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## Presbytery Meeting Host Church Checklist

The Stated Clerk and Communications Coordinator are 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.

### Sample Schedule:

	<u>Day Meeting</u>	<u>Evening Meeting</u>
Workshops (some meetings)	10:00 a.m.	4:00 p.m.
Meal	Noon	5:00 p.m.
Worship	1:00 p.m.	5:45 p.m.
Discern & Decide	2:00 p.m.	6:30 p.m.
Adjourn	3-4:30 p.m.	8:00-8:30 p.m.

**Pulpit/Lecterns:** The moderator normally uses the pulpit during the meeting and does not yield it to any other speaker. A second lectern is placed opposite the pulpit for those reporting or speaking to the presbytery.

**Clerk's Table:** The Clerk normally brings a small table to be placed adjacent to the moderator.

**Sound:** Microphones: both lecterns, Clerk's table, and one or two on the floor, if the sound system can accommodate it. If we are running an internet feed, we will hope to pull sound from the house system via a headphone output jack.

**Projection:** We normally bring the presbytery's projectors because they must be controlled from the Clerk's table instead of a rear booth. The agenda is projected on the front of the room. If the meeting is being broadcast online, participants are projected on the side of the room. Screens or blank walls are needed; we coordinate with you.

**Internet Broadcast:** If it is a "hybrid" meeting, the presbytery will bring the necessary staff and equipment. Access to the sanctuary, internet connections, and sound board are usually requested sometime before the meeting for set up and testing, to be arranged.

**Narthex/Lobby Tables:** Two (3' x 8' or similar) for sign in, name tags and distribution of materials. Presbytery staff provides name tags and markers/pens/pencils and registration sheets. Distribution of any other literature must be approved in advance, and displayed if there is room. If approved, distributors will be requested to coordinate their needs with the host church.

**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.

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Executive Board; revised 3/25/2019



**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. 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 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 when the regular preacher is away.

We normally plan on 50 minutes for worship for a day meeting, and 30 to 45 minutes for an evening meeting.

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.

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 or Dinner:** Some host churches enjoy serving a meal; others prefer to the presbytery to make the arrangements. For evening meetings, the presbytery often arranges for meals by reservation only, since the meal is optional. For day meetings, since we require pre-registration, numbers will be provided a few days before the meeting. Plan on 10% more than registrants. Serving buffet style usually takes too long unless there are at least four lines. If the church serves the meal, a suggested offering is \$5.00 to \$10.00, using baskets on tables or passed during the meal. If expenses exceed offerings, the presbytery will reimburse the church if requested.

**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 (there have been no requests for several years). 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.