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
   Adequate public address system
   Adequate restroom facilities
   Access to one or more telephones
   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. 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 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 available and the church is willing to share this information with visitors. (If you do not have strong WiFi available in the sanctuary, please let the presbytery office know so we can inform visitors ahead of time.)

**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
  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 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.

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The presbytery office will bring signage for each of the five registration tables, registration lists, pens, and pre-printed name tags. The registration 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.*

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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.
- 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.

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.

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Questions/Concerns
Please contact the presbytery office at 919-322-0143, Christine Kelson (ext. 113) or Ted Churn (ext. 117). Additional copies of these guidelines may be printed from the home page of the presbytery website under “Hosting a Gathering.”

SEE NEXT PAGE FOR REGISTRATION SCHEMATIC
ALL MINISTER MEMBERS OF NEW HOPE CHECK IN OR REGISTER HERE

MINISTER MEMBERS OF NEW HOPE
6 ft. table

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

A – H
6 ft. table

I – P
6 ft. table

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

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

Volunteer
Volunteer
Volunteer
Volunteer

Traffic Flow

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