

# “HINTS” FOR HOSTING PRESBYTERY MEETINGS

## Presbytery of the Miami Valley Saturday Stated (Regular) Meetings

*Thank you so much for agreeing to host a presbytery meeting! Here are some helpful hints.*

### BEFORE THE MEETING WE NEED FROM YOU...

- ❑ At least three weeks prior to the presbytery meeting, please send the Stated Clerk:
  - Location of and directions to the church from various directions
  - Information about parking
  - A brief history of the congregation
- ❑ Decide soon what local hunger ministry you want to support with the local portion of a voluntary offering for hunger relief collected at meeting registration. One-half of the offering goes to the Presbyterian Hunger Program and the other half to a hunger relief agency your congregation chooses. Have your pastor or other representative prepared to announce at the presbytery meeting the agency you've chosen. Also indicate the agency, including its address, on the **Presbytery Meeting Reimbursement Voucher** you'll submit after the meeting.
- ❑ An opportunity for presbytery staff to consult by phone with the pastor and key contact person to walk through these guidelines and identify any issues or concerns.

### STANDARD SATURDAY MEETING SCHEDULE (*schedule may vary due to business at hand*)

7:00 a.m. Registration set-up  
8:00 a.m. Registration and fellowship/refreshment time begins  
**9:00 a.m. Business meeting convenes**, with worship throughout  
12:00 p.m. Business meeting adjourns, followed by lunch (there may sometimes be after-lunch business)

### PHYSICAL SET-UP

#### Registration area

- ❑ Tables needed - Two (2) eight-foot tables for the registration process, located conveniently to the sanctuary/meeting area but in a separate area from refreshments and exhibits, if possible. Think of the potential traffic plan in locating the tables.
- ❑ **Two volunteers are needed 15 minutes before registration begins (i.e., normally at 7:45 a.m.)** to assist the presbytery Office Manager with registration, help collect money for lunch and for the hunger offering, and distribute meal tickets. Those who count offering money at your church are ideal.
- ❑ Other host church volunteers would help with parking logistics outside, and welcome and direct commissioners to the entrance closest to the registration area to ensure a smooth traffic pattern.

#### Exhibit and refreshment area (**separate from registration area, if possible**)

- Light refreshments and drinks are welcome for arriving commissioners (See “Food” below).
- In addition to refreshment tables, please set up in the same area at least two (2) eight-foot tables for Kirkmont Center, Networks, or other exhibitors. The presbytery Office Manager will advise you if additional exhibitor tables are needed.

#### Sanctuary/Meeting Space

- ❑ Seating will be required for approximately 80-110 people for the presbytery meeting. If we expect significantly more for the meeting you'll host, we will let you know. We also need:
  - One (1) eight-foot clerk's table close to the pulpit with two chairs and one microphone
  - Microphones at both pulpit and lectern, if applicable
  - At least one microphone on a stand in the center aisle for commissioners (more are great)

- ❑ We now normally use the presbytery's video/computer projection system for the meeting PowerPoint. We need from you 1) an AV stand large enough for our laptop computer and projector, and 2) a large projection screen (which we can provide if you do not have one). The presbytery Office Manager may, if necessary, arrange an advance walk-through of your sanctuary and other space to confirm plans. He will also arrange where to place the presbytery's video camera since we are recording each presbytery meeting.
- ❑ If possible, please have a piano available throughout the registration and meeting time.
- ❑ Occasionally there will be pre-presbytery meetings of committees or for general education. Organizers of those meetings are responsible for contacting the host church about their needs.

## PERSONNEL

- ❑ Near the beginning of the meeting the pastor or other representative of the host church will be recognized to give the welcome, to explain the facilities (location of bathrooms, refreshments, and where the meal will be served), and to announce the recipient organization of the church's portion of the Hunger Offering.
- ❑ Later in the meeting, the pastor or other representative of the host church may be asked to offer a prayer of thanks prior to the meal being served.
- ❑ The church should be prepared to provide babysitting throughout the meeting, consistent with the presbytery's Child and Youth Protection Policy: (<http://www.miamipresbytery.org/pdf/clerk/2016/PMV-Child-Protection-Policy-11-16.pdf>). Attendees wishing to use this service will be asked to contact the host church by Tuesday of the week of the Saturday meeting. Presbytery will reimburse the host church for babysitting at the rate of \$10.00 per hour per caregiver. **For babysitter reimbursement, please complete the Presbytery Meeting Reimbursement Voucher.**
- ❑ As noted above, volunteers are needed to help with registration, parking and welcome.

## WORSHIP

- ❑ Worship is central to the presbytery's gathering, and is the responsibility of the presbytery Moderator. He/she chooses the worship themes and leaders for the worship service, and negotiates with the host church any logistical issues that might arise in worship. Among those are plans to serve communion, which normally occurs at each presbytery meeting.
- ❑ We welcome your organist or keyboard player's participation, and the presbytery Moderator will work with that person about specific needs. If that person is unavailable, please make arrangements for a suitable substitute, or if that is impossible, please contact the Moderator.
- ❑ If your choir wishes to participate, please contact the Moderator as soon as possible.

## FOOD

- ❑ Please prepare a light morning refreshment snack such as fruit or juice, tea, coffee, breakfast treats, or the like, to be available an hour ahead of the meeting, near the exhibit area. You are welcome to invite neighboring churches to share in preparing this time of fellowship.
- ❑ The lunch menu is your choice. Some commissioners may have restricted dietary requirements. Approximate anticipated attendance for meals will be given to you about three (3) working days before the meeting, although a typical range can be provided well in advance. Commissioners will buy meal tickets at the registration table; host church volunteers do not need to buy tickets. Final ticket sale numbers will be available the day of the meeting after initial registration and ticket sales. Presbytery will reimburse your church at \$6.00 per meal served, including to your volunteers, so it is important for you to carefully count all those who are served meals. **For meal reimbursement, please complete the Presbytery Meeting Reimbursement Voucher.**

Questions? Contact Stated Clerk Larry Hollar at 937-258-8118 or [larry.hollar@miamipresbytery.org](mailto:larry.hollar@miamipresbytery.org).

*Revised October 2017*