

**Edmonton Presbytery
Guidelines for Hosting a Presbytery Meeting**

REVISED –November 2010

Purpose: To describe the roles and responsibilities of Presbytery, the Chair of Presbytery, and the Host Churches that volunteer to host a Presbytery Meeting.

1. Presbytery

- 1.1. Determine dates and sites of Presbytery Executive and Regular meetings for the upcoming year and distribute a list of locations and dates at the June Presbytery meeting.
- 1.2. Guidelines for hosting meetings will normally be sent to the host churches in June and two months prior to the event.
- 1.3. Meetings will be booked through Order of Ministry and Church (facility) operator by the Presbytery Administrator or delegated alternate.
- 1.4. Presbytery delegate(s) to be local host for the meeting. Local arrangements will be confirmed between the Presbytery Administrator and local host.

2. Local Host Church (in consultation with Presbytery Administrator or delegated alternate)

- 2.1. Invite Greeters from the host church.
- 2.2. Book appropriate space for the date and times required for pre-set up, opening of facility, break-out groups space, if applicable, and coffee and lunch breaks (for all day sessions).
- 2.3. Confirm the number of people expected to attend. (Normal attendance is between 70 – 80 people.) Local hosts are encouraged to have tables set up.
- 2.4. Arrange for P.A. system and other equipment required. The Presbytery Administrator will transport equipment to the site as required.
- 2.5. Arrange for refreshments for breaks and, in addition, luncheon for Saturday meetings.
- 2.6. **Tuesday Meetings (7:00 to 9:30 p.m.)**
 - 2.6.1. Set up for meetings including tables with chairs, displays and registration tables in accordance with Local Host Church procedures by 6:00 p.m. of the evening of the meeting
 - 2.6.2. Ensure Host Church is open by 6:15 p.m. for 6:30 registration by Presbyters.
 - 2.6.3. Host Church will provide refreshments for evening meeting breaks (usually 8:15 p.m.); a basket can be put out for donations to offset the cost.
- 2.7. **Saturday Meetings (9:00 a.m. to 3:30 p.m.) and June Barbeque (6:00 to 9:30 PM)**
 - 2.7.1. Tables with chairs, displays and registration table should be set up by 8:15 a.m. the day of the meeting.
 - 2.7.2. Host Church to be opened by 8:15 a.m. Saturday morning.
 - 2.7.3. Registration of Presbyters will begin at 8:30 a.m.
 - 2.7.4. Host Church will provide refreshments for arrival and at breaks, and lunch. The meal cost is covered by Presbytery (up to \$8 per person, for 75 people). Churches who do not provide catering may consult with the Presbytery Administrator (or designated alternate) for suggestions.

3. Chair of Presbytery

- 3.1. Arrange for Theological Reflection and closing prayer for all meetings.