



Rev. David Stewart, Stated Clerk  
[www.suncoastfl.org](http://www.suncoastfl.org)

[DATE]

[CHURCH NAME]

[CHURCH ADDRESS]

[CHURCH ADDRESS]

[PASTOR],

Thank you for agreeing to host the Suncoast Florida Presbytery. Here is a checklist of the items you need to prepare to help Presbytery run smoothly. If you have any further questions, please let me know.

#### Worship Service

- Welcome Presbyters (bathroom locations, WIFI code, etc.) and pray for meal
- Prepare and lead Order of Worship
- Decide who will preach (Host pastor or delegate; preferably not a candidate)
- Prepare to serve communion

#### Meal

- Plan for 50 people
- Simple lunch (sandwiches, pasta, chicken, etc.). This is usually served at noon. The few who have dietary concerns bring their own lunches.
- Dessert
- Drinks: Coffee (reg. & decaf), water, soda or lemonade

#### Meeting

- Table for materials (sign-in sheets, pens, name tags, markers, etc.) No materials will need to be printed/assembled at the church.
- Podium and microphone
- Two chairs and small table up front for Stated Clerk and Recording Clerk
- Access to outlet or extension cord for plugging in laptops

Your brother in Christ,

Rev. David Stewart  
Stated Clerk, Suncoast Florida Presbytery