

JOHN KNOX PRESBYTERY GUIDELINES FOR HOST CHURCHES

ACCOMMODATIONS:

1. Furnish the Presbytery Center with a map and/or directions on how to get to the church. This will be distributed with the meeting papers. It is also helpful to have information on a couple of area motels (addresses, telephone numbers and any special rates that might be available).
2. Greeters (with name tags) to direct the flow of traffic.
3. Volunteers to sell lunch tickets. Ticket cost \$7.00 (effective January, 2019).
4. Organist or pianist for worship.
5. Tables -
 - 1 large table for registration
 - 2 tables for displays and handouts
 - A place to sell lunch tickets
 - 1 table, 2 chairs located at front of sanctuary for Stated Clerk and Recording Clerk
6. Wastebaskets - Adequate wastebaskets need to be available. A small wastebasket is needed at the registration table. Larger ones should be available in rest rooms, lounge area, etc.
7. Extra meeting rooms, upon request.
Floor space for church packets, etc. when needed.
8. The host pastor or church representative should be prepared to give a brief welcome at the beginning of the Presbytery meeting. This should include information about the church, any directions needed for the building facility and special instructions regarding lunch, etc.
9. Child Care Service - The church will be listed on the cover letter as the source of contact to request child care. Adequate child care providers will need to be secured, if requested. The General Assembly's "Guidelines for Child Care at Church-Sponsored Meetings" recommends that "there should always be sufficient staff so that no child or group of children is ever alone with a single worker".
10. Speaker System - Most churches have sound systems. It is helpful to have a microphone located at each pulpit and one located near the table used by the Stated Clerk. If your church does not have a sound system, please contact the Presbytery Center.

FOOD:

1. Meal tickets are sold during registration. Presbytery has limited ticket prices to \$7.00 per ticket. (At an average meeting approximately 80-100 meals are served. Tickets are sold on a first come, first served basis.)
2. Pre-Presbytery Fellowship Time - Coffee, tea, rolls, etc. Usually 3-4 dozen rolls/muffins are sufficient. A basket for donations may be put out to defray costs.
3. Noon Meal - Host churches are free to serve cafeteria, country style, plate or box lunch. The agenda usually has lunch beginning some time between 11:45 and 12:15.

COSTS ABSORBED BY HOST CHURCH:

1. Lights, heat and snow removal service
2. Custodial services
3. Organist/pianist for worship
4. Child care services, when requested
5. Food costs - Fellowship Time (coffee and donuts) and Noon meal. See additional information under "Food".