

GUIDE TO HOSTING A GATHERING OF THE PRESBYTERY OF NEW HOPE

I. Facility Guidelines/Space Requirements

- Seating for at least 250 persons in one place
- Ability to feed at least 250 persons at the church or within walking distance of the church
- Fellowship area for refreshments
- Tables (6 ft.) and space for registration
- Display area (up to a maximum of 10 tables)
- Table for handouts in registration area or at entrance to sanctuary
- Room for orientation of first-time commissioners (20-25 people) with chairs and podium
- Meeting rooms for committees and small groups
- Space in the meeting for a screen that can be seen by all participants
- Adequate public address system, including capacity to share audio from the screen
- Adequate restroom facilities
- Access to one or more telephones (if cell phone service is problematic or spotty)
- Wi-Fi internet access for 50+ devices in registration and meeting spaces
- Duplicating facilities to handle reports or other information
- Ample parking
- Childcare
- Paper products to be used unless Styrofoam and plastics recycling are available

II. Hosting

The presbytery encourages every church that hosts a meeting of the presbytery to invite a nearby 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.

III. Worship

Please see separate guidelines.

IV. 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.”

V. Information Needed for Commissioner Handbook

*All the following information for the commissioner handbook is required by the presbytery office at least **six weeks prior to the date of the meeting.**
Attn: Christine Kelson, ckelson@nhpresbytery.org.
Please send information as a Word document to allow for format changes.

1. **Directions**

Provide written directions to your church (NSEW). If available, send a layout of your property including areas for parking. The campus layout should be clear enough to be easily reproduced in the handbook. Please ensure that driving directions are up-to-date.

2. **Motels/Accommodation**

Provide the name, address, and phone number/website links of three hotels nearest to the location of the church.

3. **Church History**

Send a brief (one page) history of the church or churches involved in hosting the meeting. The host church is responsible for gathering histories from any churches who may be assisting.

4. **Cost of Lunch Ticket**

Please also provide a description of the lunch and available beverages at the table where tickets will be sold.

5. **Offering**

Provide brief information on the ministry to which the offering will be assigned.

6. **Wi-Fi Network Name and Password**

If you do not have strong Wi-Fi available in the sanctuary, please let the presbytery office know so it can inform visitors ahead of time and plan accordingly for presentations during the meeting. If you have a separate network that gives priority for staff use, please also share that access information so it can be used by presbytery staff and meeting leadership.

VI. Preparation by Local Committee

Form a local planning committee with a designated point person that will be responsible for

Registration

Refreshments

Lunch

Parking

Sign making

Childcare

Technology

Set up and tear down

Registration Area (refer to schematic on last page for table layout)

A total of six tables will be needed for check-in/registration:

One 6 ft. table for minister members of New Hope Presbytery to check-in or register

Three 6 ft. tables for check-in of ruling elder commissioners/visitors who have pre-registered

One 6 ft. table for ruling elder commissioners/visitors who have not pre-registered

One table for the sale of lunch tickets

Small trash cans should be placed at the end of each of the 5 registration tables.

The presbytery office will bring signage for each of the five registration tables, registration lists, pens, and pre-printed name tags. The tables need to be large enough to accommodate the registration lists and also the name tags, which will be set out in alphabetical order at each table.

Please give consideration to traffic flow when tables are being set up. Attendees should check in before purchasing lunch tickets.

The host church will need 5 people to assist with check-in/registration, 2 to sell lunch tickets and make change, and others to function as greeters and to give directions. Registration should be set up until noon and at least one volunteer should remain at those tables to assist people arriving later in the morning. Any volunteers who need to leave early to take part in worship should find a replacement to cover at the registration tables. Lunch tickets should be available for purchase up to and including the lunch hour.

Please provide a labelled collection bin in the registration area for donations to the Food Bank of Central and Eastern North Carolina or an organization of the host church's choice (a volunteer from your church should deliver the donations to the recipient).

Refreshments

During registration, tables should be set up with beverages such as coffee, juice, water and breakfast breads such as muffins, donuts, coffee cake, fruit, etc. The refreshment area should be near to the display table area and registration. Refreshments are to be furnished by the host church(es).

Lunch

- Lunch tickets (provided by the presbytery office) are to be sold to visitors during check in/registration and up to and including the lunch hour. You will need a cash box with funds for making change.
- If your volunteers are required to purchase lunch, the host church should make separate arrangements for additional lunches required as well as payment.
- Please display a description at the lunch ticket table of what will be served.
- When lunch is served, volunteers will be needed to collect the tickets and sell more tickets/collect money if needed, for anyone who did not purchase a ticket during check-in/registration.
- 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).
- 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.

***For refreshments and lunch, please use recyclable products.**

Parking

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

Sign Making

Signs will be needed to direct attendees to check-in/registration, first-time commissioner orientation, displays, handouts, sanctuary, restrooms, lunch, childcare etc.

Childcare

There should be a minimum of 2 caregivers and another on standby. On average 2-3 children will need care during the meeting. Please provide entertainment and refreshments for the children. Lunch is to be provided by parents. Childcare will be paid for by the presbytery and should not exceed the cost of what the host church pays for their caregivers on Sundays.

Set Up and 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

Up to 10 display tables to be set up throughout the time of the meeting with space enough to accommodate these tables in a reasonably high-traffic area near refreshments and registration. Presbytery will advise on the number of tables required prior to the meeting. These tables must be reserved in advance through the presbytery office.

Sanctuary

To be set up as follows

- Stated clerk's table set to the side of the podium in front of the sanctuary, on the floor, with access to an electrical outlet. **Please provide an extension cord.** One microphone is needed on the stated clerk's table (2 people).
- Podium for moderator set to one side in front of sanctuary with one microphone.
- Second podium or lectern with one microphone for committee reports, set to the opposite side in front of the sanctuary.
- Microphones will be needed in the aisles (3 max.) for those speaking from the floor.
- The meeting is to be recorded and the CD or flash drive given to the presbytery staff at the end of the meeting. These recordings are used for minutes only.

Technology

- Space should be available at the front of the sanctuary to set up a screen(s) and projector(s) as necessary, large enough to be visible to all participants. The church's own equipment that is known to work in the space is preferred, but the presbytery office can provide a screen and projector if needed.
- Appropriate cords and connectors should be available to connect audio from the projector to the sound system.

- The technology coordinator from presbytery staff (Rev. Katie Cashwell) will schedule a site visit in advance of the meeting to walk through the space, help identify the best location for the screen, determine any necessary adaptations to the meeting docket to accommodate technology limitations, and answer other questions. Please inform presbytery staff as early as possible of any concerns regarding the technology configuration.
- If the church has a staff person(s) or key volunteer(s) with responsibility for technology, please ensure that at least one of them is available on-site on the day of the meeting.

Volunteers

Volunteers will be needed for:

- check-in/registration
- 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

Rev. Deky Hall, stated clerk: dhall@nhpresbytery.org

Rev. Dr. Bruce Grady, executive presbyter: bgrady@nhpresbytery.org

Christine Kelson, office manager: ckelson@nhpresbytery.org

Rev. Katie Cashwell, associate for small churches and technology: kcashwell@nhpresbytery.org

SEE NEXT PAGE FOR REGISTRATION SCHEMATIC

**ALL MINISTER MEMBERS
OF NEW HOPE CHECK IN
OR REGISTER HERE**

Two Volunteers

**MINISTER
MEMBERS OF
NEW HOPE**
6 ft. table

Traffic Flow

*** Station additional
volunteers at entrance
to registration area to
direct guests to
appropriate table***

Revised 3.31.23

**CHECK-IN FOR PRE-REGISTERED
RULING ELDER COMMISSIONERS
AND VISITORS**

Two Volunteers

A – H
6 ft. table

Two Volunteers

I - P
6 ft. table

Two Volunteers

Q - Z
6 ft. table

To lunch tickets (1 small table)

(Two volunteers for lunch tickets)

**REGISTRATION TABLE FOR RULING ELDER
COMMISSIONERS AND VISITORS WHO HAVE
NOT PRE-REGISTERED**
6 ft table

One Volunteer