

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) –

- Ushers and offering plates 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 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.
- 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

- 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 😊)
 - 2 volunteers for registration tables

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

- 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 _____