

# Presbytery Meeting Planning Checklist

## Presbytery of San Francisco

### Sanctuary or other main meeting space

Chancel:

- Pulpit, lectern, 8' table (we will bring skirt)
- 2 regular chairs at table
- 2 chairs behind lectern and 2 chairs behind pulpit
- Microphones at pulpit, lectern and Clerk's table  
(latter best if wireless and so that we can turn off and on, others may stay on)
- Screen
- Power source for table laptops (we bring cords)
- Nearest bathroom for when leadership sneaks out
- If possible, hip-high stool at pulpit

*Chancel set-up may change for worship. We will let you know what we know!*

Rest of sanctuary:

- Standing mic one near front of sanctuary – we will help with determining position
- Power point set-up – projector on front pew on table/cart or back of sanctuary  
*[We may need for you to run the PPT projector. We definitely ask that you to supply someone (or several workers through set-up and meeting time) who knows your sound, lights and other set-ups.]*
- Area for parents and kids and strollers, roped off and/or signs –  
if possible, basket of toys
- Signs – e.g. 'no coffee and food in sanctuary'
- Hearing devices if available – and someone who knows how to use them ☺
- Recycling boxes –also helpful to have a trash bin handy.

*We set up the sanctuary about 60 minutes before registration begins. Please have basics on hand as we start set-up and have host staff ready to help with questions. We will want to do a sound check about 30 minutes before the meeting convenes.*

## **Worship** (usually right after dinner) –

- Ushers to distribute bulletins, if used.
- Ushers and offering plates to collect offering. Host church uses whatever method they usually use.
- At least **two counters** on hand to count it and put offering in envelope (with amount noted on outside) and give to the Stated Clerk.  
*(It is okay to go up on the chancel and give the envelope to the clerk while the meeting is going on.)*
- Musicians, if requested

## **Clean-up**

- Presbytery staff picks up presbytery equipment and loose papers from sanctuary.
- Hosts do lights out and lock up.

## **Hospitality**

- Light refreshments from beginning of registration until the dinner break.  
Some combination of:
  - Coffee, tea, cold water, lemonade
  - Cookies
  - Veggie or fruit plate
  - Cheese and crackers
- Warm, friendly, easily-identifiable host church volunteers
  - Work at snack table
  - Sell dinner tickets
  - Give directions to meeting rooms (and bathrooms 😊)

*It is helpful to have hosts available throughout meeting (need drops significantly after registration) and then to help in clean-up. Hosts do lock up.*

## **Registration Area**

- Three 8' tables – we will bring cloths and do final arrangement
- Four chairs for workers to sit behind tables
- Music stand, lectern, or table for communications binder
- Two waste baskets

*Presbytery staff members usually set-up of this space about 90 minutes before registration time and clean this area during or right after dinner.*

## **Dinner Tickets**

- Small table for dinner tickets to be sold
- Sign with dinner menu (including vegetarian option)
- Worker(s) from host church
- Cash for change
- Tickets or tally system
- If possible, list of nearby restaurants

## **Display Area(s)**

- Space to accommodate large number of tables and leave room for attendees to browse and mingle
- Tables – number to be set when meeting plans are more specific, usually 6 to 12
- As needed ~ Power source
- As needed ~ easels and/or white board for messages and/or posters
- As needed ~ paper recycling bin.

## **Child care**

- Best if host church handles childcare reservations.
- Deadline for childcare reservations usually Friday before meeting
- Presbytery can help with cost if you need assistance in paying child care workers.

## **Dinner**

- Dinner is usually from 6 to 7. We will pace meeting to start dinner on agreed time (unless we talk to you and you can adjust easily) but when the time comes, we will need swift service. Can dinner time be adjusted? \_\_\_\_\_
- Tables, chairs, service and food for at least 150 people (or your maximum capacity, if lower).
- Food may be on buffets or served.
- Volunteers to serve and clean up
- Host church to introduce and make public thank you to those who prepared and served.

**Host pastor(s)**

- Greets the presbyters just after the meeting begins.  
(This greeting may include highlights of where you are in your history, ministry emphasis, and, of course logistics, including where the bathrooms are and where dinner will be.)
- Often a host pastor is asked to lead grace just before the dinner break.
- Thanking of workers who served/provided dinner,

(These duties may be shared among all host church pastors and other leaders.)

*Just a Reminder ~ When speaking, the host pastor will use the **lectern**.*

*(The moderator uses the pulpit.)*

**Other considerations** *(none of these are deal breakers)*

- Signs through ‘campus’ – may include ‘welcome,’ should include directions.
- Signs to meeting room(s)  
*(Signs are in addition to, not in place of, warm, friendly host-people)*
- Restrooms should be fully accessible to all people.  
*(And, yes, where the restrooms are located is a very common question)*
- Pianist available for opening hymn and stretch break
- WiFi access and password \_\_\_\_\_
- Which hymnal is in the pews? \_\_\_\_\_
- We will talk about other spaces that may be needed for pre-presbytery events ~ break-out space(s) and other meetings
- We sometimes need a few last minute copies. Let us know if that may be possible and how we’d handle such requests.

**CONTACT PEOPLE:**

Host Church Point Person \_\_\_\_\_

Sanctuary A/V technician \_\_\_\_\_

Child Care Reservations \_\_\_\_\_