



Suggestions for Hosting a Stated Meeting

Thank you for agreeing to host or for thinking about hosting a Stated Meeting for the Presbytery of Miami Valley.

Our goal is to make this process as simple and enjoyable as possible while noting the many details that need attention. Here are some key planning details that you will need as you begin planning. These are suggestions and can be adapted to fit your specific site. If you have questions, please contact the stated clerk at 937-258-8118 or statedclerk@miamipresbytery.org.

Space Needs

Meeting Space - There will be a need for seating for approximately 85-110 people. There should be a sound system with several different microphones, including one for the moderator, one for the stated clerk, and two or three positioned near the aisles for the commissioners. Ideally, the space will have a projection system and screens for meeting documents to be shown. There will need to be an eight or ten-foot table with two chairs and access to a power outlet at the front of the meeting space for use by the stated clerk and recording secretary.

Meal Space - You will also need a space for the meal to be served that normally has fewer people than at the meeting (50-65). (NOTE: this number has fluctuated since Covid.) You may plan to serve buffet style or with food served at individual tables.

Small Group Space - You may be asked to provide space for breakout sessions for small groups. The stated clerk will communicate these needs as soon as possible in the planning process prior to the meeting.

Registration and Information

Final on-site registration generally opens at 2:00 pm and two or three 8–10-foot tables will be needed. (2 for registration and 1 for displays if requested.) These tables should be near the entrance that commissioners will use to enter the church.

Meeting participants will sign in and receive their name badges at the registration tables. They will also confirm their lunch registration, collect donations for meals and distribute meal tickets. The third table will be used for the display or distribution of additional materials. A place to put donations for Mission should be arranged.

Sometimes groups from within the presbytery or that offer programs of interest to presbytery members will ask to set up an informational table in the lobby area or some other designated place. If such a request is made, the stated clerk will communicate the exact needs three (3) to four (4) weeks before the stated meeting.

Standard Tuesday Meeting Schedule (*schedule may vary due to business at hand*)

1:00 p.m. Registration set-up (technology manager may set up earlier or day before)

2:00 p.m.	Registration and fellowship/refreshments
3:00 p.m.	Business meeting (Where worship happens is negotiable depending on a variety of circumstances)
6:00 p.m.	Adjournment and dinner (Time estimated)
7:00 p.m.	Rest of business meeting <i>if needed.</i>

Technology Needs at the Stated Meeting

A variety of information is now projected on screens during each stated meeting, including details about items on the docket, responsive readings and words for worship. To do this there **needs to be a projection system in the meeting space.** If your church does not have a projection system, the presbytery can arrange to bring appropriate equipment.

The meeting space does need to have a sound system with several microphones.

There should be microphones on the pulpit/lecterns for the moderator and others to use, at the table by the stated clerk, and at least one but preferable two in the meeting space for meeting attendees to utilize.

It is also helpful if you share information about how presbytery meeting attendees may access and use your Wi-Fi internet system. If a password is needed to access the system, please provide that information to the presbytery's technology manager and stated clerk who will help communicate it to the attendees. It will also be needed for livestreaming the meeting.

Please identify someone within your congregation that can be contacted by the presbytery's technology manager to address specific questions and needs related to the stated meeting.

These questions include:

- Whether your church has the equipment to livestream the stated meeting.
- Whether your church can record the audio for the entire stated meeting.
- Whether your church has a computer system to project a presentation onto screens in the meeting space. If so, what type of presentation software is used? Can the computer or software be used to play sound over the church's sound system?

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 including who will provide the message and who will preside over the Communion table. The moderator 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. **The hosting church is asked to make sure the Communion table is set up, using grape juice and gluten-free bread.** (Please contact the moderator or stated clerk with questions about the elements.) The hosting church is also asked to provide a few ruling elders to serve the Communion elements.

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. In general, the moderator tries to involve musicians from your church **IF** there are individuals available to do this.

Someone will communicate specific needs to support worship during the Stated Meeting. Presbytery staff will produce the projection slides and the worship liturgy will be in the presbytery papers.

NOTE: at the May stated meeting, officers are installed. The vice- moderator may also be involved in developing the worship service as this is usually held at their home church and they may have special requests.

Refreshments (Snacks and dinner)

Generally, the host congregation provides an assortment of snacks (cookies or simple finger foods), punch, coffee, tea or water for people to enjoy during the registration time. These are usually available from when registration opens at 2:00 p.m. until the meeting begins. Remember that many presbytery members must drive a distance to reach the Stated Meeting and welcome the refreshment.

The host congregation also coordinates providing dinner. You may opt to have volunteers prepare the meal, hire a caterer or do a little of both. The meal may be served buffet, plated or family style. The entrees can be hot or cold. Put together a plan that is easy for your volunteers to execute. The only requirement is that there is a vegan option and a gluten-free option available in case of dietary concerns.

Dinner reservations are collected as part of the meeting registration process. A, initial count is provided to the host congregation about two (2) weeks before the meeting and a final count is provided at an agreed upon time (usually the week before the meeting.) We have been having between 55-65 register for meals.

The presbytery invites commissioners to make a suggested free will donation of \$10. Registrants are asked to use either cash or a check made out to the Presbytery of the Miami Valley. All money collected should be counted, placed in an envelope, sealed and signed across the seal. This should be given to the stated clerk. **Presbytery will reimburse your church at \$10.00 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. If you need to send in receipts later or if you have questions, the bookkeeper's email address is:

bookkeeper@miamivalley.org

Date to be Done	Task
10 - 12 weeks before Stated Meeting	Plan menu and estimate costs.
8 - 10 weeks before Stated Meeting	Get menu and cost information to the stated clerk
2 weeks before Stated Meeting	Receive initial reservation numbers and special dietary need info from the stated clerk
1 week before Stated Meeting	Receive final reservation numbers and

	special dietary need info from the stated clerk
Day of meeting	Provide 2 or 3 volunteers to help presbytery staff at the check-in table. (The volunteers will help collect lunch payments, distribute meal selection “tickets” and answer questions.) Also have a cash box available to provide change to those who pay cash for their lunch.

Childcare

The church should be prepared to provide childcare throughout the meeting, consistent with the presbytery’s Child and Youth Protection Policy found here: (<https://miamipresbytery.org/wp-content/uploads/2021/02/PMV-PolicyPractice-2020.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. Please send the name and phone number for presbyters to call in advance if they need childcare services to the stated clerk at least 3 weeks before the meeting.

The childcare providers may be volunteer or paid. If the childcare providers are to be paid, the presbytery will reimburse the host church for childcare providers at the rate of \$10.00 per hour per caregiver (normally two caregivers are necessary).

Parking and Directional Signage

This event gives Presbytery members a chance to visit your church and see what makes your congregation unique. But remember that many of the Stated Meeting participants will not have visited your church before. So it’s important to help them find where things are located.

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 and where to enter.

Also plan to hang signs within the church building to indicate where different activities and meeting spaces will be located that day. These signs should point the way to:

- the registration tables,
- the restrooms,
- refreshments,
- the sanctuary or other space where the meeting will occur,
- the fellowship hall or other location where the meal will be served,
- the church office, and
- informational displays.

The signs don't have to be fancy but using a similar design (font, colors, paper) helps visitors more easily identify the information.

Date to be Done	Task
8 weeks before Stated Meeting	Walk through your space to identify which areas are best suited for what activities during the Stated Meeting. Make a list of what you plan to place where.
6 weeks before Stated Meeting	Touch base with the stated clerk to confirm how many display tables are needed and whether there are any special space or technology needs for this meeting.
2 weeks before Stated Meeting	Prepare any needed directional signs. Let the stated clerk know if any assistance is needed
Day before/ day of Stated Meeting	Put directional signs in place.

Volunteers

Meeting day activities go most smoothly when you have a strong group of volunteers willing to help with different tasks. Following is a list of how volunteers help the day go smoothly and how many people are needed:

- Parking – Two (2) or three (3) people – plus signage – to guide people towards appropriate parking areas and direct commissioners into the church.
- Registration – Three (3) or four (4) people. Some will guide commissioners through signing the attendance rolls, getting their name tags and collecting any printed materials that may be distributed, and some will help with final details for lunch registrations like collecting payments and distributing lunch “tickets”. The office manager and bookkeeper will work with this team.
- Ushers – Three (3) or four (4) people to greet commissioners heading into the meeting space. Four (4) to six (6) volunteers also may be needed to help with Communion. These may be the same, or different, individuals.
- Counter – At least two (2) volunteers are needed to count any money received, place it in an envelope, seal it and sign it across the sealed area.
- Technology – At least (1) volunteer is needed to work with the presbytery’s technology manager to make certain that the sound and video systems are used to support the meeting activities. The technology manager may ask to come the day before to set things in place.
- Musicians – The Moderator will connect directly with someone from your church weeks before the meeting to identify what volunteer musicians may be involved with the meeting activities and how.
- Childcare – At least two adult volunteers or contracted individuals who have submitted to background checks before the Stated Meeting.

Also, it is traditional for the pastor of the hosting congregation to make a short introductory statement (less than 5 minutes) and share some information as the Stated Meeting is opened. (If the congregation does not have a pastor at this moment, the Session Clerk or other designated lay leader should make the statement.) Share interesting facts about the congregation and its history, details about the facility, etc. Also make sure to announce where the restrooms are located, where dinner will be served and any other information that may be needed. This person may also be asked to present the Land Acknowledgment.

QUESTIONS?

Please contact:

- The Stated Clerk: Lynn Bova at statedclerk@miamipresbytery.org or 937-258-8118
- The Moderator: Michael Seewer at mseewer@earthlink.net or 937-671-8691
- Executive Presbyter: Terry Kukuk at ep@miamipresbytery.org or 937-258-8118
- Technology manager: Cliff Haddox at revncliffie@gmail.com or 937-999-9790 (texting is best)