

 St Matthias Churches

Planning Your Event

Conferences, Houseparties,
Evangelistic Events, Dinners

St Matthias Church Office 2006

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Introduction

Thanks for taking the time to read this paper. This booklet has been put together to make it easier for you when organising any event – including bible study group events, evangelistic events and dinners.

Please take into consideration all of the following information when organising an event, as much of it is the tried and true method of doing things, and a way of making sure that the aims, goals and financial obligations of your event are met.

Role of Church Office

The Church Office is able to advise and help you with the planning of your event. We have a lot of experience in event management and are always willing to give advice or take on new ideas. It is helpful to plan your event or conference as soon as possible. Please give the church office 1-2 weeks advance notice of requirements in terms of office printing, advertising or payments. Please feel free to call at any time during office hours:

Mondays: 8.30am – 12pm
Tuesday – Friday 8.30am – 12pm/ 12.45pm – 4.30pm

Ph 9360 7840
Fax: 9360 7850

Email: matthias@matthias.org.au

Address: 8 Church Place, Paddington (side entrance to Barnabas Centre at church site)

Church office facilities

- The Church Office printer is easy to use and cheap to operate. If you are looking for a way to cut down costs for your event, this is often a good way.
- The office has a guillotine for cutting printed fliers and registration forms etc.
- Our computers maybe in use by staff during the day, if you wish to use the computers here please contact the office to book one.
- The programs we have are: Office, Microsoft Word/ Excel/ Works/ PowerPoint/ Publisher
- Resources include reimbursement and third party requisition forms, accommodation site guides.

Booking Your Venue

Conferences and Weekends Away

When booking conferences and weekends away it is best to keep in mind the costs and the proximity of the venue/site. If you are not sure about some of the details in planning, talk to someone at the Church Office.

When looking to book a venue for your event there are a few basic things to think about that will help make your event achieve its purpose, run smoothly and have people asking for more.

A document is available from the church office, listing sites and there are also a number of campsites/conference venue books at the office. Just give the office a ring and arrange a time to come in.

Here are a few things to consider:

Transport

You will need to consider the distance of the accommodation site from Sydney, and for conferences, distance from the conference site. We suggest trying to find a place which is less than 2 hours drive from the Eastern Suburbs. You might also like to consider whether it is possible to get there by public transport.

You might like to consider putting transport on the registration form. For example:

1. "I am willing to take _____ people in my car"
2. "I need a lift"

You might need to organise someone to help you, by collating the transport info and contact people to arranging transport.

Minimum Numbers & Cost

It is important to predict your numbers realistically. Book your venue with minimum numbers rather than maximum. Use this number of people when working out costs. You should then be able to cover all your expenses. St Matthias is not in a position to carry any shortfall, so please consider this when initial planning is taking place.

If a venue has minimum number or a minimum cost you must take this into consideration to ensure that your income will realistically cover your expenses. (See Conference Planning Sheet attached)

Booking the Barnabas Centre or Church Building

If you would like to use the Barnabas Centre or Church Building for your event, please contact the church office as soon as possible (before advertising) to check its availability. We will then enter a booking for your event.

If your event is for ministry purposes (eg evangelistic dinners, meetings), there is no cost for use of the church property.

When using the Barnabas Centre please make sure you observe the following instructions. Many people use this facility, and to keep it in top condition we need to take as good care of it as possible.

Please leave the hall as you find it.

- All tables and chairs are to be put away in store cupboard. (The only exception is when it needs to be set up for Sunday School before leaving on a Friday/ Saturday night. The plan for the Sunday School set up is posted on the wall.)
- Make sure all lights are turned off.
- Please check all rooms and make sure they are clear.
- Make sure all doors are locked
- Please vacuum. This is kept in the cupboard in the corridor of the Barnabas Centre
- Please make sure the toilets are locked and the lights turned off.
- Please report any damage or breakages to the church office the next working day.

Kitchen

- Please read the instructions on the dishwasher before using. Please follow them exactly. Make sure the dishwasher is drained and turned off before you leave.
- Do not leave anything in the fridge under any circumstances unless fully labeled and a message left with the church office.
- Let the church office know of any breakages.
- The kitchen is to be left tidy and no crockery or cups left on the bench.
- Do not take any kitchen equipment outside
- Please try to keep utensils, crockery and cutlery in the places where you found them.
- If the floor is dirty, please give it a mop.
- Empty the garbage bins and place in the big bin behind the church. Recycling (paper) goes in recycling bin behind church building.

The Ventilation system

- Do not change settings under any circumstances
- Push the white button on the walls. This will activate the ventilation for two hours. It will turn off automatically.

Parking at St Matthias

Please keep in mind the restrictions that parking places on any event. There is nothing more frustrating than attending a dinner or participating in an evangelistic event and being unable to park your car. Please indicate to your participants if there is parking available or if they will have to take public transport.

The St Matthias site has limited parking and as a result when two or more groups are using the site it can cause great congestion. If you know this is an ongoing problem you may want to allocate parking attendants so you are able to get maximum cars into the grounds. To avoid the problem of being parked in please ask people to consider if they have to leave straight away as there is nothing worse than asking 3-4 people to move their cars so you can get out.

If your event is on during the day, ask people to park in Centennial Park. This is a quick 5 minute walk away and saves many parking problems. At night, parking is also available on

the South side of Oxford St near Centennial Park.

Money

Please organise an Event treasurer - handling of money needs to be allocated to this person. This minimises any problem with working out the final payment to the place of your event.

Money should be given in the office each week for banking – DO NOT hang onto the money as it's collected over a number of weeks.

If you are making a personal payment for the conference or event you are organising, please complete a personal reimbursement form (attached or electronic form available via email) and forward to the church office so you can get a cheque for reimbursement. (Note that cash is not available for reimbursement.)

If you need to request a cheque to be paid from St Matthias to a third party (eg camp site, caterers), please complete a third party payment requisition form. Please give two weeks notice. Amounts of over \$500 require the signature of one of the wardens and will therefore require more time. It is important to remember this when you require a deposit for a large amount.

- a) A form is attached to make this process smoother (electronic form available via email).
- b) All receipts / invoices must be presented.
- c) A clear record of money received must also be kept. Money collected should be given to the church office for banking.

GST

Our church is registered for GST and must pay GST on all non-exempt revenue. (The government has exempted the payment of GST on activities which are 'integral to the practise of religion.')

Generally conferences and evangelistic events would fall into this category, meaning GST need not be charged. GST however, is payable on social or commercial activities we undertake.

If purchases are made for a conference/event which need to be reimbursed a **TAX INVOICE MUST BE PROVIDED** for reimbursement. Some retailers don't automatically provide these and they must be specifically requested. If you have specific enquiries about GST call the Finance Administrator at the Church Office.

Registration

The simplest way to conduct registration is to have a tear-off slip attached to the flyer/invitation telling people about the event. This works well as they get to retain the information needed for the event.

When designing a registration form, please include the following:

Name

Address

Contact Phone Number

Email address

Dietary requirements

Transport Information

eg Do you need to offer transport, are there people who are able to give others a lift?

Number of people attending (allows for couples to register and pay together)

Payment Details

(Note: We have found that if people pay the full amount upon registration their commitment to the event will be greater. The problem with taking just a deposit is that people often see it as a token amount and do not end up either attending the event or completing the payment.)

Credit Card Payments

This is to be cleared with the financial administrator before the option is given! The Church Office only accepts Mastercard, Visacard and Bankcard. If the option to pay by credit card is to be given, the following information is required.

Type of Card

Card Number

Name on Card

Expiry Date

Total Amount Paid

Printing and Advertising

Making announcements or putting notices on outlines

Please do not assume that your event can be advertised via announcement or via written notice on the back of outlines. You must run this past the Pastor of that congregation first. If they are happy and willing to have a notice put on the back of the outlines, please email the details to the church office before 12:00pm Wednesday of the previous week. Include details such as date, time, location, cost and who to contact for more information.

Printing fliers and registration forms

Paper and printing costs may need to be factored into your costs when putting together your event. The Church Office is able to print brochures that are silhouette black on white paper or black on coloured paper. However, please do not assume that the Church Office has an endless supply of paper for this purpose. Paper may have to be ordered in and if you are wanting an unusual type of paper either in colour or weight then you may have to organise this yourself, at a cost to your event. To order paper or to arrange printing of your registration forms/fliers for your weekend away, please contact the church office at least one week in advance.

Fliers need to be formatted, so that no additional time has to be spent on it. Please make sure that the master copy has a 1.5cm outer border, and internal columns should be 3cm wide. This is important for the final look of your flier if it has to be cut or folded. If in doubt, talk to the church office.

Printing Booklets and Handouts

You may need to create a booklet or handout for your conference, event or meeting. You can arrange the printing yourself or organize this through the church office.

If you would like your booklet or handout to be printed through the church office, note the following:

- Let the church office know what you want, and what paper you will need 1 week in advance. This is especially necessary for larger print runs (>100) and for paper which is usual weight, size or colour.
- The office will require 2 days for printing/collating etc, so masters will need to be emailed or given to the church office 3 days in advance of when you need them. Do not expect them to be printed on Friday. It is suggested that where possible you organise a team for collating once you have received the printed matter from the Church Office.
- If you do your own typing and printing, please make sure that the master copy has a 1.5cm outer border, and internal columns should be 3cm wide. This is important for the final look of your brochure if it has to be cut or folded. Keeping a layout simple and clear is often better than fancy.

Things to include in your conference handout:

- Cover page giving title, date and place
- Table of contents and program of conference
- Maps?

- Space for taking notes for talks or bible studies

Cooks/Catering

Catered Events

You will need to let your caterers (or conference site) the following info:

- *Final numbers* - You will need to give your final numbers to the caterers or conference site about 10 days in advance (unless they specify otherwise), so that they can prepare accurate quantities. They will need a breakdown of how many adults and how many children are coming.
- *Special Dietary requirements* - You will also need to advise them whether you have any dietary requirements (eg. vegetarians, non-dairy eaters, etc.). Most conference sites will have set meal times so you need to find those out in order to work out your timetable for the weekend.

Payment

For conferences and weekends away, costs should be put on the accommodation account and are usually paid at the end of the weekend. Check with the accommodation / conference site. For other events where you need a cheque to be paid to the caterers, please complete a third party requisition form available from the office.

Self-Catering

Basically, the only way to run a really cheap event, is to do your own catering. Below is a list of things you need to remember.

Organising your cooks

The following is a rough guide for how many cooks you will need:

<i>Group Size</i>	<i>No. of Cooks</i>
Up to 15	1
Between 15-45	2
Between 45-65	3
Between 65-85	4
Between 85-100	5

If you are have a small group and you are having difficulty finding cooks, it may be a good idea to organise the food yourselves (quantities, menu, shopping etc.) and ask someone to come and cook just for the day on Saturday for you (you could get different sections of your group to prepare supper Friday and meals on Sunday).

You may need to provide people to assist the cooks with the shopping and getting the food to the site/event.

It's a good idea to pay the accommodation and food costs on behalf of the cooks, so you will need to factor that into your overall budget. It's also good to think of a small gift you could give them at the end of the event, as it's a very tiring job.

Budget

You will need to work out with your cooks what the food budget is. The more people, the cheaper the food. Use this following table as a guide.

<i>Event</i>	<i>Number of People</i>	<i>Cost per person</i>
Large Weekend Away	more than 50	around \$13
Small Weekend Away	less than 50	around \$15
Basic Lunch		\$5
Basic Dinner		\$8
Fancy Dinner		\$10-\$15

This is only a guide, and you will need to check with your cooks.

You will need to provide the cooks with money to buy the food, so you'll either need to get people to pay well in advance, or you'll need to find another way of financing the up-front costs. If payment is made in advance and you need a reimbursement, please complete a personal reimbursement form.

Things to let your cooks know

Final numbers- You will need to give your final numbers to the cooks about a week in advance (unless they specify otherwise), so that they can prepare accurate quantities and have time to do the shopping. They will need a breakdown of how many adults and how many children are coming.

Dietary requirements – You will need to advise the cooks/site whether you have any dietary requirements (eg. vegetarians, non-dairy eaters, etc.). If there are a number of children involved in your mealtimes, please remember that many children have allergies. Contact the church office if you need some ideas.

Meal time –You should advise the cooks about the timetable / program for the weekend or event, and especially when you want mealtimes to be.

Children

When planning a weekend away or function, it needs to be remembered that for a number of our congregations the number of children present may be as many or more than the number of adults. The success of your event is therefore dependent upon a suitable children's program or crèche being provided.

Generally for conferences and weekends away, a children's program cannot logistically operate for the whole weekend and it is best to plan the time so that children have a separate program while studies and talks are taking place and then returned to the care of parents for free time, play, meals and other general activities. It may be necessary in your program to make it extra clear to parents, when they are to take responsibility for their children. Parents may also arrange rosters between families to enable this to happen across the weekend.

The children's program is best organised by including a teaching time and activity/craft time. Structured games can also be a component of the children's program. When organising the teaching program remember that different aged children have different abilities. You will therefore need a separate program for crèche, 3-4yo's, 5-7yo's, 8-11yo's, 12 and above. Numbers can sometimes make this many groups difficult - it will vary from camp to camp. You will also need to ensure that all materials for the children's program are taken with you as campsites cannot provide much of what you will require.

The success of the children's program will relate directly to how well it is prepared and how well it motivates and enthuses the children. Be imaginative. Use the environment you are going to be in. However, also remember that you are responsible for the safety and well being of each of the children in your care.

The children's program should have people overseeing/supervising it who have completed the Child Protection Legislation declaration form. This form is available from the Church Office and should be kept on file at the Church Office. For a weekend event, helpers would not need to complete this procedure. If you are unclear regarding this issue please contact the Church Office.

Sound

For conferences and weekends away

- It's a good idea to ring the venue and find out what they provide in the way of sound equipment/ microphones / amplification etc.
- Organize for two people to be responsible for organizing and running the sound equipment.

For events held at St Matthias

St Matthias has a sound system in the church building. This is only to be used by people who have been given training. If you would like to know how to use it or are using it on a regular basis, please call the church office.

We have two portable sound systems that are used each Sunday. These are available for limited use at other times but must be cleared with the church office before they are removed or used in the Barnabas Centre.

Music

You need to consider the following:

- musicians/instruments
- music
- words to sing from (either overhead projection sheets or printed words)
- someone to organise the musicians, choose songs etc.

There are two options for obtaining music and songwords:

- 1) use music and overheads from your congregation (ask your music coordinator to check its availability and access).
- 2) ask the church office how you might be able to get copies of music and songwords
On the Thursday prior to the conference/event, you'll need to go in to the office and collect any music/song words you require. These will need to be returned as soon as possible after you have finished with them.

For events and conferences, it is a good idea to ring the venue and find out what they provide in the way of sound equipment/ microphones / amplification etc. This will partly determine how many musicians you can have and what sort of instruments you will be able to use.

Running a Bookstall

The following steps should be followed when organising a Matthias Media book store. If you require resources from another publisher, please contact them directly. This applies to Koorong books.

- i Contact Matthias Media on: sales@matthiasmedia.com.au or 9663 1478
- ii Specify each of the following:
 - The list of products you require, and the quantities of each
 - The name of the person who will collect the stock from Matthias Media and the preferred date of collection.
 - The name of the person who will return the unsold stock to Matthias Media and the date it will be returned
 - The person/s or organization who will be paying for the stock on its collection and/or return (depending on accounts approval)
 - When and where the bookstore is being held
 - If you need assistance with setting up or running the bookstore – indicate the event date/s, venue and location. Also stipulate how many people will be attending the event
- iii Carefully read and sign the Matthias Media document called “sale-return agreement”. A copy is attached or is available via email from the church office.
- iv. Organise a team to run the bookstore. Remember to register all sales in the record sheets supplied with the stock, and have an appropriate money float available. Calculators, pens and receipt books are also useful book store items.

Income:

Students:	_____	@ \$	_____	= \$	_____
Single Adults:	_____	@ \$	_____	= \$	_____
Married Couples:	_____	@ \$	_____	= \$	_____
Staff:	_____	@ \$	_____	= \$	_____
Other:	_____	@ \$	_____	= \$	_____

Deposit refund (if received after the weekend away) \$ _____

Total Income: \$ _____

INCOME LESS EXPENSES \$ _____

Please note that income should aim to exceed expenditure by 10%

Please complete the appropriate requisition form (personal reimbursement and third party payment form attached) and forward to the church office.

Matthias Media Resources: Terms and Conditions for Sale or Return Consignments

1. Sale or return must be agreed to at the time of ordering. Returns will not normally be accepted otherwise.
2. (a) Consignments of stock are provided on the condition that a minimum of 50% of the total value of the consignment will ultimately be purchased. That is, you may not return more than 50% of the stock (by dollar value).
(b) A non-refundable deposit of 50% of the consignment value is payable at the time of ordering.
3. Goods on consignment will be sent with an invoice, however ownership of the stock does not pass until full and final payment is made.
4. The books will be invoiced at the standard price, but if the quantity ultimately sold exceeds the quantity at which discounts apply, your invoice will be adjusted to give the discounted price.
5. Unless otherwise arranged, returns must be received within 30 days of the original invoice for a credit to be given.
6. To receive a credit for returned items the items must be in "as new" condition when received by us (ie. not dusty and without bent corners, marked covers or price labels that you have added). The assessment of the condition of the books and the granting of a credit for returned stock will be at the sole discretion of Matthias Media.
7. Items not published by Matthias Media (eg. music CDs) and Christmas cards are not available on a sale or return basis.
8. The return postage, packing and delivery of unsold stock is your own responsibility. You may not use our Reply Paid address without prior arrangement and consent.

I hereby agree to be bound by the above terms and conditions.

..... / /
Signature Date

..... / /
Name Invoice number: