

## PLANNING SHEET FOR CHURCHES HOSTING REGIONAL MEETINGS

Thank you for hosting a meeting of the Rocky Mountain Regional of IFCA International. We pray that the meetings will be a blessing and encouragement to you and the people of your church. Below are some guidelines and suggestions that previous host pastors have found helpful. Those items that are preceded by an asterisk (\*) need to be discussed with and approved by the Regional Executive Committee before being finalized.

### AT LEAST 6 MONTHS BEFORE THE REGIONAL:

**\*Finalize the dates** for the Regional and the starting and ending times.

**\*Select a main speaker for the meetings.** He will usually speak 3 times, depending on the length of the meetings. He may be a guest speaker that your church is having speak at services before and/or after the Regional meetings. (The Regional will usually help with an honorarium for the speaker, but if he has travel expenses, your church would normally cover them. Also, if he is speaking at your church apart from the Regional meetings, you would want to provide for an additional honorarium. Please discuss these financial arrangements with the Executive Committee if you have any questions.)

This plan can be varied if you use a number of different speakers who each only speak one time. Again, discuss it with the Executive Committee.

All speakers should either be members of the IFCA or be in agreement with the Doctrinal position and practice of the IFCA. Provide the speakers with the IFCA Doctrinal Statement, if necessary. Try not to have speakers that will cause an uncomfortable situation for either the speaker or the men and women of the Regional. Content for the messages should be Biblical in nature and something that will feed us spiritually.

### AT LEAST 2 MONTHS BEFORE THE REGIONAL:

**\*Finalize the exact schedule for the meetings.** Specifically, please allow time for the following:

- Regional Business Meeting (1+ hours)
- Time for sharing Missionary Reports and prayer (1+ hour)
- Prayer time (1 hour-although it could be combined with the Missionary report time, if a longer time period is allowed).
- At least some free time for unstructured fellowship. (***A sample schedule is attached which you can revise as you wish.***)

Send a copy of the final schedule of the meetings to the Regional President. (He will then have time to forward a copy to whoever is preparing the mailing to the men.) Include a map to your church.

Request that those planning to attend notify you by mail, email, or phone and that they let you know:

- how many will be in their party, (this will help you plan for snacks, coffee, seating, etc.);
- if they need lodging (and for which nights, if applicable)
- if they will be present for meal(s) your church provides, etc.
- if they have any other special needs.

For any meals that your church cannot provide, please prepare a list of acceptable restaurants where we can eat. A map showing those restaurants would be helpful.

Find out how many people from your church (or neighboring churches) could provide housing, and whether they could house one or more single men, or a couple or two. Hosts and hostesses should plan to provide breakfast for their guests, if possible.

If you are not able to offer housing, or, if you anticipate that you will not be able to offer enough housing, then check on rates at local motels, and include rate information (including name, address, and phone numbers of motels) with the schedule you send the Regional President.

Check with the Regional President and with the Board members of Rocky Mountain Bible Church Mission to see if they would like to have their Executive Committee meeting and Board meeting at your church before the Regional meetings start. If so, find out what they will need for their meeting room(s). If it is possible, it would be nice if the church could provide something like coffee, hot chocolate, or punch for those meetings.

**\* Plan the Women's Meeting Schedule.** Women normally meet separately during the Business Meeting and can also meet separately during the prayer time and the Missionary Report time, depending on the situation. The speaker/leader for the Women's meetings may be:

- The wife of the main guest speaker, or Your wife,
- The wife of the Regional President,
- The wife of the Director of Rocky Mountain Bible Church Mission, or,
- Some other woman who is qualified.

(The qualifications for the speaker for the Women's Meeting are the same as for the main speaker.)

It is a nice gesture if your women can provide some little gift or memento for the women who attend, but it is not required.

#### **WITHIN THE TWO MONTHS BEFORE THE REGIONAL:**

- Keep track of those who call or write to say that they are planning to attend, which meal(s) they will be present for, and those who will need lodging. (Expect some who do not notify you.)
- Arrange for a pianist and song leader for the general sessions.
- Schedule special music (if possible) for the evening service.

#### **DURING THE REGIONAL MEETINGS:**

- Set up a table for registration and name tags.
- Provide tables for RMBCM, IFCA, and other missionary displays.
- Provide a separate meeting place for the women's meetings.
- Provide coffee/tea/hot chocolate/punch and other snacks (donuts, fruit, crackers and cheese, etc.) at appropriate times.
- If possible, provide at least one meal for all men and wives attending. Provide an offering basket for the attendees to help defray the cost of providing the meal.
- Provide offering plates or baskets for the Regional offering, and either special music or an "offertory."

#### **AFTER THE MEETINGS ARE OVER:**

- Breathe a sigh of relief!
- Thank God for the blessings of the Regional.
- Thank your people for their help and hospitality.