

# Guidelines for Hosting the Winnebago Presbytery Meeting

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## A. HOSTING

Thank you for agreeing to host the upcoming meeting. This is an opportunity for church members to participate in our common ministry.

Duties include:

- Refreshments/main meal
- Set-up
- Greeters, ushers, communion servers
- Communion ware and preparation of the elements
- Registration
- Kitchen clean-up

## B. SPACE NEEDS

1. **Worship Space** – generally in the sanctuary. Below are some of the ways the host church will be asked to participate:

- **Provide for Communion** - Elements and communion ware provided by host congregation.
- **Receive, count and process offering received during worship.** (2 Counters are needed to count and document offering receipts. These should be put in sealed envelope and taken to the Clerk's table. Presbytery provides counter form).

One of the four denominational special offerings is received at each presbytery meeting:

- February – One Great Hour of Sharing
- May – Pentecost
- September – Peacemaking
- November – Christmas Joy

- **Provide Ushers and Communion servers.**

2. **Registration Space** – Usually near the main entrance or the area where refreshments will be served. People may begin arriving up to an hour before the meeting.

Host Provides	Presbytery Provides	Host Duties
<i>A rectangular table (4'-6')</i>	<i>Name tags, markers, pens</i>	<i>Receive registration forms</i>
<i>Cashbox with change</i>	<i>Blank prayer cards</i>	<i>Collect lunch fee -</i>
<i>2-3 people to staff</i>	<i>Extra registration forms</i>	<i>\$10.00 payable to church</i>
	<i>Basket to receive forms</i>	<i>Leave completed forms and prayer cards on the table when registration closes.</i>

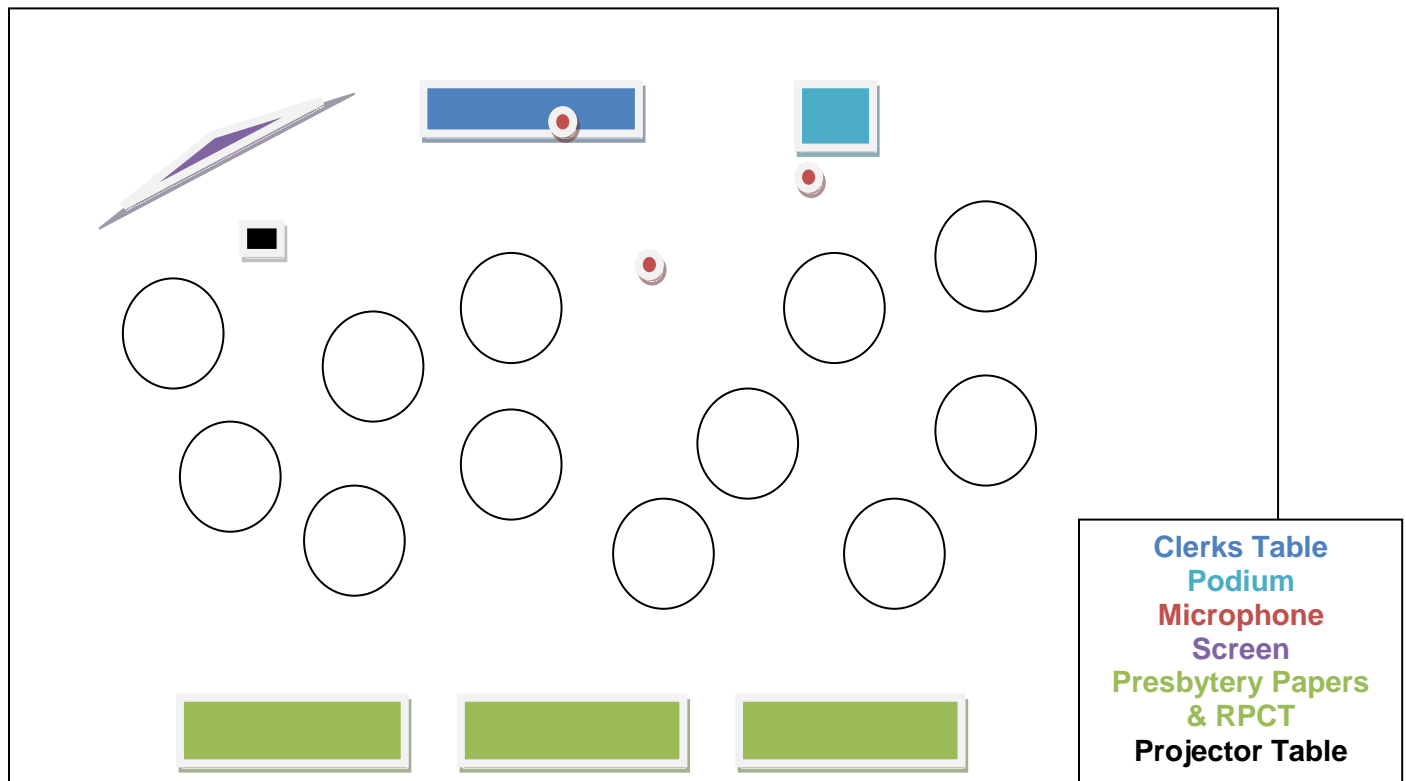
3. **Break-Out Rooms** – Occasionally, a committee needs to meet or some other small room may be needed for consultations.

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4. **Meeting/Dining Space** – The business meeting may be in the sanctuary or in a good sized meeting space (see set-up below). **General Attendance: 80-90 people.**

### Equipment Needed

- **Round tables** if in a meeting room or fellowship hall (preferable) that seat 8-10 **OR** rectangular tables with as many facing “the front” of the room as possible.
- **Three rectangular tables (6-8 ft)** for new and previously mailed presbytery papers and the Resource & Program Coordinating Team (see diagram).
- Access to at least **TWO electrical outlets near “the front” of the room**
- A **podium with a microphone** and mic stand. (If a PA system is not available, please notify the presbytery office as soon as possible.)
- A **microphone** at the clerk’s table (stand not necessary)
- A **microphone and stand** mid room for commissioners to address the body.
- **One Rectangular table (6'-8')** with **2 chairs** for Stated Clerk and Recording Clerk.
- **Sturdy card table or smaller** to hold the PowerPoint projector and laptop computer. Presbytery brings equipment if it is needed. Space to set up the screen.



**NOTE:** If the meeting will occur in the sanctuary, the set up for the front of the room will be the same as pictured above.

**It is possible that business might require an extended meeting**, involving an additional meal and/or extra set-up. If this is the case, the presbytery staff will contact you with the specific needs at least a week in advance, and is willing to contribute to extra costs involved.

### B. HOSPITALITY

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1. **Meal** - The meal (general attendance 80-90) should be designed by the host church within the following conditions:
  - It should be offered at cost to presbyters; please do not project a profit.
  - The charge for the meal should not exceed **\$10.00**
  - If attendance should fall to such a level that the host church loses money, Presbytery will guarantee that the host church will break even financially.
  - Although it is not possible to meet the needs of everyone, it is suggested that those planning the meal consider there may be vegetarian or those with gluten intolerance. Hosts are not asked to make special dishes only for those persons, but to consider offering options such as:
    - Salad bar
    - Pastas with both meat or meatless sauces available
    - Soups or chili (include meatless options)
    - Hummus
    - Fresh vegetables and fruit platters
  - The Presbytery office will contact you requesting the menu so that we can include it in the call to the meeting.
2. **Refreshments** - In the hour before the meeting, refreshments (coffee, tea, water) and light refreshments appropriate to the time of day (fruit is always a popular choice) should be available for assembling presbyters. The cost of refreshments should be included in the price of the meal.
3. **Welcoming Commissioners** - Directional signs for restrooms, registration, and meeting space are helpful. Please plan to have greeters and others who can be helpful in directing people and answering questions during the meeting.
4. **Parking** - There should be parking for 35-50 cars. If the space is apart from the church, please place appropriate directional signs.

## C. GENERAL INFORMATION

1. **Invite Elders and members of the congregation** - Presbytery welcomes their attendance as visitors. It is a valuable learning experience about the way the larger church works. You might announce it in the newsletter and in worship bulletins.
2. **Directions to the Church** - Presbytery Office will contact you regarding directions to the church. It is especially important for commissioners to know if there are any major detours in your area.