Presbytery Meeting
Host Church Checklist

Sample Schedule:

Day Meeting

Workshops (some meetings)	10:00 a.m
Meal	Noon
Workshops	1:00 p.m.
Break	2:30 p.m.
Leadership Meetings	3:00 p.m.

Evening Meeting

Cluster Meetings	1:00 p.m.
Check-In and Mission Partner Tables	2:00 p.m.
Workshop	3:00 p.m.
Worship	4:00 p.m.
Dinner	5:00 p.m.
Discuss & Discern	6:00 p.m.
Adjourn	8:00 p.m.

Equipment Needs:

- 1 Pulpit/Lecterns: The moderator normally uses the pulpit during the

- 1 Clerk's Table: A small table should be placed adjacent to the moderator.

- 3-4 Microphones: Pulpit/lectern, Clerk's table, and one or two on the floor. If we are running an internet feed, we will hope to pull sound from the house system via a headphone output jack.

- 3-6 Narthex/Lobby Tables (3' x 8' or similar): One for participant check in. 2-5 tables for mission partners.

- Internet Access: If available, for members to access the presbytery website and meeting information.

Host Responsibilities:

- 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: The presbytery has allocated three minutes for a report on how the Lord is manifesting in the host church. This presentation can be delivered by the pastor, an elder, or any church member. Typically, it occurs at the outset of the business meeting.

- Workshops (some meetings): 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. monitors, laptop, etc.)

- Worship: Worship is planned and executed by the host church in the custom of regular Sunday worship, but with Executive Board naming the preacher. The host church is encouraged to use portions of the Order of Worship from the immediate past or next Sunday worship service to provide a flavor of its worship and to ease the burden, so additional materials and rehearsals are not needed.

  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.

  Please provide all liturgy, sermon manuscript, song lyrics to the presbytery office 30 days prior to the meeting date to allow suitable time for translation.

  We normally plan on 45 minutes for worship. Arrangements should be made for communion. Host church elders are encouraged to serve, but commissioners attending the meeting may be recruited if that is more convenient.

- Refreshments: Host churches may offer coffee and tea during the registration time. These should, if possible, be in an area somewhat removed from the registration area to reduce congestion.

- Meal: Some host churches opt to provide a meal, while others delegate this task to the presbytery for arrangement. Due to the necessity of pre-registration, final attendee numbers will be communicated a few days prior to the meeting. It is advisable to prepare for approximately 10% more attendees than registered. In the case of buffet-style serving, it is recommended to organize at least four serving lines. When the church offers the meal, a suggested contribution will be collected either through baskets on tables or by passing them around during the meal. Should the expenses surpass the offerings, the church may request reimbursement from the presbytery.