

Preparing to Host the Presbytery of Donegal

Version: Dec 15, 2006

1. Refreshments should be available one hour before Presbytery meeting.
2. Plan to accommodate approximately 160 commissioners.
3. Churches are permitted to charge \$5.00 for lunch or \$6.00 for dinner. If there is a surplus of income over expenses, the host church should consider contributing the surplus to the Presbytery's Hunger Program.
The dinner meetings are scheduled for March, September, and November, (no meal for April and May meetings). The lunch meetings are scheduled for January and June.
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 and name tags. Registration sheets for the commissioners will be provided.
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, Permanent 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 care if requested by parents three days prior to the meeting. They will call your church office with this request. Also, those with special diet requests will do the same.
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 www.pcusa.org/coffee.

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.

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, Fax: (717) 548-2549, E-mail: netting@epix.net**

Yours-in-Christ,

BILL NETTING

Copies to pastor and Clerk of Session