

INFORMATION FOR HOST CHURCHES

For

Stated Meetings of Kiskiminetas Presbytery

COFFEE HOUR

There have been requests that coffee, tea, cold drinks, water, cookies, and/or fruit be available for a period of about one hour before the presbytery meeting. Eighty (80) cups of coffee should be adequate. If you need or want to purchase these items, and your church cannot absorb the cost, the Presbytery will reimburse up to \$50 when a bill for those refreshments is submitted. If your church is offering light refreshments (such as sandwiches), please advise the Presbytery office so that we may include that information in the Call letter.

WORSHIP – ORGANIST/PIANIST

A worship service is conducted at the beginning of each Presbytery meeting. The Presbytery meetings of January, March, and November are longer meetings that allow for 45 – 60 minutes for the worship service. The Presbytery meeting of May is a shorter meeting. A time frame of 30 minutes is allowed for the opening worship service. The September meeting is a retreat, and a time frame of 60 minutes will be allowed for the worship service. The host church is asked to provide an organist/pianist for the worship service and should work with the assigned preacher to set the order of worship. The Presbytery Moderator will request any additional items needed. A Communion Service is held at the January meeting. The host church is asked to provide the communion trays and elements. Reimbursement for communion supplies will be provided upon submission of a bill. The worship leaders will be responsible for arranging for elders from the host church and/or other churches to serve communion.

PRESBYTERY MEAL

A noon (12 pm) meal is to be served by the host church at the meetings in January, March, and November. There is no meal at the May meeting. Meals at the September retreat will be worked out with the facility. The number of persons served varies between 65 and 90. The rate of payment is \$5 per person, and each person pays for his/her own meal. **It is the responsibility of the host church to have a person assigned to collect money and to have appropriate change on hand. The person designated to collect the meal payment must be available during the entire registration time period.** We ask that you be prepared to serve 90 persons. The Presbytery will guarantee payment for these 90. We will contact your designated person to provide an approximate meal count as close to the meeting date as possible. Please notify the Presbytery if you collect lunch fees for fewer than 90 meals. Please prepare an invoice and submit it to the Presbytery for the number of meals between what was collected and the total prepared (up to 90) so the Treasurer can reimburse you.

WATER – Please arrange to have water available.

DIETARY RESTRICTIONS – We hope the host church will make an effort to meet the dietary restrictions of some of our members. A couple of our ministers are diabetic and can eat most foods that do not contain sugar. A few follow a gluten-free diet. We ask that you plan the meal so that there is sufficient food for someone with such restrictions. If we are aware of any other restrictions, we will let you know.

MISCELLANEOUS ITEMS

A table large enough for three (3) clerks (an 8' table) will be needed at the front of the Presbytery meeting location, along with three chairs. One table (6' to 8') is needed near the main entrance for registration. A smaller table is also needed near the main entrance for Prayer Requests and visitor registration. If other tables are needed, we will call the church and make arrangements for them.

It is helpful if a microphone for the clerk's table and one other (other than the pulpit microphone) are available for other speakers.

FEES

Recognizing churches which host Presbytery meetings incur additional expenses for custodians and musicians, the Presbytery will provide a reimbursement to the host church in the sum of \$150. The church is responsible for appropriately compensating personnel for the extra effort in hosting a Presbytery meeting. **If we can be of any help in your planning of the meeting, don't hesitate to call the Presbytery office (724) 783-7196.**

HUNGER OFFERING – FOR SATURDAY MEETINGS

The Hunger Offering is taken after lunch. Please have offering plates available up front. Half of the Hunger Offering will go to a local organization of the host church choice. **Please determine this organization ahead of the meeting,** and let the Presbytery Office know where half of the offering should be sent.