

# 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