

FALL GATHERING GUIDELINES FOR PRESBYTERIAN WOMEN

HOST CHURCH RESPONSIBILITIES:

1. Determine the persons to oversee the following responsibilities:
 - Coordinate information for publicity with the Cluster Leader, including registration cost, schedule, and registration form.
 - Receive and process reservations for the Gathering.
 - Coordinate sign-in sheets with the Cluster Leader. Ask for phone numbers and e-mail addresses. The Cluster Leader will want a copy of the sign-in sheets for her report.
 - Register attendees on Gathering day. Collect registration money (have change available).
 - Prepare name tags prior to Gathering day and have blank nametags available for those who do not pre-register. Make sure names are large enough to be read from a distance.
 - Prepare name tags or other identifier for host church women that designate they are hostesses.
 - Provide area for mission displays as requested by the Cluster Leader.
 - Plan the luncheon menu and serve lunch. Be mindful of cost when planning the meal. Include some flexibility.
 - Provide table decorations. Ideas include Sensibility jars, table blessings, mission information, and flowers from your yard.
 - Assign a cleanup crew.
 - Make signs to locate the registration area, restrooms, nursery, dining area and display table area.
 - Prepare to serve coffee, juice, and your choice of muffins etc. as attendees register.
 - Have greeters assigned to entrance to building.
2. Provide an organist/pianist. Special music is optional.
3. Provide a nursery attendant if needed.
4. Check sanctuary for hymnals, lighting, and audio-visual equipment as requested. Have any materials or setup requested by speakers available. Have an audiovisual system person available during the meeting.
5. On the day of the Gathering, have tables available for sign-in sheets, to receive luncheon money, and to distribute name tags. Consider space so there is not a bottleneck.
6. Be sure to give the sign-in sheets (or copies of same) to your Cluster Leader.
7. Work with your Cluster Leader in making this a successful Gathering.

Revised 06/16