

HOSTING PRESBYTERY CHECKLIST

Presbytery Staff:

Sue Houser (registration), Bob Schulz (agenda), Brad Munroe (worship)
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SET UP:

- Registration: Four 6 foot tables in narthex (no tablecloth)
- Front of sanctuary: One 6' table with handheld or lavalier mic for the Stated Clerk.
- Pulpit Microphone
- Zoom / Powerpoint capability + operator – Bob will provide the A/V person with the powerpoint on a thumb drive. The AV person will be made a co-host on the Zoom to allow them to share screen, mute participants, etc. as needed. **Please provide a person to operate the Zoom / Powerpoint.**
- Microphone on stand in center aisle (only needed for meetings with debate scheduled)
- 3-6 display tables in patio area, as requested (check with Sue Houser)
- Coffee/water available throughout the day.

Meal:

- Meals may be catered by Presbytery or provided by church volunteers at a cost of \$10 per person. Church provides seating for approximately 100 people and two 6' tables for sandwiches to be set up on. **Please provide 3-5 volunteers to help people. Please make accommodations for a few vegetarian/vegan/ Gluten-free options.**
- Church will provide a collection basket for lunch money. Money collected will be counted by church officials and turned into the Stated Clerk on site. Make checks payable to the host presbytery.

Worship:

The host church is responsible for worship, including music, ushers, and liturgists. It is a chance for Presbytery to see how your congregation worships! If communion is celebrated, it should be COVID-guidelines appropriate.

The topic and communion co-celebrants may involve special guests or subject matter revolving around the theme of the meeting. Your pastor will be involved in the planning of worship with the Presbytery Pastor.

An offering will be taken, after which, counters from the church will count and give to Bob Schulz. Checks should be made out to the host Presbytery unless indicated otherwise.

Greeters:

We need helpers from your congregation to greet people and give general directions as needed. Set up and tear down is the responsibility of the church.

Childcare, Special requests, Accessibility, Housing

The call to the meeting goes out two weeks in advance. Attendees with any of the above needs are instructed to call the church office to arrange. Please be in touch with Sue Houser about anyone with such requests. Please have babysitters on stand-by and it is nice for the church to have a handful of families that would be willing to house someone with housing needs.

Basic List of volunteers needed:

(This may vary depending on activities of the meeting. Will be determined in collaboration with Presbytery staff during planning)

2 volunteers to sell lunch tickets at registration and at lunch.

Ticket takers at lunch

Lunch volunteers to help serve as needed

Person to run powerpoint (if applicable)

Worship- liturgists, musicians, ushers, communion celebrants (if applicable)

Greeters to answer questions during the day

Babysitters if requested

THANK YOU!