

# WESTERN UNION BAPTIST DISTRICT ASSOCIATION

## Purpose and Mission Committee

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44th Moderator Pastor, Dr. Oliver Williams	45th Moderator Pastor James Pankey	46th Moderator Pastor Charles Spencer
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**Committee:** Chairperson, Pastor Ernest Brown      Co-Chair, Pastor Darryl Grayson  
Brother, Frederick Huston      •      Dr. Johnnie Huston      •      Pastor Joseph Young

### HOST CHURCH CRITICAL ITEM COMPLETION TIMELINE

The following Host Church Critical Item Completion Timeline shall be used as an execution guide to help Association Pastors and churches prepare to host the W. U. B. D. A. Sessions.

The Site Selection Committee may include, but is not limited to, a representative from:

- The Parent Body
- The Congress of Christian Education
- Scholarship Banquet Committee
- Registration
- Women Auxiliary
- Youth Auxiliary

It is recommended that the Host Church establishes its own committee that may include, but is not limited to the following.

- Business – Office Management
- Music
- Youth Pastor or Youth Director
- Culinary Ministry
- Facilities and Security
- Maintenance, Building Engineer, or Grounds Superintendent

#### I. ANNUAL SESSION

The formal site selection announcement identifying the church selected to host the Annual session shall be given to the host church (Pastor) by the Association (Time and Place Committee) at least 12 months in advance. Once the formal announcement is made, this timeline shall be enacted.

##### A. Items that should be completed by the 1<sup>st</sup> Quarterly (November) Session:

1. Selection of host hotel(s)
2. Selection of Scholarship Banquet location
3. Selection of Picnic Area (If Being Considered by Moderator)

##### B. Items that should be completed by the 2<sup>nd</sup> Quarterly (February) Session:

1. Type of “Opening Program” being considered

# WESTERN UNION BAPTIST DISTRICT ASSOCIATION

## Purpose and Mission Committee

---

2. Classroom locations for Teaching sessions (Number Required comes from Congress Leadership)
3. Women's Luncheon location
4. Registration and Finance office location(s)

**C. Items that should be completed by the 3<sup>rd</sup> Quarterly (May) Session:**

1. Finalized Opening Session Program
2. Identification of available office equipment and cost for use
3. Identification of available audio (CD) and video (DVD) recording duplication equipment and cost for purchase of AV products
4. Board Meeting location
5. Clear and Direct Driving Directions to the Host Church
6. Clear and Direct Driving Directions to the Host Hotel
7. Clear and Direct Driving Directions to the Host Hotel from the Host Church

## II. QUARTERLY SESSIONS

The formal site selection announcement identifying the church selected to host any of the Association's Quarterly Sessions shall be given to the host church (Pastor) by the Association (Time and Place Committee) at least 12 months in advance. Once the formal announcement is made, this timeline shall be enacted.

**A. Items that should be completed by the 1<sup>st</sup> Quarterly Session after selection:**

1. Board Meeting location
2. Classroom locations for Teaching sessions

**B. Items that should be completed by the 2<sup>nd</sup> Quarterly Session after selection:**

1. Registration and Finance office location(s)
2. Eating Arrangements for Session lunch (On Site or Off Site)

**C. Items that should be completed by the 3<sup>rd</sup> Quarterly Session after selection:**

1. Identification of available audio (CD) and video (DVD) recording duplication equipment and cost for purchase of AV products
2. Clear and Direct Directions to the Church

# WESTERN UNION BAPTIST DISTRICT ASSOCIATION

## Purpose and Mission Committee

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### III. CHECK LIST

#### A. Equipment

1. Office Management
2. Copier - Cost Per Document
3. Computer and Internet Connections (optional)
4. Overhead Projector (optional)
5. Projector / L. C. D. (optional)
6. Audio Visual
  - a. Microphones • Piano • Organ

#### B. Space

1. General Assembly – Space for \_\_\_\_\_ persons
2. Classrooms \_\_\_\_\_ and sizes ( \_\_\_\_\_ ) persons
3. Registration
4. Moderator Office **or** Area
5. **Women's Day** – Program **Space** for President and Leaders
6. Designated **Parking spaces** for Moderator
7. Dining area for meals
8. Women's Day Luncheon
9. Banquet – Scholarship - about 200 persons
10. **Picnic area** – **Optional**: Public Park or Recreation Center
  - i. **Culinary Ministry – Meals**
    1. Gratis continental breakfast
    2. Lunch - \$ = Set Specific Cost Love Donation (optional)
    3. Lunch Menu
    4. Women's Day Luncheon