

## Site Committee Guidelines

10/2007(kmc)

The host church shall be responsible for the following:

- Gather and submit lodging information to the Council delegation for dissemination in a timely manner (preferably at the final business session of the preceding council; or no later than 60 days prior to the subsequent council start date).
  - Provide accommodations for a securable business office onsite for the duration of the council
  - Provide a meeting room on Thursday for the executive board (seating for no less than ten members of the Bishop's Cabinet).
  - Provide VIP parking for the Diocesan Bishop and the Chairman of the Council.
  - Provide a meeting location for the Ministers Alliance
  - Provide a meeting location for the Minister's Wives
  - Provide a location for Children's ministry (Saturday only)
  - The host church may collaborate with other churches and the Site Committee for support as needed, i.e. for ushers, food service, public address systems, transportation, set up and breakdown.
  - Secure Council banner from the previous host and post on location
  - Food service provisions are at the discretion of the host church and must be communicated to the council delegation in a timely manner.
    1. The host church shall be given a love offering in the amount of \$ \_\_\_\_\_ to help defray the cost / expense of hosting the council.
    2. The host church is entitled to the Sinking Fund to help defray food cost.
  - Notify committee of any changes or issues.
- The Site Committee shall be responsible for the following:
- Follow the established council location rotation and schedule. Should a pastor decline to host per the established rotation and schedule, the next church in succession shall be given opportunity to host.

- Any changes or deviations must be approved on motion by the council delegation.
- Site committee shall confirm with host pastor the specific location and dates.
- Visit the host location when necessary to verify adequacy of facilities and accommodations. Address and resolve issues in a timely manner.
- Site Committee shall make lodging reservations for the Diocesan, the Council Chairman, VIPs and any special guest at the recommendation of the host pastor.
- Submit a written report during the Friday Business session at each Council.
- Provide lodging information and instructions if available.
- Complete a process evaluation and submit results during the October session to the Diocesan and Council Chairman.