

## **Preparations for Hosts of Presbytery Meeting (Evening)**

### **Number Attending**

Between 120 and 150 people for the meetings in May and September

Between 95 and 115 people for the meal

### **Signs**

Meal Area, Registration, Rest Rooms, Entrance

### **Parking**

Provide greeters in parking lot to direct cars and be available for questions

### **Custodial Services**

There is a “hospitality fee” of \$75.00 paid by the presbytery to the church to cover costs of custodial services. PLEASE NOTE: Please send an e-mail to the Stated Clerk after the meeting requesting this payment. [sclerk@carlislepby.org](mailto:sclerk@carlislepby.org)

### **Rest Rooms**

Provide extra toilet paper and paper towels in the rest rooms, along with a trash can. Signs directing attendees to rest rooms are helpful.

### **Tables**

Three tables (30” x 60” or larger) are needed for registration. One of these should be labeled “Literature Table” – no chairs needed for these.

Also one table (30” x 72” if possible) located at the front of the sanctuary for the Stated, Permanent and Temporary Clerks is necessary. Three chairs will also be needed for these folks.

### **Space**

The registration literature tables should be placed in a large space where people can pick up materials easily and move on to the meeting.

### **Worship**

An action team appointed by the Coordinating Council will be planning worship along with the Pastor (s) of the host church. Someone will be in touch with the Pastor. An organist or pianist, who could play for worship, is helpful. Communion is served at every stated meeting. The host church will need to make arrangements to provide Ruling Elders and/or Deacons to serve communion.

### **Helpers**

People who can serve to greet visitors and direct them to restrooms, the sanctuary, meal area, etc. are very helpful. These folks should be easily identified.

### **Hunger Offering**

You will need to inform presbytery for whom the Hunger Offering is designated. The offering is collected during the worship service and ushers will be needed. The host church is responsible for counting the offering and for delivery to the designee. Please report the amount of the offering to the Stated Clerk, preferably before the meeting adjourns, so it can be noted in the presbytery minutes.

**Dinner**

Registration will begin after the meal. The Pastor of the church needs to offer a blessing at 5:00 p.m. Dinner will be served from 5:00 until 5:45p.m. Serve beverages or have them on the tables. Depending on the logistics of the host church, people can be seated and served, or food placed family style on tables, or “cafeteria style” food lines. The charge for the meal to each person is \$8.00. It is suggested that baskets be placed on the tables for the collection of this money. Lined trash cans should be readily available and visible.

**Welcome**

Early in the docket the host pastor has an opportunity to welcome everyone, give a brief history of the church, report on the arrangements and explain about necessities like restrooms.

The Stated Clerk will call the host pastor to schedule an onsite visit a week or two before the meeting to review arrangements, including need for Sound System and Lectern for individuals giving reports.

If you have additional questions, please contact Jim Speedy or Suzi Souder at the presbytery office. (737-6821)

## **Preparations for Hosts of Presbytery Meeting (Day)**

### **Number Attending**

120-140 people

### **Signs**

Registration, Rest Rooms, Refreshments, Entrance

### **Parking**

Provide greeters in the parking lot to direct cars and be available for questions.

### **Custodial Services**

There is a “hospitality fee” of \$75.00 paid by the presbytery to the church to cover costs of custodial services. PLEASE NOTE: Please send an e-mail to the Stated Clerk after the meeting requesting this payment. [sclerk@carlislepby.org](mailto:sclerk@carlislepby.org)

### **Rest Rooms**

Provide extra toilet paper and paper towels in the rest rooms, along with trash can. Signs directing attendees to rest rooms are helpful.

### **Tables**

Three tables (30” x 60” or larger) are needed for registration. One of these should be labeled “Literature Table” – no chairs needed for these.

Also, one table (30” x 72” if possible) located at the front of the sanctuary for the Stated, Permanent and Temporary Clerks is necessary. Three chairs will also be needed for these folks.

### **Space**

The registration literature tables should be placed in a large space where people can pick up materials easily, and move on to the meeting.

### **Coffee**

Coffee, tea and light refreshments (doughnuts, muffins, coffee cake, and fruit) should be made available when people begin to arrive (8:30 AM). Lined trash cans should be visible and available in this area.

### **Helpers**

People who can serve to direct visitors to coat racks, rest rooms, the sanctuary, refreshments, etc. are very helpful. These folks should be easily identified.

### **Worship**

An action team appointed by the Coordinating Council will be planning worship along with the Pastor (s) of the host church. Someone will be in touch with the Pastor. An organist or pianist, who could play for worship, is helpful. Communion is served at every stated meeting. The host church will need to make arrangements to provide Ruling Elders or Deacons to serve communion.

**Hunger Offering**

You will need to inform presbytery for whom the Hunger Offering is designated. The offering is collected during the worship service and ushers will be needed. The host church is responsible for counting the offering and for delivery to the designee. Please report the amount of the offering to the Stated Clerk, preferably before the meeting adjourns, so it can be noted in the presbytery minutes

**Lunch**

Generally Lunch will be served from 12:30 until 1:15p.m. Serve beverages or have them on the tables. Depending on the logistics of the host church, people can be seated and served, or food placed family style on tables, or “cafeteria style” food lines. The charge for the meal to each person is \$8.00. It is suggested that baskets be placed on the tables for the collection of this money. Lined trash cans should be readily available and visible.

**Welcome**

Early in the docket the host pastor has an opportunity to welcome everyone, report on the day's arrangements and explain about necessities like restrooms etc.

The Stated Clerk will call the host pastor to schedule an onsite visit a week or two before the meeting to review arrangements, including need for Sound System and Lectern for individuals giving reports.

If you have additional questions, please contact Jim Speedy or Suzi Souder at the presbytery office. (737-6821)