



PRESBYTERY MEETING CHECKLIST FOR HOST CHURCH

Dear Host,

Thank you for your willingness to host an upcoming meeting of the Arizona Presbytery. Hosting Presbytery is a wonderful and unique way to bless the regional church and to create community that flows from the gospel. When done well, our host church plays the vital role in helping to create a culture of service, generosity, worship, and edifying fellowship within the bounds of our Presbytery. Towards this end, we have put together this checklist to help you better prepare.

In addition to this checklist, please **complete the Welcome Letter Template Form (link found below) no later than 21 days prior to the Presbytery meeting.**

- **Welcome Letter Template Form: <https://www.azpresbytery.com/host>**

SAMPLE PRESBYTERY SCHEDULE

THURSDAY

4:00 PM - 6:00 PM	Team meetings (on-site)
6:00 PM - 7:00 PM	Dinner (on-site)
7:00 PM - 8:00 PM	Worship Service
8:00 PM - 9:30 PM	Presbytery Fellowship (off-site)

FRIDAY

9:00 AM	Morning Presbytery business
12:00 PM	Lunch (on-site)
12:30 PM	Afternoon Presbytery business
2:00 PM	Presbytery adjourns

PRESBYTERY CHECKLIST

SINGLE POINT OF CONTACT

- As soon as possible, appoint one person (the pastor or someone else) to be the single point of contact between the host church and the Presbytery. This person shall be available to answer any questions ahead of the meeting. Indicate this person in the space provided in the **Host Church Welcome Letter Template Form** (link above). This point of contact will also receive registration numbers ahead of the meeting in order to prepare for meals and seating.

WELCOME LETTER

- At least 21 days prior to the meeting, complete the **Host Church Welcome Letter Template Form** (link above).

TEAM MEETING ROOMS

- On the day of Presbytery, up to 5 separate meeting spaces will be needed to accommodate the following teams: Missions Team, Ordination Team, RUF Team, Shepherding Team, and Administrative Team. These include up to 10 people per team.

MAIN MEETING SPACE

- Typically, the main meeting is to be held in the sanctuary of the church in order to accommodate all in attendance. Please let the Clerk know if the main meeting will be held in an alternate space.

MEALS

- Host church will provide dinner on Thursday evening. Some host churches prefer making a meal. Other host churches prefer catering or bringing in a food truck, for example. Serving buffet style works best when there are multiple lines. Churches may provide dinner free of charge or suggest an offering. If host is collecting payment, have clearly marked baskets or donation boxes available.
- Suitable dining area with tables and chairs for dinner and lunch (typically 35-40 people).
- Host church will provide lunch on Friday. Most host churches prefer catering in sandwiches with chips, for example. A more casual meal is suitable for lunch, as only 30 minutes are allocated.

REFRESHMENTS

- Most churches offer access to coffee, water and snacks before and during our Presbytery meetings. This area should be designated somewhat removed from the registration area to reduce congestion, if possible.

CHILDCARE

- It is not necessary to offer designated childcare. However, some presbyters may bring their young children. Please indicate in the Welcome Letter if you will be providing childcare and/or if there will be a designated space for children to be present.

NARTHEX/LOBBY TABLES

- One (6' or similar) table should be placed close to the entrance for sign-in and to distribute Presbytery materials. Presbytery clerk will provide necessary materials on the day of the meeting.

CLERK'S TABLE

- One (6' or similar) table with 2 chairs should be placed adjacent to the Moderator, or close by, to accommodate the Stated Clerk and Recording Clerk. Please provide a nearby power outlet or extension chord for laptops.

PULPIT/LECTERN

- The moderator normally uses the pulpit during the meeting and may or may not yield it to other speakers. A second lectern may be placed nearby for those reporting or speaking to the Presbytery. If a second lectern is not available, other speakers can use the Moderator pulpit.

AUDIO & VIDEO

- Depending on the size and logistics of the meeting space, microphones may be required for the following: Moderator pulpit, speaker lectern, Clerk's table, roaming mic/or floor mic for guest speakers.
- Projection is not required. However, if you plan to use projection during the meeting and/or during the worship service, arrange necessary volunteers/staff to control the projection and/or sound booth.

SIGNAGE

- Prepare extra signs to help people find their way around your church. Extra signage may include: Team meeting rooms, bathrooms, refreshments, registration, and street directional signage, etc.

PRESBYTERY FELLOWSHIP AFTER WORSHIP

- Select a suitable off-site fellowship spot where members of Presbytery can gather after the worship service for food, drinks, and fellowship. This is typically a close-by bar or restaurant which can accommodate a large gathering. Make reservations, as needed.

HOST CHURCH WELCOME

- At the beginning of the Presbytery meeting, the Moderator will invite the host church to give a brief welcome to the Presbytery and give any instructions regarding meals and facilities. This is typically the host pastor.

WORSHIP SERVICE CHECKLIST

One of the primary purposes of our gathering, and a great blessing, is to worship together. The host church is responsible to arrange all matters pertaining to holding a worship service. Typically, host churches invite their local congregation to gather with us when the worship service is held.

This is also a special opportunity for the Presbytery to become acquainted with your church's distinct worship-style, leadership, and other unique components to your church culture. Please feel free to arrange the worship service as you might do on a typical Sunday morning.

PREACHER

- In consultation with the Moderator and/or Ordination Team Chair, find out if there is an ordination or licensure candidate who needs to preach. If no candidate is available, the host church may choose someone within the Presbytery to preach during the worship service.

PERSONS PARTICIPATING IN SERVICE

- It is common for our host churches to choose a variety of members of our Presbytery and host church to participate in the service and lead through the different worship elements. We encourage this selection to reflect and honor the diversity within our Presbytery.

HYMNS & PRAYERS

- It is up to the host church to arrange the worship service as they might do on a typical Sunday morning service which may incorporate a Call to Worship, Prayer of Confession, Assurance of Pardon, Hymns, Praise Songs, Scripture Readings, and a Benediction.
- Arrange for the selection of musicians for the worship service, if applicable.

THE LORD'S SUPPER

- Arrange for the serving of The Lord's Supper. Who is officiating? Who is providing the elements? Who is leading the Communion liturgy?

OFFERING

- During the worship service, an offering is taken up in support of the Arizona Presbytery. It is fitting to include in the bulletin or from the person leading that these offerings will be used in support of the mission of the Arizona Presbytery.

BULLETIN

- Who is responsible for preparing the bulletin?
- Who is responsible for printing the bulletin?
- How will the bulletin be distributed or made available? (Greeters at the door, entry table, etc)