

LHSEPA Pilgrimage Guidelines for Hosting Churches

A contact person from LHSEPA will be assigned to the hosting church to coordinate your publicity flyer, announcement form, registration form and any other questions the church may have.

Hosting church should provide information to the contact person 8 weeks prior to the scheduled Pilgrimage date. Information listed below can be included in a word document:

- Directions to the church
- Description of the church
- Photo of your church (send as an email attachment to the LHSEPA contact person)

Hosting church is encouraged to invite members of their congregation to the Pilgrimage presentation and to welcome LHSEPA guests who are attending.

Registration. Registration Includes Lunch at \$15.00 per person. Checks should be payable to: LHSEPA
Note: LHSEPA will reimburse the host church for the lunch.

Lunch. Hosting church is responsible for providing lunch and payment to caterer. The LHSEPA Treasurer will reimburse the hosting church on the day of the pilgrimage.

Collection of registration forms and registration fees are handled on a case by case basis. The LHSEPA contact person will coordinate this process with the host church and Treasurer.

Schedule (no annual meeting)

10:00 AM Registration
10:15 AM Welcome
10:30 AM Host church begins presentation
11:30/12:00 Lunch (Church sets time based on length of their presentation.
Recommend lunch be one hour.
12:30/1:00 Afternoon session
2:00/2:30 Session should end around this time.

Schedule (With annual meeting)

9:30 AM Registration
9:45 AM Welcome
10:00 AM Host church begins presentation
11:00 AM **LHSEPA Annual Meeting** (allow one hour)
12:00 PM Lunch (Church sets time based on length of their presentation.
Recommend lunch be one hour.
1:00 PM Afternoon session
2:00 PM Session should end around this time.

Questions regarding your pilgrimage event may directed to the following individuals.

Rev. Richard Baumann, Phone: 610-821-1999 Email: rbaumann@entermail.net

Rev. Virginia Biniek, Phone: 610-926-5422 Email: froggin1@frontier.com

Phyllis Boyer, Phone: 215-679-6626 Email: frauphilly@gmail.com