

Checklist for Churches Hosting Presbytery Assembly

Six weeks (or one month?) before meeting

Host church needs to check that they have following information to PSV Administrative Assistant and/or Stated Clerk:

- ❖ Directions to church, including where to park and handicapped parking
- ❖ Menu for meal . to feed 70-90, or just lunch after mtg 30-40
- ❖ Internet access - whether there is wireless Internet access in sanctuary or meeting area, and if so, the network name and password to be posted at the Assembly.
- ❖ Equipment Available?-
 - microphones, how many/
 - large screen,
 - speakers for LCD projector, etc.
 - power cords?
- ❖ Offering preference for local mission recipient for ½ of offering (in time for action by Council)

Local arrangements:

- ❖ Arrange for an Organist/musician to be available for the Assembly Worship. home church, if not refer to Worship Committee)
- ❖ Someone to run the equipment if other than PSV equipment **at meeting** if any problems with microphones, etc.
- ❖ Arrange plan seating and lunch meal for 70-90 people
- ❖ Worship from Host Church
 - Musician (if not possible refer to Worship committee by 3-4 weeks before Assembly
 - Ushers to collect offering
 - Communion elements and tableware for 70-90- (if communion is being served)
 - Clear table (at break) right after worship concludes

One week before the meeting PSV AND HOST

- ❖ Stated Clerk to deliver to church PSV signs (and possibly other materials)

- ❖ Make sure Police Dept. or Town/ Village Neighbors contact them to ask about parking and save parking spaces for meeting

Two hours before the meeting time:

- ❖ Put meeting signs outside the building.
- ❖ Handicapped Only signs for designated handicap parking
- ❖ Put up signs inside the building with directions to: Registration area, restrooms, nursery, meeting areas, etc.
- ❖ **Set up:** 2 tables for registration? 2 tables for docket and business materials 1 table for selling meal tickets (card table?) coat rack, if needed
- ❖ **Set up in sanctuary:** Small Communion table
 - 1 table and 2 chairs in front for the Stated Clerk and Moderator
 - 1 table and 2 chairs for Recording Clerk of Vice-Moderator side
 - Large Screen Table for LCD projector
 - Power strips at electric outlets in front (and other places) PSV speakers for LCD projector
 - Microphones - lectern & pulpit plus one on stand and/or handheld (make sure there are fresh batteries)

One and half hours before the meeting

- ❖ Have two strong persons ready by the door to bring in boxes of materials from parking lot. Their work will last ½ hour. Ask people bringing materials what time they would like help taking the materials back to their vehicles.
- ❖ Outside Greeters -- to assist with directions of where to park -- unloading materials at door
- ❖ Inside Greeters
- ❖ Registration Table - 2 people ?
- ❖ Name Tags for Host Church members
- ❖ Lunch Tickets (\$7) -- Someone to sell meal tickets or accept money for meals
- ❖ Receipts -- Use generic receipts for anyone who asks
- ❖ Put out Morning Coffee, tea, refreshments.

30 minutes before meeting begins

- ❖ Nursery attendants, if available

15 minutes before the meeting begins

- ❖ Have someone see that the sound system is turned on.
- ❖ Have communion set-up in place (Include gluten free option (rice crackers, etc.)

HOST Welcome to Meeting (about 9:00 AM)

- ❖ Someone from Host Church should be prepared to welcome the body--**briefly** of significant items in the church's history, about the building, or congregational programs. Also, point out: Location of Restrooms, Exits, Location of electric outlets (and power strips?) in sanctuary, Internet access information, etc.

HOST Offering Tellers

- ❖ Checks will be made out to host church. Financial Secretary needs to be available to count money and arrange for distribution.

HOST Lunch

- ❖ Greeters to show guests around church if possible
- ❖ Provide meal for 50-60

15 minutes before the meeting is scheduled to END

- ❖ Have someone take in the outdoor Presbytery meeting signs

Within one week after the meeting

- ❖ Financial Secretary - Re-count and deposit %PSV Offering+
- ❖ Treasurer to write check: **All** of the %PSV Offering+goes to Presbytery Bookkeeper using a PSV Remittance Form and indicating where offering is to go.

WORSHIP COMMITTEE WILL NEEDS to know what Host church can provide

Preacher? Readers? Musician? Ushers

Who will do each assigned parts of worship and bulletin

What might be assigned to HOST church?

Call to Worship Host Church
Call to Reconciliation
Prayer of Confession
Assurance
Gloria?
Scripture
Homily/reflections? Meditation
 Communion (if being offered)
 Invitation - Words of Institution . Great Thanksgiving - Prayer
Hymns (lead)
Offertory
Doxology
Prayer of Dedication
Benediction
Special Music or Dance . Choir? Etc Host church?