

# PC(USA) 2020 General Assembly Committee Descriptions

**Worship Committee** – works closely with the OGA staff, facility staff, sound technicians, liturgy writers, the Moderator of the General Assembly, the Stated Clerk and local churches to assist in providing worship services during the General Assembly.

- **Opening and Daily Worship** - These work groups (in consultation with the Moderator of the General Assembly and OGA staff, and working with other Worship committee work groups) are responsible for most arrangements for these worship services.
- **Liturgy and Music** – As requested by the Moderator of the General Assembly, OGA staff, and others – may assist in preparing appropriate liturgies and coordinate invitations to liturgists for most assembly worship services. The work group may also be requested to be involved in the selection of music for worship services and securing the services of appropriate musicians.
- **Communion** - Responsible for serving communion (securing elements, preparation of elements, serving) at the worship services when this is part of the liturgy.
- **Ushering** – Responsible for coordinating the scheduling and training of ushers for all worship services.
- **Prayer at GA** – Responsible for planning for a prayer room located in the convention center and other opportunities for prayer at GA outside regular business sessions.

**Special Events Committee** –arranges a variety of special events throughout the GA week.

- **Mission Tours** –provides participants with opportunities to visit area points of interest (such as mission sites and historic and cultural attractions) during free time
- **Gift Project** – *IF* COLA chooses to offer an opportunity for G.A. participants to bring a gift to support a mission selected by COLA, this work group recommends the project and suggested gifts, selects recipients, and coordinates the collection and distribution
- **Sunday Worship** – compiles a list of area churches that will host assembly participants on Sunday morning, and coordinates plans for transportation, etc.

**Hospitality Committee** – coordinates the volunteer greeters who will welcome participants at the airport, assembly hotels, and convention center, and provides additional services for ecumenical guests and those with disabilities and other special needs.

- **Airport Welcome** – coordinates arrangements for greeting assembly participants at the airport on major arrival dates and directing them to hotel transportation.
- **Hotel Welcome** – coordinates arrangements for greeting assembly participants at the assembly hotels on peak arrival dates, and providing pertinent information.
- **Convention Center Welcome** – responsible for welcoming GA participants as they enter the convention center and for assisting with the shuttle arrangements at the convention center (if any)
- **Information Center** – works with OGA staff on arrangements for the G.A. Information Center at the convention center, to help provide GA participants a wide range of information relating to the assembly and the local area.
- **Ecumenical and Interfaith Guests Welcome** – provides assistance to the staff of the OGA by offering appropriate hospitality and services to the 25-50 ecumenical guests – including welcoming them upon their arrival at the airport and escorting them to transportation to their hotel.
- **Departure Arrangements** – responsible for arrangements for luggage storage for departing attendees on the final day of the assembly.

**Media and Communications Committee** – creates the image of COLA and the denomination in local churches and the community where the General Assembly is held.

- **GA Welcome Presentation** – works with the Executive Committee to develop a presentation, not to exceed 20 minutes, scheduled during a session on the opening day of the assembly to welcome GA participants to the host city.
- **Church and Mid Council Communications** – responsible for regular communications to churches throughout the host Presbytery to develop interest in the General Assembly, and to encourage volunteer participation. This group may also provide information to other presbyteries supporting the work of COLA.

- **Press Relations** – gathers information about General Assembly, the local Presbytery, mission activities and other items that might be of interest to local and national news. The work group also compiles a list of key news outlets and contacts within the Presbytery. All information is shared with the PC(USA) media and communications staff to be used in publicizing the General Assembly.
- **Presbytery Exhibit Booth** – responsible for planning, erecting and staffing the host presbytery's booth in the GA Exhibit Hall. The booth can serve both as a welcome center and to highlight the presbytery's mission work.
- **Website** – work with COLA/presbytery staff to set up and maintain the COLA web site

**Volunteer Committee** – recruits and trains hundreds of local volunteers to carry out tasks related to all the COLA work groups and the OGA.

- **Volunteer Recruitment** – responsible for the process and structure for recruiting volunteers from churches throughout the presbytery. This group works closely with the Program Assistant.
- **Volunteer Management and Training** – organizes volunteer orientation opportunities and manages on-site volunteer check in.
- **Volunteer Hospitality** – compiles information regarding alternative GA accommodations for out-of-town volunteers and visiting youth groups who choose not to stay in the official assembly hotels; coordinates arrangements for a lounge area at the convention center for off-duty COLA volunteers.