

Providence Presbytery

Host Guide

The host church should be prepared for arriving commissioners by 9:00 A.M. The meeting will start at 9:30 A.M.

There will need to be a registration table at the entrance. Please have only one place to register to avoid confusion. We will have one table for ruling and teaching elders and a second table for missionaries and visitors. I will bring the sign-up sheets. The host church often provides ID badges and pens.

The host church often provides some light refreshment for arriving commissioners: coffee, juice, pastries, fruit, for example. The host church often provides a snack table for use during the meeting. This is at the discretion of the host church.

There will need to be a table with two chairs at the front of the meeting room for the stated clerk and the recording clerk.

Some churches give their main pulpit to the moderator and set up a second lectern or pulpit with microphone for committee chairmen to use in giving their reports. Some churches provide additional microphones for candidates being examined and/or for commissioners addressing the moderator during the meeting. This depends on the acoustics and the sound system of the host church. If acoustics require the use of a sound system, someone will need to have it turned on.

A few chairs will be needed at the front for the use of candidates being examined.

Our Standing Rules give the following guidance on Stated Meetings:

2. Time and Place of Meetings

2-1. Stated Meetings

2-1.a. Presbytery shall hold four Stated Meetings each year. These ordinarily shall convene on the second Tuesday of February, May, and November and the first Tuesday of August at 9:00 a.m. Presbytery shall set the place of its meetings. The Presbytery may, by a majority vote of those present and voting, change the time and/or the date of the next Stated Meeting. In an emergency, the moderator may change the time and place of the meeting, or if the moderator is unable to act, the Stated Clerk may perform this function.

Every stated presbytery meeting will begin with worship. The host church is responsible for planning and leading the service. Musicians and/or will be provided by the host church and the preaching will be done by a teaching elder of the host church's choice, in concert with the Candidates and Credentials Committee and approved by the Administration Committee at their stated meeting. Partaking of the Lord's Supper is optional, at the discretion of the host church. If the Lord's Supper is observed, the host church will insure adequate ruling and teaching elders are available so the Supper may be served with proper reverence and efficiency and according to Biblical and Confessional standards.

The host church usually does one of three things regarding the noon meal:

1. Provides a meal on the church facilities and charges for it.
2. Provides a meal on the church facilities and does not charge for it.
3. Provides commissioners with a map to nearby eating establishments.

It would be good if the church's plans in this regard were known at the Administration Committee meeting. If option 3 is chosen, the Administration Committee might want to allow more than one hour for lunch.

If you have any more questions, please let me know.

John D. Carrico
Stated Clerk
Providence Presbytery