



GUIDELINES FOR THE 108th STATED MEETING

TUESDAY, JUNE 15, 2021

BY ZOOM

9:00 a.m. – Zoom access opens

9:30 a.m. – Meeting begins

The 108th stated meeting of the Presbytery of the James (POJ) will be held via the **meeting** format of the Zoom electronic meeting platform. In this format, the hosts of the meeting will control the muting and unmuting of attendees, the ‘chat’ function will be partially enabled, and each attendee will be able to see other faces, in either the ‘speaker’ view or the ‘gallery’ view. There are ways for other participants to ask questions, make comments, and to vote, and all ways will be available at all times.

The packet of information and reports for the Commissioners will be available on the Presbytery’s website on June 1, 2021. You will see from the agenda that this is projected to be a half-day meeting. We ask that all Commissioners plan to remain for the entire meeting.

Agenda Overview

To accommodate a scheduled break at approximately 11:00 a.m. **please leave your computer or phone ‘on’ during this period, even if you step away from the computer.** This will ensure that you will still be connected for the remaining portion of the meeting.

We are projecting the meeting will adjourn at approximately 12:30 p.m.

Technical Issues

Participants are required to join the meeting on an individual device – one person on one device. We are encouraging participants to join the meeting on a desktop or laptop computer. A tablet, smartphone, or basic phone are acceptable alternatives, if a computer is not available.

Participating using a computer, tablet, or smartphone

If you use a **desktop or laptop computer**, please make sure you have high-speed internet access, sound output device (speakers, headphones, or earbuds), and microphone capability. Being close to your wi-fi router during the meeting may help the connectivity.

If joining by desktop or laptop is not possible, a **tablet or smartphone** may be used, using the free Zoom app. The app is available at your device's app store.

Zoom regularly upgrades their product to enhance security and functionality issues. If you have not recently upgraded Zoom on your device, please go to their website and run the downloads –
<https://zoom.us/download>.

Participating using a phone

You may also join the meeting by dialing into the meeting with a **basic phone**. The confirmation email you receive after registration will have the phone number to use.

After registering, please contact Barbara Espigh at the POJ office (barbara@presbyteryofthejames.org) to provide the phone number you will be using and to receive instructions for asking questions, making comments, and voting.

On the day of the meeting, POJ staff will watch for your phone number to arrive at the meeting as you dial in. Staff will update Zoom to show your name on the screen instead of your phone number. You will be reminded of the instructions to ask questions, make comments, vote, etc., during the meeting.

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. We will work with you to try and solve any such problems you might have.

Advance Registration

To keep track of the number of participants who have registered and to provide enhanced internet security, all participants must **advance register** to attend this meeting. You can do this via a link found on the Presbytery's website on the "Stated Meetings" page. The link will be opened on Wednesday, June 2, and you can register for the meeting until 9:00 a.m. Monday morning, June 14.

As you go through registration, you will need to provide your name and your role at the meeting. While most roles are self-explanatory, you're reminded that:

- RULING ELDER COMMISSIONERS are elected by a church's Session to attend the meeting as a voting Commissioner.
- If you are not a/the designated Ruling Elder for your church, please register as a GUEST.
- Ruling Elders who are not commissioners to this meeting should register as GUESTS.
- Visitors should register as GUESTS.
- Observing members of other presbyteries (both Teaching and Ruling Elders) should register as GUESTS.

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 with anyone else. This is one feature we rely upon to provide security and monitoring of the meeting.

Tips Before the Meeting

- A video training session for participating in this Zoom meeting has been developed and is available on the POJ's website.
- Make sure your wi-fi has a strong and stable signal. Connect to the meeting while close to your router.
- Make sure your displayed name is correct and appropriate to this meeting. Please change it if necessary.
- Get your water or coffee before you sit down at the meeting. Use the bathroom before you join. Get your headphones set up. They will help reduce background noise during the meeting.
- Please check what is behind you in your room and remove from view anything you prefer that others not see.
- Keep the registration email with the Zoom link at the ready. If you become disconnected, Zoom should automatically reconnect you, but you may need it to re-enter the session.

Tips For/During the Meeting

- Join the meeting early - it takes a few minutes to join. The Zoom meeting room will open at 9:00 a.m.
- There will be a brief orientation and review of the Zoom features at 9:20 a.m.
- **We encourage all Commissioners to review the entire packet prior to the meeting.** The packet will be posted to the POJ's website on Tuesday, June 1, 2021.
- The stated meeting will begin promptly at 9:30 a.m. We are projecting the meeting will adjourn at approximately 12:30 p.m.
- Our meeting will open with worship. Scripts for responsive readings, scriptures, and music will be provided on the screen.
- If you are recognized to speak (and you are not on a landline), your face will be spotlighted on the video.
- If you must step away from the computer and camera, consider halting the video until you return (do not leave the Zoom meeting).
- Use CHAT to send messages to the meeting leaders. During the meeting, 'chat' between attendees will be disabled.
- Use RAISE HAND via the 'participants' icon to seek recognition to speak on a motion or to make a motion.
- Once the meeting begins, you will be muted by the Zoom hosts, unless you request to speak and are recognized by the Moderator. If you are recognized to speak, you will be reminded to unmute yourself after the Zoom hosts unmute you.
- If an item of business requires a vote, the body will be asked to vote via polling procedures. When the vote is to be taken, a dialog box will appear on your screen with the motion being voted on, and you would vote by clicking on the 'YES' or 'NO' buttons. Non-voting attendees should select 'NOT VOTING.' The Moderator will explain the procedures at the appropriate time, including procedures for people attending the meeting by phone.
- If you are not attending as a voting commissioner (a Ruling Elder or Teaching Elder or Certified Educator), you may not vote.