

# Covenant Presbytery

## Host Guide

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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. I 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. (Not necessary if the church has pews.)

Our Standing Rules give the following guidance on Stated Meetings:

3. Meetings
  - 3-1. Stated Meetings
    - 3-1.a. Presbytery shall hold (3) three Stated Meetings a year, on the first Tuesday in February and October, and the third Tuesday in May at 9:30 a.m. The sacrament of the Lord's Supper shall be celebrated at the February and October meetings. The place of each meeting shall be determined at the previous meeting. The Presbytery may approve and announce special observances, memorial services and other particular forms of worship agreeable to the word of God and unto His glory.

The host church provides the elements for the Lord's Supper service. The host pastor can ask his own church's elders to assist in the service, or he can ask other elders who will be attending the stated meeting. There is no Lord's Supper service at the May meeting, but there is a worship service. Either the moderator or someone of his choosing will preach, often someone having to do so as part of an examination. Someone will be needed to play the piano and/or organ during

the worship service. The time of the worship service will be indicated on the proposed docket recommended by the Administration Committee. Recently, the presbytery has convened with worship at 9:30 A.M. The Administration Committee will meet three weeks before the Stated Meeting.

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.

Below are attendance numbers at recent stated meetings (last 10 years) based on the presbytery minutes:

<b>date</b>	<b>meeting</b>	<b>Host</b>	<b>TEs</b>	<b>REs</b>	<b>visitors</b>	<b>Total</b>
02/06/07	109	CPC, Little Rock	37	16	21	74
05/22/07	110	RRPC, Germantown	53	24	18	95
10/02/07	111	CPC, Oxford	43	23	24	90
02/05/08	112	Christ PC, Olive Branch	43	23	18	84
05/27/08	113	Covenant PC, Cleveland	37	17	20	74
10/07/08	114	Independent PC, Memphis	54	25	22	101
02/03/09	115	Lawndale PC, Tupelo	50	23	8	81
05/26/09	116	Hickory Withe PC, Eads, TN	43	24	12	79
10/6/09	117	Covenant PC, Fayetteville	30	8	6	44
02/02/10	118	Grace Evan., Germantown, TN	50	19	18	87
05/25/10	119	River Oaks Reformed, Germantown, TN	49	34	35	118
08/05/10	120	Main Street Presbyterian, Columbus, MS	53	27	22	102
02/01/11	121	IPC, Memphis, TN	55	30	14	99
05/24/11	122	FPC, Indianola, MS	50	23	6	79
10/04/11	123	St. Andrews, Cordova, TN	49	15	20	84
02/07/12	124	Covenant Presbyterian, Little Rock AR	44	21	14	79
05/22/12	125	New Beginnings CC, Memphis, TN	51	22	18	91
10/02/12	126	Covenant PC, Hot Springs, AR	39	17	11	67
02/05/13	127	Grace Presbyterian, Troy, TN	59	15	22	96
05/28/13	128	Westminster Presbyterian, Greenwood, MS	41	19	16	76
10/01/13	129	Christ Church, Conway, AR	44	14	11	69
02/04/14	130	IPC, Memphis, TN	47	29	13	89

05/27/14	131	Christ Presbyterian Church, Oxford, MS	42	22	20	84
10/07/14	132	Christ Presbyterian Church, Olive Branch, MS	48	16	27	91
02/03/15	133	Covenant Presbyterian, Cleveland, MS	49	18	15	82
05/19/15	134	River Oaks Reformed PC, Germantown, TN	48	20	17	85
10/16/15	135	Christ the King, Joplin, MO	36	11	18	65
02/02/16	136	Grace Evangelical Church, Germantown, TN	62	22	17	101
05/17/16	137	Hope PC, Hot Springs, AR	41	11	21	73
10/04/16	138	Westminster PC, Greenwood, MS	49	21	18	88
02/07/17	139	Christ Presbyterian, Oakland, TN	71	22	33	126
05/02/17	140	Christ Covenant, Hernando, MS	61	24	22	107
10/02/17	141	Covenant PC, Little Rock, AR	32	11	21	64

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

Robert Browning  
Stated Clerk  
Covenant Presbytery

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