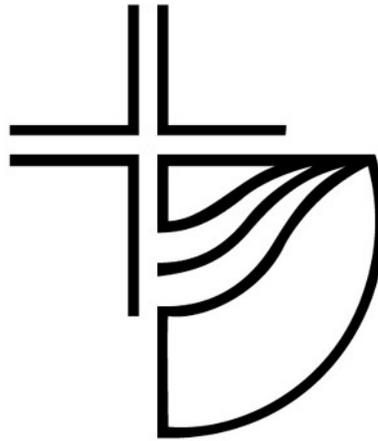


**Pacific Southwest District  
Program Committee  
Guidelines & Checklists**



**2015 Continuing Update**

[www.pswdcob.org](http://www.pswdcob.org)

[www.pswdcob.org/distconf](http://www.pswdcob.org/distconf)

**Program Committee Policy Statement**  
**Complimentary Registrations to Host Church**  
**January 7, 2006**

In an effort to encourage and support local churches in their willingness and ability to host District Conference and to recruit the needed volunteers to create a successful event, Program Committee sets the following policy related to Complimentary Registrations:

Registration for District Conference is required of all participants and assures that participants are covered by liability insurance. Paying the registration fees helps cover the costs of District Conference and is greatly appreciated. **Complimentary registration** for District Conference can be extended by the host congregation to all persons who are serving in positions of leadership named in the *Program Committee Guidelines & Checklists*. This also extends to those persons who are recruited as volunteers to support the leadership roles. Registration will be complimentary for those persons if their primary reason for attending or working at the District Conference is to volunteer in support of the program of District Conference. The extending of Complimentary Registration is at the discretion of the On-Site Coordinators in consultation with the Program Committee Chair.

While registration will be complimentary, volunteers will need to sign-up and pay for any conference related meal events that they plan to participate in.

Pacific Southwest District Program Committee

# Contents

<b>By-Laws, &amp; Conference Date and Locations</b>	<a href="#"><u>2</u></a>
<b>District Conference Program Committee Responsibilities</b>	<a href="#"><u>4</u></a>
<b>District Conference Program Committee Assignments</b>	<a href="#"><u>5</u></a>
<b>Host Church Assignments</b>	<a href="#"><u>6</u></a>
<b>On-Site Coordinator</b>	<a href="#"><u>7, 8</u></a>
<b>Exhibits / Displays</b>	<a href="#"><u>9-10</u></a>
<b>Equipment and Facilities</b>	<a href="#"><u>11</u></a>
<b>Facilities Requirements Worksheet</b>	<a href="#"><u>12</u></a>
<b>Financial Secretary / Treasurer</b> <i>(See also Registration p.22)</i>	<a href="#"><u>13</u></a>
<b>Food Services</b>	<a href="#"><u>14</u></a>
<b>Food Service Request Form</b>	<a href="#"><u>15</u></a>
<b>Housing</b> <i>(General Information)</i>	<a href="#"><u>16</u></a>
<b>Housing Worksheet (Hotel / Motel)</b>	<a href="#"><u>17</u></a>
<b>Housing Worksheet (Recreational Vehicle / Camper Facility)</b>	<a href="#"><u>18</u></a>
<b>Information Table</b>	<a href="#"><u>19</u></a>
<b>Maintenance and Clean-Up</b>	<a href="#"><u>20</u></a>
<b>Parking</b>	<a href="#"><u>21</u></a>
<b>Registration / On-Site Registrar</b> <i>(General Information)(See also Financial p.13)</i>	<a href="#"><u>22</u></a>
<b>Registration Personnel Worksheet</b>	<a href="#"><u>23</u></a>
<b>Registration Equipment Worksheet</b>	<a href="#"><u>24</u></a>
<b>Transportation</b>	<a href="#"><u>25</u></a>
<b>Ushers and Greeters, and Moderator's Tellers</b>	<a href="#"><u>26</u></a>
<b>Music and Worship Coordinator</b>	<a href="#"><u>27</u></a>
<b>Worship Leader</b>	<a href="#"><u>28</u></a>
<b>Hymn Leader</b>	<a href="#"><u>29</u></a>
<b>Choir Director</b>	<a href="#"><u>30</u></a>
<b>Director of Musical Instruments</b>	<a href="#"><u>31</u></a>
<b>PSWD Youth Advisor</b>	<a href="#"><u>32</u></a>
<b>Children's Activities Coordinator</b>	<a href="#"><u>33</u></a>
<b>Nursery Coordinator</b>	<a href="#"><u>34</u></a>
<b>Hospitality / Prayer Room</b>	<a href="#"><u>36</u></a>
<b>Expense Reimbursement Form</b>	<a href="#"><u>37</u></a>

(Complete editions of the PSWD Constitution and By-Laws are available from the PSWD Office by request, or on our web site: <http://www.pswdcob.org/ministries/dc-committees> )

## **Article II. District Conference.**

**E. Officers and Duties.** Officers of the District Conference are the Moderator, the Moderator-elect, and the Clerk. The Board chair and the District Executive Minister(s) are ex-officio.

**E.1.c. The Moderator. Duties:** The moderator prepares the agenda for District Conference, in cooperation with the officers of District Conference; becomes familiar with parliamentary procedure; presides at the business sessions of the District Conference; appoints tellers and timekeeper; chairs the Program Committee; . . . may deliver a moderator's address at the annual District Conference; . . .

**E.3.c. The Clerk. Duties:** The Clerk . . . records the minutes of the District Conference, and in cooperation with the District Executive Minister(s) prepares the minutes for publication and distribution to the local congregations; forwards to the Annual Conference secretary any queries passed to Annual Conference by the District Conference; assists in the interpretation of the minutes of the District Conference; . . .

**F. Time and Place.** District Conference is held annually in October or November as determined by the District Board of Administration. (*Compare with policy recommendation on next page*)

The location of the meeting is determined by the District Conference, alternating in the northern and southern areas of the District when possible.

### **I.2. District Conference Committees.**

District Conference Program Committee. The District Conference Program Committee consists of seven members: Moderator, Moderator-elect, and five persons elected by the District Conference. The Moderator shall chair the Program Committee. An elected member serves for three years and may serve two successive terms. Terms are staggered so that one or two members are elected each year. The Board Chair; the President of Pacific Southwest Women, or her representative; and the District Youth Coordinator, in years when this or a similar position is filled, serve ex-officio. The committee is responsible for planning the conference program, obtaining leadership, and making all necessary arrangements for the conference, in cooperation with on-site representatives.

**Article IV.A. District Personnel: District Executive Minister.** . . . The District Executive Minister serves as . . . an ex-officio member without vote of the Board and its committees and the committees of the District.

### **PSWD Policy: (from 2003 Manual)**

- The District Executive Minister signs, or delegates the signing of all contracts.
- A registration form must be completed by all volunteers whether or not they are paying participants at conference.
- Volunteer Registration: See new 1/7/2006 policy (printed facing the table of contents)
- All Child Care programming, including Nursery through Youth Group, must have the "Child Abuse Prevention Packet" completed by all volunteers and turned into PSWD office before conference.
- Volunteer Drivers, who provide any transportation during Conference shall provide copies of their drivers licence and proof of insurance.
- The PSWD Program Committee establishes parameters as to who will be invited to exhibit their materials. "2012 District Conference Guidelines For Exhibit Space and Literature Distribution"
- The PSWD Program Committee arranges for space and local hosts several years in advance.  
[www.pswdcob.org/distconf](http://www.pswdcob.org/distconf) & pages [9-10](#) below.

**Other Duties:** PSWD finance office will record all receipts and expenditures, and then prepare a financial summary for the Program Committee. Program Committee will use the financial summary to prepare a budget for the next year, and give the budget to the PSWD Stewards before their Spring meeting.

## Recommendation for District Conference Date and Locations

### History and Background

Program Committee has been working for the past several years on ways in which to simplify the planning and organization of the Pacific Southwest District Conference. We have intentionally allowed for more time to focus and “reflect the full call to be a place for business, worship, education, and fellowship. We envision District Conference being an event that equips attendees to return to their congregations with both renewed vision and skills for ministry.” (Program Committee Vision Statement, 2006)

One part of moving in this direction involved finding a consistent date on which to hold the District Conference, and to look for facilities to host District Conference that could handle much of the work that had been done by volunteers from nearby local congregation(s). This decision was made because most of our congregations do not have the facilities or membership to host a District Conference. However, concerns about travel expenses to locations that are not near major airports have been raised by delegates in the past few years.

The 2009 District Conference approved a recommendation that established the second weekend of November as the date for District Conference. District Conference in 2009 and 2010 were hosted at a hotel and at Hillcrest, respectively, with positive responses to this kind of arrangement by most of the attendees. Hillcrest has been very receptive to hosting us and have been wonderful partners to work with in planning the conference. The District Conference will be hosted at Hillcrest again in 2012.

### Current Understanding

Pacific Southwest District Constitution and By-Laws, Article II/ F:

*“District Conference is held annually in October or November as determined by the District Board of Administration. The location of the meeting is determined by District Conference, alternating in the northern and southern areas of the District when possible.”*

### Rational for Recommendation

The Program Committee has considered several options, and believes that it is best that we move to a rotating location schedule that seeks to utilize hotels, conference facilities, and other locations that are near major airports. We would continue to move the conference throughout the District while recognizing the location of the membership within the District, and where the travel centerpoint is located.

### Recommendation

For the above reasons we recommend that the date and location for District Conference schedule be the following:

*Pacific Southwest District Conference will be held annually on the weekend including the second Saturday of November.*

*The location of the District Conference as determined by the Program Committee and will, when possible, follow a rotating schedule in the district by meeting:*

*2 years at a site in the Los Angeles/Southern California area;*

*1 year at a site in the Phoenix, Arizona area;*

*2 years at a site in the Los Angeles/Southern California area;*

*1 year at a site in the Sacramento/Northern California area.*

### Action of the Pacific Southwest District Board of Administration:

The District Board of Administration, meeting at the Hillcrest Retirement Community, La Verne, California, on August 27, 2011, unanimously approved the recommendation for consideration by the Pacific Southwest District Conference on November 12, 2011.

## District Conference Program Committee Responsibilities

### Speakers:

Arrange for speakers for Friday evening, Saturday evening and Sunday morning.

### Worship Leaders: (p. [28](#))

The Program Committee appoints Worship Leaders.

Worship Center (viewable during worship and business sessions) is designed by Moderator and Program Committee, the on-site coordinator can seek local assistance if asked.

The Worship Leader may serve as the coordinator of the service and works closely with the Music and Worship Coordinator.

### See the following for responsibilities:

Music and Worship Coordinator (p. [27](#))

Worship Leader (p. [28](#))

Hymn Leader (p. [29](#))

Conference Choir (p. [30](#))

Director of Musical Instruments (p. [31](#))

On-Site Coordinator (p. [7](#), [8](#))

PSWD Youth Advisor (p. [32](#))

Children's Activities Coordinator (p. [33](#))

Nursery Coordinator (p. [34](#))

Hospitality (p. [36](#))

### PSWD Women's Meetings:

The Women's President arranges for and is in charge of Women's Luncheon, including speakers and program. It is also her responsibility to coordinate the luncheon with the host venue. The Women's Board reorganization meeting usually follows the luncheon.

### Board of Administration sponsored Dinners:

- Friday Evening: Has often been a "pastor/minister/missionary" dinner.
- Saturday Evening: Has often been a "church planting/outreach" dinner.

All planning is in consultation with the Program Committee.

## District Conference Program Committee Assignments

I. Personnel: (appointed by Program Committee)

Speakers:

Friday Evening \_\_\_\_\_

Saturday Evening \_\_\_\_\_

Sunday Morning \_\_\_\_\_

Music and Worship Coordinator \_\_\_\_\_

(p. [27](#))

Worship Leaders: Friday Evening \_\_\_\_\_

(p. [28](#))

Saturday Evening \_\_\_\_\_

Sunday Morning \_\_\_\_\_

Choir Director (p. [30](#)) \_\_\_\_\_

Director of Musical Instruments (p. [31](#)) \_\_\_\_\_

Hymn Leader(s) (p. [29](#)) \_\_\_\_\_

Pianist / Organist (p. [27-31](#)) \_\_\_\_\_

PSWD Youth Advisor (p. [32](#)) \_\_\_\_\_

Children's Activities Coordinator (p. [33](#)) \_\_\_\_\_

(Compare Nursery Coordinator, p. [34](#))

Nursery Coordinator (p. [34](#)) \_\_\_\_\_

On-Site Registrar (pp. [22-24](#)) \_\_\_\_\_

Women's Fellowship President \_\_\_\_\_

(Arranges Women's Meetings)

Friday Evening Dinner program host \_\_\_\_\_

Saturday Evening Dinner program host \_\_\_\_\_

(See Conference Assignments on Work Chart II on page [6](#).)

Pacific Southwest District Conference  
DISTRICT CONFERENCE WORK CHART II

**Conference Assignments**

II. Personnel: (Appointed by Host Church and / or On-Site Coordinator)

On-Site Coordinator (p. [7](#), [8](#)) \_\_\_\_\_

Exhibit / Display Coordinator (p. [9](#)) \_\_\_\_\_

Equipment & Facilities (p. [11](#)) \_\_\_\_\_

Food Services (p. [14-15](#)) \_\_\_\_\_

Hospitality (p. [36](#)) \_\_\_\_\_

Housing (p. [16-18](#)) \_\_\_\_\_

Information Table (p. [19](#)) \_\_\_\_\_

Maintenance & Clean-Up (p. [20](#)) \_\_\_\_\_

Parking (p. [21](#)) \_\_\_\_\_

Registration (p. [22-24](#)) \_\_\_\_\_

Financial Secretary – on-site (p. [13](#)) \_\_\_\_\_

Treasurer – on-site (p. [13](#)) \_\_\_\_\_

Transportation (p. [25](#)) \_\_\_\_\_

Ushers & Greeters (p. [26](#)) \_\_\_\_\_

*(See District Program Committee assignments on Work Chart I on page [5](#).)*

## On-Site Coordinator

The On-Site Coordinator is appointed by the Program Committee early in the planning year. The On-Site Coordinator is invited to attend at least one meeting of the Program Committee of the Pacific Southwest District per year and participate as needed throughout the rest of the year.

Following your selection as On-Site Coordinator one of your first duties is to work with local churches or the Program Committee in finding the following chairpersons, and then give each appointee a copy of his / her duties as printed in this set of “guidelines & checklists.” These appointments (*recorded on page 6*) need to be made at least 6 months prior to District Conference.

On-Site Coordinator (*p. 7, 8*)

Exhibits / Displays (*p. 9*)

Equipment & Facilities (*p. 11*)

Food Services (*p. 14–15*)

Hospitality (*p. 36*)

Housing (*p. 16–18*)

Information & Registration Table (*p. 19*)

Maintenance & Clean-Up (*p. 20*)

Parking (*p. 21*)

Financial Secretary – on-site (*p. 13–?*)

Treasurer – on-site (*p. 13–?*)

Transportation (*p. 25*)

Ushers & Greeters (*p. 26*)

These committees are extremely important to the success of the Conference so care should be taken in making the appointments. Every effort should be made to give members of your congregation a committee assignment in which he/she will find enjoyment and be effective.

Outgoing committee chairpersons often have ideas and records of past expenditures as well as hints for their successors. Suggest to each newly appointed committee chairperson that he/she keep notes and write a report following Conference. Also suggest they contact previous chairs for advice.

After appointments have been determined, set a date, time and place for a meeting of all committee chairpersons. If possible, give them their kits of materials and assignment sheets from this set of “guidelines & checklists” to review prior to the meeting. This meeting should be held prior to the PSWD Board or Program Committee meeting to which the On-Site Coordinator is invited.

Volunteer Registration: See new 1/7/2006 policy (printed facing the table of contents)

*continued on next page*

While each committee chairperson and members of his/her committee are responsible for formulating and executing certain plans, it is the On-Site Coordinator who is responsible for coordinating their work. With this in mind, progress meetings should be held two months prior to Conference and again one month prior to Conference. These meetings should involve all committee chairpersons.

Immediately following District Conference, an evaluation meeting should be held at which time reports should be given by various committees and the total evaluation with suggestions forwarded to the Conference Program Committee. It would be well if this process could be completed within two weeks after Conference so the Program Committee will have the information in hand for the evaluation meeting held soon after district conference.

The following appointments are made by the PSWD District Conference Program Committee, however, the Program Committee will be open to the suggestions of the On-Site Coordinator for persons of the following positions (*recorded on page 5*):

Speakers      Friday Evening

                    Saturday Evening

                    Sunday Morning

Music and Worship Coordinator (*p. 27*)

Tech, Computer & Audio Visual help (*p. 27*)

Worship Leaders (*p. 28*)      Friday Evening

                                    Saturday Evening

                                    Sunday Morning

Choir Director (*p. 30*)

Director of Musical Instruments (*p. 31*)

Hymn Leaders (*p. 29*)

Pianist / Organist (*p.27-31*)

PSWD Youth Advisor (*p. 32*)

Children's Activities Coordinator (*p. 33*) (*Compare Nursery Coordinator, p. 34*)

Friday Evening Dinner

Saturday Evening Dinner

Nursery Coordinator

On-Site Registrar

Translators

## Exhibit / Display Coordinator

See 2012 Policy Statement below.

Person Responsible	
Phone	Email

- When asked by the Program Committee, the PSWD Office sends out letters or emails with the *Request for Exhibit / Display Form* in mid-May.
- Coordinator records the information from each person or group who requests space.
- A follow-up letter or email should go out at least one month prior to conference to those granted space for an exhibit or a display indicating the size and location of their booth, e.g.:

Thank you for your request for exhibit space for \_\_\_\_\_. You have been assigned space as follows:

1. \_\_\_ ft of space for a free-standing display with electrical hookup, or
2. \_\_\_ ft of display space with table and 2 chairs, etc.
3. Any other pertinent information\_\_\_\_\_

In general, exhibit area is open from 12:30 to 10:00 p.m. on Friday, and 8:00 a.m. to 10:00 p.m. on Saturday. The exhibits are to be set up before noon on Friday, with the possible exception of sale items. The exhibits are to be dismantled after the evening service on Saturday.

### Pacific Southwest District of the Church of the Brethren District Conference Guidelines For Exhibit Space and Literature Distribution

[www.pswdcob.org/wp-content/uploads/PSWD-Guidelines-for-Space-and-Literature.pdf](http://www.pswdcob.org/wp-content/uploads/PSWD-Guidelines-for-Space-and-Literature.pdf)

**PURPOSE:** District Conference exhibits are primarily for the purpose of information and interpretation of District, denominational, and related agencies.

While District Conference is a forum bringing together Brethren with a variety of interest and opinions, it is not a public forum like the “public square” where practically no limits on speech and activity are permitted. We come together as a Christian communion – that part of Christ’s Body called “The Church of the Brethren” – which calls for some discipline as to the kinds of activity and information permitted. In academic and secular settings, constitutional rights and the need for stimulation of clashing ideas will be protected; at District Conference, we come as those already affirming that Christ is Lord and we are convened as the faithful people of God.

In light of traditional views about non-resistance, for example, it would be inappropriate to extend exhibition space to the Army recruitment office or events urging war or military action. Nor would it be appropriate to provide space and a forum for persons promoting atheism or the banning of Bibles. Clearly, some limitations for use of space are appropriate.

As the group charged with responsibility for planning and organizing District Conference activities each year, the District Conference Program Committee is faced with trying to establish appropriate limits. It has adopted the following statement of policy as to limits:

**All information and literature distributed by exhibitors should be compatible with authorized District Conference activities and in support of the unity of the body. District Conference Program Committee reserves the right to restrict the distribution of information or literature which it judges threatens the unity of the body.**

In some cases, like the examples used above, there are such clear Church of the Brethren statements or traditions that the correct decisions are easily made. In other cases, the decisions are not as clear.

The following guidelines will be applied by the District Conference Program Committee as it seeks to evaluate requests for space.

1. Priority will be given to exhibits of District and denominational programs and agencies which are directly connected to those programs which support the ideals, purposes, and principles of the Church of the Brethren.
2. All printed material will be distributed to the delegates and to others within the arena where business is being conducted only by Conference appointed tellers and ushers and with the approval of the District Conference officers.
3. No person or group, other than District Conference Officers or District Board of Administration is to distribute literature or use space in the Conference facilities except by authorization of the District Conference Program Committee.
4. No person or group having authorization for space or distribution of literature shall extend the use of that authorization to others or use it for the distribution of literature of others without prior consent of the District Conference Program Committee. Unauthorized use of space may cause the forfeiture of the right of the authorized user.
5. Unless literature or other information is clearly similar to materials or information traditionally distributed by exhibitors at District Conference, it must be cleared by the District Conference Program Committee.
6. The Program Committee may restrict or exclude exhibitors or materials which:
  1. Conflict with Annual and District Conference statements;
  2. Appear to lobby for particular action on business pending at District Conference (this is not intended to prevent the distribution of information on the issues);
  3. Disrupts or threatens to disrupt the Bond of Peace, the Unity of the Body, by personal criticisms, disparagement of others, or lack of kindness to those with differing views;
  4. Goes beyond the scope of activities for which the particular exhibitor or organization is authorized.
7. Sales are limited by those groups meeting the above standards and special approval from the District Conference Program Committee 60 days prior to District Conference. Groups selling articles will accept full responsibility for the security of the items and any monies involved.
8. Any objection to decisions of the District Conference Program Committee can be appealed, in writing, to District Executive Board. The decision of the District Executive Board is final.

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Adopted by District Conference Program Committee  
February 20, 2012

Affirmed by Executive Board  
April 13, 2012

## **Equipment and Facilities**

### **Facilities Requirements:**

The Host Church needs to provide space for the following events: (Make one copy of the Facilities Requirements Worksheet (p. [12](#)) for each event. When these are completed a summary can be prepared).

Business Sessions

Insight Sessions

Pre-Conference or Friday Workshop

Worship Services

Sound System

Registration (*can include Housing, Information, Lost & Found*)

PSWD Women's Annual Meeting / Luncheon

Children's Age Group Activities

Nursery

Youth Program (*Housing, Recreation, Banquet, Workshops and Meals*)

Exhibits / Displays (p. [9](#))

Continental Breakfasts (*Optional*)

Meals (*Requirements vary with each Host Church & Conference*)

Choir Rehearsal

Rehearsal for Musicians

PSWD Board Re-Organization Meeting

Hospitality Room (*Lounge / Rest Area*)

Church School - Sunday Morning

Adequate Restroom Facilities. Portable facilities may need to be rented.

Other facilities as required by the Conference Program

## Facilities Requirements Worksheet

Fill out one form for each event *(done by person responsible for event)*

Return to "On Site Coordinator by (date):		
Name of Event	Phone	
Person Responsible	Email	
Brief description of event:		
Type of event: <input type="checkbox"/> Business Session, <input type="checkbox"/> Worship Service, <input type="checkbox"/> Crafts, <input type="checkbox"/> Recreation, <input type="checkbox"/> Meal <input type="checkbox"/> Workshop, <input type="checkbox"/> Insight Session, <input type="checkbox"/> Small Group, <input type="checkbox"/> Prayer, <input type="checkbox"/> Other:		
Event Date	Time	# of participants
<b>Printed Materials:</b>		
Will printed materials be distributed ( <i>menu, bulletin, etc.</i> )? Yes ____, No ____		
Who will bring the printed materials to Conference?		
Who did you ask to print the materials?		
How will the materials be distributed?		
<b>Are there other needs</b> listed on the back of this sheet? Yes ____, No ____		

**Equipment and Seating Requirements:** *(Include numbers)*

Type of Equipment:	Provided By:		Type of Equipment:	Provided By:	
	Host Church	Speaker		Host Church	Speaker
<b>Projectors:</b>			Speaker's Podium		
DVD			Piano		
Overhead			Organ		
Video Projector			Internet Connection		
			Computer		
<b>Audio Equipment:</b>			Podium		
MP3 hookup			Tables		
CD Player			Chairs		
P/A System			Posters		
Microphones			Sign		
Speaker Phone					

**Please Sketch Desired Seating Arrangement on the Back of this Sheet.**

## Treasurer – (usually the PSWD Treasurer)

Person Responsible	
Phone	Email

## Financial Secretary – on-site

Assists the District Treasurer

Person Responsible	
Phone	Email

### Pre-conference Registrations:

- Registration is completed online. Payment will be completed online via credit/debit card or by a check/money order sent to the PSWD Office for processing in the same manner that other district receipts are handled.

### On-site registrations at conference time:

- PSWD will supply computers for online registration & payment and receipt books to record the breakdown of cash payments received. Funds received, along with receipt duplicates will be forwarded to the PSWD office.

### Offerings:

- All offerings are handled the same. The PSWD office will supply special forms to record the offering breakdown for Friday, Saturday and Sunday Services.
- The Treasurer and Financial Secretary count and double check moneys received during conference. At the direction of the PSWD treasurer, keep the moneys received in a safe place until they can be forwarded to the PSWD office.
- If at a host church, on Sunday morning all loose checks and cash are the regular Sunday morning offering of the host congregation. PSWD envelopes will be included in the bulletins or placed in the pews. All checks and cash placed in PSWD envelopes will be the PSWD offering.

### Tax Deductible Receipts / Fee Receipts:

- All checks & cash received will be forwarded to the PSWD office after conference. Each category will be separately packaged as: “registration monies received with identified categories”, each day’s offerings, monies for special activities (e.g. disaster relief, t-shirts, etc...).
- During conference find a safe place to store funds.
- When the donor is identifiable, the PSWD office will record their contribution and mail them a donor receipt letter at the end of the year. When supplied, carefully record the name and address of the cash donor so the PSWD office can record their contribution.

### On-Site Bills & Reimbursements:

- Submit all bills and reimbursement requests to PSWD Program Committee Chair for payment. All submissions need the approval of the Program Committee Chair.

### After Conference Financial Wrap-Up:

- The PSWD bookkeeper will record all receipts and expenditures, and then prepare a financial summary for the Program Committee. Program Committee will use the financial summary to prepare a budget for the following year and give the budget to the Stewards Commission before their Spring meeting.

## Food Services

Person Responsible	
Phone	Email

A Few guidelines:

1. The Women’s Fellowship Friday noon luncheon, prior to the PSWD Women’s meeting, has traditionally been hosted by the local congregation.
2. Experience has proven that Coffee Hours and Continental Breakfasts served on a “donation basis” have paid for themselves. (Have Continental Breakfast run through 1<sup>st</sup> break of business meeting)
3. Based on past experience the other meals may be catered or time allowed to go to local restaurants.
4. Prepare a list of nearby restaurants and a map of the area. This list and map should be available at the registration desk and/or the information booth.
5. Reservation deadline date needs to be determined for meals served in locations with limited seating. If tickets are to be sold, details should be worked out with the on-site coordinator(s).
6. Provide a meal alternative with child care for younger children so parents can enjoy dinner programs.)
3. Food name signs helpful in buffets, especially for items like: vegan, gluten free, etc.
7. Do not collect freewill offering for Hospitality or Ice cream Social if conference is held in a church.

### SUMMARY OF MEALS

Day / Date	Breakfast	Coffee Break	Lunch	Dinner	Banquet

Remarks:

---



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## Food Service Request Form

Person Initiating Request	
Phone	Email

Group to be served: \_\_\_\_\_

Number of Persons: \_\_\_\_\_

Location: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_

**Type:**    \_\_\_\_\_ With Ticket        \_\_\_\_\_ Without Ticket

              \_\_\_\_\_ Breakfast            \_\_\_\_\_ Continental            \_\_\_\_\_ Coffee Break

              \_\_\_\_\_ Lunch                    \_\_\_\_\_ Dinner                    \_\_\_\_\_ Banquet

**Menu Selection:**

              \_\_\_\_\_ Single Entree        \_\_\_\_\_ Multiple Entree        \_\_\_\_\_ Open Menu

\_\_\_\_\_ Price(s)                            \_\_\_\_\_ Total  
 (Indicate range if applicable)                            (Estimate)

Paid by: \_\_\_\_\_

Menu: \_\_\_\_\_  
 \_\_\_\_\_

NOTE: (If open menu, please attach to the back of this form.)

**Format: (Note: Sketch desired seating arrangement on the back of this form.)**

	SEATING		STYLE	EQUIPMENT
	Head Table		Speaker	Podium
	1 Table Only		Key Note Speaker	Sound System
	Separate Tables		Panel	Projectors <small>(List type below)</small>
	No. per Table		Group Discussion	
	No. of Tables		Informal	
	Other		Other	Screen
	Other		Other	Recorders <small>(list type below)</small>

## Housing / Hotel / Motel Rooms

Person Responsible	
Phone	Email

1. If using one hotel for meeting rooms and housing, have negotiations with conference hotel in place by January of Conference year. Set aside a block of non-smoking rooms for Friday and Saturday nights. The room rate is usually good for up to three nights before and three nights after conference. Conference participants are responsible to make their own room reservations.
2. If not using one hotel for meeting rooms and housing, list acceptable motels and hotels within a reasonable distance from the conference location and get information noted on the attached sheet. Have a sheet for each motel / hotel. If you are not sure of the suitability of the location or the establishment, check it out in person.
3. A list also should be prepared for recreational vehicles as indicated on the attached Exhibit Sheet. If the host church has room for RV parking, state this on the form. Usually it is recommended that a permit be secured from the city for this. At the time of Conference, be on hand at the church to direct any RV's where to park.
4. Complete the Summary Sheet/s (you may need more than one). Give all the sheets to the On-Site Coordinator or send them directly to PSWD office no later than mid-April, to be duplicated and included in early mailings (*New Life* Conference Edition, Delegate Packets, etc.)
5. If there are requests for free housing in a private home, make arrangements for them. These requests may come through the PSWD office. Housing information will need to be available at the Registration and Information Desks also.
6. The PSWD Youth Advisor may wish you to secure housing in private homes for Senior High Youth.
7. Keep account of any expenditures you may have and present a statement to the PSWD Program Committee Chair for reimbursement.

## Housing / Hotel / Motel Worksheet

(Complete one for each Hotel / Motel)

Person Responsible	
Phone	Email

Hotel / Motel Name	
Address	
City / State / Zip	
Web site	Phone
Miles to meeting site	Walking distance?

Rooms and Costs *(negotiate for conference rates)*

- Single..... \_\_\_\_\_
- Double..... \_\_\_\_\_
- Twin..... \_\_\_\_\_
- Suite..... \_\_\_\_\_
- Additional Person..... \_\_\_\_\_
- Under 12 Free..... \_\_\_\_\_
- Pets..... \_\_\_\_\_
- Breakfast..... \_\_\_\_\_

Remarks: *(Special arrangements, etc.)*

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**Summarize worksheets by creating a “Housing Summary Chart”**

**Housing / Vehicle / Camper Worksheet**  
 (Complete one for each Recreational Vehicle / Camper Facility)

Person Responsible	
Phone	Email

R/V Camper Facility name	
Address	
City / State / Zip	
Web site	Phone
Miles to meeting site	Walking distance?

<b>Type of Facilities Available and Costs:</b>	
Complete Hookup Facilities	\$
Electricity	\$
Other cost	\$
Vehicle must be fully contained	Yes ____, No ____
Other requirements	

**Summarize worksheets by creating a “Housing Summary Chart”**

# Information & Registration

## booth - table

(see also page [24](#) Registration Equipment Worksheet)

Person Responsible	
Phone	Email

This person should work closely with the On-Site Coordinator.

He / She should be aware of:

- where supplies are kept,
- where various activities are being held,
- who is in charge of various meetings,
- when and where transportation is being provided from / to, etc.
- coordinate creation of information packets for registrants.

\_\_\_\_\_ Pre-registered packets

Local Area Items

\_\_\_\_\_ Non-preregistered packets

\_\_\_\_\_ Transportation times and locations

\_\_\_\_\_ Extra tickets

\_\_\_\_\_ Restaurant Listing

\_\_\_\_\_ Cash for making change

\_\_\_\_\_ Motels / RV Listing

\_\_\_\_\_ Receipt Book

\_\_\_\_\_ Maps of area

\_\_\_\_\_ Conference programs

\_\_\_\_\_ Church Room Map

\_\_\_\_\_ Business books

\_\_\_\_\_ Note paper

\_\_\_\_\_ Registration computer

\_\_\_\_\_ Pens

Name Tag Supplies:

\_\_\_\_\_ Signs

\_\_\_\_\_ Name tags & holders

\_\_\_\_\_ Masking tape for signs

\_\_\_\_\_ Pens & markers

\_\_\_\_\_ pencils

\_\_\_\_\_ Scotch tape

\_\_\_\_\_ Paper clips

\_\_\_\_\_ Scissors

\_\_\_\_\_ Staplers

\_\_\_\_\_ Other

**Pacific Southwest District Conference**

**Maintenance & Clean-up**

Person Responsible	
Phone	Email

1. If this person is not the regular custodian of the Host Church, he/she should work very closely with the custodian and the equipment chairperson.
2. Meeting rooms need to have clean-up done following meetings, i.e., pick up papers, put hymn books in racks, etc. Following any meals that are held at the church, many times the floor needs to be swept.
3. Restrooms should be checked periodically for replacing toilet paper, paper towels, soap, etc.
4. The equipment chairperson and committee may need help moving tables and chairs or other equipment from one room to another.
5. Provide adequate bins, etc., for trash removal or storage.
6. The person who is assigned to sound equipment is responsible to monitor and secure this facility.
7. If Conference is held at a Hotel or other facility - co-ordinate responsibility with their personnel.
8. Other:

## Parking

Person Responsible	
Phone	Email

This position may not be needed in all locations, but is helpful, particularly if there are recreational vehicles to be parked, or if the parking is not on the street.

It is especially helpful at night to have persons with flashlights stationed to direct traffic.

In certain locations it may be necessary to have persons on duty to see that cars are not tampered with during meetings or to notify participants who are parked in ***No Parking Zones***.

Sunday mornings may need someone to handle “overflow.”

### Helpers:

Name	Phone	Shift

## On-Site Registrar

On-Site Registrar Name:	
Phone	Email

### **General Information:**

Registrations are no longer mailed. Since 2011 all registrations have been done exclusively online.

The publicity for pre-registration comes from the PSWD Program Committee through the PSWD office. The registration website is developed, in consultation with the Program Committee, by the PSWD Office. Prices of meals should be provided to the office as soon as possible for inclusion on the Registration site. Registration information will be distributed to churches and individuals in digital format with no hard copy availability, with the exception of the New Life newsletter's Conference Edition.

10x12 inch envelopes are assembled on-site. Envelopes contain a list of local restaurants, a map of the church, a list of motel / RV facility locations, other local information, tickets, name tags, and brochures sent by Brethren organizations. Attendees name, amount paid and any amount that is due needs to be on the outside of the envelope. Envelopes should be kept in alphabetical order for easy distribution.

The District Conference *Business Book* is available on the web during it's preparation. Delegate copies will be mailed to the churches by PSWD Office about four weeks before conference. There will be a box of *Business Books* for distribution at the on-site "information table" where the envelopes are distributed.

It will be necessary for the information / registration desk to know what meetings are going on at all times and where they are meeting so late-comers can be properly informed. Payment receipts should be made available upon request. Children and Youth are not able to register on-site. This must be done in advance to allow for recruitment of volunteers and planning.

The Registration and Information Desks should be open on Friday from one hour prior to the first event of the day until the beginning of the evening worship service at 7 p.m., and during the social time following evening worship. Saturday it should be open an hour before the Business Session until the end of the lunch break, and any other times that seem necessary.

The Program Committee will provide necessary information for meals, activities, etc. . . .

## Registration Personnel Worksheet

Person Responsible	
Phone	Email

**Registration Desk:**

Location		
# of Tables	# of Chairs	# of Staff needed
List of items to be distributed:		

**List worker's name and shift time:**

Name	Phone	Day	Start Time	End Time

Use extra sheet if necessary.

\*\*\*\*\*

**Registration Procedures:**

Describe procedures for handling pre-registered participants. (How to get their packets, check on tickets for meals and special events, etc.)


Pacific Southwest District Conference  
**Registration Equipment Worksheet**  
*(see also page [19](#), Information & Registration Booth-Table)*

**Equipment / Materials for Registration Desk:** (Insert appropriate number)

- |   |   |
|---|---|
| <p>_____ Pre-registered packets</p> <p>_____ Non-preregistered packets</p> <p>_____ Extra tickets</p> <p>_____ Cash for making change</p> <p>_____ Receipt Book</p> <p>_____ Conference programs</p> <p>_____ Business booklets</p> | <p>Local Area Items</p> <p>_____ Transportation times and locations</p> <p>_____ Restaurant Listing</p> <p>_____ Motels / RV Listing</p> <p>_____ Maps of area</p> <p>_____ Facility Room Map</p> <p>_____ Note paper</p> |
|---|---|

**Name Tag Supplies:**

- |  |   |
|--|---|
| <p>_____ Name tags &amp; Holders</p> <p>_____ Pens &amp; Markers</p> <p>_____ Scotch tape</p> <p>_____ Scissors</p> <p>_____ Computer</p> <p>_____ Extension Cord(s)</p> | <p>_____ Pens</p> <p>_____ Signs</p> <p>_____ Masking tape for signs</p> <p>_____ pencils</p> <p>_____ Paper clips</p> <p>_____ Staplers</p> <p>_____ Other</p> |
|--|---|

**Other Items / Equipment:**


## Transportation

Person Responsible	
Phone	Email

This person should work closely with the On-Site Coordinator and the Housing Coordinator.

Determine need for transportation (Note: Attendees are responsible for booking own transportation):

1. Are any sessions, meals, etc., scheduled at another location that is not within walking distance?

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2. Are any persons in need of transportation from/to the airport? (Include arrival and departure time). Negotiate discounted rates with airport shuttles when possible and publicize.

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3. Do any persons need transportation to/from local motels? Is it offered by the motels? Information on this service needs to be publicized in advance and be available at information / registration areas.

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4. What public transportation is available?
5. Are there volunteer drivers in the church with cars?
6. Set specific times for transportation shuttles, if provided by church.

Name	Phone	car holds #	Start Time	End Time

An area and times for transportation, i.e., in front of church \_\_\_\_\_ minutes prior to a specific event, needs to be publicized. Signs could be placed on vehicles such as “PSWD Transportation.”

## Ushers and Greeters, and Moderator's Tellers

Person Responsible	
Phone	Email

The ushers and greeters act as hosts for the general sessions and the Sunday morning Worship Service. Determine the days, times, and the number of ushers and greeters you will need.

Each usher and greeter should have a name tag with the word "usher" or "greeter" above his/her name. Give the On-Site Coordinator the list of names and request name tags or create large buttons that say USHER or GREETER.

Suggestions:

**Greeters: Hosts & Hostesses** (appointed by onsite coordinator)

1. In the church / hotel entry before and between all meetings to help people find their way to the next event.
2. Schedule one or two persons to remain near the door throughout the meetings / worship services to assist persons with doors and seating.
3. Sunday, before Church School, assign several persons to help direct people to various classes, particularly children.
4. If the business session on Saturday involves small groups, be sure to have persons stationed to direct participants from one group to another.

**Ushers:** (appointed by onsite coordinator)

1. Ushers need to be scheduled for each of the three worship sessions and on call for possible ushering duties on Saturday.
2. Ushers will need to be available 30 minutes in advance as people arrive very early!
3. The person operating the sound system and lights should not be assigned as an usher. She or he is too busy!!
4. Someone needs to be designated to be responsible for getting the offerings to the Financial Secretary, or a representative.

It would be helpful for each usher or greeter to have a printed schedule of when she or he is to be on "duty," plus any special instructions. (Should be posted near information table).

Doors to the sanctuary / meeting room should be closed as much as possible during meetings and worship. Direct persons not attending meeting to the Hospitality Room, the Exhibit Area or the Fellowship Area to visit. Take initiative in helping persons find seats in the sanctuary / meeting room.

**Moderator's Tellers:** (appointed by Moderator)

Function only during the business session to assist the moderator on the floor during business. Tasks may include: Count votes, Distribute materials, Assist with seating (delegates/non-delegates), Bring items to/from podium/audience member, assist at microphones (like ushers at joys/concerns).

## Music & Worship Coordinator

Person Responsible	
Phone	Email

The basic duties of the Music and Worship Coordinator are:

1. May recommend names to the Program Committee for any music position not filled, such as Choir Director, Hymn Leader, Organist and Pianist. Meet with the Conference Program Committee to discuss other persons or groups which might be involved in the worship services. *(The worship at the beginning of the General Business Session or after lunch on Saturday and any bulletins needed during that session are the responsibility of the Moderator.)*
2. Secure the orders of service including hymns, litanies, scripture, special music, etc. from each Worship Leader and submit to PSWD office for bulletin printing one month before Conference. Bulletin covers may be printed with the Conference logo at the PSWD Office and sent to you if requested. The local church often prints Sunday's bulletins on site in their own format. The local committee can arrange with Program Committee to print all bulletins.
3. Check the hymns, scripture, etc. for duplication and suggest substitutes to the Worship Leader. If a Conference "Theme Hymn" has been chosen by the committee, frequent use is encouraged. Check for a balance of familiar and unfamiliar hymns.
4. Arrange for copyright protection for all printed and projected copies of music and lyrics.
5. Secure titles and composers of special music and names of all participants for the bulletin.
6. Proof-read bulletins for each service and assist in any corrections.
7. Make sure sound and visual equipment needed for the worship services is in place and working as needed, and that the appointed sound engineer is present to monitor the system. Give credit in the bulletin.
8. See that each service runs as nearly on time and as smoothly as possible.
9. Work closely with the Worship Leaders, Hymn Leader, Choir Director, Organist, and On-Site Coordinator in the planning and flow of the worship services.
10. Tech, Computer & Audio Visual help is becoming essential. The Program may ask the On-site Coordinator to appoint "tech help." Use their skills if available
10. Determine whether hymnal / Worship book is available and let worship leaders know what hymn will be used. You may need to borrow extra hymnals from other churches.
11. It is the wish of the Conference Program Committee that inclusive language be used for worship during Conference.
12. Work with the Translator if Program Committee has arranged for one (page [7](#), [8](#)).
13. Worship Center (viewable during worship and business sessions) is designed by Moderator and Program Committee, the on-site coordinator can seek local assistance if asked.

## Worship Leader

Person Responsible	
Phone	Email

**The duties of the Worship Leader are:**

1. Plan and lead the worship experience for which you are Worship Leader.
2. Consult with the speaker or other leaders and hymn leader to coordinate all parts of worship with the theme of the service.
3. Plan with pianist, organist and any other musicians.
4. Consider using persons from many of our churches, different age groups, intercultural background.
5. Consult the Conference Program / Brochure so that you are aware of all the other elements that are planned to be included in the service.
6. Consult with the Music and Worship Coordinator regarding hymn selections and special music groups to avoid duplications.
7. When your order of service is complete, submit it to the Music and Worship Coordinator to meet the deadline agreed upon. This information should be provided at least one month prior to District Conference, earlier if requested by the PSWD Office.

It is the wish of the Program Committee that inclusive or non-sexist language be used in the texts of the music as well as the spoken portions of the services at District Conference.

**The Music and Worship Coordinator (page [27](#)) is:**

Name	
Address	
Phone	Email

**Worship Leaders:**

Friday evening:
Saturday evening:
Sunday morning:

## Hymn Leader

Person Responsible	
Phone	Email

The basic task of the hymn leader is to plan and lead the hymns for the worship services on Friday and Saturday evenings and Sunday morning as needed. As good hymn singing is a joyful tradition in our church, the role of a well prepared hymn leader is essential.

The Hymn Leader should:

1. Work with the Worship Leader for each service to select hymns. Select a balance of new and familiar hymns.
2. Worship Services: The Hymn Leader is also responsible for the twenty minute hymn sing that precedes worship services as needed. Plan and lead hymn singing under the guidance of the Music and Worship Coordinator. Submit the list of hymns to be used to the organist and the pianist.
3. Business Session: Be available to lead singing as directed by the Moderator during business.
4. Set a tempo to the hymns that make them meaningful and singable.
5. Position yourself in your leading to be easily visible to the congregation, organist, and pianist.

**The Music and Worship Coordinator (page 27) is:**

Name	
Address	
Phone	Email

\*Be in touch with Organist and/or Pianist regarding selections.

<b>Organist</b>	
Phone	Email
<b>Pianist</b>	
Phone	Email

## Choir Director

Person Responsible	
Phone	Email

The Conference Choir Director chooses appropriate anthems for the Saturday evening and Sunday morning services, gathering, rehearsing and conducting the Conference Choir for those services. She or he will work closely with the Worship Leaders and the Music and Worship Coordinator.

Usually, the Conference Choir is rehearsed following the services on Friday and Saturday evenings. A brief warm-up may be scheduled prior to the Sunday service. Because of limited rehearsal time, the anthems should be ones that are easily learned. The anthems should be appropriate to the theme of the service or of a general praise to God. If possible, the text should use inclusive or non-sexist language.

The Conference Choir Director may wish to choose the anthems well in advance of Conference and notify local church choir directors of the titles, in order that potential members may prepare in advance.

**The Music and Worship Coordinator (page [27](#)) is:**

Name	
Address	
Phone	Email

\*Be in touch with Organist and/or Pianist regarding selections.

<b>Organist</b>	
Phone	Email
<b>Pianist</b>	
Phone	Email

## Director of Musical Instruments

Person Responsible	
Phone	Email

The Conference Director of Musical Instruments works closely with the Conference Choir Director, the Worship Leaders and the Music and Worship Coordinator in choosing appropriate anthems for the Saturday evening and/or Sunday morning service. This person is responsible for, gathering, rehearsing and conducting the Conference Orchestra for those services.

Usually, the Conference Orchestra is rehearsed following the services on Friday and Saturday evenings. A brief warm-up may be scheduled prior to the Saturday evening and/or Sunday service. Because of limited rehearsal time, the music should be a piece that is easily learned. The music should be appropriate to the theme of the service or of a general praise to God. If possible, the text should use inclusive or non-sexist language.

The Conference Director of Musical Instruments may wish to choose the music well in advance of Conference and notify local church choir directors of the titles, in order that potential members may prepare in advance.

**The Music and Worship Coordinator (page [27](#)) is:**

Name	
Address	
Phone	Email

\*Be in touch with Organist and/or Pianist regarding selections.

<b>Organist</b>	
Phone	Email
<b>Pianist</b>	
Phone	Email

## PSWD Youth Advisor

Person Responsible	
Phone	Email

Activities for Jr High Youth,(grades 6-8) and Sr. High Youth (grades 9- 13 i.e. *college freshmen*), will be planned by the Youth Cabinet in conjunction with the PSWD Youth Advisor, a member of the Program Committee. Youth programming usually begins after worship on Friday evening (9:00 p.m.). An all day Saturday program is planned with a session on Saturday evening. Sunday morning Church School is the responsibility of the PSWD Youth Advisor. It is the wish of the Program Committee that the youth be present at all worship services. Participation in the business sessions and insight sessions on Saturday is encouraged if it fits the program.

Housing Coordination will be handled by the PSWD Youth Advisor in consultation with the On-Site Coordinator. Housing plans should include transportation, chaperons, curfew time, sleeping and bathroom arrangements.

Adequate supervision is essential!! Any church sending 3 or more youth will be expected to send 1 adult advisor who will participate in the entire weekend youth program.

All workers & volunteers must have the “Child Abuse Prevention Packet” including the “Background Check” form completed and turned into the PSWD office *at least two weeks* before conference.

Housing for Jr. high youth remains under the supervision of the parents.

Advance publicity is most important if youth are to participate! When a tentative schedule is made up, publicity will be sent by the PSWD Youth Advisor to all Youth Advisors, Pastors, and Youth on the mailing list. Publicity needs to include housing and meal arrangements, costs, program outline, covenant and medical release. Confer with the Program Committee for publicity deadlines on mailing.

Coordinate registration and payment of any activity fees via the registration website with the PSWD office. Keep a record of expenses and present a statement to the PSWD Program Committee Chair for reimbursement. A list of complimentary registrations for Volunteer Staff should be provided (see page facing the *Table of Contents*).

## Children's Activities Coordinator

*See also Nursery Coordinator p.34*

Person Responsible	
Phone	Email

**For Childcare see Nursery Coordinator on p.34**

Activities for children, kindergarten through fifth grade can be provided during Friday and Saturday daytime sessions beginning with the first PSWD sponsored event.

All workers & volunteers must have the "Child Abuse Prevention Packet" including the "Background Check" form completed and turned into the PSWD office at least two weeks before conference.

Information regarding ages and numbers of children can be obtained from the PSWD Office after pre-registrations come in. This number will be advisory only as more may register on Friday and Saturday.

Coordinate activities and volunteers with the Nursery Coordinator and possibly the PSWD Youth Advisor. Some years the Kindergarten through second grade children have been a separate group.

Submit expenses for reimbursement through the PSWD Program Committee Chair.

**Fill out one sheet for each session:** (including meals)

Person responsible for session		
Phone	Email	
Session Day _____, Date _____, Time from _____ to _____		
Type of Activity		
Are reservations needed for a special activity? _____ If so, who will handle:		
Space needed		
Transportation		
Equipment		
Cost involved _____ Who pays _____ Youth _____ PSWD _____		
<b>Volunteers:</b> Name	Phone	Email

**Pacific Southwest District Conference**

**Nursery Coordinator**

*See also Children's Activities Coordinator p.34*

Person Responsible	
Phone	Email

**Nursery care is provided for all sessions beginning with Friday workshop.** \*\* The On-Site Coordinator can give you a schedule of sessions from which you can schedule your nursery care people. If facilities are available a separate crib room should be provided for small babies, plus a room available for toddlers through Kindergarten age. (Sometimes Kindergarten through second grade are combined into one group). The Nursery Coordinator should work in cooperation with the Children's Activities Coordinator. A statement of expenses should be turned in to the On-Site Coordinator. In recent years, children eat all meals with their parents.

Three people should be scheduled at all times for the toddler room and an additional person for the crib room. If space permits, you may wish to separate the 4 and 5 year old children from the younger toddlers.

If volunteer help is not available, you may hire help (*Girl Scouts are a good source*) and receive reimbursement from Conference funds.

- A registration form must be completed by all volunteers whether or not they are paying participants at conference.
- If a volunteer cannot enjoy the majority of conference activities due to enormous responsibility, his / her registration fees may be waived by the On-Site Coordinator who will send a list to the PSWD Office. Meals still need to be paid.
- All Child Care programming, must have the "Child Abuse Prevention Packet" including the "Background Check" form completed by all volunteers and turned into the PSWD office at least two weeks before conference.
- Volunteer Drivers, who provide any transportation during Conference shall provide copies of their drivers licence and proof of insurance.

**\*\* Nursery care may need to be provided during off hours as well, for children of local church members who have other responsibilities.**

Friday: 9:00am to 12 noon <i>(for workshop registrants)</i>	Phone	
		Crib room
		Toddlers
		Toddlers
		Toddlers
		Alternate

Friday: 1:00 pm to 4:00 pm <i>(for workshop registrants)</i>	Phone	
		Crib room
		Toddlers
		Toddlers
		Toddlers
		Alternate

Continued on back of this sheet

**Nursery Coordinator Worksheet, page 2 of 2**

Friday evening: none	Phone	
		Crib room
		Toddlers
		Toddlers
		Toddlers
		Alternate

Saturday: 7:45 am to 12:00 noon	Phone	
		Crib room
		Toddlers
		Toddlers
		Toddlers
		Alternate

Saturday: 1:30 pm to 5:00 pm	Phone	
		Crib room
		Toddlers
		Toddlers
		Toddlers
		Alternate

Saturday evening: none	Phone	
		Crib room
		Toddlers
		Toddlers
		Toddlers
		Alternate

## Hospitality / Prayer Room

Person Responsible	
Phone	Email

Hospitality should be a room where conference attendees can take a break from the activities of District Conference. The space should be set up as a place to relax, fellowship with others, read or just have a refreshing snack.

The Hospitality Chair may wish to provide a separate place to serve as a prayer room for people to center themselves; reflect and talk with God. Writing materials may be provided for persons to share prayer concerns.

### Recommended Hospitality room Hours:

- Friday: After lunch until the beginning of the evening service.
- Friday: After the evening service for 45 minutes.
- Saturday: 7:30 a.m. until the beginning of the evening service.
- Saturday: After the evening service for 45 minutes.
- Sunday: 8:30 a.m. until the beginning of Worship.

When staffing Hospitality room, efforts need to be made for volunteers to arrive early so that the room can be set up in time for opening hours of the Hospitality room. Additional staffing may be necessary during times of increased attendance.

Keep account of expenses, and turn in itemized expenses to the on-site coordinator or Program Committee Chair for submission to the PSWD Program Committee for reimbursement.

### Expense Reimbursement Form

Submit to: Pacific Southwest District – with your chair's authorization below *(please attach receipts)*

P.O. Box 219, La Verne CA 91750-0219

Voice (909)392-4049 FAX (909)392-4056

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_ Tele: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Street/Box Number

City

State

Zip

Zip +4

Expenses: <i>itemized by project / com. / type</i>	Amount:	<i>(Office Use Only)</i>
		Acct #
<b>Total:</b>		<b>Approved by:</b>
Your Signature:		<b>Check #:</b>
<b>Authorization by chair:</b>	<b>Date:</b>	<b>Check Date:</b>

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### Expense Reimbursement Form

Submit to: Pacific Southwest District – with your chair's authorization below *(please attach receipts)*

P.O. Box 219, La Verne CA 91750-0219

Voice (909)392-4049 FAX (909)392-4056

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_ Tele: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Street/Box Number

City

State

Zip

Zip +4

Expenses: <i>itemized by project / com. / type</i>	Amount:	<i>(Office Use Only)</i>
		Acct #
<b>Total:</b>		<b>Approved by:</b>
Your Signature:		<b>Check #:</b>
<b>Authorization by chair:</b>	<b>Date:</b>	<b>Check Date:</b>

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## Guidelines for Reporting PSW District Expenses for Reimbursement

[www.pswdcob.org/ministries/reimburse-expenses](http://www.pswdcob.org/ministries/reimburse-expenses) = how to get approval

There is a "fillable" pdf version on this web page.

In order to insure full participation in the work of the Board of Administration, travel expenses are provided for in the PSW District Budget.

Board Policies from prior years:

1. For the sake of economy, transportation should be by auto, in car pools where possible. If one person travels alone, then air fare, mileage or car rental, whichever is less, shall be paid:
  - Air fare + trans to airport: Barring special circumstances, maximum reimbursement will be limited to the 21 day advance fare. Special circumstances will be confidentially determined by District Executive or Board Chair.
  - Train or bus are reimbursed like air fare.
  - Car rental + gas *Be careful about renting cars with "debit/credit" cards. Unexpected bank holds can "un-balance" your checking account.*
  - Mileage of your car @ IRS rate (often costs the most on long trips). Write your mileage on the description line. The bookkeeper will calculate the total using the current IRS rate.
2. Travel expenses will only be reimbursed for travel within the PSWD.
3. Staff and sub-committee travel to Board meetings will be reimbursed when the travel is at the request of the Board or one of its commissions.
4. Frequent flier miles from PSWD reimbursed travel should be used for district travel.
5. Ask for a host family. The basic cost of food and lodging are allowed when needed and not provided by our hosts. Special "out of pocket" expenses may be reimbursed upon recommendation of the Executive Minister or Board Chair.
6. Please itemize your expenses by project, commission, committee, type (phone/mail/ food...) so that the expenses can be deducted from the proper account. The district office will need time to get approval for your voucher from the Board Chair, Program Committee Chair, etc.
7. Nominees to the boards of Hillcrest, Camp La Verne & University of La Verne. The District does not reimburse your expenses. Your institution may have their own reimbursement policies.
8. District Conference is a meeting of Church Delegates. District Board members are encouraged (not required) to attend. If you are not able to attend, you will still be assigned to a Commission at the reorganization of the Board. Here are some ideas for help with the costs: District Board members are not reimbursed for their District Conference Expenses. See if your church helps members attend. Ask if you can be one of your church's delegates. Churches usually help pay expenses for their delegates.
9. Phone/Postage Expense: Keep a log on the phone/postage form that includes the project to be billed. Send the log and receipts to the district office.
10. Donating Back to PSWD:
  - Submit your reimbursement voucher. This will help next year's budget process, as many cannot afford to donate their travel.
  - After receiving your reimbursement check, you are welcome to send us a donation check of your own. These donations go to the PSWD general budget, not the travel line item.