



CHRISTIAN
REFORMED
CHURCH

CLASSIS HURON - OFFICE OF THE STATED CLERK

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Expectations of Host Church

July 2015

- a. Seating arrangements for Classis Delegates should be set up in such a way that delegates are able to see each other face to face, preferably at around tables of 6. These should be set up in such a way that delegates have an unobstructed view of the chair and head table. Where round tables aren't available, rectangular tables may be used. These may be placed end to end so that delegates will have a view of the chair and head table, or if there is sufficient room, the rectangular tables may be set up one behind the other so that all delegates will sit at only one side of the table and so have a view of the chair and head table. 66 chairs are required for delegates 22 Churches with a Minister, Elder and Deacon delegate [as per Synod 2015] at tables. Additional chairs should be available along the side, or at the rear of the room, for guests. There should be a head table with three seats.
- b. Meals should be prepared for approximately 75-90 people.
- c. Refreshments – coffee, tea and cookies/cake/muffins – should be available at 8:30 a.m., at the morning break at about 10:30 a.m., and at about 3 p.m.
- d. A hot meal should be provided at 12 noon, with soup and sandwiches at around 5 p.m.
- e. An appropriate sound system should be in place for the head table and at the lectern for presenters.
- f. A balloting committee of at least three members of the host church are to be available for distributing, collecting and counting ballots where they are needed. The host church is to provide blank ballots.
- g. The doors are to be open at 8 a.m. to facilitate the start of the meeting at 9 a.m.
- h. Foyer space and tables are to be available for delegate registration at arrival. This will require two rectangular tables. One is for the Credentials Committee to use as a registration table; there should be 4 chairs with this table. The second table should have blank name tags and pens for delegates to create their own name tags. The Clerk will have pre-printed name tags for pastor/elder/deacondelegates and special guests, and this second table will also be used to display them.
- i. Break-out rooms and facilities for small groups should be available as needed.

The host church will be remunerated at the amount set annually in the budget. The budget provides for payment of all food purchased by the catering committee plus an amount of \$500 for the service provided by the catering persons. It is assumed that there will be no charge by the church for the use of the facilities for the duration. (Should members of the host church submit home baking to the cause, a value should be placed on those items so that Classis pays for all of the foods available on that day)

**Invoice for the final cost should be submitted to the
Treasurer of Classis Huron:
John Bell, 11 Smart Street, Guelph ON N1G 4L4
519 822-8144
clhuron.treasurer@gmail.com**