

SOUTHWEST WISCONSIN ASSOCIATION, UNITED CHURCH OF CHRIST
MEETING PLANNING
HOST CHURCH RESPONSIBILITIES

This guide will provide further explanation of responsibilities, but here is a summary of things that a host church will provide:

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| 1. Food Service | 5. Welcome from the Moderator, Council
President or Pastor |
| 2. Worship and meeting space | 6. Ushers, hosts and meal service people |
| 3. Table for Registration | 7. An Organist or Pianist |
| 4. Signs directing people to meeting
area/rest rooms | 8. A Welcoming Spirit |

FOOD SERVICE: Please have beverages, donuts, bars, or cookies available during registration. A snack on arrival is very much appreciated. Suggestions for beverages: regular and decaf coffee; cold water; hot water for tea; possible fruit juices. It would be nice to have beverages available throughout the day.

We will need a lunch for all delegates, clergy, visitors and speakers (approximately 120 people). Dinner will be served from 5-5:45 p.m. If you need assistance in planning, please feel free to call the office (608) 244-3350).

WORSHIP: Reverend Mutton plans the worship service; feel free to call him with questions or concerns.

REGISTRATION: The Association Office Secretary, Carol Mirshak, will provide materials for registration. You will need to provide a table for registration, signs directing persons to registration and from there to refreshments and other meeting areas.

WELCOME: If the Moderator/Council President of your church is available to give a welcome, he or she could greet the delegates and clergy, offer them a welcome, orient them to the building and say a few words about your church. If your Moderator/President is not available, another leader or the Pastor may provide this welcome.

COSTS: There is a registration fee for all persons attending the meeting. The host church receives up to \$10.00 per registrant to cover meal costs. You will be notified a few days in advance of the number to expect. Plan on some extra folks who forgot to register or decided to come at the last minute. Submit your bill to Carol at the Association Office for reimbursement following the meeting.

SPACE NEEDS: Association meetings usually take place in the church sanctuary. Meal service is in the dining or fellowship room. We try to plan meetings in which delegates will mostly be in one large group for smaller churches which might not have additional meeting space. PA systems for the sanctuary and the dining room are **very important**.

CHILD CARE: Child care is offered on the registration form. We ask persons coming to indicate the need for this service and will let you know a week or so in advance if the service has been requested. If needed, please provide a room and a babysitter. The Association will pay for the service.

OTHER QUESTIONS? Please feel free to call upon the Association Minister or any member of the planning committee for help in your planning arrangements. We are grateful for your hospitality and want to help you create an atmosphere of welcome for all clergy and delegates and help you enjoy yourselves as you serve as our hosts.