**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 the Presbytery to visit your congregation and see the community where you conduct 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 with your planning, with hopes that some of your church members can participate in parts of the meeting as we enjoy our time together. These guidelines are intended to be helpful – not intimidating!

If you have any questions about the upcoming meeting, please do not hesitate to contact:

Emily Monk or JoAnna Tivnan, Presbytery Office (914) 941-2100

Email: [emily@hudrivpres.org](mailto:emily@hudrivpres.org) or [joanna@hudrivpres.org](mailto:joanna@hudrivpres.org)

BUILDING REQUIREMENTS

1. Church facilities must be accessible for wheelchairs and walkers.
2. Church facilities must have at least 4 spaces (including the plenary space) for breakout community conversations that can accommodate the division of 100 people among those rooms according to size.
3. Church facilities should be wi-fi capable in the plenary meeting space and the registration area.

MEETING REQUIREMENTS:

1. We may ask that you secure and pay an organist for the worship service. The Presbytery Moderator and staff arrange the worship and will let you know if there are special needs.
2. Sound System requirements within the designated plenary area:
   1. Three or four microphones are needed: one at the front table for the Stated Clerk, one at the front (pulpit and/or lectern) and two in the aisle(s) from which commissioners may speak. Preference is for cordless microphones.
   2. An audio cable from sound system that can be input into a computer.
3. A screen and projector are used at each meeting. If your church has this equipment, we ask that we have access to it. Otherwise, please let us know if you do not have access to a screen and projector and we will bring one from the Presbytery.
4. Two power strips (one at the Stated Clerk’s table and one at the table where the computer and projector are).
5. Stated Clerk and Journal Clerk table: one long, preferably covered table with a handheld mike on it, two chairs and a wastebasket. Locate the table as close to where the moderator will be standing as possible, but also in such a way that the Stated Clerk can see members of the presbytery who might be asking to speak.
6. Have one small table for the projector and a second small table near the front pew or seating area for the computer. A power strip should be available here so that the projector and computer may be plugged in.
7. Registration: Have one or two tables (6’x3’) set up in a large, brightly lit room that will serve as the registration area. The table will need access to an outlet for one or two computers. This area should be nearest the entrance guests will be using. Please ensure that the registration table is a sufficient distance from the exterior door so that people do not have to line up outside.

*If you have equipment questions, please contact Casey Carbone, Casey@hudrivpres.org*

BEFORE THE MEETING

1. If your church does not have ample parking, please identify and secure additional parking within a 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:
   1. Parking
   2. Welcoming commissioners
   3. Giving directions in the building
   4. Coffee hour as commissioners gather (some may arrive as early as an hour before the announced meeting time)
   5. The meal (if one is to be served)

MEETING DAY

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. Presbytery staff and attendees will begin arriving 30-60 minutes before the meeting start time. As they gather for registration, they appreciate having coffee, tea, and water (and snacks if you choose).
3. 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.
4. 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.
5. 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. (HRP Green encourages the use pitchers instead of individual water bottles.)
6. Sixty minutes is the maximum time allotted for the meal, with the ideal time being 45 minutes. Your plans to serve the meal need to be as efficient as possible. A guestimate of the number of people to be served is between 80-100 people, plus your own volunteers. Please note that, while we will be able to give you a tentative number of people who signed up for lunch 3 days before the meeting, we will only have the final number a day and a half before. Please respect individual dietary restrictions and have some vegetarian options and/or fruit available.
7. Have people available to direct traffic out of parking lots, if necessary. 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!

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