

Preparations for Hosts of Presbytery Meeting (Evening)

Number Attending

Between 130 and 160 people for the meetings in May and September

Between 95 and 115 people for the meal

Signs

Meal Area, Registration, Rest Rooms, Nursery, Telephone, Entrance

Parking

Map to include with docket showing church, parking areas, 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 services 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 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 tables should be placed in a large space where people can pick up materials easily and move on to the meeting.

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.

Helpers

People who can serve to direct visitors to restrooms, the sanctuary, meal area, etc. are very helpful. These folks should be easily identified.

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 host 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.

Light Meal

Registration will begin after the meal. Someone needs to offer a blessing at 5:00 PM. Be prepared to serve from 5:00 until 5:30. 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 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 meeting to review arrangements.

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

12/14/2011