

HOST CHURCH CHECKLIST

HOST CHURCH & WORSHIP LEADER GUIDELINES FOR HUNTINGDON PRESBYTERY For all in-person and Hybrid Meetings Here are expectations and some suggestions 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 parking their cars and finding their way to the registration area would be helpful. It is important to have a sign to say which door to enter- where it is visible to those approaching the building.

B. REGISTRATION AREA

1. Registration table. One long table is needed one-half hour before the meeting is to begin (by 9:00 a.m. for day meetings or 5:00 p.m. for evening meetings) for the registration of commissioners and guests.
2. Name tags and pens will be provided by Presbytery.
3. If a meal is being served, the host folks need to collect the meal money. 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. (See Section E.)

C. MEETING ROOM ARRANGEMENTS

1. Meeting room. a. A room large enough to accommodate as many as 75 people need to be provided, such as the sanctuary or other appropriate location. Contact the Committee on Presbytery Life a month ahead of time to confer about optimum seating arrangements. The room needs to have a clean wall or screen on which to project the Zoom attendees, b. If the meeting room is quite large, consider the possibility of roping off the rear seats or one side of the room to encourage commissioners to sit towards the front.
2. Clerk's table. One long table with two/three comfortable chairs needs to be provided for the use of the Presbytery's clerk, the vice moderator and possibly the moderator, 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 and/or Worship leader.
 - b. One (two, if available) on the floor for commissioners to use.
 - c. One on the clerks' table (if available) (For hybrid meetings also needed see D)
 - d. One to enable the in-person participants to hear virtual participants speaking via Zoom. (Owl and lapel mic)
 - e. Test sound system at least an hour prior to the meeting.
4. General 10 a. It is helpful to have someone available on the day of the meeting, who is knowledgeable and knows how to operate the sound system, computer, projector, adjust the heat and lights, if the occasion warrants, and who knows where the best place is to plug in equipment brought in by presenters. This person should be in touch with presbytery at least a week before the meeting about the technology needs.

For Hybrid Meetings

5. Technology

- a. Computer logged into the Presbytery Zoom account - provided by Presbytery.
- b. Data projector connected to the computer to project the virtual attendees - provided by Presbytery.
- c. "Owl" to pick up voices at Moderator's table provided by Presbytery.
- d. Camera connected to the computer focused on the worship leader during the worship and moderator during the meeting so that virtual attendees can see the "front of the room."
- e. Test technology: The ability to check the sound about a two weeks before the meeting is needed. A technology check will again need to be done at least an hour prior to the meeting. Brandon and Susan need to be at the church to check the technology, with the church's tech person.

6. Wi-Fi Internet Connectivity

- a. Wi-Fi available in the church meeting room capable of streaming via Zoom as well as some in-person connections during the meeting.
- b. Wi-Fi username and password to be used by participants at the church should be on display or sent to Presbytery three weeks before the meeting to be included with materials provided before the meeting.
- c. Provide Wi-Fi username and password 2 weeks before to Presbytery office.
- d. Test Wi-Fi connections at least 2 weeks prior to the meeting, with a church tech person along with Susan and Brandon.

D. RECOMMENDATIONS TO ACCOMMODATE VIRTUAL PARTICIPANTS

1. An advocate for the virtual participants to ensure their participation is accommodated.
2. In consultation with the worship leader, the worship sheet or bulletin should be emailed to the Presbytery 2 weeks in advance. For both in-person only and hybrid meetings

E. FOOD PREPARATION If a meal is being made available during or prior to the meeting, follow these guidelines:

1. Arrival refreshments. Commissioners often travel some distance to presbytery meetings, which makes individually wrapped light refreshments provided at arrival greatly appreciated. Both hot and cold beverages should be provided. Presbytery is both a business meeting and a community of faith. The community is strengthened when fellowship is enhanced.
2. Determining price of the meal. The price of meals served at presbytery is set annually at the time of adoption of the succeeding year budget on recommendation of the Committee on Presbytery Life. If the number of persons purchasing meals falls below 30, hosts will be remunerated by presbytery at the approved rate for the difference between the number of persons purchasing meals and 30.
3. Meal (Lunch at Noon) Presbytery leaves it to the church's discretion, for the host church provide (or not) a light, simple meal, which will be by reservation only. The host church should make advance plans for serving 30. Presbytery will give the church the number of reservations the Friday before the meeting.
4. The Host Church may charge an appropriate sum for the meal. If this fee will be higher than what is set annually by presbytery per meal, please notify the presbytery office a month ahead of time so that the fee can be included in the packet.
5. A light, simple meal is encouraged if the host church chooses to offer one.

6. Some commissioners may not drink coffee or hot tea, so a cold beverage should be provided at both the registration and a meal.
7. 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.

F. CHILD CARE Huntingdon Presbytery will not provide child care at the Presbytery meetings, but will reimburse the cost of child care for someone who needs child care provided for them, up to \$20 per hour for up to 4 hours.

G. MISCELLANEOUS "STUFF"

1. Custodian. Presbytery's stipend for the services of the church's custodian is \$50.00 or whatever the church requires. (This fee is paid by Presbytery. Please provide the name, address, and fee amount a week before the meeting.)
2. Technology person. Presbytery's stipend for the services of the church's technology person is \$75.00 or whatever the church requires. (This fee is paid by Presbytery. Please provide the name, address, and fee amount a week before the meeting.)
2. Meeting Rooms. Sometimes, committee meetings or special events are held before or during the meeting. The church should be prepared to direct such people to an available room(s) for such purposes. If there will be virtual attendees to these meetings, appropriate technology should be considered.
3. 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 for in-person attendees, as well as strategies that will be used to include both in-person and virtual attendees equal participation.
4. Final "Helpful Hints"
5. Designate your food preparation group well ahead of time.
 - a. Arrange for people to help set up dining tables and chairs...and take them down!
 - b. Assign someone to check on bathrooms occasionally during the meeting to make sure that the supply of essentials is holding up. Presbytery always appreciates the effort made by host churches to make the meeting time 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!

H. WORSHIP PREPARATIONS

1. Time. Presbytery worship is incorporated within and throughout the meeting. 20-30 minutes for the complete worship service, including hymns, readings, minute for mission, etc.
2. Organist/Pianist. The church needs to provide an organist or pianist for the service. Presbytery's current stipend for this person is \$50.00 or whatever the church requires. (This fee is paid by Presbytery. Please provide the name, address, and fee amount a week before the meeting.)
3. Bulletins. A printed bulletin or worship sheet is helpful. Content will be provided by the Worship Leader. It can be runoff either by the presbytery or the host church. Coordinate with presbytery a week in advance. Send the worship sheet/bulletin to Susan Ferguson at susanpresbytery@gmail.com. Host church can help by having ushers to distribute bulletins. Bulletin or worship sheet will be sent by presbytery prior to the meeting to registrants who will participate virtually. If you have a responsive reading, please include both a reader to

lead and a reader to vocalize the response. Sample copy: The Presbytery of Huntingdon-Worship Call to Worship Invocation Hymn: Prayer of Confession Assurance of Pardon Scripture: Sermon: (Sacrament of Holy Communion-when designated) Minute for Mission Offering Hymn: Benediction [Special music may be added if the host church is able and the worship leader agrees]

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 administrative assistant -Susan Fergusson. Write the amount of money across the outside of the envelope. (Inside envelope, please list denominations of bills and coins and checks) All Zoom Hosting During the introduction and welcome the host church will welcome everyone on Zoom and perhaps give a brief description of the church's ministry- or they can send a paragraph and a photo of the sanctuary or outside for the presbytery docket. The Host Church will provide the worship leader, either the pastor, or a lay preacher from the congregation. The church will provide 2- hymns and, if they desire some form of special music. See worship information above for details about bulletins. Also is there is a responsive reading please have lead reader and responsive reader to do the parts.

HOST CHURCH CHECKLIST for In Person only and Hybrid. Huntingdon Presbytery-please mark all those which apply to the type of meeting you wish to host.

- 1 When meeting is confirmed for your church, a member of the Committee on Presbytery Life will contact the Pastor, session moderator or person you designate.
- 2 Month before send info to Stated Clerk & Office Assistant: Church name, Physical address, website if you have one, Username & password for church Wi-Fi (for hybrid only) and Google or other map document. Relevant parking information is helpful. Provide name and address of Technology person, Custodian and Pianist/Organist and amount of fees.
- 3 Day of the meeting: Someone needs to give a brief welcome and intro to church and facilities. Signs for facilities, meeting rooms need to be current. A map of the building is helpful!

Prep for worship and provide communion if to be served, provide music for worship, volunteers to help with parking, greeting, registration, ushering, meal prep if serving. In general, be a welcoming host.

4. If a meal is served keep it simple and nutritious. We deal with nut allergies, gluten and lactose intolerance and some are vegan or vegetarian. Please label all foods prepared around or with nuts. If no meal is needed, simple refreshments are appreciated but above limitations should be followed.
5. Provide registration table, a clerk's table and chairs.
6. Meeting room(s): Worship & Business are ordinarily in the sanctuary. If there are to be small groups 2 or 3 smaller rooms or spaces may be needed.
7. Business is conducted from the front of the space with the Stated Clerk and Moderator, any speakers being up front.
8. Microphone(s) for folks present and virtual, are needed so all can hear. One for the Pulpit, the Clerk's table and for floor speakers to be heard or some combination that can be used by all.

A Screen, if available is helpful, or a blank wall. (If needed, a screen can be provided by the Presbytery.)

9. Please have someone who is familiar with your computer & sound system present to make things run well.
10. Technology: Tech person to be in touch with the presbytery a week before the meeting to discuss what equipment is to be provided by the presbytery.
11. Two counters assigned to count the offering money and place it in a sealed envelope to give to the presbytery treasurer.
12. Hosting churches will not be providing childcare. The Presbytery will supplement directly to parents who need childcare for the meeting
13. In case of inclement weather, the in-person meeting may be canceled and the virtual meeting will be the only option. You may need to put up a sign for folks who missed the email about the cancelation.

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