

**PRESBYTERY OF EAST IOWA
PROTOCOL FOR STATED AND CALLED MEETINGS
GUIDANCE FOR HOST CHURCHES**

PLANNING FOR THE MEETING

- In preparation for the meeting, the host church should form a planning committee as soon as possible after agreeing to host the meeting.
- The planning committee should announce to the congregation that the Presbytery will be meeting at the church on the scheduled date and time. This is a great opportunity to help folks in the church understand that the Presbytery is composed of all of the churches in a particular geographic area, including their own church.
- **If a meal is to be served**, the planning committee should plan the lunch. The Presbytery has voted to charge up to \$10 per person. The cost of the meal should reflect the actual cost of preparing or catering the food. The average attendance at Presbytery runs around 85-100 people. There should be a vegetarian and gluten-free option available. On the registration deadline, the Presbytery office will provide a current count of meals needed along with how many vegetarian and gluten-free meals to provide. Presbytery policy is that persons must register in order to receive a meal; however it is wise to plan a few extra meals just in case.
- **If no meal is to be served**, the church may wish to provide light snacks and drinks for folks to enjoy throughout the meeting.
- **Three volunteers should be designated to assist with registration.** Their duties are detailed below. **The church is responsible for providing a cash box and change for meal registration** so that the church can directly collect the payments for meals.
- **The planning committee should also plan to offer childcare during the meeting so that parents of young children may attend as minister members or commissioners.** Parents will indicate the need for child care on the registration form. **Remember that those who serve as childcare workers must be vetted through background checks in accord with the Presbytery Childcare Policy.**

Childcare is provided free of charge for those attending the meeting. If your church does not have vetted volunteers to provide childcare, please contact the Stated Clerk to make arrangements. Parents will be informed that they should provide snacks and meal items for their children, and also

they can indicate if their children have any medical conditions or food allergies.

Here is the detailed explanation of volunteer tasks and numbers:

- **Greeters:** 6-8 greeters located at the various building entrances to answer questions and provide directions. These persons should be in place at the time registration starts.
 - **Parking lot attendants** to assist participants and help disabled persons locate accessible parking spaces
 - Three persons to assist with **registration**; if a meal is to be served, one of these persons will be the designated meal ticket agent. The church will need to provide a cash box and change. The Presbytery reserves 10 tickets for each meeting for officers, staff, and guests of the Presbytery. The Finance Manager will send payment for these meals to the meeting.
 - Two people designated for **child care/activities** **{NOTE: These persons must meet the requirements of the Presbytery Child Protection Policy}**
 - People in charge of **providing the meal or snacks.**
 - Someone to **seat late comers, register them, and deliver attendance sheet to Stated Clerk**
 - Someone in charge of the **sound system**
 - Someone to help **post signs in advance of the meeting**—Presbytery will bring signs and Plasti-tack for use if necessary.
- **Discuss in advance with the Stated Clerk where the meeting will take place**—will all of the meeting happen in the sanctuary or fellowship hall, or will the meeting be split between locations? The Stated Clerk will usually have advanced information as a result of the planning process conducted by the Presbytery Coordinating Commission
 - **In the meeting space, the following equipment needs to be provided:** a podium with microphone for the Moderator, a table with microphone for the Stated Clerk, and at least two additional microphones with stands. For

some meetings, a projection system may be necessary. The Presbytery does have projection and sound equipment that may be used, if necessary.

- Send the Stated Clerk information on **what parking areas will be available** for Presbytery Commissioners. In particular, we will need to designate an area for those with physical disabilities to enter the church.
- There may be pre-presbytery workshops if we have a guest speaker/leader or major issues to discuss. The Stated Clerk will let you know as soon as possible how many rooms for pre-presbytery workshops are necessary and how many folks are estimated for each workshop.
- **A space will also need to be reserved for display tables.** Usually the Presbytery receives 2-3 requests for display space.
- The Presbytery will coordinate the theme, flow, and worship for the meeting in advance with your church's planning committee. The Presbytery requests that **the host church designate individuals to serve as ushers** during worship. If you have questions about these plans, please contact the Stated Clerk.

ON THE DAY OF THE MEETING

- If parking is limited or special directions are needed (for example, parking cars in a grassy area), please have a sufficient number of church members in place to direct traffic flow.
- The registration volunteers should arrive at least 30 minutes prior to the start of registration to assist with welcoming and registering those who attend the meeting. Long tables should be provided in the registration area for name tags, registration sheets, handouts and other materials.
- Coffee, tea, lemonade may be provided as hospitality as people register.
- For meal service, it is advisable to serve pre-filled plates or boxed meals to folks at the tables rather than using a buffet line system. The time available for meal service is limited, and it is preferable if presbyters and guests can relax a bit over the meal rather than rushing to the rest of the meeting.

The Presbytery deeply appreciates your church's hosting a meeting of our covenant community. We are grateful for your mission and ministry in our midst.