

ARRANGEMENTS FOR STATED MEETINGS  
PRESBYTERY OF HUDSON RIVER

**TO THE HOST CHURCH**

**Grace and peace to you from our Lord and Savior Jesus Christ!**

The Presbytery leadership appreciates your willingness to serve as host for a Presbytery meeting. This will be an opportunity for the members of Presbytery to visit your congregation and see the community where you carry out your service and witness. Our ministry of hospitality with one another is central to our life as a presbytery.

We are sending this information to help in your planning, in the hope that it will make it possible for some of your church members to participate in parts of the meeting and to enjoy our time together. These guidelines are intended to be helpful – not intimidating!

If you have any questions or suggestions for improving this information sheet or about the upcoming meeting, please do not hesitate to contact:

**Susan De George, Stated Clerk (914) 941-2100**  
**E mail: [susandegeorge@hudrivpres.org](mailto:susandegeorge@hudrivpres.org)**

**Jean Kaiser, Presbytery Office (914) 941-2100**  
**E mail: [jean@hudrivpres.org](mailto:jean@hudrivpres.org)**

**BUILDING REQUIREMENTS**

1. Church facilities must be accessible for wheelchairs and walkers. Please notify the presbytery of where the accessible entrances, bathrooms, and parking spaces are on your campus.
2. Church facilities must have at least 4 spaces (including the plenary space) for breakout community conversations that can accommodate the division of 125 people among those rooms according to size. Please endeavor to make as many of these breakout spaces as possible accessible. Jean Kaiser will discuss with you the plans for each room prior to the meeting and arrange for audio visual needs by presenters ([jean@hudrivpres.org](mailto:jean@hudrivpres.org)).
3. Church facilities should be wi-fi capable in at least the plenary meeting space.

**BEFORE THE MEETING**

1. If your church does not have ample parking, please identify and secure additional parking within reasonable distance from the church building. If appropriate you may ask your municipality to waive parking restrictions on the meeting day and if necessary notify the police about the start and end times of the meeting to secure their cooperation with traffic.
2. Arrange for church volunteers to help on the day of the meeting with
  - a. Parking
  - b. Welcoming commissioners
  - c. Giving directions in the building

- d. Coffee hour as commissioners gather (some may arrive as early as an hour before the announced meeting time)
- e. The meal (if one is to be served), including sale of meal tickets.

## **BE SURE TO PREPARE BADGES TO HELP IDENTIFY YOUR CHURCH VOLUNTEERS**

1. Prepare signs to be posted both inside and outside the church to help people find their way to building entrance, accessible doors, accessible restrooms, other restrooms, dining area, registration, etc.
2. We may ask that you secure and pay an organist for the worship service. The Presbytery Moderator and staff arranges the worship and is expected to let you know if there are special needs. It is important for the Moderator to know what hymnal is used in your church. If you haven't heard from someone about worship by two weeks before the meeting date, please notify Jean Kaiser at the Presbytery office, [jean@hudrivpres.org](mailto:jean@hudrivpres.org).
3. **SOUND SYSTEM REQUIREMENTS:** within the designated plenary area,
  - a. five microphones are needed: one at the front table for the Stated Clerk, two at the front (pulpit and/or lectern) and two in the aisle(s) from which commissioners may speak. Preference is for cordless microphones.
  - b. An audio cable from sound system that can be input into a computer.
  - c. Two powerstrips (one at the Stated Clerk's table and one at the table where the computer and projector are).

*If you have questions, please contact Noelle Damico, [Noelle@hudrivpres.org](mailto:Noelle@hudrivpres.org)*

4. A screen and LCD projector are used at each meeting. Please contact Noelle Damico, [noelle@hudrivpres.org](mailto:noelle@hudrivpres.org), regarding provision for and set-up of the equipment.

## **MEETING DAY**

1. At least one hour before the announced meeting time (when the Presbytery staff will arrive), have three or four long tables (6'x3') set up in a large, brightly lit room that will serve as the registration/materials distribution area. There should be space behind the tables for staff and space in front for those depositing registration cards and picking up materials.

A room in which it is possible to enter by one door and exit by another is best. Next best is a room large enough to permit people to circulate. Hallways and entry areas are not big enough to accommodate the sudden rush of registrants.

Have three or four additional long table available for the use of those who wish to set up exhibits or display resources.

2. Please designate a meeting space for the pre-meeting prayer gathering. This would be about 12 people ½ hour prior to the meeting start. Notify the Presbytery office two weeks before the meeting where people will gather.
3. As commissioners begin gathering to complete registration cards, pick up materials and have refreshments, they will appreciate having coffee and tea (and snacks if you choose -- some sugar-free) in an area near, but not too near the registration/materials distribution area. Please ensure that the registration table is a sufficient distance from the exterior door so that people do not have to line up outside.

4. Have one long, preferably covered table with a handheld mike on it, two chairs and a wastebasket for the Stated Clerk and the Journal Clerk. Locate the table in the chancel, if possible, or as close to the moderator as possible.
5. Check the sound system to be sure all microphones are working and can be heard throughout the sanctuary and that the audio cable is plugged in.
6. Have one small table for the projector and a second small table near the front pew or seating area for the computer. A powerstrip should be available here so that the projector and computer may be plugged in.
7. Arrange for the Pastor or an elder to bring brief greetings from the host church at the beginning of the meeting (note docket time) and to give whatever “housekeeping” directions are necessary. The host church greetings should not exceed 3 minutes.
8. FOOD: If the scheduled meeting is a morning-afternoon one we ask that you provide coffee, tea and water (and snacks if you choose) for consumption during registration, plus a simple lunch. You may charge \$15 per lunch ticket or have a free will offering basket. OR, you may request that commissioners bring a brown bag lunch and the church provide soup or fruit, beverage and dessert. If the scheduled meeting is an afternoon-evening one, we ask that you provide coffee etc. (and snacks if you choose) at registration and a supper meal. Again, you may charge \$15 per supper ticket or have a free will offering basket. Please have some gluten free and vegetarian options.

Please have a separate table designated for the sale of the meal ticket, staffed by a member of your church throughout the registration period. Remember to have a supply of dollar bills for ease of change making.

Any profit from the meal is to be given to the Presbytery to be forwarded to the Presbyterian Hunger Fund.

Sixty minutes is the maximum time allotted for the meal. Your plans to serve the meal need to be as efficient as possible. Please prepare to serve between 125-150 people, plus your own volunteers. Family style servings at each table seems to work better than buffet style. Please respect individual dietary restrictions and have some plain sandwiches and fruit available.

9. TELEPHONE CALLS: Do not hold incoming calls. Instead, please give messages to a member of the Presbytery staff who will relay them.
10. Have people available to direct traffic out of parking lots. If after sunset, be sure these people have reflective clothing.

Sincere thanks to you and to the people of your church for hosting this meeting. May God’s blessings be with you.

And have fun!  
*Revised August 2018*