

PRESBYTERY MEETING CHECKLIST FOR HOST CHURCH

- _____ Three weeks before the meeting, send the Presbytery Office brief written directions that help people find the church once they get into your town (or the closest towns).
- _____ Make sure that where to park is obvious. If there are special parking arrangements, let the Presbytery Office know three weeks before the meeting.
- _____ Have coffee and other light refreshments for people as they arrive in the morning by at least 9:30. (Or sooner if you wish, since some people arrive before that.)
- _____ Have signs to help people find their way around.
- _____ The pastor or other leader should welcome the Presbytery and announce any special housekeeping directions towards the start of the meeting.
- _____ Prepare the lunch meal. Attendance will range from 65 – 85 people. You can check with the Stated Clerk for a better guess based on recent meetings and the meeting for your particular time of year.
- _____ Presbytery policy (February, 1992) the Presbytery has committed itself to refrain from the use of Styrofoam containers, throw-away plastic utensils, and other non-biodegradable objects at Presbytery meetings.
- _____ Per Presbytery policy (February 1996), you can charge up to \$5.00 for lunch (this also pays for your coffee, etc. at registration). Collect money at registration. It's easy to do it at the same table where people pick up their name tags. The Presbytery provides the name tags which the Stated Clerk will bring by 9:00 a.m.
- _____ Have one large table for registration sign-in sheets that the Stated Clerk brings, plus one large table for papers that people need to pick up, plus some other place (pews, or, preferably, other tables if there's room) for other materials that people will need to pick up. This varies, but includes such things as Directories for each church, Mission Yearbooks, etc.
- _____ Have a table set up front in the meeting room (usually the sanctuary), with three chairs, for the Moderator, Stated Clerk and Assistant Stated Clerk. Turn on a microphone if one is available.
- _____ Have someone prepared to speak briefly (about three minutes) about "What's Happening" at your church, probably right after lunch, or another time if you let the Stated Clerk know two weeks before the meeting if that's not possible.
- _____ The Presbytery Council requests that your organist play at worship.
- _____ Policy is for the host church to secure a babysitter (Presbytery pays) for any Presbyter needing child care during meetings hours. There have been no requests for several years, but it's still on the books, and the call to the meeting will instruct anyone needing child care to call the church before the Sunday previous to the meeting so you'll know.