

PRESBYTERY OF SAN FRANCISCO

Presbytery Meeting Host Checklist

Please review the checklist below as you coordinate the Presbytery meeting you're hosting with your church community. Please contact meetingswg@sfpby.org with any questions.

REGISTRATION

You will need to designate a location where attendees can check-in, register, and get materials.

Presbytery staff will arrive to set-up the registration area about 60 minutes before the meeting day begins.

Registration items you'll need:

- ☐ 2-3 rectangular tables
- ☐ 4 chairs for staff
- ☐ Trash/recycling baskets
- ☐ Friendly & easily-identifiable church volunteers
- ☐ Access to office printer for limited last-minute printing
- ☐ Access to Wi-Fi

OPEN SPACES

Open Spaces are small group gatherings for a specific presentation or meeting. Please consider which areas of your building (classrooms, offices, meeting rooms) could host an Open Space.

FELLOWSHIP/DINNER

You will need to designate a large area with tables & chairs for dining. Participants will use this area for fellowship and workspace before worship and during dinner.

Hospitality items you'll need:

- ☐ 2-3 long tables with tablecloths
- ☐ Seating for about 80-90 people
- ☐ Additional tables/chairs for overflow
- ☐ Light refreshments (from registration until dinner)
 - ☐ Coffee, tea, cold water, lemonade
 - ☐ Cookies, veggie/fruit plates, or cheese/crackers
 - ☐ Any additional snacks/treats you'd like to provide
- ☐ Friendly & easily-identifiable church volunteers

WORSHIP + PLENARY MEETING

Worship and our plenary meeting typically happen in the same space, usually the sanctuary. We will need to set-up for worship one hour before the service. We will set-up the meeting space during dinner.

Host pastor details:

- ☐ Greet the Presbytery at the start of worship
- ☐ Preside over the communion table
- ☐ Bless our dinner after worship

Worship items you'll need:

- ☐ Communion table with elements for approx. 90 people (ready at least 30 minutes before worship begins)
- ☐ Communion servers
- ☐ Ushers for greeting and offering
- ☐ 1 lectern/pulpit with 1 microphone
- ☐ 1 microphone for worship leader
- ☐ Access to any presentation monitors/devices (PowerPoint, Keynote, or Proclaim)
- ☐ Music will be coordinated with Meetings Working Group

Plenary meeting items you'll need

- ☐ At least 1 pulpit/lectern with microphone for each
- ☐ 1 large rectangular table on the chancel/stage
- ☐ 5 chairs/seating (3 for Presbytery staff, 2 for moderators)
- ☐ 2 microphones on stands on the floor for comments
- ☐ 1 floating wireless microphone
- ☐ Power cables/strips for laptops
- ☐ Access to any presentation monitors/devices (PowerPoint, Keynote, or Proclaim)
- ☐ Access to any streaming platforms (Zoom or YouTube)

CLEAN UP

- ☐ Presbytery staff will be responsible for all Presbytery equipment and papers/supplies from worship/meetings.
- ☐ Hosts will do final lights-out and lock-up.