

INFORMATION FOR CHURCHES HOSTING PRESBYTERY

1. Official Schedule

Presbytery meetings are scheduled for either Tuesday afternoon/evenings or Saturday mornings. On many Saturdays the meeting must extend into the afternoon (see meals, below).

A worship service is incorporated into each meeting. The meeting is generally planned to last three-four hours. The docket/agenda designating time of meeting is decided by Council, usually ten-twelve days prior to the Presbytery Assembly. At that time the docket will also be posted on the Presbytery's website, www.susvalpresby.org. You will be sent a hardcopy of the docket with a cover page detailing the User Name and Password (see enclosed example ~ the User Name and Password stay the same each time), as well as other pertinent information.

2. Meals

It is best to be prepared to start serving on a first-come-first served basis beginning at the time on the docket/agenda. *For Tuesday evenings*, a dinner is needed; in good weather, a picnic might be appreciated. The charge set by the Presbytery Council is \$5.00 per person. *For Saturday mornings*, a continental breakfast is needed. The charge for the breakfast should be \$2.50 per person.

On Saturdays the meeting may extend into the afternoon. Should that be the case, a light luncheon will be needed – and all the folks will need to be served at roughly the same time – buffet or cafeteria or family style. The cost for lunch could be \$4.00 per person. (Because there may be delays, cancellation or postponement due to weather conditions, it is recommended meals be planned that could be frozen for another time or given to the local soup kitchen.)

Some churches have worried about commissioners leaving hungry when the meeting ends at 12:30 p.m. A beverage and light snack could be provided, but it's difficult to predict how many will accept and what could be charged that would be fair to the church and fair to the commissioners. You may use your own discretion, but let the Presbytery Office Administrator know (1-800-511-0086) ext 201 what your intentions are as soon as you receive the docket/agenda and have made a decision.

Whatever you do, make the meal a hospitable one. Appoint one or two persons to sell meal tickets during registration (beginning 1½ hours before the meeting starts). Cash will be needed to make change. If, after the meeting, the amount taken in exceeds the cost of the food, the Presbytery asks that the "profit" be donated to the Hunger Fund. Have a check made out to the Presbytery with that designation and sent to the Presbytery Center (12 Whitney Way, Bainbridge, NY 13733). The amount will be credited to your church's annual giving to Presbyterian causes.

3. How it works

People tend to arrive one hour before the meeting. The Presbytery staff arrive 45 minutes to an hour before the meeting to set up registration and displays (see Arrangements, below). It would be a good time to have some official greeters through the meal time to show folks around your building and to tell about what your congregation is doing in Christ's ministry and mission. Before the meeting begins there will be an informal "walk through the docket" in the sanctuary. Many, but not all, commissioners will attend; some will still be arriving.

4. Arrangements

Worship: the Presbytery's Worship Committee designs the service. The Presbytery greatly appreciates having your organist/pianist accompany the hymns at the beginning of the meeting or at a set worship time. ***If you cannot arrange for an accompanist to be present***, please call the office administrator at the Presbytery office at least two weeks before the meeting (1-800-511-0086). The office administrator will put you in touch with the Presbytery Vice Moderator, who is the Chair of the Worship Committee. Worship Offering ~ an offering will be taken during the worship service. The amount collected should be given to your church financial secretary to be deposited into your church checking account. A check is then issued to the Presbytery of Susquehanna Valley. The offering is designated 50% mission 50% Ethiopian Partnership.

Official Welcome: The Presbytery appreciates hearing a few words of welcome from either your pastor or one of your elders at the beginning of the meeting. Please check the time of the welcome on the docket/agenda. This is a good time to speak of something significant either in the church's history, or about the building, or of some current program or celebration in the congregation's life and work. (Brevity is appreciated.)

Table Setup: One table for two people at the front of the sanctuary for the Stated Clerk, Recording Clerk, Moderator, and Permanent Clerk. Three tables in the back or to the side in the sanctuary or just outside the sanctuary where the meeting will be held. One table should be near an electrical outlet. The tables will be used for registration, Presbytery packets and handouts for the meeting. Name-tags and pens will be provided. There should also be two tables available for the Resource Center material display. These tables need to be set up in a location that is accessible to the through traffic coming and going to the meeting, preferably in or near the room where the meeting is taking place. If there is more than one entrance, signs need to be posted giving directions to the registration, packet and resource tables. Since registration is done on computer this person should be able to use a computer with a mouse and web browsing skills (someone from Presbytery will be there to explain how it works).

Registration Volunteer: Please ask a volunteer from your church to be available 45 minutes before the "Walk Through the Docket" listed on the docket and throughout the first 1 ½ hours to help the Administrative Assistant with registrations. The Administrative Assistant will direct the volunteer on how to help with registrations.

Public Address System: Should be checked beforehand with the Moderator or the Stated Clerk. An additional microphone in the front of the meeting room is helpful for those people having to give reports, etc. Amplification may be necessary even for people with normal hearing. If possible a floor microphone for those people who need to address the moderator and/or the gathering without going to the front of the sanctuary.

Two Strong People: To help the office administrator and the Resource Center Director carry their materials and supplies to the place where they will be setting up. Also, to offer help to load materials and supplies back into their vehicles later when these two people are ready to leave the meeting

Two Reserved Parking Spots: Near the area where the materials will be carried in for the Administrative Assistant and Resource Center Director or Stated Clerk.

Signs: Three signs announcing "Presbytery Event" are available at the Presbytery office. They are wooden sandwich board variety. Please plan to pick them up at the office or have someone bring them a few days ahead of the meeting. Place the signs at strategic spots to help folks locate the church.

Nursery Care Service: Needs to be offered. Notice is given in the docket to have those requiring Nursery Service to contact the Presbytery Mission Center (PMC) office in advance of the meeting. (We haven't had more than 3 or 4 children requiring care. These little ones always eat meals with their folks.) Please contact the PMC Office a few days before the meeting for the number of children who will need nursery care.

Please make copies of this information and give to any people involved with planning and preparation for the Presbytery meeting.

Feel free to call the Presbytery Mission Center Office at 800-511-0086 or e-mail, pmc@susvalpresby.org for further information.

CHECKLIST FOR CHURCHES HOSTING A PRESBYTERY MEETING

TWO HOURS BEFORE THE MEETING TIME:

- ❑ Put meeting signs outside the building.
- ❑ Put up signs inside the building indicating
 - Direction to registration area
 - Direction to area for coats (optional; as needed)
 - Direction to dining area
 - Direction to restroom facilities
 - Direction to childcare area
 - Direction to meeting area

- ❑ Set up tables:
 - 3 tables for registration for computers, docket and business materials
 - 1 or 2 tables for Resource Center materials
 - 1 table for selling meal tickets (your preference)
 - 1 table in front of sanctuary or meeting room for the Stated Clerk and Recording Clerk

ONE AND HALF HOURS BEFORE THE MEETING

- ❑ Have two strong persons ready by the door to help bring in boxes of materials from the parking lot. Their work will last ½ hour. At that time ask the people bringing the materials what time they would like help taking the materials back to their vehicles.
- ❑ Have someone ready to sell meal tickets or accept money for meals.
- ❑ Have someone turn on the sound system and test it.

Forty Five MINUTES BEFORE THE FIRST ITEM ON THE DOCKET (See docket agenda)

- ❑ Have someone see that the sound system is turned on.

FIFTEEN MINUTES BEFORE THE MEETING IS SCHEDULED TO END

- ❑ Have someone take in the outdoor Presbytery meeting signs. The signs can be given to the Pastor or congregant of the next place/church where a Presbytery event or assembly will be held. Ask the Administrative Assistant where that would be.

WITHIN ONE WEEK AFTER THE MEETING

- ❑ If this was not done at the end of the Presbytery Assembly meeting, see that the signs are returned to the Presbytery Mission Center Office or delivered to the next meeting place.
- ❑ Have the proper person send to the Presbytery Finance Manager the accounting for the meal expenses: costs, amount of money received. Any profit is to be remitted by check to the Presbytery of Susquehanna Valley designated toward the Hunger Fund.
- ❑ Have the proper person send to the Presbytery Finance Manager the worship offering to be split equally toward the Mission Center and the Ethiopian Partnership.

Sample

The Presbytery of Susquehanna Valley
12 Whitney Way, Bainbridge, NY 13733
607-967-8012 or 800-511-0086
FAX: 607-8018
Website: www.susvalpresby.org
E-mail: pmc@susvalpresby.org

September 4, 2003

To the Minister Members of Presbytery, Clerks of Session, Commissioned Lay Pastors,
Presbytery Committee Chairs, and Officers:

*“Do not remember the former things,
or consider the things of old.
I am about to do a new thing;
Now it springs forth, do you not perceive it?” (Isaiah 43:18-19)*

Which means:

- ***The posting of the Presbytery Assembly Meeting papers will start on the Presbytery’s website September 4, 2003, continuing to be posted through Thursday, September 11th. After that date the rest of the papers will be copied and brought to the Presbytery Assembly on the 16th.***
- ***Clerks, please download them and print them for your commissioner or refer them to the website.***
- ***Pastors, CLPs and Session Moderators, please download them and print for your commissioners or refer them to the website.***

Here’s how to access those papers so that you will have them in a timely manner:
Go to www.susvalpresby.org Click on “Presbytery Assembly Reports for
September 16, 2003” on the website index. You will need a User Name and a
Password. The ***User Name*** is: Presby The ***Password*** is: Genesis2

(You must type the User Name and Password just as you see them here.)
You will see a list of the reports available. You will also see a list of
announcements and events that were once sent to you on brightly colored pages;
they can now be found elsewhere on the website. You’ll find directions.

*What if a church does not have a person in their congregation who can access the website?
Won’t they be left out?*

There are still several churches for whom no contact e-mail address has been received. ****If your church is one, your clerk is receiving a full packet. If you would like to be your church’s connection to the Internet contact your Clerk of Session. Please have your church’s Clerk of Session contact the Presbytery’s Administrative Assistant, with your e-mail address. It will help keep Presbytery costs down and get information to you faster.****

What are the benefits of this system? Quicker access to material. Direct access by
commissioners without the need of passing paper from hand to hand. Immense savings on
postage.

Please note: Any late reports will be available at the meeting. Digests will be mailed.

*****Contact information at top of page.***