

**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

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| <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. VOLUNTEERS SHOULD ARRIVE NO LATER THAN 9:00 TO ASSIST COMMISSIONERS WHO COME EARLY |
| <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"/> | The Presbytery will provide a worship leader and someone to play the piano or keyboard. 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 Worshipful Work , 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"/> | The noon luncheon will be served as close to 12:00 as determined by the docket. |
| <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). If no one contacts the hosting church concerning child care, the church is not obligated to contract for child care providers. |
| <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

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|------------------------|--------------------------|
| 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