

Presbytery Meetings Checklist

- () Provide Presbytery office with a *welcome letter*, along with a map or directions to the church. Electronic documents are appreciated. This information is needed four to six weeks prior to the meeting and is included in the Handbook that is distributed to commissioners.
- () Arrange for parking assistance, if needed, as people are arriving.
- () Arrange for microphones to be set up - one for the Moderator, one for the Stated Clerk and one for those who are making reports or speaking from the floor.
- () Arrange for a table to be placed near the Moderator for the Stated Clerk to use for PowerPoint projection equipment and reference books. A projection screen will also be needed. If the church does not have one, the presbytery office can bring a screen for the meeting, or in some cases a wall can be used for projection.
- () Arrange for tables to be set up for registration. Two long tables will be needed for commissioners and visitors to sign in and make nametags. Another long table will be needed for distribution of materials related to the meeting. Additional space may be needed for institutional displays. It is not necessary to provide pens, nametags, or sign-in sheets. The Presbytery office will provide these.
- () If needed, arrange for building to be open the day before for set up.
- () Arrange for greeters to help at the registration table 45 minutes to one hour prior to the beginning of the meeting. Presbytery staff will be present to coordinate.
- () For day meetings light refreshments may be served during the registration time.
- () Host church representative should be prepared to bring greetings to those attending and tell briefly of the church's history.
- () Host church may select recipient for offering received during worship. Arrange this with the session in advance and have information on the recipient. Communicate this information to the Presbytery office at least three weeks prior to the meeting so it can be placed in the bulletin. Offering will be counted by two people appointed by the Worship Team. The amount is reported by the Presbytery Moderator at the end of the meeting. The Presbytery bookkeeper will make the deposit and issue a check to the recipient.
- () Arrange for ushers to receive the offering and possibly distribute worship bulletins.
- () Check with worship leaders about the need for musicians.
- () If the meeting is during the day the host church should be prepared to serve lunch and for night meetings a light supper should be served during the registration hour. Prepare for approximately 125 people. The normal amount received from each person for the meal is \$5 or \$6. Keep the meal simple so you can stay within that price range and everyone can be served quickly. Make arrangements to receive the money at the time of registration. A small table with one or two persons to receive is usually sufficient. Have small bills to make change. This money will go directly to the host church.
- () A room appropriate for child care should be available in case a nursery is needed. Nursery workers can be provided by Presbytery if needed.