

## **Guidelines for Churches Hosting Gatherings**

Opening a church for a Gathering can provide an opportunity for women in the congregation to work together with women from other congregations. Sharing time, resources, and hospitality can strengthen the connection shared by Presbyterian Women throughout the Presbytery of Eastern Virginia.

### **Duties of PWP CT: Plan, advertise, and manage the program**

1. Registration
  - Provide the CT secretary to assist with registration and preparing name tags (PWP CT members will register by churches)
  - Provide registration sheets with space for name, email/phone, and willingness to serve on the PWP CT
  - Provide the Gathering Coordinator or her designee to be responsible for pre-registration of childcare
2. Publicity
  - Prepare informational flyers including directions to host church and send them to each church
3. Speakers/Exhibitors
  - Make all arrangements for guest speakers/celebrant for communion/and workshop leaders (Note: in 2000 the PWP CT got blanket approval from PEVA for the CT's selection of a communion celebrant)
  - Make all arrangements for exhibits/displays
4. Financing
  - As approved by the Gathering Coordinator, help defray expenses
5. Equipment
  - Notify host church of any audio-visual or other equipment needed and provide it if necessary
  - Notify host church of number and size of rooms needed for workshops
  - Prepare a program booklet and arrange for copies

### **Duties of the PW in the Host Church**

1. Facilities
  - Provide Sanctuary or Fellowship Hall to accommodate the number expected
  - Provide workshop areas, with rooms clearly marked
  - Provide clearly marked bathrooms
  - Provide registration and resource/exhibit/display areas with tables
2. Registration
  - Provide name tags and marking pens
  - Provide ladies to assist with registration
  - Tally registration for credentials report which will be given by PWP CT Secretary
  - Give registration sheets to the PWP CT Secretary
3. Program
  - Work with the Gathering Coordinator on the format of the program
  - Secure organist/pianist and arrange for any special music
  - Provide elders and ushers for Spring Gathering
4. Hospitality
  - Provide hot and cold beverages and refreshments during registration and breaks. No meals are expected.
  - Propose a budget to the Gathering Coordinator to defray food and meeting costs
5. Child Care
  - Secure childcare workers and designate a room for that purpose. This is a pre-registration service only and the deadline for pre-registration will be at least 10 days prior to the event. Ladies requesting childcare are to notify the Gathering Coordinator who in turn will contact the PW of the host church.

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