

HOSTING PRESBYTERY CHECKLIST

Presbytery Staff:

Sue Houser (on-site). Carolyn McBurney (registration)

Work Phone: 602-468-3820

Email: pbyassistant@gmail.com

SET UP:

- Registration: Four 6 foot tables in narthex (no tablecloth)
- A room with tables to accommodate approximately ten people one hour prior to the start of Presbytery for the Review of Records.
- Small table next to registration to sell \$10 lunch tickets (**tickets provided and staffed by volunteer from church**) Money collected will be counted by church officials and turned into Carolyn on site. Make checks payable to de Cristo.
- Front of sanctuary: One 6 foot table with hand held or lavalier mic for the Stated Clerk
- Pulpit Microphone
- Powerpoint projector/computer+ operator – Carolyn will provide the A/V person with the powerpoint on a thumb drive. **Please provide a person to operate the projector.**
- Microphone on stand in center aisle (only needed for meetings with debate scheduled)
- 3-6 display tables in patio area

- Coffee/water available throughout the day. Any snacks are optional (church's choice)

Meal:

Meals may be catered by Presbytery or provided by church volunteers at a cost of \$10 per person. Church provides seating for approximately 100 people and two 6 foot tables for sandwiches to be set up on. **Please provide 3-5 volunteers to help people. Please make accommodations for a few vegetarian/vegan/ Gluten free options.**

Worship:

The host church is responsible for worship, including music, ushers, communion (by intinction), celebrant and liturgists. It is a chance for Presbytery to see how your congregation worships!

The topic and communion co-celebrants may involve special guests or subject matter revolving around the theme of the meeting (multi-cultural). Your pastor will be involved in the planning of the meeting by participating in conference calls several weeks in advance.

An offering will be taken, after which, counters from the church will count and give to Bob Schulz. Checks should be made out to the Presbytery unless indicated otherwise.

Greeters:

We need helpers from your congregation to greet people and give general directions as needed. Set up and tear down is the responsibility of the church.

Childcare, Special requests, Accessibility, Housing

The call to the meeting goes out two weeks in advance. Attendees with any of the above needs are instructed to call the church office to arrange. Please be in touch with Carolyn about anyone with such requests. Please have babysitters on stand-by and it is nice for the church to have a handful of families that would be willing to house someone with housing needs.

Basic List of volunteers needed:

(this may vary depending on activities of the meeting. Will be determined in collaboration with Presbytery staff during planning)

2 volunteers to sell lunch tickets at registration and at lunch.

Ticket takers at lunch

Lunch volunteers to help serve as needed

Person to run powerpoint (if applicable)

Worship- liturgists, musicians, ushers, communion celebrants (pastor plans along with Brad Munroe)

Greeters to answer questions during the day

Babysitters if requested

THANK YOU!