

# Presbytery of Southwest Florida

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## Guide for Hosting a Presbytery Meeting

Thank you for your willingness to host a Presbytery meeting. The following is a guide for hosting a Presbytery Meeting. Please direct further questions regarding the hosting of a Presbytery Meeting to the Stated Clerk for the Presbytery of Southwest Florida. The Stated Clerk usually arrives 30 minutes prior to the start of the Presbytery Meeting in order to help with any last minute needs.

### Meeting Dates and Times

- There are four Stated Meetings each year.
- Meetings are held on the 2<sup>nd</sup> Saturday in February and September, and on the 2<sup>nd</sup> Tuesday in May and November.
- Meetings shall begin at 8:30 a.m. and conclude by 4:00 p.m.

### Typical Meeting Schedule

- 8:00 a.m. – 8:30 a.m. .... Refreshments
- 8:30 a.m. – 9:30 a.m. .... Worship Service
- 9:30 a.m. – 10:30 a.m. .... Season of Prayer, Forum, or Dialogue Groups
- 10:30 a.m. – 12:00 p.m. .... Presbytery Business
- 12:00 p.m. – 1:00 p.m. .... Lunch
- 1:00 p.m. – 4:00 p.m. .... Presbytery Business

### Worship Service

- Attendance varies based on day (Tuesday or Saturday) and program (Seminar, Dialogue Forum, or Discussion Group). Typically, there are about 60 to 80 people in attendance.
- The Moderator calls the Presbytery Meeting to order at 8:30 a.m.
- Ordinarily, after the Constituting Prayer the Moderator hands the Worship Service over to the host pastor at about 8:35 a.m.
- The Worship Service should conclude by 9:30 a.m.
- The host church is responsible for the design and leadership of the Worship Service.
- The host church is responsible for music, sound, lighting, air conditioning, etc.
- Ordinarily, no offering is received at the Worship Service. However, in the event that one is to be received, the Stated Clerk shall notify the host church in advance.
- Members of the host church and other visitors are welcome to attend and participate in the Worship Service.

- The Administrative Committee of the Presbytery is responsible for selecting the preacher for the Worship Service.
- The Lord's Supper is observed at the February Presbytery Meeting.
- The host church provides the elements for the Lord's Supper.
- The Retiring Moderator shall be responsible for the conduct of the Lord's Supper – appointing Teaching and Ruling Elders to assist.
- Memorials for Ruling Elders who have died during the previous year are read in connection with the Lord's Supper.

### Facilities and Equipment

- The building should be open and accessible to presbyters by 7:45 a.m.
- Most churches have the entire Presbytery meeting (Worship Service and Business) in their sanctuary.
- The host church is responsible for sound, lighting, air conditioning, etc. during the Presbytery Business.
- Attendance varies based on day (Tuesday or Saturday) and program (Seminar, Dialogue Forum, or Discussion Group). Typically, there are about 60 people in attendance.
- Two 6-foot tables for Registration should be set up in the narthex or other place of entrance for sign-in sheets, extra docket, program materials, etc. The Stated Clerk and others provide these documents.
- The host church provides 6 pens and nametags (for about 60 attendees).
- During the Presbytery Meeting, the Moderator usually chairs the meeting from the pulpit or podium on the chancel. A stool or high chair should be available for the Moderator if he needs it during the Meeting.
- One 8-foot table for the Stated Clerk and Recording Clerk should be placed next to the Moderator (so that he and the Stated Clerk may easily communicate during the Meeting). It would be nice to have two chairs too!
- Close access to electrical outlets or extension cords for two laptops is needed at the 8-foot table.
- A music stand or podium is placed in front of (or, to the side of) the Moderator's podium for Committee Chairmen presenting reports.
- Four microphones need to be set up (Moderator, Stated Clerk, Committee Chairman, and Candidate for Examination). The Moderator usually uses the pulpit microphone.
- Occasionally, a copier is needed. It is helpful if access is available should such a need arise during the course of the Presbytery Meeting.
- If the host church has Wi Fi Internet access for attendees, place the access information (Network Name and Password) on the Registration table for attendees to pick up when they sign in.

### Meeting Rooms

- Sometimes, Presbytery Committees have meetings during the Presbytery Meeting and/or during lunch. It would be helpful if the host church could make 2 or 3 rooms available (if needed) for as many as 12 men.

- Sometimes, PresWIC meets during the Presbytery Meeting. The PresWIC Coordinator will contact the host church and request a meeting room.

### **Presbytery Business**

- Members of the host church and other visitors are welcome to attend any part of the meeting when not in Executive Session.
- The host pastor usually welcomes the Presbytery once the business begins. He also provides instructions on the church layout, facilities, and so on.

### **Refreshments and Lunch**

- The host church provides refreshments at 8:00 a.m. such as water, coffee, tea, juice, pastries, etc.
- The refreshments may be left available throughout the rest of the Presbytery Meeting.
- The host church provides a simple meal for lunch.
- Lunch is usually served from 12:00 p.m. until 1:00 p.m.
- Attendance varies based on day (Tuesday or Saturday) and program (Seminar, Dialogue Forum, or Discussion Group). Typically, lunch has been served to about 60 people.
- Sometimes, Presbytery Committees have meetings during lunch. It would be helpful if the host church could make 2 or 3 rooms available (if needed) for as many as 12 men while they eat their lunch.
- Some churches make a “Contributions” basket/plate available to help offset the cost of lunch, if needed.