



48TH PCA GENERAL ASSEMBLY  
ST. LOUIS, MISSOURI | JUNE 28-JULY 2, 2021



**Host Committee Post-Assembly Report**  
**48th PCA General Assembly**  
**June 28 – July 2, 2021**  
**St. Louis, Missouri**

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## Host Committee Chairman's Report

**Preface.** It was an honor and privilege for the MO Presbytery to host this 48<sup>th</sup> General Assembly of the PCA. It will be remembered not just for the momentous issues that were addressed but also for two notable features: The record number of Commissioners (2,114, which was 30% higher than the prior 2019 record, representing 967 churches from 86 presbyteries) and the extraordinary impact of the 2020-2021 Covid pandemic on timing contingencies and joint planning between the AC office and the Host Committee. In view of these unique aspects of the 48<sup>th</sup> GA, the Host Committee was pleased with how God overcame hindrances and provided a successful gathering.

**Background and foundations.** In 2017, the MO Presbytery agreed to host the 2021 GA. In the fall of 2019, the Presbytery convened a small group of Teaching and Ruling Elders to activate planning. This group obtained input from Covenant Theological Seminary about its desired role and searched for someone to lead the Host Committee. In December 2019 the Chairman was recruited, formal planning began, and the initial group of elders remained engaged to serve as the Core Team, i.e., sort of a board of directors to function as described in the Roles and Responsibilities document in the Exhibit.

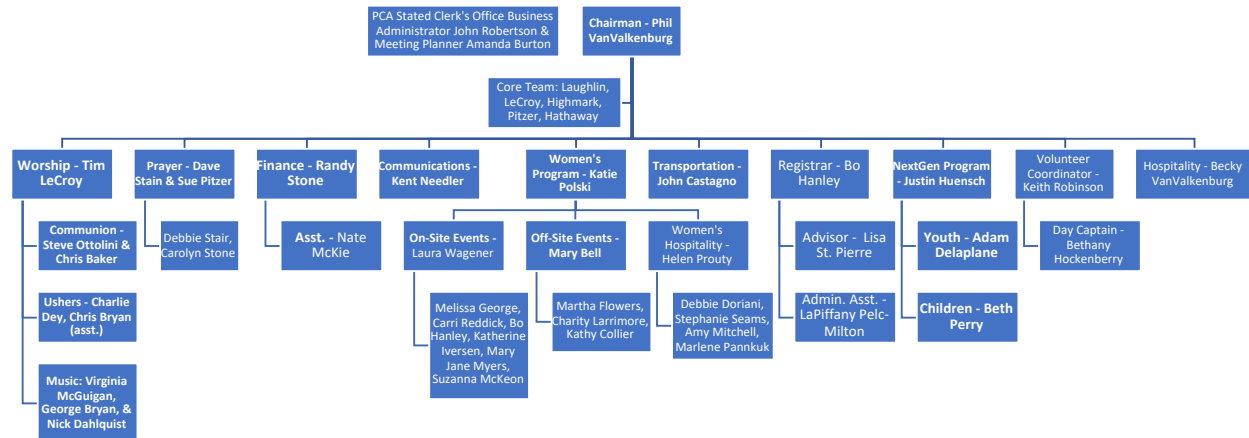
**Theme and logo.** The first role of the Core Team was to develop the GA2021 theme, which was **Proclaiming the Unhindered Kingdom** based on the last word of Acts i.e., chapter 28, verse 31, specifically “without hindrance” or “unhindered” (ἄκωλύτως or akólutós). We explain our rationale as follows: *Throughout the ages, Christ has grown His Church “mid toil and tribulation.” The Holy Spirit has overcome both external and internal hindrances to proclaim the saving message of Jesus Christ to the “elect from every nation.” As stewards of this Gospel in this divided age, we proclaim Christ’s power to advance His Kingdom unhindered. We declare to a confused and fractured world that Christ shall never let his Church perish, but in unity affirm “one Lord, one faith, one birth.” (Quotes and other themes drawn from the hymn, “The Church’s One Foundation”).* The logo was developed by a graphic designer contracted by the AC, and it incorporated both our theme and visual symbols of St. Louis, particularly the matchless Mississippi River and renowned Gateway Arch.

**Purposes and Opportunities.** In addition to promoting the theme, our goals for GA2021 included five guiding and balanced purposes that each General Assembly seeks to achieve: **A**dore God in worship; **B**oost our shared mission and values; **C**ollaborate with colleagues; **D**ecide on direction and issues; **E**quip for life and ministry; **F**ellowship with each other; and **G**lobalize our vision. Additionally, we identified opportunities for involvement by Host Committee members and many other volunteers from MO Presbytery churches: **G**row vision by participating in the global PCA movement; experience fellowship by connecting and cooperating with others from nearby PCA churches; and faithfully serve by assisting and supporting the PCA, its leaders, and pastors’ families.

### Organization

- **Structure.** After solidifying the Core Team’s continuing organizational role, our next step was to design the Host Committee and recruit each Chair. A principle for staffing our Host Committee was to balance the contribution and spread the burden between churches in our Presbytery while not sacrificing quality. Below is a graphic depiction of our Host Committee as well as contact information. The structure in the HC Manual provided a good starting point though we adjusted it in three ways to fit our situation.
  - After attempting to find a qualified Family Program Chair, we decided to separate the function into three Subcommittees: Women’s Programs, NextGen Events, and Registration. In the Women’s domain, we formed onsite and offsite teams to account for similar planning and logistical aspects. This added a supervision and coordination burden to the Chairman but was effective in the absence of just the right person to lead all three functions. In the NextGen area, we chose that name to bundle Children and Youth into a shorter, now often used label that emphasizes their future crucial significance in the Church.
  - We created the Hospitality Subcommittee to optimize our guests’ experiences, plugging any gaps and complementing what the AC and local venue staff provide to meet needs of all attendees.

- Two Subcommittee Chairs needed to be replaced in the latter stages our work. In mid-March, when implementation of June GA plans was just underway, our Registrar faced a couple life changes that forced her to back away from primary responsibilities, though she capably helped her replacement in vital support activities. Then, in late May, our Hospitality Chair stepped aside so a qualified substitute was needed immediately who could help carry out existing but not completed plans. In both cases, God provided excellent new Chairs who diligently learned and fulfilled their responsibilities without the benefit of being involved for many months of orientation and preparation.



Last Name	First Name	Subcommittee	Church	Email
Castagno	John	Transportation	Kirk	jcastagno878@gmail.com
Hanley	Bo	Registration	Providence	bohanley41@gmail.com
Hathaway	Joel	Core Team	Covenant	Joel.Hathaway@covenantseminary.edu
Highmark	Duncan	Core Team	Trinity-Kirkwood	dhighmark@aol.com
Huensch	Justin	NextGen Programs	Chesterfield	justinh@chespres.org
Laughlin	Ryan	Core Team	Covenant	rlaughlin@cpnstl.org
LeCroy	Tim	Worship	Grace & Peace	pastor.tim.lecroy@gmail.com
Needler	Kent	Communications	Kirk	kent.needler@gmail.com
Pitzer	Lowell	Core Team	Kirk	Lowell Pitzer <lowellpitzer@gmail.com>
Pitzer	Sue	Prayer	Kirk	suedodsonpitzer@gmail.com
Polski	Katie	Women's Programs	Trinity-Kirkwood	polskikatie@gmail.com
Robinson	Keith	Volunteers	Memorial	keith.robinson@memorialpca.org
St. Pierre	Lisa	Registration (advisor)	New City Fellowship	lisa@ncfstl.org
Stain	Dave	Prayer	Spring Hills	davestain@att.net
Stone	Randy	Finance	Providence	Randyston@gmail.com
VanValkenburg	Becky	Hospitality	Kirk	beckycvv@gmail.com
VanValkenburg	Phil	Core Team	Kirk	pmvanv@outlook.com

- *Roles & Responsibilities* for our Host Committee Chairs and the Core Team are outlined in the Exhibit.
- *Meetings.* Twenty-five meetings of the *Core Team* (5) and Host Committee (20) were held between December 2019 and July 2021. Frequency varied from weekly, biweekly, monthly, to quarterly during the Covid pause. For consistent scheduling, we always met on Thursdays at 3pm. Only one HC pre-GA meeting (which included a tour of the Convention Center with AC staff) happened **in-person**, with all others being conducted using Zoom. This virtual medium is recommended in some measure to future Host Committees as it provided several benefits: efficient Chair time utilization; expedient collaboration via screen-sharing; maximum participation amid other commitments; plus, remote involvement by travelling HC members, AC staff and 2022 GA leaders. Minutes of any or each meeting are available.

2019 Dec. 4	2020 Apr. 2	2020 Sep. 17	2021 Mar. 4	2021 May 27
2019 Dec. 19	2020 May 14	2020 Oct. 1	2021 Apr. 8	2021 June 10
2020 Jan. 9	2020 July 30	2020 Oct. 8	2021 Apr. 15	2021 June 17
2020 Feb. 13	<b>2020 Aug. 20</b>	2020 Oct. 15	2021 Apr. 29	2021 June 24
2020 Mar. 20	2020 Sep. 3	2020 Nov. 12	2021 May 13	2021 July 7

- *Infrastructure.* A priority from the start was to build an infrastructure to maximize the productivity and effectiveness of our Host Committee. Key components were: Shared cloud-based document storage using Dropbox; central email address for all inbound program and registration inquiries; a dedicated webpage as a central repository to conveniently inform our local audience; use of Zoom for all types of spontaneous and planned virtual meetings; and fiduciary building blocks (intra-Presbytery funding plan, written financial administration policy, professional online accounting system, and liability insurance).

### Activity timeline

- *Phase-level workplan.* At the beginning, a high-level schedule was created primarily for reference and use by Host Committee (HC) Core Team and Subcommittee Chairs. As our work unfolded in 2020 and 2021, Covid and other realities affected the actual execution. However, this roadmap helped create initial and revised milestones and deliverables.
  - Phase 1 (March-June): Orientation / input from 2017-2019 HC reports & leaders. Lots of Q&A. Convention Center (CC) visit. Brainstorming → initial program ideas → bottoms-up Budget 1.0. Set funding expectations and approach. Attend 2020 GA & observe peer.
  - Phase 2 (July-August): Receive master GA schedule. Refine and coordinate plans → Budget updates. AC Meeting Planner visit with CC detailed walk-through. Targeted funding development.
  - Phase 3 (September-October): Finalize program plans by 10/10 for AC brochure. Program details & fees/expenses → Budget 2.0. (The “Roadmap to October” is shown in the Exhibit.)
  - Phase 4 (Nov.-Dec.): No December HC meeting. Define/submit volunteer needs. Funding pledges.
  - Phase 5 (January-March): Volunteer recruitment strategy. Program plan implementation. Donor tracking and solicitation.
  - Phase 6 (April-June): HC meetings may be 2x/month. Implement program details & adapt based on registrations. Volunteer recruitment & coordination and deployment/training. Final budget 3.0. Donor tracking and solicitation.
- *Covid response and impacts.* Meeting restrictions affected us beginning in March 2020 so Zoom replaced in-person meetings without hindering our outcomes. During these virtual meetings we tried to add spiritual and interpersonal interaction to compensate for our lack of personal presence. Through October 2020, we developed plans assuming GA would happen in June 2021, unaffected by Covid. In November 2020 the AC determined that GA timing could be affected by Covid (e.g., postpone GA until September or October) so many implementation steps were suspended until more definitive timing direction could be ascertained by the end of February. Our Host Committee paused most further planning, developed possible September contingencies, but delayed execution until GA timing could be clarified. By March 2021, the decision to gather for GA in June was made so the Host Committee updated plans and expedited implementation. To assist the AC staff in their GA timing assessment during the winter, the Host Committee Chairman led two initiatives:
  - Created and convened a St. Louis medical advisory panel composed of PCA church members that offered the AC staff their professional expertise and interpretation of and forecast about the local situation, e.g., restrictions on public gatherings and estimated timing of relaxed guidelines.
  - Monitored and conveyed St. Louis-based developments in the Covid-response / public health community. This was done to provide prompt local information to AC staff to complement the facts and guidance they were collecting, both serving to prepare them for discussion with Convention Center managers and for making PCA-wide decisions.

### Financial Overview and Outcome

Overall finances ended in a very healthy place with an on-budget positive cash flow of \$19,800. Compared to our quite conservative budget, both actual income and expenses were very close. On the income side, in addition to MO Presbytery church contributions we were blessed with extra donations from Covenant Seminary (from travel cost savings due to GA being in St. Louis) and from \$500 donations from fourteen other presbyteries. \$6,000 donated by the 2020 Birmingham Host Committee was returned for their use in 2022. As another income source, worship offerings exceeded past norms and our expectations, due to the record attendance and \$4,000 from e-giving. MO Presbytery will determine how to utilize the surplus in a prudent



way. Expenses in total were 1% under budget, so combined estimates by our Subcommittees were thankfully very accurate. Details of budgeted vs. actual expenses are shown in each Subcommittee report.

<b>Ending Financial Summary - GA2021</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Variance*</b>
Contributions	\$51.0	\$45.0	(\$6.0)
MO Presbytery churches	\$36.0	\$32.0	(\$4.0)
Covenant Seminary	\$6.0	\$6.0	\$0.0
Other Presbyteries	\$4.0	\$7.0	\$3.0
Other Sources	\$5.0	\$0.0	(\$5.0)
Program Revenues	\$36.0	\$41.3	\$5.3
Worship Offerings	\$18.0	\$22.0	\$4.0
Event Fees	\$18.0	\$19.3	\$1.3
<b>Total Income</b>	<b>\$87.0</b>	<b>\$86.3</b>	<b>(\$0.7)</b>
<b>Total Expenses</b>	<b>\$67.2</b>	<b>\$66.5</b>	<b>\$0.7</b>
<b>Net Cash Flow</b>	<b>\$19.8</b>	<b>\$19.8</b>	<b>(\$0.0)</b>
*Variance: Favorable (Unfavorable)			

#### Host Committee Budget

<b>Core HC</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance*</b>
Admin Support	\$ 1,125	\$ -	\$ 1,125
Liability Insurance	\$ 1,500	\$ 1,458	\$ 42
Office Supplies	\$ 500	\$ 40	\$ 460
Workers Parking	\$ 45	\$ 170	\$ (125)
Workers Hotel Rooms	\$ 540	\$ 1,097	\$ (557)
Workers Meals	\$ 60	\$ 86	\$ (26)
HC Debriefing Mtg	\$ 375	\$ 502	\$ (127)
Chairman Surprise	\$ -	\$ 521	\$ (521)
<b>GROSS EXPENSES</b>	<b>\$ 4,145</b>	<b>\$ 3,874</b>	<b>\$ 271</b>
*Variance: Favorable (Unfavorable)			

#### General Observations

- *Commendations.* Structure including a Core Team and full Host Committee. Ability to adapt to Covid impacts and many uncertainties, e.g., use of Zoom virtual meeting technologies. Other infrastructure components that may not have precedent, e.g., Dropbox, local webpage, written financial policy.
- *Challenges.* Adapting to Covid-caused uncertainties. Orientation of late arriving “replacement” Chairs. Actual role of Communications Chair was reduced as HC Chair initiated and handled most messaging. Enlisting best qualified and available Chairs, especially in Communications and Hospitality. Role clarity between Volunteer and Hospitality Subcommittees in relationship with greeter/guide function. Budget estimates, both income and expenses. Funding by Presbytery churches with less than average PCA presbytery financial capacity and with donation shortfalls during the Covid pandemic era.
- *Recommendations.* Host Committee Manual should be updated to reflect recent experiences and new realities. Maximize AC staff engagement in orientation and ongoing planning. Obtain high-level master GA schedule no later than September 1. Find earlier more structured approach to conveying room requirements, knowing arrival schedule, and planning/executing onsite setup. Precisely understand the registration system reporting capabilities. Clarify access to and working relationships with Convention Center staff and media technology contractor (IPG) without conflicting with AC staff.

## Communications Report

**Scope / Audiences / Goals.** Our communications plan and actions were aimed at three different audiences: 1) GA attendees (Commissioners, exhibitors, visitors, and their families), 2) the Administrative Committee, and 3) local participants (MO Presbytery members, volunteers, and St. Louis-area visitors). Our **media** were the GA Information Book, PCA-GA website and app, theme and logo, letters, live presentations, signage, branded clothing, and a dedicated webpage. **Out-of-scope functions** were handled by the AC staff, including graphical logo creation and press/media relations. Our **objectives** were to inform, motivate, and prepare our audiences to join in and experience a General Assembly that meets its goals – for the PCA and our Presbytery.

**Organization.** The Communications Chair position was built into our organization structure. The ideal person for this role would be an existing full-time communications person from a large PCA church in the area. However, that kind of person did not exist or was not available. The Chair we enlisted was highly qualified, but his availability was quite limited, so he provided mostly a support and advisory role. The Host Committee Chairman and Program Chairs were the primary authors of message content while the Communications Chair provided helpful editorial counsel as needed. As GA approached, he was very helpful in directly connecting and coordinating with a suitable vendor who affordably produced signs and printed materials.

### Activities / Media

- *GA Information Book.* We provided the Chairman's welcome letter and all content related to family programs. Our contribution to the GAIB was finished before Covid caused a delay and was later revised to reflect Covid-driven family program changes including an expanded liability release form.
- *PCA-GA website and app.* Some of the information in the GAIB was also presented in these online media.
- *Theme and logo.* Our Core Team facilitated the process of selecting the theme. We began by considering the context of and challenges facing the PCA, recent themes, and aspirations of our Presbytery. Several options were suggested, and they were narrowed to a very short list. We obtained feedback from MO Presbytery members before selecting our theme. As for the logo, we provided historical, geographical, landmark, and symbolic ideas that could be depicted graphically. The final logo was produced by the AC's graphics contractor iteratively with the HC and Communications Chair and then used in many media.
- *Letters and live presentations.* The Chair provided written updates to the AC in October 2020 and April 2021. In addition, the Chair presented to the Presbytery three oral and six written updates from January 2020 through May 2021. Those are available upon request to the HC Chairman. Finally, the HC Chairman provided input about Covid and GA timing regarding the PCA Stated Clerk's letters to the whole denomination in November 2020 and February 2021.
- *Signage and branded attire.* The Communications Chair directly supported creation and production of signs to support the Hospitality and Prayer functions. Framing our signage plan was a matrix that matched signage and wayfinding needs with providers of those posted signs (i.e., AC staff, venue displays, and Host Committee). Indirectly, the Communications Chair provided counsel to the family program Chairs about vendor selection and expected/budget expenses. Family program Chairs supplied their own unique t-shirts for their leaders/volunteers. The Host Committee decided not to supply other volunteers with a uniform t-shirt but rather utilized the blue PCA aprons to identify themselves to GA attendees.
- *Webpage.* The Host Committee Chairman determined that a dedicated webpage would be a convenient and effective repository of information for our local audience. We added a modest landing page to the pre-existing MO Presbytery website built on the Google Sites platform and used an added menu header and simple extension to direct traffic there: [www.mopres.org/ga21](http://www.mopres.org/ga21). This easy-to-use information hub provided stakeholders an up-to-date single-source-of-truth with the following subheadings: General Assembly Defined, Theme, Role of Missouri Presbytery, Location, National GA Information, Public Events, Volunteers, Prayer, COVID-19 Information and GA Timing, Communications, and Contact Us. The final webpage verbiage is in the Exhibit.

### **Action Timeline**

- *January-October 2020.* Presentations to MO Presbytery and the AC. Theme and logo development. Decisions on branded attire at GA. Welcome letter for the GAIB.
- *November 2020 – February 2021.* Collaboration with AC staff on Covid and GA timing messages. Local webpage construction and maintenance. Presentation and letters to MO Presbytery.
- *March – June 2021.* Updates to the AC and MO Presbytery. Revisions to the GAIB. Frequent updates and referrals to our local webpage. Creation and production of Hospitality, Prayer, and Finance materials.

**Budget.** No budgeted expenses were planned for overall Communications. Instead, each Subcommittee planned and budgeted for their own communications needs.

### **Observations**

- *Commendations.* Multiple channels. Local webpage. Timely ongoing updates to the Presbytery.
- *Recommendations.* Define role and responsibility of Communications Chair in conjunction with the time and inherent capabilities of and engagement by the Host Committee Chair. Ideally, from a local church, recruit a communications generalist with writing, editorial and graphical abilities in both print and electronic media who also has time to closely collaborate with and assist the Host Committee Chair.

## **Worship Subcommittee Report**

### **Objectives and Scope**

Broadly speaking, the objective of the Worship Subcommittee was to produce three worship services and the scope of our Subcommittee was everything needed to accomplish facilitation of those three services. There were exceptions to this. There are a certain number of details that are handled by the Administrative Committee and thus weren't under our responsibility or purview. The largest two of these are that the AC obtains and pays for the venue, the assembly floor setup, and the sound and video production company. Also, the AC contracts with an organist who arranges for the piano and the organ. Other than that, the Worship Subcommittee is pretty much responsible for every other detail of the three worship services. It's a tall task but is doable with talented and responsible partners and good teamwork.

### **Organization and responsibilities of Subcommittee members**

The responsibility of the Chair is pretty much everything. The Chair is responsible for liaising with the Host Committee Chair and the AC regarding various logistical needs. The Chair is responsible for making sure that all aspects of the three worship services are executed. Think of the role and responsibility of the Chair like the role and responsibility of a Senior Pastor. Delegation is a must. But the Chair must not assume that because a task is delegated that it will happen. The Chair must not micromanage. This will likely inhibit the gifts of those under his charge and result in burnout. This is a very heavy task. Yet the Chair must also be present at least 30 minutes before each service to ensure that each aspect of the service is taken care of. This is especially so in the first service, where many of the details will be taken care of for the first time. After that, the Chair can breathe a little, but there are some issues that may crop up during the week that the Chair must be attentive to. Be ready to observe and respond.

In the lead up to GA, the Chair is responsible for constructing a high-quality team. It is essential that the best people are chosen, both in terms of their abilities but also in terms of their leadership and personal responsibility. The Chair needs to know that tasks will be accomplished and completed with excellence. Choose team leaders that are very professional and responsible and have lots of experience in the area. This is not the time to put an unproven person into a role. It is an opportunity to give valuable experience to those who can assist leaders and learn. But the leaders themselves should be proven.

The Chair is responsible for assembling his team and for planning and conducting meetings. I chose to have fewer meetings and instead to check in on my team leaders to ensure they understood their jobs and that they had what they needed to do them. I chose to assemble a team for each night, each with his or her responsibility. Each worship service had a music leader, a worship leader, and a preacher. I also had a team in charge of ushers, communion prep, and communion distribution. The usher/communion elder team was not specific to one night but spanned the entire week.

Early in the process, I reached out to several trusted folks in the presbytery to find gifted music leaders in our churches. I initially found two of them to serve on my core sub-committee. They were essentially in charge of all the music and logistics for the night they were leading. We chose to vary the styles a bit based on the gifts and emphases of churches in our presbytery. The core group was me and the other two music leaders. We added the worship leaders (liturgists) much later in the process. You may choose to assemble a team of a pastor who will be the worship leader and a music leader for each night. I had a particular vision for how I wanted things to end up, so I worked directly with the music leaders to execute that vision and tabbed worship leaders to lead the liturgy. The exception was the Wednesday service where the pastor and the music leader worked together to create both the music and the liturgy. I personally wrote the liturgies for Tuesday and Thursday and then found good worship leaders to lead them.

Another goal of mine, which the Host Committee shared, was to have representation of the different kinds of folks in our presbytery and denomination. Thus, we worked to have three preachers and worship leaders who represented the beautiful diversity of God's kingdom. Among the seven worship leaders and preachers three were White, two were Black, and three were Korean. The preachers were selected and recruited by

me, approved by the Host Committee leaders, and approved by the AC. Representation was a value of our committee from the start, so I was intentional about executing that vision. Furthermore, we expressed diversity by having a traditional worship service with organ and chamber orchestra, a blended service with hymns and contemporary musical style and hymnody, and a special music night where we hired Sandra McCracken to be the music leader. I personally felt this worked well because there was something for most everyone. We did not have a more gospel/urban music style represented, but we did have preachers and worship leaders that represented those folks. In all this, we were seeking to strike a balance of offering the gifts of our Presbytery to God and reflecting the broad diversity of the PCA and not just our Presbytery. We did want to showcase our talent as a gift to God, but we also wanted to have a set of worship services that were for the PCA and would be well received by the PCA. I'm not sure if we succeeded in that, but that was our intention.

*Subcommittee Members: Virginia McGuigan and George Bryan*

Virginia and George were music and worship directors at two of the larger churches in our Presbytery. I chose them because they are very professional, reliable, and responsible, and are accustomed to organizing and leading music in a larger setting. That's not to say that a smaller church person couldn't pull it off. But GA worship services are enormous. There is a certain amount of grandeur to that. The music and liturgy need to fit that setting. It's not an informal campfire setting, and neither is it a small rural church setting. The entire denomination is gathering for worship. That is momentous. The music and liturgy should rise to that occasion. It should be excellent and beautiful while at the same time facilitating congregational participation. It is not a concert or a show. It is a worship service. Thus, larger church music directors will be able to thread that needle, and that's why I went in that direction. No matter what you do, however, expect to be criticized. There were some folks who were saying that our services were contrary to the regulative principle of worship and that they were a concert and a show. But these voices are a very small minority.

The Subcommittee met several times early on to establish vision and direction. We made larger decisions like the style of the worship services and whether and whom to hire to lead one of the nights. But once we had those major decisions in place, the committee members were set to the task of putting their teams together choosing songs and executing the task.

One other thing we decided was not to have many worship leaders for each service. Sometimes at GA it seems like each element of worship has a different leader, and that leader gets up and gives their mini sermon. We made the decision early on that the worship services were going to be more normal in that respect. We would have one worship leader and perhaps one other person to pray or administer the communion. I coached the worship leaders to keep their explanations short and keep the service moving along. This resulted in worship services that didn't seem to stop and start and kept a good flow. I was quite pleased with how it turned out, but I'm sure others have their own opinions.

For each night there was a music leader, a worship leader, and a preacher. The worship leader and music leader were responsible for putting the service together. We created a Google doc for each service and shared it with all the parties, including the preachers. This helped everything tie in well together. Note below that George Bryan did not lead music on Wednesday. He participated as a musician but did not finish his leadership role since he felt that would not be appropriate after he resigned from his church role in May. This change as final worship planning was underway was a big surprise that God permitted but did not hinder us.

**Tuesday Night Worship**

*Music Leader: Virginia McGuigan  
Liturgist: Rev. Dr. Thurman Williams  
Preacher: Hon. J. Howard Donahoe  
Communion Celebrant: Rev. Dr.  
Timothy R. LeCroy*

**Wednesday Afternoon Worship**

*Music Leader: Nick Dahlquist  
Worship Leader: Rev. Ben Porter  
Preacher: Rev. Russ Whitfield*

**Thursday Evening Worship**

*Music Leader: Sandra  
McCracken  
Worship Leader: Rev. Dan  
Song  
Pastoral Prayer: Rev. Bill Sim  
Preacher: Rev. Abe Cho*

As I said above, I wrote the liturgies for the first and last night and the Wednesday liturgy was a team effort by Ben and Nick. But you could just have each night form a working group with the worship leader as the Chair and let them do their thing.

## **Other Tasks/Teams**

### *Ushering: Rev. Charlie Dey*

The Ushers have two tasks: hand out the bulletin and take up the offering during all three services. The AC office provides a list of volunteers that sign up, but it was quite small, and not up to the task. The PCA chaplains help quite a bit and are eager to serve, but usually they only serve for the opening night. The challenge then was to find volunteers to serve as ushers for the other two nights. I would suggest having your ushering team leader contact Charlie and start planning months in advance to build that team of ushers. Basically, as soon as GA registration is open, start recruiting. You can recruit within your presbytery and send out emails to the stated clerks of the presbyteries to get volunteers. Have your ushering team leader plan and determine the numbers of ushers needed based on a site visit and floor layout. I would have your line-up set for each night and recruit men to fill it. We were inhibited by the quick run up due to the pandemic, but you should be able to start this early and ensure you have enough ushers. Your ushers will need to coordinate with your host committee treasurer to deliver and count the offering. Just include your treasurer in the ushering meetings and email discussions.

### *Communion Prep and Distribution: Rev. Chris Baker and Rev. Steve Ottolini*

This is a one-night job, but it is a huge one. The big question here was whether to serve real bread and wine or use pre-packaged elements. We were required by the Stated Clerk's office to use pre-packaged due to logistics and the pandemic. It makes the process easier, but not necessarily better. The Subcommittee along with the person(s) administering communion and the Host Committee leadership will likely need to be in on the decision about the elements. You can bring your own communion table, but the AC office will prefer it be a simple folding table with a white covering provided by the venue. You must bring your own communion-ware. If you decide to use real bread and wine, you'll need to plan those logistics after you have the floor layout. Then you'll need to recruit the required amount of communion elders. The ushers for the opening night can double as communion elders, but if you are distributing bread and wine, you may need more. Start early in recruiting. They need to be ordained elders. If you decide to do real bread and wine, you'll need a sizable communion prep team and borrow communion trays from your churches.

### *Bulletin Creation: Jessica Fadel*

I created Google docs for each service into which each worship leader, music leader, and preacher could insert their parts. We decided to do a one-page, front-and-back, folded bulletin that only had the outline of the service and other pertinent information. That was to save money, primarily, but we knew that most people now follow the order of worship on the monitors anyway. I took the liturgies and created an outline document and sent it to our designer, Jessica, to design and create the bulletins. She is a communications person at one of our churches and her time was donated by the church. She created the bulletin designs and then we sent them to a local printer who offered us a very good deal. It happened to be the same printer being used by the Stated Clerk's office, so you might want to check into that for ease of delivery.

### *ProPresenter Person: Austin Haga*

The AC office provides the video production company, but the Subcommittee must provide a person to create the ProPresenter content and be present at the worship services to advance the slides. I decided that we should identify a person from one of our larger churches who is experienced with creating liturgies in ProPresenter and experienced in advancing them through the service. The last thing you need is someone inexperienced or inattentive advancing the slides. Find someone who is very good and pay them. We paid our person \$300, i.e., \$100 per service. My thought was this was a critically important part of the worship service and we needed it to go well, so we would find the best person and pay them sufficiently. It worked great. He

did a fabulous job. Go to one of your bigger churches that has their liturgies displayed on their screens and find a guy or gal like that and hire them to do the job.

When each liturgy was done, I shared the Google doc with Austin so he could create the slides. He shared rough draft proofs with me that I could go over and make edits. We displayed the words on the bottom 1/3 of the screen over the video. The video production folks were great to work with on this, but your ProPresenter person will need to prepare the slides on the bottom third of the page and have the correct color-key for video overlay. Just have your ProPresenter person talking to the AC's production company early to get the specs on that.

**Action timeline: what was done and how/when it was done**

Because of the pandemic and our only having the approval to hire musicians in late April, our timeline was very different from what others should be. Basically, when we got the decision from the AC that GA was happening, we started working and sprinted to the finish. I would talk to some of the other past worship Chairs about their timing because it would be more typical. If you want to chat with me about timing ideas, I'd be happy to brainstorm that and offer what I learned.

I will say this, this job is a lot of work. The Chair should consider taking time off during the month before GA. Seriously. I was between pastoral calls, and it was like a full-time job. I had other things going on, like looking for a new call and chairing a GA Study Committee, but seriously consider making time for this leading up to GA.

*Activities and milestones in three general phases: high-level planning, detailed preparation, & onsite production/logistics (notable essential tasks during GA week)*

Nine months out: High level planning. You could even go to a year. But the big decisions we made were discussed above: style of worship services and selection of preachers were the major ones. The AC needs to approve the preachers by the fall meeting, so you'll need your subcommittee up and going by then.

Six months out, or whenever GA registration opens: Usher and communion teams should be operating, making plans based on the floor layout, and recruiting volunteers.

3-4 months out: Worship planning should begin, including details of the liturgies, songs, hiring musicians, and identifying worship leaders. We only had two months and pulled it off, but I think you only need four months max. I would also identify the bulletin designer and ProPresenter tech person at this time.

- At some point you will get a GA site visit with the AC staff when the production company will be present. Have all your key leaders there, including ProPresenter tech, to be able to ask questions and figure out what they will be doing. Our meeting was only a month before GA. I'm not sure when yours will be – I'm sure that the pandemic affected that timing.
- Keep checking in with your music leaders to make sure they have everything they need. Have them checking in with the production company so that everyone is in sync about what everyone needs. The liturgists and preachers can pretty much show up and be shown where to stand and they'll be fine. The musicians need a lot of advance preparation to make sure it goes well. That's where your attention should be in the weeks leading up to GA.

GA week: You just need to be present. Not omni-present, but there enough to make sure everything is set up right, your music leaders are getting what they need, the ProPresenter person knows where to go, the ushers can find the bulletins, etc. Most of this pressure is alleviated after the first worship service because everyone has already done it once. You'll need to be there at the start of each service to make sure the worship leaders and preachers know where to go. I printed out full liturgies for them to have so they would know where they were in the service.



*Quarterly, monthly, or weekly time frame, depending on the phase*

We had monthly meetings starting at a year out from GA, but once those higher-level items were decided I went more to checking in with them as they did their thing. We met over Zoom because of the pandemic, but it was a huge time saver, so I would recommend it in normal times.

## **Budget**

Our budget is shown below, but we estimated expenses at about \$20K and it came in a little more than that. We raised around 22K from offerings, so it was good that we paid for what we spent. We had a very large Assembly though. One thing we did was tell the worshippers that the funds from the offering were going to directly support the worship services. I have been to about 15 GAs and I don't remember that being stated. We just made sure that the worship leaders said that, and it was in the bulletins and on the slides. I think that helped with the offerings providing what we needed.

<b>Worship</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance*</b>
Printing	\$1,000	\$1,920	(\$920)
Workers Parking	\$0	\$52	(\$52)
Speakers Honorariums	\$1,500	\$1,500	\$0
Speakers Gifts	\$100	\$100	\$0
Musicians	\$15,100	\$15,135	(\$35)
Worship Slides	\$300	\$300	\$0
Communion Elements	\$1,600	\$1,540	\$60
<b>GROSS EXPENSES</b>	<b>\$19,600</b>	<b>\$20,547</b>	<b>(\$947)</b>
<b>EVENT REVENUE</b>	<b>\$18,000</b>	<b>\$21,925</b>	<b>\$3,925</b>
<b>NET CASH FLOW</b>	<b>(\$1,600)</b>	<b>\$1,378</b>	<b>\$2,978</b>
*Variance: Favorable (Unfavorable)			

## **Assessment/Observations**

Overall, I was pleased. We had a tall task: pull off three worship services for 3,000-4,000 people with only two months to prepare. I've already stated one thing that I thought didn't go well: having enough ushers.

I think how we organized the services went well, i.e., not too many cooks in the kitchen. Find great people and let them do their thing. Hiring Sandra McCracken went very well for us. She was easy to work with and did an amazing job. And she didn't cost more than the opening night worship with the orchestra. Hiring a ProPresenter person was a good move. I didn't have to worry at all about that aspect. We lucked into a great inexpensive printer. God was gracious to me in that as I was trying to get that done the week before GA and he provided. You should be identifying a printer months in advance. I wish we could have done real bread and wine. But the Stated Clerk's office thought it best. Logistics were much easier with the pre-packaged, and we were able to find a distributor of wine and bread in the pre-packaged form, but I think you lose some of the symbolism in not breaking and distributing real bread and wine (not prepackaged, not broken, and given from the table itself). Think about utilizing the Korean brothers around your area in one of the services. They make up about 15% of our denomination and were greatly honored with their inclusion.

The big take-away for me would be to get started sooner, but we couldn't. Lean on other worship Chair's timelines. I do think that taking time off before and after GA is important.

Submitted by TE Tim LeCroy, Worship Subcommittee Chair

## Women's Program Subcommittee Report

### Scope/Objectives

**Mission:** Oversee the Women's Events on site at the Convention Center, the Women's offsite tours, and Women's Hospitality. Our **vision** was to create events that made women feel welcome and cared for and helped them connect with other women in the PCA. Our **goal** was to have the Women's Luncheon as the main event but to offer two free onsite options for women to attend to keep the cost as low as possible.

**Subcommittee Members:** Chair Katie Polski oversaw the details of all three women's events: Onsite Events, Offsite Events, and Women's Hospitality. She worked with the three team leaders who each took responsibility over one area: Helen Prouty (Women's Hospitality); Laura Wagener (Onsite Events), and Mary Bell (Offsite Events).

### Timeline:

COVID altered our plans many times; our meetings changed from in person to Zoom only beginning in February 2020. Katie met with the Subcommittee members twice in the spring of 2020. The purpose of these meetings was to give the big picture of responsibilities and brainstorm committee members. Each team met over the summer two times to make their plans. Katie attended the first meeting for each team. Due to COVID, Katie emailed extensively between November and February with updates, but many team members bowed-out during that time due to uncertain plans.

The subsequent meetings were held with Katie, Laura, Helen, and Mary. Because several events were altered, each member continued to focus on her own area, but we worked more extensively together (especially since several items for the luncheon and hospitality overlapped). Helen was the only leader who had a team remaining. She met with her team via Zoom approximately four times between March and June. Katie also worked closely with the NextGen Chair so that the family program schedules synchronized with and complemented each other, but these Subcommittees were separate.

### Women's and Families Events Overview:

<u>Day</u>	<u>Time</u>	<u>Event</u>	<u># Registered</u>	<u># Attended</u>
Tues. 6/29	2-5 pm	Hospitality suite open		
Wed. 6/30	9-11am	Hospitality suite open		
	11am-1 pm	Women's Luncheon	275	284
	1:30-3:30	Women's Tour to Botanical Gardens	56	56
	1:30-4pm	Hospitality Suite Open		
Thurs. 7/1	9-11am	Hospitality suite open		
	10am-12pm	Women's walk to the Arch and lunch		35
	11am-3pm	Women's Lunch and Tour to Art Museum	56	56
	1-4pm	Hospitality suite open		
	2-3:30pm	"A Cup of Cold Water"	120	

## **Women's Onsite Event Wednesday, June 30<sup>th</sup> 11am-1pm: Women's Luncheon**

We worked closely with the staff of Committee on Discipleship Ministries (CDM) to plan the luncheon since they co-host this event. The vision was to provide a casual environment where women could bring their young children (since no nursery was provided), relax, fellowship, and be refreshed both through worship and through encouragement from God's Word.

### **Blurb for GAIB:**

*We're excited to have you join us on Wednesday for a time of refreshment and encouragement at the Women's Fellowship Lunch. The St. Louis Host Committee, along with the Committee on Discipleship Ministries, has planned a delightful event that includes a casual lunch, uplifting worship, and words of encouragement from speaker and author Megan Hill and local musician and worship leader, Sherdonna Denholm. In addition, we'll be giving away some nice gifts for those who registered for the drawing in the hospitality room. In order to allow for optimal mingling and fellowship, this will not be a sit-down luncheon, but you'll have the freedom to use Chairs or high-top tables to eat, and there will be plenty of space to have your infants and toddlers in tow. You won't want to miss this sweet time of connection and refreshment!*

**\*\*NOTE:** Because of the ongoing changes regarding COVID during this time, we did end up having a sit-down lunch. There was a place setting for each woman around a table (recommended); additionally, we set up chairs in front of the stage where everyone gathered for worship and the speaker.

### **Luncheon Schedule:**

10:45 – Hostesses gather for prayer and instruction  
11:00 – Doors open/fellowship  
11:15 – Welcome and Opening Prayer for Lunch (*Katie Polski*)  
11:20 – Food Open (boxed lunches)/Fellowship time  
11:35 – Giveaways (*Debbie Doriani*) *\*When Debbie is finished, she'll invite women to join in the center Chairs.*  
11:40 - 11:57 – Ministry Highlights  
11:40 – 11:45 – Covenant Seminary: Katie Polski and CTS Rep (name is TBD)  
11:46 – 11:51 – Covenant College Reps: Marie (Bowen) Fennema  
11:52 – 11:57 – CDM: Stephen Estock **\*Katie will invite women to move to the Chairs**  
12:00 – Katie Polski introduces Sherdonna Denholm  
12:02 – Sherdonna Denholm leads group singing/one special song  
12:13 – Karen Hodge introduces Megan Hill  
12:15 – Megan Hill  
12:50 – Sherdonna Denholm concluding group song  
12:55 – 12:57 – Invitation to next year's General Assembly: Birmingham Host  
12:57-1:00 - Closing Remarks and prayer; reminder of meeting place for women leaving for BO Gardens and music following. (*Laura Wagener*)  
1:00 – 1:15 – Fellowship/Dismissal  
1:15 – 1:50 - Sherdonna Denholm (*For those who would like to stay and enjoy more music*) **\*\***  
2:00 – Clean Up

**\*\*NOTE:** Because of ongoing fellowship, Sherdonna did not play after the luncheon.

**Location:** Marriott Ballroom next door to the Convention Center

**Menu:** Turkey Wrap, Pasta Salad, Fruit, Dessert, Coffee, Water

**\*\*NOTE:** This menu changed many times due to COVID changes

**Final Count:** 283

**Décor:** We used the Orchids from the hospitality suite as centerpieces for the luncheon. Additionally, at each table, we had a devotional for each woman (donated by Covenant Seminary) and a Journal (donated by CDM). We also had a Cookie in the shape of an Arch wrapped and made by a local bakery. For the stage, we had four ferns.



#### **Other Details:**

- Katie prepared the minute-by-minute schedule with input from CDM
- The speaker spoke on her book, "Partners in the Gospel," specifically encouraging pastor and elder wives.
- The room was available at 7 am; we met and began set up at 8 am. The sound equipment arrived at 9 am for set up.
- CDM designed and printed the programs for this event (see picture below). The cost of this printed program was covered by CDM.
- We had several door prizes that were donated both by CDM and other volunteers. This was a great aspect of the luncheon

#### **What Worked Well:**

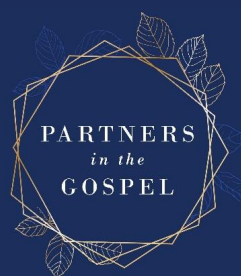
- The setup worked very well. The ladies liked moving forward to be more engaged in the worship and listening to Megan Hill. It also allowed everyone, regardless of where they were sitting for lunch, to see/hear during those times.
- The decorations and favors were simple and easily moved from the hospitality suite (saving quite a bit of money).
- The musician was wonderful. She took care of choosing the music and sending the lyrics for slides.
- We had a screen and projector – this was much easier than having the lyrics or music printed.
- The sticker on the nametag indicating "luncheon" was very helpful. This was the "ticket" to enter.
- We had hosts at each door (from our own team and a few from other churches) welcoming the ladies and answering questions. This also worked well
- It was great to break up the time with giveaways, ministry moments, and singing.
- We had merchandise tables outside the ballroom for the musician's merchandise, the speaker's books, and information about the ministries that were highlighted.

## What Was Difficult

- Doing A/V in-house was necessary (due to the high cost of the venue's quote), but it was very difficult to find volunteers and vehicles to transport all the equipment from a county church to downtown (both for set up and take down). This ended up being a very difficult aspect to the luncheon.
- We had 8 women come who had not registered. Thankfully the hotel set ten additional spots for lunch.
- While it was great to have the ministries represented and the giveaways at the luncheon, we went long. The event did not conclude until about 1:15.
- We had some issues with dietary needs. Because of the changing menu, there was not a place to be explicit about this on the registration form. We received only one email requesting a specific menu (which the hotel happily provided), but on the day of the event, 42 women requested specific menus. The hotel was not prepared for this, and it made the timing of service prolonged. It's important to work this out on the registration if possible.

# Women's Fellowship Lunch

*Wednesday, June 30, 2021*



**Welcome and Prayer**..... Katie Polski

**Giveaways**..... Debbie Doriani

### Ministry Highlights:

Covenant Seminary ..... Katie Polski

Covenant College ..... Anne Plating

Committee on Discipleship Ministries ..... Dr. Stephen Estock

**Songs** ..... Sherdonna Denholm

**Introduction of Speaker** ..... Karen Hodge

**Speaker** ..... Megan Hill

**Invitation** to 2022 General Assembly..... Birmingham Host Committee

*Special thanks to Katie Polski, Laura Wagener, Helen Prouty, Mary Bell, and all the ladies who helped greet/volunteer and host tables.*



**Sherdonna Denholm** is an American singer songwriter and hymn writer who integrates thought provoking lyrics with a rich, soulful-folk sound. Her writing is honest and without pretense, weaving together beautiful melodies and textures. Sherdonna lives in St. Louis.



**Megan Hill** is the author of several books, including *Partners in the Gospel*, *A Place to Belong* and *Praying Together*. She also serves as an editor for the Gospel Coalition. A pastor's wife and a pastor's daughter, she lives in Massachusetts with her husband and four children, where they belong to West Springfield Covenant Community Church (PCA).



**Women's Luncheon Budget:**

## Speaker:

- Honorarium: \$500
- Accommodations: \$350
- Travel: \$400
- Per diem (meals): \$50
- Supplies: \$50
- Dinner on either 6/22 or 6/23: \$100

Total: \$1,450

## Music:

- Honorarium: \$250

## Food:

- \$8,250 (\$30 pp —negotiated rate that includes taxes/service charge)
- Staff/volunteer meals:  $\$30 \times 12 = \$360$ .

## AV:

- Audio Engineer: \$500 (honorarium)

## Programs

- Design: \$200
- Printing: \$200

Total: \$400

## Decorations: (hospitality suite and luncheon)

- Flowers/decorations for tables and stage: \$720.00

## Favors

- Cookies as favors – \$1,100.00

Total Budgeted: \$13,030

Estimated Registrations: \$9,625

CDM Contribution: \$750



### **Women's Onsite Event: "A Cup of Cold Water" Thursday, July 1 2:00-3:30pm**

The vision for this event came from CDM. The goal was to offer a free event where women could come and chat, receive some refreshments, giveaways, and other treats. The hope was that women would feel comfortable and well cared for as they connect with others from across the country.

#### ***Blurb for GAIB:***

*On Thursday we'd love to visit with you in the women's hospitality suite. Stop by or stay for a while for a casual time of refreshment and reconnecting with other weary leadership women. A little oasis planned just for you with chilled water bottles, chocolate, door prizes (awarded at 3:00 pm) and other fun surprises.*

#### **Food and Drink Order**

\*Already a part of the hospitality room budget: Trail mix, Fruit Cups, Pretzel bags, Water Bottles, Soda Cans

#### **Set-Up: Hosted in the Hospitality Suite**

We had the food table set up against one wall, and against the other wall, we had a table where they could enter to win some of the giveaways. We also had wrapped chocolate bars for every woman who attended.

#### **Schedule:**

CDM took care of hosting this event; while it was primarily fellowship, Karen Hodge of CDM interspersed the time with two segments of gift-giveaways. There were several books donated by CDM and P&R and a couple of gifts donated by volunteers.

#### **Expense:**

The food already scheduled/budgeted for the hospitality suite: Chocolate Bars - \$262.06.

#### **Feedback and Recommendations:**

- I highly recommend an event like this. It's free, it was very well attended, and it did not take much planning.
- CDM took the lead and drew names for giveaways
- It might have been more helpful to talk in more detail to Karen Hodge to know what to expect for this event.
- This might be better to do at the beginning of the week, so everyone knows where the hospitality room is located.
- This might be a better time for ministry moments (as opposed to the luncheon).





## **A Walk to the Arch and Lunch Thursday 10 am to 12 pm**

### **Blurb for GAIB:**

For those who will not be attending the tour to the Art Museum, please join us for a casual walk to the Arch grounds (approximately a ten-minute walk from the America's Center). We'll meet at the entrance of the America's Center, and then walk together to the grounds to enjoy time outside near this incredible landmark. Free admission to the museum that celebrates America's pioneering spirit and explains the westward expansion of the United States. We'll walk back to the America's Center at 11:45. There are several restaurants nearby, so feel free grab a few friends and enjoy lunch together at one of the local eateries! \*Note that due to COVID restrictions, reservations may be necessary to purchase tickets to go up in the Arch. Please visit [gatewayarch.com](http://gatewayarch.com) for more information.

**Expense:** None

### **Feedback and Recommendations:**

- We had about 35 attend the walk to the Arch and about six stayed together for lunch afterward.
- It was nice to offer another free event for those who did not attend the offsite tour, and the ladies who attended enjoyed themselves.
- A walk was an unexpected way for women to really get to know each other.
- Lunch was tricky because the Commissioners were on a break at the same time we returned to the area. The lines were long, so several just went their own way.

## **Women's Hospitality Room**

### **Vision:**

Our hope was to create a comfortable space for ladies to stop by and connect, be prayed for, grab a cold drink and snack, and to have a place for smaller groups to meet up. With no nursery, we also wanted to make this space a comfortable place for moms with young children.

### ***Blurb for GAIB:***

*Ladies, once you've registered, stop by the hospitality suite to see some friendly faces who look forward to greeting you, praying with and for you, and offering some light refreshments. We'll also register you for a drawing to win some great prizes during the women's fellowship lunch on Wednesday. Don't forget to stop by, and feel free to bring your infants and toddlers along with you.*

### **Set-Up:**

The room had approximately six round tables and a few high-top tables. Chairs were also put around the outer edge of the room. Additionally, we had one table for food and drinks and one for our raffle. We were very pleased with the set up as it gave various options for sitting/chatting.

### **Hospitality Room Hours Open:**

- Tuesday 2-5pm
- Wednesday 9-11am and 1:30 to 4pm
- Thursday 9-11am and 1 to 4pm

### **Expenses:**

\*Note: The cost for the centerpieces is included in the luncheon since we used the same centerpieces.  
Snacks and Beverages in Hospitality Suite - \$3,468.46

### **Catering:**

\*For the above cost, we were provided these items ONE time at the beginning of the day. Trail mix, Fruit Cups, Pretzel bags, Water Bottles, Soda Cans

**Other:**

- We had at least three hospitality room volunteers in the room during “open hours.” These women welcomed those who came in and offered assistance/answered questions.
- During the first day the room was open (Tuesday), the women were told at registration to visit the hospitality room to enter their name in a drawing for giveaways. These “prizes” were given both at the luncheon and the “Cup of Cold Water” event.
- We had a laminated sign with the hours open on the hospitality room door and a sign right outside the room

**Feedback and Recommendations:**

- It worked well to use the raffle as an incentive to come to the hospitality room early on, but we should have opened the room closer to the opening of family registration. We would suggest opening the room the first day around 9 am.
- The food was significantly higher priced than what we were told it would cost. We would suggest a water dispenser, but due to COVID, we were unable to have this.
- It’s good to have some sort of free event in this space; we used it for “A Cup of Cold Water.”
- We had a steady flow of people in and out; the Cup of Cold-Water event was when the most people were in the room at one time.

**Women’s Tote Bags****Vision:**

We wanted to fill the tote bags with items that represented St. Louis with other fun and interesting gifts. We used the same bags as the Commissioners and tried to get as many of the items donated to reduce costs.

**Items included in the Tote bag:**

- Several pamphlets from various PCA ministries
- A devotional from P&R
- Cookies from a local bakery
- Sweet potato chips from a local company
- A magnet with a Bible verse made by a volunteer
- Pens
- Mentos

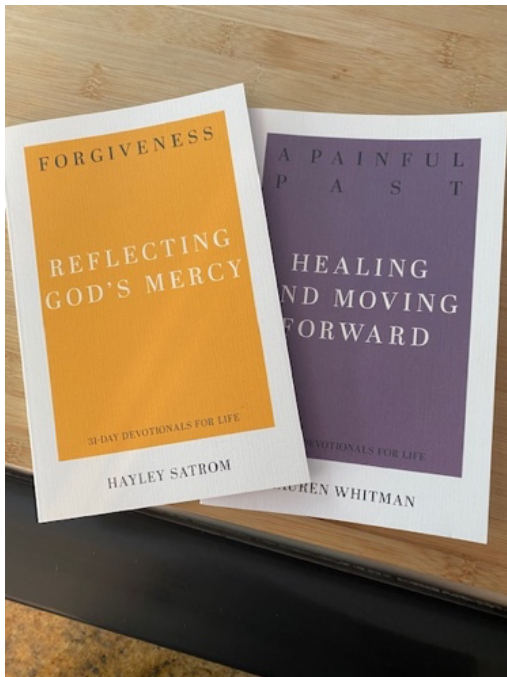
- A card that showed appreciation for the companies who contributed various items
- Small hand sanitizer
- Tissues
- GAIB
- Information about local activities and information

**Expenses:**

300 bags - \$1, 131.56

**Other Details and Recommendations:**

- It's better to have tote bags that are different from the commissioners. At the beginning of the week, several women did not pick up their bag thinking the contents were the same as their husband's bag
- We met in the hospitality room during the set-up day (Monday) and assembled the bags for a couple of hours. We had about ten volunteers helping with this.
- We then brought the assembled bags to the registration desk, so they were ready to be handed out the next day.
- The local snacks were a big hit
- We kept the cost down significantly because several of the items were donated.



**Women's Offsite Events: Botanical Gardens and Art Museum**

**Vision:**

To coordinate women's tours around memorable St. Louis historical sites and give women an opportunity to connect with others while enjoying some local attractions.

**Tours Offered:**

**Botanical Gardens**

Wednesday 7/10 1:30-3:30

Cost: \$20

Attendance: 56

**Blurb for GAIB:**

*Join us for an afternoon stroll at the beautiful Missouri Botanical Garden. The Garden was founded in 1859 by Henry Shaw, and today it is a National Historic Landmark and a center for science, conservation, education, and horticultural display - widely considered one of the top three botanical gardens in the world. It features 79 acres of horticultural displays, including indoor conservatories and demonstration, formal and international gardens. Grab a friend, or come and meet someone new, and enjoy being refreshed by God's stunning creation.*

**Other Notes:**

- We did not have a rain plan because there were some covered places to go if it rained.
- The time was short, but it worked just fine because it was hot.
- An email was sent to the participants the week before GA reminding them that they registered for this event, telling them where the meeting place was, and that they should dress in comfortable clothing.
- Due to COVID, the offsite events were difficult to plan. We filled a bus (56) and capped it at that due to venue restrictions on group size. There was a waiting list, and if we were allowed to bring in more women, we're confident we could have come close to filling another bus.
- It worked well to do a shorter offsite event on the same day as the luncheon (we would not recommend doing a larger offsite event on the same day).

**Art Museum and Lunch**

Thursday 7/1 11:00am to 3:00pm

Cost: \$30

Attendance: 56

**Blurb for GAIB:**

*Please join us for a tour of the Saint Louis Art Museum which hosts a world-class and varied collection of original works of art and artifacts, spanning five millennia and six continents. After walking through this beautiful St. Louis gallery, we'll join together at 1 pm on the iconic front lawn of the Art Museum. Box lunches will be provided by Juniper (local St. Louis restaurant owned by Covenant Seminary Alum, John Perkins) and dessert will be provided by Knead Bakehouse, another local St. Louis favorite! Space is limited for this event, so be sure to sign up today! Bus will leave at 11:00am and return at 3:00pm*

**Other Notes:**

- This was a very enjoyable day, and again, if the venue allowed for larger numbers, we could have filled a second bus.
- We did not have a rain plan for this event, but we needed one. Because of rain in the forecast, we made a last-minute change and had the lunch at a PCA church near the museum (Memorial Pres). The church helped set tables, centerpieces, and they provided coffee and water. This was a MUCH better scenario. The lunch occurred first and then the bus transferred the women to the museum. We highly recommend keeping the eating indoors (as opposed to a picnic).
- We emailed the women a week before with details and updated them via email as plans for the lunch venue were changed.
- The lunch was from a local restaurant (Juniper) as was the dessert, provided by Knead Bakehouse. This made for an added "special" aspect of the event.
- There was very positive feedback about this event – the women enjoyed having two different aspects of it as well (the lunch and the museum).

**Expenses:**

- For both events, the leaders purchased brighter colored T-shirts to distinguish them as the volunteers: 8 T-shirts for leaders at \$10 a piece: \$80.00
- Juniper: \$780.00
- Knead Bakehouse: \$315.00

*Lunch at Memorial Presbyterian Church***Financial Summary**

<b>Women's Events</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance*</b>
Office Supplies	\$0	\$76	(\$76)
Printing	\$400		\$400
Worker's Meals	\$360		\$360
Workers Parking	\$0	\$86	(\$86)
T-Shirts	\$80		\$80
Speaker's Honorariums	\$500	\$500	\$0
Speaker's Expenses	\$950		\$950
Musicians	\$200	\$250	(\$50)
Event Food Costs	\$9,450	\$15,221	(\$5,771)
Offsite Event Fees	\$560	\$780	(\$220)
Buses	\$2,900	\$1,590	\$1,310
AV Engineer	\$500	\$500	\$0
Flowers/Decorations	\$695	\$955	(\$260)
Favors/Bags for Events	\$6,110	\$1,760	\$4,350
Supplies for Events	\$0	\$157	(\$157)
<b>GROSS EXPENSES</b>	<b>\$22,705</b>	<b>\$21,875</b>	<b>\$830</b>
<b>EVENT REVENUE</b>	<b>\$11,800</b>	<b>\$11,539</b>	<b>(\$261)</b>
<b>NET CASH FLOW</b>	<b>(\$10,905)</b>	<b>(\$10,336)</b>	<b>\$569</b>
*Variance: Favorable (Unfavorable)			

Submitted by Katie Polski, Women's Program Subcommittee Chair



## Next Generation Subcommittee Report

Submitted by TE Justin Huensch, Chair

### Objectives and Scope

Plan, prepare and run the programs for the Next Generation attendees (Youth, Children, and Nursery-PreK). Be a blessing to the attendees and their families as well as create a fun and engaging community for the youth and children. Unfortunately, because of the Covid-19 pandemic and changing safety protocols, our plans were adjusted throughout our preparation (including being unable to provide a Nursery-PreK program).

**Subcommittee Chair:** Justin Huensch ([JustinH@Chespres.org](mailto:JustinH@Chespres.org)) Chesterfield Pres. Church (636) 394-3337  
**Youth Team:** Adam Delaplane ([AdamD@Chespres.org](mailto:AdamD@Chespres.org))  
**Children's Team:** Beth Perry ([BethP@Chespres.org](mailto:BethP@Chespres.org))  
**Nursery Team:** Ellen Jackson ([EllenJ@Chespres.org](mailto:EllenJ@Chespres.org))

### Children's Activities and Schedule

#### WEDNESDAY AND THURSDAY

8:30am-3:30pm (Camp Westminster from 9:30-3:00)

Cost: \$40 (Actual cost: camp \$25/person + Transportation)

Limit: 65. 65 registered each day. 63 attended each day. We had a waiting list as well.

Rising Kindergarten – 5<sup>th</sup> grade

T-Shirts: We did not do T-shirts for the camp

***GAIB Verbiage:** After gathering at the America's Convention Center in Room 105 we will load our buses and drive to Camp Westminster for a day of age appropriate indoor and outdoor adventures! Camp Westminster seeks to sharpen skills while learning about the Lord through games, crafts, and interactive stories. Campers will be divided into groups of rising K-2nd and 3rd-5th. The camp is located and operated by Westminster Christian Academy (a Christian college preparatory school in St. Louis). Lunch at the camp is included. If your child has food allergies or special dietary needs, please send an appropriate labeled lunch for them.*

### Youth Activities and Schedules

#### WEDNESDAY

8:30am-3:30pm (9:30-12:30 Restore St. Louis Service/1:00-3:00 City Museum)

Cost: \$35 (Actual cost: \$11 City Museum + \$5 lunch + Transportation) *Restore STL did not charge us for the time we spent serving.*

Rising 6<sup>th</sup> grade- 12<sup>th</sup> grade. Limit: 50. 43 registered and attended.

T-Shirts: Students were given GA 2021 T-Shirts each morning.

***GAIB Verbiage:** After gathering at the America's Convention Center in Room 105 we will load our buses and drive to New City Fellowship Church to partner with Restore Saint Louis. Restore Saint Louis seeks to connect God's people with opportunities to manifest His love in the city of St. Louis to widows, immigrants, refugees, and the poor. After serving at New City Fellowship, we will eat lunch and head over to one of the most unique locations in the Midwest, the St. Louis City Museum. The City Museum is an old warehouse which artists have repurposed with giant slides, secret tunnels, crazy obstacles, and more. It is a zany grown up play- ground that must be seen to be believed! Please bring a change of clothes and closed-toed shoes. If your child has food allergies or special dietary needs, please let us know.*

#### THURSDAY

8:30am-3:30pm (9:30-12:30 Restore St. Louis Service/1:00-3:00 City Museum)

Cost: \$35 (Actual cost: \$5 lunch + Transportation) *Restore STL did not charge us for the time we spent serving.*

Rising 6<sup>th</sup> grade- 12<sup>th</sup> grade. Limit: 50. 42 registered and attended.

T-Shirts: Students were given GA 2021 T-Shirts each morning.

**GAIB Verbiage:** After gathering at the America's Convention Center in room 105, we will load our buses and drive to New City Fellowship Church to partner again with Restore Saint Louis. Restore Saint Louis seeks to connect God's people with opportunities to manifest His love in the city of St. Louis to widows, immigrants, refugees, and the poor. After serving at New City Fellowship, we will eat lunch and head over to the St. Louis Zoo for a fun-filled group scavenger hunt. The St. Louis Zoo is one of the best in the country, home to over 13,000 animals and is recognized for its innovative approaches to animal care and management, wildlife conservation, research and education. Please bring a change of clothes and closed-toe shoes. If your child has food allergies or special dietary needs, please let us know.

## Financial Summary

NextGen	Budget	Actual	Variance*
Office Supplies	\$ 20	\$ -	\$ 20
Background Checks	\$ 240	\$ -	\$ 240
Workers Parking	\$ 400	\$ 51	\$ 349
T-Shirts	\$ 750	\$ 983	\$ (233)
Event Food Costs	\$ 850	\$ 415	\$ 435
Offsite Event Fees	\$ 3,250	\$ 3,750	\$ (500)
Buses	\$ 8,320	\$ 6,792	\$ 1,528
Activity Supplies	\$ 100	\$ 390	\$ (290)
<b>GROSS EXPENSES</b>	<b>\$ 13,930</b>	<b>\$ 12,381</b>	<b>\$ 1,549</b>
<b>EVENT REVENUE</b>	<b>\$6,150</b>	<b>\$7,748</b>	<b>\$1,598</b>
<b>NET CASH FLOW</b>	<b>(\$7,780)</b>	<b>(\$4,633)</b>	<b>\$3,147</b>
*Variance: Favorable (Unfavorable)			

## ASSESSMENT/OBSERVATIONS

### Commendations / What worked well:

We had an abundance of leaders which was very helpful (also all from Chesterfield Presbyterian Church). For the Youth: Our goal was to not just chaperone, but to serve, connect (leaders with students and students with each other), and create a fun community and environment for the two days we were with them. Doing a service project together was a joy and a fun experience for the students as they served together and were able to learn more about St. Louis and the people in the city (working with New City Fellowship and Restore St. Louis). Students had a great time working together. At the St. Louis Zoo we created a photo scavenger hunt so the students could play as a team while walking around the whole zoo (teams could play the game or just look at animals). To our surprise, every group played the scavenger hunt and had fun doing so. The City Museum is a lot of fun as well. It felt like a good balance between working hard and playing hard together.

For the Children: Going to a camp was a great option for the children. We originally planned on having two options for the children (going to the Science Center in the morning and having a short afternoon VBS at the Convention Center OR go to Camp Westminster) but the changes in our General Assembly dates and schedule and policies due to Covid-19 led us to only offer Camp Westminster. The location for the camp (Westminster Christian Academy) was about 25 minutes away from the Convention Center. They did a great job and ran a separate and special camp just for us (their normal camp was already going through the summer, but they kept our children separate). We had leaders for the waiting room at the Convention Center, and on the bus, and left one at the camp to act as a representative for GA in case anything was needed.



#### *Overall:*

Drop-off activity in our gathering room was hectic, but I think it will be that way regardless of the circumstances. We had 2 tables (one for youth and one for children's) and checked them in, asked for their medical release form (if they hadn't filled it out yet – more on that under recommendations), a Covid health check form, gave their children name tags (sticky tags we created with their name and grade) and gave them a security card (a cardstock paper on which we stuck small stickers of their children's names so they could pick up their children when they returned (we told parents they could show us this card at the door- or take a picture of it on their phone and show us the picture, that way either parent could pick up their children).

#### *Name Tags:*



#### *Sticker for Security Cards:*

**Clifton  
Adkins**  
CHILDRENS

**Lawrence  
Adkins**  
CHILDRENS

**Andrew  
Anderson**  
CHILDRENS

*Communication:* I reached out to parents about a week ahead of time to share my information (email/phone number), to let them know how excited we were to host their children, and to update them on our schedule, plans, and any other information they would need to know (Covid safety issues and/or info that may have changed since the website/booklet went live). I also included a copy of the medical waiver form and asked them to fill that out and send it to me or the registrar's email. We also created a private Instagram account for parents to see pictures of the Youth activities throughout the day (@GA21YOUTH).

#### **Challenges:**

Families showed up sometimes 30 min early to drop off their children, but we turned them away because we were not ready and did not want children in the room for a long time before they loaded the busses. The gathering room worked well for our needs (a large room in the Convention Center- Room 105), but it was a lot to have 65 children and 43 youth along with a lot of leaders in one room. We were only going to be in there for about 30 minutes before we left and 30 minutes when we got back. Originally (pre-Covid), we were going to have several rooms in the hotel across the street, but those plans changed. It was very nice to be in the Convention Center (for parents and leaders). The camp was a great option, but it was a long day for the children. I am not sure that many of the children, because of their age and/or because of the pandemic, had been away from their parents that long and that was quite difficult for several of them (especially the younger ones). The drop off was the hardest part for them. Also, it was difficult for some of the parents as well. Our representative at the camp (Beth Perry) received many phone calls and texts from parents asking for her to check on their kids and some parents wanted to visit to check in on them as well. As mentioned, our plans changed because of the pandemic, but it may be smart to have an option where the younger children are not away from their parents for the whole day.



Photos: T-shirts, gathering room, and Youth venues





## Registration Subcommittee Report

**Objective and Scope:** Receive, process, record and report all registrations for GA 2021 for the women, youth, and elementary children. Budget for and manage the funds for these registrations and coordinate with AC staff as needed.

### Organization and Responsibilities of Subcommittee members:

During the early planning stages, the Registrar was Lisa St. Pierre who had done registration for large groups several times in the past. However, due to family issues, Lisa had to step down and the HC Chairman, Phil VanValkenburg, had to find a substitute. Bo Hanley was chosen and became the new Registrations Chair in April 2021. Bo asked Lisa to stay on to help with Brushfire since it was set up to report all registrations to Lisa who also received emails and mail ins. She agreed and it really was a blessing to assist in the registration process. Bo hired the admin support, La Piffany Pelc-Milton, who also was very capable and helped in the successful check-in process. Operationally, Lisa worked with AC on registrations and cancellations through the Brushfire online system (see below for details). Bo was responsible for all onsite work as well as planning from April to end of GA. Volunteers did a lot of the check-ins, La Piffany helped with volunteer training, check-ins, and if someone was not registered and wanted to register, she assisted them. Bo helped with all the above plus all problems were referred to her as Registrar.

### Activities/Methods: To accomplish the goals, these are the steps required and completed:

1. Coordinate with AC and HC during the planning process. Be available and on all Zoom calls, tours, etc. to make sure communication is completed as needed.
2. Budget for this year's GA using past years as a guide and adjusting as required by specifics different from previous years and unique to this year's GA.
3. Email participants as needed.
4. Arrange for technology needs (signed contract).
5. Plan signage and work with team members for ordering sign.
6. Plan a physical table and chairs setup, where banner will go, and communicate about logistics plan.
7. Purchase supplies needed (name tags, office supplies, etc.).
8. Arrange for locks as needed to secure laptops, etc.
9. Work with Women's Hospitality team to have tote bags with handouts when women check in.
10. Help recruit volunteers to work registration check in (need to be tech savvy).
11. Obtain/hire capable administrative support (must be Excel-capable) and available all hours needed.
12. Work with the Finance Committee Chair and HC Chairman to ensure proper documents are completed for admin support person.
13. Print nametags for Women, Volunteers and Host Committee. (NextGen had their own name tags).
14. Print reports for each Subcommittee Chair as requested and distribute to appropriate people.
15. Print permission documents for NextGen and get reports to Transportation and NextGen Chairs.
16. Receive, process, record and report registrations of women, youth and children to appropriate Chair heads and AC.
17. Manage waiting lists for events as appropriate.
18. Train admin support and volunteers for their roles. Check in volunteers at beginning of their shift with aprons and name tags and check out at end of shift with return of aprons and lanyards. They can keep their name tags.
19. Provide women attendees or the person checking them in with a welcoming, efficient process.
20. Assist in distribution of Women's Hospitality tote bags.
21. Coordinate with Hospitality Chair to have their FAQ document to help answer inquiries, as we received many questions about location, schedule, St Louis restaurants and events, as well as basic needs such as restrooms, first aid, etc.
22. Encourage attendees and volunteers to visit the Prayer Room and pray.
23. Chair should be at the booth to handle all problems anytime registration is occurring, except to handle basic needs.
24. Be available for take down and to sign off when electronics are picked up.

**Participation.** For statistics on Women's and NextGen events, see their Subcommittee reports. Overall, 536 women registered but only 422 checked in. We know many of those other 114 that did not check in may not have realized they were supposed to and this needs to be corrected at future General Assemblies.

#### **Action Timeline:**

*Planning.* Strategizing and tours, calls, and working with the HC took up the most time on the calendar, from beginning of process to starting of implementation. It was unique to this GA from previous GAs because of COVID and various restrictions and whether we could have it in June 2021 or September 2021. Once the date had been set, we still had plans for social distancing, masks, etc. that related to spacing at GA etc. To deal with that resulted in plan A, plan B and to be ready to implement whichever organization was required by city guidelines.

*Preparation* About six weeks prior to GA, things like hiring the admin support, planning and procurement of signage, planning of physical layout, etc. was done. Then during the last month, activities included purchasing supplies, training admin support, recruiting volunteers, communication with volunteers, and coordination of reports with Chairs of Subcommittees.

#### *Implementation*

##### GA week:

- June 28, Monday, 2021: Move in day and set up of electronics, verification of Wi-Fi and ability to do registration needs.
- June 29-July 1, 2021: Complete name tags, training of volunteers, check in of registrants, registering anyone needing to do so, printing of reports and permission documents. Work with all team members of the Host Committee to ensure all GA 2021 goals were achieved.
- July 2, 2021: Take down of physical set up plus sign-off on electronics pick up.

#### **Brushfire online system**

##### *Managing Registrations*

- 1) Tracking registrations
  - a) Once registration opens, the AC sent updated reports showing all women's events and children's events registrations
  - b) These reports show complete raw data each time, not just updates from the last report. Any data manipulation will need to be done each time.
  - c) Registrar put raw data into personalized reports for each committee leader - Children's, Women's, Transportation - based on the info they need. KNOWLEDGE OF EXCEL SPREADSHEETS IS A MUST.
- 2) Managing Cancellations
  - a) Because the AC receives all money and then transfers funds to the Host Committee in periodic lump sums, cancellations and refunds are a joint effort between the Registrar and the AC.
  - b) Prior to GA, when a refund request is made, the AC rep contacts the Registrar for approval, then handles the refund on their end.
  - c) At GA (if you choose to offer refunds after the registration deadline), no refunds are made on the spot. Registrar keeps a list of all refund requests to be dealt with by the Finance Chair during the week after GA.
- 3) Managing waitlists
  - a) This was by far the trickiest piece ... because of COVID issues we had a smaller than normal venue capacity for some events, resulting in longer than usual waiting lists. For the most part we were able to accommodate all the women, but not all the youth and children.
  - b) Brushfire allows for registration limits for each event, which is great in that it keeps over-registration from happening; however, filling a spot after a cancellation or if more spots open becomes a logistical mess, i.e., the Registrar and the AC rep must work together in real time to manipulate the limits and hand-enter registrations from the back end. This also entails getting credit card info from each person being registered from the waitlist.

### *Check in Procedures*

- 1) Log in info. On the main page, choose CHECK IN (gray button on the right)
- 2) Click MAIN EVENT CHECK-IN on the right-hand side - this is very important, or you won't be in the right portal.
- 3) From this page, use the search box to the left of the Blue GO button to enter attendee's last name. This should pull up all events associated with the attendee, both women's and children's (for names like "Smith" you may need to do more filtering in the search box).
  - a) Confirm all events being checked in
  - b) Women's events will show "Attending" in the appropriate column
  - c) Children's events are listed separately by name
  - d) If there are any discrepancies as to what we show and what the attendee thinks, they are signed up for - send them to Bo or LaPiffany
- 4) Click green CHECK IN Button for every event being checked in
  - a) If properly checked in, CHECK IN button will be replaced by a green date
  - b) If you accidentally checked someone in (or if they need to be UN checked for whatever reason), simply hover over that green date and a button will appear to CHECK OUT
- 5) Send attendees to the Name Tag Table to pick up name tags, hospitality bags, etc.
- 6) Special situations handled by Registrar: Onsite registration, cancelations, and refunds.

**Budget:** See below for budgeted and actual expenses. Registration came in \$574 under budget. The biggest savings was attributable to reducing the number of iPads needed for check-in. By extending the hours open to the same as Commissioner check-in on Tuesday-Thursday, we never experienced lines or long wait times and we needed fewer iPads.

Registration	Budget	Actual	Variance*
Admin Support	\$ 1,875	\$ 585	\$ 1,290
Office Supplies	\$ 110	\$ 470	\$ (360)
Equip Rental	\$ 980	\$ 1,770	\$ (790)
Workers Parking	\$ 100	\$ 128	\$ (28)
T-Shirts	\$ 480	\$ -	\$ 480
Signage	\$ 200	\$ 218	\$ (18)
<b>GROSS EXPENSES</b>	<b>\$ 3,745</b>	<b>\$ 3,171</b>	<b>\$ 574</b>
*Variance: Favorable (Unfavorable)			

### **Assessment/Observations:**

- *Successes* (what worked well): Teamwork for both the HC and the Subcommittee members. Our registration team planned well and was prepared for and implemented the process well. Zoom meetings, good oversight by the Host Committee Chairman, and tours helped establish good relationships and ensured a smooth and effective implementation of the plan for registration. Good volunteers made for a smooth check-in process that gave the attendees a great welcome to St Louis and to GA. Brushfire (and having someone able to navigate it easily) provided a very good foundation to work from. Waiting until registration closed to create final reports for emails to attendees was a plus.
- *Challenges* (What didn't work well): Mostly this was beyond our control as a HC. Covid caused planning difficulties because things kept changing with the city and the venue. Also, the fact that St Louis is a union city, there were certain tasks that we could not do ourselves and had to wait for appropriate workers. A car crashed into the facility and the cafe that would have provided coffee and snacks could not be repaired and reopened in time, so it became necessary to make provisions for that for AC workers, HC workers and volunteers. Not all registered women and children checked in and we are pretty sure they were in attendance, so better communications with them and maybe a location for someone from registration just as they entered the building would be helpful to either get the registrants to come to the check-in area or move the check-in to the entrance.

- *Recommendations:* Have permission documents required as part of registration. Buy extra name tags as we had extras but not enough. It may have been because this was the largest GA by about 500 Commissioners and their families. The lanyards provided by AC were pretty but not substantial and several of the ladies returned to our table for replacement name tags as they lost theirs. Because being open longer hours facilitated an easy check in process, I strongly advocate it. Highly recommend an effective leader and team as there is no better recipe for success at GA!

Submitted by Bo Hanley and Lisa St. Pierre, Registration Subcommittee Chairs





## Transportation Subcommittee Report

**Objectives and Scope:** Provide transportation for offsite events for the Women's and NextGen (Elementary and Youth children) groups. Also provide information on parking discounts and other transportation modes.

**Organization:** Chairman, John Castagno. Single member. Primarily supported Women and NextGen Subcommittee Chairs. Onsite Coordinator Chris Baker.

### Activities & Services offered/provided:

The offsite transportation consisted of buses (motor coaches) for the Women's and NextGen (Elementary Children and Youth) offsite events. The offsite events included were three groups of people for two offsite event days (Wed 30 June and Thu 1 July): Women, Elementary Children and Youth. At a minimum it would take one bus per group per day.

Based on experience, we decided on motor coaches of 55 to 56 passengers. We did consider smaller coaches but did not pursue due to the other constraints driven by COVID response (see illustrations below). The actual number of coaches and schedules depended on attendance and COVID constraints. At one time we planned for 2 55+ coaches per group per day for 6 coaches per day for the two days. However, in the end it ended up with 5 coaches per day. The women were limited to one coach to the Missouri Botanical Garden and Art Museum due to venues' COVID restraints. The Elementary and Youth kept two buses each, even though the buses were not full due to CDC recommendations that extra seating separation was desired.



Figure 1: Bus Description (with Certification Organizations to Consider Lower Left)

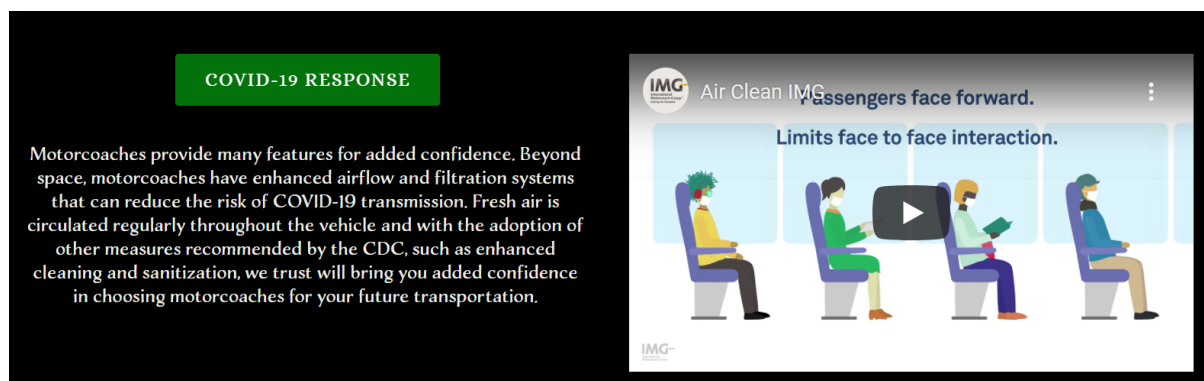


Figure 2: COVID Precautions Were Essential

The figure below shows the final schedule and itineraries of the buses. The next section describes the selection process and other tasks associated the transportation activities.

PCA General Assembly 2021 St. Louis Transportation Schedule									
Day 1 Wed June 30									
Arrival Time at Am CC	Departure Time	Bus/Passengers	Limit	Destination/Purpose	Expected Return Time at Am CC	Day 1	Bus Co #	Invoice-Charter No	
1	1:00 PM	1:30 PM	Coach >50	56 Women Botanical Garden	3:30 PM	Bus1	Bus 268	29922	June 30 & July 1
2	8:30 AM	9:00 AM	Coach >50	half full * E-Camp WCA	3:30 PM				Bus 1: Tammy Gebhardt – Bus 268 (56-passenger)
3	8:30 AM	9:00 AM	Coach >50	half full * E-Camp WCA	3:30 PM	Bus3,4	B 270,269	29923	Bus 3 & 4: Marcus Chambers – Bus 270 (56-passenger)
4	8:30 AM	9:00 AM	Coach >50	half full * Y-New City/City M**	3:30 PM				Melissa Crisel – Bus 269 (56-passenger)
5	8:30 AM	9:00 AM	Coach >50	half full * Y-New City/City M**	3:30 PM	Bus5,6	B 282,284	29924	Bus 5 & 6: Teresa Singleton – Bus 282 (55-passenger)
									Jim Moe – Bus 284 (55-passenger)
Day 2 Thursday July 1						Day 2			
6	10:30 AM	11:00 AM	Coach >50	56 Women Art M	3:00 PM	Bus1	Bus 268	29925	
7	8:30 AM	9:00 AM	Coach >50	half full * E-Camp WCA	3:30 PM				
8	8:30 AM	9:00 AM	Coach >50	half full * E-Camp WCA	3:30 PM	Bus3,4	B 270,269	29926	
9	8:30 AM	9:00 AM	Coach >50	half full * Y-New City/Zoo**	3:30 PM				
10	8:30 AM	9:00 AM	Coach >50	half full * Y-New City/Zoo**	3:30 PM	Bus5,6	B 282,284	29927	
Coach >50 = Coach holding greater than 50 passengers Art M = Art Museum Am CC = America's Convention Center Zoo = St Louis Zoo City M = City Museum Camp WCA = Camp Westminster @ Westminster Christian Academy 800 Maryville Centre Dr, Town and Country, MO 63017 *assume half full for COVID separation for children **two locations per trip									
New City = New City Fellowship Church service project South Hodiament Garden which is on the corner of Hodiament Ave. and Plymouth Ave E = Elementary Children; Y = Youth									

### Figure 3: Transportation Schedule and Itinerary Summary

The actual bus ridership is shown below for each event each day.

BUS	Wed	Thur
Women	56	56
Elementary #1	34	33
Elementary #2	31	31
Youth #1	20	22
Youth #2	20	19

Figure 4: Passengers per Bus on List before Wednesday 30 June

The buses arrived, loaded, and unloaded at the main America's Convention Center entrance (semi-circle drive). The NextGen attendees (Elementary and Youth) were gathered in a large room before boarding, then escorted to the appropriate bus. When returning, the buses were immediately unloaded, and the participants were escorted directly back to the gathering room. The women boarded and disembarked the appropriate bus independently. We had an Onsite Transportation Leader and one Transportation Volunteer to help with each loading and unloading. Each bus had a leader/chaperone on board the bus who also assured the accounting for participants and to coordinate with the bus driver for the full itinerary.

The bus company (and bus leader/chaperone) required a passenger list with a contact name and phone number for each passenger. The best available lists were emailed to the bus company the weekend before the travel. Final passenger list adjustments were made with the bus leader and driver at the time of travel. We made itinerary identification bus signs to attach to the passenger curbside window, but they were not needed because the bus company also had signs that helped identify the appropriate bus route. A task list for the roles is shown in the figure below.

Transportation Job Descriptions	Transportation Volunteer
<p><b>Transportation Sub Committee Head</b></p> <ol style="list-style-type: none"> <li>1. Plan, arrange and establish contracts with bus companies. Be primary POC to bus companies.</li> <li>2. Report to Host Committee</li> <li>3. Provide arrangements for signage etc (especially the passenger list (manifest) print out arrangements, and bus number/event placards)</li> <li>4. Coordinate with Women's and NextGen subcommittees for loading/unloading and event contingencies (such as coordinating with the venue organization for bus operations at the venue)</li> <li>5. Arrange/provide for Transportation On-site Leader on the two travel days.</li> <li>6. Arrange/provide for on-site Transportation Volunteers to help with unloading and loading.</li> <li>7. [Transportation Sub Committee Head is not planning to be on-site on the two travel day s]</li> </ol> <p><b>Transportation On-Site Leader</b></p> <ol style="list-style-type: none"> <li>1. Be on-site to help load and unload. Direct volunteers on the two travel days. Coordinate with Women, Children and Youth leaders on site.</li> <li>2. Coordinate with the Transportation Sub Committee Head as well as other on-site host committee members for the two travel days.</li> <li>3. Perform tie-in coordination for morning and afternoon shifts for Transportation Volunteers.</li> <li>4. Obtain the boarding list (or manifest) for each bus and give to volunteers.</li> <li>5. Obtain the Bus Number/Event placard and tape for each bus (for bus identification) [This was not needed – Bus company had identifying signs]</li> <li>6. Currently the shifts are             <ol style="list-style-type: none"> <li>a. June 30, Morning – 8:00 am thru 9:30 am to load children and youth</li> <li>b. June 30, Afternoon – 12:30pm thru 4:00 pm to load women and unload all ~ 3-3:30pm.</li> <li>c. July 1, Morning - 8:00 am thru 11:30 am to load women, children and youth</li> <li>d. July 1, Afternoon – 2:00 pm thru 4:00 pm to unload women, children and youth ~ 3-3:30pm.</li> </ol> </li> <li>7. Wear Apron to identify as GA guide.</li> <li>8. Help with loading and unloading as appropriate supporting the Transportation Volunteer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinate with Transportation On-Site Lead upon arrival</li> <li>2. Wear Apron to identify as a GA guide</li> <li>3. Be cognizant of bus event signs and where bus loading is</li> <li>4. Obtain the boarding list (or manifest) for each bus provided by the Transportation On-site Leader.</li> <li>5. Meet with bus driver upon arrival of bus (30 minutes before scheduled departure)             <ol style="list-style-type: none"> <li>a. Put (tape) Bus number / event name placard to front windshield or curb side first passenger window.</li> <li>b. Give the passenger list (manifest) to the bus driver before departing. Assure the on-bus event leader helps identify people with the list.</li> </ol> </li> <li>6. Direct women, children and youth to buses. Especially guide leaders of children and youth from gathering room (now room 105) to the bus.</li> <li>7. The children and youth leaders/chaperones that will travel to the events on the buses are the responsible people to control the children and youth loading and unloading.</li> <li>8. For final unloading at the America's Convention Center, help with unloading to support on-bus leaders. Children and youth will be directed immediately off the bus to the gathering areas. If parents ask, tell them this plan. Assure all people are off bus and bus is relatively clean and coordinate with the driver.</li> </ol> <p><b>On-bus Event Leader/Chaperone (from Women and Next Generation)</b></p> <ol style="list-style-type: none"> <li>1. Coordinate with the Transportation On-Site Leader and Transportation Volunteer before/during loading/unloading. Buses will arrive 30 minutes before scheduled departures.</li> <li>2. Obtain a copy of the passenger list/manifest from the Transportation Volunteer and assure actual passengers correspond with the list</li> <li>3. Maintain placard on curb side first passenger window to identify the bus during the trip.</li> <li>4. Be responsible for event dropoff/unloadings and pickups. Buses will probably park some distance away from the venue so pickup times will have to be agreed upon with the individual bus driver.</li> </ol>

Figure 5: Job Descriptions

**Parking and other Transportation Recommendations:** Originally, this Subcommittee was to determine the best parking for attendees and volunteers and negotiate any discounts. In summary, the COVID closing and reopening of the City of St. Louis practically curtailed any advantages here. In August the PCA Meeting Planner attempted to negotiate parking discounts while discussing the overall Convention Center contract, but she did not make any headway. Also, when the parking companies were contacted a month before GA, no discounts were offered primarily due to low parking numbers related to the slow reopening. Plenty of parking was available and a recommendation to use the Convention Center designated parking lot was given. Other transportation details were given to the PCA Meeting Planner for inclusion in the brochure materials. The Explore St Louis organization was particularly good and had most of this type of information covered.

### Action timeline:

High level planning began about June – July of the year before the GA (2020). Review of past GA reports gave insight to task requirements. All were different. Past transportation leads were called or emailed to get more information which was very helpful. I did a survey of companies to develop a bidders list (see figure example with evaluation criteria).

Transportation Options									
Name	Phone	Website	STL or near Based	Comments	Contact	Sent request	BBB Rating	US Bus Assoc Rating	US DOT Safety Info
Gogo Charters	314-227-0122	<a href="https://gogocharters.com/st-louis-charter-bus">https://gogocharters.com/st-louis-charter-bus</a>	No but local office						
JED Transportation	314-429-2200	<a href="http://www.jedlimousine.com">www.jedlimousine.com</a>	Yes						
Price4Limo St Louis Charter	855-458-7002	<a href="http://www.price4limo.com">www.price4limo.com</a>	No						
Windstar	(888) 494-6378	<a href="http://www.greendstar.com/st-louis-missouri.html">www.greendstar.com/st-louis-missouri.html</a>	No but office in IL						
Village Tours	800-333-0112	<a href="http://www.villagetours.net">www.villagetours.net</a>	No Springfield MO						
Charters of America	(888) 544-1101; 800-315-24	<a href="http://www.chartersofamerica.com">www.chartersofamerica.com</a>	No						
Best Transportation; 8531	314-989-1500	<a href="http://www.besttransportation.com">www.besttransportation.com</a>	Yes						
Total Charters	314-334-8228	<a href="http://www.totalcharters.com/st-louis-charter-bus">www.totalcharters.com/st-louis-charter-bus</a>	No office in STL?						
Vandalia	800-542-0287	<a href="http://www.vandaliaonline.com">www.vandaliaonline.com</a>	Yes in Vandalia IL						
Huskey Bus	(866) 448-1113	<a href="http://www.huskeybus.com/">www.huskeybus.com/</a>	Yes						
Shofur	800-436-8719	<a href="http://www.shofur.com/charter-bus/missouri/st-louis">www.shofur.com/charter-bus/missouri/st-louis</a>	No						
Gem Transportation	314-731-1707	<a href="http://www.gemtransportation.com/charter-bus-tour">www.gemtransportation.com/charter-bus-tour</a>	Yes						
Central States Trailways	800-369-0769	<a href="http://www.centralstatesrailways.com/index.html">www.centralstatesrailways.com/index.html</a>	Yes *	*Same as GEM					
Charter Bus America	866-799-0012	<a href="http://www.charterbusamerica.com/area-we-serve/st-louis">www.charterbusamerica.com/area-we-serve/st-louis</a>	No						
Metropolitan Shuttle	866-473-2394	<a href="http://www.metropolitanshuttle.com">www.metropolitanshuttle.com</a>	No	But seems capable as others	Lauren Esquivel				
Highpoint	800.683.3335	<a href="http://www.highpointgo.com">www.highpointgo.com</a>	No	Works with PCPC Youth	James Cole	x			
<b>Key Decision Criteria</b>									
Cost				Really only have 5 local companies					
Deadline information									
Change options									
Deposits and Penalties									
Vehicle Age / Inspection routines									
Driver Requirements									
References									

Figure 6: Survey and Candidate Bidders List Example

I set up an overall planning schedule (below) which called for obtaining quotes and awards in late 2020 to early 2021. The COVID pandemic really changed this especially in January through March when the process was put on hold to decide the actual GA timeframe.

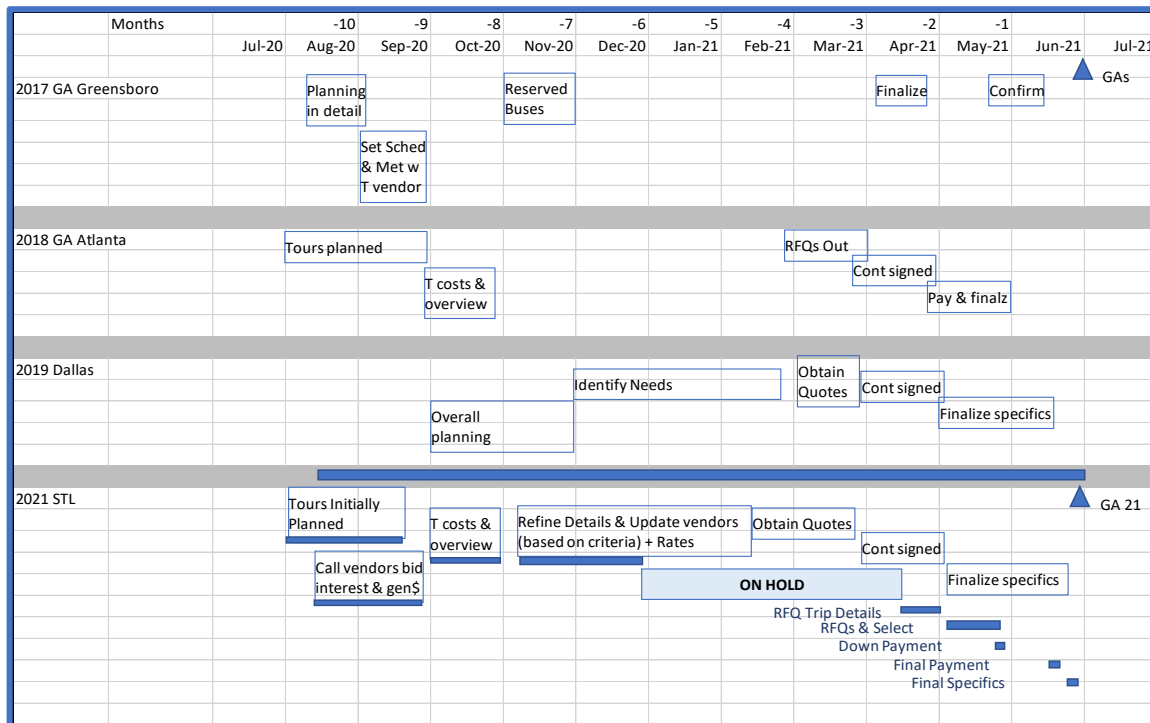


Figure 7: Schedules – Compared (Months to GA) & GA 2021 Planned vs Actual

I did work with the bus company candidates and obtained verbal and email bid/rates before the end of 2020. We decided to reduce to three bus candidates by the end of 2020. In April we scaled down to two companies for detailed Request for Quotes (RFQs). Since any bid was dependent on Women and Next Gen events, I waited to send RFQs until the events were solidified in late April, which was later than anticipated on the original planning. See RFQ figure below. I called and sent the RFQs via email. I also discovered that the two bus companies under consideration were used by the Chesterfield Presbyterian Church youth group, which was a great reference for both companies. We chose Mid America bus primarily for cost. Vandalia seemed to be more oriented to group tours. But the cost difference was small and either could do the job well. [As it comes out Chesterfield Presbyterian church used Vandalia for longer out of town trips and Mid America for local day trips which affirmed our choice]. Other bus companies seemed to cater to other niches like weddings, adult group sporting events, etc.

In the last three months, there were constant emails to update and confirm schedule adjustments and COVID procedures, recommendations, provisions, and restrictions. There was particularly good communication with both bus companies. Because of this interaction we were able to quickly put our request for quotes, receive responses and decide quickly. RFQs were put out on May 7, all quotes received by May 10 and selection made by May 21.

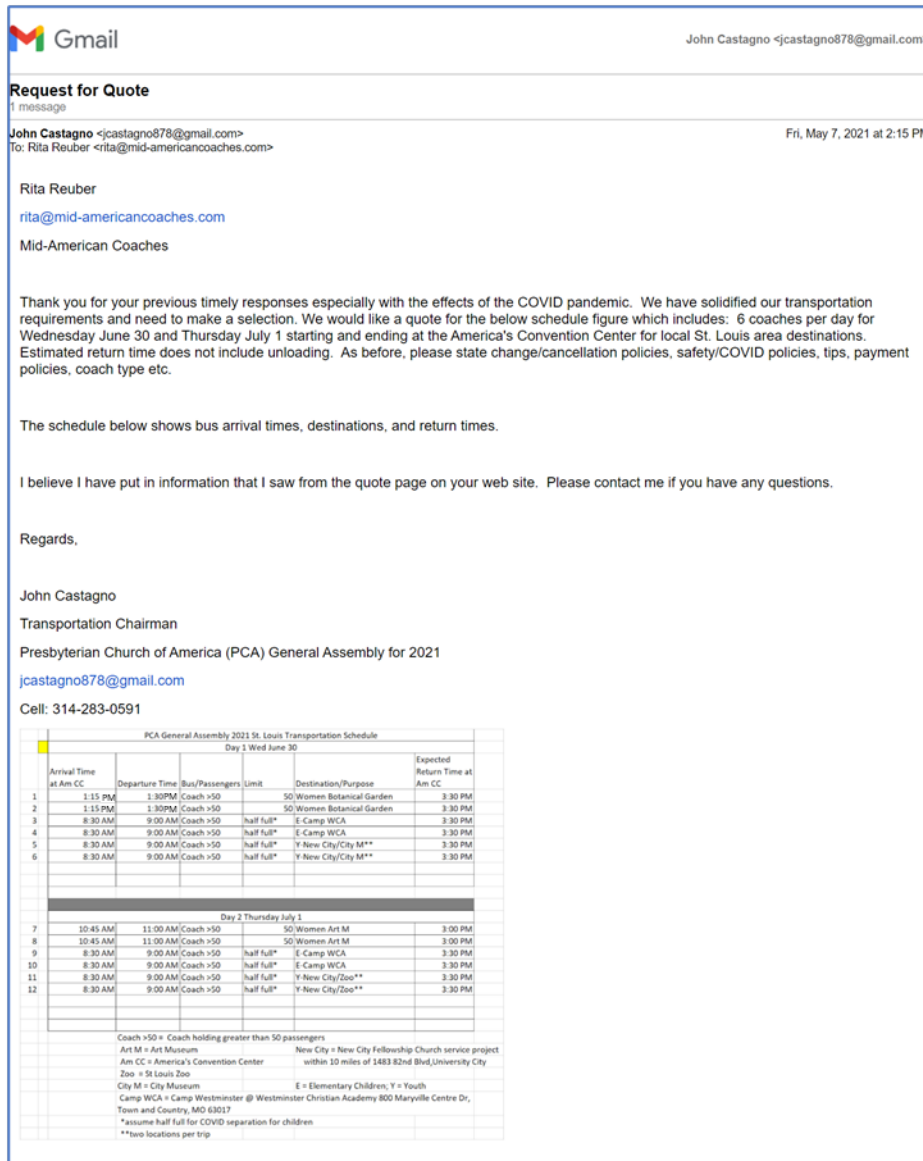


Figure 8: Request for Quote Example

The change or cancellation policy guided when we needed to make the payments and final bus trip adjustments. This is a decision point for bus company selection. See Evaluation figure below.

	Vandalia	Mid America	Mid America				
Total price w/o tip	\$ 10,180	\$ 9,612	Quote #	Amt	Dep	buses	
	Added 3% by credit card		95	1530	100	2	30-Jun
Deposit			20	1638	100	2	30-Jun
Amount	10% (or \$1018) or min \$200	\$600	21	1638	100	2	30-Jun
Date	Before 10 day final payment (20 June)	16-Jun	22	1530	100	2	1-Jul
			23	1638	100	2	1-Jul
Final Payment	20-Jun	16-Jun	24	1638	100	2	1-Jul
				9612	600	12	
Cancellation and Change							
W/O fees	Greater than 90 days - already past	Before 16 June					
	10% less than 90 days; 20% after 10 days (20 June)	Before 23 June - \$50 per bus					
Limited Fees		23 June to day before 50% to 100%					
Near Event fees	Less than 24 hours - all cost forfeited						
	Deposit 10% or \$200	Deposit \$50 per bus					

Figure 9: Evaluation Table – Mid America Selected

We sent the down payment on May 25, 2021. In the selection we made, we had until 2 weeks before the first trip to cancel or make a major change. We did reduce the Women's event to one bus due to venues'



The Subcommittee Chairman could not physically attend the GA in person (in fact, another Covid impact, since when GA was likely to be postponed until September, he scheduled a late June family reunion). A volunteer, TE Chris Baker, was selected to be the onsite leader. The signup.com volunteer page worked very well. We had a total of 4 volunteers requested, two for each day, one in the morning and one in the afternoon. Two signed up and the other two signed up after a personal contact. Being able to attend other activities after the short task time was a good incentive to gain volunteers.

The first figure has the informal rates for each of the three candidate bus companies. The estimated costs used to develop the budget are in the next figure. There were several iterations on number of buses and trips. By October 2020, we eliminated the highest price candidate, then used the \$9,320 including tips for 10 bus trips including tips for the budget. On April 16, 2021, when the GA was finally planned for June, the trips were up to 12 bus trips for extra NextGen bus spacing for a \$11,200 estimate, but final bids came in lower. As stated in the last section on May 25, 2021, we put \$500 (\$50 for each of 12 originally scheduled bus) as a down payment. After reducing the Women's group to one bus per day the final figure was \$8,082 including the down payment. We added a good job tip of \$30 per bus driver per day for a total of \$300. The drivers did a good job. We had planned to send a check to the bus company to disburse to the drivers but changed to paying cash directly to the drivers. The bills were paid by sending checks from invoices received from the bus company. Copies can be viewed in the Dropbox database. Our actuals were less than anticipated, partly due to reduction in Women's group travel due to COVID restrictions.

Vandalia	Mini 31: \$470 1st 4 hr + \$70/hr Coach 56: \$650 1st 4 hr + \$90/hr
JED	\$200/hr 1st 5 hr any bus \$1350 for 9hr event any bus
Mid American	Any bus 1st 5 hr = \$765 + \$54/hr > 5hr

[illegible]

### 11: Initial Budget Estimates before Down Select

PCA General Assembly 2021 St. Louis Transportation Schedule										
Day 1 Wed June 30										
	Arrival Time at Am CC	Departure Time	Bus/Passengers	Limit	Destination/Purpose	Expected Return Time at Am CC	Day 1	Dep	Total	Invoice- Charter No
1	1:00 PM	1:30 PM	Coach >50	56	Women Botanical Garden	3:30 PM	Bus1	\$ 50	\$ 765	29922
2	8:30 AM	9:00 AM	Coach >50	half full*	E-Camp WCA	3:30 PM				
3	8:30 AM	9:00 AM	Coach >50	half full*	E-Camp WCA	3:30 PM	Bus3,4	\$ 100	\$ 1,638	29923
4	8:30 AM	9:00 AM	Coach >50	half full*	Y-New City/City M**	3:30 PM				
5	8:30 AM	9:00 AM	Coach >50	half full*	Y-New City/City M**	3:30 PM	Bus5,6	\$ 100	\$ 1,638	29924
Day 2 Thursday July 1										
Day 2										
6	10:30 AM	11:00 AM	Coach >50	56	Women Art M	3:00 PM	Bus1	\$ 100	\$ 765	29925
7	8:30 AM	9:00 AM	Coach >50	half full*	E-Camp WCA	3:30 PM				
8	8:30 AM	9:00 AM	Coach >50	half full*	E-Camp WCA	3:30 PM	Bus3,4	\$ 100	\$ 1,638	29926
9	8:30 AM	9:00 AM	Coach >50	half full*	Y-New City/Zoo**	3:30 PM				
10	8:30 AM	9:00 AM	Coach >50	half full*	Y-New City/Zoo**	3:30 PM	Bus5,6	\$ 100	\$ 1,638	29927
								\$ 550	\$ 8,082	
Coach >50 = Coach holding greater than 50 passengers										
Art M = Art Museum										
Am CC = America's Convention Center										
Zoo = St Louis Zoo										
City M = City Museum										
Camp WCA = Camp Westminster @ Westminster Christian Academy 800 Maryville Centre Dr, Town and Country, MO 63017										
*assume half full for COVID separation for children										
**two locations per trip										
June 30 & July 1 Bus 1: Tammy Gebhardt – Bus 268 (56-passenger) Bus 3 & 4: Marcus Chambers – Bus 270 (56-passenger) Melissa Crisel – Bus 269 (56-passenger) Bus 5 & 6: Teresa Singleton – Bus 282 (55-passenger) Jim Moe – Bus 284 (55-passenger)										

Figure 12: Final Costs with Invoice Numbers

## Assessment/Observations

### Commendations. (Successes, what worked well)

Overall, everything went well. Chris Baker who took over as the onsite Transportation Leader really smoothed out any last-minute adjustments. The volunteers worked out well also and I received favorable final comments from them. The bus company and drivers performed very well. It is good to have experienced companies and drivers especially in coordinating parking and pickup and drop off at local tourist venues.

### Challenges. (Shortcomings, what didn't work well)

One challenge was the loading and unloading of the NextGen children. When transferring the children from the NextGen gathering room to the bus, they had to walk through the main lobby entrance. At the very same time on Wednesday, a flood of Commissioners came through the main doors and the lobby, cutting through the line of children heading to the bus, which broke up the line and left some kids confused as to where they were going. A recommendation for the next GA is to make certain that the buses for the children be located as close as possible to the NextGen room and that the simplest, straightest, least interrupted path be mapped out or use a special exit doorway to avoid disheveling the youngest kids. [We solved this issue on Thursday by using volunteers to form a “gauntlet” to guide the kids and interrupt the commissioners.]

For other transportation items, the Explore St. Louis organization had great resources to provide to the GA Meeting Planner and Hospitality areas and did not require extra effort from the Transportation Chair. The Transportation Subcommittee did submit information for the GAIB. As stated before, the parking discount possibilities were limited due to the reasons stated. Investigation could have been done sooner but there was plenty of parking and the reimbursement mechanism seemed to impact the budget minimally.

*Recommendations. (Lessons learned, major takeaways)*

- This year was very peculiar due to the COVID pandemic constraints and changes in direction. Overall things went well but flexibility and accommodation were very much needed. Communication was the key success ingredient.
- I recommend getting an experienced bus company that knows the venues, parking and that caters to this type of transportation. This also reduces the effort, planning, responsibilities, and risks for the Transportation team.
- Start early to develop transportation bidder lists. Get recommendations from churches or others that have done similar events in your area.
- Be aware of down payment, final payment, change and cancellation dates and refunds.
- Carefully evaluate coach types, passenger capacities, cleanliness, safety, and certifications.
- While communication with all the Host Committee is a must, tight communication with the Women and NextGen Chairs was essential since Transportation supported these teams. Coordination with the Finance Chair for funding one of the largest cost items, the Volunteer Chair for volunteers and the Registrar Chair for list of names was also essential.
- Make sure to inquire if any disabilities must be accommodated by the buses.
- Before the travel days, exchange mobile phone numbers of the drivers, on site transportation supervisor and bus leaders/chaperones. This helps to know when the buses will arrive at the GA site and help for itinerary pickup and drop-off for the bus leaders/chaperones and drivers.
- The signup.com (along with a proactive Volunteer Chair which we had) was especially useful and efficient because the volunteers had their task descriptions and schedule and I had contact information for details.
- While there are a different schedules, itineraries and event schedules customized to each Chair, the transportation Chair needs to pull from all schedules to develop the transportation timetable specifically to get the pertinent information unambiguously understood.
- The shared information “Dropbox” was especially useful to store all the information – quotes, requirements, contacts, status, and financial. More detailed files are contained under the Transportation file folder.

Submitted by Deacon John Castagno, Transportation Subcommittee Chair



## Volunteers Subcommittee Report

### Objectives and Scope

Ensure that volunteers from throughout the Presbytery are available and prepared to serve at the right times in all the roles required by the other Subcommittees.

### Program overview

Create a centralized online volunteer signup process and system for all GA volunteer needs. Recruit a volunteer liaison for every church in our Presbytery by the end of 2020. Provide general orientation and training for all volunteers. With concurrence of the first Hospitality Chair but not as originally designed, the Volunteer Coordinator also recruited and trained Greeter-Guides and Floaters, coordinated by Day Captains, to perform hospitality functions in various places.

### Organization and Responsibilities

Keith Robinson (Volunteer Coordinator); Bethany Hockenbury (Chief Day Captain – Mon, Tues, Th); Kate Leary (Day Captain – Wed). Day Captains enabled the Volunteer Coordinator to serve as a GA commissioner by handling the week-of GA responsibilities of overseeing the Greeter-Guides. In addition to coordinating with the Hospitality Chair, duties included 1) serving as the person Greeter-Guides checked in with; 2) briefing and debriefing with them at the beginning and end of each shift; 3) ensuring they were sent to the optimal place to serve GA commissioners and their families; and 4) relieving them as needed (breaks, restroom, etc.).

### Action timeline

*July of 2020: Volunteer liaisons.* My first task was to recruit a liaison for every church in our Presbytery by the end of 2020, so an email was sent to each pastor. Some responded to the first email (see Exhibit), others only after a follow up email or a phone call to the pastor (letting them know I'm trying to take something off their plate, so they don't become the de-facto volunteer liaison). One or two churches further away from St. Louis never responded so I treated their basic church email as the volunteer liaison email.

*August 2020: Online sign-up tool.* While churches were getting back to me I researched different online volunteer recruitment applications and settled on [www.signup.com](http://www.signup.com) because of its high rating, ease of use, the ability to automatically send volunteers text reminders and the ability to create a custom URL to make it easier to get people to the page ([www.signup.com/go/GA2021STL](http://www.signup.com/go/GA2021STL) - now expired). This all came with the MAX Premium version to which I upgraded once the volunteer needs were all communicated to me. Well worth the investment.

*Fall 2020 – Winter 2021. Volunteer needs.* After deciding on the app to use and recruiting volunteer liaisons, the next priority was to get the full list of roles from each Subcommittee chair so it could be added to the GA 2021 Master Volunteer Signup Page (<https://signup.com/Group/5170266825241360106/>). I made all the Subcommittee Chairs 'assistant organizers' on the website so they could populate and update their own volunteer page with volunteer role titles, job descriptions, days, 'shift' times and numbers of volunteers needed for each 'shift.' I sent them each a tutorial on how to do so but also gave them the option of putting the pertinent information in a linked spreadsheet so I could copy and paste it into the appropriate field myself (not all felt tech-savvy enough to do it themselves).

Since the timing of GA wasn't certain until April 19, we paused our preparations in February (when I otherwise would have wanted the volunteer website to be "live" and fully populated). Instead it was April 20<sup>th</sup> when I made an announcement at our Presbytery about church members volunteering at GA, handed out double sided postcard-sized hard copies of volunteer recruiting fliers for them to take and emailed digital versions of the flier (poster version included in the Exhibit – created for free at [canva.com](https://canva.com)) along with the

email in the Exhibit to all my volunteer liaisons (the local GA webpage included info on transportation, parking, site maps, COVID protocols and other helpful info any non-commissioner attending GA would want to know).

*May-June 2021. Recruiting, Signup, and Deployment.* Volunteer signups came in steadily over the next 9 weeks leading up to GA. Two weeks before GA I sent out a follow up email to all volunteer liaisons about the most needed volunteer roles we were still seeking. Since I made 'home church' a required field when volunteers signed up, I was able to quickly see from the volunteer reports (great signup.com feature) which churches had few or no signed up volunteers. A few days later I followed up personally with those church's volunteer liaisons and it proved quite fruitful. I also contacted the Subcommittee Chairs still in search of volunteers and their personal recruiting that followed filled several other spots (for their volunteer needs and those of other Subcommittees). In the end, all volunteer needs were met and then some (a few were called off when volunteer need turned out to be less than expected, while the few unfilled spots just meant someone might serve alone rather than with a partner). When people cancelled at the last minute, a Floater was able to step in and cover for them. About 100 volunteers were needed to fill the approximately 180 volunteer spots (not counting the 20+ NextGen volunteers, who were all recruited from that Subcommittee chair's own church). All volunteers had pre-printed nametags and lanyards.

*During GA 2021. Greeter/Guide utilization.* In conjunction with the Hospitality Subcommittee, the largest volunteer utilization was Greeter/Guides, since several were needed each day for the entire GA week (between 2 and 6 people per 'shift'). Day Captains were generally in place 15 minutes before the first greeter shift. Our Chief Day Captain coordinated closely with our Hospitality Chair when it was determined they were providing similar services and information, but in different ways (standing/roving in various locations vs. seated at the Information Center). The tour of the GA venue and the detailed GA docket were most helpful in determining the need for Greeter/Guides (both number and location). The goal was to ensure they were stationed where and when people would most need them. Greeter/Guides were most essential early in the week (before people became familiar with the setting), 30 minutes before the first event of the day, at the start of lunch and dinner breaks, and just prior to seminars (since these events were spread out in multiple clusters of meeting rooms). They were scheduled in roughly 4-hour shifts (mostly between mealtimes) with 15 minutes of overlap to allow time to orient their replacement. Toward the end of GA some were instructed to stay home since by then people knew where to find whatever they needed. All including Day Captains wore the blue volunteer aprons with a GA Information Booklet (GAIB) and a printed copy of the Local Services Guide and the FAQ sheet (in the Hospitality Exhibit).

Floater checked in where all other volunteers did (i.e., Family Registration), then were essentially "on call" the rest of their 4-hour shift unless they were already called on to fill in for someone who had to cancel. Every Subcommittee Chair who had volunteer needs had the mobile phone numbers of the two floaters that were on call at any given time Tuesday, Wednesday, and Thursday (though none were scheduled over lunch and dinner breaks). Most Floaters were seminary interns who could benefit from being able to observe GA proceedings, seminars and committee meetings when not deployed on GA duty. Recruiting from the local men under care made it easy to fill these spots. As it turned out, most were not needed as volunteers.

#### **Volunteer Statistics** (excluding those recruited separately by NextGen, Women, and Worship)

<b>Roles</b>	<b>Requested time slots</b>	<b>Actual time slots filled</b>
Greeter/Guide	59	52
Hospitality / Info Center	19	18
Transportation	4	4
Registration	36	32
Women's (excluding Luncheon)	5	4
Prayer	32	36
Worship (excluding many ushers)	7	7
Floaters	16	16
<b>Totals</b>	<b>178</b>	<b>169</b>

## Financial Summary

<b>Volunteers</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance*</b>
Office Supplies	\$ -	\$ 37	\$ (37)
Printing	\$ 174	\$ 169	\$ 5
Software	\$ 250	\$ 180	\$ 70
Worker's Parking	\$ -	\$ 8	\$ (8)
Worker's Mileage	\$ 706		\$ 706
Worker's Snacks	\$ -	\$ 2,467	\$ (2,467)
<b>GROSS EXPENSES</b>	<b>\$ 1,130</b>	<b>\$ 2,861</b>	<b>\$ (1,731)</b>
*Variance: Favorable (Unfavorable)			

## Budget Detail

<b>Expense Class</b>	<b>Purpose</b>	<b>Budgeted</b>	<b>Assumptions</b>	<b>Actual</b>	<b>Comment</b>
Sign Up App	Volunteer signup	\$249.95	signup.com MAX 5 mos. @ \$49.99	\$179.94	3 months @ 49.99 + ad-free version (\$9.99)
Publicity - postcards	Get opportunities before churches	\$173.72	50 per church x 30 churches = \$3000	\$169.32	600 - Office Depot (\$\$\$) & local printer (\$)
Transportation	Volunteer parking reimbursement	\$310.50	\$15/day - if 10% hardship cases	\$8.00	Subcommittees reimbursed own vol parking
Transportation	Public transit / Metrolink Reimbursement	\$103.50	\$5 round trip - if 10% hardship cases	0	
Transportation	Mileage reimbursement	\$290	.58/mile - 2 trips from Columbia	0	
Supplies		0		\$19.95	Colored tabs for GAIB + nametags
Postage		0		\$17.10	Mail GA fliers to churches
<b>TOTAL</b>		<b>\$1,127.67</b>		<b>\$394.31</b>	

\*Worker's Snacks were \$2,467 (could only have on site if purchased from host site at their rates) and also considered part of volunteer budget since placed in Host Committee Office / volunteer break room.

## **Assessment/Observations**

### **1) Commendations. (Successes, what worked well)**

- a) Signup.com MAX version was so helpful. Allowed custom URL, text reminders for volunteers and the reports you can generate are super helpful. Worth extra \$9.99 to not have advertising.
- b) Having Hospitality and Greeter-Guide Teams coordinate in advance streamlined training and the materials we produced.
- c) Having Hospitality Information Center where we'd normally put 1-2 Greeter-Guides (though not originally planned that way) worked best and reduced our need for Greeter-Guide volunteers.
- d) Making 'home church' a required field on the signup app helps track church involvement, shows which church's volunteer liaison might need contact, and can be used to share an encouraging message with their pastor (while also asking if any names they see listed are of people they know have since been hospitalized or otherwise won't be there but haven't been able to notify you).
- e) The Local Services Guide (see Hospitality section), especially the "Local Favorites" page put together by local PCA members, was super helpful to give attendees good food choices via a quick scan of a QR code.
- f) We used thin colored sticky note strips to mark the most referenced pages in the GAIB (maps, schedules, seminars) and it made it quick and easy to show people the information they were seeking.

### **2) Challenges. (Shortcomings, what didn't work well or as hoped)**

- a) Being Volunteer Coordinator and a commissioner was a challenge at times. Would have helped more if all pre-GA volunteer communications from me were sent from a designated email that another could monitor during GA rather than my work email (so people wouldn't instinctively email me with last minute cancellations).
- b) Recruiting for 50+ Greeter-Guide slots was a challenge. Fortunately, the placement of the Hospitality Information Center table and Explore St. Louis volunteers reduced the need for this role.
- c) There is a lot to know before being useful. Volunteers didn't always read the information they were sent in advance. The amount of info may have hindered reading or remembering all of it.
- d) The initial GAIB was different than the on-site version, which required reprinting some handouts for volunteers. If there are any late room changes, etc., make sure materials you use match the updated schedule and room assignments.
- e) COVID related hiccups were expected but things still worked out fine in the end.
- f) Many didn't realize info they were seeking was already in their hand on the GA app.

### **3) Recommendations. (Lessons learned, major takeaways)**

- a) Personal recruitment works best – encourage your Subcommittee Chairs to start with their own networks to not be over-dependent on the signup.com website.
- b) Recruit more Greeters/Guides than you think you need the 1<sup>st</sup> and 2<sup>nd</sup> days and reduce the number needed on the later days.
- c) Check with host venue if anyone or a group (i.e., a local visitor bureau) will already be there to help people with wayfinding. Decide how to coordinate this in advance with the Hospitality Chair. The local group (Explore St. Louis) surprised us (in a good way).
- d) When a volunteer must cancel, see if they can swap roles with another volunteer (signup.com has that feature).
- e) Expect last minute cancellations. Having the "Floaters" role offers a handy buffer.
- f) Better to over-recruit than under-recruit (BTW: those told they were not needed anymore still wanted to come).
- g) Feel free to copy and paste helpful stuff from previous GA reports (I did).

Submitted by TE Keith Robinson, Volunteer Subcommittee Chair

## Hospitality Subcommittee Report

**Organization.** A Hospitality Subcommittee was built into our organization structure. As our plans and activities unfolded, Subcommittee members were not added but the Chair found common ground with the Volunteer Subcommittee and the Greeter / Guide role for which it recruited. Specifically, the Day Captain for the Greeters/Guides and the Hospitality Chair worked collaboratively to fulfill most of the same goals.

**Scope and Objectives.** The Hospitality Chair was responsible to support all attendees in having the best possible guest experience. The mission was to anticipate and arrange to meet attendees' onsite and some offsite needs. The objective was to fill any gap between needs not met by other parties, specifically by the AC staff and Explore STL team (i.e., local visitors and convention bureau). The Chair collaborated with the GA Meeting Planner and other Subcommittees – especially Transportation, Women, Registration, and Volunteers – to fulfill these duties. The scope of needs could include ground transportation, parking, PCA-GA smartphone app, maps, wayfinding, schedule, meals, special guest logistics (e.g., lodging, transportation, meals), & local attractions. In addition, the Chair was to brainstorm, coordinate, collect and disseminate PCA ministry give-away items and locally appropriate materials at Registration or in Women's swag bags.

### Activities / Methods

- *Matrix.* We created a grid that identified which external provider(s) would meet each attendee need. Unmet needs were then designated as our responsibility.
- *Resource Materials (created).* To meet those unmet needs, two primary documents were created: a Hospitality FAQ (for volunteer use only) and a Quick Reference / Local Services Guide (available upon request). The FAQ was organized into foreseeable onsite and offsite questions and is available in the Exhibit. The Local Services Guide addressed anticipated offsite questions about public transportation, restaurants (downtown and other popular areas), and personal safety in the city. The Guide referred attendees to the PCA-GA microsite created by Explore STL and displayed QR codes to help attendees use smartphones to quickly access information, often using Google Maps.
- *Handouts.* Map of the Convention Center, map of downtown St. Louis, seminar schedule, Local Services Guide, and St. Louis Visitor's Guide magazine with things to do and maps of the city.
- *Information Center.* We created a central hub (table, chairs, and banner) in the main lobby as the focal point all-week for guest Q&A, staffed by 2-3 volunteers. Busiest days were Tuesday and Wednesday. Most typical inquiries were: 1) Where is registration? 2) Where can we buy coffee & snacks or get water? 3) Where are the closest restaurants? 4) Where is my committee or seminar located? 5) How can I get Wi-Fi access? 6) How do I find and use the mobile app? 7) Where are the restrooms?
- *Greeter/Guides.* In conjunction with the Volunteer Coordinator and Day Captain, these volunteers were equipped with the same information / handouts and deployed in the Convention Center at strategic locations that tried to match expected attendee's meeting schedule and location.
- *GA Information Book.* We provided the Chairman's welcome letter and all content related to family programs and registration. Our contribution to the GAIB was revised in the spring after Covid restrictions affected our program scope and requirements.

### Action Timeline

- *January-October 2020.* Big-picture view of scope, goals, and related functions.
- *November 2020 – February 2021.* Fact-finding about services provided by others and remaining gaps.
- *March – June 2021.* Finalize plans and create/produce materials for all activities and methods (above). Refine volunteer requirements and schedule. Coordinate with Volunteer Chair and main Day Captain on roles and resources for Greeter/Guides. Orient and supervise Hospitality volunteers.

**Financial Summary.** Our expected expenses of \$500 were exceeded by \$258 to total \$758.

Hospitality	Budget	Actual	Variance*
Workers Parking	\$ 100	\$ -	\$ 100
Worker's Mileage	\$ 200		\$ 200
Worker's Meals	\$ 50	\$ -	\$ 50
T-Shirts	\$ 150	\$ -	\$ 150
Signage & Printing	\$ -	\$ 758	\$ (758)
<b>GROSS EXPENSES</b>	<b>\$ 500</b>	<b>\$ 758</b>	<b>\$ (258)</b>
*Variance: Favorable (Unfavorable)			

#### Observations

- *Commendations.* Highly visible Information Center, constantly staffed with volunteers. Printed FAQ handout for all volunteers.
- *Recommendations.* Recruit Chair with adequate past GA attendee experience and ability to determine the right priorities and duties not fulfilled by other information/service providers. Define more clearly and ensure coordinated roles and responsibilities of Hospitality and Volunteer Subcommittees.

Submitted by Becky VanValkenburg, Hospitality Subcommittee Chair

#### Information Center in main lobby of the Convention Center





## Prayer Subcommittee Report

### Objectives and Scope:

The Prayer Subcommittee is charged in the Host Committee Manual with *overseeing that prayer is prominent and a priority before, during, and after the General Assembly*. GA2021 Prayer Committee Goal:

To foster and encourage a culture of ongoing prayer for God's Kingdom work and for the PCA denomination that will continue after we host the 48<sup>th</sup> General Assembly in St. Louis in the summer of 2021.

### Subcommittee Members:

- **Co-Chairs:** Sue Pitzer, Kirk; Dave Stain (TE), Senior Pastor, Spring Hills
- **Host Committee Advisor:** Lowell Pitzer (RE Emeritus) Kirk
- **Committee Members:** Debbie Stair, Kirk; Carolyn Stone, Providence

### Responsibilities:

- Plan presbytery-wide prayer events prior to Assembly.
- Recruit volunteers to pray for the Assembly throughout the year.
- Plan for onsite prayer during the Assembly.

### Financial Summary:

- The majority of Prayer Sub-Committee's budget was used for Prayer Room hospitality and décor, printing, and reimbursement for volunteer expenses.

Prayer	Budget	Actual	Variance*
Office Supplies	\$ 150		\$ 150
Printing	\$ 300	\$ 59	\$ 241
Prayer Hospitality	\$ 150		\$ 150
Worker's Parking	\$ 120		\$ 120
Worker's Hotel Rooms	\$ 540	\$ 600	\$ (60)
<b>GROSS EXPENSES</b>	<b>\$ 1,260</b>	<b>\$ 659</b>	<b>\$ 601</b>
*Variance: Favorable (Unfavorable)			

### MAIN ACTIVITIES:

- **Prayer Subcommittee Planning and Meetings:**
  - The Committee began meeting in person in **July 2020**, but met thereafter as needed, primarily by Zoom.
  - The Committee determined to focus early attention on encouraging a culture of sustained ongoing prayer throughout the Missouri Presbytery (and the PCA denomination) for this *already delayed, and potentially difficult 48th General Assembly*.
    - **Presbytery-wide Prayer Liaisons:** It was decided to recruit a **Prayer Liaison** in each of the 30 Missouri Presbytery churches, who would then recruit **Prayer Warriors** in each church.
    - **Ongoing Prayer List Distribution:** The Committee created and distributed periodic **Ongoing Prayer Lists** through the Prayer Liaisons to Missouri Presbytery churches and over 350 Prayer Warriors.
    - **Quarterly Presbytery-wide Days of Prayer:** The Committee designed and set dates for four **Presbytery Wide Days of Prayer** for the PCA and the upcoming General Assembly.
  - The Committee's preliminary planning was done with careful attention to potential adjustments considering COVID restrictions, including:

- Uncertainty-whether GA would be in summer or fall 2020.
  - Likelihood of limited *timing* and *space* for a Pre-assembly Prayer Gathering (Tuesday worship already on schedule for 6:30 with 6:00 music prelude)
  - Need to design no-touch methods of collecting prayer requests at the GA and of distributing those to volunteers praying in Prayer Room.
- **Recruitment of Prayer Liaisons from each of the 30 Missouri Presbytery Churches.**
    - The 30 Missouri Presbytery Churches were divided among three committee members. Committee members served as the point of contact between the Prayer Committee and their assigned 10 churches.
    - It took several months to recruit all the Prayer Liaisons. In some cases, the Senior Pastor chose to serve as the Prayer Liaison for his church. Follow-up letters with job descriptions were sent to the Liaisons, who in turn recruited church members to be Prayer Warriors for the denomination and the General Assembly.
    - It is difficult to estimate how many people were praying across the Missouri Presbytery. At one point, with fewer than half of the churches responding to our request for an estimate of how many Prayer Warriors had been recruited, we were able to determine that at least 350 were praying across the Presbytery.
  - **Ongoing Prayer Lists distributed through Prayer Liaisons in each MOP church:**
    - In October, we began distributing a comprehensive **Ongoing Prayer List** to the Missouri Presbytery Prayer Warriors in each church through the Prayer Liaisons. The list was updated and sent out again every 4-6 weeks. The frequency increased to approximately every 2 weeks after April when the date for GA was finally confirmed for June 2021.
    - All communications to the Prayer Liaisons were also copied to the Senior Pastors to keep them in the loop. We also invited the Senior Pastors to distribute the **Ongoing Prayer List** to their Elders, Deacons, and other church leaders.
    - The last **Prayer List** was prepared as a Guide for Prayer for use by Prayer Room Hosts, Volunteers, and anyone dropping by the Prayer Room to pray.
  - **Quarterly Missouri Presbytery-Wide Days of Prayer:**
    - There were four quarterly **Presbytery-Wide Days of Prayer**, each on the Sunday following the quarterly Presbytery meeting.
    - Notification of each of the **Days of Prayer** along with a **Prayer Guide** for pastors to use in praying with their congregation were distributed to all churches by the Stated Clerk.
  - **Pre-Assembly Prayer Gathering(s):**
    - While the Committee made preliminary plans for a **Pre-Assembly Prayer Gathering**, we eventually decided that the potential challenges of scheduling (Tuesday's tight committee schedule and the 6:00 Music Prelude before 6:30 Worship) and the potential COVID protocols for social distancing in the Prayer Room were leading us to focus our attention on making a *centrally located, easily visible and welcoming Prayer Room our primary onsite priority*.
    - On Tuesday afternoon several Commissioners came into the Prayer Room and spent time praying. One of them expressed disappointment that there was not a specific Pre-Assembly Prayer Gathering.
  - **GA Prayer Room – 8:00-4:00 Tuesday, Wednesday, & Thursday during the Assembly:**
    - Two of our primary goals for the Prayer Room were visibility and accessibility. We requested a large centrally located room and were given one directly across from the entrance to the Exhibit Hall. We designed a large, eye-catching poster on an easel at the door to draw people in.
    - We played quiet instrumental music and had a large TV monitor on which we could view (primarily without sound) the business meetings of the Assembly when it was in session.

The room was furnished with Chairs spaced around the perimeter, and with four 8-top round tables one side of the room on which we placed resources for prayer:

- The final **Ongoing Prayer List** for the Assembly
- A general **Praying for Church Leaders** prayer guide
- The daily “Prayer Requests” that came to us from around the Assembly
- The **Docket** for the Assembly
- There were always 1 or 2 members of the Prayer Committee in the room as Hosts.
- In addition, we scheduled two-hour Prayer Volunteer shifts for which we recruited 1 or 2 Prayer Room Volunteers from around the Presbytery to be either praying alone or praying *with* people who came into the Prayer Room to pray. A total of 15 volunteers came and spent between 1 and 4 shifts with us. Over the three days of the Assembly when the Prayer Room was open, approximately 90 hosts, volunteers, commissioners, family members, and others spent time in prayer for the PCA, for the Assembly, and for other prayer requests that were communicated with us during the week.
- **NOTE:** In past years, Prayer Committees have placed **Prayer Request Boxes** around the hotels and convention hallways. Because of COVID restrictions, we needed to devise a no-touch method for getting prayer requests to those praying through the week. We created a **Gmail account** specifically for that purpose and published it on the poster outside the prayer room, on the worship bulletins each evening, and on the digital screens throughout the assembly hall with other announcements. We received far more prayer requests in person than we did through the email account. In future years, we recommend a return to **Prayer Request Boxes**.

#### LESSONS LEARNED:

- Keeping the need to pray for the PCA and the General Assembly before God’s people over the year(s) of planning is an important task.
- Whether large-scale (as in Atlanta with Indelible Grace and over 600 in attendance) or on a smaller scale, this committee still believes that a Pre-Assembly Prayer event is a worthy goal.
- Making the Prayer Room centrally located and highly visible and accessible seemed to make it evident that there was prayer going on all through the Assembly. We have received much encouraging feedback about the priority, visibility, and effectiveness of ongoing prayer for the Assembly and for individual commissioners.

#### **Exhibits:**

- First Ongoing Prayer List
- Final Ongoing Prayer List for use in Prayer Room Presbytery-wide Days of Prayer notice
- Praying for Church Leaders prayer guide
- Confirmation letter to Prayer Liaisons
- Prayer Room assembly video messaging (on the right)



Submitted by Sue Pitzer, Prayer Subcommittee Chair

## Finance Subcommittee Report

**Objectives and Scope:** Manage all financial stewardship aspects of the Host Committee. Scope included preparation of a detailed budget, opening a bank account, making deposits of all incoming funds, writing the checks to pay all expenses, keeping detailed financial records, approving expenditures by the Subcommittees, coordinating with the Worship Subcommittee for collecting and counting the offerings, preparing final financial reports, and closing the bank account after all transactions are complete.

**Organization and responsibilities:**

- *Randy Stone – Chair.* Responsible for all the Objectives and Scope above and ensuring compliance with the Host Committee Financial Policy Manual, as approved by the Core Team.
- *Nate McKie – Assistant.* Responsible for reviewing all expenditures to ensure proper documentation of the invoices or requests for reimbursement, accurate preparation of the checks and then signing of the checks.

**Activities Provided:**

1. Assisting HC Chair in the development of the Financial Policy Manual (available upon request).
2. Developing and maintaining the spreadsheets of the Budget. Note that insurance (commercial liability including sexual misconduct coverage) is in the GA Host Committee budget; this was required for NextGen programs but will be transferred to future MO Presbytery budgets.
3. Allocating the required budget for local Presbytery churches giving (we used a formula based on the church's annual operating budget, excluding capital expenditures fund raising, specifically ¼ of 1% of their budget donated to support GA).
4. Contacting each church, either pastor or treasurer to encourage full participation of the “asking” and receipt of the funds not later than March 31, 2021, and re-contacting them for any churches not yet participating.
5. Timely deposit of all incoming funds, maintaining up-to-date status of the fundraising effort.
6. Frequent reconciliation of the checkbook against the online access to the bank records. For me, monthly reconciliation is not often enough to catch any discrepancies to get them fixed quickly.
7. Set up and test any software services used for the offerings support and the bookkeeping. We used Tithe.ly with the additional “Text-to-Give” option for online giving (free for using the computer / phone app, plus \$19 for the “Text-to-Give” setup. We used QuickBooks Online, taking advantage of their initial “sale” price of \$35/month for the first three months, and will close out our use within the three-month period.
8. Defining how Subcommittee chairs and workers document the expenses and get approval and transmit to the Finance chair. We used a short ½ page form to capture the name and address of the company/person to be paid, plus reason, and approval by the Subcommittee chair. Essentially everyone used email to transmit the request, and approval was assumed when the request was sent from the Subcommittee email address. This really expedited the process without violating approval integrity.
9. Acquiring a rubber stamp to endorse any checks for deposit, plus enough bank bags as necessary to take the offerings to the bank's night depository after each worship service. Borrowing enough printing calculators for the “money counting crew” to use. We had four, but one was enough. We used 6-8 money counters, requiring all funds to be counted by two different people to ensure accuracy.
10. During the last couple of weeks, entering all transactions into QuickBooks so we had a good understanding where we stood financially all the time.

## Action timeline:

### High-level Planning:

- Open a separate bank account. All GA-related funds are “Presbytery funds” but open a new account just for GA. Trying to co-mingle the funds would be a nightmare. There will be times when a church will send in a check made out to the wrong account but transferring the money from one account to the other was not a big problem to keep the funds straight. Do this NOW.
- Get the first cut at a budget by Subcommittee. See the August-October Roadmap to glimpse how Subcommittee planning and budgeting worked in parallel and converged by late October. Added a 10% contingency to the overall expense budget. Determine total funding needed and how to raise those funds to meet the requirements.

### Detailed Preparation:

- Determine what software you will use for record keeping and for on-line giving, and get the licenses in place 3-4 months in advance of GA to practice using the software.
- Get the secondary “check-signer” on the bank signature card, preferably one that will be available AT GA so you can respond quickly if necessary, during the event.
- One month before GA, get any supplies you will need (rubber stamp, calculators, bank bags, etc. I did this too late, and really had to scramble the last week to get everything needed at the last minute.

### Onsite production:

- For the week of GA, just deal with the counting of the offerings and associated deposits, and writing any checks necessary for honorariums, musicians, bus driver tips, etc. that are essentially “real-time.” It is highly desired that a secondary “check-signer” is available if necessary.

## Financial Summary for the Subcommittee

Finance	Budget	Actual	Variance*
Office Supplies	\$ -	\$ 99	\$ (99)
Software	\$ 120	\$ 124	\$ (4)
Workers Parking	\$ 45	\$ 105	\$ (60)
<b>GROSS EXPENSES</b>	<b>\$ 165</b>	<b>\$ 328</b>	<b>\$ (163)</b>
*Variance: Favorable (Unfavorable)			

## Assessment/Observations

*Commendations:* Having the “Host Committee Financial Policy Manual” developed months in advance was a big help on defining exactly how we would do things to ensure that we were using accounting best practices. That document defined who could approve what and at what levels, how Subcommittee chairs would get invoices and requests for reimbursement paid, who could sign checks, etc. It prevented having to figure such things out on-the-fly at the last minute.

Using off-the-shelf accounting software was a plus. I know there are a lot of choices in the marketplace. QuickBooks Online did the job, but it is really oriented to small companies that make things, sell things, create invoices, have accounts receivables, accounts payables, etc., that really don't apply to non-profits, so some workarounds are necessary but do-able. There may be church accounting packages that would be better. Choose something that your Finance Chair already knows would help.

Using the Tithe.ly service with “Text-to-Give” accounted for some \$4,000 of our offering's receipts. And were really surprised that there were so few checks in the offering plates, less than 10 each worship service. The big night had \$10,000 of CASH, with something like \$700 of that in 7 checks.

*Challenges:* Separating the check-writer from the check-signer is good for all the right reasons but slows things down considerably if they do not either live or work close to each other. We met every Wednesday evening after work to sign checks. That worked satisfactorily, but delayed payments by up to a week several times. Using software for the detailed record keeping caused a learning curve for the Finance Chair that would not exist if a REAL accountant that did this routinely were the person chosen.

*Recommendations:* This is not really a Finance observation, but we had a couple of cases where the person responsible for an activity, in one case for Covid-scheduling reasons, was NOT at the GA for the duration of the responsibility. Therefore, it got delegated to someone else who had either not much of an idea what they were supposed to do, or no idea. At least in one case, that caused some consternation as the activity was in progress and others tried to step in to redeem the effort. Bottom line: Do everything possible to ensure that the people that have done the planning and know what to do and it is to be done are totally available for the time that they need to be present to fulfill their responsibility.

### Expense Summary

Total Host Committee	Totals		
	Budget	Actual	Variance*
Admin Support	\$3,000	\$585	\$2,415
Liability Insurance	\$1,500	\$1,458	\$42
Office Supplies	\$780	\$722	\$58
Printing	\$1,874	\$3,125	(\$1,251)
Software	\$370	\$304	\$66
Background Checks	\$240	\$0	\$240
Prayer Hospitality	\$150	\$0	\$150
Equip Rental	\$980	\$1,770	(\$790)
Workers Parking	\$810	\$601	\$209
Workers Mileage	\$906	\$0	\$906
Workers Hotel Rooms	\$1,080	\$1,697	(\$617)
Workers Meals	\$470	\$2,553	(\$2,083)
HC Debriefing Mtg	\$375	\$502	(\$127)
T-Shirts	\$1,460	\$983	\$478
Speakers Honorariums	\$2,100	\$2,521	(\$421)
Speaker's Expenses	\$950	\$100	\$850
Musicians	\$15,300	\$15,385	(\$85)
Event Food Costs	\$10,300	\$15,636	(\$5,336)
Offsite Event Fees	\$3,810	\$4,530	(\$720)
Buses	\$11,220	\$8,382	\$2,838
AV Engineers+ AV Misc	\$500	\$500	\$0
Flowers/Decorations	\$695	\$955	(\$260)
Favors/Bags for Events	\$6,110	\$1,760	\$4,350
Worship Slides	\$300	\$300	\$0
Communion Elements	\$1,600	\$1,540	\$60
Signage	\$200	\$0	\$200
Craft+Activity Supplies	\$100	\$547	(\$447)
<b>GROSS EXPENSES</b>	<b>\$67,180</b>	<b>\$66,453</b>	<b>\$727</b>
*Variance: Favorable (Unfavorable)			

Submitted by RE Randy Stone, Finance Subcommittee Chair



## Host Committee Chairman Exhibits

### Report to the Administrative Committee – September 2020

#### Introduction

The Missouri Presbytery is pleased to host the 48<sup>th</sup> General Assembly of the PCA in St. Louis. Very aware that the PCA missed its 2020 Assembly, we pray that God will release us from Covid-19 restrictions and permit us to meet to carry out the essential business of the PCA.

#### Theme

**Proclaiming the Unhindered Kingdom** (Acts 28:30-31). Throughout the ages, Christ has grown His Church “mid toil and tribulation.” The Holy Spirit has overcome both external and internal hindrances to proclaim the saving message of Jesus Christ to the “elect from every nation.” As stewards of this Gospel in this divided age, we proclaim Christ’s power to advance His Kingdom unhindered. We declare to a confused and fractured world that Christ shall never let his Church perish, but in unity affirm “one Lord, one faith, one birth.” (Quotes and other themes drawn from the hymn, “The Church’s One Foundation”)

#### Organization

God has blessed us with a talented and diligent Host Committee as shown below. Some uniqueness in our structure includes a Core Team of Presbytery leaders who helped form the Committee and provide overarching guidance and support. Another distinctive relates to Family programs. Rather than one Chair, we have three Chairs responsible for Women’s events, NextGen (children and youth) program, and Registration. Since September 2019, the Core Team met six times to launch our organization and the Host Committee has met six times (mostly by Zoom) for orientation, reporting, and collaboration. Our one in-person Committee meeting in August included John Robertson and Amanda Burton and a tour of the Convention Center. We are using an online document storage system in Dropbox to facilitate shared information.

#### Finance

Currently we are developing our bottoms-up budget with input detail from each Subcommittee. Our preliminary total budget is estimated to be \$85,000. Income of \$50,000 is expected from local churches and individuals, Covenant Seminary, and other presbyteries; \$35,000 is expected from registration fees and worship offerings. Funding from churches in Missouri Presbytery is expected to be relatively uniform with an expected “ask” of 0.25% of each annual budget. By October, each church will communicate their committed amount to our Finance Chair. Since the combination of these income sources will likely fall short of expected expenses, we aim to supplement with local individual donations.

#### Worship

Our Assembly will worship together on all three evenings. Each event will feature a unique style including traditional, contemporary, and gospel music. We have asked Sandra McCracken, who grew up in a St. Louis-area PCA church, to provide special music in the contemporary service. Preachers are expected to be Moderator RE Howard Donahoe (confirmed) and the following, pending confirmation: TE Russ Whitfield who serves as Pastor of Grace Mosaic, a cross-cultural church in Washington, DC affiliated with Grace DC Network; and TE Abraham Cho who is the Pastor of Redeemer East Side in New York City.

#### Family Programs – Women’s Ministry

Special events are being planned by three teams – one for on-site, another for off-site, and the third for the women’s hospitality room. Our major on-site event will be the Women’s Luncheon on Wednesday featuring a qualified speaker still being determined in collaboration with CDM’s Women’s Ministry Coordinator. Women will be offered off-site activities at nearby attractions including the Missouri Botanical Gardens and the History and Art Museums in Forest Park. Plans for the hospitality room are being created to serve women each day.

### **Family Programs – NextGen**

Nursery care will be provided in dedicated rooms at the adjacent Marriott hotel. Children will be offered on-site spiritual formation programs plus off-site activities at the Zoo and Science Center. Events for youth will include an urban service project, attractions at Union Station, exploration at City Museum, and recreation on the lawn at the famous Gateway Arch.

### **Transportation**

Off-site events will be supported by a professional bus service company. Qualified vendors and their vehicles and fees have been identified. The Chair is coordinating with the Women's and NextGen Chairs to obtain specific requirements to provide budget estimates.

### **Registration**

Family program check-in will conveniently occur adjacent to the Commissioner registration area. Preliminary logistical, process, staffing, financial, and technology plans have been started, with much detail to come as Family programs are finalized. We are very pleased that new online registration software will be used by the AC in 2021 and thank the AC staff for their diligence in selecting and setting up this new tool. Its features should help us streamline and improve pre-GA and onsite information management and decision-making.

### **Volunteers**

We are preparing the infrastructure for effective volunteer recruiting, deployment, and management. Each Subcommittee will define its staffing requirements and time slots. Online tool [www.signup.com](http://www.signup.com) will be used as the core repository of staffing needs, schedule, and enlistment. Each church is being asked to assign an individual as it's recruiting liaison and enable that person to promote opportunities and enlist members. We have identified a "day captain" approach to coordinate onsite placement and manage redeployment as needed.

### **Prayer**

Our prayer initiative began last spring with a highly motivated Chair with awareness that God must provide for many needs, beginning with recruitment to the Host Committee plus funding and continuing through a productive and harmonious Assembly. The Prayer team expanded to plan its strategy. Each church in the Presbytery is being asked to establish a prayer liaison who will then recruit prayer warriors to intercede for the Assembly and the PCA. The Subcommittee is already creating and disseminating specific up-to-date requests through these channels.

### **Communications**

Graphical support for our theme has been developed in conjunction with the AC's Meeting Planner and designer. It is already being used on the AC website and our stationery. Our Chair will support Subcommittees when creative, printing, branded attire, and editorial needs arise. We are planning our messaging approach to local audiences like the Presbytery, churches, members, potential volunteers and donors, via a dedicated landing page on the Missouri Presbytery website. Onsite public/media relations during the Assembly are expected to be primarily handled by the qualified AC staff.

### **Conclusion**

The Missouri Presbytery is delighted to serve the PCA by hosting the upcoming 2021 Assembly. We expect these balanced purposes to be accomplished: **A**dore God in worship, **B**oost our shared mission and values, **C**ollaborate with colleagues, **D**ecide on direction and issues, **E**quip for life and ministry, **F**ellowship with each other, and **G**lobalize our vision. We appreciate our partnership with the AC staff in helping make this possible.

## **Report to the Administrative Committee – April 2021**

### **Preface**

The Missouri Presbytery is pleased to host the 48<sup>th</sup> General Assembly of the PCA in St. Louis. Needless to say, many changes and surprises related to Covid-19 have unfolded since my earlier report. There is no roadmap for how to plan a GA in the extraordinary conditions of the last year. Nevertheless, we remain very committed to help the PCA meet to carry out its essential business, glorify God, and advance his mission. My report will use a series of “**P’s**” to trace how the pandemic constrained and directed us to plan without any past-used playbook. With God’s mercy, we believe GA in 2021 will be a unique but successful gathering and fellowship of Commissioners and families.

### **Prayer**

Our prayer initiative sprouted last spring and blossomed with church liaisons and 350 prayer “warriors” in many churches. Monthly prayer lists have evolved as the pandemic revealed and heightened our dependence on God. We continue to intercede for the PCA too. Quarterly presbytery-wide days of prayer have engaged each church.

### **Proficient People**

God blessed the Missouri Presbytery with an extremely talented, dedicated, and patient Host Committee. All volunteers with busy lives, our Chairs have motivated and utilized their teams, overcome challenges, been guided, and strengthened by the Holy Spirit, and collaborated as competent professionals. They adapted and innovated as Covid impacted them in many ways. For example: Our leaders have met only once in person; other communication has been online / virtual including numerous Zoom meetings, which we started using even before the pandemic.

### **Plans Prepared**

By late October 2020, our budget was estimated, and all Committee plans were formalized in conjunction with AC staff. We expected promotion and registration starting in January and GA in June. That seemed easy in hindsight!

## **Postponement Possibility: Pause → Ponder → Press Forward → Parameters**

### **Pause**

By mid-November, we all paused to await Covid developments that could force postponement of GA until the fall of 2021. Fortunately, our Subcommittees needed a break, so we watched and prayed.

### **Ponder**

In January, as GA preparation was still paused, we all pondered projections about the pandemic to be ready for the next GA timing decision in late February. As the AC staff tracked many other experts and indicators, in St. Louis we pursued information and advice from nearby sources. We monitored and conveyed to the AC staff local reports from public health officials and civic authorities. Plus, we gathered a group of St. Louis medical professionals in local PCA churches to provide their assessment of the advisability of convening GA in June. They unanimously recommended postponement until the fall and projected that public health restrictions would remain both June and September in St. Louis. Their expert opinion and comments were conveyed to the AC staff.

### **Press Forward**

In late March, the St. Louis Convention Center officials approved the AC’s meeting plan and asserted that the PCA is contractually obligated to use their facility in June. We knew GA could still be postponed but our Host Committee promptly pressed forward toward our goal: To serve the PCA and its families safely and affordably. However, we had to revisit our plans considering the expected Covid situation in June. For example, after unified advice from our local medical panel, we reassessed indoor children’s activities and decided to cancel the nursery-preschool program and older children’s indoor gatherings since we could not assure compliance with CDC guidelines.

## Parameters

Prompted by our medical advisors' counsel, we articulated key parameters to guide decision-making.

- 1) Values:
  - a) Hospitality. Welcome guests with memorable meaningful activities.
  - b) Prudence. Conduct activities in accord with public health guidelines.
  - c) Respect. Accept one another despite different Covid perspectives.
- 2) Assumptions:
  - a) Sufficient adult vaccinations will be nationally available so "herd immunity" will largely exist. Thus, women's and adult volunteers' risks will be reduced for indoor and transportation situations.
  - b) Health screening in/by the Convention Center will eliminate our need for additional screening at Marriott hotel activities. Gathering places for off-site events can be inside the Convention Center.
  - c) Masking and physical distancing will be required during all indoor activities.
  - d) Upgraded Covid-spread prevention ventilation in the Convention Center and Marriott will further reduce risks of human interaction.
  - e) Funds raised will allow program fees to be reasonable.
  - f) Volunteers can be recruited as our objective, values, assumptions, and principles are embraced.
- 3) Program Principles:
  - a) We will comply with and help enforce CDC and local Covid-prevention guidelines.
  - b) Outdoor activities are safest and will be offered as possible. We accept the risk of adverse weather.
  - c) Indoor adult activities are safe given institutional safeguards and adequate individual responsibility.
  - d) Bus transportation is essential for offsite events, so vendor employs Covid-spread prevention practices.

## Produce revised Programs

Our final programs seek to abide by these parameters, and we inform participants to "know before they go." NextGen: Except for canceling the nursery-preschool program, other activities will be offered. **Children** will participate in two day-long events provided by Westminster Christian Academy, a renowned middle and upper school founded and governed by leaders committed to Reformed theology. **Youth** will serve in half-day projects organized by New City Fellowship plus enjoy creative recreation at the Zoo and the unique City Museum.

Women: The annual luncheon featuring speaker Megan Hill and musician Sherdonna Denholm will be offered in a modified format conducive to better connections and attendance by mothers of young children. The Hospitality Suite will allow chats in a friendly safe setting. Two offsite activities involve the famous Missouri Botanical Gardens and the Art Museum at Forest Park. Some may choose to visit the Arch and its museum or Tram to the top.

Worship: Original preachers remain (i.e., RE Howard Donahoe, TE Russ Whitfield, and TE Abraham Cho) while plans for music and communion are now being finalized to fit the expanded venue and expected Covid precautions.

## Partners

We now pray for many partners to support what God is calling us to do. With our budget squeezed due to Covid-induced changes, our financial sponsors (especially local PCA churches) who have expressed their commitment may need to stretch further. In addition, numerous volunteers are essential to serve Commissioners and their families, so we trust God to provide as we recruit faithful coworkers in this unprecedented Covid context.

## Postscript

Despite (or perhaps in view of) these extraordinary circumstances, the Missouri Presbytery is delighted to serve the PCA as together we continue **Proclaiming the Unhindered Kingdom**. We expect several balanced purposes to be accomplished at our 2021 General Assembly: **Adore** God in worship; **Boost** our shared mission and values; **Collaborate** with colleagues; **Decide** on direction and issues; **Equip** for life and ministry; **Fellowship** with each other; and **Globalize** our vision. We appreciate our partnership with the AC staff in helping make all these goals possible.

## GA2021 Host Committee Organization – Roles and Responsibilities

**Core Team** RE Phil VanValkenburg (Kirk) – Chair; RE Duncan Highmark (Trinity) and RE Lowell Pitzer (Kirk) – Vice-Chairs; TE Ryan Laughlin (Covenant)– Moderator of MO Presbytery; TE Tim LeCroy (Grace & Peace) – Admin Committee Liaison; Joel Hathaway (Covenant) – Liaison to Covenant Seminary

- Organize and recruit key Host Committee chairpersons and their roles
- Set, approve, and amend overall budget
- Establish and execute fund raising plan
- Liaison to Stated Clerk's office including Meeting Planner Amanda Burton, MO Presbytery and churches and other presbyteries
- Select and promote GA theme
- Approve and monitor status of master action plan and schedule
- Advise Chairman when appropriate or requested on sensitive, presbytery, or strategic matters

### All Subcommittee Chairs

- Management: Plan, organize and oversee work of team
- Schedule: Fit into master GA business meeting and meal timetable
- Financial: Submit proposed budget; recommend pricing/fees as needed
- People
  - Recruit team leaders
  - Plan and request volunteer needs and schedule
- Teamwork: Meet, collaborate, coordinate with peer Chairs and Core Team
- Documentation: Organize and use Dropbox folders; produce Subcommittee minutes
- Report: Submit final draft to Host Committee Chairman in July 2021

### 1) Finance – RE Randy Stone (MO Presbytery Treasurer, Providence PC)

- a) Budget set up and tracking
- b) Accounting, cash flow, and banking management
- c) Receipts: Accountable procedures including onsite registration and worship offerings
- d) Expense control and disbursements – payables and reimbursements (including to CDM)
- e) Monitor and report income and expenses
- f) Report monthly status and closing financial statement

### 2) Worship – TE Tim LeCroy (Grace & Peace)

#### a) General – Tim LeCroy

- i) Follow Worship Service Guidelines
- ii) Preachers
- iii) Music and musicians
- iv) Order of Worship
- v) Bulletins
- vi) Visuals on-screen
- vii) Logistics, equipment
- viii) Stage arrangements and schedule

#### b) Communion – TE Steve Ottolini and TE Chris Baker

- i) Elements, trays, tablecloths
- ii) Servers
- iii) Distribution plan and training
- iv) Clean up and return borrowed items

#### c) Ushers – TE Charlie Dey (Grace & Peace)

- i) ID badges
- ii) Greet at all doors and seating assistance
- iii) Security procedures (with AC)
- iv) Offering collection, sorting, and counting (coordinate with Finance)

**3) Women's Programs – Katie Polski (Trinity – Kirkwood)**

- a) *On-site events – Laura Waegner (Twin Oaks)*
  - i) Prayer times, in conjunction with Prayer Team
  - ii) Plan, coordinate and promote with CDM
    - (1) Luncheon
    - (2) Worship
    - (3) Programs
  - iii) Registration input on reservations
  - iv) Schedule, publicity, and volunteer coordination
  - v) Arrange/coordinate with Meeting Planner for speaker hotel room, meeting space plus food & beverages
- b) *Off-site events – Mary Bell (Covenant)*
  - i) Places/activities, times, reservations, and expenses
  - ii) Registration input on reservations
  - iii) Schedule, publicity, volunteer, and transportation coordination
  - iv) Pre/post event logistics and signage
- c) *Women's Hospitality – Helen Prouty (Twin Oaks)*
  - i) Suite, décor, snacks
  - ii) Tote bag, inserts, gifts/giveaways (and enlist sponsors)
  - iii) Schedule, publicity, and volunteer coordination
  - iv) Guest welcoming
  - v) Coordinate prayer times with CDM
  - vi) Décor for worship and onsite women's events
  - vii) Clean up and return borrowed items

**4) NextGen Programs – TE Justin Huensch (Chesterfield)**

- a) *Youth – Adam Delaplane (Chesterfield)*
  - i) Places/activities, times, reservations, and expenses
  - ii) Bible study and worship
  - iii) Arrangements
  - iv) Name tags
  - v) Schedule, publicity, and transportation coordination
  - vi) Meal / snacks
  - vii) Staffing: Recruit, train, and supervise adult volunteers with background check
  - viii) Risk mitigation: Child protection policy compliance, insurance, licensure, regulations
  - ix) Check in & Check out

b) *Children – Beth Perry (Chesterfield)*

- i) All same as Youth

c) *Nursery – Ellen Jackson (Chesterfield)*

- i) Facilities: Rooms and set up in conjunction with Meeting Planner
- ii) Arrange/coordinate with Meeting Planner for food & beverages
- iii) Equipment, toys, and supplies
- iv) Name tags
- v) Clean up and return borrowed items
- vi) Other: same as rest of NextGen

These leaders will likely be church children's ministry staff persons who fully understand / lead in this area.

It's essential that this leader be very experienced in care for and special needs of infant-preschool children.



**5) Registrar – Lisa St. Pierre** (New City Fellowship); then **Bo Hanley** (Providence)

- a) Coordinate with AC registration
- b) Receive, process, record, report registrations
- c) Manage waiting lists
- d) Special dietary or mobility requirements
- e) Email to participants
- f) Onsite arrangements
  - i) Equipment, supplies
  - ii) Volunteers – organize, recruit, train, oversee
  - iii) Signage
  - iv) Name tags
  - v) Distribute giveaways
  - vi) Permission docs
  - vii) Q&A – Info hub

This is a very critical role, best performed by a church's experienced admin asst. who understands event management, can plan and organize well plus handle details, technology, teamwork, PR, and stress. If we need overall admin support, this person would be a logical candidate. This person will need access to office equipment before and during GA. If we fund any position, a temporary assistant would likely be the one.

**6) Volunteer Coordinator – TE Keith Robinson** (Memorial)

- a) Support and synchronize recruiting for all onsite functions
- b) Pre/post GA set up and put back
- c) Sign up online app
- d) Specify volunteer attire, nametags, and lanyards
- e) Church recruiters (including Kirkwood's Korean PCA church)
- f) Training arrangements

This is another pivotal role, best handled by someone who grasps church member behavior, can plan and organize the effort, delegate, motivate, and adapt quickly. Ideally, this person or couple would have experience on a church staff.

**7) Local Transportation – Deacon John Castagno** (Kirk)

- a) MetroLink/Uber/Lyft/taxi info
- b) Parking lot/garage discounts
- c) Transportation for off-site family programs, Korean families, and other events as needed

**8) Communications – RE Kent Needler** (Kirk, CTS)

- a) Public relations and promotion
- b) Promotion at GA20 – exhibit booth
- c) Welcome letter
- d) Signage, logo/graphics, and branded clothing/materials liaison
- e) Communications to Presbytery pastors/churches – edit for tone and language
  - i) Volunteer and funding needs
  - ii) Pre-Assembly activities
  - iii) Worship Services
- f) Onsite press inquiries – liaison with *byFaith* news office (Dick Doster)

This person should have experience and skills in most media functions & know when/how to assert influence over team leaders'

**9) Prayer – TE Dave Stain** (Spring Hill) and **(Sue Pitzer)** (Kirk)

- a) Pre-GA activities and Onsite activities
- b) Assembly-wide or Women's events?

**10) Hospitality – Renee Higgins** (South City) until May, then **Becky VanValkenburg** (Kirk)

- a) Anticipate / arrange to meet onsite needs of all attendees, including transportation, parking, PCA smartphone app, maps, wayfinding help and locations, schedule, meals, & local attractions.
- b) Plan and arrange supply of give-away items to disseminate at Registration.
- c) Coordinate with PCA Meeting Planner, Convention Center staff, [Explore St. Louis](#), and Chairs of Transportation, Registration, and Volunteers to fulfill these duties.
- d) Special guest logistics – Arrange for transportation, lodging, and other needs for special speakers, musicians, guests

**11) Administrative Assistant – LaPiffany Pelc-Milton**

- a) Support Registrar administratively with pre-GA and onsite registration process

## GA21 Host Committee Roadmap: August-October 2020



## Communications Exhibit

### Final Local Webpage



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### **General Assembly Defined**

#### **What is it?**

General Assembly (GA) is the annual business meeting of the Presbyterian Church in America (PCA). Over 2000 attend as the denomination's pastors (Teaching Elders) and other church leaders (Ruling Elders) gather to study, discuss, debate, and decide biblical and ministry issues. Visitors are welcome to observe the proceedings and may sit in the visitor's section of the Assembly Hall.

#### **Why is GA important?**

GA achieves several significant purposes: **Adore** God in worship; **Boost** our shared mission and values; **Collaborate** with colleagues; **Decide** on direction and issues; **Equip** for life and ministry; **Fellowship** with each other; and **Globalize** our vision.

#### **Who makes GA happen?**

Arrangements for GA require an 18-month joint effort between the national PCA Administrative Committee (AC) office staff in Atlanta and the local Presbytery that hosts the Assembly. Here is a recent article about the [Behind the Scenes - Often Overlooked Facts](#) about GA.

### **Theme**

Our theme for GA21 is *Proclaiming the Unhindered Kingdom* based on Acts 28:30-31. We also draw inspiration and quotes from the hymn, "The Church's One Foundation." Providentially, our theme was selected long before the COVID pandemic profoundly affected the Church's methods of building God's Kingdom. Throughout the ages, Christ has grown His Church "mid toil and tribulation." The Holy Spirit has overcome both external and internal hindrances to proclaim the Gospel to the "elect from every nation." As stewards of this Good News in this divided age, we proclaim Christ's power to advance His Kingdom unhindered. We declare to a confused and fractured world that Christ shall never let his Church perish, but in unity affirm "one Lord, one faith, one birth."

## **Role of Missouri Presbytery**

### **Host Committee**

This is the primary organization handling our 2021 General Assembly (GA21) duties. A Core Team was established in the fall of 2019 to achieve several goals: Organize the Host Committee; establish an overall budget; create a fund-raising plan; select the GA21 theme; and approve a master action plan. The Host Committee organization chart and directory is available [here](#). Each Subcommittee Chair is a manager, charged to recruit a team and then organize and oversee their work; develop a program that fits into the master GA21 schedule; prepare and spend their budget; and obtain and oversee volunteers.

### **Funding**

Missouri Presbytery (MOP) is responsible to fund the activities and programs of the Host Committee. Each church in MOP is expected to provide financial support at the level of 0.25% of their operating budget. When fully supported, this would total about \$35,000 which supplements income from offerings and program fees. Contact Treasurer Randy Stone for more information or to contribute.

### **Prayer**

Over 100 people in MOP churches are part of the GA21 Prayer Team. To learn more about this endeavor, refer to the **Prayer** section below.

### **Volunteers**

About 200 time slots need to be filled by individuals from MOP churches during GA21 week. More information is available in the **Volunteer** section below.

### **Location**

GA21 will be held at the downtown [Convention Center](#) located at [701 Convention Plaza, St. Louis, MO 63101](#). For volunteers, the most convenient parking location is at 419 N. 9<sup>th</sup> Street, 63101, costing \$1/hour (maximum \$10 for 12 hours and \$16 all day). Other parking is shown at this link: [Explore STL Parking Map & Info](#). Local guests and volunteers should use the main semi-circle entrance on Washington Avenue at the north end of N. 8<sup>th</sup> Street. Some may want to park remotely and ride the MetroLink to its America's Center station.

Downtown and MetroLink safety should not be a concern. See [FAQ about crime from Explore STL](#) and information about [Metro Transit public safety](#).

### **National GA Information**

The PCA website at <https://pcaga.org/> contains information on [how Commissioners register](#), the schedule, [overtures](#), worship, [women's and NextGen events](#), seminars, visitors' check-in, and the smartphone app. 2,100 Commissioners (Pastors and Ruling Elders) will be here for the largest-ever PCA General Assembly.

- [GA Information Book](#) for all attendees
- [Schedule](#) for the 2021 General Assembly
- Detailed [Docket](#)
- [Seminar schedule](#)

### **Public Events**

Visitors are welcome to join in worship, attend a seminar or women's program, visit the exhibit hall, or observe the business proceedings from the visitor's section. There is no charge except for the women's luncheon. When seating capacity is limited, registered commissioners and their families will have priority. Except for worship attendance, all visitors must check-in at the registration booth, pay applicable fees, and obtain a visitor's name badge. Click [here](#) for COVID safety details.

**Corporate worship** with 3,000-4,000 present will occur on:

- **Tuesday:**
  - Musical prelude at 6:00pm with MO Presbytery orchestra and vocal ensemble led by Virginia McGuigan, Worship Director at Twin Oaks Presbyterian Church.
  - Worship 6:30-8:00pm; Liturgist: Thurman Williams. Communion: Tim LeCroy. Preacher: Outgoing Moderator Mr. Howard Donahoe (Text: Luke 23:32-43; Title: Heaven).
- **Wednesday:** Worship at 4:30-6:00pm.
  - Music: Modern hymnody led by Nick Dahlquist, Worship Director at Chesterfield Presbyterian Church.
  - Liturgist: Ben Porter. Preacher: Rev. Russ Whitfield (Text: Jonah 4:1-11; Title: Truth In Advertising).

- **Thursday:**
  - Musical prelude at 7:00pm with [Sandra McCracken](#) (Native to St. Louis, attending local PCA churches and Westminster Christian Academy)
  - Worship at 7:30-9:00pm: Liturgist: Daniel Song. Pastoral prayer: Jerram Barrs. Preacher: Rev. Abraham Cho (Text: 2 Corinthians 2:14-3:5; Title: The Spiritual Power of Weakness)

**Women's Luncheon** on Wednesday June 30 at 11:00am-1:00pm. Speaker is Megan Hill ([click here for bio info](#)) speaking on her new book, [Partners in the Gospel](#). Special music by [Sherdonna Denholm](#). [Registration](#) is required on a space-available basis: \$40 on-site tickets (space is currently available).

[Seminars](#) on many helpful topics in 1-2 hour segments on Tuesday afternoon plus Wednesday and Thursday mornings.

### **Volunteers**

Over 100 people from MOP churches are needed to perform various functions.

### **How do I sign up?**

Click [www.signup.com/go/GA2021STL](http://www.signup.com/go/GA2021STL) to find and reserve your spot.

***Already Volunteered? See Orientation below.***

### **Why should I serve in this way?**

Grow [vision](#) by participating in the global PCA movement. Experience [fellowship](#) by connecting and cooperating with others from nearby "sister" PCA churches. Faithfully [serve](#) by assisting and supporting the PCA and pastors' families

### **When do you need me?**

Mostly from Tuesday June 29 – Thursday July 1. Shifts are available for [mostly partial-day](#) and some whole-day roles.

### **What could/would I do?**

Greeters & guides, family registration assistant, women's lunch hostess, transportation liaison, worship communion support, prayer room host.

### **What should I expect at the Convention Center?**

- [America's Center overview](#)
- [Parking](#)
- [Brochure](#)
- [Layout and meeting room map](#)
- [Virtual Tour](#). Use computer (not touchscreen or smartphone/tablet). Learn the navigation features before beginning tour. Focus on Washington Ave. lobby and rooms and hallways on Floors 1 & 2.

### **COVID safety Q&A for Volunteers:**

#### **What about vaccination?**

1. We strongly encourage all volunteers to be fully vaccinated.
2. We expect the majority of GA participants to be fully vaccinated.

#### **What are the COVID safety provisions at America's Center?**

1. Following current CDC and STL City guidelines (see in Covidsection). Enforced by honor system.
2. Vaccinated persons need not wear masks or be socially distant.
3. Unvaccinated persons expected to wear masks and maintain social distance.
4. Temperature screening upon entry to the Convention Center.
5. Meeting rooms enlarged to permit appropriate space between attendees.
6. Ventilation at America's Center:
  - Maximized to boost air exchange
  - Filters are hospital grade (Merv13)
  - Restroom air kept inside via negative pressure

#### **Should I be concerned about safety in downtown St. Louis?**

- [FAQ about crime from Explore STL](#)
- Information about [MetroLink safety](#).

### **Volunteer Orientation:**

Get started by viewing a short [video](#) and reviewing the section above about what to expect at the Convention Center. When you arrive, find Family Registration in Hall One to get a name tag and special apron. Greeters/Guides and Hospitality volunteers will receive 5 documents to carry in their volunteer aprons. These documents are designed to help you quickly answer questions and give directions to attendees. Click on and review these 5 documents below. You don't need to bring copies for yourself; we will provide them for you upon your arrival.

1. [Map of Convention Center](#): Use this map to help attendees find their way to meeting rooms within the Convention Center. Arrive early if you want a quick self-tour.
2. [FAQ Sheet](#): This shows many anticipated questions along with our best answers.
3. [Local Service Guide](#): This quick reference guide is available to all attendees to help them find and get to places to eat.
4. [Schedule for 2021 General Assembly](#): This overall schedule will be a handy reference to the entire set of events for the week.
5. [Seminar Schedule](#): Seminars are held three times during week and this reference sheet will help you provide answers about topics, speakers, times, and room numbers.

In addition, you should be familiar with three other very helpful resources:

1. GA website at [www.pcaga.org](http://www.pcaga.org): Skim it to see the vast amount of information already available for attendees. This website displays nicely on smartphones.
2. Smartphone app for GA: This handy tool contains lots of essential updated information so will be used very much. You should download it and become familiar with its contents. Click here <https://pcaga.org/resources/#apps> to learn about the app and how to download it.
3. [GA Information Book](#): All Commissioners and Exhibitors receive a paper copy. A sample will be available for you to see. You should be familiar with the valuable information shown amidst many pages of GA-sponsor advertising.

### **Prayer**

A liaison has volunteered in each MOP church to recruit and organize prayer "warriors."

1. Contact Sue Pitzer by email at [suedodsonpitzer@gmail.com](mailto:suedodsonpitzer@gmail.com) to engage with the Prayer Team.
2. Download a [directory](#) of each church's liaison, set to help engage prayer warriors.
3. Download a [list](#) of prayer requests.

### **COVID-19 Information and GA Timing**

Public health guidelines in St. Louis may affect the timing of GA. Click websites below to get most recent status from local and PCA authorities.

- Communications from the PCA: Click [here](#) for a chronological sequence of messages about Covid's impact on the General Assembly
  - [As of November, 2020: https://byfaithonline.com/pca-general-assembly-update-possible-delay/](#)
  - [As of February 25, 2021: https://byfaithonline.com/stated-clerk-pro-tempore-issues-statement-on-general-assembly-dates/](#)
  - [As of March 31, 2021: Email from the PCA Stated Clerk about June GA timing](#)
  - [As of April 20, 2021: Final announcement from PCA Stated Clerk about June GA timing](#)
- STL City/County joint "Reopen STL Order" on May 3, 2021 changes health protocols: authorizes higher restaurant capacity but retains distance and masking guidelines.
- STL City/County joint announcement on May 14, 2021 for fully vaccinated persons, complying with [new CDC guidance](#): [City order](#), [County advisory](#).
- STL City: <https://www.stlouis-mo.gov/government/departments/health/communicable-disease/Covid-19/>
- STL County: <https://stlcorona.com/>
- St. Louis Convention & Visitors Commission (Explore STL): <https://explorestlouis.com/Covid-19/>

### **Contact Us**

If you have questions or need additional information, you may contact us by emailing [info.ga2021stl@gmail.com](mailto:info.ga2021stl@gmail.com).

### **Communications**

[January 2020 - Host Committee Presbytery Presentation](#)  
[October 2020 - Host Committee Presbytery Presentation](#)  
[March 2021 - Host Committee Update to MO Presbytery](#)  
[May 2021 - Host Committee Update to MO Presbytery](#)

[June 2020 - Host Committee Presbytery Presentation](#)  
[January 2021 - Host Committee Presbytery Presentation](#)  
April 2021 - [Host Committee Update to MO Presbytery](#)



## Volunteer Exhibits

### Volunteer Subcommittee Materials

Letter to pastors, July 2020 seeking volunteer liaisons.

*I'm the Volunteer Coordinator for the Host Committee of the 48<sup>th</sup> General Assembly to be held in St. Louis the summer of 2021. My role is to help connect the various gifts of members of Missouri Presbytery's churches with opportunities to serve the 2000+ commissioners, spouses' families and more coming here next summer. To make this as simple as possible for our church's we're doing two things: 1) Seeking to work with a church's existing volunteer system, and 2) Identifying a single person in each church to serve as the liaison between myself and the congregation.*

*The best liaison will already be central to the church's volunteer recruiting plan and will know how best to get members involved with serving opportunities. I'll provide them with information on ways members can serve, simple resources to communicate that to the church and the link to the central signup page for GA volunteers. I'll also be available to support them and answer any questions they might have. If you already know who would be great at this, let me know. If not ponder it a while but know we're aiming to have a volunteer liaison for each church by the end of the year.*

Letter to volunteer liaisons in April 2021.

*As the Volunteer Coordinator for the Host Committee of the 2021 PCA General Assembly (happening in St. Louis June 28-July 2) I want to personally thank you for serving as the volunteer liaison for your congregation! To help connect the gifts of the people of our Missouri Presbytery churches with the 100+ serving opportunities that General Assembly brings we've created a master volunteer signup page ([www.signup.com/go/GA2021STL](http://www.signup.com/go/GA2021STL)). Here are a few ways you can point people to this very helpful tool.*

- 1. Make a congregation-wide announcement about this opportunity to serve the 1000+ pastors and ruling elders (along with their families) coming to St. Louis this summer. This could be a worship service announcement, a video announcement where you stream services, a post on your primary social media platform, or wherever and however is best for your congregation.*
- 2. Use the attached 'Volunteer Flier' image, either as is or to create your own digital or print flier for your congregation.*
- 3. If hardcopies are better for your congregants, you can request up to 100 double-sided 'postcard' versions of this digital flyer for your information table (front and back shown in next two attachments) by replying to this email by April 30th.*
- 4. Have a General Assembly signup kiosk where members naturally congregate before or after services.*

*The sooner this opportunity can be put in front of your congregation the better. If you need help thinking through how to best present this to your congregation let me know and I'll be happy to help. You can also use this page ([www.mopres.org/ga21](http://www.mopres.org/ga21)) to help both you and your congregation get a better feel for the event volunteers are being sought for.*

*If there have been any changes and another is now serving as your church's volunteer liaison, please let me know and I'll reach out to them.*

## Volunteer recruiting brochure



## Pre-GA communications to volunteers

*Sent to all volunteers a week before GA began*

*Thank you for signing up to serve as we welcome 2000 Pastor and Elder commissioners and their families to the PCA General Assembly at the America's Center Convention Complex! **Please read all of the following important information to help prepare you for the time(s) you'll be serving.** (If your availability for serving has changed, please let us know).*

*If you haven't already, go to [www.mopres.org/ga21](http://www.mopres.org/ga21) and read all the information under "Location" (including information about parking and MetroLink options) and "Volunteers" (including current health guidelines as well as helpful maps of downtown, parking garages, and the Convention Center plus a "Virtual Tour" of the Convention Center). Almost all on-site events take place on the 1<sup>st</sup> floor (some seminars and committee meetings are on 2<sup>nd</sup> floor).*

*All volunteers check in at the family registration table in Hall 1, where you'll receive your name tag, lanyard, and official blue GA apron (to help identify volunteers). You'll return to the same place after your shift to drop them off. Attire is church casual.*

*Most shifts are scheduled before or after usual mealtimes, so plan to eat before or after your serving time unless you hear from your volunteer team's chair that a meal will be provided. Room 103 (Host Committee office) will also serve as a break room for volunteers with water bottles available. The chairperson overseeing your specific volunteer team will contact you with additional details pertaining to your role closer to the day you're serving. Looking forward to it!*

*Note: The Convention Center does not have its own parking lot or the ability to validate parking for nearby garages. If you need reimbursement for your parking or MetroLink expenses, you can send photo documentation of those to [ga21volunteer@gmail.com](mailto:ga21volunteer@gmail.com). Downtown street parking spots have a 2-hour metered limit so should not be considered for most serving opportunities.*

### *General Assembly 2021 Day Captain Responsibilities*

*Thank you for your willingness to serve as a Volunteer Day Captain for this year's General Assembly. You are serving a vital role in helping not only our guests but also our volunteers feel connected, welcomed, appreciated and confident as they find their way around the America's Center Convention Complex. I hope this helps you understand your responsibilities and anticipate where we can help you in your role.*

### **Volunteer Day Captain Responsibilities**

#### Before General Assembly

1. **Familiarize yourself with the America's Center facilities** and meeting areas (see the email I sent through signup.com).
2. **Familiarize yourself with the GA Information Brochure (GAIB – [link here](#))** to be able to help your volunteers as needed. A Printed copy will be provided on site.
3. **Download the GA app (PCA GA)** and become familiar with its format and what you will and will not find there.
4. **Review the Instructions for Greeter-Guides and Hospitality Volunteers** handout and let me know what questions, additions, or clarifications you think would be helpful before I send it to them.
5. **Create an email and/or text group** for your volunteers, possibly by shifts, to communicate as needed. You may want to put volunteer email and phone information in your contacts for ease of last-minute communication.
6. **Communicate directly** with your volunteers the week before and day before your serving date, confirming their commitments and their understanding of responsibilities, particularly parking and transportation details. Respond to their questions as needed.
7. **Join us in praying** for all the details of GA this year, including the important matters being discussed and particularly finding volunteers for all our needs this year.

#### Day of Service

1. Plan to arrive **15 minutes before** your first shift, making sure you know where name tags, aprons, maps, and other materials will be found. You will also want to wear a greeter apron and have your phone charger handy.
2. **Distribute** aprons, name tags, GA Brochures, and assign spots to each greeter-guide, helping them find their location on the Convention Complex map (I provide the maps and where greeters are needed for each shift)
3. **Volunteers for other areas** (children's programs, nursery, youth, ushers) may need help signing in and getting to their locations. Please know you are not responsible for training or managing them - just become familiar with what is happening on your day, where things are happening and then help these other volunteers get there!
4. During each shift, **plan to circle around to each of your greeters** to check on their needs and for them to take a quick restroom break if necessary.
5. **Employ volunteer floaters** (mostly seminary interns ready to fill in for unexpected volunteer needs) as needed and available. Each day and each shift will be a little different. I will chat with you about your day's need and priorities as we get closer to GA and provide floater information for each day.
6. When the **next shift's volunteers** arrive, send them to relieve the previous volunteer in the same spot. Send them to their location and ask them to get advice from one they're relieving to help them be more effective during their shift. Please ask volunteers who've finished their shift if there is anything we might do to better serve our volunteers and guests.

### Following GA

1. **Follow-up** by thanking your volunteers for their ministry of hospitality. I also will follow-up with all the volunteers, as a combined group, possibly asking them for feedback on what worked and what might need tweaking next year.
2. **Send me your** thoughts on what was helpful and what we could have done better, and I'll pass that on to the people organizing next year's GA.

Thank you again for serving in this vital way. Please don't hesitate to contact me with any questions or suggestions.

[Sent to all Greeter Guides]

### **General Assembly Greeter-Guide Instructions**

America's Center Convention Complex - St. Louis, MO

#### **Volunteer Coordinator:**

Keith Robinson (for questions before June 28<sup>th</sup>)

#### **Greeter Day Captains:**

Bethany Hockenbury (Mon, Tues, Th, Fri)

Kate Leary (Wed)

Our goal is to extend the welcome of Jesus to our General Assembly (GA) guests and to make everyone feel comfortable and confident as they find their way around the America's Center. Thank you for being our welcome team!

If you haven't already, check the message that went earlier to all volunteers from [mail@signup.com](mailto:mail@signup.com) and make sure to click on the included link ([www.mopres.org/ga21](http://www.mopres.org/ga21) - including the "Location" and "Volunteer" sections with special attention to the "Volunteer Orientation" section).

#### **Before you leave home**

- You'll want to dress comfortably since you'll be on your feet your entire shift (think "church casual" - jeans are ok).
- Eat a good meal (water bottles, coffee and snacks will also be available in Room 103 - Host Committee Office / volunteer break room).
- Remember to bring a phone charger just in case.
- Leave early enough to give yourself plenty of time to park (if driving), go to check-in and familiarize yourself with the "cheat sheets" you'll be given.

#### **When you first arrive**

- Check in to get your nametag, lanyard, and blue volunteer apron. Assume you're checking in at the family registration table just inside Hall 1 (unless your Day Captain tells you otherwise).
- Then head to the spot you'll be assigned.

#### **Once you get to your spot**

- Familiarize yourself with where you are in relation to the rest of the America's Center.
- Look over the General Assembly Information Booklet (GAIB) and any 'cheat sheets' you're given at check in.
- Have the PCA General Assembly app pulled up on your phone for quick access
- Check the schedule to anticipate what events and locations people are likely to be looking for so you can direct them there
- Locate the nearest restroom (for yourself and anyone seeking them).
- In case of emergency, also locate the closest first aid station and direction to the public safety office (see 1<sup>st</sup> floor map) as well as closest exit.

#### *During your shift*

- Welcome and direct guests and volunteers to where they're trying to go.
- Most guests will have the same GAIB as you'll be given at check-in (with important schedules and maps). If possible, use their booklet to show them where to go and where the schedules are. For volunteers and guests without a booklet, use your own to help them.
- If people have questions you can't answer or find answers for feel free to direct them to the Concierge Desk (by the escalators closest to the Washington Ave entrance) or the Hospitality table (next to Hall 1 entrance)
- Your Day Captain will come by periodically to see if you need anything or if you need a restroom break. Don't hesitate to text or call them if you need something (see phone numbers above)

#### *As your shift winds down*

- Unless you're the last shift of the day the next volunteer will come to your spot to relieve you. Please pass on any helpful information to the next volunteer and then to your Day Captain when you return to where you checked in.

#### *Before and after your shift*

- You are welcome to attend the worship services and observe any of the seminars, committee meetings and main business meetings.

*Thank you for serving our church family in this important way!*

#### Message to all Floaters

##### **General Assembly Floater Instructions**

*America's Center Convention Complex - St. Louis, MO*

*Thank you for your service to the 2000+ pastor and elder commissioners and their families arriving in just a few days at the America's Center Convention Complex for the 2021 PCA General Assembly. If you haven't already, check the message that went out a few days ago to all volunteers from [mail@signup.com](mailto:mail@signup.com) and make sure to click on the included link ([www.mopres.org/ga21](http://www.mopres.org/ga21) - including the "Location" and "Volunteer" sections).*

#### *Before you leave home*

- Dress comfortably in case you need to fill in for a role that requires being on your feet the entire shift (think "church casual" - jeans are ok).
- Eat a good meal (water bottles, coffee and snacks will also be available in Room 103 - Host Committee Office).
- Remember to bring a phone charger just in case.
- Leave early enough to give yourself plenty of time to park (if driving) and get checked in.

#### *When you first arrive*

- Check in to get your nametag, lanyard, and blue volunteer apron. Assume you're checking in at the family registration table just inside Hall 1 (unless you hear otherwise).

#### *During your shift*

- Treat your phone like you're waiting for an important call/text. The people overseeing greeter-guides, the hospitality table, family registration, the prayer room and transportation team (loading and unloading of buses to off-site events) will have your name and number for your shift.
- If you get called on to help greet, stop by the family registration area or the hospitality table to pick up the GA Information Booklet and greeter "cheat sheets."
- When not filling in for another volunteer you're free to attend the worship services and observe any of the seminars, committee meetings and main business meetings.
- If someone asks what your volunteer role is when you're not filling in for someone, just tell them you're "on call" but feel free to lend a helping hand if you can.

*As your shift winds down*

- *If you're still filling in for someone, let the person who asked you to fill in know your shift is about up so they can decide if they need to call on a floater from the next shift to take your place.*
- *Return your name tag, lanyard, and apron*

*Before and after your shift*

- *You are welcome to attend the worship services and observe any of the seminars, committee meetings and main business meetings.*

*Thank you for serving our church family in this important way!*

**Post GA communications (Thank You Notes):**

*To our wonderful Greeter-Guides,*

*I want to thank all 36 of you who served as Greeter-Guides for General Assembly this past week, filling over 50 needed volunteer spots such that all our volunteer needs were met (and then some)! Of all the ways you could have spent your morning, afternoon, or evening, you chose to spend it welcoming and guiding our 2000+ pastor and elder commissioners and their families as they tried to navigate the America's Center, asked where to find the seminar they were looking forward to and what the Wi-Fi password was, figured out where to eat and how to get there and so much more. Some of you were in place helping commissioners find registration before the official welcome banner was even in place. When there was no sign to point the way, you pointed the way. Each of you contributed to what many who had attended many General Assemblies called the best one they had been to. Thank you! We couldn't have done it without all of you.*

*Floaters:*

*Thank you for your service as a Floater for the PCA General Assembly this past week. Whether you filled in for a volunteer who got sick your whole shift, helped make one of our volunteer teams even stronger by your presence or just added peace of mind to those who knew they could call on someone in a pinch, your willingness to serve made a difference! Because of your service all our volunteer needs were met (and then some). Your willingness to serve in whatever way needed allowed several members of the Host Committee to spend the week before General Assembly training volunteers instead of just scrambling to find one to fill that last open spot or having to over-recruit in the event of an unexpected cancellation (of which there were many). I'm thankful to know the churches in our presbytery have so many men and women willing to serve and am sure each of your churches have already been blessed by your presence there.*



## Hospitality Exhibit

### Volunteer FAQ

Onsite Questions	Onsite Answers
1. How do I get the GA smartphone app? What is the GA website? What info does each have?	Download <b>PCA General Assembly</b> or <b>PCA GA</b> from the Apple Store or Google Play Store. Main GA website is <a href="http://www.pcaga.org">www.pcaga.org</a> . Lots of current info.
2. Where is Registration and the Assembly Hall?	Registration is in the Hall #1, where the Exhibitors are also located. GA meetings & Worship are in Assembly Hall (2 & 3).
3. When and where is an event/meeting?	Most public meetings and room numbers are listed in the <b>PCA GA</b> web app, updated as needed. Also, in the GA Info Book (GAIB): The GA meeting & worship schedule is on Pages 8-9 and the Women's and NextGen schedule is on Page 28 with details on Pg. 30-33.
4. Who is speaking at an event: Worship? Seminars? Women's Luncheon?	See the PCAGA website or app. Speakers at Worship and the Women's Luncheon are introduced in the GAIB. The app and posters in the Conv. Ctr. (CC) also show Seminars with titles and speakers.
5. How do I find that event? Where is a map of the Convention Center?	See Pages 10-11 of the GAIB. Maps of the CC are placed on walls in various visible locations. See app's <b>Interactive Map</b> . The staff at the Concierge Desk can assist you. A paper CC map is available at our Information Desk.
6. Where can I find food, snacks, coffee, water, other beverages?	Concession services and coffee cart are available in the Exhibit Hall.
7. Where are these rooms: Women's Hospitality, Host Committee office, and NextGen drop-off & pick-up?	Women's Hospitality (Room 104); Host Comm. (Rm. 103); NextGen (Rm. 105)
8. Where are the restrooms and elevators?	Restrooms are in the Assembly Hall. Both are along the CC main hallway.
9. Where is the Lost & Found?	Commissioner Registration in the Exhibit Hall or the GA Office on the 3 <sup>rd</sup> floor.
10. Where can I get first-aid or medical assistance?	Medical professionals are available in two First Aid rooms on the main 1 <sup>st</sup> floor hallway near Hall One and Hall Three.
11. How do I get Wi-Fi access? How much does it cost?	Wi-Fi info is posted in various spots. It is free in hallways and the Assembly Hall but not in the Exhibit Hall. Service is available elsewhere for a fee.
12. Where can I recharge for my electronic device?	Large power strips are available in both the Exhibit and Assembly Halls.
13. How do I submit prayer requests? Where is the Prayer Room?	Email to: <a href="mailto:pray4pca.ga2021@gmail.com">pray4pca.ga2021@gmail.com</a> Pray in Room 106, open 8am-4pm T-Th.
14. What are the ways to give during the worship service? How can I give online or by text? To what entity should a check be payable?	See info on the <i>Ways to Give at GA</i> card. Text <b>GIVE</b> to 844-916-0046, provide contact & payment info. Download a <b>GA2021</b> mobile app from <b>Tithe.ly</b> . Checks payable to: <b>MO PRES PCA GA21</b> .
15. If someone in the news media asks a question or wants information, what should I say?	Contact the PCA News office at (678) 825-1005; email: <a href="mailto:info@byfaithonline.com">info@byfaithonline.com</a>

Offsite Questions	Offsite Answers
1. Where can I get lots of local STL information?	<b>Explore St. Louis</b> provides visitor info. Get a Visitors Guide magazine at the Concierge Desk. Click their Microsite for the PCA GA at <a href="http://www.explorestlouis.com/pcaga">www.explorestlouis.com/pcaga</a> .
2. Where is a map of downtown and the entire STL city area?	See Map on the App or Page 14-15 of the GAIB. For online version click the PCA GA Microsite. For paper copy, go to Concierge Desk & see the back of the Visitors Guide.
3. How can I find a lunch place? Are any nearby? How long does it take to walk there?	There are many places for lunch within a 12-minute walk. Search the PCA GA Microsite or Google Maps.
4. What are popular areas for dinner in addition to downtown? What are popular areas are known for, like types of restaurants, ambiance, or culture? How can I find a restaurant there?	See our quick-reference <b>Local Service Guide</b> for popular areas and instant access to a listing of nearby restaurants. Find also local PCA-member favorites.
5. How do I get a QR reader on my smartphone?	<b>iPhones:</b> Use camera & follow prompts OR go to Settings>Control Ctr>Code Scanner. Get QR code scanner at the App Store for download. <b>Android:</b> Newer device camera recognizes QR codes and shows URL; older models may need a QR code scanner from Google Play Store.
6. How do I get somewhere beyond walking distance if I don't have a car?	Public transportation, taxis, and rideshare (Lyft and Uber) are all readily available. A local volunteer Elisabeth Rollins 773-234-4543 may be available upon request.
7. Is there public transportation? I've heard about MetroLink – where is the station closest to the Convention Center? How much does it cost? Does it have a website? Where does Metrolink go? Are there restaurants near each station? How long does it take to get where I want to go? Is it safe?	MetroLink is a light rail system. See map on Page 15 of the GAIB. Station closest to the CC is a two-minute walk east on Washington Ave. at 6 <sup>th</sup> Street. Westbound access is downstairs on the NW corner. See our <b>Local Service Guide</b> for quick access to essential MetroLink info.
8. Can I get my parking ticket validated?	No. Maximum daily parking is about \$16.
9. How safe is downtown St. Louis? What should I know about STL crime statistics? What should I do or avoid doing to be as safe as possible?	See STL Public Safety FAQ section of our <b>Local Service Guide</b> with crime info & list of do's and don'ts. This area is safest during the week. At night, walk with a group. Extra private security is on duty.

Email questions or comments to: philv@mopres.org

# Prayer Exhibits

## PRAYER LIST 2021 PCA General Assembly - St. Louis, MO

11-1-2020 UPDATE

THEME:

**Proclaiming the Unhindered Kingdom** (Acts 28:30-31)

*Throughout the ages, Christ has grown His Church "mid toil and tribulation." The Holy Spirit has overcome both external and internal hindrances to proclaim the saving message of Jesus Christ to the "elect from every nation." As stewards of this Gospel in this divided age, we proclaim Christ's power to advance His Kingdom unhindered. We declare to a confused and fractured world that Christ shall never let His Church perish, but in unity affirm "one Lord, one faith, one birth." (Quotes and other themes drawn from the hymn, "The Church's One Foundation")*

### THE UNHINDERED KINGDOM

- We pray, O Lord, for your church, scattered throughout the nations of the world, that you will continue to advance your Kingdom unhindered by the challenges of these days of global pandemic. We pray that you will use these challenging times to bring another world-wide Great Awakening & Revival. *Turn many hearts to You!*

- Direct the work of the *Missouri Presbytery* (MOP) and this *GA21 Host Committee* to accomplish your Kingdom work.

- *The plans of the heart belong to man, but the answer of the tongue is from the Lord. Commit your work to the Lord, and your plans will be established. The heart of man plans his way, but the Lord establishes his steps.*  
Proverbs 16: 1, 5, 8

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### THE DENOMINATION – PRESBYTERIAN CHURCH IN AMERICA

- We pray for the *Administrative Committee* of the PCA as its staff coordinates and works with the MOP *GA21 Host Committee* toward the goal of an in-person gathering of PCA commissioners and officers from around the denomination, to accomplish the Lord's work in these challenging times.

- Bryan Chappell-Interim PCA Stated Clerk- wisdom as he settles in to the AC office; Bryan and Kathy as they adjust to their new Atlanta home and engage with new churches, communities and friends .

- Praise and gratitude for the leadership and work of Roy Taylor, PCA Stated Clerk, and John Robertson, Business Administrator, in these times leading up to retirement.

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## June 29, 2021 Update for Ongoing Prayer for GA21

PCA General Assembly 2021 website

<https://www.mopres.org/ga21>

Dear Prayer Liaisons and Prayer Warriors,

**Thank you for your continuing prayer with us for this important gathering of our denomination.** The Lord has been gracious, especially in these past few months, in bringing about conditions both locally and nationally, to bring our denomination to this time, ready to gather for the first time in two years. We are filled with gratitude to Him!

**Thank you again for continuing to pray.** You will still see *General Items for Prayer* for the PCA, the Stated Clerk's Office and Administrative Committee, the Missouri Presbytery and the GA21 Host Committee remain at the beginning of this Updated Prayer List. We want to be continually bringing these overarching prayers before our Father as well as the prayer needs you will find in this **June 29, 2021 Update**.

### THE UNHINDERED KINGDOM Ongoing Prayer

- We pray, O Lord, for your church, scattered throughout the nations of the world, that you continue to advance your Kingdom, unhindered by the challenges of these days of global pandemic and unrest. We pray that you will use these challenging times to bring another world-wide Great Awakening & Revival. *Turn many hearts to You!*

### THE DENOMINATION – PRESBYTERIAN CHURCH IN AMERICA Ongoing Prayer

- PRAISE for the Lord's provision through the year in directing the work of the PCA, Stated Clerk's Office, the Administrative Committee, the Missouri Presbytery and the GA21 Host Committee to accomplish His Unhindered Kingdom work as they have prepared for this General Assembly.
- PRAY for the Lord to equip and direct the ongoing work of the *Judicial Committee* and *Overtures*, for the *Committees of Commissioners*, and each of the *Ruling Elders* and *Teaching Elders* who are here in St Louis serving as *Commissioners* this year.
- Please continue to PRAY for the AC and for Amanda Burton, PCA Major Events Coordinator and liaison to the Missouri Presbytery GA21 Host Committee.
- PRAY that all of the business meetings, worship services, and other events will be characterized by extraordinary wisdom, grace, humility, and brotherly love.

- Pray for Amanda Burton, PCA Major Events Coordinator and liaison to the Missouri Presbytery GA21 Host Committee.

- Wisdom and Guidance as we navigate the challenges of this pandemic-impacted year leading up to GA2021 in St. Louis, in June 2021.

- Pray that the Lord's work will be accomplished at GA21, and that its events will be characterized by extraordinary wisdom, grace, humility, and brotherly love.

- Pray for the General Assembly itself for:
  - Uplifting worship and preaching,
  - Spirits of unity and wisdom,
  - Pursuit of *peace and purity* in all deliberations and decisions,
  - Strengthened bonds between God's people and congregations,
  - Kingdom-focused vision for the future,
  - The Gospel to be proclaimed to every people, tongue, and nation.

### THE MISSOURI PRESBYTERY (MOP)

- Pray for the Lord's work to be accomplished in the work of Missouri Presbytery.

Interim Stated Clerk: Tim Jackson

Moderator: Ryan Laughlin

Vice Moderator: Tim LeCroy

Treasurer: Randy Stone

- Pray for the Lord's work to be accomplished in the work of the GA21 Host Committee.

Chairman: Phil Van Valkenburg

Core Team: Ryan Laughlin, Tim LeCroy, Joel Hathaway, Duncan Highmark, Lowell Pitzer

Administrative Assistant:

Worship: Tim LeCroy, Charlie Dey, Chris Bryan, Virginia McGuigan, George Bryan

Prayer: Sue Pitzer, Dave Stain, Lowell Pitzer, Debbie Stair, Carolyn Stone,

Communications: Kent Needler

Finance: Randy Stone

Women's Program: Katie Polski, Mary Bell, Helen Prouty, Laura Waegner

Transportation: John Costagno

Registrar: Lisa St. Pierre

NextGen Program: John Huensch, Adam Delaplane, Beth Perry, Ellen Jackson

Volunteer Coordinator: Keith Robinson

- Presbytery – ongoing wisdom, participation, and cooperation with GA21 updates, plans, and needs

- Healthy relationship between MOP and rest of PCA; Strengthened bonds among members of MOP churches

- Financial – wisdom in communicating funding needs. Receptive hearts among MOP

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- PRAY for Bryan Chappell, Stated Clerk Pro-Tempore, as he prepares for and shepherds the PCA in this, his first General Assembly in that leadership position.

- PRAY for the Holy Spirit's guidance in the spiritual preparation, nomination and election of God's man to the position of Moderator of the 48<sup>th</sup> General Assembly of the PCA.

### THE MISSOURI PRESBYTERY (MOP)

- Pray for the Lord's work to be accomplished in the work of Missouri Presbytery.

Stated Clerk: Tim Jackson

Moderator: Ryan Laughlin

Vice Moderator: Phil Van Valkenburg

Treasurer: Randy Stone

- Pray for the Lord's work to be accomplished in the work of the GA21 Host Committee.

Chairman: Phil Van Valkenburg

Core Team: Ryan Laughlin, Tim LeCroy, Joel Hathaway, Duncan Highmark, Lowell Pitzer

Administrative Assistant:

Worship: Tim LeCroy, Charlie Dey, Chris Bryan, Virginia McGuigan, George Bryan

Prayer: Sue Pitzer, Dave Stain, Lowell Pitzer, Debbie Stair, Carolyn Stone

Communications: Kent Needler

Finance: Randy Stone

Women's Program: Katie Polski, Mary Bell, Helen Prouty, Laura Waegner

Transportation: John Costagno

Registrar: Lisa St. Pierre & Bo Hanley

NextGen Program: Justin Huensch, Adam Delaplane, Beth Perry, Ellen Jackson

Volunteer Coordinator: Keith Robinson

Hospitality: Becky Van Valkenburg

- PRAY that the Lord will create a culture of members and churches throughout the Missouri (and every other) Presbytery who will faithfully pray for the Presbyterian Church in America.

### The 48<sup>th</sup> PCA General Assembly June 28 – July 2, 2021 St. Louis, Missouri

- PRAISE for RECORD REGISTRATION OF COMMISSIONERS:
  - There are currently over 2100 commissioners registered.
  - PRAY for these men as they *read through* the Commissioners material and prepare to participate in the business meetings of the PCA.
  - PRAY for them and their families as they travel to and from St. Louis.
  - PRAY for the work of this General Assembly to **advance the Gospel** and preserve the **peace and purity of the Church**.
- PRAY for the election of the Moderator of this 48<sup>th</sup> General Assembly.  
PRAY for all of our commissioners, families, and visitors to St. Louis for

## MISSOURI PRESBYTERY

### QUARTERLY DAYS OF PRAYER FOR THE PCA and the 48<sup>TH</sup> GENERAL ASSEMBLY

Sunday, November 8, 2020

Sunday, January 31, 2021

Sunday, April 25, 2021

Sunday, June 27, 2021

*Prayer is the most important Kingdom work.*  
Barbara Thompson

**GOAL:** To foster and encourage a culture of ongoing prayer for God's Kingdom work and for the PCA denomination that will continue on after we host the 48<sup>th</sup> General Assembly here in St. Louis next summer.

The GA21 Host Committee has set three more quarterly days of prayer for our presbytery to encourage you to pray with your congregation and encourage them to continue to pray for Kingdom work. Here are some ways you can help us toward these goals:

- The attached **Ongoing Prayer List for GA21** has also been sent to your congregation's Prayer Liaison. If you have not yet selected a Prayer Liaison to the GA21 Host Committee, we hope you will do so soon.  
(Please contact Prayer Sub-Committee chairs: Dave Stain [daveslain@att.net](mailto:daveslain@att.net) or Sue Pitzer [suedodsonpitzer@gmail.com](mailto:suedodsonpitzer@gmail.com) if you have further questions.)



48TH PCA GENERAL ASSEMBLY HOST COMMITTEE  
ST. LOUIS, MISSOURI | JUNE 28 - JULY 2, 2021

- On each designated Day of Prayer, please lead your congregation in prayer for the PCA and for the upcoming GA21, and encourage them to join your Prayer Liaison as a GA21 Prayer Warrior.

### Prayers for Sunday, January 31, 2021

GA21-HOST COMMITTEE – PHASE 5 (January–March, 2021) 1-13-2021 UPDATE
<ul style="list-style-type: none"> <li><b>COVID UPDATE:</b> The AC is still in process of determining whether a June/July General Assembly will be possible. Please continue to pray for God's mercy in halting COVID in our country and community.</li> </ul>
<ul style="list-style-type: none"> <li><b>Pray for wisdom as PCA leaders</b> collect reliable information and guidance to discern the safest and best time for the much-needed <b>General Assembly 2021</b> to be held.</li> </ul>
<ul style="list-style-type: none"> <li><b>Pray for STL health authorities</b> to guide our community toward recovery from this pandemic and toward return to policies that can allow the <b>General Assembly</b> to be held this summer, rather than be delayed until later in 2021.</li> </ul>
<ul style="list-style-type: none"> <li><b>Volunteers</b> – discern effective recruitment strategy among MOP churches. Plan for coordination and deployment/training.</li> </ul>
<ul style="list-style-type: none"> <li><b>Programs</b> – sense of what plans can / should be moved forward now</li> </ul>
<ul style="list-style-type: none"> <li><b>Registration</b> – commit to final plans and preparation for next phase. Collaboration with Program Chairs.</li> </ul>
<ul style="list-style-type: none"> <li><b>Finance</b> – donations arriving on time, above expected level. Prudent contingency plans. <b>PRAISE:</b> We are thankful for the Lord's continuing provision for the financial needs of the Missouri Presbytery's GA21 budget. Please pray for the Lord to continue to provide funds for all that is needed, especially in the uncertainty of timing for the 48<sup>th</sup> General Assembly.</li> </ul>
<ul style="list-style-type: none"> <li><b>Presbytery</b> – positive response to update presentation. Escalating understanding. Positive responses regarding unmet needs/requirements.</li> </ul>
<ul style="list-style-type: none"> <li><b>GA Commissioners</b> – the right people planning to participate and prompted to register</li> </ul>
<ul style="list-style-type: none"> <li><b>Organization</b> – good health and safety for all. Teamwork and enthusiasm in HC.</li> </ul>
<ul style="list-style-type: none"> <li><b>PRAISE</b> for the new <b>GA21 webpage</b>, now online <a href="https://www.mopres.org/ga21">https://www.mopres.org/ga21</a>. This webpage will be your congregation's quickest source for updated information on GA21. You will find information on volunteer opportunities and sign-ups, GA schedules, CTS Seminars, Business sessions, and times of Worship on this helpful site.</li> </ul>
<ul style="list-style-type: none"> <li><b>PLEASE CONTINUE TO PRAY</b> for the Lord to accomplish His Kingdom purposes in the timing for the 48<sup>th</sup> General Assembly.</li> </ul>



48TH PCA GENERAL ASSEMBLY HOST COMMITTEE  
ST. LOUIS, MISSOURI | JUNE 28 - JULY 2, 2021

## ❖ Prayer for Church Leaders ❖

### PRAYER GUIDE FOR ELDERS

#### ❖ QUALIFICATIONS FOR ELDERS—Pray that elders will be:

##### **BLAMELESS**

Fully committed to biblical morality, recognized by believers and non-believers alike

##### **SEXUALLY PURE**

Eyes-TV watched, movies seen, books read and magazines  
Guarded from adultery (physical and emotional)

##### **DOMESTIC AUTHORITY**

Managing his own family  
Spiritual authority recognized by wife and children

##### **SUITABLE TEMPERAMENT**

Under control of Holy Spirit

##### **DOCTRINALLY STABLE**

Understand the Gospel of grace in all its truth  
Firm grasp on doctrines of scripture

##### **BIBLICAL CAPABILITY**

Have a commitment to the Word of God  
Be a student of the Word of God  
Encourage others by sound doctrine;  
refute opposition to sound doctrine

#### ❖ DUTIES OF ELDERS – Pray for elders in their responsibilities:

##### **OVERSIGHT OF FLOCK OF CHRIST**

Diligently watching over the flock given to them  
Vigilant regarding corruption of doctrine or morals  
Exercising government and discipline over the church

##### **VISITING PEOPLE AT THEIR HOMES**

Visiting the sick  
Instructing the ignorant  
Comforting the mourner  
Nourishing and guarding the children of the church

##### **EVANGELIZING THE UNCONVERTED**

Setting an example to the flock by zeal for the lost  
Discipling the flock in their evangelism

##### **THE LAW OF LOVE**

Loving God with heart, soul, mind, and strength  
Putting others before self

### PRAYER GUIDE FOR TEACHING ELDER AND HIS PARTICULAR DUTIES

##### **READING, EXPOUNDING, AND PREACHING THE WORD OF GOD**

Pray for pastor's personal devotional time, study time, and preaching

##### **ADMINISTERING THE SACRAMENTS**

Pray for wisdom in the ministry of the sacraments, preparation for the Lord's Supper, wisdom in baptisms

##### **DECLARATION OF THE WILL OF GOD**

Beseeking that sinners be reconciled; bearing the good news of salvation

### PRAYER GUIDE FOR ELDERS' WIVES—Pray that wives exhibit:

##### **WORTHY OF RESPECT**

Lives may be such that they are respected by believers and non-believers

##### **NOT MALICIOUS TALKERS**

Control of tongues  
Talk that builds up

##### **TEMPERATE AND TRUSTWORTHY IN EVERYTHING**

Prudent and balanced wisdom in families, homes, and ministries

### PRAYER GUIDE FOR DEACONS

#### ❖ QUALIFICATIONS FOR DEACONS

##### **SPIRITUAL CHARACTER**

Full of the Holy Spirit and full of faith  
Holding the deep truths of the faith with a clear conscience

##### **HONEST REPUTE**

Worthy of respect and sincere  
Not pursuing dishonest gain

##### **EXEMPLARY LIVES**

Sexually pure  
Domestic authority-head of their own homes

##### **BROTHERLY SPIRIT**

Friend to those in the church

##### **WARM SYMPATHIES**

Concern for mercy for those in the church and those outside the church

##### **SOUND JUDGEMENT**

Wisdom  
Discernment  
Perception

##### **SUBMISSION TO AUTHORITY**

The deacons are to serve under the supervision and authority of the session

#### ❖ DUTIES OF THE DEACON

Pray for the exercise of their responsibilities:

##### **HELPING OTHERS**

In time of need, service after the example of the Lord Jesus, expressing the communion of the saints

##### **SPECIFIC MINISTRY**

To the sick, to any who may be in distress, widows, orphans, prisoners

##### **GRACE OF LIBERALITY**

To foster open hearted and sacrificial giving by members of the church

##### **COLLECTING THE GIFTS**

To devise effective methods of collection of gifts

##### **DISTRIBUTING THE GIFTS**

To distribute gifts among the objects for which they are given

##### **CARE OF PROPERTY**

Keep in proper repair the church building and properties

### PRAYER GUIDE FOR WIVES OF DEACONS—Pray that wives will exhibit:

##### **WORTHY OF RESPECT**

##### **NOT MALICIOUS TALKERS**

##### **TEMPERATE AND TRUSTWORTHY IN EVERYTHING**

# PROCLAIMING THE UNHINDERED KINGDOM

Dear Prayer Liaison,

Thank you so much for agreeing to be your congregation's "GA Prayer Liaison" for the PCA's upcoming General Assembly in St Louis in June/July 2021.

As the **Congregational Prayer Liaison**, your duties will be to:

- a. **Serve** as point of contact between your church and the GA21 Prayer Committee.
- b. **Recruit** Prayer Warriors from your church willing to pray regularly for GA21.
- c. **Receive** prayer requests from the Prayer Committee and **distribute** them to the **pastors, officers, and other Prayer Warriors** in your congregation.
- d. **Pray.**
- e. **Optional:** Participate in the Prayer Events at the **General Assembly June-July 2021.**

The theme of GA 2021 is "**Proclaiming the Unhindered Kingdom**" from Acts 28:31, *"... proclaiming the kingdom of God and teaching about the Lord Jesus Christ with all boldness and without hindrance."* How good it is to know, especially in the current circumstances, that our God hears our prayers and will act to build His kingdom.

Please let us know your preferred email and phone contacts, as well as a mailing address. That will allow us to have efficient communication in the months ahead. Feel free to communicate anything else about your church and its involvement in the coming GA2021.

We look forward to coordinating the work of prayer for GA 2021 with you over the coming months. The Prayer Committee plans to update the **GA21 Ongoing Prayer Lists** document monthly and distributing it to you, with both prayer requests and praise for what the Lord is doing as we prepare for this Kingdom event here in St Louis.

If you have any questions, please let us know. Our committee is praying for *your church* as you recruit Prayer Warriors for the Lord's work through **GA21**.

In His Service,  
GA 2021 Prayer Committee



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