

## Preparations for Hosts of Presbytery Meeting (Day)

### Hospitality

- Number Attending - January, between 150 and 180 people  
November, between 130 and 160
- Signs - Registration, Rest Rooms, Refreshments, Nursery, Telephone, Entrance
- Parking - Map to include with docket showing church, parking areas and entrance
- Child Care - The church will be notified during the week prior to the meeting by individuals if child care is necessary. It is a good idea to have someone available even if no one reports needing the service. People have been known to show up with children without calling the church. The payment to churches hosting presbytery meetings is \$50.00 for each meeting hosted: \$25.00 for child care and \$25.00 for custodial services.
- Rest Rooms - Provide extra toilet paper and paper towels in the ladies rest rooms. Also, provide a large trash can in the ladies room.
- Long Tables - Two tables are needed for registration. One is also needed for Resource Center materials. One table 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 Resource Center table should be placed in a visible and accessible area. The registration table should be placed in a large space where people can pick up materials easily and move on toward the refreshment area. In the winter, an area is necessary for hanging coats.
- Coffee - Coffee, tea and light refreshments (doughnuts, muffins, coffee cake, fruit) are available when people begin to arrive (8:30 AM). Please use paper coffee cups rather than styrofoam. If your church does not have paper hot cups, contact the presbytery office. 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. An organist or pianist who could play for worship is helpful. The action team will contact the church if a music person is needed. \*If communion is served, the action team will contact the host church to make arrangements.
- Hunger Offering - Contact the presbytery office about who will receive the hunger offering. The offering is collected during the worship service and ushers are needed. The church is responsible for counting the offering and for delivery to the designee.
- Lunch - At all costs avoid long lines. Serve beverages or have them on the tables. If people can be seated and served or food placed family style on tables, this is helpful. Avoid arranging tables in long rows if at all possible. Small groups 6-8 are preferable. The donation for the meal by each person is \$5.00. You will need to provide some way of collecting this money during the meal. 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 telephones and restrooms.
- PA System - If you have a PA system, this would be helpful.

If you have additional questions, please contact the stated clerk or associate for communication at the presbytery office: [sclerk@carlislepby.org](mailto:sclerk@carlislepby.org) or [ssouder@carlislepby.org](mailto:ssouder@carlislepby.org). Telephone: 737-6821

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