# Checklists for Hosting Presbytery

## Minimum Necessities:

☐ Email me descriptive directions to your church.  A link to a page on your website with such directions is often adequate.

☐ Use of the sanctuary for the meeting, from 8:30AM until 7PM.  Although our traditional adjournment time is 4 PM, depending on the debates we could run as long as 7PM.

☐ The Moderator will use the pulpit.

☐ A separate lectern for people who are addressing Presbytery.

☐ Amplification to provide adequate hearing for 50-60 people.

☐ A table near the pulpit for the two clerks to set up the Office of the Stated Clerk.  This should be about 8 feet long, and be ready by 8:30AM.

☐ (MOO II.D)  Worship service, provided by your people, beginning at 9AM.  If you are hosting the **Spring Stated Meeting**, you are also responsible to provide for the sacrament of the **Lord's Supper** as part of the worship service. The sermon will be preached by someone assigned by the Moderator.  Your worship leader should contact the Moderator so as to contact the preacher to coordinate hymns, etc.  It has been recommended that we sing at least one Psalm.

## Traditional Enhancements:

☐ An additional table for additional and promotional handouts.  This can be a card table or one about 6 feet long.

☐ Arrival refreshments, ready about 8:30AM.

☐ Lunch served at noon (**plan for about 60 people**). We can be referred to local area restaurants, but please inform me ahead of time so that I can note this in the docket cover letter, since sometimes committees arrange to meet over lunch.

☐ If your facility has wireless access, please have a handout ready with connection instructions.

☐ Many commissioners bring laptops.  It is helpful if a couple of areas can be served by an extension cord with multiple outlets for laptop power packs.