



To help your Community of Faith consider whether you would like to host a meeting, the Regional Council Meeting Planning Team has put together a checklist to help in the set-up of the physical site, and also a checklist to help you determine if you have the technological capacity to host a meeting.

Should you have any questions about the site checklist, please contact the Chair of the Meeting Planning Team. If you have any questions about the technology, please contact our Technology Oversight person (contact information is at bottom of page).

Physical Site Checklist and Guidelines:

- Seating capacity and meeting space for 110 -125 people
- Seating capacity for serving lunch to 110 -125 people (can be the same space as meeting space)
- Tables and chairs for 110 -125 people (tables that can seat 6-8 people per table)
- People to form a “Local Arrangements Team”

A Local Arrangements team is a group of people put together by the host church which may include your ministry personnel, your music leadership, your kitchen ministry group, building caretaker, and anyone else who would like to help your church with providing tea, coffee, water, morning and afternoon snacks, and lunch for the Regional Meeting (*Please note, the May meeting may also include supper*). Members of the Host Churches local arrangements team are invited to be part of our Meeting Planning online. We will provide the link to the meetings.

- Depending on your location, your local arrangements team may also be required to recommend overnight accommodations for those travelling to the meeting
- Coordinating Food and Beverage Services
- Accessible Worship Space
- Accessible Washroom (s)
- Separate space for children’s programming (play/craft/snack area) while meeting is taking place

- Space for table displays (May Meeting only)
- Space for United Church Resource Distribution Display (Bookroom) (May Meeting only)
- Suitable parking space for Meeting or host has ability to use other parking lots close by (ie: Schools, Municipal Parking Lot, etc)

Tech Checklist for Site:

- A high-speed internet service, with a router within approx 100 feet of the meeting space
- Access to the router with a hard-wire connection for the Celebration of Ministries Service (if not in the same space as the meeting).
- We will ask that you do a speed-test - we look for at least 6 Mbps up and down. You can check it at: <https://www.speedtest.net/>.
- Electrical access for projector on a circuit that is not being used by other heavy draws (coffee makers and kettles)
- A reliable circuit for computer equipment and mixer that will not be cut off by other uses.
- A LARGE (minimum ten feet wide) screen in the meeting space is an asset. Otherwise the Regional Council will borrow one.

What the Regional Council Meeting planning team will provide for Host Church

The Regional Council has all needed computer and projection equipment, but please note that sound equipment of the host MAY be incorporated to add to this. Please do not feel you need to go out and purchase anything. If the Community of Faith has equipment that can be used, and would like it used for the meeting, please speak with our technology oversight person about how it may be used for the meeting.

Members of the Planning Team will be on site the day/night before to help with space setup. We will provide the tools needed for signs, posters, registration table, information table, etc.

Children at Council - We look after finding people to help minister to young children who may be coming to the meeting with their parents. If your church has a children's program, we would welcome their assistance with this ministry.

Most of all, we are here to help!! Our United Church Creed, and our theology are deeply rooted in the understanding that we are all connected, “We are not alone”¹. If your church has questions, needs guidance, resources, or anything, we are here to work together and make our meeting spaces safe places where everyone is welcome, included, respected and uplifted.

If you have questions or are looking for more information please contact:

- **Chair:** Tami Spires, spiresta@hotmail.com, 819-452-3685
- **Technology Oversight:** Kent Chown, kent@chownfamily.ca

¹*“A New Creed: The United Church of Canada”. 1968, rev 1995.*