

SCQM Gathering Arrangements

The Gathering Arrangements Committee is responsible for arrangements for two gatherings each year: **Fall Fellowship** and **Spring Gathering**.

Arrangements include food and hospitality.

Sometimes, the Arrangements Committee is asked to help arrange for childcare or incidentals such as audio-visual equipment.

Arrangements for **Fall Fellowship** are fairly complex and must be started soon after the gathering is over, though most of the work takes place during the two to three months prior to the gathering.

Arrangements for **Spring Gathering** are much more limited in scope and can be completed one to two months prior to the gathering.

Attached are detailed procedures specific to each of the two gatherings. (*You will see **highlighted** sections that are questions raised among Friends reviewing this procedure, and some sections may need fine-tuning.*)

Procedures for Arranging for Fall and Spring Gatherings

Draft version 02/12/2011

Arrangements for Spring Gathering are fairly simple but change from year to year due to the changing location of the Gathering. Fall Fellowship arrangements are more complicated, but made easier by the Fellowship being held in the same location every year.

The only arrangement that is the same for both gatherings is the "Red Box." This is a plastic box with a manila envelope for each Meeting. Friends who have printed material to give to a Meeting put the material in that Meeting's envelope. The SCQM Representative from each Meeting is responsible for collecting the envelope at the end of the gathering and taking it back to his or her home Meeting.

Fall Fellowship.

Fall Fellowship is a multi-day gathering that has been held at Temescal Canyon Conference and Retreat Center (TCCRC) for more than 40 years. Because this gathering extends over more than one day and is held at a somewhat remote location, arrangements include food and overnight accommodations, in addition to coordination with TCCRC management.

Below is the current contact information; the contact person may change from time to time.

Temescal Canyon Conference and Retreat Center
Mountains Recreation and Conservation Authority (MRCA)
15601 Sunset Blvd.
Pacific Palisades, CA 90272
(310) 454-1395 ext 113
Fax (310) 454-1396
Contact person: Joyce Whitehead - email
jwhitehead@smmc.ca.gov
Pager (888) 562-1116
Home (310) 360-1746 (used only during weekend of Fall Fellowship)

Contract

The contract with TCCRC should be signed as far in advance of the gathering as possible **[who actually signs the contract?]**. In the past, this contract has been fairly self explanatory. A \$250 fee for reserving the space is due six months prior to the event. In addition to the fee, a deposit of 50% of the estimated total due at the same time. The contract states that the balance must be paid prior to the event. However, SCQM has usually been able to pay the balance on the Sunday of the gathering. In cases where SCQM has not used all the reserved space, the Arrangements Clerk and the TCCRC representative have often negotiated changes in the total balance due.

It is advisable for the Treasurer to accompany the Arrangements Clerk to this final meeting with the TCCRC representative so that payment can be made immediately.

In the recent past, the gathering has started Saturday morning at 9 AM and ended Sunday at 5 PM. Cabins must be cleaned out prior to the close of gathering. The gathering schedule will allow Friends time to pack and remove their belongings. This is often scheduled soon after Sunday breakfast.

SCQM carries its own insurance. The Arrangements Clerk informs the treasurer to send a copy of the insurance information to the above address.

The contract includes a number of specific items that TCCRC will provide. The following is a list of the items that have been specified for recent gatherings, along with numbers, where applicable. The items and numbers will change from year to year and may change as planning for the gathering progresses.

For Stewart Hall:

- Microphones/speakers
- Chairs (75)
- Tables (8)
- Hot water pot and water

Dinning Hall

- Hot water pot and water

For Children's Areas:

- Tables
- Chairs
- Adult Chairs (20) (if using the classrooms at the top of the hill)

For Teens' Areas:

- Tables
- Chairs

TV/VCR: where (Stewart Hall, Dinning Hall, or teens/kids areas) and when

Space Reservations

While the contract may change from year to year, the Dining Hall is usually included when other spaces are reserved. The contract should be read carefully to be sure. Stewart Hall should be reserved and either three of the classrooms at the top of the hill or the 7 Arrows area (but not both) for the children and teens. Dorms or cabins can usually be used as additional meeting spaces for worship sharing, interest groups, etc. In good weather, groups can meet outdoors. Classrooms should only be used if absolutely necessary (to avoid additional cost). SCQM has usually had "exclusive use" of the site in recent years. This has not been on the contract for some time, but allows for more flexibility in programming. TCCRC has not allowed camping in recent years.

Dorms and/or Cabins

The previous year's usage can be used as a guide for the number of cabins and/or dorms to reserve. Since the number and arrangement of beds in the cabins and dorms may change from year to year, a Cabin and Dorm Room Layout should be requested from TCCRC and given to the Registrar as early as possible.

Food

SCQM has been providing our own meals during Fall Fellowship since 2007. This has proven to be both less expensive and more rewarding than using caterers. If a caterer is to be used, he or she usually needs to be notified six months in advance. Friends have raised funds for various causes (FCL, FOR, AFSC) by supplying one or more meals.

[who is in charge of meal prep? How is that person named?]

The Arrangements Committee gets the numbers of people signed up for each meal from the Registrar (this will vary from meal to meal) and communicates this to the person in charge of each meal. This information should be communicated at least a week before the Gathering. Saturday lunch and dinner should be padded by approximately 10 to account for last minute attenders. The Committee supplies plates, cups, napkins, utensils, stirrers, coffee, tea, sugar, sugar substitutes, creamer, hot chocolate, peanut butter, jelly, bread, goldfish or pretzels, sponges, dish soap, and large (33-gallon) garbage bags.

For each meal, volunteers are needed to set up the dining room, serve, and clean up. It is very important to have servers to ensure that there is enough food for all.

Registration

It is the Registrar's responsibility to assign accommodations. The Arrangements Clerk informs the Registrar which accommodations are available and tells the Registrar about any non-paying attenders (speakers, children/teen program helpers, dance leaders, etc.). Non-paying attenders are identified at the Clerks Committee (see below).

In recent years, the Arrangements Clerk has helped first time attenders by providing them with information via letter or email prior to the gathering. In addition, the Arrangements Clerk has set up a "buddy" system to pair up experienced Friends with new attenders. The role of the buddy is to make the new attender feel welcome. This can be done by having at least one meal together, introducing the new attender to other Friends, etc. The Arrangements Clerk contacts all buddies prior to the gathering to let them know who their new attender is. Ideally, both Friends are from the same home meeting.

Before the Gathering

Clerks Committee

The Arrangements Clerk brings copies of the previous year's schedule to the Clerks' Committee meeting. The committee will make any necessary changes. Once the schedule is finalized, the Arrangements Clerk is responsible for getting this information to the Newsletter Editor.

The Clerk's Committee decides how many Worship Sharing groups there will be. The Clerk's Committee also suggests Interest Groups, decides where the children and teens will meet, and whether teens will sleep in a classroom (uphill or 7 Arrows) or in the dorms. If the teens sleep in dorms, they may need one or two dorm rooms. This may depend on the number of teens attending or it may be a policy decision.

Worship Sharing

The Arrangements Clerk decides where Worship Sharing groups will meet. Many outdoor spaces are suitable, including outside Stewart Hall and the dining room, weather permitting. Suitable indoor spaces include cabins/dorms, Stewart Hall, and the dining hall. Ministry and Counsel Committee names Worship Sharing facilitators, and groups may meet in the facilitator's room if necessary. Most rooms will not have enough places to sit, so Friends will have to bring extra chairs.

Assorted Preparations

Ministry and Counsel arranges for a Friend to facilitate the Meeting for Healing, which takes place in Stewart Hall at 6:30 AM on Sunday. Unless the Arrangements Clerk is sure to be attending this meeting, the facilitator should be given the key to Stewart Hall.

It's helpful to make a list of these all the things to do. The list here isn't complete. The tasks are not individually very time consuming, but a list is helpful in keeping track and working more efficiently.

Preparations for Saturday Night.

The Arrangements Clerk finds a Friend to serve as the Master of Ceremonies for Community Night. The MC is responsible for finding performers and scheduling the entertainment. The MC usually makes announcements at Saturday breakfast and lunch and also talks with Friends individually. The children and teens usually provide skits for Community Night.

After Community Night, one or more of the following activities have been provided: folk/square dancing, sacred circle dancing, singing, intergenerational games, Bible study, or Singing the Psalms (the last two have been led by Roena Oesting and Judith Favor, respectively).

Leaders should be identified for whatever activities are offered. Folk or square dancing requires callers, who charge for their services and must be reserved three months in advance. Called dancing has not been offered at Fall Fellowship for a number of years. Joan Rawls-Davis leads Sacred Circle Dancing and can be contacted at (831) 426-1517 or tdavis@cruzio.com. Joan has usually asked that SCQM provide a paid meal and overnight accommodations, but that may change and should be confirmed.

Work with the SCQM Web Master and Newsletter Editor

After the Clerks Comm meeting, the Arrangements Committee works with the Web Master to get relevant information about Fall Fellowship onto the SCQM website. In addition, the following messages should be sent to the SCQM list serve:

1. Interest Groups. Ask that anyone who wants to lean an interest group contact the Arrangements Committee. Groups such as AFSC and FCL often present interest groups; individuals or SCQM committees may offer interest groups that expand on the theme of the weekend. The site can accommodate four to six groups, depending on the weather.
2. "Save the Date." In addition to sending this notice via email, 5 to 10 copies (depending on Meeting size) should be sent to each Meeting for Friends who are not on the list serve.
3. Shortly before the registration deadline, a reminder should be sent to encourage Friends to avoid late penalties (which can be up to 50% of registration costs).

The Arrangements Committee works with the SCQM Newsletter editor to publish the schedule and registration form, taking into account newsletter and registration deadlines. Whatever Gathering information has been finalized should be published in advance, including interest groups and any special activities such as service projects. The schedule should include such things as Saturday night activities, the times when children must be retrieved from the Children's Program, and the times when kitchen volunteers are needed. If there are any important changes regarding the Gathering (for example, the availability of camping), the Arrangements Committee may provide a brief article or paragraph highlighting the changes. The Arrangements Committee can remind the Newsletter Editor to send copies of the registration forms to each Meeting for Friends who do not receive the Newsletter.

The Arrangements Committee works with the Registrar to have all necessary sign-up categories included on the registration form, particularly worship sharing participation, "Buddies," (see above), and volunteer opportunities (help set up and clean up meals, work in the bookstore, help with the children, etc.). Volunteers are neither paid nor is their fee reduced in exchange for their volunteer service.

The Gathering

The Arrangements Committee should bring 50 copies of the schedule (including Interest Groups) and 25 maps. The locations of Interest Groups and Worship Sharing Groups should be clearly marked on the maps. If an Interest Group is expected to have a large attendance, it should be scheduled in Stewart Hall. The Dinning Hall acoustics are not suitable for Interest Groups.

The Arrangements Committee brings snacks, beverages, and refreshment supplies for Stewart Hall. In the past these have included:

- Coffee (Regular and Decaf)
- Tea (Black and Herbal)
- Hot Chocolate
- Pretzels or Goldfish
- Paper Towels
- Stirrers
- Non-dairy Creamer
- Sugar
- Sweetener

It has been suggested that free trade items be used where feasible.

Before Friends Arrive

The work of the Arrangements Committee will be made easier if at least some set-up can be done on Friday night. TCCRC may not be willing to provide keys for any of the common areas before Saturday morning. It may be possible to arrange to sleep at the TCCRC on Friday night (Roena Oesting and Jane Peers have done this).

Joyce Whitehead, the TCCRC contact person, likes to take the Arrangements Committee around the site to show recent changes. She will provide the keys for the dorms, the Dinning Hall, Stewart Hall, and any classrooms that have been reserved. Classroom keys should be given to the teachers and the person in charge of the teens and keys must be collected on Sunday afternoon. Stewart Hall and the Dinning Hall must be locked for the night including the doors at the bathrooms. Put up schedules at Stewart Hall and the Dinning Hall (two of each should be taped back-to-back on the glass doors). Use only paper tape. An SCQM sign should be posted somewhere visible to incoming drivers; attaching it to a sign outside the store in the Dinning Hall parking lot is a location that has worked in the past.

The chairs in Stewart Hall must be set up and the display tables arranged. Friends who have arrived early may be enlisted to help. The food for Stewart Hall and the food/supplies for the Dinning Hall must be set up. The red box for distributing materials to Meetings should be put in Stewart Hall.

Parking Passes

Parking within TCCRC is restricted to certain (mostly unmarked) areas and cars must display valid parking passes. Cars without passes or parked in the wrong place will be ticketed. TCCRC will try to find a driver before his/her car is ticketed, so the driver's name and cabin/dorm number should be written on their parking pass. TCCRC prefers that SCQM provides a person to stand at the stop sign before the Dinning Hall parking lot and hand out the parking passes as Friends arrive. However, since Friends do not all arrive at the same time, the Registrar will have to make provisions for distributing parking passes to those who arrive later.

If a map that shows parking locations is available from TCCRC, it should be given to the Registrar.

Friends with limited mobility will need rides between Stewart Hall and the Dining Hall. Friends with handicap parking placards can be enlisted to offer rides. Drivers should be reminded to be aware of the rules of the site and to follow all directions given by Park Rangers.

Stay Late.

If Meeting Representatives do not take the manila envelopes for their Meeting, the Arrangements Committee will have to mail them. The Arrangements Committee should strongly encourage Meeting Representatives to take their envelopes at the end of the Gathering.

At rise of the last Meeting on Sunday in Stewart Hall, Friends should be asked to help fold the chairs and put them away in the closet at the back of the room. All food must be removed and all items taped to windows must be removed. All items left behind should be taken to the Dinning Hall and Friends there encouraged to reclaim them. All food brought in to the Dinning Hall must be removed. If there is usable food left over, it can be offered to TCCRC staff. The kitchen should be cleaned well and the floors wet mopped. Before leaving the Conference Center, the dates for Fall Fellowship for the following two years should be scheduled.

Spring Gathering

The Host Meeting

There is a list of which Meeting will be hosting Spring Gathering for the next several years, but things can change. The Arrangements Committee is responsible for confirming dates and times, and identifying the Meeting contact person. The Arrangements Committee should work with the host Meeting to ensure that the Gathering runs smoothly, that attenders feel welcome, and that the host Meeting feels well supported. That may mean the Committee is more active in serving as a conduit between attenders and the host Meeting, or the host Meeting may be comfortable taking the lead.

Registration

Spring Gathering has not had a formal registration for a number of years. In lieu of registration, the Arrangements Committee is responsible for sending an email announcement to the SCQM list. The announcement should include the location, directions, any parking issues, lunch costs, hospitality options (with any applicable deadlines), and reminders of the children's and teen's programs. Copies of this announcement should be sent to Meetings for those not on the email distribution.

Lunch and Refreshments

The host Meeting supplies lunch; those who attend pay for the meal. The host Meeting should not have to subsidize the meal. The Arrangements Committee should inform the Meeting contact of the lunch guidelines: it should cost less than \$10/adult (less for children) and it should include a drink. Lunches tend to be easier if they are vegetarian, with some vegan options. The Meeting may choose to cook or they may choose to order lunch. A system, that has worked in the past is for someone from the host Meeting to take orders and payment from Friends as they enjoy fellowship prior to the start of the Meeting. When the Meeting starts, Friends should be reminded to place their orders if they wish to have lunch with the group.

The Arrangements Committee supplies a cake for approximately 40 people to welcome first timer attenders. The Arrangements Committee can offer tea and coffee and juice for the day. Offering breakfast or morning pastries has not worked well in the past, as Friends eat before they come.

Children's Program and Teens

The Arrangements Committee works with the host Meeting to identify Friends to work with children and teens. SCQM can pay \$10/hour for teachers or child care. Not very many children have attended Spring Gathering in recent years, and teachers/child care workers should be informed that they may not be needed or they may only need to work half the day.

Hospitality

The Arrangements Committee works with the host Meeting to identify hospitality for the nights before and after the Gathering. Both bed and sleeping bag space should be identified. Friends needing hospitality who have allergies to pets should be placed appropriately. The deadline for requesting hospitality should be far enough in advance of the Gathering that the Committee does not have to scramble at the last minute. Late requesters can be directed to local hotels.

Miscellaneous Issues

There has occasionally been a need to move the Children's Program and/or the teen program off site. Such a request should be discussed with the SCQM Treasurer, as there may be a need for insurance.

Groups (including the AFSC bookstore) may request a display area. The feasibility of such a request depends on the size of the Meeting space.