

PRESBYTERY OF MID-KENTUCKY

Presbytery Gathering Arrangements Checklist for the _____ Stated Meeting

Check	Items Needed
	<p>General information: Worship is planned by the presbytery’s Worshipful Work Committee, chair, David Gambrell, David.gambrell@pcusa.org. The presbytery will need access to your worship space piano or organ. We hope your keyboardist will play. Presbytery will reimburse for the cost of the musician.</p> <ul style="list-style-type: none"> • February worship includes celebration of Communion. The host church needs to provide Communion elements and Communion servers. • May worship includes commemoration of ruling elders and minister members who have died in the previous year • September and November have no regular additional elements for worship <p>Presbytery will need the following for all worship all: microphones/sound system and someone to run it</p> <p>Worshipful work committee will provide worship bulletins including a QR code for worship offering. Offering is collected through online and in person registration.</p>
	<p>Two months before meeting date, host congregation selects a point-person for the event (preferably not the pastor) and shares the information with Mary Kutter, mary@midkentuckypresbytery.org and Jerry Van Marter, jerry@midkentuckypresbytery.org.</p>
	<p>Two months before meeting date, local host shares desired offering designee for the presbytery’s worship offering with Jerry Van Marter, jerry@midkentuckypresbytery.org, and Mary Kutter, mary@midkentuckypresbytery.org. Offering recipient is typically a session sponsored ministry of host and is subject to approval by the Coordinating Commission.</p>
	<p>Two months before meeting date, host decides if lunch will be provided and communicates decision to Mary Kutter. Lunch is required at February meeting and is optional for all others. Lunch is \$10 with online payment, \$15 if paid at the door. The host can cater or cook and be reimbursed for the meal cost from the presbytery. A vegetarian option should be provided.</p>
	<p>Six weeks before meeting date, Andrew Hartmans, andrew@midkentuckypresbytery.org, contacts host point-person and coordinates with the host’s technology person technology needs, equipment, etc. All Mid-Kentucky meetings are held in person and via Zoom in a hybrid fashion.</p>
	<p>Six weeks before meeting date, Mary Kutter will contact host point-person to set up a Zoom consult planning meeting (if desired)</p>
	<p>Six weeks before meeting date, host will communicate to David Gambrell, chair of the presbytery’s Worshipful Work committee, David.gambrell@pcusa.org, if the host’s musician is available to play for the presbytery worship service. The presbytery will be glad to reimburse for the cost, if any.</p>
	<p>One month before meeting date, the following information needs to be emailed to Mary Kutter, mary@midkentuckypresbytery.org:</p> <ul style="list-style-type: none"> • Map to the host site • Parking information • Name of WiFi network and password • Whether there will be lunch, if not already communicated

	<p>One month before meeting date, host determines how it will meet the presbytery meeting childcare policy. The policy requires EITHER: 1. No nursery/childcare provided on site and the presbytery will reimburse childcare costs to individuals. OR 2. Host provides an onsite nursery/childcare with at least 2 non-related attendants, one of which is at least 18 years of age, with background checks on file by the church. Presbytery will notify 10 days before of the exact number and ages of children. Host notifies Mary Kutter which option they chose.</p>
	<p>Seven days before meeting date, Mary Kutter will provide notice to the host point-person number current registered lunches (regular and vegetarian).</p>
	<p>Three-four days before meeting date, Mary Kutter will email the host the following documents as attachment. The host should print and make the following copies:</p> <ul style="list-style-type: none"> • 20 copies of the latest meeting agenda only, not the entire meeting packet • 20 copies of the on-site registration form • One copy of the worship offering QR code • Several copies of the Presbytery Registration list including who has paid, requested lunch, etc. • One copy of the “Late registration, please check your name off of the list, or complete a blank registration form” sign
	<p>Day of meeting host provides:</p> <ul style="list-style-type: none"> • Volunteers to act as parking attendants and to give directions • Registration room/entryway with two six-foot or one eight-foot registration table and three people, 130 sticky backed nametags, markers, copies requested above. Registration and refreshments can be held in the same room, if large enough • 1-2 volunteers to work the registration table in partnership with presbytery staff • Presbytery will provide 1-2 staff to receive credit card payments for the meal (if any), registration and worship offering. Checks made out to Mid-Kentucky Presbytery. Cash accepted for exact amount only. • 1-2 display tables with chairs in the registration are for various agencies. Some agencies will call to reserve a table; some will just show up the day of the meeting • Pre-meeting refreshments in a large room/fellowship hall. Coffee, tea, cold drinks, and snacks as commissioners arrive. Consider dietary restriction.
	<p>Day of meeting Special rooms as needed:</p> <ol style="list-style-type: none"> 1. Session Minutes and Registers Review Room. Tables and chairs for 20 people to spread out books and registers for review. 2. February meeting only. Rooms for Leader Development Day workshops. Christian Ed Committee chair should be in contact with the church with these arrangements.
	<p>Day of meeting - In the room where the business meeting will be held, clerk’s table large enough for 2 people, with 2 comfortable chairs, placed at the front of the room near the moderator.</p>