



Getting Organized

A Presbytery Hosting Committee should be formed by the host church several months ahead with representatives of the Session, Presbyterian Women, and others. Representatives of this Hosting Committee may want to attend the meeting of presbytery preceding the meeting your church will host.

Directions to Your Church

You should prepare a travel map on how to get to your church and send these to the office of presbytery (826 Liberty Expressway, S.E.; Albany, GA 31705) at least **30** days prior to the meeting you will host. These will be printed as part of the Presbytery Packet that is mailed to each Commissioner. It should show the routes to your church from the Columbus, Macon, Valdosta, and Albany areas. Please be sure the map is legible and detailed enough so that we do not lose anyone!

Registration

It is helpful to have signs clearly indicating directions to parking areas, directions to meeting rooms, rest rooms, refreshments, etc. You may also want to have those members of your church who are serving as host/hostesses identified with special name tags.

Registration begins at 9:00 a.m., and needs to be in an area with plenty of room close to - but not adjoining - the room where the presbytery will meet (this cuts down on the noise in the meeting room). The presbytery office provides everything needed for registration including the colored dot Lunch stickers. **Your church will need to provide two waste baskets, and a minimum of three tables (two long ones for registration - one for registration and one to hold the name tag board, and one for Lunch tickets).** It is the church's responsibility to provide volunteers to sell lunch tickets and to provide change. If more tables are required for display or other purposes you will be notified in advance of the meeting.

Meeting Area

There should be a table with two chairs for the Stated Clerk and Recording Clerk at the front of the general meeting area, next to the moderator's podium. In addition to the moderator's podium and the Clerk's table it is helpful to have a small podium for those who make reports to the presbytery. There needs to be a public address system with microphones at the moderator's podium, the clerk's table, and at the small podium.

A room is needed for new Commissioner orientation at 9:30 a.m. This meeting ends at 10:00 a.m. The room will need to be equipped with a table and be able to seat 20 people.

There are times when the presbytery requires additional meeting rooms for small group meetings or other committee meetings in conjunction with presbytery. Your church will be contacted of these needs in advance of the meeting.

Child Care

Please make arrangements to provide a nursery for the young children of Commissioners. Commissioners are instructed to contact the church directly with their child care needs - prior to the meeting. Also, please remember that the children will need lunch space and meals as well.

Lunch

The Host Church should prepare (or have catered) lunch for the commissioners of presbytery. The cost of lunch (which should be set to help defray the cost of the refreshments as well) should fall between \$4.00 and \$6.00 per person and will be paid on the day of the meeting by the individual commissioners. It is the church's responsibility to set the cost of lunch and to provide that information to the presbytery office at least **30** days prior to the meeting.

Refreshments

Refreshments (Danish, pastry, coffee, soda, etc.) should be available upon arrival and throughout the morning.

Welcome and Announcements

Someone should be designated to make welcome and announcements to the presbytery the day of the meeting. This person's name should be submitted to presbytery at least **30 days** prior to the presbytery meeting. (This time is docketed on the agenda, at the beginning of the meeting). Plans for lunch (is it buffet or served?), and directions to rest rooms, should be conveyed to the presbytery at this time.

Meeting Times

Registration begins at 9:00 a.m., and the Presbytery convenes at 10:00 a.m. Lunch is at the end of the meeting, normally shortly before or after 1:00 p.m.

Other Questions?

This information is by no means all inclusive and we invite you to call the presbytery office with your questions and concerns at any time during your planning process. 800-411-8029 or 229-435-9726 ext. 22