

A-34 HOST CHURCH CHECKLIST HUNTINGDON PRESBYTERY

Here is what will be expected and some suggestions of other preparations to make to be ready to host a Stated Meeting of Presbytery:

A. ADVANCE PREPARATIONS

1. Map. Please send a map which locates the church and parking areas to the Stated Clerk three weeks prior to the meeting which you are hosting.

2. Parking.

- a. It may be necessary to make arrangements with the local police or municipality if parking is limited around your church.
- b. Volunteers (and signs) to assist commissioners park their cars and find their way to the registration area would be helpful.

B. REGISTRATION AREA

1. Registration table. One long table is needed by 9:00 a.m. (for day meetings) or 5:00 p.m. (for evening meetings) registration of commissioners and guests.

2. Literature tables. *Two* long tables are needed for the distribution of reports and other literature.

3. Name tags need to be provided.

4. Host folks to collect the meal money. The price of meals served at presbytery is set annually at the time of adoption of the succeeding year budget on recommendation of the *COPL*. If the number of persons purchasing meals at a full day meeting falls below 40, hosts will be remunerated by presbytery at the approved rate for the difference between the number of persons purchasing meals and 40. Since individuals wishing to avail themselves of meals prior to evening meetings are required to make reservations in advance, presbytery will not guarantee a minimum number of meal purchasers. Please assertively collect this money. Commissioners will not know your process for collecting meal monies. Presbytery's guarantee is designed only to backstop churches in case attendance is curtailed by bad weather.

C. MEETING ROOM ARRANGEMENTS

1. Meeting room.

- a. A room large enough to accommodate as many as 75 people needs to be provided, such as the sanctuary or other appropriate location. Contact the Committee on Presbytery Life a month ahead of time to confer about optimum seating arrangements.
- b. If the meeting room is quite large, consider the possibility of roping off the rear seats, to encourage commissioners to sit towards the front.

2. Clerk's table. One long table with two comfortable chairs needs to be provided for the use of the Presbytery's clerk, set up in front of the meeting room, near the pulpit/podium.

3. Sound system. The following microphones are needed:

- a. One on the pulpit/podium for the Moderator.
- b. One (two, if available) on the floor for commissioners to use.
- c. One on the clerks' table (if available).

4. **General:** It is helpful to have someone knowledgeable available on the day of the meeting, who knows how to *operate the sound system and* adjust the heat and lights, if the occasion warrants, or who knows where the best place is to plug in equipment brought in by presenters.

D. WORSHIP PREPARATIONS

1. Time. Presbytery worship is incorporated within and throughout the meeting.

2. **Organist/Pianist.** The church needs to provide an organist or pianist for the service. Presbytery's current stipend for this person is \$25.00. (This fee is paid by Presbytery).
3. **Bulletins.** A printed bulletin or worship sheet is helpful. Content provided by presbytery. It can be run off either by the presbytery or the host church. Coordinate with presbytery. Host church can help by having ushers to distribute bulletins.
4. **Communion.** Churches hosting the Stated Meeting when Presbytery celebrates communion, are responsible for providing the communion ware, elements, and elders (either from the host church or surrounding churches) for the celebration of the Lord's Supper.
5. **Offering.** An offering is taken at every presbytery meeting. Host church is asked to provide ushers and offering plates to receive it. Please have two counters assigned to count the offering money and place it in a sealed envelope to give to the presbytery treasurer. Write the amount of money across the outside of the envelope.

E. FOOD PREPARATION

Day meetings:

1. **Morning refreshments.** Commissioners often travel some distance to presbytery, which makes a light snack provided at 9:00 a.m. greatly appreciated. Both hot and cold beverages should be provided.
2. **Luncheon at noon.**
 - a. Presbytery guarantees lunch for 40 Commissioners and guests at \$5.00 per meal. If fewer than 40 people are served, contact the Stated Clerk.
 - b. The Host Church may charge an appropriate sum for the lunch (this is not a fundraiser). If this fee will be higher than \$5.00 per meal, please notify the presbytery office a month ahead of time so that the fee can be included in the packet.
 - c. A definite system for collecting the meal money is encouraged, either at registration or upon entry to the lunch area. (Do not wait until dessert to "pass the plate," for some commissioners may leave before this time without paying!)
 - d. A light, simple meal is encouraged. Too much heavy food may promote drowsiness during the afternoon session!
 - e. Some commissioners may not drink coffee or hot tea, so a cold beverage should be provided at both the registration and the lunch meal

Evening meetings:

1. Refreshments: Presbytery is both a business meeting and a community of faith. The community is strengthened when fellowship is enhanced. Light refreshments would be greatly appreciated.
2. **Supper.**
 - a. Presbytery asks that the host church provide a light meal at 5:00 p.m., which will be by reservation only. The Presbytery does not guarantee a number. The host church should make advance plans for serving 25. Presbytery will give the church the number of reservations the Friday before presbytery.
 - b. The Host Church may charge an appropriate sum for the lunch (this is not a fundraiser). If this fee will be higher than \$5.00 per meal, please notify the presbytery office a month ahead of time so that the fee can be included in the packet.
 - c. A definite system for collecting the meal money is encouraged, either at registration or upon entry to the lunch area. (Do not wait until dessert to "pass the plate", for some commissioners may leave before this time without paying!)
 - d. A light, simple meal is encouraged. Too much heavy food may promote drowsiness during the afternoon session!
 - e. Some commissioners may not drink coffee or tea, so a cold beverage should be provided at both the registration and the lunch meal

3. Allergies. Some of our commissioners and attendees are extremely allergic to nuts, nut oils and nut products. Please alert your food preparers and hosts to avoid foods containing nuts or are prepared using nut oils. Please remind your helpers and check as food arrives since this is truly a life or death issue for those sensitive to these substances.

Added 9/23/03

F. CHILD CARE

While Huntingdon Presbytery does not always have participants with young children, it does wish to be fully supportive of families and is committed to inclusiveness. Therefore, host churches should be prepared to offer child care, if the need arises. Participants must request child care at least 10 days in advance of any meeting and indicate the number, age(s) and any other necessary information at the time of the request.

Huntingdon Presbytery CHILD CARE POLICY: For presbytery meetings, presbytery will provide child care in accordance with our Safe Sanctuary policy. The Committee on Presbytery Life will be responsible for carrying this out. Child care will be provided by reservation only.

G. MISCELLANEOUS "STUFF"

- 1. Custodian.** Presbytery's stipend for the services of the church's custodian is \$25.00. (This fee is paid by Presbytery.)
- 2. Meeting Rooms.** Sometimes, committee meetings or special events are held *before or during the meeting*. The church should be prepared to direct such people to an available room(s) for such purposes.
- 4. Report of the Committee on Arrangements.** Docket time is made available at the beginning of the meeting for someone from the local church to greet Presbytery and explain the location of necessary facilities, such as restrooms.
- 5. Final "Helpful Hints"**
 - a. Designate your food preparation group well ahead of time.
 - b. Arrange for people to help set up dining tables and chairs...and take them down!
 - c. Assign someone to check on bathrooms occasionally during the meeting to make sure that the supply of essentials are holding up.

Presbytery always appreciates the effort made by host churches to make the day a smooth and enjoyable one. If you have any questions, please call your friendly Presbytery Stated Clerk! Thank you for affording Presbytery the privilege of meeting in your facility!

HOST CHURCH CHECKLIST
Huntingdon Presbytery

SUGGESTED TIMELINE FOR TASKS

TO BE DONE BY ONE MONTH PRIOR TO MEETING:

- _____ Parking arrangements made (including volunteer attendants)
- _____ Food preparation group identified: luncheon or supper and pre-meeting refreshments
- _____ Map locating church, with parking arrangements, and child care contact person (name, address, phone number) sent to Stated Clerk
- _____ Consultation with *COPL*: arrangements for worship responsibilities and/or planning

TO BE DONE BY TWO WEEKS PRIOR TO MEETING:

- _____ Worship preparations finalized:
- _____ Arrangements for organist/pianist made
- _____ Communion arrangements made: elements, elders to serve (only for meetings when Communion is served)
- _____ Ushers to collect and count offering

TO BE DONE BY THE WEEK OF THE MEETING:

- _____ Worship bulletins printed
- _____ Report of "Committee on Arrangements" assigned/prepared
- _____ Tables set up
 - _____ 1 table for registration of commissioners
 - _____ 2 tables for literature
 - _____ 1 table in meeting area for Clerks
- _____ Sound system/microphones set up
- _____ Extra meeting room arrangements made
- _____ Arrangements for clean-up after Presbytery meeting made

QUESTIONS? PLEASE CALL:

Stated Clerk: Virginia Rainey at Presbytery Office, Tuesday or Wednesday (814) 682-7289