

# JOHN KNOX PRESBYTERY

## GUIDELINES FOR HOST CHURCHES

### I. HOSTING

Thank you for agreeing to host the upcoming meeting; this is a great opportunity for church members to participate in our common ministry!

Duties include:

- **Assistance with pre-planning and set-up** - The Presbytery Senior Administrative Assistant will reach out to set up a time to travel to the host church and prepare a 'dry-run' of the technology for the meeting to ensure no additional equipment is needed.
- **Provide main meal and pre-meeting refreshments** - The presbytery is prepared to offset the costs for providing food/refreshments at the meeting using the money collected for lunch (\$10.00). Adequate receipts must be submitted to the Senior Administrative Assistant for reimbursement. Host congregation is responsible for kitchen clean-up/custodial services.
- **Provide volunteers for registration, greeters, ushers, and communion servers** - Petty cash for lunch registration, elements, and communion ware to be provided by the host congregation.
- **Child care service**, when requested - 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."
- **Receive, count, and process offering received during worship** - A counter is necessary to count and document offering receipts. These should be put in a sealed envelope and given to the Senior Administrative Assistant for deposit.
- **Provide organist or pianist for worship**

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.

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### II. SPACE NEEDS

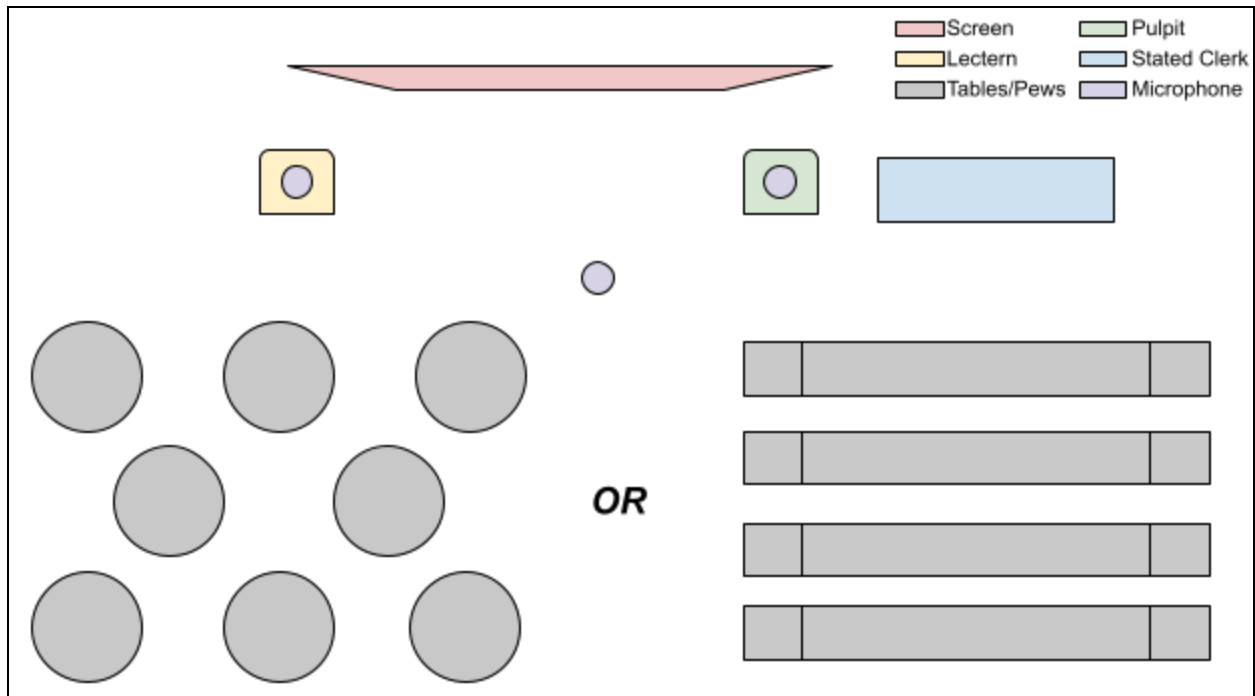
**Registration Space** - Usually near the main entrance or the area where refreshments will be served. People may begin arriving up to an hour before the meeting.

**Worship Space** - Generally in the sanctuary. The Presbytery Moderator and/or chair of Presbytery Council will contact the pastor(s) to plan and coordinate worship.

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

**Meeting/Dining Space** - The business meeting may be in the sanctuary or in a good sized meeting space (see set-up below). **Hybrid In-person Attendance: 30-45 people.**

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**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.

## **For registration/check-in:**

Host Provides	Presbytery Provides	Host Duties
<p><i>2 rectangular tables (6'-8')</i>  <i>- 1 for registration</i>  <i>- 1 for documents</i></p> <p><b><i>Cash box with change</i></b></p> <p><i>2-3 people to staff</i></p>	<p><i>Name tags, markers, pens</i></p> <p><i>Blank prayer cards</i></p> <p><i>Registration list</i></p> <p><i>Presbytery meeting documents</i></p>	<p><i>Check in in-person registrants</i></p> <p><i>Collect lunch fee - \$10.00 payable to presbytery</i></p> <p><i>Give completed registration list to Senior Administrative Assistant when registration closes</i></p> <p><i>Give completed prayer cards to Moderator when registration closes</i></p>

## **For business portion:**

Equipment needed:

- If the business meeting takes place in a meeting room or a fellowship hall, **round tables** that seat 8-10 are preferred. However, rectangular tables with as many facing the 'front' of the room as possible will also work.

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- **One rectangular table (6'-8')** with three chairs for the Stated Clerk, Recording Clerk, and Senior Administrative Assistant with access to at least two electrical outlets near the 'front' of the room.
- **Three microphones** are needed.
  - One will be stationed at the pulpit/moderator's podium near the GP's table, another at the lectern/speaker's podium, and the third on a mic stand near the 'front' of the room for commissioners to address the body
- For the clearest audio and video quality, the ideal scenario would include the following technical equipment - no Meeting OWL necessary:
  - **Audio projection** - A built-in audio projection system (integrated directly with Zoom, so it does not require an additional computer for commissioners to communicate online - microphone feed automatically streamed to Zoom). Must also be able to hear Zoom participants through the speaker system.
  - **Video projection** - Built-in video projection system (screen and projector/digital screen already built-in to the sanctuary's streaming capabilities).
- Understanding that not all churches will have this equipment at their disposal, another alternative that would allow for **any church with a strong internet connection to host** would be to utilize the following presbytery-provided equipment:
  - **Meeting OWL** - A video conferencing smart-camera with integrated speakers and microphone. This option requires an additional (presbytery-provided) computer to be connected to the wifi in the sanctuary - be sure to consider the strength of your bandwidth.
  - **Projector Screen & Projector** - Only necessary if the church does not already have TVs/screens connected to a church computer... *Like a drive-in movie theater, but make it business casual!*

**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.

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### III. HOSPITALITY

**Meal** - The meal (hybrid in-person attendance 30-45) is hosted by the church.

Meal guidelines:

- May be prepared or catered.
- Although it is not possible to meet the needs of everyone, it is suggested that those planning the meal consider there may be vegetarians 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

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- Meeting attendees pay \$10.00 toward the cost of lunch, which the presbytery will collect and utilize to subsidize the cost of providing a meal and refreshments/fellowship

**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.

**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.

**Parking** - There should be parking for 35-50 cars. If the space is apart from the church, please place appropriate directional signs.

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### **IV. GENERAL INFORMATION**

**Invite Elders and Members of the Congregation** - The presbytery welcomes their attendance as visitors. Participating as a visitor is an opportunity to experience the way the larger church works. Consider announcing it in the newsletter and in worship bulletins.

**Directions to the Church** - Please alert the presbytery office of any traffic detours, area of congestion or other traffic obstacles such as a farmers market.

**Additional Costs Absorbed by Host Church** - In addition to custodial services, child care services, providing an accompanist, and providing a meal/refreshments (until submitted for reimbursement - meal/refreshments only) , the host church is also responsible for the cost of lights, heat/air-conditioning, and snow removal services if necessary.