

# Requirements to Host the Metropolis of Detroit Clergy-Laity Assembly and Philoptochos Conference

Introduction:

The following are the basic requirements to host the Metropolis of Detroit Clergy-Laity Assembly and Philoptochos Conference.

Note: If a Parish is interested in hosting the Clergy-Laity Assembly a more descriptive document is available by contacting the Metropolis Office.

## A. Physical Requirements

1. Church Facility to seat at least 175 persons.
2. Banquet Room to accommodate 225 to 550 persons.
3. Meeting Rooms – Minimum of four (two to accommodate 60 persons and two to accommodate 40 persons)
4. Meals – Two meals a day for 150+ persons
5. Hotel Rooms - 80 if hosted in the Metro-Detroit and 100 if hosted outside of the Detroit Area. Complimentary rooms are required and are to be coordinated with the Metropolis Council.
6. Exhibit Space for vendors.

## B. Financial Requirements

1. Conference Cost - target cost for each delegate should be in the \$275 to \$350 range. The host community assumes financial responsibility.

## C. Typical Clergy-Laity and Philoptochos Conference Schedule – Wednesday through Saturday

### **Wednesday**

Clergy Syndesmos Meeting 3:00-5:00pm

Joint Clergy, Metropolis Council & Philoptochos Board Dinner 6:00-7:30pm

Metropolis Council and Philoptochos Board Meetings 7:30–9:00pm

### **Thursday**

Opening Church service 7:30am

Breakfast – Keynote Address & anointing of all attendees 8:30-10:00am

Lunch, Committee meetings, presentations, Workshops 10:00-5:00pm

Grand Banquet 6:30–10:00pm

## **Friday**

Church Service 8:00am

Philoptochos Breakfast, Committee Meetings, Lunch, Workshops 9:00-5:00pm

Dinner/Social/cultural event 6:00-10:00pm

## **Saturday**

Church Service 8:00am

Plenary sessions & Elections, vote tabulation 9:00–12:00pm

## **Sunday**

The Host Priest is to keep in mind that the Metropolitan would usually serve the Divine Liturgy on the following Sunday in the Host Parish.

### **D. Establishing the Clergy-Laity Conference Location**

1. Hotel Facility Exclusively or...
2. Church Facility Exclusively or...
3. Combination of both Hotel and Church Facility

### **E. Some of the responsibilities of the Host Parish Priest**

1. The priest is instrumental in finding a capable member of his Parish to act as the Lay Chairman of the Conference.
2. The priest will be primarily contacting the Metropolis for all requests that involve His Eminence's decision
3. The priest will be in touch with Philoptochos President for details regarding their needs for the Philoptochos Conference
4. Prepare cover letter informing the parishes of the dates and announcing registration times and prices
5. Maintain constant communication with the various committees of the Clergy Laity Conference.
6. Work with His Eminence or the Metropolis Chancellor for protocol regarding Grand Banquet:

### **F. Suggested Clergy-Laity Conference Committees**

1. Conference Chairperson(s)
2. Registration Committee
3. Registration Bag Committee
4. Hotel Committee
5. Logistics Committee
6. Grand Banquet Committee
7. Commemorative Album Committee
8. Hospitality Committee
9. Transportation