

# Worship & Music Conference Registration Procedure

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We are thrilled to have you attend PAM's 2020 Worship & Music Conference at Montreat. Whether you have been attending for years, or are attending for the first time, we hope you find your experience at Montreat worshipful, Spirit-full, and musical!

Are you ready to register? Follow the steps below, and if you have questions along the way, please see the FAQs on page 3 or reach out to us at [pam@pcusa.org](mailto:pam@pcusa.org) for more information.

## STEP 1: DETERMINE WHERE YOU WANT TO STAY

Housing is an important part of your experience during a Worship & Music Conference. We've listed the different housing options below. We've also provided prices for Montreat Conference Center and Montreat College housing on the conference website. If you choose to stay in Montreat Conference Center housing, you may have the option to roll over reservations from year to year. **All housing and meal costs are in addition to your conference fee.** Housing is limited, so register NOW! The following housing options are available:

- **[Montreat Conference Center Housing](#)**: Available facilities include Assembly Inn, Winsborough, and Glen Rock Inn. All meals are served at Assembly Inn.
- **[Montreat College Housing](#)**: Available facilities include Anderson, Howerton, and McGregor Dorms. Depending on the reservation count, you may be eating meals at Montreat College or at Montreat Conference Center's Assembly Inn. You will be informed prior to check-in.
- **Private Housing**: Make your own arrangements directly with a private cottage owner or rental agency in or near Montreat. You will also need to plan for your meals.

If you have concerns about mobility issues on Montreat's campus, check out our friends at [WNC Mobile Life](#) and rent a mobility scooter from them for the duration of the conference!

## STEP 2: DETERMINE YOUR CONFERENCE FEE

This rate is your per person conference fee only. It DOES NOT include housing, meals, or community service fees.

### Register ON OR BEFORE...

- **February 28:**
  - Children & Youth – \$265 (Last year's rate!)
  - Young Adults and Adult Members – \$300 (Last year's rate!)
  - Young Adult and Adult NON-Members – \$475 (Last year's rate!)
- **Between March 1 and May 10:**
  - Children & Youth – \$280
  - Young Adult and Adult Members – \$350
  - Young Adult and Adult NON-Members – \$525
- **After May 10:**
  - Children & Youth – \$330
  - Young Adult and Adult Members – \$400
  - Young Adult and Adult NON-Members – \$575

We encourage all Young Adults and Adults to become members of PAM. The membership fee is \$10 for Students, \$70 for Seniors and \$100 for Adults. You may purchase your PAM membership at [www.presbysmusic.org/members](http://www.presbysmusic.org/members).

## STEP 3: REGISTER FOR THE CONFERENCE

Special incentive! You may pre-pay for the 2020 conference in 2019. You will have one week to register before the event is opened to the public. Additionally, you will have through February 28<sup>th</sup> to register at the early-bird rate!

Register online for the conference at [www.presbysmusic.org/montreat](http://www.presbysmusic.org/montreat).

# REGISTRATION FAQs

Below are the most frequently asked questions from individuals and group leaders about the conference registration process.

## HOW OFTEN DO THE CLASSES MEET?

Unless otherwise stated, all classes on the schedule meet Monday through Friday for 50-minutes.

## AM I REQUIRED TO REGISTER FOR A CLASS FOR EACH HOUR OF THE DAY?

Absolutely not! Depending on the type of person you are, you may want to register for 7 hours of classes each day, but remember, this conference is 5 days long. Our prayer for you is to be refreshed and renewed when you return home, not exhausted. So please do what is best for you to ensure you have a full, but Sabbath-full week at Montreat. We find most registrants average 5 hours of classes daily.

## ARE ADULTS REQUIRED TO ATTEND BOTH ADULT CHOIR REHEARSALS?

If you plan to sing in the Adult Choir, yes! If not, no!

## DO I NEED TO REGISTER FOR INSTRUMENTAL ENSEMBLES?

No. But, when you register, please indicate the instrument(s) you are bringing and how long you have been playing the instrument(s). When you arrive in Montreat, you will need to meet with the Instrumental Ensemble Director, Mark Britt, to determine your placement. Mark will work with you and the needs of the conference to ensure you are placed with the appropriate group. Music is provided!

## DO I NEED TO REGISTER FOR THE ADULT OR YOUTH CHAMBER CHOIR?

No, these are audition-based choirs. The choir directors will host auditions for these choirs during on-site registration. Results will be posted by 7am on Monday morning. If you are selected for the choirs, then you will attend those rehearsals (twice daily).

## MAY I REGISTER FOR MORE THAN ONE HANDBELL CLASS?

To ensure all conferees may register for a handbell class, all registrants are limited to one class. However, during on-site registration you may register for any remaining slots in any of the handbell classes.

## MY CHILD, SPOUSE, ETC. DOES NOT HAVE AN EMAIL ADDRESS. HOW CAN I REGISTER THIS PERSON?

Middlers and children registrants do not require an email address as long as they are being registered with other adult registrants. However, if you do not have an email address for a particular registrant, please enter the registrant's initials @noemail.com (e.g. kla@noemail.com).

## HOW DO I REGISTER A GROUP FROM MY CHURCH?

We have [step-by-step instructions](#) to assist you in registering a group from your church. You may also call our partners at Travelink and they will help you get started.

## DO YOU HAVE A FORM I COULD USE TO ASSIST WITH REGISTERING MY GROUP FOR THE CONFERENCE?

Yes, we do! [You may find it here](#). We hope you find it helpful in gathering the information you need to register your group!

## WHAT IF I NEED TO ADD PARTICIPANTS TO MY GROUP AFTER I'VE ALREADY REGISTERED?

We have [step-by-step instructions](#) to assist you in registering a group from your church. You may also call our partners at Travelink to help lend you a hand.

## DO I NEED TO REGISTER "EXTRA" ADULTS THAT I BRING WITH OUR GROUP TO THE CONFERENCE? (I.E. COOKS, DRIVERS, CHAPERONES, ETC.)

PAM requires a 1:6 adult to child/youth ratio. We encourage all adult advisors to register as chaperones and take part in small groups, worship, evening events to provide a more complete, fulfilling conference experience. However, in order to accommodate the needs of groups who bring extra adults to function as cooks, drivers, chaperones, etc., you will have the option to select chaperone attending classes or chaperone not attending classes during the online the registration process. The cost for all chaperones is \$50. Chaperones attending classes will be assigned to classes prior to arrival. Children's chaperones will be kept with their children. Middler and Senior High chaperones will be assigned to a small group, one additional class, and one evening event.

## WILL CHAPERONES BE IN CLASSES AND SMALL GROUPS WITH THEIR YOUTH?

Not necessarily. Youth are assigned to small groups so that there are ordinarily no two individuals from each back-home group in the same small group. Therefore, chaperones registered to participate in small groups and classes will be assigned to a small group with youth from churches all over the country. We ask that you trust the process of small group placement - it works! Year after year, strangers on Monday morning have become life-long friends by week's

end. There will be no less than 3-4 adults in each small group. All Small Group Leaders have gone through background checks.

## WHAT DO I DO WITH CHILDREN WHO ARE NOT OLD ENOUGH TO PARTICIPATE IN THE WORSHIP & MUSIC CONFERENCE?

PAM's Worship & Music Conferences are designed for children exiting 3<sup>rd</sup> grade through adults. All ages are welcome to daily worship and evening conference events. You may register children who are not attending the conference for the Montreat Clubs & Child Care program. This program is available for children ranging from six months to 12<sup>th</sup> grade. Evening child care is available for children six months to completed first grade. Enrollment is limited. You must pre-register for this program to guarantee your space. Find out more information at [www.montreat.org/clubs](http://www.montreat.org/clubs).

## DOES PAM HAVE A REFUND POLICY?

All but \$75 of registration fee may be refunded up to 30 days prior to the conference. After the 30-day deadline, no refunds will be issued. Requests for refunds of lodging, food, or other fees are controlled by the organizations with which these arrangements have been made. All requests must be in writing and received via email ([pam@travelink.com](mailto:pam@travelink.com)) or U.S. Mail (Presbyterian Association of Musicians, 404 BNA Dr. Suite 650, Nashville, TN 37217).

## WHAT IF I NEED TO CANCEL HOUSING?

- If you are staying in Assembly Inn, Winsborough, or Glen Rock Inn, you must contact **Montreat Conference Center** to cancel housing.
- If you are staying in Anderson, Howerton, or McGregor, please email **Montreat College** at [summerhousing@montreat.edu](mailto:summerhousing@montreat.edu).
- If you are staying in private housing, please see your housing confirmation for specific information on cancellations.

## WHAT DO I DO WHEN I GET TO MONTREAT?

Visit us at conference on-site registration which takes place at Upper Anderson in Montreat from 2:00pm-5:30m and immediately after evening worship until 9:30pm. If you can't make it before 9:30pm on Sunday evening, stop by the PAM On-Site Office on Monday morning beginning at 7:30am. The office is located PAM Office located in the lower level of the Allen Building, Room C.

## WHERE DO I GO TO CHECK INTO MY HOUSING?

- If you are staying in Assembly Inn, Winsborough, Glen Rock Inn, Chestnut Lodge, Hickory Lodge, or Reynolds Lodge, check-in at the Assembly Inn front desk. Pay your final balance at the front desk when you check in. Check-in begins at 3:00 PM.
- If you are staying in Montreat College housing (Anderson, Howerton, or McGregor), you will check-in to your housing in Upper Anderson Auditorium during Worship & Music Conference on-site registration.

## HOW DO I BECOME A SMALL GROUP LEADER?

If you are 21 or older and can contribute a week to the conference, keep reading! Small Group Leaders (SGLs) provide critical guidance to the middler and senior small groups at the conference. SGLs receive a FREE Chaperone registration and one FREE child or youth conference registration, but they also expend lots of time and energy. The required training is the Sunday afternoon before the conference. You are still expected to serve as a chaperone in addition to your SGL duties. If you are interested in applying to be a small group leader for the Worship & Music Conferences, [you may complete the application here](#).

## MAY I PURCHASE MUSIC AND/OR BOOKS AT THE CONFERENCE?

Yes, JW Pepper, Jeffer's Handbell Supply and the PC(USA) Store will have satellite stores at Montreat throughout both weeks.

# 2020 CHAPERONE FAQs

## HOW MANY CHAPERONES MUST PARTICIPATE?

If your church is bringing a group of youth/children, there must be at least a 1:6 chaperone to youth/children ratio. Chaperones must be 21 years of age or older. The church registering the chaperone assumes all responsibility for the behavior and actions of that chaperone. Churches are responsible for conducting appropriate background checks on individuals serving as chaperones. PAM will not be held responsible for the actions or inactions of chaperones.

## DO I NEED TO REGISTER "EXTRA" ADULTS THAT I BRING WITH OUR GROUP TO THE CONFERENCE? (I.E. COOKS, DRIVERS, CHAPERONES, ETC.)

PAM requires a 1:6 adult to child/youth ratio. We encourage all adult advisors to register as chaperones and take part in small groups, worship, evening events to provide a more complete, fulfilling conference experience. However, **beginning in 2020**, in order to accommodate the needs of groups who bring extra adults to function as cooks, drivers, chaperones, etc., **you will have the option to select chaperone attending classes or chaperone not attending classes during the online the registration process**. The cost for all chaperones is \$50. Chaperones attending classes will be assigned to classes (by the conference planning team). Children's chaperones will be kept with their children. Middler and Senior High chaperones will be assigned to a small group, one additional class, and one evening event.

## WILL CHAPERONES NEED TO REGISTER FOR CLASSES?

No, beginning in 2020, chaperones attending classes will be assigned to classes. Children's chaperones will be kept with their children. Middler and Senior High chaperones will be assigned to a small group, one additional class, and one evening event.

## WILL MIDDLEL AND SENIOR HIGH YOUTH CHAPERONES BE IN CLASSES AND SMALL GROUPS WITH THEIR YOUTH?

Not necessarily. Youth are assigned to small groups so that there are ordinarily no two individuals from each back-home group in the same small group. Therefore, chaperones registered to participate in small groups and classes will be assigned to a small group with youth from churches all over the country. We ask that you trust the process of small group placement - it works! Year after year, strangers on Monday morning have become life-long friends by week's end. There will be no less than 3-4 adults in each small group. All Small Group Leaders have gone through background checks.

## MAY I SIT IN ADDITIONAL CHILDREN/YOUTH CLASSES?

Of course! As a registered Chaperone, you are welcome to chaperone in more than the classes you are assigned to chaperone.

## WHAT IF I AM BRINGING MY OWN CHILDREN, GRANDCHILDREN, ETC. AND DO NOT MEET THE 1:6 RATIO?

You are not required to provide a chaperone.

## WHAT IF I AM REGISTERED AS AN ADULT OR YOUNG ADULT?

You are not considered a chaperone as you have registered for classes outside of the Chaperone track. If you are bringing a group of youth to the conference, PAM asks that you provide a dedicated chaperone for the youth/children.

## HOW DO I BECOME A SMALL GROUP LEADER?

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