

PRESBYTERY MEETING CHECKLIST FOR HOST CHURCH

Thank you for your willingness to host a meeting of the Presbytery of Northern New York! Below is a checklist with detailed information to aid in your preparations.

One month ahead of the meeting, please forward to the Presbytery Office (NNYpresbytery@gmail.com):

- Brief written directions that help people find the church once they get into your town (or the closest towns). Please also include the exact street address for GPS programming as well as details about where to park.
- Detailed instructions for handicapped access or access for those with mobility impairments. For example, describe how one in a wheelchair can get from their car into the building, indicating if access is limited to certain spaces.
- Indicate if you can have a musician to accompany hymns that are sung during the meeting. This is not required, but helpful to know for worship planning.
- Indicate if the church has high speed internet available for use during the meeting. If so, what areas the signal extends to. If no internet is available, do cell phones have a strong signal at your location? [please indicate if the signal is carrier specific]
- Indicate if the church has a sound system and if so, how many mics are available for use during the meeting. Also, please indicate if the church has a screen and/or projector.
- Have your session indicate a mission cause for the presbytery offering to support [the Coordinating Council may have a particular cause to split the offering with, otherwise 100% will go to the mission of your choosing]. Often churches will focus a local ministry, Presbyterian Disaster Assistance, or one suggestion is to allocate the offering to the Presbytery's "Sustaining The Dream" campaign.

1-2 [or more] weeks ahead of the meeting, please:

- Appoint the pastor or another leader to welcome the Presbytery and announce any special housekeeping directions towards the start of the meeting.
- Appoint one person to speak briefly (about three minutes) about "What's Happening" at your church.
- Appoint two people to greet presbyters at the welcome table, assist with registrations name tags, and to collect lunch money.
- Appoint two people to collect and count the offering. An envelope and sheet with space for cash and check totals will be provided.
- Prepare extra signs to help people find their way around the church.
- Ensure that bread and juice are available for the celebration of the Lord's Supper. The preferred mode of receiving the elements is by intinction, so one or more bread plate(s) and chalice(s) will suffice.

- Check in with the Stated Clerk and/or Presbytery Moderator to ensure preparations for worship are all set. The pastor of the host church generally serves as worship leader, along with the presbytery moderator and preacher.
- Appoint two people to assist with the serving of communion, taking up the collection and counting the collecting using the form/envelope provided.
- Be prepared to provide for childcare services [paid by the presbytery], following your church's or the Presbytery's child safety policy. Per presbytery policy, the host church secures babysitters (Presbytery pays) for any Presbyter needing childcare during meetings hours. There have been no requests for several years, but it's still important for us to provide this service. Those requesting will reach out directly to the church one week in advance of the meeting, so you'll know.

On the day of the meeting please plan to provide/set up the following:

- Coffee and other light refreshments for people as they arrive in the morning (generally 9:00am, since some people arrive early)
- Set up one large [8ft if possible] table for commissioners to sign in, pick up name tags and meeting materials. An extra table may be requested depending on the amount of materials/information.
- Set up one small table near the registration table to collect lunch payments. Per Presbytery policy, you can charge up to \$6.00 for lunch (this also pays for your coffee, etc. at registration).
- Set up one table with two chairs at the head of the meeting space [often the sanctuary] for the Stated Clerk and Moderator to preside from.
- Prepare the lunch meal. Attendance will range from 40 – 50 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. The lunch meal will be served starting at 12:00 noon with the meeting continuing around 1:00pm. [Note: 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]

Please note that this is a working document and we welcome suggestions to make this list more effective. Please send them in writing to the presbytery office email NNYpresbytery@gmail.com.

Again, thank you for providing this hospitality as we work together to serve God in Northern New York!