

“HINTS” FOR HOSTING PRESBYTERY MEETINGS

Presbytery of the Miami Valley Tuesday Stated (Regular) Meetings

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

BEFORE THE MEETING WE NEED FROM YOU...

- ❑ **At least three months before the meeting:** Presbytery staff consult by phone with the pastor and key contact person to walk through these guidelines and identify any issues or concerns you have, and to let you know of any special needs for that meeting. The presbytery Office Manager may, if necessary, arrange an advance walk-through of your sanctuary and other space to confirm plans.
- ❑ At least **three weeks prior to the meeting**, please send the Stated Clerk:
 - Location of and directions to the church from various directions
 - Information about parking at the church
 - A brief history of the congregation and a photo or two of the current and/or former church.
 - The name and phone number for presbyters to call in advance if they need childcare services.
 - The name of a ministry of your church that will receive tangible items that presbyters bring to the meeting as part of the “Mission At Every Meeting” initiative. We need to know what items are needed and the name of the ministry for the Advance Packet for the presbytery meeting.
 - The name of the local hunger ministry you want to support with the local portion of a voluntary offering for hunger relief collected at meeting registration. (This ministry can be the same one supported in the “Mission At Every Meeting” initiative.) One-half of the hunger 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 (see link below).

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

1:00 p.m.	Registration set-up
2:00 p.m.	Registration and fellowship/refreshment time begins
3:00 p.m.	Business meeting convenes , with worship throughout
6:00 p.m.	Likely adjournment and dinner
7:00 p.m.	<i>Rest of business meeting if needed, and worship continues</i>
8:00 p.m.	<i>Business meeting adjourns</i>

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 to avoid congestion and long lines.
- ❑ **Two volunteers are needed 15 minutes before registration begins (i.e, normally at 1:45 p.m.)** to assist the presbytery Office Manager with registration, to help collect money for dinner and for the hunger offering, and to distribute meal tickets. Those who count offering money at your church are ideal candidates for this detail-oriented task.
- ❑ Other host church volunteers are needed to help with parking logistics outside, and welcome and direct commissioners to the entrance closest to the registration area to ensure a smooth traffic pattern.
- ❑ A convenient location near the registration area should be set up where the “Mission At Every Meeting” donations that presbyters bring can be dropped off as they enter the church and before they register.

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 exhibits--normally Kirkmont Center, Networks, or others. The presbytery Office Manager will advise you if additional exhibitor tables are needed.

Sanctuary/Meeting Space

- ❑ **Seating and set-up:** Seating will be required for approximately 90-110 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 table close to the pulpit with two chairs and one microphone, for the stated clerk and the recording clerk
 - ❑ Microphones at both pulpit and lectern, if applicable, for the Moderator and speakers
 - ❑ At least one microphone on a stand in the center aisle for commissioners (more are great)
- ❑ **Audio:** Because of the microphone needs above, we rely on the church for the audio system for speaking. If we need audio for showing videos, we will discuss with you possibly using your church’s system or, if not, using the presbytery’s own equipment.
- ❑ **Video:** Although on occasion we are able to use a church’s AV system for projection of our meeting PowerPoint, we now normally use the presbytery’s video/computer projection system for that need. To use our equipment, we require from you 1) an AV stand large enough for our projector, and 2) a large projection screen (which we can provide if you do not have one).
- ❑ **Recording:** We are video recording each presbytery meeting and normally use the presbytery’s own video camera. However, if your meeting space has a video recording system we can discuss its use with you.
- ❑ **Music:** If possible, please have a piano or other instruments available in the meeting space throughout the registration and meeting time for welcoming music, hymns, anthems, and other musical offerings.
- ❑ **Separate meeting space:** Occasionally there will be pre- or post-presbytery meetings of committees or for general education. Organizers of those meetings will contact the host church about their space needs. Separate meetings could be done in the sanctuary or in classrooms, depending on group size and timing.

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. That person will also thank presbyters for bringing items for the “Mission At Every Meeting” project and describe that ministry.
- ❑ Later in the meeting, the presbytery Moderator may invite the pastor or other representative of the host church to offer a prayer of thanks prior to the meal being served.
- ❑ The church should be prepared to provide childcare 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 normally be asked to contact the host church by Friday of the week preceding the Tuesday meeting. Presbytery will reimburse the host church for childcare providers at the rate of \$10.00 per hour per caregiver (normally two caregivers are necessary). **For childcare reimbursement, please complete the Presbytery Meeting Reimbursement Voucher** (<http://www.miamipresbytery.org/pdf/clerk/2017/Reimbursement-Voucher-PMV-meeting-10-17.pdf>).
- ❑ As noted above, volunteers are needed as people arrive 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. Issues to discuss include providing the elements, arranging communion servers, and thinking through participant walking routes since communion is normally by intinction.

- ❑ In arranging music, the presbytery Moderator may invite outside participants or may invite your church's organist or keyboard player's participation as well as the church's choir. The Moderator will work with those musicians about specific needs. If the church's musicians are unavailable, the Moderator will work with you so you can arrange suitable substitutes.

FOOD

- ❑ Please prepare a light refreshment snack of punch, tea, coffee, cookies, or the like, to be available an hour ahead of the meeting start time, near the exhibit area. You are welcome to invite neighboring churches to share in preparing this time of fellowship.
- ❑ The menu of the dinner meal is your choice. Please note that some commissioners have restricted dietary requirements. We have found over the years that normally about 60-70 presbyters stay for the meal, plus your church's workers and volunteers who are welcome to enjoy the meal. Commissioners will buy meal tickets at the registration table; host church workers and 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 actually served, including to your workers and 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 (<http://www.miamipresbytery.org/pdf/clerk/2017/Reimbursement-Voucher-PMV-meeting-10-17.pdf>).**

Questions? Contact Stated Clerk Larry Hollar at 937-258-8118 or larry.hollar@miamipresbytery.org.

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