

HOST COMMITTEE POST ASSEMBLY REPORT 50TH PCA GENERAL ASSEMBLY

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Post General Assembly Reflections Host Committee Chairman

Serving as the Host Committee Chairman for the 50th General Assembly has been an honor and a wonderful experience. I have grown in my appreciation of our Church and for the work the staffs of our various committees and agencies do on our behalf. I encourage all presbyteries with the available civic infrastructure and resources to consider hosting the Assembly; it is a wonderful blessing for your local churches and her members.

Preliminary Planning

In our initial host committee meetings, we reflected on previous assemblies as well as conferences, both inside and outside the church, and what we considered to be strengths to emulate and areas upon which we felt we could improve.

For example, we recognized the need to have sufficient dining opportunities for our commissioners considering scheduling and time restraints. We began surveying the downtown restaurants and considered the distances from the Convention Center and the ease with which people could get to the establishments either by walking or through other transportation options (trolley, scooter, car, etc.). We decided to investigate the possibility of contracting with local food trucks to supplement a possible scarcity of options. Because of the contractual obligations with the Convention Center this proved to be impossible, however the Administrative Committee Staff arranged for an onsite concession opportunity at the back of the Exhibit Hall which provided a necessary option which the Commissioners seemed to appreciate.

Discussed more in-depth later in the report, we also sought to develop a financial plan and strategy to raise the necessary funds which would allow for our local churches to give as they were able while not overburdening one or two entities. Clear communication to the Presbytery regarding the need, the goal, and the progress made for a sufficient and shared funded Assembly.

I would suggest learning to communicate two important messages throughout the planning and implementation: First, “I need you.” Hosting the General Assembly is so much more than one committee, or one church can accomplish. It takes the whole presbytery body with all the varying gifts and resources to pull it off. Plan on utilizing and maximizing the gifts and talents of your people. Secondly, “Thank you.” Your people desire to be needed but also want to be appreciated. Look for opportunities throughout the planning stages to regularly communicate and exhibit a thankfulness for their efforts. Do not simply wait to the end. Well placed “thank you-s” serve as fuel for future involvement.

Theme

Great is Thy Faithfulness: Strength for today – Bright hope for tomorrow: (Lamentations 3:22-23). The Host Committee chose this theme in recognition of God’s past, present, and

future faithfulness to us as a church. We desired to recognize and praise God that all we have needed throughout our years God has faithfully provided. We also believe that by God's grace we remain a church faithful to the Scriptures, true to the Reformed faith, and obedient to the Great Commission. And we wanted to look with excitement and expectation of God's continued work in and through us. We truly have reason for our bright hope for tomorrow.

Logo

In early 2022 (about 18-20 months out), we worked with Amanda Burton (former Meeting Planner) and Steve Beaver to help develop a logo for the 50th celebration. This truly was a collaborative effort, and they were a joy to work with. The logo remained consistent with the PCA's brand and highlighted our golden anniversary.



Overlapping Interests and Stakeholders

Each year there is a joint responsibility for the planning and success of the Assembly between the PCA's Administrative Committee (main stakeholder) and the local Host Committee (support role). Because of the 50th celebration, a third committee was added to the mix in the 50th Celebration Committee. From the beginning, clear lines of communication were developed between John Robertson of the AC office, Jim Wert as the Chairman of the 50th Celebration Committee, and me as the local Host Committee Chair to ensure clear areas of responsibility and expectations in the areas of budgeting, scheduling, and promotion/celebration. Four members of the Host Committee along with members of the AC staff were added to the Celebration Committee to help achieve a smooth partnership with clear goals.

Organization

Because of the envisioned size and scope of the 50th General Assembly celebration our initial core group meeting was held in January of 2020 with monthly meetings starting in earnest January 2021 via Zoom. Early discussions and planning centered around past General Assembly experiences which the committee wanted to emulate and pitfalls to avoid and in formulating our committee structure. In consultation with John Robertson in the AC office, an initial budget estimate was agreed to using the 2019 Assembly as the guide, recognizing increased cost that would accompany a 50-year celebration, and making necessary adjustments based on cost of doing business increases. In addition, we factored in the cost of hiring a part time General Assembly Coordinator to assist the Host Committee Chairman. This proved to be one of the most instrumental and wise decisions our committee made.

- **General Assembly Coordinator**

The General Assembly Coordinator worked closely with the Host Committee Chair. The Coordinator's main responsibilities fell in three key areas. First, the Coordinator worked with the Chair to develop the budget for the 2023 General Assembly and oversaw the expense side of the budget while the Chair worked with the Vice-Chairman to develop the fundraising strategy and secured the funds for the Assembly. Second, the Coordinator oversaw the family registrations (Women's, Youth, Elementary, and Nursery) and ensured each subcommittee was kept abreast of their registrants. Third, the Coordinator served as the communications liaison between the Host Committee and the PCA's Administrative Committee and staff. All questions for the AC staff be it from the Chairman, the Host Committee, or the Subcommittee Chairs were sent via the Coordinator. The benefit of this decision served multiple purposes:

1. It kept the AC staff from being over exposed and overwhelmed with questions coming from the local committee and subcommittees.
2. It helped ensure clear communication from Atlanta to the Host Committee.
3. It allowed the Chairman and Coordinator to be kept in the loop with all the activities of the subcommittees and to direct and advise the various ministries in their efforts.

- **Subcommittees**

As with any good organization having the right people in key strategic positions is crucial. I believe we found those individuals who faithfully served as our subcommittee chairs. These sub-chairs worked diligently to fulfill their assigned responsibilities and worked collaboratively to ensure we covered potential blind spots.

Host Committee Chairman – TE Robert Browning

Host Committee Coordinator – Mrs. Suellen Warren

Finance Chair (Host Committee Vice-Chairman) – TE Les Newsom

Worship Chair – TE Sean Lucas

Prayer Subcommittee – Rev. Hunter Brewer and Rev. Mike Winebrenner

Volunteers – RE Morgan Murphy

Transportation/Security/Health – RE Jake Vargo

Family Chair – TE Brad Robson

Women's' Subcommittee – Dr. Lisa Turner, Miss Mary Henley Green, Miss Leslie Janikowsky

Children Subcommittee – Mrs. Lucy Green, Ms. Cindy Hammons, Mrs. Heidi Shaefer

Nursery – Mrs. Rebekah Johnson

Youth – TE Drew Tuberville, Mr. Austin Lenox, Miss Kelly Selberg

Volunteer Dinner –

Three weeks out from GA we held a training session for our volunteers. A dinner was hosted at Independent Presbyterian Church with over 135 of our almost 300 volunteers being able to attend. This evening both eased anxiety and served as a catalyst for the final Assembly preparations. We gave a broad overview of what to expect at General Assembly and the schedule for the week. We also provided information regarding parking and where to check in each day. We then split them up into sub-committees to receive more details specific to their particular areas of interest and service. This was especially beneficial for the youth, children, and nursery volunteers; the subcommittee chair walked them through the GA's Child Protection Policy and the mandatory report requirement and procedure as well as the enforcement of mandatory background checks for all youth, children, and nursery volunteers. The other team leads for the various sub-committees led the informational discussion for their groups: "ask me" volunteers, usher/communion servers and greeters, computer networking set-up, load-in and load-out, and women's hospitality. Each subcommittee chair then followed up with those in attendance and those who were able to come regarding processes and expectations.

Conclusion –

Throughout this report you will find contact information for committee and subcommittee members. Please reach out to any of us with any questions you may have. We want to assist you as you prepare to fulfill your host committee responsibilities.

Financial Report
Suellen Warren, Host Committee Coordinator
swarren@ipcmemphis.org
901.685.8206

SCOPE AND OBJECTIVES:

Manage all financial stewardship aspects of the Host Committee budget. Responsibilities include preparation of a budget, management of the bank account, financial reporting, accounts payable and receivable, bank deposits, bank reconciliation, and expense approval. This role also works alongside the Worship Sub-Committee for the collection of offerings and their security.

FIRST STEPS:

The first thing we did regarding financials was to adopt a Host Committee Financial Policy. This policy set the stage for accountability and processes to be followed. We then opened a bank account in the name of our Presbytery using its EIN. We had 3 signers and each check required 2 signatures no matter the amount. We used the same accounting platform that Independent Presbyterian Church uses, Sage Intacct. I simply created an additional entity in the platform. Using a platform that your financial chair is familiar with is certainly helpful. The financial aspect of the Host Committee effort is time-consuming prior to GA as you finetune the budget and afterward as you pay bills. Your financial chair needs the bandwidth to get it all done in a timely fashion.

BUDGET:

Our team used the departmental financials in the post-GA reports to begin creating our own budget. We developed a skeleton budget and then tweaked it for months as we got specific about our events and anticipated number of registrants.

AC DEPOSITS:

In the fall prior to GA, you will set up an account with Bill.com to receive Family Registration payments from the Administrative Committee (AC). You will begin receiving those deposits from the AC in February. We will receive our last deposit in July. The funds are deposited monthly into your bank account, and you will receive a reconciliation from the AC.

WORSHIP OFFERING:

90% of the offerings we received were in cash and checks. We collected only two checks. The chicken buckets, as they are referred to, were passed during the offertory at Tuesday night's worship service. We did not pass them on Wednesday or Thursday.

In March, I set up an account with Tithe.ly for online and text to give donations made during GA. I chose Tithe.ly based on positive feedback from GA 2022 and GA 2021. 38 donations were received through Tithe.ly which was 10% of all donations. We had the text to give instructions and a QR code available in the worship folder.

The only evening that we collected an offering was on Tuesday. The ushers transferred the collection to 2 church security officers who drove the collection to Independent Presbyterian and secured it in the safe. The offering was counted once by employees of the church business office and a second time by the bank.

The average online gift was \$30.00. I printed contribution reports from Tithe.ly before closing the Tithe.ly account just in case I am contacted at year end for a donor statement. A cancelled check can also be used as proof of a contribution. We only received two checks as mentioned previously.

Fundraising for the 50th General Assembly
Vice-Chairman, Les Newsom
lesnewsom@gmail.com

Covenant Presbytery accepted the task of hosting the 50th General Assembly a full 3 years prior to the Assembly. Immediately, a strategy for fundraising was launched. As Vice Chairman of the Host Committee, my responsibilities included executing a strategy for funding for the Host Committee as well as participating in some light publicity for the effort.

Initially, Covenant Presbytery identified as a key funding source a pool of money resulting from a settlement reached by the Presbytery years prior that had become known as the Carpenter Trust Fund. This Fund was dedicated for Presbytery use for ministry efforts in church planting, campus ministry or any other worthy ministry projects. General Assembly seemed to fit that description perfectly.

The initial ask to the Presbytery for those funds totaled \$60,000 which was wholeheartedly approved of by the Presbytery from early on in the Host Committee's work. It's important to mention that subcommittees of Presbytery were also polled for their willingness to forego funding increases for their committees to help supplement the GA funding.

Next, the Host Committee divided up the requests to the churches for donations into three categories. Those churches that were able were asked for a \$5K donation over two years. The next tier of churches were asked for a donation of \$2K over two years. Finally, a group of churches were asked for \$500 over two years. This breakdown made the donations to the Fund accessible for most churches so that they could feel they were participating in the effort. Some churches, of course, gave in excess of the funds asked for.

In the end, the churches were able to collect \$37,200 from area churches. Given the target of \$45,000, the Host Committee was reasonably pleased with Presbytery giving. In retrospect, more targeted "asks" to churches would have assisted in securing the final \$7K or so that was shy of the target. Announcements were made each Presbytery meeting to remind churches to give. Email bulletins were also sent regularly to the churches to remind them of their pledges.

Finally, the Host Committee was deeply indebted to Independent Presbyterian Church for a large \$50,000 donation to the funding project. This was a vital encouragement for area churches to continue to give and represented the best of the churches intentions to participate.

All in all, the fundraising efforts were largely successful, however, it should be noted that funding resources from what might be called "Providential sources" (IPC's giving capacity, Carpenter Trust Fund, etc.) might not be readily available in many Presbyteries going forward. This would require Presbyteries without those resources to make more targeted asks, perhaps, as well as consider having someone to devote themselves part time to the fundraising effort. Also, because our General Assembly included some extraordinary

expenses in coordination with the 50th Celebration, we received a special gift from the PCA Committees and Agencies. This should not be expected in a regular General Assembly year.

GA 2023 Host Committee

Statement of Activities - Actual vs Budget

Reporting Book:

ACCRUAL

As of Date:

09/13/2023

Location:

GA 2023 Host Committee

Fund:

GA2023

	Budget Annual	Budget for Period	Actual for Period	Variance for Period	Actual YTD
GA Revenue All Dpts					
GA401 - GA Covenant Presbytery Carpenter	61,000.00	0.00	0.00	0.00	60,935.54
GA402 - GA Covenant Presbytery Committees	30,000.00	0.00	0.00	0.00	30,000.00
GA403 - GA Covenant Churches Giving Tree	45,000.00	0.00	0.00	0.00	37,200.00
GA404 - GA Committees & Agencies	57,450.00	0.00	0.00	0.00	57,450.00
GA405 - GA Other Presbytery Donations	8,250.00	0.00	0.00	0.00	12,250.00
GA406 - GA Other Gifts	50,000.00	0.00	0.00	0.00	50,801.00
GA407 - GA 2022 Gift	10,000.00	0.00	0.00	0.00	10,000.00
GA413 - GA Family Registration Fees	17,000.00	0.00	0.00	0.00	30,761.98
GA415 - GA Offering	20,000.00	0.00	0.00	0.00	12,127.16
GA416 - GA Concert Donation	25,000.00	0.00	0.00	0.00	25,000.00
GA417 - GA Concert Ticket Sales	32,500.00	0.00	0.00	0.00	15,538.40
GA418 - GA Concert Text to Give	10,000.00	0.00	0.00	0.00	0.00
Total GA Revenue All Dpts	366,200.00	0.00	0.00	0.00	342,064.08
GA Expense All Dpts.					
GA501 - GA Printing	12,275.00	0.00	0.00	0.00	8,253.00
GA505 - GA Graphic Design	2,415.00	0.00	0.00	0.00	892.50
GA510 - GA AV/IT	400.00	0.00	0.00	0.00	0.00
GA515 - GA Equipment Rental	3,000.00	0.00	0.00	0.00	1,407.05
GA520 - GA Communion Elements	1,000.00	0.00	0.00	0.00	1,033.49
GA521 - GA Sheet Music	0.00	0.00	0.00	0.00	642.35
GA522 - GA Postage	0.00	0.00	0.00	0.00	273.54
GA525 - GA Musicians	24,400.00	0.00	0.00	0.00	36,003.52
GA526 - GA Musicians Anthem	6,500.00	0.00	0.00	0.00	6,500.00
GA527 - GA Worship Support	3,450.00	0.00	0.00	0.00	493.50
GA530 - GA Honorariums	75.00	0.00	0.00	0.00	1,500.00
GA535 - GA Appreciation Gifts	100.00	0.00	0.00	0.00	2,444.64
GA540 - GA Meals	22,270.00	0.00	0.00	0.00	18,673.59
GA541 - GA Women's Luncheon	16,960.00	0.00	0.00	0.00	14,742.00
GA542 - GA Concert Support	1,700.00	0.00	0.00	0.00	9,470.84
GA543 - GA Concert Catering	850.00	0.00	0.00	0.00	1,745.79
GA545 - GA Lodging	15,500.00	0.00	0.00	0.00	11,994.68
GA550 - GA Travel	400.00	0.00	0.00	0.00	0.00
GA551 - GA Mileage	6,825.00	0.00	0.00	0.00	4,106.95
GA555 - GA Office/Activity Supplies	3,840.00	0.00	0.00	0.00	3,202.94
GA560 - GA Snacks/Beverages	1,100.00	0.00	0.00	0.00	1,000.35
GA565 - GA Decorations	675.00	0.00	0.00	0.00	1,028.27
GA570 - GA Tshirts	1,165.00	0.00	0.00	0.00	1,483.65
GA575 - GA Swag	6,875.00	0.00	0.00	0.00	11,119.04
GA580 - GA Background Checks	855.00	0.00	0.00	0.00	0.00
GA585 - GA Offsite Event Fees	17,730.00	0.00	0.00	0.00	14,802.43
GA586 - GA Space Rental	21,215.00	0.00	0.00	0.00	0.00
GA590 - GA Local Transportation	22,900.00	0.00	0.00	0.00	23,486.61
GA595 - GA Health	250.00	0.00	0.00	0.00	0.00
GA605 - GA Emergency Communications	750.00	0.00	0.00	0.00	0.00
GA615 - GA Parking	3,875.00	0.00	0.00	0.00	1,496.95
GA620 - GA Liability Insurance	2,000.00	0.00	0.00	0.00	659.00
GA625 - GA Software	3,000.00	0.00	0.00	0.00	2,423.50
GA630 - GA 2022 Booth	2,100.00	0.00	0.00	0.00	2,071.18
GA631 - GA 2024 Gift	0.00	0.00	0.00	0.00	10,000.00
GA635 - GA HC Coordinator	100,000.00	0.00	0.00	0.00	100,000.00
GA640 - GA Payroll	14,000.00	0.00	0.00	0.00	7,506.21
GA650 - GA Fees	0.00	0.00	0.00	0.00	4,990.00
GA651 - GA Refunds	0.00	0.00	0.00	0.00	184.24
Total GA Expense All Dpts.	320,450.00	0.00	0.00	0.00	305,631.81
GA Detail Total	(45,750.00)	0.00	0.00	0.00	(36,432.27)

Thankfully, IPC covered about half of the cost of the orchestra as well as the pre-worship service meal for the choir and orchestra (which was catered by the Convention Center at around \$3000).

What worked well -

- The timetable that the chairmen set and the partnership with the area churches worked extremely well. Everyone got their worship services in for review in a timely fashion, responded to queries quickly, and worked well.
- Having three different worship coordinators/churches—one each for Tuesday, Wednesday, and Thursday night—really worked well. On the night of their service, they handled their set-up, sound check, etc., with minimal problem.
- Tuesday night's worship service, celebrating the 50th anniversary of the PCA, went extremely well. While it went 10 minutes longer than planned, no one seemed to mind because of the excellence of the entire service.
- Wednesday and Thursday's services were right at 55 minutes, which was perfect. Shorter, rather than longer, works best for GA worship services.

What didn't work well/what was unforeseen -

- In planning the budget, we had looked at previous Host Committee reports. However, there were several "hidden" costs that didn't show up—such as organ and piano rental; worship booklet; communion elements; etc. Some of these costs IPC helped with or bore; others we worked to account for in the Host Committee budget. I think that Covenant Presbytery Host Committee Budget/Expense Report will provide a truer sense of the line item expenses for the worship services.
- As already mentioned, we were aware that the international premiere of an anthem from a notable composer would entail additional costs; we were unprepared for the Memphis Symphony Orchestra contractor attempting to triple the costs of what we normally pay for such events at IPC. We were able to get the cost down to an amount that was reasonable and within the ballpark of what we normally pay and are hopeful that the future access to the Tuesday night worship service will not be significantly hindered.

Advice for future worship subcommittees

- While the worship subcommittee was aware that we were responsible for communion on Tuesday and secured the necessary communion trays and prepared the elements, it wasn't clear that the communion servers and ushers would be provided by, trained by, and overseen by another Host Committee subcommittee (See Volunteer Subcommittee Report). While that was fine in the long run, clearer communication of expectations would have been helpful.

**The communion and ushering reports will appear in the volunteer subcommittee report.
The worship subcommittee budget appears as part of the Host Committee's budget.**

Volunteer Sub Committee 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 assigned to our SubCommittee.

Program overview

Recruit and **organize** volunteers from throughout Covenant Presbytery.

Recruit: Communicate volunteer opportunities to every member in our Presbytery. Timing of these communications was discussed. Our Team made a decision early in our planning process that we delay recruiting volunteers until the year of GA. Our experience is that people rarely sign up early, and we didn't want our presbytery to experience "volunteer request burnout."

Organize: Our Team was passionate about caring for our faithful volunteers by providing easy to use/understand sign-up functionality, clearly communicating expectations, not wasting their time, ensuring show times and locations were understood, and thanking them for their service.

Budget

Because of how the Host Committee worked, the Volunteer Budget wasn't really on my radar. We needed to pay for the [SignUp.Com](https://www.signup.com/) fee and for printing the Ask Me Guide Books. Everything else was covered by Suellen & the Host Committee.

Team Leads

Host Committee Volunteers Representative, RE Morgan Murphy. I had the week off, so I elected to lead many of the teams and serve as Ask Me volunteer knowing I could be there.

Assistant Elizabeth Lee, created and administered the [SignUp.com](https://www.signup.com/) site, managed communications with the volunteers, and volunteered to serve as Day Captain for every day of the Assembly.

Communion & Greeter Team Lead, TE Billy Spink, organized setup and flow of communion for nearly 5000 people as well as greeters for 3 worship services.

Network Setup Team Lead, Peter White, lead a team of 5 working in the AC office.

Action timeline

ASAP - The most important early decision the Host Committee (HC) needs to address is the scope of the Volunteer Sub-Committee (VSC). As you will see from looking at previous years' reports, each HC uses the VSC in slightly different ways. Some put women's and youth volunteers under your oversight, some include prayer, or various other areas. You will need to come to this conclusion as quickly as possible, so that you can begin to form your leadership

team and determine exact numbers to target. In our case, the VSC was tasked with recruiting and organizing the following teams:

- Ask Me Volunteers
- Communion Servers
- Worship Service Ushers
- Load In/Out
- Women's Hospitality Room Host
- Seminar Room Host
- Computer Network Setup
- Commissioner Tote-Bag Stuffing

December of 2022:

Our goal was to have all of the leadership structure and online signup site ready by Christmas 2022. After discussing the leadership question with my Assistant, Elizabeth Lee, it became clear that the two of us could effectively lead the Team, only needing to bring in one person to lead the Communion Servers and Ushers, and one to lead network setup. There was still a little back/fourth on the correct numbers of volunteers to aim for by the year end, but all the arrangements were complete for presbytery meeting in Feb 2023. We also planned to have our budget finalized by December.

Feb 2023:

We made our first push for volunteers at Presbytery meeting in February'23. We had our web presence finished, signup.com sight ready, and flyers with QR codes that would redirect to the Covenant Presbytery page, which would link to SignUp.com. I followed this up with an email to every church in the presbytery requesting them to distribute our volunteer request and link.

Feb - May '23:

We began in-person requests at our church in March. We monitored the signup.com site and prayed the Lord would move his people to sign up, which He did. There are lots of things we did in this time stretch to encourage participation which we are not going to list.

May '23

We invited all those who signed up to a Volunteer Dinner on a Tuesday evening in May. This was both a thanks AND an opportunity to relay critical information about show times, places, parking, and expectations. We recorded this and emailed a portion out to all the volunteers. I made and posted two short videos. One was parking instructions and the other was a video explaining and showing the layout of our venue. I received a number of comments on these videos, I think they were pretty helpful. Links to both videos are posted below.

Team Reports

Load in/out:

The Load in comprises two days of events. Saturday morning at 9:00, our team needed to unload the Administrative Committee Uhaul truck. This truck contained boxes for the AC office, some pieces of furniture, and many boxes of the items which would be placed in the commissioner's tote bags. Tote Bag Stuffing began at 10:00, so it was critical that the unload was complete by 9:45, the items were distributed on tables, and the room was ready for the Stuffing to commence. Note: you've been planning for a long time and now it's finally time to execute, it's important to set the tone for the week with a strong performance on Saturday. Sunday's load in was the book store truck. We had 15 people, which may have been too many. It only took about 30 minutes to unload the truck. I think 10 people with hand trucks would have been fine.

Load out on Friday:

This was loading boxes from the AC office and various floor locations. We had about 15 (again, could have been 10) and we were done in less than 45 minutes.

Tote-Bag Stuffing:

At 10:00 on Saturday before GA, your team will stuff materials into bags for the commissioners. The AC folks are pro's at this and will have a system for you, you just need to supply the people. As mentioned above, this is your Host Committee's first "at bat." You've been planning for a long time and now it's finally time to execute, it's important to set the tone for the week with a strong performance on Saturday. The PCA Host Committee Manual suggested we plan 25 people for this, which we initially did. But in April before the GA, Angela requested we increase that number to 100! We did that and began actively recruiting for that event. In the end, we had between 60 and 70 people. With that number, it took about 1 1/2 hours. This is the right amount of time, because many of your volunteers will be older people who will be getting very tired on their feet for more than 2 hours. This was a major success, and definitely started the week on the right note. I encourage the next HC to prioritize this event higher than many would think.

Ask Me Volunteers:

Monday - Thursday of GA with a timeline of 7:30 am - 4:30 pm. Sending out a reminder email a few days before the event with as much information as you can, helped the volunteers feel ready for the task. Signup.com worked great. In addition to the emails you request it to send out, the program will also send out reminder emails, which I did not realize until it happened. We also had a booklet that each volunteer could use while at their posts. This booklet had all the schedules, map of the facility as well as restaurant locations and city maps. This was helpful. Another helpful component was the Guidebook App with the PCA information downloaded. There were several last minute room changes and having access to up to date information was helpful. I would encourage the volunteers to come 15-20 minutes early and walk around the facility to familiarize themselves with where things are. As the day captain, I would suggest walking around the facility throughout the day. I found questions were asked of me as I was just roaming around.

We requested 6 volunteers for a 3 hour shift for each of the days. We ended up with plenty of volunteers, even with last minute cancelling. We ended up calling some of the volunteers to cancel their shift as we found they would not be needed. Based on the layout of our facility, I would suggest the following changes:

-Monday: You could do with less volunteers as it is a rather light day. I would suggest 4 for the morning shift (7:30-10:30) and 4 for the lunch shift (10:30-1:30) and only around 2 for the afternoon shift (1:30-4:30).

-Tuesday: This is where you need the most volunteers! Tuesday was a crazy day, especially during the seminar time. There were lots of people looking for seminar rooms as well as most registering on this day and looking for close by lunch recommendations. Having the full amount of 6 volunteers plus your day captain for all the shifts should work well. I would print out the list of seminars (one for each volunteer) as it was helpful for those not sure of where they wanted to go. I would suggest extending this day to include the later times as well as the worship service. As people come for the first worship service, it would be helpful to have 2-3 volunteers available to direct people where to go. Another option would be to ask some of the ushers to direct, if you did not want to extend the ask me volunteer times.

-Wednesday: As most of the GA attenders now know where they are going, you will need less ask me volunteers. I would suggest 2-3 for each shift plus the day captain. Things began to slow down but it was still helpful to have a few volunteers around.

-Thursday: You will not need very many for this day. I would suggest 1-2 plus the day captain for each shift and the last shift would be just the day captain and maybe one other.

The ask me volunteers were given \$20 as a thank you/lunch money gift. After seeing the week in action, I do not think this is necessary. Most of the people volunteering ended up giving it back. I would keep the free parking and then maybe a small thank you bag with a water bottle and snack (granola bar/nut mixture and some chocolate) would be enough of a thank you for helping.

One additional note- pay particular attention to having appropriate coverage at major transition periods (beginning and end of lunch, beginning of worship service Tuesday...). Different organizations are sponsoring lunches onsite (up to 700+ each), and ALL of them will be wondering where to go.

Seminar Room Host:

This was the first year the PCA was offering this. The AC took this event group and managed it. Our committee just ensured enough people volunteered.

AC office Network Setup:

The volunteer team was fully staffed and on time at the GA Admin office room. The GA staff provided guidance to the volunteers on how they wanted the network nodes established, monitor size, mouse and keyboard set-ups for each workstation on each table. The volunteers ran ethernet cables and set up the monitors and other equipment as requested. We were unable to verify if the ethernet cables at the workstations were working or not as the drop from the convention center was not active. After some delay, the GA staff said we should use the free WIFI in the convention center to check all the laptops. Volunteers updated laptop Windows files and turned off automatic update settings to prevent unexpected updates during the conference.

Overall, the equipment tubs had enough materials to support the set-up. We found some damaged monitors and monitor stands missing screws. Many of the laptops were not updated. We were told that the equipment comes from a vendor. I recommend the GA review its contract with the vendor to have them; a) inspect all equipment prior to packing for shipment for damage and b) all laptops should be updated with the latest security/Windows updates prior to packing for shipment.

Worship Service Ushers:

Volunteers were gathered from area churches and assigned to the 3 services. Greeters distributed worship folders on Tuesday night primarily. Since there were only 2 entrance locations into the Assembly Hall, the number of ushers was less than anticipated.

The offering Tuesday night was collected by the men designated for serving Communion (it just seemed wise to have those men serve twice as opposed to having two distinct groups of servers). Buckets were placed under the front corner seats of each section. Once collected the money was taken to the Stated Clerk's office.

Communion Servers:

Serving Communion was handled by RE's from Independent Presbyterian Church (front section), Chaplains (center section), and various other RE's (back section). Servers had 3 bread trays per section and 4 juice trays per section. Service was also provided to those standing around the perimeter.

General comments:

- 1)It is helpful to know how the seats are to be arranged (as early as possible)
- 2)Keeping it as simple as possible is a good priority;
- 3)Ric Springer is a valuable resource in planning logistics;
- 4)Tuesday night was a huge task but Wednesday and Thursday were easy.
- 5)The chaplains are a great resource for assistance!

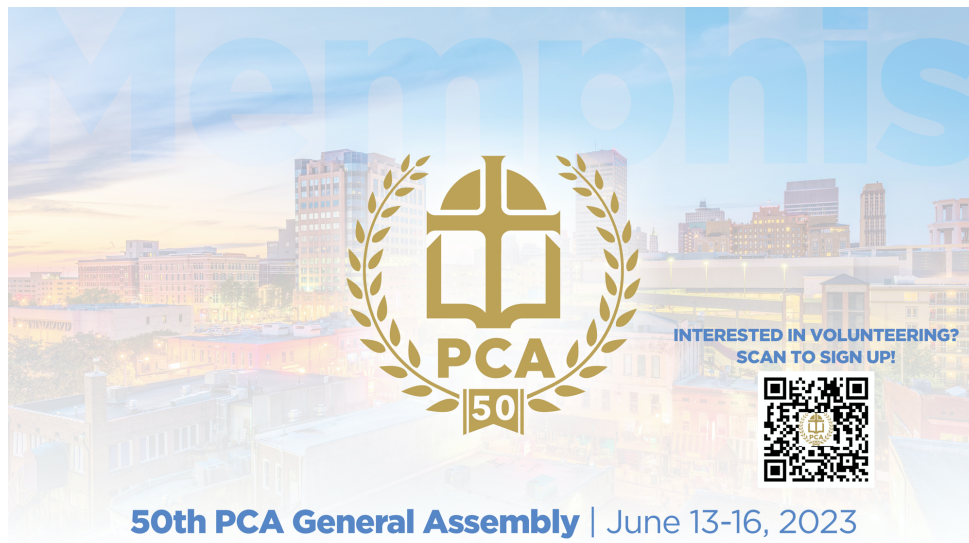
Women's Hospitality Room Host:

We had one Lady Hosting this room during Assembly hours. Clear signage identifying the location and purpose of the room is necessary. Commissioners tend to drift in and utilize the space. It is recommended that this space be protected for Women's Hospitality at all times.

Documents:

Volunteer signup card-

We sent this to every church in the presbytery asking them to distribute to their members.



QR code linked to our volunteer page with a link to the [signup.Com](https://signup.com) site.

QR Code:

Added to all our communications.



Videos:

Parking Instructions:

<https://youtu.be/ajC3six628E>

Venue Overview:

<https://youtu.be/mV-4GmE3reA>

Family Registration Subcommittee Report
Suellen Warren, Host Committee Coordinator
swarren@ipcmemphis.org
901.685.8206

SCOPE AND OBJECTIVES:

Receive, process, and report all registrations for women, youth, elementary, and nursery registrants. Communicate with registrants when necessary and coordinate all aspects of registration with the Administrative Committee contact.

OVERVIEW:

Family registration opens online in January on a date that is set by the Administrative Committee (AC) in Atlanta. You will be asked when you want registration to close. I chose June 1 but in hindsight probably should have chosen late May. GA started June 12. Ashley Davis who works with the AC in Atlanta will be your go-to for all things related to the registration system (RegFox). She created the reports that I ran and can customize them to your needs.

Registration for women and children will begin with a big wave in the winter, slow down in the spring, and speed up again close to the deadline. Be mindful of your activity capacities so that Ashley can cap the registration limit. If you see that you can expand an activity (we added a second painting class) let Ashley know so that she can increase the cap in RegFox. RegFox has the capability to create a wait list when an activity fills up. You can elect to use it or not use it. I would recommend that you talk to Ashley about it.

CHILDREN:

You will be required to collect a Permission/Health/Release form for every child participant. Currently, this is not an online form. Parents complete it and then email or snail mail it to someone. I collected all the registration forms for the children which included additional liability forms for the day camp we went to (elementary) and the ropes course (youth). You will have to chase these forms down. About 3 months out, I began sending group emails to remind parents that their registration confirmation included a link to the registration forms. At one month out, I sent a weekly email to collect forms. At two weeks out, I began calling. All along, new registrations are coming in, so your rosters change daily. It is labor intensive so the person responsible for this needs the bandwidth to do it.

RegFox is a little quirky. A parent may register their child for one day initially and then decide later to register the same child for a second day. RegFox sees this as two children. If an event or day is full, the registration system won't allow for payment, but it will add another row to the spreadsheet for an attempted registration. So, a child could have 3 rows on a spreadsheet and be counted as 3 children. Sort the spreadsheet alphabetically so you can find the duplicate entries.

The dashboard page in RegFox has some great pie charts that reflect total registration for each event but with the quirk mentioned above (duplicate entries), you need to drill into the spreadsheet to see what your actual numbers are.

We did not check-in our children at the Family Registration booth in the Exhibit Hall. The children officially checked-in at the assigned departure point on the day of their events that they pre-registered for.

WOMEN:

Family registration is for women and children only. When the men register as commissioners they are asked, "Is your spouse attending?" The registrant checks YES or NO and provides his spouse's email. This does not officially register his wife. We had several women arrive at the Family Registration booth thinking they were registered only to learn that they were not. We were prepared to register women onsite, but the downside is that most of the women's activities are full (especially the luncheon) or close to capacity at that point. The best we could do is register them onsite in RegFox and give them a nametag and tote bag. We disbursed 50 nametags and tote bags to onsite registrants.

Once again, if a woman went in three times to register or to attempt a registration, she will have duplicate entries. Drill down into the spreadsheet and alpha order it to look for duplicates.

MAIL IN REGISTRATIONS:

I had about a dozen women's registration forms and check payments mailed to me. You simply go into RegFox and use their form to input the data. They will receive an email from RegFox confirming their registration. You will need to make a bank deposit and the appropriate accounting entries. Ashley Davis will walk you through this RegFox process.

CHECK-IN PROCEESS FOR WOMEN:

The women checked-in in the Exhibit Hall at the Family Registration Booths. We were supplied 3 booths by the AC. The women gave their name and were handed a tote bag and name tag. You can use the RegFox app on a tablet to check them in, but this isn't necessary. We simply printed paper rosters from RegFox and marked them as present. That kept us from having to keep up with iPads for 4 days. We also had an information booth (1 of the 3 total booths) where we had volunteers positioned to answer questions. Additionally, we had a 6-foot table off to the side for onsite registration. You will need a laptop or tablet for that as well as a supply of blank name tags and more tote bags.

We pre-printed all our women's nametags prior to GA. Be mindful of this when choosing your registration close date. Give yourself and the printer and/or graphic designer time to finalize the name tags and get them printed. You can use any style name tag you like. We used one that was attached to a lanyard. We created icons that depicted the events the women signed up for. The icons were printed on the name tag. That served as their ticket to each event. We had stickers printed with the same icons to add to name tags when a woman registered onsite.

FAMILY REGISTRATION BOOTH HOURS:

A number of men will check-in as commissioners on Monday. We opened the Family Registration booth at 1:00 on Monday so that their spouse could check-in that day as well. We were open all day Tuesday, most of the day on Wednesday, and until about Noon on Thursday. Our women's events didn't begin until Wednesday morning. We had 415 women pre-registered and had 50 register onsite. It was helpful to open on Monday afternoon and all day Tuesday, so we didn't have 465 women coming at us in one day. Registering 50 women onsite is labor intensive. You need one person dedicated to that task. Have that person off to the side so that you have lines for pre-registered women and a line for onsite registration.

Transportation/Medical/Security
Jake Vargo
Ivebeen200@gmail.com

Scope – Work with the Family Subcommittee Chairman to ensure all necessary transportation for offsite events were properly scheduled. Work with the Host Committee Chairman, Host Committee Coordinator, and the AC committee to ensure necessary medical personnel and adequate security were onsite for the wellbeing and protection of commissioners and their families.

Overview – The bidding process for necessary transportation began once the majority of family offsite events were planned. Early bidding allowed for competitive pricing that was more budget friendly. Adjustments were made to the schedules and total number of busses finalized once the assembly schedule and activities were set.

The Host Committee provided “tips” for all the drivers on a daily basis to ensure standardized and equitable remuneration for the drivers. This was well received.

Planning for supplemental security began early but was not finalized until closer to the Assembly. It is important to work through the AC and in coordination with the convention center and main hotel. These sites did not have the same security protocols and regulations; coordination was extremely important. We utilized Independent Presbyterian Church’s state recognized proprietary security officers to supplement the hotel security staff. These individuals were used primarily for nursery, children, and youth security and for securing and transporting the offerings from the worship services.

This did not require a full subcommittee but a key person to coordinate with the various stakeholders to ensure all needs and concerns were met.

GA Families Chairman's Report

Rev. Brad Robson
brobson@ipcmemphis.org
W: 901-685-8206

Scope and Objectives

To oversee and work with the following teams: Nursery, Elementary, Youth, and Women. Refer to the GA Host Committee Manual for team responsibilities. Our goal this year in all areas was to provide activities that highlighted our great city, and allowed students and women from all over the country to connect with one another over the course of these two days.

Families Program Overview

Wednesday, 6/14

- Nursery open from 7:45a-3:30p in three shifts: all day, morning, and afternoon.
- Elementary, 8a-3pm, St. Columba Day Camp
- Youth, 8a-3p, Downtown Memphis Day
- Women, 8:30a-11a, National Civil Rights Museum Tour
- Women, 11a-1p, Luncheon with Nancy Guthrie

Thursday, 6/15

- Nursery open from 7:45a-3:30p in three shifts: all day, morning, and afternoon.
- Elementary, 8a-3p, Botanic Gardens & Water Day PCA 50th Bday Party
- Youth, 8a-3p, East Memphis Day (ZipLines & Bass Pro Elevator)
- Women, 8:30-11:30a, Pickleball Clinic
- Women, 8:30-11:30a, Painting Class
- Women, 9-11:30, Dixon Gallery and Gardens
- Women, 9a-2p, Graceland Tour
- Women, 2p-3p, A Cup of Cold Water Gathering (Led by CDM?)

SEP Recommendations for Future Family Chairs

- Combining check-in for some combination of nursery/children/youth was helpful so parents did not need to go to 3 different locations. Our check-in process went very smoothly.
- Have a solid plan for check-out. This was the most chaotic part of our day.
- Have a plan for who will help tear down after your last events for nursery/children/youth. Many of our volunteers left and few people had to stay and carry the load.
- Build your team early and make sure everyone knows the commitment they are making. It is vital for your sub-committee chair(s) to regularly attend all meetings. You want

- dependable people who work well together with a larger team and who will follow your lead when there may be disagreements.
- Make a cut-off date for volunteers and stick to it. At first we said a month out, but we had to flex because some of our areas were understaffed with volunteers. We added many volunteers after our cut-off date and we had to daily send the 3 required GA forms (Release, Volunteer, Child Protection Policy) to all of them individually, and then we had to run their background checks. This became a daily task leading up to GA, and was a frustration to everyone on our team.
- We collected all volunteer forms electronically, rather than paper copies. We uploaded them into our church management software and sent links to all volunteers. It would have taken significantly more time if we had to collect paper copies.
- When we were at check-in, all of the women came and got their tote bags. We had representatives for nursery/children/youth present there as well each day and got hardly any questions. 1 person there at check in would be enough, or if you had someone on the women's team who could answer those questions, you could better allocate your team in other areas.
- We made sure to have security present around the nursery every day, and during youth and elementary check-in.
- If going off campus, your most expensive individual cost by far will be transportation if you use charter buses, so keep that in mind.
- On Thursday the week before GA we decided not to add anyone from the waitlist to our children/youth activities. Having people get added the night before or the day of would have been logistically challenging: updating the rolls, making sure all forms are with the correct people, etc. Since elementary and youth were going off campus, this was the right decision.
- Communicate well with parents 6 weeks to a month out before GA so they have the essential details. Make sure you see all communication being sent out by your subcommittees first so accurate info is being sent.
- For child safety reasons, we decided to recruit all of our volunteers for nursery/children/youth separately through our own connections/networks rather than having random people sign up through the presbytery volunteers committee.
- After each meeting I sent my minutes (notes) that included action points to everyone on my team.
- Make sure your subcommittees take notes on what they are planning and send them to you to review shortly after they meet. There were a few times when I was working on items our subcommittees were working on, and I was unaware of their plans, and this created some tension down the road.

Elementary Program Subcommittee Report

Scope and Objectives

To create elementary programs for rising 2nd through 6th grade children in Memphis, TN. This involved working with our Families Committee Chairs to design a schedule to match the nursery and women's schedules, setting up group reservations, working with our transportation subcommittee to reserve buses, planning fun, safe activities and arranging snacks, meals, and drinks to be delivered each day. On Wednesday and Thursday morning, parents checked in their registered children for the day's activities. We strived to provide connection and comradery between children and their peers, and children and their leaders. From the first impression at check-in, to meeting their group leaders and peers, our goal was to make each child feel comfortable and welcome. We did this by having a personal greeter at check-in, assigning each child to a group of 5 children with a personal leader and playing ice breaker games. Children were given a pre-printed name tag, a SWAG gift of a water bottle (Wednesday) and t-shirt (Thursday). Our volunteers were primarily adults from Independent Presbyterian Church and local churches within the presbytery. The following is a description of elementary children's programming during the week.

Elementary Children's Committee Chairs

Lucy Green – lgreen@ipcmemphis.org, 901-335-9235

Cindy Hammons – hammons@ipcmemphis.org, 901-651-2153

Heidi Shafer – Heidi@cpcms.org, 901-238-0299

Children's Activities (Rising 2nd – 6th Grade)

<u>Day</u>	<u>Time</u>	<u>Activities</u>	<u>No. of Participants</u>
Wednesday, June 14	7:30 am – 3:00 pm	St. Columba Camp	78
Thursday, June 15	7:30 am – 12:00 pm	Memphis Botanic Garden	69
	12:15 pm – 3:00 pm	Water Day/PCA Bday Party	

Description of Activities

St. Columba Camp

After gathering in the Sheraton 2nd floor Ballroom, campers met their leaders and embarked upon the ultimate day-camp experience. Nestled just inside Memphis, TN on 145 wooded acres, St. Columba Camp provided action-packed activities including the Gully Hopper Zipline Circuit, Climbing Tower, Giant Swing, and the Ness Monster Water Slide! All outdoor adventure activities were facilitated by St. Columba's highly trained safety instructors and lifeguards. While lunch was provided, if a child had food allergies, parents were encouraged to send an appropriately labeled lunch with them. These lunches were managed by our on-site nurse.

Memphis Botanic Gardens

After gathering in the Sheraton 2nd floor Ballroom, children and their leaders boarded the buses and traveled to the Memphis Botanic Gardens for an exciting day of discovery! Through hands-on activities, children learned what it takes to grow a garden from worms to pollinators. A picnic lunch was served in the gardens followed by boarding the buses for Water Day/PCA 50th Birthday Party at Independent Presbyterian Church. If a child had food allergies, parents were encouraged to send an appropriately labeled lunch with them. These lunches were managed by our on-site nurse.

Independent Presbyterian Church Water Day & PCA 50th Birthday Party

Upon arrival at Independent Presbyterian Church, children enjoyed inflatable water slides, a slip-n-slide, and lawn games. They were encouraged with a gospel-centered devotion and enjoyed a 50th Birthday Party celebrating God's faithfulness to the PCA.

Staff and Volunteers - Ratio of 1:5

Wednesday, June 14, 2023

St. Columba Camp

No. of Volunteers

21*

Thursday, June 15, 2023

Memphis Botanic Garden and
Water Day/50th PCA Birthday Party at
Independent Presbyterian Church

18*

*A certified nurse, three committee chairs, and check-in volunteers were present for all activities and are not reflected in the volunteer count.

Transportation

Children's programming utilized 2 56-passenger buses on Wednesday and Thursday. This included 78 children and 21 volunteers on Wednesday, and 69 children and 18 volunteers on Thursday.

Snacks, Drinks and Lunches

- Snacks and drinks
 - Wednesday and Thursday children were given individually wrapped goldfish packets and a water bottle.
- Lunch
 - Wednesday – Children were served a sack lunch consisting of a turkey sandwich, condiments, chips, cookie, juice box and a napkin.
 - Thursday – Children were served pizza, a water bottle, cake and ice cream.

Expenses

<u>Event/Item</u>	<u>Notes</u>	<u>Expense</u>	<u>Total Expense</u>
St. Columba Camp	Water Slide, Giant Swing, Climbing Tower, Zipline	\$35/child	\$ 2,730
Memphis Botanic Garden	Garden Growing Journey	\$7/child	\$ 483
Memphis Botanic Garden	Adult Chaperones	\$5/chaperone	\$ 100
Child SWAG	Water Bottle	\$2.29/child	\$ 343
Child SWAG	T-Shirts (15 extra)	\$6/child	\$ 536
Snacks	Goldfish Snack Bags	\$225 for 2 days	\$ 225
Lunch	Wednesday Sack Lunches	\$825	\$ 825
Lunch	Thursday Pizza	\$442	\$ 442
Lunch	Thur. Paper Products & Water	\$ 80	\$ 80
Inflatables	Water Slides and Generator	\$1,357	\$ 1,357
PCA Birthday Cake	Sam's Cake – 2 ½ sheets	\$40	\$ 40
Ice Cream & Paper Products	Individual cups & bowls, spoons, and napkins	\$100	\$ 100
Chaperone Background Checks		\$18.50/adult	\$ 463
Chaperone SWAG	T-shirt (GA Elvis Logo)	\$15.00/adult	\$ 540

*We utilized our tax-exempt status where applicable.

TOTAL: \$ 8,264

Registration Revenue

The early bird rate was \$35 per child through April 30th. As of April 30th, there were 69 registered for St. Columba Camp and 64 registered for Memphis Botanic Garden/Water Day/50th Birthday Party at Independent Presbyterian Church. Revenue at the early bird rate was \$4,655.

After April 30th the rate increased to \$45 per child. An additional 9 children registered for St. Columba Camp and 9 children for Memphis Botanic Garden/Water Day/50th Birthday Party. Revenue at \$45 per child was an additional \$810.

Totals

Total Registration Revenue	\$5,465
Total Expense	\$8,264
Net Loss	\$(2,799)*

*We are unaware of any refunds and how much was deducted from the registration revenue.

Feedback and Recommendations

What Went Well

- Attending the prior year's GA – Birmingham, AL and observed the structure, flow, and activities for children's programming. Talked with leaders and volunteers about what went well and what could be improved upon.
- Setting the elementary age group to only include rising 2nd – rising 6th graders.

- Meeting early on to discuss and set parameters for what children's programming will look like:
 - activities to be all together instead of groups going to different places.
 - setting volunteer/child ratios 1:5
 - visiting possible venue sites and scaling down the possible options
 - sticking to the desired plan of an inclusive venue as to not share it with another group.
 - keeping the children's planning committee small (Total 3) for planning and executing details. Additional volunteers would be utilized for leading children through the day's activities, providing protection, and leadership.
- Keeping record of all meeting details and action items as they occurred. This was compiled in an on-going report and served to keep communication open between the Host Committee and Children's Committee Co-Chairs.
- Providing an outdoor adventure camp experience with built-in staff.
- Providing a hands-on educational experience with built-in staff. This allowed our volunteers to focus solely on building relationships with the children and guiding them through the day.
- Creating and implementing a timeline of the event details, contact numbers, instructions, etc. This allowed for consistent and reliable communication for children's committee co-chairs.
- Visiting the venues for a final planning meeting to go over all event details. Initially this felt a little redundant; however, it proved to be extremely beneficial.
- Setting a solid budget for children's activities, snacks, lunches, SWAG, etc. This helped with clear communication and expectation in planning.
- Including the T-shirt sizes on the online registration forms. This allowed us ease of planning and ordering so we did not have to follow up with a separate email.
- Designating a specific person on the registration link to be contacted if a child has special needs. This provided a personal connection for parents who may need to ask further questions regarding the activity or to give further input on their child's needs.
- Combining Elementary Children's and Youth check-in tables (this did not include nursery due to location of the nursery) and centrally locating them near their designated rooms at the Sheraton. Elementary Children's subcommittee provided 2 of the 4 check-in volunteers. This allowed for ease of check-in and directions for the families as well as stream-lined the administrative procedures.
- Elementary staff volunteer cleaned the check-in area after we boarded the buses and reset our area for the afternoon arrival.
- Elementary Children's SWAG was distributed to each child upon arrival by their group leader. The group leader wrote their names on their water bottles with a sharpie. The SWAG gifts consisted of a water bottle Wednesday and a t-shirt on Thursday.
- Assigning children to a group leader (1:5 ratio) so they had someone to connect with upon arrival and ice breaker games played. This allowed parents to feel comfortable dropping off their children and children to feel a sense of belonging.
- Pre-printing name tags (stickers) for each registered child. Having the ability to print name tags on-site for last minute registrations.

- Providing our volunteers with a nametag lanyard which included a pocket for their daily schedule, map of the venue, group roster including parent's cell number and t-shirt size, committee contact numbers, and allergy alerts.
- Group leaders took phone pictures of their 5 kids for safety purposes.
- Providing an on-site nurse for both days. She was responsible for overseeing all medications, special lunches, first aid kit, and wristband alerts (i.e., allergies and special concerns like non-swimmer). The nurse was not counted in the 1:5 volunteer ratio.
- Providing a golf cart for our on-site nurse in case of an emergency.
- Borrowing 4 cargo-style wagons so each group (made up of 20 kids each and 4 adults) would have a place to put their water bottles, towels, etc. and not have to carry it around all day.
- Providing 6 5-gallon Igloo water jugs with ice to aid in refilling water bottles and maintaining hydration.
- Having sunscreen, insect repellent, and first aid kit on hand for both day's activities.
- Providing balls and yard games for downtime following lunch.
- A PCA minister gave an encouraging devotion specifically for the minister's children.

What Did Not Go Well

- Registration forms need an additional section for parents to explain or note concerns (i.e., non-swimmer).
- We did not have the opportunity to review the GAIB and online registration forms just before they went "live" in January 2023. After they were "live" for the public, we found several errors and missing information such as a working link.
- The elementary committee worked too far ahead on certain tasks that were then reworked by the Host Committee and the Family Committee Chair. Clear communication is key.
- Beware that venue management is in control. You are at their mercy if plans have to pivot due to weather concerns.

Recommendations

- Divide Children's programming into nursery (birth – 3 years), rising preschool – rising 1st grade, rising 2nd – rising 6th grade elementary, and rising 7th – 12th grade youth.
- We highly advise a separation of nursery check-in from elementary and youth check-in. Parents with nursery age children will have many more needs to communicate and this time with check-in staff will bog down the process if elementary and youth are included in that check-in.

Nursery Program Subcommittee Report

Scope and Objective

Caring for children of commissioners from ages 3 months to kindergarten-completed in a fun and safe environment. This primarily involved working with our Families Committee Chairs to design a schedule to match the elementary, youth, and women's schedules, planning fun activities for each age group, arranging meals and drinks to be delivered each day, setting up reservations, working with other churches in our presbytery to find trained staff members and volunteers, purchasing supplies, and moving nursery equipment from Independent Presbyterian Church to the convention center.

Committee Chair

Rebekah Johnson – rjohnson@ipcmemphis.org, 901-340-3600

Budget Overview

	Actual Cost	Budgeted Cost
Equipment rental	\$760	\$500
Meals	\$913	\$1500
Activity Supplies	\$350	\$200
TShirts		\$300
Background Checks		\$370
Parking		\$300
Payroll		\$3000
Total		

Meals

Meals were the most difficult item to budget for as negotiations with Sheraton Catering took time. Their standard policy is no outside food and with their box lunches starting at \$40 per person, it would have cost \$6000. Sheraton Catering was gracious enough to allow for outside food for children 11 years and younger since they were not adequately set up for the needs of small children and allowed us to bring in box lunches for the staff members since we didn't have

enough people to meet their 25-person minimum order. That saved the budget as IPC's kitchen was able to provide snacks and lunches for \$5 per child. We were subsequently able to provide snacks for our nursery staff as well.

Setup

The Sheraton had a hallway with 5 meeting rooms we used as classrooms and one large room at the end of the hallway which we used as an activity space. The set up allowed us to have separate rooms for the 3 month to 12 month olds, 1-2 year olds, 3-4 year olds, 5 year olds, and 6 year olds. We initially offered a 5-6 year old room. However, as it filled up very quickly and had a large waitlist, and since the Sheraton had more rooms available for us than initially known, we were able to open an additional room for this age group. A nearby room was set up as a break room and storage space. Parent check-in tables were in a foyer at the head of the hallway. One of the difficulties of the space was a bank of elevators in the hallway which interfered with our single entry and exit point. A security guard was stationed in the hallway to offset that risk. Another difficulty was the single set of bathrooms for the entire floor which were around the corner from our nursery hall. This made for a busy bathroom and lots of trips to "try" so as to prevent accidents. We also had use of a ballroom once the elementary students had left on the buses which we used for Soccer Shots.

Staffing

We maintained ratios of 1:3 adult/children in the baby room, 1:4 in the 1/2 years and 3/4 year old rooms, and 1:6 ratio in the 5 and 6 year old rooms. We hired nursery staff members from various churches in our presbytery. We had 15 paid staff members and 7 volunteers who came in for 1-3 hours to lead an activity.

Sessions Offered

<u>Day</u>	<u>Time</u>	<u>Food Provided</u>	<u># Registered</u>
Wed 6/14	7:45-1:00	Snack and lunch	12
	1:00-3:30	Snack	0
	7:45-3:30	Snack and lunch	54
Thur 6/15	7:45-12:30	Snack and lunch	12
	12:30 – 3:30	Snack	1
	7:34-3:30	Snack and lunch	49

*We extended the morning session on Wed to better accommodate the Women's Luncheon.

Room Caps

3 -12 months	9
1-2 years	16
3-4 years	16
5 years	14
6 years	14

*The 5 and 6 year old rooms had a smaller footprint.

Activities

Since these children don't know us or each other, we felt it was important to maintain a full schedule of activities to keep the day moving. With the exception of Soccer Shots, activities were led by volunteers.

We had time for crafts, music, science, and soccer each day as well as a magic show for 5-6 year olds on Wednesday and a carnival on Thursday. We also had a nap time available.

Registration

Registration was handled through RegFox and then imported into IPC's Church Management Software Ministry Platform, which is the system our staff was already familiar with. The Health and Photo Release being merely pdfs (not fillable pdfs or web forms) was clunky with information split up and sometimes hard to read as it was all handwritten and photographed or scanned. We printed a classroom tag, name tag, and pickup tag with security codes to facilitate a safe pickup system. We added an additional questionnaire that was filled out at the checkin table since we didn't know which children needed a nap and which were potty trained.

Feedback and Recommendations

What Went Well

The magic show, crafts, and soccer were big hits. The carnival brought lots of anticipation, especially the face painting and bouncy house. The simple lunches of turkey roll-ups and ham and cheese sandwiches worked well for the children. Having pre-printed name tags at the check-in table was helpful as it made drop off go quickly. Having all the equipment come from one church made packing up and moving items much easier.

What Did Not Go Well

The one- and two-year-old room was challenging. This age is particularly prone to separation anxiety, everyone needed to nap but many were resistant in a strange environment and the need to cry for a few minutes before falling asleep meant it was difficult to create a calm environment.

We ended up strolling children up and down the hallway to help them fall asleep. Separating them into smaller groups would have been very helpful.

Staffing was difficult since many of our staff members were not available on weekdays. Having staff members from many churches was both an encouragement as we had opportunity to meet others and a difficulty as I didn't know individual's strengths and I had to make some room changes in the moment. Though we had a dinner and meeting with all the volunteers a month before GA, almost none of the nursery staff were able to attend. Knowing each other better would have been helpful.

Recommendations

The needs of children change drastically from 3 months to 6 years old. We made it work to have both nursery and preschool children together, but it took a lot of planning energy as we needed different schedules for the different groups. There was significant overlap in the planning, like the same lunches, check-in process, some shared activities and a shared nap area, so planning them together was beneficial. Future planning teams might benefit from having co-chairs with one person focused on the preschool age group and one on the younger children.

Almost everyone signed up for all day sessions and only 1 person signed up an afternoon only session. In the future, I would simplify the registration to a Wednesday session and a Thursday session.

Make all forms web forms and add questions about the need to nap and potty training, so that all information can be imported into a single spreadsheet.

**** Have a nursing mother's room or area available.**

Women's Program Subcommittee Report

Scope/ Objectives Oversee the Women's Events onsite at the Convention Center, the Women's offsite tours, and Women's Hospitality. Create events that made women feel welcome and cared for and helped them connect with other women in the PCA. Have the Women's Luncheon as the main event at the convention center and also offer off-site activities to provide women with ways to see Memphis and engage with other women in the PCA in different spaces and environments to facilitate relationship development

Committee Chairs

Lisa Turner – lturner@ipcmemphis.org, 901-409-8206

Leslie Janikowsky – leslie.janikowsky@ruf.org, 301-523-3799

Mary Henley Green – maryhenley.green@christtheking.com, 901-497-4188

Women's Schedule

Monday 6/12	Tuesday 6/13	Wednesday 6/14	Thursday 6/15
1p – 5p: Family Registration Table Open	9a – 5p: Family Registration Table Open	7:30a – 4p: Family Registration Open	7:30a – 12p: Family Registration Open
		8:30a – 11a: National Civil Rights Museum Tour	8:30a-11:30a: Pickleball Clinic
		9:30-10:30 a: Women's Taste and See Serminar Series	8:30a – 11:30a: Painting Class
		11a – 1p: Luncheon	9a – 2p: Tour of Graceland
			9a – 11:30a:Dixon Gallery and Gardens

			9:30a – 10:30a: Women's Taste and See Seminar
			2p – 3:30p: Cup of Cold Water Gathering

Women's Tote Bags

Scope & Objective The goal was to fill the tote bags with items that represented Memphis and were fun gifts the women could keep. We also wanted to include informational items to help the women find restaurants, coffee shops, and activities while they were in Memphis. We made our own canvas bags imprinted with the GA Memphis logo as a keepsake for the women.

Items Included in the Tote Bag

- Soap imprinted with GA Memphis logo
- Water Bottle with the GA Memphis logo
- Book by Nancy Guthrie (the Speaker for the Women's Luncheon)
- Chocolate Music Note from Local Candy Store
- Journal from Independent Presbyterian Church
- Mints
- Mini Hand Sanitizer
- Trail Mix
- Milano Cookies
- Mini Clif Bar
- Bag of Skinny Pop
- List of Memphis Things to do
- List of Memphis Restaurants

Expenses

475 Bags – \$5.85/ Canvas Bag

475 Soap - \$4.00/ Soap

475 Chocolate Music Notes - \$1.85/ chocolate

480 Milano Cookies - \$0.39/ package

475 Water Bottle with Memphis logo - \$4.00/ each

475 Nancy Guthrie Books - \$5.00/book

475 - Independent Presbyterian Church Women's Ministry Journal - \$1.00/ each

477 Mini Altoid Mints - \$0.94/ each

480 Mini Hand Sanitizer - \$0.99/ each

480 Trail Mix - \$0.54 each/ each

494 Mini Clif Bar - \$0.81/each

504 Bag of Skinny Pop - \$0.55/each

Total Cost Per Bag: \$25.92

Other Details and Recommendations

- We stuffed the tote bags a week ahead and brought them pre-stuffed to the convention center. This eliminated needing to bring all the individual items to the convention center.
- To make stuffing quick and efficient, we asked women's volunteers from churches in the area to come and stuff and did it assembly line style.
- The bags were more expensive this year because we included more snacks since food was not allowed to be brought into the convention center for the hospitality suite and the cost of the convention center's food prohibited us from having catering in the hospitality suite. This gave women something to eat when they came into the hospitality suite.
- The tote bags were a huge hit this year. Spending the extra money to make them nice is absolutely worth it. The women all felt very cared for and appreciated the extra Memphis touches and the snacks.

Women's Onsite Events

Women's Hospitality Suite

Scope and Objective: Create a comfortable space for women to connect and take a break. The goal was to especially provide a space for women not attending off-site activities, who were not able to register for events, or who were in between events.

Hours Open - Tuesday, Wednesday, and Thursday from 1-4 pm

Other Details and Recommendations:

- We staffed the room with 2 people during each shift to welcome the ladies and talk with them. The volunteers were given parking passes.
- Placed a Sign on the door with hours and the events that would be held there. I would recommend more prominent signage as we had to kick men out each day so the women could enjoy the room. This made some women hesitant to go into the room
- We provided coffee and water in the room. We were prohibited from bringing in any outside food and the cost of food at the convention center was too high to have food in the hospitality suite. We placed extra snacks in the tote bags the women received at check-in so they had snacks to eat throughout GA
- After the luncheon on Wednesday, we used the decorations for the tables in the luncheon to decorate and add some color to the room
- We also placed a note in each tote bag letting women know about the hospitality suite so they knew it was a place they were welcome to gather

Women's Luncheon - Wednesday, June 14 - 11am - Renasant Convention Center

Scope and Objective Worked with the Committee on Discipleship Ministries (CDM) to plan the luncheon. The goal was to provide an environment where the women could enjoy a time of fellowship and be encouraged through teaching from God's Word.

GAIB Blurb - While "fear not" is a repeated refrain throughout scripture, the writer of Hebrews tells us that there is something we should fear: we should fear failing to enter into God's promised rest. Evidently there are some who claim to be part of the people of God who will fail to enter into the ultimate eternal rest he has offered to all. And then he tells us to do something

that sounds counter-intuitive: we should strive to rest. What should this striving look like? What form should it take? As we look back on fifty years of God's faithfulness to us, Nancy Guthrie will urge us toward proper fear and striving toward the future God has set before us: his rest.

Luncheon Schedule - Provided by CDM, 11am -1pm

10:45 am Hostesses gather for prayer and instruction

11:00 am Doors open/Fellowship

11:05 am Welcome and Opening Prayer for Lunch Karen Hodge

Lisa Turner

11:10 am Lunch / Fellowship time

11:50 am Giveaways Karen Hodge

11:54 am Ministry Highlight: CDM Stephen Estock

11:58 am Introduction of Nancy Guthrie Karen Hodge

12:02 pm "Something Worth Being Afraid Of" Nancy Guthrie

12:42 pm Giveaways and book explanations Meaghan May

12:46 pm Invitation to next year's General Assembly Rebecca Fender

12:50 pm Closing Remarks and Prayer Karen Hodge

Menu - Fried Chicken, Broccoli Salad, Green Beans, Cornbread, Banana Pudding, Lemonade, Water. Note: We were able to secure some gluten free meals upon request, but they were not easily accessible and some women were very frustrated

Final Count - 360 (This event sold out very quickly)

Décor

- We had 5 volunteers head up the decorations and table décor. They did a simple floral arrangement for each table.
- CDM provided information sheets on Nancy Guthrie to be placed at each spot.

Feedback and Recommendations

- CDM plans the programming, so we were only responsible for the logistics of the luncheon
- Would recommend making sure there are some allergy friendly meals
- This event sold out very quickly. We were able to allow women to come who were on the waiting list by keeping track of the women who did not check in at registration and opening up those spots to women on the waitlist
- The convention center placed all food at the back of the room and only had one food station laid out. It would be helpful to work with them in the future to think through the flow of the room and ways food could be more accessible if women came in late or wanted seconds

Expenses: 360 plates at \$41.00/plate. Total = \$14,760

Taste and See Seminar Series - Wednesday and Thursday - 9:30 am - Renasant Convention Center

Scope and Objective: Provide a Teaching Series for Women at GA. The Topic Was “Because God Has Spoken”

Wednesday - Speaker Nancy Guthrie

Blurb for GAIB: God could have made the world and left us on our own. But he didn't. Instead, God condescended to speak to us in human language. If we didn't believe that, there would be no Presbyterian Church in America. So what are the implications of believing that God has spoken? What will it mean for us to hear it, understand it, delight in it, submit to it, know it, teach it, live it, and believe it today and over the next fifty years? Nancy Guthrie will lead us in exploring together what it will mean for us to be women whose ears are attentive to, and whose lives are shaped by the living and active Word.

Thursday - A Gospel Conversation Among Friends Panel Discussion

Blurb for GAIB: We have not been left on our own to “grow in the grace and knowledge of the Lord.” Join us today as we hear from other women about how they have developed as women of the Word; the blessings from stewarding their time to invest in studying God's word and how they have navigated some of the barriers. Not only will we look back at how God has “brought the increase” but we will prayerfully encourage one another as we go forth as those who delight in the Law of the Lord.

Feedback and Recommendations:

- This event is planned entirely by CDM. However, there was lots of confusion from the women about if they needed to register for it or not. It was helpful to tell the women at registration that these events were open for them to attend.
- Women also had trouble finding the room where Taste and See were held. It might be helpful to include that information in the tote bag.

Women's Offsite Events

Scope & Objective Coordinate women's events and activities around Memphis to provide the women an opportunity to connect with one another, see Memphis Sites, and have fun while they are in Memphis. We also opted to offer two classes that were more geared to activities instead of site seeing (Painting and Pickleball) to provide the women an event that was more active.

Events Offered

National Civil Rights Museum

Wed, 6/14 8:30 am -11 am – Downtown Memphis

Cost: \$20/\$30/\$35

Transportation Provided from the convention Center

Total Attendance - 63

GAIB Blurb Noted as one of the nation's premier heritage and cultural museums, the National Civil Rights Museum, located at the historic Lorraine Motel, honors and preserves the legacy of Dr. Martin Luther King, Jr. Tour the museum as it chronicles the American Civil Rights movement from the 17th century to the present, focusing particularly on the events that took place

here in Memphis. The museum offers an important look at the history of Memphis and challenges us to grow in understanding and loving our neighbor.

Other Notes

- This event took place right before the luncheon and the women were rushed to get back in time before the luncheon. It would work better to plan a less time intensive outing before the luncheon or to build in more of a buffer time so women are not frazzled coming into the luncheon and have time to check on their families etc.

Expenses - 63 Tickets: \$1008.00

Pickleball Clinic

Wed, 6/15 8:30 am -11:30 am – Independent Presbyterian Church

Cost: \$10/\$15/\$20

Transportation: Provided from the convention Center

Total Attendance:22

GAIB Blurb It's a big 'dill,' y'all! Picture a sport that combines the elements of ping pong and tennis. The game is fast paced, very easy to learn and appeals to players of all ages and skill levels. At the clinic, you will learn the basics of play, how to keep score, and simple court strategies. Come and see for yourself why pickleball is the fastest growing sport in America today. Paddles and balls were provided as well as instruction. Wear comfortable exercise clothes, tennis shoes, and bring a water bottle.

Other Notes

- We hired instructors to teach for the first 30 minutes and then played round Robin tournament style.
- This event filled up very quickly. Events like this (more active and social) seem to be things the women are looking for.
- All of the instructors volunteered and we used the pickleball supplies of a local church so there was no cost for this event

Painting Class

Thurs, 6/15 8:30 am -11:30 am – Independent Presbyterian Church

Cost: \$10/\$15/\$20

Transportation: Provided from the convention Center

Total Attendance: 53

GAIB Blurb Have you ever found yourself at a museum completely captivated by a painting and wonder how that artist's idea became art? Grab a friend and come to a painting class where a local artist will be giving painting lessons designed to help you uncover your inner Picasso. You will learn basic techniques of painting using various mediums. No experience is necessary and tools/ supplies will be provided.

Other Notes

- This event filled up very quickly. We ended up opening a second section of it.

- We had two members of our committee send off the buses from the convention center and one member of our committee meet the buses at the local church. This worked really well to make sure the women knew where they were going and to direct the buses about where to park
- We used artists who were members of local PCA churches as the instructors. They volunteered their time and we only paid for supplies

Expenses: Art Supplies: \$425

Tour of Graceland Mansion

Thurs, 6/15 9 am -2 pm – Downtown Memphis

Cost: \$50/\$60/\$65

Transportation: Provided from the convention Center

Total Attendance: 60

GAIB Blurb: Explore the home of the King of Rock ‘n Roll through an interactive iPad tour with commentary and stories by Elvis and his daughter, Lisa Marie. The tour includes the living room, the kitchen, TV room, pool room, the famous Jungle Room, his father’s office, the Trophy Building, the Racquetball Building restored to how it looked in 1977, and the garden. You will see inside the life of Elvis and the things he loved and experience the events, sights, and sounds of the city that inspired him.

Other Notes:

- Cost may have been prohibitive on this event
- Because the women were gone during the lunch hour, we provided a sack lunch. We had a volunteer drive it down to Graceland so the women did not have to keep track of it while they were on the trip.
- Our volunteers dressed up and provided fun facts about Graceland for the bus ride there. The women loved having the volunteers interact with them and make it fun

Expenses:

60 Tickets: \$4347.10

60 Lunch Boxes - \$7.50/ each - Lunch Total: \$450

Dixon Gallery and Gardens

Thurs, 6/15, 9 am -11:30 am – East Memphis

Cost \$15/\$20/\$25

Transportation: Provided from the Convention Center

Total Attendance: 64

GAIB Blurb The Dixon Gallery and Gardens is an art museum with 17 acres of gardens. The Dixon’s art collection comprises more than 2,000 objects, including French and American impressionist paintings and significant holdings of German and English porcelain. The Dixon’s campus is a highly regarded public garden that includes formal spaces, woodland tracts, and cutting gardens. Come and experience beautiful artwork and stunning garden views. IT’s hard to beat a day spent at the Dixon Gallery and Gardens.

Other Notes

- The women arrived at the Dixon about 20 minutes before the art gallery opened. Make sure to double check when they can arrive at each venue and to schedule bus departure times accordingly

Financial Summary

Event	Total Spent
Tote Bag	\$12,312.00
Civil Rights Museum	\$1008.00
Luncheon	\$14,760
Painting	\$425
Graceland	\$4,797.10
TOTAL:	\$33,302.10

Final Feedback and Recommendations**What Went Well**

- The Tote Bag was a huge hit! Having snacks and things in the tote bag that were specific to the local city were extremely popular with the women. Having a Nancy Guthrie book was also an excellent complement to her teaching.
- Pickleball and Painting were our most popular events, and our lowest cost events. The women enjoy the tours of the different city landmarks, but it also seems that activities where they can move around and get to know each other more freely are also helpful.
- The women really enjoyed the hospitality room. Having a place for the women to gather and meet up with each other is really encouraging for them.

What Did Not Go Well

- One of our biggest oversights was allergy sensitive meals at the women's luncheon. This was hard to ensure because we were working with the convention center to provide food for the luncheon. We would recommend having that conversation with the convention center early in the planning process.
- The Women's Hospitality room had one sign, but it was not clear the room was designated for women at GA. As a result, we had to ask men to leave the room each day and refreshments we had in the room for the women were consumed by other people. It would be better to have more signage so that room was clearly reserved for the women throughout the week.

Recommendations

- The women's committee is also in charge of floral arrangements in the main meeting room. We asked a local church member to do the floral arrangements for us. We ran into some issues where AC Assembly staff setting up the room were not expecting these arrangements. I would communicate clearly with the GA committee what you are planning so they can let their staff know what to expect as the main meeting room gets set up.
- Make Reservations at the places you want to see early, keep all reservation numbers easily accessible and check in often to make sure tickets are reserved and they know what time you are showing up. We found these jobs turned over regularly at the different venues and we needed to stay in regular communication with them to make sure they were prepared for us and maintained our reservation.
- Have a "living document" of reservation numbers, tote bag contents, volunteers, and things that need to get done so all committee members can know what has changed easily and you can keep each other updated.
- The women's luncheon will sell out quickly. Have a way to let women know if they are not signed up for the luncheon, the taste and see events are still open to them. Some women missed these events because they were not aware they did not have to register for Taste and See.
- The app was confusing for some of the older women. Putting a printout of the women's and family schedule in each tote bag would be helpful for some of the women.
- Recruit volunteers early and reach out to multiple churches in the area. It's a great way to get churches involved. We also were able to get in touch with many women who had different skills they were willing to volunteer (painting, pickleball, flower arrangements, etc.) This really cut down on some of the additional costs of events.

Youth Program Subcommittee Report

Scope & Objectives

To come up with and execute youth programs for kids ages 6th through 12th in and around Memphis, TN. This involved working with our Families Committee Chairs to design a schedule to match the nursery and women's schedules, setting up group reservations, working with our transportation subcommittee to reserve buses, and planning for snacks, meals, and drinks. Each morning we would meet in the youth area ballrooms of the Sheraton starting at the 8:00 am drop off time to begin get to know you activities and while playing games and mingling before leaving for our various activities. Our leaders were primarily the youth staff from River Oaks, Redeemer, and Independent Presbyterian Churches in Memphis with volunteers coming from RUF interns at the University of Memphis and summer interns from IPC. They did a great job of caring for the youth and making each day fun for them.

Committee Chairs

Austin Lenox – Austin@RedeemerMemphis.org, 256-617-2891

Drew Tuberville – dtuberville@riveroakspca.org, 901-570-6055

Kellie Selberg – kselberg@ipcmemphis.org, 901-832-0503

Youth Activities for rising 7TH-12TH students

Staff & Volunteers to Students was a ratio of 1:5 for all events. Our philosophy was to have fun and engaging events that highlight and celebrate Memphis, have educational and cultural value, while fostering time to connect and enjoy God and each other.

Wed 6/14 : Downtown Memphis Day

- Volunteers and leaders arrived at the Sheraton at 7:30am and were finished at 3:30 pm.
- Activities included:
 - A self guided tour through the National Civil Rights Museum
 - A Lunch from Local Gus's Fried Chicken enjoyed at the Pink Palace Museum of Science and History
 - And an IMAX experience at the Pink Palace Museum before heading back to the convention center.

Thurs 6/15: East Memphis Day

- Volunteers and leaders arrived at the Sheraton at 7:30am and were finished at 3:30 pm.
- Activities included
 - Time at Shelby Farms outdoor park playing SPIkeball, Kan Jam, 9 Square, Ladderball, and Cornhole while waiting for...
 - Sessions on the ropes course called, GO APE
 - Chick Fil A lunch at the park
 - A trip back to the downtown area to experience a scavenger hunt in the Bass Pro Pyramid store while also having the chance to ride the Bass Pro Pyramid Elevator ride.

Transportation

Both days utilized a 56 Passenger Bus and personal vehicles.

Food & Drinks

- Morning Bus Ride (Food not allowed in the Sheraton Ballrooms we had been allotted): Gibson's Donuts for 50 kids and 10 adults. Both Mornings. The buses had snacks, granola bars, drinks, etc... paper towels. 2 coolers w/ice & waters as well.
- Movie & Games: Individual Popcorns & small bottled waters
- Downtown Memphis Day: Local Gus's Fried Chicken delivered to the Pink Palace outdoor eating area by one of our volunteers.
- East Memphis Day: Chick Fil A delivered to Shelby Farms Park by one of our volunteers.
- Had coolers w/ice and small bottled waters and snacks put on youth buses every morning

Expenses

Gibson's Donuts:

Gus's Fried Chicken: 834.10

Chick Fil A:

Snacks & Drinks for Busses:

Tickets for the Civil Rights Museum: 714.00

Tickets for Pink Palace IMAX: 560.00

GO APE Ropes Course:

Shelby Farms Pavilion:

Bass Pro Pyramid Elevator Ride: 429.00

TOTAL EXPENSES:

Prayer

We created a sign up link for local church members and families in our congregations (and families whose children are attending the youth events) to be praying consistently for the events and their execution while they were actually taking place in the midst of GA.

Final Feedback and Recommendations

What Went Well

- Our sub-committee was generous and flexible with each other, taking cues from each other and being able to perform individual tasks well. We communicated well together and were not afraid to ask for help.
- We started to meet up monthly several months out (and could have met more) which allowed us to chip away at things over time rather than try and tackle it all at once. We felt very on top of the big picture of what we wanted to execute.
- During check in we checked in the whole family unit, so we were able to work with the Children's committee to make a plan that got families checked in quickly and efficiently. We split up their last names A-D, E-J, K-P, and Q-Z so that we could evenly distribute families to the 4 people who were working check in.
- We transported students and volunteers in a charter bus, but it was really helpful to have someone drive their own car to make sure we were good to go at the next stop before the bus arrived - i.e.: picking up lunch and setting up, picking up tickets so that everything moved smoothly once the bus arrived at each location.

- We had a good number of volunteers. All volunteers were given parking vouchers and meals were paid for during volunteer shifts.
- The food choices were delicious while highlighting local fare.
- Food being delivered (when possible) was very helpful!
- It was helpful to have 2 local youth directors and 1 full time youth ministry staff working together to plan events, coordinate and execute them, and to recruit volunteers.

What Did Not Go Well

- There were a few things that we didn't know about during the course of the week that we learned about at arrival to locations during GA. Over communicate with each of the vendors you may utilize during the week of GA so that there are no surprises!
- We had 12 volunteers and 6 of them were summer interns from one of the hosting churches. They did a great job, but I think we really would have benefited from having a little more maturity and wisdom in our leaders. Start recruiting your volunteers early, and utilize interns, but definitely try to get more "adult" leaders.

Recommendations

- Start meeting earlier than you think you need to.
- Immediately start reviewing the post GA reports from previous committees to garner ideas and helpful tips and ways to think.
- Having a "living document" (shared Google doc) of ideas, needs, old business and new business was helpful so things did not fall through the cracks.
- Come up with rain plans for any outdoor activities you have planned
- Pray together often. We learned this from the recommendations of past groups...this event is crazy and good. But it takes a lot of effort and time and energy that you will not have. Being spiritually connected to your sub-committee is really key as you execute this event.
- Use the summer interns and staff at larger local churches as volunteers to help you pull these events off.
- While it was helpful to have 2 local youth directors and 1 full time youth ministry staff working together to plan events, coordinate and execute them, and to recruit volunteers, it could be advantageous to try to find people who are not engaged in full time ministry to help as well. Perhaps parents of families within local PCA congregations that have ample freetime to come in and help plan and execute.
- Recruit volunteers EARLY.
- Have regular check in meetings as a whole Youth and Family Subcommittee to coordinate who is doing what.
- Go up to the venue at least a month out to scope the space and rooms being used for gathering and programming to ensure you know the layout and what supplies (tables, computers, projectors etc) you will need.
- Perhaps think through activities that are more action oriented rather than learning oriented (ex: kids loved the IMAX and Ropes, not the Museum setting as much). It is good to have activities that appeal to all sorts of kids, though.

APPENDIX – A

Welcome to Covenant Presbytery. We hope this site is a valuable resource.



[Home](#) [Churches](#) [Committees](#) [Meetings](#) [Members](#)

50th General Assembly
< <https://covenantpresbytery.net> >



50TH GENERAL ASSEMBLY

Renasant Convention Center

June 13th - 16th, 2023

SEE YOU IN...

00 Days 00 Hours 00 Minutes



Volunteer Needs and Opportunities for General Assembly

To meet the needs of our guests and to make sure the Assembly runs smoothly, Covenant Presbytery is in need of approximately 300 volunteers for varying roles and times each day. Below you will find a job description for each area and a link to register as a volunteer. A team captain will be in touch with you closer to the Assembly about training and to answer any questions you may have.

- **"Ask Me" Volunteers**
Ask Me volunteers will be positioned around the venue to welcome guests, answer questions and assist as needed. Shifts are in three-hour blocks and you can sign up for more than one shift.
- **Load in & Load out**
Strong arms are needed to unload and load the GA truck. Shifts are on the Saturday and Sunday preceding GA (June 10&11) and following the completion of events (June 16th).
- **Family Registration**
The Family Registration Volunteers will help assist with non-commissioner registration as well as assist families with meeting and drop off locations and other questions. Shifts are in three-hour blocks.
- **Tote Bags**
Tote bag volunteers will help assemble items and place them into tote bags which are given to all GA commissioners. Items will be provided, and an assembly line will be set up to help facilitate the process quickly.
- **Computer Setup**
Networking Volunteers will help set up the Host Office computer network. Having a working knowledge of computer networks is very helpful.
- **Seminar Room Host**
Seminar Room hosts will serve as the liaison for each seminar speaker in your assigned room. You will present the seminar speaker, help keep them on time, and reset the room for the second seminar. As a seminar room host, you'll need to serve in your room the entire seminar block, arriving at least 30 minutes prior to the first seminar time, and staying at least 10 minutes after the last seminar (4hrs total.) Seminars are on Tuesday.
- **Memphis GA Communion Elder Volunteer**

Elders (Either Ruling or Teaching) will be needed to help distribute the communion elements during the worship service on Tuesday, June 13, 2023.

- **Memphis GA Usher Volunteer**

Ushers will be used during each evening worship service to help distribute bulletins, welcome commissioners and guests, and to take up the offering during the service.

- **Women's Hospitality Hosts**

Hospitality Hosts will be needed to welcome women to the hospitality suite, introduce new visitors, and facilitate discussion between those in attendance. The hospitality suite may also be used for women's prayer times. These hosts will also work closely with the women's coordinators to ensure snacks and beverages are in adequate supply and that the room is well kept and offers a peaceful and restful ambience.

To sign up for one of these volunteer opportunities please click this link: **Memphis GA 2023 Volunteer – Sign Me Up!** < <https://signup.com/go/gwyuMKR>>

We look forward to a great week in Memphis celebrating 50 years of the PCA and doing the work of the denomination.

For publication – For ministers and churches as they help recruit volunteers – Feel free to download the following QR code to assist your members in finding the online sign up.



The PCA's General Assembly 2023 Host Committee in partnership with Reformed University Fellowship invite you to join us for a concert celebration of God's faithfulness. Kevin Twitt, Indelible Grace, and other talented vocal artists and musicians will lead us as we hear and sing the songs of our historic and everlasting faith. Click here for tickets: **50th General Assembly Celebration Concert** < <https://www.ticketmaster.com/event/1B005E45AA613D66>>

There will be a free overflow seating with livestream viewing available at the Renascent Convention Center for those not able to purchase tickets or families with small children.



Contributions

Those wishing to contribute to help offset the cost of the General Assembly can mail their tax-deductible contribution to:

GA 2023 Host Committee
4738 Walnut Grove Rd
Memphis TN 38117

APPENDIX B



We want to thank you for being here and for volunteering to help host the 50th General Assembly of our denomination which will be held in downtown Memphis, officially starting on June 12th and officially ending on June 16th with set up and break down on either side of that week.

For many of you, you signed up to help without really knowing what you were signing up to help with. You saw a bulletin announcement, someone you know made a plea in Sunday School, or your pastor told you it was a mandatory thing for you to do if you want to get to heaven...or some other reason. Whatever the case is, whatever the reason you signed up...first of all – Thank you. This is not hyperbole...it's true, the only reason we are able to host the 50th General Assembly, is because of you. So, for everyone on the Host Committee and everyone who will be in attendance...thank you.

But to quickly answer your question about what General Assembly is, I'd say this: It's several things happening at one time which make General Assembly – General Assembly.



First, it's a time of gathering for worship for our whole denomination. You'll see, and I really mean that, I hope you'll take advantage of the worship services so you can experience it – you'll see it's the time for 4,000 – 5,000 brothers and sisters in Christ, covenant families, singles and married, young and old, people of various races and untold numbers of background and experiences, coming together to worship God. It's amazing. If you've never celebrated the Lord's Supper with 4,000 fellow Christians, you can do that on Tuesday night and I hope you will. And I hope it will be such an encouragement to you that you'll come back and join us late Wednesday afternoon, and Thursday evening as well. General Assembly is a time of worship and giving thanks to God for what he's done for us and through us. Secondly,



General Assembly is a business meeting. It's all the churches in the Presbyterian Church in America coming together to do the business, to do the administrative work, that is necessary to the function and mission of the church. It is what allows us to do things decently and in order, to the glory and praise of God.

We oversee and approve the budgets of our committees and agencies like Covenant College, RUF, Covenant Seminary, Ridgehaven, Mission to the World, and Mission to North America.

We'll consider changes to our book of church order dealing with important issues such as the qualifications for those seeking to be ordained and minister in the PCA, measures to protect our children and church members, and administrative considerations such as a policy of risk management regarding the PCA Foundation. All these things and many more items like them will be dealt with during this week.

Thirdly,



It's a family reunion. It really is. The PCA is really a very small family and once a year we gather for a reunion. Men and women who were in seminary together 30 years ago will see each other and catch up. People will see college roommates and friends from RUF and Crusade, and various campus ministries that they haven't seen since graduation. Pastors who baptized babies together and buried church members together but have since gone on to other callings in other places, will reunite and talk about all that God has done that they've witnessed together. And lastly, at least for this discussion,



It's the church at large, coming together to train one another, encourage one another, pray for one another, and to invest in and train the next generation for continued ministry.

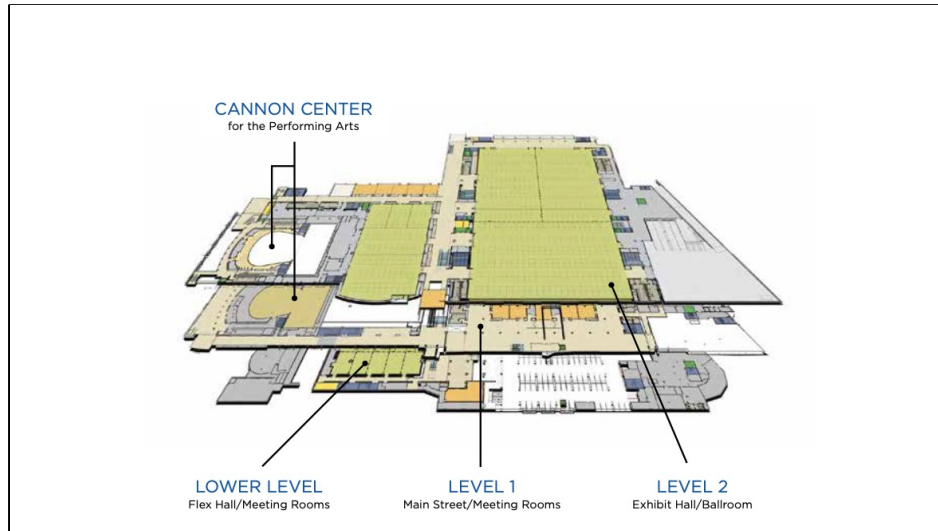
General Assembly is all of things...and more. And you are an instrumental part of making it all happen.



Renasant Convention Center
255 North Main Street
Memphis, TN 38103

The Assembly will be held at the Renasant Convention Center (before the remodel it was known as the Cook Convention Center) – located at 255 North Mainstreet in Downtown Memphis. The main convention hotel is the Sheraton Hotel that is connected by a crosswalk over main street. Commissioners and guests will also be staying at the Crown Plaza Hotel as well as various other hotels and Air B&B's and VRBO's etc. As of this past weekend we had over 2,600 registered commissioners some bringing their families, as well as 130 exhibitors scheduled to attend. More are signing up everyday so that number will only go up. That doesn't include the over 350 volunteers or the General Assembly staff and their families.

So let me give you a quick overview of the facilities as well as some directions about where and how to park, where to check in, and a broad overview of the week. We're then going to split you into smaller groups based on what you signed up to help with, so those committee chairs can better answer your specific questions.

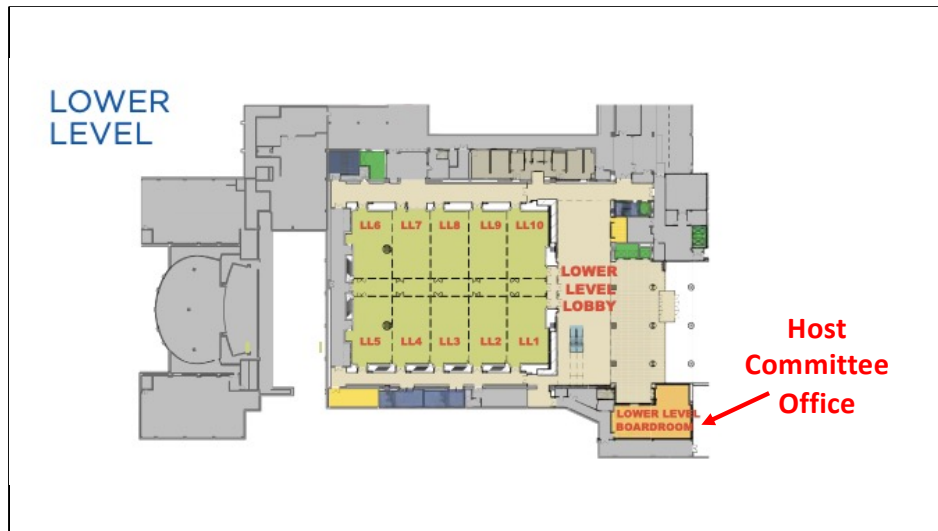


The convention center itself is divided into three levels (Lower Level, Level 1, which is the main floor and where you will enter street side, and then second level which is where much of the business will take place). It's close to 430,000 square feet of usable meeting space, with over 40 flexible meeting rooms, several ball rooms, and several large meeting halls on the second floor.

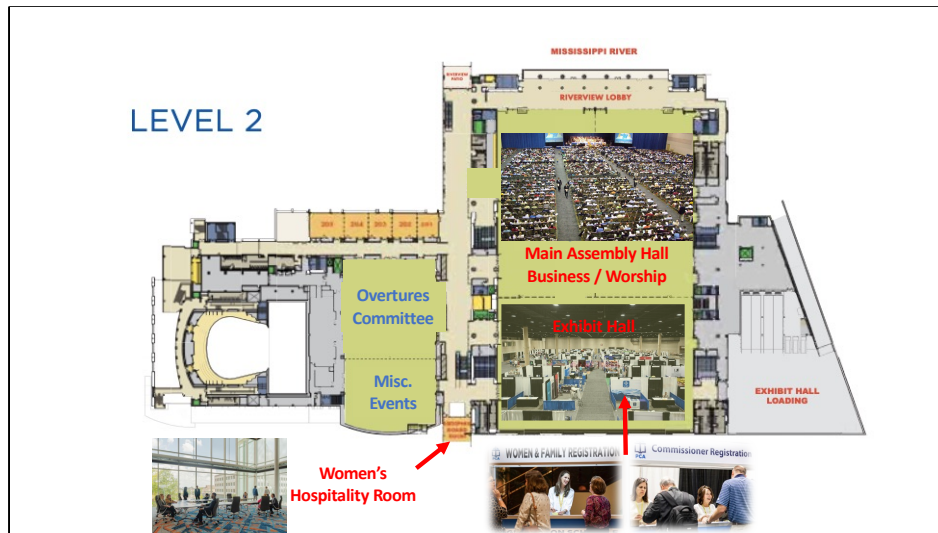
LEVEL 1



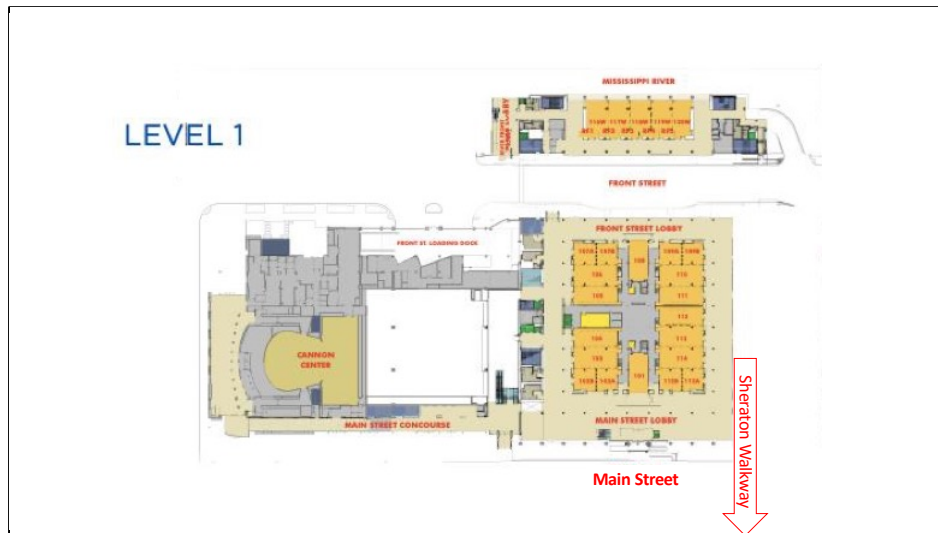
Level 1 is the main level of the facility. Many of the committee meetings which will occur on Monday and Tuesday will take place on this level as well as several of the breakfast and luncheons throughout the week. This area will remain heavily populated, especially in and throughout the Mainstreet lobby. This lobby also leads to the connecting crosswalk to the Sheraton Hotel where most commissioners will be staying, and where the nursery, children, and youth activities and meeting places will be staged.



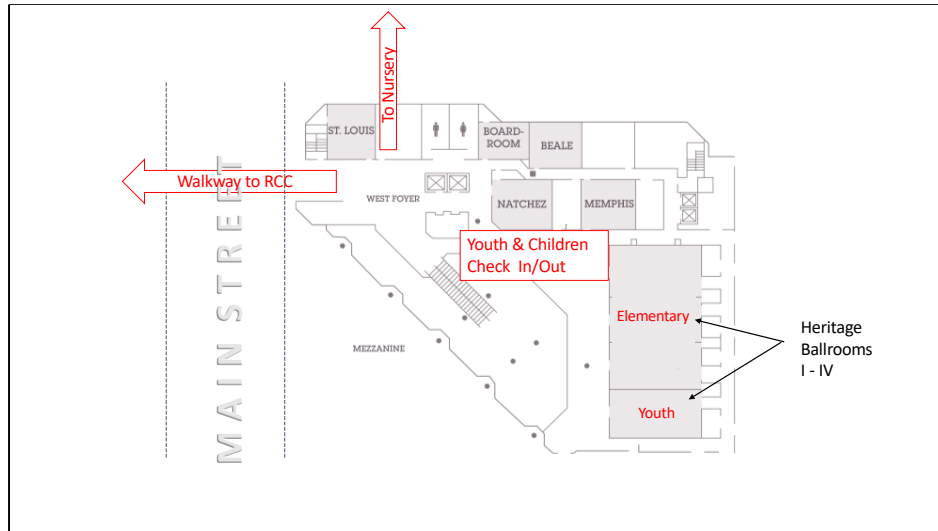
The lower level will host several of the larger seminars and food events, but more importantly for us, this is where the host committee office will be housed. If you are an “Ask Me” volunteer this Host Committee office is where you will check in each day to receive your instructions for the day and your materials.



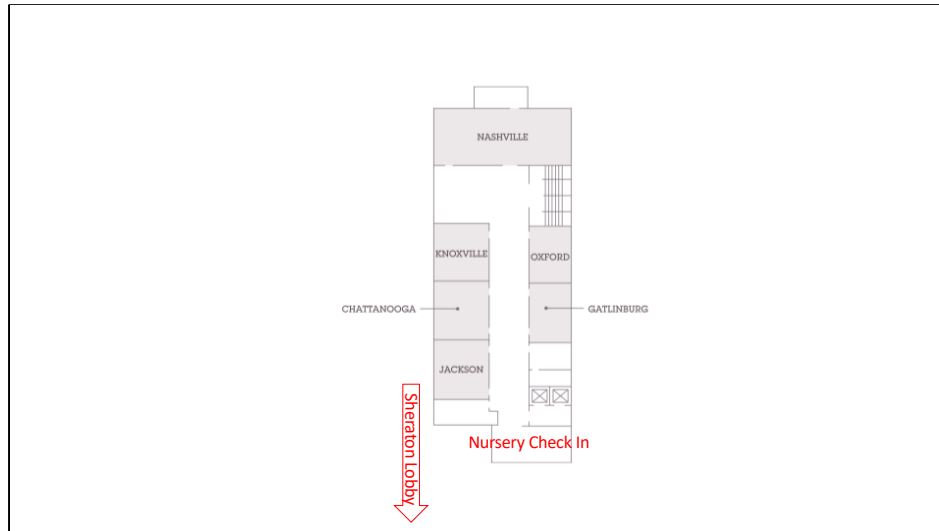
The upper level, or level 2, is where the main exhibit halls will be. The Exhibit Hall is where commissioner and family registration will be. The Main Assembly Hall is where the worship services will be held each night and the Assembly's Business meeting each day. The largest committee meeting, the Overtures Committee, will meet on this level as well.



Going back to the main level. If you are coming in off of Main Street into the Main lobby, you'll turn to the right and see some stairs (or elevator) that will lead you to the cross walk that leads to the Sheraton Hotel.



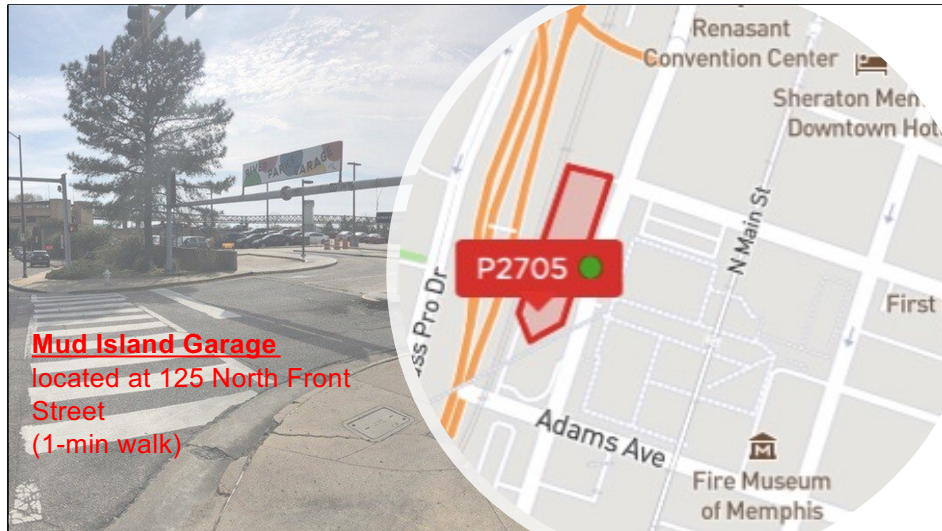
As you come across the cross walk into the Sheraton, you'll be in a lobby where our nursery, as well as the youth and children's check in's will be. Once checked in, the youth and elementary will be staged in what are called the Heritage Ball Rooms until they leave the campus. The nursery is in a closed off area on the North side of the lobby.



Parents will check in their infants and drop them off and pick them up from that location. The nursery volunteers and workers will then take them back to their assigned rooms.



As volunteers, whether you are helping with family registrations, serving as an ask me person, helping with load in or load out, ushering, or working with our children, youth, or nursery – we have worked out “free to you parking”. Please note, that I said, “free to you”. It is not free. We as the host committee will be charged for your parking at a discounted rate. Please plan on using these parking lots and following the instructions we will give you. It is much cheaper for us if you do, and it will keep us from having to reimburse 350 individual people for varying parking rates (some of them exorbitant). We want to be good stewards with the money we’ve raised.



Mud Island Garage
located at 125 North Front
Street
(1-min walk)

There are two secured parking areas for our volunteers that have approximately 1,100 combined parking spaces that are within a very short walk to the convention center –

Mud Island Garage located at 125 North Front Street (1-min walk) -

<https://www.premiumparking.com/p2705>

Shoppers Garage located at 85 North Front Street (3-min walk) –

<https://www.premiumparking.com/p2721>



- Press any key on the keypad to activate the screen and then enter your license plate number.

When you enter either of those lots you will park and make a note of your license plate number. You'll then go up to the kiosk and press any key to activate the screen. Once the screen illuminates, enter your license plate number.



- Choose PCA-2023

You'll then choose "PCA – 2023". Do NOT choose another option.



- Enter PCA100

You'll be asked for a code. You will enter PCA100.



- Verify you are charged nothing.

Once you enter the password, you'll verify that you are charged nothing. Let me repeat...you are charged nothing...we are charged \$8.00 for you to park, every time you do this process. Which means, if you are working a morning and an afternoon shift, and you take your car to lunch and come back, you'll need to follow the same process and we'll be charged \$8.00 for your time before lunch and another \$8.00 after lunch. That's not an issue, don't worry about it. BUT, if you can carpool to lunch (or walk if it's close by and you are able), that would be most helpful.

These rates are supposed to be good for us all week.

Some of you have used these machines before and may even have the app. You can use the Promo Code "PCA100" to be used on any of their Premium Parking Platform Channels (Website, App, CameraPay & TextPay,) as well at the pay stations that are located at these garages.

This is something we wanted to do for our volunteers, you're giving of your time, we didn't want you to have to pay for parking. But again, it's free to you...but it's not free. So, please...PLEASE don't give the volunteer code out to your friends or fellow church members. The host committee is bearing the cost of it, and we can't afford to give EVERYONE free parking.

Pre-Assembly Schedule

Saturday / Sunday June 10th and 11th		
	Saturday	Sunday
9:00 AM	Load in Team	
10:00 AM	Tote Bag Team	
4:00 PM		Load in Team

Schedule Highlights

Monday June 12th

	Monday
8:00 AM	Commissioner Registration Opens
10:00 AM	Briefing for Overtures Committee
1:00 PM	Committee Meetings Begin
5:00 PM	Commissioner Registration Closes

Schedule Highlights

Tuesday June 13th

⌵	Tuesday	⌵
7:00 AM	Commissioner Registration Opens	
8:00 AM	Briefing for Committees	
9:00 AM	Committee Meetings	
2:30 PM	Seminars	
4:30 PM	Pre-Assembly Prayer Meeting	
6:30 PM	GA Opening Worship Service	
8:00 PM	Assembly Business Begins	

Schedule Highlights

Wednesday June 14th

	Wednesday	
7:30 AM	Commissioner Registration Opens	
8:00 AM	Nursery, Children, Youth Check In / Assembly Wide Seminar	
8:30 AM	Women's National Civil Rights Tour	
9:30 AM	Assembly Business Resumes	
11:00 AM	Women's Luncheon w/ Nancy Guthrie	
3:00 PM	Nursery, Children, Youth Pick Up	
4:30 PM	Worship Service	
6:30 PM	GA Opening Worship Service	
7:30 PM	Special 50th Celebration Concert at the Cannon Center (Ticket Required)	



PCA 50th Celebration Concert

Hosted by the
50th General Assembly Host Committee
& RUF



Join us on Wednesday, June 14 at 7:30 pm in the
Cannon Center for the Performing Arts
as we celebrate the
50th Anniversary of the PCA with a celebration concert!

Schedule Highlights


Thursday June 15th

⌵	Thursday	⌵
7:30 AM	Commissioner Registration Opens	
8:00 AM	Nursery, Children, Youth Check In / Assembly Reconvenes	
8:30 AM	Women's Pickleball and Painting	
9:00 AM	Women's Tours - Graceland / Dixon Gallery & Gardens	
9:30 AM	Assembly Business Resumes	
3:00 PM	Nursery, Children, Youth Pick Up	
7:00 PM	Worship Service	
9:00 PM	Assembly Business Resumes	
11:30 PM	Assembly Business Ends (Hopefully)	

Post-Assembly Schedule

Friday June 16th

	Friday
8:00 AM	Assembly Resumes (If necessary)
9:30 AM	Load Out



Where To
Go Next

FELLOWSHIP HALL –

- ASK ME, COMMUNION, USHER,
IT SET UP, SEMINAR ROOM HOST,
TOTE BAG

CHAPEL –

- YOUTH, ELEMENTARY, NURSERY

ROOM 233 –

- WOMEN'S MINISTRY

APPENDIX C

General Assembly 2023 Host Committee

A meeting of the initial members of the GA2023 Host Committee (HC) was held by conference call on January 8, 2020 at 1:00pm.

Members in attendance: Ruling Elders Jake Vargo (Redeemer, Memphis), Chas Emmerson (Christ Covenant, Hernando), Morgan Murphy (River Oaks, Germantown) and Teaching Elders Sean Lucas (IPC, Memphis), Les Newsom (Christ Presbyterian, Oxford) and Robert Browning (IPC, Memphis – Convener).

As Convener, Robert Browning called the meeting to order and the meeting was opened in prayer by Les Newsom.

An email highlighting the various sub-committees that will need to be erected and whose chairmen would make up the full HC had been sent out prior to the meeting. After general discussion concerning these areas, nominations for chair were opened. Teaching Elder Robert Browning was nominated and elected Chairman of the HC.

Members were asked to put forward things they wanted to see replicated from previous Assemblies or other conventions as well as areas to avoid or pay special attention to. Among items mentioned were:

- A desire to see a broad representation of music during the worship services which may also highlight the rich music culture surrounding the city.
- A possible 50th Anniversary concert (like was held in Nashville) highlighting the musicians which have helped lead the new hymn/arrangement movement well represented in the PCA.
- An emphasis on providing attendees with maps, etc. which highlight restaurants, establishments, etc. within walking distance of the new convention center.

Members were also asked to begin thinking about people in their congregations, spheres of influence, etc. whose expertise in key areas would benefit the HC, planning, and the Assembly. The chairman would collect the names and contact information and reconvene the HC in the near future.

With no further business at hand the meeting was adjourned and closed in prayer by Ruling Elder, Morgan Murphy.

Respectfully submitted,

Robert Browning

General Assembly 2023
Host Committee

A meeting of the the GA2023 Host Committee (HC) was held via Zoom on January 12, 2021 at 3:00pm.

Members in attendance: Ruling Elders Chas Emmerson (Christ Covenant, Hernando) and Morgan Murphy (River Oaks, Germantown) and Teaching Elders Sean Lucas (IPC, Memphis), Les Newsom (Christ Presbyterian, Oxford) and Robert Browning (IPC, Memphis – Convener).

Absent - Jake Vargo (Redeemer, Memphis)

As Chairman, Robert Browning called the meeting to order and the meeting was opened in prayer by Sean Lucas.

A power point presentation was discussed highlight the following:

- Current plans for GA 2021 and effect on our planning
- Host Committee Responsibilities
- Initial funds set aside by Covenant Presbytery - \$60,660
- Suggested Timeline for planning as given by the GA-AC
- Initial discussion of Host Committee structure and individuals to fill out Host Committee and sub-committees.
- Recommendation to hire a GA Administrator (following the Dallas model)
- Day/Time for regular monthly meeting considered

The following were named as committee sub chairs by acclamation: Jake Vargo (Transportation/Security/Health), Les Newsom (Public Relations), Brad Robson (Families), Chas Emmerson (Finance Committee - *pending approval from employer), Morgan Murphy (Volunteers), Sean Lucas (Worship).

A recommendation was approved that the committee seek to hire a General Assembly Administrator with 50% of salary and benefits being committed by IPC and slotting the other 50% in a proposed budget for 2023 Assembly.

A recommendation was approved to set the first Wednesday of every month at 1:00PM as a standing meeting time for the host committee.

Les Newsom will set the HC up on slack for future communications.

RE Morgan Murphy closed the meeting in prayer.

Respectfully submitted,
Robert Browning – *secretary pro tem*

General Assembly 2023
Host Committee

A meeting of the initial members of the GA2023 Host Committee (HC) was held via Zoom on February 3, 2021 at 1:00pm.

Members in attendance: Ruling Elders Chas Emmerson (Christ Covenant, Hernando) and Jake Vargo (Redeemer, Memphis) and Teaching Elders Sean Lucas (IPC, Memphis), Les Newsom (Christ Presbyterian, Oxford) and Robert Browning (IPC, Memphis – Chairman).

Absent – Morgan Murphy (River Oaks, Germantown)

The chairman called the meeting to order and the meeting was opened in prayer by Jake Vargo.

The following names were considered for roles on sub committees: Jim Gibson (River Oaks) for volunteers sub-com for “load in/load out”; Hunter Brewer (Trinity Collierville) not specifically assigned; Chris Rogers (IPC) for an at large advisor dealing specifically with hotels and John Robertson with the GA-AC. Matt Lutrell (Redeemer) was mentioned as a possibility.

Initial thoughts about possible themes to have as suggestions for GA-AC:

- Here I Raise My Ebenezer (good tie in with MLK)
 - Hither by thy help I’ve come
- Great Is Thy Faithfulness
 - Strength for today and bright hope for tomorrow

Initial discussions have been had with Dan Forrest about commissioning a hymn work around whatever theme is chosen.

Motion was made and passed to name Les Newsom as Vice Chair of Host Committee.

HC will set up a “field trip” to tour convention center in March or April.

For the next meeting –

- Continue recruitment of key sub-committee individuals
- Review previous reports for assigned areas and come back with questions and observations.
- The chairman will meet with John Robertson and report back to the committee.

Next meeting is scheduled for March 3, 2021 at 1:00pm via zoom.

Les Newsom closed the meeting in prayer.

Respectfully submitted,
Robert Browning – *secretary pro tem*

GA 2023 Host Committee
March 2, 2022
1:00 pm

The March meeting of the GA 2023 Host Committee was held Wednesday, March 2, 2022, at 1:00pm via Zoom.

Members in attendance –Les Newsom, Jake Vargo, Brad Robson, Robert Browning (Chairman), and Suellen Warren (GA-HC Coordinator)

Members absent – Sean Lucas and Morgan Murphy.

The meeting was opened in prayer by Jake Vargo.

The Minutes of the January 5, 2022, meeting were approved with no revisions or corrections.

Each committee member was asked to report on their respective areas of responsibility.

FINANCIALS: Newsom reported that a second ask has been made of the Covenant Presbytery churches that are expected to make contributions to GA 2023. He is encouraged those checks have started to arrive including checks mailed to Lee Mattox that Mattox will forward to Warren. Warren reported that three churches have mailed checks to her at IPC. Warren will send month-end reports to Newsom reflecting donations received. Browning encouraged Newsom to reach out to Glenn Ingram and Richard Wright regarding serving as an oversight committee for the financials. Warren reported that a budget will not be loaded until an overall budget is closer to final.

TRANSPORTATION: Vargo is working with Robson to get details on number of buses needed. Vargo has also reached out to the transportation contact in Birmingham. Browning suggested that Vargo's committee consider a standardized method/amount to tip the bus drivers. Browning will send Vargo the contact info for Justin Lewis (IPC Security Director). Robson asked if there is a standard budget for transportation. Browning responded that a general idea is sufficient for now. Build it out over the next few months and report back.

FAMILY AND YOUTH: Robson reported that his sub-committee met in January and will meet again in March. His sub-committee has been given job descriptions. He is in search of co-chairs for Women and Nursery. Browning suggested Mary Henley Green for Women. Robson asked if he should be putting together a rough draft of a schedule of events to turn in by August 2022. Browning stated that he would check the guidelines of the Host Committee Manual. Browning encouraged Robson that mothers should be discouraged from taking children over the age of an infant to women's events.

WORSHIP: No report.

Browning asked that the Committee Chairs keep minutes of their sub-committee meetings and to send those minutes to Warren.

There being no further business, the meeting was closed in prayer by Newsom.

Respectfully submitted,

Suellen Warren

General Assembly 2023 Host Committee

A meeting of the members of the GA2023 Host Committee (HC) was held via Zoom on April 7, 2021 at 1:00pm.

Members in attendance: Ruling Elders Morgan Murphy (Riveroaks, Germantown) and Jake Vargo (Redeemer, Memphis) and Teaching Elders Sean Lucas (IPC, Memphis), Les Newsom (Christ Presbyterian, Oxford) Brad Robson (IPC, Memphis) and Robert Browning (IPC, Memphis – Chairman).

The chairman called the meeting to order and the meeting was opened in prayer by Les Newsom.

Robert Browning reported on his conversation with John Robertson (PCA-AC) regarding initial planning. An initial target for budget consideration is around \$250,000 (note - \$100,000 of which is for salary for Administrative Director previously approved by this committee). The remaining \$150,000 is commiserate with the \$128,000 HC budget of 2019 GA in Dallas, TX with a slight increase in consideration of it being the 50th anniversary celebration and cost of doing business increases.

It was noted that we currently have \$60,000 designated for this purpose with Covenant Presbytery. Other sources of income that will/can be considered are fees from family registrations (+/- \$26,000), GA worship service offerings (+/- \$20,000), a gift from the PCA Foundation, WIC love gift, and a potential distribution at the presbytery level. The chairman and vice chairman will work to make presbytery aware of the need and potential ask from church donations.

The following names were approved to send to the AC for addition to the PCA 50th Committee for collaboration and cohesiveness with the GA-HC: TE Sean Lucas, TE Les Newsom, and TE Robert Browning.

The following names were considered for roles on sub committees: previous names submitted, Jim Gibson (River Oaks) for volunteers sub-com for “load in/load out”; Hunter Brewer (Trinity Collierville) not specifically assigned; Chris Rogers (IPC) for an at large advisor dealing specifically with hotels and John Robertson with the GA-AC. Matt Lutrell (Redeemer), Ben Winkler (Redeemer) organizationally gifted, Matt Howell (Redeemer), Curt Presley (Christ Presbyterian, Oxford), Daniel Stanphill (Christ Presbyterian, Olive Branch), Heath Warbritton, Drew Tuberville (RiverOaks), and Jeremy Britt were mentioned as a possibilities for leading and serving on subcommittees. In addition, Sean Lucas reported that he had spoken to James Brown (IPC, Memphis) and Phillip Himebook (Grace Community, Cordova) about helping with worship service music.

Next meeting is scheduled for May 5, 2021 at 1:00pm via zoom.

Jake Vargo closed the meeting in prayer.

Robert Browning – *secretary pro tem*

General Assembly 2023 Host Committee

A meeting of the members of the GA2023 Host Committee (HC) was held via Zoom on May 5, 2021 at 1:00pm.

Members in attendance: Teaching Elders Sean Lucas (IPC, Memphis), Les Newsom (Christ Presbyterian, Oxford) Brad Robson (IPC, Memphis) and Robert Browning (IPC, Memphis – Chairman) along with Suellen Warren (Host Committee Coordinator).

The chairman called the meeting to order and the meeting was opened in prayer by Brad Robson.

It was noted there are 766 days until the beginning of GA 2023.

Suellen Warren was introduced to the committee. Suellen will be transitioning to the role of GA Coordinator beginning in September per the previous action of this committee. Suellen has been serving as the Business Administrator for IPC for the past 10 years and will be leaving that job to serve as Coordinator for the GA Host Committee and Executive Director of the IPC Foundaition in Memphis. Suellen will be working closely with the chairman and vice chairman and be the key contact for all committee and sub committee heads.

Robert Browning reported on his latest conversation with John Robertson (PCA-AC) regarding initial planning. A reminder that an initial target for budget consideration is around \$250,000 (note - \$100,000 of which is for salary for Administrative Director previously approved by this committee). The remaining \$150,000 is commiserate with the \$128,000 HC budget of 2019 GA in Dallas, TX with a slight increase in consideration of it being the 50th anniversary celebration and cost of doing business increases.

Revenue sources include \$60,000 already set aside with Covenant Presbytery. A funding tree model was presented with a tiered ask to presbytery churches based on the size of the church. TE Newsom had been in contact with several of the larger churches and the following have pledged \$5,000 each payable over the next two years. Christ Presbyterian in Oxford, MS, Lawndale in Tupelo, MS, Covenant in Little Rock, IPC in Memphis for a total of \$20,000. Covenant in Cleveland, MS is raising the issue at their May meeting. RiverOaks PC is still to be contacted. TE Newsom will be presenting these pledges as well as the rest of the ask for the churches at the May presbytery meeting. The goal is to raise an additional 45 thousand dollars from local churches through this model.

The committee agreed to meet in person for our August meeting and to try to set up an onsite visit with the convention center to become familiar with the new facilities.

The chair had asked the committee to consider the following question for planning purposes - "What is a problem/disappointment/etc. you've experienced at a previous GA or convention that you want to make sure we avoid at all costs?" One member noted the strengths and weakness of GA 2019 in Dallas and being "self-contained" with dining, etc. Memphis, though improved since 2007, will not have the same luxury. We will need to identify and effectively communicate the locations of various dining establishments for the attendees. Another member stressed the importance of having the right people in the right places to answer the questions commissioners and attendees will have. Also, heightened security to give a true sense of safety was mentioned.

TE Lucas informed the committee that IPC was sending several staff to GA 2021 to interact with this year's committee and to further enhance our planning efforts.

There being no further business, TE Lucas closed the meeting in prayer.

Robert Browning – *secretary pro tem*

GA 2023 Host Committee
September 1, 2021
1:00pm

The September meeting of the GA 2023 Host Committee was held Wednesday, September 1, 2021 at 1:00pm via zoom.

Members in attendance – Sean Lucas, Brad Robson, Morgan Murphy, Les Newsom, Suellen Warren (GA-HC Coordinator), and Robert Browning (Chairman)

The meeting was opened in prayer by Les Newsom.

There was a time of discussion regarding the HC's visit to the Renasant Convention Center (RCC) on August 18, 2021 by the HC and present sub-committee chairs.

The chairman noted that the HC is on schedule in accordance to the timeline put forth in the GA Host Committee Manual.

A motion was made and passed that the HC seek Covenant Presbytery approval to open a GA 2023 Host Committee Bank Account using the Presbytery's federal employer identification number (EIN) with an approved bank in a FDIC-insured deposit account.

A motion was made and passed that the HC seek Covenant Presbytery approval to instruct the Covenant Presbytery Treasurer to transfer \$60,000 of GA 2023 designated funds to the HC for deposit to open GA 2023 Host Committee banking account.

The chairman presented a copy of the GA 2021 Host Committee's Financial Policy for consideration. The committee instructed the chairman and GA-HC Coordinator to modify the presented financial policy for final consideration by the HC before it is presented to Covenant Presbytery as information (see attachment).

There being no further business, the meeting was closed in prayer by Morgan Murphy.

Respectfully submitted,

Robert Browning

GA 2023 Covenant Presbytery Host Committee
Financial Policy

- 1) **Purpose and objectives.** The aim of this Policy is to build and maintain appropriate accountability by those in authority and with stewardship of the Host Committee's (HC) financial resources. This will occur through proper definitions, systems, standards, and controls in order to protect the reputation and witness of Covenant Presbytery and those involved as leaders, volunteers, and overseers.
- 2) **Financial management**
 - a. **Oversight.** The Core Team has fiduciary responsibility for managing the HC assets and finances and under its oversight, the Finance Committee shall control the administration of the finances and the policies detailed in this Manual. The Core Team has ultimate authority over all financial policies.
 - b. **Budgeting and financial planning.** Based on the HC vision, mission, and objectives, the operating budget provides a financial plan of income and expenses and enables a good internal control system. The budget involves a plan for revenue and expenditures with input from all HC subcommittees. The Finance Committee will oversee development of the budget, which will be approved by the Core Team and conveyed to the Presbytery.
 - c. **Financial integrity.** A strong system of internal controls, approved by the Core Team, safeguards the assets of the funds designated by Presbytery to the HC and protects the reputation of the individuals handling cash and disbursements. Internal controls usually involve dividing financial duties between two or more persons so that checks and balances are created. This reduces the likelihood that a single individual is positioned to both commit and conceal any impropriety, whether actual or only apparent. There must be clear separation of duties between those responsible for handling and recording the income of the HC and those responsible for handling the disbursements of the HC. Further, appropriate separation of duties allows for the review and/or approval of accounting events by a second, unrelated individual on the Finance Subcommittee. Making this happen requires: 1) a HC accounting system that contains a series of controls to ensure that monies and property belonging to the Presbytery are properly received, adequately protected, accurately recorded, and effectively used; 2) written policies and procedures for key financial activities, 3) clear role and authority of the Finance Subcommittee, and 4) qualified conscientious leaders and/or volunteers.
 - d. **Cash Management.** The HC will maintain its cash for operating purposes in the General Fund of the HC. The Finance Committee will ensure that this cash is held by a Core Team approved bank in FDIC-insured deposit accounts.
 - e. **Document retention.** Financial records shall be kept for seven years. These include bank statements and checks, contribution records and statements, vendor agreements and purchase orders, and offering counting records. The

records will be retained as an integral part of Covenant Presbytery records maintained by the Stated Clerk.

3) **Income administration**

- a. ***Funds and fund raising.*** All funds and their appropriate purpose shall be approved by and under the oversight of the Core Team. The normal practice of fund raising is through gifts to the HC General Fund. All solicitation of contributions shall have prior approval by the Core Team.
- b. ***Types of gifts.*** The HC may receive donations that fall into different categories based on the purpose of the fund or intent of the donor.

- i) *Unrestricted donations* are used by the HC for general purposes approved by the Core Team. Contributions are undesignated, with the understanding that the Core Team has complete discretion and control over the use of all donated funds to advance and execute the mission and vision of Host Committee of Covenant Presbytery.

- ii) *Restricted donations* have a special limitation imposed by the donor as to their intended use or length of the restriction. Intended uses including gifts to a budgeted line item shall be limited to those purposes approved by the Core Team, as initiated by the donor or the Core Team. Where gifts are granted for a specific purpose the wishes of the donor will be honored to the fullest extent allowed by law. Restricted donations received in excess of those needed to complete the project/purpose for which they were intended will, by vote of the Core Team, be diverted to the General Fund.

- c. ***Handling of donations***

- i) *Cash contributions.* For handling collections received publicly, electronically, or in the mail, the Core Team shall approve the Finance Committee's proposed procedure in accord with IRS rules and the Financial Integrity section of this policy. Contributions will be acknowledged annually to the donor, to include his/her name, the Presbytery's name, the donation date and amount, any restricted purpose, and statement that no goods, services, or personal benefits were received. The Finance Committee and HC Chairman and HC Coordinator maintain strict confidentiality of all contribution records. Contributions via donor-advised funds are permitted but, even though the donor must be disclosed, these gifts will be reported separately from direct donations. Without exception, no giving records will be released without signed approval by the donor.

- ii) *Non-cash donations* that are easily liquidated may be solicited or accepted on a case- by-case basis, pre-approved by the Finance

Subcommittee, and in accord with the restricted vs. unrestricted gift provisions of this policy manual and procedures set by the Finance Subcommittee. Non-cash gifts will be acknowledged by letter from the Finance Committee at the time of the gift, indicating the date received and a brief (and if necessary legal) description of the gift. The Finance Committee will not define the value of the gift or substantiate its tax deductibility; the donor should seek tax counsel with regard to filing IRS Form 8283. As for donated time or services, no tax- deductible credit can be provided on a record of personal contributions to the HC.

iii) *Non-contribution program income.* Various programs of the HC, such as on-site and off-site events and/or childcare services, receive fees as a normal aspect of the program's services. The Finance Subcommittee will define financial administration procedures for these programs, but payments to the HC for these programs are not tax-deductible donations since the patron receives personal benefit by participating in these programs.

4) Expenditure administration

a. ***Approval authority.*** Generally, budgeted items may be purchased by HC subcommittee chairs. For all purchases above \$3,000 and for any unbudgeted item, the Finance Subcommittee must approve based on appropriate rationale and documentation.

b. ***Vendor selection.*** The Sub-Committee Chair will procure the product or service from any vendor within the operating budget. For procurement of goods and services in excess of \$3,000, the Finance Subcommittee will define the policy and procedure. Approval authority for contracts above \$3,000 will be vested in the HC Chair as representative of the Core Team, with oversight from the Finance Subcommittee.

c. ***Accountable reimbursement plan.*** In accordance with IRS regulations, the HC has an accountable reimbursement plan for all HC leaders. Based on its budget, the HC will reimburse only reasonable actual-cost ministry-related expenses. Expenses must be reasonable and consistent with what a frugal shopper would pay for an equivalent quality item. The leader will account for allowable expenses in writing in no more than sixty (60) days of expenditure or billing and no later than August 1, 2023. Documentation will include the amount, date, vendor, ministry purpose and ministry relationship of persons involved in each expense. A receipt or a copy must accompany the documentation. In accord with the budget, these expenses include:

- i) Software, if related to General Assembly
- ii) Office and work-related supplies and postage
- iii) Entertainment/hospitality expenses, if for GA purposes
- iv) GA-related use of personal automobile at the current IRS standard mileage rate unless an otherwise stipulated amount is set by and recorded in the minutes of the HC (whichever is less) plus tolls and parking.
- v) Out-of-town GA-related travel.

d) **Cash disbursements.** The Core Team will approve the Finance Committee's policy that addresses check request procedure, documentation, signatories, and authority levels. Policy topics will include written and electronic requests and documentation, authorized signatories, and methods for paper checks. Cash advances are generally not provided by the HC.

e) **Credit cards.** Leaders working, traveling, or entertaining on behalf of the HC are encouraged to use a personal credit card and preferably use it exclusively for ministry purposes or a church credit card if approved by the appropriate oversight body. Any interest charges are personal expenses and will not be reimbursed. An expense reimbursement request form together with required documentation, must be submitted to the HC subcommittee chair for approval. The Finance subcommittee may approve budgeted reimbursements in the absence of the subcommittee chair. Approvers of reimbursement requests must ensure that the expenses are necessary, reasonable, and properly documented.

5) Accounting system

a) **Method.** The HC will utilize cash accounting. A reputable and suitable accounting system will be used to record and report all financial data.

b) **Fund administration.** In fund accounting, a fund is an independent general ledger account that is established to track revenue and expenditures of a particular category of programs, projects, or purposes. Fund accounting separates assets into net asset classes based on whether there are any restrictions on the funds, i.e. unrestricted or restricted.

- i) *Unrestricted funds* are used by the HC for general purposes approved by the Core Team. Donors must understand that the Core Team has complete discretion and control over the use of these monies. The General Fund receives and retains unrestricted donations and is available via the Core Team-approved budget to support HC operations and activities.

ii) *Restricted funds* have a special designated or intended use, as established by the Core Team and agreed to by the donor. A designated fund is established to track revenues and expenditures for a special purpose, project, program, or ministry.

6) Banking

a) ***Checking account.*** The Finance subcommittee is authorized to open and close HC bank accounts which use the Presbytery's federal employer identification number (EIN). The Finance subcommittee should review each account to be certain that bank resolutions and associated signature cards are current and protect the interests of the Presbytery. Separate bank accounts or banking institutions are not ordinarily needed to manage separate funds authorized by the Core Team.

b) ***Electronic banking*** will be allowed and encouraged after a policy and detailed procedures are proposed by the Finance subcommittee and approved by the HC Chairman.

c) ***Reconciliations.*** Bank statements should be received, accounts reconciled to the general ledger, and discrepancies or unusual items identified in a timely manner on a monthly basis and initialed by the HC Coordinator. After the general ledger is reconciled to the bank statement, the monthly bank statement and the actual reconciliation form are filed appropriately.

7) **Financial records and reporting.** Based on the chart of accounts and the budget, the HC Coordinator under the oversight of the HC Chairman and the Finance subcommittee transforms transaction data into meaningful reports so that financial status can be reported on a monthly basis and needed decisions can occur. The financial statements should be all inclusive, prepared by the middle of each month, meet the needs of users (i.e. simple and easily understood), offer context (such as project-to-date comparisons of actual status vs. the budget), and provide details or footnotes as needed for clarity and decision making. If needed, the Finance subcommittee may include a written report which identifies and describes meaningful variances and critical items. All financial reports should include a:

a) ***Balance sheet*** that shows the financial position of the HC at a given point in time, summarizing assets, liabilities and all fund balances.

b) ***Statement of revenue and expenses*** to summarize overall operating results (detailed by subcommittee), and the same for each designated fund.

8) Payroll

a) ***Worker classification.*** The HC shall be empowered to employ individuals on a contract basis (ie., self-employed) or in partnership with other institutions for the purpose of completing its task.

b) **Employment and compensation.** Offers, headcount additions and changes plus all compensation-related decisions must be approved jointly by the Core Team and Finance Committee and included in the budget.

GA 2023 Host Committee
January 5, 2022
1:00pm

The January meeting of the GA 2023 Host Committee was held Wednesday, January 5, 2022, at 1:00pm via Zoom.

Members in attendance – Sean Lucas, Brad Robson, Robert Browning (Chairman), and Suellen Warren (GA-HC Coordinator)

Members absent – Les Newsom, Morgan Murphy, and Jake Vargo

The meeting was opened in prayer by Brad Robson.

There was a time of discussion regarding who will be attending GA 2021 in Birmingham. Robert Browning encouraged all committee members to attend or to find a designee from their respective sub-committee or group of volunteers.

By acclamation, Suellen Warren was named Secretary of the GA 2023 Host Committee. A motion was made and passed that the current members of the GA 2023 Host Committee be renamed the Core Team to stay consistent with the already adopted Financial Policy.

Discussion ensued regarding the possibility of a concert on the Wednesday evening of GA 2023 at the Cannon Center. Suellen Warren was asked to communicate with Amanda Burton in Atlanta to secure the date, rate, and a clear cancellation policy.

A time of discussion was had regarding the theme of GA 2023, Great is Your Faithfulness/Strength for Today, Bright Hope for Tomorrow.

Discussion included the possibility of a commissioned piece of music involving Dan Forest. Sean Lucas to follow-up with Jennifer Velazquez, former IPC organist, now that the theme has been established. The possibility of a workshop with Dan Forest in February 2023 was mentioned.

Each committee member was asked to give their thoughts on their respective areas of responsibility.

FAMILY AND YOUTH: Brad Robson reported that he has read through the post-GA reports provided and is beginning to talk with his sub-committee members. Robson suggested mentioning volunteer opportunities at future Presbytery meetings. Sean Lucas suggested that Robson reach out to Austin Lennox and Matt Kennedy.

WORSHIP: Sean Lucas reported that he has been talking with James Brown, IPC Director of Worship and Godfather of Solas. Discussion ensued regarding which church will be responsible for the GA worship services and who might preach at those services.

Robert Browning asked the group to begin thinking of the number of volunteers that they will need for their areas so that those numbers can be passed along to the Volunteer Committee.

Browning and Suellen Warren will begin Zooming with the Birmingham HC in 2022 and can take any questions or concerns to those meetings.

Suellen Warren requested an updated committee/sub-committee org chart.

A discussion was had about overarching IT support at GA 2023 and how that trickles down to registration/check-in and electronic giving. Suellen Warren will contact Amanda Burton for more information.

There being no further business, the meeting was closed in prayer by Sean Lucas.

Respectfully submitted,
Suellen Warren

GA 2023 Host Committee
March 2, 2022
1:00pm

The March meeting of the GA 2023 Host Committee was held Wednesday, March 2, 2022, at 1:00pm via Zoom.

Members in attendance –Les Newsom, Jake Vargo, Brad Robson, Robert Browning (Chairman), and Suellen Warren (GA-HC Coordinator)

Members absent – Sean Lucas and Morgan Murphy.

The meeting was opened in prayer by Jake Vargo.

The Minutes of the January 5, 2022, meeting were approved with no revisions or corrections. Each committee member was asked to report on their respective areas of responsibility.

FINANCIALS: Newsom reported that a second ask has been made of the Covenant Presbytery churches that are expected to make contributions to GA 2023. He is encouraged those checks have started to arrive including checks mailed to Lee Mattox that Mattox will forward to Warren. Warren reported that three churches have mailed checks to her at IPC. Warren will send month-end reports to Newsom reflecting donations received. Browning encouraged Newsom to reach out to Glenn Ingram and Richard Wright regarding serving as an oversight committee for the financials. Warren reported that a budget will not be loaded until an overall budget is closer to final.

TRANSPORTATION: Vargo is working with Robson to get details on number of buses needed. Vargo has also reached out to the transportation contact in Birmingham. Browning suggested that Vargo's committee consider a standardized method/amount to tip the bus drivers. Browning will send Vargo the contact info for Justin Lewis (IPC Security Director). Robson asked if there is a standard budget for transportation. Browning responded that a general idea is sufficient for now. Build it out over the next few months and report back.

FAMILY AND YOUTH: Robson reported that his sub-committee met in January and will meet again in March. His sub-committee has been given job descriptions. He is in search of co-chairs for Women and Nursery. Browning suggested Mary Henley Green for Women. Robson asked if he should be putting together a rough draft of a schedule of events to turn in by August 2022. Browning stated that he would check the guidelines of the Host Committee Manual. Browning encouraged Robson that mothers should be discouraged from taking children over the age of an infant to women's events.

WORSHIP: No report.

Browning asked that the Committee Chairs keep minutes of their sub-committee meetings and to send those minutes to Warren.

There being no further business, the meeting was closed in prayer by Newsom.

Respectfully submitted,

Suellen Warren

GA 2023 Host Committee
April 6, 2022
1:00 pm

The monthly meeting of the GA 2023 Host Committee Core Group was held Wednesday, April 6, 2022, at 1:00 pm via Zoom.

Members in attendance – Sean Lucas, Morgan Murphy, Les Newsom, Brad Robson, Robert Browning (Chairman), and Suellen Warren (GA-HC Coordinator)

Members absent – Jake Vargo (didn't receive Zoom invitation)

The meeting was opened in prayer by Robert Browning.

The Minutes of the March 2, 2022, meeting were approved with no revisions or corrections. Browning mentioned that the AC Committee has a timetable due in September that should include a tentative schedule of events. He will send that to the group.

Discussion ensued regarding the prior evening's 50th Anniversary Committee zoom. The Monday through Friday events of GA 2023 will be handled by the local HC. The 50th logo needs to be created with the thought of simply a color-change (gold) to the current PCA logo. That is something IPC could handle in-house with our own designers, but Warren will check with Amanda Burton to make sure we don't upset the logo process.

John Robertson had mentioned (on the 50th zoom) that \$15,000 was available in an AC account and that it could be used to finance the 50th logo. Lucas suggested to the HC group that those monies might be rerouted toward a different purpose such as the Commissioners Handbook which is the responsibility of the HC to produce. Because we may not receive the WIC funds, the group wants to explore this option. Warren will follow-up with Robertson.

Each committee member was asked to report on their respective areas of responsibility.

FINANCIALS: Newsom reported that only a slight trickle of money has come in, but he plans to make another push in July following GA in Birmingham. Newsom asked Browning if at the May presbytery meeting, he could be added to the docket to make an announcement in this regard. Browning agreed.

VOLUNTEERS: Murphy reported that he is working on the scope of the volunteer need. He plans to create one contact within each church in the presbytery. He asked if he is responsible for recruiting all volunteers or do the sub-committees recruit their own. Robson stated that he thought the answer to that is a both/and. For example, the

Nursery Director will recruit her own volunteers, but they fall under the larger umbrella of volunteers. Browning, Warren, and Murphy will schedule a zoom or in-person meeting prior to the next meeting of this group.

FAMILY AND YOUTH: Robson reported that he has been recruiting co-chairs and working on a budget. He is building out his sub-committees so that he is ready to submit his plans by the AC deadline in September. Registration fees were discussed and how they tie into the overall budget. Robson believes his biggest challenge will be logistical one. He has been advised to keep drop-off and pick-up times consistent for the week's events. WORSHIP: Lucas has been working with James Brown and Jennifer Velazquez, along with Dan Forest, on an original commission piece for GA 2023. He is also working on which churches will handle worship each evening on Tuesday, Wednesday, and Thursday of the week. Lucas is interested in offering three or four 45-minute panel discussions on Wednesday and Thursday as a part of the docket. These panels would include a moderator and lean into the diversity of the PCA with a focus on the denomination's history and aspirations.

HC COORDINATOR: Warren will spearhead the Birmingham booth. A skeleton budget is in place and waiting to be finetuned. Warren will send Murphy his account list within the budget.

There being no further business, the meeting was closed in prayer by Newsom.

Respectfully submitted,

Suellen Warren

GA 2023 Host Committee

August 17, 2022

1:00 pm

The meeting of the GA 2023 Host Committee Core Group was held Wednesday, August 17, 2022, at 1:00 pm via Zoom.

Members in attendance –Jake Vargo, Morgan Murphy, Les Newsom, Brad Robson, Robert Browning (Chairman), Suellen Warren (GA-HC Coordinator), and Angela Nantz (PCA Meeting Planner).

Members absent – Sean Lucas

The meeting was opened in prayer by Brad Robson.

Browning introduced Angela Nantz to the group and asked that each core group member introduce himself or herself and communicate their respective area of responsibility for GA 2023.

Browning asked that each member refer to the 100-day plan that was emailed on August 16, 2022. The email outlines the first 100 days of the overall 300-day plan. Budgets are due by September 1, 2022, at the latest. The first report from this committee goes to the AC in September. Robert would like to see a summary report of the committees and sub-committees prior to the next meeting on September 7, 2022. He asked that committee members refer to the Host Committee Manual, section D.

Browning clarified with Nantz that the shuttles to and from hotels and the convention center fall under the AC budget. The HC transportation budget includes shuttles and buses for women, children, and students. This budget also includes parking for volunteers.

Browning asked Nantz to speak into her recent visit to Memphis. Nantz reported that the representatives of the city appear happy to host GA 2023. The convention center is a great space and connected to the Sheraton by a walkway. She is working on contracts with Memphis hotels that will not include attrition. Nantz will return to Memphis the second or fourth week in October for another walk through of the convention center with the HC. The space plan will be available at this time. Browning hopes to schedule an in-person meeting with the entire committee during this visit.

Each committee member was asked to report on their respective areas of responsibility.

HC COORDINATOR: Warren reported that \$6,250 has been received from Covenant Presbytery churches. The sub-committee chairs are working on their budgets. The AC

does not need to see the budget in detail but will need a status report for the AC meeting in October. Nantz has a copy of the HC working budget and will be defining who is covering what. Nantz clarified the difference between the 1,000-page Commissioner Handbook (business) and the GA Info Book, which is a glossy, photo-rich publication that includes schedules, etc. for the week of GA.

WORSHIP: Browning reported in the absence of Lucas. Worship assignments are being made to various churches including IPC/Memphis for Tuesday, Grace Community/Cordova for Wednesday, Redeemer/Memphis and Christ Pres /Oxford for Thursday. Lucas is also working on speakers. Lucas is collaborating with Kevin Twitt for the concert. It will be Wednesday evening from 7:30 pm until 9:00 or 9:30 pm. Nantz asked who is driving the time of the concert. Typically, affiliate groups like to host dinners in the evening so we may need to consider an 8:00 start time for the concert. The exact time for the concert, with these things in mind, needs to be nailed down by October.

There was some discussion about Newsom's role with the committees and agencies. Nantz advised that Newsom find out what the other 9 agencies are doing for the 50th celebration and be sure they are not overlapping efforts. RUF is completely invested in the concert. Browning added that there is room for confusion when we have 3 groups working on GA including the AC, the HC, and the 50th Celebration Committee. Nantz will follow up with Newsom in this regard.

FAMILIES: Robson reported that most of the planning is complete. His committee met in August to discuss the rough draft of the schedules and budget. Robson elaborated on the plans for women, students, children, and nursery. He intends to connect with Vargo regarding transportation. He will reach out to Vargo next week. Robson stated that is his desire to promote the city of Memphis and what the city has to offer rather than ministry opportunities when it comes to event planning for the various age groups. The HC concurred with this approach.

VOLUNTEERS: Murphy reported that he was thankful to attend GA 2022 and has a better handle on the volunteer needs. Robson stated that volunteers for students and children will likely be hand selected rather than an all-call sign-up process. Nursery care will be provided by IPC nursery staff and perhaps by Riveroaks nursery staff. Browning added that background checks will be run through the IPC system. Murphy plans to make a plea for volunteers at Presbytery meetings specifically from men under care of Presbytery. He will work with Browning and Warren on a volunteer subpage for the future website. Morgan will be in touch with Browning and Warren for an in-person meeting. Nantz offered to touch base with Murphy regarding volunteer gaps revealed in GA 2022.

FINANCIALS: Newsom reported that he is continuing to communicate with Covenant churches for donations. Donations from Lawndale, Riveroaks, and Christ Pres/Oxford are in the works. Newsom asked Browning for a standing appeal at the next three meetings

of Covenant Presbytery to continue communication. Browning reported that an appeal was sent to four committees – all beneficiaries of the Carpenter Trust. The hope is to receive \$40,000 in total donations from the four committees.

HEALTH/SECURITY/TRANSPORTATION: Vargo did not have a report but plans to coordinate with Robson on security in collaboration with Justin Lewis, Director of IPC Security. Nantz will check to see if the convention center has agreements with security agencies in Memphis.

Browning stated that overall budget for GA 2023 will land somewhere between \$200,000 - \$250,000. There are various pockets of revenue that we can draw from including GA 2022 “pay it forward” fund. Nantz said that she should have the final bills from GA 2022 soon and a report forthcoming.

Warren reported that she has eleven categories of notes made at GA 2022 and will connect with specific committee and sub-committee chairs on those matters. Warren will send a copy of the notes to Nantz.

Browning thanked the committee members for their time and dedication.

There being no further business, the meeting was closed in prayer by Vargo.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
September 07, 2022
1:00 pm

The meeting of the GA 2023 Host Committee Core Group was held Wednesday, September 07, 2022, at 1:00 pm via Zoom.

Members in attendance –Jake Vargo, Morgan Murphy, Sean Lucas, Les Newsom, Brad Robson, Robert Browning (Chairman), Suellen Warren (GA-HC Coordinator), and Angela Nantz (PCA Meeting Planner).

Members absent – None.

The meeting was opened in prayer by Sean Lucas.

Browning asked Nantz if she has decided upon a date for her next on-site visit of the convention center. Nantz replied that she plans to be in the city the week of October 10 or October 24. She needs to finalize the date with the city of Memphis folks that she is working with. Browning stated that the 10th itself would not be a good date. Nantz will look at the 11th or 13th for that week. She would like for Kevin Twitt to have the opportunity to walk through the facility as well, but his visit may occur later.

Browning referred to the first 100 days document. Newsom stated that he will be speaking at the next meeting of Covenant Presbytery on October 4, 2022, and will remind the various churches to consider making a donation to the GA 2023 effort. Browning stated that a letter went to several committees of Covenant Presbytery asking that they consider making a gift from the unspent Carpenter Trust funds. If all agree to commit \$10,000 the HC might receive from \$30,000-\$40,000 in revenue.

Each committee member was asked to report on their respective areas of responsibility.

HC COORDINATOR: Warren reported that Bill.com has been set-up with the AC for Warren's office to receive funds from the AC. Nantz stated that at this point most funds will come from Other Presbytery donations. Closer to GA, most funding will come from family registration. Warren reported that she had filled in the working budget with numbers from Robson (Nursery, Children, Youth, Women). She is waiting on the budget detail for Family Fee Revenue, Worship, Prayer, Concert, Transportation, and Volunteers. The overall budget is about 60% complete. Browning asked for an update on funds received since the last meeting. Warren stated that two Covenant Presbytery churches had sent \$5,000 each for a total of \$10,000 and that GA 2022 had sent \$10,000 as a Pay it Forward gift.

WORSHIP: Lucas reported that he has been in conversation with John Bise, Moderator, regarding the plans for Tuesday. Bise is on the fence as to whether to exhort on Tuesday or to ask a TE to preach. He is considering Alan Carter or Randy Thompson. He will let

Lucas know by October 1, 2022. Wednesday's preacher is Ligon Duncan, and Thursday's preacher is Les Newsom. Once all is nailed down, Lucas will begin work on head shots, bios, etc.

Tuesday worship is planned by IPC/Memphis. Lucas has been working with IPC Director of Worship, James Brown. Dan Forest has been commissioned for the anthem hopefully to be completed by year-end so that Forest can come to Memphis in February 2023 for a workshop with the area choirs participating in the Tuesday service.

Wednesday worship will be coordinated by Matt Howell, Redeemer/Memphis and Ashley Dusenbery, Grace Community/Cordova. They will work with Phillip Himebook, Director of Worship at Grace Community.

Thursday worship is planned by Christ Pres/Oxford and Christ Pres/Fayette County. Kevin Twitt has offered to lead worship.

Based on past precedent, most of the Worship budget will spent on the Tuesday evening service. Like Birmingham, the worship booklet will include all three services to reduce printing cost. Lucas will work with the AC on cover design but would like to see the 50th logo in gold used.

Lucas will speak with Hunter Brewer, Trinity PCA/Collierville, about leading the Prayer effort and then connect Brewer with Sue Pitzner.

Nantz brought to the attention of the group that Wednesday evening worship has a quick turnaround. Lucas agreed and stated that worship needs to hold to 75 minutes. Browning asked if overflow would be in the Cannon Center. One member of the AC thought that worship should be held in the Cannon Center based on his visit to Memphis in August. Nantz and Lucas both recommend the worship services take place in the assembly hall.

FAMILIES: Robson reported that he is working on a revenue number from family registration fees. His committee is doing well and is ahead of schedule based on the 100-day plan published by Browning. Lucy Green may need to request a check for St. Columba Camp as a deposit. Robson is talking with Vargo regarding transportation needs. The next meeting of the Families Committee is September 14, 2022, at 1:00 pm in the IPC Conference Room.

VOLUNTEERS: Murphy reported that he is trying to get ahead of volunteer needs. On his trip to Birmingham, he learned that many volunteer requests had come in last minute. He would like to set-up the volunteer sign-up site soon. He would like to have a list of needs collected prior to asking the Covenant Presbytery churches for their help. Nantz stated that chaplains are a good source for communion volunteers. Nantz noted that the

AC will need volunteers as well and to please refer to the Host Committee manual for those needs.

Lucas noted that IPC is a church that is historically late to sign-up for anything. So, while the volunteer website may be published soon, the reality is that most people won't sign-up soon.

Discussion ensued about directional signage and volunteers who can direct people. Nantz recommended that Murphy resource Atlanta and Dallas GA for volunteer tips.

FINANCIALS: Newsom reiterated that he is seeking funds from various churches within the presbytery and was glad to see the most recent donations that have arrived.

HEALTH/SECURITY/TRANSPORTATION: Vargo has received bids for buses to support the transportation needs of the women, children, and students. In 2021, \$7,000-9,000 was spent. He has received two bids: one at \$24,000 and one at \$19,000 without a trip to St. Columba which may add another \$3,000. He is investigating combining trips on buses to reduce costs. The overall budget for his use is projected at \$20,000 and at this point, health and security has not been factored in. Browning stated that the budget can be adjusted to meet the needs and reality. He asked Vargo to work with Warren to stay in touch with Nantz on security. Nantz stated that 100% of onsite (convention center) security is paid for by the AC. It can be supplemented but will need to see if the convention center has a list of approved vendors. Browning asked Vargo to investigate securing a parking lot near the convention center for volunteers. Nantz will connect with Vargo regarding the additional parking needs.

Lucas added that the Daily Memphian has just reported that the Sheraton plans to add an addition to their current footprint. If construction begins in Fall 2022 or Spring 2023, it will have an impact on those staying at the Sheraton next summer for GA.

Browning will have an initial report for the AC completed soon. He asked the committee chairs to send a summary report to him before September 19, 2022. The report should include the status of plans in the committee chair's designated area. Nantz added that the report can be brief as it should just ensure the AC that work is progressing.

Lucas made a motion to approve the minutes of August 17, 2022, with no corrections or additions. Second by Robson. Minutes approved.

There being no further business, the meeting was closed in prayer by Newsom.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
October 11, 2022
11:30 am

The meeting of the GA 2023 Host Committee Core Group was held Tuesday, October 11, 2022, at 11:30 am at the Renasant Convention Center.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Morgan Murphy, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Members absent – Les Newsom and Jake Vargo

Also attending – Lucy Greene, Cindy Hammons, Leslie Janikowsky, Rebekah Johnson, Angela Nantz (PCA Meeting Planner), Lisa Turner, and Elizabeth Lee.

Following a tour of the Renasant Convention Center and a portion of the Sheraton Hotel, the Host Committee and its guests met briefly in the RCC conference room.

Browning welcomed everyone and thanked them for their time. Browning stated that the information for the General Assembly Information Book (GAIB) was coming in steadily and that he would have it to Angela Nantz by the weekend. He stated that the AC in Atlanta will fill-in the empty blanks of the GAIB.

Nantz stated that she would be back twice prior to GA in June 2023. She is currently negotiating hotel rooms and plans to visit the Crowne Plaza after the meeting. She is running into attrition clauses with many of the hotels under consideration. She stated that many commissioners are now booking through Airbnb, booking .com, etc. especially since Covid. She hopes to get one more hotel, in addition to the Sheraton, under contract and then provide a list of other downtown options.

Lucas asked how to handle questions about where to go in Memphis for entertainment. Nantz advised that the HC can respond however they like on suggestions outside the event space.

Murphy asked if each person teaching a seminar can bring their own room host. Nantz responded that room hosts are assigned to rooms, not to seminars. Room hosts are trained by the AC to handle questions or situations regarding A/V, HVAC, etc. Covenant College works closely with the AC to host seminars. If any high school groups would like to get public speaking experience, room hosting would be a good opportunity.

Browning stated that Gibson's Donuts will be served to the youth. Nantz reminded that no outside vendors are allowed in the RCC. It was suggested that the donuts be served on the bus.

Browning asked what responsibility the HC has for signage. Nantz replied that the HC has no responsibility for signage. If the HC wants something special, let Nantz know so that the look is

kept consistent throughout the signage. There has been some conversation about color-coding floor stickers for different age groups to follow. Nantz said that she would give this some thought. Signage is usually finalized in May.

Nantz stated that the information provided by the HC for the GAIB will be mirrored on the website when registration opens. Release forms would be accessible by a link. Paper forms can be converted to PDFs and delivered by parents at the time of the event. Confirmation emails can include additional information supplied by the HC sub-committees.

Lucas stated that the Daily Memphian has reported that the Sheraton renovations will begin in the first quarter of 2023. Nantz stated that she had received differing information and will check on the dates.

Green asked if Nantz will investigate getting the four ballrooms at the Sheraton for Youth and Children "holding rooms." These age groups will need a space to gather before morning departure and after afternoon return to the RCC. These rooms were not included in the original contract. Nantz will investigate.

Murphy asked about a flyer outlining volunteer opportunities. Browning stated that Covenant Presbytery will take care of the flyers and make sure they are available.

A question was asked about making room for attendees who had not pre-registered. Nantz replied that we are not under any obligation to make room in a room that is at capacity. It is the decision of the HC as to how to manage cancellations and on-site registration.

Johnson inquired about getting trained on the registration system. Nantz replied that the AC is probably going back to Brushfire and dropping RegFox due to price increases. Browning suggested that the AC registration platform can be integrated with Ministry Platform so that IPC staff is not having to learn a second system. ***Note that Warren has determined that Brushfire is incompatible with Ministry Platform. MP does not integrate with Brushfire.

Browning stated that the AC office in Atlanta has received calls regarding security at GA 2023 in light of recent events in Memphis. Nantz stated that the RCC will not know until the spring, the details of security. The expectation is to use RCC contracted security and to supplement with off-duty police officers.

There being no further business, Browning thanked everyone for their attendance.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
December 7, 2022
11:00 am

The meeting of the GA 2023 Host Committee Core Group was held Wednesday, December 7, 2022, at 11:00 am via Zoom.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Les Newsom, Brad Robson, Jake Vargo, and Suellen Warren (GA-HC Coordinator)

Member(s) absent – Morgan Murphy

Also attending –Angela Nantz (PCA Meeting Planner) and Harry Long (Co-Chair GA 2024)

Browning opened with prayer.

Browning welcomed everyone, introduced Harry Long, and asked everyone in attendance to describe their role as it related to GA 2023.

Discussion ensued regarding how far along this group was at this time last year. There was also discussion about the make-up of the Host Committee primarily from IPC. Browning explained the reasoning behind this approach. It was also stated that much of the volunteer effort will hopefully be supplied by other area churches.

The following reports were made:

PCA Meeting Plans for GA 2023 (Angela Nantz): Nantz confirmed that more space is being made available in the Sheraton for children and youth. She has an email out to Ticketmaster regarding the concert. She needs confirmation of the artists from Lucas and Kevin Twitt. Commissioner registration will open in January. Warren sent room requests to Nantz for Host Committee needs. The Crowne Plaza has been contracted with for overflow. Additional hotel options will be listed but Nantz does not expect to get another contract written.

Worship (Sean Lucas): Lucas stated that the details of worship services will begin in January. Three ministers have been identified for the worship services. Lucas will follow-up with Twitt regarding the list of musicians.

Families (Brad Robson): All scheduling information was submitted for the GA Information Book. His committee is on pause for now and will resume work in January. Nantz stated that she would send the first draft of the GAIB soon.

Financials (Suellen Warren): The transportation contract with Cline bus company has been signed and that expense has been added to the budget. Warren thanked Vargo for his work in that regard. Browning noted that supplemental security will be identified and communicated to Vargo. Long asked several questions about the size of the 2023 budget

as he seeks to begin building the 2024 budget. The point was made that the 2023 budget includes a dedicated staff member for two years, the concert, and miscellaneous 50th anniversary expense.

Browning asked Warren to send a copy of the 100-day plan to everyone for their review. There being no further business, Browning thanked everyone for their attendance and Robson closed in prayer.

Respectfully submitted,
Suellen Warren
HC Coordinator

GA 2023 Host Committee
January 04, 2023
1:00 pm

The meeting of the GA 2023 Host Committee Core Group was held Wednesday, January 04, 2023, at 1:00 pm via Zoom.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Les Newsom, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Member(s) absent – Morgan Murphy and Jake Vargo

Also attending –None

Lucas opened with prayer.

The minutes of December 07, 2022, were approved.

Browning reported on conversations with Angela Nantz, John Robertson, and Kevin Teasley regarding the concert budget. He asked the group for any edits or updates to their budget lines. Lucas expects to need 4,000-5,000 worship bulletins for the GA services. He has a deadline of 05/01/23 to send the bulletin to the printer. Browning stated that communion elements will be higher than usual as well depending on crowd size.

Browning reported that he and Warren had met with Morgan Murphy regarding volunteers. A link to a sign-up page is in the works. Second Presbyterian and Christ Fellowship have both agreed to loan their communion trays for GA. IPC will loan its old set along with the new trays recently purchased.

The following reports were made:

Worship (Sean Lucas): Lucas stated he has a Worship Committee Zoom scheduled for January 19, 2023. He will lay out expectations and deadlines. Newsom made an inquiry about the Thursday night service. Lucas expects an RUF-oriented worship service with an order of service that reflects Christ Pres/Oxford. Newsom was told that the worship budget includes funds for musicians.

Families (Brad Robson): Students will be divided into two age groups for the Go Ape outing. This will reduce the need for supervision and volunteers. A deposit needs to be made to Go Ape before they will release the electronic liability form. The link to the form will be added to the confirmation email received by the parent who registers the student. When Robson receives the link, he will send it to Warren who will get it to Angela Nantz. Robson also reported that 4 ballrooms have been reserved in the Sheraton for children and youth drop-off and pick-up. Warren will receive paper forms of general liability and for St. Columba Camp for registered children.

Lucas asked if an FAQ could be put together for the next Presbytery meeting. Browning responded that that GA info will be included in the whitebook.

There being no further business, Browning thanked everyone for their attendance and Newsom closed in prayer.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
February 1, 2023
1:00 pm

The meeting of the GA 2023 Host Committee Core Group was held Wednesday, February 1, 2023, at 1:00 pm via Zoom.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Morgan Murphy, Les Newsom, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Member(s) absent –Jake Vargo

Also attending – Angela Nantz (PCA Meeting Planner), Harry Long and Rich Leino (GA 2024 Co-Chairs)

Newsom was given the opportunity to report or ask questions due to his time constraints. Newsom reported that he is beginning to get questions about volunteer opportunities. Browning stated that a QR code will be made available to members of Presbytery at their next meeting. As far as congregants go, now is the time to put the dates out for planning purposes and opportunities to sign up will follow. Long asked about the number of volunteers needed. Browning stated that there are about 280 slots available. An individual can fill as many slots as they like. It was noted that other volunteer opportunities exist, but the HC is recruiting those persons (youth, children, check-in, etc).

The following reports were made:

Financials (Suellen Warren): Warren reported on the balance of the cash account, \$132,000 and stated that Covenant Presbytery and other Presbyteries are consistently making donations. Lucas asked if IPC is going to be identified as a donor at the upcoming Presbytery meeting. (Covenant Presbytery donations will be published. The IPC donation falls outside the original budget number for Covenant Presbytery). Browning responded that IPC will be identified as a donor. Newsom asked if any of the \$5,000 asks have not been received. Browning stated that most have given in full all or at least 50%. Warren asked Lucas to connect with James Brown on the worship budget specifically regarding the number of orchestra musicians that Brown desires to have.

Worship (Sean Lucas): Lucas has met with his team and has given them a deadline April 1, 2023 for the worship folder. He is working to limit the number of pages to keep the cost down. He expects to need 4,000-5,000 folders. Newsom stated that he is bringing 5-6 musicians from Oxford and asked if the HC can cover the mileage reimbursement. Browning asked Nantz if the AC has ProPresenter. Nantz will check with the production company, IPG. Newsom offered that Christ Pres has ProPresenter. Lucas asked if the worship slides need to be sent to IPG. Nantz said to build them and IPG can run them or we can choose a dedicated person to sit with IPG and run the slides for each worship service. Newsom added that the slides should be uniform (PDF, Power Point,

ProPresenter...) Lucas asked if Newsom's team can assist. Browning stated that he would follow up with Newsom regarding slides for the concert.

Families (Brad Robson): Robson is very thankful that the Sheraton is allowing food for the nursery children to be brought in. He will circle back with Rebekah Johnson for a budget number for Warren. His team has a meeting on Wednesday, February 8, 2023. Robson stated that he is working through how to handle accommodations that may be requested.

Volunteers (Morgan Murphy): Murphy stated that the signup.com site is almost built and is in place. A QR code is available that routes volunteers to the sign-up. The site can be finetuned at any time. Nantz offered to add the link to the GA site. Murphy asked about chaplains and Nantz said that she would send him contact info for someone at MNA.

Nantz reported that the concert information has been submitted to Ticketmaster and that she is waiting to hear when they will go on sale. An insert has been printed to include in the General Assembly Information Book (GAIB). Browning reminded that an overflow room will be available for the concert that does not require a ticket.

There being no further business, Browning thanked everyone for their attendance and Murphy closed in prayer.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
March 1, 2023
1:00 pm

A meeting of the GA 2023 Host Committee Core Group was held Wednesday, March 1, 2023, at 1:00 pm via Zoom.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Morgan Murphy, Les Newsom, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Member(s) absent – None

Also attending – Angela Nantz (PCA Meeting Planner), Harry Long (GA 2024 Co-Chair), Hunter Brewer (Prayer sub-committee)

Browning reported that the HC is in a strong financial position. He also encouraged those in attendance to promote the volunteer sign-up.

Nantz reported that she had a good meeting earlier in the day with Kevin Twit, Warren, and representatives from both the Cannon Center and the production company that supports GA. She stated that commissioner registration is ahead of where it was this time last year. Browning asked if we could expect a second wave of registrations. Nantz replied that typically there is the initial wave and then a trickle in February and March. Some commissioners won't register until much closer to GA.

The following reports were made:

Financials (Suellen Warren): Warren reported on the balance of the cash account, \$137,000 and stated that event waivers for children are coming in steadily.

Worship (Sean Lucas): Lucas reported that the worship folders for GA will have a dark forest green shell with a foil logo on the front and will hopefully serve as a keepsake item. He is working on collecting sermon titles for the worship services. Browning asked Nantz if the original GA pulpit will be available to use. Nantz is confident that it can be moved to Memphis and then possibly to St. Louis for permanent storage. Brewer reported that he is working to recruit 50 people to pray for GA on a regular basis. He asked Nantz about a pre-assembly prayer time and requested a room for that. Nantz asked if he would need A/V support. Browning said that he could help Brewer communicate with Covenant Presbytery.

Families (Brad Robson): Robson has a meeting next week with his Families Committee members and believes that his team is making good progress. Browning presented a few data points regarding the nursery.

Volunteers (Morgan Murphy): Murphy stated that the signup.com site is about 1/3 full. Warren will send the volunteer QR code to Newsom, Vargo, and Brewer to be used within their congregations. Nantz clarified that the women's tote bags cannot be filled at the Cannon Center as space is at a premium. Warren will work with Lisa Turner to have those bags filled at IPC and transported to the Cannon Center. The commissioner bags will be filled at the Cannon Center on the Saturday prior to GA. Browning mentioned that IPC would like to host a dinner for all the volunteers for the purposes of orientation and Q and A.

Transportation/Health/Security (Jake Vargo): Vargo did not have an update but Nantz reported that she is meeting with the RCC on March 28 to discuss security and EMTs. She will ask the Sheraton about EMTs in their space.

Browning encouraged the group to begin writing their post-GA report. It will be due July 15, 2023.

There being no further business, Browning thanked everyone for their attendance and Murphy closed in prayer.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
April 12, 2023
1:00 pm

A meeting of the GA 2023 Host Committee Core Group was held Wednesday, April 12, 2023, at 1:00 pm via Zoom.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Les Newsom, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Member(s) absent – Morgan Murphy and Jake Vargo

Also attending – Angela Nantz (PCA Meeting Planner), Harry Long (GA 2024 Co-Chair)

Robson opened with prayer.

The minutes of March 1, 2023, were approved.

Browning gave an update on registration numbers and concert ticket sales.

Nantz reported that the buses for elementary and women's events will load and unload in between the Sheraton and the RCC. There was some discussion regarding the volunteers recruited by the AC vs. the volunteers recruited by the HC and who provides nametags for those groups.

The following reports were made:

Financials (Suellen Warren): Warren reported that she is working on a process to secure the worship service offerings. The link to Tithe.ly has been sent to Grace Nabholz for printing in the worship folder and for development of a QR code. Children's Permission/Health/Release forms are arriving steadily. Warren sends an email every two weeks to parents reminding them to send all the necessary forms. Registration updates, generated by the AC, are being forwarded from Warren to sub-committee chairs as they arrive.

Worship (Sean Lucas): Lucas reported that the worship service information has been received from the 3 worship leaders. Grace Nabholz is working on the first draft of the worship folder. The covers are in process. Newsom's worship staff will develop and run the slides in ProPresenter for all 3 worship services. James Brown needs to be reminded to secure a piano through Larry Roff. Lucas needs a list of all items that need to be mic'd for IPG. Sound check times were discussed for each service. The AC will transport the original GA pulpit to Memphis where it will be used for committee reports. There was some discussion about having the Memphis mayor welcome the commissioners.

Families (Brad Robson): Robson has been recruiting volunteers and reported that the youth are in a good spot in that regard. Nursery and Children are still looking for help. Robson plans to be at the Info Booth next to Women's check-in with one other person most of the week. He will be available to answer questions as they pertain to Nursery – Youth. We will depend on the Ask Me volunteers for other info. Robson plans to have all background checks completed by May 15, 2023. He asked the sub-committee chairs to begin drafting their post-assembly report.

Newsom reported that he is pleased with the contributions from Covenant Presbytery.

There was some discussion about check-in for nursery through youth. Nantz stated that we can set it up however we like. Robson will turn in a request for tables etc.

Nantz stated that she will make another site visit in early May and that we are welcome to join her for another walk through. She will get back to us with a date. Nantz will send the talent release form which will primarily be used by the worship speakers.

There being no further business, Browning thanked everyone for their attendance and Lucas closed in prayer.

Respectfully submitted,

Suellen Warren
HC Coordinator

GA 2023 Host Committee
May 3, 2023
1:00 pm

A meeting of the GA 2023 Host Committee Core Group was held Wednesday, May 3, 2023, at 1:00 pm via Zoom.

Members in attendance –Robert Browning (Chairman), Les Newsom, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Member(s) absent – Sean Lucas, Morgan Murphy, and Jake Vargo

Also attending – Angela Nantz (PCA Meeting Planner)

Browning opened with prayer.

The minutes of April 12, 2023 were approved.

Browning gave an update on the volunteer registration and an overview of the volunteer training on May 23. He also gave an update on the worship booklet and let Newsom know that Lucas would get slide information to him.

Nantz gave an update on registration numbers compared to this time last year.

The following reports were made:

Financials (Suellen Warren): Warren reported that revenue from family fees is coming in along with revenue from other Presbyteries. Checks for expenses are getting cut once a week and registration forms for children continue to arrive.

Families (Brad Robson): Robson reported that he will communicate with Cline Tours (bus company) regarding signage for the buses as well as contact info for the bus drivers. He has asked his sub-committee chairs to submit a draft of their post-assembly report by May 15.

Newsom is working with Lucas on worship matters. He will make an appeal at the next Presbytery meeting for contributions.

Warren stated that she would send a Covenant Presbytery donation update to Newsom following the meeting.

Nantz reported that she has a new contact at both the Sheraton and the RCC. There was some discussion regarding the upcoming site visit on May 8.

Browning went through the slides that will be used at the volunteer dinner for parking instructions.

There being no further business, the meeting was adjourned, and the Zoom turned over to Nantz and Warren.

Respectfully submitted,

Suellen Warren/HC Coordinator

GA 2023 Host Committee
September 11, 2023
3:00 pm

A meeting of the GA 2023 Host Committee Core Group was held Monday, September 11, 2023, at 3:00 pm via Zoom.

Members in attendance –Robert Browning (Chairman), Sean Lucas, Brad Robson, and Suellen Warren (GA-HC Coordinator)

Member(s) absent –Morgan Murphy, Les Newsom, and Jake Vargo

Browning opened with prayer.

Browning thanked the group for their efforts toward General Assembly. Browning reported that all the GA bills had been paid and that we have a surplus to be distributed.

The following reports were made:

Financials (Suellen Warren): Warren reported that the balance of the checking account is \$36,427.27.

A motion was made to return the surplus to the national committees and agencies that gave gifts toward GA including: Covenant College, Covenant Theological Seminary, PCA Foundation, PCA Mission to the World, Reformed University Fellowship, Ridge Haven Conference Center, PCA Administrative Committee, and Geneva Benefits Group. The surplus will be divided proportionally as they contributed to GA 2023. Geneva Benefits will receive 23% and all others will receive 11%. Motion Seconded. Motion passed.

A motion was made that the Chairman and GA Coordinator be tasked with finalizing the post-GA report and submitting it to the AC. Motion seconded. Motion passed.

A motion was made that the Chairman be asked to give the final report to Covenant Presbytery and request that our committee be dissolved. Motion Seconded. Motion passed.

A motion was made to allow the Chairman and the GA Coordinator to approve these final minutes. Motion seconded. Motion passed.

There being no further business, the meeting was adjourned, and closed in prayer.
Respectfully submitted,

Suellen Warren/HC Coordinator