

I. Hosting:

The presbytery encourages every church that hosts a meeting of the presbytery to invite a near-by small or racial-ethnic church to serve as co-host for that meeting or to invite the session of a nearby small or racial ethnic church to share the decision of designating the recipient program or ministry.

II: Worship:

Worship can be 45 minutes to one hour maximum. Be sure that all participants work together to stay within this timeframe. The host church is responsible for worship.

Suggested materials of reference are The Book for Common Worship and The Presbyterian Hymnal. Inclusive language should be used throughout. If printing cannot be done by the host church, please forward all materials to the Presbytery Office two weeks prior to the meeting (copy ready) so that copies can be prepared. Printing of 350-400 copies of the worship booklet will be sufficient.

III. Offering:

The host church will also need to decide where the money from the offering will go, and notify the presbytery office six weeks prior to the meeting date. By action of presbytery, the offering is entrusted to the Session of the host church to be given to a "Program or ministry within that local community which ministers directly to the relief of human need and suffering".

IV: Information needed for Docket Mailing:

1. Map/Directions and History of Church:

- Send to the Presbytery Office a map to your facility from all directions (NSEW) with **written directions included**. Send a layout of your property including area for parking.

2. Motels/Accommodations:

- Provide the name, address and phone number of three hotels nearest to the location of the church. Obtain the rate that will be charged for the date of the meeting.

3. Church History

Send a brief (one page) history of the church or churches involved in hosting meeting.

4. Space will be required for:

room for orientation (12-15 people)
registration
displays
refreshments
meeting (sanctuary)
lunch (fellowship hall)
ample parking
child care

*All above items are required by the Presbytery six weeks prior to the date of the meeting.

V: Preparation for Local Committee:

- Form a local arrangements committee that will be responsible for:
 1. Get volunteers signed up for
 - Registration
 - refreshments
 - lunch
 - parking
 - sign making
 - child care
 - set up/tear down

Registration:

Four (4) tables will be needed with two (2) chairs at each. One table will be for meal tickets, three for registration purposes.

The host church will need 3-4 people that will assist with registration, 2 to sell meal tickets and others to function as greeters. We will need the tables set up until noon. Registration volunteers (3-4) will be needed until registration slows down (approximately 10 AM).

Refreshments:

During registration, a table will need to be set up with beverages such as coffee, juice, water and breakfast breads such as muffins, donuts, coffee cake, fruit, etc. (Suggestions)

This refreshment area should be near to the display area and registration. These are furnished by the host church(es).

Lunch:

- Meal tickets (provided by Presbytery) will be sold during registration. (Note: Be sure to have a cash box with some funds for making change)
- When lunch is served, volunteers will be needed to take the tickets, also to sell more tickets or collect money if needed, for anyone who did not pre-purchase a ticket.
- Lunch should be ample. Desserts and beverages should be placed on the tables in advance if possible. If a buffet is provided, double-sided serving lines will help to move the crowd through faster. If your fellowship hall is not large enough to accommodate approximately 300 persons, it is permissible to make arrangements elsewhere. (As close to the meeting as possible.) Approximately three weeks prior to the meeting, the cost of the meal is to be provided to the Presbytery Office so that it can be included in the docket.
- Arrangements can be made for outside catering or the host church can provide lunch if it has the capability. The host church(es) are responsible for all costs involved in the refreshments and lunch. Keeping the cost low is helpful to the attendees.

Parking:

Volunteers, as needed, to provide directions to parking areas. Signage if needed to parking facilities. If additional parking is required, arrangements need to be made with nearby facilities.

Signmaking:

Signs will be needed to direct attendees to child care, registration, displays, sanctuary, restrooms, lunch, etc.

Child Care:

There should be a minimum of 2 caregivers and another on standby. On average 3-5 children will need care during the meeting. Please provide entertainment, refreshments for the

children. Lunch is to be provided by parents. Child Care will be paid by the presbytery and should not exceed the cost of what the host church pays for their caregivers on Sundays.

Set up-Tear Down:

Volunteers are needed to set up display tables, registration tables, lunch and refreshment tables/chairs, and set up the sanctuary as well as to return the facility to normal following the meeting.

Display Area:

The Presbytery will require up to 8 display tables to be set up throughout the time of the meeting. Space enough to accommodate these tables located near the refreshments and registration area. Presbytery will advise the number of tables required prior to the meeting.

Sanctuary: To be set up as follows:

- Stated Clerks table set to the side of the podium in front of the sanctuary, on the floor. This table to have skirting around front. One microphone is needed on the Stated Clerks table. (2 people)
- Podium for moderator set to one side in front of sanctuary with one microphone.
- Microphones will be needed in the aisles (3 max.) for those speaking from the floor.
- The meeting is to be taped on cassettes through the audio system, audio only video is not required. These are used for minutes only. Tapes to be presented to the Presbytery Staff following the meeting.

Volunteers:

Volunteers will be needed for:

- registration (3-4)
- parking assistance
- greeters
- lunch and refreshments
- to take up offering at worship

- Elders to assist with Lord's Supper if it will be part of the worship service.

Questions/Concerns:

Contact the Presbytery Office at 252-443-7090. Barbara Campbell Davis (ext. 121) or Pat Donofrio (ext. 122) can assist you with any questions for set up or other arrangements. Additional copies of this form may be printed off of the Presbytery Website. www.nhpresbytery.org (forms/publications page)

**GUIDE
FOR
HOSTING
A
MEETING OF
PRESBYTERY
OF
NEW HOPE**