

## **HOST CHURCH CHECKLIST HUNTINGDON PRESBYTERY**

Here is what will be expected and some suggestions of other preparations to make to be ready to host a Stated Meeting of Presbytery:

### **A. ADVANCE PREPARATIONS**

**1. Map.** Please send a map which locates the church and parking areas to the Stated Clerk three weeks prior to the meeting which you are hosting.

**2. Parking.**

- a. It may be necessary to make arrangements with the local police or municipality if parking is limited around your church.
- b. Volunteers (and signs) to assist commissioners park their cars and find their way to the registration area would be helpful.

### **B. REGISTRATION AREA**

**1. Registration table.** One long table is needed for the 9:00 a.m. (for day meetings) 5:00 p.m. (for evening meetings) registration of commissioners and guests.

**2. Literature tables.** Four long tables are needed by 9:00 a.m. for the distribution of reports and other literature.

3. Name tags need to be provided.

4. Host folks to collect the meal money. The price of meals served at presbytery is set annually at the time of adoption of the succeeding year budget on recommendation of the Administration Umbrella Team. If the number of persons purchasing meals at a full day meeting falls below 40, hosts will be remunerated by presbytery at the approved rate for the difference between the number of persons purchasing meals and 40. Since individuals wishing to avail themselves of meals prior to evening meetings are required to make reservations in advance, presbytery will not guarantee a minimum number of meal purchasers.

Please assertively collect this money. Commissioners will not know your process for collecting meal monies. Presbytery's guarantee is designed only to backstop churches in case attendance is curtailed by bad weather.

### **C. MEETING ROOM ARRANGEMENTS**

**1. Meeting room.**

- a. A room large enough to accommodate as many as 130 people needs to be provided, such as the sanctuary or other appropriate location.
- b. A helpful thing to do in large rooms would be to rope off the rear seats, to encourage commissioners to sit towards the front.

**2. Clerk's table.** One long table with two comfortable chairs need to be provided for the use of the Presbytery's clerk, set up in front of the meeting room, near the pulpit/podium.

**3. Sound system.** The following microphones are needed:

- a. One on the pulpit/podium for the Moderator.
- b. One (two, if available) on the floor for commissioners to use.
- c. One on the clerks' table (if available).
- d. The Clerk's Office does have a portable sound system if that would be beneficial. Please inform the Clerk of your needs.

**4. General:** It is helpful to have someone knowledgeable available on the day of the meeting, who knows how to adjust the heat and lights, if the occasion warrants, or who knows where the best

place is to plug in equipment brought in by presenters

#### **D. WORSHIP PREPARATIONS**

**1. Time.** Presbytery worship is incorporated within and throughout the meeting. The sermon and most hymns will usually be held prior to lunch at noon. For evening meetings, the main worship service will be held immediately after the opening of the meeting at 6:00 p.m. When Presbytery celebrates Communion, more time is taken to administer the Sacrament.

**2. Organist/Pianist.** The church needs to provide an organist or pianist for the service. Presbytery's current stipend for this person is \$25.00. (This fee is paid by Presbytery).

**3. Bulletins.** A printed bulletin or worship sheet is helpful. Content provided by presbytery.

**4. Communion.** Churches hosting the Stated Meeting when Presbytery celebrates communion, are responsible for providing the communion ware, elements, and elders (either from the host church or surrounding churches) for the celebration of the Lord's Supper.

**5. Offering.** An offering is taken at every presbytery meeting. Host church is asked to provide ushers and offering plates to receive it. Please have two counters assigned to count the offering money and place it in a sealed envelope to give to the presbytery treasurer. Write the amount of money across the outside of the envelop.

**5. Consultation.** The Manual of Huntingdon Presbytery (M-8.0104) assigns to Presbytery's Leadership Umbrella Team "the development and scheduling of worship experiences at Stated Meetings of Presbytery." The host church should consult with this committee, through the committee's chairperson, prior to making final plans for the worship service. In addition, those planning worship should review the "Guidelines for Presbytery Worship" and background papers on inclusive language included with this packet.

#### **E. FOOD PREPARATION**

##### **Day meetings:**

**1. Morning refreshments.** Commissioners often travel some distance to Presbytery, which makes a light snack provided at 9:00 a.m. greatly appreciated. Both hot and cold beverages should be provided.

##### **2. Luncheon at noon.**

- a. Presbytery guarantees lunch for 40 Commissioners and guests at \$5.00 per meal. If fewer than 40 people are served, contact the Stated Clerk.
- b. The Host Church may charge an appropriate sum for the lunch (this is not a fundraiser). If this fee will be higher than \$5.00 per meal, please notify the presbytery office a month ahead of time so that the fee can be included in the packet.
- c. A definite system for collecting the meal money is encouraged, either at registration or upon entry to the lunch area. (Do not wait until dessert to "pass the plate," for some commissioners may leave before this time without paying!)
- d. A light, simple meal is encouraged. Too much heavy food may promote drowsiness during the afternoon session!
- e. Some commissioners may not drink coffee or tea, so a cold beverage should be provided at both the registration and the lunch meal

##### **Evening meetings:**

**1. Refreshments:** Presbytery is both a business meeting and a community of faith. The community is strengthened when fellowship is enhanced. Light refreshments would be greatly appreciated.

##### **2. Supper.**

a. Presbytery asks that the host church provide a light meal at 5:00 p.m., which will be by reservation only. The Presbytery does not guarantee a number. The host church should make advance plans for serving 30-40. Presbytery will give the church the number of reservations the Friday before

- presbytery.
- b. The Host Church may charge an appropriate sum for the lunch (this is not a fundraiser). If this fee will be higher than \$5.00 per meal, please notify the presbytery office a month ahead of time so that the fee can be included in the packet.
  - c. A definite system for collecting the meal money is encouraged, either at registration or upon entry to the lunch area. (Do not wait until dessert to "pass the plate", for some commissioners may leave before this time without paying!)
  - d. A light, simple meal is encouraged. Too much heavy food may promote drowsiness during the afternoon session!
  - e. Some commissioners may not drink coffee or tea, so a cold beverage should be provided at both the registration and the lunch meal

**3. Allergies.** Some of our commissioners and attendees are extremely allergic to nuts, nut oils and nut products. Please alert your food preparers and hosts to avoid foods containing nuts or are prepared using nut oils. Please remind your helpers and check as food arrives since this is truly a life or death issue for those sensitive to these substances.

*Added 9/23/03*

#### **F. HUNTINGDON PRESBYTERY CHILD CARE POLICY**

While Huntingdon Presbytery does not always have participants with young children, it does wish to be fully supportive of families and is committed to inclusiveness. Therefore, host churches should be prepared to offer child care, if the need arises. Participants must request child care at least 10 days in advance of any meeting and indicate the number, age(s) and any other necessary information at the time of the request. Please read the following Huntingdon Presbytery Child Care Policy for details.

A-28.0100	<b>Presbytery and Committee Meetings</b>
A-28.0101 Meetings Covered	This section covers all stated, adjourned, and special meetings of Presbytery and regular and special meetings of Presbytery Committees and any WTG's.
A-28.0102 Reimburse- ment	Reimbursement for child care costs incurred for Presbytery, Committee and WTG's meetings shall be provided as follows: <ul style="list-style-type: none"> <li>a. All elder commissioners and laypersons shall be reimbursed for their child care costs incurred for Presbytery, Committee and WTG meetings.</li> <li>b. All ministers not serving full-time calls, whose job description does not include participation at Presbytery, Committee and WTG Meetings shall be reimbursed for their child care costs for such meetings.</li> </ul>
A-28.0103 Rate of Reimburse- ment	The rate of reimbursement for child care for these meetings shall be equal to the actual costs incurred, not to exceed the current minimum wage.
A-28.0104 Funding	This policy shall be funded through the annual Administrative Budget. Oversight for this line item shall be the responsibility of Leadership Umbrella Team.
A-28.0200	<b>Programmatic Events</b>

A-28.0201 Events	This section provides for child care at all Presbytery-sponsored programmatic events.
A-28.0202 Staffing	The sponsoring committee, team shall be responsible for arranging staff for child care at all Presbytery-sponsored events.
A-28.0203 Facilities	The host church/site shall provide, or make locally available, facilities for child care.
A-28.0204 Staffing Requirements	There shall be at least one adult (normally college age or older) child care person per three infants, and one adult per five children. There shall be a minimum of two child care providers present.
A-28.0205 Advance Notice	This child care service shall be advertised on all brochures, with a ten day advance notice required of all who wish to make use of this service.
A-28.0206 Fee	A fee of \$5.00 per hour per adult child care giver shall be paid by the sponsoring committee, team or WTG.

#### **G. MISCELLANEOUS "STUFF"**

- 1. Custodian.** Presbytery's stipend for the services of the church's custodian is \$25.00. (This fee is paid by Presbytery.)
- 2. Meeting Rooms.** Sometimes, committee meetings or special events are held during the noon hour. The church should be prepared to direct such people to an available room(s) for such purposes.
- 3. Telephone.** Sometimes it is necessary for Presbytery staff or commissioners to use a telephone during a meeting. Such calls should be made collect, with a calling card, or billed to a home telephone. Presbytery will be responsible for any unpaid charges.
- 4. Report of the Committee on Arrangements.** Docket time is made available at the beginning of the meeting for someone from the local church to greet Presbytery and explain the location of necessary facilities, such as restrooms. Information about current programs, building projects, or local church history are appropriate and welcome. The church may also make literature about the above items available on the distribution tables.
- 5. Final "Helpful Hints"**
  - a. Designate your food preparation group well ahead of time.
  - b. Arrange for people to help set up dining tables and chairs...and take them down!
  - c. Assign someone to check on bathrooms occasionally during the meeting to make sure that the supply of essentials are holding up.

Presbytery always appreciates the effort made by host churches to make the day a smooth and enjoyable one. If you have any questions, please call your friendly Presbytery Stated Clerk! Thank you for affording Presbytery the privilege of meeting in your facility!

**HOST CHURCH CHECKLIST**  
**Huntingdon Presbytery**

**SUGGESTED TIMELINE FOR TASKS**

**TO BE DONE BY ONE MONTH PRIOR TO MEETING:**

- \_\_\_\_\_ Parking arrangements made (including volunteer attendants)
- \_\_\_\_\_ Food preparation group identified: luncheon and morning refreshments
- \_\_\_\_\_ Map locating church, with parking arrangements, and child care contact person (name, address, phone number) sent to Stated Clerk
- \_\_\_\_\_ Leadership Umbrella Team: arrangements for worship responsibilities and/or planning

**TO BE DONE BY TWO WEEKS PRIOR TO MEETING:**

- \_\_\_\_\_ Worship preparations finalized:
- \_\_\_\_\_ Arrangements for organist/pianist made
- \_\_\_\_\_ Communion arrangements made: elements, elders to serve  
(only meeting when Communion is served)
- \_\_\_\_\_ Ushers to collect offering

**TO BE DONE BY THE WEEK OF THE MEETING:**

- \_\_\_\_\_ Worship bulletins printed
- \_\_\_\_\_ Report of "Committee on Arrangements" assigned/prepared
- \_\_\_\_\_ Tables set up
  - \_\_\_\_\_ 1 table for registration of commissioners
  - \_\_\_\_\_ 4 tables for literature
  - \_\_\_\_\_ 1 table in meeting area for Clerks
- \_\_\_\_\_ Sound system/microphones set up
- \_\_\_\_\_ Extra meeting room arrangements made
- \_\_\_\_\_ Arrangements for clean-up after Presbytery meeting made

**QUESTIONS? PLEASE CALL:**

Stated Clerk: Virginia Rainey at Presbytery Office, Tuesday through Thursday, (814) 682-7289