

### **Guideline: Presbytery Meeting Host Church Checklist**

The Stated Clerk is responsible for meeting arrangements, so feel free to contact him or her with any questions. It is often helpful if a person at the church is identified as a liaison, who can coordinate details before and especially the day of the meeting.

#### **Duration:**

Plan for Presbytery to begin at 9:00 a.m. and end at 4:00 p.m. Peninsula meetings often begin at 10:00 a.m. to accommodate ferry schedules. Confirm the starting time with the State Clerk.

#### **Tables:**

Two (3' x 8' or similar) for sign in, name tags and distribution of materials. Presbytery will provide name tags and markers/pens/pencils. One table separate from the others for approved literature.

#### **Clerk's Table:**

The Clerk will bring his own small table—please provide a chair near the pulpit.

#### **Lecterns:**

Two on opposite sides of the chancel; one for the moderator, one for speakers. The Clerk's table should be on the same side as the moderator's lectern.

#### **Sound:**

Microphones on both lecterns, plus one on the Clerk's table, and one or two on the floor, if the sound system can accommodate it.

#### **Projection:**

We bring the presbytery's projector, but need a screen where all can see.

#### **Driving Directions:**

Please review the directions to the church as they are published in the presbytery directory. We'll use what is published unless you suggest changes.

#### **Host Pastor:**

At the beginning of the meeting, the host pastor is expected to welcome the presbytery and give directions regarding lunch and facilities.

#### **Congregational Report:**

Five minutes is docketed to tell the presbytery how the Lord is working in the host church. This may be presented by the pastor, an elder or member. Usually it is at the beginning of the meeting; occasionally it is scheduled before lunch.

#### **Morning Workshops:**

Up to three breakout rooms for 15 – 25 persons, with signage. The sanctuary is often used for large workshops. We let you know what other support materials may be needed and what Presbytery has (e.g. flip chart, easels, overhead projectors, etc.)

**Worship:**

Worship is planned and executed by the host church in the custom of regular Sunday worship, but with Council naming the preacher. The preacher is expected to coordinate with the host church, in terms of music and the order of worship, in the same way that the host church normally coordinates with visiting pastors filling the pulpit when the regular preacher is away. We normally plan on 50 minutes to an hour for worship.

Communion is normally celebrated, with the host church making arrangements. Host church elders are encouraged to serve, but commissioners attending the meeting may be recruited if that is more convenient.

The offering goes to a local ministry of the host church's choice. The session should designate the recipient before the meeting so it can be announced during the offering and printed in the worship bulletin if there is one.

**Refreshments:**

Most churches offer coffee and tea during the registration time, which provide for a warm welcome. These should, if possible, be in an area somewhat removed from the registration area to reduce congestion.

**Lunch Count:**

Plan for approximately 100 people. We plan to break about 12:00 noon for lunch, but are flexible by about 15-20 minutes to accommodate the docket. Serving buffet style usually takes too long unless there are at least four lines.

**Lunch Payment:**

Using baskets on or passed at the lunch tables seems to work well. The suggested charge for lunch is (up to) \$4.00 in order to keep things light and simple.

**Child Care:**

Persons requiring child care are required to notify the Presbytery office by noon on Monday prior to Presbytery. We ask that you provide qualified child-care staff if there is a need. We've never had more than 5 children. Presbytery will pay up to \$9.00/hour. Please provide a nutritious snack for morning and afternoon. The Presbytery Office will contact you with the number of reservations and to verify arrangements prior to the meeting. Please provide the names and hours to be paid to the Stated Clerk at the end of the meeting.