

## Checklist for hosting Presbytery meetings

1. Any cost incurred by the local church will be reimbursed by the Presbytery. It is our suggestion that these costs be gathered and sent to the Presbytery as soon as possible following the meeting.
2. The host Church will need to make decisions concerning the noon meal. Presbytery has adopted the following policy on this meal:
  - A. That it be simple and the cost for the meal not exceed \$10 per person.
  - B. That Presbytery's office will be requesting pre-registration for Presbytery meetings, which shall include reservations for the noon meal. Our best estimate is that there will be approximately 50 people in attendance, plus the volunteers from the church who will be present for lunch.
  - C. Child care is often requested, and Presbytery will reimburse the church the cost of an attendant.
3. About three weeks prior to the meeting of we will need a cover letter on your church stationery to include in the Presbytery Packet, which includes the following:
  - A word of welcome
  - Directions to the Church
  - A word about the meal: how much it will cost
  - Arrangements for child care
  - One or two local motels
4. In terms of volunteers to work at the meeting, we will need the following:
  - A. Five people working at three tables during the registration, which normally starts at 9 a.m. At 8:30 that morning, there will be a Presbytery staff person ready to train those who will assist with registration. Presbytery will provide name tags, and all materials needed in registration.

Presbytery will provide meal tickets, but we ask the church to provide change, and someone to collect money for the sale of tickets. The church keeps what is collected so anyone paying by check should make it payable to the church. A small table near the registration area makes it convenient for those attending to buy tickets. Any difference in the cost of the meal and money collected by the church is billed to Presbytery.
  - B. Two or three people to serve in the area where light breakfast food is available (coffee, juice, pastries, fruit tray are suggested). You may also consider having coffee, soft drinks and water available during the day where people can gather during a break or when there is a lull in business.
  - C. Two or three host/hostesses to direct attendees to the sanctuary, restrooms, hand out worship bulletins, etc.

5. Concerning the public address system, while Presbytery is in session, we will need microphones at these places:
  - The pulpit, where the moderator presides
  - A lectern where reports will be made
  - About half way down the center aisle
  - At the Stated Clerk's table. (A small table, a folding-type/card table is just right, with a couple of chairs located near by the pulpit for the Stated Clerk's use)
  
6. Presbytery worship service details will be sent to the church as it is developed. We will need use of the church organist or pianist for that service of worship. The order of worship includes Communion, customarily the elders of the host church serve the elements, and we wouldlike to use your church's bread and wine trays. It would be helpful if members of your church would prepare the elements. Should there be other arrangements, you will be notified well in advance.
  
7. Displays: Presbytery Agencies and/or institutions associated with the larger church and seminaries often request display space at the meeting. Presbytery office will have the agency contact your church directly with their request. Please send the presbytery office the name and contact information of the lead person planning for this meeting.