



Presbytery Center  
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## **General Recommendations for Hosting a Presbytery Meeting**

Dear Pastor/Moderator,

We want to thank you and your session, and congregation in advance for hosting the Stated Meeting of the Presbytery of Newark. Below are the arrangements that we need; this will make things go more smoothly for both of us. If you formed a "Presbytery Hosting Committee" with representatives from the Session, Presbyterian Women, and other groups familiar with your church, it will be easier to share the load of this event.

### **Registration:**

Registration should be in a large room near the entrance to the meeting room, but not where people might congregate and block traffic. We will need two long tables for papers, registration paperwork, etc. It would be helpful to have coffee, tea, and water available for commissioners throughout the meeting. Registration will usually begin at about one hour prior to a meeting. This time is flexible depending upon meeting start time and meeting content. We would like to set up around two hours prior to meeting start time. Please provide at least one person to help with registration. Ms. Malloy will go over specific details needed to help keep the line flowing.

### **Worship:**

There will be a service of worship for which we will need an organist and hymnals. Someone from the Presbytery Committee on Worship will contact you concerning worship.

### **Sanctuary/Place of the Meeting:**

We will need at least two microphones: One at the podium on the floor for the moderator and the second in the aisle for commissioners to use during the meeting. We will also need a large table by the podium for the clerk and secretary with a place to plug in the computer. If the church has a sound system, it would help if someone familiar with it could be on hand to correct any problems that might occur.

### **Refreshments:**

If possible, try to offer foods for a wide-range of restricted diets with sugar-free, gluten-free, low-carb choices. We will ask attendees to donate \$5.00 for the meal when they register for the meeting. Save your receipts. Should the money collected not meet your expenses, the presbytery can reimburse expenses up to \$200. Estimated number of people to eat dinner is 80. A breakfast meeting may be lighter about 65-70.

**Attendance:**

We expect 75-80 persons to attend. Critical issue meetings may see an increase up to 150. Inclement weather may reduce the number of who attends.

**Host:**

Someone---the pastor, most likely, -- should be designated "host" for the evening to welcome commissioners at the beginning of the meeting, say a few words the history and/or ministry of the church and explain important points about the building—like where the bathrooms are! This is very brief, no more than 5 minutes in duration, please.

**Signs:**

Clear, bold, waterproof signs should be placed everywhere: entrances, eating areas, meeting areas, registration, rest rooms, small group locations (if needed), etc. so that people can find their way around. These signs are very important and if you need assistance with this task, please notify the Presbytery Center one-week in advance. We are glad to help.

**Parking and Directions:**

Please email the following to the Presbytery Center: directions for getting to your church from major directions in the presbytery, a simple map of the immediate area around the church, locations of legal and safe parking areas and whether your building is barrier-free, as soon as possible for placement on the presbytery website.

**Final Note:**

This is a general guide to assist your church with hosting a Stated Meeting. Each meeting and church logistics will change to accommodate your church, the meeting content and the expected turn out for the meeting whether it is an evening or morning meeting. Please call the Newark Presbytery Center with questions.

Thank you,  
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