been set and will cost \$30 per person or \$10 per person for program only. They are planning for 300-350 ladies. A table for her book signing will be set up outside the dining area after the luncheon.

Women of International Impact: Wednesday seminar with Kathy Stair, 1:30-4 pm, MCC

Children's Ministry Training: Thursday sem. w/ Sue Jakes & Bethany Griffith 9:15-10:15 am, MCC

Women's Hospitality: Becky Bryars , Chair. No report. Plans are moving ahead with the Hospitality (Swag) Bags. Cost of favors is still being worked and content will vary depending on the event. A Presbytery Cookbook is being compiled. Decoration types and their locations are still being discussed. Door prizes are being solicited.

Women's Tours: Elizabeth Cook, Chair. Susan reported the Heritage Trail replaces the Bragg-Mitchell Mansion Tea Tour. The Heritage Tour traces black history from slave ships to Martin Luther King and the Oakley House. The Dogwood Trail Maids, Southern Bell Dress, will become part of the Bellingrath Gardens Tour. Other activities remain the same. A minimum of 35 individuals is required for each tour.

Fairhope Shopping Trip: Monday, 10:30 am – 3:30 pm, \$12/ person.

Gulf Quest Maritime Museum: Tuesday, 9 am or 10:30 am walking tour, \$14/ person, \$12/ Seniors

Heritage Tour: Tuesday, 1:30 – 4 pm, \$28/ person

Historic Mobile Tour: Wednesday, 1:30 – 4:30 pm, \$39/ person

Bellingrath Gardens: A historic tour of the grounds and home is planned for Thursday. Plans have been made for 125 ladies with a cost of \$44 per person. The cost will include transportation, a box lunch, and admission to the grounds and home. The theme verse is Proverb 11:25.

Worship: Michael Brock, Chair. Michael reported that Rob Looper had coordinated with the Gettys to make worship theme and music selection match. The bulletin layout and artwork is progressing and will shortly be ready for printing. All three worship events will be in one program.

Action Item: Chip Frost is to coordinate with Donny Monk as to the status of the Presbytery Choir.

The Worship Schedule currently stands as:

Tuesday:	Music/ Preservice & Worship	George Searcy
	Service Leader	Michael Brock, Eastern Shore, Fairhope AL
	Speaker	Jim Wert, 2015 GA Moderator
	Communion	Bob Hornick, GPC Stated Clerk
Wednesday:	Concert	Gettys' Band w/ Presbytery Choir
	Service Leader	Rob Looper, McIlwain, Pensacola, FL
	Speaker	Tim Keller, Redeemer PC, NYC, NY
	Worship Music	Gettys' Band & Presbytery Choir
Thursday:	Concert	Bay County Christian Youth Choir
	Service Leader	Jim Bryars, Grace Community, Mobile, AL
	Speaker	Thurman Williams, Grace & Peace Fellowship
	Worship Music	George Searcy

Donny Monk, McIlwain, will be in charge of the Presbytery Choir. Those wishing to be a part of the choir should contact him. The pulpit will come from Westminster PC, FWB.

Youth: Chris Holland & Phoebe Pritchett, Co-Chairs. In an email update, TE Knox White, Westminster, FWB, has rejoined the team. There are no changes to the current plans. Chris is planning for a max of 150 youths to register. They will be divided into four groups and will rotate them throughout the following events with lunch provided in the event cost:

Prodissee Pantry	A mission food pantry in Spanish Fort, AL
Repair Baldwin	A mission to assist families w/ home projects
Fundraiser	Car wash
Rotary Youth Club	A mission to develop skills in productivity, responsibility, & caring.

Recreational activities are:

Gulf Shores Beach	RYM beach house and staff (M-W afternoons)
Battleship Park	Tour USS Alabama and field games (Thursday)

These events are designed to give the youth a meaningful experience in cross-culture ministry. Team leaders and chaperones are:

Samuel Armstrong	Food Coordinator
Jonathan Frost	Mcllwain
Evan Gartmen	First Baptist, Moss Point, MS
Pace Holdbrooks	Redeemer
Chris Holland	Eastern Shore
Chris Inman	Grace Community
Phoebe Pritchett	Eastern Shore
Knox White	Westminster, FWB

He plans to use GCP church vans and busses for transportation and have one supervisor per five youths. His desire is also to have at least three supervisors trained in first aid. He is projecting 80 youths will register for the activities. There may be a need to hire additional Life Guards for beach activities. All events will leave from and return to the convention center. Prayer was requested for participants' safety and a meaningful outreach. Ridge Haven will be hosting a youth camp at the same time.

Next Meeting and Closing: Chairman Griffith thanked everyone for their work and effort. The next meeting was scheduled for 31 May 2016 at 1 PM at the Convention Center, Mobile, AL. The meeting was closed in prayer by Susan McCrary at about 3:09 PM.

Post Note: The meeting date was changed to 2 June. Time and place remain the same.

Thanks to Arleen Blackstone for her contributions to the minutes.

JAMES C. RICHARDSON
Acting Recorder

**Minutes of the
General Assembly (GA) Host Committee
Mobile Convention Center, Mobile, AL
2 June 2016**

Opening Prayer: Mack Griffith

Attendance:

Present:

Communion –	RE Pete Scarborough, Eastern Shore, Fairhope AL
Families –	Susan McCrary, Eastern Shore, Fairhope AL
	Arleen Blackstone, Westminster, Ft. Walton Beach FL
Family Registration –	Cheri Koch, Westminster, Ft. Walton Beach FL
	Robyn Eldridge, Westminster, Ft. Walton Beach FL
Nursery/ Children –	TE Barksdale Pullen, Wildwood, Tallahassee FL
Special Needs/ Housing –	RE Rick Skinner, Eastern Shore, Fairhope AL
Transportation –	RE David Cook, Grace Community, Mobile AL
Ushering –	DE Ted Poole, McIlwain, Pensacola FL
Volunteer –	DE Chip Frost, McIlwain, Pensacola FL
Women’s Events –	Anne Collett, Eastern Shore, Fairhope, AL
	Peggy Poteet, Eastern Shore, Fairhope, AL
Women’s Hospitality –	Becky Bryars, Grace Community, Mobile AL
Women’s Tours –	Elizabeth Cook, Grace Community, Mobile AL
Worship –	TE Michael Brock, Eastern Shore, Fairhope AL
	TE Rob Looper, McIlwain, Pensacola FL
	TE Jim Bryars, Grace Community, Mobile AL
Youth Subcommittee –	Chris Holland, Eastern Shore, Fairhope AL
	Phoebe Pritchett, Eastern Shore, Fairhope AL
Host Committee Chair –	TE Mack Griffith, Retired Chaplain, Fairhope AL
Host Committee Chair Assistant –	RE Jim Richardson, Westminster, Ft. Walton Beach FL

Absent:

Finance –	RE Milton Adams, First Pres., Atmore AL
Prayer –	TE Joel Treick, Pinewoods, Cantonment, FL
Visitors:	RE John Robertson, PCA Stated Clerk’s Office
	Chris Griffith, Fairhope, AL
	RE Dick Buchanan, Christ Presbyterian, Mobile
	Gayle Agle, Retired Senior Volunteer Program (RSVP)
	William Guyton, Security Manager, MCC
	Maggie Robertson, MCC Representative

Chair Comments: In opening remarks, Mack stated we would have a tour of the Convention Center, receive a security briefing, he introduced John Robertson, mentioned the PCA GA App was available, and that a list of all the special GA meals was available. He also referred to the numerous seminars and activities being presented. Mack has a large number of Chick-fil-A discount coupons for the host workers. He also said Chick-fil-A had a conference room available and encouraged people to schedule it. All were encouraged to promote GA to their respective congregations and encourage them to attend

the worship services. Everyone was reminded to have their after actions (exit) reports ready two weeks after General Assembly. The Assembly events will be streamed and tapes will be available for purchase.

Minutes: The minutes of 25 April 2016 were approved as corrected.

Comments from Stated Clerk's Office: John Robertson opened by saying that he thought the Convention Center really wanted us to be here because of the assistance they have provided the Hosting Committee and the Administrative Committee (AC). He also felt it was also good for us to be here.

The necessary events for a successful Assembly seem to be coming together. There have been 1,226 Commissioners to register which projects to a break even position. He thanked the Host Committee as a whole for their efforts and Elizabeth Cook in particular for her ability to find an alternative to the Ladies' Bragg-Mitchell Mansion Tea Tour. By the reaction of a few, he stated AC was under great pressure to find a solution to a preconceived racial problem, that if not rectified had the potential of severely damaging our denomination. He also thanked Mack for the role he took. He asked that we pray for God to bless our Assembly.

John then presented what he perceived would be the four biggest business areas for the 44th Assembly. They are:

Overtures. As a result of the Overture on Racial Reconciliation at the 43rd Assembly, Presbyteries have responded with about 38 Overtures of their own. Some of the Overtures support the original while others modify it in varying degrees. The Overture Committee will have a huge task of compiling and organizing thought patterns and confessions. This is a very sensitive area and could affect how we get along in the future, internally and externally. Pray for how this is handled.

Seminar on Homosexuality. A panel of four speakers will address areas of sexual brokenness and how we handle it in love and patience. This is another area for people to get upset and spin discord. Pray for how this is handled.

Role of Women in the Church. There has been a request for a study committee to revisit this issue.

Denominational Logo. Several have sought a denominational logo for a long time and the temperament it should reflect has been enthusiastically debated.

Tour of Mobile Convention Center: Maggie Robertson took us on a tour of the Concourse Level and the Exhibit Level. The Exhibit Level contains the Assembly Room (North Hall) and the Exhibition/Concession Room (South Hall) and several smaller meeting rooms (numbered 100's). The Concourse Level rooms will be used for seminar and meetings. Rooms 210 & 211 will be reserved for Host Committee use.

<http://www.mobileconventions.com/facility-layout.html>.

Security Briefing: William Guyton gave a briefing on security and emergency procedures. For a medical emergency, the Center has an Automated External Defibrillator (AED) system on site. If you should dial 911 for help, let Security know. Every elevator has a phone that connects to Security. They can help coordinate a rapid response. If a train is blocking street level access to the Center, the individual can be taken through the overpass connection to the hotel and parking garage.

For local emergency situations, the Center monitors the city's EMS system along with city and state weather sources. They will shelter us in the event of a tornado. The fire alarm system is monitored all day, every day. The Center has 60 cameras placed throughout the facility and they keep tapes for 30 days for review.

For protection, the Center is a weapons free facility. Only local law enforcement is cleared to be armed. Let the Center know if a GA Commissioner will be carrying a firearm. All Security people will be wearing burgundy jackets. If you see something, report it. Security is here to help.

Sub-Committee Reports

Communion: Pete Scarborough, Chair. Peter said RE John Hailey, Eastern Shore PC, will be taking over communion activities. He stated his wife, Becky, will be having surgery for breast cancer on 17 June. At that point TE Michael Brock prayed for Becky and Pete. Communion supplies have arrived. He estimates the need for 57 servers and 12-14 table captains to serve communion on Tuesday night. Pete would like to have names of a few stand-by servers if needed. He plans to have one extra tray of bread and juice per serving table. Training will be Tuesday afternoon of GA, 4:30-6:30 PM, in the Assembly Hall.

Family: Susan McCrary & Arleen Blackstone, Co-Chairs. Susan expressed her appreciation for all the help the ladies have provided.

Family Registration: Cheri Koch & Robyn Eldridge, Co-Chairs. Electronic registration has closed and US Postal registration will close June 5. After the 31st, ladies will have to register onsite. The Wednesday luncheon has sold out. There is still space available for the other events. Three tours did not reach the minimum number of 35.

Finance: Milton Adams, Chair. Mack stated he has received a check from the Mobile Convention Center as an agreed enticement for bring General Assembly to Mobile. This will be used to help pay hosting expenses. Milton has placed all financial records in a computer for processing and record keeping.

Nursery/ Children: Barksdale Pullen, Chair. Barksdale reported he could use 4-5 more elementary workers. Most of the sessions are full and some have a waiting list. The hotel agreed to provide the children's food in boxes and hold billing until after GA is over. He has decided to have the children walk to the nearby events instead of having them bussed. Wildwood PC, Tallassee, was recognized for their generous financial support of the nursery and children programs.

Program events have not changed. Bo Pullen will lead the birth through preschool events with planning for three nursery periods daily, morning and afternoon. Barksdale is still looking for volunteers to help. Presbytery response has been sporadic and only for part time.

Barksdale will lead the events for the 1st-5th grades. His six staff members are:

Anna Davey	Eastern Shore
Bethany Griffith	Oak Mountain
Anslie Jackson	Wildwood
Chelsea Knight	Wildwood
Melanie Knight	Wildwood
Beth Lambert	Wildwood

The VBS teaching theme will be "Splish-Splash Bible Bash" with the following lesson plans:

Monday	H2O Woe - Jesus Calms the Storm
Tuesday	Ready to Serve - Jesus Washes the Disciples' Feet
Wednesday	The Great Catch - Fishers of Men

The planned trips are:

Monday	Gulf Coast Exploreum & IMAX Theater
Tuesday	USS Alabama
Wednesday	Gulf Quest Museum Tour
Thursday	Dauphin Island Sea Lab

All workers will be paid and will have Florida background checks. His prayer requests were for children's safety, getting the right workers, and GA security.

Prayer: Joel Treick, Chair. No report.

Special Needs/ Housing: Rick Skinner, Chair. Rick reported he had received housing requests for 25 individuals from 15 different locations. Majority of the people will be housed on the Spanish Fort side of the bay. A small number will receive housing in Mobile. One or two cancelled because they didn't want to drive in from across the bay. Housing for Fraternal Delegates will be available if needed.

Transportation: David Cook, Chair. David reported that busses would be ready when needed.

Ushering: Ted Poole, Chair. An overall plan has been finalized for collection, counting, and depositing. Plans are to use 16 volunteers per night from three different churches. Offering buckets will be supplied by the Administrative Committee. A room has been identified for ushers to use for planning and counting. Additional volunteers may be needed for the collection and securing process. Ushering duties are as follows:

Tuesday Service	Eastern Shore
Wednesday Service	Mcllwain
Thursday Service	Christ and Grace Community

Volunteer: Chip Frost, Chair. Chip reported needs were covered but could still use a few more the On Site Volunteer work. He can be contacted at chipfrost@hotmail.com. The need is as follows:

Jun 18	Moving-in crew, 9 am start at Convention Center
	Point man Ben Nelson, Grace Community, Mobile
	Need 15+ helpers to unload media center.
Jun 18	Commissioner's Tote Bag, 10 am South Exhibition Hall
	Point Man Cissy Phillips & Evelyn Bilbo, Atmore, AL
	Need 30+ helpers to stuffing tote bags
Jun 19	Move-in continuation, 4 pm start at Convention Center
	Point man Ben Nelson, Grace Community, Mobile
	Need 15 for general support
Jun 20-24	Ask Me People, 3 hour daily shifts, opening to closing at Convention Center
	Point man RE Dick Buchanan, Christ Presbyterian, Mobile
	Need RSVP will provide workers & restaurant list
Jun 20-24	On Site Volunteers, shifts, daily opening to closing at Convention Center
	Point man Chip Frost, Mcllwain, Pensacola
	Need 20 men & women for demand needs
June 24	Move-out crew, 9 am start at Convention Center
	Point Man Ben Nelson, Grace Community, Mobile
	Need 15+ general support

Gayle Agley, Mobile RSVP (Retired Senior Volunteer Program), came to verify their participation and coordinate plans for support. They will provide "Ask Me People" to answer questions related to places/ restaurants in the Mobile area. Dick Buchanan also participated in the coordination plans.

Women's Events: Anne Collett & Peggy Poteet, Co-Chairs. The Wednesday Luncheon has been maxed out. Security for hotel events will have to be provided by the hotel. The question was raised as to whether or not Kristyn Getty wanted to attend the Laura Story event. Instead of providing a favor for each woman at the Wednesday luncheon, a gift will be made to Trinity Family Ministry, Mobile, for their work in a poverty area. The events remain:

Prayer Times: Monday, 3-4 pm Host Hotel, and Tuesday, 9-10 am Convention Center (MCC)
Wednesday Luncheon: Luncheon will be held in the Ball Room of the host hotel. Laura Story will be the guest speaker. A table for her book signing will be set up outside the dining area after the luncheon.

Women of International Impact: Wednesday seminar with Kathy Stair, 1:30-4 pm, MCC
Children's Ministry Training: Thursday sem. w/ Sue Jakes & Bethany Griffith 9:15-10:15 am, MCC

Women's Hospitality: Becky Bryars, Chair. Hospitality (Swag) Bags will be available for each lady registering. Arleen Blackstone was commended for compiling and printing a Presbytery Cookbook. Barksdale was commended for his child planning programs.

Women's Tours: Elizabeth Cook, Chair. It was decided the safest route from MCC to the Maritime Museum would be via the park. The Heritage Trail replaced the Bragg-Mitchell Mansion Tea Tour. Cheri Koch was commended for all the registration rearrangements that needed to be made. About half of those registered for the Tea Tour switched to the Heritage Tour. The other activities remain the same. A minimum of 35 individuals is required for each tour.

Fairhope Shopping Trip: Monday, 10:30 am – 3:30 pm, \$12/ person.

Gulf Quest Maritime Museum: Tuesday, 9 am or 10:30 am walking tour, \$14/ person, \$12/

Seniors

Heritage Tour: Tuesday, 1:30 – 4 pm, \$28/ person. The Tour traces black history from slave ships to Martin Luther King and the Oakley House.

Historic Mobile Tour: Wednesday, 1:30 – 4:30 pm, \$39/ person

Bellingrath Gardens: A historic tour of the grounds and home is planned for Thursday. The Dogwood Trail Maids, Southern Bell Dress, will be part of the Tour. The theme verse is Proverb 11:25.

Worship: Michael Brock, Chair. Michael reported the bulletins are completed and will go for printing on Monday. All three worship events will be in one program.

The Worship Schedule is:

Tuesday:	Music/ Preservice & Worship	George Searcy
	Service Leader	Michael Brock, Eastern Shore, Fairhope AL
	Speaker	Jim Wert, 2015 GA Moderator
	Communion	Bob Hornick, GPC Stated Clerk
Wednesday:	Concert	Gettys' Band w/ Presbytery Choir
	Service Leader	Rob Looper, McIlwain, Pensacola, FL
	Speaker	Tim Keller, Redeemer PC, NYC, NY
	Worship Music	Gettys' Band & Presbytery Choir
Thursday:	Concert	Bay County Christian Youth Choir
	Service Leader	Jim Bryars, Grace Community, Mobile, AL
	Speaker	Thurman Williams, Grace & Peace Fellowship
	Worship Music	George Searcy

Donny Monk, McIlwain, will be in charge of the Presbytery Choir. Those wishing to be a part of the choir should contact him.

Post Note: In an email, Rob Looper stated a need to raise an additional \$1,500 to cover the meal expenses of the Gettys and their band. Contributions should be sent to Milton Adams, designated for Getty Catering.

Youth: Chris Holland & Phoebe Pritchett, Co-Chairs. With the low response for youth participation, Chris will have to reevaluate his original plans. Some events and/or activities may be eliminated.

Closing and Prayer: Chairman Griffith thanked everyone for their work and asked all to think through the steps of execution for their area of responsibility and to follow up with communication. He also encouraged everyone to pray for a successful General Assembly. There will be no next meeting. Next time we get together will be for General Assembly at the Convention Center, Mobile, AL, 20-24 June 2016. The meeting was closed in prayer by John Robertson at 4:00 PM.

May the favor of the Lord our God rest on us;
establish the work of our hands for us-- yes,
establish the work of our hands.
(Psa 90:17 NIV)

Thanks to Susan McCrary for her contributions to the minutes.

JAMES C. RICHARDSON
Acting Recorder