

Preparing to Host the Presbytery of Donegal

Updated 10/26/2010

1. Refreshments should be available one hour before Presbytery meeting. (The church will bear the expense for refreshments.)
2. Plan to accommodate approximately 160 commissioners. (See attendance at past meetings below)

	2007	2008	2009	2010
January	139	179	170	158
March	182	168	104	130
May	56	51	135	91
June	132	128	137	154
September	135	174	153	158
November	130	139	124	

3. Churches are permitted to charge \$5.00 for lunch. If there is a surplus of income over expenses, the host church should consider contributing the surplus to the Presbytery's Mission Project.
4. You will need to provide people (at least 3) to staff the registration table and meal ticket table and you will need to supply the following: pens, name tags and meal tickets. Registration sheets for the commissioners will be provided. Please have a registrar remain with the sheets at the table for two hours after the meeting has started in case of late arrivals.
5. Packets of materials are distributed to commissioners during the registration time. In addition to the registration table, one other table should be provided for the packets and any additional reports.
6. One 6-8 foot table needs to be set in a prominent place for a display by the Resource Center.
7. A table needs to be placed at the front of the sanctuary (for use by the Stated Clerk and Temporary Clerk).
8. In addition to the microphone at the pulpit and/or lectern, it is helpful to have another microphone located next to the clerk's table for people who wish to speak from the floor.
9. Please forward to me, as soon as possible, directions to the church for Commissioners traveling from York, Lancaster and Chester Counties.
10. Churches hosting Presbytery are asked to provide child/nursery care if requested by parents three days prior to the meeting. They will call your church office with this request. Also, those adults with special diet requests will do the same. (Please make copies of the enclosed Child/Nursery Care form for each parent to fill out when they drop off their child.)

11. Please do not throw away any of the reports or materials placed on the tables. They will be collected after the meeting and returned to the presbytery office for possible further distribution.
12. You are expected to provide fairly traded coffee for the meeting. **Presbyterian Coffee Project:** Good Coffee for a Good Cause/Offers a living wage to Third World Coffee & Tea Growers. To order coffee, tea or cocoa go to: <http://www.pcusa.org/coffee/> or call (774)776-7366. If you want to be reimbursed for your purchase of Fairly Traded Coffee, please submit your receipt to the presbytery office.
13. Honorariums and other expenses for meetings should be handled by the church or, with prior approval of the Moderator, be budgeted through the presbytery.
14. Please fill in the enclosed "Inclusive Form for Churches Hosting Presbytery" and return it to the address found at the bottom of the form.

If possible, I will stop by the church the day before Presbytery to drop off and arrange materials for the meeting. If not possible, I will bring them an hour and a half before the start of the meeting. Please have the tables set up the day prior to the meeting and, on the day of the meeting, have volunteers available at 8:00 a.m. to help carry materials that will be displayed or distributed.

The Moderator of the Presbytery should be contacting you in regards to planning the worship service. If you have any questions about the preparations for hosting Presbytery, please contact me at: **Telephone: (717) 548-3719, E-mail: StatedClerk@donegalpby.com.**

Yours-in-Christ,
Bill Netting
Stated Clerk

Copies to Pastor and Clerk of Session