

# **THE PRESBYTERY OF LOS RANCHOS**

## **GUIDELINES FOR CHURCHES HOSTING PRESBYTERY**

To Clerk of Session and Moderator of Session

Thank you for your invitation to host the     (date)     meeting of the Presbytery of Los Ranchos. We deeply appreciate your willingness to give expression to the connectional reality of our life together.

The following guidelines should prove helpful. If you have questions, or wish help with your planning, please call **Keith Geckeler, Stated Clerk, or Elvira Ortez, Executive Assistant** at the presbytery office, 714/956-3691.

### **1. Helping us manage pre-meeting information:**

One month before the meeting of the presbytery, please mail (email acceptable—see end of letter) to the Stated Clerk's office:

- a. A map and brief directions for finding the church/meeting place. The presbyters appreciate a map. If you have a web site where people can also find this information, that is useful.
- b. A brief “History of Our Church” (model is one 8 1/2 X11 page, one side, 1 1/2 space).
- c. The names and locations of nearby restaurants where people could get something to eat after the meeting if they have a long drive home.

### **2. FACILITIES**

- a. One large meeting room that will hold 200 people. First preference is a room with tables that commissioners can sit around. If this is not available or feasible in terms of setting up for meals, then the sanctuary is next best choice.
- b. Room/space for registration (four long tables) and handouts (two long tables). Your patio will work fine for this, in pleasant weather. There should be at least two (2) trash cans available for name tag and snack debris.
- c. Workshop meeting rooms *might be needed*. Have one room ready for a meeting/workshop (as needed) with chairs, table, and chalkboard/whiteboard/newsprint easels (chalk, markers, erasers). The Stated Clerk will confer with the church coordinator about this in advance.
- d. Parking Reserve **TWO** parking spaces for the presbytery staff to unload supplies as close as possible to the presbytery tables you have set up. (See 3.a below) It will be helpful to have someone stand near the church parking entrance to direct drivers to parking areas.

[Pretend it's Sunday morning and you expect 150 visitors you hope will return.] We would appreciate to able bodied-persons to help presbytery staff carry registration supplies from their cars to the presbytery table. Due to the weight of the packets, it is

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recommended that you have a hand cart or “dolly” for moving the crates to the registration area and back to the car *after* registration closes. “Food carts” are not recommended because of their light weight and the crates do not fit between the shelves. If you do NOT have access to a hand cart, please call the presbytery office and let us know.

- e. Restrooms Have restrooms clean, well marked, and well supplied.
- f. Child care Prepare a room for child care, if you receive requests. (Presbytery will pay)

### **3. EQUIPMENT**

- a. Registration Four tables will be needed for registration. These tables are staffed by the presbytery office. Provide these tables in a **centrally located** place along with your meal reservation table and refreshments table, but preferably not in the narthex. Please have at least two (2) trash cans available at these tables.
- b. Refreshments It is expected that the church will provide light eats (including fruit/healthy foods) for morning meetings. A separate area for coffee, tea, punch, rolls, cookies, and/or doughnuts facilitates people flow. Afternoon meetings can be quite simple but refreshments help with the fellowship time during the 30 to 45 minutes before the meeting begins.
- c. Clerk's Table A large table, with two chairs, needs to be placed in the front of the room in which the presbytery is to meet, for use by the Minute Clerk and the Stated Clerk. This table needs to be **close to the lectern or pulpit from which the moderator will preside** and close to an electrical outlet for the Minute Clerk's computer.
- d. We need TWO pulpit/lecterns at the front of the room; both with microphones (or portable microphones). The one on the left (left looking forward from the meeting area) is for the Moderator.
- e. Public Address System(s). Microphones are needed in the meeting room, and everyone will appreciate it if there is a sound technician monitoring the microphones throughout the entire meeting. Place microphones at points from which people will be speaking: at least two microphones on the floor, part way down the center aisle and any side aisle of the room in which the main business session is to be held. Microphones on the clerk's table, pulpit, and lectern are also needed.
- f. Electronics It is anticipated that host churches will have equipment for PowerPoint, video, and/or DVD presentations. **If you do not have equipment, please contact the Stated Clerk ASAP.** Please identify one technician that presenters should contact to be sure all equipment is compatible.

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### 4. **PERSONNEL provided by the host church**

- a. Coordinator - to get your committee together and start immediate planning.
- b. Hosts and hostesses to direct representatives to meeting room, restrooms, etc. This is particularly important just before and after the opening of the meeting.
- c. Refreshment table hosts and hostesses.
- d. Parking personnel, as many as needed to handle the traffic.
- e. Child care (personnel as needed). Usually children are not infants, but toddlers to 8 years of age. Expect one or two children. Presbytery will reimburse the church for the cost of providing child care.
- f. **Worship Service and Preacher – The host church is responsible for planning and conducting a worship service 30 minutes in length that is similar to your church’s Sunday morning service.**  
Our Coordinator of Worship for Presbytery meetings, will be contacting you in a few days with the details.
- g. Electronics Technician - for sound and visual presentations in the meeting room.

#### OFFICE OF THE STATED CLERK

The Presbytery of Los Ranchos

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