

## **SPRING GATHERING GUIDELINES FOR PRESBYTERIAN WOMEN**

### **HOST CHURCH RESPONSIBILITIES:**

1. Determine persons to oversee the following responsibilities:
  - Coordinate information for publicity with the PWP Moderator, including registration cost, schedule, and registration form.
  - Receive and process reservations for the Gathering.
  - Coordinate sign-in sheets with the PWP Moderator. Ask for phone numbers and e-mail addresses. The PWP Secretary and Historian will want a copy of the sign-in sheets for their reports.
  - 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.
  - 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. If possible include other churches in the area to help with the Gathering.
3. Work with PWP Moderator on information on the invitation to the Gathering.
4. Provide an organist/pianist and, if desired, special music. Provide ushers and persons to receive the offering.
5. Provide a nursery attendant if needed. (Presbytery PW will cover cost).
6. 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.
7. 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.
8. Give the sign-in sheets (or copies of same) to Presbytery PW Moderator.
9. Provide space as requested for display tables.
10. Remember your PW Presbytery Moderator and Coordinating Team (PWPCT) are ready and willing to assist you in any way.