

**Blackhawk Presbytery**  
**Information for Churches Hosting Presbytery Meetings**

Thank you for your willingness to host a meeting of the members of Blackhawk Presbytery. The information below should assist you in planning for the meeting. If you have any questions or need additional information, please contact Rev. Dr. John Rickard at 815.732.6111 x 603 (johnrickard@blackhawkpresbytery.org) or Staff Assistant Loreen Stravers at x 610 (loreen@blackhawkpresbytery.org).

**Number of Participants:** Plan on 120

**Reimbursement to host church:** \$800

**Meeting Time:** Registration normally begins at 9 a.m. and the meeting convenes at 9:30 a.m. Meetings normally conclude no later than 3:30 p.m. Staff, officers, and exhibitors may begin arriving as early as 8 a.m. Loreen will notify you if there are significant changes in this schedule 2 weeks before the meeting.

**Worship:** The host church is normally responsible for planning worship for the meeting. Plan a service of no more than 45 minutes and prepare the worship bulletin. You are welcome to invite other pastors and elders to be part of the worship team. Many of our members appreciate receiving communion at presbytery meetings, but it is not required.

In some instances, worship may be planned by another group. If that is the case, you will be notified at the earliest possible time and put in contact with the group that is planning worship. It is likely that members of your congregation will be asked to assist.

**Accessibility:** The sanctuary, meeting rooms, dining area, and at least one restroom should be accessible by those in wheelchairs or motorized scooters and by those who have difficulty walking or managing stairs. Accessible parking is needed as well.

**Space/Furniture/Equipment/People:**

Worship/plenary space for 120

- 1 podium microphone and 2 floor microphones for the business plenary
- Table and 2 chairs at the front of the space for the stated clerk and recording clerk
- Screen and projector (Presbytery can supply projector if necessary)
- Sound technician; media technician if church has integrated computer/projection system

Registration area—should be near the main entrance

- 4, 6-foot or 8-foot tables and 4 chairs
- Wastebasket
- 3-4 people to handle registration; at least one person should be able to stay in the area until after lunch—there are always a few latecomers!

Network & Partnership Center (exhibits)—should be in a public location in the traffic patterns of the meeting, if possible near registration or morning snack

- Minimum of 4, 6-foot or 8-foot tables; exact number will be provided 1 week before the meeting
- Electric outlets near one table

#### Dining area

- Seating for 120
- People to assist with directions and serving

#### Meeting or breakout rooms

- One meeting room for new elder orientation at 9:15 am (near registration area if possible).
- If breakout rooms are needed, Loreen will provide an exact number of rooms at least 1 week before the meeting. Classrooms, library etc. and parts of the sanctuary can be used. If you will provide a map designating room locations, Presbytery can provide signage, markers, and as many chart pads and easels as necessary (please let us know how many your church can provide).

**Parking:** It is helpful to have a designated drop off area close to an entrance for those coming with materials and exhibits for the meeting, as well as people to give directions and assist with parking. If there are parking complications—for example parking across the street or in another facility's space, let us know and we can publicize it in advance.

#### **Food:**

- Provide morning coffee and refreshments (preferably “finger foods”) for 80-100
- Provide lunch for 120. Many of our members have health conditions that require them to limit sugar, fat, and/or salt; some are vegetarian or vegan. It is helpful to offer some low fat, low sugar alternatives and to offer green salad with dressing on the side.

**Childcare:** While usually not required, be prepared to provide appropriate space for childcare and an attendant. Loreen will notify you if they are needed a week before the meeting.

**Signage/Directions in the Church:** Make sure that restrooms, meeting rooms, registration and hospitality area, network & partnership center, and other facilities are clearly marked and provide people to assist participants in finding their way around the church.