

Guidelines for Hosts of Presbytery Meetings

Thanks so much for your willingness to host a Presbytery meeting. We are currently in a season of experimentation in how we conduct our meetings. Since the details will vary with each meeting, we'll be in touch with you as the date gets closer, to discuss more specifically what is needed for the meeting you will host. Meanwhile, this document offers an overview of the logistics ordinarily required at presbytery meetings.

Attendance

Typically, between 90 and 120 people attend.

Hospitality

Please provide greeters in the **parking lot** to welcome presbyters and direct them to the entrance. If there are any special parking instructions people need to know ahead of time, email those details to office@carlislepby.org at least 10 days before the meeting so we can post this information with other materials for the meeting.

A welcoming space for **Registration** that is spacious enough for 3 tables (30"x60") containing nametags, registration sign-in clipboards, and literature for distribution.

Please consider **signage** that would help people unfamiliar with your building, directing them to: Registration, Rest Rooms, Sanctuary, Meal Area. In addition to signs, it is helpful to have a few **greeters**, easily identified with nametags, who can direct presbyters.

Early in docket, the host pastor is called upon to **welcome** the presbytery, report on logistics and location of restrooms, and briefly lift up a story or example of what God is doing through the church's ministries and/or mission.

Refreshments

You may wish to serve coffee, tea and light refreshments when people begin to arrive (45 minutes before the start of the meeting).

Rest Rooms

Rest room areas should be well supplied with toilet paper, soap and paper towels.

Meal

During daytime meetings, lunch is served. Evening meetings include a light supper. Presbyters are asked to contribute \$8.00 for the meal. The host church is asked to provide and serve the meal. It may be served family style or buffet style, including beverages. Please place baskets on the tables for collecting money.

Technology

- A projector and screen are used for scrolling announcements during the meal hour and for displaying content for the learning and business portions of the meeting.
- If you have equipment that's installed in the spaces used for these portions of the meeting AND someone who can be present to operate it, we will use your equipment.
- If not, we will bring equipment belonging to the presbytery and someone trained in its use.

Learning and Business Components of the Gathering

- Seating for 90-120 around tables. Round tables are preferred, if available. If not, rectangular tables with seating for 8 will also work.
- Podium and microphone for the moderator.
- Podium and microphone for those giving reports.
- Two additional microphones, on stands (or hand-held mics that can be passed) for those who wish to speak from the floor.
- One Table (30"x 72") and two chairs located at the front of the meeting space, for the Stated Clerk and Permanent Clerk

Worship

All stated meetings of the presbytery include worship; however the ordering of worship will draw upon different musical traditions and a variety of forms of proclamation and liturgy over the course of the year. An action team appointed by the Coordinating Council plans worship, in consultation with the Pastor(s) of the host church. Sometimes, there is a sermon. Sometimes, worship is centered in music and prayer. Sometimes the Sacrament of the Lord's Supper is celebrated.

When communion is included, the host church provides the elements and arranges for Ruling Elders and/or Deacons to serve. Once a year, worship includes the reading of the necrology of Ruling Elders who died in the previous year and the installation of the new Moderator and Vice Moderator.

The host church is asked to provide an organist or pianist, who could accompany hymns. The host church may be asked to provide other special music.

Worship includes a **Local Mission Offering**. The host church is asked to designate an organization to receive the proceeds of the offering. The host church is responsible for providing ushers to:

- Receive the offering during worship
- Report the offering total to the Stated Clerk, preferably before the meeting adjourns, so it can be noted in the presbytery minutes
- Deliver the offering proceeds to the intended recipient

The **Stated Clerk** will call the host church to schedule an onsite visit in the week before the meeting to review arrangements. At this time, one or more members of the planning team will walk through the space and test the technology which will be used during the meeting.

Thank you for partnering with us to gather the presbytery. As a small token of our appreciation, we offer a **Hospitality Gift** of \$75.00, paid by the presbytery to the church to help cover costs of custodial services.

If you have additional questions, please contact the office of the **Presbytery of Carlisle** at (717) 737-6821, and speak to the Stated Clerk or Interim Executive Presbyter.