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

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.

IMPORTANT CONTACTS

Presbytery Staff (for any questions or information regarding the meeting):
LeAnn Otterbein (leann@peia.org)
Bobby Outterson-Murphy (bobby@peia.org)
Worship Team (please include LeAnn and Bobby in emails regarding worship):
Katrina Bergman (brgmnk@gmail.com)
John Allen Bankson (RevJATB@gmail.com)

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. Churches may charge up to $15 per person for the meal and pre-meeting snacks. The cost of the meal should reflect the actual cost of preparing or catering the food. The average attendance at Presbytery runs around 55-75 people. There should be vegetarian and gluten-free options 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 you must register in order to receive a meal; however, it is wise to plan a few extra meals just in case.

- Beginning an hour before the start of the meeting, people may gather for fellowship. The church may wish to provide light snacks and drinks for folks to enjoy. Coffee and pastries for morning meetings.

- Churches are responsible for collecting the payment for the meal by accepting cash and checks. Churches may also provide a QR code for digital payments.

- Childcare is offered when registering. Churches should be prepared to offer childcare, but know that it might not be needed. A childcare count will be provided when the lunch count is sent to churches.

Childcare is provided free of charge for those attending the meeting. If your church does not have vetted volunteers to provide childcare, please contact LeAnn at 319-354-9220. Parents will be informed that they should provide snacks and meal items for their children and also indicate if their children have any medical conditions or food allergies.

- Discuss with Bobby if the meeting (or workshop, if applicable) will need to take place in a location other than the place of worship.

- The following items are needed in the meeting space: a podium with microphone for the Moderator, a table with microphone for the Stated Clerk, and at least one additional microphone with stand.

- There may be post-meeting workshops if we have a guest speaker/leader or major issues to discuss. Bobby will let you know as soon as possible how many rooms for workshops are necessary and how many folks are estimated for each workshop.

- Two tables will be needed to be used as display tables. Usually the Presbytery receives 2-3 requests for display space.

- The Presbytery will coordinate the theme, schedule, worship, and potential workshop for the meeting. If there are any musicians from the host site who would be willing to share their time and talent for worship, please communicate that to the presbytery contacts, listed above. The worship bulletin should be prepared by the host church in conjunction with the PEIA Worship Team (please include the QR code, provided by PEIA staff, for the donation link to the Unified Mission Fund for the offering).

Volunteer Tasks:

- Greeters and Ushers: 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. We will also need a few of them to pass plates or baskets during worship when we collect the offering for the Unified Mission Fund (there will also be a QR code).

- 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.

- Two people designated for child care/activities

- People in charge of providing the meal or snacks.

- Someone in charge of the sound system and connecting to Zoom if the meeting is hybrid.

- If applicable, provide a communion set and elements (grape juice and gluten-free bread).

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 about 15 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 and pastries or snacks may be provided as hospitality as people register.

- For meal service, please be flexible. Although our meetings follow a schedule, we do not always finish at the assigned time. Please have someone available to provide instructions (if needed) about the meal.