

Dear Chapter member,

Thank you so much for offering to host the DVNACBA meeting/program! The Del Val members particularly look forward to visiting other churches to get ideas, to see how they operate and get out of our offices to fellowship with others who do what we do. We are very much looking forward to coming to your church.

*When you agree to host, finding the speaker and arranging the program are NOT your responsibilities!*

Included in this packet are instructions on how to host a DVNACBA meeting and/or program.

1. Send directions to your church from North and South, to our secretary, Ruth Morrison ([rmorrison@suppleepc.org](mailto:rmorrison@suppleepc.org)) as soon as possible but no later than 1 ½ months prior to the date of our meeting at your church. Include notes on where to park and if parking is metered or “pay to park”. Also include directions as to which entrance our members should use.
2. Ruth will e-mail an invitation to our membership with your directions. The invitation will also include a line that indicates RSVPs are to go directly to you. Let President, Dory Speer ([dspeer@firstpreswc.com](mailto:dspeer@firstpreswc.com) or 610-696-0554) know the count by Monday of the week of the meeting so she can prepare enough copies of documents for the meeting. This past year, we averaged between 15 and 25 for meetings/programs.
3. Contact our Vice President, Mort Bell ([mbell@history.pcusa.org](mailto:mbell@history.pcusa.org)), for a list of the presenter’s needs. For example, sound, audio-visual, etc. Set the meeting room up to accommodate his/her needs.
4. Please also include a TV/DVD player on which the NACBA Conference promotional DVD can be played while members are arriving and at lunch. Dory will bring the DVD to the meeting. It would be preferable to have the DVD playing near the coffee/gathering place, but the placement is totally up to you and the space you have available.
5. Morning of- post directional signs leading members from the parking lot to the meeting room.
6. In the past, the host has arranged for coffee in the morning and light refreshments. The officers have decided that coffee is all that is really necessary. The invitation will specifically say that only coffee will be offered so that participant’s can be prepared to eat prior to arriving at the meeting.
7. Have name tags and a marker available so members can make name badges.
8. Please arrange to handle the opening devotion and prayer. This can be done by you, a pastor, or some other person you feel comfortable with. Ask that the

devotion and following prayer be kept brief, uplifting, and appropriate to church business administrators and the work we do.

9. Arrangements do need to be made for lunch. If funds are needed, contact Anne Gunn ([annegunn@wpc.org](mailto:annegunn@wpc.org)) to arrange to have the cost covered. Lunch should be planned for 12pm-12:45pm. Lunch can be very simple.
10. As the President opens the meeting, she will thank you verbally as the host and ask you to explain where the bathrooms are and any other notes we need to know.

NOTE:

The officers have changed the timing of the tour of the church or a specific area of your church. Last year, we had it at the end of the program so that people could skip the tour and leave earlier if they needed. The officers would like to change the tour to 11:45am - prior to the 12pm lunch. The purpose is to have more people see your church and allow time for it to happen. If you are counting on setting up the luncheon yourself, would you arrange for another staff member to perform the tour? If that is not possible, please contact Dory to let her know to rearrange the schedule.

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1. Send directions to your church from North and South, to our secretary, Ruth Morrison ([rmorrison@suppleepc.org](mailto:rmorrison@suppleepc.org)) soon as possible but no later than 1 1/2 months prior to the date of our meeting at your church. Include notes on where to park and if parking is metered or "pay to park". Also include directions as to which entrance our members should use.
2. Ruth will e-mail an invitation to our membership with your directions. The invitation will also include a line that indicates RSVP's are to go directly to you. Let President. Dave Focht, ([dfocht@northpointecommunity.org](mailto:dfocht@northpointecommunity.org) or 610-495-1500) know the count by Monday of the week of the meeting so he can prepare enough copies of documents for the meeting. This past year, we averaged between 15 and 25 for meetings/programs.
3. Contact our Vice President. Mort Bell ([mbell@history.pcusa.org](mailto:mbell@history.pcusa.org)), for a list of the presenter's needs. For example, sound, audio-visual, etc. Set the meeting room up to accommodate his/her needs.
4. Please also include a TV/DVD player on which the NACBA Conference promotional DVD can be played while members are arriving and at lunch. Dave will bring the DVD to the meeting. It would be preferable to have the DVD playing near the coffee/gathering place, but the placement is totally up to you and the space you have available.
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8. Please arrange to handle the opening devotion and prayer. This can be done by you, a pastor, or some other person you feel comfortable with. Ask that the devotion and following prayer be kept brief, uplifting, and appropriate to church business administrators and the work we do.

9. Arrangements do need to be made for lunch. If funds are needed, contact Cheryl Kurpiel, ([cheryl@fpcambler.org](mailto:cheryl@fpcambler.org)) to arrange to have the cost covered. Lunch should be planned for 12pm-12:45pm. Lunch can be very simple.
10. As the President opens the meeting, he will thank you verbally as the host and ask you to explain where the bathrooms are and any other notes we need to know.

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