



## 2021 Congregational Virtual Meeting Instructions

Virtual Meeting: January 31, 2021 at 10:30 a.m.

### JOINING the MEETING – BY COMPUTER, TABLET, IPAD, or SMARTPHONE

On Sunday, January 31 an email containing the Zoom link for our Congregational meeting will be sent at 6:00 a.m. to all voting members who are subscribed to our “members” email list. (If you received this email, you are on that list.) You can join the meeting on your computer, tablet, iPad, smartphone, etc. by clicking on the provided link.

To watch a tutorial on how to join a meeting, search: [zoom support joining a meeting](#)

### JOINING the MEETING – BY PHONE

How do I participate in the meeting if I do not have a computer or smart phone? You may call in and actively participate with a landline or any other telephone.

Joining a meeting by phone:

1. Dial the meeting phone number (carrier rates may apply).
2. Enter in a nine to eleven digit **meeting ID** number followed by #. St. John’s will provide this ID number.
3. If you are asked for a unique participant ID. Press #
4. You will be prompted to enter the **meeting passcode**, followed by #. This passcode will be included in the meeting invite.

**Once Connected:** Upon entering the call, your line will be on mute. To un-mute, hit \*6. These keystrokes (\*6) are a ON/OFF toggle.

If you have a question during the meeting, press \*9 and wait to be acknowledged by the meeting host.

### ASKING QUESTIONS

Throughout the meeting we encourage you to mute your microphone to reduce background noise. During the meeting you may have questions. To ask a question we encourage you to use the CHAT feature in Zoom. Select the CHAT button, type in your question, and hit enter. By using CHAT, others can see and read the questions. All questions will be read and answered verbally for the benefit of those who are participating via a land line or telephone. Please know you can always take yourself off mute and ask your question.

## ATTENDANCE

Normally at a Congregational Meeting, attendees would sign in prior to the session. With the meeting virtual, Council will count and log all members who join the meeting. This will be done for recordkeeping purposes and to ensure we meet our required quorum attendance threshold.

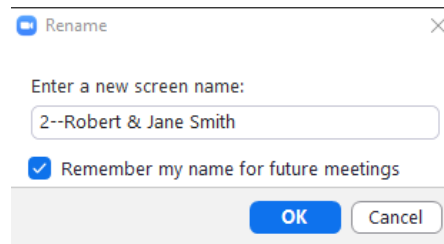
To assist in accurate counting and minutes (i.e., recording the name of the individual who stated a first or second to a motion) we ask you rename yourself on Zoom with the number of voting attendees and your full name (s). For example:

2 – Robert & Jane Smith

1 – Sue Smith

To change your screen name after entering a Zoom meeting, click on the “Participants” button in the Zoom window.

1. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.
2. Enter the name you'd like to appear in the Zoom meeting and click on “OK”.



## VOTING

Historically voting at congregational meeting is conducted verbally by voicing our votes with a yea or nay. Unfortunately, the yea or nay method is not practical for a virtual meeting. In lieu of yea or nay, we will be **using our thumb to express a yea (thumbs up) and nay (thumbs down) vote**. For those individuals who call into the meeting a roll call vote will be taken.

In a recent Zoom meeting, we tested various voting options and the roll call and thumbs up/down voting method was the simplest. This approach avoids those who do not have the latest version of Zoom uploaded or may not be overly familiar with all of Zoom's features (i.e., yes/no option).

## HELP SUPPORT

In the event you experience difficulties on the day of the meeting, there will be three St. John's members on-call to help you to problem solve.

Stephanie Broussard – 414-534-5170

Joanna Salinas – 262-278-8021

Linnea Logan – 262-358-0501