Guidelines for Hosting Classis Meetings

Thank you for serving as a host location for the upcoming meeting of Classis Lake Erie! Here is what we need from you, and what you need to know.

We usually expect up to 45 delegates and 20 guests. Guests may start arriving as early as 8:30 or 8:45.

We’ll need:

1. A light continental style breakfast for arriving delegates (coffee, juice/water, fruit, bagels, etc).
2. Materials for nametags (markers and either stick-on nametags or nametag holders and inserts).
3. A classroom near the main meeting room to orient first-time delegates (usually 10 or so people).
4. A meeting space that can accommodate 80 or more people.
5. A table and three chairs at the front/stage of the main meeting room.
6. A Public Address system with at least three microphones.
7. Two additional tables in either the main meeting room, the foyer/gathering space, or meal location for classis/denominational ministries to display materials.
8. Lunch for guests and visitors, in a space with seating for up to 80 people.

Your church or ministry can submit Classis meeting expenses to our treasurer, Joe Creech:

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| **JOE CREECH, 8199 FOSTER RD, CLARKSTON, MI 48346-1951** |
| **E-MAIL JOE.CREECH.1951@GMAIL.COM PHONE: (248) 620-4418** |

You may direct further questions to Ben Van Arragon (classislakeerie@gmail.com).