

HOST CHURCH & WORSHIP LEADER GUIDELINES FOR HUNTINGDON PRESBYTERY

- Before agreeing to be a host church, please be sure the technology will support a hybrid meeting, including allowing those on ZOOM to both be able to be seen and heard and to see and hear the meeting.
- In-person and Hybrid Meetings. Here are expectations and some suggestions to be ready to host a Stated Meeting of Presbytery:

A. ADVANCE PREPARATIONS

1. Please send information which locates the church and parking areas to the Administrative Assistant 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 parking their cars and finding their way to the registration area would be helpful. It is important to have a sign to say which door to enter- where it is visible to those approaching the building.

B. REGISTRATION AREA

1. Registration table. One long table is needed one-half hour before the meeting is to begin (by 9:00 a.m. for day meetings or 5:00 p.m. for evening meetings) for the registration of commissioners and guests.
2. Name tags and pens will be provided by Presbytery.
3. If a meal is being served, the host folks need to collect the meal money. 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. (See Section E.)

C. MEETING ROOM ARRANGEMENTS

1. Meeting room. A room large enough to accommodate as many as 60 people need to be provided, such as the sanctuary or other appropriate location. The room needs to have a clean wall or screen on which to project the Zoom attendees.
2. Clerk's table. One long table with two/three comfortable chairs needs to be provided for the use of the Presbytery's clerk, the vice moderator and possibly the moderator, 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 and/or Worship leader.
 - b. One (two, if available) on the floor for commissioners to use.
 - c. One on the clerks' table (if available) (For hybrid meetings also needed see D)
 - d. One to enable the in-person participants to hear virtual participants speaking via Zoom.
 - e. Test sound system at least a week prior to the meeting.
 - f. This person should be in touch with presbytery at least two weeks before the meeting about the technology needs.
4. General. It is helpful to have someone available on the day of the meeting who is knowledgeable and knows how to operate the sound system, computer, projector, adjust the heat and lights, if the occasion warrants, and who knows where the best place is to plug in equipment brought in by presenters.

For Hybrid Meetings

5. Technology

- a. Computer logged into the Presbytery Zoom account - provided by Presbytery.
- b. Data projector connected to the computer to project the virtual attendees - provided by Presbytery.
- c. Camera connected to the computer focused on the worship leader during the worship and moderator during the meeting so that virtual attendees can see the "front of the room."
- d. Test technology: The ability to check the sound about two weeks before the meeting is needed. A technology check will again need to be done at least an hour prior to the meeting. The presbytery technology team needs be at the church to check the technology with the church's tech person.

6. Wi-Fi Internet Connectivity

- a. Wi-Fi available in the church meeting room capable of streaming via Zoom as well as some in-person connections during the meeting.
- b. Test Wi-Fi connections at least two weeks prior to the meeting, with a church tech person along with the presbytery technology team.

D. RECOMMENDATIONS TO ACCOMMODATE VIRTUAL PARTICIPANTS. In consultation with the worship leader, the worship sheet or bulletin should be emailed to the Presbytery two weeks in advance, for both in-person only and hybrid meetings.

E. FOOD PREPARATION. If a meal is available during or prior to the meeting, follow these guidelines:

1. Arrival refreshments. Commissioners often travel some distance to presbytery meetings, which makes light refreshments provided at arrival greatly appreciated. Both hot and cold beverages should be provided. Presbytery is both a business meeting and a community of faith. The community is strengthened when fellowship is enhanced.
2. Determining price of the meal. The price of meals served at presbytery is set annually at the time of adoption of the succeeding year budget on recommendation of the Committee on Presbytery Life. If the number of persons purchasing meals falls below 25, hosts will be remunerated by presbytery at the approved rate for the difference between the number of persons purchasing meals and 25.

3. Meal.

a. Lunch. The host church will provide a light, simple meal, which will be by reservation only. The host church should make advance plans for serving 25. Presbytery will give the church the number of reservations the Friday before the meeting.

b. Evening. A light, simple meal is encouraged if the host church chooses to offer one.

The Host Church may charge \$10.00 for the meal.

4. Some commissioners may not drink coffee or hot tea, so a cold beverage should be provided at both the registration and a meal.
5. Allergies. Some of our commissioners and attendees are allergic to nut products, gluten, lactose, and other food products. Please label the food items appropriately.

F. Child Care at presbytery meetings will adhere to child care policy.

G. MISCELLANEOUS

1. Custodian. Presbytery's stipend for the services of the church's custodian is \$50.00 or whatever the church requires. (This fee is paid by Presbytery. Please provide the name, address, and fee amount a week before the meeting.)
2. Technology person. Presbytery's stipend for the services of the church's technology person is \$75.00 or whatever the church requires. (This fee is paid by Presbytery. Please provide the name, address, and fee amount a week before the meeting.)
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. If there will be virtual attendees to these meetings, appropriate technology should be considered.
3. 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 for in-person attendees, as well as strategies that will be used to include both in-person and virtual attendees equal participation.

H. WORSHIP PREPARATIONS

1. Time. Presbytery worship is incorporated within and throughout the meeting. 20-30 minutes for the complete worship service, including hymns, readings, minute for mission, etc.
2. Organist/Pianist. The church needs to provide an organist or pianist for the service. Presbytery's current stipend for this person is \$50.00 or whatever the church requires. (This fee is paid by Presbytery. Please provide the name, address, and fee amount a week before the meeting.)
3. Bulletins. A printed bulletin or worship sheet is helpful. Content will be provided by the Worship Leader. If there is a responsive reading, please include both a reader to lead and a reader to vocalize the response. Bulletins can be run off either by the presbytery or the host church. Coordinate with presbytery a week in advance. Send the worship sheet/bulletin to Susan Ferguson at susanpresbytery@gmail.com. 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 administrative assistant -Susan Ferguson. Write the amount of money across the outside of the envelope. (Inside envelope, please list denominations of bills and coins and checks).