

Kootenay Presbytery

340 Admin Policy

HOSTING KOOTENAY PRESBYTERY

Policy Type: Administration, Communications & Finance
Adoption Date: October 11, 2007
Modification Date:

**PLEASE MAKE SURE YOU READ THESE GUIDELINES AHEAD OF TIMES
AS THERE HAVE BEEN SOME CHANGES MADE**

Registration

There is a need for someone within the local congregation to receive and coordinate registrations (the registrar).

Registration forms will be sent, along with the proposed Agenda, and information about hotels, motels, B & B in your area, copy of the music to be sung by the choir at the Sunday Service and any other pertinent information that the delegates will require, by the chair of the Administration, Communication and Finance Committee.

The deadline for registration is usually 10 days prior to Presbytery (however expect late ones!).

You should receive a list of all who have received registration packages.

Name tags should be prepared by your committee along with local information and possibly pen and paper. **You should have the name tags from the previous hosting**

Congregation.

Once the registrar receives the complete registration form make sure that any food allergies and billeting needs are given to the appropriate person on your committee.

Registration Fees

Each congregation is responsible for the Order of Ministry Personnel and any Representative(s) or other person that they wish to send.

Presbytery is responsible for Members at Large who are appointed.

Presbytery will pay for anyone that we personally invite to our meeting eg. Member of B.C. Conference, or workshop facilitator (s). We will not pay for accommodation as in most cases this is covered or there is the opportunity for billeting.

IF ANY OTHER PERSON CONTACT YOU ABOUT ATTENDING AND IT MIGHT REQUIRE FINANCIAL OBLIGATIONS FROM KOOTENAY PRESBYTERY PLEASE CONTACT THE CHAIR OF THE ADMINISTRATION, FINANCE AND COMMUNICATION COMMITTEE.

Anyone can attend Presbytery meetings but it will be at their own expense, but should notify the Chair of the A,F,C committee to get a Registration Form and pertinent information.

If you are in doubt about who is paying please contact the chair of the Administration committee.

When you receive the presbytery fees these are to be kept for the Presbytery Treasurer. Please keep a list of all who are attending and how they have paid or if they are Members at Large that are paid by Presbytery or someone who has been authorized by the Chair of the Administration Committee to have their fees paid by Presbytery. The Presbytery Chair will get together with the Registrar and reconcile the books and issue a cheque to the host congregation. Please remember the fees belong to Presbytery not the host congregation!!

Music

If you have a choir and plan to ask the choir plus members of Kootenay Presbytery to sing during the Sunday service could you let the person sending out the registration forms know which piece is being sung. If you don't have a choir there will be enough members of presbytery to form a small one! Please advise if you require Presbytery members to bring copies of Voices United. Choir practice is usually one hour before the service.

Banner:

We have a welcome banner which should be passed to you from the previous host charge.

Billeting

There is a need for someone in the local congregation to take the billeting information from the registration forms and to solicit and coordinate billets to meet the needs of the delegates. The billets should be made aware of the fact that they only have to provide breakfast on Saturday and Sunday. It has worked well when the names, address and telephone number of the billet are placed on a removable card behind the name tag. Make sure someone is there to introduce the billets to their host family. Keep in mind whether someone has their own transportation to and from their host family and any pet, smoke or food allergies.

Name and address of the registrar and hotel, motel, B & B information and a map showing where the church is should be given to the person sending out the registration forms at least 2 months in advance.

Accommodation

The local church is required to provide the following:

- an assembly area for general meetings of Presbytery for up to 75 delegates and visitors.
- meeting places for 4 Divisions, ranging in size from 5 - 20 persons.
- provision for a worship service including Holy Communion, on Sunday morning.

Meals

Meals for delegates and invited guests are required.

Registration fees provide for payment of \$6.50 per lunch and \$11 per dinner.

Hot and cold beverages and snacks are required for breaks.

Please check registration forms for dietary needs.

If you decide to invite guests eg the Mayor for any meal that will be your expense. Some people request bag lunches if they are unable to stay on Sunday afternoon. During the meeting on Saturday please remind the chair to ask if these lunches are still required as circumstances can change once they attend and see what is still to be discussed.

Parking

Please make sure that there is adequate parking provided and ensure that if alternate arrangements are used the delegates vehicles **are not ticketed**.

Visual Aids

Equipment which might be needed:

- VCR and TV
- Overhead projector and screen
- chalk board
- flip chart and paper

Please advise the chair of Administration Committee if these are not available.

Photocopying

It would be convenient to have access to a photocopier. Kootenay Presbytery is working very hard at doing minimal copying. You will be reimbursed at 10c a copy. Please make sure this copier is available right from the start of Presbytery and not locked away in an office!!

Book Display

Usually staff members from the KO Resource Centre are invited and attend the meeting and will bring the books with them. They will need an area where they can set up and leave their books on display from Friday night to lunch time on Sunday.

Youth

You will note that there is a youth representative. This person is treated as a regular delegate for billeting etc. We are encouraging youth to attend our Presbytery meetings. Contact the youth leader and see what they need if more youth are attending.. Many times they like to sleep in the church buying and preparing their own breakfast needs. We will advise if we are planning a parallel youth event which means more youth will attend.

Saturday entertainment

Usually we ask the hosting congregation to provide a “surprise” for Saturday . However we would ask that you check with the Executive ahead of time as sometimes that time is needed for business. Don’t hesitate to include the delegates eg a talent evening.

Sometimes it may be more convenient to do something during the day eg visit Museums etc. which are not open in the evening. We are doing our relaxed events during the day and continuing the meeting into the evening.

Luggage

Please ensure that there is a secure spot for delegates' luggage until their billet meets them.

Any further questions concerning the hosting of Kootenay Presbytery meetings may be addressed to the chair of the Division of Administration, Communication and Finance.

Sarah 250-365-6788 or tupholme@telus.net