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; Chair and hip-high stool at pulpit if available (or 2 chairs)
- 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)
- Power source for table laptops (we bring cords)

Chancel set-up may change for worship – often putting communion table in front

Rest of sanctuary:
- Recycling boxes – also helpful to have a trash bin handy.
- Standing mic near front of sanctuary – we will help with determining position
- Projector & screen set up for powerpoint
- A person to run the powerpoint
- A person to set up and run your lights & sound system
  - INFO: Where’s the nearest bathroom? for when leadership sneaks out
  - NICE TO HAVE: Area for families who bring small kids
  - NICE TO HAVE: Signs – e.g. ‘no coffee and food in sanctuary’
  - NICE TO HAVE: Hearing devices if available – and someone who knows how to use them 😊

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) –
  o Ushers and offering plates collect offering. Host church uses whatever method they usually use.
  o 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.*)
  o Musicians such as pianist or organist; usually we do not have choir or special music.
    ▪ Note: presbytery staff will prepare powerpoint for worship. If host church prefers printed bulletins for worship, that’s your task to take care of.
  o Communion elements and serving ware, to serve up to 150 people by intinction, including gluten free if possible
    ▪ Ask us about communion servers. We may ask you to provide some, or we may have already organized some.

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

Hospitality
  o 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
  o Warm, friendly, easily-identifiable host church volunteers
    ▪ Work at snack table
    ▪ Sell dinner tickets
    ▪ Give directions to meeting rooms (and bathrooms ☺)
    ▪ 2 volunteers for registration tables

Registration Area
  o Three 8’ tables – we will bring cloths and do final arrangement
  o Four chairs for workers to sit behind tables
  o Music stand, lectern, or table for communications binder
○ Garbage and recycling baskets

*Presbytery staff members usually arrive to set this space up about 90 minutes before registration time and are cleaned up / finished with this area just 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
○ ALTERNATIVE: list of nearby restaurants (this necessitates a longer dinner break but can be a good option).

**Display Area(s)**

○ Space to accommodate tables and leave room for attendees to browse and mingle
○ Up to 10 small tables – number to be set when meeting plans are more specific
  ○ As needed ~ Power source
  ○ As needed ~ easels to hang posters
  ○ As needed ~ paper recycling bin.

**Child care**

○ Best if host church handles childcare reservations, which are infrequent
○ Deadline for childcare reservations usually Friday before meeting – let us know well in advance if you need more time.
○ Presbytery can help with cost if you need assistance in paying child care workers.

**Dinner**

○ Tables, chairs, service and food for up to 150 people (or your maximum capacity, if lower).
○ Food may be on buffets OR plated and served. A double buffet line makes things go quickly.
Volunteers to serve and clean up

**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 ~ host pastors speak from the *lectern*, moderators from the *pulpit.*

**NICE TO HAVE** *(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 ____________________________________________