

Pittsburgh Presbytery Policy for Mission Fair Tables at Presbytery Meetings

When space permits, a Mission Fair will precede meetings of Pittsburgh Presbytery. With prior approval, presbytery-related groups will be assigned a table to display materials and have someone on hand to interpret them before the meeting.

Availability:

Mission fair space is available to groups affiliated with Pittsburgh Presbytery or the Presbyterian Church (USA) including but not limited to: Ministry Teams of Pittsburgh Presbytery; PCUSA agencies or mission co-workers; and other related institutions such as colleges, seminaries, and senior care facilities.

Other not for profit organizations that provide services utilized regularly by or likely to be of interest to the ministers and churches of Pittsburgh Presbytery may be granted mission fair space with the approval of the Ecclesiastical and Executive Committees. Requests by such organizations must be received by the deadline posted for requests for docket time on the presbytery website at: http://www.pghpresbytery.org/forms/form_files/stated_clerk_resources.htm

Individual churches may request mission fair tables to publicize events or efforts outside of the scope of routine worship or mission activities.

How to Request:

To reserve a table, please contact Assistant Stated Clerk Adrien Domske at 412-697-9207 or adomske@pghpresbytery.org by the date posted on the presbytery meeting notice. The presbytery meeting notice is emailed to presbyters and churches and posted on the presbytery website, www.pghpresbytery.org, no later than the tenth working day before each presbytery meeting.

Mission fair tables are assigned on a first come, first served basis unless a group has not had the opportunity to have a table at the prior meeting or time is of the essence.

If a group is unable to obtain a mission fair table at a presbytery meeting due to space limitations, they will be given first priority for space at the next meeting with a mission fair.

The Stated Clerk's office is unable to accept "standing orders" for mission fair space at each presbytery meeting or to accept advance requests for mission fair tables at future meetings.

Assignment and Arrangement:

Table availability, size, placement, and configuration is at the sole discretion of the host facility. Groups typically are assigned a five or six-foot-long

rectangular table with two chairs. If the host site has eight-foot-long tables or larger tables, groups may be asked to share. Circular tables, card tables, or other size tables may be used depending on space and availability.

Tables will be assigned in advance. Groups are asked not to change their table assignment or location or rearrange any furniture without prior approval of presbytery and/or host site staff.

Groups may arrive approximately one hour before the start of the meeting to set up their table space. When loading materials into the mission fair space, please follow the directions of the parking lot attendants. Please do not park in loading zones or handicapped spaces (if you do not have a handicapped placard) without prior approval. If parking in such an area for loading purposes, please move your vehicle as quickly as possible so that others may use the space.

Requests for access to an electrical outlet will be considered on a first-come, first served basis and cannot be guaranteed. Groups are asked to limit their use of electricity to one outlet unless no other adjacent group needs access to electricity.

Please do not leave your mission table unattended. Neither Pittsburgh Presbytery nor the meeting host will be responsible for materials or equipment left unattended.

Before the end of the meeting, please remove all materials and equipment from the mission fair area and properly dispose of all refuse. Please do not leave literature or materials behind and assume that someone will take them. Presbytery staff cannot be expected to transport materials or equipment to or from the meeting.

General Guidelines:

The mission fair is not to be used for sales, including fundraising sales.

While groups may advocate regarding issues at the mission fair, no political activity is permitted. This includes advocating for or against political parties or individual candidates and urging action on particular legislation.

Groups may display videos or slide shows on a computer screen if there is no audio narration or music.

Groups may not set up equipment or displays that interfere with access to the area, sight lines, or the use of the space by other groups.

Groups may not display graphic or offensive images.

If there is no mission fair space or if all tables have been reserved, a literature table typically is available for groups to leave materials for general distribution. Groups are asked to refrain from using the tables in the fellowship area or bringing their own tables.