

# For First Time Presbyters

Welcome to your first meeting of Pittsburgh Presbytery! We hope that you will find the experience to be uplifting and informative and we appreciate your service. Your session and congregation will be eager to hear your report of what happens at this meeting; feel free to take notes. Please be aware of the following:

The set up for each Presbytery meeting varies by church, but Presbytery typically meets in the sanctuary of our host congregation. Seating is open, so please sit wherever you are comfortable and able to see and hear. A prayer room is available for your use apart from the meeting space.

## REGISTRATION

Please register upon arrival. Please wear your registration name tag in a visible location for the entire meeting. Only those with name tags indicating that they are enrolled Presbyters have voice at the meetings and may vote. Name tags for teaching elders are pink, ruling elders are green, and visitors are white. The number of ruling elder Presbyters for each church varies according to membership size and the need to have the same number of ruling and teaching elders eligible to be presbyters.

## INFORMATION

Information that may be of interest to your congregation is available on the tables in the registration area and at the mission fair. Light refreshments are available elsewhere on the premises, usually near the mission fair. Please note that most congregations forbid food and drink in the sanctuary. Some do permit water bottles, but it is best to ask. Host ushers can inform you as to the location of rest rooms and information on handicapped access.

## MEETING DOCKET

Our meetings follow the docket sent out by mail to each congregation in advance of the meeting always beginning with worship. During worship, we will take an offering to be split evenly between the Lazarus Fund and the Hunger Fund. The total amount of the offering will be matched by a grant from the Pittsburgh Presbyterian Foundation.

## MEETING PACKET

Papers relevant to the business expected to be discussed at the meeting are available on the Presbytery's website, [www.pghpresbytery.org](http://www.pghpresbytery.org), one week in advance of the meeting. A very limited number of copies are available at the Stated Clerk's table, usually located at the front of the assembly, as well. As much information as is practical will be projected onto a screen during the meeting.

## CONDUCTING BUSINESS

We follow the current edition of *Robert's Rules of Order* and our Standing Rules (available on our website) as we conduct our business. During debate, committees or commissions of Presbytery are given the privilege of the floor first on issues relevant to their work. Speakers typically are limited to three minutes and we alternate hearing from those in favor and those opposed. Debate is limited to 20 minutes total per motion unless extended by the body. Most of our questions are decided by voice vote. Paper ballots are used when necessary or when requested.

## CONSENT AGENDA

We handle items of a routine nature via a Consent Agenda which permits all of the items on the consent agenda to be passed with a single vote early in the meeting. Any presbyter can request that an item on the consent agenda be removed and specifically discussed during the appropriate time or committee report later in the meeting.

## NEW BUSINESS

New business is generally not addressed at the meeting that it is introduced from the floor unless the body agrees that time is of the essence. Instead, new business will be referred to the appropriate committee or commission of Presbytery for consideration at a subsequent meeting.

## QUESTIONS?

If you have any questions, please do not hesitate to ask any member of Presbytery staff.