

PRESBYTERY OF SAN FERNANDO
INFORMATION FOR HOST CHURCH
Revised 2010

Thank you for agreeing to host a meeting of Presbytery. The guidelines below should help you in making all the necessary arrangements. Please feel free to call (818-891-4781) or email Pat Johanson (pjohanson@sfpresby.org) at the Presbytery office if you have any questions. We are here to help and want you to enjoy your hosting experience.

1. **BEFORE THE MEETING:** Presbytery generally begins at 3:00 pm on a Tuesday or 9:00 am on a Saturday. People usually begin to gather an hour beforehand. The docket is sent to all pastors and session commissioners about ten days before the meeting date. The usual attendance is 70-80.
 - a. **MEETING ROOMS:**
Committees wanting meeting rooms before Presbytery convenes should have contacted the host church previous to the day of Presbytery; however, it wouldn't hurt to be prepared for occasional last minute requests.
 - b. **PARKING:**
 - 1) Direction signs if not clear from the street
 - 2) Parking lot attendant(s) if required
 - c. **TELEPHONES:** Although most people today have cell phones, a telephone should be available if needed.
 - d. **REST ROOMS:** Well marked or with direction signs
 - e. **REGISTRATION - VESTIBULE OR NARTHEX:**
 - 1) Two 3' x 6' tables for handout materials and registration sheets, in the middle of the room so both sides of the tables can be used. Please also have a 3 x 6 table available for the Peacemaking Committee.
 - 2) ***Printed name tags will be provided by the Presbytery*** and will be handed out at the time of registration.
 - 3) ***Please assign two church members to help with registration.*** Instructions will be given by Pat who will arrive around 2:00 pm for a Tuesday meeting or 8:00 am for a Saturday meeting. It would be helpful if assistance with registration can be offered throughout the morning or afternoon for late delegates and visitors.
 - 4) Several local church members (tagged) are helpful in responding to random questions by presbyters who may be unfamiliar with the area.
2. **SANCTUARY:**
 - a. In the front of the Sanctuary, one 3' x 8' table, wastebasket, two chairs and a pitcher of water.
 - b. An adequate PA system, podium microphone, and floor microphone available in the front center aisle; if available a roving floor microphone is helpful but not required.

- c. If you have a Power Point projector available for persons giving visual presentations, that would be appreciated. Ideally you should know beforehand if it will be required, but we have been surprised on occasion.

3. **FOOD ARRANGEMENTS:**

A light snack (e.g., coffee, tea, cookies, etc.) is appreciated by presbyters as they gather. Having them available for the hour before the meeting convenes is sufficient.