

**PRESBYTERY OF NORTHUMBERLAND  
HOSTING CHURCH CHECKLIST FOR PRESBYTERY MEETINGS**

**TO: The Hosting Church**

**From: The Stated Clerk**

**Subject: Check List for preparing for the Presbytery Meeting:**

**PLACE**

**DATE**

**TIME                    9:30-3:00**

<input type="checkbox"/>	In good Presbyterian style, form a committee to be responsible for hosting Presbytery.
<input type="checkbox"/>	Announce to your congregation that Presbytery will be visiting your church. Keep everyone informed and get everyone involved.
<input type="checkbox"/>	Pray for guidance for the Presbytery and the hosting church.
<input type="checkbox"/>	Send the Stated Clerk a list of parking lots or areas which will be available for Commissioners to Presbytery.
<input type="checkbox"/>	On the day of the meeting, it will be helpful to have volunteers or signs to assist in parking cars. <b>VOLUNTEERS SHOULD ARRIVE NO LATER THAN 9:00 TO ASSIST COMMISSIONERS WHO COME EARLY</b>
<input type="checkbox"/>	Two long tables for distributing reports, papers and registration. These need to be located near the entrance.
<input type="checkbox"/>	Two people to welcome, register, and distribute name tags. The Presbytery provides name tags and registration forms for Teaching and Ruling Commissioners and Visitors. 9:30 AM registration. Collect \$5.00 from all Visitors for lunch. All others are paid by the Presbytery. Have a host to guide Commissioners and Visitors to the area where you are serving refreshments.
<input type="checkbox"/>	One long table and three chairs at the front of the meeting room for the three clerks.
<input type="checkbox"/>	A podium with microphone for the Moderator. A second podium and microphone is helpful for those giving reports. A third microphone for the clerks desk
<input type="checkbox"/>	<b>The Presbytery will provide a worship leader and someone to play the piano or keyboard.</b> If you want your church to provide some kind of special music during the morning session, please inform the Stated Clerk.
<input type="checkbox"/>	The Presbytery will meet in your sanctuary for most of its meetings. If other rooms are required the Stated Clerk will keep you informed.
<input type="checkbox"/>	The new format of the meeting is focused on <b>Worshipful Work</b> , which means that we will be worshipping throughout the meeting. The Worship and Nurture Committee of the Presbytery will work with the host pastor to provide for this worshipful work.

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<input type="checkbox"/>	<b>The noon luncheon will be served as close to 12:00 as determined by the docket.</b>
<input type="checkbox"/>	A light luncheon for a guaranteed 90 Presbyters is served by the host church. If there are over 90, Presbytery will pay for them at the same non-profit cost of \$5.00 per meal. A check for \$450.00 will be presented by the Stated Clerk at the day of the meeting.
<input type="checkbox"/>	Restroom facilities! Please have them clean and freshly stocked with paper products. If you do not have enough restrooms, the Presbytery will pay for port-johns to be rented for that day.
<input type="checkbox"/>	Child care. This is provided free for commissioners who contact the hosting church one week prior to the meeting. The hosting church will secure a volunteer or paid person for child care. The Presbytery will reimburse you, up to \$8.00 per hour, for this person if needed. Parents, when making reservations for child care, should be told by the hosting church to provide their child's lunch. However, children may go to the dining room to eat with their parent(s). <b>If no one contacts the hosting church concerning child care, the church is not obligated to contract for child care providers.</b>
<input type="checkbox"/>	If the host church has any questions about this check list please call the Stated Clerk Wm. Knudsen, at 570.368.3906 or 570.337.1923 (cell)
<input type="checkbox"/>	The Stated Clerk working with the Pastor and Session will determine a Snow Date for the meetings in January and March.

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**SAMPLE DOCKET**

**We Gather to do God’s Work**

Enroll Presbyters, Visitors, New and Corresponding Members  
Stated Clerk declares Quorum present  
Welcome First Time Commissioners and the Commissioning of Teaching and Ruling Elders for today’s meeting  
Report on Committee on Arrangements  
Approval of the order for work and worship  
Correspondence

**We Gather to Hear God’s Word**

Worshipping God with our voices in song—3 songs  
Dwelling in God’s Word—biblical theme for the meeting announced  
Sharing God’s Word—10-15 minute homily on the theme

**We Gather to be Encouraged**

Installing our Moderator and Vice-Moderator  
Sharing how God’s Spirit is at work in our churches—  
Taking time to pray—  
Words of Encouragement from our Staff and Councils  
    Report of the Moderator                      Report of the EP & SC  
    Report of the Treasurer                      Report of Synod Commissioners  
    Report from Council                      Report from Joint Camp and Conference Report  
Dwelling in the Word: second reading of the passage  
Confessing our Faith—  
Celebrating the Eucharist—as the Body of Christ (communion Hymn or chorus)  
Offering and Blessing of Food

**We Gather to Discern God’s Will**

Dwelling in the Word: Third Reading of the Passage & A Songs of Praise  
Orders of the Day:

**We Gather to be equipped for our ministry**

Reports from the Various Ministry & Mission Committees

Committee on Ministry	Nominating
Worship and Nurture	Preparation for Ministry
Service	Presbyterian Women
Seminary Support Group	Representation

**We depart to serve**

A time of Sharing: I heard this word from God today!    Final Reports    Closing Hymn and Benediction