

# Guidelines for Hosts of Hybrid Presbytery Meetings

Thanks so much for your willingness to host a Presbytery meeting. As we navigate the changes resulting from the COVID-19 pandemic, the presbytery will continue to adjust its practices in how we conduct our meetings. Details will vary with each meeting, so we'll be in touch with host churches to discuss more specifically what is needed for the meeting they will host. Meanwhile, this document offers an overview of the logistics ordinarily required at presbytery meetings. For the duration of the pandemic, host churches are asked to abide by current protocols for the health and safety of all. This may include masking and distancing, regardless of vaccination status.

## Attendance

Typically, between 90 and 120 people attend. Pre-registration will give an idea of the number of presbyters present in person, and the number participating on-line.

## Hospitality for In-Person Attendance

Please provide greeters in the **parking lot** to welcome presbyters and direct them to the entrance. If there are special parking instructions people need to know ahead of time, email those details to [office@carlislepby.org](mailto: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 and other gathering spaces. In addition to signs, it is helpful to have a few **greeters**, easily identified with nametags, who can direct presbyters.

Early in the 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.

## Hospitality for On-Line Attendance

As on-line attendees sign into Zoom, a designated host will welcome them and remind them of the instructions for identifying themselves on their Zoom square. The host may also use the chat to engage those arriving.

As appropriate, the host will remind those gathering of online meeting etiquette, such as muting microphone, activating web-cam, using the chat and participants' panels.

## Refreshments

With attention to current health and safety (pandemic) protocols, 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 thoroughly cleaned and well supplied with toilet paper, soap and paper towels.

## Meal

*In the event a meal is requested*, presbyters are asked to contribute \$8.00 per person. The host church is asked to provide and serve the meal, according to current pandemic protocols. Please place baskets on the tables for collecting money.

## Technology

- WiFi access will be needed in all rooms used during the meeting
- For those attending in person, projection of powerpoint will be provided
- Those attending on-line will connect via Zoom, with visual and aural access
- If the host church has equipment installed in the spaces used for these portions of the meeting AND someone who can be present to operate it, we will use the host church's equipment.
- Any supplemental equipment needed (and someone trained in its use) will either be provided by the presbytery or negotiated with the host church.

## Space and Logistical Preparations

Space and room arrangement requirements vary with each meeting. The presbytery meeting planning team will be in touch with host churches to specify spaces requested, such as the sanctuary, other large group gathering spaces, and break-out rooms, where applicable. In the hybrid format, cameras and microphones will be required for each of the spaces to be used.

- Large group meeting space: Seating 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 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 Recording Clerk

Note: In some cases, the sanctuary will be used for worship and other parts of the meeting, using the same technology, as noted above

## Worship

Stated meetings of the presbytery include worship; however the ordering of worship will draw upon a variety of forms of proclamation, liturgy, and music 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 (with attention to current pandemic protocols)*** Once a year, worship includes 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 a musician** who could accompany hymns. The host church *may* be asked to provide other special music.

Worship includes an **Offering**. The host church is asked to designate a local mission partner to receive the proceeds of the offering. Presbyters may give online through the presbytery's website or the Give+Plus app. For those who wish to give in person, using cash or a check, the host church is responsible for:

- Providing the method for receiving the offering (according to current pandemic protocols)
- Counting the offering received and reporting the total to the Stated Clerk
- Sending a check for the amount received, payable to The Presbytery of Carlisle, to be added to online gifts and sent by the presbytery to the intended recipient

The presbytery meeting planning team will contact the host church to schedule an onsite visit at least one week before the meeting. 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. Depending on what is asked of the host church, particularly with regard to technology needs, additional compensation may be negotiated.

Questions about hosting may be directed to the Temporary Stated Clerk or Interim Executive Presbyter at (717) 737-6821.