

## HOSTING CLASSIS EASTERN CANADA

Thanks for your willingness to host the next meeting of Classis. Here is some information to help with planning and set up of Classis meeting. If you have any questions feel free to contact me @ [cecstatedclerk@gmail.com](mailto:cecstatedclerk@gmail.com) or 905-626-1829.

### Meeting Space

- Entrance or foyer
  - Table for registration. The classis host liaison, Jean Lauziere, will bring name cards for the tables. He will handle registration, distribution of name tags, signing of the Covenant for Officebearers, and collection of classis credentials from any delegates that didn't send them in advance.
  - 2-3 display tables to be available for guests representing ministry agencies who would like to set up a display.
- Classis requires two main spaces: preference is one room for meeting, and a separate room for eating.
- Meeting Space requirements:
  - Sound/Media capability for presentations, etc.
  - If possible space to be private if executive sessions required.
  - A head table set up for three people with computers, etc.
  - Mikes: 2 @ head table; podium for speakers; 2 floor mikes for delegates.
  - Table space for 60 delegates; round tables; "U" or "Chevron" shape.
  - 1 table for treasurer or others who may need one.
  - 10 chairs around walls for guests and others.
  - Power bars and extension cords at tables for delegates to plug in laptops. Please tape down electric cords to prevent tripping hazards.
- The eating space needs to accommodate 70 people. Buffet style seems to work well in most churches.
- Two to three classrooms for committee meetings.

### Equipment

- Access to photocopier in case delegates requires copies of reports, etc.
- Computer with a printer in case a report needs to be printed & copied for delegates.
- Access to Wireless internet – please give password to stated clerk
- Media presentation access – many presentations include PowerPoint, etc. It would be great if sound and media technician was present for meeting.

## Food

We anticipate about 65 people for most meetings.

- Friday
  - 9:00 a.m. – snacks, coffee/tea, juices – most delegates will be arriving after driving quite a distance or via early morning flights from the Maritimes, so a continental style breakfast is appreciated: e.g. muffins, bagels, cut fruit, yogurt, etc.
  - Noon – A soup & buns style of lunch is fine.
  - 3 pm or so - beverages and a light healthy snack.
  - 5:30 - 6 pm supper – A warm meal is always appreciated. Sometimes a traditional meal is served. Feel free to use your culinary creativity.
  
- Saturday
  - 8:15 a.m. Some delegates had breakfast at billets. Coffee/tea/juice + snacks.
  - Mid-morning - similar to the Friday afternoon break
  - Lunch – Sandwiches, fruits/vegetables, soup (optional), light dessert. Some delegates may need brown bag lunch for on the road. Please be aware that if classis has a light agenda, it may adjourn as early as 10:30 or 11:00. Some delegates depart immediately but most stick around for lunch.
  
- *Host church asked to limit use of bottled water unless local water not suitable to drink.*

All food costs are reimbursed by the classis treasurer, Eva Reitsma. Please limit food expenses to \$1,800 if possible. Classis also pays a \$150 stipend for the church custodian.

## Devotions

The host church is asked to lead classis with opening worship lasting no longer than 20-25 minutes.

## Transportation

The host church is asked to make travel arrangements for Maritime delegates from and to Ottawa International airport. Most delegates arrive early Friday morning and need to be brought back on Saturday after lunch [12 – 20 delegates]. Drivers can park in short-term parking or cell lot if drivers have cell number of incoming delegates.

All delegates are asked to fill in form providing all their flight information. As well local delegates are asked if they can help with Friday pickup or Saturday drop off. The stated clerk will provide this info to the host church.

## Accommodations

Some Maritime delegates require local billets for Thursday and Friday evening. Local delegates are asked if they can provide accommodations for male and/or female delegates to lessen host families. It is advisable to have one or two back up homes

available in case there is a delegate or two that didn't get signed up properly. Please take into consideration "Safe Church Practices".

**Keeping Track of Hosting Classis**

Delegates are all asked to fill in a form to be emailed to the stated clerk. The clerk will share the transportation and accommodation info with host church liaison who will make transportation and accommodation arrangements

**Some planning tips:**

Appoint a host church liaison with sub-teams to divide the workload effectively, such as:

Food: a team to coordinate food arrangements.

Accommodation/Transportation: a coordinator to keep track of billeting/ transportation. Billet families are asked to provide delegates breakfast on Saturday.

Venue and media/sound technician: a team to make sure tables and other equipment are set up and ready to go.

Worship: a team to lead worship on Friday morning.

Make a list of the tasks that need to be done and assign them to the appropriate team. Start early asking for volunteers. Sample bulletin announcement

**Hosting Classis:** We will be hosting classis on \_\_\_\_\_ and are looking for help with the following: 1) billeting delegates one or two nights; 2) providing transportation to and from the airport; 3) serving and/or cleaning up for meals; 4) providing and/or preparing meals; 4) helping set up tables and chairs; 5) participation in opening worship on Friday morning.

Don't hesitate to contact the stated clerk if you need assistance.



Feel free to use, adapt, or not use sample notes for those providing accommodations or transportation.

**Sample notices for those helping with accommodation.**

Hello \_\_\_\_\_

Thank you for helping to provide overnight accommodations for Classis delegates. You will have the privilege of hosting: \_\_\_\_\_ from \_\_\_\_\_ CRC.

- On Friday evening please pick up your guests at the church from 8:45 – 9 pm.

