

Preparations for Hosts of Presbytery Meeting (Day)

Number Attending

February between 150 and 180 people and December, between 130 and 160

Signs

Registration, Rest Rooms, Refreshments, Nursery, Telephone, Entrance

Parking

Map to include with docket showing church, parking areas and entrance

Child Care

The church will be notified during the week prior to the meeting by individuals if child care is necessary. It is a good idea to have someone available even if no one reports needing the service. People have been known to show up with children without calling the church. The payment to churches hosting presbytery meetings is \$50.00 for each meeting hosted: \$25.00 for child care and \$25.00 for custodial services.

Rest Rooms

Provide extra toilet paper and paper towels in the ladies rest rooms. Also, provide a large trash can in the ladies room.

Long Tables

Two tables are needed for registration. One is also needed for Resource Center materials. One table located at the front of the sanctuary for the stated, permanent and temporary clerks is necessary. Three chairs will also be needed for these folks.

Space

The registration table should be placed in a large space where people can pick up materials easily and move on toward the refreshment area. In the winter, an area is necessary for hanging coats. The Resource Center table should be placed in a visible and accessible area.

Coffee

Coffee, tea and light refreshments (doughnuts, muffins, coffee cake, fruit) should be made available when people begin to arrive (8:30 AM). Please use paper coffee cups rather than Styrofoam. If your church does not have paper hot cups, contact the presbytery office. Lined trash cans should be visible and available in this area.

Helpers

People who can serve to direct visitors to coat racks, rest rooms, the sanctuary, refreshments, etc. are very helpful. These folks should be easily identified.

Worship

An action team appointed by the Coordinating Council will be planning worship along with the Pastor (s) of the host church. An organist or pianist, who could play for worship, is helpful. Communion is served at every stated meeting. The host church will need to make arrangements to provide elders to serve communion.

Hunger Offering

You will need to inform presbytery for whom the Hunger Offering is designated. The offering is collected during the worship service and ushers are needed. The church is responsible for counting the offering and for delivery to the designee. Please report the amount of the offering to the Stated Clerk, preferably before the meeting adjourns, so it can be noted in the presbytery minutes.

Lunch

Generally lunch will be served starting at 12:30 p.m. At all costs avoid long lines. Serve beverages or have them on the tables. If people can be seated and served or food placed family style on tables, this is helpful. Avoid arranging tables in long rows if at all possible. Small groups 6-8 are preferable. The charge for the meal to each person is \$5.00. It is suggested that baskets be placed on the tables for the collection of this money. Lined trash cans should be readily available and visible.

Welcome

Early in the docket the host pastor has an opportunity to welcome everyone, report on the day's arrangements and explain about necessities like telephones and restrooms.

PA System

If you have a PA system, this would be helpful.

The Stated Clerk will call the host pastor to schedule an onsite visit a week or two before the presbytery meeting to review arrangements.

If you have additional questions, please contact Jim Speedy or Suzi Souder at the presbytery office. (737-6821)