

Registration Information
Presbytery of the James – Called Meeting
Virtual Meeting via Zoom Meeting
November 21, 2020

Note: ALL participants (Ministers, Commissioned Ruling Elders, Certified Christian Educators, Ruling Elder Commissioners, and guests) will be required to register in advance. We will need to know the names of Ruling Elder Commissioners (those elected by session to represent their congregations) in advance. This is a change from in-person meetings.

Ministers and Clerks of Session: We will need to know the names and contact information (email and phone number) for your commissioners ahead of time. This is a change from in-person meetings. Please email this information to Barbara Espigh at barbara@presbyteryofthejames.org, or if you do not have internet access, please leave a message for her at 804-262-2074 ext. 301.

All attendees: Please use the link below to access the registration site. You will be asked for your name, phone number where you can be contacted the day/time of the meeting, your church's name and city, and whether you are a Ruling Elder Commissioner (a ruling elder elected by your church session to represent your congregation), ruling elder serving as moderator of a POJ committee, minister member, commissioned pastor (CRE), Certified Christian Educator, or guest (no voice or vote). It is important that all information is filled out. Once you have registered, information regarding meeting access links, numbers, and passwords will be emailed to you. Please save that email to use on November 21 to log in to the meeting.

If you do not have reliable internet access, please call the presbytery office at 804-262-2074 ext. 301 and leave a message including your name, phone number, church name and city. Someone will call you back to discuss participation options and will send you the appropriate login information.

Registration: <https://us02web.zoom.us/meeting/register/tZcoceGvpz8sGdJTJ33SmxzuX0eUXjNjyhIB>

Thank you for your flexibility as we change meeting formats in this uncertain time. If you have questions or concerns not covered in the above information, please contact Barbara Espigh at barbara@presbyteryofthejames.org. If you do not have reliable internet access you may leave a message at 804-262-2074 ext. 301.

****Emails and calls will be returned during POJ office hours Monday – Thursday 8:30 a.m. to 4:00 p.m.****

General Information
Presbytery of the James • Called Meeting
November 21, 2020
Via Zoom Meeting

Please thoroughly review Section I and Section II of the packet prior to the meeting to become familiar with the topics that will be discussed and voted on.

- ◆ At its earliest opportunity, each moderator or clerk of session is requested to put this packet in the hands of the Ruling Elder Commissioner(s) representing their church.

◆ Presbytery convenes promptly at 9:30 a.m. **You must have completed registration and be logged in by 9:30 a.m.** The Zoom link will open at 9:00 a.m. for all commissioners and attendees.

- ◆ All ministers and sessions are reminded that email excuses are required for absences to be approved. Please plan to stay logged in for the entire meeting and attend to all matters. Send excuses to Franklin Reding, assistant to the stated clerk, at franklinr@presbyteryofthejames.org.
- ◆ If you plan to offer a motion or an amendment to any motion, there are two ways to do so virtually:
 1. Prior to the day of the meeting, you may send the motion or amendment in writing via email to the Stated Clerk at fred@presbyteryofthejames.org.
 2. On the day of the meeting, you may send the motion or amendment in writing via email to Deborah Rexrode at deborah@presbyteryofthejames.org.
- ◆ Overtures must be at the presbytery by noon eight (8) weeks prior to a meeting. For the February 20, 2021 meeting, the deadline will be December 17, 2020 by noon.

Future Stated Meetings

February 20, 2021	Second Church, Richmond (Worship with Bible Study)
June 15, 2021	Invitation Needed (Worship)
October 16, 2021	Invitation Needed (Worship with Communion)

AGENDA

Called Meeting
Presbytery of the James
Saturday, November 21, 2020
Virtual Meeting

- 9:00** Zoom Meeting Opens
- 9:20** “Live” Zoom Reminder Message..... Teaching Elder Jess Cook,
Program and Communications Manager, More Light Presbyterians
- 9:30** Call to Order & Prayer..... Ruling Elder Leigh Anne Ring, POJ Moderator
- Welcome Ruling Elder Leigh Anne Ring
- Welcoming of First-time Commissioners, Corresponding Members, and Visitors
- Morning Meditation..... Ruling Elder Leigh Anne Ring
- Adoption of the Agenda Ruling Elder Kenna Payne, Westminster, Richmond, C&C Team Moderator
- Dismantling Racism Dismantling Racism Ministry
Teaching Elder Darren Utley, associate pastor, Fairfield Church, Mechanicsville
Teaching Elder Christopher Tweel, pastor, Three Chopt Church, Richmond
- Committee on Nominations Teaching Elder Denise Hall, Honorably Retired
- Committee on Ministry Ruling Elder John Flournoy, Tuckahoe Church, Richmond
Wilson Kennedy, Covenant Pastor 2 at First Church, Richmond
Commissioning of William Seay, Commissioned Pastor at Genito Church, Powhatan
Commissioning of Peggy Fox, Commissioned Pastor at Woodville Church, Richmond
- Strategic Planning Team Ruling Elder Jen Rowe, The Presbyterian Church, Fredericksburg
- Adjournment and Closing Prayer..... Ruling Elder Leigh Anne Ring

A Brief Guide and Reference Sheet to *Robert's Rules of Order*

Robert's Rules of Order is a guide for conducting meetings and making decisions. In order for the Presbytery to carry out its responsibilities in the most fair and orderly fashion, it is helpful for teaching and ruling elders to understand the rules of order which will be followed. Familiarity with the *Book of Order* is very helpful and, where our constitution is silent, we have the following:

“Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except when it is in contradiction to this Constitution. Councils may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.” [*Book of Order*, G-3.0105]

With this in mind, the following brief overview of parliamentary procedure is provided for you. It will serve as the basis for the handling of the Presbytery's business. Your familiarity and attention to these basic rules of order will be most appreciated.

PRECEDENCE ORDER	DESCRIPTION	Second Required?	Debatable?	Amendable?	Vote Required?
MAIN MOTIONS					
1	Main (Principal) - to present a recommendation for consideration by the body	No – if coming from a committee Yes – if coming from the floor	Yes	Yes	Majority
SUBSIDIARY MOTIONS In order of precedence					
2	Postpone indefinitely	Yes	Yes	No	Majority
3	Amend - substituting, inserting, striking out, or striking out and replacing	Yes	Yes	Yes, but only one at a time	Majority
4	Refer / Commit to a Committee	Yes	Yes	Yes	Majority
5	Postpone - to a subsequent meeting	Yes	Yes	Yes	Majority
6	Limit or Extend Debate	Yes	No	No	2/3 vote
7	Call for the Previous Question - to end debate	Yes	No	No	2/3 vote
8	Lay on the table until later in the meeting - to take up more urgent business	Yes	No	No	Majority
PRIVILEGED MOTIONS					
9	Order of the Day	No	No	No	Chair decides
10	Question of Privilege	No	No	No	Chair decides
11	To Recess	Yes	No	Yes	Majority
12	To Adjourn	Yes	No	No	Majority
13	To Fix a Time to adjourn	Yes	No	Yes	Majority
INCIDENTAL MOTIONS					
	Point of order	No	No	No	Chair decides
	Request for Information	No			
	Parliamentary Inquiry	No	No	No	No vote taken
	Question a Voice Vote	No	No	No	No vote taken
OTHER MOTIONS					
	Reconsider - can only be made by a person on the prevailing side and for a decision of the same day	Yes	Yes - if the motion being reconsidered is debatable)	No	Majority

NOTE – the above list does not include all possible motions or actions included in *Robert's Rules of Order*.

**Presbytery of the James – Called Meeting
November 21, 2020**

Zoom meeting tips and reminders

This called meeting of the Presbytery of the James (POJ) will be held via the **meeting** format of the Zoom electronic meeting platform. Following are some key reminders about the conduct of the meeting. A full set of information and guidelines for this meeting are available on the Presbytery's website.

The schedule for the meeting is as follows –

9:00 a.m.	ZOOM meeting room opens
9:20 a.m.	brief review of Zoom features and tips
9:30 a.m.	meeting begins
12:30 p.m.	projected adjournment

There are only four pieces of business to be considered at this meeting, as detailed in the call of the meeting and presented in the Agenda. Everyone who wishes or needs to attend must register in advance. This process opens on November 5 and is available through 8 pm on Friday, November 20.

Persons who are family and friends of the ordination candidate, visitors, observing members of other presbyteries (both Teaching and Ruling Elders), and Ruling Elders who are not commissioners to this meeting, should register as a GUEST. Only those people attending as a voting commissioner (a Ruling Elder or Teaching Elder or Certified Educator) may vote on the items of business.

Participants are required to join the meeting on an individual device – one person on one device.

If you will be dialing into the meeting with a basic phone or if you think you might have any connectivity problems at all, please contact Barbara Espigh at the POJ office as soon as possible at barbara@presbyteryofthejames.org.

Make sure you have downloaded the latest version of Zoom to your device or computer.

Once you have registered for the meeting, you will receive an email confirmation, which will include a link to join the meeting. **Save that email** - you will need that link to join the meeting. Each registration generates a unique confirmation link, so you will not be able to share the link. This is one feature we rely upon to provide security and monitoring of the meeting.

TIPS FOR / DURING THE MEETING

- Join the meeting early - it takes a few minutes to join.
- Review the packet in its entirety in preparation for the meeting.
- If you have questions or technical problems during the meeting , send a 'chat' message to Brint Pratt Keyes with full details.