

Host Church Responsibilities

1. Provide Fourth Day Speaker (give the speaker a guide for the Fourth Day Talk)
2. Set up Holy Communion and provide elements
3. Set up for fellowship (food on table, make coffee & tea, provide ice, clean up)
4. Arrange for ushers and baskets for offering.
5. Provide music team.
6. Your pastor is to be the worship leader.
7. Provide childcare workers and pay them. Notify Koinonia if church is unable to pay the childcare workers.
8. Provide a microphone for the Fourth Day Speaker. It is important that people in the back can hear and please urge the speaker to use the microphone

Church Representative

The Church Representative is to be responsible for getting Koinonia songbooks to their church. Either call the person who has them or take them home after the gathering (providing no Walk meetings are taking place)

If Walk Meetings are being held, the Lay Director of the Walk is responsible for getting the Koinonia songbooks to the gathering. The Lay Director can also delegate this to a member of the team.