

## **Blackhawk Presbytery Information for Churches Hosting Hybrid 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 the meeting.

**Number of Participants in Person:** Plan on 50 (we will take reservations and try to give you a more accurate number about a week before the meeting).

**Reimbursement to host church for food:** \$500

**Meeting Time:** Registration normally begins at 9 a.m. and the meeting convenes at 9:30 a.m. Meetings normally conclude no later than 2:30 p.m. Staff and others 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. All registration materials and signage are provided by the Presbytery.

**Worship:** The host church is normally responsible for overall worship planning, although the preacher and communion officiant are chosen by the Visioning and Assembly Planning committee (VAP). In consultation with these leaders, plan a service of no more than 40 minutes, including communion. Please prepare a worship bulletin well in advance and email it to the Presbytery office, so it can be available for online participants in the meeting packet. Commissioning individuals to service is often a part of the service and an offering is taken as well – the VAP will choose the recipient. You may use the communion logistics familiar to your congregation - a gluten-free communion bread option is appreciated.

**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.

### **Technology Goals and Requirements for a Hybrid Assembly Meeting**

In order for zoom attendees to feel equally included at hybrid meetings, we ask that churches interested in hosting a Presbytery Assembly meeting check the following boxes:

- You must have a Wi-Fi upload and download speed that will support a zoom meeting.
  - If your Wi-Fi bandwidth is a concern, we suggest limiting the use of your network by participants.
- You must have a camera to livestream the meeting. This will require a sound/video board with internet connectivity and with audio and video connections.
  - If needed, Presbytery can provide a phone camera to livestream the audience and audience comments.
- You must have 3 or 4 microphones to accommodate the moderator (pulpit), the clerk (front row), the audience (center aisle), and the communion officiant (preferably a hands-free mic at the communion table).
- Do you use an overhead monitor or a projector and screen to display PowerPoint presentations?
  - Monitor OR
  - Projector and screen

- Do you have an extra screen to project the zoom participants? Presbytery can provide a projector and laptop, but we do not have a screen.
- Will you project the outline for worship and song words?
  - If not, please run copies of a paper bulletin **and**
  - Provide a pdf of the bulletin well in advance, including song words, for online participants, so we can include with the meeting packet.
- Please provide a table in the front of the meeting space/sanctuary for Presbytery staff with electrical hookup for 2 laptops.

If you need to pay your technology person, please contact us since their help is critical to running a smooth meeting.

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

Worship/plenary space for 50

Registration area—should be near the main entrance

- 2, 6-foot or 8-foot tables and 2 chairs
- Wastebasket
- 1-2 people to handle registration; at least one person should be able to stay in the area until the morning break —there are often a few latecomers

Exhibits Area—should be in a public location in the traffic patterns of the meeting, if possible near registration or morning snack

- 2, 6-foot or 8-foot tables; exact number will be provided 1 week before the meeting

Dining area

- Seating for 50 - 60
- People to assist with directions and serving

Meeting or breakout rooms

- 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:** If there are parking complications—for example parking across the street or in another facility's space, let us know so we can publicize in advance.

**Food:**

- Provide morning coffee and simple refreshments (preferably “finger foods”) for 35 - 40
- Provide lunch for 50 attendees plus your church volunteers. Some members appreciate gluten or dairy-free options; some are vegetarian. It is helpful to offer a green salad with dressing on the side and a main entrée alternative that is gluten free (a couple of servings). Specific needs are requested upon registration and will be communicated to you.

**Childcare:** Not currently provided.

**Signage/Directions in the Church:** If necessary, make sure that restrooms, meeting rooms, registration and hospitality area, Exhibit Area, and other facilities are clearly marked.

If you have any questions or need additional information, please contact:

- Rev. Eric Heinekamp at 779-771-1896 ([eric@blackhawkpresbytery.org](mailto:eric@blackhawkpresbytery.org)) or
- Office Administrator Loreen Stravers at 779-771-2088 ([loreen@blackhawkpresbytery.org](mailto:loreen@blackhawkpresbytery.org)).