

SUGGESTIONS FOR HOSTING STATED MEETINGS HOMESTEAD PRESBYTERY

ATTENDANCE

Normal attendance runs about 50-70, sometimes more. Three contributing elements to the variance are: weather, significance of the gathering, and distance from the population center of the presbytery.

OPENING HOSPITALITY

It has been requested that several choices of drinks be made available along with rolls, donuts, bagels, cookies, muffins, fruit, etc. (You do not need to serve all of these!). Please consider some gluten-free items as an option, such as fruit. Beverages that may be considered include coffee, decaffeinated coffee, tea, juice, soft drinks, and milk. Please consider the cost of these morning and afternoon refreshments in the price of the meal so the meal cost covers all of your expenses. However, you are welcome to place a donation basket at the refreshments table. Some of the commissioners have been traveling for some time and this gesture of hospitality will be gratefully received.

MEAL AND TICKETS

The presbytery will collect all the money for the meal. The church does NOT need to sell tickets for the meal. The host church will be paid \$7.00 for each meal purchased. The \$7.00 will be paid based on the actual number of people who purchased lunches. The Presbytery will charge a slightly higher amount to recoup the cost of using credit cards. Presbytery will be responsible for receiving all the money for the meals, including the day of the meeting. If you have any questions please contact the presbytery office: hpoffice@homesteadpres.org or 402.474.0612

Meals for children five and under will be free. However, the presbytery will reimburse \$4.00 per meal to the local church for meals served to these children.

Please be advised that some people have dietary restrictions, such as gluten-free or vegetarian. The host church will be notified if there are any requests concerning dietary restrictions.

Presbytery will provide you with the number of online registrations requesting a meal before the meeting. Please know that some do not register until the day of the meeting. Commissioners and guests will be notified that if they do not request a meal prior to the day of the meeting, there may not be any meal tickets available on the day of the presbytery meeting. Thus you do not have to prepare any more meals than the count the presbytery will give you. Please add to the meal count those of your church who will also be eating. However, presbytery does not pay for these meals.

REGISTRATION

Registration will be encouraged online. Some register the day of the meeting. The necessary materials and name tags, etc., will be brought by presbytery staff. Two standard 6-8-foot tables will be needed near the main entrance but situated at a sufficient distance so that people will not have to stand in line outside.

LITERATURE/DISPLAY TABLES

It is requested that a few tables (usually 3-5) be made available for literature displays and the distribution of material(s) before the meeting. It would be appreciated if the registration and literature tables could be located in the same general area. A more specific number of tables needed will be provided as the meeting date draws near.

SANCTUARY (OR IN LOCATION OF THE PRIMARY MEETING PLACE)

- (a) The stated clerk will bring his/her own table. It would be appreciated if the host church would provide one chair for the clerk at the front of the meeting room as close to the moderator as possible, with an electrical outlet within 20 feet of the table.
- (b) Microphones will be needed for the moderator, the stated clerk, at least one on the floor, and, if possible, an additional microphone for a stand or lectern at the front or on the chancel from which the various people can make their reports.
- (c) An appropriate table for the visual aid equipment (viz, computer & power point projector, etc.) We can provide the screen, but there will need to be an area available to set up the screen where everyone can see it. If you have a projection system, or a screen installed in the sanctuary, please contact the presbytery office so that we do not need to pack and haul the large screen.

WORSHIP

Worship at a meeting of the presbytery is the responsibility of the presbytery. Traditionally, the host pastor has been asked to plan the service. It would be appreciated if you would have an organist/pianist available to accompany the singing of hymns. The Lord's Supper will be celebrated. We will be bringing the presbytery's quilted communion table cloth the day of the meeting. For the **February** stated meeting, the necrology report will be a part of the worship service. Please contact the stated clerk for assistance. For the **November** stated meeting the moderator plans the worship in consultation with the host pastor.

WELCOMING BY HOST

The host pastor/moderator or a designated representative is responsible for welcoming the presbytery at a time near the convening of the meeting. It is appropriate for the welcome to include a few words about the church: its history, its present ministry, and its goals (about five minutes). The welcome also needs to include such essential items as rest room locations and meal arrangements

Also, you are asked to provide the stated clerk with a "welcoming letter". These materials need to be in the possession of the presbytery's stated clerk no later than **4 weeks prior to the date of the meeting**.

CHILD CARE

Presbytery asks that the church provide child care providers for the meeting. Presbytery will pay the child care providers. Requests for child care will be part of the registration process. The number and ages of children needing care will be known at least one week before the meeting. If no children are registered, there will be no child care, and the church will be informed a few days before the meeting. Parents are responsible for their children during noon hour.

ANY QUESTIONS?

If you have any questions regarding these requests and/or instructions, please know that you are encouraged to call the stated clerk's cell (402-217-3684), or email him at raymondm@homesteadpres.org