

Checklist for Presbytery Assembly for Staff

Date of Assembly:

Preliminaries

- Prepare a skeleton Cabinet docket and a skeleton Assembly docket for executive team meeting based on what has come in (Stated Clerk)
- Prepare a draft Assembly docket for Cabinet meeting based on executive team work and final Cabinet docket based on executive team work (Cabinet chair and Stated Clerk)
- Send out letter to host church with host church checklist (Stated Clerk)
- Call the host church to review the checklist with them (Stated Clerk)
- Revise Attendance roster as needed and prepare laptop in advance (Stated Clerk)
- Designation of Offering by Cabinet to be included in Call for Meeting (Stated Clerk as directed by Cabinet)
- Worship Preparation (Worship sub-committee)
- Take care of theme-related issues as indicated by Cabinet (Stated Clerk, Office Administrator, and others as appropriate)
- Check logistics for worship, organist/pianist protocol, etc. (Stated Clerk)
- Set up Survey Monkey survey for upcoming Assembly as instructed by Moderator (there may be changes requested depending upon the Assembly) (Office Administrator)

Mailing to Call Meeting of Presbytery Assembly (Office Administrator)

- Call for Meeting (the notice) including designation of offering (Stated Clerk)
- Docket as approved by Cabinet (Stated Clerk)
- Directions and Map to Host Church (Stated Clerk)
- Early Reports that need to be sent out (Stated Clerk)
- Place link to survey monkey Assembly evaluation

Presbytery Packets (Stated Clerk)

Staff and Officers' Reports (submit to the Stated Clerk)

- Moderatorø
- Stated Clerk Report (necrology report in March)
- Treasurer Report
- Others?

Presbytery Reports: (reports submitted to Stated Clerk and Stated Clerk assemblies)

- Consent Agenda (prepared by Stated Clerk)
 - o Action does not require discussion such as some COM action, etc.
 - o Dismissing commissions to ordain or install
- Presbytery Minutes for Approval (prepared by Stated Clerk)

- Commission Reports (other than to ordain and install)
- Cabinet Report including (prepared by Cabinet chair with assistance of Stated Clerk as secretary of Cabinet)
 - Budget and Finance Sub-committee of Cabinet
 - Personnel Sub-committee of Cabinet
 - Team Reports
- Christian Nurture
- Ethiopian Partnership
- JIMM
 - Cluster Reports
 - Task Force Reports
- Standing Committee Reports
 - Committee on Preparation for Ministry
 - Committee on Ministry
 - Committee Bills and Overtures and Representation
 - Nominating Committee
 - Committee on Lay Preachers
- Other Reports
 - Presbyterian Women
 - Synod or GA Commissioners

Other Items for packet (submitted to Stated Clerk by appropriate parties)

- Office Info (Office Administrator)
- Synod, PPG, GA, or Ecumenical Information (appropriate agency)
- Information about events, etc. (Person who wants information included on behalf of a group)

Preparing packets for Executive Team for Presbytery Assembly (Office Administrator)

- Make copies of the complete packet of (a) mailing calling for the meeting and (b) the presbytery packet for the executive team
- Make extra copies of the Presbytery packet with agenda
- Make copies of the worship service if submitted on time

Posting Presbytery Packet on the Web and sending notification to pick up materials (Stated Clerk)

Flyers and Brochures not included in the packet

- Making flyers and brochures to take to the meeting as requested by members of Presbytery (Office Administrator)
- Last chance to make copies of worship service if submitted on time

Meeting of the Executive Team to review docket and discuss issues or concerns [GTM]

- Set meeting ahead in advance and have packets ready

Prepare at the Host Church and Take to Presbytery Assembly - (Stated Clerk)

- Check room set-up prior to assembly including placement of equipment (Stated Clerk)
- Check sound and mikes (Stated Clerk)
- Check church for signage (Stated Clerk)
- Book of Order current version (Stated Clerk)
- Robert's Rules of Order (NR) current edition (Stated Clerk)
- Moderator's gavel and pad (Stated Clerk)
- Bring Presbytery Directional Signs for Outside (Office Administrator)
- Assembly binder all materials (Office Administrator)
- Registration materials (Office Administrator)
 - Name Badges
 - Blank Name Tags
 - Markers
- Signage for Registration and Papers
- Signage for Flyers and Brochures Table
- Extra Presbytery Packets including the Agenda (Office Administrator)
- Laptop, mouse, AC adapter (Stated Clerk)
- Data projector with power cable and VGA cable (Stated Clerk)
- Wireless Speakers (Stated Clerk)
- Extension Cords and Surge Protector (Office Administrator)
- Two to three-prong adapters (Office Administrator)
- Screen for Projector (as needed) (Stated Clerk)
- Blank paper for printer
- Materials as needed (Office Administrator)
- Banner (if requested by Moderator) (Office Administrator)

On-Site Preparation Prior to Registration and Assembly (Stated Clerk and Office Administrator)

- Check sound and mikes again (Stated Clerk)
- Set up and check projector, laptop, screen, etc. (Stated Clerk)
- Set up Registration Table with materials for church volunteers (Office Administrator)
- Instruct volunteers how to handle registration (Office Administrator)

During Registration Period Prior to Assembly

- Be available to confer with moderators or other leaders (Stated Clerk)

During Assembly:

- Handle data projector, turning on and off at appropriate times (Stated Clerk)

Immediately After the Assembly (Office Administrator)

- Find volunteers to assist with getting things packed up (Office Administrator)
- Collect materials including extra packets, etc. (Office Administrator)
- Pack up and load equipment (projector, laptops, printer, screen, etc.) (OA and Volunteers)

Following Day – Office Administrator

- Update database as needed and post updated directories to the website as needed
- Update calendar (main presbytery) as needed
- Compile attendance and other data gathered at the Assembly (Office Administrator on behalf of Stated Clerk)
- Organize and put away all materials (including name tags)

In Time for the next Executive Team meeting – Office Administrator

- Send current survey monkey results of the Assembly evaluation

Following Assembly – Stated Clerk

- Send Thank you note to host church on behalf of executive team
- Send other follow-up items
 - o Send notice to persons elected to committees or other entities
 - o Copy, distribute, and file forms on Inquirers and Candidates
 - o Prepare five-part forms for newly commissioned CLPs
- Correspondence to Synod or GA as needed including notification of elections of people to serve as commissioners, nominating committee, YAD, etc.
- Prepare final copy of Presbytery minutes