

*Guidelines for the Host Church  
for  
A Meeting of Redstone Presbytery*

Date of Presbytery Meeting \_\_\_\_\_ Meeting Convenes at \_\_\_\_\_

Expected Adjournment \_\_\_\_\_ Office Staff Arrive at \_\_\_\_\_

**REGISTRATION AREA, etc.**

- Three registration tables (8 ft.) in order to provide ample space for presbyters to register.
- Two tables (8 ft.) for Resource Center display. Resource display can be in another area but easily accessible to registration.
- One table (8 ft.) for Pine Springs Camp.
- One table (8 ft.) for Presbyterian Women.
- Availability for additional tables if needed. Redstone staff will provide numbers as soon as possible.
- Room for the Prayer Team.
- Coffee/Beverages/Donuts/Cookies available during registration. Council asks that each church serve Fair Trade or Equal Exchange coffee at Presbytery meetings. If your church is not currently participating in either the Fair Trade Coffee Program or the Equal Exchange Coffee Program, coffee will be provided (1 bag of regular and 1 bag of decaf) to use for the Presbytery meeting.
- One or two helpers from your congregation to assist staff with carrying various registration materials in and out of the church, and to assist with directions or other local matters.

**SANCTUARY**

- One table (6 or 8 ft.) in front of sanctuary facing commissioners for Stated Clerk and Assistant Clerk along with two chairs. (This table MUST be within view of the Moderator)
- At least one floor microphone, if available. Hopefully someone from the congregation will be with us throughout the meeting to handle sound.
- One table (6 or 8 ft.) near an electrical outlet for computer/projection equipment to be set up.
- Screen, if available.
- Extension cords or ample electrical outlets for equipment.

**WORSHIP SERVICE**

- Organist/Choir is optional, but encouraged to allow more of your folks to lead the presbytery in worship.
- The host pastor plans the worship service in conjunction with the Presbytery Vice-Moderator, and the bulletins can be duplicated at the Presbytery office if desired. If bulletin is not already done in large print, at least 10 large print bulletins will need to be printed as well. If host church does not already use Gluten-free crackers or bread for communion, it will be provided by Presbytery staff.
- The Vice-Moderator will contact the host pastor about the arrangements for the service.

**PARKING**

- Adequate parking for 110-125 presbyters.
- Reserved spaces for handicapped, in addition to your normal spaces.
- Attendants in the parking area to direct traffic flow. We will not be as familiar with your facility as you are.

### DININGROOM

- Accommodations for feeding 110-125 people during mealtime, if applicable.
- Collection baskets on each table for donation (\$5.00) for meal.

### RESTROOM FACILITIES

- Adequate facilities to accommodate expected usage. Directional signs around your campus would be extremely helpful.

*The Office Administrator will meet with you the month prior to the meeting to go over all of these arrangements with you. If you have any questions as you prepare to welcome us, please do not hesitate to ask when she visits or call the Presbytery office at 724-837-6737.*