

JOHN KNOX PRESBYTERY GUIDELINES FOR HOST CHURCHES

ACCOMMODATIONS:

1. 2 volunteers to handle registration and sell lunch tickets (ticket cost \$10)
2. Change for those purchasing lunch tickets in cash (lunch tickets are also sold online during registration)
3. Organist or pianist for worship.
4. Tables -
 - 1 large table for registration
 - 2 tables for displays and handouts
 - 1 table, 2 chairs located at front of sanctuary for Stated Clerk and staff
 - 1 table (small) centrally located in sanctuary for the Zoom "OWL" (a 360-degree camera and microphone device) with power strip or extension cord
5. Wastebaskets - Adequate wastebaskets need to be available. A small wastebasket is needed at the registration table. Larger ones should be available in rest rooms, lounge area, etc.
6. Extra meeting rooms, upon request.
Floor space for church packets, etc. when needed.
7. The host pastor or church representative should be prepared to give a brief welcome at the beginning of the Presbytery meeting. This should include information about the church, any directions needed for the building facility and special instructions regarding lunch, etc.
8. Child Care Service - The church will be listed on the cover letter as the source of contact to request child care. Adequate child care providers will need to be secured, if requested. The General Assembly's "Guidelines for Child Care at Church-Sponsored Meetings" recommends that "there should always be sufficient staff so that no child or group of children is ever alone with a single worker".
9. Speaker System - Most churches have sound systems. It is helpful to have a microphone located at each pulpit and one located near the table used by the Stated Clerk. If your church does not have a sound system, please contact the Presbytery.

FOOD:

1. Pre-Presbytery Fellowship Time - Coffee, tea, rolls, etc. Usually 3-4 dozen rolls/muffins are sufficient. A basket for donations may be put out to defray costs.
2. Noon Meal
 - a. Host churches provide and serve lunch, which may be prepared on site or catered, or some combination. It may be served cafeteria, country style, or as plate or box lunch
 - b. Reasonable cost for served lunches will be reimbursed by the presbytery upon submission of receipts. The Presbytery may charge up to \$10.00 for each lunch, during electronic registration and/or on-site at the meeting.
 - c. Approximately 50 to 60 meals are served. The agenda usually has lunch beginning sometime between 11:45 and 12:15

COSTS ABSORBED BY HOST CHURCH:

1. Lights, heat and snow removal service
2. Custodial services
3. Organist/pianist for worship
4. Child care services, when requested
5. Fellowship Time (coffee and donuts) but church may put out baskets for donations