



PEACE RIVER PRESBYTERY



REQUESTS TO THE HOST CHURCH FOR PRESBYTERY MEETINGS

HOSPITALITY

Please have coffee and light refreshments during morning registration starting around 8:00 a.m. After the morning breakout groups begin, the food can be put away, but please leave the coffee out all day.

SIGNS

Please have signs to indicate where the bathrooms are located.

REGISTRATION: 7 TABLES, 12 CHAIRS, AND 10 VOLUNTEERS TOTAL

Four tables, nine chairs and eight volunteers (and wastebaskets) are needed for registration of Minister Members, Elder Commissioners, Correspondents, Certified Educators, Lay Council Members, and Visitors. The Presbytery will provide name tags, sign-in sheets and signs. Members of the Presbytery staff will be on hand to support the volunteers.

One (card) table, two chairs, and two volunteers are needed to sell lunch tickets. This table should be set up in the registration area but away from the other registration tables.

One (card) table and one chair are also needed for signup for breakout groups.

One full-sized table is needed for literature.

Registration volunteers work from 8:00 a.m. to 10:00 a.m. Lunch ticket sellers work until approx. 12:15 p.m.

EXHIBITORS

A varying number of tables are required for displays for outside organizations. Typically, nine to twelve tables are needed, but the Presbytery will give the church a firm number in plenty of time for setup. These tables do not require volunteers; they will be tended by outside representatives. Please consider the most visible area possible, consistent with smooth traffic flow.

SECONDARY MEETING ROOM(S)

During the Presbytery meeting there will be a need for rooms to accommodate breakout groups, and a room will also be needed to count the offering after worship. In addition, small meeting rooms may be needed by committees or by the General Presbyter for special meetings, often during lunch. The Presbytery office will keep the church informed of such requests, but these could be last minute.

LUNCH

Please have the luncheon committee set the cost per box lunch and report that figure to the Presbytery office as soon as possible. The proceeds from the tickets sales are retained by the church, and the Presbytery reimburses the church for any shortfall. **(Note: There are NO reservations required for a Stated Meeting, so the number of people attending is estimated based on prior Stated Meetings).**

AT THE FRONT OF THE SANCTUARY

One table (at least six feet long), with 2 chairs for the Stated Clerk. This table should be placed on the side from which the Moderator will be speaking, either up on the chancel or nearby on the main floor. A pitcher of ice water and some paper cups on this table would be greatly appreciated.

MICROPHONES (Sound System Person is needed)

One for the Moderator at the pulpit or lectern

One for the other speakers at the lectern or pulpit on the other side of the chancel

One in each aisle for the use of the Commissioners in the pews

One on the Stated Clerk's table

AUDIO TAPING

Please arrange for the entire business meeting to be audio taped and give the tapes to Alesia Sharpe at the end of the meeting. The Presbytery will reimburse the church for any costs associated with the taping. CDs or cassette tapes can be used.

RESERVED PEWS

Depending on the business to be conducted at a particular Stated Meeting, several pews in the front of the sanctuary will need to be reserved for:

1. Temporary Clerks. (Approximately 6 volunteers to hand out bulletins or other material, collect the offering during worship, and possibly count ballots.)
2. People coming forward waiting to speak.
3. Retiring ministers, their family and friends (not at every meeting).

WORSHIP SERVICES

Consult with the Theology and Worship Committee of the Presbytery regarding arrangements for worship. Once the worship leader has been selected, that person will coordinate the music and other details with the host church. **(The Theology and Worship Committee will prepare the worship bulletin).**

ORGANIST

Please provide an organist for the worship service. This is a part of every Stated Meeting. The Presbytery will provide an honorarium for the organist if the church will inform the Presbytery office of the organist's name and address. A choir may be requested if the church is able to provide one.

COMMUNION

The Sacrament of the Lord's Supper is observed at every Presbytery meeting. The host church for that meeting should consult the Chair of the Theology and Worship Committee to arrange for the serving of communion.

ADDITIONAL NEEDS

CHILD CARE

Peace River Presbytery has a policy of providing child care at all Presbytery events in accordance with Guidelines for Child Care at Church-Sponsored meetings. In particular, for your planning purposes:

1. Two adults, 18 years or older, must be with the children at all times. These persons must have been subject to appropriate background checks.
2. If the adults are volunteers from the church, they must also have had the background checks and been associated with the church for at least six months.
3. One of the adults must have knowledge of FIRST AID and CPR.

HELPERS (In addition to the registration volunteers)

☺ Parking Attendants ☺ Greeters and Guides ☺ Luncheon Staff

There will be questions as the Presbytery meeting gets closer. Please feel free to contact a member of the Presbytery staff at (941) 426-8421 with any questions or concerns.

THANK YOU FOR HOSTING THE STATED MEETING OF PEACE RIVER PRESBYTERY.